

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City council was held on Monday, October 27, 2025, at 6:00 p.m.

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

Staff Present: City Administrator Harren; Phil Martin, City Engineer; Jason Forbord, Deputy Clerk/Treasurer; Dianne Howard, Administrative Assistant; Shayne Jacobs, Fire Chief

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 HEGLUND SECONDED THE MOTION. MAYOR CASH ASKED IF THERE WAS ANY DISCUSSION.

City Administrator Harren asked that two additional items be added to this evening's agenda:

- g. Discuss scheduling a Special Meeting
- h. Cancel the Vacation of ROW Public Hearing that was scheduled for November 10th.

MEMBER TRAYLOR STATED THAT HIS MOTION STILL STANDS AS AMENDED AND MEMBER HEGLUND STATED THAT HIS SECOND STILL STANDS WITH THE AMENDMENT AS WELL. THE MOTION PASSED BY A VOTE OF 5-0.

4. Approval of Consent Agenda

- A. Approval of Minutes
- B. Approval of Claims
- C. Accept resignation of Utility Billing Clerk, Samantha Wodarz

Member Heglund stated that Samantha Wodarz did a very good job for the City of Crosby and he thanked her for her service. Her resignation was accepted with regret.

MEMBER TRAYLOR MOVED TO APPROVE THE CONSENT AGENDA. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED WITH A VOTE OF 5-0.

5. Public Comments—none.

6. Public Hearing

- a. Public Hearing on MnDOT SP 1806-82 Serpent Creek Box Culvert Replacement Plan Administrator Harren invited Eric Schiller, District 3 Project Manager, to provide a presentation on the background for the planned request.

Mr. Schiller gave a history of the current box culvert under Highway 210 on the west side of Serpent Lake. He also provided the existing configuration and condition needs at the entry points. Mr. Schiller also stated that there will be a need for permanent right of way acquisition with this project, which requires municipal consent by statute. He then provided the Council with the new box culvert plan and a new drainage plan. Contract bit letting is planned for August 25, 2027. Construction plans are tentatively planned for 2028. Duration of the project would be approximately 8-12 weeks. The City of Crosby's cost participation is zero for this project.

Council discussion continued.

Frequency of maintenance that will be required by the City for the SAFL baffle after the installation of the new box culvert was discussed. Mr. Schiller will provide us with a list of municipalities that could share their experiences to help guide us regarding maintenance of the SAFL baffle moving forward. He stated that discussions on the timing of installation of the box culvert are ongoing.

MAYOR CASH MOVED TO OPEN THE PUBLIC HEARING FOR THE BOX CULVERT PROJECT. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED WITH A VOTE OF 5-0.

Jerry Hartl, President of the Serpent Lake Association commented that the new box culvert with a SAFL baffle is a great plan. He also believes that implementing this project in the later half of the season is the best idea as most major storm events have occurred.

Mayor Cash asked for a motion to close the public hearing.

MEMBER LEWIS MOVED TO CLOSE THE PUBLIC HEARING. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED WITH A VOTE OF 5-0.

7. Old Business—none.

8. New Business

A. Discuss Resolution Approving MnDOT SP 180-682 Serpent Creek Box Culvert Plan
The City has received a request from MnDOT to replace the Serpent Creek Weir and received the final layout of the plan. Per MN Statute 161.164, the City held a public hearing on the request.

Administrator Harren stated that MnDOT is asking for municipal approval of the box culvert project. City Council has 90 days from the date of the public hearing to approve or deny consent by Council resolution.

Cost of cleaning was also discussed by Council.

MEMBER HEGLUND MOVED TO APPROVED RESOLUTION NO. 2025-24-1027 MUNICIPAL CONSENT FOR MnDOT SERPENT CREEK BOX CULVERT PLAN. MEMBER LEWIS SECONDED THE MOTION.

Council discussion continued. Additional guidance was provided by Engineer Martin.

THE MOTION PASSED BY A VOTE OF 5-0.

B. Discuss Cass Information System Request for Late Fee Waiver

Administrator Harren reported that Cass Information Systems has requested that the City waive a \$61.74 late fee, which requires Council approval.

Administrator Harren explained the request. The vendor being served by Cass Information Systems is Graphic Packaging. She clarified that staff does not recommend approval of the late fee waiver as it sets a precedent for moving forward for all utility billing accounts.

MEMBER HEGLUND MOVED TO REJECT THE REQUEST TO WAIVE THE LATE FEE ISSUED TO CASS INFORMATION SYSTEMS. MEMBER

LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

C. Discuss Liability Insurance Statutory Tort Limits Waiver

Administrator Harren explained that the City needs to complete an application to renew the City's liability insurance. This requires the Council to decide whether to waive the statutory tort limits. If the City decides to waive the statutory tort limits, a decision must be made if excess coverage needs to be purchased.

- Waiving the limits generally leads to higher insurance premiums.
- The waiver is only good up to the amount of the liability insurance purchased, not for an unlimited amount.

The City of Crosby typically does not waive the tort limits or purchase excess coverage.

Council discussion continued.

MEMBER TRAYLOR MOVED TO RENEW THE CITY'S LIABILITY INSURANCE WITH THE STATUTORY TORT LIMITS, WAIVING THE PURCHASE OF EXCESS COVERAGE. MAYOR CASH SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

D. Discuss Nuisance Trees at 304 W. Main Street

Administrator Harren shared that there are six cottonwood trees in the City alley behind 304 W. Main Street that are in the City easement. These trees are leaning toward the business, and this business has just replaced its roof.

After multiple requests from tree removal companies, Working Foreman Ferrari received only one quote back for \$13,200. This will be a complicated removal as they are large trees.

There was further Council discussion.

Council discussed requiring that the tree removal work must be completed under the company name bidding the project, along with their additional insured paperwork, as well as any subcontractors being used named prior to a contract being signed and the work proceeding.

MEMBER LEWIS MOVED TO APPROVED THE QUOTE FOR THE TREE REMOVAL AT 304 W. MAIN STREET WITH ALL WORK BEING PROVIDED UNDER THE LLC BIDDING THE PROJECT, ADDITIONAL

**INSURED PAPERWORK BEING SUBMITTED, AND
SUBCONTRACTOR'S NAMES GIVEN PRIOR TO WORK BEING
PERFORMED. MEMBER JARVELA SECONDED THE MOTION. THE
MOTION PASSED BY A VOTE OF 5-0.**

E. Discuss Vacated Utility Billing Clerk Vacancy

Administrator Harren stated that Ms. Wodarz has resigned as the Utility Billing Clerk for the City of Crosby. When the Deputy Clerk/Treasurer was hired, there were some duties that this person who was hired for the position does not perform as an accountant. Administrator Harren would like to update the Utility Billing Clerk job description to a Deputy Clerk position -with the additional duties that are not currently being performed by the Treasurer to the new position. Administrator Harren would like to delay posting the open position until these changes can be proposed to the Personnel Committee and then to Council at a special meeting. Ultimately, this would be a proposal for a realignment of the job descriptions in the Administration office.

Ms. Wodarz has offered to assist in training after her departure; it has been asked that we pay her \$40/hour for contracting her services for utility billing training.

**MEMBER CASH MOVED TO APPROVE CONTRACTING SAMANTHA
WODARZ AT \$40/HOUR TO ASSIST IN TRAINING AFTER HER
DEPARTURE, NOT TO EXCEED \$3,000; REQUEST A PERSONNEL
COMMITTEE MEETING TO UPDATE THE JOB DESCRIPTIONS OF
THE POSITIONS WITHIN THE CITY ADMINISTRATION OFFICE TO
THEN BRING TO COUNCIL FOR FINAL APPROVAL; AND FINALLY,
POSTPONE THE POSTING OF THE UTILITY CLERK POSITION
UNTIL AFTER THE JOB DESCRIPTION CAN BE UPDATED AND
APPROVED BY COUNCIL. MEMBER HEGLUND SECONDED THE
MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

F. Discuss Purchase of Fire Truck

The Crosby Fire Department's main fire pumper truck is a 2002 and is nearing the end of its life. Chief Jacobs has found a new truck that is being offered at a discount price of \$830,000 because it was a new build that was ordered but never picked up. It would still need an electrical panel for an air charging station and storage cabinets. Chief Jacobs has not yet received quotes on these add-ons. He anticipates less than \$20,000.

MacQueen has a loan option for the City to purchase that would allow the City to fund the truck over time. However, this type of loan is not a legal option for the City. MacQueen also has a lease option for equipment, and MacQueen has given us a lease to purchase over 15 years option. If we put down \$200,000, then we would finance \$680,000 with an annual payment of approximately \$68,000 a year. The city has \$48,000 budgeted for 2026 for the equipment fund. There is \$181,016 in the fire equipment replacement fund as a carryover from 2024 plus the \$39,722 in the 2025 Fire Department budget for a total of \$220,738 that could be used for a downpayment. The City is pursuing the possibility of a lease to purchase option, but it has not been finalized at this time.

A new rescue pickup will also be needed in 2026. There is a carryover reserve of \$171,826 from 2024 in the Fire Donation Fund. The Fire Department is hopeful that charitable gambling will cover most of this expense.

Council discussion continued regarding financing. Mayor Cash asked if we could defer discussing this further until the Special Meeting next Monday, November 3rd.

It was agreed to table this discussion until we receive attorney guidance as well as lease terms so financing can be discussed more in depth. Tabled to the Special Meeting on Monday, November 3rd.

G. Discuss scheduling a Special Meeting

Administrator Harren asked that we call a Special meeting to discuss the following:

- FD bylaws and ordinance changes
- Fire truck purchase
- Three new job descriptions for the Administration Office
- Filling the new utility clerk position after job description review
- Discuss a part-time Library employee whose compensation did not get updated

Council discussed possible meeting times; it was agreed to hold the Special Meeting on Monday, November 3rd at 5:00 p.m.

H. Cancel ROW vacation public hearing.

Administrator Harren stated that City Attorney Langel discovered that the right way to be vacated is a plated parcel and can't be vacated. The hospital district quitclaim deeded this parcel to the City in 2005. Council discussion continued and included inquiries about possible locations of power and utility companies in this parcel. Administrator Harren contacted the adjoining property owners as a courtesy to let them know that the public hearing is being cancelled.

9. Reports

- a. City Engineer
Report provided. No questions followed.

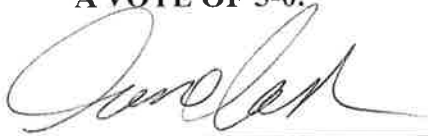
- b. City Building Code Inspector
Report provided.

- c. Planning and Zoning Administrator
Report provided.

- d. City Attorney.
City Attorney Langel will attend the November 10th Council meeting.

10. Adjournment.

**MEMBER TRAYLOR MOVED TO ADJOURN THE MEETING AT 7:53 P.M.
MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY
A VOTE OF 5-0.**



Diane Cash, Mayor



Trish Harren, City Administrator

