



**MINUTES**  
**COHASSET CITY COUNCIL MEETING**  
**305 NORTHWEST FIRST AVENUE**  
**TUESDAY, JANUARY 8, 2019**  
**6:00 P.M. CLOSED CITY COUNCIL WORK SESSION**  
**6:30 P.M. OPEN CITY COUNCIL WORK SESSION**  
**7:00 P.M. CITY COUNCIL MEETING**

**6:00 p.m. Closed City Council Work Session to discuss gas line easement issue and potential part time personnel hire.**

**6:30 p.m. Open City Council Work Session:** Mayor Hagy called the City Council Work Session to order at 6:00 p.m. and explained that Resolution 2019-07 (Regulations & Agreement for Community Center Rentals) will include a map showing allowed and prohibited parking areas. Additionally, 2019-07 will stipulate that a uniformed security person will be on duty at all level four rentals, any exceptions will be at staff discretion, i.e., an annual quilting bee. It was agreed that these amendments will be an improvement.

Discussion was held regarding parking signage at the Community Center. Some suggestions were made to clarify parking in regard to hours, etc. and some signage will be added in 2019.

Mayor and Council agreed that the 2019 appointments will remain the same as 2018. It was agreed the Fire Department interview process will be amended for time efficiency.

Mayor Hagy adjourned the open City Council Work Session at 6:54 p.m.

### **7:00 p.m. City Council Meeting**

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

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

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

**Absent with Notice:** None

**Others:** Max Peters, Finance Manager, Security Officer Dean Scherf, Zoning Officer Greg Tuttle, Public Works Supervisor Dewey Kilde, Cohasset Fire Chief Davin Tinquist

3. **Resident Input:** None

#### **4. Approve Agenda**

**Additions:** None

**Deletions:** None

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

#### **5. Appointments**

- A. Mayor Pro Tem – Tim Carlson
- B. Fire Relief – Terry Bartz and Max Peters
- C. City Attorney – John Licke (Civil)
- D. City Attorney – John Dimich (Criminal)
- E. Financial Auditor – Eide Bailly
- F. EDA Appointment – Greg Hagy, President
- G. City Engineer – SEH
- H. Donation Committee (Blair, Flinck, LaShomb, Peters)
- I. Insurance Agency – Itasca Reliable
- J. Security Officer – Dean Scherf
- K. Reappoint Rachel Graf, Jeff Sheldon, & Dan Toewe to the PUC
- L. Reappoint Steve Otto, Lesley Kleveter, & Gary Wheelock to the Planning Commission
- M. Reappoint William Boutwell to the EDA

*A motion was made by Tabaka/Carlson to approve items A–M as listed above. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

#### **6. City Council Liaisons**

- A. Emergency Management Director – Greg Hagy and Tim Carlson
- B. Safety Committee – Terry Bartz
- C. Personnel Committee – Greg Hagy and Terry Bartz
- D. Planning Commission – Jason Tabaka and Mary Flinck
- E. Public Utilities Commission – Max Peters
- F. EDA – Tim Carlson
- G. Greater Grand Rapids Cable Commission – Steve Brown

*A motion was made by Bartz/Carlson to approve items A-G as listed above. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

#### **7. Designations and Resolutions**

- A. Official Newspaper – Grand Rapids Herald Review
- B. Establish 2019 Meeting Schedule
- C. Resolution 2019-01 Designating Official Depositories for City Funds
- D. Resolution 2019-02 Authorizing Signature Authority for City Accounts
- E. Resolution 2019-03 Authorizing Signature Authority for Safe Deposit Box
- F. Resolution 2019-04 Setting Fee Schedule
- G. Resolution 2019-05 Granting Investment Authority for Depositories
- H. Resolution 2019-06 Authorizing Signature Authority for City Credit Card

- I. Resolution 2019-07 Regulations and Rental Agreement for Community Center
- J. Approve Resolution 2019-08 RE: Joint Powers Agreement
- K. Approve Resolution 2019-09 Re-Establishing Polling Places

***A motion was made by Flinck/Carlson to approve items A-K as listed above. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.***

## **8. Administration**

### **A. 2019 Donation Committee Recommendations:**

- Fee waiver for pavilion rental at Tioga Beach (several dates throughout the summer) for the Let's Go Fishing Program;
- A continued reduced rate of \$25 for Community Center rental for Ruby's Pantry;
- Fee waiver for Community Center rental for a pre-school dance hosted by Kootasca on February 7, 2019;
- Community Center Fee Waiver for a Veteran's Program on Monday, May 27, 2019 (Memorial Day);
- Donation of \$1000 to Zion Lutheran Youth Ministry for their support at the 2018 Halloween Party;
- Community Center fee waiver for the Hook and Ladder Turkey Bingo on Thursday, October 17, 2019; and
- \$1150 donation to the City of Cohasset Hook & Ladder for the purchase of bicycles for Turkey Bingo prizes.

***A motion was made by Carlson/Tabaka to approve the recommendations of the Donation Committee as listed above. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.***

**B. Request for Hourly Wage Increase (3%) for Cohasset Fire Fighters:** Fire Chief Davin Tinquist requested an hourly wage increase for the Fire Department. Tinquist pointed out there has been a lot of turnover and a low response to help wanted ads and possibly a wage increase would help with recruitment and retention. ***A motion was made by Bartz/Flinck to raise the hourly rate for the Fire Department from \$15.31 per hour to \$16.00 per hour (between 4.5 and 5%). Voting in favor: Bartz, Flinck, and Hagy; Abstaining: Carlson and Tabaka; Voting against: None; Absent: None. Motion carried.*** Tinquist thanked Mayor Hagy and Council for their support.

**C. Safety Awards for AWAIR Program:** Zoning Officer Greg Tuttle requested the following AWAIR Program cash safety awards for City of Cohasset Employees for no lost time in Workman’s Comp in 2018:

\$100 for each permanent City Staff .11:	\$1100
\$75 for each Fire Fighter x 22:	\$1650
\$40 for each Fire Fighter Trainee x2:	<u>\$80</u>
<b>TOTAL</b>	<b>\$2830 (budgeted amount \$5500)</b>

*A motion was made by Bartz/Flinck to approve the cash safety awards as outlined above. Voting in favor: Bartz, Flinck, and Hagy; Abstained: Carlson & Tabaka; Voting against: None; Absent: None. Motion carried.*

**D. Gas Line Easement Issue:** Mayor Hagy noted that the gas line easement was discussed at a closed work session earlier. *A motion was made by Bartz/Carlson that City Attorney John Licke will handle this matter. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

**E. Part Time Personnel Hire:** *A motion was made by Carlson/Flinck to approve a part time trail grooming position at a rate of \$15 per hour and 10 hours per week. Voting in favor: Bartz, Carlson, Flinck, Hagy, and Tabaka; Voting against: None; Absent: None. Motion carried.*

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

**2018 PUC Review:** Finance Manager/Project Manager Max Peters filled in for Public Works Supervisor Bernie Hillman to report on 2018 Public Utilities. It was noted that there are approximately 1216 Cohasset natural gas customers. Hagy commented that when he started there were approximately 400 customers. There have been some significant expansions which has generated substantial revenue.

**Finance Manger Max Peters** reported the City is working on three bigger projects including the 2018 completion of the TIF and land preparation for Lake Country Power. The land sell to Lake Country generated \$375,000 and the TIF revenue will generate \$368,772. The City received an IRRRB grant in the amount of \$187,500 for the Lake Country Power site preparation.

For the Tioga Mountain Bike trail most funds were received in 2017, however, in 2018 the City received \$625,000 from IRRB and a State of Minnesota bonding grant for 1 million dollars.

The Community Center is slated to break ground in 2019. The City has received \$250,000 from IRRRB and \$250,000 grant from the Blandin Foundation for this project. In sum, the City has received \$743,772 in total land revenue and received \$2,312,500 in total grant dollars. In sum,

Peters reported that a total of \$3,056,272 was received in grants and land revenue generated in 2018.

**2018 Public Works Department Review:** Public Works Supervisor Dewey Kilde thanked Mayor and Council for giving him and his crew the resources to take care of our great City. He also thanked the tax payers and the office staff, as well as his co-workers, Bernie Hillman, Jess Perrington, Brady Thomson, and Jeremy Mallum.

Kilde explained that the Public Works Staff maintain 36 miles of road, takes care of Wildwood Cemetery, Tioga Beach, Tioga Landing, and King's Landing. They serve 362 City water customers, 409 sewer customers, and 1216 natural gas accounts. They also maintain two water towers, one water booster station, and 11 sewer lift stations. In addition, they take care of the Community Center and Post Office buildings, as well as two shop buildings.

In 2018 Indian Point Road, Tinquist Road, Burr Oak Blvd, Johnson Lane and Bezanis Road were overlaid. Tupper Road is schedule for an overlay in 2019 and the City is in the process of updating the five year plan to overlay the roads that need to be upgraded.

In sum, Kilde commented that hopefully this gives Residents some idea of what the City of Cohasset Public Works/Utility Departments do for the City and he thanked Mayor and Council for the opportunity to present his report.

Kilde was thanked for his report and for doing a good job.

**Zoning Officer Greg Tuttle presented the following 2018 update:** Seven new houses were built in the City in 2018 for a six year total of 39 new homes built. Three variances were processed and it was noted that the number is going down which is good since it means our rules are matching what the City desires. The City was successful in getting a blighted trailer house removed and the land sold. Some grant monies were received for this process. The Planning Commission is working on houseboat regulations to relieve congestion on the lake. Clean-Up days is held annually and the event is more successful each year. The residents appreciate the chance to get rid of junk and clean up their property.

Tuttle was thanked for his report.

**Security Officer Dean Scherf** reported he attended a security and safety meeting with the School District. The School has a good plan in place and Scherf reported there will be some ongoing meetings. The snowmobile trail has been rerouted to avoid problems and it is moving in the right direction.

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

**10. Consent Agenda**

- A. Approve Claims in the Amount of \$22,131.53
- B. Approve the December 11, 2018 City Council Minutes
- C. Acknowledge Cemetery Deed for Dwayne & Bernadine Mann

*A motion was made by Carlson/Flinck to approve the consent agenda and claims in the amount of \$22,131.53.*

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

Submitted by Deputy Clerk Karen Blair

Approved: 1/22/2018