

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, August 25, 2025, at 6:00 p.m.

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

Members Excused: Member Jarvela

Staff Present: City Administrator Harren; City Attorney Joe Langel; City Engineer Phil Martin; Building Official, Scott Sadusky; Zoning Administrator, Mitch Hinnenkamp 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 WITH THE ADDITION OF A PLANNING AND ZONING REQUEST TO CONSIDER APPROVAL OF REZONE REQUEST 2025-03 AND AUTHORIZE SUMMARY PUBLICATION AND TO MOVE PRESENTATIONS BETWEEN PUBLIC COMMENTS AND OLD BUSINESS. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

4. Approve Consent Agenda

- a. Accept Minutes
- b. Approve Claims
- c. Accept Resignation of Public Works Driver, Neal Gjersvik
- d. Approve Payment of Invoices from Chamber of Commerce

MEMBER TRAYLOR MOVED TO APPROVE THE CONSENT. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4 -0.

5. Public Comments: None.

6. Presentations

- A. Crow Wing County Land Services Director Gary Griffin and Sr. Operations Specialist Maggie Young provided a presentation on Parcel Consolidation.

Crow Wing County Land Services is engaged in a parcel consolidation program. The primary purpose is to combine parcels with contiguous ownership for property tax statement purposes. The legal descriptions remain unchanged. Consolidation is to reduce the number of total tax statements that are mailed multiple times a year for cost savings and to minimize issues related to receiving multiple tax statements. This process will be done by Administrative Consolidation. The City of Crosby has 663 parcels that meet the criteria for consolidation. A community education campaign will follow.

City Council discussion continued.

- B. 2026 Midwest Mountain Bike Fest Presentation on the 2026 Mountain Bike Fest by Shae Rossetto—There was no representative in attendance. Discussion was tabled for a later date.

7. Old Business

- a. Consider Increasing Grant Payment Ceiling on Water Service Line Replacement Grant

Administrator Harren reported that \$275,000 of the Private Water Service Replacement Grant in the amount of \$309,000 is dedicated to qualifying property owners. To date, the city has encumbered \$90,900, which leaves \$184,100. There are three property owners so far whose replacement expenses exceeded the \$8,000/individual maximum grant amount. The total additional line replacement expense currently is \$10,100.

City Council had previously discussed funding the full cost if there was extra funding available. Administrator Harren asked council to consider changing the grant eligibility to be equivalent to the low quote.

MEMBER TRAYLOR MOVED TO AUTHORIZE USE OF SERVICE LINE REPLACEMENT GRANT FUNDS TO PAY THE FULL COST OF LOWEST QUOTE. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- b. Approve Pay Request No. 1 on 11th Avenue Emergency Water Main Break Project

City Engineer Martin reported that Holmwig Excavation has completed the Emergency Watermain Project on 11th Avenue SW, with establishment of grass and minor punch-list items remaining. Pay application No. 1 is in the amount of \$184,537.56. Once grass is established, the remaining \$1,900 will be paid out. This expense would be charged to the water fund.

\$156,935.50 was the initial estimate; however, there were additional costs with materials and exploratory excavation because of a lack of records. Due to this being an emergency fix, there was no time for prior planning before beginning the project. Despite these factors, Holmwig was still the lowest quote received.

MEMBER HEGLUND MOVED TO APPROVE HOLMVG EXCAVATING PAY REQUEST NO. 1 FOR THE 11TH AVENUE EMERGENCY WATER MAIN BREAK PROJECT IN THE AMOUNT OF \$184,537.56. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

8. New Business

- a. Approve Purchase of Flygt Pump for 3rd Avenue NE Lift Station

City Administrator Harren reported that the Flygt Pump at the 3rd Avenue NE Lift Station is failing and could cease working as it is original to the installation of the Lift Station. W.W. Goetsch currently has a Hydromatic S4NRC750M3-4 230 v 3-phase 7.5 hp with a 7.5" impeller in stock for a price of \$8,302, with installation and tax being additional. This price will be good for 30 days. The price of a new pump is typically \$12,000. This pump carries a 5-year municipal warranty.

MEMBER HEGLUND MOVED TO APPROVE THE QUOTE FROM W.W. GOETSCH FOR A REPLACEMENT PUMP FOR THE 3RD AVENUE NE LIFT STATION AT A COST OF \$8302 PLUS TAX AND INSTALLATION. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- b. Consider request for 2025-2026 CI High School Sports Package advertising from RangersLIVE

This request was tabled for discussion at a later date.

- c. Consider Resolution No. 2025-24-0825 approving Final Layout Plan for SP 1806-82 Serpent Creek Box Culvert Replacement and set Public Hearing Date for October 13, 2025 to take public input on the proposed project.

Administrator Harren reported that MnDOT is requesting municipal approval of the final plan for replacing the box culvert. This box culvert manages water coming from the lake into the Serpent Creek.

The project itself is fully funded. However, the City of Crosby would be required to provide routine annual maintenance after installation including cleaning at least once a year and visual inspections three times a year. There will be a detour while the box culvert is being installed. Engineer Martin approves of this design. An easement acquisition will have to be completed by MnDOT.

Council discussion continued.

MEMBER LEWIS MOVED TO APPROVE RESOLUTION NO. 2025-24-0825 FOR THE FINAL LAYOUT FOR SP 1806-82 SERPENT CREEK BOX CULVERT REPLACEMENT. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- d. Set Public Hearing Date for October 13, 2025, for Serpent Lake Box Creek Culvert Project.

MEMBER LEWIS MOVED TO SET A PUBLIC HEARING DATE OF OCTOBER 13, 2025 FOR THE SERPENT CREEK BOX CULVERT PROJECT. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- e. Accept Minnesota Public Finance Authority Grant in the Amount of \$309,000 for the SE Improvement Area Lead Service Line Replacement Project

Administrator Harren reported that the Municipal Public Facilities Authority has approved project financing for the City of Crosby under the Lead Service Line Replacement Program. The project consists of approximately 34 lead service line replacements. MPFA's financing for this project costs consist of a loan in the amount of \$309,000 and a separate grant, in the same amount of the loan. The grant will be

used to repay the LSLR loan to the MPFA. The grant will be provided after final disbursement of the loan has been paid.

MEMBER LEWIS MOVED TO APPROVED THE AWARD OF THE MPFA PROJECT ORDER OF \$309,000 FOR THE LEAD SERVICE LINE REPLACEMENT PROGRAM. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- f. Consider approval of Rezone Request 2025-03 and authorize summary publication of the amendment to the Official Zoning Map, Chapter 154, Section 031 subpt (A) "Zoning District Application" in place of publishing the full ordinance.

Zoning Administrator Hinnenkamp asked the Council to consider approval of Rezone Request 2025-03 for property located at 22 4th St. NW Crosby PID 11121695. The Planning Commission held a public hearing on August 18th to consider the rezone request and is recommending it for council approval.

This parcel is currently zoned light industrial (I), and the request is to rezone it as single family residential (R-1). Approval of this request will result in the need to change the zoning map. Hinnenkamp also requested approval to publish a summary of the ordinance change in lieu of publishing the entire ordinance.

Council discussion continued.

MEMBER LEWIS MOVED TO APPROVE REZONE REQUEST 2025-3 AMENDING THE OFFICIAL ZONING MAP FOR THE CITY OF CROSBY FOR PID #11121695 TO SINGLE AND TWO-FAMILY RESIDENTIAL R-1 AND APPROVE SUMMARY PUBLICATION. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

9. Reports

- a. City Engineer

Engineer Martin reported on the SE Alley Improvement Project. The Project was delayed several weeks due to soil contamination remediation. The decontamination is now complete. The cost to the City should be lower than originally anticipated as the amount of contamination was less than expected. Paving and curb and gutter should begin the second week in September.

Council discussion continued.

- b. City Building Code Inspector—submitted his report. There were no questions from Council.
- c. Planning and Zoning Administrator – submitted his report and provided follow up explanations.

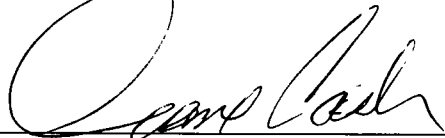
Zoning Administrator Hinnenkamp reported that over the counter permits have declined. He also shared that the Ordinance Subcommittee met earlier this evening, and they ranked ordinance adjustments in order of priority.

September 5th was given for a deadline on a shed removal within the City limits.

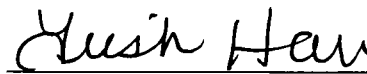
Zoning Administrator advised the Planning Commission is exploring allowing multifamily residential developments within the B1 District. This proposal would provide flexible use within the Downtown area. The goal is to bolster the downtown business while addressing the current housing shortages.

10. Adjournment

**MEMBER LEWIS MOVED TO ADJOURN THE MEETING AT 7:23 P.M.
MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY
A VOTE OF 4-0.**



Diane Cash, Mayor



Trish Harren, City Administrator