

AGENDA

COHASSET CITY COUNCIL

305 NORTHWEST FIRST AVENUE

MONDAY, MARCH 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. Approve Public Safety Grant Transfers
- B. Approve City of Cohasset Credit Card Purchasing Policy
- C. 2025 Gas Expansion Material Bids – Walt Shadley
- D. Revision of Senior Public Works Job Descriptions/ Natural Gas Certification - Tabled
- E. Safe Routes to School Grant Agreement & Adopt Resolution Terms & Conditions
- F. Approve Revised Section 2.2 and the MP Charging Station Easement Agreement
- G. Approve Resolution 2025-19 Accepting \$1,000 Donation from Lonza, USA. Inc.
- H. Added item- Salary Wage Adjustment

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 \$180,820.48
- B. Approve January 27, 2025, City Council Work Session Minutes
- C. Approve January 27, 2025, Regular City Council Minutes
- D. Acknowledge January 6, 2025, CPUB Minutes

Adjourn

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**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: DORIE LASHOMB
SUBJECT: APPROVAL OF PUBLIC SAFETY GRANT TRANSFERS
DATE: MARCH 10, 2025

Requesting a motion to approve Public Safety Grant Fund Transfers from (100) General Fund to (601) Water Fund in the amount of \$46,510.00 for the purchase of the Emergency Generator.

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**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: BARB BAIRD
SUBJECT: CREDIT CARD PURCHASING POLICY
DATE: MARCH 10, 2025

Requesting a motion for approval of the City of Cohasset Credit Card Purchasing Policy on March 10, 2025.

CITY OF COHASSET

CREDIT CARD PURCHASING POLICY

PURPOSE:

The purpose of this policy is to establish specific guidelines the City will follow related to the use of credit cards for City purchases to protect the City from potential loss or misuse of credit cards.

AUTHORIZED USERS:

The following City employees who are otherwise authorized to make purchases on behalf of the City are authorized to use a credit card for certain purchases:

- Mayor & City Department Heads
- Other staff as directed by authorized users listed above for a specific purpose or use.

The Financial Controller shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign, and file an acknowledgment form regarding credit card use. On an annual basis, the City Financial Controller will conduct a physical inventory of credit cards.

AUTHORIZED TRANSACTIONS:

Credit cards may only be used to purchase goods and services for the express use by the City. All purchases by a credit card must comply with all statutes, rules, and policies applicable to City purchases. Credit card use should be limited to the following purchases:

- Expenses related to training seminars and conferences
- Purchases with vendors who do not provide vendor billing
- Items purchased over the internet.

The total combined authorized credit limit of all credit cards issued by the City of Cohasset shall not exceed \$2,000.

UNAUTHORIZED TRANSACTIONS:

Use of the credit card for personal use is strictly prohibited. The card users will be held personally liable for purchases not authorized and approved by the City Council.

DOCUMENTATION:

Itemized invoices or itemized receipts are needed to support items charged on a credit card since credit card statements lack sufficient detail to comply with Minnesota Statute 412.271, Subd. 2 and 471.38 Subd. 1. For purchases in which a receipt is not normally

available, a copy of the completed application or order form should be used as a receipt. Invoices and/or supporting documents will be submitted to the Financial Controller to be reconciled with the credit card statement and attached to the claim for payment processing.

If the cardholder is missing documentation of the transaction, the cardholder must contact the vendor for a duplicate receipt. Lost receipts where no duplicate receipt is available will be reimbursed to the City by the authorized user.

RESPONSIBILITIES:

Card users are responsible for the following:

- Sign Credit Card User Agreement regarding terms of this credit card policy.
- Ensure the credit card is kept safe and secure and used only by the cardholder or other authorized users.
- Ensure the credit card is not used to make personal purchases.
- Ensure the credit card is only used for appropriate City purchases.
- Ensure that extreme caution is used with credit card transactions over the telephone or internet.
- Ensure that receipts/invoices are account coded, approved by the department head and submitted to the Financial Controller in a timely manner.
- Ensure that problems with billings are resolved with the vendors.
- Notify the credit card company and the Financial Controller if your credit card is lost or stolen.
- Return the credit card to the Financial Controller prior to leaving employment with the City.

LOST OR STOLEN CARD

Keep the credit card in a secure location. It should be accessible only to the cardholder. If the credit card is lost or stolen, notify the Financial Controller immediately. If the loss is discovered after hours, weekends, holidays, or if the Financial Controller is unavailable, notify the credit card company immediately.

LOSS OF PRIVILEGES:

Failure to comply with the provisions of this credit card policy may result in revocation of credit card privileges, in addition to potential disciplinary action, including termination of employment. The following are some examples of violations:

- Unauthorized purchases
- Personal purchases
- Loaning the credit card to an unauthorized user
- Failure to provide receipts for charges in a timely manner.

CITY OF COHASSET

CREDIT CARD & AUTHORIZATION CARD USER AGREEMENT

I agree to the following requirements regarding the use of any City credit or authorization card:

- I have been given a copy of the credit card policy and understand the requirements for use of any credit or authorization card.
- I understand that I am making financial commitments on behalf of the City of Cohasset and will use the card only for appropriate City purchases.
- I agree to keep all credit and authorization cards safe and secure.
- I understand that under no circumstances will I use the credit or authorization card to make personal purchases, either for myself or for others.
- I agree to notify the Financial Controller and/or the credit or authorization card company immediately if the card is lost or stolen.
- I agree to return all credit or authorization cards to the Financial Controller prior to leaving employment with the City.
- I agree to follow the established procedures for use of any credit or authorization card. Failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment.
- I agree that should I willfully violate the terms of this agreement; I will reimburse the City for all charges incurred and any fees related to the collection of those charges.

Print Employee Name

Title

Signature

Date

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**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: WALT SHADLEY
SUBJECT: GAS EXPANSION MATERIAL BIDS
DATE: MARCH 10, 2025

Requesting approval of the low quote from Border States in the amount of \$104,953.00 for materials required for the 2025 gas expansion.

Second quote from Groebner in the amount of \$111,920.73



GROEBNER
POWERED BY EXPERIENCE

Quote



Entered Date 2/12/25	Taken By STD	Sales In 106	Customer # 2148	Order # 140535-00
PO #		Sales Out 34	Expiration Date 3/14/25	Page # 1 of 3

Bill To City Of Cohasset 305 NW 1ST AVE COHASSET, MN 55721-9698	Ship To City Of Cohasset 305 NW 1ST AVE COHASSET, MN 55721-9698	Correspondence To GROEBNER 21801 INDUSTRIAL BLVD ROGERS, MN 55374-9575
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Instructions				
Ship Point GROEBNER - MN Division	Via BEST WAY	Freight Terms Freight Added to Invoice	Terms Net 30 Days	Ordered By Walt Shadley

Notes

Line	Product and Description	Order Qty	BO Qty	Qty UM	Unit Price	Price UM	Amount(Net)
1	1107240 PIPE 1" C .099 PE2708 500' 6500 PERFORMANCE * IN STOCK AT THE TX WAREHOUSE *	9,500.00	0.0	FT	0.64	FT	6,080.00
2	10000054 PIPE 2" I 11 500' YLW PE2708 POLYPIPE * IN STOCK AT THE MN WAREHOUSE *	17,000.00	0.0	FT	1.61	FT	27,370.00
3	360001315 TTEF 4"x1/2"C BF 4.7 .8 CUT 2406 575-7249 * 30 IN STOCK AT THE MN WAREHOUSE, BACKORDERED AMOUNT HAS AN ESTIMATED LEAD TIME OF 6-8 WEEKS FROM THE MANUFACTURER *	50.00	0.0	EA	37.72	EA	1,886.00
4	360001270 TTEF 2" x 1" C .101 BF YLW 4.7 .8 CU 575-7032 * 35 IN STOCK WITH GROEBNER, BACKORDERED AMOUNTS HAVE A LEAD TIME OF 1 WEEK FOR PREP AND SHIPMENT *	50.00	0.0	EA	36.59	EA	1,829.50
5	360000480 1" C .101 BF TEE 2406 6911790 * 18 IN STOCK WITH GROEBNER, BACKORDERED AMOUNTS HAVE AN ESTIMATED LEAD TIME OF 1 WEEK FOR PREP AND SHIPMENT *	50.00	0.0	EA	4.77	EA	238.50
6	360000515 TEE BF 2" I DR11 YLW PE2406 6912135 * IN STOCK AT THE KS WAREHOUSE *	25.00	0.0	EA	5.82	EA	145.50
7	360001335 TTEF 4" x 1" C BF 4.7 YLW .8 575-7034 * IN STOCK AT THE KS WAREHOUSE *	50.00	0.0	EA	38.85	EA	1,942.50
8	R275TCDR-20LT METER R275TC 20 LT 1/2' 2' TH DIR RD TEMP COM 5# "Serial # to be on meter carton" * IN STOCK AT THE MN WAREHOUSE *	25.00	0.0	EA	148.60	EA	3,715.00

Line	Product and Description	Order Qty	BO Qty	Qty UM	Unit Price	Price UM	Amount(Net)
9	R415TCDR-30LT METER R415TC 30 LT 2' DIR RD TEMP COMP 7"C-C Serial#(s) Please record on the box * NOT IN STOCK WITH GROEBNER, STOCKING ORDER OF R415's SET TO ARRIVE AT KS WAREHOUSE In LATE JULY 2025 * * R415's BEING PHASED OUT BY THE MANUFACTURER IN 2026. SONIX IQ 425 IS THE CLOSEST SUPERSEDED ALTERNATIVE *	25.00	0.0	EA	447.18	EA	11,179.50
11	TARIFF SURCHARGE ON PRODUCT(S) * TARIFF SURCHARGE FOR R415'S *	25.00	0.0	EA	6.46	EA	161.48
12	QFS33R00XXXM SONIX IQ P2 425CF 10PSI RS/R FLXNT 30LT 1/4" PLG 1/4" Pipe Plug * IN STOCK AT THE KS WAREHOUSE *	25.00	0.0	EA	417.65	EA	10,441.25
14	360000317 1" C .101 BF END CAP YLW 2406 STYLE 1 6912470 * 18 IN STOCK WITH GROEBNER, BACKORDERED AMOUNTS HAVE AN ESTIMATED LEAD TIME OF 6-8 WEEKS FROM THE MANUFACTURER *	50.00	0.0	EA	3.63	EA	181.50
15	360000310 CAP BF 1/2" CTS .090 YLW 2406 STYLE 1 * 44 IN STOCK AT THE MN WAREHOUSE, BACKORDERED AMOUNTS IN STOCK WITH THE MANUFACTURER, 1 WEEK LEAD FOR PREP AND SHIPMENT *	50.00	0.0	EA	2.10	EA	105.00
16	PIPE 4" SDR11 500' COILS MDPE/YELLOW/PE2708 DR11,500' COILS * NOT IN STOCK WITH GROEBNER, 3-4 WEEK LEAD TIME FROM THE MANUFACTURER, 3000 FOOT MINIMUM, PRICE INCLUDES FREIGHT * * SDR11 *	3,000.00	0.0	each	5.10	each	15,300.00
17	PIPE 4" DR11.5 500' COIL 4", SDR11.5,MDPE/PE2708 500' COILS * NOT IN STOCK WITH GROEBNER, 3-4 WEEK LEAD TIME FROM THE MANUFACTURER, 3000 FOOT MINIMUM, PRICE INCLUDES FREIGHT * * SDR11.5 *	3,000.00	0.0	each	4.99	each	14,970.00
18	PIPE 4" 4" IPS MDPE/PE2708,SDR11 500' COILS * NOT IN STOCK WITH GROEBNER, IN STOCK WITH THE MANUFACTURER, NO MINIMUM, PRICE INCLUDES FREIGHT *	2,500.00	0.0	each	6.55	each	16,375.00
19	ERG-5003-002 100G DATALOGGING FN ERT FOR SENSUS R275 MTR	125.00	0.0	EA	0.00	EA	0.00
20	ERG-0007-004 ERT 100G DATALOGGING FN 415 METER 18 TOOTH	25.00	0.0	EA	0.00	EA	0.00
21	ERG-0007-004 ERT 100G DATALOGGING FN 415 METER 18 TOOTH	1.00	0.0	EA	0.00	EA	0.00

19	Lines Total	Total Order Quantity	35,576.00	Subtotal	111,920.73
				Taxes	0.00
				Total	111,920.73



Terms and Conditions governing this document can be found at:
[//groebner.com/terms-policies](https://groebner.com/terms-policies)

Thank you for your business.

GROEBNER
21801 Industrial Blvd., Rogers MN 55374
800-638-8322
<https://groebner.com/>



Quote

Border States - DUL
4451 Airpark Blvd
Duluth MN 55811-5728
Phone: 218-727-8170

Quote: 27832255
Sold-To Acct #: 170681
Valid From: 01/22/2025 To: 01/29/2025
PO Date: 01/22/2025
Payment Terms: 1% DISCT PROX 10 DUE PROX NET

Created By: Dan Lofrano
Tel No: 612-345-9372
Fax No:

CITY OF COHASSET MN
305 NW 1ST AVE
COHASSET MN 55721-9698

Inco Terms:
FOB Origin

Ship-to:
CITY OF COHASSET MN
305 NW 1ST AVE
COHASSET MN 55721-9698

Table with 7 columns: Cust Item, Item, Material MFG - Description, Quantity, Price Per, UoM, Value. It lists various pipe and fitting items with their respective quantities and prices.

Border States - DUL
 4451 Airpark Blvd
 Duluth MN 55811-5728
 Phone: 218-727-8170

Quote

Page: 2 of 3

Quote: 27832255
 Sold-to Acct #: 170681
 Valid From: 01/22/2025 To: 01/29/2025

Cust Item	Item	Material MFG - Description	Quantity	Price Per	UoM	Value
	000091	- R275TCDR-20LT IN STOCK MFG + FREIGHT	25 EA	182.71 / 1	EA	4,567.75
	000101	- R415TCDR-30LT LEAD TIME 36 WEEKS ARO + FREIGHT	25 EA	605.26 / 1	EA	15,131.50
	000112	3622398 ACTA - ERG-5600-002 ERT 100G SENSUS LOOSE LEAD TIME 29 WEEKS ARO + FREIGHT	125 EA	79.59 / 1	EA	9,948.75
	000122	- ERG-5600-004 ERT LEAD TIME 29 WEEKS ARO + FREIGHT	25 EA	79.59 / 1	EA	1,989.75
	000131	- QFS33R00XXXM ATL TO R415TCDR-30LT IN STOCK MFG + FREIGHT	25 EA	510.14 / 1	EA	12,753.50
	000141	2918973 PLEX - TEE 1CTS.102 2708 BF 1005206 LEAD TIME 4 WEEKS ARO	50 EA	4.10 / 1	EA	205.00
	000151	1477163 PLEX - TEE 2IPS-11 2708 BF 1005246 LEAD TIME 4 WEEKS ARO	50 EA	4.48 / 1	EA	224.00
	000161	2918963 PLEX - CAP 1/2CTS-.090 2708 BF 1005162 LEAD TIME 3 WEEKS ARO	50 EA	1.26 / 1	EA	63.00
	000171	2918964 PLEX - CAP 1CTS-.102 2708 BF 1005203 LEAD TIME 3 WEEKS ARO	50 EA	1.61 / 1	EA	80.50
	000181	2463679 CNTP - 360001335 4IPSX1CTS-101 EF TT BF 2708 UC Old part #5757034 LEAD TIME 7 WEEKS ARO	50 EA	32.37 / 1	EA	1,618.50

Border States - DUL
4451 Airpark Blvd
Duluth MN 55811-5728
Phone: 218-727-8170

Quote

Page: 3 of 3

Quote: 27832255
Sold-to Acct #: 170681
Valid From: 01/22/2025 To: 01/29/2025

Total \$			104,953.00
State Tax \$	0.000 %	0.00	
County Tax \$	0.000 %	0.00	
Local Tax \$	0.000 %	0.00	
Other Tax1 \$	0.000 %	0.00	
Other Tax2 \$	0.000 %	0.00	
Other Tax3 \$	0.000 %	0.00	
Tax Subtotal \$	0.000 %		0.00
Net Amount \$			104,953.00

To access Border States Terms and Conditions of Sale, please go to <https://www.borderstates.com>

The quoted sales tax is an estimate only based upon the information provided in this quote and will be finalized at the time of Invoice based upon the material purchased, quantity purchased, and delivery location.

Shipping and handling fees in this quote are an estimate only and will be finalized at the time of Invoice.

All clerical errors contained herein are subject to correction. In the event of any cost or price increases from manufacturers or other suppliers, caused by, but not limited to, currency fluctuations, raw material or labor prices, fuel or transportation cost increases, and any import tariffs, taxes, fees, or surcharges, Border States reserves the exclusive right to change its pricing at the time of shipping and will provide notice of any such change to its customers prior to costs being incurred.

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**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: WALT SHADLEY
SUBJECT: REVISED PUBLIC WORKS JOB DESCRIPTION
DATE: MARCH 10, 2025

Approve and sign revised job descriptions for Senior Public Works / Utility Workers. Revisions now require that Senior Public Works / Utility Workers must possess Natural Gas Certification and Natural Gas fusing Certification.

Senior Public Works/ Utility Worker I
Senior Public Works/ Utility Worker II
Senior Public Works/ Utility Worker III

**CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER I**

GENERAL PURPOSE

This position performs a variety of skilled and semi-skilled work in the maintenance and repair of city streets and grounds as well as public utilities tasks in the gas, water, and sewer operations. Operates a variety of public works equipment and tools to complete work and provides leadership in the absence of the Public Works/Utilities Supervisor.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works/Utilities Supervisor.

SUPERVISION EXERCISED

Provides supervision to laborers on specific jobs or work tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Cleans and maintains streets and roadsides by sweeping streets, patching potholes, thawing culverts, removing barriers, replacing or fixing signs, hauling and placing gravel, mowing and brushing roadsides and removing trees.
- Plows and maintains City streets with plow truck, backhoe, motor grader, 1-ton boss plow, Tar Buggy for patching pot-holes, and roadside mower.
- Removes snow and ice from roads using heavy equipment such as the plow truck, motor grader and sand truck.
- Replaces and fixes road signs and clears roadside of any obstacles.
- Performs maintenance on equipment by completing preventative maintenance checks and service plans and performing preventative checks and services, including greasing, oil changes and cleaning.
- Assists in parks and recreation by maintaining ball fields, cleaning/flooding ice rink, mowing park grounds, operating irrigation system for ball fields, removing trash, maintaining swings and picnic tables, maintaining play structures and pavilions and locking gates for parks and beaches when needed.
- Assists with care of City building and grounds by cleaning up after community center rentals, cleaning office and shop, setting up community center rooms for rentals, mowing and trimming around buildings.
- Verifies the location of gas, water and sewer facilities prior to excavation or other work being performed.

CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER I

- Assists in maintaining public water supply and quality by testing water samples, takes daily pump readings, daily samples and tests chlorine and fluoride levels; mixing chemicals for treatment and recording water usage.
- Locates water stand pipes, flushes water hydrants, and turns water service on and off as required.
- Monitors and maintains equipment in water distribution system, including control house, wells, pumps, mixing pumps, piping, valves, hydrants and meters.
- Perform meter readings and replace meters as needed.
- Responds to water complaints and completes water shut-offs as needed.
- Operates and maintains waste water collection system.
- Records sewer usage and assists in pulling pumps in lift stations, clearing pumps, unplugging lines and clearing check valves.
- Maintains components of sanitary sewer system, including lift stations and pumps, electrical panels, emergency generators, manholes, gravity and force mains.
- Take and record daily readings.
- Under supervision, calibrates and maintains multi-gas air monitor and associated required documentation and permits.
- Locates underground natural gas mains, service lines, water mains, sewer mains, etc. per Gopher State One Call System.
- Assists in maintaining cemetery by marking grave sites, digging/backfilling graves, mowing and racking cemetery grounds.

Other Duties and Responsibilities:

- ◆ Assists in marking out and digging grave in cemetery;
- ◆ Assists in reading utility meters;
- ◆ Performs other utility and public works related duties as required or assigned.
- ◆ The job description is subject to change as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

- a. Graduation from high school or GED equivalent; and
- b. Five (5) years of relevant experience; and
- c. Possess a Class D MN Drivers License

Knowledge, Skills and Abilities

- a. Knowledge of equipment operation and maintenance of city's water and sewer systems, including proper collection and testing of samples; knowledge of Minnesota Septic Code Book (SSTS) for private septic.
- b. Knowledge of irrigation system and skill in cleaning irrigation heads.
- c. Ability to use a locator for utility lines.

CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER I

- d. Ability to operate all equipment and tools of public works department, including plow and dump trucks, back hoe, street sweeper, lawn mowers, grinders, chain and other saws, ratchets, wrenches, drill and air tools.
- e. Ability to follow applicable safety guidelines while performing work tasks.
- f. Ability to work independently and as part of a team.
- g. Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- h. Ability to work independently and as part of a team.
- i. Ability to respond quickly and decisively to emergency situations or in the absence of supervisor.
- j. Ability to enter confined spaces.
- k. Ability to work around and use chemicals.
- l. Ability to read blueprints.
- m. Ability to read cemetery maps.
- n. Ability to communicate with others to accomplish job quality.
- o. Ability to read utility meters and use related electronic technology.
- p. Ability to locate gas lines.
- q. Ability to work outdoors during all seasons.
- r. Ability to work On-Call shifts with 24/7 response.

Special Requirements:

- a. Possess a nonrestricted Class B Commercial Driver's License.
- b. Ability to obtain Class D Water License within employer specified time frame.
- c. Ability to obtain Class SD Wastewater License within the employer specified time frame.
- d. Possess Natural Gas Certification.
- e. Possess Natural Gas fusing certification.

City Council Adoption Date: _____

Mayor's Signature: _____

CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER II

GENERAL PURPOSE

This position performs a variety of skilled and semi-skilled work in the maintenance and repair of city streets and grounds as well as public utilities tasks in the gas, water, and sewer operations. Operates a variety of public works equipment and tools to complete work and provides leadership in the absence of the Public Works/Utilities Supervisor.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works/Utilities Supervisor.

SUPERVISION EXERCISED

Provides supervision to laborers on specific jobs or work tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Cleans and maintains streets and roadsides by sweeping streets, patching potholes, thawing culverts, removing barriers, replacing or fixing signs, hauling and placing gravel, mowing and brushing roadsides and removing trees.
- Plows and maintains City streets with plow truck, backhoe, motor grader, 1-ton boss plow, Tar Buggy for patching pot-holes, and roadside mower.
- Removes snow and ice from roads using heavy equipment such as the plow truck, motor grader and sand truck.
- Replaces and fixes road signs and clears roadside of any obstacles.
- Performs maintenance on equipment by completing preventative maintenance checks and service plans and performing preventative checks and services, including greasing, oil changes and cleaning.
- Assists in parks and recreation by maintaining ball fields, cleaning/flooding ice rink, mowing park grounds, operating irrigation system for ball fields, removing trash, maintaining swings and picnic tables, maintaining play structures and pavilions and locking gates for parks and beaches when needed.
- Assists with care of City building and grounds by cleaning up after community center rentals, cleaning office and shop, setting up community center rooms for rentals, mowing and trimming around buildings.
- Verifies the location of gas, water and sewer facilities prior to excavation or other work being performed.

CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER II

- Assists in maintaining public water supply and quality by testing water samples, takes daily pump readings, daily samples and tests chlorine and fluoride levels; mixing chemicals for treatment and recording water usage.
- Complete and send in monthly reports to Minnesota Department of Health; submits annual reports to Minnesota Department of Natural Resources.
- Locates water stand pipes, flushes water hydrants, and turns water service on and off as required.
- Monitors and maintains equipment in water distribution system, including control house, wells, pumps, mixing pumps, piping, valves, hydrants and meters.
- Perform meter readings and replace meters as needed.
- Responds to water complaints and completes water shut-offs as needed.
- Performs hook-up inspections to public water supply.
- Operates and maintains waste water collection system.
- Records sewer usage and assists in pulling pumps in lift stations, clearing pumps, unplugging lines and clearing check valves.
- Maintains components of sanitary sewer system, including lift stations and pumps, electrical panels, emergency generators, manholes, gravity and force mains.
- Take and record daily readings and submit monthly reports.
- Performs hook-up inspections to public wastewater system.
- Works in close contact with Northwest Gas under City operations and maintenance agreement.
- Calibrates and maintains multi-gas air monitor and associated required documentation and permits.
- Locates underground natural gas mains, service lines, water mains, sewer mains, etc. per Gopher State One Call System.
- Coordinates service line installations with contractors and homeowners.
- Operate, maintain and train employees on programming and reading electronic meters.
- Perform quarterly patrol reports of natural gas distribution system in accordance with Minnesota Office of Pipelines (MINOPS).
- Assists in maintaining cemetery by marking grave sites, digging/backfilling graves, mowing and racking cemetery grounds.

Other Duties and Responsibilities:

- Assists in marking out and digging grave in cemetery.
- Assists in reading utility meters.
- Keeps inventories of meters and regulators.
- Assist in preparing Public Works/Utilities annual budget.
- Performs other utility and public works related duties as required or assigned.
- The job description is subject to change as the needs of the employer and requirements of the job change.

CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER II

MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from high school or GED equivalent
- b. Seven (7) years of practical experience including operation of heavy equipment.

Required Knowledge, Skills and Abilities:

- a. Knowledge of equipment operation and maintenance of city's water and sewer systems, including proper collection and testing of samples; knowledge of Minnesota Septic Code Book (SSTS) for private septic systems.
- b. Knowledge of irrigation system and skill in cleaning irrigation heads.
- c. Ability to use a locator for utility lines.
- d. Ability to operate all equipment and tools of public works department, including plow and dump trucks, back hoe, street sweeper, lawn mowers, grinders, chain and other saws, ratchets, wrenches, drill and air tools.
- e. Ability to follow applicable safety guidelines while performing work tasks.
- f. Ability to work independently and as part of a team.
- g. Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- h. Ability to work independently and as part of a team.
- i. Ability to respond quickly and decisively to emergency situations or in the absence of supervisor.
- j. Ability to enter confined spaces.
- k. Ability to work around and use chemicals.
- l. Ability to read blueprints.
- m. Ability to read cemetery maps.
- n. Ability to communicate with others to accomplish job quality.
- o. Ability to read utility meters and use related electronic technology.
- p. Ability to locate gas lines.
- q. Ability to work outdoors during all seasons.
- r. Ability to work On-Call shifts with 24/7 response.

Special Requirements:

- a. Nonrestricted Class B Commercial Driver's License
- b. Class D Water License
- c. Class SD Wastewater License
- d. Possess Natural Gas Certification.
- e. Possess Natural Gas fusing certification

City Council Adoption Date: _____

Mayor's Signature: _____

CITY OF COHASSET

SENIOR PUBLIC WORKS/UTILITIES WORKER III

GENERAL PURPOSE

This position performs a variety of skilled and semi-skilled work in the maintenance and repair of city streets and grounds as well as public utilities tasks in the gas, water, and sewer operations. Operates a variety of public works equipment and tools to complete work and provides leadership in the absence of the Public Works/Utilities Supervisor.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works/Utilities Supervisor.

SUPERVISION EXERCISED

Provides supervision to laborers on specific jobs or work tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Cleans and maintains streets and roadsides by sweeping streets, patching potholes, thawing culverts, removing barriers, replacing or fixing signs, hauling and placing gravel, mowing and brushing roadsides and removing trees.
- Plows and maintains City streets with plow truck, backhoe, motor grader, 1-ton boss plow, Tar Buggy for patching pot-holes, and roadside mower.
- Removes snow and ice from roads using heavy equipment such as the plow truck, motor grader and sand truck.
- Replaces and fixes road signs and clears roadside of any obstacles.
- Performs maintenance on equipment by completing preventative maintenance checks and service plans and performing preventative checks and services, including greasing, oil changes and cleaning.
- Assists in parks and recreation by maintaining ball fields, cleaning/flooding ice rink, mowing park grounds, operating irrigation system for ball fields, removing trash, maintaining swings and picnic tables, maintaining play structures and pavilions and locking gates for parks and beaches when needed.
- Assists with care of City building and grounds by cleaning up after community center rentals, cleaning office and shop, setting up community center rooms for rentals, mowing and trimming around buildings.
- Verifies the location of gas, water and sewer facilities prior to excavation or other work being performed.

CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER III

- Assists in maintaining public water supply and quality by testing water samples, takes daily pump readings, daily samples and tests chlorine and fluoride levels; mixing chemicals for treatment and recording water usage.
- Complete and send in monthly reports to Minnesota Department of Health; submits annual reports to Minnesota Department of Natural Resources.
- Locates water stand pipes, flushes water hydrants, and turns water service on and off as required.
- Monitors and maintains equipment in water distribution system, including control house, wells, pumps, mixing pumps, piping, valves, hydrants and meters.
- Perform meter readings and replace meters as needed.
- Responds to water complaints and completes water shut-offs as needed.
- Performs hook-up inspections to public water supply.
- Operates and maintains waste water collection system.
- Records sewer usage and assists in pulling pumps in lift stations, clearing pumps, unplugging lines and clearing check valves.
- Maintains components of sanitary sewer system, including lift stations and pumps, electrical panels, emergency generators, manholes, gravity and force mains.
- Take and record daily readings and submit monthly reports.
- Performs hook-up inspections to public wastewater system.
- Works in close contact with Northwest Gas under City operations and maintenance agreement.
- Calibrates and maintains multi-gas air monitor and associated required documentation and permits.
- Locates underground natural gas mains, service lines, water mains, sewer mains, etc. per Gopher State One Call System.
- Coordinates service line installations with contractors and homeowners.
- Operate, maintain and train employees on programming and reading electronic meters.
- Perform quarterly patrol reports of natural gas distribution system in accordance with Minnesota Office of Pipelines (MINOPS).
- Assists in maintaining cemetery by marking grave sites, digging/backfilling graves, mowing and racking cemetery grounds.
- Assist in preparing Public Works/Utilities annual budget.

Other Duties and Responsibilities:

- Assists in marking out and digging grave in cemetery.
- Assists in reading utility meters.
- Keeps inventories of meters and regulators.
- Performs other utility and public works related duties as required or assigned.
- The job description is subject to change as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

CITY OF COHASSET
SENIOR PUBLIC WORKS/UTILITIES WORKER III

Education and Experience:

- a. Graduation from high school or GED equivalent
- b. Ten (10) years of practical experience including operation of heavy equipment.

Required Knowledge, Skills and Abilities:

- a. Knowledge of equipment operation and maintenance of city's water and sewer systems, including proper collection and testing of samples
- b. Knowledge of irrigation system and skill in cleaning irrigation heads.
- c. Ability to use a locator for utility lines.
- d. Ability to operate all equipment and tools of public works department, including plow and dump trucks, back hoe, street sweeper, lawn mowers, grinders, chain and other saws, ratchets, wrenches, drill and air tools.
- e. Ability to follow applicable safety guidelines while performing work tasks.
- f. Ability to work independently and as part of a team.
- g. Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- h. Ability to work independently and as part of a team.
- i. Ability to respond quickly and decisively to emergency situations or in the absence of supervisor.
- j. Ability to enter confined spaces.
- k. Ability to work around and use chemicals.
- l. Ability to read blueprints.
- m. Ability to read cemetery maps.
- n. Ability to communicate with others to accomplish job quality.
- o. Ability to read utility meters and use related electronic technology.
- p. Ability to locate gas lines.
- q. Ability to work outdoors during all seasons.
- r. Ability to work On-Call shifts with 24/7 response.

Special Requirements:

- a. Possess a nonrestricted Class B Commercial Driver's License.
- b. Possess Class D Water License.
- c. Possess Class SD Wastewater License.
- d. Possess Natural Gas Certification.
- e. Possess Natural Gas fusing certification

City Council Adoption Date: _____ Mayor's Signature: _____

6E

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: APPROVE SAFE ROUTES TO SCHOOL PROGRAM GRANT
AGREEMENT AND ADOPT RESOLUTION FOR SAFE ROUTES TO
SCHOOL GRANT TERMS AND CONDITIONS
DATE: MARCH 10, 2025

Request a motion to authorize the necessary signatures on the Safe Routes to School Program grant agreement and adopt resolution 2025-18, Safe Routes to School grant terms and conditions.



Building a Better World
for All of Us®

February 24, 2025

RE: Itasca County
1st Avenue W & 3rd Street N
SAP 031-591-005
SEH No. COHAS 179617

City of Cohasset
305 NW 1st Ave
Cohasset, MN 55721

Dear Mayor and Council Members:

Bids on the referenced project were opened in person at the Grand Rapids SEH office at 10:00 AM on Wednesday, February 12th, 2025. The bids received are summarized with the Engineer's estimate as follows:

<u>Contractor</u>	<u>Bid</u>
TNT Construction Group, LLC	\$318,800.00
Casper Construction, Inc.	\$361,493.00
KGM Contractors, Inc.	\$377,037.00
Engineer's Estimate	\$347,260.15

SEH has reviewed the bids and recommends that the City of Cohasset award a contract to TNT Construction Group, LLC for their low bid amount of \$318,800.00.

If you require further information or have any questions, please do not hesitate to call me at 218.322.4507.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Olson", written over a light blue horizontal line.

Thomas Olson, PE (MN)
Short Elliott Hendrickson, Inc.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 SE 4th Avenue, Suite 200, Grand Rapids, MN 55744-4304

218.322.4500 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

**STATE OF MINNESOTA
SAFE ROUTES TO SCHOOL PROGRAM
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and ("Grantee"):

Public Entity (Grantee) name, address and contact person:
City of Cohasset
305 NW 1st Avenue
Cohasset, MN 55721

Contact: Josh Casper

RECITALS

1. Minnesota Statute § 174.40 authorizes the State to enter into this agreement.
2. General Funds were appropriated for the Safe Routes to School Program in Minnesota Laws 2023, Chapter 68- H.F. 2887.
3. Grantee has been awarded Safe Routes to School (SRTS) Program funds under Minn. Stat. § 174.40.
4. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on **December 31st, 2028**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.
- 1.4 **Exhibits.** Exhibit A: Sources and Uses of Funds Schedule; Exhibit B: Grant Application; Exhibit C: Grantee Resolution Approving Grant Agreement are attached and incorporated into this agreement.

2 Grantee's Duties

- 2.1 Grantee will conduct activities in accordance with its grant application, or in the case of legislatively selected projects, in accordance with the enabling session law, which is attached to this Agreement as Exhibit B.
- 2.2 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).
- 2.3 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

3 Time

- 3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by Grantee under this agreement as follows:

4.1.1 **Compensation.** Grantee will be reimbursed for actual, incurred costs that are eligible under Minn. Stat. § 174.40. Grantee shall use this grant solely to reimburse itself for expenditures it has already made to pay for the costs of one or more of the activities listed under section 2.1.

4.1.2 **Sources and Uses of Funds.** Grantee represents to State that the Sources and Uses of Funds Schedule attached as Exhibit A accurately shows the total cost of the project and all of the funds that are available for the completion of the project. Grantee agrees that it will pay for any costs that are ineligible for reimbursement and for any amount by which the costs exceed State's total obligation in section 4.1.3. Grantee will return to State any amount appropriated but not required.

4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$199,160.67**.

4.2 Payment

4.2.1 **Invoices.** Grantee will submit state aid pay requests for reimbursements requested under this grant agreement. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services.

4.2.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.2.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.2.4 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.2.4.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided with at least seven calendar days of notice prior to any monitoring visit or financial reconciliation.

4.2.4.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.2.4.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.2.5 **Unexpended Funds.** The Grantee must promptly return to the State at grant closeout any unexpended funds that have not been accounted for in a financial report submitted to the State.

4.2.6 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.3 **Contracting and Bidding Requirements.** If Grantee is a municipality as defined by Minn. Stat. § 471.345, subdivision 1, then Grantee shall comply with the requirements of Minn. Stat. § 471.345 for all procurement under this Agreement.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representatives

6.1 The State's Authorized Representative is:

Marc Briese,
Programs Engineer,
MnDOT State Aid Office
395 John Ireland Boulevard, MS 500
St. Paul, MN 55155
Office: 651-366-3802
marc.briese@state.mn.us

or his/her successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Josh Casper,
Mayor,
305 NW 1st Avenue
Cohasset, MN 55721, 218-259-7339, joshc@cohasset-mn.com. If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.6 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 Liability

Grantee and State agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of State is governed by the provisions of Minn. Stat. Sec. 3.736. If Grantee is a "municipality" as that term is used in Minn. Stat. Chapter 466, then the liability of Grantee is governed by the provisions of Chapter 466. Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by Grantee, or subject to any exclusion from coverage in any insurance policy.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13 Termination; Suspension

13.1 Termination by the State. The State may terminate this agreement with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

13.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if:

13.3.1 It does not obtain funding from the Minnesota Legislature; or

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

13.4 Suspension. The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

14 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

15 Fund Use Prohibited. The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might

be disqualified or debarred after the Grantee's contract award on this Project.

16 Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

17 Limitation. Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

18 Additional Provisions

18.1 Prevailing Wages. Grantee agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. §. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the project. By agreeing to this provision, Grantee is not acknowledging or agreeing that the cited provisions apply to the project.

18.2 E-Verification. Grantee agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

18.3 Telecommunications Certification. If federal funds are included in Exhibit A, by signing this agreement Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), Grantee does not and will not use any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this agreement.

18.4 Title VI/Non-discrimination Assurances. Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in Exhibit A, Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18.5 Use, Maintenance, Repair and Alterations. The Grantee shall not, without the written consent of the State and the Commissioner, (i) permit or allow the use of any of the property improved with these grant funds (the Real Property)

for any purpose other than in conjunction with or for nonmotorized transportation, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in section (i), (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Grantee fails to maintain the Real Property in accordance with this Section, the State may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Grantee irrevocably authorizes the State to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by the State shall be at its sole discretion, and nothing contained herein shall require the State to take any action or incur any expense and the State shall not be responsible, or liable to the Grantee or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by the State pursuant to this Section shall be due and payable on demand by the State and will bear interest from the date of payment by the State at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

[The remainder of this page has intentionally been left blank.]

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Approval and Certifying Encumbrance as required by Minnesota Statutes § 16A.15 and 16C.05

By: _____

State Aid Programs Manager
(with delegated authority)

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with SRTS	
2023 SRTS General Fund Grant, SAAS Acct 412	\$199,160.67	General Fund Grant	
Other:		Funds:	
		Construction of sidewalk improvements	\$199,160.67
	\$		
	\$		
Subtotal	\$199,160.67	Subtotal	\$199,160.67
Public Entity Funds:		Items paid for with Non-SRTS General Fund	
Matching Funds		Grant Funds:	
Local Match	\$119,639.33	Construction of sidewalk improvements	\$119,639.33
Other:			
	\$		
	\$		
Subtotal	\$119,639.33	Subtotal	\$119,639.33
TOTAL FUNDS	\$318,800.00	= TOTAL PROJECT COSTS	\$318,800.00

EXHIBIT B

GRANT APPLICATION

Attach the grant application for the project

Form Name: 2023 Minnesota Safe Routes to School (SRTS) Program: Infrastructure Solicitation Application
Submission Time: February 1, 2024 3:24 pm
Browser: Chrome 120.0.0.0 / OS X
IP Address: 66.171.41.15
Unique ID: 1190265720
Location: 47.2317, -93.5138

Minnesota Safe Routes to School (SRTS) Program: Infrastructure Solicitation Application

I. Project Information

A. Applicant Information

Name	Max Peters
Agency Name	City of Cohasset
Job Title/Position	City Administrator
Phone	(218) 328-6225
Email	maxp@cohasset-mn.com
Agency Type	Non-State Aid City (Population < 5,000)
Address	305 NW 1st Avenue Cohasset, MN 55721
County	Itasca
MnDOT District	District 1

B. Lead Agency Sponsor Information

As a grant applicant, are you representing a township, non-state aid city, or a school or school district? If yes, you are required to have a county sponsor.

Yes, I am a township, non-state aid city, or a school or school district

Sponsoring Agency Engineer Name	Ryan Sutherland
Sponsoring Agency Name	Itasca County
Job Title/Position	Assistant County Engineer
Phone	(218) 327-2833
Email	ryan.sutherland@co.itasca.mn.us
Address	123 NE 4th Street Grand Rapids, MN 55744

C. Project Funding

SRTS Request	272470
Federal Funds	0
County State Aid Funds	0
Municipal State Aid Funds	0
Local Township Funds	0
Local City Funds	0
Local County Funds	0
MnDOT Trunk Highway Funds	0
Tribal Funds	0
Other Funds	0
Total project cost	272470
Are funds from all sources committed?	No
If no, describe which sources are not committed and how they will become committed.	The SRTS request is not committed.

D. Brief Project Description

Enter a brief description or title of your project. Example: Construct shared use path along north side of CSAH 12 (Cedar Street) including bumpouts at all quadrants at the CSAH 12 and Main Street intersection in the City of Moose River.	Improve connection and safety between State Hwy 2 and Cohasset Elementary School by constructing a sidewalk along the west side of NW 1st Avenue and along the north side of NW 3rd Street. Project will include new crosswalks across NW 1st Avenue and Columbus Avenue.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

E. Project Location

Will any proposed infrastructure improvements be constructed on the right-of-way or property of a township, city, or county other than the applicant or lead agency sponsor?	No
Beginning Point - Latitude	47.263708
Beginning Point - Longitude	-93.620642

F. Funding Sources

Has this project been selected for federal funding? No

G. Eligibility Check

The applicant must have a full resolution (not just a letter of support) from their council or governing board approving the project and pledging support to fund engineering, right of way, inspection, and other non-SRTS eligible costs, as well as SRTS-eligible items in excess of the SRTS Infrastructure grant amount. The applicant understands this eligibility requirement and has executed this document for attachment to the application. Yes

Township, non-state aid city, and school or school district applicants will need a state aid city or county to serve as their lead agency project sponsor. If a lead agency sponsor is required, the applicant must have a full resolution (not just a letter of support) from the sponsoring county or state aid city agreeing to serve as a sponsor and to support the project by performing tasks identified above in section "Lead Agency Sponsor". The applicant understands this eligibility requirement and has obtained this document for attachment to the application. Yes

The applicant must have a full resolution (not just a letter of support) from all non-Tribal entities (except MnDOT) other than the applicant or lead agency sponsor whose property or right-of-way will be impacted by the proposed project. The applicant understands this eligibility requirement and has obtained, if required, this document from all impacted entities for attachment to the application. Not applicable (no other public agency right-of-way is impacted)

Projects constructed with this grant funding must have an expected service life of 10 years minimum. The applicant affirms to the best of their current knowledge and belief that this requirement will be met. Yes - project will have a service life of 10 or more years

Projects are required to be ready for construction in 2024 or 2025. The applicant understands this eligibility requirement and will award a contract and be under construction by December 15, 2025. Yes

Please select the anticipated construction year 2024

Safe Routes to School Infrastructure grant funds cannot be used on impacts to trunk highways or trunk highway right-of-way without an explicit letter of support from the MnDOT District Engineer. The applicant understands this eligibility requirement and has obtained, if required, this document for attachment to the application. Yes

Applicants for Safe Routes to School infrastructure funds must have adopted subdivision regulations that require Safe Routes to School infrastructure in developments authorized on or after June 1, 2016. The applicant understands this eligibility requirement and can attach proof of compliance via ordinance or other language that demonstrates how it is applied to the application. Yes

Only construction costs are eligible for the program. Development of engineering and construction plans are not eligible nor are right-of-way acquisition costs. All awarded projects must follow the State Aid process, which includes developing a construction plan set signed by a licensed engineer. The applicant must have the ability to develop this plan set or the funds to pay a consultant to develop this plan set. Exhibits from engineering studies do not qualify as a construction plan set. The applicant understands this requirement and has the ability or funds to develop the plan set.

Yes

Safe Routes to School funds cannot be used to pay school, local agency, or federally recognized Indian Tribe staff time to construct or install any improvements. School, local agency, or federally recognized Indian Tribe staff time is not an eligible cost for the program. All awarded projects must be put out to bid and awarded to a contractor. The applicant understands this program requirement and plans to bid the project out to a contractor.

Yes

H. Project Evaluation

Name	Max Peters
Job Title / Role	City Administrator
Email	maxp@cohasset-mn.com
Phone	218-328-6225

II. Project Improvements & Safety

I. School Information

School 1: School Name	Cohasset Elementary School
School 1: School Location	450 Columbus Avenue, Cohasset, MN 55721

School 1: Grades Available K-5

School 1: Number of Students Enrolled 325

J. Safety Concerns

At any location in the project area, do pedestrians or bicyclists travel where safe infrastructure is not provided? Yes

Check any that apply below:

- Pedestrians walk along the grass or ditch.
- People walk or bike within a vehicle travel lane or roadway
- People cross a roadway at any point other than an intersection or marked crossing

Have safety risks or hazards related to vehicles been identified within the project area that prevent people from safely walking or biking in or near the project area? Yes

Check any that are present in the project area:

- High vehicle speeds
- High levels of traffic
- Low stop or yield compliance for pedestrians or cyclists
- Low visibility of pedestrians or cyclists / Drivers unable to see pedestrians or cyclists

Please use this space to more completely list and describe the safety risks, hazards, or uncomfortable walking or biking conditions that have been identified above, including the locations of these risks and conditions. Applicants may also reference any survey data, crash data, pedestrian or bicycle plan, or other relevant sources. Upload any referenced sources when submitting this application. Each attachment must be referenced in the application, otherwise the attachment will not be considered in the scoring of the application.

The primary safety risk that necessitates the need for the project is that there's no clear connection between the Hwy 2 and NW 1st Ave/Central Ave intersection in Cohasset and Cohasset Elementary School.

There's a 3,500-ft stretch of sidewalk that runs along Central Ave south of Hwy 2, a 1,000-ft stretch along Hwy 2, and a 1,500-ft stretch along Columbus Ave that runs from Hwy 2 up to and slightly beyond the school. The problem is that there are no sidewalks or crosswalks that more directly connect the Hwy 2 and NW 1st Ave/Central Ave intersection to the school.

Currently, students coming from the many neighborhoods south of Hwy 2 cross the highway and then navigate to the school without any defined path or direction. They walk or ride through parking lots, along shoulders, and cross roads at random locations. This is dangerous because cars turn off Hwy 2 onto NW 1st Ave and Columbus Ave at high speeds. School drop-off and pick-up times are even more dangerous because of the amount of traffic and congestion.

This problem is referenced in the 2021 Grand Rapids and Cohasset SRTS Plan. On page 5, (plan attached), results of the survey of Cohasset Elementary parents indicate that 55 percent feel traffic speeds impact their decision to allow their child to walk/bike to school. In addition, 45 percent feel the amount of traffic, and 35 percent feel the safety of intersections and crossings, impact their decision. On page 18 of the plan, the assessment of the need for additional sidewalks in Cohasset is named as a primary strategy for walk/bike infrastructure.

Does the school(s) or school district have a no walking and/or bicycling to school policy?

No

Does the school(s) provide hazard busing? Hazard busing refers to school bus services provided to students who live in the immediate proximity of the school because of a safety hazard to walking or biking near the school.

Yes

Please describe this service and the specific safety hazard being avoided.

Approximately 30 students live in the immediate proximity of Cohasset Elementary. Hazard bussing is provided to them because of traffic/safety hazards.

Does the school(s) district have plans to relocate or repurpose the school facilities within the next 10 years?

No

Does the school(s) or school district promote any activities or policies to encourage students walking and bicycling?

Yes

Please describe these activities or policies.

We are sending messaging home via social media and PeachJar to encourage our students to walk and/or bike to school. In addition, we've used the Hwy 169 digital board to promote the October International Walk/Bike/Roll to school day as well as the Winter Walk coming up the week of February 5th.

What percentage of students walk or bike to school?

2

What percentage of students take the bus to school?

34

K. Types of Improvements

Curbs and medians

New curb and gutter

Signage and striping

New signage (all types)
RRFB
New crosswalk striping

Sidewalks and trails

New sidewalks
ADA ramps

Provide a full project description including the locations and uses of each improvement identified above. Please include descriptions for other improvements not listed above as well. Include any project maps or design exhibits. These exhibits may be uploaded with your application.

Seeking to develop a safe and practical sidewalk connection for students, staff, and the community between existing sidewalk near the Cohasset Elementary School at the Columbus Ave and NW 3rd St intersection and existing sidewalk at the NW 1st Ave and Hwy 2 intersection. New curb, gutter and sidewalk will be installed along the north side of NW 3rd St and the west side of NW 1st St. Four ADA ramps will be installed along with crosswalk striping on both NW 1st St and Columbus Ave. Due to the increase of vehicles that drive along Columbus Ave, two rectangular rapid flash beacons will be installed at the new crosswalk. New signage will be installed to replace existing signage that will be removed during construction.

L. Project Improvements

School(s): Explain how listed improvements would connect students to schools within your community. See Solicitation Guide for example statement.

Constructing a sidewalk along the west side of NW 1st Ave, a crosswalk across NW 1st Ave, a sidewalk along the north side of NW 3rd St, and a crosswalk across Columbus Ave will allow for safe and comfortable two-way active transportation between Cohasset Elementary School and the Hwy 2/NW 1st Ave intersection. It will do this by better connecting the existing sidewalk along the east side of Columbus Ave with the sidewalk on the north side of Hwy 2. The new sidewalk and crosswalk connection will eliminate pedestrian and bicycle traffic using the adjacent lawns, parking lanes, and retail parking lots in between Cohasset Elementary School and the Hwy 2/NW 1st Ave intersection. Many residential neighborhoods are located south of Hwy 2, and this new connection will fill a missing link to them.

Safety Risk Mitigation: Explain how each of the listed improvements in "Section K. Types of Improvements" would mitigate the safety risks and hazards described in "Section J. Safety Concerns." See Solicitation Guide for example statement.

Safety for non-vehicular travelers will be improved with the addition of the two new sidewalks and two new crosswalks that will provide a clear, direct, and consistent route between the Hwy 2/NW 1st Ave intersection and Cohasset Elementary. Users will be separated from traffic on the sidewalks, and they will be more visible and comfortable throughout the route. As a result, daily trips to and from the school will be safer and easier for students of all ages.

III. Community Engagement & Transportation Policies

M. Plans, Policies, & Studies

Does the applicant agency or lead agency sponsor have a Safe Routes to School (SRTS) plan?

Yes - please attach to application

In which year did the school(s) adopt the plans?

2021

Has the adopted plan received any updates, addendums, surveys, public engagement sessions, or any other changes since it was adopted?

No

Are the improvements in this project identified in the listed plan?

Yes - please attach to application

Please provide the page number(s) on which the project is identified

18

Explain how the proposed improvements in this project were identified, planned, and prioritized. This includes any community engagement or public outreach activities.

Based on input from school staff, parents, and community members, the need for the proposed project was clearly identified during the creation of the 2021 Grand Rapids and Cohasset SRTS Plan. Since then, conversations about it have been ongoing and began to formalize in October 2023. It was then that planning meetings occurred with the city of Cohasset, county engineer, principal of Cohasset Elementary, parents, and community members. In November of last year, the Cohasset mayor, principal, city engineer, county engineer, and SRTS coordinator physically walked through the neighborhood while discussing possible solutions. During this time, the SRTS coordinator was able to provide insight into the problem based on observations she had made during school drop-off and pick-up times.

Has the applicant agency adopted a complete streets policy?

No

List any applicant agency adopted transportation policies that promote safe walking, biking, and rolling. Please attach to application.

Cohasset Comprehensive Plan 2024

IV. Equity Score

N: Implementing the 6E Strategies

Check all of the 6E Strategies implemented at the school(s) or school district(s). Please describe events, policies and programs serving these strategies.

Evaluation
Equity
Engagement/Enforcement
Education
Encouragement
Engineering

EQUITY - Please describe events, policies and programs serving this strategy.

The project is focused on providing safer walk/bike access to Cohasset Elementary School for all demographic groups.

EVALUATION: Please describe events, policies and programs serving this strategy.

The project is based on school staff, parent, and community input gathered during a survey as well as multiple planning meetings.

ENGAGEMENT/ENFORCEMENT: Please describe events, policies and programs serving this strategy.

Beyond soliciting specific project input from school staff, parents, and community members, Cohasset Elementary School is working hard to build a walk/bike culture by promoting the activities to students. Each grade K-5 participates in a fall run. Also, social media has been used to help build awareness and encourage active modes of transportation to/from school.

EDUCATION: Please describe events, policies and programs serving this strategy.

The physical education teacher at Cohasset Elementary teaches walking and biking safety and shows videos about it to students.

ENCOURAGEMENT: Please describe events, policies and programs serving this strategy.

During the fall run, students and staff cheer each other on. Also, punch cards have been used to track and reward student activity levels.

ENGINEERING: Please describe events, policies and programs serving this strategy.

The project was designed by Cohasset's city engineer with consultation provided by Itasca County's assistant engineer.

O. Advancing Equity

Describe how this project will advance equity in your community. This should be specific to how this project will benefit the students traveling to and from school in your community. Please see Solicitation Guide for definition of equity.

Cohasset is a small rural community where barriers including income, disability, and transportation negatively impact quality of life for many. According to Minnesota Compass, 42 percent of households in Cohasset had income of \$49,999 or less between 2017 and 2021. During that same time period, 10.6 percent of residents had a disability, and 6.5 percent of residents stated they walked or biked to work (or worked from home).

For small communities like Cohasset, walkable/bikeable/rollable streets are a key component of overall safety and vitality for residents. They make it possible to safely and comfortably move throughout the community without a car. This not only promotes mobility and health on an individual level, it also increases the overall sense of community and quality of life.

The proposed project will advance equity in Cohasset in three important ways: 1) It will create a safe and direct connection for all students when they walk or bike between Cohasset Elementary and the crosswalk across Hwy 2; 2) It will improve walk/bike/roll friendliness in an area that many community members frequent because it's the location of a convenience store as well as the Cohasset City Hall and Community Center; and 3) It will be fully ADA compliant and accessible.

Describe how this project will serve and protect priority populations in your community. Please see Solicitation Guide for definition of priority populations.

The project will serve and protect priority populations in Cohasset including low-income residents, people with disabilities, and senior citizens.

As stated above, according to Minnesota Compass, 42 percent of households in Cohasset had income of \$49,999 or less between 2017 and 2021. During that same time period, 10.6 percent of residents had a disability. Minnesota Compass also reports that between 2017 and 2021, 24.1 percent of Cohasset residents were 65 or older.

The proposed project will serve and protect these priority populations by improving walk/bike/roll infrastructure in a busy part of the community that includes both homes, a popular convenience store, the city hall and community center, and several service providers. The two new sidewalks and two new crosswalks will improve the safety and comfort of walking, biking, or rolling through the community for these groups, while simultaneously doing the same for students going to/from the school.

P. Safe Routes to School Equity Score

V. Attachments

Approved submitting Agency resolution of support (PDF) <https://www.formstack.com/admin/download/file/15862702814>

For non-school/school district applicants: Submitting agency subdivision certification, regulations, or ordinances. (PDF) <https://www.formstack.com/admin/download/file/15862702815>

Approved resolution of support from Sponsoring Agency (if applicable) (PDF) <https://www.formstack.com/admin/download/file/15862702816>

Approved Letter of Support from MnDOT District Engineer if the project has Trunk Highway impacts (if applicable) (PDF) <https://www.formstack.com/admin/download/file/15862702817>

Engineering or planning-based cost estimate with itemized breakdown (Excel) <https://www.formstack.com/admin/download/file/15862702818>

Timeline of project indicating major milestones and their anticipated completion dates (PDF) <https://www.formstack.com/admin/download/file/15862702819>

Pedestrian, bicycle or other transportation plan or study that identifies the proposed project or improvements (PDF) - or - a link to the documents if publicly available elsewhere

<https://www.formstack.com/admin/download/file/15862702820>

At least one location map with project routes or improvements identified. If you choose to include project photos, please make sure the project location map is the first page in this attachment (PDF)

<https://www.formstack.com/admin/download/file/15862702821>

VI. Conflict of Interest Disclosure

Having had the opportunity to review the above Organizational Conflict of Interest Checklist, the applicant hereby indicates that it has, to the best of its knowledge and belief:

Determined that no potential organization conflict of interest exists

EXHIBIT C

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

RESOLUTION No. 2025-18
Safe Routes to School Grant Agreement
Grant Terms and Conditions
SAP 031-591-005
02.19.2025

WHEREAS, The City of Cohasset, has applied to the Commissioner of Transportation for a grant from the 2023 SRTS General Funds Account; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$199,160.67 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that The City of Cohasset, does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.38, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Active Transportation Account any amount appropriated for the project but not required. The proper city officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

By: _____

Title: _____

Date: _____

B: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: JOSH CASPER
SUBJECT: MINNESOTA POWER CHARGING STATION AGREEMENT
DATE: MARCH 10, 2025

Make a motion to approve the Approve Revised Section 2.2 in the MP Charging Station Easement Agreement and authorize the necessary signatures.

LANO, O'TOOLE & BENGTON, LTD.

LF
Attorneys

NEAL A. LANO (1926-2020)
DENNIS L. O'TOOLE
BRIAN C. BENGTON
www.itascalaw.com

515 NE SECOND AVENUE
GRAND RAPIDS, MINNESOTA 55744
TEL: (218) 326-9603; FAX: (218) 326-1565
E-MAIL: brian.bengtson@itascalaw.com

March 5, 2025

VIA E-MAIL ONLY
barbarab@cohasset-mn.com

City of Cohasset
ATTN: Barbara Baird
305 NW 1st Avenue
Cohasset MN, 55721

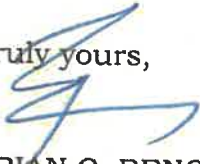
RE: Charging Station Easement Agreement

Ms. Baird:

Attached please find a revised Section 2.2 with respect to the Charging Station Easement Agreement.

The Council may wish to consider proposing this proposed amendment of Section 2.2 to Minnesota Power.

Truly yours,



BRIAN C. BENGTON

BCB/ams
Attachment

2.2 Minnesota Power Termination. Minnesota Power may terminate this Agreement at any time upon written notice to the Grantor, for any reason or for no reason. Promptly following expiration or termination of this Agreement, Minnesota Power will at its sole expense remove above-grade Charging Station equipment from the Easement Area in a fashion which ensures that no safety hazards remain related to such equipment and restore the Premises to its condition at the commencement of easement, excepting only the following: (a) reasonable and ordinary wear and tear; and (b) - Minnesota Power shall, at its sole discretion, cap off and secure, but not remove, any underground electrical wiring and conduits. Upon termination by either Grantor or Minnesota Power, the Parties agree to record evidence of such termination in the County land records where the Premises is located. Upon any termination of this Agreement, both parties are relieved of any further obligations under this Agreement, except for any obligation that expressly survives the termination per the terms of this Agreement. The terms of this Section shall survive termination.

**CHARGING STATION EASEMENT AGREEMENT
[COHASSET, MN]**

City of Cohasset ("Grantor"), and Minnesota Power, a division of ALLETE, Inc, a Minnesota corporation ("Minnesota Power"), hereby enter into this Charging Station Easement Agreement (this "Agreement") as of _____, 202__ (the "Effective Date"). In consideration of the mutual benefits herein and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, Grantor and Minnesota Power (collectively, the "Parties") acknowledge and agree as follows:

PART 1 EASEMENT GRANT; COVENANTS

1.1 Premises; Easement Area. Grantor is the fee owner of the property located at 305 1st Avenue NW, Cohasset, MN 55721, which is legally described in Exhibit A-1 and depicted in Exhibit A-2 attached hereto (the "Premises"). Grantor hereby grants to Minnesota Power an exclusive easement for the Term (as defined in Section 2.1) over, under, and across that portion of the Premises legally described in Exhibit B-1 and depicted in Exhibit B-2 (the "Easement Area") for the construction, installation, operation, use, inspection maintenance, repair, replacement, relocation, and removal of a Charging Station (as defined in Section 3), as well as those uses indicated in Section 1.2 (the "Charging Station Easement"). Grantor acknowledges that Minnesota Power will be responsible for all expenditures related to the installation of the Charging Station. Grantor acknowledges Minnesota Power is making these expenditures in reliance upon the terms of this Agreement.

1.2 Use of Other Portions of the Premises. During the Term, Grantor also grants to Minnesota Power: (i) a non-exclusive easement over and across the Premises for vehicular and pedestrian access to and from the Easement Area 24 hours per day, 7 days per week, and 365/366 days per year; (ii) a non-exclusive easement over and across areas of the Premises adjacent to the Easement Area for Grantee's use, from time to time, as is reasonably necessary for Grantee's construction, installation, operation, use, inspection maintenance, repair, replacement, relocation, or removal of the Charging Station, including staging; and (iii) a non-exclusive easement over, under and across the Premises to trim, remove, or otherwise control any trees, brush or other vegetation that are located within the Easement Area or located adjacent to the Easement and may, in Minnesota Power's opinion, at any time interfere with the Charging Station.

1.3 Authorized Parties' Use Of Easements. Minnesota Power, and to the extent authorized by Minnesota Power, its Charging Station users, customers, invitees, contractors, agents, and employees (the "Authorized Parties") may use the easements set forth in this Agreement for the purposes set forth herein.

1.4 Restrictive Covenants. During the Term, Grantor agrees that the Premises are subject to the following restrictive covenants: (i) Minnesota Power and its Authorized Parties will have vehicular and pedestrian access to and from the Easement Area at all times and Grantor will not make or allow any material change to the vehicular or pedestrian access without providing sixty (60) days' prior written notice to Minnesota Power; (ii) Grantor will not make or allow any change to the Easement Area without Minnesota Power's prior written consent; and (iv) Grantor will provide the required contiguous parking spaces depicted in Exhibit B-2, inclusive of an ADA van-accessible space and accompanying access lane, directly adjacent to the Charger Station for the exclusive use of EVs (the "EV Parking Spaces").

PART 2 TERM; TERMINATION; CONSIDERATION

2.1 Agreement Term; Automatic Renewal. The term of this Agreement (the "Term") will commence on the Effective Date and will end on the date that is ten (10) years after the Commencement Date, unless automatically extended per this Section 2.1 or terminated per Section 2.2. The "Commencement Date" is the date that the Charging Station is first operational, as determined by Minnesota Power. Once the Commencement Date has occurred, Minnesota Power

will complete, execute and record the Memorandum of Commencement Date in the form attached hereto as **Exhibit C** (the "**Commencement Memorandum**"). Minnesota Power will provide a copy of the recorded Commencement Memorandum to the Grantor. After the initial Term, this Agreement will automatically renew for successive one (1) year periods until Minnesota Power terminates this Agreement in accordance with Section 2.2 or Grantor gives written notice to Minnesota Power of its desire to terminate this Agreement at least one hundred eighty (180) days before the end of the then-current Term (a "**Termination Notice**"). Upon each extension, "Term" shall include the extended period.

2.2 Minnesota Power Termination. Minnesota Power may immediately terminate this Agreement at any time upon written notice to Grantor, for any reason or for no reason. Promptly following expiration or termination of this Agreement, Minnesota Power will remove above-grade Charging Station equipment from the Easement Area in a fashion which ensures that no safety hazards remain related to such equipment. Minnesota Power shall, at its sole discretion, cap off and secure, but not remove, any underground electrical wiring and conduits. Upon termination by either Grantor or Minnesota Power, the Parties agree to record evidence of such termination in the County land records where the Premises is located. Upon any termination of this Agreement, both Parties are relieved of any further obligations under this Agreement, except for any obligation that expressly survives termination per the terms of this Agreement. The terms of this Section shall survive termination.

2.3 Consideration. Grantor agrees and acknowledges that this Agreement and each extension to the Term is given in consideration of the benefit Grantor will derive from having the Charging Station on the Premises, including use of the Charging Stations by Grantor's customers.

PART 3 CHARGING STATION FACILITIES

3.1 Charging Station Facilities. Each "Charging Station" includes all EV charging equipment; signage; electrical equipment, meters, hardware, and software; and supporting equipment and structures installed by Minnesota Power, including electric distribution cabinets and equipment, concrete pads, and protective bollards. The number and approximate location of each Charging Station is indicated in **Exhibit B-2**. Minnesota Power (itself or through its Authorized Parties), at any time and for any reason during the Term, may upgrade, revise, alter, swap, or remove all or part of any Charging Station in the Easement Area and may perform security assessments and install (or add additional) reasonable security features, including lighting or cameras.

3.2 Signage. Minnesota Power may paint, place, erect, or project signs, marks, or advertising devices within the Easement Area and any other area(s) identified in **Exhibit B-2**, including but not limited to signage on or around the Charging Station designating the area "*EV Charger Parking Only*."

3.3 Installation. Minnesota Power shall retain all ownership rights in the Charging Station. Minnesota Power will have the right to remove all or a portion of the Charging Station at any time during the Term or within six months after expiration or termination of this Agreement, whether or not the items are considered fixtures or attachments to the Easement Area under applicable law. Minnesota Power shall have the right to replace the Charging Station and related equipment during the Term.

3.4 Operation and Maintenance. Minnesota Power, at its sole cost and discretion, will maintain and operate the Charging Station. Minnesota Power, in its sole discretion, will determine the type and amount of user fees and method of payment to Minnesota Power. Grantor shall not be entitled to any fee for use of the Charging Station from Minnesota Power, nor shall Grantor be permitted to assess any fees, directly or indirectly, on users who utilize the Charging Station. Notwithstanding the preceding, Grantor may charge parking fees for the EV Parking Spaces if Grantor charges a fee to park in the other parking spaces on the Property. If there are operational or maintenance issues with the Charging Station, Grantor will not undertake any repair; instead, Grantor will promptly contact Minnesota Power per Section 8.4 below. Minnesota Power does not guarantee uninterrupted or continual operation of the Charging Station and may interrupt operation when deemed necessary, in Minnesota Power's sole discretion.

3.5 Grantor Obligations. Grantor, at its sole cost and expense, will take all action necessary to maintain the Premises, including the Easement Area and the EV Parking Spaces, in a clean, safe, and orderly condition, to at least the same standard as Grantor customarily maintains the Premises, including providing ambient lighting, snow and ice removal, paving repair and maintenance, including striping, and general security for the Easement Area. Grantor agrees to cooperate with and allow Minnesota Power to take reasonable measures (including towing) to discourage non-EV vehicles from parking in the Easement Area.

3.6 Property Taxes. Minnesota Power is solely responsible for personal property taxes imposed on the Charging Station. All other real or personal property taxes related to the Easement Area and the Premises are the sole obligation of Grantor.

PART 4 INTELLECTUAL PROPERTY; PUBLICITY

4.1 Minnesota Power Intellectual Property. As between the Parties, Minnesota Power retains ownership of all of Minnesota Power "Intellectual Property" (each copyright, patent, trademark, service mark, name, logo, design, domain name, trade secret, know-how, and each unique concept, data, or knowledge eligible for legal protection as intellectual property under applicable law). Grantor has, and will obtain, no right in any Minnesota Power Intellectual Property. Any document in any format prepared by or under the direction of Minnesota Power in connection with a Charging Station is solely and exclusively Minnesota Power Intellectual Property.

4.2 Publicity. Grantor may not use Minnesota Power's name or any Minnesota Power Intellectual Property without Minnesota Power's prior written consent. No publication or promotional material may claim or imply that Minnesota Power endorses Grantor's business, brand, products, environmental attributes, or Grantor generally. Grantor agrees that it will not place a logo, trademark, service mark, or advertising device on any portion of the Charging Station or in the Easement Area without Minnesota Power's prior written consent. Minnesota Power may advise mapping services, vehicle navigation system manufacturers, or smart phone application developers of the existence of the Charging Station at the Easement Area. To promote and inform the public about the Charging Station, Minnesota Power may disclose to the public information about the location of the Charging Station and its status and may use the business name (or project or shopping center name as designated by Grantor) and address of the Premises in promotional materials, websites, and maps. With Grantor's prior written consent, Minnesota Power may use Grantor's logo, trademark, or service mark in promotional materials, websites, or maps.

PART 5 GRANTOR REPRESENTATIONS, WARRANTIES AND COVENANTS

Grantor represents, warrants, and covenants that: (i) it has or will obtain any consent or approval required for Grantor to enter into, grant the rights in, and perform its obligations under, this Agreement, and for Minnesota Power to take the contemplated actions with respect to the Easement Area (a) with an interest in the Premises; or (b) whose consent is required under conditions, covenants, or restrictions documents or declarations affecting the Premises; (ii) there is no lien, judgment, encumbrance, or other impediment of title on the Premises that would adversely affect use of the Easement Area by Minnesota Power per this Agreement; and (iii) it will maintain the Premises free of any lien, judgment, encumbrance, or impediment throughout the Term.

PART 6 INSURANCE

6.1 Minnesota Power Insurance. During the Term, Minnesota Power will maintain, at its cost and expense, the following insurance coverages and limits:

- (i) Commercial general liability providing coverage of at least **\$1 million** for any one occurrence in or about the Premises (including the Easement Area), and **\$2 million** in the annual aggregate, including contractual liability coverage, products/completed operations coverage, bodily injury, broad form property damage coverage, and personal injury coverage; and
- (ii) Statutory worker's compensation insurance and employer's liability insurance of **\$1 million** per accident/per employee; and
- (iii) Property insurance covering Minnesota Power's real and personal property interests in each Easement Area on a replacement cost basis.

Minnesota Power shall name Grantor, and, if requested by Grantor, Grantor's mortgagee, as an additional insured under Minnesota Power's commercial general liability policy described in Section 6.1(i) above, for liability caused by or arising out of the rights granted to Minnesota Power under this Agreement. The insurance required hereunder shall be primary and non-contributory over any coverages maintained by Grantor and all limits may be satisfied through any combination of self-insurance, primary insurance or excess liability policies.

6.2 Grantor Insurance. Grantor, at its expense, must procure and maintain in effect without interruption throughout the Term insurance policies providing at least the following coverages and limits:

- (i) Commercial general liability providing coverage of at least **\$1 million** for any one occurrence in or about the Premises (including the Easement Area), and **\$2 million** in the annual aggregate, including contractual liability coverage, products/completed operations coverage, bodily injury, broad form property damage coverage, and personal injury coverage; and
- (ii) Property insurance covering Grantor's real and personal property interests at the Premises on a replacement cost basis.

Upon execution of the agreement and upon request during the Term, the Parties will provide each other a certificate evidencing the required coverages. Upon receipt from its insurer(s), the Parties will use its best efforts to provide a thirty (30) days' prior notice of cancellation. The existence, or amount, of insurance does not waive or limit the Parties liability under this Agreement.

6.3 Mutual Waiver of Claims. Despite anything to the contrary in this Agreement, to the extent covered by property insurance maintained (or required to be maintained) under Section 6.1 (Minnesota Power Insurance), Minnesota Power waives every right or cause of action for any loss of or damage to the Easement Area or any improvement thereon, or to the personal property of Minnesota Power, regardless of cause or origin and whether or not caused by the fault or negligence of Grantor or its authorized parties except intentional misconduct of Grantor. And despite anything to the contrary in this Agreement, to the extent covered by property insurance maintained (or required to be maintained) under Section 6.2 (Grantor Insurance), Grantor waives every right or cause of action for any loss of or damage to the Premises or any improvement thereon, or to the personal property of Grantor, regardless of cause or origin and whether or not caused by the fault or negligence of Minnesota Power or its Authorized Parties except intentional misconduct of Minnesota Power. Each Party shall cause its insurer(s) to waive all rights of subrogation against the other Party to the extent the Parties waived claims in this Section and shall obtain an endorsement evidencing said waiver.

PART 7 BROKERS; ATTORNEYS' FEES; REMEDIES

7.1 Brokers. Each Party represents to the other that it has not dealt with any broker in connection with this Agreement. Each Party will indemnify and hold harmless the other against and from any loss, cost, damage or fee (including reasonable attorneys' fees) resulting from any inaccuracy of this representation and warranty.

7.2 Remedies. Grantor specifically agrees that if the covenants in this Agreement are breached, damages will be very difficult, if not impossible, to ascertain. Accordingly, in addition to any other remedy allowed by law, the Parties agree that each covenant will be enforceable in equity and/or by specific performance. The rights and remedies provided by this Agreement are cumulative and are additional to any right under applicable law or in equity; the use of any right or remedy by a Party does not preclude or waive its right to use any other remedy.

PART 8 MISCELLANEOUS

8.1 Relationship of the Parties; Force Majeure. The Parties are independent contractors in performance of this Agreement. This Agreement: (i) creates no joint venture, partnership, fiduciary, or agency relationship for any purpose; (ii) confers no right or remedy on any person other than the Parties and their respective successors or assigns; and (iii) creates no contractual relationship with, or cause of action for, any third party. Any renewable energy credit, allowance, or other indicator of environmental benefit attributable to presence of a Charging Station on the Premises during the Term belongs to Minnesota Power. Rights and obligations in this Agreement are independent from any other agreement between the Parties. Neither Party is responsible for delay or failure in performance of this Agreement to the extent the delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, act or omission of carriers, or other similar cause beyond the Party's control.

8.2 Interpretation. Both Parties were involved in negotiating this Agreement; no rule allowing construction according to authorship applies. Minnesota law governs all matters, including torts, relating to this Agreement, without regard to choice of law principles. The Parties will resolve a claim or dispute under this Agreement in a state or federal court sitting in Itasca County, Minnesota, regardless of Premises location; each Party consents to exclusive jurisdiction and venue in these courts. This Agreement comprise the Parties' final and exclusive expression of their rights and obligations regarding the Easement Area and supersede any prior oral or written representation, promise, or agreement. Captions are for convenience only and do not affect interpretation; "include" means "include, but are not limited to"; "or" means "either or both"; and defined terms are singular or plural as context requires. Any provisions that logically should apply beyond the expiration or termination of this Agreement will survive such expiration or termination.

8.3 Modification; Waiver; Assignment; Severability. Except as otherwise provided herein, no amendment or modification of this Agreement is effective unless made in a writing signed by both Parties. Each Party agrees to execute documents or perform acts reasonably necessary to perform each provision of this Agreement. Failure of a Party to insist on strict performance of any provision does not waive the right to require future performance; a waiver in one instance is not a waiver regarding a later obligation or breach. Minnesota Power shall have the right to transfer and assign, in whole or in part, all of its rights and obligations under this Agreement without consent of Grantor, and upon any such transfer or assignment, Minnesota Power shall be released from any further obligations hereunder. If there is an assignment or change in control of all, or substantially all, of a Party's operations or assets, the Party must provide prompt written notice and the Parties will cooperate to ensure that this Agreement binds the successor. If a court rules a provision unenforceable to any extent, the rest of that provision and all others remain effective; the Parties will

negotiate in good faith to replace the provision. If a court finds a provision unreasonably broad in time or scope, the Parties desire that the court reduce it to the maximum allowable parameter, instead of holding it totally unenforceable.

8.4 Notices. Any notice under this Agreement must be in writing and be delivered either by: (i) personal delivery or email (effective that date); (ii) prepaid nationally- or internationally-recognized commercial overnight courier (effective the next business day); or (iii) registered or certified U.S. mail, with proper postage (effective the following fourth business day). All notices shall be sent to the Parties at their respective addresses set forth below.

If to Grantor:

Attn: _____
Phone: _____
Email: _____

With a Copy to:

Attn: _____
Phone: _____
Email: _____

If to Minnesota Power:

Minnesota Power
c/o ALLETE, Inc.
30 W. Superior Street
Duluth, MN 55802
Attn: Real Estate Services Department
Phone: _____
Email: realestateservices@mnpower.com

With a Copy to:

Minnesota Power
Attn: Legal Services Department
Phone: _____
Email: legal@mnpower.com

8.5 Covenants Run with the Land. This Agreement shall be considered an easement in gross for the benefit of Minnesota Power and its successors and assigns. The Parties acknowledge and agree that the easements and other rights, obligations, covenants and restrictions conferred by this Agreement are intended to, and do, constitute covenants that run with title to the Premises and shall inure to the benefit of and be binding upon the Grantor and its successors in title to the Premises.

8.6 Recording. This Agreement will be recorded by Minnesota Power with the Itasca County [Recorder's Office / Registrar of Titles]. The costs to record this Agreement will be paid by Minnesota Power.

8.7 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument.

[Signature Pages Follow]

IN WITNESS WHEREOF, the undersigned have executed this Charging Station Easement Agreement as of the Effective Date.

GRANTOR:

City of Cohasset

By: _____
Name: _____
Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 202__, by _____, the _____ on behalf of the City of Cohasset in the State of Minnesota.

Notary Public

IN WITNESS WHEREOF, the undersigned have executed this Charging Station Easement Agreement as of the Effective Date.

MINNESOTA POWER:

ALLETE, Inc,
a Minnesota corporation

By: _____
Name: _____
Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 202_, by _____, the _____ of ALLETE, Inc., a Minnesota corporation, on behalf of the corporation.

Notary Public

EXHIBIT A-1

Legal Description of the Premises

**Lots 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18 and S1/2 of vacated E-W Alley lying adjacent thereto,
Block 5, Riverside Addition to Cohasset, Itasca County, Minnesota**

EXHIBIT A-2
Depiction of the Premises

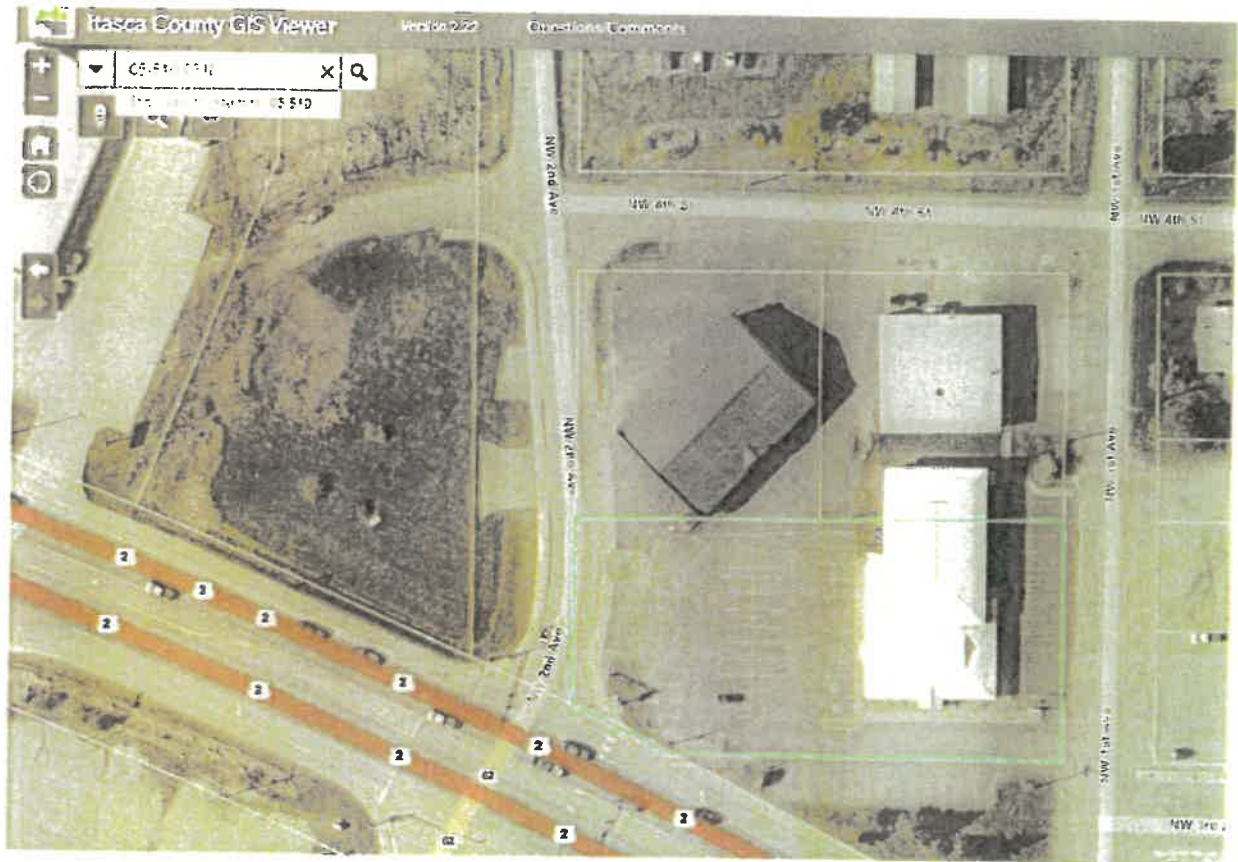


EXHIBIT B-1

Legal Description of the Easement Area

A strip of land over, under and across that part of Lots 8 and 9, Block 5 of the recorded plat of "RIVERSIDE ADDITION TO COHASSET" on file and of record in the office of the Itasca County Recorder, Itasca County, Minnesota, described as follows:

Commencing at the northeast corner of Section 10, Township 55, Range 26 of said Itasca County; thence South 27 degrees 50 minutes 58 seconds West, assuming the north line of the Northeast Quarter of said Section 10 bears North 89 degrees 57 minutes 38 seconds West, a distance of 1364.32 feet to the actual point of beginning of the strip of land herein described; thence North 90 degrees 00 minutes 00 seconds West a distance of 18.00 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 36.00 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 18.00 feet; thence North 00 degrees 00 minutes 00 seconds West a distance of 36.00 feet to said point of beginning.

EXHIBIT B-2

STRAIGHTLINE SURVEYING, INC.

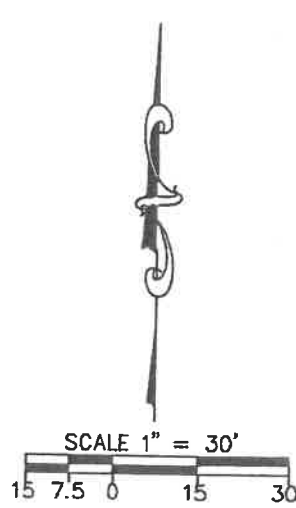
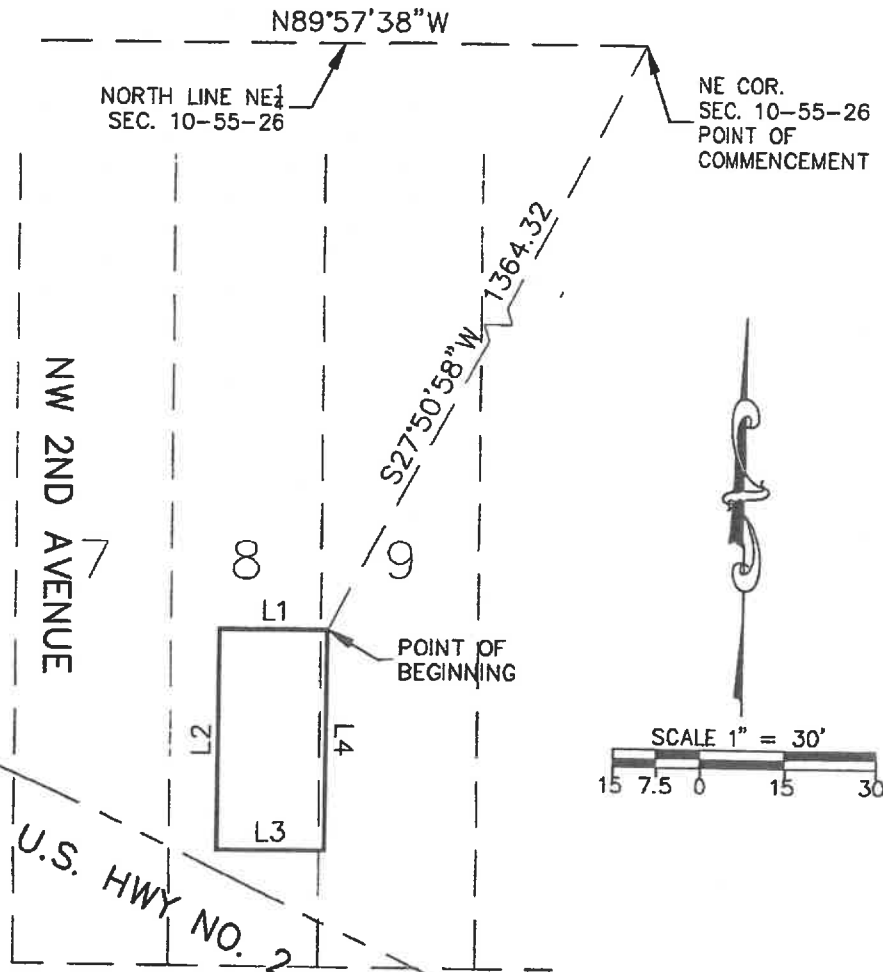
P.O. Box 510, 500 Foltz Blvd
 Moose Lake, MN 55767
 E-MAIL: bonderson@straightlinesurveying.com

Telephone: (218)-485-4811
 Fax: (218)-485-4811

LEGAL DESCRIPTION

A strip of land over, under and across that part of Lots 8 and 9, Block 5 of the recorded plat of "RIVERSIDE ADDITION TO COHASSET" on file and of record in the office of the Itasca County Recorder, Itasca County, Minnesota, described as follows: Commencing at the northeast corner of Section 10, Township 55, Range 26 of said Itasca County; thence South 27 degrees 50 minutes 58 seconds West, assuming the north line of the Northeast Quarter of said Section 10 bears North 89 degrees 57 minutes 38 seconds West, a distance of 1364.32 feet to the actual point of beginning of the strip of land herein described; thence North 90 degrees 00 minutes 00 seconds West a distance of 18.00 feet; thence South 00 degrees 00 minutes 00 seconds East a distance of 36.00 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 18.00 feet; thence North 00 degrees 00 minutes 00 seconds West a distance of 36.00 feet to said point of beginning.

LINE	BEARING	DISTANCE
L1	N90°00'00"W	18.00
L2	S00°00'00"E	36.00
L3	N90°00'00"E	18.00
L4	N00°00'00"W	36.00



DR. N.G.B.	APP.	MINNESOTA POWER	SHEET 1 OF 1	REV. 0
DATE: 12-11-24	CHK. B.H.A.		REVISION DATE:	
SCALE: 1" = 30'				

I hereby certify that this survey, plan, plat, preliminary plat or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Benjamin H. Anderson 45498 12-11-2024 2024-312 NONE
 Benjamin H. Anderson License No. Date Job No. Book No.

EXHIBIT B-2

SURVEY FOR: MINNESOTA POWER
 ATTN: BEVERLY VAN ALSTINE
 30 W SUPERIOR STREET
 DULUTH, MN 55802

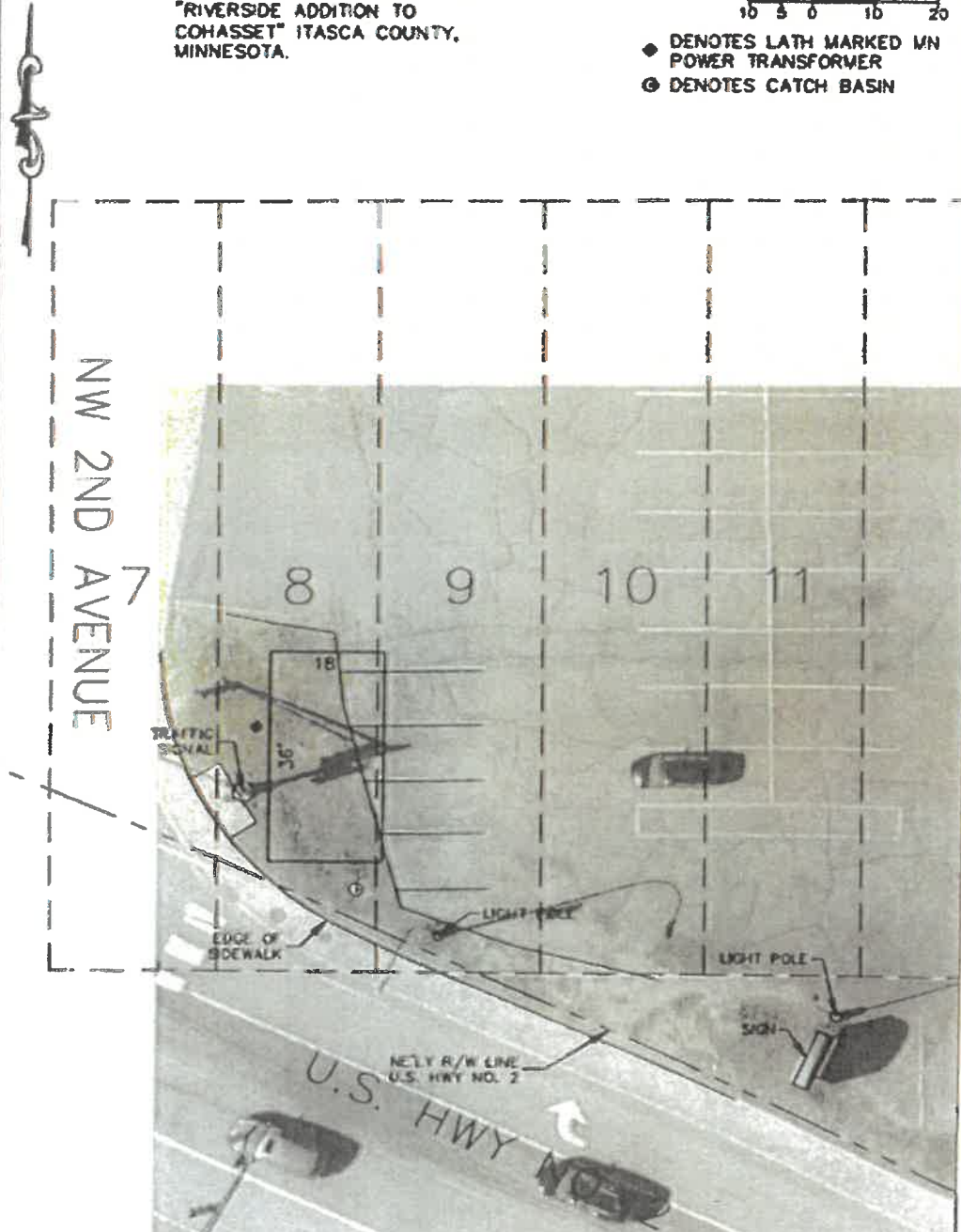
SURVEY OF: PROPOSED STRIP OF LAND
 LOCATED IN LOTS 8 AND 9, BLOCK
 5 OF THE RECORDED PLAT OF
 "RIVERSIDE ADDITION TO
 COHASSET" ITASCA COUNTY,
 MINNESOTA.

STRAIGHTLINE SURVEYING, INC.

P.O. Box 540, 500 7th Blvd Telephone: (763)-485-4871
 Wood Lake, MN 55387 Fax: (763)-485-4811
 E-MAIL: bhanderson@sls-surveys.com



- ◆ DENOTES LATH MARKED MN POWER TRANSFORMER
- ⊙ DENOTES CATCH BASIN



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Benjamin H. Anderson 45126 12-10-2024 2024-312 NONE
 Benjamin H. Anderson License No. Date Job No. Book No.

EXHIBIT C

Form of Commencement Memorandum

MEMORANDUM OF COMMENCEMENT DATE

THIS MEMORANDUM OF COMMENCEMENT DATE is hereby attached to and made part of the Charging Station Easement Agreement dated _____, 202_, and recorded _____, 202_ as Document No. _____ (the "Agreement"), by and between City of Cohasset, as Grantor, and MINNESOTA POWER, a division of ALLETE, Inc, a Minnesota corporation.

- 1. The Commencement Date, as defined in the Agreement, is _____, 202_.
- 2. The initial Term of the Agreement shall end on _____, 202_, the date which is ten (10) years after the Commencement Date.
- 3. After the initial Term, the Agreement automatically renews for successive one (1) year periods until either Party gives notice of termination to the other Party in accordance with the terms of the Agreement.
- 4. This Memorandum of Commencement Date is a part of the Agreement.

ALLETE, Inc.,
a Minnesota corporation

By: _____
Name: _____
Title: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 202_, by _____, the _____ of ALLETE, Inc., a Minnesota corporation, on behalf of the corporation.

Notary Public

LG

MEMORANDUM

TO: CITY COUNCIL
FROM: BARB BAIRD
SUBJECT: LONZA USA, INC. DONATION TO THE FIRE DEPARTMENT
DATE: MARCH 10, 2025

Request a motion to approve the resolution 2025-19, accepting \$1,000 donation to the City of Cohasset to be used for fore safety equipment from Lonza USA, Inc.

**CITY OF COHASSET
RESOLUTION NO. 2025-19**

**A RESOLUTION ACCEPTING \$1,000.00 DONATION TO THE CITY OF COHASSET
FIRE DEPARTMENT TO BE USED FOR FIRE SAFETY EQUIPMENT FROM
LONZA USA, INC**

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 listed donation and terms of the donor as follows:

- Lonza USA, Inc. has donated \$1,000 to the City of Cohasset Fire Department to be used to purchase for fire safety equipment.

Adopted this 10th day of March 2025.

Josh Casper, Mayor

Attest:

Barbara Baird, City Clerk

00A

8A

City of Cohasset

Council Approval Report
Report dates: 2/25/2025-3/10/2025

Page: 6
Feb 28, 2025 08:46AM

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
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Grand Totals:					180,820.48	.00		
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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.

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
63 FUEL STOP								
	3371	63FS03102025	PW I&S	03/10/2025	698.85	.00		325
	3371	63FS03102025	PW S&R	03/10/2025	485.84	.00		325
	Total 63 FUEL STOP:				1,184.69	.00		
Benton, Libby								
	3546	DEPREFUND-BENTON03	DEPOSIT REFUND - BENTON	02/22/2025	200.00	.00		325
	Total Benton, Libby:				200.00	.00		
BURGGRAFS ACE HARDWARE								
	152	401175	GENT GOVT - OP SUP - WICK RPLCEMNT	02/21/2025	55.98	.00		325
	Total BURGGRAFS ACE HARDWARE:				55.98	.00		
CARQUEST AUTO PARTS								
	479	5081-949576	PW - S&R - EQUIP PRTS - HPK 48255 CNNECTR	02/20/2025	23.99	.00		325
	479	5081-949768	PW - S&R - EQUIP PRTS - SUBMRSBL 080 TRLR	02/21/2025	20.22	.00		325
	Total CARQUEST AUTO PARTS:				44.21	.00		
COLE HARDWARE INC								
	5	128814	GENT GOVT - OP SUP - ADHSVE RMVER, 3/8-24X2 SS FLT HD A	02/19/2025	39.32	.00		325
	5	129442	GENT GOVT - OP SUP - CLR 128OZ, SPRY BTTL	02/26/2025	29.48	.00		325
	Total COLE HARDWARE INC:				68.80	.00		
Cole, Cary								
	3362	DEPREFUND-COLE03102	DEPOSIT REFUND - COLE	02/15/2025	100.00	.00		325
	Total Cole, Cary:				100.00	.00		
CONSTELLATION GAS DIVISION								
	1770	4240845	GAS - O&M FEES - MTHLY MNGMT FEE - JANUARY 2025	02/14/2025	1,946.39	.00		325

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total CONSTELLATION GAS DIVISION:								
					1,946.39			.00
FERGUSON ENTERPRISES INC								
	2186 1308767	100-20-43100-50-595	PW - S&R - CAP MNT - THREADER MACHINE	02/21/2025	8,227.58			.00
	2186 1358799	100-20-41940-20-210	PW - GEN GOVT - OP SUP - RELAY TIME DELAY	02/14/2025	103.24			.00
Total FERGUSON ENTERPRISES INC:								
					8,330.82			.00
H & L MESABI								
	62 43926	100-20-43125-20-221	PW - I&S - EQUIP PRTS - BOSS LFT & RIGHT HND, CRGGE BLT	02/13/2025	1,440.00			.00
Total H & L MESABI:								
					1,440.00			.00
HACH COMPANY								
	1938 14384719	601-90-49900-20-210	WATER - OP SUP - FLUORIDE RGT (8)	02/10/2025	480.80			.00
Total HACH COMPANY:								
					480.80			.00
HAWKINS INC								
	1 6985230	601-90-49900-20-216	WTR - CHMCLS - CHLORINE CYLINDER 150 LB	02/15/2025	10.00			.00
Total HAWKINS INC:								
					10.00			.00
HEALTHEQUITY, INC.								
	15 casxm3	100-10-41430-30-430	GEN GOVT - MISC CNTRCT - PRICIPNT FEE	02/01/2025	45.00			.00
Total HEALTHEQUITY, INC.:								
					45.00			.00
KORN FERRY								
	13 1590174837	100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - HR SRVCS - 01/20/2025-01/30/2	02/19/2025	7,076.25			.00
	13 1590175811	100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - HR SRVCS - 02/10/2025-02/14/2	02/25/2025	1,067.18			.00
Total KORN FERRY:								
					8,143.43			.00
LAKE COUNTRY POWER								
	58 LCP03102025	100-20-43160-30-381	PW - ELECTRIC	02/25/2025	266.00			.00
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
Lashomb, Dorie								
1513	DL03102025	100-20-41940-30-810	GEN GOVT - REFND & REIMBRSMTS - NOTARY RENEWAL	02/19/2025	20.00	.00		325
Total Lashomb, Dorie:					20.00	.00		
Maki, Rayno								
2696	RM-INSREIM-03102025	100-10-41430-30-360	OTHER GG - GEN INSURANCE - REIM - MAKI	02/19/2025	683.78	.00		325
Total Maki, Rayno:					683.78	.00		
MARCO INC								
2529	38611109	100-10-41430-30-413	ADMIN - COPIER LEASE AGRMT	02/19/2025	221.20	.00		325
2529	38611109	601-90-49900-30-413	WATER - COPIER LEASE AGRMT	02/19/2025	73.73	.00		325
2529	38611109	602-90-49900-30-413	SEWER - COPIER LEASE AGRMT	02/19/2025	73.73	.00		325
2529	38611109	603-90-49900-30-413	GAS - COPIER LEASE AGRMT	02/19/2025	221.20	.00		325
2529	38611109	100-15-41910-30-413	ZONING - COPIER LEASE AGRMT	02/19/2025	147.46	.00		325
Total MARCO INC:					737.32	.00		
MN DEPT OF HEALTH								
126	MIDH03102025	601-90-49900-30-316	WTR - COMM WTR SUPPLY CONCTN FEE - 01/01/2025-3/31/2025	02/14/2025	913.00	.00		325
Total MN DEPT OF HEALTH:					913.00	.00		
MN DEPT OF REVENUE								
19	MNREV-JANUARY2025	002-00-22101	SALES TAX - COUNTY SALES TAX PAYABLE - 2025 JANUARY	03/10/2025	572.00	.00		325
19	MNREV-JANUARY2025	002-00-22100	SALES TAX - GENERAL RATE SALES TAX - 2025 JANUARY	03/10/2025	3,930.00	.00		325
19	MNREV-JANUARY2025	603-90-49900-30-317	SALES TAX - NAT GAS MTRS - GAS- USE TAX - 2025 JANUARY	03/10/2025	1,017.00	.00		325
Total MN DEPT OF REVENUE:					5,519.00	.00		
MN POWER								
20	MP03102025	602-90-49900-30-381	SEWER - ELECT	03/10/2025	887.63	.00		325
20	MP03102025	100-20-41940-30-381	GG - ELECT	03/10/2025	1,490.15	.00		325
20	MP03102025	100-25-45205-30-381	PARKS - ELECT	03/10/2025	36.56	.00		325
20	MP03102025	601-90-49900-30-381	WATER - ELECT	03/10/2025	1,402.76	.00		325
20	MP03102025	100-40-41940-30-381	FD - ELECT	03/10/2025	495.77	.00		325
Total MN POWER:					4,312.87	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
MUNICIPAL GAS ACQUISITION & SUPPLY CORP								
	2216 ACT0016240	603-90-49900-20-280	GAS - NAT GAS PURCH - JANUARY 2025	02/14/2025	132,083.24	.00		325
Total MUNICIPAL GAS ACQUISITION & SUPPLY CORP:					132,083.24	.00		
NORTHERN LIGHTS TRUCK & TRAILER								
	264 5228	100-20-43125-20-210	PW - I&S - OP SUP - DLY INSPCTN BOOK	01/24/2025	36.00	.00		325
Total NORTHERN LIGHTS TRUCK & TRAILER:					36.00	.00		
NORTHLAND PORTABLES INC								
	1994 30376	227-20-49010-30-418	CEM - PORTABLE RENTAL	03/10/2025	51.80	.00		325
	1994 30376	100-25-45215-30-418	TRAILS - PORTABLE RENTAL	03/10/2025	137.20	.00		325
	1994 30376	100-25-45202-30-418	PP - PORTABLE RENTAL	03/10/2025	128.80	.00		325
Total NORTHLAND PORTABLES INC:					317.80	.00		
NORTHWEST GAS								
	504 10800	603-90-49900-30-426	GAS - SRVC LINES - 36529 MCAVITY LK RD	09/25/2024	300.00	.00		325
Total NORTHWEST GAS:					300.00	.00		
Oberg, Rob & Brenda								
	3388 DEPRFUND-OBBERG031	100-00-20500	DEPOSIT REFUND - OBBERG	02/16/2025	200.00	.00		325
Total Oberg, Rob & Brenda:					200.00	.00		
PAUL BUNYAN COMMUNICATIONS								
	1901 PBT03102025	601-90-49900-30-321	PU - WATER	03/10/2025	206.72	.00		325
	1901 PBT03102025	602-90-49900-30-321	PU-SEWER	03/10/2025	206.72	.00		325
	1901 PBT03102025	100-10-41430-30-321	OFFICE	03/10/2025	179.12	.00		325
	1901 PBT03102025	100-40-42220-30-321	FIRE	03/10/2025	37.91	.00		325
	1901 PBT03102025	100-20-41940-30-321	PW - OLD SHOP/SENIOR CENTER	03/10/2025	35.25	.00		325
	1901 PBT03102025	603-90-49900-30-321	PU - GAS	03/10/2025	206.73	.00		325
Total PAUL BUNYAN COMMUNICATIONS:					872.45	.00		
PITNEY BOWES INC - LEASE								
	1456 3107080670	603-90-49900-30-413	GAS - EQUIP LEASE - POSTAGE MACHINE	02/08/2025	196.21	.00		325
	1456 3107080670	100-15-41910-30-413	ZONING - EQUIP LEASE - POSTAGE MACHINE	02/08/2025	73.59	.00		325
	1456 3107080670	100-10-41430-30-413	OFFICE - EQUIP LEASE - POSTAGE MACHINE	02/08/2025	122.63	.00		325

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
	1456	3107080670	601-90-49900-30-413	02/08/2025	49.05	.00		325
	1456	3107080670	602-90-49900-30-413	02/08/2025	49.05	.00		325
	Total PITNEY BOWES INC - LEASE:							
	PREMIER PYROTECHNIC, INC.							
	3435	PP03102025	100-30-45140-30-436	11/13/2024	4,500.00	.00		325
	Total PREMIER PYROTECHNIC, INC.:							
	RIDES LLC							
	2674	13792	100-20-43125-20-221	02/21/2025	179.95	.00		325
	2674	13831	100-20-43125-20-221	02/21/2025	17.98	.00		325
	Total RIDES LLC:							
	SEH							
	1384	482949	100-10-41430-30-303	02/13/2025	5,860.39	.00		325
	Total SEH:							
	STATT, LLC							
	3196	2237	100-20-41940-30-351	02/24/2025	370.00	.00		325
	Total STATT, LLC:							
	STOKES PRINTING							
	81	121236	100-10-41430-20-210	02/24/2025	51.95	.00		325
	Total STOKES PRINTING:							
	U.S. HIGHWAY 169 RANGE GATEWAY COALITION							
	3545	1017	100-10-41430-30-433	02/21/2025	1,000.00	.00		325
	Total U.S. HIGHWAY 169 RANGE GATEWAY COALITION:							
	YODER BUILDING SUPPLIES							
	3487	2502-075751	100-20-41940-20-210	02/13/2025	38.10	.00		325
	Total YODER BUILDING SUPPLIES:							



MINUTES
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, JANUARY 27, 2025
CITY COUNCIL WORK SESSION

6:00 PM OPEN Work Session

1. **Call to Order:** Mayor Josh Casper called the meeting to order at 6:00 p.m.

2. **Roll Call**

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

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

Blackwater Bakes Project Update

Kent from ICS provided a detailed update on the Blackwater Bakes project, outlining its history, status, and future plans

The project's goal is to revitalize a 47-acre area along the Mississippi River to compensate for lost tax revenue resulting from the closure of Boswell units. This involves the development of hotels, commercial spaces, and high-density buildings. The project has successfully obtained essential permits from various agencies, including the US Army Corps of Engineers, Minnesota Historical Society, and Minnesota DNR, which are crucial for its progress. Discussions on the project's financial aspects, including bid packages for different phases, revealed that some bids exceeded the budget, leading to decisions to postpone certain elements such as the boat launch.

The city has reapplied for a grant from DEED for the Coalition of Energy Cities to fund Phase 3 of the project, which encompasses roads, lighting, and a roundabout. In conclusion, the project is currently advancing with ongoing infrastructure work and secured permits. The city is eagerly awaiting a grant decision to proceed with Phase 3. The group also deliberated on the urgency of utilizing permits before their expiration and the allocation of funds to prioritize a fully permitted public landing project, emphasizing its importance for public use.

Water and Sewer Projects

The meeting touched on ongoing water and sewer projects, specifically the 76 corridor and its connection to Grand Rapids. The discussion included potential benefits and the involvement of SEH in designing the project. Discussion on funding for sewer projects in Minnesota to get sanitary sewer of the lakes.

Gas Projects

All of Cimmeron Trail from North Shola Lake Road north to County Road 177, County Road 177 from County Road 62 heading east to State Hwy 38, and State Hwy 38 from County Road 177 to North Shoal Lake Rd. Updates on the gas project phases, including material procurement and bid advertisements.

Water Tower Maintenance

Review of quotes for water tower maintenance and challenges in contacting KLM for further details. KLM is recommending going with the low bid, Tanksco, Inc. in the amount of \$491,300.

Secondary Well at Lift Station

Discussion on the status of a secondary well project, including costs and scheduling delays.

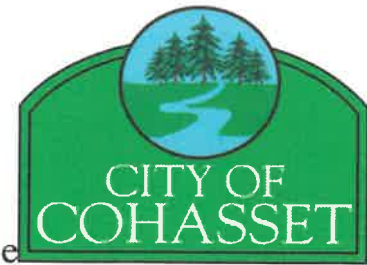
Infrastructure Project in Cohasset Industrial Park

Dan Cooper, Lake Country Power, presented an overview of a proposed infrastructure project to increase electrical capacity in the industrial park, including funding strategies and potential economic benefits. The city needs to formalize the partnership with Lake Country Power on this project.

Mayor Josh Casper Adjourned the meeting at 6:58 p.m.

Respectfully submitted by: Abby Majewski

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**MINUTES
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, JANUARY 27, 2025
REGULAR CITY COUNCIL MEETING**

7:00 PM City Council Meeting

1. Call to Order: Mayor Josh Casper called the meeting to order at 7:00 p.m.

2. Roll Call

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

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

Appointments and Oaths

Shannon Benolken was sworn in and took the Oath of Office as a Cohasset City Council Member.

3. Resident Input

Resident Bill Saw, 26635 Evergreen Ln., praised the partnership with the Itasca County Sheriff's Office, highlighting the benefits of increased patrols around the schools and their quick response times.

Dell Schirmer, 445 SW 14th Street, GR, who represents the Grand Rapids Itasca Mountain Bike Association (Grimba), expressed gratitude to the city for their support of the mountain bike trails and for creating a safe environment for enthusiasts to enjoy their hobby. Grimba is deeply committed to the ongoing maintenance of the local bike trails, which is made possible through the dedicated efforts of volunteers and donations.

4. Council Info / Liaison Reports

Councilor Shannon Benolken announced that she was recently asked to join the Itasca County Housing Redevelopment Authority.

5. Approve Agenda

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

7:05 p.m. Public Hearing

1. Public Hearing #1 rezoning of property

Zoning Officer Tony Valtinson presided over a public hearing concerning a property that is currently zoned for rural, residential, and suburban residential purposes, with the intention to rezone it exclusively for suburban residential use. The partial identification numbers of the properties involved in this zoning change are 05-011-1419, 05-011-1404, 05-011-14010, 05-011-1407, 05-011-1420, and 05-011-140.

A motion was made by Councilor Andy MacDonell to move forward with the rezoning of the dual-zone properties to suburban residential, as stated in the original motion... Councilor Shannon Benolken seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Andy Haarklau, Kevin Tinquist, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

2. Public Hearing #2 Amend Ordinance 41

A public hearing was conducted to amend Ordinance 41, an ordinance establishing rules for the organization and procedure of the City Council of Cohasset, Minnesota. section one; meetings subdivision one, changing regular city council meetings from the second and fourth Tuesday of the month to the second and fourth Monday of the month.

A motion was made by Councilor Kevin Tinquist to update Ordinance 41, changing City Council meeting dates from the second and fourth Tuesday of each 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, Andy Haarklau, Kevin Tinquist, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

6. Administration

A. Set Public Hearing date FEMA

A motion was made by Councilor Andy MacDonell to set a Public Hearing date for FEMA on February 24, 2025, at 7:05 p.m.; Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Andy Haarklau, Kevin Tinquist, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

B. AWAIR safety award

Recommendation from the safety committee is to approve the AWAR Safety Award for the second half of 2024. In the background excerpt from the 2024 AWARE program, it emphasizes the importance of commitment and participation by all stakeholders for the program to be effective. The program includes an incentive program aimed at encouraging the avoidance, elimination, or minimization of hazardous activities by offering awards to office and shop staff, fire department personnel, and seasonal help. The Employee Safety Committee recommended

the approval, and it was subsequently approved by the City Council for no paid lost-time workers' compensation for the calendar year. The AWARE program, which was established before the current period, features an incentive program for no lost paid-time workers' compensation twice a year, with seasonal help receiving it once a year in the first half. Efforts are being made to seek approval for payment over the second half of 2024.

The second half of 2024, there were no paid lost-time workers' compensation claims. Each of the fourteen permanent city staff members will receive \$100, totaling \$1,400. Nineteen firefighters will each receive \$100, amounting to \$1,900 in total. There is one fire department trainee who will receive \$40. Seasonal employees, who are paid once at mid-year, are not eligible for compensation in this context. The total compensation for this period amounts to \$3,340, which is \$3,660 less than the previous year's budget of \$7,000. To account for this shortfall, the budget for the current year has increased to \$7,500. Despite the increase in the budget, the total compensation amount still falls below the allocated budget, indicating that the organization remains under budget compared to the previous year.

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

C. Approve Phase 2 Natural Gas project- Advertising for bids

Resolution Improving Plans and Specifications and Ordering Advertisements for Bids. This would be for the gas expansion, Phase 2 of the gas expansion north of town on North Shoal Lake Road, Cimarron Trail, 177 and Hwy 38.

A motion was made by Councilor Andy MacDonell to approve the advertisement for bids for the gas project expansion.; Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Andy Haarklau, Kevin Tinquist, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

D. ARPA Funds

Itasca County Disbursement Approval and Certification. Request a motion to approve the American Rescue Plan Act, ARPA, and Coronavirus State and Local Fiscal Recovery Funds Disbursement Approval and Recipient Certification and adopt Resolution 2025-14, accepting the funds. The total cost of the power expansion project to the City of Cohasset would be \$360,000 and \$92,000 will be funded by Itasca County to go towards a power expansion into the industrial park with Lake Country Power.

A motion was made by Councilor Andy MacDonell to approve and accept \$92,000 in funds from Itasca County towards a power expansion into the industrial park and adopt resolution 2025-14.; Councilor Shannon Benolken seconded the motion. Voting in favor: Mayor Josh

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

E. Itasca County Safe Routes to School Agreement

Requesting 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 secured state safe routes to school funds through the Minnesota Department of Transportation grant program for improvements on First Avenue West and 3rd Street North in Cohasset. This has been an ongoing project to redo a block of 3rd Street, sidewalks and some street crossings.

A motion was made by Councilor Andy MacDonell to approve Itasca County Safe Routes to School Agreement; Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Andy Haarklau, Kevin Tinquist, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

7. Miscellaneous Announcements, Reports and FYIs:

Security Officer Dean Scherf initiated a discussion about the ongoing need for additional patrols by the Sheriff's Department. During the next work session, there will be a decision made regarding the allocation of funds for this purpose, specifically focusing on the Sheriff's Department's coverage and budget.

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

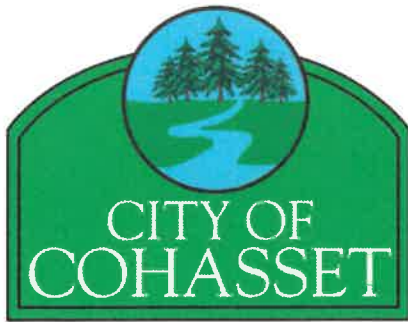
- A. Approval of Claims in the amount of \$165,326.42
- B. Approve Acceptance of Franchise
- C. Approve December 9, 2024, Work Session Minutes
- D. Approve December 10, 2024, Regular City Council Minutes
- E. Approve December 17, 2024, Regular City Council Minutes
- F. Approve December 31, 2024, Special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

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

ADJOURNMENT:

There being no further business, Mayor Josh Casper adjourned the meeting at 7:31 p.m.

Respectfully submitted by Abby Majewski



8D

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

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

2. Roll Call

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

Absent with notice: Rachel Graf

Others: Zoning Officer; Tony Valtinson

3. Review and Approve the Agenda

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

4. Resident Input

None

5. 2025 CPUB Meeting Schedule

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

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

6. 2025 CPUB Members Appointments

Ramona Sjostrand was accepted for another term on the CPUB.

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

7. 2025 CPUB Members accept or decline nominations.

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

8. CPUB Member Vacancy

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

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

9. Streetlight at North End of SW 9th Ave. (Zoning Officer)

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

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

10. 2025 CPUB Goals

A. Road Construction Planning

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

B. County Collaboration

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

C. DNR Approval for Light Installation

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

11. Approve December 2, 2024, CPUB Minutes

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

12. Miscellaneous Business and FYI's:

Riverfront Development

Brief discussion on riverfront and infrastructure being put in place.

Manhole Covers

Discussion on the issue of low manhole covers on 62. The county plans to install new rings in the spring to address the issue.

Zoning

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

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

Adjourned meeting at 1:00 pm.

Respectfully submitted by:

Abby Majewski