

**AGENDA**  
**COHASSET CITY COUNCIL**  
**305 NORTHWEST FIRST AVENUE**  
**MONDAY, MARCH 31, 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. Proclamation/ Presentations**

1. North Country Trail Town

**4. Resident Input**

**5. Council Info / Liaison Reports**

**6. Approve Agenda**

**7. Administration**

- A. Minnesota Power Presentation
- B. Approve Aaron Michel's Legal Agreement
- C. Approve KLM Supervision & Inspection Service Agreement
- D. Approve Legal Description /Subdivision of Cohasset Industrial Park
- E. Approve Letter of Support to Itasca County for Minnesota Pollution Control Agency FY 2025 Statewide Waste Reduction and Reuse Grant Program
- F. Approve Letter of Support to Itasca County for Minnesota Pollution Control Agency Construction & Demolition
- G. Added Item – Approve Revised Minnesota Power Charging Station Easement Agreement and Authorize the necessary signatures.
- H. Added Item - ICS Change Orders for Gate/Fencing

**8. 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.**

**9. Consent Agenda**

- A. Approval of Claims in the amount of \$200,292.54
- B. Approve August 20, 2024, Regular City Council Minutes
- C. Approve February 10, 2025, Work Session Minutes
- D. Approve February 10, 2025, Regular City Council Minutes
- E. Approve February 24, 2025, Work Session Minutes
- F. Approve February 24, 2025, Regular City Council Minutes
- G. Approve March 10, 2025, Closed Work Session Minutes

H. Approve March 10, 2025, Open Work Session Minutes

I. Approve Cemetery Deed, - Neil W. Anderson

Adjourn

#3

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**MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** STEPHANIE KESSLER, PARKS & REC COORDINATOR  
**SUBJECT:** TRAIL TOWN PROCLAMATION  
**DATE:** MARCH 24, 2025

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I am requesting that Council support a proclamation to become a *North Country Trail Town* as part of the North Country National Scenic Trail Association.

Cohasset has almost ten miles of North Country Trail hiking trails within city limits, and this proclamation is the first step in becoming an official Trail Town to support hiking in our city.

A map showing the hiking trails in city limits is attached.

Thank you.

**Public Proclamation  
in support of  
North Country National Scenic Trail  
City of Cohasset, Minnesota**

WHEREAS, The City of Cohasset is in close proximity of the North Country National Scenic Trail; and

WHEREAS, The North Country National Scenic Trail (North Country Trail) is one of eleven (11) National Scenic Trails in the country; and

WHEREAS, the North Country Trail Association is the founder of the North Country Trail and continues as the lead volunteer organization for developing and maintaining the North Country Trail from New York to North Dakota for over 4,600 miles of hiking trail; and

WHEREAS, such hiking trail provides a year-round source of pleasure and recreation to the North Country's citizens and visitors to the North Country; and

WHEREAS, many of the citizens in and around the community of Cohasset and visitors and citizens of the North Country are becoming more health conscious and are turning to hiking as one of the major forms of maintaining a healthy body; and

WHEREAS, the community of Cohasset is an ideal destination for many of today's visitors to the North Country, and

WHEREAS, Itasca County offers a variety of outdoor and cultural experiences to residents and visitors, and

WHEREAS, available supporting services and facilities such as convenience stores and restaurants make Cohasset an outstanding heritage and nature-based tourism destination; and

WHEREAS, casual walkers, day hikers, and weekend backpackers want to enjoy the North Country Trail and the community of Cohasset can provide the gateway to their experience.

NOW THEREFORE, the City of Cohasset, Minnesota, does hereby proclaim to be a

NORTH COUNTRY TRAIL TOWN and commends the North Country Trail Association for its work in developing and maintaining the North Country Trail and further encourages all residents of and visitors to Cohasset take a hike on the North Country Trail.

ATTEST:

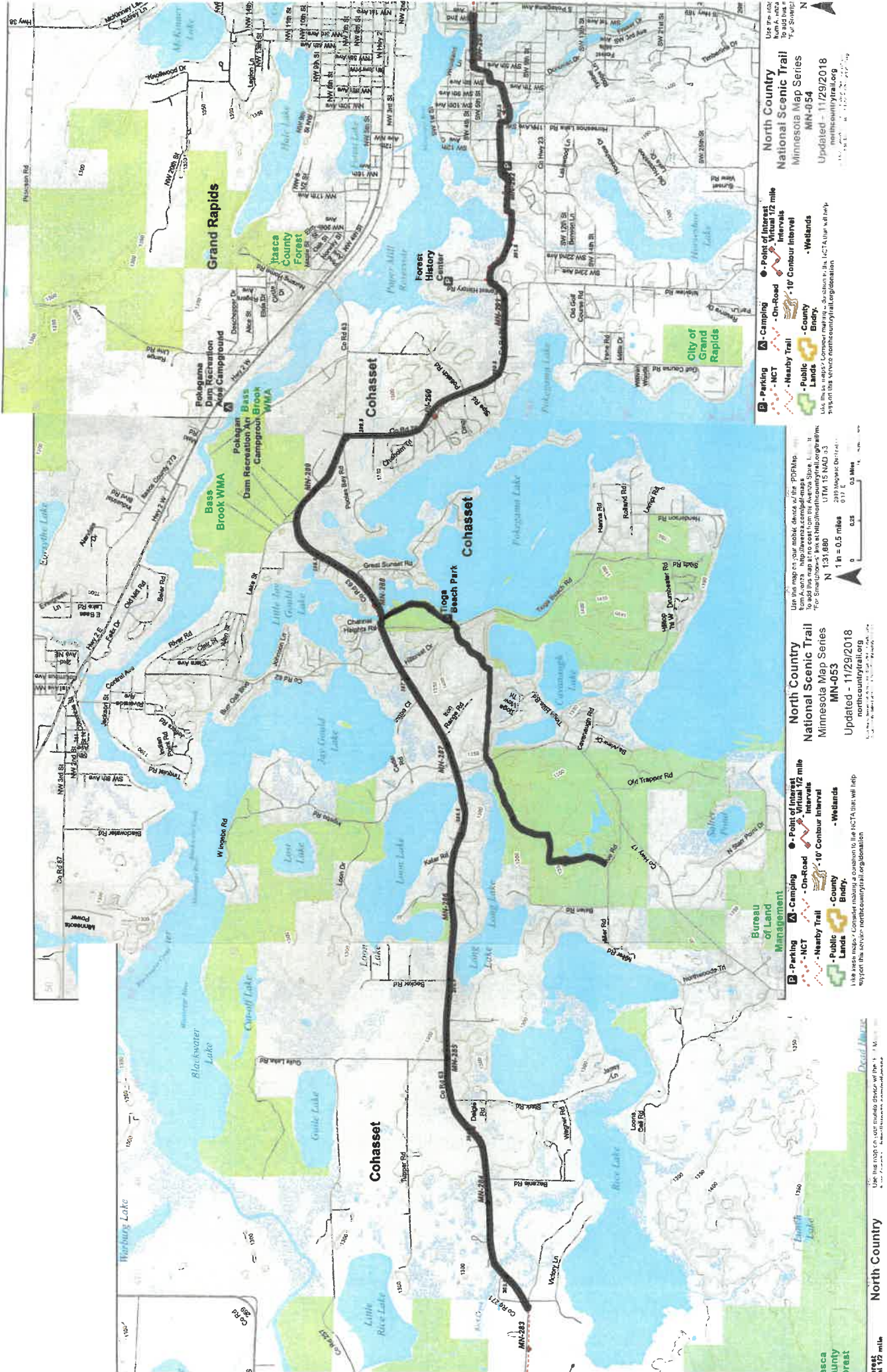
\_\_\_\_\_  
Stephanie Kessler, Parks and Recreation Coordinator

\_\_\_\_\_  
Joshua Casper, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_,

SEAL

# Trail



Use this map on your mobile device via the iMap from A to Z <http://www.nortcountrytrail.org>

**North Country National Scenic Trail**  
Minnesota Map Series  
MN-054  
Updated - 11/29/2018  
[nortcountrytrail.org](http://nortcountrytrail.org)

**Legend:**

- Point of Interest
- Virtual 1/2 mile Interval
- On-Road Interval
- 10' Contour Interval
- Wetlands
- Public Lands
- County Boundary
- Nearby Trail
- Parking
- Camping
- NCT

Like these maps? Consider making a donation to the NCTA that will help support this service [nortcountrytrail.org](http://nortcountrytrail.org)

**North Country National Scenic Trail**  
Minnesota Map Series  
MN-053  
Updated - 11/29/2018  
[nortcountrytrail.org](http://nortcountrytrail.org)

Scale: 1 in = 0.5 miles  
0 0.5 1 mile

**North Country National Scenic Trail**  
Minnesota Map Series  
MN-053  
Updated - 11/29/2018  
[nortcountrytrail.org](http://nortcountrytrail.org)

**Legend:**

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**North Country National Scenic Trail**  
Minnesota Map Series  
MN-053  
Updated - 11/29/2018  
[nortcountrytrail.org](http://nortcountrytrail.org)

7B

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**MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** BARB BAIRD  
**SUBJECT:** AARON J. MICHELS CONTRACT FOR CRIMINAL LEGAL SERVICES  
**DATE:** MARCH 24, 2025

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Request a motion to approve the Contract for Professional Criminal Legal Services with Aaron J. Michels. If approved the contract would start on, or about, April 15, 2025, and end December 31, 2029, unless early termination is exercised.

**Proposal for Provision of Prosecuting Attorney Services**

**Aaron J. Michels**

**Michels Law**

**25423 Lakeview Drive, Cohasset MN 55721**

**907-414-2040**

**March 14, 2025**

**General Information:**

I am interested in the Cohasset city prosecuting attorney position. My deep connection to the Itasca County area, and experience practicing law in northern Minnesota and throughout Alaska, make me the ideal fit for this position.

I grew up in Grand Rapids and graduated from Grand Rapids High School in 2000. I received my bachelor's degree from the University of Wisconsin - Stevens Point in 2004. After graduating from college, I worked as a wildland firefighter for the U.S. Forest Service in Deer River and then as a sports and outdoors writer for the Hibbing Daily Tribune, before attending the University of St. Thomas School of Law in Minneapolis. I graduated and was admitted to the Minnesota Bar in 2010 and performed a full-time internship at the Itasca County Attorney's Office during the summer of 2009. I worked as a judicial law clerk for Judge Gary J. Pagliaccetti in Virginia, Minnesota, for over a year, from March 2011 until April 2012, working at times for all three judges in Virginia, including Judge James B. Florey and Judge Terrence M. Aronson.

I moved to Alaska in 2012 and was a criminal prosecutor in Alaska from 2012 to 2016. I worked as an assistant district attorney in the Kotzebue District Attorney's Office for nearly three years, along with one other attorney. Our support staff consisted of one secretary and one paralegal. We prosecuted all the criminal cases that occur in the Northwest Arctic region of Alaska. My job consisted of managing my half of the Kotzebue criminal docket (we split nearly 1,000 cases per year alphabetically) in all stages of proceedings including charging decisions, arraignments, grand jury presentations, plea negotiations, motion work, and trials. My caseload consisted of everything from violation-level offenses to the most serious felonies. I have also served in the Palmer, Bethel, and Ketchikan District Attorney's Offices. I had the opportunity to return to Kotzebue in 2016 as the magistrate judge. In this position I was responsible for presiding over a wide variety of cases including minor offenses, misdemeanors in all stages, pre-indictment felonies, various civil matters, delinquency, child in need of aid (CINA), and protective orders. In my free time, I pursued the spectacular hunting, fishing, and trapping opportunities that Kotzebue offers. After leaving Kotzebue, I covered the Utqiagvik magistrate judge position remotely for three months. I was an Alaska magistrate judge for seven years.

In 2023, our family, including my wife and our three daughters, left Alaska to move back home to the Grand Rapids area. Since 2023, I have worked as a prosecutor again for the State of Alaska, now living in Cohasset and working remotely for the Utqiagvik District Attorney's Office. I have been a criminal prosecutor for five-plus years in total. For the past 13 years I have been practicing criminal law as a prosecutor, or on the bench, and have been in court, in person or remotely, on almost a daily basis. Itasca County has always been home. I am happy to be back home with my family - hunting, fishing, spending time on the lake - again. I care deeply about the safety of this area. Keeping our communities safe from crime is one of the most basic and important things we can do to maintain a high standard of living. I want to do my part.

In summary, my unique set of skills and experience make me the ideal fit for this position. Thank you for your consideration.

**Additional Information:**



# **CONTRACT FOR LEGAL CRIMINAL PROSECUTION**

THIS CONTRACT is made and entered into as of the 31<sup>st</sup> day of March 2025, by and between the **City of Cohasset**, a Minnesota municipal corporation, hereinafter referred to as “City”, and **Aaron J. Michels, Attorney at Law**, hereinafter referred to as “Attorney”.

## **RECITALS**

- A. The City requires professional legal services for criminal prosecution.
- B. Attorney can provide those services.

## **AGREEMENT**

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

### **1. Scope and Services**

It shall be the general intent of the Scope of Services to have Attorney perform all services as defined in *Exhibit “A1” (Schedule of Retainer Services)*.

### **2. Rate of Compensation**

Compensation to Attorney in full for work listed in *Exhibit “A1”* as follows:

*Exhibit “A1”*: Schedule of Retainer Services

All parties agree that Aaron J. Michels will represent the City in all criminal litigation for an annual flat fee of \$25,000 for all services provided, payable in 12 monthly payments to be paid on the first business day of each month. The contract includes an annual 5% cost of living increase, beginning January 1st of each calendar year. The first such increase will occur on January 1, 2026.

This contract will start on April 15, 2025. Mr. Michels will be paid a *pro-rated* share of one-half month for April 2025.

### **3. Termination of the Contract**

Either party may cancel this Contract (or any part thereof) at any time by giving written notice to the other party at least 30 days prior to the effective date of the termination. Attorney shall be paid for the work performed prior to the effective date of the termination provided. Such payment shall not exceed the maximum amount provided for by the terms of this Contract.

### **4. Length of Contract**

This contract will begin on April 15, 2025, and will terminate on December 31, 2030, unless early termination is exercised under the previous section of this contract.

### **5. Independent Contractor**

It is agreed that nothing contained in this Contract is intended or should be construed as creating the relationship of co-partners, joint venturers, or an association between the City and the Attorney. Attorney is an independent contractor and neither Attorney, nor his employees, agents, subcontractors, or representatives shall be considered employees, agents, or representatives of City. The Attorney shall be deemed legal representative of City for all purposes contemplated by this Contract and by the Minnesota Rules of Professional Conduct. Except as otherwise provided herein, Attorney shall maintain, in all respects, present control over the means and personnel by which this Contract is performed. From any amounts due Attorney, there shall be no deductions for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Attorney.

**6. Choice of Law**

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

**7. Additional Services**

If a substantial change is made in the scope, complexity, or character of the work contemplated under this Contract, or if it becomes necessary for Attorney to make substantial revisions to documentation completed or in progress and which has been approved by City, such work will be deemed “extra work”. For “extra work”, Attorney will be compensated as mutually agreed upon by the parties to this Contract.

**8. Conflicts of Interest**

It may be necessary for the Attorney or their firm, to decline to represent the City regarding a matter that would result in a conflict of interest. If in the Attorney’s view, there is a conflict of interest the Attorney will refer the matter to another qualified Attorney. If the matter is one of criminal prosecution, the Attorney will not need Council authorization.

**9. Mediation**

Any differences, claims, or matters in dispute arising between or among the parties out of or in connection with this Agreement shall be submitted to mediation with a mediator mutually selected by the parties. If a mediator cannot be agreed upon, each party shall select a mediator. The Mediators selected by the parties shall select a third mediator whose cost will be shared equally by the parties to this contract. The mediator shall be governed by the subject matter of this Agreement and the pertinent provisions of Minnesota state law relating to mediators.

**10. Equal Employment and Nondiscrimination and Affirmative Action**

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

**11. Severability**

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

**12. Entire Contract**

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

**13. Authorized Agent of City**

City shall appoint an authorized agent for the purpose of administration of this Contract. Attorney is notified that the authorized agent of City is as follows: City Mayor.

**14. Modification of Contract**

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

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

DATE: \_\_\_\_\_

CITY

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

DATE: \_\_\_\_\_

**AARON J. MICHELS, ATTORNEY AT LAW**

BY: \_\_\_\_\_  
Aaron J. Michels

**EXHIBIT "A1"**  
**SCHEDULE OF RETAINER SERVICES**

<b>CRIMINAL LEGAL SVCS</b>
<b>Retainer</b>
1. Prosecution of gross misdemeanors, misdemeanors and petty misdemeanor cases including traffic violations, DWI cases, theft and City code violations
2. Drafting of complaints, preparing reports, working with the Police Chief and other appropriate personnel on all law enforcement issues.
3. Training of police personnel on law related matters including report writing, legislative changes, and general police/prosecution relationship issues.

7C

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**COHASSET CITY COUNCIL  
MEETING MEMORANDUM**

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**TO:** MAYOR & CITY COUNCIL MEMBERS  
**FROM:** WALTER SHADLEY  
**SUBJECT:** KLM WATER TOWER #1 INSPECTION SERVICES  
**DATE:** MARH 24, 2024

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Recommending approving the fee summary and payment to KLM Engineering (KLM) for the construction supervision and inspection services for the water tower project. The final step of this process will be inspection services by KLM in the amount of \$55,727.50.

Submittal Reviews	\$2,500.00
Construction Supervision & Inspection Services	<u>\$55,727.50</u>
<b>TOTAL FIXED, NOT TO EXCEED</b>	<b>\$58,227.50</b>

Thank you for your consideration.



## COHASSET, MINNESOTA

### Proposal for Inspection Services

February 6, 2025



February 6, 2025

**Sent via Email Only**

Mr. Walt Shadley  
Public Works/Public Utilities Supervisor  
City of Cohasset  
305 NW 1<sup>st</sup> Avenue  
Cohasset, MN 55721

**RE: 200,000-Gallon Single Pedestal "Tower No. 1"  
Cohasset, Minnesota**

Dear Mr. Shadley:

Thank you for the opportunity to submit this proposal to provide inspection services for the rehabilitation of the above-referenced water tower.

KLM is a consulting and inspection firm specializing in water storage tanks. Our staff has credentials associated with AWS Welding and AMPP coating inspections. We bring together key components from all aspects of services to fulfill each of our clients' goals and expectations.

The professionals at KLM have been working on water towers since the 1970's. We have combined experience of over 150 years and have rehabilitated over 500 water towers of various sizes.

KLM sets the standards that other companies strive to duplicate. No firm receives the respect from tank contractors and subcontractors like KLM.

We look forward to the opportunity to assist the City of Cohasset on this project. With our team's expertise, we are confident this project will be completed to your satisfaction.

Sincerely Yours,



**KLM ENGINEERING, INC.**  
Dan Popehn  
Director of Business Development  
1976 Wooddale Drive, Suite 4  
Woodbury, MN 55125  
Cell: 612-743-3102  
Email: [dpopehn@klmengineering.com](mailto:dpopehn@klmengineering.com)

REV 2024.02.07

## TABLE OF CONTENTS

Project Profiles .....	4
References .....	7
<b>FIRM PROFILE &amp; TEAM MEMBERS.....</b>	<b>8</b>
About Us.....	9
Regional Offices .....	9
Insurance Coverage.....	10
Professional Affiliations .....	10
Project Team Chart .....	11
Project-Specific Team Member Resumes.....	12
<b>PROPOSAL.....</b>	<b>15</b>
Project Understanding .....	16
Benefits to the City of Cohasset.....	16
Timeline.....	17
Design.....	17
Specifications .....	17
Deliverables.....	21
Fee Summary .....	21
Why Use KLM .....	21
Agreement .....	22
<b>KLM SUPPORT DOCUMENTS .....</b>	<b>23</b>
KLM Terms and Conditions .....	24

### DISCLAIMER:

The information in this proposal is confidential, may be legally privileged, and is intended for the sole use of City of Cohasset. Access to this proposal by another company is not permitted. If you are not the intended recipient, any disclosure, copying, distribution of any action taken or committed in reliance on it is prohibited.



## PROJECT PROFILES

KLM has an unparalleled record of consistently delivering successful projects like yours. KLM has planned, designed and refurbished water towers for the past thirty (30) years. The longevity of the coatings system of our projects is what we are most proud of. What owners most appreciate is the return-on-investment KLM brings to each new construction or rehabilitation project. This section highlights projects KLM has completed.



### **City of Dexter, MN Industrial Park Tower | 0.1 MG Single Pedestal**

Inspection Services - Reconditioning | 2020  
Design Services | 2020  
Evaluation | 2017



### **City of Ottertail, MN West Main Tower | .15 MG Single Pedestal**

Reconditioning | 2022  
Evaluation | 2021



### **City of Kelliher, MN Tower No. 1 | .05 MG Hydrocone**

New Construction | 2017  
Specifications | 2015



**City of Northome**  
**Tower No. 1 | .05 MG Hydrocone**

New Construction | 2021  
Specifications | 2020



**City of Waconia, MN**  
**Tower No 2 | 0.25 MG Single Ped**

Reconditioning | 2016  
Specifications | 2015



**City of Princeton, MN**  
**Middle Tower | 0.25 MG Legged**

Design Build | 2018  
Specifications | 2017



**City of Clear Lake, MN**  
**Tower No 1 | 0.1 MG Single Ped**

Reconditioning | 2022



**3M, Cottage Grove, MN**  
**141 Tower | 0.25 MG Single Ped**

Reconditioning | 2021  
Specifications | 2021



**City of Hinckley, MN**  
**West Tower | 0.3 MG Single Pedestal**

Reconditioning - Inspection Services | 2022  
Design Services | 2022  
Evaluation | 2021, 2018, 2015  
Exterior Cleaning | 2016



**City of Goodview, MN**  
**Tower No. 1 | 0.1 MG Single Pedestal**

Reconditioning - Inspection Services | 2022  
Design Services | 2022  
Evaluation | 2020  
Repairs | 2018



**City of Hill City, MN**  
**Tower No. 1 | 0.075 MG Single Pedestal**

Reconditioning - Inspection Services | 2022  
Evaluation | 2021, 2018  
Repairs | 2020

## REFERENCES

The following is a summary list of the projects from the past five (5) years. A more complete list of references can be provided upon request.

### Reconditioning Projects

Moorhead, MN  
500,000 Gallon Single Pedestal  
Owner/Client: Moorhead Public Service, MN  
Contact: Marc Pritchard 218-477-8082

Great Falls, MT  
750,000 Gallon Elevated Water Tower  
Owner: City of Great Falls, MT  
Client: AE2S  
Contact: Nathan Weisenburger 406-217-3711

Farmington, MN  
1,500,000 Gallon Hydropillar  
Owner/Client: City of Farmington, MN  
Contact: Katy Gehler 651-280-6846

Eagan, MN  
4,000,000 Gallon Ground Storage Reservoir  
Owner/Client: City of Eagan, MN  
Contact: Jon Eaton 651-675-5215

Sioux Falls, SD  
1,500,000 Gallon Composite  
Owner/Client: City of Sioux Falls, SD  
Contact: Darin Freese 605-373-6971

Plymouth, MN  
2,000,000 Gallon Toro Spheroid Tower  
Owner: City of Plymouth, MN  
Client: City of Plymouth  
Contact: Michael Thompson 763-509-5501

Vermillion, MN  
50,000 Gallon Hydrocone  
Owner/Client: City of Vermillion, MN  
Contact: Mark Peine 651-248-3108

Eden Prairie, MN  
2,000,000 Gallon Composite  
Owner/Client: City of Eden Prairie, MN  
Contact: Rick Wahlen 952-949-8530

Fargo, ND  
500,000 Gallon Single Pedestal  
1 Million Gallon Composite  
Owner: City of Fargo, ND  
Client: AE2S  
Contact: Kevin Johnson 218-299-5610

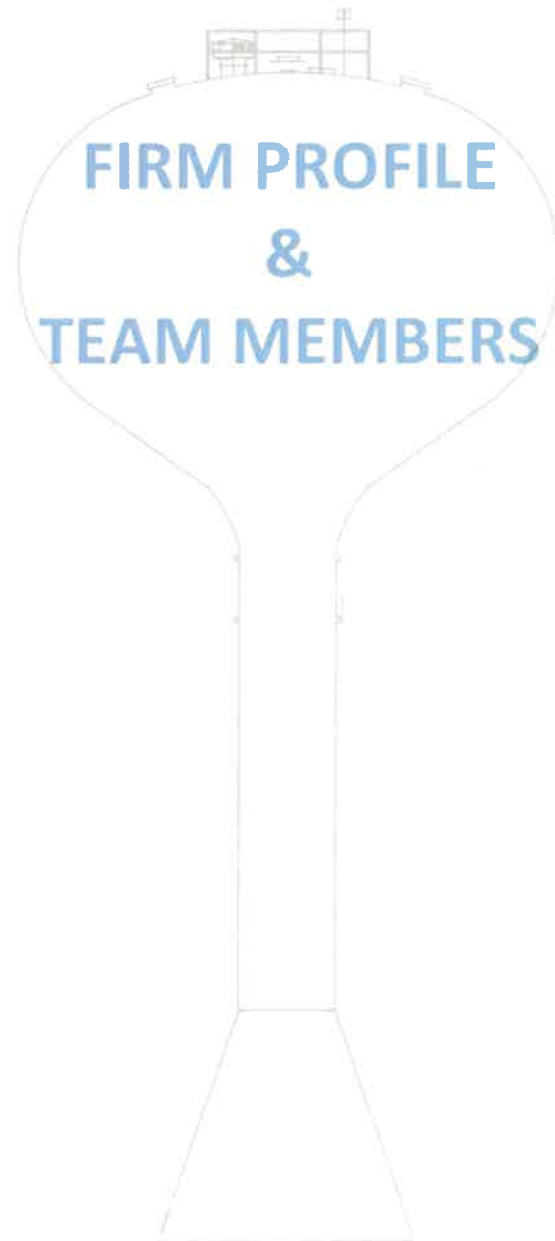
Mineral Point, WI  
400,000 Gallon Hydropillar  
Owner: Mineral Point, WI  
Client: Delta 3 Engineering, Inc.  
Contact: Bart Nies, PE 608-348-5355

Randolph, MN  
100,000 Gallon Oblatoid  
Owner/Client: City of Randolph, MN  
Contact: Benny Svien 507-645-7492

Asbury, IA  
400,000 Gallon Single Pedestal  
Owner/Client: City of Asbury, IA  
Contact: Tony Carr 563-582-4151

Menomonie, WI  
750,000 Gallon Single Pedestal  
Owner: City of Menomonie, WI  
Client: Cedar Corp.  
Contact: Jeremy Hoyt (Menomonie) 715-232-2395

St. Croix Falls, WI  
150,000 Gallon Single Pedestal  
Owner/Client: City of St. Croix Falls, WI  
Contact: Matt Larson 715-483-3929



## ABOUT US

Founded in 1995, **KLM Engineering, Inc.** is a consulting and inspection firm. On average, KLM completes over 150 water storage projects each year for clients across the United States. KLM specializes in:

- ◆ Preparation of project specifications for tank rehabilitation/lead paint abatement and disposal.
- ◆ Design Build services.
- ◆ Inspection services on new and reconditioned elevated water towers, ground storage reservoirs, water treatment plants, wastewater treatment plants and concrete tanks during construction.
- ◆ Inspection and evaluations of existing concrete and steel storage tanks, pressure vessels, and other related structures.
- ◆ Welding inspection during rehabilitation.
- ◆ Tank cleanings.
- ◆ Non-destructive testing.
- ◆ Antenna lease reviews, removal and installation inspections, and drawing reviews.
- ◆ Wastewater treatment plant inspections.

### Our Engineers Are:

- ◆ Experienced in design and structure modifications based upon years of employment with tank fabricators, erectors and consulting engineers.
- ◆ Experienced at examining existing tanks regarding corrosion, structure integrity and fitness for continued service.
- ◆ Registered Professional Engineers with practical knowledge of current designs and code requirements.

### Our Inspectors Are:

- ◆ Association for Materials Protection and Performance (AMPP), formerly NACE, trained/certified protective coating inspectors.
- ◆ American Welding Society (AWS) associate/certified welding inspectors.
- ◆ Experienced journeyman painters, climbers and riggers with the proven abilities to perform proper hands-on inspections and testing.
- ◆ Experienced in project management and enforcement of specifications for quality control and lead abatement.

## REGIONAL OFFICES

- ◆ Headquarters | Woodbury, Minnesota
- ◆ Great Lakes Region | New Lenox, Illinois
- ◆ West Central Region | Blue Springs, Missouri

## INSURANCE COVERAGE

Our firm maintains general liability, automotive, professional liability insurance and workers compensation. A certificate of insurance, listing the client as additional insured, will be provided upon execution of a contract.

## PROFESSIONAL AFFILIATIONS



PROJECT TEAM CHART

Designed Specifically For:





## PROJECT-SPECIFIC TEAM MEMBER RESUMES



**Rodney Ellis | Vice President/COO**

☎ 612-810-0956 @ rellis@klmengineering.com



### Education, Experience & Certifications

- ◆ Mount Senario College
- ◆ Federal Department of Natural Resources
- ◆ OSHA 10
- ◆ Certified Competent Climber
- ◆ NACE/AMPP Level 3 #1686
  - 37 Years Certified Experience
- ◆ AWS Weld Inspection Certified #04040311
  - 29 Years Certified Experience

### KLM Projects

**City of Valley Center, KS**  
Reconditioning of 0.75MG Composite



**City of Moorhead, MN**  
New Construction of 0.75MG Composite



**City of Andover, MN**  
Reconditioning of 1.0MG Hydropillar

**City of Brighton, CO**  
New Construction of 2.0MG Composite

**City of Des Moines, IA**  
Reconditioning of 4.1MG Standpipe

**City of Hinckley, MN**  
Reconditioning of 0.3MG Single Pedestal

**City of Joliet, IL**  
Reconditioning of 1.0MG Toro Ellipsoidal

**City of Rogers, AR**  
Reconditioning of 2.0MG Toro Ellipsoidal

**City of Verndale, MN**  
New Construction of 0.075MG Hydrocone

**City of Parshall, ND**  
New Construction of 0.5MG Composite

**City of Lawrence, KS**  
Reconditioning of 1.5MG Ground Storage Tank



## Ben Feldman, PE | Civil Engineer

☎ 651-773-5111    @ bfeldman@klmengineering.com



### Education, Experience & Certifications

- ◆ University of Minnesota - Twin Cities
  - BS Civil Engineering
  - Minor in Business Management
  - Men's Crew
- ◆ OSHA 10
- ◆ Licensed Professional Engineer
  - Minnesota License No. 49598
  - Colorado License No. 57334
  - South Dakota License No. 16938
- ◆ MN AWWA Awards Committee Co-Chair
  - Past Secretary-Treasurer

### KLM Projects

- City of Hastings, MN**  
Reconditioning of 0.75MG Hydropillar
- City of Brighton, CO**  
New Construction of 2.0MG Composite
- City of Hinckley, MN**  
Reconditioning of 0.15MG Double Ellipsoidal
- City of Jamaica, IA**  
New Construction of 0.05MG Single Pedestal
- City of Delavan, WI**  
Reconditioning of 0.5MG Single Pedestal
- City of Lawrence, KS**  
Reconditioning of 1.5MG Ground Storage Tank

- City of Napoleon, ND**  
New Construction of 0.3MG Single Pedestal
- City of Goodview, MN**  
Reconditioning of 0.1MG Single Pedestal
- City of Verndale, MN**  
New Construction of 0.075MG Hydrocone
- City of West Chicago, IL**  
Reconditioning of 0.5MG Booster Reservoirs
- City of Rogers, AR**  
Reconditioning of 2.0 MG Toro Ellipsoidal



## Scott Kriese | Project Supervisor

📞 651-773-5111    @ skriese@klmengineering.com



### Education, Experience & Certifications

- ◆ NACE/AMPP Level 3 #11236
- ◆ 25 Years Industry Experience
- ◆ OSHA 10
- ◆ Certified Competent Climber

### KLM Projects

**City of Moorhead, MN**  
New Construction of 0.75MG Composite



**City of Otsego, MN**  
New Construction of 1.5MG Composite

**Village of Dresser, WI**  
Reconditioning of 0.2MG Double Ellipsoidal

**City of Farmington, MN**  
Reconditioning of 1.5MG Hydropillar

**City of Baxter, MN**  
Reconditioning of 0.75MG Hydropillar

**City of St. Cloud, MN**  
Reconditioning of 1.0MG Hydropillar

**City of Plymouth, MN**  
Design Build of 2.0MG Toro Ellipsoidal

**Village of Somerset, WI**  
New Construction of 0.2MG Composite

**City of Sioux Falls, SD**  
Reconditioning of 1.5MG Composite

**City of Neodesha, KS**  
Reconditioning of 0.2MG Single Pedestal

**Jackson County PWSD #1, MO**  
Reconditioning of 1.5MG Elevated Water Tower

**City of Elgin, IL**  
Reconditioning of 1.0MG Single Pedestal

**City of South Bend, IN**  
Reconditioning of 1.5MG Single Pedestal

**City of Forney, TX**  
New Construction of 1.0MG Composite

**City of Rogers, AR**  
Reconditioning of 2.0MG Toro Ellipsoidal

**City of Topeka, KS**  
New Construction of 1.0MG Composite

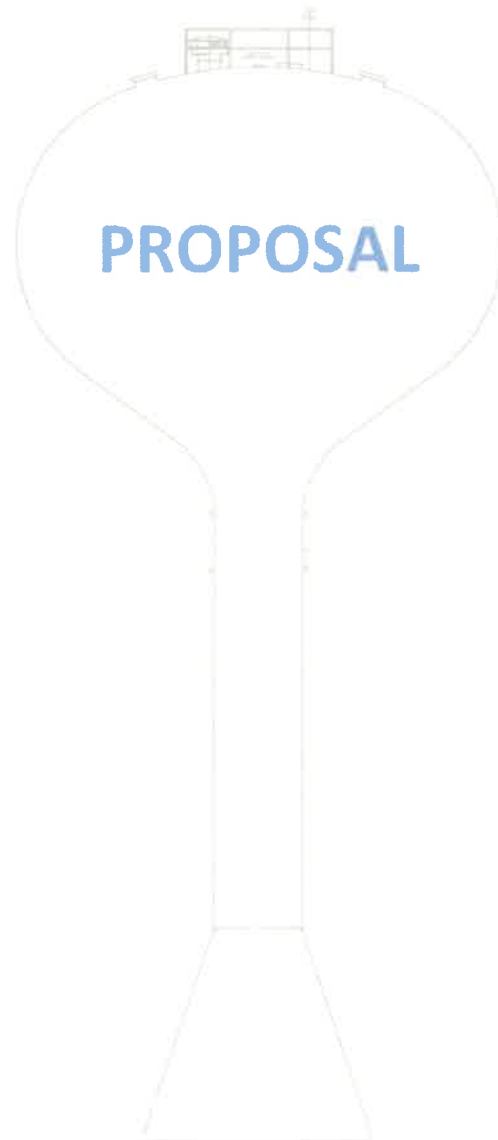
**City of Kansas City, MO**  
New Construction of 3.0MG Composite

**Oglala Sioux Rural Water Supply System, SD**  
New Construction of 0.8MG Composite

**City of Sioux Falls, SD**  
Reconditioning of 0.5MG Single Pedestal

**City of Jamaica, IA**  
New Construction of 0.05MG Composite

**City of Dubuque, IA**  
Reconditioning of 2.4MG Ground Storage Tank



## **PROJECT UNDERSTANDING**

KLM Engineering understands that the City of Cohasset is requesting we produce project design plans and technical specifications for the reconditioning of the 200,000-gallon single pedestal Tower No. 1.

KLM Engineering is a firm that specializes in water towers, only. We are not an engineering firm that dedicates a department to this industry. Our entire team works on water towers day in and day out. The design plans, technical specifications and bidding process are the first steps in the reconditioning of a water tower. As such, we fully understand the requirements to ensure a successful project. We are also familiar with the contractors that work on water towers and are able to offer recommendations based on the best value for the City of Cohasset.

KLM Engineering also understands that inspection services are needed during the construction phase of the project. We understand and agree that inspection services are critical to longevity of the coating systems. We would be hired as an expert representative for the city, ensuring that the specifications are being met by the contractor and that the city is getting full value of workmanship on this project. We represent communities on about forty reconditioning projects per season. We are confident the City of Cohasset will be satisfied with this project.

## **BENEFITS TO THE CITY OF COHASSET**

Today's protective coating systems are designed to last 25-30 years with only minor maintenance. Tight project specifications and full-time inspections give the coating systems the opportunity to realize their intended service life.

1. The reservoir-specific submittals will be reviewed to verify conformance to the specifications, AWWA, OSHA, and State regulations. KLM will respond in writing regarding the acceptance of the submittals.
2. KLM proposes to prepare a technical specification package specifically designed for water tower reconditioning. Our experience has shown that the more comprehensive the specification is, the more likely it is that the project is completed on time, on budget, and with quality workmanship. The technical specifications mitigate requests for change orders during the reconditioning.
3. Welding and full-time AMPP Coating Inspections during reconditioning assures that the work performed by the contractor is in conformance with the specifications, as to maximize its life expectancy. KLM's inspectors monitor workmanship during all phases of work to verify the contractor's work meets the specification. Utilizing this process reduces reconditioning cycles over the life of the tank.
4. Our project administration and inspection services provide a buffer between the project specifications and the real-world challenges that can negatively affect the project performance. To initiate the project correctly, KLM's project supervision assures that a qualified contractor is retained at an appropriate cost.

## TIMELINE

Upon execution of an agreement, KLM proposes the following schedule to perform the work:

- A. Design Plans and Technical Specifications.
  - ◆ Completed.
- B. Bidding Services.
  - ◆ Completed.
- C. Submittal Reviews
  - ◆ Completed in 2025.
- D. Construction Supervision and Inspection Services.
  - ◆ Completed in 2025.
- E. Warranty Inspection (2 year)
  - ◆ ROV, completed per Agreement.

## DESIGN

KLM will also perform the following related specification services:

1. Meet with the Owner to review plans and specifications.
2. Produce preliminary and completed copies of the specifications for the Owner.
3. Provide an updated cost estimate.
4. Advertise specifications.
5. Attend and facilitate a mandatory pre-bid meeting, virtually.
6. Respond (in writing) to bidder questions.
7. Tabulate results for Owners.
8. Evaluate contractors' bid proposals for conformance to the specification.
9. Make a written recommendation to the Owner on the low, qualified bidder(s).
10. Prepare Notice of Award and contract Agreement (forward to Owner).

## SPECIFICATIONS

The project specifications will include:

a. Advertisement for Bids

This section provides a detailed description of the project and meets the requirements for legal advertisements.

b. Instruction to Bidders

This section provides precise instructions to bidders, including the scope of work, insurance, payments, time of completion, bidder qualifications, taxes and permits, legal requirements, performance and payment bonds and other important project information.

c. [Bid Forms](#)

This section contains the bid proposals, construction time frame, alternate bid proposals, legal requirements and the bidder and subcontractor qualification forms.

d. [Project Requirements](#)

This section includes a complete description of the project, project schedule(s), execution of contract documents, notice to proceed, project meetings, quality assurance, liquidated damages and legal and technical requirements for executing the scope of work.

e. [Technical Specifications](#)

This section details the technical specifications for structural modifications, surface repairs, interior and exterior surface preparation, exterior abrasive blast, containment, disposal of spent abrasives, dehumidification, lettering and logo, submittals, workmanship, unfavorable weather conditions, protective coating and material, repair work, health and sanitary facilities, clean up, ventilation and safety requirements, inspection of work, sterilization of tank interiors and containment plan.

f. [Supplemental Conditions](#)

This section supplements or amends the General Conditions and/or other provisions of the Contract Documents.

g. [General Conditions](#)

This section includes all the General Conditions designed for water tank reconditioning, such as authority of the Engineer, engineering inspection, modifications, additions and subtractions of scope of work, extensions of time, insurance and other appropriate items.

h. [Contract Documents](#)

This section provides the form of agreement to be used between the Owner and Contractor.

i. [Payment and Performance Bond](#)

Bonds for payment and performance are required for this project, as specified by state law.

j. [Appendix A – Photos](#)

This section includes copies of color photographs. This provides the contractor with a clear perspective of the interior/exterior conditions of the tank and the scope of work involved.

k. [Appendix B – Drawings](#)

This section includes drawings, which define structural repairs or modifications and welding definitions.

l. [Appendix C – Surface Preparation Requirements](#)

This section references excerpts from AMPP Standard Practice SP0178-2007 Standard Practice: Design, Fabrication and Surface Finish Practices for Tanks and Vessels to Be Lined for Immersion Services for defining welding and grinding requirements of the structural repair or modifications.

m. [Appendix D – Paint Chip Lead Test Results](#)

This section contains paint chip test results for lead and chromium used to calculate the risk factor and classification of containment required for conformance with Federal and State Environmental Regulations.

n. [Appendix E – Lettering and Logo \(optional\)](#)

If required, this section includes drawings of any required lettering and logo. Such drawings are to be provided by Owner.

## **CONSTRUCTION SERVICES**

### Construction Administration

The project manager and project supervisor work together on managing the project. KLM performs the review of the submittals and communicates with the inspector daily to help enforce the project specifications, as necessary. The project supervisor is the main contact between the contractor representative and the Owner/Engineer. The project manager performs the final review of the submittals and will assist the supervisor, as required.

### Construction Management Consists of The Following:

- ◆ Attend pre-construction conference.
- ◆ Periodically perform on-site review of project's work status and report to the Owner.
- ◆ Coordinate progress meetings, as necessary.
- ◆ Review of meeting minutes.
- ◆ Scheduling of inspections.
- ◆ Project close-out administration.
- ◆ Establishes warranty date.
- ◆ Review of inspector's daily documentation.
- ◆ Process change-orders.
- ◆ Prepare monthly payment request forms.
- ◆ Review and approval of the contractor's submittals:
  - ✓ Drawing reviews.
  - ✓ Welder Certifications.
  - ✓ Welder Qualifications
  - ✓ Welding Procedures.
  - ✓ Coating Materials Submittal.
  - ✓ TCLP Sampling Plan.

### Construction Observation

The inspector assigned to this project will be an AMPP Coating Inspector and/or AWS Certified Welding Inspector. All our inspectors have extensive practical experience and knowledge of water storage tank



reconditioning. They are experienced sandblasters, painters, climbers, riggers, coating inspectors, welders and welding inspectors which allow the inspector to perform inspections alongside the contractor to ensure the conformance to the project specification.

Field Inspections Consist of the Following:

- ◆ A pre-construction meeting with the client and contractor to clearly define the role of the Engineer and Inspector, to discuss the intent of the specifications, and to ensure all parties agree to the scope of work and expectations regarding the quality of work.
- ◆ Monitor and approval of the structure repairs and modifications for conformance to the specifications.
- ◆ Inspection of the abrasive blasting media and equipment for conformance to the specifications and to prevent contamination of surfaces during surface preparation with moisture and oil or other contaminants.
- ◆ Monitor the paint removal and disposal process for conformance to the specifications and environmental regulations.
- ◆ Monitor the contractors mixing and application of the coats for conformance to the specifications and the coat manufacturer's recommendations.
- ◆ Approve surface preparation samples.
- ◆ Record the contractor's progress for adherence to the construction schedule.
- ◆ Submit daily and weekly inspection reports and photos. Prepare and file copies of the reports on construction activities.
- ◆ Coordinate and review testing of materials for conformance to the specification and environmental regulations.
- ◆ Monitor punch list items and subsequent corrective action by the contractor.
- ◆ Final inspection, substantial completion and project acceptance.

**WARRANTY INSPECTION (2 Year)**

KLM proposes to perform a ROV warranty inspection on the referenced tank prior to the expiration of the performance bonded warranty. The warranty inspection will include an inspection report. The fixed fee does not include any necessary warranty repair work required.

## DELIVERABLES

The Owner owns and retains this documentation. KLM also retains these records for future reference. Deliverables submitted electronically, unless indicated hard copy.

- ◆ Professional Engineering Certified plans and specifications.
- ◆ State Regulatory documentation including permitting, State Agency or Department of Health, TCLP Testing and Waste Tracking.
- ◆ Contractor Submittals.
- ◆ Daily Logs and Weather Logs.
- ◆ Surface Preparation.
- ◆ Daily Digital Photos.
- ◆ Weekly Summary and Progress Meetings.
- ◆ Project Acceptance Certificate.
- ◆ Warranty Inspection Report (Owner and Contractor).

## FEE SUMMARY

KLM Engineering estimates there to be six (6) weeks of inspection services during the course of the project. KLM will manage the water tower rehabilitation with project supervision, welding inspection, coating inspection, and an ROV warranty inspection, as detailed below.

Design Plans, Technical Specification, and Bidding Assistance <b>COMPLETED</b>	\$ 0000.00
Submittal Reviews	\$ 2,500.00
Construction Supervision and Inspection Services	<u>\$ 55,727.50</u>
<b>TOTAL FIXED, NOT TO EXCEED</b>	<b>\$58,227.50</b>
Warranty Inspection 2027	\$ 3,200.00

**NOTE:** Any additional 3<sup>rd</sup> party coating inspection time required and approved by the owner will be charged at the rate of \$9,288.00 per week.

## WHY USE KLM

KLM Engineering, Inc. has been evaluating water towers for over 30 years. KLM is the leader in providing engineering and inspection services during reconditioning of towers greater than 200,000-gallons in Minnesota. Our reference list has customers including the US Military, US Steel, Indian Health Services, State of Minnesota and municipalities ranging from coast-to-coast and beyond, including Hawaii.

## TERMS AND CONDITIONS

KLM has attached our standard Terms and Conditions. The attached Terms and Conditions are part of this Agreement between the City of Cohasset and KLM Engineering, Inc., unless otherwise agreed to in writing by both parties.

## ADDITIONAL INFORMATION

Additional information can be found at KLM's website at: [www.klmengineering.com](http://www.klmengineering.com)

**AGREEMENT**

This proposal is valid for thirty (30) days from the date of this proposal. If the City of Cohasset finds this proposal acceptable, please sign and return it by mail, fax or email. By signing and returning this signature page only, you agree to the terms of the entire proposal document submitted.

This Agreement, between Cohasset, Minnesota and KLM Engineering, Inc. is accepted by:

**CITY OF COHASSET**  
305 NW 1<sup>st</sup> Avenue  
Cohasset, MN 55721


**KLM ENGINEERING, INC.**  
1976 Wooddale Drive, Suite 4  
Woodbury, MN 55125

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dan Popehn  
Name

\_\_\_\_\_  
Director of Business Development  
Title

\_\_\_\_\_  
February 6, 2025  
Date

We look forward to working with you.

Sincerely,

**KLM ENGINEERING, INC.**  
Dan Popehn  
Director of Business Development  
1976 Wooddale Drive, Suite 4  
Woodbury, MN 55125  
Cell: 612-743-3102  
Email: [dpopehn@klmengineering.com](mailto:dpopehn@klmengineering.com)

REV 2024.02.07





**KLM ENGINEERING, INC. (KLM)  
TERMS AND CONDITIONS**

1. **AGREEMENT.** The agreement between the parties when entered by the parties shall include the applicable referenced agreement documents (i.e., KLM proposal/Agreement) and shall include these KLM Terms and Conditions (the “Agreement”). The Agreement may not be modified except by mutual agreement in writing.
2. **ADDITIONAL SERVICES.** Additional work or services shall not be performed without a KLM executed change order or purchase order outlining the scope of additional work or services.
3. **KLM CLIENT RESPONSIBILITIES.** The KLM Client shall fully disclose to KLM its knowledge of the condition of the project structure(s), its past and present contents and shall provide KLM with full information regarding the requirements for the project; shall designate an individual to act on the KLM Client’s behalf regarding the project; and provide safe access to and at the project site. When reasonably requested by KLM, the KLM Client shall furnish the services of other consultants including, but not limited to engineers and insurance representatives. The KLM Client shall test for pollution and hazardous materials when required by law or as requested by KLM. The KLM Client shall provide KLM with all necessary permits and other authorizations.
4. **SAFETY.** KLM shall be responsible for the safety of KLM personnel at the project site. The KLM Client or other persons shall be responsible for the safety of all other persons at the project site. The KLM Client shall inform KLM of any known or suspected hazardous materials or unsafe conditions at the project site. If, during the course of the KLM services, such materials, or conditions are discovered at the project site, KLM reserves the right to take measures to protect KLM personnel and equipment or to immediately terminate KLM services. The KLM Client agrees to be responsible for, and agrees to pay, any such additional protection costs. Upon such discovery by KLM, KLM agrees to use commercially reasonable efforts to notify the KLM Client in writing, of hazardous materials or unsafe conditions regarding the project site.
5. **HAZARDOUS MATERIALS.** Unless otherwise agreed to in the scope of work with the KLM Client, KLM has no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials at the project site. To the full extent permitted by the law, the KLM Client shall defend, indemnify, and hold harmless KLM, its employees and representatives from all claims, including costs and attorney fees, arising out of the presence of hazardous materials or exposure to the same on the job site.
6. **SITE ACCESS AND RESTORATION.** The KLM Client will provide KLM and its representatives with safe and legal project site access. It is understood by the KLM Client that in the normal course of KLM providing its services and work, some nominal damage to the project site may occur. KLM agrees to take reasonable commercial precautions to minimize such damage, if any. Restoration of the project site, if any, is the responsibility of the KLM Client, unless otherwise agreed to in writing in the scope of work.
7. **KLM LIMITED WARRANTY AND DISCLAIMER.** KLM will perform services consistent with the standard of care and skill normally performed by other like firms in the industry and profession at the time of this service and in the geographic area of the project. **EXCEPT AS EXPRESSLY STATED IN THIS SECTION, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, PERTAINING TO THE PRODUCTS AND SERVICES SOLD UNDER THIS AGREEMENT. KLM DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN**

**NO EVENT SHALL KLM BE LIABLE TO THE KLM CLIENT, ITS AGENTS, REPRESENTATIVES, EMPLOYEES, CUSTOMERS OR ANY OTHER THIRD PARTY, FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF USE, LOSS OF REVENUE OR LOSS OF PROFIT, IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT OR THE EXISTENCE, FURNISHING OR FUNCTIONING OF ANY ITEM OR SERVICES PROVIDED FOR IN THIS AGREEMENT OR FROM ANY OTHER CAUSE, INCLUDING WITHOUT LIMITATION CLAIMS BY THIRD PARTIES, EVEN IF KLM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

8. **SCHEDULING.** Prior to KLM scheduling its services related to the project, the KLM Client shall furnish KLM with a written Agreement, purchase order or other written request for KLM services and shall give as much notice as reasonably possible in advance of the time when the KLM services are desired to commence. The KLM service schedule shall be mutually agreed upon by the parties in writing. If a KLM inspection is canceled or delayed after KLM personnel and/or equipment are in transit to the project site, then the KLM Client shall be billed, and the KLM Client agrees to pay for KLM time and expenses according to the then current KLM Fee Schedule for KLM time spent and KLM costs incurred. If KLM is unable to redirect KLM representatives to other third-party project sites on the canceled or delayed scheduled service day, at a minimum, the KLM Client will be billed and the KLM Client agrees to pay KLM for one (1) full day of KLM labor.
9. **INSURANCE.** KLM will maintain worker's compensation insurance and comprehensive general liability insurance. KLM will provide KLM Client with a certificate of insurance upon KLM Client's request.
10. **PAYMENT.** KLM will submit periodic invoices for KLM services provided and work performed. Invoices are due upon receipt. The KLM Client agrees to inform KLM of invoice questions or disputes within 10 business days of the invoice date. The KLM Client agrees to pay all undisputed KLM invoiced amounts within 45 days of the invoice date. The KLM Client agrees to pay interest on all overdue amounts at a rate of 1.5% per annum or the rate allowed by law, whichever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts. If any undisputed invoice remains unpaid for 60 days, then KLM may, at its sole discretion, suspend or terminate services to the KLM Client without liability.
11. **INDEMNIFICATION.** KLM shall indemnify and hold harmless the KLM Client and its shareholders, directors, officers, members, governors and employees from liability, claims, losses, and damages arising out of or relating to the applicable Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or injury to, or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by KLM's negligent acts or omissions.

The KLM Client shall indemnify and hold harmless KLM and its shareholders, directors, officers, members, governors and employees from liability, claims, losses, and damages arising out of or relating to the applicable Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or injury to, or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by the KLM Client's negligent acts or omissions. Further, the KLM Client shall indemnify and hold harmless KLM from all claims or losses arising out of the unauthorized use of KLM's Documents.

12. **LIMITATION OF LIABILITY. IN NO EVENT SHALL KLM OR THE KLM CLIENT BE LIABLE, ONE TO THE OTHER, FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE FURNISHING, PERFORMANCE OR USE OF ANY PRODUCTS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT.**
13. **DELAYS.** If KLM service or work delays are caused by the KLM Client, by third parties, strikes, natural causes, weather, or other circumstances beyond KLM's control, a reasonable time extension for performance of KLM services and work shall be granted, and KLM shall be entitled to and the KLM Client agrees to pay KLM an equitable fee adjustment.
14. **TERMINATION.** After seven (7) days written notice, either party may elect to terminate this Agreement. Notwithstanding the foregoing, the KLM Client agrees to pay for all KLM services provided and work performed through the date of termination. Notwithstanding the foregoing, the following sections shall survive the termination of this Agreement: Sections 5, 7, 10, 11, 12, 15, 16, 21 and 24.
15. **SEVERABILITY.** Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions of the Agreement shall continue in full force and effect.
16. **KLM'S DOCUMENTS.** All reports, specifications, drawings and other documents furnished by KLM are part of KLM's services and work for the KLM Client and the same are for use only for the project (KLM Documents). KLM retains all ownership of said documents regardless of whether the project is completed. The KLM Client may retain copies of the KLM Documents for reference purposes. KLM does not represent or warrant that the KLM Documents are suitable for reuse on any extension of the project or on other projects. The KLM Client shall not use the KLM Documents without KLM's written consent.
17. **ASSIGNMENT.** KLM may not assign this Agreement to any other person unless written consent is obtained from the KLM Client.
18. **AMENDMENTS.** Any modification or amendment of to this Agreement shall require a written agreement signed by both Parties.
19. **NONDISCRIMINATION.** In the hiring of employees to perform work under this Agreement, KLM shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
20. **GOVERNING LAW.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota without regard to or application of conflicts of law rules or principles. All proceedings related to this Agreement shall be venued in **Washington County, Minnesota.**
21. **AUDIT.** Pursuant to **Minnesota Statutes, § 16C.05, Subdivision 5, KLM agrees that the KLM Client, the State Auditor, or any of their duly authorized representatives** at any time during normal business hours and as often as they may reasonably deem necessary (but under all circumstances not more often than once per calendar year), shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, or records which are pertinent to the accounting practices and procedures of KLM, and involve transactions relating to this Agreement.

22. **JOB SITE IMAGES, PHOTOGRAPHY AND VIDEO.** During the term of this Agreement and thereafter, KLM has the KLM Client's permission to take photographs or video of the project site for training, documentation, education or KLM promotional purposes. A signed Agreement that includes these KLM Terms and Conditions constitutes the KLM Client's written permission to KLM regarding the use of the items and information set forth in this section.
23. **WAIVER.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
24. **HEADINGS.** Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
25. **ENTIRE AGREEMENT.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

End of the KLM Terms and Conditions.

Rev 2022.11.23

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7D

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## REQUEST FOR COHASSET CITY COUNCIL ACTION

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<b>Agenda #</b> 7D	<b>Date:</b> 03/31/2024	<b>Action</b>
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**Description of issue:**

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Approve new legal description/subdivision of Cohasset Industrial Park (CIP) lot (PID 05-442-4000)

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**Information/Background:**

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1. Area map. (Pg. 2)
2. Proposed Legal Land Descriptions. (pg. 3-4)

**Proposed Legal Land Descriptions:**

**PARCEL 1**

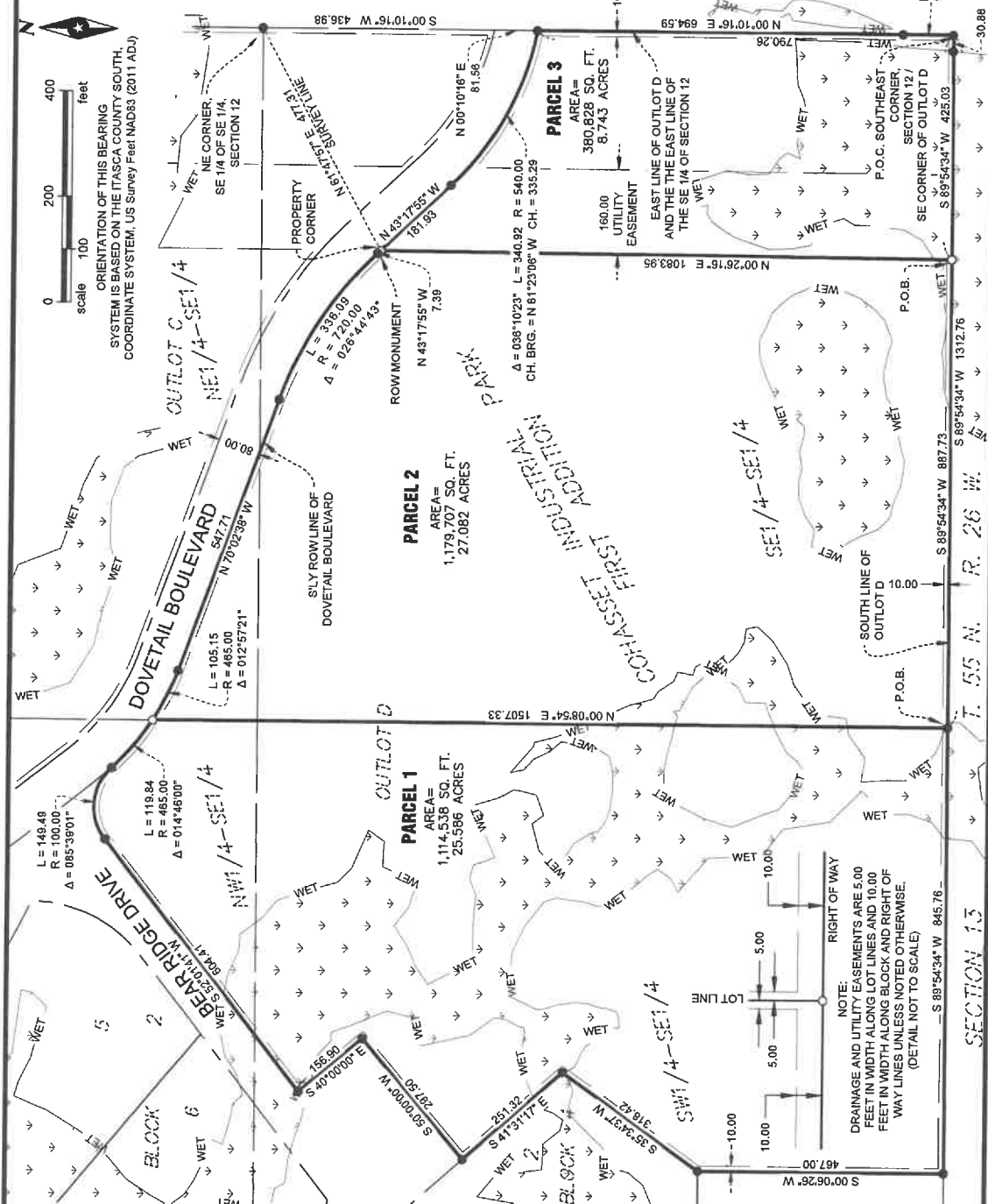
That part of Outlot D, COHASSET INDUSTRIAL PARK FIRST ADDITION, Itasca County, Minnesota, according to the recorded plat thereof, lying west of the following described line: Commencing at the southeast corner of said Outlot D; thence South 88 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 1312.76 feet to the POINT OF BEGINNING; thence North 00 degrees 08 minutes 54 seconds East a distance of 1507.33 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating. The measured area of this parcel of land is 25,586 acres.

**PARCEL 2**

That part of Outlot D, COHASSET INDUSTRIAL PARK FIRST ADDITION, Itasca County, Minnesota, according to the recorded plat thereof, lying east of the following described line: Commencing at the southeast corner of said Outlot D; thence South 88 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 1312.76 feet to the POINT OF BEGINNING; thence North 00 degrees 08 minutes 54 seconds East a distance of 1507.33 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating. AND west of the following described line: Commencing at the southeast corner of said Outlot D; thence South 89 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 425.03 feet to the POINT OF BEGINNING; thence North 00 degrees 26 minutes 18 seconds East a distance of 1083.95 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating. The measured area of this parcel of land is 27,082 acres.

**PARCEL 3**

That part of Outlot D, COHASSET INDUSTRIAL PARK FIRST ADDITION, Itasca County, Minnesota, according to the recorded plat thereof, lying east of the following described line: Commencing at the southeast corner of said Outlot D; thence South 88 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 425.03 feet to the POINT OF BEGINNING; thence North 00 degrees 26 minutes 18 seconds East a distance of 1083.95 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating. The measured area of this parcel of land is 8,743 acres.



**LEGEND**

- FOUND MONUMENT
- SET 5/8" REBAR W/ CAP, LICENSE NO. 45848
- WET → WETLAND

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 PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Chris A. Larsen  
DATE 3/18/2025 LICENSE NO. 45848



**CERTIFICATE OF SURVEY**  
**MINNESOTA TECHNOLOGIES**  
**CITY OF COHASSET**  
**ITASCA COUNTY, MINNESOTA**

SEH Project	COHAS182883	Revision Issue	Description
Drawn By	BMG	Date	
Designed By			
Checked By	CAL		



Building a Better World  
for All of Us®

Subdivision of Outlot D, COHASSET  
INDUSTRIAL PARK FIRST ADDITION  
Proposed Legal Land Description  
PIN: 05-442-4000  
SEH No. COHAS 182883

### Proposed Legal Land Descriptions

#### PARCEL 1

That part of Outlot D, COHASSET INDUSTRIAL PARK FIRST ADDITION, Itasca County, Minnesota, according to the recorded plat thereof, lying west of the following described line: Commencing at the southeast corner of said Outlot D; thence South 89 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 1312.76 feet to the POINT OF BEGINNING; thence North 00 degrees 08 minutes 54 seconds East a distance of 1507.33 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating. The measured area of this parcel of land is 25.586 acres.

#### PARCEL 2

That part of Outlot D, COHASSET INDUSTRIAL PARK FIRST ADDITION, Itasca County, Minnesota, according to the recorded plat thereof, lying east of the following described line: Commencing at the southeast corner of said Outlot D; thence South 89 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 1312.76 feet to the POINT OF BEGINNING; thence North 00 degrees 08 minutes 54 seconds East a distance of 1507.33 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating; AND west of the following described line: Commencing at the southeast corner of said Outlot D; thence South 89 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 425.03 feet to the POINT OF BEGINNING; thence North 00 degrees 26 minutes 16 seconds East a distance of 1083.95 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating. The measured area of this parcel of land is 27.082 acres.

#### PARCEL 3

That part of Outlot D, COHASSET INDUSTRIAL PARK FIRST ADDITION, Itasca County, Minnesota, according to the recorded plat thereof, lying east of the following described line: Commencing at the southeast corner of said Outlot D; thence South 89 degrees 54 minutes 34 seconds West, assigned bearing, along the south line of said Outlot D, a distance of 425.03 feet to the POINT OF BEGINNING; thence North 00 degrees 26 minutes 16 seconds East a distance of 1083.95 feet to the southerly line of Dovetail Boulevard, according to said plat, and there terminating. The measured area of this parcel of land is 8.743 acres.

C:\Users\barbarab\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\RIEYCAER\Legal Land Description Outlot D Sub.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55802-1512  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 218.279.3000 | 888.722.0547 | 888.908.8166 fax

**CERTIFICATION**

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.



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Chris A. Larsen, PLS  
Minnesota License No. 45848

March 18, 2025  
Date

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## REQUEST FOR COHASSET CITY COUNCIL ACTION

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Agenda #	Date:	Action
7E	03/31/2024	

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### Description of issue:

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Approve letter of support to Itasca County for MPCA (Minnesota Pollution Control Agency) FY 2025 Statewide Waste Reduction and Reuse Grant Program. Itasca County is requesting a grant that will be used to help develop and open a new space at the Itasca County Transfer Station that will connect local residents and visitors with reused goods.

### Information/Background:

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“Itasca County Environmental Services is applying for an MPCA grant to establish a Reuse Center at the Itasca County Transfer Station... Some items that come to the Transfer Station for disposal still have life left in them. Our plan is to create a space where these items can be tuned up, set aside, and picked-up by residents for reuse. It may include items such as exercise equipment, bikes/recreation items, furniture/household goods, lawn and garden tools, tools, etc. Once we get our legs underneath us, the idea has great growth potential in addition to having a positive impact on our landfills!

You and I developed a great partnership during the Fight Blight program running community solid waste events. A Reuse Center is a way we can continue to collaborate on improving our communities.” (Greg Stoltz, Itasca County Environmental Services, 03-12-2025)



Phone: 218-328-6225  
Fax: 218-328-6226  
Website: [www.cohasset-mn.com](http://www.cohasset-mn.com)

305 N.W. First Avenue • Cohasset, Minnesota 55721

March 31, 2025

Katie Benes  
Environmental Services Director  
Itasca County  
123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744

Dear Katie,

I'm writing this letter of support in regard to Itasca County's development and submission of an application to the MPCA's FY 2025 Statewide Waste Reduction and Reuse Grant Program. It's my understanding that Itasca County is requesting a grant that will be used to help develop and open a new space at the Itasca County Transfer Station that will connect local residents and visitors with reused goods.

The City of Cohasset lies within Itasca County, has a population of over 2,600, and cover an area of 35 sq. miles.

The City of Cohasset and Itasca County Environmental Services have developed a great partnership during the Fight Blight program running community solid waste events. A Reuse Center is a way we can continue to collaborate on improving our communities.

Sincerely,

Josh Casper  
Mayor

7F

## REQUEST FOR COHASSET CITY COUNCIL ACTION

<b>Agenda #</b> 7F	<b>Date:</b> 03/31/2024	<b>Action</b>
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### Description of issue:

Approve letter of support to Itasca County for MPCA (Minnesota Pollution Control Agency) MPCA’s Construction and Demolition (C&D) Management Planning Grants Request for Proposal. Itasca County is requesting a grant that will be used to develop a comprehensive C&D management plan for the region. A key purpose of this plan is to lay the groundwork for an innovative network of infrastructure and partners, all focused on creating new efficiencies in the management of C&D waste in the region.

### Information/Background:

“Itasca County is in the process of closing its Demolition Landfill located at the Itasca County Transfer Station, 29959 East Bass lake Road. This landfill has been a large part of our area allowing residents, contractors, and communities like yourself to properly dispose of waste demolition.

Our plan is to continue to offer disposal services at the transfer station moving forward, and then have it relocated as needed to a new landfill. To do this, we are applying for a grant from the MPCA to help make it happen and are asking local communities to show support.

(Greg Stoltz, Itasca County Environmental Services, 03-11-2025)



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Fax: 218-328-6226  
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305 N.W. First Avenue • Cohasset, Minnesota 55721

March 31, 2025

Katie Benes  
Environmental Services Director  
Itasca County  
123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744

Dear Katie,

I'm writing this letter in regard to Itasca County's development and submission of an application to the MPCA's Construction and Demolition (C&D) Management Planning Grants Request for Proposal. It's my understanding that Itasca County is requesting a grant that will be used to develop a comprehensive C&D management plan for the region. Furthermore, it's my understanding that a key purpose of this plan is to lay the groundwork for an innovative network of infrastructure and partners, all focused on creating new efficiencies in the management of C&D waste in the region.

The City of Cohasset lies within Itasca County, has a population of over 2,600, and covers an area of 35 sq. miles.

With the continued development of residential, industrial and business districts there are many construction projects taking place. These include new construction, repair and replacement of aging structures both of which create C&D waste.

Because of our pressing need to develop new strategies for C&D waste management, the City of Cohasset is committed to participating in Itasca County's proposed C&D planning project. To support this effort, our staff will engage with the project consultant and other stakeholders to provide related insight, feedback, and ideas.

Sincerely,

Josh Casper  
Mayor



9A

9A

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
81	121278	603-90-49900-20-210	GAS - OFFICE SUPPLIES - COPY PAPER	02/24/2025	71.88	.00		325
Total STOKES PRINTING:								
TNT CONSTRUCTION GROUP, LLC								
3221	24161-5	413-80-46500-50-530	RIVERFRONT- IMPROVEMENTS - INFRASTRUCTURE & BUILDIN	02/28/2025	42,682.02	.00		325
Total TNT CONSTRUCTION GROUP, LLC:								
W JOHN LICKE PA								
1792	WJL03242025	100-10-41610-30-304	ADMIN - CTY ATTRNY - GENRL LGL FEES - FEBRUARY 2025	03/01/2025	760.00	.00		325
Total W JOHN LICKE PA:								
Wenho, Mark								
3553	DEPREFUND-WENHO032	100-00-20500	DEPOSIT REFUND - WENHO	03/01/2025	50.00	.00		325
Total Wenho, Mark:								
Grand Totals:								
					200,292.54	.00		

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

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Treasurer: \_\_\_\_\_

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
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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
<b>63 FUEL STOP</b>								
3371	63FS03242025	100-20-43100-20-212	PW S&R	03/24/2025	423.86	.00		325
3371	63FS03242025	100-20-43125-20-212	PW I&S	03/24/2025	460.64	.00		325
Total 63 FUEL STOP:					884.50	.00		
<b>AMERICAN DISPOSAL</b>								
3031	AD03242025	100-20-41940-30-384	PW - GG BLDG - CITY HALL - REFUSE DISP	02/28/2025	209.34	.00		325
3031	AD03242025	100-20-41940-30-384	PW - GG BLDG - IND PARK - REFUSE DISP	02/28/2025	69.78	.00		325
3031	AD03242025	100-25-45203-30-384	PARKS - TIOGA - REFUSE DISP	02/28/2025	139.56	.00		325
3031	AD03242025	100-25-45202-30-384	PARKS - PP - REFUSE DISP	02/28/2025	139.56	.00		325
Total AMERICAN DISPOSAL:					558.24	.00		
<b>ANDERSON GLASS CO INC</b>								
37	1057424	100-40-41940-30-407	FIRE - GEN GOVT - GEN MAIN - REPLACE MAIN DOOR LOCK	02/25/2025	2,583.31	.00		325
Total ANDERSON GLASS CO INC:					2,583.31	.00		
<b>APG MEDIA OF MN</b>								
2881	GRH3002490-0225-0	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - NG AD FOR BIDS	02/16/2025	69.00	.00		325
2881	GRH3002490-0225-1	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - BID SAP-031-591-005	02/02/2025	160.43	.00		325
2881	GRH3002490-0225-11	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - NG AD FOR BIDS	02/19/2025	62.10	.00		325
2881	GRH3002490-0225-12	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - NG AD FOR BIDS	02/23/2025	62.10	.00		325
2881	GRH3002490-0225-13	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - NG AD FOR BIDS	02/26/2025	62.10	.00		325
2881	GRH3002490-0225-2	100-10-41430-30-351	CO - PBLSHG & ADVRTSG - PUBLIC UTILITY BOARD VOLUNTEE	02/02/2025	33.41	.00		325
2881	GRH3002490-0225-3	100-10-41430-30-351	CO - PBLSHG & ADVRTSG - ECONOMIC DEV AUTHORITY VOLU	02/02/2025	31.55	.00		325
2881	GRH3002490-0225-4	100-10-41430-30-351	CO - PBLSHG & ADVRTSG - PLANNING COMMISSION VOLUNTEE	02/05/2025	32.91	.00		325
2881	GRH3002490-0225-5	100-10-41430-30-351	CO - PBLSHG & ADVRTSG - PUBLIC UTILITY BOARD VOLUNTEE	02/05/2025	20.19	.00		325
2881	GRH3002490-0225-6	100-10-41430-30-351	CO - PBLSHG & ADVRTSG - ECONOMIC DEV AUTHORITY VOLU	02/05/2025	18.55	.00		325
2881	GRH3002490-0225-7	100-10-41430-30-351	CO - PBLSHG & ADVRTSG - PLANNING COMMISSION VOLUNTE	02/09/2025	19.94	.00		325
2881	GRH3002490-0225-8	100-10-41430-30-351	CO - PBLSHG & ADVRTSG - CITY BUDGET SUMMARY	02/09/2025	302.54	.00		325
2881	GRH3002490-0225-9	100-15-41910-30-351	ZONING - PBLSHG & ADV. - PLBC HRNG	02/12/2025	63.25	.00		325
Total APG MEDIA OF MN:					938.07	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
<b>AT&amp;T MOBILITY</b>								
1321	287302894434X03242025	603-90-49900-30-321	PU - GAS - Phone&IPAD	03/24/2025	486.92	.00		325
1321	287302894434X03242025	601-90-49900-30-321	PU - WATER - Phone&IPAD	03/24/2025	162.31	.00		325
1321	287302894434X03242025	602-90-49900-30-321	PU - SEWER - Phone&IPAD	03/24/2025	162.31	.00		325
1321	287302894434X03242025	100-20-43100-30-321	PW - Phone	03/24/2025	49.93	.00		325
1321	287302894434X03242025	100-15-41910-30-321	Zoning - Phone	03/24/2025	49.93	.00		325
1321	287302894434X03242025	100-40-42220-30-321	FIRE IPAD	03/24/2025	251.62	.00		325
Total AT&T MOBILITY:					1,163.02	.00		
<b>BURGRAFS ACE HARDWARE</b>								
152	401374	100-10-41430-20-210	GENT GOVT - OP SUP - 6 US FLAG, FLR QCK SHNE, FBRZE MP	02/27/2025	303.42	.00		325
152	401743	100-10-41430-20-210	GENT GOVT - OP SUP - EXT POLE, PAINT ROLLER	03/12/2025	36.97	.00		325
152	401747	100-20-41940-20-210	GENT GOVT - OP SUP - C+K INT SAT, KILZ	03/12/2025	60.46	.00		325
Total BURGRAFS ACE HARDWARE:					400.85	.00		
<b>CARQUEST AUTO PARTS</b>								
479	5081-952412	100-20-43100-20-221	PW - S&R - EQUIP PRTS - LV, TRN PN, TRN FLTR	03/12/2025	235.80	.00		325
Total CARQUEST AUTO PARTS:					235.80	.00		
<b>CASEYS BUSINESS MASTERCARD</b>								
3073	CGS03242025	100-25-45202-20-212	PARKS	03/24/2025	14.21	.00		325
3073	CGS03242025	603-90-49900-20-212	PU - GAS	03/24/2025	191.71	.00		325
3073	CGS03242025	601-90-49900-20-212	PU - WATER	03/24/2025	143.78	.00		325
3073	CGS03242025	602-90-49900-20-212	PU-SEWER	03/24/2025	143.78	.00		325
3073	CGS03242025	100-40-42220-20-212	FIRE	03/24/2025	654.21	.00		325
3073	CGS03242025	100-20-43125-20-212	PW I&S	03/24/2025	156.75	.00		325
3073	CGS03242025	100-15-41910-20-212	ZONING	03/24/2025	14.22	.00		325
3073	CGS03242025	100-10-41440-20-212	Security	03/24/2025	60.43	.00		325
3073	CGS03242025	100-20-43100-20-212	PW S&R	03/24/2025	442.45	.00		325
Total CASEYS BUSINESS MASTERCARD:					1,821.54	.00		
<b>CITY OF COHASSET</b>								
1418	COC03242025	100-25-45202-30-383	GAS - PORTAGE	03/24/2025	48.60	.00		325
1418	COC03242025	602-90-49900-30-383	GAS - GENERATOR	03/24/2025	15.25	.00		325
1418	COC03242025	227-20-49010-30-383	GAS - CEMETERY	03/24/2025	334.91	.00		325
1418	COC03242025	100-25-45205-30-383	GAS - RINK	03/24/2025	83.35	.00		325
1418	COC03242025	100-20-41940-30-382	WATER - SHOP, POST OFF, CC BLDG, MILL, IND PK	03/24/2025	54.18	.00		325

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
1418	COC03242025	100-40-41940-30-382	WATER - FIRE	03/24/2025	217.09	.00		325
1418	COC03242025	100-20-41940-30-385	SEWER - SHOP, POST OFF, CC BLDG, IND PK	03/24/2025	48.16	.00		325
1418	COC03242025	100-40-41940-30-385	SEWER - FIRE	03/24/2025	35.32	.00		325
1418	COC03242025	100-20-41940-30-383	GAS - SHOP, POST OFF, CC BLDG, IND PK, CENTRAL AVE	03/24/2025	1,685.73	.00		325
1418	COC03242025	100-40-41940-30-383	GAS - FIRE	03/24/2025	569.10	.00		325
1418	COC03242025	601-90-49900-30-383	SEWER - WTR TWR	03/24/2025	15.25	.00		325
Total CITY OF COHASSET:					3,106.94	.00		
<b>CITY OF GRAND RAPIDS - PUC</b>								
27	1468531	602-90-49900-20-270	SEWER CONTRACT - GRPUC - COHASSET SEWER RDGS	03/09/2025	8,997.60	.00		325
27	1468578	602-90-49900-20-270	SEWER CONTRACT - CRPUC - BASS BROOK L/S	03/09/2025	774.00	.00		325
27	1468958	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - WOODLAND DRIVE SE	03/09/2025	5.70	.00		325
27	1469046	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - CR RD 76 & 63	03/09/2025	10.06	.00		325
Total CITY OF GRAND RAPIDS - PUC:					9,787.36	.00		
<b>CIVIC SYSTEMS LLC</b>								
1371	INV-03705	100-10-41430-30-312	ADMIN- CTY OFCE - COMP SUPP	02/28/2025	62.50	.00		325
1371	INV-03705	601-90-49900-30-312	WTR - COMP SUPP	02/28/2025	25.00	.00		325
1371	INV-03705	602-90-49900-30-312	SWR - COMP SUPP	02/28/2025	25.00	.00		325
1371	INV-03705	603-90-49900-30-312	GAS - COMP SUPP	02/28/2025	100.00	.00		325
1371	INV-03705	100-15-41910-30-312	ZONING - COMP SUPP FEES	02/28/2025	37.50	.00		325
Total CIVIC SYSTEMS LLC:					250.00	.00		
<b>CONSTELLATION GAS DIVISION</b>								
1770	4263214	603-90-49900-30-319	GAS - O&M FEES - MTHLY MINGMT FEE - FEBRUARY 2025	03/13/2025	2,703.20	.00		325
Total CONSTELLATION GAS DIVISION:					2,703.20	.00		
<b>CORPORATE PAYMENT SYSTEMS - ELAN</b>								
2650	ELAN03242025	100-10-41430-20-210	CO - OP SUP - ASURION PROTECTION PLAN	03/24/2025	115.99	.00		325
2650	ELAN03242025	100-40-42220-30-322	FD - POSTAGE & FREIGHT - UPS PACKAGE	03/24/2025	20.54	.00		325
2650	ELAN03242025	100-40-42220-30-430	FD - MISC - MEAL	03/24/2025	255.49	.00		325
2650	ELAN03242025	100-40-42220-30-407	FD - GEN MAINT- REPAIRED TRANSMIT	03/24/2025	188.78	.00		325
2650	ELAN03242025	100-20-41940-20-210	CASE WTR (32 PK) X 2	03/24/2025	10.00	.00		325
2650	ELAN03242025	100-20-43100-30-322	PW - POSTAGE & FREIGHT - SHIPPIN SHACK	03/24/2025	23.75	.00		325
2650	ELAN03242025	100-10-41430-20-210	CO - OP SUP - RETURNED PAPER FOLDER	03/24/2025	748.99-	.00		325
2650	ELAN03242025	100-10-41430-20-210	CO - OP SUP - NEW PAPER FOLDER	03/24/2025	795.00	.00		325
2650	ELAN03242025	100-10-41330-30-430	ADMIN - CPUB - MISC - MEAL	03/24/2025	41.62	.00		325

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
2650 ELAN03242025	100-10-41430-20-210		CO - OP SUP - BINDING COVERS	03/24/2025	57.49	.00		325
2650 ELAN03242025	100-10-41430-20-210		PW - GEN GOVT - OP SUP - IPHONE SCREEN PROTECTOR, OT	03/24/2025	63.37	.00		325
2650 ELAN03242025	100-20-41940-20-210		PW - GEN GOVT - OP SUP - RUGS	03/24/2025	42.79	.00		325
2650 ELAN03242025	100-20-41940-20-210		PW - GEN GOVT - OP SUP - COMPUTER MONITOR	03/24/2025	140.88	.00		325
2650 ELAN03242025	100-20-41940-20-210		PW - GEN GOVT - OP SUP - PLATES	03/24/2025	15.64	.00		325
2650 ELAN03242025	100-20-41940-20-210		PW - GEN GOVT - OP SUP - FOLGERS	03/24/2025	21.00	.00		325
2650 ELAN03242025	100-10-41430-20-210		PW - GEN GOVT - OP SUP - PHONE CHARGERS X 5	03/24/2025	104.97	.00		325
2650 ELAN03242025	100-10-41430-20-210		PW - GEN GOVT - OP SUP - CASE WTR (32 PK) X 2, LITTLE TRE	03/24/2025	22.84	.00		325
2650 ELAN03242025	100-10-41430-20-210		PW - GEN GOVT - OP SUP - CASE WTR (32 PK) X 4	03/24/2025	20.00	.00		325
2650 ELAN03242025	100-10-41430-20-212		PW - GEN GOVT - OP SUP - DURACELL X 4	03/24/2025	68.82	.00		325
2650 ELAN03242025	100-10-41430-20-210		PARKS - OP SUP- PEACHJAR CREDITS	03/24/2025	25.00	.00		325
2650 ELAN03242025	100-15-41910-30-316		ZONING - LIC & CERT - ITASCA CO RECORDER	03/24/2025	23.41	.00		325
2650 ELAN03242025	603-90-49900-30-322		PW - POSTAGE & FREIGHT - SHIPPIN SHACK	03/24/2025	87.13	.00		325
Total CORPORATE PAYMENT SYSTEMS - ELAN:					1,394.52	.00		
<b>DAKOTA FLUID POWER INC</b>								
3047 7307864	100-20-43125-20-221		PW - PARKS - SUN CTRBLCE W/LE	02/27/2025	167.72	.00		325
Total DAKOTA FLUID POWER INC:					167.72	.00		
<b>DIAMOND MAPS</b>								
3285 9453	100-20-43100-30-312		PW - S&R - COMP SUPP FEES - SUBSCR TO DIAMOND MAPS 04	03/10/2025	480.00	.00		325
Total DIAMOND MAPS:					480.00	.00		
<b>DINGES FIRE COMPANY</b>								
3462 66954	100-40-42220-30-407		FP - GEN MAINT - ELBW 5", ELBW 6"	02/24/2025	749.42	.00		325
3462 67213	100-40-42220-20-240		FP - ST & ME - SRVVR ALKLN ORNG	02/26/2025	104.99	.00		325
Total DINGES FIRE COMPANY:					854.41	.00		
<b>FERGUSON ENTERPRISES INC</b>								
2186 SC408330	601-90-49900-10-314		WATER - RECORDING FEES - FEBRUARY SERVICE CHARGE	02/28/2025	2.23	.00		325
Total FERGUSON ENTERPRISES INC:					2.23	.00		
<b>GOPHER STATE ONE CALL</b>								
112 5020305	603-90-49900-30-325		GAS - GPHR ST ONE CALL - 7 LOCATES	02/28/2025	9.45	.00		325

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total GOPHER STATE ONE CALL:								
					9.45	.00		
<b>HAWKINSON SAND &amp; GRAVEL</b>								
46 290407		100-20-43100-20-224	PW - S&R - STRT MAINT MATRLS - COLD MIX	03/11/2025	271.25	.00		325
Total HAWKINSON SAND & GRAVEL:								
					271.25	.00		
<b>HEALTH EQUITY, INC.</b>								
15 qnv01d0		100-10-41430-30-430	GEN GOVT - MISC CNTRCT - PRICIPNT FEE	03/01/2025	37.50	.00		325
Total HEALTH EQUITY, INC.:								
					37.50	.00		
<b>IEDC</b>								
2954 241214		100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - EDA SRVCS - 1ST QTR	03/05/2025	12,500.00	.00		325
Total IEDC:								
					12,500.00	.00		
<b>ISD 318</b>								
3063 2500089		100-20-41941-30-382	PW - GEN GOVT BLDG - CC/DC - WTR - FEB 2025	03/05/2025	67.35	.00		325
3063 2500089		100-20-41941-30-385	PW - GEN GOVT BLDG - CC/DC - SWR - FEB 2025	03/05/2025	67.34	.00		325
3063 2500089		100-20-41941-30-383	PW - GEN GOVT BLDG - CC/DC - GAS - FEB 2025	03/05/2025	411.51	.00		325
3063 2500089		100-20-41941-30-384	PW - GEN GOVT BLDG - CC/DC - GARBAGE - FEB 2025	03/05/2025	75.00	.00		325
3063 2500089		100-20-41941-30-381	PW - GEN GOVT BLDG - CC/DC - ELECTRIC - FEB 2025	03/05/2025	904.38	.00		325
Total ISD 318:								
					1,525.58	.00		
<b>ITASCA COUNTY COURTHOUSE - RECORDER</b>								
14 CEMDEED-ANDERSON1		227-20-49010-30-314	CEM - RCRDG FEES - ANDERSON	03/13/2024	46.00	.00		325
Total ITASCA COUNTY COURTHOUSE - RECORDER:								
					46.00	.00		
<b>Itasca County Habitat for Humanity</b>								
3549 UBREFUND-HABITAT2025		001-00-10125	UTLTY CASH CLRG - UTLTY OVRPYMNT RFND - HABITAT	12/20/2024	1.99	.00		325
Total Itasca County Habitat for Humanity:								
					1.99	.00		
<b>ITASCA COUNTY SHERIFFS OFFICE</b>								
65 202500363		100-12-42165-30-313	PUB SFTY - DPTY PATRL - SO DPTY PTRL JANUARY 2025	03/04/2025	2,805.00	.00		325

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total ITASCA COUNTY SHERIFFS OFFICE:								
<b>JOHN DIMICH</b>								
2018	3690	100-10-41240-30-304	CRIMINAL PROSECUTIONS - LEGAL FEES - FEBRUARY 2025	02/28/2025	1,000.00	.00		325
Total JOHN DIMICH:								
					1,000.00	.00		
<b>KLM ENGINEERING INC</b>								
3156	KLM03242025	601-90-49900-50-590	WTR - UT OP - MISC CAP OUTLAY - CONSTR SPRVSN & INSP S	03/13/2025	55,727.50	.00		325
Total KLM ENGINEERING INC:								
					55,727.50	.00		
<b>KORN FERRY</b>								
13	1590176935	100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - HR SRVCS - 2/17/25-2/27/25	03/06/2025	630.85	.00		325
Total KORN FERRY:								
					630.85	.00		
<b>L &amp; M SUPPLY</b>								
18	GRR-01-10003763	100-40-41940-20-210	FD - GEN GOVT BLDGS - OP SUP - HGH TRFFC CRPET, VNEGR	02/28/2025	17.97	.00		325
18	GRR-03-10004603	100-40-42220-30-430	FD - MISC - BUNGEE BALL 25PC	03/06/2025	9.99	.00		325
Total L & M SUPPLY:								
					27.96	.00		
<b>LAKE COUNTRY POWER</b>								
58	LCP03242025	100-25-45203-30-381	TIOGA - ELECTRIC	03/24/2025	48.00	.00		325
58	LCP03242025	100-25-45202-30-381	PP - ELECTRIC	03/24/2025	429.37	.00		325
58	LCP03242025	603-90-49900-30-381	GAS - ELECTRIC	03/24/2025	60.41	.00		325
58	LCP03242025	227-20-49010-30-381	CEM - ELECTRIC	03/24/2025	93.96	.00		325
58	LCP03242025	601-90-49900-30-381	WATER - ELECTRIC	03/24/2025	115.92	.00		325
58	LCP03242025	100-20-41940-30-381	GG - B&G - ELECTRIC	03/24/2025	301.09	.00		325
58	LCP03242025	602-90-49900-30-381	SEWER - ELECTRIC	03/24/2025	1,113.12	.00		325
Total LAKE COUNTRY POWER:								
					2,161.87	.00		
<b>LANO, O'TOOLE &amp; BENGTONSON, LTD</b>								
3466	2023-623	100-10-41610-30-304	GENRL LEGAL FEES - LEGAL FEES, COHASSET	02/28/2025	2,000.00	.00		325
Total LANO, O'TOOLE & BENGTONSON, LTD:								
					2,000.00	.00		



Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
<b>LMCIT - WORKERS COMPENSATION</b>								
1558	LMCIT-WC 03242025	100-25-45202-10-151	Parks	03/10/2025	4,480.25	.00		325
1558	LMCIT-WC 03242025	227-20-49010-10-151	Cemetery Operation	03/10/2025	1,114.90	.00		325
1558	LMCIT-WC 03242025	100-20-41940-10-151	Municipal Employees	03/10/2025	667.76	.00		325
1558	LMCIT-WC 03242025	100-10-41110-10-151	Elected or Appt Officials	03/10/2025	73.79	.00		325
1558	LMCIT-WC 03242025	100-20-43100-10-151	General Maintenance	03/10/2025	9,388.46	.00		325
1558	LMCIT-WC 03242025	602-90-49900-10-151	Sanitary Sewer	03/10/2025	2,523.83	.00		325
1558	LMCIT-WC 03242025	100-40-42220-10-151	Firefighters	03/10/2025	4,371.79	.00		325
1558	LMCIT-WC 03242025	100-15-41920-10-151	Police	03/10/2025	1,250.66	.00		325
1558	LMCIT-WC 03242025	100-10-41920-10-151	Clerical Office Employees	03/10/2025	796.88	.00		325
1558	LMCIT-WC 03242025	100-20-41940-10-151	Buildings	03/10/2025	2,255.62	.00		325
1558	LMCIT-WC 03242025	100-25-45205-10-151	Skating Rink Operation	03/10/2025	156.43	.00		325
1558	LMCIT-WC 03242025	603-90-49900-10-151	Gas	03/10/2025	9,975.80	.00		325
1558	LMCIT-WC 03242025	601-90-49900-10-151	Waterworks	03/10/2025	2,523.83	.00		325
Total LMCIT - WORKERS COMPENSATION:					39,580.00	.00		
<b>LONZA</b>								
3554	LONZA032425	100-40-36230	RETURN DONATION - DOUBLE PAID	03/12/2025	1,000.00	.00		325
Total LONZA:					1,000.00	.00		
<b>MN POWER</b>								
20	MP03242025	100-20-43160-30-381	PW - ELECT	03/24/2025	1,064.33	.00		325
Total MN POWER:					1,064.33	.00		
<b>Moe, Maxine</b>								
3550	UBREFUND-MOE2025	001-00-10125	UTLTY CASH CLRG - UTLTY OVRPYMNT RFND - MOE	01/03/2025	368.35	.00		325
Total Moe, Maxine:					368.35	.00		
<b>NORTHERN LIGHTS TRUCK &amp; TRAILER</b>								
264	5406	100-40-42220-30-407	FP - GEN MAINT - 2007 FORD	02/19/2025	772.31	.00		325
264	5416	100-40-42220-30-407	FP - GEN MAINT - 2008 PIERCE	02/19/2025	681.99	.00		325
264	5428	100-40-42220-30-407	FP - GEN MAINT - 2022 FREIGHTLINER	02/24/2025	827.05	.00		325
264	5444	100-40-42220-30-407	FP - GEN MAINT - 2017 KME	02/24/2025	728.82	.00		325
264	5460	100-40-42220-30-407	FP - GEN MAINT - 2014 FORD	02/24/2025	632.64	.00		325
Total NORTHERN LIGHTS TRUCK & TRAILER:					3,642.81	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
<b>NORTHWEST GAS</b>								
504	NWVG03012025	603-90-49900-30-319	GAS - NGP - O/M - MARCH	03/01/2025	3,275.00	.00		325
Total NORTHWEST GAS:								
					3,275.00	.00		
<b>Oothoudt, Christine</b>								
3551	DEPREFUND-OOTHOUTD	100-00-20500	DEPOSIT REFUND - OOTHOUTD	03/02/2025	100.00	.00		325
Total Oothoudt, Christine:								
					100.00	.00		
<b>SCENIC RANGE NEWS FORUM</b>								
3547	7903	100-20-41940-30-351	PW - GEN GOVT - PBLSHG & ADV - BID SAP-031-591-005	02/06/2025	346.50	.00		325
Total SCENIC RANGE NEWS FORUM:								
					346.50	.00		
<b>SCOOTERS SEPTIC SERVICE</b>								
453	65648	602-90-49900-30-315	SEWER - OTHR PROF FEES - THAW MANHOLE - POLK ST	02/27/2025	250.00	.00		325
Total SCOOTERS SEPTIC SERVICE:								
					250.00	.00		
<b>SHERWIN WILLIAMS/GRAND RAPIDS</b>								
2342	4349-8	100-40-41940-30-407	FD - GEN MAINT - STRYPEEZE	02/21/2025	15.51	.00		325
2342	4562-6	100-25-45202-20-210	PP - OP SUP - PAINT	03/11/2025	641.76	.00		325
Total SHERWIN WILLIAMS/GRAND RAPIDS:								
					657.27	.00		
<b>Smith, Emily</b>								
3552	DEPREFUND-SMITH0324	100-00-20500	DEPOSIT REFUND - SMITH	03/01/2025	100.00	.00		325
Total Smith, Emily:								
					100.00	.00		
<b>Steele, Sasha</b>								
3206	DEPREFUND-STEELE032	100-00-20500	DEPOSIT REFUND - STEELE	03/08/2025	100.00	.00		325
Total Steele, Sasha:								
					100.00	.00		
<b>STOKES PRINTING</b>								
81	121278	100-15-41910-20-210	ZONING - OFFICE SUPPLIES - COPY PAPER	02/24/2025	47.92	.00		325
81	121278	100-10-41430-20-210	ADMIN - OFFICE SUPPLIES - COPY PAPER	02/24/2025	71.88	.00		325
81	121278	601-90-49900-20-210	WATER - OFFICE SUPPLIES - COPY PAPER	02/24/2025	23.96	.00		325
81	121278	602-90-49900-20-210	SEWER - OFFICE SUPPLIES - COPY PAPER	02/24/2025	23.96	.00		325



**MINUTES  
COHASSET CITY COUNCIL  
305 NORTHWEST FIRST AVENUE  
TUESDAY, AUGUST 20, 2024  
7:00 P.M. REGULAR CITY COUNCIL MEETING**

**5:00 PM Closed Work Session**

- 2025 – 2027 Labor Agreement

**5:30 PM Closed Work Session**

- Personnel Committee

**7:00 PM City Council Meeting**

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

**2. Roll Call**

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

**Ex-Officio Members:** City Administrator, Max Peters, Zoning Officer, Tony Valtinson, and Security Officer, Dean Scherf

**Other:** None

**3. Resident Input:** None

**4. Council Info / Liaison Reports**

**5. Approve Agenda**

**Additions:** 6G Set a Public Hearing for a Rezone request from Lighthouse Christian Academy and 6H Ironwood Studio Estimate

***A motion was made by Councilor Kevin Ott to approve the agenda with the additions of 6G and 6H. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Andy Haarklau, Terry Bartz, and Kevin Tinquist; Voting against: None; Motion carried.***

## 6. Administration

### A. Public Hearing – Rural Residential Dimensional Standards

Presentation by Tony Valtinson outlining the zoning proposal to act on city staff/Planning Commission recommendation to amend ordinance 10.07, ZONE DISTRICT DIMENSIONAL STANDARDS for Rural Residential Zoning District as follows: (1) Minimum Lot/Unit Size: Lot Area: from 5.0 acres to 2.5 acres (2) Minimum Lot/Unit Size: Lot Width: from 300' to 200' (3) Minimum Lot Coverage: from 3% to 20% (4) Side Yard Setbacks: Principle Structure from 75' to 25', Accessory Structure from 50' to 25' (5) Rear Yard Setbacks: Principle Structure from 75' to 50', Accessory Structure from 50' to 25'.

***A motion was made by Councilor Kevin Ott to leave the Rural Residential Dimensional Standards ordinance unchanged. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Abstaining: Councilor Andy Haarklau; Motion carried.***

### B. Dance Security Officer

Security Officer Dean Scherf requested that the City Council approve the hiring of Joss Parantala as a part-time employee in the role of Dance Security Officer.

***A motion was made by Councilor Kevin Ott to hire Joss Parantala as a part-time Dance Security Officer. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

### C. Tioga Shouldering Proposal

Recommended the approval of the Hawkinson Construction quote in the amount of \$8,540.00 for the shouldering along Tioga Road.

***A motion was made by Councilor Kevin Tinquist to approve the Hawkinson Construction quote in the amount of \$8,540.00 for the shouldering along Tiago Road. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

### D. Cavanaugh Road – Paving

Recommended the approval of the Hawkinson Construction quote in the amount of \$57,314.00 for paving on Cavanaugh Road. All work is to be completed in one mobilization. Additional mobilizations will be \$3,000.00 each. The attached quote does not include performance and payment bond.

***A motion was made by Councilor Terry Bartz to approve of the Hawkinson Construction quote in the amount of \$57,314.00 for paving on Cavanaugh Road. Councilor Kevin Tinquist seconded the***

***motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

E. Blackwater Banks – Mooring

Recommended the approval of the final payment to TNT Construction Group, LLC in the amount of \$8,490.00 for the mooring at the Blackwater Banks Development site. The first payment to TNT Construction Group, LLC in the amount of \$161,310 was paid on February 13<sup>th</sup>, 2024. A total of \$179,800.00 for this project was previously approved by the City Council at the February 13<sup>th</sup>, 2024, meeting.

***A motion was made by Councilor Kevin Ott to approve of the final payment to TNT Construction Group, LLC in the amount of \$8,490.00 for the mooring at the Blackwater Banks Development site. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

F. 2025 – 2027 Labor Agreement – City of Cohasset & AFSCME AFL-CIO #65 Local No. 498

Recommended the approval of the 2025-2027 Labor Agreement as discussed in the closed work session.

***A motion was made by Councilor Andy Haarklau to approve the 2025-2027 Labor Agreement, City of Cohasset & AFSCME AFL-CIO #65 Local No. 498. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

G. ADDITION: Set a Public Hearing for a Rezone request from Lighthouse Christian Academy

Recommended setting a Public Hearing for the Rezone request from Lighthouse Christian Academy for the suggested date of September 10<sup>th</sup>, 2024.

***A motion was made by Councilor Kevin Ott to set a Public Hearing for the Rezone request from Lighthouse Christian Academy for the suggested date of September 10<sup>th</sup>, 2024. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

H. ADDITION: Ironwood Studio Estimate

Recommended the approval of the quote from Ironwood Studio, LLC in the amount of \$6,500.00 for labor and materials for the door installation at the post office.

***A motion was made by Councilor Terry Bartz approve the quote from Ironwood Studio, LLC in the amount of \$6,500.00 for labor and materials for the door installation at the post office. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and***

***Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

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

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

Tony Valtinson reported that the City Office has received a couple of phone calls from the public regarding public works employee, Jess Perrington. Grateful community members wanted to express their appreciation for Jess for his help. Valtinson commended Jess and the entire Public Works Department.

Councilor Kevin Ott reported that at the next council meeting Lifesaving Awards would be given to CJ Mozingo and Kailie Mitchell.

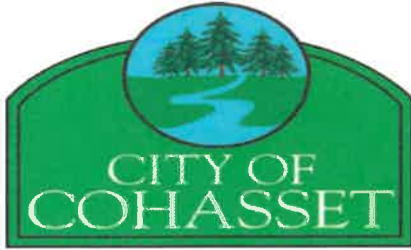
## **8. Consent Agenda**

### **A. Approve Claims in the Amount of \$233,660.17**

***A motion was made by Councilor Kevin Ott to approve claims in the Amount of \$233,660.17. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, Andy Haarklau, and Kevin Tinquist; Voting against: None; Motion carried.***

Adjourn: Mayor Andy MacDonell adjourned the meeting  
Submitted by: Deputy Clerk Vicki Sipe Probst  
Approved:

9C



**MINUTES**  
**COHASSET CITY COUNCIL**  
**305 NORTHWEST FIRST AVENUE**  
**MONDAY, FEBRUARY 10, 2025**  
**CITY COUNCIL WORK SESSION**

**6:00 PM OPEN Work Session**

1. **Call to Order:** Mayor Josh Casper called the meeting to order at 6:01p.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, and Short Elliott Hendrickson (S.E.H). Engineer; Tom Olson

**Natural Gas Inspection License Pay Increase**

Discussion on a draft letter of understanding to increase pay for employees with a natural gas inspection license. The increase aligns with other certifications like Commercial Driver's License (CDL) and water/sewer, but it's unclear if it matches other municipalities. The proposal to increase pay was supported and will be added as an amendment to the current collective bargaining agreement. The letter of understanding was added to the regular agenda.

**Contract for Criminal Legal Services**

Evaluation of a proposal from Paul Schaefer for criminal legal services, with concerns about high fees compared to previous attorney John Dimich. Discussion concerning a bid from Todd Webb, who offers a more competitive rate. The decision on Schaefer's proposal was tabled to consider Todd Webb's potential bid.

**County Road 76 Estimate Updates**

Tom Olson, Engineer from SEH discussed updates on the County Road 76 project, focusing on sewer and water extensions and trail connections. The project aims to provide options for lake properties with failing septic systems and is planned for construction in 2027. The discussion included cost-sharing with Grand Rapids and potential business expansions. Tom also provided the Council with several grant options.

**City Hall Roof Replacement**

The City Hall roof is in dire need of replacement. Estimates from TNT Construction Group LLC. TNT and Hawk Construction were discussed, with TNT having availability soon. Concerns about potential cost increases and material preferences were raised. The decision was made to move forward with TNT, acknowledging potential cost increases.

### **Patrol Hours with Sheriff's Department**

Discussion on the allocation of patrol hours by the Sheriff's Department, considering seasonal variations in activity. The suggestion was made to allocate more hours in the summer when activity is higher. Discussion on adjusting work shifts to align with school traffic times, considering overtime opportunities and the effectiveness of current traffic management strategies. It was agreed to allocate 20-30 hours a month for traffic management, with potential increases in summer.

### **Public Safety Grant Allocation**

Discussion on the allocation of a state grant for public safety in the amount of \$117,146, using a portion of the money to fund a new generator and other safety measures. Further investigation is needed to determine the allocation of remaining funds.

### **Blackwater Bank's Boat Landing Project**

Discussion on the timeline and cost of the boat landing project, considering environmental factors and potential re-bidding. The project needs to be completed by December 31, 2026, with considerations for re-bidding and timing based on water levels. The discussion focused on the development of a mooring area at the boat landing, intended for private residences with potential for tourism. The project includes considerations for dredging and the impact of sediment from nearby creeks. The mooring area and boat landing are seen as valuable assets, with plans to move forward contingent on further commitments and planning.

There was a proposal to designate a certain area as a city park to retain control and attract development. This designation could help in securing permits and ensuring the area remains a public space. The idea to designate the area as a city park was supported, with the city retaining control.

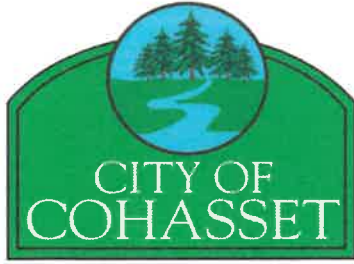
### **City Council Meeting Schedule**

The council discussed changing the meeting schedule due to conflicts with current timings. Various days and times were considered, with the need to coordinate with Itasca Community Television's (ICTV) schedule. The decision was tabled until the next work session, pending ICTV's availability.

Mayor Josh Casper adjourned the meeting.

Respectfully submitted by: Abby Majewski





MINUTES  
COHASSET CITY COUNCIL  
305 NORTHWEST FIRST AVENUE  
MONDAY, FEBRUARY 10, 2025  
REGULAR CITY COUNCIL MEETING

9D

### 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

### 3. Resident Input

Resident Diane Libra, 38645 Bear Paw Trail, Cohasset, wrote a letter to the City Council and suggested to the council during the meeting that the city should consider putting up a building for indoor pickleball courts. Diane highlighted the sport's popularity and health benefits for the older generation and she suggested potential funding through grants and business donations.

### 4. Council Info / Liaison Reports

The council discussed the approval of a proclamation for the United Way's Day of Action on June 17th, with June 18th as a rain date.

Andy MacDonell mentioned he updated the public utility board about the possibility of water & sewer extensions as well as the natural gas extension that are currently being planned.

Zoning Officer; Tony Valtinson, shared that the city is currently seeking members for the Cohasset Public Utility Board (CPUB), Economic Development Authority (EDA), and Planning Commission and that newspaper ads were submitted and should be running in the paper over the next couple of weeks advertising for the member positions.

### 5. Approve Agenda

*A motion was made by Councilor Andy MacDonell to approve the agenda with the changes to table 6B and added 6E, Letter of Understanding for Union Natural Gas Certifications. 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.*

## 6. Administration

### A. Itasca Historical Society Exempt Permit

*A motion was made by Councilor Shannon Benolken to approve the Itasca County Historical Society Exemption Permit for use of the Cohasset City Hall to hold a Purse Bingo Fundraiser, scheduled for September 28, 2025. Councilor Andy MacDonell 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. Approve contract with Paul T. Shaffer- Criminal Legal Services

*Tabled for further discussion.*

### C. Approve Low quote for City Hall Roof Replacement \$143,850

*A motion was made by Councilor Andy MacDonell to approve moving forward with a bid from TNT Construction LLC. quoted at \$143,850.00 to replace the roof on the Cohasset City Hall, with the assumption that price may increase depending on the amount of damage.; 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.*

### D. Approve Letter of Support - Minnesota Power Solar Project

*A motion was made by Councilor Andy MacDonell to approve the signing of a Letter of Support for Minnesota Power Solar Project. 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. Added Item – Letter of Understanding – American Federation of State, County, and Municipal Employees (AFSCME)

This proposal aims to support an amendment to the union contract to increase pay for Public Works or Public Utilities employees who have completed certain certifications. The proposed pay increase is \$5,000 upon exam completion, followed by \$500 annually until it reaches a total of \$10,000. The union provides pay increases for employees who achieve specific benchmarks and certifications.

*A motion was made by Councilor Andy MacDonell to approve and support the amendment to the AFSCME Union contract to increase the pay for the Public Work/ Public Utilities employees as stated. \$5,000 effective upon exam completion and then \$500 annually each year until they reach a full credit of \$10,000.; 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:**

Councilor Shannon Benolken suggested inviting Diane Larson, Director of Itasca County Housing and Redevelopment Authority (HRA), to discuss the 2024 housing study. The council agreed it would be beneficial to have her come to a Council meeting and share some information regarding their projects and planning for the city.

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

## **8. Consent Agenda**

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

*A motion was made by Councilor Shannon Benolken to approve the Consent Agenda as submitted with corrections to 8C, January 13, 2025, Regular City Council Minutes; 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.*

## **ADJOURNMENT:**

There being no further business, Mayor Josh Casper adjourned the meeting at 7:17 p.m.

Respectfully submitted by Abby Majewski

9E



**MINUTES**  
**COHASSET CITY COUNCIL**  
**305 NORTHWEST FIRST AVENUE**  
**MONDAY, FEBRUARY 24, 2025**  
**CITY COUNCIL WORK SESSION**

**6:00 PM OPEN Work Session**

1. **Call to Order:** Mayor Josh Casper called the meeting to order at 6:00p.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, Park and Recreation, Stephanie Kessler, and Short Elliott Hendrickson (S.E.H.) Engineer; Tom Olson

**City Maintenance Projects**

Stephanie Kessler discussed various city maintenance projects, emphasizing the use of volunteers for tasks like painting and repairs. Projects include painting parking lots, hydrants, and post office, resurfacing basketball courts, and more. Plans to improve trail signage and maintenance, including interpretive signs and benches at Portage Park and signs along the Mississippi River. The council agrees to proceed with the proposed projects, focusing on city-owned properties, with some projects contingent on grant approval.

**M.N. Technology Certificate of Survey**

Discussion on approving a new survey for a land parcel sale, including terms like right-of-first refusal and market rate pricing. The council agrees to proceed with the sale terms as discussed.

**SEH and PA Agreement**

Discussion on the new SEH and the terms of the purchase agreement, including a 12-month term with a six-month extension and first right of refusal with no possible sale for the first three years.

**Blackwater Banks Project**

Update on the Blackwater Banks project, including funding from the state of Minnesota and potential changes in use for the grant. The update also included progress on the construction, archeological findings, and permitting challenges. The project aims to maximize taxable land to offset coal plant losses.

### **Trailer Park and Matthews Property**

Discussion on the potential purchase of the Matthews property for development, including tax delinquency and valuation issues.

Discussion on a resolution for the county to pursue the coal communities grant with a letter of city support.

### **Floodplain Ordinance**

Discussion on adopting a new floodplain ordinance separate from the zoning ordinance, based on Federal Emergency Management Agency (FEMA) and Department of Natural Resources (DNR) recommendations. The council decided to adopt the new floodplain ordinance separately.

### **Charging Station Easement Agreement**

Discussion on the easement agreement with Minnesota Power for a charging station, focusing on property restoration if the station is removed. Agreement to support the county's pursuit of the grant.

Discussion on the responsibility for property maintenance and the need for legal review by the city attorney, regarding the approval of a project initially approved last summer. The Council tabled the discussion until the attorney reviews the matter.

### **AED Replacement**

The safety committee recommended replacing two Automated External Defibrillators (AED), resulting in a total of three functioning units, due to outdated pads and batteries. The discussion included the locations of the AEDs and the need for uniformity.

### **Boat Landing and Pier Project**

Discussion on the boat landing and pier project, including construction costs, permitting, and potential changes to the project scope. The project is informational, with potential bids to be considered in the future.

### **City Council Meeting Schedule**

Discussion on changing city council meeting days and times, considering potential conflicts with other meetings and member availability. Talked about going back to Tuesday meetings, with work session starting at 4:00 p.m. and council meetings starting at 5:00 p.m. Tabled changing meeting times to another board meeting.

Mayor Josh Casper adjourned the meeting at 6:59 p.m.

Respectfully submitted by: Abby Majewski



**MINUTES  
COHASSET CITY COUNCIL  
305 NORTHWEST FIRST AVENUE  
MONDAY, FEBRUARY 24, 2025  
REGULAR CITY COUNCIL MEETING**

9F

**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

**3. Resident Input**

None

**4. Council Info / Liaison Reports**

None

**5. Approve Agenda**

*A motion was made by Councilor Shannon Benolken to approve the agenda with the changes to table 6B, and added 6F, Letter of Support for Itasca County and their endeavor of pursuing the Community Energy Grant. Councilor Andy MacDonell 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.*

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

**1. Public Hearing #1 – Floodplain Ordinance**

A public hearing was held to discuss amendments to the City of Cohasset Land Use Controls Ordinance sections 10.065 Flood Hazard Areas and Map, 10.066 Interpretation of Zoning Districts, Shoreland and the adoption of a new floodplain ordinance. The changes aim to maintain eligibility for the National Flood Insurance Program.

***A motion was made by Councilor Shannon Benolken to adopt the City of Cohasset Floodplain Ordinance as presented, Repeal City of Cohasset Land Use Controls Ordinance, Sections 10.065, 10.066, B2 and B3, and 10.084. Councilor Andy MacDonell 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. Act on Safety Committee recommendations to purchase two new AED's

The Safety Committee recommended purchasing two new AED's from Stellar Medical Equipment. The new AED's will replace outdated ones and match those at the Bass Brook Community Center and the fire hall.

***A motion was made by Councilor Andy MacDonell to approve the purchase of two new AED's from Stellar Medical Equipment. 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.***

- B. Approve Minnesota Power Charging Station Easement Agreement

***Tabled until further notice***

- C. Approve Resolution 2025-15 Decertify TIF District 2-1 Felix

Approve Resolution 2025-15 Decertifying TIF District 2-1, Felix, as all projects have been completed, and it is a mandatory decertification by the state auditor.

***A motion was made by Councilor Andy MacDonell to approve Resolution 2025-15 Decertifying TIF District 2-1 for the Felix property. 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.***

- D. Approve \$6,000 Contribution for 2025 Independence Day Fireworks Display

***A motion was made by Councilor Andy MacDonell to approve contributing \$6,000 for the 2025 Independence Day Fireworks Display; 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.***

- E. Approve Certificate of Survey – M.N. Technology

A new survey for MN Technologies in the industrial park, with a reduced lot size and a first right of refusal for additional property.

*A motion was made by Councilor Andy MacDonell to approve the SEH survey for MNTEC on Outlaw D and the Industrial Park. Councilor Andy MacDonell amended his motion to add the city will redraft a new purchase agreement reflecting the outline of the property and the first record refusal as discussed for up to three years at market rate for the balance of the property; 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.*

F. Added Item- Letter of Support for Itasca County to pursue funds from Grant

Itasca County requested a letter of support from the city to pursue funding from the Community Energy Transition Grant.

*A motion was made by Councilor Andy MacDonell to approve drafting a Letter of Support for Itasca County to pursue funding from the Community Energy Transition Grant.; 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:**

Stephanie Kessler presented to the council at the Work Session her plans and agenda for the United Way Day of Action, June 17, 2025, which will include many community updates and projects, and she is hoping for at least 100-150 volunteers to make it a successful event to contribute to the city.

Councilor Shannon Benolken announced that she had attended the Full Moon Hike, another event put on by Stephanie Kessler and is open to the public. She thought it was great and recommended others to take the opportunity to attend a Full Moon Hike in the future, as Benolken felt it was a wonderful experience.

Security Officer: Dean Scherf mentioned that there had been some complaints about people blocking the right-of-way in their yards out to the shoulder of the roads because they're upset about snowmobilers going through. But the law is that the right-of-way runs 33 feet from the center line. Scherf was told that they can go to that mark, the 33-foot mark, and they can't block all the way up to the road. Not only is it illegal, it also creates a safety issue as well.

Scherf also said that he met with the Sheriff's Department, and they agreed to continue the extra coverage and patrol the area on a discretionary deal, at the City's wishes. They will increase patrols during high peak times.

**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**

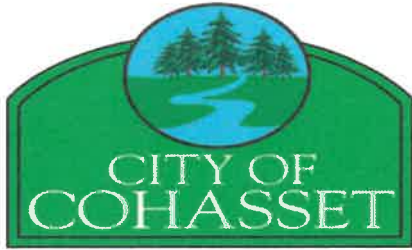
A. Approval of Claims in the amount of \$78,502.35

*A motion was made by Councilor Andy MacDonell to approve the Consent 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.*

### **ADJOURNMENT:**

There being no further business, Mayor Josh Casper adjourned the meeting at approximately 7:30 p.m.

Respectfully submitted by: Abby Majewski



9G

**MINUTES**  
**COHASSET CITY COUNCIL**  
**305 NORTHWEST FIRST AVENUE**  
**MONDAY, MARCH 10, 2025**  
**CITY COUNCIL CLOSED WORK SESSION**

**Call to Order:** Mayor Josh Casper called the meeting to order at 6:03 p.m.

**Roll Call**

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

Walter Shadley requested a pay increase that is in line with the \$5,000 raise and \$500 annual bonus received by other Public Works employees for natural gas certification. This request is consistent with the historical practice of including supervisors in pay increase considerations. The discussion focused on categorizing Public Works employees based on their experience and responsibilities, as well as addressing whether multiple employees can hold the same classification. There was a debate regarding the necessity of a Class B driver's license as a minimum requirement for public works positions or as an incentive for a pay increase. The group also addressed discrepancies in job descriptions and classifications within the public works department, particularly in defining the roles and requirements for positions like senior public works and utility workers.

Additionally, the conversation covered how union contracts influence pay increases and job classifications, emphasizing the importance of aligning job descriptions with union guidelines to ensure equitable compensation for certifications and experience. It was suggested to create a comprehensive spreadsheet listing all public works employees, their positions, and certifications to enhance understanding of the department's structure. In conclusion, the council agreed to review job descriptions and consider potential adjustments to clarify requirements and incentives.

The council decided to undertake a review of job descriptions with the intention of ensuring clarity and accuracy. The council also plans to adhere to union guidelines and ensure job descriptions align with them.

Mayor Josh Casper adjourned the meeting.  
Respectfully submitted by: Abby Majewski



**MINUTES**  
**COHASSET CITY COUNCIL**  
**305 NORTHWEST FIRST AVENUE**  
**MONDAY, MARCH 10, 2025**  
**CITY COUNCIL OPEN WORK SESSION**

94

**Call to Order:** Mayor Josh Casper called the meeting to order at 6:38 p.m.

**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, Park and Recreation Coordinator; Stephanie Kessler, United Way; Kim Brink Smith, Itasca County Development Corporation (IEDC) Business Development Manager; Matt Shermoen

**United Way Day of Action project list**

Discussion on the United Way Day of Action project list, focusing on selecting three zones for volunteer activities and addressing liability concerns. The plan includes distributing flyers to recruit volunteers and inform residents about the potential assistance.

**USPS lease for the post office**

Discussion on the USPS lease for the post office, questioning the need for external legal assistance. The council decided to table the issue for further discussion at an April work session.

**IRRRB funding and housing projects**

Matt Shermoen; IEDC, talked about his discussion on Iron Range Resources and Rehabilitation Board (IRRRB) funding and housing projects, including the trailer park purchase and cleanup costs. The group considered making an offer to the property owner and discussed potential funding sources.

Discussion on congressional funding for a sewer project, with positive feedback from Representative Stauber's office. The sewer project is considered a suitable candidate for congressional funding.

**City attorney contract**

Discussion on the city attorney contract, introducing Aaron Michels as a potential candidate and considering his proposal. The group agreed to request a proposal from Aaron Michels for the city's criminal legal services.

Mayor Josh Casper adjourned the meeting at 6:57 p.m.

Respectfully submitted by: Abby Majewski

CITY CEMETERY DEED

91

KNOW ALL MEN BY THESE PRESENTS, That the City of Cohasset in the County of Itasca and State of Minnesota, in consideration of the sum of \$400 (four hundred dollars), duly received, does hereby grant, bargain, sell and convey unto Neil W. Anderson, 250 Pine Street, Apt. 11, Foley MN 56329, heirs and assigns, forever, the following described piece of land as and for a place for the burial of the dead, to-wit: Grave Twenty Four, Block 34, in the First Addition of Wildwood Cemetery, situated in the City of Cohasset in the County of Itasca and State of Minnesota, according to the plat of said Cemetery on file in the office of the City Clerk of said City, in said County.

TO HAVE AND TO HOLD THE SAME, subject to all the laws of this State, now or hereinafter exacted for the management and regulation of cemeteries in cities, and also subject to all rules and by-laws of the said City, now or hereafter made, for the regulation of the affairs of the same, or any part thereof.

IT IS HEREBY COVENANTED, that said hereby granted premises are free from all encumbrances, and that the title now conveyed is perfect, and that said City will warrant and defend the same to said grantees Neil Anderson, heirs and assigns forever.

IN TESTIMONY WHEREOF, The said City has caused these presents to be executed in its name by the Mayor and Clerk of the City Council and its corporate seal to be hereunto affixed on this date: March 13, 2025.

City of Cohasset, 305 NW 1<sup>st</sup> Avenue, Cohasset, MN 55721

Signed, Sealed and Delivered in Presence of

\_\_\_\_\_  
\_\_\_\_\_

}  
}

By \_\_\_\_\_

Mayor / Mayor Pro-Tem

And \_\_\_\_\_

Clerk

STATE OF MINNESOTA

County of Itasca

City of Cohasset

}  
}

ss.

On the \_\_\_\_\_, before me, a notary public within and for said County, personally appeared the below signed to me personally known who, each being duly sworn, did say the he is Mayor, Andy MacDonell or Mayor Pro-Tem, Kevin Tinquist and he is Clerk Max Peters of the City of Cohasset in said County; that the seal fixed to said instrument is the corporate seal of said City, and that said instrument was signed and sealed in behalf of said City by authority of its Council, and said Mayor and Clerk each acknowledged said instrument to be the free act and deed of said City.

DRAFTED BY:

\_\_\_\_\_