

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, November 24, 2025, at 6:00 p.m.

Members Present: Mayor Diane Cash; Members Paul Heglund and Shawn Jarvela. Members Jim Traylor and Vern Lewis will be joining the meeting remotely.

Staff Present: City Administrator Trish Harren; Phil Martin, City Engineer; Mitch Hinnenkamp, Zoning Administrator and Dianne Howard, Permit Technician/Administrative Support

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 Agenda

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

4. Approve Consent Agenda

MEMBER HEGLUND MOVED TO APPROVE THE CONSENT AGENDA. MEMBER JARVELA SECONDED THE MOTION.

City Administrator Harren asked to amend the Claims with the addition of Tom's Total Tree Service invoice for \$1200.00.

MEMBER HEGLUND MOVED TO APPROVE THE AMENDED CONSENT AGENDA. MAY CASH SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

5. Public Comments—none.

6. Old Business

- a. Consider Motion to Amend Resolution 2025-31-1110 Adopting Assessments for Unpaid Nuisance Charges

Since the approval of Resolution 2025-31-1110 on November 10, 2025, two properties have cleared up their nuisance issues. City Administrator Harren asked to remove these properties from Resolution 2025-31-1110; they are as follows:

PID #11112809 for \$375.00 and PID #11112435 for \$625.00

MEMBER LEWIS MOVED TO APPROVE AMENDED RESOLUTION 2025-31-1110 ADOPTING ASSESSMENTS FOR UNPAID NUISANCE CHARGES. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

7. New Business

- a. Consider Reserving Space in the 2026 Cuyuna Lakes Area Visitors Guide

City Administrator Harren reported that the City of Crosby supports the publication of the annual Cuyuna Lakes Visitor Guide. The Visitor's Guide is widely distributed yearly in high visibility areas and is a great economic development tool. The cost of advertising is \$1,595.

MEMBER JARVELA MOVED TO APPROVE AD SPACE IN THE 2026 CUYUNA VISITORS GUIDE AT A COST OF \$1,595. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- b. Consider Scheduling Council Work Session for December 8, 2025, at 5 pm to Discuss the 2026 SE Crosby 1st Street S and 2nd Street S Improvement Project

City Administrator Harren reported that the City has ordered and accepted a Preliminary Engineering Report for improvements to streets, sewer, storm water and water facilities along the following streets: 2ND St S. from Cross Avenue to dead end; 1st St. S. from 3rd Ave. SW to 1st Ave. SE; Hallett Avenue between the alleys north and south of 1st St. S.; Cross Ave. from the alley north of 2nd St. S. to 2nd St. S.

Engineer Martin stated that there have been some proposed additions/changes to the plan, which will have to be discussed with Council before finalizing plans and presenting the project to the public.

The Engineer's estimate for this project is \$5,682,100 and would be funded through bonds, grants and assessments.

MEMBER TRAYLOR MOVED TO APPROVE SCHEDULING A WORK SESSION FOR DECEMBER 8TH AT 5:00 P.M. MAYOR CASH SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- c. Consider Scheduling Public Meeting on SE Crosby 1st Street S and 2nd Street S Improvement Project for December 3, 2025, at 5 pm

Engineer Martin will be available at this public meeting to explain the project and any additions/changes to the plans. All citizens who will be impacted by this project are invited to attend. This will be an open house/informational meeting and public input is welcome. City Council will not be required to be present.

MEMBER TRAYLOR MOVED TO SCHEDULE A PUBLIC MEETING ON THE S.E. CROSBY 1ST STREET S. AND 2 STREET S. IMPROVEMENT PROJECT FOR DECEMBER 3RD AT 5:00 P.M. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- d. Consider Gift from Crow Wing County of County Park Sign at Plaza Park

City Administrator Harren stated that Crow Wing County Commissioner Lee and CWC Environmental Services Supervisor Strack met with Mayor Cash and herself to propose donating a covered sign to be placed at Plaza Park which would have maps and information related to all six county parks in Crow Wing County. The County would agree to provide ongoing maintenance of the sign. The sign will be located on the west side of Plaza Park near the adjacent building wall and would be approximately 16 feet in length. Council discussion continued.

MEMBER LEWIS MOVED TO GRATEFULLY ACCEPT THE CROW WING COUNTY MAP SIGN TO BE INSTALLED AT PARK PLAZA. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- e. Consider Approval of Paid Family Medical Leave Policy

City Administrator Harren said that effective January 1, 2026, Minnesota employers must begin providing a new Paid Family Leave Program. We will need to add a policy to the City of Crosby Employee Handbook and explain the new Paid Family Leave Policy and how it works for the City employees.

MEMBER HEGLUND MOVED TO ADOPT THE MINNESOTA PAID FAMILY LEAVE POLICY AND TO ADD IT TO THE CITY OF CROSBY

EMPLOYEE HANDBOOK. MAYOR CASH SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- f. Consider Approval of Paid Family Medical Leave Memorandum of Understanding

City Administrator Harren explained the Minnesota Paid Leave is a new statewide program administered by DEED that provides partial wage replacement and job protection for eligible workers who need to take time off for family or medical reasons. It will take effect on January 1, 2026.

The City of Crosby has negotiated the premium cost share with Teamsters General Local #346 and have agreed to split the new payroll tax 50/50, with the City paying 44% and employees paying 44%

MEMBER LEWIS MOVED TO APPROVE THE MINNESOTA PAID FAMILY MEDICAL LEAVE MOA BETWEEN THE CITY OF CROSBY AND TEAMSTERS GENERAL LOCAL NO. 346. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- g. Consider Approval of Job Classification Memorandum of Understanding

City Administrator Harren stated that three job description revisions were approved at the November 10, 2025, Council meeting. Two of these positions are in the Clerical-Public Works Bargaining Unit. This MOA is the agreement between the City and the Union on title and wage changes for:

- Permit Technician/Administrative Assistant (Grade 5)
- Deputy Clerk (Grade 6)

MEMBER HEGLUND MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CROSBY AND TEAMSTERS GENERAL LOCAL NO. 346 FOR JOB RECLASSIFICATION REVISIONS TO TWO BARGAINING UNIT JOB DESCRIPTIONS. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

- h. Consider Approval of Resolution 2025-35-1124 Conditional Use Permit Application 25-1

Zoning Administrator Hinnenkamp explained to Council that the approval of Resolution 2025-35-1124 Conditional Use Permit Application 25-1 for

Commercial Use/Other (not classified) at 425 Oak Street is to allow the use of a coffee roasting business on the property. The CUP was discussed by the Planning Commission and unanimously recommended. The proposal of use is for a small-scale coffee roasting business with some retail sales of coffee and apparel. In the case that a complaint is filed, odors were addressed by the Planning Commission. Odors are controlled by State regulations, and an air filtration system may be recommended by the City Council in the future if an issue arises.

MAYOR CASH MOVED TO APPROVE RESOLUTION 2025-35-1124 (CUP REQUEST 25-1) FOR THE COMMERCIAL USE, OTHER (NOT CLASSIFIED) AT 425 OAK STREET FOR THE USE OF A COFFEE ROASTING BUSINESS. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A ROLL CALL VOTE OF 5-0.

8. Reports

a. City Engineer—submitted report

City Engineer Martin reported on the Phase 2 Street Project—Engineer Martin said that the City of Crosby is listed in the fundable range for both the watermain and sanitary sewer replacement. This means the City will receive at minimum low interest loans toward the watermain and sanitary sewer replacement and will also compete again for the Water Infrastructure Fund, (which is grant funding).

Engineer Martin thanked the Council for approval of a public informational meeting on December 3rd for the upcoming 1st St. S & 2nd St. S Improvement Project. Details from the informational meeting will be brought to the December 8th work session.

Council discussion continued. It was noted that including a historic piece could help us acquire additional funds for the upcoming street project. IRRR initially proposed the idea of a walking trail and a historic piece in the park to qualify for some grant dollars. It was noted that we are still in the planning stages of this project and that these are just proposals.

Alley project update—Engineer Beadell continues to attempt contact with utility companies to come back and clean up their equipment and materials.

b. City Building Code Inspector—submitted report

c. Planning and Zoning Administrator—submitted report. The Ordinance Subcommittee met for its final meeting. The changes for several ordinance amendments were discussed and given approval to proceed to a Public Hearing before the Planning Commission. The MPCA is not 100% sure that we will have

the final review by December 15th. Because of this, City Council prefers the Planning Commission meeting be pushed back to January 2026 to include the SSTS Ordinance.

9. Adjournment

**MEMBER JARVELA MOVED TO ADJOURN THE MEETING AT 6:43 P.M.
MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A
ROLL CALL VOTE OF 5-0.**



Diane Cash, Mayor



Trish Harren, City Administrator