

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, September 22, 2025, at 6:00 p.m.

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

Members Excused: Member Heglund

Staff Present: City Administrator Harren; City Engineer, Andrew Beadell; Building Official, Scott Sadusky; Zoning Administrator, Mitch Hinnenkamp; Deputy Clerk/Treasurer, Jason Forbord; and Administrative Assistant, Dianne Howard

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

4. Approval of Consent Agenda

- A. Approve Minutes
- B. Approve Claims
- C. Approve Special Event Application for a Fall Festival at Crosby Memorial Park on Saturday, October 11th, 2025, from Noon to 3:00 p.m.
- D. Approve Temporary On-Sale Liquor License for Cuyuna Brewing at City Park/Fall Festival
- E. Reschedule October 13, 2025, Regular Meeting to October 14, 2025
- F. Reschedule Serpent Creek Box Culvert Public Hearing to October 27, 2025
- G. Reschedule Right-of-Way Public Hearing to October 27, 2025

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

5. Public Comments

6. Old Business: None.

7. New Business

a. Consider approval of Resolution 2025-28-0922 to set 2026 Preliminary Levy

General Fund Levy	\$1,458,813
Capital Improvement Levy	\$ 220,000
Library Levy	\$ 120,000
Hallett Community Center Levy	<u>\$ 20,000</u>
TOTAL PRELIMINARY LEVY	\$1,818,813

This is a preliminary levy and is considered a draft subject to revision. It may be reduced but cannot be increased. A final budget and levy must be approved and certified to the County Auditor no later than five working days after December 20th, 2025.

MEMBER LEWIS MOVED TO APPROVE RESOLUTION 2025-28-0922 TO SET PRELIMINARY LEVY OF 8.3% INCREASE. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

b. Consider setting Truth in Taxation Public Hearing for Monday, December 8th at 6:00 p.m.

State Statute requires the Council to conduct a Public Meeting on the Proposed 2026 Budget & Levy prior to considering it for adoption. Administrator Harren recommended having this meeting during the regular meeting on December 8, 2025. The Final Budget must be adopted and certified with the County Auditor no later than five working days after December 20th.

MEMBER LEWIS MOVED TO APPROVE SETTING TRUTH IN TAXATION PUBLIC HEARING FOR MONDAY, DECEMBER 8TH AT 6:00 P.M. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

c. Consider Approval of Ryan Contracting Pay App. No. 8

Bolton and Menk have submitted Pay Request No. 8 for the 2024 Crosby SE Alley Improvements in the amount of \$357,032.51 to be paid to Ryan Contracting, as well as PFA Draw Request No. 6.

The City Engineering team has confirmed that the work was satisfactorily completed.

MEMBER JARVELA MOVED TO APPROVE RYAN CONSTRUCTION PAY APP. NO. 8. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- d. Consider Approval of Land Use Ordinance Amendment 2025-03 amending 154.317 AUTHORIZED PLACEMENT and 154-319 PLACEMENT IN RESIDENTIAL ZONES.

This allows the City of Crosby to comply with the Federal Housing Act and prohibitions on discrimination on a specific style of housing by removing the language that establishes a minimum width and floor area for manufactured and modular homes. Council discussion continued.

MEMBER TRAYLOR MOVED TO APPROVE LAND USE ORDINANCE AMENDMENT 2025-03 AMENDING 154.317 AUTHORIZED PLACEMENT AND 154-319 PLACEMENT IN RESIDENTIAL ZONES. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- e. Consider Approval of Land Use Ordinance Amendment 2025-04, Amending the City Code for Commercial-Linked Housing

This amendment will add the definition of Commercial-Linked Housing, update the Land use Categories Chart to include Commercial-Linked Housing as a Conditional Use in the B-1 zoning district, and add performance standards for Commercial-Linked Housing to 154.069.

This would encompass residential above, behind, and underneath in the B-1 Business District per Zoning Administrator Hinnenkamp.

Council discussion continued.

MEMBER LEWIS MOVED TO APPROVE LAND USE ORDINANCE AMENDMENT 2025-04, AMENDING THE CITY CODE FOR COMMERCIAL-LINKED HOUSING. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- f. Consider Approval of Publication Summary describing the Land Use Amendment 2025-03 and 2025-04 for Publication in the Official Newspaper.

The publication summary is an abbreviated version of the ordinance amendment/rezone that when approved by Council meets statutory requirements for publication and saves the City the cost of publishing the full amendment.

MEMBER TRAYLOR MOVED TO APPROVE THE PUBLICATION SUMMARY DESCRIBING THE LAND USE AMENDMENT 2025-03 AND 2025-04 FOR PUBLICATION IN THE OFFICIAL NEWSPAPER. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

- g. Consider approval of amended Sourcewell Shared Services Agreement

This agreement includes an annual hour rate increase of \$5.00/hour beginning in 2026. Sourcewell will not bill for ancillary costs, including postage, mileage, and time spent traveling to and from Crosby.

MEMBER LEWIS MOVED TO APPROVE THE SOURCEWELL SHARED SERVICES AGREEMENT FOR A \$5.00/HOUR RAISE IN 2026, BUT TO STRIKE “OF EACH YEAR THEREAFTER” VERBIAGE IN THE AGREEMENT AND AMEND THE AGREEMENT ACCORDINGLY. MEMBER JARAVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0.

8. Reports

- a. City Engineer

Phase I Alley Project: Construction activity is in the north alley, block 2. Utility pipe replacement will be completed this week, and the contractor will begin installing curb and gutter in the north alley.

Anderson Brothers is working on installing additional curb and gutter section on streets within the SE Alley Project. The schedule is for all the added curb work to be complete by September 30, 2025, depending on weather conditions.

Lead Lines Project: A lead service line agreement was provided by PFA for the City to begin seeking reimbursement of grant funds. The City had several properties replace their service lines.

The emergency water line project: completion of the last of their check list items--70 percent of lawn regrowth still needed.

Life Spring Church had expressed interest in still being part of the Water Service Line Replacement Grant Project. Engineer Beadell will reach out to them again.

b. City Building Code Inspector
Submitted his report.

c. Planning and Zoning Administrator
Highlighted Variance application was approved for Jim Peterson at 820 Lakeshore Drive.

Garage demolition: A survey had to be carried out to get the new building to an acceptable location.

d. There will be a Town Hall with Mayor Cash on Thursday, September 25th from 5-6 to answer any questions from Crosby citizens.

9. Adjournment

**MEMBER JARVELA MOVED TO ADJOURN THE MEETING AT 6:44 P.M.
MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A
VOTE OF 4-0.**



Diane Cash, Mayor



Trish Harren, City Administrator

