Pursuant to due call and notice thereof, the Regular Meeting of the Crosby City Council was held on Monday, March 23rd, 2026, 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; Deputy Clerk Bernie Erickson; Fiscal Specialist Jason Forbord; Police Chief Mike Vanhorn; Fire Chief Shayne Jacobs; Public Works Foreman Tony Ferarri; HCC General Manager Joe McLaughlin; Utilities Supervisor Dan Howard and Bolten and Menk Project Manager Andrew Beadell.

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.

   Mayor Cash held a moment of silence for Library Aide Marianne Lenz's family members who perished in the March 21st White Bear Lake fire and Deerwood Mayor Jim Taylor who recently passed.

2. **Pledge of Allegiance**
   Mayor Cash led the Pledge of Allegiance

3. **Approval of Agenda**
   Approve revised agenda adding item 6E Consider for Approval Bolten & Menk Proposal for Bidding and Construction Administration for 2026 Improvement Project; add item 7E Consider for Approval Resolution 2026-21-0413 Support Sourcewell Local Government Community Benefit Grant Application; and item 7F Authorizing to Fill Three Firefighter Vacancies.

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

4. **Approval of Consent Agenda**

   Mayor Cash presented the Consent Agenda for Council consideration as follows:
   A. Approve Minutes 03/23/2026
   B. Approve Claims
   C. Approve Donation Resolution
   D. Approve JFHML Summer Intern Hire
   E. Approve Public Works Seasonal Employees Hire
   F. Approve Assistant Fire Chief Hire

Mayor Cash expressed appreciation for donations and local government contributions to the Jesse F Hallett Memorial Library.

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

5. **Public Comments**—None.

6. **Old Business**—

   A. **Consider Approval of Payment to Macqueen for Fire Truck**
   Administrator Harren advised that the 2026A GO bond sale is set to close on April 14th and funds from the bond issuance are expected in the city's account on April 15th. Harren requested approval to authorize payment in the amount of $822,612.58 to MacQueen Equipment, LLC. Payment is required prior to delivery. Delivery is anticipated prior to the next council meeting.

MEMBER TRAYLOR MOVED TO APPROVE PAYMENT TO MACQUEEN EQUIPMENT, LLC IN THE AMOUNT OF $822,612.58 FOR PURCHASE OF FIRE TRUCK. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0

   B. **Consider for Approval Bolten and Menk Proposal to Administer the LSLR Grant**

   Bolten & Menk Project Manager Andrew Beadel presented a proposal to administer the 2026-2027 Minnesota Department of Health Lead Service Line Replacement, LSLR, grant. This grant will fund approximately 76 service private water line replacements. Bolten and Menk will design the plans for each replacement project and then put the project out to bid for a single qualified contractor to complete the work. The selected contractor will have until June 30, 2027 to complete the water service line replacements. Bolten and Menk proposal is $54,000 for Engineering Design, Plan Preparation, and Certification and $81,000 for Contract Administration, Labor Wage Compliance, and Reimbursement Assistance.

   Mayor Cash noted that the city received the same grant last summer however, each project was bid separately, and administration of the program was cumbersome. The new process requires more upfront work for Bolten and Menk but will reduce the burden for city staff.

MEMBER LEWIS MOVED TO APPROVE BOLTEN AND MENK PROPSOAL IN THE AMOUNT OF $135,000 TO ADIMISTER LSLR GRANT. MEMBER

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

C. Consider for Approval ITT Quote for Material Testing on 1st and 2nd St SE Project

Bolten & Menk Project Manager Andrew Beadel presented the low quote in the amount of $31,130 to conduct material testing on the 1st and 2nd St SE Project. The City has previously worked with ITT. Mr. Beadell noted that material specifications are defined in the project plans and testing is done to ensure all materials meet these required standards.

MEMBER JARVELA MOVED TO APPROVE ITT QUOTE IN THE AMOUNT OF $31,130 FOR MATERIAL TESTING ON 1ST AND 2ND ST SE PROJECT. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

D. Consider for Approval Franklin Outdoors Billboard Lease Agreement

Administrator Harren provided a summary of negotiations with Franklin regarding the billboard lease agreement. The agreement allows for the sign to be updated twice during the n (10) year term. In addition, Franklin will pay the city $500 annually.

MEMBER LEWIS MOVED TO APPROVE FRANKLIN OUTDOORS BILLBOARD LEASE AGREEMENT. MAYOR CASH SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

E. Consider for Approval Bolten & Menk Proposal for Bidding and Construction Administration for 2026 Improvement Project

Bolten & Menk Project Manager Andrew Beadel presented a proposal for $295,500 to administer the construction phase of the 1st and 2nd Street SW Improvement Project. The city previously authorized Bolten and Menk to complete a feasibility study, pre-design, and final design. This proposal is for administration of the bid process and construction.

MEMBER TRAYLOR MOVED TO APPROVE BOLTEN & MENK PROPOSAL IN THE AMOUNT OF $295,000 FOR BIDDING AND CONSTRUCTION ADMINISTRATION FOR 2026 IMPROVEMENT PROJECT. MEMBER HEGLUND SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

7. New Business---

A. Consider for Approval Water Conditioner/Scale Inhibiter Purchase for HCC

HCC General Manager Joe McLaughlin presented a quote from Rice Lake Construction in the amount of $5,305 to install an automated water conditioner/scale inhibitor system for the water heaters at HCC. The proposed solution eliminates the need for manual flushing and extends the lifespan of the hot water units. The estimated life expectancy is approximately 25 years. The cost is $5,305.

Utilities Supervisor Dan Howard confirmed that a scale inhibitor is needed. Crosby city water is rich in minerals which are hard on water heaters. He recommended consideration of the system. Mayor Cash inquired whether a water softener would be beneficial in this situation; McLaughlin responded that the volume of water involved is significant and would be costly to soften.

MEMBER HEGLUND MOVED TO APPROVE WATER CONDITION/SCALE INHIBITER QUOTE IN THE AMOUNF OF $5,305. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

B. Consider for Approval of Nor-Son Pay App No 3 – JFHML Library Window and Door Project

Administrator Harren presented Nor-Son Pay App No 3 in the amount of $21,464.94 and noted that the project is substantially complete. Administrator Harren recommended approval of the payment.

It was also noted that the exterior door is sticking slightly due to the finish on the concrete. Foreman Ferrari agreed to check it out.

MEMBER LEWIS MOVED TO APPROVE NOR-SON PAY APP NO 3 FOR JFHML LIBRARY WINDOW AND DOOR PROJECT. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

C. Consider for Approval Quote for Well Inspection

Utilities Supervisor Dan Howard presented a quote to inspect the city's three wells. The quote has two options. One is to pull and inspect all three at the same time. The second is to pull them separately. If done at the same time the cost is $3,000 per well. If done separately the cost is $3,800. The difference in cost is due to mobilization expenses. Ideally the wells are on schedule to be pulled for inspection, so they do not all need inspecting at the same time. The last full inspection of all wells was completed in 2019. Howard advised that the city does one in 2026, one in 2027, and one in 2028 and then get back on a 7-year rotation.

Howard noted that when a well is pulled water testing is required and the well can't go back online until the test results have been received. This takes 2-3 days. It would put the city's water service at risk to have all three pulled at the same time. Howard noted that one value of well inspection is determination of the overall health and condition of the water aquifer.

A contract is not required for this specific inspection; however, the city has a contract with Thein for less invasive annual inspections. It was suggested to secure pricing for the next two years to complete inspections of the remaining wells.

Mayor Cash recommended approving inspection of one well and negotiating pricing for inspection of the remaining two wells over the next two years.

MEMBER LEWIS MOVED TO APPROVE THEIN WELL QUOTE IN THE AMOUNT OF $3,800 FOR WELL INSPECTION. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

D. Consider for Approval Purchase of Lawn Mowers for Public Works

Administrator Harren presented a request to purchase two Bobcat Zero Turn Lawn Mowers from Bobcat of Brainerd in the amount of $15,817 each. The price is from the Sourcewell Purchasing bid. Foreman Tony Ferarri summarized the need and the reason to purchase a new brand of mowers. Ferrari noted that the Xmark mowers the city has been using are more economical upfront. However, the Bobcat mowers are more heavy-duty and last longer. Ferrari is recommending replacing two this year and starting a replacement rotation schedule. The purchase of four lawn mowers was originally included for purchase with the 2026A GO Bonds but were removed due to their lifespan.

Mayor Cash suggested waiting to proceed with the purchase until the 2025 Audit is complete. Mayor Cash inquired whether the current four mowers are operational. Ferrari confirmed that all four units are currently functioning.

Heglund noted that the mowing season is beginning and suggested moving forward with the purchase.

MEMBER HEGLUND MOVED TO APPROVE THE QUOTE IN THE AMOUNT OF $31, 634 TO PURCHASE TWO LAWNMOWERS FROM BOBCAT OF BRAINERD. MEMBER TRAYLOR SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 4-1.

E. Consider for Approval Resolution 2026-21-0413 Supporting Sourcewell Local Government Community Benefit Application

Administrator Harren provided a summary of a new Sourcewell funding opportunity which allows the City to apply for a grant of up to $30,000 for projects that improve community health and wellness with no match required. Earlier in the year a community member contacted the city regarding installation of automated external defibrillator (AED) units in Crosby. At that time the city did not have funds to do so. The AED project is a great project for the Community Grant. An application has been prepared for the purchase of two utility cabinets to house the AED units, allowing for year-round accessibility.

Mayor Cash inquired whether the units require electricity Administrator Harren confirmed that they do require electricity and installation is recommended at locations in the park and downtown that are adjacent to power sources. The total project cost is $18,475.

MEMBER LEWIS MOVED TO APPROVE RESOLUTION 2026-21-0413 SUPPORTING SOURCEWELL LOCAL GOVERNEMNT COMMUNITY BENEFIT APPLICATION. MEMBER JARVELA SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

F. Consider for Approval Hiring Three Fire Fighters

Mayor Cash provided a summary regarding hiring three firefighters to bring the fire department's staffing level to 30 firefighters.

MAYOR CASH MOVED TO APPROVE HIRING THREE FIRE FIGHTERS. MEMBER LEWIS SECONDED THE MOTION. THE MOTION PASSED BY A VOTE OF 5-0.

8. Reports

A. Police Chief—submitted report.

B. Fire Chief—submitted report. Mayor Cash inquired whether it is Storm Awareness Week. The Fire Chief confirmed it is and noted that Thursday will include a statewide drill.

The Fire Chief also provided a summary of the upcoming golf scramble tournament as a fundraising effort.

Additionally, it was reported that the Fourth of July fireworks vendor has withdrawn, and efforts are underway to secure a replacement vendor.

C. Hallett Center General Manager—submitted report. A thank you was extended to the Public Works Department for assistance with removing ice and setting up chairs for the Whitetails banquet.

Heglund reported that the Easter egg hunt was successful.

Mayor Cash inquired whether approximately 5,000 check-ins per month is standard. Joe responded that winter months are slightly higher than summer months, but usage is typically around 5,000 per month.

It was also noted that the program manager is retiring.

D. Head Librarian—submitted report and April calendar.

E. Public Works Working Foreman—submitted report. Mayor Cash inquired whether Public Works can wash trucks inside the shop, and staff confirmed they have a wash bay.

Mayor Cash also asked whether equipment is being washed after plowing operations to help reduce rust. Heglund noted that the patching crew and street sweeper have been active in the field.

F. Utilities Supervisor—submitted report.

G. City Administrator—submitted report.

H. 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