

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, December 22, 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; Permit Tech Dianne Howard. Zoning Administrator Mitch Hinnenkamp, City Engineer Phil Martin, Deputy Clerk Bernie Erickson, Deputy Treasurer Jason Forbord.

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

City Administrator Trish Harren asked to add to the agenda Item D under new business: Discuss Authorizing a Special Accounts Payable Run.

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

4. Approve Consent Agenda

Mayor Cash noted the minutes have been corrected from last meeting to show 5-0 vote and not 6-0 vote.

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

5. Public Comments—None.

6. Old Business---None.

7. New Business---

- A. Consider Approval of JFHML Window and Door Project Funded with Hallett Trust Donations and Approve Contract with Sourcewell.

Council Member Lewis asked whether any additional bids were obtained for audit services. Administrator Harren responded that audit firms generally require multiple years to gain a thorough understanding of a municipality's operations and finances, and that maintaining a long-term relationship with the same firm allows for greater efficiency and more accurate cost structuring.

MEMBER LEWIS MOVED TO ACCEPT CLIFTON-LARSON-ALLEN CONTRACT. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

C. Discuss/Consider approval of 2026 Fee Schedule

Administrator Harren presented a list of recommended fee increases as well as fees to consider increasing for 2026. Administrator Harren noted that fees are designed to cover the cost staff time and capital costs to deliver that service.

In 2024 a utility rate study was done to determine the amount of revenue needed to adequately fund water and sewer capital and operational needs. Ten-year water and sewer rates were identified. The city is in the third year of the ten-year plan. To adequately service existing debt, the fees would need to follow the recommendations outlined in the rate study. Recommended increases are as follows:

- Water Base Fee – No Change
- Tier 1 Water Volume per 1000 gallons – increase from \$8.40 to \$8.65
- Sewer Base Fee – increase from \$10.50 to \$14.00
- Tier 1 Volume fee per 1000 gallons increase from \$14.77 to \$15.51

Administrator Harren reviewed other recommended and proposed rate increases. Harren noted that the Street or Alley vacation request fee is \$300. Attorney fees to do the legal work to prepare for a hearing are \$1,000 or more. She recommended increasing this fee to \$1,000.

Administrator Harren proposed Council review possible changes other fees. Council discussed the following changes:

- Crosby Memorial Park -Increase weekend fee from \$50 to \$75
- Finger Printing -\$10 to \$25
- All over the counter fees increase from \$27 to \$50
- Demo fee from \$50 to \$75
- Inspections from \$30 to \$50
- Peddler/Transient Merchant increase by \$15 each \$25/\$40; \$50/\$65; \$100 to \$115.

Council Member Traylor questioned the proposed food truck fees and suggested increasing them by an additional \$15.

hearing in February regarding the proposed rezoning of certain properties. He further recommended that the Council discuss the matter at the next Council meeting.

The Zoning Administrator also noted that there may be forthcoming changes to federal cannabis laws.

Administrator Harren noted the City mailed out updated assessments worksheets to property owners in the 2024 alley project area and property owners may pay in full on or before January 31st or the assessments will automatically be placed on their taxes.



Diane Cash, Mayor



Trish Harren, City Administrator