

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Tuesday, October 14, 2025, at 6:00 p.m.

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

Staff Present: City Administrator Harren; Mike VanHorn, Police Chief; Shayne Jacobs, Fire Chief; Tony Ferrari, PW Working Foreman; Andrew Beadell, City Engineer; Jason Forbord, Deputy Clerk; Dianne Howard, Administrative Assistant

1. Call Regular Meeting to Order

The regular meeting of the Crosby City Council was called to order by Mayor Cash 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 TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

4. Approval of Consent Agenda

Administrator Harren asked for two additions under the Consent Agenda:

Item F Request to Approve a Lawful Gambling Permit for the Crosby Fire Relief Association to Hold a Raffle Offsite at the Crosby Ironton High School

Item E To Reschedule the Public Hearing on the ROW Vacation Request for CRMC to November 10, 2025

A. Accept Donations and Acknowledge Donors

B. Approve Minutes

C. Approve Claims

D. Approve Police Department PT Police Officer Hire

E. Approve Reschedule the Public Hearing on the ROW Vacation Request for CRMC to November 10, 2025

F. Request to Approve a Lawful Gambling Permit for the Crosby Fire Relief Association to Hold a Raffle Offsite at the Crosby Ironton High School

MEMBER TRAYLOR MOVED TO APPROVE THE REVISED CONSENT AGENDA. MEMBER LEWEIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

5. Public Comments: None.

6. Old Business

- a. Sourcewell Agreement—Administrator Harren clarified the language related to the terms and fee increase in the new Sourcewell Agreement that was held over from the last meeting. The \$5.00/hour increase would be a yearly increase. Our current rate is the same as it was 12 years ago. Sourcewell is a community partner and doesn't need to break even their fee for service professional agreements, however, they need to close the gap between cost and fees. 23 cities have already signed off on the proposed increase.

The city could offset additional costs by making better use of city staff expertise. The increase is more economical than hiring a full-time Zoning Administrator and the contract can be reviewed yearly. We are currently paying \$55/hour and will be paying \$60/hour in 2026. The budgeted cost for 2026 is \$15,000.

Council discussion continued.

MEMBER HEGLUND MOVED TO APPROVE THE SOURCEWELL AGREEMENT OF \$60/HOUR FOR 2026 WITH \$5.00/HOUR INCREASES ANNUALLY THEREAFTER. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

7. New Business

- A. Discuss/Approve Ordering Police Department Patrol Squad for 2026 Delivery
This is a scheduled replacement. The purpose of this rotation is to be able to have vehicles that are under warranty and still have re-sale value, which will assist in financially supporting replacement PD vehicles in the future. The request is for one 2026 patrol vehicle at a cost of \$38,201 per the State contract with delivery in 2026. The Police Department is replacing a 2018 squad for this unit.

Council discussion continued.

Most of the funding for this purchase is included in the 2026 budget, with additional funds coming from the sale of vehicles that will be cycled out of the fleet.

MEMBER TRAYLOR MOVED TO APPROVE THE REQUEST TO PURCHASE ONE PATROL VEHICLE FOR THE POLICE DEPARTMENT AT A COST OF \$38,201 PER THE STATE CONTRACT. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

B. Approve Ryan Construction Pay Request No. 9

Administrator Harren reported that Bolton and Menk has submitted Pay Request No. 9 for the 2024 Crosby SE alley Improvements in the amount of \$406,001.98 to be paid to Ryan Construction. This is for the work completed through September 26th.

Bolton and Menk have confirmed that the work was satisfactorily completed.

MEMBER LEWIS MOVED TO APPROVE PAY REQUEST NO. 9 FOR THE SE ALLEY IMPROVEMENT PROJECT IN THE AMOUNT OF \$406,001.98 TO RYAN CONTRACTING COMPANY. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

C. Discuss/Approve MOU to Public Works Local 346 Contract Adding Clerical Staff
City Administrator Harren and the Personnel Committee participated in negotiations with Teamsters Union No. 346 to discuss adding clerical staff into an existing contract between the Union and the City. The previously negotiated contract for 2025-2026 remains unchanged except for the items spelled out in the MOA.

Positions added include:

- Police Clerk, Denise Kelsay: Grade 5, Step 10
- Utility Billing Clerk, Samantha Wodarz: Grade 5, Step 7
- Assistant DMV Clerk, Jackie Owens: Grade 5, Step 5
- Administrative Assistant, Dianne Howard: Grade 4, Step 8
- Three Part-Time Librarians: Grade 2, Step 6

The MOA has been approved by the Union. It is ready for Council review, approval and final execution.

MEMBER HEGLUND MOVED TO APPROVE THE MOU BETWEEN THE CITY OF CROSBY AND TEAMSTERS UNION NO. 346. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- D. Discuss/Approve New Contract Between City of Crosby and Teamsters Local No. 346 for Lead Workers.

Administrator Harren reported that the City previously had a lead worker contract for one position—the PW Working Foreman. In December of 2024, the Head Librarian and Deputy Registrar signed up to join the Teamsters Local #346. The City and Local #346 went through a clarification of unit process. After agreement and negotiations, it was decided to add the Head Librarian and Deputy Registrar to the Public Works Working Foreman Contract. An agreement was reached for all three employees to follow the already ratified classification, Compensation Schedules and for the 2025-2026 benefits.

Administrator Harren noted that the fair share of union dues for non-members language was deleted from the agreement prior to final agreement. The New Family Paid Leave rule will go into effect on January 1, 2026, and the cost share will have to be negotiated through an MOU.

MEMBER HEGLUND MOVED TO APPROVE THE AGREEMENT BETWEEN THE CITY OF CROSBY, LEAD WORKERS AND THE TEAMSTERS GENERAL LOCAL UNION NO. 346. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- E. Receive 2025 SE Alley Improvement Project Proposed Assessment Roll and Schedule Public Hearing on November 10, 2025

Administrator Harren reported that Minnesota Statute, Chapter 429 authorizes municipalities to finance local improvements by assessing all or a portion of the cost of the improvements against the benefitted properties. Such an assessment is a statutory lien upon private property and is generally payable in annual installments with interest over a set number of years unless it is prepaid.

Engineer Beadell stated that the contractor is finalizing the punch list and then the project will be completed. The next steps include holding the public hearing, certifying assessments, and accepting payments or placing the assessments on the tax roll. The affected homeowners will be notified of the meeting schedule for November 10th during the regularly scheduled meeting.

Council discussion continued.

There will be a Public Works Meeting on Thursday, October 23rd at 10:00 to review the assessment policy for the next city infrastructure project.

MEMBER LEWIS MOVED TO APPROVE/RECEIVE 2024 SE ALLEY IMPROVEMENT PROJECT PROPOSED ASSESSMENT ROLL AND SCHEDULE THE PUBLIC HEARING FOR NOVEMBER 10, 2025, AT 6:00 P.M. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

F. Discuss/accept Local Option Sales Tax Consultant Quote

Administrator Harren reported that the City is interested in hiring a consultant to assist with the process of pursuing local option sales tax. The process is long and complex and requires legislative approval. It begins with completing a capital improvement plan that the items to be funded with the sales tax including cost estimates. A sales tax study will be completed by the University of MN Extension to provide data on the projected breakdown of local/non-local participation in the sales tax. Local option sales tax can't be enacted without voter approval. If the city obtains legislative approval, the sales tax question would be on the ballot fall of 2026.

Many of Crosby's recreational and medical tourists buy gas, meals, and do other shopping while they are in town. A local option sales tax would be a way for the City to fund capital projects, so those costs do not get passed onto local property taxpayers. Depending on the community, non-resident visitors generate between 40-60% of sales tax.

Representative Ben Davis has agreed to sponsor a bill on behalf of the City of Crosby, and it is anticipated that Senator Jordan Rasmussen would co-author the bill. The cost of a consultant is approximately \$5,000, and League of Minnesota Cities and Sourcewell have grants that could fund the consulting fee. The two quotes received are from Ehlers and Associates and Local Government Reimagined (LGR) rates is \$75.00/hour plus traveling expenses. Ehlers and Associates have a flat rate of \$5,000. Council discussion continued.

MEMBER HEGLUND MOVED TO APPROVE THE HIRE LOCAL GOVERNMENT REIMAGINED AT \$75.00/HOUR PLUS TRAVELING EXPENSES FOR A CONSULTANT FOR THE LOCAL OPTION SALES TAX FOR THE CITY OF CROSBY. MEMBER TRAYLOR SECONDED THE MOTION. ROLL CALL VOTE: MEMBER TRAYLOR AND MEMBER HEGLUND: YEA. MEMBER JARVELA, MEMBER LEWIS AND MAYOR CASH: NAY. MOTION FAILED BY A VOTE OF 3-2.

MEMBER LEWIS MOVED TO APPROVE THE HIRE OF EHLERS AND ASSOCIATES FOR A FLAT RATE OF \$5,000 AS THE CONSULTANT FOR THE LOCATION OPTION SALES TAX FOR THE CITY OF CROSBY. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-1.

- G. Discuss/Approve Purchase of Fire Fighter Duty Equipment with Crosby Fire Department Relief Association donations. Administrator Harren reported that the Fire Department has hired six new firefighters and needs to equip them with duty gear. The Crosby Fire Department has received quotes for the needed gear and solicited and received donations to fund this new gear. \$50,000 donation from the Fire Relief Association was received that will pay for this gear.

MEMBER LEWIS MOVED TO APPROVE PURCHASE OF DUTY GEAR FOR SIX NEW FIREFIGHTERS FOR FIRE DEPARTMENT WITH FUNDING FROM THE DONATION FUND. MEMBER HEGLUND SECONDED THE MOTON. THE MOTION PASSED BY A VOTE OF 5-0.

- H. Discuss Updated Fire Department Bylaws/Operating Procedures
Administrator Harren reported that the Fire Department has reviewed and revised its bylaws referred to as operating procedures. City Council is receiving the procedures for review, and they will be placed on a later agenda for approval. The City Fire Ordinance and the Fire Department operating procedures conflicted with actual practice related to election of officers. City Attorney will review the operating procedures and the City Code and provide an update to Chapter 32 of the City Code for Council approval. Once the Code is changed, Council can approve the update operating procedures. Administrator Harren clarified that the Fire Department elections are considered recommendations per our City Attorney as they must go to Council for final approval. Chief Jacobs stated that a second assistant was asked to be added and the expansion to 15-minute response time was also brought up. The current requirement is a 10-minute response time, which limits how far Fire Department members can live from the Fire Hall. Council discussion continued. This issue cannot be voted on tonight. The materials have been sent to City Attorney Langel for review.
- I. Discuss/Set Public Hearing Date for Amendment to City Code of Ordinances Chapter 32 Fire Department 32.03 Officers and Membership
Chapter 32 of the Crosby City Code of Ordinances provides City Council legislative direction for operation of the Crosby Fire Department. Since publication of the agenda it has been learned that a public hearing is not required for administrative

ordinances. This ordinance amendment will be placed on the agenda once updated by the City Attorney. No action will be taken at this time.

8. Reports

- A. Police Chief—submitted report.
- B. Fire Chief—submitted report. Member Heglund told them to keep up the good work.
- C. Hallett Center—submitted report. City Administrator Harren noted that the temporary ice machine is in place and that we should have ice before the end of MEA.
- D. Library—no report. Head Librarian is attending a conference. Member Lewis questioned if the Library sign was working. Administrator Harren will follow up.
- E. Public Works—submitted report. Member Lewis asked if the snowplow came for the new truck. PW Working Foreman shared that it had.
- F. City Administrator—submitted report. Crow Wing County erred in their calculation of our homestead property tax report and remittance for 2024 taxes receivable. This resulted in receiving a check for an additional \$58,418.44.

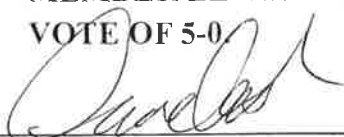
Administrator Harren submitted a permit to MnDOT to add flashing lights to the stop signs at the four-way stop on Highway 210. The permit was approved, and the signs have been ordered.

Shout out to property owners who endured the construction/improvement season.

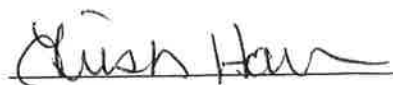
- G. Mayor/Committee—Town Hall meetings will be held on October 22nd and November 20th beginning at 5:00 p.m. They will be posted.

9. Adjournment.

**MEMBER JARVELA MOVED TO ADJOURN THE MEETING AT 7:15 P.M.
MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A
VOTE OF 5-0**



Diane Cash, Mayor



Trish Harren, City Administrator