Pursuant to due call and notice thereof, the regular meeting of the Crosby City Council was held on Tuesday, June 10, 2013 at 6:00 p.m.

Mayor Joanna Lattery presided with Member Debra Shankle, Member Dusty Paul, Member Ron Prushek and Member Ed Vukelich present. The Pledge of Allegiance was given.

Also present were City Attorney Ginny Knudson, Public Works Foreman Steve Perpich, City Engineer Phil Martin, Head Librarian Peggi Beseres, Fire Chief Alan Woods, Police Captain Rick Koop, and Clerk-Treasurer Lisa Sova.

MOTION BY MEMBER SHANKLE AND SECONDED BY MEMBER PAUL TO APPROVE THE MINUTES OF MAY 28, 2013 REGULAR MEETING AND THE SPECIAL MEETING OF JUNE 7, 2013. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.

MOTION BY MEMBER VUKELICH AND SECONDED BY MEMBER PRUSHEK TO APPROVE THE CLAIMS IN THE AMOUNT OF $79,884.52 FOR PAYMENT AS PRESENTED. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.

ADDITIONS TO THE AGENDA:
Member Paul – City of Crosby sign – New Business Item E
Member Vukelich – Skate park – New Business Item F
Member Vukelich – boat landing – Public works
Clerk-Treasurer Sova – Consider donating the use of the cook shack on July 18, 2013 to MIA POW hot air balloon event – New Business Item G
Clerk-Treasurer Sova – Well Head Protection Planning – request that Bolten and Menk handle the Request for Proposal process – Clerk Report
Clerk-Treasurer Sova – Consider selling the land on 2nd St NE where the old water tower stood – Clerk Report
Mayor Lattery – recycling program – Public Works Report

PUBLIC COMMENTS:
Rose Seely 601-1st Street SW. The intersection currently is a 2 way stop intersection. Ms. Seely requests that the stop sign be removed or made into a 3 way stop intersection. Captain Rick Koop agreed that the intersection is somewhat confusing and the volume of traffic is low.

MOTION BY MEMBER PAUL AND SECONDED BY MEMBER SHANKLE TO REMOVE THE STOP SIGN ON 1ST ST SW AND 11TH AVE SW. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.

UNFINISHED BUSINESS:

A. ASSESSMENT REFUNDS
Clerk/Treasurer Sova recommended contracting with Sue Iverson and Tom Kelly, government finance specialists, who are willing to assist with calculating the financial impact
of the assessment refund. A workshop will be scheduled when the financial analysis has been completed.

**MOTION BY MEMBER VUKELICH AND SECONDED BY MEMBER SHANKLE THAT THE CONTRACT WITH S.K.I. CONSULTING SUBJECT TO REVIEW BY ATTORNEY GINNY KNUDSON. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.**

NEW BUSINESS:

A. **JEFFERSON LINES BUS SERVICE – Kevin John**

Discussion took place regarding possibly approving the use of City Hall as a bus stop location for Jefferson Lines Bus Service on a trial basis. Concern was expressed with the bus route running on weekends when City Hall is closed. An indoor waiting area will not be available on the weekends. It is anticipated that the increase in traffic in City Hall will increase janitorial needs. Attorney Knudson suggested a 90 day trial period. The City will entertain the idea. The Council asks that Kevin John attend a council meeting to address questions.

B. **CUYUNA RANGE LIONS REQUESTS PERMISSION TO CLOSE CROSS AVE FOR THE STEAK FRY JULY 3, 2013 – Mark Fletcher**

**MOTION BY MEMBER SHANKLE AND SECONDED BY MEMBER PAUL TO APPROVE CLOSING CROSS AVE BETWEEN MAIN STREET AND 1ST STREET NORTH FOR THE CUYUNA RANGE LIONS STEAK FRY ON JULY 3, 2013. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.**

C. **STOP SIGN AT THE CORNER OF 1ST STREET AND 6TH AVE SW – Rose Seely**

Topic addressed under Public Comments.

D. **REQUEST PERMISSION TO HOLD AN EVENT AT THE SKATE PARK – Jake Rennaker**

Jake Rennaker, President of the Lakes Area Skateboard Association requested permission to hold a skateboard event at the skate park on June 21, 2013 from 2:00 PM to 10 PM. Brainerd closed their skate park so the group is seeking a new location for the event. Food and a DJ will be offered from 2 PM to 9 PM. Captain Koop reminded Mr. Rennaker that the music must be appropriate for all age groups. Insurance is not necessary per Attorney Ginny Knudson because this is not a competition. It is a skate on your own event.

Member Vukelich commented that many skate park users are not wearing helmets and asked about the City’s liability. Attorney Knudson stated that the City is not liable for injuries. Attorney Knudson recommends a sign that says “Skate at your own risk”.

Jake Rennaker asked permission to put up signs.

**MOTION BY MEMBER SHANKLE AND SECONDED BY MEMBER PAUL TO APPROVE USE OF THE SKATE PARK EVENT ON JUNE 21, 2013 FROM 2:00 TO 10:00 PM. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.**

E. **CITY OF CROSBY SIGN NEAR CRMC – MEMBER PAUL VOLUNTEERED TO REPAINT THE SIGN IF THE CITY PURCHASES THE PAINT.**
All members were in agreement.

F. SKATEPARK ISSUE
    Member Vukelich addressed his question during item D.

G. DONATE THE USE OF THE COOKSHACK JULY 18, 2013 FOR THE MIA-POW HOT AIR BALLOON EVENT
    MOTION BY SHANKLE SECOND BY PAUL TO APPROVE DONATION OF THE USE OF COOKSHACK ON JULY 18, 2013 FOR THE MIA-POW HOT AIR BALLOON EVENT: ALL MEMBERS VOTED AYE. MOTION CARRIED.

REPORTS

Fire Chief’s Report

a. ROOF REPAIR—The warranty from A-1 Roofing is unconditional for 15 years and includes all parts of the roof. A bid was received from Benelle Construction. The Relief Assoc has indicated it will donate $10,000 and then agrees to donate $5000 per month until the balance is paid. Chief Woods will meet with Clerk Sova to look at options for payment.

b. FIRE MARSHAL—Chief Woods researched the State of Minnesota Fire Code and found existing buildings have to follow State Fire Code. Chief Woods suggested that two firefighters go through the 30 to 40 hour Fire Code training course. Then pick two buildings per month to be reviewed for compliance with the State Fire Code. Those trained will also review building permit requests for compliance. The Building Inspector follows the State Fire Code. Assistant Chief Jay DeCent agreed to take the training. Another member will be identified. Chief Woods asked what the inspectors would be paid for doing the inspections. Research is needed to set fee. Mayor Lattery asked if the newly trained inspectors will then issue the building permits. Chief Woods will need to look deeper into the training to see what it includes. He will report at the next Council meeting.

c. CONSIDER APPROVING A TEMPORARY ON SALE PERMIT FOR JULY 4TH
    MOTION BY MEMBER VUKELICH AND SECONDED BY MEMBER PAUL TO APPROVE A TEMPORARY ON SALE PERMIT FOR JULY 4TH. A VOICE VOTE: MEMBERS PAUL, SHANKLE, LATTERY AND VUKELICH VOTED AYE. MEMBER PRUSHEK ABSTAINED. MOTION CARRIED.

d. CONSIDER APPROVING SPECIAL EVENT REQUEST FOR JULY 4TH
    MOTION BY MEMBER PAUL AND SECONDED BY MEMBER SHANKLE TO APPROVE A SPECIAL EVENT REQUEST FOR JULY 4TH. A VOICE VOTE: MEMBERS PAUL, SHANKLE, LATTERY AND VUKELICH VOTED AYE. MEMBER PRUSHEK ABSTAINED. MOTION CARRIED.

The Fire Department asks that the City pay for the portapotties. Last year the cost was $960 for the Fire Relief and $250 paid by the City. Upon further investigation it was learned that all portapotty invoices are paid from the general fund.

Chief Woods asked if the City will ban coolers in the park on the 4th of July. Not this year as enforcement will be too difficult.

Expect an answer by June 19, 2013 from Ironton regarding police protection in the City of Ironton during the 4th of July parade. The police protection contract between the City of Crosby
and the City of Ironton was discontinued as of June 1, 2013. Without police protection, the parade route needs to be altered to start within the City of Crosby city limits.

The State Fire Convention will take place June 14-16, 2013.

   a. CONSIDER APPROVING RESOLUTION 2013-13-0610 ACKNOWLEDGING DONATIONS TO THE JESSIE F HALLETT MEMORIAL LIBRARY
   MOTION BY MEMBER SHANKLE AND SECONDED BY MEMBER PAUL TO APPROVE RESOLUTION 2013-13-0610 ACKNOWLEDGING DONATIONS TO THE JESSIE F HALLETT MEMORIAL LIBRARY. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.

Head Librarian Peggi Beseres recommended hiring Ashley Bartell as new student worker who will replace Abby Smith. Preference is given to students who have volunteered at the library. Librarian Beseres was reminded that the City is an Equal Opportunity Employer and as such all positions must be advertised. Also, the personnel committee needs to be a part of the hiring process. Ms. Bartell will complete the employment packet and background check. At the first meeting in July Librarian Beseres will ask Council approval to hire.

HCC Report – None

Police Chief’s Report
Captain Rick Koop reported that the Mountain Bike Festival was a success.
Member Paul asked when the Police Advisory Committee will meet. Mayor Lattery instructed Member Paul to contact Chief Coughlin to set a date.

Attorney’s Report
   a. RESPONSE TO MR. JAMES HUNTER REGARDING CONDITIONAL USE PERMIT VIOLATION
   Attorney Ginny Knudson reported that she was contacted by Mr. Hunter’s attorney Ed Shaw and will address at the next Council meeting.
   b. RESPONSE TO MR. DAVID PETERSON REGARDING REQUEST TO ADDRESS DRAINAGE ISSUES ON HIS PROPERTY
   Engineer Martin commented that the lay of the land causes the drainage issues. This is not the City’s issue; it is the land owner’s issue. Attorney Knudson reported that Attorney Krueger contacted Mr. Peterson and explained that the City considers this a closed issue.
   c. INFORMATION REGARDING CONDEMNATION PROCESS
   Council Members were provided with information on the condemnation process. This addresses substandard and dangerous properties.
   d. RESPONSE TO MS. MARY AULIE’S QUESTION REGARDING THE OWNERSHIP OF LAKE SHORE DR
   There was a private easement at one point. After 6 years of continuance maintenance the City can establish it as a public road. The City has paved and maintained the road; therefore the road becomes the property of the City. Mayor Lattery instructed Attorney Knudson to send a letter to Ms. Aulie and the land owner.

Public Work’s Report
Working Foreman Steven Perpich met with the Public Works Committee and discussed Hematite St. project. Project will start on June 13 with removal of tar. Irondale Township will take care of this piece of the project.

Eric Anderson from Life Spring Church will clean up yards in the City and asked permission to dump clippings in at the City Garage. Permission granted.

Recycle dumpsters – a letter was received from the City of Ironton stating that the City of Crosby’s budget will be decreased by $2000 per year moving forward due to the number of times the Crosby dumpsters have been pulled before they are full. After evaluating the number of pulls and percentage that were light it was determined that Crosby’s dumpster was light 20% of the time, Ironton was light 24% of the time, and Deerwood was light 13% of the time. Mayor Lattery asked the Council how they feel she should respond to the letter from Ironton. Alan Woods stated that the recycling program is not successful. The residents can drive to the landfill and drop off recyclables free of charge. Member Vukelich suggested that the dumpsters be removed. Attorney Knudson stated that the contract needs to be reviewed to see what the City is obligated to do. Attorney Knudson will review the contract and report at the next meeting.

Member Vukelich expressed concern regarding swimmers in the boat landing area. The landing is already posted NO SWIMMING. The Council requested that the police monitor more diligently.

Perpich stated that the alley between 4th and 3rd St SW needs to be paved as well as the alley between 1st and 2nd St NW. The assessment policy as well as the assessment procedure needs to be followed including a hearing, etc.

Jared Blom and Jacob Leonhardt were selected for the Student Public works positions. Leonhardt started on June 3. Blom started on June 4.

Engineer’s Report – report submitted
Birch Street project – ready to submit the plan to the State at a cost of $150. Once the Attorney has worked through the property issues, the Engineer will be ready to seek bids, targeting July.

Hematite Street project - $2050 cost to haul gravel at a rate of $50 per load bid by contractor. Engineer Martin recommends that the contractor haul gravel rather than the Public Works department.

CSAH 33 (3rd Street) is on the County project list for reconstruction in 2017.

Active Transportation Grant – recommends that the City paint “sharrows” on the road indicating the bike path.

Clerk’s Report
  a. Accept resignation of Jeanette Radinovich, part time Administrative Assistant – DMV with regret and request permission to fill the position
MOTION BY MEMBER AND SECONDED SHANKLE BY TO ACCEPT RESIGNATION OF JEANETTE RADINOVICH, PART TIME ADMINISTRATIVE ASSISTANT – DMV WITH REGRET. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.

Member Shankle stated that since the DMV is being evaluated, at this time the position will not be replaced. The Council agreed.

Consider selling the land on 3rd Street NE where the water tower stood. Attorney Knudson stated that the City can entertain an offer. The interested party needs to submit a proposal in writing for consideration.

Clerk Sova will prepare a request for proposal for engineering services for the Well Head Protection Plan. Because Bolten and Menk is interested in bidding on the job, they cannot handle the RFP process.

Mayor/Committee Reports:

MOTION BY MEMBER SHANKLE AND SECONDED BY MEMBER VUKELICH TO ADJOURN AT 7:55 PM. A VOICE VOTE: ALL MEMBERS VOTED AYE. MOTION CARRIED.

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Joanna Lattery, Mayor                  Lisa Sova, Clerk/Treasurer