



**MINUTES
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
TUESDAY, JANUARY 28, 2020
7:00 P.M. REGULAR CITY COUNCIL MEETING**

1. **Call to Order:** Mayor Greg Hagy called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

2. **Roll Call**

Present: Terry Bartz, Tim Carlson, Mary Flinck, Mayor Greg Hagy, & Jason Tabaka

Absent with Notice: None

Non Officio Members: Assistant Finance Manager Jessica Piche, & Security Officer Dean Scherf.

3. **Resident Input:** None

4. **Approve Agenda**

Additions:

5J) Amend Capital Expenditure Policy

5K) Civic Systems Software Purchase Agreement

Deletions: None

A motion was made by Tabaka/Carlson to approve the agenda as amended. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.

Loren Solberg: Riverfront Development Legislative Bonding Update: Solberg explained the process for obtaining bonding as well as a summary of meetings that were held in order to get the Cohasset Riverfront project on the Governor's list. Solberg was thanked for his presentation.

5. **Administration**

A. Approve Contract with Eide Bailly for the 2019 Audit: *A motion was made by Bartz/Flinck to approve the one year contract with Eide Bailly in the amount of \$22,150 to perform the 2019 audit. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

B. 2019 Public Utilities Review: Mayor Hagy summarized the 2019 public utilities review.

C. Seasonal Part time Temporary Trail Groom Hire: *A motion was made by Bartz/Carlson to approve the hire of Chris Deadrick for a temporary part time trail grooming position at the rate of \$15 per hour. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting*

against: None; Absent: None. Motion carried. It was noted that the monies will come out of the bike trail fund.

D. 2020 Truck Purchase: *A motion was made by Bartz/Tabaka to approve a quote from Dondelinger Ford/ABM Equipment in the amount of \$65,895 for the purchase of a 2020 Utility Truck. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.* Bartz commented that in the future he is in favor of sealed bids from all three area dealerships before approving a truck purchase.

E. Onsite Sewage Treatment Program: *A motion was made by Tabaka/Carlson to approve Bernie Hillman’s attendance at the 2020 Onsite Systems continuing education March 19-20, 2020 in Brainerd, MN. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.* It was noted that approval includes a \$295 registration fee and applicable lodging and mileage.

F. Pay Equity Report: *A motion was made by Tabaka/Flinck to approve submittal of the pay equity compliance report. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

G. RFP for Qualified Contractor to Provide a High Quality Child Care Center Program: *A motion was made by Flinck/Bartz to approve the RFP for contactors for the child care center. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

H. Light Plant Generator Purchase: *A motion was made by Bartz/Flinck to approve the purchase of an Atlas Copco – LED Light Tower from Quality Flow Systems, Inc. for a cost of \$19,513 plus any applicable taxes. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

I. Recommendations from the Personnel Committee: *A motion was made by Carlson/Flinck to approve the following recommendations from the Personnel Committee:*

- a) Hire of a temporary and/or intern full time position for the City office at the rate of \$19 per hour;
- b) Hire of a permanent full time Deputy Clerk (union position) at a base salary of \$40,000 per year - pending completion of a job description; and
- c) Transfer of Assistant Finance Manager Jessica Piche from 1.0 FTE to 0.7 FTE to include a reduction of salary/benefits commensurate with reduced hours.

Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.

J. Change to the Capital Expenditure Policy: *A motion was made by Tabaka/Carlson to amend the capital expenditure policy as follows:*

- a) Expenditures up to \$800 do not require Council approval;

- b) Expenditures from \$800 to \$5000 require approval of two Council Members;
- c) Expenditures over \$5000 require full Council approval.

Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.

K. Civic Systems Software Purchase: A motion was made Carlson/Tabaka to approve two additional concurrent users with Civic Systems, LLC for \$3,500 and an additional \$800 per year for support. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.

9. Miscellaneous Announcements, Reports and FYIs:

- Councilor Tim Carlson reported that public works is doing a great job of snow removal and there has been positive feedback.
- Security Officer Dean Scherf reported he has been monitoring the parking situation at the Cohasset Elementary School and has seen improvement.

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 \$261,375.85
- B. Approve the January 14, 2020 City Council Minutes

A motion was made by Flinck/Carlson to approve the consent agenda and claims in the amount of \$261,375.85. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.

Mayor Greg Hagy adjourned the meeting at 7:35 p.m.

Submitted by Deputy Clerk Karen Blair
Approved: 2/11/2020