



AGENDA
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, FEBRUARY 10, 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

6. Administration

- A. Itasca Historical Society Exempt Permit
- B. Approve contract with Paul T. Shaffer – Criminal Legal Services
- C. Approve Low quote for City Hall Roof Replacement
- D. Approve Letter of Support – Minnesota Power Solar Project

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 \$99,434.24
- B. Approve January 13, 2025, Work Session Minutes
- C. Approve January 13, 2025, Regular City Council Minutes
- D. Acknowledge November 4, 2024, CPUB Minutes
- E. Acknowledge December 2, 2024, CPUB Minutes
- F. Acknowledge October 1, 2024, EDA Minutes
- G. Acknowledge November 19, 2024, EDA Minutes
- H. Acknowledge December 3, 2024, EDA Minutes
- I. Acknowledge December 2, 2024, PC Minutes

Adjourn

LA

**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: BARB BAIRD
SUBJECT: 2025 ITASCCA COUNTY HISTORIAL SOCIETY EXEMPT PERMIT
DATE: FEBRUARY 10, 2025

Itasca County Historical Society Purse Bingo Event is scheduled for September 28, 2025, at the Cohasset Community Center.

Itasca County Historical Society is requesting City Council approval for their Application for Exempt Permit.

Thank you for your consideration.

**MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Itasca County Historical Society Previous Gambling Permit Number: X- 95171-23-001
 Minnesota Tax ID Number, if any: 6112173 Federal Employer ID Number (FEIN), if any: 41-0984222
 Mailing Address: 201 North Pokegama Avenue
 City: Grand Rapids State: MN Zip: 55744 County: Itasca
 Name of Chief Executive Officer (CEO): Lilah J. Crowe
 CEO Daytime Phone: 218-326-6431 CEO Email: ichs@paulbunyan.net
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Cohasset Community Center
 Physical Address (do not use P.O. box): 305 NW 1st Avenue
 Check one:
 City: Cohasset Zip: 55741 County: Itasca
 Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): September 27, 2025

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (If required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LB

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: PAUL T. SHAFFER CONTRACT FOR CRIMINAL LEGAL SERVICES
DATE: JANUARY 27, 2025

Request a motion to approve the Contract for Professional Criminal Legal Services with Paul T. Shaffer. If approved the contract would commence on February 1, 2025 and end December 31, 2029 unless early termination is exercised.

CONTRACT FOR PROFESSIONAL CRIMINAL LEGAL SERVICES

THIS CONTRACT is made and entered into as of the 1st day of February, 2025 through 31st day of December, 2029 by and between the **City of Cohasset**, a Minnesota municipal corporation, hereinafter referred to as "City", and **Paul T. Shaffer, Attorney and Counselor at Law**, hereinafter referred to as "Attorney".

RECITALS

- A. City requires professional legal services.
- B. Attorney can provide those services.

AGREEMENT

In consideration of the mutual covenants and terms below, it is agreed by and between City and Attorney as follows:

1. Scope of Services

It shall be the general intent of the Scope of Services to have the Attorney perform all criminal prosecution services. Including Misdemeanors, some Gross Misdemeanors permitted by Statute to be handled by the City Attorney, and all Ordinance Violations. This contract shall begin on February 1, 2025 and end on December 31, 2029.

2. Rate of Compensation

All parties agree that Paul T. Shaffer will represent the City of Cohasset in all criminal litigation as follows:

Paul T. Shaffer will provide all criminal services at a monthly flat fee of \$4000.00 per month.

This monthly rate shall be subject to a 5% increase beginning on January 1, 2026, January 1, 2027, January 1, 2028 and January 1, 2029.

Invoices will be submitted as directed by the City for work performed on a monthly basis.

Additionally, a one-time yearly fee of \$2000.00 will be assessed for law library fees and other costs related to computer programs and technology as mandated by the Minnesota Bureau of Criminal Apprehension.

3. Condition of Payment

All services provided by Attorney pursuant to this Contract shall be performed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, as well as the Minnesota Rules of Professional Conduct. Payment shall be withheld for work performed in violation of federal, state, and local laws, ordinances, rules or regulations.

4. Time of Performance

All work will be performed in a timely manner and in accordance with time schedules agreed upon between Attorney and the City.

5. Ownership of Documents

The originals of all documents generated by attorney shall be held according to the Minnesota Rules of Professional Conduct. Rule #1.15

6. Termination of the Contract

Either party may cancel this Contract (or any part thereof) at any time by giving written notice to the other party at least 30 days prior to the effective date of the termination. Attorney shall be paid for the work performed prior to the effective date of termination provided, however, that Attorney's cancellation of this contract shall be governed by the MN Rules of Professional Conduct, Rule 1.16, based upon the payment terms of this Contract. Such payment shall not exceed the maximum amount provided for by the terms of this Contract. Notice to the City shall be mailed or delivered to City Council, Cohasset City Offices, Notice to Attorney shall be delivered to Paul T. Shaffer.

7. Length of Contract

This contract will not begin until February 1, 2025 and will terminate on December 31, 2029 unless early termination is exercised under Section 6 of this Contract

8. Independent Contractor

It is agreed that nothing contained in this Contract is intended or should be construed as creating the relationship of co-partner, joint venture, or an association with City and Attorney, nor his employees, agents, subcontractors or representatives shall be considered employees, agents, or representatives of City. The Attorney shall be deemed legal representative of City for all purposes contemplated by this Contract and by the Minnesota Rules of Professional Conduct. Except as otherwise provided herein. Attorney shall maintain, in all respects, present control over the means and personnel by which this Contract is performed. From any amounts due Attorney, there shall be no deductions for Federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Attorney.

9. Choice of Law

The laws of the State of Minnesota shall govern all questions as to the execution nature, obligation, instruction, validity, and performance of this Contract.

10. Additional Services

In the event that a substantial change is made in the scope, complexity or character of the work contemplated under this Contract, or if it becomes necessary for Attorney to make substantial revisions to documentation completed or in progress and which has been approved by City, such work will be deemed "extra work". For "extra work", Attorney will be compensated as mutually agreed upon by the parties to this Contract. Time extensions may be granted by City to Attorney for completion of specific services if City feels that the "extra work" warrants the extension.

11. Accuracy of Work

Attorney shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of Attorney without additional compensation.

All items of work to be performed by Attorney shall be in accordance with the requirements and recommendations of, and subject to the approval of, the City.

12. Subletting, Assignment, or Transfer

No portion of the work under the contract shall be sublet, sold, transferred, assigned or otherwise disposed of except with the prior written consent of the City. The Attorney specified above is assigned the authority to perform services addressed in this contract.

The City may need from time-to-time specialized legal services which Attorney cannot perform and which the City will need to procure through Attorney practicing in limited areas of specialized practice. In order that Attorney be fully informed in advising the City, its Council, Boards and Commissions, the City will consult with the Attorney when it utilizes specialized services of other counsel, except for labor and employment legal services which are separately contracted. In the event that City retains other counsel for a specialized matter, Attorney will continue to act as liaison with the outside counsel insuring that duplicate work is not being done by outside counsel and Attorney, and to ensure that legal work done by outside counsel is limited to that which is beyond Attorney's expertise to minimize the cost of outside counsel. At such times as City utilizes services of other counsel, arrangements shall be made for such other counsel to provide copies to a specified member of Attorney of all communications and documents provided to City.

Additionally, it may be necessary for the Attorney's, or their firm, to decline to represent the City regarding a matter that would result in a conflict of interest. If in the Attorney's view, there is a conflict of interest the Attorney will refer the matter to

another qualified Attorney. If the matter is one of criminal prosecution, the Attorney' will not need Council authorization.

13. Indemnity

Attorney shall save and protect, hold harmless, indemnify and defend City, its council members, officers, agents, employees and volunteer workers against any and all liability, causes of action, claims, loss, damages or cost and expense arising from any professional errors an omission and/or negligent acts or omissions of Attorney in the performance of this Contract.

Attorney shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by Attorney under this Contract. Attorney shall, without addition compensation, correct revise any errors or deficiencies in Attorney' reports and services.

14. Settlement of Claims

In any case where attorney deem that extra compensation is due for services, materials or damages not expressly required by the Contract or not ordered in writing by City as extra work. Attorney shall notify City in writing before they begin any such work on which they base the claim. If such notification is not previously given or the claim is not separately and strictly accounted for, Attorney hereby waive and release forever any claim or costs for such extra compensation. However, such notice or accounting shall not in any way be construed as provided the validity of any claim by Attorney.

City shall decide all claims, questions, and disputes of whatever nature which are referred to it relative to the prosecution and fulfillment of this Contract; and its decision upon all claims, questions, and disputes shall be final and conclusive upon the parties thereto administratively. Nothing in this Contract shall be construed as making final the decision of City on a question of law.

15. Arbitration

Any differences, claims, or matters in dispute arising between or among the parties out of or in connection with this Agreement shall be submitted to arbitration by a single Arbitrator mutually selected by the parties. If a single Arbitrator cannot be agreed upon, each party shall select an Arbitrator. The Arbitrators selected by the parties shall select a third Arbitrator whose cost will be shared equally by the parties to this contract. The determination of the Arbitrators shall be final and absolute. The Arbitrators shall be governed by the subject matter of this Agreement and the pertinent provisions of the laws of the State of Minnesota relating to arbitration. The decision of the Arbitrators may be entered as a judgment in any court of the State of Minnesota or elsewhere. Except as otherwise determined by the Arbitrators for the convenience of the Arbitrators, all arbitration proceedings shall be held in Itasca County, Minnesota.

16. Successors and Assigns

City and Attorney, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Contract and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Contract. Neither City nor Attorney shall assign, sublet, or transfer any interest in this Contract without the prior written consent of the other.

17. Equal Employment and Nondiscrimination and Affirmative Action

In connection with the work under this Contract, Attorney agreed to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations.

18. Severability

In the event any provision of this Contract shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Contract to fail its purpose. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by other party as a waiver of a subsequent breach of the same by the other party.

19. Entire Contract

It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous contracts presently in effect between City and Attorney relating to the subject matter hereof.

20. Relationship with others

Attorney shall cooperate fully with City, other municipalities, local government officials, public utility companies, and others as may be directed by City. This shall include attendance at meetings, discussions, and hearings as may be requested by City, furnishing data as may be requested from time to time by City to affect such cooperation and compliance with all directives issued by City.

21. Covenant Against Contingent Fees

Attorney warrant that they have not employed or retained any company or person other than a bona fide employee working solely for Attorney to solicit or secure this Contract and that they have not paid or agreed to pay any company or person other than a bona fide employee working solely for Attorney any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.

22. Laws

Attorney shall keep themselves fully informed of all existing and current regulations of the city, county, state and federal laws which in any way limit or control the actions or operations of those engaged upon the work or affecting the materials supplied to or by them. Attorney shall at all times observed and comply with all ordinances, laws, and regulations and shall protect and indemnify City as provided in Article 12 of this Contract.

23. Authorized Agent of City

City shall appoint an authorized agent for the purpose of administration of this Contract. Attorney is notified that the authorized agent of City is the City Council.

24. Modification of Contract

Any alterations, variations, modifications, or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, signed by the Mayor and City Administrator / Clerk and by Attorney and attached to the original this Contract.

City and Attorney have executed this agreement by the authorized signatures below.

DATE: _____

CITY OF COHASSET

BY: _____


Josh Casper
Mayor, City of Cohasset

ATTEST

City Clerk, City of Cohasset

DATE: January 31, 2025.

Paul T. Shaffer, Attorney and Counselor at Law

BY:  _____
Paul T. Shaffer

bc

MEMORANDUM

TO: CITY COUNCIL
FROM: WALT SHADLEY
SUBJECT: CITY HALL ROOF REPLACEMENT
DATE: JANUARY 13, 2025

Requesting review and approval for Cohasset City Hall roof replacement. We have received to quotes listed below

TNT Construction Group – \$143,850.00

Hawk Contruction – \$200,000 – 220,000

Recommended approval of the quote from TNT Construction in the amount of \$143,850.00 for roof replacement.



40 County Road 63, Grand Rapids, Minnesota 55744 Phone: 218-326-4184 Fax: 218-326-9296

Proposal/Change order

- Today's Date: 10-29-24
- Proposal submitted to: City of Cohasset
- Project name: New Roof
- Project Location: Cohasset MN
- Description of work: Listed Below
- Date of drawings:
- Addendums:

Proposal Includes:

1. Demo and haul off existing roofing, weather barrier, soffit, fascia, Ice and water if possible
2. Electrical fixtures to be disconnected and reconnected as needed
3. Supply and install of new Ice and water, weather barrier, shingles, valley flashings, Misc flashings, James Hardie panels with trims for fascia, soffit and trims

We propose hereby to furnish equipment, material, and labor for the sum of \$ 143,850.00
One Hundred Forty-Three Thousand Eight Hundred Fifty Dollars 00/100

Signed and prepared by: 
Project Manager/Estimator: Clay Witkofsky
Mobile: 218-398-2141
Hammerlund Inc. - UNION CONTRACTOR
clay@tnt-cg.com

Note: Proposal may be withdrawn if not accepted within _____ days.

Acceptance of proposal: Signed _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER

Barbara Baird

From: Andy MacDonell
Sent: Tuesday, February 4, 2025 9:50 AM
To: Abby Majewsk; Barbara Baird
Subject: Fw: Cohasset City Hall - Re-Roof
Attachments: TNT City Hall Proposal 10-29-24.pdf

Please add to work session and agenda at mtg.
thks

From: Walter Shadley <walters@cohasset-mn.com>
Sent: Tuesday, January 28, 2025 1:01 PM
To: Andy MacDonell <amacdonell@cohasset-mn.com>; Barbara Baird <BarbaraB@cohasset-mn.com>
Subject: FW: Cohasset City Hall - Re-Roof

Hello,

Here are the two quotes.

Thanks,

Hello Walt,

This is a preliminary number to give you an idea of what it'll cost to re-roof the Cohasset city hall. The total amount will be within \$200,000-\$220,000. That number will most likely come down once you were to bid the project.

Thanks,

Cameron B. Persons

Intern Architect

Office: (218) 327-0069

Cell: (218) 360-9992

Email: cameron@hawkconstructioninc.com



LD

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: LETTER OF SUPPORT-MINNESOTA POWER SOLAR PROJECT
DATE: FEBRUARY 10, 2025

Request a motion to approve the letter of support for the Minnesota Power Solar Project.

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

20/12/25
[Handwritten Signature]

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Brunetta, Teresa								
3541	DEPREFUND-BRUNETTA	100-00-20500	DEPOSIT REFUND - BRUNETTA	02/10/2025	100.00	.00		125
Total Brunetta, Teresa:								
					100.00	.00		
BURGGRAFS ACE HARDWARE								
152	400467	100-10-41430-20-210	GENT GOVT - OP SUP - MOP & GLO 32OZ	02/10/2025	19.98	.00		125
152	400469	100-10-41430-20-210	GENT GOVT - OP SUP - RETURN FLR CLNR MOP 32OZ, QCK SH	02/10/2025	15.99	.00		125
Total BURGGRAFS ACE HARDWARE:								
					3.99	.00		
Carlos, Matt								
1783	DEPREFUND-CARLOS02	100-00-20500	DEPOSIT REFUND - CARLOS	02/10/2025	100.00	.00		125
Total Carlos, Matt:								
					100.00	.00		
CARQUEST AUTO PARTS								
479	5081-945608	100-20-43100-20-217	PW - S&R - SAFETY - BITTRY 24DC-2	02/10/2025	98.87	.00		125
479	5081-945840	100-20-43100-20-210	PW - S&R - OP SUP - RAGS, PRP SLVNT	02/10/2025	163.09	.00		125
Total CARQUEST AUTO PARTS:								
					261.96	.00		
CASCADE COMPUTERS								
2651	44358	100-10-41430-20-209	ADMIN - CITY OFFICE - COMPUTER SOFTWARE - SSL RENEWA	02/10/2025	444.60	.00		125
2651	44364	100-10-41430-20-209	ADMIN - CITY OFFICE - COMPUTER SOFTWARE - 4TB HARD DR	02/10/2025	123.37	.00		125
Total CASCADE COMPUTERS:								
					567.97	.00		
Central McGowan, Inc.								
51	942553	100-20-43100-20-240	PW - S&R - SM TLS & MNR EQUIP - ACTYLNE. OXYGEN, HSE	02/10/2025	346.54	.00		125
Total Central McGowan, Inc.:								
					346.54	.00		
COLE HARDWARE INC								
5	126265	100-20-41940-20-210	PW - GEN GOVT BLDG - OP SUP - 16X25X1 FLTR	02/10/2025	71.96	.00		125
5	126352	100-20-43100-20-210	PW - I&S - OP SUP - BKNG SDA, CLVE PVC DIP	02/10/2025	13.16	.00		125

8A

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
5	126474	100-10-41430-20-210	GENT GOVT - OP SUP - FLR CLNR MOP 32OZ	02/10/2025	16.58	.00		125
Total COLE HARDWARE INC:								
					101.70	✓		.00
CORPORATE PAYMENT SYSTEMS - ELAN								
2650	ELAN02102025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - CASE WTR (32 PK) X 2	02/10/2025	10.00	.00		125
2650	ELAN02102025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - BLUE MAGIC LIFTER	02/10/2025	7.01	.00		125
2650	ELAN02102025	100-20-43100-30-308	PW - DUES - MN RURAL WATER TECH CONF REGISTRATION	02/10/2025	350.00	.00		125
2650	ELAN02102025	100-15-41930-20-210	ZONING - OP SUP - MAT	02/10/2025	27.07	.00		125
2650	ELAN02102025	100-10-41330-30-430	ADMIN - CPUB - MISC - MEAL	02/10/2025	67.53	.00		125
2650	ELAN02102025	100-30-45140-20-210	COMMUNITY EVENT - OP SUP - LIGHT THE NIGHT	02/10/2025	38.15	.00		125
2650	ELAN02102025	100-10-41330-30-430	ADMIN - BOARDS & COMMITTEES - MISC - APPRECIATION DINN	02/10/2025	108.00	.00		125
2650	ELAN02102025	100-10-41430-20-210	CO - OP SUP - COFFEE, FILTERS	02/10/2025	60.06	.00		125
2650	ELAN02102025	100-10-41430-20-210	CO - OP SUP - GUILLOTINE	02/10/2025	173.78	.00		125
2650	ELAN02102025	100-10-41430-20-210	CO - OP SUP - FT STILL, TNK CLNR, FILE FLDRS, FLSH DRS, IPN	02/10/2025	226.09	.00		125
2650	ELAN02102025	100-10-41430-20-210	CO - OP SUP - REFUND 1 FLSH DR	02/10/2025	5.88	.00		125
2650	ELAN02102025	100-10-41430-30-430	CO - OP SUP - EMBRED JCKETS	02/10/2025	497.00	.00		125
2650	ELAN02102025	100-20-43100-20-210	PW - S&R - EQUIP PRTS - GLENS MACE PEPPER SPRAY	02/10/2025	17.33	.00		125
2650	ELAN02102025	100-30-45140-20-210	COMMUNITY EVENT - OP SUP - LIGHT THE NIGHT	02/10/2025	160.78	.00		125
2650	ELAN02102025	100-30-45140-20-210	COMMUNITY EVENT - OP SUP - LIGHT THE NIGHT	02/10/2025	15.00	.00		125
2650	ELAN02102025	100-30-45140-20-210	COMMUNITY EVENT - OP SUP - LIGHT THE NIGHT	02/10/2025	93.90	.00		125
2650	ELAN02102025	100-10-41430-20-210	CO - OP SUP - 15PK WTR x 2, 24PK WTR	02/10/2025	11.40	.00		125
2650	ELAN02102025	100-10-41430-20-210	CO - OP SUP - STKY NTES, FILE ORGNZER, WALL FILE ORGNZ	02/10/2025	86.49	.00		125
Total CORPORATE PAYMENT SYSTEMS - ELAN:					1,943.71	✓		.00
DAKOTA FLUID POWER INC								
3047	7295812	100-20-43125-20-221	PW - PARKS - MOTOR HYDRAULIC 4 BOLT 3.17CIR	02/10/2025	277.44	.00		125
3047	7295249	100-20-43125-20-221	PW - PARKS - 1/2 ORB 90 ELBOW-FORG	02/10/2025	10.99	.00		125
Total DAKOTA FLUID POWER INC:					288.43	✓		.00
DIMICH LAW OFFICE								
2018	3666-2	100-10-41240-30-304	CRIMINAL PROSECUTIONS - LEGAL FEES - DECEMBER 2024	02/10/2025	187.50	.00		125
Total DIMICH LAW OFFICE:					187.50	✓		.00
FERGUSON ENTERPRISES INC								
2186	1291023	100-20-41940-20-210	PW - GEN GOVT - OP SUP - 1.40"W/C, 1/4 BARB CONNECT	02/10/2025	106.70	.00		125

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total FERGUSON ENTERPRISES INC:								
GREATER GR AREA CABLE COMMISSION								
61	GGRCCATHQTR2024	235-10-41970-30-490	FRANCHISE FEES - MEDIACOM - 3RD QTR 24	02/10/2025	1,530.01	.00		125
61	GGRCCATHQTR2024	235-10-41970-30-490	FRANCHISE FEES - PAUL BUNYAN - 3RD QTR 24	02/10/2025	6,633.66	.00		125
61	GGRCCATHQTR2024	235-10-41970-30-490	PEG FEES - MEDIACOM - 3RD QTR 24	02/10/2025	241.25	.00		125
Total GREATER GR AREA CABLE COMMISSION:								
					8,404.92	.00		
Hunter, Andie								
3374	DEPREFUND-HUNTER02	100-00-20500	DEPOSIT REFUND - HUNTER	02/10/2025	100.00	.00		125
Total Hunter, Andie:								
					100.00	.00		
ITASCA COUNTY SHERIFFS OFFICE								
65	202500130	100-12-42165-30-313	PUB SFTY - DPTY PATRL - SO DPTY PTRL JANUARY 2025	02/10/2025	4,290.00	.00		125
Total ITASCA COUNTY SHERIFFS OFFICE:								
					4,290.00	.00		
KENNEDY & GRAVEN, CHARTERED								
2960	186005	100-10-41610-30-304	ADMIN - GENRL LGL FEES - LABOR/EMPLOYMENT	02/10/2025	935.25	.00		125
Total KENNEDY & GRAVEN, CHARTERED:								
					935.25	.00		
KORN FERRY								
13	1590171642	100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - HR SRVCS - 01/06/2025-01/17/2	02/10/2025	3,866.50	.00		125
Total KORN FERRY:								
					3,866.50	.00		
L & M SUPPLY								
18	12196975	100-40-41940-20-210	FD - GEN GOVT BLDGS - OP SUP - TIDE, TLT PPR, LYSL, KLNK	02/10/2025	35.96	.00		125
Total L & M SUPPLY:								
					35.96	.00		
LAKE COUNTRY POWER								
58	LCP02102025	100-20-43160-30-381	PW - ELECTRIC	02/10/2025	266.00	.00		125
Total LAKE COUNTRY POWER:								
					266.00	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
LANO, O'TOOLE & BENGTONSON, LTD								
3466	2023-516-2	100-10-41610-30-304	GENRL LEGAL FEES - LEGAL FEES, COHASSET	02/10/2025	185.00	.00		125
	Total LANO, O'TOOLE & BENGTONSON, LTD:				185.00	.00		
LMCIT - PROPERTY CASUALTY								
151	LMCIT-PC02102025	602-90-49900-30-360	SEW	02/10/2025	4,730.00	.00		125
151	LMCIT-PC02102025	603-90-49900-30-360	GAS	02/10/2025	2,910.00	.00		125
151	LMCIT-PC02102025	100-20-43100-30-360	PW	02/10/2025	18,702.00	.00		125
151	LMCIT-PC02102025	100-25-45202-30-360	PORTAGE	02/10/2025	5,991.00	.00		125
151	LMCIT-PC02102025	100-25-45203-30-360	TIOGA	02/10/2025	874.00	.00		125
151	LMCIT-PC02102025	100-40-42220-30-360	FIRE	02/10/2025	7,428.00	.00		125
151	LMCIT-PC02102025	601-90-49900-30-360	CEM	02/10/2025	2,231.00	.00		125
151	LMCIT-PC02102025	601-90-49900-30-360	Water	02/10/2025	2,852.00	.00		125
151	LMCIT-PC02102025	100-10-41450-30-360	Clerk/Admin	02/10/2025	2,607.00	.00		125
151	LMCIT-PC02102025	100-10-41430-30-360	GEN GOV	02/10/2025	24,828.00	.00		125
	Total LMCIT - PROPERTY CASUALTY:				73,153.00	.00		
Maki, Rayno								
2696	RM-INSREIM-02102025	100-10-41430-30-360	OTHER GG - GEN INSURANCE - REIM - MAKI	02/10/2025	691.84	.00		125
	Total Maki, Rayno:				691.84	.00		
MARCO INC								
2529	38389514	601-90-49900-30-413	WATER - COPIER LEASE AGRMT	02/10/2025	81.10	.00		125
2529	38389514	602-90-49900-30-413	SEWER - COPIER LEASE AGRMT	02/10/2025	81.10	.00		125
2529	38389514	603-90-49900-30-413	GAS - COPIER LEASE AGRMT	02/10/2025	243.32	.00		125
2529	38389514	100-15-41910-30-413	ZONING - COPIER LEASE AGRMT	02/10/2025	162.21	.00		125
2529	38389514	100-10-41430-30-413	ADMIN - COPIER LEASE AGRMT	02/10/2025	243.32	.00		125
	Total MARCO INC:				811.05	.00		
Nitti, Brinn								
3460	DEPREFUND-NITTI02102	100-00-20500	DEPOSIT REFUND - NITTI	02/10/2025	100.00	.00		125
	Total Nititi, Brinn:				100.00	.00		
NORTHLAND PORTABLES INC								
1994	30282	100-25-45202-30-418	PP - PORTABLE RENTAL	02/10/2025	128.80	.00		125
1994	30282	227-20-48010-30-418	CEM - PORTABLE RENTAL	02/10/2025	51.80	.00		125

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
1994	30282	100-25-45215-30-418	TRAILS - PORTABLE RENTAL	02/10/2025	137.20	.00		125
Total NORTHLAND PORTABLES INC:					317.80	.00		
NORTHWEST GAS								
504	20105	227-20-49010-30-386	CEM - PROPANE	02/10/2025	79.53	.00		125
Total NORTHWEST GAS:					79.53	.00		
PAUL BUNYAN COMMUNICATIONS								
1901	PBT02102025	100-40-42220-30-321	FIRE	02/10/2025	37.91	.00		125
1901	PBT02102025	100-20-41940-30-321	PW - OLD SHOP/SENIOR CENTER	02/10/2025	36.75	.00		125
1901	PBT02102025	603-90-49900-30-321	PU - GAS	02/10/2025	182.71	.00		125
1901	PBT02102025	601-90-49900-30-321	PU - WATER	02/10/2025	182.71	.00		125
1901	PBT02102025	602-90-49900-30-321	PU-SEWER	02/10/2025	182.71	.00		125
1901	PBT02102025	100-10-41430-30-321	OFFICE	02/10/2025	153.60	.00		125
Total PAUL BUNYAN COMMUNICATIONS:					776.39	.00		
RIDES LLC								
2674	13686	100-20-43125-20-217	PW - I&S - SFTY - F150 BACKUP CAMERA & INSTALL	02/10/2025	387.50	.00		125
Total RIDES LLC:					387.50	.00		
THE MOTOR SHOP								
1153	125044	100-20-41940-20-221	PW - GEN GOV - EQUIP PARTS - MULTI CAP 2.5 MFD-15MFD	02/10/2025	25.00	.00		125
Total THE MOTOR SHOP:					25.00	.00		
WESTERN MESABI MINE PLANNING BOARD								
2753	WMMPB2025	100-10-41430-30-433	GEN GOVT - DUES & SUBS - 2025 DUES	02/10/2025	900.00	.00		125
Total WESTERN MESABI MINE PLANNING BOARD:					900.00	.00		
Wills, Debra								
3132	DEPREFUND-WILLS0210	100-00-20500	DEPOSIT REFUND - WILLS	02/10/2025	100.00	.00		125
Total Wills, Debra:					100.00	.00		
Grand Totals:					99,434.24	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
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Dated: _____

Mayor: _____

City Council: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



MINUTES

COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, JANUARY 13, 2025
CITY COUNCIL WORK SESSION

8B

5:35 PM OPEN Work Session

1. **Call to Order:** Mayor Josh Casper called the meeting to order at 5:35 p.m.

2. Roll Call

Present: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau

Absent with notice: Councilor Shannon Benolken

Non-Officio Members: Financial Controller; Barb Baird, Zoning Officer; Tony Valtinson; Security Officer; Dean Scherf

Others: Kim Brink Smith, Larry Gemmill, Rod Heller, Conrad Feldt, IEDC President Tamara Lowney, IEDC Business Development Manager Matt Shermoen

IEDC Proposal for City of Cohasset

The Itasca Economic Development Corporation (IEDC) presented a proposal for economic and community development in Cohasset. The proposal includes understanding the city's goals, creating a strategic plan, pursuing grant opportunities, business attraction and retention, site development, and community engagement. IEDC suggests a short-term engagement to set the stage for future development and possibly extend the partnership.

IEDC proposed a short-term engagement to assess current projects and set the stage for future development. They also offered a longer-term partnership to provide ongoing support and expertise, depending on Cohasset's needs.

City Council and EDA members considered starting with a one-quarter engagement with IEDC to assess their effectiveness before committing to a longer-term arrangement. The council proposed a counteroffer to IEDC for \$60,000 to \$70,000 for a year, with an initial commitment of \$25,000 for the first quarter. The council has agreed to hire IEDC for a three-month term.

IEDC emphasized the importance of pursuing grant opportunities for Cohasset, especially in energy transition. They highlighted the availability of federal, state, and foundation grants and suggested hiring a grant writer to manage these opportunities effectively.

IEDC discussed the need for quick response times to business attraction opportunities and the importance of maintaining relationships with partners like Minnesota Power. They also stressed the significance of business retention and expansion within Cohasset. IEDC addressed the need for identifying and developing new sites for business and housing as the current industrial park is running out of space. They suggested partnering with the county and other entities to explore new opportunities and investing in marketing materials to promote Cohasset's industrial park and other opportunities.

Appoints, Reappointments of Liaisons, Board Members and Commission Member's

The council discussed Appointments, Liaisons, and Board Members for city boards and commissions. That was later approved as a blanket motion at the city council meeting

Appointments

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

Liaisons and Board Members

- A. Mayor Josh Casper was appointed as Emergency Management Director and President of Economic Development.
- B. Councilor Kevin Tinquist was also appointed as Emergency Management Director and Safety Committee.
- C. Councilor Shannon Benolken was appointed as liaison for Planning Commission.
- D. Councilor Andy MacDonell was appointed as liaison for Cohasset Public Utility Board.
- E. CPUB board member Romona Sjostrand was reappointed for Greater Grand Rapids Cable Commission
- F. Councilor Andy Haarklau and Zoning Officer, Tony Valtinson was re-appointed for Western Mesabi Mine Planning Board.

City Council Administrative and Operational Matters

Public Utility Board Vacancies

Discussion on the vacancies in the Public Utility Board, with Ernie's resignation creating three open spots. Ramona applied for reappointment, reducing the vacancies to two.

The council plans to proceed with advertising for the open positions and reappoint Ramona.

Make a blanket motion to approve appointments as discussed.

EDA Terms and Appointments

Discussion on the terms for EDA members and the need for appointments. The EDA president review and planning commission numbers were approved in December.

City Council Meeting Schedule

Discussion on the City Council meeting schedule, including the need to amend the ordinance to reflect the second and fourth Monday meetings.

City Attorney and Engineer

The council discussed the city attorney's retirement and the need to find a replacement. They also reviewed the city engineer and financial auditor roles.

John Dimich will continue as city attorney until December 31, 2026, and SEH remains the city engineer.

Health Insurance Premium Increase

Discussion on the 11% increase in health insurance premiums, exceeding the 10% cap in the union contract.

The council discussed splitting the additional 1% increase between the employer and employees as per the contract.

Non-Profit Donation Requests

Discussion on donation requests from Elder Circle and Advocates for Family Peace.

The city will not provide monetary donations but may offer space or time.

Holiday Schedule Adjustments

Discussion on adjusting the city council meeting schedule due to holidays on May 26th and November 10th and 11th. The council recommends changing city council meeting dates from May 26th to May 27th, 2025, and November 10th to November 17th, 2025.

Streetlight Ownership and Refund Request

Discussion on a request for the city to take over a streetlight and refund the owner for expenses. Cohasset Public Utility Board recommends not taking over the streetlight or providing a refund.

Respectfully submitted,
Abby Majewski



8C

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

7:00 p.m. City Council Meeting

1. Call to Order

Pledge of Allegiance

Appointment and Oath of:

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

Josh Casper took the Oath of Office as Mayor of the City of Cohasset.

Andy MacDonell took the Oath of Office as a Councilor of the City of Cohasset.

2. Roll Call

Present: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau

Absent with notice: Councilor Shannon Benolken

Others: Zoning Officer, Tony Valtinson, Financial Controller Barb Baird, Security Officer Dean Scherf, and Parks and Recreation Director Stephanie Kessler.

3. Resident Input

4. Approve Agenda

A motion was made by Councilor Kevin Tinquist to approve the agenda with the deletions of item 8.A and Public Hearing in 8.E. Agenda Additions of 8.I, The hiring of IEDC for \$25,000 for three months for the interim. Item 8.J Approve a letter of support for Allete Boswell for clean up of the spill. Councilor Andy MacDonell seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

5. Appointments

A. Mayor Pro-Tem – Andy MacDonell

B. Civil City Attorney – Lano, O'tool & Bengtson, LTD.

C. Criminal City Attorney – John Dimich

D. City Engineer - SEH

E. Financial Auditor – Eide Bailly

F. Insurance Agency – Itasca Reliable

G. Greater Grand Rapids Cable Commission – Ramona Sjostrand

H. Western Mesabi Mine Planning Board – Andy Haarklau & Zoning Officer Tony Valtinson

I. Fire Relief- Kevin Tinquist

- J. Request re-appointment of CPUB Members: Ramona Sjostrand
- K. EDA Members - None
- L. EDA President - Per bylaws Mayor Elect Josh Casper
- M. Planning Commission - Already Approved

A blanket motion was made by Councilor Andy MacDonell to approve the agenda items 5.A-5.M. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

- N. Recommendation from the Planning Commission to appointment: Gigi Pehrson as Planning Commission Chair

A motion was made by Councilor Andy MacDonell to approve Gigi Pehrson as Planning Commission Chair. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

- O. Act on request of CPUB Re-appointment – Advertise for positions

A motion was made by Councilor Kevin Tinquist to approve Ramona Sjostrand as Cohasset Public Utilities Board Vice-Chair/ Secretary. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

6. Appoint City Council Liaisons

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

A blanket motion was made by Councilor Andy MacDonell to approve the agenda items 6.A-6.E. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

7. Designations and Resolutions

- A. Designation of United Way Day – Stephanie Kessler

A motion was made by Councilor Andy Haarklau to approve Designation of United Way Day. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

- B. Resolution 2025-01 Approving the Cooperative Agreement for the Tioga Fishing Peir

A motion was made by Councilor Andy MacDonell to approve Resolution 2025-01 Approving the Cooperative Agreement for the Tioga Fishing Peir. Councilor Andy Haarklau seconded the

motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

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

A blanket motion was made by Councilor Andy MacDonell to approve the agenda items 7.C-7.P. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

8. Administration

- A. Appoint Fire Fighter Officers - Already completed on December 17, 2024
- B. Purchase Threading Machine

A motion was made by Councilor Kevin Tinquist to approve the purchase of a pipe threading machine from Ferguson Enterprises in the amount of \$8,227.58. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

- C. Approve pay increase for Deputy Clerk/Treasurer Mindy Smith

A motion was made by Councilor Andy Haarklau to approve a pay increase for Deputy Clerk/Treasurer Mindy Smith to \$27.09 per hour. Councilor Andy MacDonell seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

- D. Public Hearing Ordinance 41

A motion was made by Councilor Andy MacDonell to approve a public hearing number 2 scheduled for January 27, 2025, to change Ordinance 41 due to the change in meeting days of the City Council from the second and fourth Tuesdays of the month to the second and fourth Monday of each month. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor

Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

E. 2024 AWAIR program

A motion was made by Councilor Andy Haarklau to approve 2024 AWAIR program. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

F. Deleted- Duplicate of E.

G. Added Item: Their Well Payment

A motion was made by Councilor Kevin Tinquist to approve an additional payment to Their Well of \$9,392.89 for additional work they had to do on Well #1 which was originally quoted at \$18,550.00. Councilor Andy MacDonell seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

H. Added Item: Advertisement for Bids-Safe Routes to School

A motion was made by Councilor Kevin Tinquist for approval to advertise for bids for 1st Avenue W & 3rd Street N, SRTS. Councilor Andy MacDonell seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

I. Added Item- Hiring IEDC for three months at \$25,000

A motion was made by Councilor Andy MacDonell for approval to Hire IEDC for three months at \$25,000 to fill in as Interim Economic Development Director. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

J. Added Item- Letter of support to Boswell

A motion was made by Councilor Andy Haarklau to approve a Letter of support to Boswell for cleanup of a spill in 2024. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Andy Haarklau; Absent: Councilors; Voting against: None. Motion carried.

9. Miscellaneous Announcements, Reports and FYIs:

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

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

10. Consent Agenda

A. Approve Claims in the Amount of \$1,296,191.78

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

Mayor Josh Casper said a Special Thank you to Councilors Terry Bartz and Kevin Ott for their time on the city council. They are greatly appreciated.

Mayor Josh Casper Adjourned the meeting at approximately 7:35.

Adjourned

Respectfully submitted by: Abby Majewski



8D

**MINUTES
COHASSET PUBLIC UTILITY BOARD
305 NW FIRST AVENUE, COHASSET, MN 55721
MONDAY, NOVEMBER 4, 2024**

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

2. Roll Call

Present: Chair Jack Yates, Vice Chair Barbara Baird, Jim Mahon, Ernie Braunschweig, Ramona Sjostrand, Delbert Anderson, and Rachel Graf.

Absent with Notice:

Ex-Officio Members: Mayor Andy MacDonell, Terry Bartz, Walt Shadley, and Max Peters

3. Review and Approve the Agenda

Requested additions were discussed. Add 2025 nomination for CPUB members, 2025 goals for and ICTV Cable Commission.

A motion was made by public utility board member Ramona Sjostrand to approve the agenda with the addition of 2025 nominations for board members, 2025 goals and ICTV Cable Commission. Member Rachel Graf seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Barbara Baird, Jim Mahon, Ernie Braunschweig, Delbert Anderson, Ramona Sjostrand and Rachel Graf; Voting against: None; Motion carried.

4. Resident Input

No resident input

5. Update on progress and direction on the Riverfront.

The riverfront development is in phase two, focusing on infrastructure. Phase one was the mooring space and phase two is all the underground infrastructure. The project is awaiting a developer for the hotel, retail, and housing components. There are currently eleven possible options, but interest rates and inflation have impacted developer interest. The city is considering housing development along the river to offset the loss of tax base from retiring Boswell units. The challenge is balancing high-density housing with resident preferences.

6. Approve the October 7th, 2024, CPUB Minutes

A motion was made by public utility board member Rachel Graf to approve October 7th, 2024, CPUB Minutes. Member Barbara Baird seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Barbara Baird, Jim Mahon, Ernie Braunschweig, Delbert Anderson, Ramona Sjostrand and Rachel Graf; Voting against: None; Motion carried.

7. Miscellaneous Business and FYI's:

A. Cable Commission

The Grand Rapids Area Cable Commission's financial operations were discussed, including the distribution of franchise and PEG fees from cable subscribers. The commission is considering changes to the distribution percentages due to declining TV subscriptions. ICTV is seeking additional funding sources to support community information dissemination. They have secured a grant from a national organization and are pursuing other grants and donations.

B. Utility Work and Planning

Discussion on potential utility work, including water and sewer projects, and the timing of these projects in relation to road work on Highway 76 and 63.

8. 2025 nominations for CPUB members

There was some discussion regarding the delay in nominations for 2025 due to the election changing decisions. This will be added to the December meeting.

9. 2025 Goals

It was discussed that water studies have been considered in the past but nothing is in the works. Itasca County is planning road work on 63 and 76 that would be a good time to consider installation of water and sewer.

Jim Mahon made a motion to adjourn the meeting at 12:45 p.m. Rachel Graf seconded the motion. The motion carried

Respectfully submitted by,

Abby Majewski



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**MINUTES
COHASSET PUBLIC UTILITY BOARD
305 NW FIRST AVENUE, COHASSET, MN 55721
MONDAY, DECEMBER 2, 2024**

1. Call to Order: Chair Jack Yates called the meeting to order at 12:04 p.m.

2. Roll Call

Present: Chair Jack Yates, Vice Chair Barbara Baird, Jim Mahon, and Ramona Sjostrand.

Absent with notice: Rachel Graf

Absent without notice: Ernie Braunschweig and Delbert Anderson

Ex-Officio Members present: Walt Shadley and Max Peters

3. Review and Approve the Agenda

A motion was made by public utility board member Barbara Baird to approve the agenda. Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Barbara Baird, Jim Mahon, Ramona Sjostrand; Voting against: None; Motion carried.

4. Resident Input

No resident input

5. 2025 CPUB Nominations

Nominations for Board Positions

Nominations were made for Chair, Vice Chair, and Secretary positions.

Jim Mahon nominated Jack Yates for Chair and Ramona Sjostrand for Vice Chair. Jack Yates nominated Ramona Sjostrand as Secretary. All nominations were voted unanimously.

Barb Baird announced her transition to a new position with the city of Cohasset in Finance, necessitating her resignation from the board by the end of the year.

6. 2025 CPUB Goals

A. Road Construction Planning

Discussion on the upcoming road construction projects on roads 76 and 63, including the potential for city sewer installation and collaboration with the county to phase the project over several years.

B. County Collaboration

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

C. Natural Gas Expansion

Plans for expanding natural gas services in the local area. The expansion plan includes extending services to approximately 120 residents. The need to follow up with the DNR and possibly involve the District 1 Commissioner.

D. DNR Approval for Light Installation

Discussion on the challenges of obtaining DNR approval for a light installation project and the possibility of revisiting the issue.

E. Housing Development Plans

Consideration of housing development projects for 2025, including city-owned sites and the type of housing to be developed, such as single-family or multifamily units. The council needs to decide on the type of housing development and find suitable developers. Housing and Development Discussion on the demand for housing, particularly for the elderly, and the challenges of finding suitable housing options. Mention of city council's role in approving development projects and the housing shortage.

F. Data Center Project

Discussion about a potential AI data center project at the old Huber site, focusing on water and sewer usage, energy requirements, and economic impact. The project could create significant job opportunities and require infrastructure expansion.

G. Phase III Industrial Park

Discussion about Phase III Industrial Park where we have 120 acres to the north of Dove Tail and looking at wetland remediation and shovel ready sites.

7. Approve November 4, 2024, CPUB Minutes

A motion was made by public utility board member Ramona Sjostrand to approve November 4, 2024, CPUB Minutes. Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Vice Chair Barbara Baird, Jim Mahon, and Ramona Sjostrand; Voting against: None; Motion carried.

8. Miscellaneous Business and FYI's:

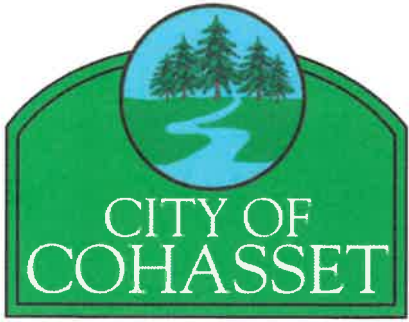
Jim Mahon made a motion to adjourn the meeting. Romona Sjostrand seconded the motion. The motion carried.

Adjourned

Respectfully submitted by:

Abby Majewski

DRAFT



8F

MINUTES
COHASSET ECONOMIC DEVELOPMENT AUTHORITY
305 NW FIRST AVENUE, COHASSET, MN 55721
TUESDAY, OCTOBER 1, 2024 – 5:00 P.M.

1. Call to Order

2. Roll Call

Present: City Administrator, Max Peters; Members, Rod Heller, Conrad Feldt, Larry Gemmill, Shannon Benolken, and Andy Haarklau

Absent with Notice: Mitch Kellin, Andy MacDonell

3. Review and Approve the EDA Minutes

A motion was made by EDA Member Larry Gemmill to approve September 3rd, 2024, EDA Minutes. EDA member Shannon Benolken seconded the motion. Voting in favor: EDA Members, Conrad Feldt, Rod Heller, Larry Gemmill, and Shannon Benolken; Voting against: None; Motion carried.

4. Resident Input

None

5. Review and Approve the Agenda

A motion was made by EDA Member Shannon Benolken to approve the Agenda. EDA member Rod Heller seconded the motion. Voting in favor: EDA Members, Conrad Feldt, Rod Heller, Larry Gemmill, and Shannon Benolken; Voting against: None; Motion carried.

5A IEDC

Annual presentation by Tamara Lowney, President of Itasca Economic Development Corporation.

6. **EDA Financials** – (includes \$100,000.00 levy receivable)
 - A. EDA September Financials: \$498,392.16 – Unreconciled number; does not include accrued interest
 - B. EDA August Financials: \$498,260.25
 - C. EDA July Financials: \$498,103.10
 - D. Loan Recap – September

A motion was made by EDA Member Rod Heller to approve the EDA financials and loan recap as written. EDA Member Larry Gemmill seconded the motion. Voting in favor: EDA Members, Conrad Feldt, Rod Heller, Larry Gemmill, Shannon Benolken, and Andy Haarklau; Voting against: None; Motion carried.

7. **Miscellaneous Business and FYI's:**
 - A. Next Meeting is Scheduled for November 19th

ADJOURNMENT:

There being no further business, City Administrator, Max Peters adjourned the meeting.

Respectfully submitted by Vicki Sipe Probst

Approved: November 19, 2024



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**MINUTES - AMENDED
COHASSET ECONOMIC DEVELOPMENT AUTHORITY
305 NW FIRST AVENUE, COHASSET, MN 55721
TUESDAY NOVEMBER 19, 2024 – 5:00 P.M.**

1. Call to Order

2. Roll Call

Present: City Administrator, Max Peters; Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, and Conrad Feldt.

Absent with Notice: Andy Haarklau and Andy MacDonell.

3. Resident Input

None

4. Review and Approve the Agenda

The agenda was approved with the addition of item C. CETA EWCL Loan Deferment.

A motion was made by EDA Member Shannon Benolken to approve the Agenda. EDA member Rod Heller seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, and Conrad Feldt. Voting against: None; Motion carried.

5. Administration

A. EDA Working Capital Loan

Discussion on the repayment of a loan from the Blandin Foundation, which was used as matching funds for COVID loans. The repayment amount is \$6,425.

A motion was made by EDA Member Mitch Kellin to approve repayment of the EDA working Capital Loan; EDA member Shannon Benolken seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, and Conrad Feldt. Voting against: None; Motion carried.

B. IEDC Funding Request

IEDC requested an annual contribution of \$10,000. Discussion included the value of the contribution, past funding sources, and the organization's impact on local economic development. Decision tabled for further discussion.

C. CEDA EWCL Loan Deferment

Kristi's Creative requested a deferment of loan payments for 3 months due to a lack of revenue following surgery.

A motion was made by EDA Member Mitch Kellin to approve the deferment of the EDA working Capital Loan for Kristi's Creative Cut for three months. EDA member Larry Gemmill seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, and Conrad Feldt. Voting against: None; Motion carried.

6. Consent Agenda

- A. EDA October Financials: \$492,094.23 – Unreconciled number; does not include accrued interest
- B. EDA September Financials: \$498,411.97
- C. EDA August Financials: \$498,260.25
- D. Loan Recap – November
- E. Approve the October 1st, 2024, Minutes

A motion was made by EDA Member Shannon Benolken to approve the EDA financials, the loan recap for November, and minutes from October 1, 2024. EDA Member Rod Heller seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, and Conrad Feldt. Voting against: None; Motion carried.

7. Miscellaneous Business and FYI's:

Lease Valuation

Discussion on determining the lease value for a chiropractor site with an office space. Various figures were suggested, and a consensus of \$1,000.00 per month was reached.

Website and Marketing

The website and marketing project has been derailed due to staffing changes. There is no current capability, and quotes need to be obtained. Marketing bandwidth within the office is lacking. Table this until February 2025.

Lumber Mill Site Development

Discussion on a \$3.1 million infrastructure project for a brownfield site, with potential developers interested in hotel, housing, and retail.

New Project by MN Power

Discussion was had regarding the possibility of a new AI data center project.

Cannabis License and Land Sales Industrial Park

Waiting for a decision on a cannabis license. A corner lot was sold to Superior Fuels for intermediate tanks.

Wetlands Remediation for Land in Industrial Park

Need to start a phase three project to delineate and remediate wetlands to make sites shovel ready.

ADJOURNMENT:

City Administrator, Max Peters adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Abby Majewski

Approved:

DRAFT



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MINUTES
COHASSET ECONOMIC DEVELOPMENT AUTHORITY
305 NW FIRST AVENUE, COHASSET, MN 55721
TUESDAY DECEMBER 3, 2024 – 5:00 P.M.

1. Call to Order

2. Roll Call

Present: City Administrator, Max Peters and Mayor Andy MacDonnell; Members, Rod Heller, Larry Gemmill, Conrad Feldt, Shannon Benolken and Mitch Kellin.

Absent with Notice: Councilor Andy Haarklau

3. Resident Input

None

4. Review and Approve the Agenda

A motion was made by EDA Member Shannon Benolken to approve Agenda with the addition of item C. CEDA EWCL loan deferment. EDA member Rod Heller seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, Conrad Feldt, and Andy MacDonell. Voting against: None; Motion carried.

5. Administration

A. MN Technology Incentives

MN Technology is asking the City of Cohasset for incentives such as TIF; reduced land cost of \$1.00 or \$100,000.00 which would show ownership of the property proving more equity; low interest loans. MN Technology is in the final stages in securing out financing so any incentive offered would truly help them with the project. The lottery process has been delayed due to a lawsuit.

Max Peters presented three different scenarios: The current proposal by the City of Cohasset, the MN Tech Proposal, and a third proposal which combines incentives. Max Peter explained that the City of Cohasset is looking at the value of the property versus the mass grading the City of Cohasset has already invested, the option of the TIF incentive with the possibility of selling the land for less money and then adjusting the TIF incentive, and the powerline investment with the

possibility of grants such as DEED and/or IRRRB. There was discussion that another option for an incentive is the of Cohasset could provide the property for a future expansion with the possibility of a 5 year first right of refusal. Shannon Benolken stated that with full transparency she is putting the finance package together for this project and she will be abstaining from anything to do with this project. Shannon Benolken further stated that she is there to answer any questions anyone has.

B. IEDC Funding Request

IEDC requested an annual contribution of \$10,000. Discussion included the value of the contribution, past funding sources, and the organization's impact on local economic development. EDA member Shannon Benolken advised that she has had discussions with IEDC and has stated the Cohasset's EDA concerns.

A motion was made by EDA Member Shannon Benolken to approve the \$10,00.00 funding request from IEDC. EDA member Larry Gemmill seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, Conrad Feldt, and Andy MacDonell. Voting against: None; Motion carried.

6. Consent Agenda

- A. EDA November Financials: \$492,243.13 – Unreconciled number; does not include accrued interest
- B. EDA October Financials: \$492,114.75
- C. EDA September Financials: \$498,411.97
- D. Loan Recap – November
- E. Approve the November 19th, 2024, Minutes

A motion was made by EDA Member Shannon Benolken to approve the Consent Agenda with corrections to the November 19th, 2024 Minutes. EDA member Larry Gemmill seconded the motion. Voting in favor: EDA Members, Conrad Feldt, Rod Heller, Larry Gemmill, Shannon Benolken, and Andy MacDonell; Voting against: None; Motion carried.

7. Miscellaneous Business and FYI's:

ADJOURNMENT:

City Administrator, Max Peters adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Abby Majewski

Approved:



MINUTES
COHASSET PLANNING COMMISSION
305 NW FIRST AVENUE
MONDAY December 2, 2024 – 6:05 P.M.

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1. Call Meeting to Order: Chair Josh Casper called the meeting to order at 6:02 p.m.
2. Roll Call

Present: PC Members, Josh Casper, GiGi Pehrson, Mike Rock, and Harlow Zeppelin

Absent with Notice: Scott Gerling, Steve Lavalier, Lucas Thompson

Ex-Officio Members: Present: Zoning Officer Tony Valtinson, and Mayor Andy MacDonell

Other: None

3. Review and Approve the Agenda

- a. Additions: None
- b. Deletions: None

A motion was made by Mike Rock to approve the December 2nd, 2024 agenda as presented. GiGi Pehrson seconded the motion. Voting in favor: Josh Casper, Harlow Zeppelin, GiGi Pehrson and Mike Rock; Voting against: None; Absent Steve Lavalier, Lucas Thompson, Scott Gerling. Motion carried.

4. Resident Input: None

5. Review and approve Planning Commission minutes of 09/09/2024:

A motion was made by Harlow Zeppelin to approve the November 4, 2024 Planning Commission minutes as written. Mike Rock seconded the motion. Voting in favor: Josh Casper, Harlow Zeppelin, GiGi Pehrson, and Mike Rock; Voting against: None; Absent: Steve Lavalier, Lucas Thompson, Scott Gerling. Motion carried.

6. **RFPCA** - Make recommendation to City Council to re-appoint Scott Gerling to Planning Commission. (term expires 12-31-2024)

Valtinson presented expiration date of current term as 12/31/2024 and that terms are 3 years. This is the same for agenda items 7 and 8 as well.

A motion was made by Mike Rock to reappoint Scott Gerling, GiGi Pehrson seconded the motion. All present voted in favor. Voting against: None; Absent: Steve Lavalier, Lucas Thompson, Scott Gerling. Motion carried.

7. **RFPCA** - Make recommendation to City Council to re-appoint Mike Rock to Planning Commission. (term expires 12-31-2024)

A motion was made by Harow Zeppelin to reappoint Mike Rock, GiGi Pehrson seconded the motion. All present voted in favor. Voting against: None; Absent: Steve Lavalier, Lucas Thompson, Scott Gerling. Motion carried.

8. **RFPCA** - Make recommendation to City Council to re-appoint GiGi Pehrson to Planning Commission. (term expires 12-31-2024)

A motion was made by Mike Rock to reappoint GiGi Pehrson, Harow Zeppelin seconded the motion. All present voted in favor. Voting against: None; Absent: Steve Lavalier, Lucas Thompson, Scott Gerling. Motion carried.

9. Discussion of replacement of PC Chair.

The discussion focused on finding a replacement for the Planning Commission Chair. No immediate volunteers emerged, but Gigi expressed willingness to take the role if no one else steps up.

10. FYI – An incident occurred where an excavator did not call 8-1-1 before digging near a pipeline, leading to potential safety issues. The situation was resolved without incident, but it raised concerns about excavation protocols.

The city council decided to implement a no-wake zone instead of a speed limit on Tioga Pit due to difficulties in monitoring boat speeds and the potential for large wakes at lower speeds. The packet for DNR approval regarding the no-wake zone is being prepared and will be sent soon. The DNR may take up to 120 days to respond

Discussion on adopting a model ordinance with FEMA floodplain map amendments. The Valtinson will attend a call to understand the changes and schedule a public hearing. Challenges with flood insurance requirements were discussed, including discrepancies between FEMA maps and actual floodplain status, affecting property owners.

Adjourn: Josh Casper adjourned the meeting at 6:33.m.

Submitted by: Anthony Valtinson
Approved: DRAFT