

**Crosby City Council Agenda
Monday, November 10, 2025
5:00 p.m. Work Session**

Members Present: Mayor Diane Cash; Members Jim Traylor, Paul Heglund, Shawn Jarvela and Vern Lewis

Staff Present: City Administrator Harren; City Attorney, Joe Langel, and Administrative Assistant Dianne Howard.

1. Call Work Session to Order
Mayor Cash called the Work Session to Order at 5:00 p.m.
2. Pledge of Allegiance
Mayor Cash led the Pledge of Allegiance
3. Approve Agenda

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

4. Discuss Fire Truck Lease to Purchase Agreement

The lease has not yet been finalized. Council discussed alternative financing options including General Obligation Equipment Certificates. There are pros and cons to each.

Discussion continued with an inquiry about the possibility of a GO bond with Unity Bank. Attorney Langel said that we cannot go directly through a bank, but a bank could buy the bond once we acquire it.

Council discussion continued.

Administrator Harren asked if we could defer this discussion for a couple of weeks so we could do further research as this is a big purchase with a long-term commitment. Council concurred. agreed with a deferment of this discussion.

5. Discuss Revisions to City Hall Job Descriptions

Administrator Harren discussed the current positions at City Hall and provided the proposed updated job descriptions as follows:

- Reallocation of Utility Billing Clerk job description to Deputy Clerk and approve classification change from Grade 5 to Grade 6.

- Revised Deputy Treasurer/Deputy Clerk job description to Finance Specialist/Deputy Treasurer, with no classification change.
- Revise Administrative Support job description to Permit Technician/Administrative Support and approve classification change from Grade 4 to Grade 5

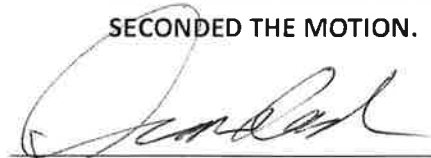
Council discussion continued.

6. Discuss back pay for part-time/non-union library employee

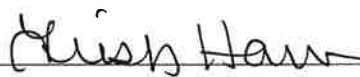
There is one part-time city employees who recently retired as PT Librarian and went to Substitute Librarian status. Since this employee is not a member of the union, pay adjustments were not negotiated and have not occurred. Administrator Harren recommends a pay adjustment from Grade 2, Step 5 to Grade 2, Step 6 with backpay. Council discussion continued.

7. Adjournment

MEMBER LEWIS MOVED TO ADJOURN THE WORK SESSION AT 5:43 P.M. MEMBERS JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.



Diane Cash, Mayor



Trish Harren, City Administrator