

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, January 12, 2026, at 6:00 p.m.

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

**Staff Present:** Trish Harren; City Administrator, Bernie Erickson, Deputy Clerk; Jason Forbord, Deputy Treasurer; Shayne Jacobs, Fire Chief; Abby Smith, Head Librarian; Tony Ferrari, Public Works Foreman; Mike Van Horn, Chief of Police; Joe McLaughlin, HCC General Manager.

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

**4. Approve Consent Agenda**

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

**5. Public Comments—None.**

**6. Old Business---**

**A. Discuss Fire Truck Purchase**

Fire Chief Shayne Jacobs presented a summary of two fire truck options being considered to replace the department's primary fire apparatus. Chief Jacobs explained that the E-One truck is priced at \$798,000 but would require additional equipment to be comparable to the Pierce truck, which is now priced at \$800,000. He noted that the department has been evaluating replacement options for the main fire truck for approximately six years. Mayor Cash asked about the differences between the two manufacturers. Members of the Fire Truck Committee stated that while both trucks are at a similar price, the department has

had a Pierce for over 40 years. Firefighters know this brand. But more than this, Pierce has an engine tunnel mounting plate, which provides a more robust and secure mounting location for equipment. The Pierce pumper utilizes speedlays, which store hose in sliding trays that can be removed and repacked at ground level. This significantly improves safety and ergonomics during hose reloading. The Pierce pumper provides increased SCBA bottle storage capacity, improving operational readiness on scene. The Pierce pumper includes all required ladders and pike poles as part of the base offering, representing an approximate value of \$4,000. The Pierce pumper is equipped with full pull-out equipment trays in the main compartments. This allows heavy equipment such as fans, extrication tools, and saws to be loaded and removed safely without unnecessary lifting, twisting, or overreaching. The E-One has a larger engine – a Cummins X10 compared to a Cummins L9. The primary difference between these engines is that the X10 incorporates multiple additional DEF-related components integrated into the exhaust manifold. These added components increase system complexity and could result in higher maintenance or repair costs if failures occur. While the E-One is a nice truck, and the department would be well served with it, the preference is for the Pierce and that is the truck Committee recommendation.

Administrator Harren was directed to include this item on the next council agenda.

## **B. Discuss Other Equipment Purchases**

City Administrator Harren provided a summary of the City's existing equipment inventory and the list of prioritized items. Including the Peirce Fire Truck at \$800,000, there is \$2.2 million in equipment needs. Northland Securities has put together a GO Equipment Certificate Equipment proposal. Administrator Harren recommended including any equipment anticipated to be needed over the next 10-15 years in the bond proposal as the City will not want to bond again during the term of repayment. Debt service on a 15-year bond would be \$175,000. Debt service on a 10-year bond would be \$275,000 per year. The debt service payment would be funded by the capital improvement levy and fire contracts.

Mayor Cash expressed concern regarding the City's general fund balances and noted that updated information would not be available for approximately six weeks pending completion of the audits. It was agreed to schedule a meeting with the Public Works Committee, Finance Committee, Council Member Heglund, and Public Works Foreman Tony Ferrari to further review the equipment needs and financing options. Mayor Cash requested to table both discussions.

## **7. New Business---**

### **A. Consider Approval of 2026 City Council Meeting Schedule**

City Administrator Harren presented a proposed 2026 calendar outlining all regularly scheduled City Council meetings for the year in compliance with statutory requirements. Administrator Harren advised that the calendar would be posted at City Hall. She also recommended establishing a recurring work session to be held in conjunction with the first regular Council meeting of each month.

**MAYOR CASH MOVED TO APPROVE 2026 CITY COUNCIL MEETING SCHEDULE. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

- B. Consider Approval of Resolution 2026-03-0112 Official Newspaper Designation. City Councils are required annually to designate an official City newspaper. City Administrator Harren advised that the Crosby Courier is the only publication that meets the statutory requirements for designation. She also noted a small increase in publication rates due to higher publication expenses for the Courier.

It was recommended to designate the Crosby Courier as the primary official newspaper, with the Brainerd Dispatch and the NewsHopper designated as secondary publications. Administrator Harren recommended approval of Resolution 2026-03-0112, Designating A Newspaper For All Official Public Notices.

**MEMBER TRAYLOR MOVED TO APPROVE Resolution 2026-03-0112, DESIGNATING A NEWSPAPER FOR ALL OFFICIAL PUBLIC NOTICES. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

- C. Consider Approval of Resolution 2026-04-1112, Financial Institution Designation Administrator Harren advised the Council designates financial institution at their first regular meeting. She recommended Unity Bank as the bank for checking and savings accounts and Northland Securities for investments. She also suggested adding Deerwood Bank as another option. Administrator Harren recommended approval of Resolution 2026-04-0112 Designating Financial Institutions.

**MEMBER LEWIS MOVED TO APPROVE RESOLUTION 2026-04-0112 DESIGNATING FINANCIAL INSTITUTION. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

- D. Consider Approval of Resolution 2026-01-0112 Committee Appointments. Council appointments were last established in June 2025. Council Member Heglund questioned the mayor's appointment to the Public Works Committee and made a motion to add himself to the Public Works Committee.

**MAYOR CASH MOVED TO APPROVE APPROVAL OF RESOLUTION 2026-01-0112 COMMITTEE APPOINTMENTS. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-1.**

E. Discuss Fire Department Election of Officers

City Attorney Joe Langel summarized proposed changes related to Chapter 32 of the City Code which regulates fire department operations. Election of Chief and Assistant Chiefs and other officers is an antiquated practice. He recommended significant changes or full repeal of Chapter 32 and creating job descriptions for the Chief and Assistant Chief positions and following the regular hiring practice to fill them.

Council discussed proposed changes to Chapter 32. They also discussed adding a second Assistant Fire Chief position to divide responsibilities and provide for succession planning. Attorney Langel was asked to write the ordinance that would amend or repeal Chapter 32. Administrator Harren was directed to develop job descriptions for Chief and Assistant Chief.

**MEMBER HEGLUND MOVED TO APPOINT SHAYNE JACOBS AS FIRE CHIEF AND JAY DECENT AS ASSISTANT. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

F. Consider Approval of Resolution 2026-05-0112, Adopting 2025 Crow Wing County Hazard Mitigation Plan.

Administrator Harren gave summary of the Crow Wing County Hazard Mitigation plan stating it needs to be updated every 5 years and recommended approving it. Police Chief VanHorn and Fire Chief Shayne Jacobs have been part of a Crow Wing County committee reviewing and revising the previous plan. The new plan includes language that the Fire Department would have a generator. This makes the city eligible to write a grant to purchase one.

**MEMBER LEWIS MOVED TO APPROVE ADOPTING RESOLUTION 2026-05-0112, ADOPTING 2025 CROW WING COUNTY HAZARD MITIGATION PLAN. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**8. Reports**

A. Police Chief—submitted his report. Mayor Cash inquired whether the new police vehicle had arrived. The Police Chief reported that it had not yet been delivered.

Council Member Heglund stated that he had received calls from residents expressing concerns about insufficient patrol coverage at night. Council Member Heglund also

reported receiving a call from a citizen who stated that he contacted 911 regarding damage to his garage and that Crosby Police did not respond.

The Police Chief explained that such calls are dispatched through Crow Wing County Dispatch and stated that officers would have been sent in response. The Police Chief further advised that he review the call in question.

- B. Fire Chief—submitted his report. Shayne Jacobs stated he would be bringing discussion to the next meeting regarding pension increase.
- C. Hallett Center—submitted his report. Joe McLaughlin stated there are repairs needed and SCR sent contract for work. Actual quoted price is currently unknown.
- D. Library—submitted her report and January calendar. Mayor Cash asked if the electrical issue had been fixed. Ms. Smith stated she believed it had been removed and the sign was working correctly.
- E. Public Works—submitted his report. Council Member Traylor asked whether the Public Works Department has a tunnel plow or a large plow attachment for the front-end loader that could get closer to curbs. Public Works Foreman Tony Ferrari responded that the department does have a large plow, and staff are working to widen streets. The loader is primarily used to move large snow piles and during periods when plow trucks are out of service. Council Member Traylor suggested that additional snow be removed in the area near the DMV to improve parking.
- F. City Administrator—submitted report. Administrator Harren advised that the City received a grant payment from IRRRB in the amount of \$400,000 for parts of Phase II Alley Infrastructure Improvement Project that were not eligible for PFA funding.
- G. Mayor/Committee—no report.

**MEMBER LEWIS MOVED TO ADJOURN THE MEETING. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**



Diane Cash, Mayor



Trish Harren, City Administrator