

Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, February 9th, 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; Tony Ferrari, Public Works Foreman; Mike Van Horn, Chief of Police.

**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**

Item B was removed from the Consent Agenda and placed under New Business as Item J.

Item I was removed from the Consent Agenda and placed under New Business as Item I.

Item H was added under New Business regarding the Second Assistant Fire Chief position.

Item K was added under New Business for consideration of a standing reservation for the first weekend in June for the statewide "Take a Kid Fishing" event.

Item A was removed from the agenda and will be placed on the next meeting agenda for consideration.

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

**4. Approve Consent Agenda**

**MEMBER TRAYLOR 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---

### A. Receive Presentation from Northland Securities- 2026A Equipment Certificate Bond Sale

City Administrator Harren provided a follow-up summary from the previous Council meeting regarding the proposed bonding for City equipment purchases. She introduced Northland Securities Public Finance Managing Director Jessica Green, who is assisting the City with the bond sale process financing process.

Ms. Green stated that her firm will assist the City in finalizing the equipment bond issuance. She reviewed the proposed financing plan with the Council and noted that adjustments could be made if necessary. The plan provides for the purchase of equipment through the issuance of equipment certificates. Interest is anticipated to be due February 1, 2027, and principal and interest semiannually thereafter. The interest rate will not be determined until the bonds are sold.

Ms. Green further explained that the certificates would be callable in 2034, allowing for early payoff if desired. The City is seeking an A+ bond rating. The bond rating call with Standard and Poor is set for February 24<sup>th</sup>. The certificates are proposed to be issued as tax-exempt and bank-qualified obligations. The proposed method of sale is a negotiated sale with Northland Securities.

The proposed sale date is March 11, 2026, with a special meeting scheduled for that date at p.m.. Mayor Cash asked for clarification regarding the negotiated sale process and whether Northland Securities would purchase the bonds directly. The proposed closing date for the bonds is April 7, 2026.

### B. Receive 2026 SE Alley Improvement Project Update- Bolton & Menk

#### 1. Receive Feasibility Report related to Project Scope Additions to 2026 Improvement Project and Schedule Public Hearing for March 9, 2026.

Andrew Beadell, representing Bolton & Menk, provided a summary of the feasibility report for the added segments to the 2026 Project to replace sanitary sewer, watermain, storm water and street reconstruction. The added segments are as follows:

- 11<sup>th</sup> Avenue SE between 3<sup>rd</sup> Street SW and 2<sup>nd</sup> Street SW
- 3<sup>rd</sup> Avenue SE between 2<sup>nd</sup> Street SE and Main Street
- Hallett Avenue between alley north of 1<sup>st</sup> Street SE to Main Street
- Cross Avenue between alley north of 2<sup>nd</sup> Street S and 1<sup>st</sup> Street S

Mr. Beadell stated that the report is ready for Council acceptance and recommended scheduling a public hearing to review the findings and receive public input.

**MEMBER TRAYLOR MOVED TO APPROVE RESOLUTION 2026-12-0209 RECEIVING FEASIBILITY REPORT AND SETTING DATE FOR PUBLIC HEARING. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**2. Receive 95% complete construction plans for 2026 SE Improvement Project and authorize bid letting.**

Mr. Beadell stated that the plans and specifications for the entire 2026 project are at 95% and are expected to be finalized within the next couple of weeks. He requested Council approval to authorize the project to be advertised for bids with a bid opening on March 18<sup>th</sup> at 10 am. The project includes improvements to replace sanitary sewer, watermain, storm sewer and reconstruct the street as follows:

- 1<sup>st</sup> Street S from 3<sup>rd</sup> Avenue SW to Hallett Avenue
- 2<sup>nd</sup> Street S from Cross Avenue to 500 feet east of 3<sup>rd</sup> Avenue SE
- Cross Avenue between 2<sup>nd</sup> Street S and 1<sup>st</sup> Street S
- 11<sup>th</sup> Avenue SE between 3<sup>rd</sup> Street SW and 2<sup>nd</sup> Street SW
- 3<sup>rd</sup> Avenue SE between 2<sup>nd</sup> Street SE and Main Street
- Hallett Avenue between alley south of 1<sup>st</sup> Street S to Main Street

**MEMBER HEGLUND MOVED TO APPROVE RESOLUTION 2026-11-0209 ACCEPTING THE 95% COMPLETE CONSTRUCTION PLANS AND ORDERING ADVERTISEMENT FOR BIDS. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**3. Receive update on Lead Service Line Replacement (LSLR) Project PFA Grant**

Mr. Beadell stated that last spring the City submitted and was awarded a \$250,000 MDH grant for the replacement of lead or galvanized private water services in the 2025 construction project. There is approximately \$100,000 remaining of that grant that has been authorized to be used for lines that were replaced as part of the 2024 construction and 2025 before the grant funds were received. He reported that Bolten and Menk submitted another lead service line replacement grant application for the 2026 project which includes 10 galvanized iron and 1 unknown service line with an anticipated replacement total of \$210,000. Bolten and Menk just learned Crosby was awarded \$1,000,000. It is estimated this grant will fund 88 service line replacements.

Bolton & Menk Inc has discussed with PFA/MDH that the grant dollars identified far exceed the costs for private side service line replacements in the 2026 SE Improvement Project Area. They have stated that the City can use any grant dollars that remain from the SE project area for other service line replacements in the community. MDH has given guidance on how cities should prioritize project areas within their system including previous construction project areas where the city replaced its water service lines but private side services remain, service lines to daycares or schools, and areas of town that are planned to be reconstructed soon.

If the City wanted to expand the LSLR efforts to maximize use of the grant funds identified, Bolton and Menk have submitted a proposal to provide engineering design, plan preparation and project certification as well as contract administration for \$31,500.

**MEMBER JARVELA MOVED TO ACCEPT THE BOLTEN AND MENK PROPOSAL FOR \$31,500. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**7. New Business---**

**A. Consider Approval of Resolution 2026-10-0209 Accepting Donations**

Mayor Cash reported that the City has received donations in support of the Crosby Memorial Park playground equipment project, \$25,000 from the Emmett Jean Noland Scholarship. She also reported the City received \$18,000 from the Crosby Fire Relief Association.

**MEMBER HEGLUND MOVED TO APPROVE RESOLUTION 2026-10-0209 ACCEPTING DONATIONS. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**B. Consider Approval of Resolution 2026-09-0209 Appointing Data Practices Responsible Authority**

Mayor Cash advised this would appoint City Administrator Harren as responsible authority.

**MEMBER TRAYLOR MOVED TO APPROVE Resolution 2026-09-0209, APPOINTING DATA PRACTICES RESPONSIBLE AUTHORITY. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**C. Consider Appointment of Acting Mayor Per MN Statues**

Mayor Cash made motion to appoint Member Jim Traylor.

**MAYOR CASH MOVED TO APPROVE APPOINTMENT OF ACTING MAYOR PER MN STATUES. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**D. Consider Approval of Pay Request 1 to Nor-Son RE: JFHML Windows & Doors Project**

Harren, City Administrator, summarized the pay request submitted by Nor-Son Construction. She stated that the doors and windows for the project have been ordered and were originally scheduled for installation in January; however, installation was delayed due to weather conditions.

Administrator Harren advised the total project cost is \$112,973.37. This Pay Request is for \$50,629.38 and will be funded with previously received donations from the Hallet Trust designated for the project.

**MEMBER LEWIS MOVED TO APPROVE PAY REQUEST #1 TO NOR-SON RE: JFHML WINDOWS & DOORS. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**E. Consider Approval of Ordinance 2026-05-0209 Repealing Chapter 32 Fire Department of City Code**

Administrator Harren advised the Council that City Attorney Joe Langel reviewed the matter and recommended that the ordinance be repealed in its entirety. The language in Chapter 32 was crafted when the Crosby Fire Department was a true volunteer department. Today it is a city department and members are part-time employees. When items related to a volunteer department are deleted, the only remaining language is the authority to establish a fire department and language authorizing entering into mutual aid agreements. Both authorities are granted by statute.

**MEMBER LEWIS MOVED TO APPROVE ORDINANCE 2026-05-0209 REPEALING CHAPTER 32 FIRE DEPARTMENT OF CITY CODE. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-0. MEMBER JARVELA ABSTAINED.**

**F. Consider Approval of Fire Contract with City of Riverton**

Administrator Harren advised the Council that the fire protection contracts with the city of Riverton and Perry Lake Township expired in December 2025. She stated that she and Fire Chief Shayne Jacobs met with representatives from both entities to discuss renewal terms.

Administrator Harren reported that the City of Riverton has indicated it is prepared to move forward with a new contract with the City of Crosby. Renewal proposals were presented reflecting a 5 percent increase for a one-year contract option and a 0% increase for a six-year contract option. The city is focused on maintaining its contracts. Riverton has a low call percentage.

**MEMBER TRAYLOR MOVED TO APPROVE FIRE CONTRACT WITH CITY OF RIVERTON. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**G. Consider Request Related to 221 2<sup>nd</sup> Street SW**

Administrator Harren summarized a request concerning the property located at 221 2nd Street SW, which has gone into tax forfeiture. She explained that under current statutes, the County is required to first offer tax-forfeited property at its estimated market value. The property was offered to the public at \$39,000; however, no bids were received. Administrator Harren stated that the County has now moved to Phase Two of the disposition process, which involves offering the property for public auction with a minimum bid equal to the amount of delinquent taxes and special assessments owed. The current minimum bid is \$8,100. There is a note on the advertisement saying that there may be additional special assessments owed and to contact the City of Crosby.

She further advised that the City does have additional special assessments to be added to the property, estimated at approximately \$10,000. These expenses related to declaration of the house on the property as a public nuisance and have the house razed. These expenses occurred outside the timeframe to add them before the property went tax forfeited. A neighboring property owner has expressed interest in purchasing the property and has requested that the Council consider reducing the specials to be added. Total special assessments have not been finalized. No action was taken.

**H. Consider Approval of Second Assistant Fire Chief Position**

Mayor Cash summarized previous discussions regarding the addition of a Second Assistant Fire Chief position. Mayor Cash made a motion to create the position and authorize Administrator Harren to post the position for recruitment.

**MAYOR CASH MOVED TO APPROVE ADDING A SECOND ASSISTANT FIRE CHIEF POSITION. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**I. Consider Approval of Preventative Maintenance Agreement with Generator Power Systems**

Mayor Cash stated that there appears to be numerous questions regarding previous contracts with Generator Power Systems and expressed a desire to obtain additional information before deciding.

**CONVERSATION POSTPONED TO THE NEXT MEETING ON 2/23/2026.**

**J. Consider Approval of Claims**

Mayor Cash asked Tony Ferrari, Public Works Foreman, about two invoices. Mr. Ferrari stated that the Bobcat has only required routine oil changes, and that the second invoice was for the CAT Front-End Loader.

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

**K. Consider Approval of Standing Reservation for 1<sup>st</sup> Saturday in June for Community Effect's "Take a Kid Fishing" Event**

Mayor Cash summarized a request from Community Effect to establish a standing reservation for the first Saturday in June each year for the "Take a Kid Fishing" event. The request includes use of the cook shack from 7:00 a.m. to 3:00 p.m effective 2027.

**MEMBER HEGLUND MOVED TO APPROVE STANDING RESERVATION FOR 1<sup>ST</sup> SATURDAY IN JUNE FOR COMMUNITY EFFECT'S "TAKE A KID FISHING" EVENT. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.**

**8. Reports**

- A. Police Chief—submitted his report.
- B. Fire Chief—submitted his report. Mayor Cash stated that Fire Chief Shayne Jacobs is to consult with Harren regarding whether a deposit is required for the MacQueen contract.
- C. Library—submitted her report and February calendar.
- D. Hallett Center—submitted his report.
- E. Public Works—submitted his report. Council Member Traylor advised Tony Ferrari of areas within the City of Crosby where roads are beginning to experience flooding.

F. City Administrator—submitted report. Administrator

Administrator Harren reminded the Council that business owners and residents are responsible for clearing snow from the sidewalks adjacent to their properties.

Administrator Harren also addressed the discontinuation of the Crosby Fishing Contest. This is a long-standing contest and near and dear to many residents. However, for the last 20 years it has been organized and executed by the Chamber. In recent years the turnout has declined, with only 87 participants in 2025. Volunteer support has also dwindled. The Chamber has one employee and many community events that are supported. As a result, given their limited capacity the Chamber Board regrettably voted to discontinue hosting it.

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.**



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Diane Cash, Mayor



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Trish Harren, City Administrator