



MINUTES

COHASSET CITY COUNCIL

305 NW FIRST AVENUE, COHASSET, MN 55721

MONDAY, JANUARY 9, 2024 – 7:00 P.M.

6:30 PM City Council Work Session to Discuss City Planning

Safe Route to School Grant

Max Peters presented an update on the Safe Route to School Grant opportunity with a deadline of applying by February 2nd, 2024. The first project is a trail from County Road 62/Highway 2 lights to the Cohasset Elementary and the second project is a multi-use trail from Highway 63 to the new elementary school on Golf Course Road. A grant writer is working on applying by the deadline and the City of Cohasset is collaborating with ISD 318, Itasca County, and the City of Grand Rapids. Ryan Sutherland of Itasca County would need a letter from the City of Cohasset stating that the City of Cohasset supports the grant that the City of Cohasset will cover costs above the grant and the City of Cohasset will maintain the trail systems that are built. A request was made to add this discussion to the agenda for the City Council Meeting.

MN Technologies

Mayor Andy MacDonell provided updates regarding MN Technologies. There was dirt work performed on the parcel for the Capital Project Distro Phase I. Capital Project Distro Phase I has dissolved and Capital Project MN Tech is now pursuing the purchase of the parcel. The parcel is still in need of the City of Cohasset to do additional dirt work for Capital Project MN Tech. The City of Cohasset will provide the additional dirt work, supporting TIF funding, and a tax abatement from Itasca County for the MN Tech project.

7:00 PM City Council Meeting

1. **Call to Order:** Mayor Andy MacDonell called the meeting to order at 6:55 p.m.

2. **Roll Call**

Present: Mayor Andy MacDonell, Councilors Kevin Tinquist, Terry Bartz, Kevin Ott, and Andy Haarklau

Absent: None

Non-Officio Members: City Administrator Max Peters, Security Officer Dean Scherf

Other: None

3. **Resident Input:** Mayor Andy MacDonell read a thank you letter to the City of Cohasset for opening up the community center to the veterans after the service at the Cohasset Cemetery annually.

4. **Approve Agenda**

Additions: Item 8G; Safe Route to School Grant.

Deletions: None

A motion was made by Councilor Kevin Tinquist to approve the agenda addition of item 8G the Safe Route to School project. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy

MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

5. Appointments

- | | |
|---|--|
| A. Mayor Pro-Tem – Kevin Tinquist | G. PC Members: Steve Lavalier & Harlow Zeppelin |
| B. Civil City Attorney – John Licke | H. Financial Auditor – Eide Bailly |
| C. Criminal City Attorney – John Dimich | I. Insurance Agency – Itasca Reliable |
| D. City Engineer – SEH | J. Donation Committee – Max Peters, Dorie LaShomb and Tony Valtinson |
| E. CPUB Members: Jim Mahon & Delbert Anderson | K. Fire Relief – Kevin Tinquist |
| F. EDA Members: None | L. EDA President – Andy MacDonell |

A motion was made by Councilor Kevin Ott to approve the re-appointment items 5 A-L. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

6. City Council Liaisons

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|--|---|
| A. Emergency Management Director – Andy MacDonell & Kevin Tinquist | F. Economic Development – Andy Haarklau |
| B. Safety Committee – Terry Bartz | G. Greater Grand Rapids Cable Commission – Tony Valtinson and CPUB Member, Romona Sjostrand |
| C. Personnel Committee – Andy MacDonell & Andy Haarklau | H. Western Mesabi Mine Planning Board – Andy Haarklau & Zoning Officer, Tony Valtinson |
| D. Planning Commission – Kevin Ott | |
| E. Public Utility Commission – Terry Bartz | |

A motion was made by Councilor Kevin Tinquist to approve re-appointment of City Council Liaisons items 6 A-H. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

7. Designations and Resolutions

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| A. Award Official Newspaper | H. Resolution 2024-08 RE: Joint Powers Agreement |
| B. Resolution 2024-01 Designating Official Depositories for City Funds | I. Resolution 2024-09 Authorizing City Office Change Fund |
| C. Resolution 2024-02 Authorizing Signature Authority for City Accounts | J. Resolution 2024-10 Authorizing Concession Stand Change Fund |
| D. Resolution 2024-03 Authorizing Signature Authority for Safe Deposit Box | K. Resolution 2024-11 Granting the Cohasset EDA an Appropriation of \$100,000 |
| E. Resolution 2024-05 Granting Investment Authority for Depositories | L. Resolution 2024-12 Authorizing the City of Cohasset to Apply and Accept Grants & Funds from IRRRB |
| F. Resolution 2024-06 Authorizing Signature Authority for City Credit Card | M. Resolution 2024-13 Amended Fee Schedule |
| G. Resolution 2024-07 Regulations and Rental Agreement for Community Center | |

Herald Review was approved as the official newspaper.

A motion was made by Councilor Terry Bartz to approve official newspaper and Resolution's 2024-01 – 2024-03, 2024-05 - 2024-13. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

8. Administration

A. Appoint Fire Fighter Officers

Captain I – Josh Casper

Lieutenant – Chris Thompson

Captain II – Tony Applebee

Safety Officer – Bernie Hillman

A motion was made by Councilor Kevin Tinquist to approve the appointment for Fire Fighter Officers. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

B. Setup Public Hearing Ordinance CPUB

Request to set up a public hearing to discuss official name change to Cohasset Public Utilities Board (CPUB). Public Hearing is now set for February 20th, 2024.

A motion was made by Councilor Andy Haarklau to approve the Public Hearing on February 20, 2024. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

C. Resolution 2024-14 Support the Itasca County Request for Tax Abatement

Requesting a motion from the City of Cohasset City Council to approve resolution 2024-14 supporting an Itasca County Property Tax Abatement for MN Technologies.

A motion was made by Councilor Andy Haarklau to support MN Technologies request for an Itasca County Tax Abatement. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

D. 2024 Supplement Letter Agreement

Requesting approval of the 2024 Supplemental Letter Agreement between the City of Cohasset and S.E.H. for miscellaneous engineering services in the amount not-to-exceed \$30,000.00 including expenses and equipment. And for the Industrial Park Phase Preliminary Grading in the amount not-to-exceed \$10,000.00 including expenses and equipment.

A motion was made by Councilor Kevin Ott to approve the supplement letter agreement from SEH. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

E. Review and Approve 2024 City Council Meeting Schedule

A motion was made by Councilor Andy Haarklau to approve the 2024 City Council meeting schedule. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors

Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

F. Acknowledge Meeting Schedules

Requesting a motion to approve the following schedules for the year 2024; Economic Development Authority, Cohasset Public Utility Board, Planning Commission.

A motion was made by Councilor Terry Bartz to acknowledge the 2024 meeting schedules for EDA, PC, and CPUB. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

G. Safe Route to School Grant

Andy provided a summary on the Safe Route to School Grant opportunity. The City of Cohasset is collaborating with ISD 318, Itasca County, and the City of Grand Rapids, to have a grant writer apply by the deadline of February 2nd, 2024. Itasca County is requesting a letter of support from the City Council, stating that the City of Cohasset will cover costs above the grant and maintain the trail systems that are built.

A motion was made by Councilor Andy Haarklau to approve the application for a safe route to school grant. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

9. Miscellaneous Announcements, Reports, and FYI'S:

- A. The City of Cohasset Office & Shop will be closed Monday, January 15, 2024 in observance of Martin Luther King Jr. Day

Dean shared with the City Council Members about issues brought to his attention about the Bass Brook Community Center. Dean informed City Council that cameras will be getting installed this week.

All matters listed under consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

10. Consent Agenda

- A. Approve Claims in the Amount of \$393,133.58
- B. Approve Claims from December 19, 2023 in the Amount of \$171,475.85
- C. Acknowledge November 14, 2023 EDA Join Work Session Minutes
- D. Acknowledge November 21, 2023 EDA Minutes
- E. Acknowledge December 6, 2023 PC Minutes
- F. Approve the December 12, 2023 City Council Minutes
- G. Approve the December 19, 2023 Cancelled City Council Meeting

A motion was made by Councilor Kevin Ott to approve the consent agenda. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Andy Haarklau, Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent; None. Motion carried.

Adjourn: Mayor Andy MacDonell adjourned the meeting at 7:15 p.m.

Submitted by: Associate Deputy Clerk Treasurer
Approved:1/23/2024