

AGENDA
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, JANUARY 13, 2025
7:00 P.M. REGULAR CITY COUNCIL MEETING

7:00 p.m. City Council Meeting

1. Call to Order

Pledge of Allegiance

Appointment and Oath of:

- Josh Casper (2 year term) - Mayor
- Andy MacDonell (4 year term) - Councilor
- Shannon Benolken (4 year term) - Councilor

2. Roll Call

3. Resident Input

4. Approve Agenda

5. Appointments

- A. Mayor Pro-Tem – Andy MacDonell
- B. Civil City Attorney – Lano, O'tool & Bengtson, LTD.
- C. Criminal City Attorney – John Dimich
- D. City Engineer - SEH
- E. Financial Auditor – Eide Bailly
- F. Insurance Agency – Itasca Reliable
- G. Greater Grand Rapids Cable Commission – Ramona Sjostrand
- H. Western Mesabi Mine Planning Board – Andy Haarklau & Zoning Officer Tony Valtimon
- I. Fire Relief- Kevin Tinquist
- J. Request re-appointment of CPUB Members: Ramona Sjostrand
- K. EDA Members - None
- L. EDA President - Per bylaws Mayor Elect Josh Casper
- M. Planning Commission - Already Approved
- N. Recommendation from the Planning Commission to appointment: Gigi Pehrson as Planning Commission Chair
- O. Act on request of CPUB Re-appointment – Advertise for positions

6. Appoint City Council Liaisons

- A. Emergency Management Director – Kevin Tinquist & Josh Casper
- B. Safety Committee - Kevin Tinquist
- C. Planning Commission – Shannon Benolken
- D. Cohasset Public Utility Board – Andy MacDonell
- E. Economic Development – Josh Casper & Andy MacDonell

7. Designations and Resolutions

- A. Designation of United Way Day - Speakers
- B. Resolution 2025-01 Approving the Cooperative Agreement for the Tioga Fishing Peir
- C. Designate Official Newspaper - Herald Review
- D. Establish 2025 Cohasset City Council, EDA, Planning Commission, and CPUB Meeting Schedules
- E. E. Resolution 2025-02 Designating Official Depositories for City Funds
- F. Resolution 2025-03 Authorizing Signature Authority for City Accounts
- G. Resolution 2025-04 Authorizing Signature Authority for Safe Deposit Box
- H. Resolution 2025-05 Setting Fee Schedule
- I. Resolution 2025-06 Granting Investment Authority for Depositories
- J. Resolution 2025-07 Authorizing Signature Authority for City Credit Card
- K. Resolution 2025-08 Regulations and Rental Agreement for Community Center
- L. Resolution 2025-09 RE: Joint Powers Agreement between the City of Cohasset on behalf of the City Attorney and Police Department - Authorized Representative- Josh Casper
- M. Resolution 2025-10 Authorizing City Office Change Fund
- N. Resolution 2025-11 Authorizing Concession Stand Change Fund
- O. Resolution 2025-12 Granting the Cohasset EDA an Appropriation of \$100,000
- P. Resolution 2025-13 Authorizing the City of Cohasset to Apply and Accept Grants & Funds from IRRRB

8. Administration

- A. Appoint Fire Fighter Officers - Already completed on December 17, 2024
- B. Purchase Threading Machine
- C. Approve pay increase for Deputy Clerk/Treasurer Mindy Smith
- D. Public Hearing Ordinance 41
- E. 2024 AWAIR program
- F. Added Item: Thein Well Payment
- G. Added Item: Advertisement for Bids

9. Miscellaneous Announcements, Reports and FYIs:

The City of Cohasset Office & Shop will be Closed Monday, January 20, 2025, in observance of Martin Luther King Jr. Day

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 \$1,296,191.78

Adjourn



OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Itasca

I, JOSH CASPER

do solemnly swear or affirm that I will support the Constitution of the United States and the constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of COHASSET CITY MAYOR in the County of Itasca, the State of Minnesota, to the best of my judgement and ability.

Signature

Subscribed and sworn to before me this 10 day of JANUARY 2025.

Signature of Notary Public

Date Commission Expires

Printed Name of Notary Public

County of Residence



OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Itasca

I, Andrew MacDonell
do solemnly swear or affirm that I will support the Constitution of the United States and the constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of Cohasset City Councilor in the County of Itasca, the State of Minnesota, to the best of my judgement and ability.

Signature

Subscribed and sworn to before me this 10 day of January 2025.

Signature of Notary Public

Date Commission Expires

Printed Name of Notary Public

County of Residence

**COHASSET CITY COUNCIL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: CITY STAFF
SUBJECT: CITY COUNCIL APPOINTMENTS
DATE: 01/13/2025

CITY COUNCIL APPOINTMENTS:

- A. Mayor Pro-Tem
2024: Kevin Tinquist
Recommended: Andy MacDonell - Discussion
- B. Civil City Attorney
2024: John Licke
Recommendation: Lano, O'Toole & Bengston, LTD. - Discussion
- C. Criminal City Attorney
2024: John Dimich
Recommendation: John Dimich - Discussion
- D. City Engineer
2024: SEH
Recommendation: SEH – Discussion
- E. Financial Auditor
2024: Eide Bailly
Recommendation: Eide Bailly
- F. Insurance Agency
2024: Itasca Reliable
Recommendation: Itasca Reliable
- G. Greater Grand Rapids Cable Commission
2024: Romona Sjostrand
Recommendation: Romona Sjostrand - Discussion
- H. Western Mesabi Mine Planning Board –
2024: Andy Haarklau & Zoning Officer, Tony Valtinson
Recommendation: Andy Haarklau & Zoning Officer, Tony Valtinson – Discussion

- I. Fire Relief
2024: Kevin Tinquist
Recommendation: Kevin Tinquist

- J. CPUB Members
2024: Romana Sjostrand, Barb Baird, Ernie Braunschweig
Recommendation: Romona Sjostrand - Discussion
Currently Advertising for two open positions

- K. EDA Members
None

- L. EDA President
Per bylaws Mayor Josh Casper

- M. Planning Commission
Already Approved 12/xx/2024

5N

**COHASSET CITY COUNCIL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: CITY STAFF
SUBJECT: PLANNING COMMISSION CHAIRPERSON APPOINTMENT
DATE: 01/13/2025

Act on request from Planning Commission to appoint GiGi Pehrson as Chair of the Planning Commission.

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**COHASSET CITY COUNCIL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: CITY STAFF
SUBJECT: CPUB RE-APPOINTMENT
DATE: 01/13/2025

Act on request from Cohasset Public Utilities Board (CPUB) to re-appoint Ramona Sjostrand as to the CPUB.

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**COHASSET CITY COUNCIL
MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: CITY STAFF
SUBJECT: CITY COUNCIL LIAISON APPOINTMENTS
DATE: 01/13/2025

APPOINT CITY COUNCIL LIAISONS TO:

- A. Emergency Management Director
2024: Andy MacDonell & Kevin Tinquist
Recommended: Josh Casper & Kevin Tinquist- Discussion

- B. Safety Committee
2024: Terry Bartz
Recommendation: Discussion

- C. Planning Commission
2024: Kevin Ott
Recommendation: Discussion

- D. Cohasset Public Utility Board
2024: Terry Bartz
Recommendation: Andy MacDonell - Discussion

- E. Economic Development
2024: Andy Haarklau
Recommendation: Discussion

- F. Greater Grand Rapids Cable Commission
2024: Romona Sjostrand
Recommendation: Romona Sjostrand - Discussion

- G. Western Mesabi Mine Planning Board –
2024: Andy Haarklau & Zoning Officer, Tony Valtinson
Recommendation: Andy Haarklau & Zoning Officer, Tony Valtinson – Discussion

7A

MEMORANDUM

TO: CITY COUNCIL
FROM: STEPHANIE KESSLER, PARKS & REC COORDINATOR
SUBJECT: UNITED WAY DAY OF ACTION IN JUNE 2025
DATE: JANUARY 13, 2025

I am requesting that Council make a motion to accept the honor of being the chosen city for the 2025 United Way Day of Action in June 2025.

The one-day event will bring in numerous volunteers to complete voluntary work on a variety of city improvements and projects to beautify and improve our city.

Thank you for your consideration.

7B

MEMORANDUM

TO: CITY COUNCIL
FROM: STEPHANIE KESSLER, PARKS & REC COORDINATOR
SUBJECT: DNR COOPERATIVE AGREEMENT FOR TIOGA FISHING PIER
DATE: JANUARY 13, 2025

Attached is the State of Minnesota Cooperative Agreement for the Tioga Beach Fishing Pier.

I am requesting a motion to approve the Resolution 2025-01 to enter into a cooperative agreement with the DNR for rehabilitations to the Tioga Beach Fishing Pier.

The City will have to purchase decking lumber and hardware but will be reimbursed by the DNR as part of this agreement.

Thank you for your consideration.



State of Minnesota

Cooperative Agreement

POKEGAMA LAKE, TIOGA BEACH PUBLIC FISHING PIER
LAND USE, OPERATIONS, AND MAINTENANCE COOPERATIVE AGREEMENT
BETWEEN
THE STATE OF MINNESOTA AND CITY OF COHASSET

This Agreement is between the State of Minnesota, acting through its Commissioner of the Department of Natural Resources (“State”) and City of Cohasset, (“City”).

Recitals

The Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 97A.141 to provide public water access on lakes and rivers, where access is inadequate; and

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary.

The State and City have determined that a fishing pier site on Pokegama Lake is of high priority under the State public water access program; and

The fishing pier will be located on City owned land at Sec. 23, T55, R26, described as Tioga Beach, and used for fishing, observation, and other compatible uses, and

The State and the City desire to cooperate in the installation and maintenance of the Fishing Pier on Pokegama Lake; and

The City Council has authorized the City to enter into this agreement.

Agreement

1. Term of Agreement

1.1 Effective Date: January 1, 2025, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

1.2 Expiration Date: December 31, 2045, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

2.1 State’s Duties and Responsibilities. The State shall:

- a. Encumber funds for the facility through the standard internal purchasing process including, but not

limited to, a separate requisition request.

- b. Provide personnel and equipment when feasible to assist with the installation of the Fishing Pier.
- c. Review and approve any signs before they are placed at the facility by the City.
- d. Retain ownership of the Fishing Pier through the expiration date of the agreement and retain the authority to relocate and/or remove the Fishing Pier if the site (Exhibit A) is determined to be inadequate or if the City fails to comply with the terms of the agreement. Before such removal or relocation, the State shall consult with the City.
- e. May assist the City with major structural repairs, which include float replacement, frame repair and replacement of individual 20' sections if required and state workloads allow.
- f. May assist the City with relocating the pier each fall and spring to prevent ice damage.
- g. The State reserves the right to inspect the fishing pier to ensure that the City complies with the terms of this Agreement.

2.2 City's Duties and Responsibilities. The City shall:

- a. Comply with all local, state and federal laws, regulations, rules and ordinances which may apply to the management, operation, and maintenance of the Fishing Pier.
- b. Obtain any permit or license which may be required for the Fishing Pier.
- c. Maintain a footing and approach at the shoreline connecting the Fishing Pier to the shore.
- d. Maintain a hard surfaced, accessible route/sidewalk/pathway which meets accessible requirements of less than a 5% gradient, 2% cross slope connecting the Fishing Pier to an accessible parking space. The City agrees to complete this portion of the project as soon as possible and within one year of the effective date of this Agreement. The City agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.
- e. Provide personnel and equipment to install the Fishing Pier, and request assistance from the State as needed.
- f. Keep the Fishing Pier and related facilities free and open every day during open water season in conjunction with the City's established operational months and hours for a facility of this type. The City may close the Fishing Pier for emergencies, or for other reasons, without prior written consent of the State. The City shall notify the State within 72 hours of the closing of the Fishing Pier for emergency reasons or if the facility will remain closed longer than 72 hours.
- g. Provide free and adequate parking in the vicinity for the Fishing Pier including at least one (1) designated accessible space for persons with disabilities.
- h. Provide police protection and patrols for the Fishing Pier in accordance with the City's established police department policies for a facility of this type.
- i. Install appropriate signage for the site as approved by the State.
- j. Maintain the facilities and keep them in good and sanitary order in accordance with the City's established practices for maintenance of City facilities. Additionally, the City shall provide all necessary routine maintenance and minor repairs including, but not limited to, the repair or replacement of decking and railings. The State shall assist the City with major structural repairs subject to the availability of funding according to the provisions of Article II.

- k. Take action no earlier than prior to freeze-up each year to protect the Fishing Pier from damage caused by ice action. This may include moving the fishing pier to a protected location or disconnecting it from shore. The City shall return the Fishing Pier to its original location in a usable condition no later than May 1st of each year.
- l. Follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. Operational Order 113 is incorporated into this agreement by reference and can be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf. Duties listed are in Op Order 113 under Sections II and III (p. 5-8).
 - a. The City shall prevent invasive species from entering or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.
 - b. If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned with tools or equipment furnished by the City (such as brush/broom, compressed air, or pressure washer) at the staging area.
 - c. The City shall dispose of material and debris cleaned from equipment and clothing at an appropriate location. If the material cannot be disposed of onsite, then the material must be secured prior to transport (such as a sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
 - d. The City shall ensure that all equipment and clothing used for work in public waters has been adequately decontaminated for aquatic invasive species. All equipment and clothing including but not limited to waders, vehicles and boats that are exposed to any public water of the State must be thoroughly cleaned and drained of all water before transport to another location.
- m. Follow pollinator best management practices and habitat restoration guidelines pursuant to Minn. Stat. 84.973 for all habitat restorations and enhancements conducted on DNR lands and prairie restorations on State lands or on any lands using State funds. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season.

3. Funding

The State will supply floats and railings to the city for the rehabilitation of the fishing pier through the internal purchasing process through a separate requisition request. The State shall provide funding to the City for their responsibilities under §2, however the total obligation of the State for the rehabilitation, maintenance and construction of the facilities shall not exceed \$10,000. The total obligation of the State for its responsibilities under §2 of this Agreement shall be limited to the amount of funds legislatively appropriated and administratively allocated to this project. No additional funding will be provided, unless agreed upon by all parties and an amendment to this Agreement is completed and executed. The City will invoice the State for approved construction costs for the rehabilitation of the fishing pier. The State will reimburse the city up to \$10,000 for lumber and hardware to rehabilitate the pier decking. Reimbursement will be due within thirty (30) days of the acceptance of the invoice by the State's authorized representative. The City will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

4. Authorized Representatives

The State's Authorized Representative is Jim LaBarre, Minnesota DNR Parks and Trails, 1201 E. Highway 2, Grand Rapids MN 55744, 218-328-8984, jim.labarre@state.mn.us, or his successor.

The City's Authorized Representative is Stephanie Kessler, Cohasset Parks and Recreation Coordinator, 305 NW 1st Avenue, Cohasset, MN 55721, 218-328-6225, parks@cohasset-mn.com , or her successor.

5. Assignment, Amendments, Waiver, and Contract Complete.

- 5.1 Assignment. The City may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 Contract Complete. This Agreement contains all negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Liability

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable law. The City's liability shall be governed by Minnesota Statutes Sections 466.01 - 466.15, and other applicable law.

7. State Audits.

Under Minn. Stat. § 16C.05, subd. 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

8. Government Data Practices.

The City and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the City or the State.

If the City receives a request to release the data referred to in this clause, the City must immediately notify and consult with the State's Authorized Representative as to how the City should respond to the request. The City's response to the request shall comply with applicable law.

9. Publicity and Endorsement.

- 9.1 **Publicity.** Any publicity regarding the subject matter of this Contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational

pamphlets, press releases, information posted on corporate or other websites, research, reports, signs, and similar public notices prepared by or for the City individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

All publicity shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the following URL: <https://mn.gov/mnit/programs/accessibility/>.

9.2 Endorsement. The City must not claim that the State endorses its products or services.

10. Venue

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination

11.1 Termination. The State or the City may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

11.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the City notice of the lack of funding within a reasonable time of the State's receiving that notice.

12. Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Agreement to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of inability to perform and take all necessary steps to bring about performance as soon as practicable.

13. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).

For services valued in excess of \$50,000, the City certifies that as of the date of services performed on behalf of the State, City and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. The City is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

14. Exhibits. The following Exhibits are attached and incorporated into this Contract. In the event of a conflict between the terms of this Contract and its Exhibits, or between Exhibits, the order of precedence is first the Contract, and then in the following order:

Exhibit A: Fishing Pier Location Map



Exhibit B: City Council Meeting Minutes

ONCE WE HAVE RECEIVED A COPY OF CITY COUNCIL MINUTES SUPPORTING THIS AGREEMENT, WE WILL INCORPORATE THAT INTO THIS DOCUMENT AND ROUTE THROUGH DOCUSIGN.

(The remainder of this page intentionally left blank.)

This is a draft for approval only, Do Not Sign. Signing will be done in order, by email through DocuSign.

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Print Name: _____

Signature: _____

Title: _____ Date: _____

SWIFT Contract No. _____

2. City

Print Name: _____

Signature: _____

Title: _____ Date: _____

Print Name: _____

Signature: _____

Title: _____ Date: _____

3. State Agency

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____

Signature: _____

Title: _____ Date: _____

Admin ID: _____

**CITY OF COHASSET
RESOLUTION 2025-01
TIOGA BEACH FISHING PEIR**

**STATE OF MINNESOTA
COUNTY OF ITASCA
CITY OF COHASSET**

**RESOLUTION APPROVING THE COOPERATIVE AGREEMENT BETWEEN
THE STATE OF MINNESOTA AND THE CITY OF COHASSETT REGARDING
THE TIOGA BEACH FISHING PIER**

WHEREAS, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 971.141 to provide public water access on lakes and rivers, where access is inadequate; and

WHEREAS, the State and the City are authorized under Minnesota Statutes Section 471.59, to enter into agreements to jointly or cooperatively exercise common power; and

WHEREAS, the State and the City have determined the Tioga Beach Fishing Pier is a high priority under the state fishing pier program; and

WHEREAS, the City owns land where the facility described as the Tioga Beach Fishing Pier is located at Section 23, Township 55, Range 26, which is attached and incorporated into the Cooperative Agreement as Exhibit A; and

WHEREAS, whereas the City Council of the City of Cohasset desires to enter into the Cooperative Agreement regarding the Tioga Beach Fishing Pier;

THEREFORE, in consideration of the mutual benefit to be derived by the public bodies hereto and for the benefit of the public, **BE IT RESOLVED** that the City Council of the City of Cohasset approves the Cooperative Agreement between the State of Minnesota and the City of Cohasset regarding the Tioga Beach Fishing Pier.

Adopted and approved by City Council this 13th day of January, 2025.

Josh Casper, Mayor

Barbara Baird, Financial Controller

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MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: DESIGNATE OFFICIAL NEWSPAPER – HERALD REVIEW
DATE: JANUARY 13, 2025

I am requesting a motion to approve the designation of the Official Newspaper to the Herald Review.

7D

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: ESTABLISH 2025 MEETING SCHEDULES
DATE: JANUARY 13, 2025

I am requesting a motion to Establish 2025 Cohasset City Council, EDA, Planning Commission, and CPUB Meeting Schedules

COHASSET CITY COUNCIL

2025 – MEETING SCHEDULE

**MEETINGS WILL BE HELD ON THE SECOND AND FOURTH MONDAY
OF EACH MONTH AT 7:00P.M.**

JANUARY - 13TH

JANUARY - 27TH

FEBRUARY - 10TH

FEBRUARY - 24TH

MARCH - 10TH

MARCH - 24TH

APRIL - 14TH

APRIL - 28TH

MAY - 12TH

MAY - 26TH (HOLIDAY)

Recommendation: May 27th

JUNE - 9TH

JUNE - 23RD

JULY - 14TH

JULY - 28TH

AUGUST - 11TH

AUGUST - 25TH

SEPTEMBER - 8TH

SEPTEMBER - 22ND

OCTOBER - 13TH

OCTOBER - 27TH

NOVEMBER - 10TH

(Office Closed) Holiday

Recommendation: November 12th

NOVEMBER - 24TH

DECEMBER - 8TH

DECEMBER - 22ND

**COHASSET ECONOMIC DEVELOPMENT
AUTHORITY – (EDA)**

2025 – MEETING SCHEDULE

**MEETINGS WILL BE HELD ON THE FIRST TUESDAY EACH MONTH
AT 5:00 P.M.**

Note: Changed from 5:30 pm to 5:00 pm

JANUARY – 7TH

JULY – 1ST

Cancelled

FEBRUARY – 4TH

AUGUST – 5TH

MARCH – 4TH

SEPTEMBER – 2ND

APRIL – 1ST

OCTOBER – 7TH

MAY – 6TH

NOVEMBER – 4TH

Changed to November 18th

JUNE – 3RD

DECEMBER – 2ND

COHASSET PUBLIC UTILITY BOARD – (CPUB)

2025 – MEETING SCHEDULE

**MEETINGS WILL BE HELD ON THE FIRST MONDAY EACH MONTH
AT 12:00 P.M.**

JANUARY – 6TH

JULY – 7TH

FEBRUARY – 3RD

AUGUST – 4TH

MARCH – 3RD

**SEPTEMBER – 1ST
(HOLIDAY)**

OCTOBER – 13TH

Recommend: September 9th

APRIL – 7TH

OCTOBER – 6TH

MAY – 5TH

NOVEMBER – 3RD

JUNE – 2ND

DECEMBER – 1ST

COHASSET PLANNING COMMISSION

2025 – MEETING SCHEDULE

Meetings will be held at 6:00 p.m. on the First Monday of each month.

January 06

July 07

February 03

August 04

March 03

September 15

April 07

October 06

May 05

November 03

June 02

December 01

****Please note that PC Work Sessions may be scheduled before a regular PC meeting****

7E

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-02
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-02 Designating Official Depositories for City Funds

**CITY OF COHASSET
RESOLUTION 2025-02**

DESIGNATING OFFICIAL DEPOSITORIES FOR CITY FUNDS

WHEREAS, the City of Cohasset has municipal funds that need to be deposited, and

WHEREAS, the City Council must designate official depositories of City funds;

NOW THEREFORE, BE IT RESOLVED by the Cohasset City Council that official depositories for the City of Cohasset funds shall be Woodland Bank, Northland Securities, Inc., & RBC Wealth Management.

Adopted by the City Council this 13 day of January 2025

Josh Casper, Mayor

Barbara Baird, Financial Controller

7F

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-03
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-03 Authorizing Signature Authority for City Accounts

**CITY OF COHASSET
RESOLUTION 2025-03**

**RESOLUTION AUTHORIZING SIGNATURE
AUTHORITY FOR CITY ACCOUNTS**

WHEREAS, the City of Cohasset has various bank accounts at Woodland Bank for the City of Cohasset and,

WHEREAS, the City of Cohasset needs to name the individuals who have signature authority for the various bank accounts and,

WHEREAS, authorized signature can only be those individuals so named and approved by the Cohasset City Council,

THEREFORE, BE IT RESOLVED, that the Cohasset City Council grants signature authority for the City checking account to the following and the checks require two signatures:

Mayor – Josh Casper
Mayor Pro-tem – Andy MacDonell
Financial Controller – Barbara Baird
Senior Deputy Clerk Treasurer – Dorie LaShomb
Associate Deputy Clerk Treasurer – Mindy Smith
Associate Deputy Clerk Treasurer – Elizabeth Dege

Adopted by the Cohasset City Council this 13th day of January, 2025

Josh Casper, Mayor

Barbara Baird, Financial Controller

76

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-04
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-04 Authorizing Signature Authority for Safe Deposit Box

**CITY OF COHASSET
RESOLUTION 2025-04**

**RESOLUTION AUTHORIZING SIGNATURE AUTHORITY
FOR SAFE DEPOSIT BOX**

WHEREAS, the City of Cohasset has two safe deposit boxes to store documents for the City of Cohasset and the Cohasset Economic Development Authority;

WHEREAS, the City of Cohasset needs to be able to gain access to the safe deposit boxes and,

WHEREAS, access to the safe deposit boxes can only be granted to those individuals so named and approved by the Cohasset City Council,

THEREFORE, BE IT RESOLVED, that the Cohasset City Council grants signature authority for access to the City's safe deposit boxes to the following:

Mayor – Josh Casper
Mayor Pro-tem – Andy MacDonell
Financial Controller – Barbara Baird
Senior Deputy Clerk Treasurer – Dorie LaShomb
Associate Deputy Clerk Treasurer – Mindy Smith
Associate Deputy Clerk Treasurer – Elizabeth Dege

Adopted by the Cohasset City Council this 13th day of January, 2025

Josh Casper, Mayor

Barbara Baird, Financial Controller

74

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-05
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution Resolution 2025-05 Setting Fee Schedule

CITY OF COHASSET – FEE SCHEDULE RESOLUTION 2025-05

OFFICE

Copies	\$.25
Fax – Outgoing/Ingoing – per page	\$ 1.00
Title/Assessment Searches	\$ 50.00
Administrative Fees	\$ 75.00

ADMINISTRATIVE PENALTIES

Parking	\$ 25.00
Blight	\$ 250.00
Animal Control:	
Animal at Large	\$ 50.00
1 st Day of Impound	\$ 25.00
Additional Impound Days	\$ 10.00
Houseboat/Live-a-board Watercraft:	
First Offence	\$ 750.00
Second Offence	\$ 1000.00

RENTALS

Cohasset Community Center

		<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Activity Room	Deposit	\$ 25.00	\$ 50.00
	Rent	\$ 50.00	\$ 100.00
Level 1 – No Deposit		\$ 50.00	\$ 100.00
Level 2 – One Day-No Kitchen	Deposit	\$ 50.00	\$ 100.00
	Rent	\$ 75.00	\$ 150.00
Level 3 – One Day-Kitchen	Deposit	\$ 100.00	\$ 200.00
	Rent	\$ 150.00	\$ 300.00
Level 4 – Kitchen & Music (2 p.m. Friday – 2 p.m. Sunday)	Deposit	\$ 100.00	\$ 200.00
	Rent	\$ 275.00	\$ 425.00
Safety Inspection		\$ 25.00	-
Dance Deputy – 4 hour min. (required with Music or Alcohol)		\$ 100.00	-
Dance Deputy – Additional time per Hour		\$ 25.00	-
PA System		\$ 20.00	-

Bass Brook Community Center

		<u>RESIDENT</u>	<u>NON-RESIDENT</u>
One Day Use – with Kitchen	Deposit	\$ 100.00	\$ 200.00
	Rent	\$ 75.00	\$ 150.00

Tioga Beach Pavilion

		<u>RESIDENT</u>	<u>NON-RESIDENT</u>
6 hours	9 a.m. – 3 p.m.	\$ 25.00 + tax	\$ 30.00 + tax
6 hours	3 p.m. – 9 p.m..	\$ 25.00 + tax	\$ 30.00 + tax
12 hours	9 a.m. – 9 p.m.	\$ 50.00 + tax	\$ 60.00 + tax

Portage Park

Field Rental	\$ 50.00	-
2 Day Tournament – 2 Fields	\$ 150.00	-

RECREATION

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Tee Ball	\$ 35.00	\$ 55.00
Volleyball	\$ 40.00	\$ 65.00
Soccer	\$ 45.00	\$ 65.00
Pony Football	\$ 30.00	\$ 50.00
Recreational Private Gym Use	\$ 25.00	-
Flea Market – 25' x 20' space	\$ 25.00	-

CEMETERY

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Cemetery Lot	\$ 200.00	\$ 400.00
Burial of Cremains	\$ 50.00	-
Grave Opening	\$ 275.00	-
Grave Re-Opening (after Burial)	\$ 500.00	-
Infant Burial	\$ 50.00	-
Itasca County Recording Fee	\$ 46.00	-

LICENSES**Liquor**

On Sale Liquor – Annual License	\$ 900.00
Off Sale Liquor – Annual License	\$ 100.00
Temporary Liquor License	\$ 25.00

Animal

Unaltered – Dog or Cat	\$ 10.00
Altered – Dog or Cat	\$ 5.00

PUBLIC UTILITIES

Sewer Permit Application (Inspection Included)	\$ 100.00
Water Permit Application (Inspection Included)	\$ 100.00
Water Turn OFF/ON	\$ 25.00
Sump Pump Surcharge	\$ 200.00 / quarter
Water Meter Seal Tampering Charge	\$ 200.00
Natural Gas Turn OFF/ON	\$ 50.00
Annual Gas Contractor's Permit Fee	\$ 25.00
After Hours Call Out	\$ 75.00

PUBLIC WORKS**Snow Removal Hourly Rate**

Blower/Operator	\$ 90.00
Loader/Operator	\$ 90.00
Truck-Operator	\$ 90.00

Seasonal Private Road Snowplowing Rates

1/4 Mile or Less	\$ 500.00
Over 1/4 to 1/2 Mile	\$ 575.00
Over 1/2 to 3/4 Mile	\$ 650.00
Over 3/4 to 1 Mile	\$ 725.00
Over 1 Mile	\$ 750.00
Plus Additional 1/4 Mile Over 1 Mile	\$ 150.00

FIRE DEPARTMENT**Charges Include Fire Personnel in Each Engine***WORK RATE****STANDBY RATE**

Insurance Report	\$ 20.00 (minimum)	
Engine 10	\$ 300.00	\$ 185.00
Engine 11	\$ 300.00	\$ 185.00
Engine 12	\$ 200.00	\$ 125.00
Engine 13	\$ 300.00	\$ 185.00
Unit 15 (F-550 EMS)	\$ 200.00	\$ 125.00
Ice Angel	\$ 500.00	\$ 300.00

ZONING

Copy of Zoning Ordinance	\$	19.00
Copy of Comprehensive Plan	\$	14.00
Copy of Background Report (to Comp. Plan)	\$	18.00

Land Use Permits

**Minnesota Statute 462.353 subdivision requires land use fee to be made by ordinance*

Single Family Residence (only)	\$	138.00
Single Family Residence (Garage & Septic)	\$	165.00
Multiple Family Residence	\$	385.00
Plus Per Unit Cost	\$	15.00
Manufactured Home Park -	\$	495.00
Additional Per Site	\$	35.00
Manufactured Home (in Manufacture Home Park)	\$	55.00
Home Occupation	\$	55.00
Home Business	\$	55.00
On-Site Sanitation (only)	\$	127.00
Accessory Structures & Signs	\$	83.00
Water Oriented Accessory Structures	\$	110.00
Residential Alteration/Addition (Including Decks)	\$	83.00
Commercial/Public & Septic System	New	\$ 385.00
	Alteration	\$ 165.00
Industrial	New	\$ 440.00
	Alteration	\$ 193.00
Land Alteration (Retaining Walls)	\$	110.00
Shoreland Alteration	\$	138.00
Wetland Replacement Plan Review	\$	330.00
Wetland Determination – No Fee		
Variance	\$	440.00
Conditional Use	\$	468.00
Rezoning or Text Amendment	\$	578.00
Right-of-Way	\$	500.00
(Annual Fee)	\$	150.00
Environmental Assessment Worksheet		<i>negotiated</i>
Special Event	\$	100.00
Planned Unit Development	\$	578.00
Major Plat – Without professional MN licensed engineer stamp	\$	1575.00
Major Plat – With professional MN licensed engineer stamp	\$	1075.00
Additional Per Lot	\$	40.00
Minor Plat – Without professional MN licensed engineer stamp	\$	1375.00
Minor Plat – With professional MN licensed engineer stamp	\$	875.00
Additional Per Lot	\$	40.00
Subdivision Plat	\$	578.00
Additional Per Lot	\$	40.00

The Cohasset City Council reserves the right to waive these fees under emergencies or any other special circumstance.

Adopted by the Cohasset City Council this 11 day of June, 2024

Josh Casper, Mayor

Barbara Baird, Financial Controller

7I

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-06
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-06 Granting Investment Authority for Depositories

**CITY OF COHASSET
RESOLUTION 2025-06**

**RESOLUTION GRANTING INVESTMENT
AUTHORITY FOR DEPOSITORIES**

WHEREAS, the City of Cohasset has various investment accounts at Woodland Bank, Northland Securities, Inc., and RBC Wealth Management.

WHEREAS, the City of Cohasset needs to access the investment accounts and direct fund transfers and,

WHEREAS, investment activity can only be granted to those individuals so named and approved by the Cohasset City Council,

THEREFORE, BE IT RESOLVED, that the Cohasset City Council grants authority for access to the City's investment accounts to the following:

Mayor – Josh Casper
Mayor Pro-tem – Andy MacDonell
Financial Controller - Barbara Baird
Senior Deputy Clerk/Treasurer – Dorie LaShomb
Associate Deputy Clerk Treasurer – Mindy Smith
Associate Deputy Clerk Treasurer – Elizabeth Dege

Adopted by the Cohasset City Council this 9th day of January, 2024

Josh Casper, Mayor

Barbara Baird, Financial Controller

75

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-07
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-07 Authorizing Signature Authority for City Credit Card

**CITY OF COHASSET
RESOLUTION 2025-07**

**RESOLUTION AUTHORIZING SIGNATURE AUTHORITY
FOR CITY CREDIT CARD ACCOUNTS**

WHEREAS, the City of Cohasset has a credit card with Corporate Payment Systems (Elan), for the City of Cohasset and,

WHEREAS, the City of Cohasset needs to name the individuals who have signature authority for the credit card and,

WHEREAS, authorized signature can only be those individuals so named and approved by the Cohasset City Council,

THEREFORE, BE IT RESOLVED, that the Cohasset City Council grants signature authority for the credit card to the following:

Financial Controller – Barbara Baird
Senior Deputy Clerk Treasurer – Dorie LaShomb
Associate Deputy Clerk Treasurer – Mindy Smith
Associate Deputy Clerk Treasurer – Elizabeth Dege

Adopted by the Cohasset City Council this 13th day of January, 2025

Josh Casper, Mayor

Barbara Baird, Financial Controller

7K

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-08
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-08 Regulations and Rental Agreement for Community Center

CITY OF COHASSET RESOLUTION 2025-08

REGULATIONS & AGREEMENT FOR COMMUNITY CENTER RENTALS

RESIDENT/NON-RESIDENT:

A resident is a person who lives within the 36 square miles of the Cohasset City limits and cannot rent the building for a non-resident unless the non-resident is a member of the resident's immediate family (parent, grandparents, children, grandchildren, brothers and sisters) Residency will be verified via mailing address; some non-residents have a Cohasset mailing address.

RENTAL HOUR LIMITS: 8:00 A.M. to 12:00 A.M.

Everything is to be cleaned up and anything the renter brings in is to be removed at the end of rental hours. Midnight means the renters and musicians are out of the facility or an additional charge of \$50 for each hour or portion thereof will be charged.

ACTIVITIES ROOM:

The Activities Room is not included with the rental of the commons. If it is not rented prior to the date and it gets used the renter will be charged for the use.

FOOD PREPARATION:

The kitchen is **NOT** Public Health approved for food preparation, so all food brought in must be already prepared and may be heated and served.

If food is going to be cooked out of doors using grills, etc., it **MUST** be done on the corner of the parking lot on the **west** side of the building.

DECORATIONS:

- There are to be TABLE DECORATIONS ONLY, no glitter, confetti or natural trees, nothing hanging on the walls or from the metal stripping around the room.
- Candles may be used if they are in self-contained containers, such as votive cups, and no tall tapered candles may be used unless a fire retardant table covering is used.
- Helium tanks brought in to the building **MUST** be secured in an upright position.
- All events will be charged a safety inspection fee and the facility will be inspected for potential safety or fire hazards.

TABLE ARRANGEMENTS: City employees will set up and take down all tables and chairs. There is one standard set up, but the renters can rearrange as they wish or present staff with a description of layout they would like for set up. The hall can be set up for a maximum of 275 guests, which includes steel folding chairs and enough padded chairs to be used at the head table.

SMOKE FREE FACILITY: The Cohasset Community Center is a **non-smoking facility in its entirety.**

PROHIBITED FUNCTIONS: Rummage Sales, Auctions or Any Type of Function That Profits An Individual, Firm Or Corporations Are Prohibited.

PETS: NO ANIMALS ALLOWED IN BUILDING, EXCEPT SERVICE ANIMALS

PARKING

- **NO PARKING IN THE FIRE DEPARTMENT PARKING LOT.**
- **VEHICLES IN THIS LOT WILL BE TICKETED (AND TOWED IF NECESSARY.)**
- **PLEASE REFER TO MAP TO LOCATE ALLOWED PARKING**

DANCES / ALCOHOLIC BEVERAGES:

*A uniformed dance security person must be on duty for **ALL** wedding related events held at the Community Center. IDs will be checked for any one appearing to be younger than thirty years of age. Alcoholic beverages may be brought in and served, but there cannot be a cash bar set up where the alcohol is sold. **The City will hire the dance security person and he/she is to be the last one to leave the community center building.** The fee for the dance security person, paid prior to the rental, will be for a minimum of 4 hours and there will be an additional fee if he/she has to stay beyond the 4 hours. If there will be 250 or more guests in attendance, a second dance security person will be **required** for an additional fee.

*Dances open to the General Public will require prior approval of the City Council.

* If law enforcement is summoned for any problem or situation, the City of Cohasset supports law enforcement to the full extent of the law.

*Dance security person's scheduled start time is from the time that any alcoholic beverages are being served. **There is to be NO ALCOHOL SERVED without a dance security person present. You will lose your full deposit if this rule has not been followed.** A second dance security person will be **required** at any event with 250 or more guests.

NOTE: Charge for dance security person = \$100.00 for a minimum of 4 hours of service. 8:00 P.M. to Midnight, any additional time is at a rate of \$25.00 per hour.

The community center building will be vacated from midnight until 6AM each night. The dance security person will be the last one to leave the building at midnight.

On May 27, 2008 the Cohasset City Council passed the motion to retain a **\$50.00 cancellation fee** from the customer deposit for the cancellation of the community center rental.

RENTER RESPONSIBILITY

1. All tables and chairs are to be cleaned off and wiped down.
2. All garbage is to be picked up, bagged and set by the east door in the commons.
3. The kitchen is to be cleaned; all dishes are to be washed in dishwasher, dried and put back in their proper places.
4. Make sure dishwasher is drained and turned off.
5. Turn thermostats to 60 degrees in winter months and turn air conditioner off in summer months.
6. Turn off all lights - **be sure to check restroom lights.**
7. See that all doors are locked.
8. Drop keys off in Utility Drop box at the main entry of Community Center.
9. Drop the community center rental cleanup checklist in the utility drop box.

NOTE: The deposit will be returned after the clean-up inspection, dance security person's hours and return of keys are verified by City personnel.

YOUR DEPOSIT CAN BE WITHHELD FOR ANY OF THE FOLLOWING REASONS:

- **Serving alcohol without a dance security person present**
- **Failure to completely vacate the building by midnight**
- **Failure to complete tasks on rental checklist**
- **Any damage made to the community center building**

RENTAL FACILITY FEES:

A **resident** is a person who lives within the 36 square miles of the Cohasset city limits and cannot rent the building for non-residents unless the non-resident is a member of the resident's immediate family (parents, grandparents, children, grandchildren, siblings).

***Please note that not everyone with a Cohasset, MN mailing address is a City of Cohasset resident.**

Tioga Beach Pavilion

<u>RESIDENT</u>	9 a.m. – 3 p.m.	\$25.00	<u>NON – RESIDENT</u>	9 a.m. – 3 p.m.	\$30.00
	3 p.m. – 9 a.m.	\$25.00		3 p.m. – 9 a.m.	\$30.00
	9 a.m. – 9 p.m.	\$50.00		9 a.m. – 9 p.m.	\$60.00

Bass Brook Community Center

(ONE DAY USE – with Kitchen, Catering or Food)

<u>RESIDENT</u>	\$100.00 DEPOSIT (returnable) / \$75.00 RENTAL = \$175.00
<u>NON – RESIDENT</u>	\$200.00 DEPOSIT (returnable) / \$150.00 RENTAL = \$350.00

Community Center Activities Room

<u>RESIDENT</u>	\$25.00 DEPOSIT (returnable) / \$50.00 RENTAL = \$75.00
<u>NON – RESIDENT</u>	\$50.00 DEPOSIT (returnable) / \$100.00 RENTAL = \$150.00

Cohasset Community Center

LEVEL 1 (NO DEPOSIT – Funerals, Classes, etc. – Food allowed)

<u>RESIDENT</u>	\$50.00	<u>NON – RESIDENT</u>	\$100.00
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LEVEL 2 (ONE DAY USE – No Kitchen, No Catering, No Food – Non-profit Functions, Fundraisers, Meetings, Seminars, etc.)

<u>RESIDENT</u>	\$50.00 DEPOSIT (returnable) / \$75.00 RENTAL = \$125.00
<u>NON – RESIDENT</u>	\$100.00 DEPOSIT (returnable) / \$150.00 RENTAL = \$250.00

LEVEL 3 (ONE DAY USE – with Kitchen, Catering or Food)

<u>RESIDENT</u>	\$100.00 DEPOSIT (returnable) / \$150.00 RENTAL = \$250.00
<u>NON – RESIDENT</u>	\$200.00 DEPOSIT (returnable) / \$300.00 RENTAL = \$500.00

LEVEL 4 – ALL WEEKEND (Wedding Dance / Reception, etc.)

2:00 p.m. Friday – 2:00 p.m. Sunday

	<u>RESIDENT</u>		<u>NON – RESIDENT</u>
DEPOSIT	\$100.00	DEPOSIT	\$200.00
RENTAL	\$275.00	RENTAL	\$425.00
DANCE DEPUTY	\$100.00	DANCE DEPUTY	\$100.00
SAFETY INSPECTION	\$25.00	SAFETY INSPECTION	\$25.00
SUB – TOTAL	\$500.00	SUB – TOTAL	\$750.00
Deposit Refunded	-\$100.00	Deposit Refunded	-\$200.00
TOTAL	\$400.00	TOTAL	\$550.00

**Any level four event in the commons will be charged a \$25 safety inspection fee.
The facility will be inspected for safety or fire hazards when the decorating is done.**

CITY OF COHASSET
COHASSET COMMUNITY CENTER RENTAL AGREEMENT

RESIDENT/NON-RESIDENT NAME: _____

(A resident is a person who lives within the 36 square miles of the Cohasset City limits. Residency will be verified via mailing address; some non-residents have a Cohasset mailing address. Residents cannot rent the building for a non-resident. However, if the non-resident is a member of the resident's immediate family (parents, grandparents, children, grandchildren, siblings)

EVENT: _____ **EVENT DATE:** _____

(Reception / Reunion / Anniversary / Shower / Banquet / Meeting / Banquet / Funeral / Other)

NUMBER OF GUESTS: _____

FACILITIES NEEDED

Activity Room ____ Commons Room ____ Kitchen ____ Dance Security person ____ 2nd Dance security person ____

Over 250 requires a second dance security person, fees apply

It is understood and agreed that the Renter shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relations to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Community Center by the Renter or by the Renter's guest or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

The community center must be vacated from **midnight** until 6 AM. **The dance security person is the last one to leave the community center building.** The deposit will be returned if the building is cleaned, there is no damage, the community center rental checklist is complete as agreed, the Renters are out by midnight, and if there is a need to cancel, a notification of cancellation is received 90 days prior to the rental date.

In addition by signing this agreement, I acknowledge the contagious nature of COVID – 19 and voluntarily assume the risk that I may be exposed to or infected by COVID – 19 at social gatherings.

****All cancellations are subject to a \$50.00 cancellation fee****

CERTIFICATE OF LIQUOR LIABILITY INSURANCE COVERAGE REQUIRED IF SERVING ALCOHOL

The City, in its discretion, may require the Renter to obtain liability insurance event.

If liability insurance is required, the following requirements apply:

- \$1,000,000 minimum
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- Prior to the Event, the Renter must give to the City a certificate of insurance showing the required coverage.
- The City must be named as an "Additional Insured" on the Policy.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims.
- The **name of the responsible person signing** will be required to verify homeowners/renters insurance coverage for liability purposes.

You must come into Cohasset City Hall during business hours to pick up your Key for building access with your rental

Signature of Renter: _____

Name (printed): _____

Address: _____

Telephone: _____ (home)

_____ (cell)

_____ (work)

NOTE: no reservation is final until payment is made.
The City will accept cash or check payment made to: **City of Cohasset.**

MANDATORY FEES APPLY:

DEPOSIT

CHECK #: _____ FEE: _____
CASH: _____ RECEIPT #: _____

RENTAL FEE DUE: _____

RENTAL

CHECK #: _____ FEE: _____
CASH: _____ RECEIPT #: _____

NON-PROFIT FEE WAIVER: _____

HOURS RENTED from _____ to _____

RENTAL FEE INCLUDES:

SAFETY INSPECTION (\$25)

DANCE/SECURITY PERSON (\$100)

ADDITIONAL HOURS FOR SECURITY OFFICER

Minimum of 4 hrs.

For any additional time that is not allotted for the security officer will be withheld from your deposit at \$25.00/ hour

CITY OF COHASSET
BASS BROOK COMMUNITY CENTER RENTAL AGREEMENT

RESIDENT/NON-RESIDENT NAME: _____

(A resident is a person who lives within the 36 square miles of the Cohasset City limits. Residency will be verified via mailing address; some non-residents have a Cohasset mailing address. Residents cannot rent the building for a non-resident. However, if the non-resident is a member of the resident's immediate family (parents, grandparents, children, grandchildren, siblings)

EVENT: _____ **EVENT DATE:** _____
NUMBER OF GUESTS: _____

It is understood and agreed that the Renter shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relations to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Community Center by the Renter or by the Renter's guest or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

The deposit will be returned if the building is cleaned, there is no damage, the community center rental checklist is complete as agreed, the Renters are out by midnight, and if there is a need to cancel, a notification of cancellation is received 90 days prior to the rental date.

In addition by signing this agreement, I acknowledge the contagious nature of COVID – 19 and voluntarily assume the risk that I may be exposed to or infected by COVID – 19 at social gatherings.

****All cancellations are subject to a \$50.00 cancellation fee****

You must come into Cohasset City Hall during business hours to pick up your Key for building access with your rental

Signature of Renter: _____

Name (printed): _____

Address: _____

Telephone: _____ (home)
_____ (cell)
_____ (work)

NOTE: no reservation is final until payment is made.
The City will accept cash or check payment made to: **City of Cohasset.**

MANDATORY FEES APPLY:

RESIDENT \$75.00 DEPOSIT \$100.00 RENTAL FEE
TOTAL: \$175.00

NON-RESIDENT \$150.00 DEPOSIT \$200.00 RENTAL FEE
TOTAL: \$350.00

DEPOSIT

CHECK #: _____ FEE: _____
CASH: _____ RECIEPT #: _____

RENTAL FEE DUE: _____

RENTAL

CHECK #: _____ FEE: _____
CASH: _____ RECIEPT #: _____

NON-PROFIT FEE WAIVER: _____

HOURS RENTED from _____ to _____

Adopted by the City of Cohasset on the 13th day of January, 2025

Josh Casper, Mayor

Barbara Baird, Financial Controller

7L

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-09
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-09 RE: Joint Powers Agreement between the City of Cohasset on behalf of the City Attorney and Police Department - Authorized Representative- Josh Casper

**CITY OF COHASSET
RESOLUTION 2025-09**

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE CITY OF COHASSET ON BEHALF OF ITS CITY
ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of Cohasset on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Cohasset, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Cohasset on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the City of Cohasset does not have a Police Department.

To assist the Authorized Representative with the administration of the agreement, Josh Casper is appointed as the Authorized Representative's designee.

3. That the Mayor of Cohasset, Josh Casper, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Josh Casper is appointed as the Authorized Representative's designee.

4. That Josh Casper, the Mayor for the City of Cohasset, and Financial Controller, Barbara Baird are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 13th day of January, 2025.

CITY OF COHASSET

By: Josh Casper: _____
Mayor

ATTEST

By: Barbara Baird: _____
Financial Controller

7M

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-10
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-10 Authorizing City Office Change Fund

**CITY OF COHASSET
RESOLUTION 2025-10**

AUTHORIZING CUSTODIAN OF CITY OFFICE CHANGE FUND

WHEREAS, the City of Cohasset authorizes a City office change fund in the amount of \$500.00, and

WHEREAS, the City Council must designate an official custodian to have access to the City Office change fund;

NOW THEREFORE, BE IT RESOLVED by the Cohasset City Council that official custodian for the City Office change fund shall be Mindy Smith.

Adopted by the City Council this 13th day of January, 2025.

Josh Casper, Mayor

Barbara Baird, Financial Controller

7N

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-11
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-11 Authorizing Concession Stand Change Fund

**CITY OF COHASSET
RESOLUTION 2025-11**

CONCESSION STAND CHANGE FUND CUSTODIAN

WHEREAS, the City of Cohasset authorizes a concession stand change fund in the amount of \$265.00, and

WHEREAS, the City Council must designate an official custodian to have access to the concession stand change fund;

NOW THEREFORE, BE IT RESOLVED by the Cohasset City Council that official custodian for the concession stand change fund shall be Mindy Smith.

Adopted by the City Council this 13th day of January 2025

Josh Casper, Mayor

Barbara Baird, Financial Controller

70

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-12
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-12 Granting the Cohasset EDA an Appropriation of \$100,000

**CITY OF COHASSET
RESOLUTION 2025-12**

**RESOLUTION GRANTING
THE COHASSET ECONOMIC DEVELOPMENT AUTHORITY
AN APPROPRIATION OF \$100,000.00 FOR 2025**

BE IT RESOLVED The City of Cohasset grants an appropriation of \$100,000.00 for 2025 to the Cohasset Economic Development Authority;

BE IT FURTHER RESOLVED that the City of Cohasset City Council must expressly approve any additional appropriations granted during the 2025 calendar year.

I CERTIFY THAT the above Resolution was adopted by City of Cohasset on this 13th day of January, 2025.

By: Josh Casper
Mayor

ATTEST: _____
By: Barbara Baird
Financial Controller

7P

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: RESOLUTION 2025-13
DATE: JANUARY 13, 2025

I am requesting a motion to approve the Resolution 2025-13 Authorizing the City of Cohasset to Apply and Accept Grants & Funds from IRRRB

**CITY OF COHASSET
RESOLUTION 2025-13**

**STATE OF MINNESOTA
COUNTY OF ITASCA
CITY OF COHASSET, MINNESOTA**

**RESOLUTION AUTHORIZING THE CITY OF COHASSET, MINNESOTA
TO MAKE APPLICATIONS TO AND ACCEPT GRANTS AND FUNDS FROM THE
IRON RANGE RESOURCES AND REHABILITATION BOARD (IRRRB)
DISCRETIONARY FUND PROGRAM FOR GOLDEN SHOVEL INDUSTRIAL PARK
BUILDING LAYOUT AND LOGISTICS PROJECT**

WHEREAS, the Cohasset City Council encourages projects that will enhance and promote community and economic development;

WHEREAS, the Cohasset City Council approves the application of funds from the Iron Range Resources and Rehabilitation Board Discretionary Funds program for Golden Shovel industrial park building layout and logistics project;

NOW BE IT RESOLVED that the Cohasset City Council does hereby adopt Resolution 2025-13 accepting funds from the IRRRB Discretionary Funds program for Golden Shovel industrial park building layout and logistics project.

Whereupon said Resolution 2025-13 was declared duly passed and adopted this 13th day of January 2025.

Josh Casper, Mayor

Barbara Baird, Financial Controller

8B

MEMORANDUM

TO: CITY COUNCIL
FROM: WALT SHADLEY
SUBJECT: PURCHASE OF PIPE THREADING MACHINE
DATE: JANUARY 13, 2025

Requesting review and approval for pipe threading machine and attachment. We have received to quotes listed below

Ferguson Enterprises – \$8,227.58

Grainger. – \$9,546.23

Recommended approval of the quote from Ferguson Enterprises in the amount of \$8,227.58 for threading machine and attachment.

Walter Shadley

From: todd.davidson@ferguson.com
Sent: Tuesday, January 7, 2025 9:21 AM
To: Walter Shadley
Subject: FW: Email Bid# B689333

Here you go sir, this would be once again freight included. Let me know if you need anything else. Thanks.

Todd Davidson
Branch Manager
Ferguson Enterprises
26377 Industrial Blvd.
Cohasset, MN 55721
P: 218-328-9900
F: 218-328-9901
todd.davidson@ferguson.com

**Due to market volatility, and rapid price increases from manufacturers globally surrounding instability in Eastern Europe bid validity is 3 days, stainless steel bid validity 1 day.
Items are quoted per the requirements listed only. Any change or deletion of any item, quantity, description, or specification will be subject to review prior to order acceptance.
Availability is subject to prior sale.*

From: Todd Davidson - 1846 PLAINS <todd.davidson@ferguson.com>
Sent: Tuesday, January 7, 2025 9:20 AM
To: Todd Davidson <todd.davidson@ferguson.com>
Subject: Email Bid# B689333

Price Quotation # B689333

FERGUSON ENTERPRISES #1846

26377 INDUSTRIAL BLVD
COHASSET, MN 55721-0000

Phone : 218-328-9900
Fax : 218-328-9901

Bid No.....: B689333
Bid Date...: 01/07/25
Quoted By: TED
Customer.: CITY OF COHASSET
305 NW 1ST AVENUE
COHASSET, MN 55721

Cust Phone: 218-328-6225
Terms.....: NET 10TH PROX
Ship To.....: CITY OF COHASSET
305 NW 1ST AVENUE
COHASSET, MN 55721

Cust PO#..: RIGID PIPE THREADER

Job Name.:

Item	Description	Quantity	Net Price	UM	Total
R93287	535 THRD MACH W/ FT SWCH	1	7707.860	EA	7707.86
R97065	UNIV DIE HD ONLY 811A	1	519.720	EA	519.72

Subtotal:	\$8227.58
Inbound Freight:	\$0.00
Tax:	\$0.00
Order Total:	\$8227.58

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>. Govt Buyers: All items quoted are open market unless noted otherwise.


LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection. Buyer shall accept delivery of products within 60 days of Seller receiving the products at Seller's warehouse. If Buyer causes or requests a delay in delivery of the products, Buyer may be subject to storage fees and additional costs caused by such delay. Seller reserves the right to requote the products and reschedule the delivery date, subject to manufacturer's lead times and price increases, if Buyer is unable to accept delivery within 60 days.

HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Enter the following link to complete a survey about your bids:


<https://survey.medallia.com/?bidsorder&fc=5396&on=81973>

Products Based on Your Search




RIDGID Cart: Use with 1224/300/535 Series

Your Price **\$1,279.92** / each



RIDGID Portable Pipe Threading Machine: 300, For 1/8 in to 2 in Pipe...

Your Price **\$5,956.71** / each



RIDGID Pipe Threading Machine: 535, For 1/8 in to 2 in Pipe, 2 hp, Manual...

Your Price **\$9,546.23** / each

Related Categories



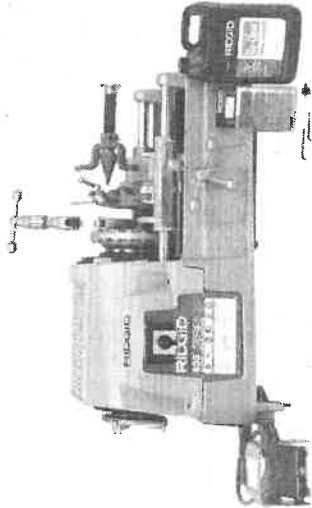
Pipe Threading Machines



Pipe Threading Power Tools



Pipe Connection & Cutting Power Tools



Item 3RY43 Mfr. Model 535

RIDGID Pipe Threading Machine: 535, For 1/8 in to 2 in Pipe, 2 hp, Manual Chuck, 1 Speed, Std, NPT

Your Price **\$9,546.23** / each

This item requires special shipping, additional charges may apply.

Qty **Add to Cart**

- Add Extended Protection Plan for \$2,187.50 / each. **Details**
- Setup Auto Reorder

Ship Pickup

Product Details

Catalog Page 824

Expected to arrive Wed

Ship to 55401 | [Chat with an Agent](#)

Brand **RIDGID**

Shipping Weight **286 lbs**

Max. Pipe Dia. **2 in**

Ship Availability Terms

Min. Pipe Dia. **1/8 in**

[Add to List](#)

Phase **Single-Phase**

Horsepower **2 hp**

Documents

Chuck Type **Manual**

Includes

 [93287 Sell Sheet](#)

3/16 in Hex Key; 5/32 in Hex Key; Nu-Clear Oil; Quick-Open Right Hand NPT Die Head; Reamer; Wheel Cutter

No. of Speeds **1**

Free Speed **36 RPM**

Motor Type **Standard**

Through-the-Head Oiling **Yes**

Thread Type **NPT**

Max. Bolt Size **2 in**

Min. Bolt Size **1/4 in**

Die Head Sizes **1/2 in to 2 in**

No. of Die Heads **1**

Head Opening Type **Quick Opening**

Tool Series **535**

Tool Weight **260 lb**

Current **15 A**

Features **Chip Tray; Length Gauge**

Frequency **60 Hz**

Kit Contents **Bare Tool**

Mount Type **Stand**

Oil Capacity **1.75 gal**

Overall Height **21 in**

Overall Length **37 in**

Overall Width **21 in**

Plug Type **Three-Prong**

Power Output **1,700 W**

Power Source **Corded**

Pump Type **Self-Priming Gerotor**

Reversible **Yes**

Switch Type **Forward/Off/Reverse and Integral Foot Switch**

Threading Equipment Included **(2) Die Sets; Cutter; Die Head; Reamer**

Manufacturer Part Number **535**

Sub-brand **535**

Voltage **120 V**

UNSPSC **23172013**

Country of Origin **USA (subject to change)**

Product Description

Stationary pipe threaders offer features that speed production and ease operation compared to portable machines. They sit on a benchtop, stand, or other flat surface or may be placed on a compatible cart for repositioning or moving within a shop. These corded machines allow long run times for repetitive threading tasks, maintain full power during operation, and have no batteries to recharge.

80

MEMORANDUM

TO: CITY COUNCIL
FROM: ANDY MACDONELL
SUBJECT: APPROVE PAY INCREASE
DATE: JANUARY 13, 2025

I am requesting a motion to approve a pay increase for Deputy Clerk/ Treasurer Mindy Smith to \$27.09 per hour. This includes the 2025 5% Union increase along with a additional 3%. This will correct the pay compression issue.

8D

REQUEST FOR CITY COUNCIL ACTION

Agenda #	Date: 01/13/2025	Action
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Description of issue:

Set Public Hearing date to amend ORDINANANCE 41 AN ORDINANCE ESTABLISHING RULES FOR THE ORGANIZATION AND PROCEDURE OF THE CITY COUNCIL OF COHASSET, MN

SECTION 1. MEETINGS

Subdivision 1. Regular meetings. Regular meetings of the city council shall be held on second and fourth Tuesday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be rescheduled at the same place. The city clerk shall maintain a schedule of regular meetings. This schedule shall be available for public inspection during regular business hours at the city clerk's office. All meetings, including special emergency meetings, shall be held in the city hall.

Recommended public hearing date: 01/27/2025

Motion resolved by ___ to: _____

Seconded by: _____

Roll Call Vote (F = For / A = Against): ___ SB ___ AH ___ KT ___ AM ___ JC

___ For / ___ Against

___ Affirmed ___ Rejected

8E

REQUEST FOR CITY COUNCIL ACTION

Agenda #	Date: 01/16/2025	Action
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Description of issue:

Act on recommendation from the Safety Committee to increase AWAIR safety award for Fire Department from \$75.00 bi-annually to \$100.00 bi-annually.

BACKGROUND:

Excerpt from 2024 AWAIR program:

VI. Commitment and participation by all stakeholders is critical if the AWAIR program is to be effective.

A. An incentive program will encourage avoidance, elimination, and/or minimization of hazardous activities by:

2.an award for Office/Shop Staff, Fire Department personnel, and seasonal help (as recommended by the Employee Safety Committee and approved by the City Council) for no paid lost time Workers Compensation claims for the calendar year.

Motion resolved by ___ to: _____

Seconded by: ___

Roll Call Vote (F = For / A = Against): ___ SB ___ AH ___ KT ___ AM ___ JC

___ For / ___ Against

___ Affirmed ___ Rejected

8F

MEMORANDUM

TO: CITY COUNCIL
FROM: TONY VALTINSON
SUBJECT: SAFETY AWARD INCREASE FOR FIRE DEPT
DATE: JANUARY 13, 2025

I am requesting a motion to approve a Safety Award Increase for \$25.00 per Firefighter.

86

COHASSET CITY COUNCIL MEETING MEMORANDUM

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: WALTER SHADLEY
SUBJECT: WELL 1
DATE: JANUARY 13, 2025

Requesting a motion to approve an additional \$9,392.89 to Their Well for Well #1 on top of the \$18,550.00 that was approved by Council July 30, 2024, per quoted by Their Well.

After completing the work on Well #1 there were additional issues that needed to be addressed resulting in additional fees. Please see attached invoiced details from Their Well. Grand total of \$27,942.89.

At the February 26, 2024, City Council Meeting, a motion was made to put the quote from Their Well for Well 1 - Pull, Inspect, & Rehabilitate on hold until an additional quote could be obtained.

Competitive quotes were unable to be obtained, as this location falls under Their Wells territory and vendors prefer to not cross territories.

The scope of the project is summarized below, full details listed in the attached quote. This would be a 4-day project that would cost an estimated total of \$18,550.00

Day 1 - Pull Pump Equipment

Day 2 - Pump Well to Waste

Day 3 - Continue pumping Well to Waste and install Chlorine & Acetic Acid into the Well.

Day 4 - Surge Well 2-3 hours and install permanent pump.

A motion was made by Councilor Andy Haarklau to approve the quote by Their Wells in the amount of \$18,550.00 for the rehabilitation of the pump on Well I. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Andy Haarklau and Kevin Tinquist; Voting against: None; Absent: Terry Bartz; Motion carried.



INVOICE

THEIN WELL

PO BOX 778 • SPICER, MN 56288 • 320-796-2111
www.theinwell.com

WELLS ~ PUMPS
SALES ~ SERVICE

Since 1893

*Bill higher due to
unforseen findings once
well pump was pulled.*

DATE: 1/7/25
INVOICE NO.: 9313
TERMS: Net 30 Days

\$18,550.00

SOLD TO:

CITY OF COHASSET
305 NW FIRST AVE
COHASSET, MN 55721

P.O. 2024-013

601-90-49900-30-407

Water SLD

ATTENTION CREDIT CARD CUSTOMERS:
UP TO A 5% SURCHARGE WILL BE CHARGED
TO CUSTOMERS PAYING BY CREDIT CARD.

COHASSET
CREDIT CARD PAYMENT AUTHORIZATION



CREDIT ACCOUNT NUMBER



EXPIRATION DATE

CARD HOLDER SIGNATURE

\$

AMOUNT ENCLOSED

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	COHASSET WELL # 1		
1.00	WORK DONE 9/3/2024 PULLED PUMP, INSPECT PUMPING SYSTEM, FOUND CHECK VALVE BAD, DROP PIPE WORN AND MOTOR NOT GROUNDED. INSTALLED HIGH PRESSURE JETTING EQUIPMENT	4,500.00	4,500.00
1.00	WORK DONE 9/4/2024 HIGH PRESSURE JET AND PUMP WELL TO WASTE WHILE MONITORING SPECIFIC CAPACITY	4,500.00	4,500.00
1.00	WORK DONE 9/5/2024 CONTINUE TO JET AND PUMP WELL, MONITOR SPECIFIC CAPACITY, INSTALL CHEMICAL AND SURGE BLOCK, SURGE WELL	4,500.00	4,500.00
1.00	WORK DONE 9/6/2024 CONTINUE TO SURGE WELL, REMOVE SURGE BLOCK, INSTALL PERMANENT PUMP, PUMP TO WASTE, HOOK INTO SYSTEM	4,500.00	4,500.00
5.00	GALLOS CHLORINE	35.00	175.00
2.00	GALLONS ACETIC ACID	35.00	70.00
1.00	25 HP SUBMEWRISIBLE MOTOR	4,626.00	4,626.00
84.00	FT OF 4" T & C DROP PIPE	35.50	2,982.00
1.00	4" CHECK VALVE	899.00	899.00
2.00	12" BAKER PITLESS O RINGS	88.45	176.90

Maximum finance charge allowed by law will be applied on all invoices past due.

Check/Credit Memo No.

Subtotal

Continued

Total Invoice Amount

Continued

Payment/Credit
NGWA

TOTAL



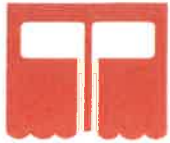
Continued

MEMBER
AWWA

THEIN WELL • PO BOX 778 • SPICER, MN 56288 • 320-796-2111

CERTIFIED MASTER WATER WELL CONTRACTOR

OTHER LOCATIONS: MONTICELLO, MN 763-271-4200 • CLARA CITY, MN



INVOICE

THEIN WELL

PO BOX 778 • SPICER, MN 56288 • 320-796-2111
www.theinwell.com

WELLS ~ PUMPS
SALES ~ SERVICE

Since 1893

DATE: 1/7/25
INVOICE NO.: 9313
TERMS:

Net 30 Days

ATTENTION CREDIT CARD CUSTOMERS:
UP TO A 5% SURCHARGE WILL BE CHARGED
ON ALL PAYMENTS PAYING BY CREDIT CARD.

SOLD TO:

CITY OF COHASSET
305 NW FIRST AVE
COHASSET, MN 55721

CREDIT CARD PAYMENT AUTHORIZATION



CREDIT ACCOUNT NUMBER



EXPIRATION DATE

CARD HOLDER SIGNATURE

\$

AMOUNT ENCLOSED

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	SPLICE KIT	100.00	100.00
94.00	FT OF 6/4 SUBMERSIBLE CABLE	15.00	1,410.00
2.00	ROLLS PIPE WRAP	30.00	60.00
1.00	ROLL TAPE	4.00	4.00
0.25	ROLL RUBBER SPLICING TAPE	40.00	10.00
1.00	WIRE NUT	0.25	0.25
1.00	LESS 2% CONTRACT DISCOUNT	570.26	-570.26

Maximum finance charge allowed by law will be applied on all invoices past due.

Check/Credit Memo No.

Subtotal 27,942.89

Total Invoice Amount \$27,942.89

Payment/Credit

MEMBER
NGWA

TOTAL

\$27,942.89

MEMBER AWWA THEIN WELL • PO BOX 778 • SPICER, MN 56288 • 320-796-2111
CERTIFIED MASTER WATER WELL CONTRACTOR

OTHER LOCATIONS: MONTICELLO, MN 763-271-4200 • CLARA CITY, MN

MEMORANDUM

TO: CITY COUNCIL
FROM: JOSH CASPER
SUBJECT: 1ST AVE W & 3RD STREET N
DATE: JANUARY 13, 2025

Requesting approval to Advertise for Bids for the Safe Routes to School project.

DOCUMENT 00 11 13

ADVERTISEMENT FOR BIDS

1st Avenue W & 3rd Street N
City of Cohasset, MN
SEH No. COHAS 179617

Notice is hereby given that Online Bids will be received by the City of Cohasset until 10:00 AM, Wednesday, February, 12th, 2025, via [QuestCDN](#) for the furnishing of all labor and material for the construction of 1st Avenue W & 3rd Street N.

The bid opening will be held at the Grand Rapids SEH Office, 1200 SE 4th Ave, Ste. 200, Grand Rapids, MN 55744, at which time the Online Bids will be publicly opened and read aloud.

**1st Avenue W & 3rd Street N Bid Opening
February 12th 2025, 10:00 AM (CDT)**

Major quantities for the Work include:

<u>Item Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>
CONCRETE WALK	SQ FT	3100
BITUMINOUS PAVEMENT	TON	300
COMMON EXCAVATION	CU YD	485
SELECT GRANULAR BORROW	CU YD	462

The Bidding Documents may be seen at the Issuing Office of SEH located at 1200 SE 4th Ave, Suite 200, Grand Rapids, MN 55744 – Tom Olson, 218.322.4507, tolson@sehinc.com.

The Bidding Documents may be viewed for no cost at <http://www.sehinc.com> by selecting the Project Bid Information link at the bottom of the page and the View Plans option from the menu at the top of the selected project page.

Digital image copies of the Bidding Documents are available at <http://www.sehinc.com> for a fee of \$30. These documents may be downloaded by selecting this project from the "Project Bid Information" link and by entering eBidDoc™ Number 9188159 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or info@questcdn.com.

For this project, bids will **ONLY** be received electronically. Contractors submitting an electronic bid **will** be charged an additional \$42 at the time of bid submission via the online electronic bid service QuestCDN.com. To access the electronic Bid Worksheet, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids shall be completed according to the Bidding Requirements prepared by SEH dated 10.14.2024.

In addition to digital plans, paper copies of the Bidding Documents may be obtained from Docunet Corp. located at 2435 Xenium Lane North, Plymouth, MN 55441 (763.475.9600) for a fee of \$150.

Bid security in the amount of 5 percent of the Bid must accompany each Bid in accordance with the Instructions to Bidders.

A Contractor responding to these Bidding Documents must submit to the City/Owner a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3.

This Work shall be subject to minimum wages and labor standards in accordance with the Minnesota Department of Labor and Industry.

The City reserves the right to reject any and all Bids, to waive irregularities and informalities therein and to award the Contract in the best interests of the City.

Josh Casper
Mayor
City of Cohasset, MN

Publish: Quest CDN 1/17/2025
Grand Rapids Herald Review 1/19/2025 and 1/26/2025

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
AMERICAN DISPOSAL								
	3031 AD01132025	100-25-45203-30-384	PARKS - TIOGA - REFUSE DISP	01/13/2025	137.50	.00		125
	3031 AD01132025	100-25-45202-30-384	PARKS - PP - REFUSE DISP	01/13/2025	137.50	.00		125
	3031 AD01132025	100-20-41940-30-384	PW - GG BLDG - CITY HALL - REFUSE DISP	01/13/2025	206.25	.00		125
	3031 AD01132025	100-20-41940-30-384	PW - GG BLDG - IND PARK- REFUSE DISP	01/13/2025	68.75	.00		125
Total AMERICAN DISPOSAL: 550.00 .00								
Anderson, Olivia								
	3459 DEPRFUND-ANDERSON	100-00-20500	DEPOSIT REFUND - ANDERSON	01/13/2025	100.00	.00		125
Total Anderson, Olivia: 100.00 .00								
APG MEDIA OF MN								
	2881 GRH3002490-1124	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - JOB POSTING	01/13/2025	22.52	.00		125
	2881 GRH3002490-1124	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - JOB POSTING	01/13/2025	15.83	.00		125
	2881 GRH3002490-1124	100-30-45140-30-351	COMMUNITY FESTIVAL - PBLSHG & ADVRTSNG - LIGHT THE N	01/13/2025	248.02	.00		125
	2881 GRH3002490-1124	100-15-41910-30-351	ZONING - PBLSHG & ADV. - PLBC HRNG	01/13/2025	51.75	.00		125
	2881 GRH3002490-1224	100-30-45140-30-351	COMMUNITY FESTIVAL - PBLSHG & ADVRTSNG - LIGHT THE N	01/13/2025	375.00	.00		125
Total APG MEDIA OF MN: 713.12 .00								
Applebee, Amy & Tony								
	2763 DEPRFUND-APPLEBEE	100-00-20500	RENTL DEPOSIT REFUND - APPLEBEE	01/13/2025	100.00	.00		125
Total Applebee, Amy & Tony: 100.00 .00								
AT&T MOBILITY								
	1321 287302894434X01132025	100-40-42220-30-321	FIRE IPAD	01/13/2025	251.62	.00		125
	1321 287302894434X01132025	603-90-49900-30-321	PU - GAS - Phone&IPAD	01/13/2025	328.22	.00		125
	1321 287302894434X01132025	601-90-49900-30-321	PU - WATER - Phone&IPAD	01/13/2025	109.41	.00		125
	1321 287302894434X01132025	602-90-49900-30-321	PU - SEWER - Phone&IPAD	01/13/2025	109.41	.00		125
	1321 287302894434X01132025	100-20-43100-30-321	PW - Phone	01/13/2025	49.92	.00		125
	1321 287302894434X01132025	100-15-41910-30-321	Zoning - Phone	01/13/2025	49.92	.00		125

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Central McGowan, Inc.								
51	349094	100-20-43100-20-240	PW - S&R - SM TLS & MNR EQUIP - ACTYLNE, CO2, HGHPRSS L	01/13/2025	22.31	.00		125
51	933343	100-20-43100-20-240	PW - S&R - SM TLS & MNR EQUIP - ELCTRDE WLD STCK, SW15I	01/13/2025	72.72	.00		125
Total Central McGowan, Inc.:					95.03	.00		
CITY OF COHASSET								
1418	COC01132025	100-25-45202-30-383	GAS - PORTAGE	01/13/2025	49.02	.00		125
1418	COC01132025	602-90-48900-30-383	GAS - GENERATOR	01/13/2025	20.08	.00		125
1418	COC01132025	227-20-49010-30-383	GAS - CEMETERY	01/13/2025	359.84	.00		125
1418	COC01132025	100-25-45205-30-383	GAS - RINK	01/13/2025	37.30	.00		125
1418	COC01132025	100-20-41940-30-382	WATER - SHOP, POST OFF, CC BLDG, MILL, IND PK	01/13/2025	56.25	.00		125
1418	COC01132025	100-40-41940-30-382	WATER - FIRE	01/13/2025	105.29	.00		125
1418	COC01132025	100-20-41940-30-385	SEWER - SHOP, POST OFF, CC BLDG, IND PK	01/13/2025	50.94	.00		125
1418	COC01132025	100-40-41940-30-385	SEWER - FIRE	01/13/2025	19.65	.00		125
1418	COC01132025	100-20-41940-30-383	GAS - SHOP, POST OFF, CC BLDG, IND PK, CENTRAL AVE	01/13/2025	1,629.52	.00		125
1418	COC01132025	100-40-41940-30-383	GAS - FIRE	01/13/2025	583.12	.00		125
1418	COC01132025	601-90-49900-30-383	SEWER - WTR TWR	01/13/2025	16.63	.00		125
Total CITY OF COHASSET:					2,927.64	.00		
CITY OF GRAND RAPIDS - CEM								
8	24/603	227-20-49010-30-105	CEMETERY - CNTRCTED SRVCS - SEXTON - DECEMBER 2024	01/13/2025	122.60	.00		125
Total CITY OF GRAND RAPIDS - CEM:					122.60	.00		
CITY OF GRAND RAPIDS - PUC								
27	1452766	602-90-49900-20-270	SEWER CONTRACT - GRPUC - COHASSET SEWER RDGS	01/13/2025	8,016.45	.00		125
27	1452815	602-90-49900-20-270	SEWER CONTRACT - CRPUC - BASS BROOK L/S	01/13/2025	782.85	.00		125
27	1453195	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - WOODLAND DRIVE SE	01/13/2025	5.70	.00		125
27	1453282	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - CR RD 76 & 63	01/13/2025	10.06	.00		125
27	MISC0000050006	602-90-49900-30-320	SEWER - GRPUC CAPITAL UPGRADE - 2024 - 7.64% WWTP ASS	01/13/2025	2,827.09	.00		125
Total CITY OF GRAND RAPIDS - PUC:					11,642.15	.00		
COALITION OF GREATER MN CITIES (CGMC)								
3343	CGMC01132025	100-10-41430-30-437	CITY - LOBBYING EXP - CGMC ANNUAL MEMBERSHIP 2024-25	01/13/2025	1,371.00	.00		125
Total COALITION OF GREATER MN CITIES (CGMC):					1,371.00	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
FIGGINS TRUCK & TRAILER								
1644	51027	100-20-43125-30-407	PW - I&S - GEN MAINT - 2013 MACK MAINTENANCE	01/13/2025	2,113.73	.00		125
1644	51028	100-20-43125-30-407	PW - I&S - GEN MAINT - 2020 MACK MAINTENANCE	01/13/2025	3,471.91	.00		125
1644	51262	100-20-43125-30-407	PW - I&S - GEN MAINT - 2019 MACK REPAIRS	01/13/2025	953.47	.00		125
Total FIGGINS TRUCK & TRAILER:					6,539.11	.00		
GOPHER STATE ONE CALL								
112	4120305	603-90-49900-30-325	GAS - GPHR ST ONE CALL - 4 LOCATES	01/13/2025	5.40	.00		125
Total GOPHER STATE ONE CALL:					5.40	.00		
GREATER MN PARKS & TRAILS								
3089	GMPT01132025	100-10-41430-30-433	CTY OFCE - DUES & SUBS - GRTR MN PRKS & TRLS ANNUAL M	01/13/2025	175.00	.00		125
Total GREATER MN PARKS & TRAILS:					175.00	.00		
HAWKINS INC								
1	6937765	601-90-49900-20-216	WTR - CHMCLS - CHLORINE CYLINDER 150 LB	01/13/2025	10.00	.00		125
Total HAWKINS INC:					10.00	.00		
Hoard, Polly								
50	DEPREFUND-HOARD011	100-00-20500	RENTL DEPOSIT REFUND - HOARD	01/13/2025	100.00	.00		125
50	DEPREFUND-HOARD011	100-00-36222	RENTL FEE REFUND - HOARD	01/13/2025	475.00	.00		125
Total Hoard, Polly:					575.00	.00		
HUMPHREY, GINGER								
2857	880759	100-30-45140-20-210	COMMUNITY FESTIVAL - OPER SUPPLIES - GARLAND & WREAT	01/13/2025	400.00	.00		125
Total HUMPHREY, GINGER:					400.00	.00		
ICS CONSULTING								
3148	12035	413-80-46500-30-315	CAP PROJ - RVRFRNT - OTR PROF FEES - BLKWTR BNKS PHA	01/13/2025	50.40	.00		125
Total ICS CONSULTING:					50.40	.00		
INDUSTRIAL LUBRICANT COMPANY								
1879	0184354-IN	100-20-43100-20-210	GAS - SRVC LNS - TRCTR FLD, FL DRY BG	01/13/2025	67.94	.00		125

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
18	12135396	601-90-49900-20-210	WTR-OP SUP - PROFESS GRAY SPRY, PROFESS YLW SPRY	01/13/2025	99.96	.00		125
18	12143186	100-40-41940-20-210	FD - GEN GOVT BLDGS - OP SUP - TL HLDR	01/13/2025	17.98	.00		125
18	12147832	100-20-41940-20-210	PW - GEN GOVT BLDGS - OP SUP - WNDSHLD WSHR FLD, SNO	01/13/2025	167.13	.00		125
18	12153138	100-20-43100-20-217	PW - S&R - SFTY - ICE TRCTN PLL ON STUDDDED & CLEATS	01/13/2025	94.93	.00		125
18	12175498	100-20-41940-20-210	PW - GEN GOVT BLDGS - OP SUP - SWFFER RFL, PLDGE, FBRZ	01/13/2025	24.96	.00		125
18	13134881	100-40-41940-20-210	FD - GEN GOVT BLDGS - OP SUP - CLRXX	01/13/2025	6.99	.00		125
Total L & M SUPPLY:								
					434.91	.00		
LAKE COUNTRY POWER								
58	EDATIF1-1 01132025	323-70-47000-60-602	EDATIF1-1 01132025	01/13/2025	15,000.00	.00		125
58	LCP01132025	601-90-49900-30-381	WATER - ELECTRIC	01/13/2025	81.88	.00		125
58	LCP01132025	100-20-41940-30-381	GG - B&G - ELECTRIC	01/13/2025	211.62	.00		125
58	LCP01132025	602-90-49900-30-381	SEWER - ELECTRIC	01/13/2025	707.25	.00		125
58	LCP01132025	100-25-45203-30-381	TIOGA - ELECTRIC	01/13/2025	48.00	.00		125
58	LCP01132025	100-25-45202-30-381	PP - ELECTRIC	01/13/2025	273.39	.00		125
58	LCP01132025	603-90-49900-30-381	GAS - ELECTRIC	01/13/2025	54.66	.00		125
58	LCP01132025	227-20-49010-30-381	CEM - ELECTRIC	01/13/2025	70.97	.00		125
Total LAKE COUNTRY POWER:								
					16,447.77	.00		
LANO, OTOOLE & BENGTON, LTD								
3466	2023-450	100-10-41610-30-304	GENRL LEGAL FEES - LEGAL FEES, COHASSET	01/13/2025	629.00	.00		125
3466	2023-516	100-10-41610-30-304	GENRL LEGAL FEES - LEGAL FEES, COHASSET	01/13/2025	185.00	.00		125
Total LANO, OTOOLE & BENGTON, LTD:								
					814.00	.00		
Latuff, Cheryl & David								
3454	DEPREFUND-LATUFF011	100-00-20500	RENTL DEPOSIT REFUND - LATUFF	01/13/2025	100.00	.00		125
Total Latuff, Cheryl & David:								
					100.00	.00		
LEAGUE OF MINNESOTA CITIES								
71	419447	100-10-41430-30-433	GEN GOVT - DUES & SUB - MMBRSHR DUES - 2025	01/13/2025	3,540.00	.00		125
Total LEAGUE OF MINNESOTA CITIES:								
					3,540.00	.00		
MARCO INC								
2529	38154353	603-90-49900-30-413	GAS - COPIER LEASE AGRMT	01/13/2025	221.20	.00		125
2529	38154353	100-15-41910-30-413	ZONING - COPIER LEASE AGRMT	01/13/2025	147.46	.00		125
2529	38154353	100-10-41430-30-413	ADMIN - COPIER LEASE AGRMT	01/13/2025	221.20	.00		125

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
MN POWER								
20	MP01132025	100-25-45205-30-381	PARKS - ELECT	01/13/2025	21.57	.00		125
20	MP01132025	601-90-49900-30-381	WATER - ELECT	01/13/2025	1,149.49	.00		125
20	MP01132025	100-40-41940-30-381	FD - ELECT	01/13/2025	417.75	.00		125
20	MP01132025	602-90-49900-30-381	SEWER - ELECT	01/13/2025	895.29	.00		125
20	MP01132025	100-20-41940-30-381	GG - ELECT	01/13/2025	1,243.48	.00		125
Total MN POWER: 3,727.58 .00								
MN STATE FIRE DEPT ASSN								
128	MNSFDA2025	100-40-42220-30-433	FIRE - DUES & SUBSCRIPTIONS - MSFDA MEMBERSHIP DUES	01/13/2025	225.00	.00		125
Total MN STATE FIRE DEPT ASSN: 225.00 .00								
MUNICIPAL GAS ACQUISITION & SUPPLY CORP								
2216	ACT0018065	603-90-49900-20-280	GAS - NATURAL GAS PURCHASING	01/13/2025	54,892.08	.00		125
Total MUNICIPAL GAS ACQUISITION & SUPPLY CORP: 54,892.08 .00								
Myers, Naesa								
49	DEPREFUND-MYERS011	100-00-20500	RENTL DEPOSIT REFUND - MYERS	01/13/2025	100.00	.00		125
Total Myers, Naesa: 100.00 .00								
NORTHLAND PORTABLES INC								
1994	30192	100-25-45202-30-418	PP - PORTABLE RENTAL	01/13/2025	128.80	.00		125
1994	30192	227-20-49010-30-418	CEM - PORTABLE RENTAL	01/13/2025	51.80	.00		125
1994	30192	100-25-45215-30-418	TRAILS - PORTABLE RENTAL	01/13/2025	137.20	.00		125
Total NORTHLAND PORTABLES INC: 317.80 .00								
NORTHWEST GAS								
504	19875	227-20-49010-30-386	CEM - PROPANE	01/13/2025	190.87	.00		125
504	NWG01132025	603-90-49900-30-319	GAS - NGP - O/M - MONTHLY	01/13/2025	3,275.00	.00		125
Total NORTHWEST GAS: 3,465.87 .00								
OFG-3 INC								
2923	8467	100-15-41910-30-312	ZONING - LASERFICHE AGRMT	01/13/2025	488.25	.00		125
2923	8467	100-10-41430-30-312	ADMIN - LASERFICHE AGRMT	01/13/2025	813.75	.00		125
2923	8467	601-90-49900-30-312	WATER - LASERFICHE AGRMT	01/13/2025	325.50	.00		125