



**AGENDA  
COHASSET PUBLIC UTILITY BOARD  
305 NW FIRST AVENUE, COHASSET, MN  
FEBRUARY 3, 2025 – 12:00 PM**

**1. Call to Order**

**2. Roll Call**

**\_\_JY \_\_RS \_\_RG \_\_JM \_\_DA**

**Non- Officio Members: \_\_WS \_\_**

**Others:**

**3. Review and Approve the Agenda**

**A. Additions:**

**B. Deletions:**

**C. Motion to approve agenda by \_\_\_\_\_ 2nd by \_\_\_\_\_**

**#Yes \_\_\_\_\_ #No \_\_\_\_\_**

**4. Resident Input**

**5. Utility Water Leak Forgiveness**

**6. Water and Sewer Expansion**

**7. 2025 CPUB Goals**

**8. Approve CPUB Minutes**

**A. Motion to approve January 6, 2025, Minutes by \_\_\_\_\_ 2nd by \_\_\_\_\_**

**#Yes \_\_\_\_\_ #No \_\_\_\_\_**

**9. Miscellaneous Business and FYI's:**

**Time Adjourned: \_\_\_\_\_**

5

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**COHASSET PUBLIC UTILITY BOARD  
MEETING MEMORANDUM**

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**TO:** COHASSET PUBLIC UTILITY MEMBERS  
**FROM:** MINDY SMITH  
**SUBJECT:** UTILITY WATER LEAK FORGIVENESS  
**DATE:** FEBRURAY 3, 2025

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Requesting approval to forgive \$965.07 for the sewer portion of a water line break, billed to the owner's Norene Schlader and Karena Newman, located at 25849 River Road, Cohasset, MN.

The water lines froze when relatives moved out without informing Norene. The city found the leak during normal monthly billing in December 2024. Approximately 76,350 gallons of water went into the ground, not into the sewer. Asking forgiveness of the sewer fees.

Customer: SWANSON, SANDRA Customer: SWANSON, KEVIN 854 of 3070

1.00386.04 SWANSON, SANDRA SWANSON, KEVIN Account balance: 1,813.48  
 25849 RIVER RD 25849 RIVER ROAD Balance due: 01/15/2025 1,813.48  
 COHASSET 218-328-5583 COHASSET MN 55721 Last payment: 07/22/2024 21.57-

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History Supplemental

Date	Type	Reference Number	Service	Quantity Billed	Description	Amount
10/31/2024	Billing	1958	WATER	0	Import Readings	.00
10/31/2024	Billing	2326	BAGS1	0	Automatic Billing	15.25
10/31/2024	Billing	2326	S TAX	15.25	Automatic Billing	1.05
10/31/2024	Billing	2326	CNY TX RES	15.25	Automatic Billing	.15
11/30/2024	Billing	54	GSMN5	0	Import Readings	.00
11/30/2024	Billing	1847	WATER	0	Import Readings	.00
11/30/2024	Billing	2233	BAGS1	0	Automatic Billing	15.25
11/30/2024	Billing	2233	S TAX	15.25	Automatic Billing	.00
11/30/2024	Billing	2233	CNY TX RES	15.25	Automatic Billing	.00
12/31/2024	Billing	54	GSMN5	0	Calculate Metered	.00
12/31/2024	Billing	1843	WATER	76,350	Calculate Metered	732.20
12/31/2024	Billing	2219	SEWER	76,350	Automatic Billing	232.87
12/31/2024	Billing	2219	TMCHG0	76,350	Automatic Billing	232.87
12/31/2024	Billing	2219	BAGS1	0	Automatic Billing	15.25
12/31/2024	Billing	2219	S TAX	15.25	Automatic Billing	.00
12/31/2024	Billing	2219	CNY TX RES	15.25	Automatic Billing	.00
01/03/2025	Billing	8	WATER	0	Metered Entry	.00
01/03/2025	Billing	9	GSMN5	0	Metered Entry	.00
01/03/2025	Billing	11	BAGS1	0	Automatic Billing	1.48
01/03/2025	Billing	11	S TAX	1.48	Automatic Billing	.00
01/03/2025	Billing	11	CNY TX RES	1.48	Automatic Billing	.00

- Display
- Assistance applied
  - Balance transfers
  - Billing adjustments
  - Billings
  - Contract adjustments
  - Contract billings
  - Deposits applied
  - Interest
  - Payment adjustments
  - Payments
  - Reallocations
  - Write-offs
- Summarize
- Adjustments
  - Billings
  - Interest
  - Payments

732 = 2+

232 = 87+

965 = 07\*

Customer: 1.00386.04 Customer 2659 of 3070

1.00386.04 SWANSON, SANDRA SWANSON, KEVIN Account balance: 1,813.48  
 25849 RIVER RD 25849 RIVER ROAD Balance due: 01/15/2025 1,813.48  
 Final bill: 01/03/2025 COHASSET 218-328-5583 COHASSET MN 55721 Last payment: 07/22/2024 21.57-

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History Supplemental

Meter ID	Service
RW29023616	Water
RG7569	Gas - Main

Meter: RW29023616  
 Route-Sequence: 1-1860 EMR code: R  
 Multiplier: 1.0000 EMR ID: 21803385  
 Sequence number: 1 MXU ID:  
 Size: MXU type:

Activity Meter Credit Usage Additional Fields Attachments Notes

Meter ID	Action Code	Period Date	Read Date	Multiplier	Reading	Reading Usage
RW29023616	Period Meter Reading	01/31/2024	01/29/2024	1	295550	330
RW29023616	Period Meter Reading	02/29/2024	02/26/2024	1	295800	250
RW29023616	Period Meter Reading	03/31/2024	03/27/2024	1	296080	280
RW29023616	Period Meter Reading	04/30/2024	04/26/2024	1	296380	300
RW29023616	Period Meter Reading	05/31/2024	05/29/2024	1	296660	280
RW29023616	Period Meter Reading	06/30/2024	06/26/2024	1	296890	230
RW29023616	Period Meter Reading	07/31/2024	07/30/2024	1	297140	250
RW29023616	Period Meter Reading	08/31/2024	08/28/2024	1	297250	110
RW29023616	Period Meter Reading	09/30/2024	09/25/2024	1	297250	0
RW29023616	Period Meter Reading	10/31/2024	10/24/2024	1	297250	0
RW29023616	Period Meter Reading	11/30/2024	11/22/2024	1	297250	0
RW29023616	Period Meter Reading	12/31/2024	12/26/2024	1	373600	76,350
RW29023616	Water Final Reading	01/31/2025	01/03/2025	1	373600	0
RW29023616	Water Final Reading	01/03/2025	01/03/2025	1	373600	0

Hello Cohasset City Council,

I own the property at 25849 River Road.

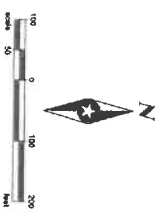
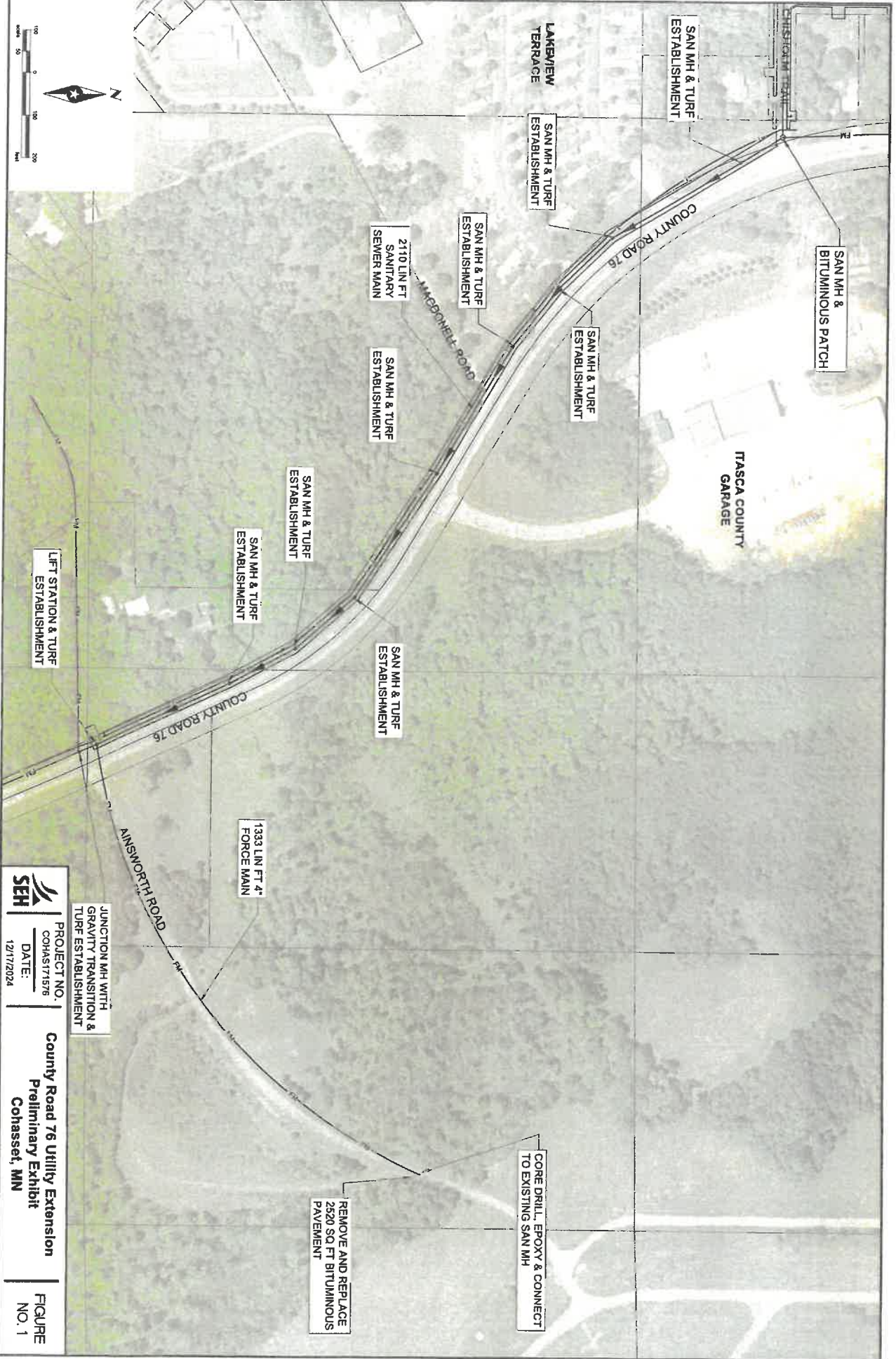
I am requesting removal of sewer charges for the leak at 25849 River Road. The house has been empty since summer due to an illness and being in the hospital. I was not aware of the water still being on until the leak occurred. The house flooded and is not livable. The water did not go into the sewer system so I'm requesting that it is removed from the billing. I appreciate any help you can provide.

Thank you.

Norene Schlader







**SEH**  
 PROJECT NO.  
 COHAS171576  
 DATE:  
 12/17/2024

JUNCTION MH WITH  
 GRAVITY TRANSITION &  
 TURE ESTABLISHMENT

**County Road 76 Utility Extension  
 Preliminary Exhibit  
 Cohasset, MN**

**FIGURE  
 NO. 1**

REMOVE AND REPLACE  
 2820 SQ FT BITUMINOUS  
 PAVEMENT

CORE DRILL, EPOXY & CONNECT  
 TO EXISTING SAN MH

1333 LIN FT 4"  
 FORCE MAIN

SAN MH & TURE  
 ESTABLISHMENT

SAN MH & TURE  
 ESTABLISHMENT

SAN MH & TURE  
 ESTABLISHMENT

SAN MH & TURE  
 ESTABLISHMENT

2110 LIN FT  
 SANITARY  
 SEWER MAIN

SAN MH & TURE  
 ESTABLISHMENT

SAN MH & TURE  
 ESTABLISHMENT

SAN MH & TURE  
 ESTABLISHMENT

SAN MH &  
 BITUMINOUS PATCH

TASCA COUNTY  
 GARAGE

COUNTY ROAD 76

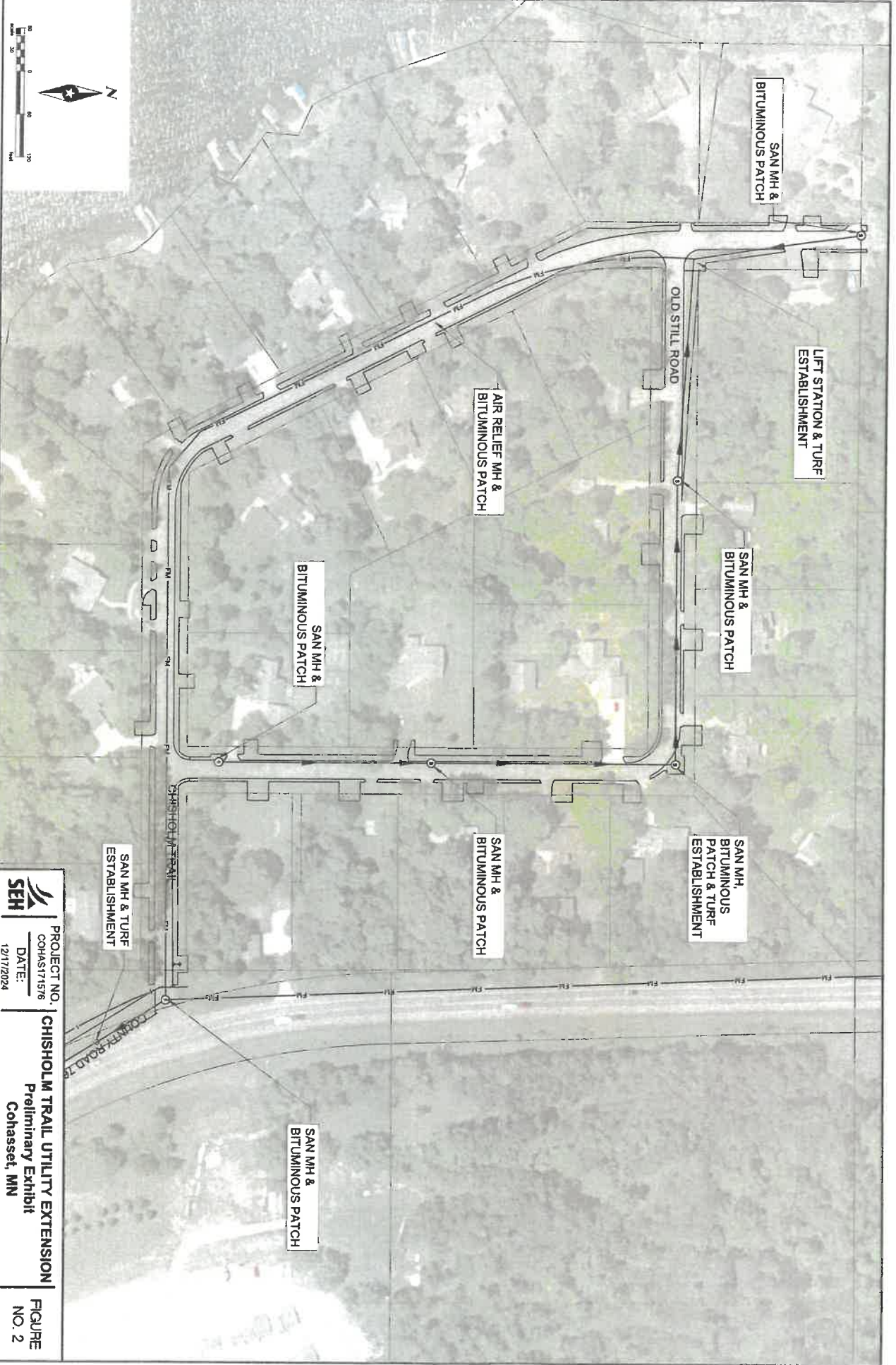
COUNTY ROAD 76

MACDONELL ROAD

AINSWORTH ROAD

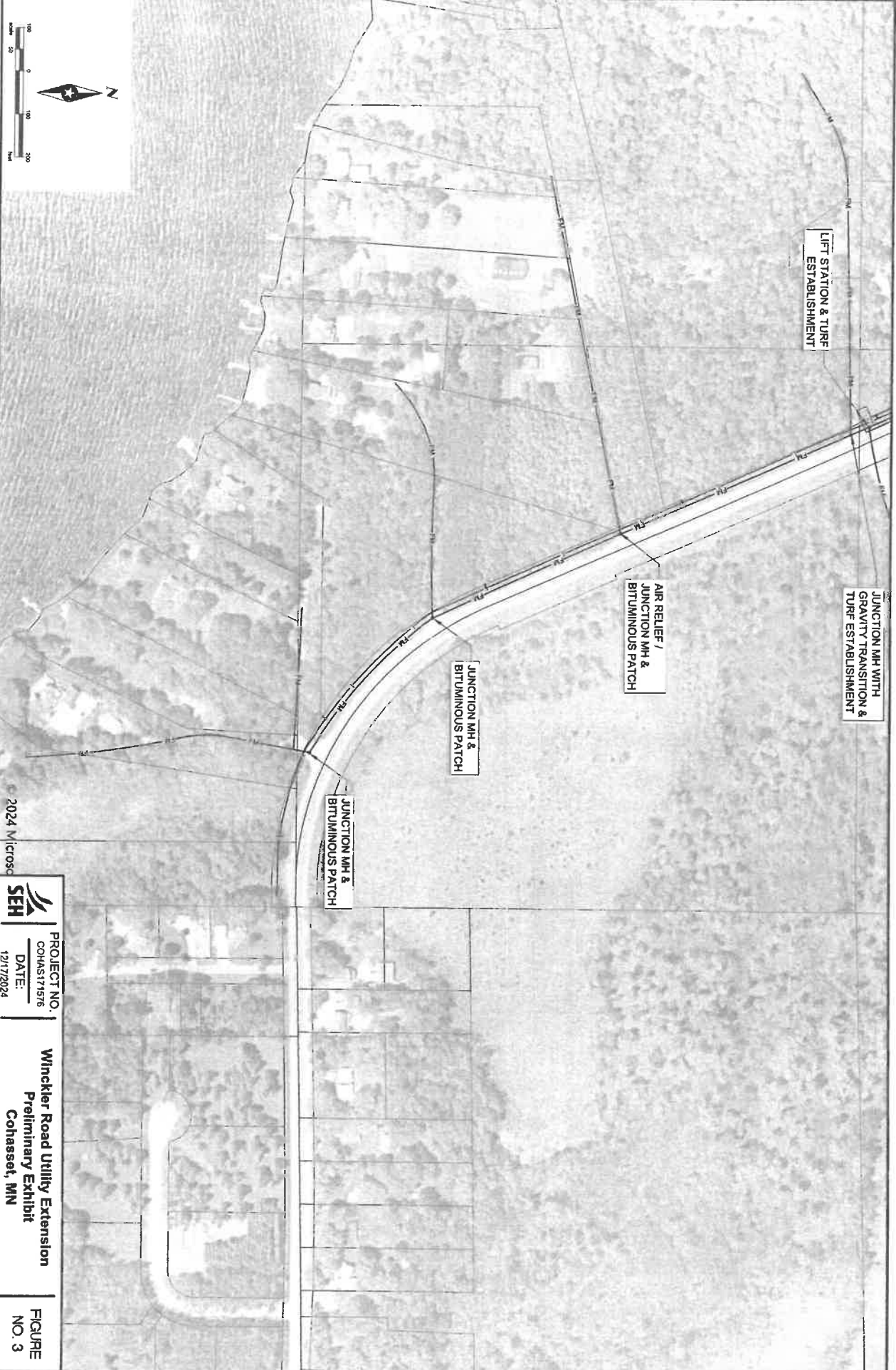
LIFT STATION & TURE  
 ESTABLISHMENT





	PROJECT NO.	<b>CHISHOLM TRAIL UTILITY EXTENSION</b>	FIGURE
	COHAS171576		
DATE:	12/17/2024	Preliminary Exhibit	
		Cohasset, MN	



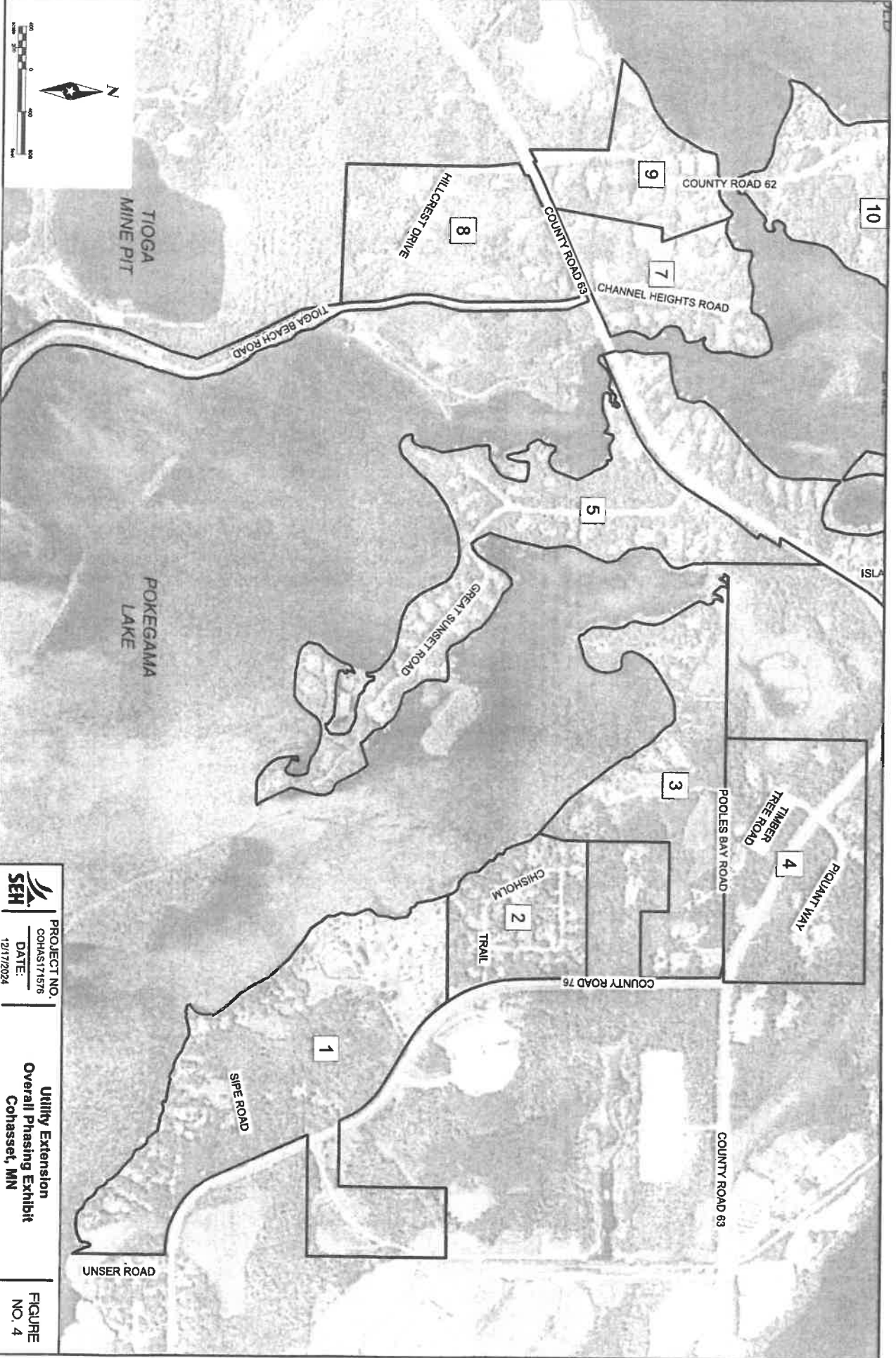


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**SEH**  
PROJECT NO.  
COHAS174576  
DATE:  
12/17/2024

**Winckler Road Utility Extension  
Preliminary Exhibit  
Cohasset, MN**

**FIGURE  
NO. 3**



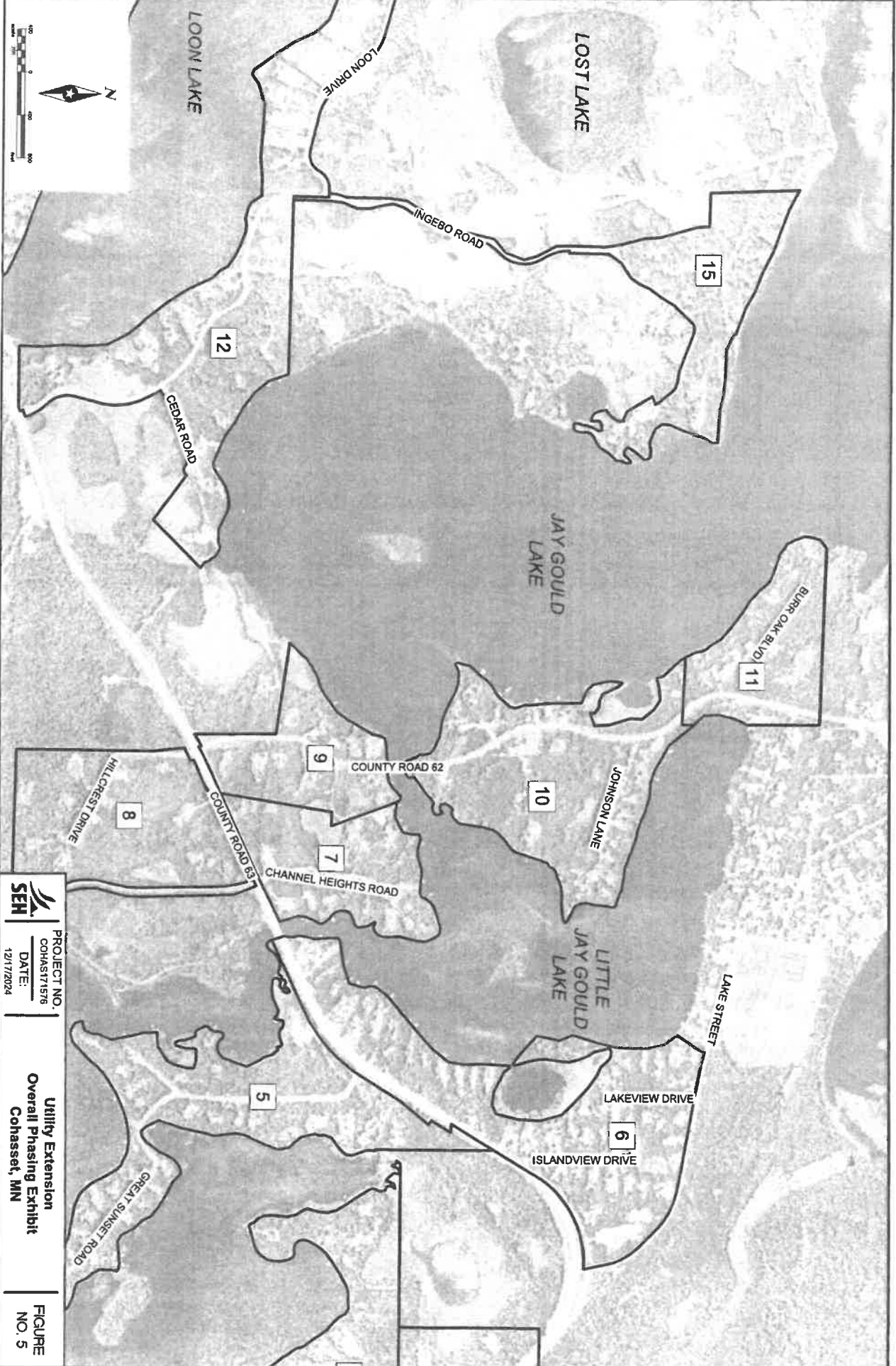
**SEH**

PROJECT NO.  
COHAS171576

DATE:  
12/17/2024

Utility Extension  
Overall Phasing Exhibit  
Cohasset, MN

FIGURE  
NO. 4

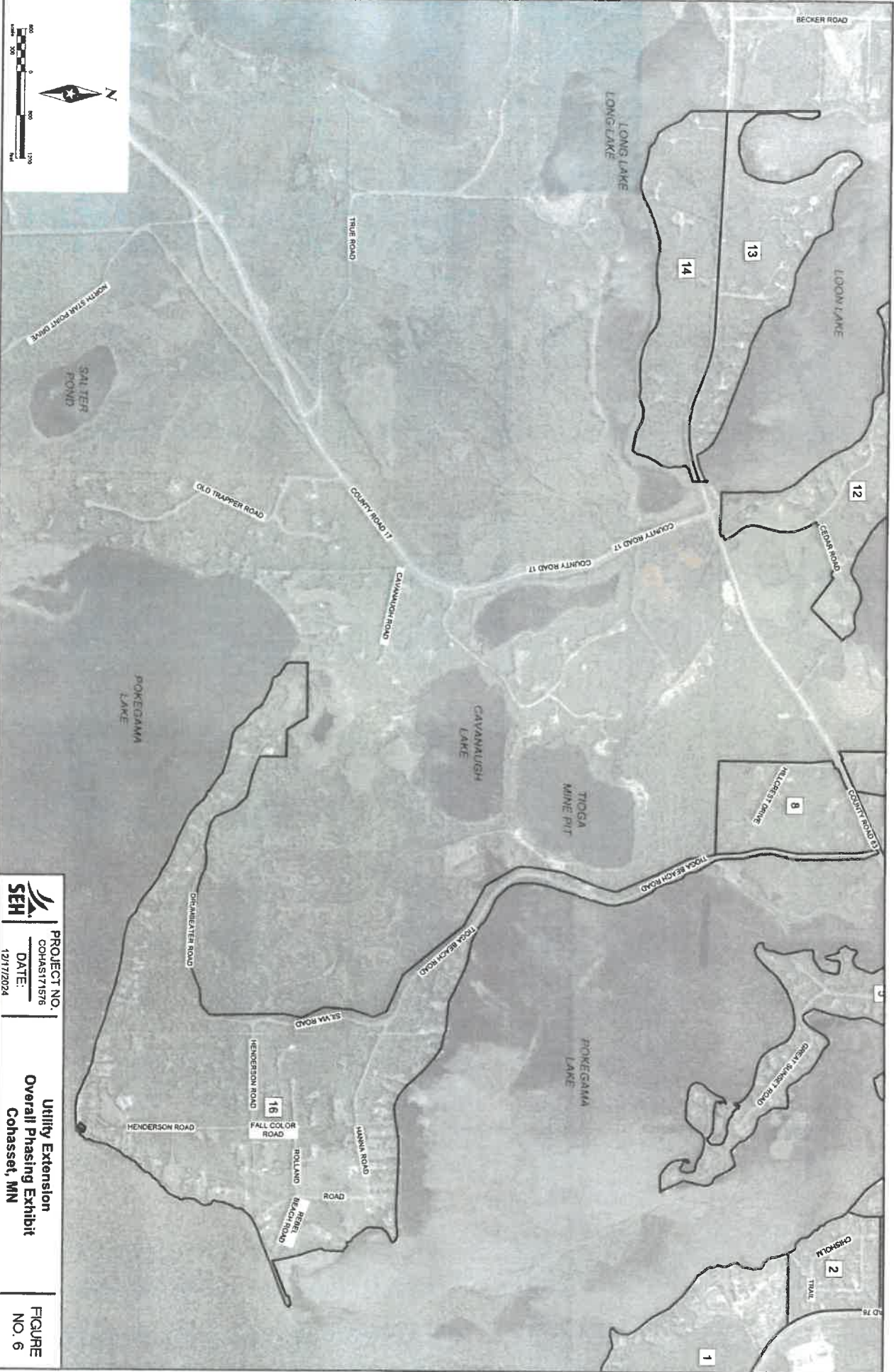


PROJECT NO.  
COHAS171576  
DATE:  
12/17/2024

Utility Extension  
Overall Phasing Exhibit  
Cohasset, MN

FIGURE  
NO. 5





PROJECT NO.  
COHASSET15786  
DATE:  
12/17/2024

Utility Extension  
Overall Phasing Exhibit  
Cohasset, MN

FIGURE  
NO. 6



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**MINUTES  
COHASSET PUBLIC UTILITY BOARD  
305 NW FIRST AVENUE, COHASSET, MN 55721  
MONDAY, JANUARY 6, 2025**

**1. Call to Order:** Chair Jack Yates called the meeting to order at 12:00 p.m.

**2. Roll Call**

**Present:** Chair Jack Yates, Ramona Sjostrand, Delbert Anderson, and Jim Mahon

**Absent with notice:** Rachel Graf

**Others:** Zoning Officer; Tony Valtinson

**3. Review and Approve the Agenda**

*A motion was made by public utility board member Ramona Sjostrand to approve the agenda. Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Ramona Sjostrand, Delbert Anderson and Jim Mahon. Absent: Rachel Graf Voting against: None; Motion carried.*

**4. Resident Input**

Jerry Petermeyer, Hawkinson Construction discussed the issue of low manhole covers on 62. The county plans to install new rings in the spring to address the issue.

**5. 2025 CPUB Meeting Schedule**

The meeting schedule was reviewed, with a focus on adjusting the September 1st meeting. After discussion, it was moved to September 9th at noon.

*A motion was made by public utility board member, Ramona Sjostrand, to approve the CPUB meeting schedule for 2025 with a change to the September 1, 2025, meeting to Tuesday September 9<sup>th</sup> due to the Labor Day holiday. Member Delbert Anderson seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Ramona Sjostrand, Delbert Anderson and Jim Mahon. Absent: Rachel Graf Voting against: None; Motion carried.*

## **6. 2025 CPUB Members Appointments**

Ramona Sjostrand was accepted for another term on the CPUB.

*A motion was made by public utility board member Jim Mahon to accept that Ramona Sjostrand be reappointed as a public utility board member. Member Delbert Anderson seconded the motion. Voting in favor: Chair Jack Yates, Delbert Anderson, and Jim Mahon. Absent: Rachel Graf Voting against: None; Motion carried.*

## **7. 2025 CPUB Members accept or decline nominations.**

Ramona Sjostrand accepted the CPUB Vice Chair and Secretary member positions.

## **8. CPUB Member Vacancy**

Cohasset Public Utility Board has two vacancies on the board and plan to advertise to fill the positions.

*A motion was made by public utility board member, Jim Mahon to solicit applications for the vacancies of public utility board members positions. Member Ramona Sjostrand seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Ramona Sjostrand, Delbert Anderson and Jim Mahon. Absent: Rachel Graf Voting against: None; Motion carried.*

## **9. Streetlight at North End of SW 9<sup>th</sup> Ave. (Zoning Officer)**

Zoning Officer, Tony Valtinson, discussed with the public utility board members a request from a resident that the city take over a streetlight the resident had installed themselves years ago. The light is on city property, and the residents have been paying for it since 2007. The light is located on a dead-end road. The residents state that they asked the city 10 years ago to take over the streetlight, but the city declined their request. The residents are requesting that the city reimburse them for maintaining the streetlight over the past years. The Public utility board members did not agree that the city should take responsibility for the streetlight or reimburse the homeowner. Instead, a dead-end sign will be recommended for installation and resident can shut the light off should they choose.

*A motion was made by public utility board member, Ramona Sjostrand to say no to the reimbursement and responsibility of the street light and recommend a dead-end sign . Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Ramona Sjostrand, Delbert Anderson and Jim Mahon. Absent: Rachel Graf Voting against: None; Motion carried.*



## 10. 2025 CPUB Goals

### A. Road Construction Planning

Discussion on the upcoming road construction projects on county roads 76 and 63, including the potential for city sewer installation and collaboration with the county to phase the project over several years. The conversation covers the potential installation of sewer and water services in conjunction with upcoming road work. The focus is on ensuring cost-effectiveness and exploring grant opportunities.

### B. County Collaboration

Exploration of collaboration with the county to manage the timing and cost of road and sewer projects, potentially reducing costs through joint efforts. The importance of coordinating with the county to align projects and reduce costs.

### C. DNR Approval for Light Installation

Discussion on the challenges of obtaining DNR approval for a solar light installation project at Tioga Beach.

## 11. Approve December 2, 2024, CPUB Minutes

*A motion was made by public utility board member Jim Mahon to approve December 2, 2024, CPUB Minutes. Member Ramona Sjostrand seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Ramona Sjostrand, Delbert Anderson and Jim Mahon. Absent: Rachel Graf Voting against: None; Motion carried.*

## 12. Miscellaneous Business and FYI's:

### Riverfront Development

Brief discussion on riverfront and infrastructure being put in place.

### Zoning

Valtinson discussed the rezoning issue coming up in the zoning public hearing.

**Jim Mahon made a motion to adjourn the meeting. Romona Sjostrand seconded the motion. The motion carried.**

**Adjourned meeting at 1:00 pm.**

Respectfully submitted by:

Abby Majewski