



**AGENDA  
COHASSET CITY COUNCIL  
305 NORTHWEST FIRST AVENUE  
TUESDAY, JANUARY 28, 2025, MEETING  
RESCHEDULED TO  
MONDAY, JANUARY 27, 2025  
7:00 P.M. CITY COUNCIL MEETING**

**7:00 PM City Council Meeting**

- 1. Call to Order**
  - Pledge of Allegiance
- 2. Roll Call**
- 3. Resident Input**
- 4. Council Info / Liaison Reports**
- 5. Approve Agenda**

**(Starts at 7:05pm) Public Hearing**

- 1. Public Hearing #1 rezoning of property**
- 2. Public Hearing #2 amend ordinance 41**

- 6. Administration**
  - A. Set Public Hearing date FEMA
  - B. AWAIR safety award
  - C. Approve Phase 2 Natural Gas project- Advertising for bids
  - D. ARPA Funds
  - E. Itasca County Safe Routes to School Agreement

**7. Miscellaneous Announcements, Reports and FYIs:**

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

- 8. Consent Agenda**
  - A. Approval of Claims in the amount of \$165, 326.42
  - B. Approve Acceptance of Franchise
  - C. Approve December 9, 2024, Work Session Minutes
  - D. Approve December 10, 2024, Regular City Council Minutes
  - E. Approve December 17, 2024, Regular City Council Minutes
  - F. Approve December 31, 2024, Special City Council Minutes

Adjourn

## REQUEST FOR CITY COUNCIL ACTION

<b>Agenda #</b> PH 1	<b>Date:</b> 01/27/2025	<b>Action</b>
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Description of issue:

**Public hearing. This is Public Hearing #1 of 2 (Public Hearings start at 7:05 p.m.)** to rezone properties currently zoned as both Rural Residential and Suburban Residential to Suburban Residential (Parcel IDs 05-011-1419, 05-011-1404, 05-011-1410, 05-011-1407, 05-011-1420, 05-011-1414).

Information on issue/request:

1. GIS map, Zone District Map, Enlarged area of Zone District Map. (pg. 1-3)
2. 10.064 A. Waterbody Classification, 10.071 Dimensions, 10.073 Shoreland Dimensions and Setbacks, 10.081 Uses Permitted in Zone Districts. (pg. 4-14)

Motion resolved by \_\_\_ to: \_\_\_\_\_

\_\_\_\_\_, seconded by: \_\_\_\_\_

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

\_\_\_ Voice Vote: \_\_\_ For / \_\_\_ Against                      \_\_\_ Affirmed / \_\_\_ Rejected



Polkville

Address or PIN Search



05-011-1200

05-011-1203

05-011-1311

05-011-1419

05-011-1404

05-011-1410

05-011-1407

05-011-1420

05-011-1414

Alandale Dr

05-011-1305

05-011-1304

05-011-1303

05-011-1403

05-011-1405

05-011-1406

Alandale Dr

05-011-4201

05-011-4207

05-011-4208

05-011-4115

05-011-4108

05-011-4106

05-011-4156

05-011-4152

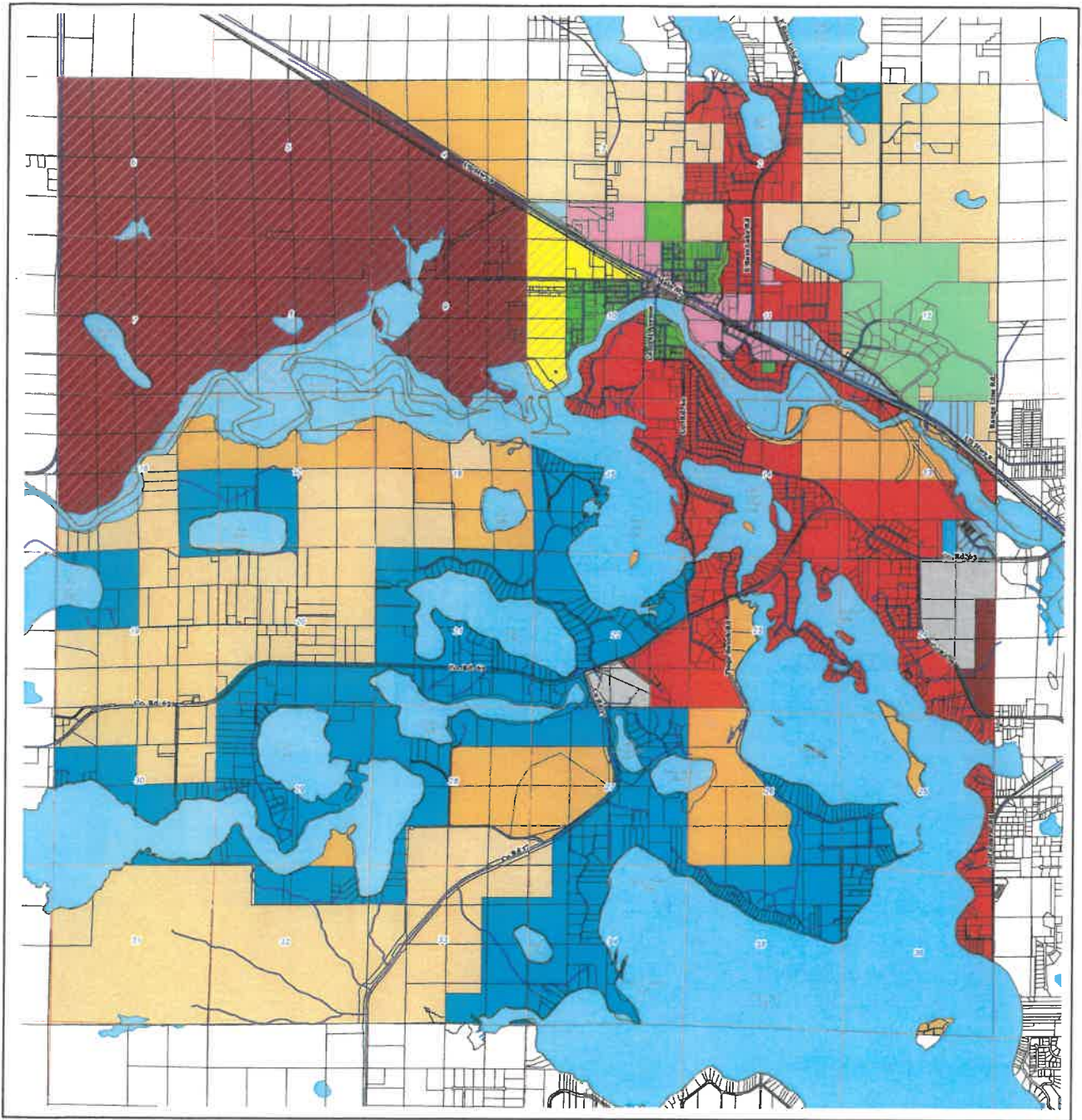
05-011-4154

05-011-4157

05-441

300ft

93°35.833333' 47°15.766667'



Zoning Map - 2022

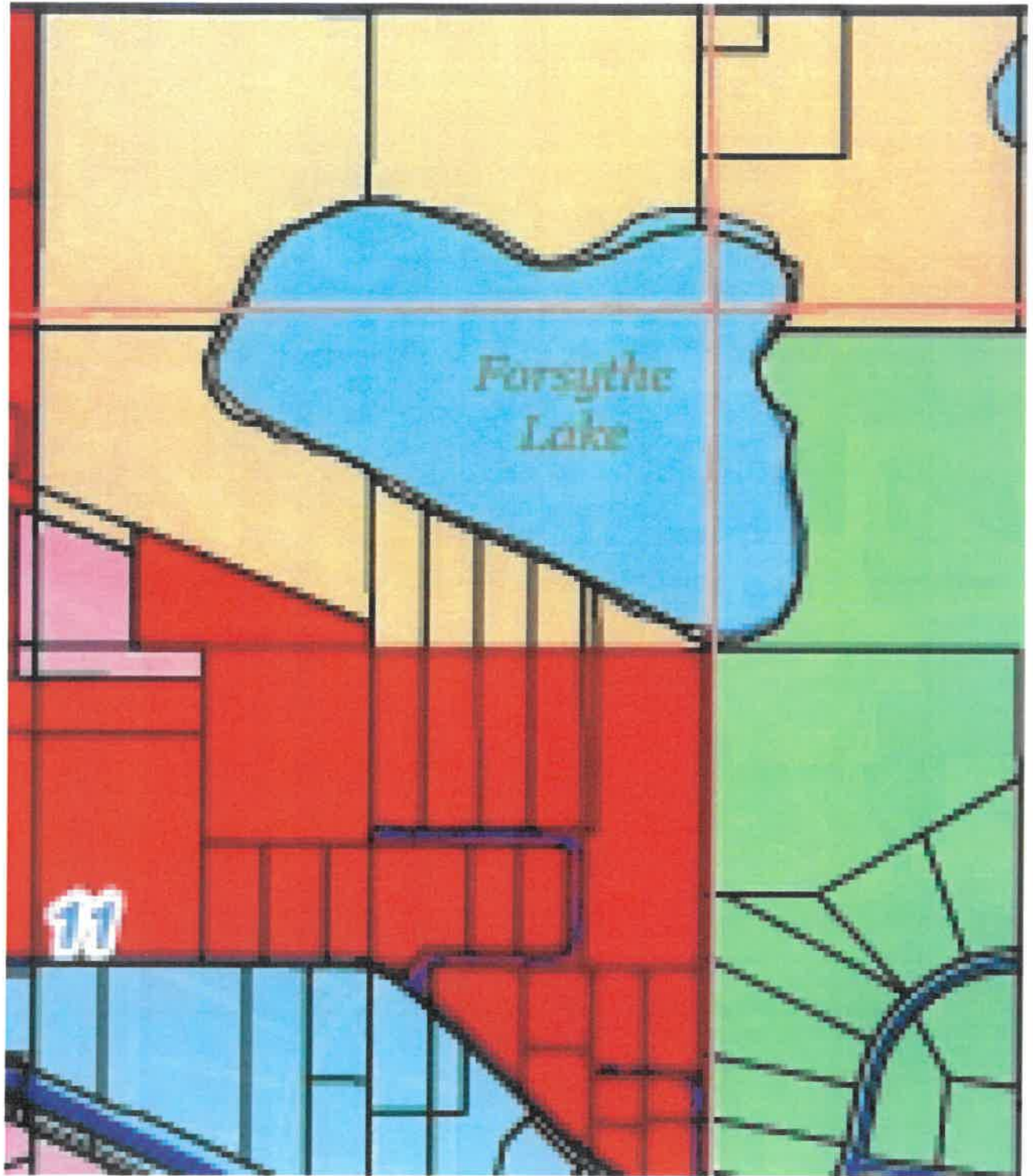
Source: City of Cohasset

**Legend**

- |                           |                          |                       |                        |
|---------------------------|--------------------------|-----------------------|------------------------|
| City Limits               | Cohasset Industrial Park | Light Industrial      | Rural Industrial       |
| PLS Section Lines         | General Business         | Managed Area          | Rural Residential      |
| Itasca County Tax Parcels | Heavy Industrial         | Municipal Residential | Suburban Residential   |
| Road Centerlines          | Highway Commercial       | Rural Commercial      | Lakes & Rivers         |
| MP&L                      |                          |                       | Waterfront Residential |
| Railroads                 |                          |                       |                        |



0 1,000 2,000 4,000 Feet



I. HI Heavy Industry District.

The purpose of this district is to promote and protect areas for the full range of industrial enterprises specifically those which might have significant impacts on off-site properties and uses.

J. RI Rural Industry District.

The purpose of this district is to provide for the location of industrial activities in a limited number of rural settings where such activities are appropriate as a result of unique site characteristics, such as the presence of specialized structures or unique physical resources directly related to the industrial activity, not created or caused by the proposed activity.

K. MA Managed Resource District.

The purpose of this district is to protect those areas which are generally unsuitable for intensive development due to wetlands, steep slopes, flooding, inadequate drainage, hazardous waste sites, areas highly susceptible to groundwater contamination, significant or unique natural resource values, significant cultural or historical values, severe erosion potential or other features requiring protection or of a value to the community. These areas also include lands where deliberate resource management is undertaken including such practices as forestry, limited agriculture, game farms, nature preserves, and non-intensive recreational uses.

L. CIP Cohasset Industrial Park.<sup>184</sup>

The purpose of this district is to promote the development of light industrial and related uses within the Cohasset Industrial Park or other similar industrial lands.

#### 10.063 Zoning Districts Map

The location and boundaries of the districts herein established are shown upon the Official Zoning Map, together with all notations, references and other information shown thereon, and all amendments thereto, shall be as much a part of this ordinance as if fully set forth and described therein. The Zoning Map shall be kept on file in the office of the City Clerk.

#### 10.064 Shoreland Management Areas and Map

A. Water body classification.

The Minnesota Department of Natural Resources has classified the bodies of water within the City of Cohasset as follows:<sup>185</sup>

1. Natural Environment Lakes: Cavanaugh (31-572), Forsythe (31-560), Long (31-570), Lost (31-567), Salter Pond (31-573),

Stevens (31-574), Warburg (31-563), Unnamed (31558), Unnamed (31-559).

2. Recreational Development Lakes: Bass (31-576), Blackwater (31561), Guile (also known as Snells) (31-569), Jay Gould (31-565), Little Bass (31-575), Little Jay Gould (31-566), Little Rice (31716), Loon (31-571), Rice (31-717), Tioga mine pit (31-946).
3. General Development Lakes: Blandin Reservoir (31-533), Pokegama (31-532).
4. Forested Streams: Mississippi River lying west of Blackwater Lake.
5. Urban Stream: Mississippi River between Army Corps Dam and Jay Gould Lake.<sup>186</sup> Bass Brook - From the Mississippi River to the North line of Section 11, Township 55, and Range 26N.<sup>187</sup>
6. Tributary Streams: The remainder of Bass Brook and all other streams in the City.<sup>188</sup>

B. Shoreland map. The location and boundaries of the lands under the jurisdiction of the Shoreland Overlay regulations herein established are shown upon the Official Shoreland Management Area Map, together with all notations, references and other information shown thereon, and all amendments thereto, and shall be as much a part of this ordinance as if fully set forth and described therein. The Shoreland Management Area Map, which may be described separately or jointly with the Zoning Map, shall be kept on file in the office of the City Clerk.

#### 10.065 Flood Hazard Areas and Map

The location and boundaries of the lands under the jurisdiction of the Flood Hazard regulations herein established are shown upon the Official Flood Hazard Area Map, together with all notations, references and other information shown thereon, and all amendments thereto, and shall be as much a part of this ordinance as if fully set forth and described therein. The Official Flood Hazard Map shall by, reference, be the Flood Boundary and Floodway Map and Flood Insurance Rate Map dated 1 November 1978 prepared by the Federal Insurance Administration as part of the Flood Insurance Study for Itasca County dated May 1978. The Flood Hazard Area Map, which may be described separately or jointly with the Zoning Map, shall be kept on file in the office of the City Clerk.

#### 10.066 Interpretation of Zoning Districts, Shoreland Management and Flood Hazard Maps

##### A. Zoning Map.

1. District boundary lines on the Zoning Map are intended to follow section lines (and portions thereof), lot lines, the center lines of

## 10.07 ZONE DISTRICT DIMENSIONAL STANDARDS

### 10.071 Dimensions

The following table establishes the set of dimensional standards that shall be applied within the appropriate zone districts in the City of Cohasset. These standards shall be interpreted as the minimum requirements for each pertinent subject.

Easements do not reduce lot area or lot width.<sup>190</sup>

Additional standards for properties located within shoreland areas are provided in 10.073.

Zone District	Minimum Lot/Unit Size <sup>191</sup>			Maximum Lot Coverage	Side Yard (2)		Rear Yard (2)		Max Bldg Height (9)	Min Bldg Width (10) <sup>193</sup>	Min Bldg SF <sup>194</sup>
	Lot Area (ac.) (1)	Area/Unit (SF) <sup>192</sup>	Lot Width		Prin (3)	Acc (4)	Prin	Acc			
RR	5.0		300'	3%	75'	50'	75'	50'	35'		
SR - 1 (5)	1.0		150'	25%	15'	15'	50'	15'	35'	24'	960
- 2 (6)	.67		100'	25%	15'	15'	50'	15'	35'	24'	960
MR	.32	4,000	100'	30%	10'	10'	15'	5'	45'	24'	960
WR <sup>195</sup>	1.0 (7)		150'(7)	25% (7)	15'	15'	50'	15'	25'	24'	960
GB	.25	2,500	75'	90%	10'	10'	15'	5'	45'		
RC	1.0		150'	90%	15' <sup>196</sup>	15'	30'	15'	35'		
HC	1.0		200'	90%	15' <sup>197</sup>	15'	30'	15'	35'		
LI	1.0		150'	90%	25'	15'	25'	15'	45'		
HI	2.5		300'	65%	50'	15'	50'	15'	60'		
CIP <sup>198</sup>	1.0		150'	90%	25'	15	25' (11)	25'	60'		
RI	20.0		600'	75%	75'	75'	75'	75'	45'		
MA	10.0		300'	2%	75'	50'	75'	50'	35'		

#### Notes to zone district dimension table:

- (1) "Ac." = acres.
- (2) All setbacks are measured from the property line.
- (3) "Prin" = principal structure on property.
- (4) "Acc" = any accessory structures.
- (5) "SR-1" = suburban residence district without public sanitary sewer service.
- (6) "SR-2" = suburban residence district with public sanitary sewer service.
- (7) Lot area, lot width and maximum lot coverage standards in the WR district vary according to the classification of the waterbody nearest to the property in question. The standards are listed in the tables in section 10.073 A of this ordinance.
- (8) "N/A" = not applicable in this district.
- (9) Maximum Building Height - Applies to all structures in residential districts, except places of worship and non-residential agricultural structures.<sup>199</sup>
- (10) Does not include manufactured homes in manufactured home parks.
- (11) Where a rear property line abuts a residential district, the minimum distance shall be 50 feet.
- (12) GB exception: On lots of less than 75 feet in width the side yard setback shall be reduced to five (5) feet.<sup>200</sup>



MINIMUM LOT DIMENSIONS IN SHORELAND<sup>205206</sup>

Classes of Public Waters	Structure Types	Riparian Unsewered Lots			Non-Riparian Unsewered Lots			Riparian Sewered Lots			Non-Riparian Sewered Lots		
		Area	Width	MLC	Area	Width	MLC	Area	Width	MLC	Area	Width	MLC
<b>LAKES</b>													
Natural Environment	Single Family	2.5 Ac	250'	15%	2.5 Ac	250'	15%	2.5 Ac	250'	15%	2.5 Ac	250'	15%
	Duplex	3.5 Ac	350'	15%	4.0 Ac	400'	15%	3.0 Ac	325'	15%	3.0 Ac	325'	15%
Recreational Development	Triplex	4.0 Ac	400'	15%	6.0 Ac	600'	15%	3.5 Ac	400'	15%	3.5 Ac	400'	15%
	Quad	5.0 Ac	500'	15%	8.0 Ac	800'	15%	4.0 Ac	475'	15%	4.0 Ac	475'	15%
General Development	Single Family	1.5 Ac	200'	25%	1.5 Ac	200'	25%	.67 Ac	100'	25%	.67 Ac	100'	25%
	Duplex	2.0 Ac	225'	25%	2.0 Ac	265'	25%	1.0 Ac	135'	25%	1.0 Ac	135'	25%
RIVERS	Triplex	3.0 Ac	300'	25%	3.0 Ac	375'	25%	1.5 Ac	195'	25%	1.5 Ac	195'	25%
	Quad	4.0 Ac	375'	25%	4.0 Ac	490'	25%	2.0 Ac	255'	25%	2.0 Ac	255'	25%
Remote (none in Cohasset)	Single Family	1.0 Ac	200'	25%	1.0 Ac	200'	25%	.67 Ac	100'	25%	.67 Ac	100'	25%
	Duplex	1.5 Ac	260'	25%	2.0 Ac	265'	25%	1.0 Ac	135'	25%	1.0 Ac	135'	25%
Forested (Mississippi River)	Triplex	2.0 Ac	340'	25%	3.0 Ac	375'	25%	1.5 Ac	195'	25%	1.5 Ac	195'	25%
	Quad	2.5 Ac	420'	25%	4.0 Ac	490'	25%	2.0 Ac	255'	25%	2.0 Ac	255'	25%
Transition (none in Cohasset)													
Agricultural (none in Cohasset)													
Urban & Tributary (Bass Brook and all other streams)	Single Family	2.0 Ac	250'	25%	2.0 Ac	250'	25%	1.67 Ac	250'	25%	1.67 Ac	250'	25%
	Duplex	2.5 Ac	300'	25%	2.5 Ac	300'	25%	2.0 Ac	300'	25%	2.0 Ac	300'	25%
Transition (none in Cohasset)	Triplex	3.2 Ac	400'	25%	3.2 Ac	400'	25%	2.67 Ac	400'	25%	2.67 Ac	400'	25%
	Quad	4.0 Ac	500'	25%	4.0 Ac	500'	25%	3.34 Ac	500'	25%	3.34 Ac	500'	25%
Urban & Tributary (Bass Brook and all other streams)	Single Family	0.67 Ac	100'	25%	0.67 Ac	100'	25%	0.5 Ac	100'	25%	0.5 Ac	100'	25%
	Duplex	1.33 Ac	150'	25%	1.33 Ac	150'	25%	0.88 Ac	150'	25%	0.88 Ac	150'	25%
Transition (none in Cohasset)	Triplex	2.0 Ac	200'	25%	2.0 Ac	200'	25%	1.25 Ac	200'	25%	1.25 Ac	200'	25%
	Quad	2.67 Ac	250'	25%	2.67 Ac	250'	25%	1.65 Ac	250'	25%	1.65 Ac	250'	25%

NOTES: "Blank" = Not Permitted  
LC = Maximum Lot Coverage

B. Placement of structures on lots. The following table establishes the set of dimensional standards that shall be applied to all structures placed or proposed to be placed within the shoreland areas in the City of Cohasset. These standards shall be interpreted as the minimum requirements.

1. Tioga Mine Pit Lake: The structure setback for public recreation facilities on the Tioga Mine Pit Lake may be reduced to seventy-five (75) feet provided natural vegetation including a mix of trees, shrubs, and understory, is maintained in the shore impact zone (the land within d=50 feet of the OHWL). Public recreational facilities include changing stations and open-sided pavilions and picnic shelters. Selective vegetative clearing for a stairway to the lake shore, mountain bike trails, and a viewing corridor is allowed within the shore impact zone consistent with section 10.083 F.1.b.<sup>207</sup>

CLASSES OF PUBLIC WATERS	SETBACKS FROM OHWL IN FEET		
	Structures		Sewage Treatment Systems
	Unsewered	Sewered	
<b>LAKES</b>			
Natural Environment	150	150	150
Recreational Development	100	75	75
General Development	75	50	50
<b>RIVERS</b>			
Remote	200	200	150
Forested and Transition	150	150	100
Agriculture, Urban and Tributary	100	50	75

C. Setback from bluff. No structure may be placed closer than thirty (30) feet from the top of a bluff. In areas with severe or rapid erosion, this distance may be increased at the judgment of the Zoning Officer or the City Engineer.

D. Bluff impact zones. Structures and accessory facilities, except stairways, landings, and lifts, must not be placed within bluff impact zones.

E. Uses without water-oriented needs. Uses without water-oriented needs must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the normal ordinary high water level setback and/or be sub-

# 10.08 ZONE DISTRICT LAND USE REGULATIONS

## 10.081 Uses Permitted in Zone Districts

The following set of tables establishes the uses Permitted, Permitted with Performance Standards, or permitted as Conditional Uses in the zoning districts of the City of Cohasset.

USES PERMITTED IN ZONES: A. RESIDENTIAL USES												
RR	SR	MR	WR	GB	RC	HC	LI	HI	RI	MA	CIP 212	RESIDENTIAL USES
P	P	P	P							PS		Single-family
		P										Duplex
		P		P								Triplex
		P		P								Quad.
P												Single-family dwelling less than 24 feet in width <sup>213214</sup>
P	P	P	P									Mfg. home <sup>215216217218</sup>
	CU	CU		CU								Manufactured home park <sup>219220</sup>
		P		P	P	P						Accessory apartment <sup>221</sup>
		P		P								Multiple family
		P		P								Congregate housing
PS	PS		PS							PS		Seasonal residence
PS	CU		PS									Guest cottage <sup>222</sup>
PS	PS	PS	PS									Roomers
PS	PS	PS	PS	P								Bed and breakfast <sup>223</sup>
												State Licensed Residential Facility <sup>224</sup>
P	P	P	P	p <sup>225</sup>								1-6 persons <sup>226</sup>
	CU <sup>227</sup>	CU <sup>228</sup>		CU <sup>229</sup>								7-16 persons with city water & sewer <sup>230 231 232</sup>
												State Licensed Day Care Facility <sup>233</sup>
P	P	P	P	P								1-12 persons <sup>234</sup>
		P		P								13 through 16 persons <sup>235</sup>
		CU		CU								17 + persons <sup>236</sup>
												Group Family Day Care Facility <sup>237</sup>
P	P	P	P									1-14 children <sup>238</sup>
PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		Accessory buildings
PS									PS			Agricultural accessory buildings
PS	PS	PS	PS	PS	PS	PS	PS	PS	P	PS		Agricultural uses
PS	PS	PS	PS									Garage, yard, rummage sales <sup>239</sup>
PS	PS	PS	PS	P	P	P	P	P				Outdoor storage
PS	PS	PS	PS									Private Recreation
PS	PS	PS	PS	PS	PS	P	P	P	P	PS		Satellite dishes/wind energy/ solar system
P	P	P	P									Home occupation-1
P	P											Home occupation-2
PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		Water-oriented accessory structure
P	P	P	P	P	P	P	P	P	P	P		Solid Fuel-fired Heating Device <sup>240</sup>

NOTES: P = Permitted "Blank" = Not permitted  
 PS = Permitted with Performance Standards CU = Conditional Use Permit required

USES PERMITTED IN ZONES: B. COMMERCIAL USES												
RR	SR	MR	WR	GB	RC	HC	LI	HI	RI	MA	CIP	COMMERCIAL USES
												Agricultural sales and services
CU				CU		CU <sub>241</sub>						Kennel
				PS	PS	PS						Pet shop <sup>242</sup>
P	PS	PS	PS	P		P						Pet Grooming (in-home) <sup>243</sup>
				P	P	P						Veterinary clinic
				P		P						Farm equipment
				P		P						Feed, grain and supplies
												Automotive
				P		P						Sales, new or used
				P		P						Repair
				P		P						Car/truck wash
				P	P	P						Gasoline station
				P		P	P		P			Auto/truck fleet storage
												Construction
				P		P						Building, plumbing, heating, electrical supplies
				P		P	P		P			Contractor's yard and storage
				P		P	P					Equipment and truck sales and service
				P		P						Tool and/or equipment rental
				P	P	CU <sub>244</sub>						Financial Institutions
				CU		CU						On-sale Liquor <sup>245</sup>
												Food Service
CU				CU		CU <sub>246</sub>						Cafe or restaurant <sup>247</sup>
				P		p <sup>248</sup>						Carry-out and/or drive-in restaurant
P												Home business <sup>249</sup>
												Health care
				P		CU <sub>250251</sub>						Clinic (outpatient treatment)
252				CU		CU <sub>253</sub>						Hospital

NOTES: P = Permitted  
PS = Permitted with Performance Standards  
CU = Conditional Use Permit required  
"Blank" = Not permitted.

USES PERMITTED IN ZONES: B. COMMERCIAL USES (continued)												
RR	SR	MR	WR	GB	RC	HC	LI	HI	RI	MA	CIP	COMMERCIAL USES
												Lodging
CU				P								Boarding house
CU	CU		CU									Campground including RV park
				P		CU 254						Motel
				P		CU 255						Hotel
CU	CU		CU			CU 256						Resort <sup>257</sup>
				P		CU 258						Office, business
				P	P	CU 259						Office, professional
						p <sup>260</sup>					P	Lubricant Oil and Grease Bulk Storage <sup>261</sup>
						P						Petroleum Bulk Plant
												Recreation or entertainment <sup>262</sup>
CU						CU 263						Outdoor recreation
						CU 264						Water Slides
						CU 265						Mini Golf
				P			P	P				Communication services
												Retail
				P	P	p <sup>266</sup>						Convenience Store
				P		p <sup>267</sup>						General sales and services
				P	P	P						Greenhouse, nursery and sales
				P		p <sup>268</sup>						Pharmacy/drugstore
				PS	PS	PS						Temporary outdoor sales
PS	PS	PS	PS	PS	PS	PS	PS	PS				Vending machines
				PS	PS							Video arcade
				PS		PS						<sup>269</sup> Sexually Oriented Businesses (*see separate ordinance)
												Warehouse
				P		P	P	P			p <sup>270</sup>	General
				P	P	P	P				<sup>271</sup> <sup>272</sup>	Mini-storage
CU	CU	CU	CU	CU		CU 273					p <sup>274</sup>	Waterfront commercial

NOTES: P = Permitted  
PS = Permitted with Performance Standards  
CU = Conditional Use Permit required  
"Blank" = Not permitted..

USES PERMITTED IN ZONES: C. PUBLIC* USES												
RR	SR	MR	WR	GB	RC	HC	LI	HI	RI	MA	CIP	PUBLIC* USES
CU												Airport
P	P	P				CU 275						Athletic facilities
P	P	P										Cemeteries
P	P	P	P	P	P	P	P	P	P	P	P	Assembly Uses - small <sup>276</sup>
CU	CU	CU	CU	CU	CU	CU	P	P	P		P	Assembly Uses - large
P	P	P	P			CU 277				CU		Parks (neighborhood, community or regional including boat accesses)
CU						CU 278				CU		Parks (state or national)
P	P	P	P	P		P				P		Open space
CU	CU	CU	CU	CU	CU	CU	CU			CU		Non-motorized recreational trails <sup>279</sup>
CU	CU	CU	CU	CU	CU	CU				CU		Recreational trails including snowmobile trails <sup>280</sup>
PS	PS	PS		PS		CU 281						Schools
CU	CU			CU		CU	CU	CU				Solid waste facilities including transfer stations
P	P	P	P	P	P	P	P	P	P	P	P	Minor utility structures <sup>282</sup>
P				P	P	P	P	P	P			Water or sewage treatment, power substations, and similar or related facilities

NOTES: \* "Public" includes uses and structures that may be owned privately, publicly or in some combination thereof.

P = Permitted

PS = Permitted with Performance Standards

CU = Conditional Use Permit required

"Blank" = Not permitted.

USES PERMITTED IN ZONES: D. INDUSTRIAL USES												
RR	SR	MR	WR	GB	RC	HC	LI	HI	RI	MA	CIP	INDUSTRIAL USES
						P	P	P	P		p <sup>283</sup>	Accessory uses and structures
CU						P	P	P	P		p <sup>284</sup>	Custom manufacturing
											p <sup>285</sup>	Manufacture and/or assembly of appliances, electronic equipment, wood products (excepting a lumber/saw mill), home and industrial equipment, recreational equipment, and the like. <sup>286</sup>
											p <sup>287</sup>	Printing, publishing and similar activities. <sup>288</sup>
											p <sup>289</sup>	Services and uses supporting the principal use of its employees (e.g., daycare, cafeteria). <sup>290</sup>
											p <sup>291</sup>	Essential services. <sup>292</sup>
											p <sup>293</sup>	Other CIP uses (see 10.081 E). <sup>294</sup>
							P	P	P		p <sup>295</sup>	Food processing
												General
				P		p <sup>296</sup>	P	P	P		p <sup>297</sup>	Research/testing
				P		CU <sub>298</sub>	P	P	P			Training center
CU	CU	CU	CU	CU	CU	CU	CU	CU	CU	CU	CU	Gravel pits and similar extractive uses <sup>299300</sup>
						P	P	P				Industrial equipment sales and services
												Heavy Industry
								P				Electrical power generation
CU								P	P			Fabricating, processing, assembly from raw or semi-finished products
								P				Secondary wood products
						PS	PS	PS	PS		p <sup>301</sup>	Outdoor storage
				PS		PS	P	P				Recycling center
								P				Sawmill
							PS	PS				Wrecking, junk or salvage yard

NOTES:

- P = Permitted
- PS = Permitted with Performance Standards
- CU = Conditional Use Permit required
- “Blank” = Not permitted.

<sup>302</sup>Other Uses Permitted in CIP District. “Other CIP” uses that may be permitted within the CIP (Cohasset Industrial Park) zone district must meet all the following criteria:

- Meets the spirit and intent of this district; and
- Generally complements and does not distract from existing uses in the district; and
- Generates no readily detectable vibrations, dust, electrical interference on adjacent property; and
- Does not generate noise levels at the lot line in violation of pertinent MPCA standards; and
- Meets any specific conditions applied by the CEDA.

USES PERMITTED IN ZONES: F. TRANSPORTATION AND OTHER USES												
RR	SR	MR	WR	GB	RC	HC	LI	HI	RI	MA	CIP	TRANSPORTATION USES
						P	P	P				Major transportation Terminals, hangers, switching yards, sidings, runways, heliports, etc.
P	P	P	P	P	P	P	P	P	P	CU		Minor transportation Streets, highways, railroad right-of- way, transit shelters, bicycle and pedestrian paths
OTHER USES												
PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		Land alteration
PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	Signs <sup>303</sup>
PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		Temporary buildings
				CU							P	Mortuary/Crematorium <sup>304305</sup>
CU	CU	CU	CU	CU	CU	CU	CU	CU	CU	CU		Interim Uses of Buildings and Lands <sup>306</sup>

NOTES:

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## ORDINANCE 41

### AN ORDINANCE ESTABLISHING RULES FOR THE ORGANIZATION AND PROCEDURE OF THE CITY COUNCIL OF COHASSET, MN

The city council of Cohasset, MN ordains:

#### 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.

**Subdivision 2. Special meetings.** The mayor or any two members of the council may call a special meeting of the council upon at least 24 hours written notice to each member of the council. This notice shall be delivered personally to each member, or left at the member's usual place of residence with some responsible person. Similar written notice shall be mailed to those who have requested notice of such special meetings. This request must be in writing and filed with the city clerk, designating an official address where notice may be mailed. Such request will be valid for one year.

**Subdivision 3. Emergency meetings.** The mayor or any two members of the council may call an emergency meeting when circumstances require the immediate consideration of a matter by the council. Notice may be in writing personally delivered to council members or may be in the form of personal telephone communication. Notice must include the date, time, place, and purpose of such a meeting. Where practical, the clerk shall make an effort to contact news gathering organizations that have filed a request to receive notice of special meetings.

**Subdivision 4. Organizational meeting.** The first Monday of January is when the terms of new council members begin, MN Statutes § 412.02, subd. 2. The council can conduct an organizational meeting or wait until the first regular council meeting of January to do the following:

- Designate a newspaper of general circulation as its official newspaper in which the city will publish ordinances and other matters as required by law.
- Designate official depositories, by resolution, for city funds.
- Elect an acting mayor from among the council members. MN Statutes § 412.121
- Appoint the city attorney (s)
- Assign committee duties to members
- Review Council By-Laws

**Subdivision 5. Public meetings.** Except as otherwise provided in the open meeting law, MN Statutes § 13D.01, all council meetings or any gathering of a quorum or more of

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- Appoint the city attorney (s)
- Assign committee duties to members
- Review Council By-Laws

**Subdivision 5. Public meetings.** Except as otherwise provided in the open meeting law, MN Statutes § 13D.01, all council meetings or any gathering of a quorum or more of

council members where the members discuss, decide or receive information as a group on issues relating to the official business of the city shall be open to the public.

## **SECTION 2. PRESIDING OFFICER**

**Subdivision 1. Who presides.** The presiding officer shall be the mayor. In the absence of the mayor, the mayor pro-tem shall preside. In the absence of both, the clerk shall call the meeting to order and shall preside until the council members present at the meeting choose one of their number to act temporarily as presiding officer.

**Subdivision 2. Procedure.** The presiding officer shall preserve order, enforce the rules of procedure herein prescribed and determine without debate, subject to the final decision of the council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the council shall be conducted in accordance with the latest edition of *Robert's rules of Order Newly Revised*.

**Subdivision 3. Appeals.** Any member may appeal to the council from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and presiding officer may explain his or her ruling, but no other council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present.

**Subdivision 4. Rights of presiding officer.** The presiding officer may make motions, second motions, or speak on any question except that on demand of any council member the presiding officer shall pass the chair to another council member to preside temporarily.

## **SECTION 3. MINUTES**

**Subdivision 1. Who keeps.** Minutes of each council meeting shall be kept by the clerk or in the clerk's absence, the deputy clerk. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the clerk and can be accurately identified from the description given in the minutes.

**Subdivision 2. Approvals.** The minutes of each meeting shall be reduced to typewritten form, shall be signed by the clerk, and copies shall be delivered to each council member as soon as practicable after the meeting. At the next regular meeting following such delivery, the minutes need not be read aloud, but, the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the council. The minutes shall be included on the consent agenda and all items on the consent agenda are moved as one motion. If there is an objection to a correction or a proposed addition, the minutes will be pulled from the consent agenda and the council will vote on the correction or proposed addition and then vote on the minutes as corrected separate from the remaining consent agenda. If there are

no additions or corrections, the minutes shall remain on the consent agenda and be approved when the consent agenda is moved.

**Subdivision 3. Distribution.** The clerk shall distribute copies of the approved minutes to all parties that have made written request to receive such copies within 30 days of approval of the minutes.

#### **SECTION 4. ORDER OF BUSINESS**

**Subdivision 1. Order established.** Each meeting of the council shall convene at the time and place appointed in Section 1, Subdivision 1. Council business shall be conducted in the following order:

1. Call to order
2. Roll call
3. Public hearings
4. Resident input
5. Business update
6. City Engineers
7. City Department Heads
8. Administration
9. Consent agenda

**Subdivision 2. Varying order.** The order of business may be varied by the presiding officer, but all public hearings shall be held at the time specified in the notice of the hearing.

**Subdivision 3. Agenda.** The clerk shall prepare an agenda of business for each regular council meeting and file a copy in the office of the clerk not later than three days before the meeting. The agenda shall be prepared in accordance with the order of business and copies shall be delivered to each council member and to those that have provided a written request to receive agendas as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a unanimous vote of the council members present.

**Subdivision 4. Agenda materials.** The clerk shall see that at least one copy of printed materials relating to agenda items is available to the public in the meeting room while the council considers their subject matter. The agenda item shall not be considered unless this provision is complied with. This section does not apply to materials that are classified as other than public under the Minnesota Government Data Practices Act or materials from closed meetings.

## **SECTION 5. QUORUM AND VOTING**

**Subdivision 1. Quorum.** At all council meetings a simple majority of three of the elected council members shall constitute a quorum for the transaction of business.

**Subdivision 2. Voting.** The votes of the members on any question may be taken in any manner, which signifies the intention of the individual members, and the votes of the members on any action taken shall be recorded in the minutes. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims and amounts fixed by statute. If any member is present but does not vote, the minutes, as to that member's name, shall be recorded as an abstention.

**Subdivision 3. Votes required.** A majority vote of all members of the council shall be necessary for approval of any ordinance (MN Statute §412.191) unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases.

## **SECTION 6. ORDINANCES, RESOLUTIONS, MOTIONS, PETITIONS, AND COMMUNICATIONS**

**Subdivision 1. Readings.** Every ordinance and resolution shall be presented in writing. An ordinance or resolution need not be read in full unless a member of the council requests such a reading.

**Subdivision 2. Signing and publication proof.** Every ordinance and resolution passed by the council shall be signed by the mayor, attested by the clerk, and filed by the clerk in the ordinance or resolution book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

**Subdivision 3. Repeals and amendments.** Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

**Subdivision 4. Motions, petitions, communications.** Every motion shall be stated in full before the presiding officer submits it to a vote and shall be recorded in the minutes. Every petition or other communication addressed to the council shall be in writing and shall be read in full upon presentation to the council unless the council dispenses with the reading. Each petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the clerk.

**SECTION 7. COMMITTEES**

**Subdivision 1. Committees designated.** The following committee(s) shall be appointed by the council at the first regular council meeting in January of each year:

- 1) Personnel Committee

The council may create such committees, standing or special, as it deems necessary. Committees shall consist of as many members and perform such duties, as the council may require.

**Subdivision 2. Referral and reports.** Any matter brought before the council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee that the presiding officer appoints for a written report and recommendation before it is considered by the council as a whole. A majority of the members of the committee shall sign the report and file it with the clerk prior to the council meeting at which it is to be submitted. Each committee shall act promptly and faithfully on any matter referred to it.

**Subdivision 3. Suspension or amendment of rules.** These rules may be suspended or amended only by two-thirds vote of the members present and voting.

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Josh Casper, Mayor

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Barbara Baird, Financial Controller

Date adopted: January 27, 2025

Effective upon publication

6A

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**REQUEST FOR CITY COUNCIL ACTION**

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Agenda #	Date:	Action
6A	01/27/2025	

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Description of issue:

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Set Public Hearing date to amend City of Cohasset Land Use Controls Ordinance to adopt updated FEMA Floodplain Ordinances and maps.

Recommended public hearing date: 02/24/2025

Motion resolved by \_\_\_ to: \_\_\_\_\_

Seconded by: \_\_\_

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

\_\_\_ For / \_\_\_ Against

\_\_\_ Affirmed \_\_\_ Rejected



6B

**REQUEST FOR CITY COUNCIL ACTION**

Agenda #	Date:	Action
6B	01/27/2025	

**Description of issue:**

Act on recommendation from the Safety Committee to approve AWAIR safety award for second half of 2024.

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.

EMPLOYEE SAFETY COMMITTEE RECOMMENDATION for no paid lost time Workers Compensation claims in the second half of 2024:

1. \$100 for each permanent City Staff x 14 = \$1,400.00
  2. \$100 for each Fire Fighter x 19 = \$1,900.00
  3. \$40 for each FD Trainee x 1 = \$40.00
  4. \$30 for each Seasonal Employee x NA (paid once at mid-year) = 0
- TOTAL = \$3340.00**

Motion resolved by \_\_\_ to: \_\_\_\_\_  
Seconded by: \_\_\_

Roll Call Vote (F = For / A = Against): \_\_\_ SB \_\_\_ AM \_\_\_ KT \_\_\_ AH \_\_\_ JC  
\_\_\_ For / \_\_\_ Against  
\_\_\_ Affirmed \_\_\_ Rejected

6C

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**MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** BARB BAIRD  
**SUBJECT:** RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND  
ORDERING ADVERTISEMENT FOR BIDS  
**DATE:** JANUARY 27, 2025

---

Request a motion to adopt a resolution approving Plans and Specifications and Ordering advertisement for bids. The attached resolution has tentative dates, needs council input for project bid dates and project award dates.

**RESOLUTION NO. 2025-15**

**Resolution Approving Plans and Specifications and  
Ordering Advertisement for Bids**

WHEREAS, the city Public Works/Public Utilities Supervisor has prepared plans and specifications for improvements for the extension and services for Natural Gas main to serve All of Cimieron Trail from North Shoal Lake Road north to Co Rd 177, Co Rd. 177 from Co Rd 62 heading east to State HWY 38, and State HWY 38 from Co Rd 177 to North Shoal Lake Rd.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COHASSET, MINNESOTA:

1. Such plans and specifications, a copy of which is available from the city clerk, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 10 days, shall specify the work to be done, shall state that bids will be opened and that the responsibility of the bidders will be considered by the city at 1:00 p.m. February 18, 2025, in the council chambers of the Cohasset City Hall at which time they will be publicly opened by the city clerk and Public Utilities Supervisor, will then be tabulated and will be considered by the council during the regular council meeting on February 24, 2025. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the Council this 27th day of January, 2025.

\_\_\_\_\_  
Josh Casper, Mayor

Attest:

\_\_\_\_\_  
Barbara Baird, City Clerk

6D

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**MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** BARB BAIRD  
**SUBJECT:** ITASCA COUNTY DISPERSMENT APPROVAL & CERTIFICATON  
**DATE:** JANUARY 27, 2025

---

Request a motion to approve the American Rescue Plan Act (ARPA) and Coronavirus State and Local Fiscal Recovery Funds Disbursement Approval and Recipients Certification and adopt resolution 2025-14 accepting the funds.

American Rescue Plan Act (ARPA) and  
Coronavirus State and Local Fiscal Recovery Funds  
Disbursement Approval and Recipients Certifications

I. PURPOSE.

This authorization is to direct the disbursement of “Funds” appropriated by Congress and received by the “County”, and which are available for disbursement by the “County”, as provided under the “Federal Law.”

II. DEFINITIONS.

- A. “County” means the County of Itasca.
- B. “Federal Law” means the American Rescue Plan Act of 2021 and the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) regulations. Public Law 117-2—March 11, 2021, and 31 C.F.R., Part 35, respectively.
- C. “Funds” means exclusively “Federal Law” funds received by the “County” and available for disbursement by the “County”.
- D. “Obligation” or “Obligated” means an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.
- E. “Project” means the project described in Section III.
- F. “Recipient” means the entity that owns the “project” and to which “funds” are disbursed to.

III. RECIPIENT AND PROJECT DESCRIPTION

- A. “Recipient”/Applicant Contact Information:
  - 1. Name: Andy MacDonell
  - 2. Address: 305 NW 1<sup>st</sup> Avenue, Cohasset, MN 55721

3. Telephone Number: 218-244-1062
  4. Email: amacdonell@cohasset-mn.com
  5. Applicant's Representative: Lake Country Power
- B. Project Description: Upgrade Power to the Cohasset Industrial Park
- C. Project's Eligible Use Category (See 31 C.F.R., Part 35, list attached).
- D. Amount of "Funds" Requested by Applicant: \$92,000.00

#### IV. RECIPIENT'S RESPONSIBILITIES

- A. By its application for and receipt of "funds", the "Recipient" represents that it is subject to and will abide by:
1. The restrictions applicable to eligible use categories and any use of "Funds" under the "Federal Law".
  2. For all "Recipients" except tribal governments, "Funds" may not be used for deposits into a pension plan.
  3. For all "Recipients", "Funds" may not be used for debt service or replenishing financial reserves.
  4. "Funds" shall not be used for a program, service, or capital expenditure that conflicts with or contravenes the statutory purpose of the ARPA, including a program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19.
  5. "Funds" may not be used in violation of the conflict-of-interest-requirements contained in state or federal law, including any self-dealing or violation of ethics rules.

2. Provided that “funds” remain available for disbursement, and provided sufficient proofs have been furnished that any remaining funds needed for the “Project’s” completion have been clearly secured by the applicant, the “County” auditor is authorized and directed to disburse “funds” in the amount of \$92,000.00 to the “Recipient”.
3. No disbursement of “funds” shall be made by the “County” auditor unless and until this agreement is acted upon, approved by, and executed by the Parties’ governing bodies.

IN WITNESS WHEREOF, the parties have executed this agreement on the date(s) set forth below.

COUNTY OF ITASCA

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chairperson, Board of Commissioners

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Clerk of County Board

RECIPIENT’S MAYOR

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Recipient’s Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Recipient’s Clerk

6. Federal, state, and local laws and regulations outside the SLFRF program requirements that also apply including, for example, environmental laws and federal civil rights, and non-discrimination requirements which include prohibitions on discrimination on the basis of race, color, national origin, sex (including sexual orientation and gender identity), religion, disability, age, or familial statute (having children under the age of 18).
7. The applied-for and disbursed “funds” must be “Obligated” by the “Recipient” for the “project” by December 31, 2024 and expended by December 31, 2026. “Funds” not “Obligated” by December 31, 2024, shall be returned to the “County” forthwith.
8. If the “Recipient” knows or has reason to know on or before June 30, 2024, that “funds” will not be “Obligated” by the above-stated deadline, the “Recipient” must notify the “County” thereof and return the funds to the “County” forthwith.
9. If the estimated cost for the “project” exceeds the amount the “County” authorizes to be disbursed, the applicant will provide proof that the remaining funds have been clearly secured to complete the “Project”.

#### V. COUNTY DETERMINATIONS

- A. The “County”, through its governing board, the Itasca County Board of Commissioners, and acting at a public meeting, makes the following determinations:
  1. The “Recipient” and its “Project” satisfies the eligible use categories and use of “funds” requirements under the federal program contemplated by the “Federal Law”.



Council members introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2025-14

A RESOLUTION ACCEPTING \$92,000.00 AMERICAN RESCUE PLAN ACT (ARPA)  
AND CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Cohasset, Itasca County, Minnesota, accepts the ARPA funds and terms of the donor as follows:

- Itasca County has \$92,000.00 in ARPA funds for the City of Cohasset to be used for an Industrial Park Power Upgrade project.

Adopted this 27th day of January 2025.

---

Josh Casper, Mayor

Attest:

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Barbara Baird, City Clerk

Councilmember seconded the foregoing resolution and the following voted in favor thereof; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.

6E

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**MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** BARB BAIRD  
**SUBJECT:** ITASCA COUNTY SAFE ROUTES TO SCHOOL AGREEMENT  
**DATE:** JANUARY 27, 2025

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Request a motion to approve the agreement between the City of Cohasset and Itasca County and authorize necessary signatures. The City of Cohasset has applied for and secured state safe routes to school (STRS) funds through the Minnesota Department of Transportation grant programs for improvements on 1<sup>st</sup> Ave W & 3<sup>rd</sup> Street N, Cohasset, MN.

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**AGREEMENT**

THIS AGREEMENT is between the City of Cohasset, Minnesota, a municipal corporation of Itasca County, Minnesota, hereinafter referred to as the "City", and Itasca County, a duly organized county within the State of Minnesota, hereafter referred to as the "County".

WHEREAS, the City has applied for and secured state safe routes to school (SRTS) funds through the Minnesota Department of Transportation grant programs for SRTS sidewalk improvements in Cohasset as shown on Figure 1, hereafter referred to as the "Project" and,

WHEREAS, the Construction for the Project is identified as S.A.P. 031-591-005 and is eligible for the expenditure of SRTS funds. The SRTS portion of the funding is \$210,687.65 and a local amount of \$136,508.50 from the City for a total estimated project cost of \$347,196.15. The City of Cohasset agrees to pay any additional amount by which the construction exceeds the estimate, and,

WHEREAS, the State of Minnesota Department of Transportation (MnDOT) requires the County to act as the fiscal agent and contract administrator for the State of Minnesota in administering SRTS funds for the Project, and,

THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, with regard to the Project, the parties hereby agree to the following:

1. The City shall prepare a plan for construction of the Project, hereinafter referred to as the "Plan". The Plan and specification for the Project shall be in accordance with the current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and Itasca County boiler plate bid documents.
2. If required, the City shall obtain any necessary permits and environmental statements as required by law for completion of the Project, including but not limited to permits and statements required by the Minnesota Pollution Control Agency, U.S. Army Corp of Engineering and the Minnesota Department of Natural Resources. The City shall bear the cost of all permit fees. All pertinent permits shall be obtained prior to advertising for bids for the project.
3. The City shall acquire and pay for the cost for all right-of-way and construction easements required for construction in accordance with the Plan.
4. The County shall assist the City in preparation of bidding documents for the Plan.
5. The County shall award the Contract to the lowest responsible bidder, subject to concurrence by the City.

6. The City shall be responsible for all costs not covered by the SRTS funds. The County shall not be responsible for any costs or overages associated with the Project.
7. In the event that the City rejects all bids, the City shall reimburse the County, if requested by the County, for all direct and administration costs incurred by the County to that date.
8. The City shall employ an outside consultant to perform the Construction Engineering for the project, including but not limited to on-site field inspection, staking, materials testing, record keeping, as-builts and project close out. The City shall report any observed deficiencies to the County immediately.
9. The County shall make all payments to the contractor and assist in the processing of the final payment documentation in accordance with current specifications.
10. The County will invoice the City for reimbursement of eligible project costs, based on actual costs, not more than once each thirty (30) days. The City shall reimburse the County within thirty (30) days of the invoice.
11. The County uses RT Vision's One Office project Management software to manage projects. All Project related data shall be provided to the County through the One Office software.
12. The City will own the improvements related to this project and assumes full responsibility for the operation and maintenance of any facility constructed or improved by the Project.
13. The City agrees that it shall indemnify, save, and hold harmless the County and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the City's execution or performance of the work provided for herein. The City further agrees to defend at its own cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the County's execution or performance of the work provided for herein, subject to the limitations of Minnesota Statutes Ch. 466.
14. The County agrees that it shall indemnify, save, and hold harmless the City and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the County's execution or performance of the work provided for herein. The County further agrees to defend at its own cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the County's execution or performance of the work provided for herein, subject to the limitations of Minnesota Statutes Ch. 466.

15. Any and all employees of the City, while engaged in the performance of any work or service which the City is specifically required to perform under this Agreement, will be considered employees of the City only and not of the County, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, will be the sole obligation of the City.

16. Any and all employees of the County, while engaged in the performance of any work or service which the County is specifically required to perform under this Agreement, will be considered employees of the County only and not of the City, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, will be the sole obligation of the County.

**CITY OF COHASSET, MINNESOTA**

Approved by the Cohasset City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**ITASCA COUNTY, MINNESOTA**

Approved by the Itasca County Board this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_

County Board Chair

\_\_\_\_\_  
Attest: County Administrator

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_ Itasca County Attorney



*2/1/25*

**DJL 1/21/2025**

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
<b>63 FUEL STOP</b>								
3371	63FS0801132025	100-20-43125-20-212	PW I&S	01/27/2025	861.29	.00		125
3371	63FS0801132025	100-20-43100-20-212	PW S&R	01/27/2025	226.11	.00		125 ✓
	<b>Total 63 FUEL STOP:</b>				<b>1,087.40</b>	<b>✓ .00</b>		
<b>BURGGRAFS ACE HARDWARE</b>								
152	399982	100-10-41430-20-210	GENT GOVT - OP SUP - FLR CLNR MOP 32OZ	01/27/2025	69.93	.00		125 ✓
	<b>Total BURGGRAFS ACE HARDWARE:</b>				<b>69.93</b>	<b>✓ .00</b>		
<b>CARQUEST AUTO PARTS</b>								
479	5081-944199	100-20-43100-30-407	PW - S&R - EQUIP PRTS - OIL	01/27/2025	143.96	.00		125 ✓
	<b>Total CARQUEST AUTO PARTS:</b>				<b>143.96</b>	<b>✓ .00</b>		
<b>CASCADE COMPUTERS</b>								
2651	44347	100-15-41910-20-209	Zoning - Computer Software - Software	01/27/2025	158.00	.00		125
2651	44347	100-10-41430-20-209	Admin - City Office - Computer Software - Software	01/27/2025	158.00	.00		125
2651	44347	601-90-49900-20-209	Water - Utility Operations - Computer Software - Software	01/27/2025	158.00	.00		125
2651	44347	602-90-49900-20-209	Sewer - Utility Operations - Computer Software - Software	01/27/2025	158.00	.00		125
2651	44347	603-90-49900-20-209	Gas - Utility Operations - Computer Software - Software	01/27/2025	158.00	.00		125 ✓
	<b>Total CASCADE COMPUTERS:</b>				<b>790.00</b>	<b>✓ .00</b>		
<b>CASEYS BUSINESS MASTERCARD</b>								
3073	CGS01272025	100-10-41440-20-212	Security	01/27/2025	52.29	.00		125
3073	CGS01272025	100-20-43100-20-212	PW S&R	01/27/2025	361.98	.00		125
3073	CGS01272025	603-90-49900-20-212	PU - GAS	01/27/2025	158.62	.00		125
3073	CGS01272025	601-90-49900-20-212	PU - WATER	01/27/2025	118.97	.00		125
3073	CGS01272025	602-90-49900-20-212	PU - SEWER	01/27/2025	118.97	.00		125
3073	CGS01272025	100-40-42220-20-212	FIRE	01/27/2025	442.98	.00		125
3073	CGS01272025	100-20-43125-20-212	PW I&S	01/27/2025	1,204.48	.00		125
3073	CGS01272025	100-15-41910-20-212	ZONING	01/27/2025	7.22	.00		125
3073	CGS01272025	100-25-45202-20-212	PARKS	01/27/2025	7.22	.00		125 ✓

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Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
<b>Total CASEYS BUSINESS MASTERCARD:</b>								
<b>CIVIC SYSTEMS LLC</b>								
1371	INV-02223	100-15-41910-30-312	ZONING - COMP SUPP FEES	01/27/2025	2,472.73 ✓	.00	✓	125
1371	INV-02223	100-10-41430-30-312	ADMIN- CTY OFCE - COMP SUPP	01/27/2025	1,269.90	.00		125
1371	INV-02223	601-90-49900-30-312	WTR - COMP SUPP	01/27/2025	2,116.50	.00		125
1371	INV-02223	602-90-49900-30-312	SWR - COMP SUPP	01/27/2025	846.60	.00		125
1371	INV-02223	603-90-49900-30-312	GAS - COMP SUPP	01/27/2025	846.60	.00		125
				01/27/2025	3,386.40	.00		125 ✓
<b>Total CIVIC SYSTEMS LLC:</b>								
					8,466.00	✓	✓	
<b>COLE HARDWARE INC</b>								
5	124595	100-20-43125-20-221	PW - I&S - EQ PRTS - SQ TBNG, FLT IRON, ANTI-SLIP	01/27/2025	248.89	.00		125
5	124646	100-20-43125-20-221	PW - I&S - EQ PRTS - ANGLES, SPRY PNT, HTCH PN, ANTI-SLIP	01/27/2025	95.81	.00		125
5	125124	100-10-41430-20-210	GENT GOVT - OP SUP - FLR CLNR MOP 32OZ	01/27/2025	24.87	.00		125
5	125600	100-20-43125-20-221	PW - I&S - EQ PRTS - FLT IRON, BLTS/NTS/WSHRS, CRRGE BLT	01/27/2025	71.34	.00		125
5	125666	100-20-43125-20-221	PW - I&S - EQ PRTS - CRRGE BLTS	01/27/2025	5.39	.00		125 ✓
<b>Total COLE HARDWARE INC:</b>								
					446.30	✓	✓	
<b>DIMICH LAW OFFICE</b>								
2018	3666	100-10-41240-30-304	CRIMINAL PROSECUTIONS - LEGAL FEES - DECEMBER 2024	01/27/2025	637.50	.00		125 ✓
<b>Total DIMICH LAW OFFICE:</b>								
					637.50	✓	✓	
<b>Express Services, Inc.</b>								
3539	31829475	100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - BCKGRND CHCK MAJEWSKI	01/27/2025	18.50	.00		125 ✓
<b>Total Express Services, Inc.:</b>								
					18.50	✓	✓	
<b>FERGUSON ENTERPRISES INC</b>								
2186	1268214	100-20-43100-20-240	PW - S&R - SM TLS & MNR EQUIP -18TPI CMP PRTBL 3PK	01/27/2025	43.94	.00		125 ✓
<b>Total FERGUSON ENTERPRISES INC:</b>								
					43.94	✓	✓	
<b>FLORIOS</b>								
2203	1032	100-10-41330-30-430	ADMIN - BOARDS & COMMITTEES - MISC - APPRECIATION DINN	01/27/2025	2,794.56	.00		125 ✓
<b>Total FLORIOS:</b>								
					2,794.56	✓	✓	



Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
<b>HAWKINS INC</b>								
1	6955697	601-90-49900-20-216	WTR - CHMCLS - HYDROFLUOSILICIC ACID, LPC-5, S&H	01/27/2025	1,597.13	.00	✓	125
1	6960331	601-90-49900-20-216	WTR - CHMCLS - CHLORINE CYLINDER 150 LB	01/27/2025	10.00	.00	✓	125
Total HAWKINS INC:					1,607.13	.00		
<b>HEALTHEQUITY, INC.</b>								
15	sbe13n	100-10-41430-30-430	GEN GOVT - MISC CNTRCT - PRICIPNT FEE	01/27/2025	33.75	.00	✓	125
Total HEALTHEQUITY, INC.:					33.75	.00		
<b>INDUSTRIAL LUBRICANT COMPANY</b>								
1879	M24676-IN	100-20-43100-30-407	PW - S&R - GNRL MNT - DVC-PRM ISO 32	01/27/2025	32.26	.00	✓	125
Total INDUSTRIAL LUBRICANT COMPANY:					32.26	.00		
<b>ISD 318</b>								
3063	2500069	100-20-41941-30-385	PW - GEN GOVT BLDG - CC/DC - SWR - DEC 2024	01/27/2025	67.55	.00		125
3063	2500069	100-20-41941-30-383	PW - GEN GOVT BLDG - CC/DC - GAS - DEC 2024	01/27/2025	449.95	.00		125
3063	2500069	100-20-41941-30-384	PW - GEN GOVT BLDG - CC/DC - GARBAGE - DEC 2024	01/27/2025	75.00	.00		125
3063	2500069	100-20-41941-30-381	PW - GEN GOVT BLDG - CC/DC - ELECTRIC - DEC 2024	01/27/2025	924.90	.00		125
3063	2500069	100-20-41941-30-382	PW - GEN GOVT BLDG - CC/DC - WTR - DEC 2024	01/27/2025	67.55	.00		125
Total ISD 318:					1,584.95	.00		
<b>KORN FERRY</b>								
13	1590170134	100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - HR SRVCS - 12/23/2024-1/3/202	01/27/2025	5,318.75	.00	✓	125
Total KORN FERRY:					5,318.75	.00		
<b>L &amp; M SUPPLY</b>								
18	12183646	100-40-41940-20-210	FD - GEN GOVT BLDGS - OP SUP - TOOL HLDLR	01/13/2025	17.98	.00		125
18	12184633	100-40-41940-20-210	FD - GEN GOVT BLDGS - OP SUP - LIME AWAY	01/13/2025	5.99	.00		125
Total L & M SUPPLY:					23.97	.00		
<b>LAKE COUNTRY POWER</b>								
58	LCP01272025	100-25-45203-30-381	TIOGA - ELECTRIC	01/27/2025	48.00	.00		125
58	LCP01272025	100-25-45202-30-381	PP - ELECTRIC	01/27/2025	404.13	.00		125
58	LCP01272025	603-90-49900-30-381	GAS - ELECTRIC	01/27/2025	59.96	.00		125
58	LCP01272025	227-20-49010-30-381	CEM - ELECTRIC	01/27/2025	96.00	.00		125

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
58	LCP01272025	601-90-49900-30-381	WATER - ELECTRIC	01/27/2025	127.26	.00		125
58	LCP01272025	100-20-41940-30-381	GG - B&G - ELECTRIC	01/27/2025	262.62	.00		125
58	LCP01272025	602-90-49900-30-381	SEWER - ELECTRIC	01/27/2025	1,085.58	.00		125 ✓
Total LAKE COUNTRY POWER:								
					2,083.55	✓ .00		
Leonhard, Marjorie								
54	DEPREFUND-LEONHARD	100-00-20500	DEPOSIT REFUND - LEONHARD	01/27/2025	200.00	.00		125 ✓
Total Leonhard, Marjorie:								
					200.00	✓ .00		
MARTINS SNOWFLOW & EQUIPMENT								
2937	36046	100-20-43125-20-221	PW - I&S - EQUIP PRTS - SPRNG TRP/TRRN	01/27/2025	75.20	.00		125 ✓
Total MARTINS SNOWFLOW & EQUIPMENT:								
					75.20	✓ .00		
MCCOY CONSTRUCTION & FORESTRY								
3027	2462671	100-20-43100-20-221	PW - S&R - EQUIP PRTS - FLTR ELE, GLS CLNR, GRPHT	01/27/2025	146.59	.00		125
3027	2463728	100-20-43125-20-221	PW - I&S - EQUIP PRTS - CUTTING EDGE	01/27/2025	245.30	.00		125 ✓
Total MCCOY CONSTRUCTION & FORESTRY:								
					391.89	✓ .00		
MN DEPT OF REVENUE								
19	MNREV-DECEMBER2024	002-00-22100	SALES TAX - GENERAL RATE SALES TAX - 2024 DECEMBER	01/27/2025	3,076.00	.00		125
19	MNREV-DECEMBER2024	603-90-49900-30-317	SALES TAX - NAT GAS MTRS - GAS- USE TAX - 2024 DECEMBER	01/27/2025	623.00	.00		125
19	MNREV-DECEMBER2024	002-00-22101	SALES TAX - COUNTY SALES TAX PAYABLE - 2024 DECEMBER	01/27/2025	447.00	.00		125 ✓
Total MN DEPT OF REVENUE:								
					4,146.00	✓ .00		
MN MAYORS ASSN - FINANCE DEPT								
2585	1272025	100-10-41110-30-433	COUNCIL - DUES & SUBSC. - MMA - MAYORS MEMBERSHIP	01/27/2025	30.00	.00		125 ✓
Total MN MAYORS ASSN - FINANCE DEPT:								
					30.00	✓ .00		
MN POWER								
20	MP01272025	100-20-43160-30-381	PW - ELECT	01/27/2025	1,235.50	.00		125 ✓
Total MN POWER:								
					1,235.50	✓ .00		
MUNICIPAL GAS ACQUISITION & SUPPLY CORP								
2216	ACT0016167	603-90-49900-20-280	GAS - NATURAL GAS PURCHASING	01/27/2025	100,883.29	.00		125 ✓

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total MUNICIPAL GAS ACQUISITION & SUPPLY CORP:								
<b>NORTHERN DRUG SCREENING</b>								
2024	13697	100-10-41430-30-315	GOVT BLDG - PERS TSTG FEE - PRE-EMP DRUG SCRIN - PETE	01/27/2025	40.00	.00		125
2024	14479	100-10-41430-30-315	GOVT BLDG - PERS TSTG FEE - PRE-EMP DRUG SCRIN - DEGE.	01/27/2025	140.00	.00		125
Total NORTHERN DRUG SCREENING:								
180.00 ✓ .00								
<b>Purdie, Crystal</b>								
3370	DEPREFUND-PURDIE012	100-00-20500	DEPOSIT REFUND - PURDIE	01/27/2025	100.00	.00		125
Total Purdie, Crystal:								
100.00 ✓ .00								
<b>SANDCREEK EAP LLC.</b>								
3137	SDC-IN-100843	100-10-41430-10-134	GEN GOVT - EAP - EAP SERVICES	01/27/2025	500.00	.00		125
Total SANDCREEK EAP LLC.:								
500.00 ✓ .00								
<b>SANDSTROMS</b>								
83	531316	100-10-41430-20-210	GEN GOVT - OP SUP - SWFFR CLTH, TML	01/27/2025	176.53	.00		125
83	531745	100-10-41430-20-210	GEN GOVT - OP SUP - SNO-MELT 50#PL	01/27/2025	314.88	.00		125
Total SANDSTROMS:								
491.41 ✓ .00								
<b>SEH</b>								
1384	480079	100-10-41430-30-303	OTHR GEN GOVT - ENG FEES - MISC. SERVICES	01/27/2025	1,358.24	.00		125
Total SEH:								
1,358.24 ✓ .00								
<b>STOKES PRINTING</b>								
81	121121	100-10-41430-20-210	ADMIN - OFFICE SUPPLIES - DESK CALENDARS	01/27/2025	136.82	.00		125
Total STOKES PRINTING:								
136.82 ✓ .00								
<b>THEIN WELL COMPANY</b>								
1986	9313	601-90-49900-30-407	WTR - UTILITY OP - GEN MAINT & RPR - ANL INSPEC PUMPS &	01/27/2025	27,942.89	.00		125
Total THEIN WELL COMPANY:								
27,942.89 ✓ .00								

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**MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** BARB BAIRD  
**SUBJECT:** ACCEPTANCE OF FRANCHISE  
**DATE:** JANUARY 27, 2025

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Request a motion to approve the Acceptance of Franchise Ordinance with the City of Grand Rapids. Grand Rapids is granting the City of Cohasset a non-exclusive franchise authority for a period of (22) years to erect, maintain and operate a gas distribution system and any and all pipes. This is some cleanup housekeeping item from 2013.

**ACCEPTANCE OF FRANCHISE**

The undersigned, City of Cohasset, for itself, its successors and assigns, hereby accepts the terms of and agrees to perform the conditions of that certain franchise granted by the City of Grand Rapids, Minnesota designated as Ordinance No. 13-02-03.

Dated at \_\_\_\_\_, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2013.

**City of Cohasset**

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**ACKNOWLEDGEMENT OF FILING**

The receipt and filing of the foregoing Acceptance of Franchise is hereby acknowledged and verified this 25<sup>th</sup> day of February, 2013.

  
\_\_\_\_\_  
City Clerk

Councilor Christy introduced the following ordinance and moved for its adoption:

**ORDINANCE NO. 13-02-03**

**CHAPTER \_\_**

**AN ORDINANCE OF THE CITY OF GRAND RAPIDS, MINNESOTA, GRANTING THE CITY OF COHASSET, A NON-EXCLUSIVE FRANCHISE AUTHORITY FOR A PERIOD OF TWENTY-TWO (22) YEARS TO ERECT, MAINTAIN AND OPERATE A GAS DISTRIBUTION SYSTEM AND ANY AND ALL NECESSARY MAINS, PIPES, SERVICES AND OTHER APPURTENANCES THEREUNTO APPERTAINING IN, UPON, OVER, ACROSS AND ALONG THE STREETS, ALLEY, BRIDGES, AND PUBLIC PLACES OF THE SAID CITY, AND FOR THE TRANSMISSION, DISTRIBUTION AND SALE OF NATURAL AND/OR MIXED GAS FOR LIGHTING, HEATING, INDUSTRIAL AND ALL OTHER USES AND PURPOSES IN SAID CITY AND FOR THE PURPOSE OF TRANSMITTING, TRANSPORTING AND CONVEYING SUCH GAS INTO, THROUGH OR BEYOND THE IMMEDIATE LIMITS OF SAID CITY TO OTHER CITIES, TOWNS AND CUSTOMERS, AND PRESCRIBING THE TERMS AND CONDITIONS UNDER WHICH THE SAID COMPANY IS TO OPERATE.**

\_\_.01 GRANT AUTHORITY. That the City of Cohasset, referred to as Grantee, be and are hereby granted, subject to the provisions of this Ordinance, a non-exclusive authority for a period of twenty-two (22) years, to erect, construct, maintain and operate a gas distribution system and any and all necessary mains, pipes, services and other appurtenances and equipment thereunto appertaining in, upon, over, across and along the streets, alleys, bridges and public places in the City of Grand Rapids, Minnesota for the transmission, distribution and sale of natural and/or mixed gas for lighting, heating, industrial and all other uses and purposes in said City and for the purpose of transmitting, transporting and conveying such gas into, through or beyond the immediate limits of said City to other cities, towns and customers. Before Grantee constructs any new structures or converts any existing structure for the manufacture or storage of gas, Grantee shall first obtain the approval of the structure and the location thereof from City. Such approval by City shall not be unreasonably withheld.

\_\_.02 USE OF CITY RIGHTS-OF-WAYS. The Grantee, in constructing and maintaining said gas distribution system, and in entering and using said streets, highways, avenues, alleys and public places in the City of Grand Rapids, Minnesota, and in laying and installing its mains, services, piping, and related appurtenances and equipment shall in all ways comply and be subject to Grand Rapids City Ordinances Article II, Sec. 58-31 through 58-50 as may be modified from time to time.

\_\_.03 RELOCATION OF FACILITIES AND FIELD LOCATIONS. Whenever City shall grade, re-grade or change the line of any public way, or construct or reconstruct any City utility system therein, including streets, sidewalks, sewers, water mains or other public facilities of City, in the proper exercise of City's police power and with due regard to seasonable working conditions, City may order Grantee when necessary to relocate horizontally or vertically Grantee's mains, services and other property located in said public way and Grantee shall relocate its facilities at its own expense. City shall give Grantee reasonable notice of the need to relocate its facilities.

If City shall vacate any street, alley or public way for the purpose of furthering any public improvement by whomsoever made, Grantee shall, upon a request in writing from City, remove, at Grantee's own cost and expense, the distribution facilities within the vacated premises, if any. However, if the vacation of any street, alley or public way is not for the purpose of furthering any public improvement, City shall retain a utility easement in order to allow Grantee's facilities to remain unless the owners in fee agree to pay to Grantee the cost of relocation of its facilities.

Grantee shall provide field locations for all its underground facilities when requested by City, within a reasonable period of time. The period of time will be considered reasonable if it compares favorably with the average time required by City to locate municipal underground facilities for Grantee.

\_\_\_04 MAINTENANCE AND IMPROVEMENT OF SYSTEM. Grantee agrees, for and in behalf of itself, its lessees, successors and assigns, that for and during the term and period of this grant, it will maintain in the City an adequate, modern, standard and sufficient gas system and equipment and to maintain and operate the same in a modern and adequate fashion consistent with its General Terms and Conditions as provided for in its Minnesota Public Utilities Commission approved tariff, as may be amended from time to time.

Grantee will from time to time during the term of this Ordinance make such enlargements and extensions of its distribution system as the business of the Grantee and the growth of said City justify, in accordance with its General Terms and Conditions relating to customer connections and main and service line extensions currently in effect and on file with the Minnesota Public Utilities Commission, the City of Grand Rapids, or other competent authority having jurisdiction in the premises; provided, however, that no obligation shall extend to or be binding upon the Grantee to construct or extend its mains or furnish natural gas or natural gas service within said City if Grantee is, for any reason, unable to obtain delivery of natural gas at or near the corporate limits of said City or an adequate supply thereof to warrant the construction or extension of its mains, for the furnishing of such natural gas or gas service; provided, that Grantee shall not be liable to the City of Grand Rapids or its inhabitants, by reason of the failure of Grantee to deliver, or of the City or a customer to receive, natural gas as a result of acts of God, or the public enemy, inability of a pipeline supplier to furnish an adequate supply due to an emergency, or to a decision of public regulatory body, labor dispute, or other acts beyond the control of the party affected; and, provided further, that whenever any of the occurrences named above take place, Grantee shall have the right and authority and it shall be its duty to adopt reasonable rules and regulations in connection with limiting, curtailing or allocating extensions of service or supplying of gas to any customers or prospective customers, and withholding the supplying of new customers provided that such rules and regulations may be uniform as applied to each class of customer or prospective customer, and shall be nondiscriminatory as between communities receiving service from the Grantee, and such rules and regulations shall be subject to the rights reserved herein to City.

Grantee shall not construct any new or modified installation within or upon any public way without first receiving a permit from the City. The permit application shall reflect the type of facilities to be installed and the proposed location and depth within the right of way or easement. The facilities are to be installed pursuant to such permit and shall be located as directed by the City, taking into account existing and planned underground facilities. A permit shall also be required by repairs and maintenance of previously installed facilities, in order for City to inspect each project for compliance with Grantee's restoration obligations as provided in this Ordinance. All permits shall be issued by the City Clerk after consultation with the City Engineer. A fee for such permits may be established by resolution of the City Council from time to time. If construction work is not commenced within ninety (90) days after the issuance of a permit, it shall be null and void.

\_\_\_05 CITY'S AUTHORITY AND RIGHT TO REGULATE. Grantee agrees for and in behalf of itself, its lessees, successors and assigns, that all authority and rights in this Ordinance contained shall at all times be subject to all rights, power and authority now or hereafter possessed by the City of Grand Rapids, Minnesota, to regulate the manner in which Grantee shall use the streets, alleys, bridges and public places of said City and concerning the manner in which Grantee shall use and enjoy the franchise herein granted. Provided, however, City shall have no duty or obligation to monitor, inspect or control the manner in which Grantee constructs, operates or maintains its mains, pipes, services or other appurtenances, all of which shall be the exclusive responsibility and liability of Grantee.

\_\_\_06 STANDARDS OF SERVICE. Grantee shall, at all times, maintain an adequate pressure and adequate supply of clean, standard gas of the British Thermal Unit heating value of not less than that prescribed in its General Terms and Conditions relating thereto in effect and on file with the Minnesota Public Utilities Commission, the City of Grand Rapids, or other competent authority having jurisdiction in the premises. Should the British Thermal Units fall below the limitation set forth in its appropriate Rules and Regulations, the rate then in effect shall be automatically correspondingly lowered and reduced during any period or periods of time in which such lower British Thermal Unit value shall be furnished. The City shall have the privilege of requesting Grantee to furnish satisfactory proof of British Thermal Unit content of the gas.

\_\_\_07 LIABILITY. The City shall in no way be liable or responsible for any accident or damage that may occur in the construction, operation and maintenance by the Grantee of its mains, pipes, lines and other appurtenances and appliances hereunder and the Grantee, its successors and assigns shall indemnify the City, defend and hold it harmless against any and all liabilities, loss, cost, damage or expense which may accrue to the City or be claimed against the City by reason of any act or omission of the Grantee in the construction, operation and maintenance of its mains, pipes, lines and other appurtenances and appliances hereunder, or by the ownership by the Grantee of such facilities.

The Grantee shall have at all times during the effective period of this Ordinance insurance in the amounts of no less than is specified by Minnesota Statutes Section 466. 04 as may be modified from time to time. The Grantee shall provide proof of adequate insurance at all times during the effective period of this agreement.

\_\_\_08 FORFEITURE. If the Grantee shall be in default in the performance of any of the terms and conditions of this Ordinance and shall continue in default for more than ninety (90) days after receiving notice from the City of Grand Rapids, Minnesota of such default, the said City may, by ordinance duly passed and adopted, terminate all rights granted under this Ordinance to the Grantee. The said notice of default shall specify the provision or provisions in the performance of which it is claimed the Grantee is in default. Said notice shall be in writing and served in the manner provided by the laws of the State of Minnesota for the service of original notices in civil actions.



\_\_\_.09 GRANTEE ACCEPTANCE. This Ordinance, and Grantee's rights and obligations hereby granted, shall become effective upon Grantee filing with the City Clerk within thirty (30) days after final passage and any required publication of this Ordinance, a written acceptance indicating an agreement to be bound to all rights and obligations of Grantee as provided in this Ordinance.

\_\_\_.10 ASSIGNMENT. The Grantee, upon notice to the City of Grand Rapids, shall have the right and authority to assign all rights conferred upon Grantee by this franchise to any person. The assignee of such rights, by accepting such assignment, shall become subject to the terms and provisions of this franchise. Such assignment shall only be effective at such time as the assignee files with the City Clerk a written acceptance as required by Section 9 of this Ordinance.

\_\_\_.11 CITY'S RIGHT TO PURCHASE UTILITY. Notwithstanding any other terms of this agreement, at any time during this twenty-two (22) year franchise agreement the City of Grand Rapids in its sole discretion can elect to purchase the utility systems that have been extended into the City of Grand Rapids after the effective date of this franchise agreement. The precise terms of the buyout have been negotiated and have been agreed to as set forth below. The purchase price shall constitute the factoring of two set rates.

First, if the City of Grand Rapids elected to purchase the utility of the Grantee, there shall be a payment which constitutes reimbursement for the actual cost to the City of Cohasset to install and build the utility underneath the service area. This amount will be specified by documentation provided by the City of Cohasset specifically identifying to the City of Grand Rapids satisfaction the exact cost of the infrastructure installation promptly after completion of the infrastructures' final construction.

Secondly, the City of Grand Rapids will reimburse the City of Cohasset for 36 (thirty-six) months of anticipated earnings. The amount of anticipated earnings will be based upon a thirty-six (36) month average of actual income earned in those thirty-six (36) months immediately preceding the City of Grand Rapids decision to exercise their buyout option.

If the City of Grand Rapids can satisfy payment in full to the City of Cohasset, of both payments, the City of Cohasset must sell its utility, constructed after the effective date of this agreement, operated and existing within the City of Grand Rapids without further negotiation.

Moreover, if within the twenty-two (22) year franchise agreement period the City of Cohasset has an offer and desires to sell its utility to another party, the City of Cohasset must first give the City of Grand Rapids the right to purchase said utility at the above-agreed to compensation. If the City of Cohasset does intend on selling its utility to another party, the City of Cohasset must inform the City of Grand Rapids of this intent and allow the City of Grand Rapids one-hundred and eighty days (180 days) to exercise their right of first refusal and forward the agreed upon compensation to the City of Cohasset. If the City of Grand Rapids does not exercise their right of first refusal within said period of time, the City will be considered to have forfeited said right of first refusal.

\_\_\_.12 OPTION TO TERMINATE. If any portion of this franchise is found to be invalid for any reason whatsoever, the validity of the rest of this franchise shall not be affected. Provided, however, upon any provision of this franchise being found invalid, either City or Grantee shall have the option to terminate the franchise if said party's rights hereunder are substantially affected.

\_\_\_.13 DAMAGE TO DISTRIBUTION SYSTEM. If any person shall damage any part of the Grantee's gas distribution system or shall cause any weakening of the structural or lateral support thereof, such person shall immediately notify Grantee of the location, time of the occurrence, and the nature of the damage and Grantee shall take immediate action to protect persons and property in the vicinity of the damage.


\_\_\_.14 EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and the acceptance thereof by the Grantee.

Adopted by the City Council of the City of Grand Rapids, Minnesota, this 25 day of February, 2013.



Dale Adams, Mayor

Attest:



Kimberly Johnson-Gibeau, City Clerk

Councilor Chandler seconded the foregoing resolution and the following voted in favor thereof: Zabinski, Chandler, Christy, Adams; and the following voted against same: None, whereby the ordinance was declared duly passed and adopted.



**MINUTES**  
**COHASSET CITY COUNCIL**  
**305 NORTHWEST FIRST AVENUE**  
**MONDAY, DECEMBER 9, 2024**  
**CITY COUNCIL WORK SESSION**

**5:30 PM OPEN Work Session**

1. **Call to Order:** Mayor Andy MacDonell called the meeting to order at 5:30 p.m.

2. **Roll Call**

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

**Non-Officio Members:** Josh Casper and Shannon Benolken

**City Policy Adjustments and Clarifications**

- **PTO and Compensation Policy**

The discussion focused on the city's PTO policy, highlighting differences between senior leaders and hourly employees. There was a suggestion to start a new policy on January 1, 2025, allowing employees to plan accordingly. The conversation also touched on the issue of cashing out unused PTO and the potential for a hard reset of the policy. The new policy will begin January 1, 2025, with a hard reset to align all employees. Senior leaders to cash in the unused PTO 2025. Senior leaders would be loaded upfront with the 6 weeks (240 days) of PTO to be used or lost by the end of 2025. Exceptions can be made with supervisor's approval, but the policy remains focused on city purposes.

- **City Vehicle Usage**

The conversation addressed the use of city vehicles for personal purposes during work hours. There was a debate on whether to allow employees to use city vehicles during breaks, with concerns about fairness and potential issues.

- **Fire Department Policy**

There was a discussion about creating a separate policy manual for the fire department, addressing compensation for city employees who also serve as firefighters. The aim is to ensure fair compensation without penalizing those who respond to fire calls.

- **Cannabis Policy**

The meeting touched on the cannabis policy, particularly regarding testing and compliance with Minnesota statutes. Concerns were raised about employees using cannabis legally on vacation and the implications for workplace testing. The policy will adhere to Minnesota statutes, allowing testing based on just cause.

- **Economic Development Position**

The discussion involved the economic development position, its responsibilities, and compensation. There was a suggestion to adjust the salary based on the percentage of the job related to economic development tasks. \$85,000 annual was suggested, based on market rates per Pam Dixon.

## **Organizational and Personnel Decisions**

- **APEX Involvement and Funding**

Discussion on whether to engage with APEX rather than hiring Director of Economic Development. Consideration of costs and benefits, including a \$50,000 contract with IEDC and potential grant funding. Concerns about the effectiveness and focus of APEX's efforts for the city.

- **Consideration of Max for position**

Discussion on the fact that Max Peters rejected the offer of \$110,000 annually to be the Director of Economic Development. It was pointed out that the City of Cohasset accepted the rejection of the position from Max Peters. Since the City Administrator position was eliminated, as of December 31, 2024, Max no longer has the City Administrator position with the City of Cohasset. There was discussion regarding a recommendation that came from the League of Minnesota Cities that Max Peters be notified and placed on administrative leave for the remainder of December. There was a request made that a second party be with Mayor Andy MacDonnel when the notification is given to Max Peters. Termination of employment will be January 2<sup>nd</sup>, so Max Peters has health care through the month of January.

## **Performance management implementation**

- **Performance Management System**

The meeting covered the implementation of a performance management system using OKRs to ensure accountability and transparency. The system includes setting objectives, monthly or quarterly check-ins, and evaluations. The performance management system will be trialed for a year with quarterly check-ins.

## **Team Communication and Meeting Scheduling**

- **Communication and Consistency**

The discussion focused on ensuring consistent messaging and communication within the city council. It was emphasized that updates should be shared via email to keep everyone informed and avoid contradictions.

- **Consensus Building**

The importance of consensus building was highlighted, with a focus on listening to different perspectives and not taking decisions without group agreement.

## **Meeting Schedule**

The group discussed changing the meeting schedule to Mondays starting January 13th, but there were concerns about availability during the summer months. Meetings will be shifted to Mondays starting January 13, 2025.

Respectfully submitted,  
Abby Majewski

DRAFT



**MINUTES  
COHASSET CITY COUNCIL  
305 NORTHWEST FIRST AVENUE  
TUESDAY, DECEMBER 10, 2024  
7:00 P.M. REGULAR CITY COUNCIL MEETING**

**7:00 PM City Council Meeting**

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

**2. Roll Call**

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

**Absent with notice:** Councilors Andy Haarklua

**Ex-Officio Members:** City Administrator, Max Peters; Security Officer, Dean Scherf, and Planning Commission Member, Tony Valtinson.

**3. Resident Input**

A resident, Dennis Thielen, raised concerns about a lighting issue on their property, which has been ongoing for 17 years. The resident mentioned paying for a light that was placed on the property of the owner. This issue will go to the Public Utilities Board for determination.

**4. Council Info / Liaison Reports**

The council discussed updates from the Planning Commission and the EDA, including reappointments and conversations about MN Technology and land discussions.

**5. Approve Agenda**

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

**6. Administration**

**A. IEDC Presentation**

Tamara Lowney provided an update on the IEDC's activities, including business support, site identification, and outreach efforts. She highlighted the increase in clients since 2019 and discussed specific projects and challenges, such as workforce development and site readiness.

The ongoing development and investment in MN Technology as well as developing a business plan. Tamara highlighted IEDC's efforts in cultural preservation and infrastructure improvements, including water and sewer access, community engagement efforts, including a storefront improvement program in Big Fork. IEDC has invested over \$150,000 in the eco-industrial park to make it more appealing for future businesses.

#### B. Coalition of Utility Cities Presentation

Shane Zahrt, Lobbyist from a firm called Flaherty and Hood introduced the Coalition of Utility Cities, which represents seven power plant host communities in Minnesota, such as Minnesota Power and Hoyt Lakes which hosts the Alaskan plant, focusing on energy transition and tax base protection. Minnesota Power makes up approximately 45% of the City's tax base. He mentioned the Energy Transition Grant Program which provides financial support to communities affected by power plant retirements, with a focus on economic development. Shane addressed concerns about changes in utility property valuation and assessment, emphasizing the need to protect local tax bases from fluctuations. The coalition aims to give cities a voice at the state level and support them through energy transitions. The program has been funded with \$10 million to support affected communities.

#### C. December Meeting Schedule

The Cohasset City Council meeting scheduled for December 24, 2024, will be held on December 17, 2024, due to Christmas Eve Day holiday.

#### D. Planning Commission Recommendation reappointing members

Planning Commission recommendation to reappoint Scott Gerling, Gigi Pearson, and Mike Rock to the Planning Commission. Terms expire at the end of December 31, 2024. New terms will be January 2025 through December 31, 2027.

***A motion was made by Councilor Kevin Ott to reappoint Scott Gerling, Gigi Pearson, and Mike Rock for Planning Commission. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

#### E. Schedule Public Hearing for Planning Commission Rezone Properties

The Planning Commission suggested a Public Hearing to be set for January 27, 2025, to discuss rezoning a property with dual zoning districts including six parcels just south of Forsythe Lake

***A motion was made by Councilor Kevin Ott to set a Public Hearing for January 27<sup>th</sup>, 2025 to rezone property south of Forsythe Lake. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

#### F. Resolution 2024-23 adopting final budget

A motion was requested to adopt Resolution 2024-23, adopting the final 2025 budget with a 5% increase.

***A motion was made by Councilor Kevin Tinquist to adopt the 2024-23 budget. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

G. Resolution 2024-24 adopting final levy

A motion was requested to adopt Resolution 2024-24, adopting the final 2024 tax levy collectible in 2025.

***A motion was made by Councilor Kevin Ott to adopt the Resolution 2024-24 final tax levy. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

H. Resolution 2024-25 to apply to the Economic Development Phase 3 – Blackwater

A motion was requested to adopt resolution 24-25 to apply to the Department of Employment and Economic Development for funding Phase 3 - Blackwater-Banks Riverfront Redevelopment Infrastructure. Applying for a million-dollar grant.

***A motion was made by Councilor Kevin Ott to adopt the Resolution 2024-25 to apply to the Department of Employment and Economic Development for funding Phase 3 - Blackwater-Banks Riverfront Redevelopment Infrastructure. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

I. Great Tails Land Swap

Great Tails Animal Rescue requested a swap of industrial park lots due to construction concerns.

- GTAR parcel ID: 05-442-0131
- Cohasset parcel ID: 05-442-0280

***A motion was made by Councilor Terry Bartz to swap industrial park lots with Great Tails Animal Rescue. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

J. Saltdogg Spreader Quotes

Walt Shadley requested approval to purchase new Saltdogg Salter. Two bids were received. Widdes Feed and Farm Supply - \$8,695.00 and Martin's Snowplow and Equipment- \$9,547.94.

***A motion was made by Councilor Kevin Ott to work with Martins due to their business being local. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell,***



***Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

K. Approve hiring Abby Majewski as Deputy Clerk

Requesting a motion to approve the hiring of Abby Majewski as full-time deputy clerk at \$22.00 per hour, with all Union Benefits, retroactive to November 25, 2024.

***A motion was made by Councilor Kevin Tinquist to approve the hire of Abby Majewski as a full-time employee as Deputy Clerk at \$22.00 per hour with all Union benefits, retroactive to November 25, 2024. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilor Andy Haarklua; Voting Against: None. Motion carried.***

L. Approve hiring Geoffrey Martin as Custodian

Requesting a motion to approve the hiring of Geoffrey Martin as a full-time custodian at \$16.00 per hour, with all Union Benefits.

***A motion was made by Councilor Kevin Ott to approve the hiring of Geoffrey Martin as a full-time custodian at \$16.00 per hour, with all Union benefits. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist and Terry Bartz; Absent: Councilors Andy Haarklua; Voting Against: None. Motion carried.***

## **7. Miscellaneous Announcements, Reports and FYIs:**

Light the Night event was a success. Thanks to Stephanie Kessler.

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

## **8. Consent Agenda**

- A. Approval of Claims in the amount of \$91,575.51
- B. Approve October 22, 2024, Work Session Minutes
- C. Approve October 22, 2024, Regular City Council Minutes
- D. Approve November 12, 2024, Regular City Council Minutes
- E. Approve November 26, 2024, Work Session and Regular City Council Minutes

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

## **ADJOURNMENT:**

There being no further business, Mayor Andy MacDonell adjourned the meeting.

Respectfully submitted by Abby Majewski



**MINUTES**  
**COHASSET CITY COUNCIL**  
**305 NORTHWEST FIRST AVENUE**  
**TUESDAY, DECEMBER 17, 2024**  
**7:00 P.M. REGULAR CITY COUNCIL MEETING**

8E

**7:00 PM City Council Meeting**

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

**2. Roll Call**

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

**Ex-Officio Members:** Security Officer, Dean Scherf.

**3. Resident Input**

No resident input was recorded for this meeting.

**4. Council Info / Liaison Reports**

No Council Info / Liaison Reports recorded for this meeting.

**5. Approve Agenda**

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

**6. Administration**

**A. Proposed January 2025 Agenda**

There was no action needed for the Proposed January 2025 Agenda, Mayor Andy MacDonell just wanted the staff to pick up the normal January appointments for city engineer and the new Mayor. There will be more discussion on this when Josh Casper takes the Mayor's seat.

**B. Fund Transfer**

The council discussed and approved the final 2024 budget, including operating transfers from the general fund to the parks fund, and the Riverfront Fund to balance city funds.

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

C. Apply for DNR Grant

Stephanie Kessler requested approval for a grant application for up to \$5,000 from the DNR for bike racks, benches, and interpretive signs at Portage Park as part of the United Way Day of Action.

***A motion was made by Councilor Kevin Tinquist to approve the grant application for up to \$5,000 from the DNR for bike racks, benches, and interpretive signs at Portage Park. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Tinquist, Terry Bartz, Kevin Ott, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.***

D. Termination

Pam Dixon requested a motion to place Max Peters on administrative leave with a final termination date of January 2, 2025. The city has eliminated the city administrator position as part of a restructuring of the city and updated HR policies. The city offered Max the Economic Development Director position; Max Peters declined the offer.

***A motion was made by Councilor Kevin Ott to approve placing Max Peters on Administrative leave, with a final termination date of January 2, 2025. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Tinquist, Kevin Ott, and Andy Haarklau; Absent: Councilors; Voting against: Councilor Terry Bartz. Motion carried.***

E. Added Item -S.E.H. Agreement

S.E.H requested approval of the supplemental and master agreements for professional services with SEH, ensuring continuity of ongoing projects.

***A motion was made by Councilor Kevin Ott to approve the supplemental and master agreements for professional services with SEH. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Tinquist, Terry Bartz, Kevin Ott, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.***

F. Added Item – Recruit Director of Economic Development

A request for approval to recruit a Director of Economic Development to focus on the city's economic interests and development.

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

G. Added Item - MN Technology LLC Economic Development Incentive Package

A request for approval of an incentive package for MN Technologies to purchase property in the industrial park, including a TIF and power upgrade.

***A motion was made by Councilor Andy Haarklau to approve the incentive package for MN Technologies to purchase property in the industrial park, including a TIF and power upgrade. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Tinquist, Terry Bartz, Kevin Ott, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.***

#### H. Added Item - Officer Positions

A request for a motion to appoint the following people into the Firefighter Officer Positions effective by January 1, 2025

1<sup>st</sup> Assistant Chief – Joe Rabbers  
2<sup>nd</sup> Assistant Chief – Josh Casper  
Captain 2 – Chris Thompson  
Lieutenant – Mitch Drotts

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

#### I. Added Item – Approve payment to TNT

Requesting approval of payment to TNT for October and November 2024 infrastructure in the amount of \$1,085,939.19. The check is included with all the other AP checks for signature, it was dated 12/18/2024 and if approved and signed will be mailed 12/18/2024 and included in claims approval at the first meeting in January. If it is not approved, it will be voided.

***A motion was made by Councilor Terry Bartz to approve the payment of \$1,085,939.19 to TNT for October and November. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Tinquist, Terry Bartz, Kevin Ott, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.***

#### J. Added Item - Resignation of Firefighter Kevin Ott

A request for approval to accept resignation of firefighter Kevin Ott from the Cohasset fire department.

***A motion was made by Councilor Terry Bartz to approve the resignation of firefighter Kevin Ott from the fire department. Councilor Andy Haarklua seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Tinquist, Terry Bartz, Kevin Ott, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.***

#### K. Added Item - Promote Firefighter Trainee to Firefighter

Dave Myers requested a motion for approval to move Christian Long from trainee status at \$16.80 per hour to firefighter status at \$18.90 per hour, effective 12/17/24. As he passed all his Certification Tests for the Fire Department at \$16.80 per hour to firefighter status at \$18.90 per hour effective 12/17/2024.

***A motion was made by Councilor Kevin Ott to approve moving Christian Long from trainee status of \$16.80 per hour to Firefighter status at \$18.90 per hour effective December 17, 2024. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Tinquist, Terry Bartz, Kevin Ott, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.***

## 7. Miscellaneous Announcements, Reports and FYIs:

*Mayor Andy MacDonell announced,*

*“I would also like to thank Mr. Bartz and Mr. Ott for their service. Terry, how many years? 14. 14 years here serving the city. And you’ve done an excellent job and got us to where we are. And we appreciate your service. Thank you. It’s been good. Thank you very much for your service as a firefighter and councilor here. I know you won’t be a stranger and will still continue to help the city in everything you do. So, I appreciate that. Thank you both.”*

*Councilor Kevit Ott announced,*

*“Shop with a Hero event was Sunday, and Cohasset Fire had donated out of their Hook and Ladder Fund \$500, which allowed for five kids that were nominated through different service providers to buy Christmas presents for their family, which is pretty awesome. Cohasset Fire had members there. They do it every year. It was a good turnout. They choose 30 kids every year. 29 went. So, yeah. From Aitkin County to Itasca, from Nashwauk to Cohasset, Keewatin, and Grand Rapids.”*

*Councilors Terry Bartz and Kevin Ott thanked each other for their years of service on the city council and thanked all the other council members as well.*

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

## 8. Consent Agenda

- A. Approve Claims in the Amount of \$121,470.70
- B. Approve August 20<sup>th</sup>, 2024, City Council Minutes
- C. Acknowledge November 4, 2024, PC Minutes
- D. Acknowledge Amended Personnel Policy Manual

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

## ADJOURNMENT:

There being no further business, Mayor Andy MacDonell adjourned the meeting.

Respectfully submitted by Abby Majewski



**MINUTES  
COHASSET CITY COUNCIL  
305 NORTHWEST FIRST AVENUE  
TUESDAY, DECEMBER 31, 2024  
SPECIAL CITY COUNCIL MEETING**

8F

**2:30 PM OPEN Work Session**

**1. Call to Order:** Mayor Andy MacDonell called the meeting to order at 2:30 p.m.

**2. Roll Call**

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

**Absent with notice:** Councilor Terry Bartz

**3. Resident Input**

No resident input was recorded for this meeting.

**4. Resolution 2024-26: City Restructuring**

The City Council discussed Resolution 2024-26, which involves restructuring city positions to enhance accountability and governance. The resolution includes eliminating the Director of Finance/City Operations position and redistributing responsibilities to the Financial Controller and Director of Economic Development.

*A motion was made by Councilor Kevin Ott to approve the Resolution 2024-26 as read. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell, Councilors Kevin Ott, Kevin Tinquist, and Andy Haarklau; Absent: Councilors Terry Bartz; Voting against: None. Motion carried.*

- **Director of Economic Development Position**

The council is actively seeking candidates for the Director of Economic Development position. They have received a few resumes and plan to discuss potential candidates with the Economic Development Authority (EDA).

- **Personnel and Office Arrangements**

Discussion on personnel changes and office arrangements, including the onboarding of Barb Baird and the tapering off of Pam Dixon's HR contract. The HR contract will sunset by the end of January 2025, but they may remain on-call.

**ADJOURNMENT:**

There being no further business, Mayor Andy MacDonell adjourned the meeting.

Respectfully submitted by Abby Majewski