



## MINUTES

### COHASSET CITY COUNCIL

305 NW FIRST AVENUE, COHASSET, MN 55721

TUESDAY, JANUARY 23, 2024 – 7:00 P.M.

#### **6:00 PM City Council Work Session**

##### **Bass Brook Community Center**

Mayor Andy MacDonell began with sharing that the Bass Brook Community Center hasn't been getting properly cleaned and maintained. Andy shared what the expected duties would be if a job is created to help maintain the Bass Brook Community Center. The new position would be expected to handle cleaning and maintaining the City Hall, old shop, Bass Brook Community Center, Fire Hall, Park/Cemetery/Trail Mowing/Rink, and any additional maintenance duties needed for the City of Cohasset. The City Council members agreed this should be limited to a 40 hour work week with a flex schedule to allow for weekend cleaning when there are events. It was discussed that this new union position could be at \$16.00 an hour plus benefits. At this time, a motion needs to be made to approve the creation of this union position and an official job title/description.

##### **Fund Recap**

The fund recap is being reviewed to prepare for the audit. City Administrator Max Peters shared that Capital Project-Frontier Huber has a negative balance of \$46,593.12 because the attorney fees, environmental permitting, SEH (extending water and sewer), and other expenses completed in 2023, were spent using cash out of the (418) Frontier Huber Capital Project fund that should be reimbursed by the General Fund. Max Peters stated that in the future, when this land is purchased by someone else all the engineering has already been completed. The (450) Land Acquisition Reserves fund has a negative balance of \$597,575.29, which was due to the land purchase on 8<sup>th</sup> street and other land purchases. The other negative fund balances listed on the recap are due to projects that are still in progress and will be repaid through tax increment finance payments. Max Peters shared that funds are managed as separate accounts and we are seeking City Council approval to transfer the funds needed to correct the negative balances to zero for both Capital Projects; Frontier Huber and Land Acquisition Reserves.

##### **Safe Route to School**

Max Peters shared that we are requesting approval for Resolution 2024-15 and Resolution 2024-16 both supporting Safe Route to School Projects. Max Peters informed the City Council that one of the Safe Route to School projects will cost just under \$1,000,000.00 and the second project will cost about \$1,500,000.00 and the final estimates have not been presented. The grant should cover the \$1,000,000.00 or the actual cost of the first project and \$1,000,000.00 of the second project and we are pursuing the additional \$500,000.00 from three additional grant sources.

Andy MacDonell has additional maps providing details for the blacktop and sidewalk to be completed on NW 3<sup>rd</sup> Street. Andy MacDonell informed that this project could be done at the same time as the trail, but this will be a separate project. The total cost estimate states \$272,470.00 or the project to add blacktop to the roads and repairing the sidewalks. Andy will review further and inquire if a split out of the road versus the sidewalk on this estimate, is necessary.

##### **Miscellaneous**

Max Peters updated that a formal response from the U.S Department of Commerce Economic Development Administration is that the City of Cohasset is not eligible for any additional funding on the Spec Building Project. Max Peters further updated that depending on whether the IRRRB will contribute additional funding the Federal

funding may need to be sent back to the U.S Department of Commerce Economic Development Administration. If the funding is required to be sent back the project will be terminated.

Councilor Kevin Ott inquired about the open Deputy City Clerk position. Max Peters updated that there have been about twenty applications received for the Deputy City Clerk position, Max Peters stated that he will begin interviewing candidates next week and is anticipating a new Deputy City Clerk should be hired by the next meeting.

Andy MacDonell shared that SEH is working on a project for MN Tech currently and also working on clearing additional lots in the Industrial Park.

Andy MacDonell, spoke on that additional time may be needed to discuss the adjustment of utility rates in an upcoming work session. Max Peters stated he will be presenting to the Cohasset Public Utility Board about the expected utility rate adjustment, including justification for the anticipated increase.

### **7:00 PM City Council Meeting**

**1. Call to Order:** Mayor Andy MacDonell called the meeting to order at 7:00 p.m.

#### **2. Roll Call**

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

**Absent:** Andy Haarklau

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

**Other:** None

#### **3. Resident Input:**

Brett Sample, the executive director of Forgotten Heroes, provided a thank you to the City of Cohasset for allowing the Forgotten Heroes' fundraising event. Brett Sample shared that they raised over \$18,000.00, after expenses for event that was held in December 2023.

**4. Council Info / Liaison Reports:** None

#### **5. Approve Agenda**

**Additions:** 6E – Safe Route to School Resolutions

**Deletions:** None

Requesting an addition to approve resolution 2024-15 Cohasset Elementary School Safe Route to School Trail from County Road 62/Highway 2 Lights to Cohasset Elementary School and 2024-16 West Elementary School Safe Route to school multiuse trail from Highway 63 to West Elementary School on Gold Course Road.

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

#### **6. Administration**

##### **A. 4th of July Firework Show Contribution Report**

Request from the City of Grand Rapids to have the City of Cohasset contribute \$6,000.00 for the 2024 Independence Day Fireworks display at the Pokegama Golf Course on July 4, 2024.

***A motion was made by Councilor Kevin Ott to approve the \$6,000.00 contribution for the 2024 Independence Day Firework display at the Pokegama Golf Course on July 4, 2024. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent: Andy Haarklau; None. Motion carried.***

#### **B. Request Approval for a New Position**

A request for City Council to consider approving the City Administrator and personnel committee to post a new full time union position for a Custodial and Grounds Keeper starting at \$16.00 an hour, including fulltime benefits.

***A motion was made by Councilor Kevin Ott to approve the City Administrator and personnel committee to post a new full time union position for a custodial and ground keeper position starting at \$16.00 an hour with benefits. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent: Andy Haarklau; None. Motion carried.***

#### **C. Replace Hydrant & Gate Valves**

Requesting review and approval for hydrant and gate valve replacements at two locations in the city. North of Hwy 2 West (near Dollar General) and North of Hwy 2 West (Northern Lights Truck & Trailer).

**TNT Construction Group, LLC.**—\$27,850.00

**Casper Construction, Inc.** – \$45,250.00

Recommended approval of the quote from TNT Construction Group, LLC. in the amount of \$27,850.00 for hydrant & gate valve replacements

***A motion was made by Councilor Kevin Tinquist to approve TNT Construction Group, LLC replacing hydrant and gate valves at two locations in the amount of \$27,850.00. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent: Andy Haarklau; None. Motion carried.***

#### **D. Operating Transfers**

Capital Project-Frontier Huber (418) has a negative balance of \$46,593.12. This project has been dissolved and the fund balance should be brought to zero.

Capital Project-Land Acquisition Reserves (450) has a negative balance of \$597,575.29. This fund should not be negative at the end of any year.

Recommend a motion to approve January 2024 Operating Transfer from Capital Projects Roads (405) in the amount of (\$644,168.41) to the General Fund (100) in the amount of \$644,168.41 and redistribute the funds from the General Fund (100) in the amount of (\$644,168.41) to Capital Project-Frontier Huber (418) \$46,593.12 and Capital Project-Land Acquisition Reserves (450) \$597,575.29.

***A motion was made by Councilor Terry Bartz to approve the transfer of funds from Capital Projects Roads in the amount of \$644,168.41 to the General fund and redistribute the funds from the General Fund in the amount \$644,168.41 to Capital Project- Frontier Huber \$46,593.12 and Capital Project-Land Acquisition Reserves \$597,575.29. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent: Andy Haarklau; None. Motion carried.***

## **E. Safe Route to School Resolutions**

Councilor Kevin Ott recapped the work session and informed that City Council is requesting approval for Resolution 2024-15 and Resolution 2024-16 both supporting Safe Route to School Projects. Max Peters informed the City Council that one of the Safe Route to School projects will cost just under \$1,000,000.00 and the second project will cost about \$1,500,000.00 and the final estimates have not been presented. The grant should cover the \$1,000,000.00 or the actual cost of the first project and \$1,000,000.00 of the second project and we are pursuing the additional \$500,000.00 from three additional grant sources.

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***A motion was made by Councilor Kevin Ott to approve Resolution 2024-15 and Resolution 2024-16 Safe Route to School Grant for two locations. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz and Kevin Tinquist; Voting against: None; Absent: Andy Haarklau; None. Motion carried.***

## **7. Miscellaneous Announcements, Reports, and FYI'S:**

**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.**

## **8. Consent Agenda**

- A. Approve Claims in the Amount of \$177,671.06
- B. Acknowledge December 4, 2023 CPUB Minutes
- C. Approve the December 11, 2023 Work Session Minutes
- D. Approve the January 09, 2024 City Council Minutes
- E. Acknowledge the Quit Claim Deed of Benjamin & Cecilia Lewis

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

Adjourn: Mayor Andy MacDonell adjourned the meeting at 7:10 p.m.

Submitted by: Associate Deputy Clerk Treasurer  
Approved: 2/13/2024