

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City council was held on Monday, December 8, 2025, at 6:00 p.m.

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

Staff Present: City Administrator, Trish Harren; Mike VanHorn, Police Chief; Shayne Jacobs, Fire Chief; Joe McLaughlin, HCC General Manager; Abby Smith, Head Librarian. Tony Ferrari, PW Working Foreman 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. Adopt Agenda

City Administrator asked that we add New Business: d. New Plow for PW 2013 Truck

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

4. Approve Consent Agenda

- a) Accept Donations and Acknowledge Donors
- b) Approve Minutes
- c) Approve Claims
- d) Acknowledge November Financials
- e) Approve Hire of Deputy City Clerk

City Administrator Harren asked to remove the November Financials from the Consent Agenda to the second meeting in December.

Member Heglund asked for further information on the new Deputy City Clerk.

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

5. Public Comments—None.

6. 2026 Budget & Levy Public Meeting

- A. This public meeting provides an opportunity for city residents to inquire about the proposed 2026 budget & levy. The final budget & levy must be certified to Crow Wing County by December 30, 2025. No property taxpayers were present.

7. Old Business

- a. Discuss Fire Truck Purchase

Council has discussed purchase of a 2025 fire truck at the last three council meetings. This truck is offered at a discount rated of \$830,000, a \$400,000 savings because it was ordered and unclaimed. Key financial considerations discussed include leasing versus bonding. Leasing pros, ready to execute and can get truck delivered immediately. Cons, higher interest rates and restrictions on prepayments. Bonding pros, lower interest rate and flexibility in prepayment. Cons, higher initiation cost.

Council is waiting for financial advice on affordability of debt that would include fire truck, public works equipment, and Hallett Community Center chiller. No motion was made at this time.

8. New Business

- a. Consider Resolution Setting Final 2026 Levy

Administrator Harren gave a brief presentation on the levy process. Administrator Harren recommended Council approve the 2026 Levy as proposed.

General Fund	\$1,458,813
Capital Improvements	\$ 220,000
Library	\$ 120,000
Hallett Community Center	\$ 20,000
Total Levy	\$1,818,813

**MEMBER TRAYLOR MOVED TO APPROVE THE 2026 FINAL LEVY.
MEMBER HEGLUND SECONDED THE MOTION. THE MOTION
PASSED BY A VOTE OF 5-0.**

- b. Consider Resolution Setting Final 2026 Budget

Administrator Harren presented the 2026 Budget for consideration:

General Fund:

Revenue	\$3,174,348
Expenditure	\$3,174,348

Capital Fund

Revenue	\$220,000
Expenditure	\$220,000

Library Fund:	
Revenue	\$226,000
Expenditure	\$226,000

Hallett Community Center	
Revenue	\$760,000
Expenditure	\$760,000

MEMBER LEWIS MOVED TO APPROVE THE 2026 BUDGET. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- c. Consider Purchase of Emergency Breathing Supply Systems for Fire Department—Administrator Harren gave a brief description of the Buddy Breather Kits.

Chief Jacobs explained that these are used for emergencies and are a very important safety feature. The device allows two firefighters to share one air supply from a self-contained breathing apparatus in emergencies, helping one firefighter get to safety when their air runs low. The total cost is \$19,160. \$14,000 would be funded from the 2025 Fire Department Budget and \$5,160 from the Fire Donation Account.

MEMBER HEGLUND MOVED TO APPROVE THE PURCHASE OF BUDDY BREATHERS FOR THE FIRE DEPARTMENT. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

- d. Plow for PW F250 Truck
The plow on the 2013 F250 truck has exceeded its life expectancy, and its repair costs have exceeded the cost to purchase a new one. It has broken again and Foreman Tony Ferrari is recommending purchasing a new one. The quote is \$10,530.00. There was discussion regarding getting a second quote. PW Foreman Ferrari noted that the quote received from Shannon reflects the state bid negotiated by Sourcewell and is significantly discounted based on volume. It was decided to leave the vendor selection to Administrator Harren and PW Foreman Ferrari.

MAYOR CASH MOVED TO APPROVE THE PURCHASE OF A PLOW FOR THE PUBLIC WORKS 2013 TRUCK. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

8. Reports

- A. Police Chief—submitted his report. Member Heglund stated that he wants to be sure that winter parking is strictly enforced. Member Traylor said we should try to call residents who are non-compliant before towing. If we cannot get ahold of them, we need to enforce the winter parking ordinance.
- B. Fire Chief—submitted his report. Members Heglund and Traylor said that they appreciated all their research and input.
- C. Hallett Center—submitted his report. Temporary cooler is working well per GM McLaughlin. Member Heglund commented on how busy it is at the Arena on the weekends. GM McLaughlin stated that they have hockey game schedules online as well as open skate times.
- D. Library—submitted her report. Ms. Smith stated that the sign at the Library is now working. The Endowment fund raising goal of 25 by 25 (\$25,000 by 2025) was met, per Administrator Harren. The Hallet Trust matching funds were increased from \$12,500 to \$15,000, bringing the possible total to \$30,000. Jingle Books will end on December 31, 2025.
- E. Public Works—submitted his report. Heglund thanked the crew for cleaning up after the last snowstorm. Member Lewis addressed some of the parking issues when a snow event happens and how we can we better regulate winter weather parking. Administrator Harren expressed acknowledged the frustration of trying to plow snow with equipment breakdowns. She noted that in the event of another snow emergency and our equipment is not working Holmwig Excavating has agreed to assist.
- F. City Administrator—submitted report.
- G. Mayor/Committee—thanked CRMC and the Chamber for an enjoyable holiday in the park.

9. Adjournment

**MEMBER TRAYLOR MOVED TO ADJOURN THE MEETING AT 7:20 P.M.
MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY
A VOTE OF 5-0.**

Diane Cash, Mayor

Trish Harren, City Administrator