



AGENDA
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, APRIL 28, 2025
7:00 P.M. CITY COUNCIL MEETING

7:00 PM City Council Meeting

1. Call to Order

- Pledge of Allegiance

2. Roll Call

3. Resident Input

4. Council Info / Liaison Reports

5. Approve Agenda

6. Administration

- A. Award Natural Gas Expansion Bid
- B. Award Quote for Tioga Trail Maintenance
- C. Approve Hiring Curtis Card for Fire Department – Dave Myers
- D. Approve Hiring 3 new employees for Public Works summer help
- E. 2025 Municipal Clerks Institute Training
- F. Proposed IEDC Contract extension
- G. Quit Claim Deeds for Division of CIP Property
- H. Approve 2025 Cohasset Clean-up Day Disposal Quote and Days

7. Miscellaneous Announcements, Reports and FYIs:

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

8. Consent Agenda

- A. Approval of Claims in the amount of \$119,546.35
- B. Approve Cemetery Deed; - Philip Moore
- C. Acknowledge Planning Commission January 6, 2025, Minutes
- D. Acknowledge Planning Commission March 3, 2025, Minutes
- E. Acknowledge EDA January 7, 2025, Minutes
- F. Acknowledge EDA February 4, 2025, Minutes

Adjourn

6A

**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: WALT SHADLEY
SUBJECT: AWARD NATURAL GAS EXPANSION BID
DATE: APRIL 28, 2025

Requesting approval of the qualified bidder for the 2025 natural gas expansion.

Hanco Utilities	\$2,808,000
LP Contracting	\$1,228,105
Minn Community Utility Co.	\$1,158,100
NPL Construction Co.	\$ 817,225
BlueSky Daylighting Inc.	\$ 621,800
Gopher Drilling	\$ 570,330

6B

**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: BARB BAIRD
SUBJECT: TIOGA RECREATION AREA-MAINTENCE PROJECT 2025
DATE: APRIL 28, 2025

The city has received an additional quote on the proposed work to be completed at the Tioga Recreation Area. Attached are the details from Pathfinder Trail Building and Dirt Candy Designs, with the proposed crew costs and what equipment would be included.

The area identified as needing work are Ruby Slipper, Carpe Diem sloughing bank, and Ghost Plane has sloughing bank. The sloughing banks will likely require bringing in rip rap materials to reinforce the banks.

Price Schedule 2025

Tioga Recreation Area – Maintenance Project 2025

Company Name: **Pathfinder Trail Building LLC**

The Responder's pricing includes all costs associated with that line item. Daily and hourly rates shall include, but are not limited to, all wages and labor costs, equipment and power/hand tools normally associated with trail building, fuel, maintenance, government taxes, overhead, profit, Social Security, unemployment compensation, insurance payments, employees' fringe benefits, complete insurance coverage of employees, property damage, public liability insurance, payment & performance bonding etc.

4 Person Professional Crew – includes

- One (1) crew boss (assumed to be one of the equipment operators)
- Two (2) skilled equipment operators – esp. mini excavators
- Two (2) skilled trail (hand) crew members
- All related hand tools needed to perform common trail building tasks
- Equipment:
- Two (2) mini excavators
- One (1) walk behind or other piece of support equipment (Ditch Witch mini dozer, etc)
- One (1) Vibratory Roller Compactor or Vibratory Plate Compactor

	<u>Hourly Rates</u>	<u>Daily Rate (8 Hours)</u>
Weekday Daytime Hours	\$541.00	\$4,328.00
Weekday Evening Hours	NA	NA
Weekends and Holidays Hours	NA	NA

Mobilization cost as indicated in *Authorization to Proceed*

3 Person Professional Crew – includes

- One (1) crew boss (assumed to be one of the equipment operators)
- Two (2) skilled equipment operator – esp. mini excavators
- One (1) skilled trail (hand) crew members
- All related hand tools needed to perform common trail building tasks
- Equipment:
- Two (2) mini excavators
- One (1) Vibratory Roller Compactor or Vibratory Plate Compactor

	<u>Hourly Rates</u>	<u>Daily Rate (8 Hours)</u>
Weekday Daytime Hours	\$425.00	\$3,400.00
Weekday Evening Hours	NA	NA
Weekends and Holidays Hours	NA	NA

2 Person Professional Crew – includes

- One (1) crew boss (assumed to be one of the equipment operators)
 - One (1) skilled equipment operators – esp. mini excavators
 - One (1) skilled trail (hand) crew members
 - All related hand tools needed to perform common trail building tasks
 - Equipment:
 - One (1) mini excavator
 - One (1) walk behind or other piece of support equipment (Ditch Witch mini dozer, etc)
 - One (1) Vibratory Roller Compactor or Vibratory Plate Compactor

	<u>Hourly Rates</u>	<u>Daily Rate (8 Hours)</u>
Weekday Daytime Hours	\$312.50	\$2,500.00
Weekday Evening Hours	NA	NA
Weekends and Holidays Hours	NA	NA

Material Procurement and Delivery to Installation Site – includes:

All materials outside of the normal daily operation of a crew. This includes the direct cost of the materials, any associated taxes, and delivery to the installation site. Predetermined to be cost of materials (via invoice) plus percentage markup to cover the builder's time to arrange, etc. Project manager must sign-off on procurement prior to ordering.

Material markup percentage	20%
----------------------------	-----

Specialized Equipment Rental #1 – includes:

One (1) Yahmar C30R-S or similar material hauler

	<u>Hourly Rates</u>	<u>Daily Rate (8 Hours)</u>
Weekday Daytime Hours	NA	\$500.00
Weekday Evening Hours	NA	\$500.00
Weekends and Holidays Hours	NA	\$500.00

Specialized Equipment Rental #2 – includes:

One (1) Kubota 040-4 or similar equipped excavator

	<u>Hourly Rates</u>	<u>Daily Rate (8 Hours)</u>
Weekday Daytime Hours	NA	\$500.00
Weekday Evening Hours	NA	\$500.00
Weekends and Holidays Hours	NA	\$500.00

Specialized Equipment Rental #3 – includes:

One (1) Kubota SVL95

	<u>Hourly Rates</u>	<u>Daily Rate (8 Hours)</u>
Weekday Daytime Hours	NA	\$750.00
Weekday Evening Hours	NA	\$750.00
Weekends and Holidays Hours	NA	\$750.00

Specialized Equipment Rental #3 – includes:

One (1) Ditch Witch SK1050

	<u>Hourly Rates</u>	<u>Daily Rate (8 Hours)</u>
Weekday Daytime Hours	NA	\$350.00
Weekday Evening Hours	NA	\$350.00
Weekends and Holidays Hours	NA	\$350.00

Specialized Field Trails Design

For Builder participation in broader trail design beyond a specific trail length that the Builder is working on, this does not include travel. Minimum charge of 4 hours for a visit farther than 90 miles from office. Housing will be billed with current GSA rates.

	<u>Hourly Rates</u>
Weekday Daytime Hours	\$110.00



April 20, 2025

Tioga Recreation Mountain Bike Trail Rehab

GRIMBA Ryan Patton

This proposal is for the 2025 rehab/trail improvements at Tioga Recreation Area.

This is a daily rate, based on a 8 hour day, 2 person crew consisting of a machine operator and hand worker. The daily rate is \$2,300/day. If we have a second two person crew, that rate would be an additional \$2,300/day

We would foresee using a 6,000lb excavator, tracked hauler, plate compactor and various hand tools.

As far as timing, we would foresee doing this project in or around August, 2025. We could do this before/after a project we are doing at Giants Ridge. Because we would already be working on the Iron Range, we would charge a reduced rate of \$800 for mobilization.

We understand there would be allowed to camp at the trailhead during construction.

We would work with GRIMBA to prioritize the work and dial in a timeline.

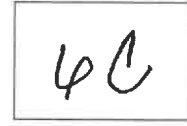
Please reach out with any questions.

Adam Harju

Dirt Candy Designs, LLC

218-370-1124

northshorebikeguy@gmail.com



**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: DAVID MYERS
SUBJECT: HIRE FIGREFIGHTER
DATE: APRIL 28, 2025

Fire Chief, David Myers, is requesting City Council approval to hire Curtis Card as a Firefighter following a successful medical exam.

Curtis Card has completed his firefighter training.

Thank you for your consideration



COHASSET CITY COUNCIL MEETING MEMORANDUM

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: WALT SHADLEY
SUBJECT: HIRING PART TIME SUMMER HELP
DATE: APRIL 28, 2025

Requesting Council approval to hire Nick Casper as a Public Works part-time summer employee with an effective date of June 2, 2025 through September 1, 2025 at \$17.00 per hour.

Requesting Council approval to hire Jackson Rabers as a Public Works part-time summer employee with an effective date of June 2, 2025 through September 1, 2025 at \$16.00 per hour.

Requesting Council approval to hire Lyric Perrington as a Public Works part-time summer employee. Effective June 2, 2025 through September 1, 2025 at \$16.00 per hour, dependent on successful completion of background check.

6E

**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: BARB BAIRD
SUBJECT: 2025 MN MUNICIPAL CLERKS INSTITUTE TRAINING
DATE: APRIL 28, 2025

Financial Controller, Barb Baird is requesting City Council approval for Associate Deputy Clerk Treasurer, Mindy Smith to attend her third Municipal Clerks Institute Training and Barb Baird to attend her first Minnesota Municipal Clerks Institute Training. 2025 Minnesota Municipal Clerks Training will be held May 5, 2025 – May 9, 2025, at the Heritage Center, Brooklyn Center, Minnesota. The estimated cost is \$1,100.00 per person for registration, lodging, meals, and mileage.

Thank you for your consideration.

6F

**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: BARB BAIRD
SUBJECT: CONTRACT EXTENSION WITH IEDC
DATE: APRIL 28, 2025

Recommending the approval of the updated contract extension Itasca Economic Development Corporation.

LOG

**COHASSET CITY COUNCIL
MEETING MEMORANDUM**

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: TONY VALTINSON
SUBJECT: QUIT CLAIM DEEDS FOR DIVISION OF CIP PROPERTY PID 05-442-4000
DATE: 04/28/2025

QUIT CLAIM DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing
Form 10.3.1 (2018)

Date: April _____, 2025
E-CRV No. N/A
DEED TAX DUE: \$_1.65__

FOR CONSIDERATION LESS THAN \$3,000.00, **City of Cohasset, Minnesota, a Minnesota Municipal Corporation ("Grantor")**, hereby conveys and quitclaims to , **City of Cohasset, Minnesota, a Minnesota Municipal Corporation ("Grantee")**, as

(Check only one box.)

- tenants in common,
 joint tenants,

(if more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)

real property in Itasca County, Minnesota.

Complete legal description attached hereto as Exhibit A and by this reference incorporated herein.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances.

Check Box if applicable:

- The Seller certifies that the seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed.
(if electronically filed, Insert WDC number _____)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Mayor

Barbara Baird, Financial Controller

Affix Deed Tax Stamp Here

STATE OF MINNESOTA }
 }
COUNTY OF ITASCA } ss.
 }

This instrument was acknowledged before me on **April _____, 2025**, by **Tony Valtinson, Mayor and Barbara Baird, Financial Controller**, for the **City of Cohasset, Minnesota, a Minnesota Municipal Corporation**, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK):

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Tax Statements for the real property described in the instrument should be sent to (include name and address of Grantee):

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

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

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

EXHIBIT 'A'

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.

QUIT CLAIM DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing
Form 10.3.1 (2018)

Date: April ____, 2025
E-CRV No. N/A
DEED TAX DUE: \$ _1.65__

FOR CONSIDERATION LESS THAN \$3,000.00, **City of Cohasset, Minnesota, a Minnesota Municipal Corporation ("Grantor")**, hereby conveys and quitclaims to , **City of Cohasset, Minnesota, a Minnesota Municipal Corporation ("Grantee")**, as

(Check only one box.)

- tenants in common,
 joint tenants,

(if more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)

real property in Itasca County, Minnesota.

Complete legal description attached hereto as Exhibit A and by this reference incorporated herein.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances.

Check Box if applicable:

- The Seller certifies that the seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed.
(if electronically filed, Insert WDC number _____)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Mayor

Barbara Baird, Financial Controller

Affix Deed Tax Stamp Here

STATE OF MINNESOTA }
 } ss.
COUNTY OF ITASCA }

This instrument was acknowledged before me on **April ____**, **2025**, by **Tony Valtinson, Mayor and Barbara Baird, Financial Controller**, for the **City of Cohasset, Minnesota, a Minnesota Municipal Corporation**, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK):

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Tax Statements for the real property described in the instrument should be sent to (include name and address of Grantee):

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

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

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

EXHIBIT 'A'

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.

QUIT CLAIM DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing
Form 10.3.1 (2018)

Date: April _____, 2025
E-CRV No. N/A
DEED TAX DUE: \$_1.65__

FOR CONSIDERATION LESS THAN \$3,000.00, **City of Cohasset, Minnesota, a Minnesota Municipal Corporation ("Grantor")**, hereby conveys and quitclaims to , **City of Cohasset, Minnesota, a Minnesota Municipal Corporation ("Grantee")**, as

(Check only one box.) tenants in common,
 joint tenants,

(if more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)

real property in Itasca County, Minnesota.

Complete legal description attached hereto as Exhibit A and by this reference incorporated herein.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances.

Check Box if applicable:

The Seller certifies that the seller does not know of any wells on the described real property.

A well disclosure certificate accompanies this document or has been electronically filed.
(if electronically filed, Insert WDC number _____)

I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Mayor

Barbara Baird, Financial Controller

Affix Deed Tax Stamp Here

STATE OF MINNESOTA }
 } ss.
COUNTY OF ITASCA }

This instrument was acknowledged before me on **April _____, 2025**, by **Tony Valtinson, Mayor and Barbara Baird, Financial Controller**, for the **City of Cohasset, Minnesota, a Minnesota Municipal Corporation**, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK):

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Tax Statements for the real property described in the instrument should be sent to (include name and address of Grantee):

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

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

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

EXHIBIT 'A'

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.

6H

REQUEST FOR CITY COUNCIL ACTION

Agenda # 6H	Date: 04-28-2025	Action
----------------	---------------------	--------

Description of issue:

2025 Cohasset Clean-Up Days disposal service quotes and dates for approval.

Recommendation:

1. Review and accept bid from American Disposal or Waste Management:

American Disposal

\$425 per bin hauled (includes up to 1.5 tons)

\$120/ton over 1.5 ton avg.

\$250/bin of demolition

Waste Management:

Delivery \$25 (per box for initial delivery of containers)

\$165 per haul

\$120 per ton

variable fuel surcharge (currently around 16%)

17% MN State Tax

This item is a budgeted item.

2. Set Dates:

a. Sunday, June 1st, 2025 from 10 a.m. to 8 p.m.

b. Monday, June 2nd, 2025 from 8 a.m. to 8 p.m.

c. Tuesday, June 3rd, 2025 from 8 a.m. to 8 p.m.

3. Operate Clean-Up Days the same as last year.
4. Notice mailed to all residentially zoned property owners within the Cohasset City limits.
5. Notice placed on City website and sign.
6. Call-ins for those physically unable to bring in their items.
7. Large dumpster (roll-offs) at the Community Center parking lot.
8. Attendant to check if Cohasset property taxpayer and assist in unloading.

Drop off area fenced off after hours

Motion resolved by ___ to: _____ Seconded by: ___ Roll Call

Vote (F = For / A = Against): ___ AM ___ KT ___ AH ___ SB ___ JC

___ For / ___ Against

___ Affirmed ___ Rejected

88

City of Cohasset

Council Approval Report

SA

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

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
63 FUEL STOP								
	3371	63FS04282025	PW S&R	04/28/2025	457.58	.00		425
	3371	63FS04282025	PW/BS	04/28/2025	166.13	.00		425
	Total 63 FUEL STOP:							
					623.71	.00		
ACHESON TIRE INC								
	206	1016875	PW - S&R - REPAIR (PASS/LT)	04/11/2025	35.00	.00		425
	Total ACHESON TIRE INC:							
					35.00	.00		
AMERICAN EAGLE SECURITY SYSTEMS INC								
	2769	25855	GEN GOVT BLDGS - SCRTY EQUIP & MAINT - CELL SYS - 5/1/25-	04/01/2025	347.40	.00		425
	Total AMERICAN EAGLE SECURITY SYSTEMS INC:							
					347.40	.00		
ANDY'S GARAGE DOOR, AWNING & SCREENS								
	3315	2914	GEN GOVT BLDG - GEN MAINT & RPRS - PRVNT MAINT	04/06/2025	604.00	.00		425
	Total ANDY'S GARAGE DOOR, AWNING & SCREENS:							
					604.00	.00		
AT&T MOBILITY								
	1321	287302894434X04282025	PW - Phone	04/28/2025	49.93	.00		425
	1321	287302894434X04282025	PU - GAS - Phone&IPAD	04/28/2025	355.96	.00		425
	1321	287302894434X04282025	Zoning - Phone	04/28/2025	49.93	.00		425
	1321	287302894434X04282025	PU - WATER - Phone&IPAD	04/28/2025	118.65	.00		425
	1321	287302894434X04282025	PU - SEWER - Phone&IPAD	04/28/2025	118.65	.00		425
	1321	287302894434X04282025	FIRE IPAD	04/28/2025	251.62	.00		425
	Total AT&T MOBILITY:							
					944.74	.00		
BRAUN INTERTEC CORPORATION								
	3	B424229	CAP PROJ - RIVERFRNT - ECON DEV. & ASST. - LEGAL FEES - BL	04/10/2025	1,424.25	.00		425
	Total BRAUN INTERTEC CORPORATION:							
					1,424.25	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
BURGGRAFS ACE HARDWARE								
152	402666	100-20-41940-20-210	PW - GENT GOVT - OP SUP - FEBREZE, HOOK TOOL	04/09/2025	49.92	.00		425
152	402667	100-10-41430-20-210	GENT GOVT - OP SUP - WNDW SQUEEGEE, EXT POLE	04/09/2025	85.97	.00		425
Total BURGGRAFS ACE HARDWARE:								
					135.89	.00		
CARQUEST AUTO PARTS								
479	5081-956348	100-40-42220-30-407	FD - GEN MAINT - BTRY	04/08/2025	296.04	.00		425
479	5081-956881	100-20-43100-20-221	PW - S&R - EQUIP PRTS - RTR, BRKE PDS	04/10/2025	248.90	.00		425
Total CARQUEST AUTO PARTS:								
					544.94	.00		
CASEYS BUSINESS MASTERCARD								
3073	CGS04282025	601-90-49900-20-212	PU - WATER	04/28/2025	148.56	.00		425
3073	CGS04282025	100-20-43125-20-212	PW I&S	04/28/2025	484.49	.00		425
3073	CGS04282025	100-10-41440-20-212	Security	04/28/2025	123.31	.00		425
3073	CGS04282025	100-25-45202-20-212	PARKS	04/28/2025	13.28	.00		425
3073	CGS04282025	603-90-49900-20-212	PU - GAS	04/28/2025	198.08	.00		425
3073	CGS04282025	100-40-42220-20-212	FIRE	04/28/2025	657.26	.00		425
3073	CGS04282025	602-90-49900-20-212	PU-SEWER	04/28/2025	148.56	.00		425
3073	CGS04282025	100-15-41910-20-212	ZONING	04/28/2025	13.27	.00		425
3073	CGS04282025	100-20-43100-20-212	PW S&R	04/28/2025	641.04	.00		425
Total CASEYS BUSINESS MASTERCARD:								
					2,427.85	.00		
Central McGowan, Inc.								
51	370014	100-20-43100-20-210	PW - S&R - SM TLS & MNR EQUIP - ACTYLNE, OXYGEN, HSE	03/31/2025	21.95	.00		425
Total Central McGowan, Inc.:								
					21.95	.00		
CITY OF COHASSET								
1418	4667	602-90-49900-20-210	SWR - OP SUP - CNSTRCTN WTR PURCHASE	04/07/2025	300.00	.00		425
Total CITY OF COHASSET:								
					300.00	.00		
CITY OF GRAND RAPIDS - PUC								
27	1476331	602-90-49900-20-270	SEWER CONTRACT - GRPUC - COHASSET SEWER RDGS	04/09/2025	8,133.60	.00		425
27	1476380	602-90-49900-20-270	SEWER CONTRACT - CRPUC - BASS BROOK L/S	04/09/2025	1,385.20	.00		425
27	1476760	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - WOODLAND DRIVE SE	04/09/2025	5.70	.00		425
27	1476848	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - CR RD 76 & 63	04/09/2025	10.06	.00		425

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total CITY OF GRAND RAPIDS - PUC:								
					9,534.56	.00		
COLE HARDWARE INC								
5	133034		WTR - SM TLS & MR EQP - HSE CLMP, ALUM CAM, GROOVE	04/09/2025	93.00	.00		425
5	133050		WTR - SM TLS & MR EQP - HSE CLMP RETURNED	04/09/2025	43.96-	.00		425
5	133051		WTR - SM TLS & MR EQP - HSE CLMP	04/09/2025	43.96	.00		425
5	133200		SWR - EQUIP PRTS - ADAPTER, CPLNG	04/10/2025	27.45	.00		425
5	133504		PP - EQUIP PRTS - PIPE, CPLNG, ELBW, PVC, PRPLE PRMER	04/14/2025	197.92	.00		425
5	133573		PP - EQUIP PRTS - ELBW, STEEL NPPL	04/14/2025	159.84	.00		425
Total COLE HARDWARE INC:					478.21	.00		
CONSTELLATION GAS DIVISION								
1770	4284685		GAS - O&M FEES - MTHLY MNGMT FEE - FEBRUARY 2025	04/11/2025	1,100.56	.00		425
Total CONSTELLATION GAS DIVISION:					1,100.56	.00		
CORPORATE PAYMENT SYSTEMS - ELAN								
2650	ELAN04282025		PW - OP SUP - BEAD CHAIN 100FT	04/28/2025	53.92	.00		425
2650	ELAN04282025		FD - SEMINAR TRNG FEES - HOTEL	04/28/2025	180.12	.00		425
2650	ELAN04282025		CO - MISC - EMBRED SAFETY SHIRTS	04/28/2025	112.00	.00		425
2650	ELAN04282025		ZONING - LIC & CERT - ITASCA CO RECORDER	04/28/2025	49.41	.00		425
2650	ELAN04282025		CO - OP SUP - HEAVY DUTY BRACKETS	04/28/2025	45.00	.00		425
2650	ELAN04282025		PW - GEN GOVT - OP SUP - CASE WTR (32 PK) X 2	04/28/2025	10.00	.00		425
2650	ELAN04282025		CO - OP SUP - PPR NPKINS, PPR PLTES, NTEBOOK, SOAP	04/28/2025	71.19	.00		425
2650	ELAN04282025		PARKS - OP SUP - VBALL SHIRTS	04/28/2025	270.00	.00		425
2650	ELAN04282025		CO - OP SUP - MN FLAG	04/28/2025	89.90	.00		425
2650	ELAN04282025		PW - GEN GOVT - OP SUP - CASE WTR (24 PK) X 2	04/28/2025	9.00	.00		425
2650	ELAN04282025		CLRK TREASURER - SEMINAR/TRAINING - CLERK SCHOOL	04/28/2025	640.00	.00		425
2650	ELAN04282025		PW - EQUIP PARTS - BELL WIRE	04/28/2025	11.70	.00		425
2650	ELAN04282025		FD - SEMINAR TRNG FEES - HOTEL	04/28/2025	180.12	.00		425
2650	ELAN04282025		PW - GEN GOVT - OP SUP - TONER 2 PACK	04/28/2025	85.20	.00		425
2650	ELAN04282025		FD - UNIFORMS - NMPLTES, BDGE	04/28/2025	148.53	.00		425
2650	ELAN04282025		CO - OP SUP - PENS, FILE ORG, KEYBOARD MOUSE PLATFOR	04/28/2025	152.23	.00		425
2650	ELAN04282025		CLRK TREASURER - SEMINAR/TRAINING - CLERK SCHOOL	04/28/2025	540.00	.00		425
2650	ELAN04282025		PW - SAFETY - SDS INV MANAGER	04/28/2025	468.00	.00		425
2650	ELAN04282025		PW - EQUIP PARTS - HANDLE	04/28/2025	105.26	.00		425
2650	ELAN04282025		PW - GEN GOVT - OP SUP - GENERAL	04/28/2025	13.50	.00		425
2650	ELAN04282025		PW - SEMINAR TRNG FEES - BEST WESTERN	04/28/2025	371.67	.00		425
2650	ELAN04282025		ZONING - OP SUP - BATTERY	04/28/2025	5.93	.00		425

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
EQUIPMENT SERVICES INC.	2650	ELAN04282025	CLRK TREASURER - SEMINAR/TRAINING - CLERK SCHOOL	04/28/2025	340.00	.00		425
	2650	ELAN04282025	PW - EQUIP PARTS - ALTEC INDUSTRIES	04/28/2025	101.76	.00		425
	2650	ELAN04282025	ZONING - OP SUP - 8FT STRIP, 100FT GOLD LINE, ELECT TAPE	04/28/2025	14.94	.00		425
	2650	ELAN04282025	PW - OP SUP - BEAD CHAIN STOP	04/28/2025	22.63	.00		425
	2650	ELAN04282025	ADMIN - CPUB - MISC - MEAL	04/28/2025	32.12	.00		425
	2650	ELAN04282025	PW - S&R - COMP SUPP FEES - SUBSCR TO DIAMOND MAPS	04/28/2025	480.00	.00		425
	2650	ELAN04282025	PW - EQUIP PARTS - ALTEC INDUSTRIES	04/28/2025	321.26	.00		425
	2650	ELAN04282025	FD - SEMINAR TRNG FEES - HOTEL	04/28/2025	180.12	.00		425
	2650	ELAN04282025	FD - SEMINAR TRNG FEES - HOTEL	04/28/2025	180.12	.00		425
	2650	ELAN04282025	CO - OP SUP - STAPLES	04/28/2025	10.98	.00		425
Total CORPORATE PAYMENT SYSTEMS - ELAN: 5,296.61 .00								
EQUIPMENT SERVICES INC.								
3223	5842	100-20-43100-20-221	PW - S&R - EQP PRTS - GUARDS, YOKE END	04/04/2025	42.89	.00		425
Total EQUIPMENT SERVICES INC.: 42.89 .00								
F.I.R.E								
2899	7411	100-40-42220-30-308	FIRE SMNR & TRNING - EV AWARENESS	04/15/2025	650.00	.00		425
Total F.I.R.E: 650.00 .00								
FASTENAL COMPANY								
2992	MNGRA144921	100-20-43100-20-210	PW - OP SUP - DRILL BITS, PIPE FITTINGS	04/14/2025	186.49	.00		425
Total FASTENAL COMPANY: 186.49 .00								
GEORGE, ANDREW								
1754	AG04282025	601-90-49900-30-315	WTR - OTHR PROF FEES - CONTRACT EXTENSION	04/28/2025	653.30	.00		425
1754	AG04282025	603-90-49900-30-315	GAS - OTHR PROF FEES - CONTRACT EXTENSION	04/28/2025	2,613.20	.00		425
1754	AG04282025	100-10-41430-30-315	CO - OTHR PROF FEES - CONTRACT EXTENSION	04/28/2025	2,613.20	.00		425
1754	AG04282025	602-90-49900-30-315	SWR - OTHR PROF FEES - CONTRACT EXTENSION	04/28/2025	653.30	.00		425
Total GEORGE, ANDREW: 6,533.00 .00								
GOPHER STATE ONE CALL								
112	5030305	603-90-49900-30-325	GAS - GPHR ST ONE CALL - 8 LOCATES	03/31/2025	10.80	.00		425
Total GOPHER STATE ONE CALL: 10.80 .00								

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Guertlin, Deb								
3567	DEPRFUND-GUERTIN04	100-00-20500	DEPOSIT REFUND - GUERTIN	04/05/2025	100.00	.00		425
Total Guertlin, Deb:								
HAWKINS INC								
1	7027598	601-90-49900-20-210	WTR - OP SUP - HYDROFLUO ACID, LFC-5	04/03/2025	1,325.01	.00		425
1	7035840	601-90-49900-20-216	WTR - CHMCLS - CHLORINE CYLINDER 150 LB	04/15/2025	10.00	.00		425
Total HAWKINS INC:								
HEALTHEQUITY, INC.								
15	41un9ko	100-10-41430-30-430	GEN GOVT - MISC CNTRCT - PRICIPNT FEE	04/01/2025	45.00	.00		425
Total HEALTHEQUITY, INC.:								
INDUSTRIAL LUBRICANT COMPANY								
1879	M24907-IN	100-20-43100-20-210	PW - S&R - OP SUP - GEAR GRD, GLSS CLNR	04/09/2025	241.05	.00		425
Total INDUSTRIAL LUBRICANT COMPANY:								
INTL INSTITUTE OF MUNICIPAL CLERKS								
1115	IIMC 2025	100-10-41320-30-433	CLERK/TREASURER - DUES & SUB - MEMBERSHIP - SMITH 202	04/28/2025	135.00	.00		425
1115	IIMC 2025	100-10-41450-30-433	CLERK/TREASURER - DUES & SUB - MEMBERSHIP - LASHOMB	04/28/2025	195.00	.00		425
Total INTL INSTITUTE OF MUNICIPAL CLERKS:								
ITASCA COUNTY COURTHOUSE - RECORDER								
14	CEMDEED-MOORE	227-20-49010-30-314	CEM - RCRDG FEES - MOORE	04/17/2025	46.00	.00		425
14	CEMDEED-SAUNDERS	227-20-49010-30-314	CEM - RCRDG FEES - SAUNDERS	03/21/2025	46.00	.00		425
Total ITASCA COUNTY COURTHOUSE - RECORDER:								
ITASCA COUNTY SHERIFFS OFFICE								
65	202500632	100-12-42165-30-313	PUB SFTY - DPTY PATRL - SO DPTY PTRL MARCH 2025	04/14/2025	1,320.00	.00		425
Total ITASCA COUNTY SHERIFFS OFFICE:								
L & M SUPPLY								
18	GRR-09-10011343	100-20-43100-20-240	PW - S&R - SM TJS & MN EQUIP - RAKE, SHOVEL	04/16/2025	35.96	.00		425

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total L & M SUPPLY:								
					35.96			.00
LAKE COUNTRY POWER								
	58 LCP04282025	602-90-49900-30-381	SEWER - ELECTRIC	04/28/2025	1,142.98			.00
	58 LCP04282025	603-90-49900-30-381	GAS - ELECTRIC	04/28/2025	56.02			.00
	58 LCP04282025	100-25-45202-30-381	PP - ELECTRIC	04/28/2025	286.27			.00
	58 LCP04282025	601-90-49900-30-381	WATER - ELECTRIC	04/28/2025	105.82			.00
	58 LCP04282025	100-20-41940-30-381	GG - B&G - ELECTRIC	04/28/2025	285.23			.00
	58 LCP04282025	227-20-49010-30-381	CEM - ELECTRIC	04/28/2025	83.80			.00
	58 LCP04282025	100-25-45203-30-381	TIOGA - ELECTRIC	04/28/2025	48.00			.00
Total LAKE COUNTRY POWER:								
					1,988.12			.00
Mann, Cody								
	3409 DEPRFUND-MANN0428	100-00-20500	DEPOSIT REFUND - MANN	04/12/2025	100.00			.00
Total Mann, Cody:								
					100.00			.00
Minnesota State Community & Technical Co								
	3568 40112	100-40-42220-30-308	FD - TRNG FEE - MOORHEAD FIRE SCHOOL	04/02/2025	1,040.00			.00
Total Minnesota State Community & Technical Co:								
					1,040.00			.00
MN DEPT OF REVENUE								
	19 MNREV-MARCH2025	603-90-49900-30-317	SALES TAX - NAT GAS MTRS - GAS- USE TAX - 2025 MARCH	04/28/2025	407.00			.00
	19 MNREV-MARCH2025	002-00-22101	SALES TAX - COUNTY SALES TAX PAYABLE - 2025 MARCH	04/28/2025	336.00			.00
	19 MNREV-MARCH2025	002-00-22100	SALES TAX - GENERAL RATE SALES TAX - 2025 MARCH	04/28/2025	2,307.00			.00
Total MN DEPT OF REVENUE:								
					3,050.00			.00
MN POWER								
	20 MP04282025	100-20-43180-30-381	PW - ELECT	04/28/2025	938.98			.00
Total MN POWER:								
					938.98			.00
MUNICIPAL GAS ACQUISITION & SUPPLY CORP								
	2216 ACT0016427	603-90-49900-20-280	GAS - NAT GAS PURCH - MARCH 2025	04/14/2025	64,899.77			.00
Total MUNICIPAL GAS ACQUISITION & SUPPLY CORP:								
					64,899.77			.00

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
NORTHLAND LAWN & SPORT LLC	3215 37719	227-20-49010-20-221	CEM - EQUIP PRTS - CHUTE, LEAF SPRING	04/14/2025	88.61	.00		425
Total NORTHLAND LAWN & SPORT LLC:								
SANDSTROMS	83 540421	100-10-41430-20-210	GEN GOVT - OP SUP - LIQ SOAP, TWLS	04/04/2025	158.28	.00		425
	83 541191	100-10-41430-20-210	GEN GOVT - OP SUP - 1.75ML 56 GAL, TWLS	04/10/2025	143.96	.00		425
Total SANDSTROMS:								
SEH	1384 485354	422-80-46500-30-303	CAP PROJ - SRTS - ENG FEES - 3RD ST SDWLK	04/07/2025	1,500.00	.00		425
	1384 485355	100-10-41430-30-303	OTHR GEN GOVT - ENG FEES - MISC. SERVICES	04/07/2025	6,369.05	.00		425
Total SEH:								
STELLAR MEDICAL & EQUIPMENT	2444 12565	100-20-41940-20-217	GEN GOVT BLDG - SAFETY - AEDS	04/07/2025	3,692.06	.00		425
Total STELLAR MEDICAL & EQUIPMENT:								
VIKING ELECTRIC SUPPLY	1859 S009045798.001	100-10-41430-20-210	GEN GOVT BLDG - OP SUP - SYL F032/84/ECCO	04/11/2025	158.70	.00		425
	1859 S009045798.003	100-10-41430-20-210	GEN GOVT BLDG - OP SUP - LITH FLUOR BAATT	04/11/2025	218.25	.00		425
	1859 S009063411.001	100-10-41430-20-210	GEN GOVT BLDG - OP SUP - SYL F032/84/ECCO	04/11/2025	158.70	.00		425
Total VIKING ELECTRIC SUPPLY:								
WARD, MURRAY	3475 MW04282025	100-15-41910-30-315	ZONING - OTHR PROF FEES - RTNR FEE JAN/FEB/MAR	04/28/2025	300.00	.00		425
Total WARD, MURRAY:								
Grand Totals:					119,546.35	.00		

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Dated:								
Mayor:								
City Council:								
City Treasurer:								

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

8B

CITY CEMETERY DEED

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 \$800 (Eight hundred dollars), duly received, does hereby grant, bargain, sell and convey unto Philip Moore, 2024 Fraser Street, Grand Rapids, MN 55744, heirs and assigns, forever, the following described piece of land as and for a place for the burial of the dead, to-wit: Graves Six and Seven, Block 39, 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 Philip Moore, 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: April 28, 2025.

City of Cohasset, 305 NW 1st 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, Josh Casper or Mayor Pro-Tem, Andy MacDonell and she is Clerk Barbara Baird 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:

Receipt No: 27.001790

Apr 17, 2025

PHILIP MOORE

Previous Balance:	.00
Cemetery	
Lot Sales	800.00
227-20-34940	
Cemetery Lot Sales	
Cemetery	
Recording Fees	46.00
227-00-20350	
Recording Fees Payable	

Total:	846.00
	=====
Check - Woodland Checking	
Check No: 6475	846.00
Payor:	
PHILIP MOORE	
Total Applied:	846.00

Change Tendered:	.00
	=====

Duplicate Copy
04/17/2025 12:21 PM

City of Cohasset
305 NW First Avenue
Cohasset MN 55721

218-328-6225

80



MINUTES
COHASSET PLANNING COMMISSION
305 NW FIRST AVENUE
MONDAY January 6, 2025 – 6:05 P.M.

1. Call Meeting to Order: Vice Chair Steve Lavalier called the meeting to order at 6:05 p.m.
2. Scott Gerling and Mike Rock took Oath of Office for reappointment to the Planning Commission.
3. Roll Call

Present: PC Members; Scott Gerling, Steve Lavalier, Mike Rock, and Harlow Zeppelin

Absent with Notice: GiGi Pehrson, Lucas Thompson

Ex-Officio Members: Present: Zoning Officer Tony Valtinson

Other: None

4. Review and Approve the Agenda
 - a. Additions: Added #5 Review and approve Planning Commission Minutes of 12/02/2024, #7 RFPCA – Make recommendation to City Council to approve 2025 PC meeting schedule.
 - b. Deletions: None

A motion was made by Mike Rock to approve the January 6, 2025 agenda as presented. Scott Gerling seconded the motion. Voting in favor: Harlow Zeppelin, Mike Rock, Scott Gerling, Steve Lavalier; Voting against: None; Absent GiGi Pehrson, Lucas Thompson. Motion carried.

5. Review and approve Planning Commission minutes of 12/02/2024:

A motion was made by Harlow Zeppelin to approve the December 02, 2024 Planning Commission minutes as written. Mike Rock seconded the motion. Voting in favor: Harlow Zeppelin, Mike Rock, Scott Gerling, Steve Lavalier; Voting against: None; Absent GiGi Pehrson, Lucas Thompson. Motion carried.

6. **RFPCA** - Make recommendation to City Council to appoint GiGi Pehrson as Planning Commission Chair.

Valtinson stated that he had conversations with Lavalier and Pehrson about the Chair position as discussed at the last PC meeting and that Pehrson was willing to take the position as Chair.

A motion was made by Scott Gerling to recommend to City Council that GiGi Pehrson be appointed as Chair of the Planning Commission, Steve Lavalier seconded the motion. Voting in favor: Harlow Zeppelin, Mike Rock, Scott Gerling, Steve Lavalier; Voting against: None; Absent GiGi Pehrson, Lucas Thompson. Motion carried.

7. RFPCA – Make recommendation to City Council to approve 2025 PC meeting schedule.

Valtinson reviewed recommended schedule with Holidays and City Council meeting conflict changes.

A motion was made by Mike Rock to make recommendation to City Council to approve 2025 Planning Commission meeting schedule as presented. Steve Lavalier seconded the motion. Voting in favor: Harlow Zeppelin, Mike Rock, Scott Gerling, Steve Lavalier; Voting against: None; Absent GiGi Pehrson, Lucas Thompson. Motion carried

8. FYI – Staff changes at City Office, Great Tales Animal Rescue property exchange, MN Technology site and progress, Tioga Pit Water Surface Use Ordinance update, Planning Commission vacancy, Comprehensive Plan discussion.

Adjourn: Steve Lavalier adjourned the meeting at 6:34p.m.

Submitted by: Anthony Valtinson
Approved: DRAFT



MINUTES
 COHASSET PLANNING COMMISSION
 305 NW FIRST AVENUE
 MONDAY March 3, 2025 – 6:00 P.M.

1. Call Meeting to Order: Meeting was called to order at 6:00 p.m.
2. Gigi Pehrson took Oath of Office for reappointment to the Planning Commission.
3. Roll Call

Present: PC Members; Gigi Pehrson, Scott Gerling, Mike Rock, Harlow Zeppelin and Lucas Thompson

Absent with Notice: Steve Lavalier

Ex-Officio Members: Present: Zoning Officer Tony Valtinson, Mayor Josh Casper

Other: None

4. Review and Approve the Agenda
 - a. 7. RFPCA – Cannabis Retail Registration.
 - b. Deletions: None

A motion was made by Mike Rock to approve the March 6, 2025 agenda as presented. Scott Gerling seconded the motion. Voting in favor: Harlow Zeppelin, Mike Rock, Scott Gerling, GiGi Pehrson, Lucas Thompson; Voting against: None; Absent: Steve Lavalier; Motion carried.

5. Review and approve Planning Commission minutes of 01/06/2025:

A motion was made by Mike Rock to approve the January 06, 2024 Planning Commission minutes as written. Lucas Thompson seconded the motion. Voting in favor: Harlow Zeppelin, Mike Rock, Scott Gerling, GiGi Pehrson, Lucas Thompson; Voting against: None; Absent: Steve Lavalier; Motion carried.

6. Informational updates to include but not limited to Floodplain Ordinance, Water Surface Use Ordinance, etc

Valtinson gave an update that City Council approved the adoption of the new Flood plain Ordinance and that it has been published and recorded at the county. Discussion was held between Planning Commission and Valtinson regarding the process and impact.

Cohasset PC, March 3, 2024

Approved at PC 04/07/2025

Acknowledged

Valtinson gave an update regarding the Water Surface Use Ordinance for Tioga Pit.

Valtinson gave update on City focus on housing, City owned land and partnership with IEDC.

Pehrson asked about candidates for Planning Commission vacancies. Valtinson explained that they have received 3 applications so far and the vacancy has been published.

Valtinson spoke about the ordinance in relation to Guest Cottages. There have been recent inquiries regarding guest cottages and family use properties. Further discussion was held around guest cottages, garages with living space, primary structures and dwellings. The Planning Commission agreed the further discussion of this topic would be a good idea.

7. RFPCA – Cannabis Retail Registration.

Valtinson reviewed information in packet and explained process and options for Cannabis Retail Registration. Valtinson explained that the City can choose to issue the registrations in house or have Itasca County handle it for us. Discussion was held around what “retail registration” is and the impact of the two different options. Further discussion was held around licensing process and regulations.

A motion was made by Mike Rock to table RFPCA to make recommendation to City Council regarding Cannabis Retail Registration. Scott Gerling seconded the motion. Voting in favor: Harlow Zeppelin, Mike Rock, Scott Gerling, GiGi Pehrson, Lucas Thompson; Voting against: None; Absent: Steve Lavalier; Motion carried.

8. FYI – Update on Great Tales Animal Rescue site. Update on new Comp Plan. Update on boat launch at Blackwater Banks.

Adjourn: Gigi Pehrson adjourned the meeting at 6:52p.m.

Submitted by: Anthony Valtinson
Approved: DRAFT

SE



MINUTES
COHASSET ECONOMIC DEVELOPMENT AUTHORITY
305 NW FIRST AVENUE, COHASSET, MN 55721
TUESDAY JANUARY 7, 2025 – 5:00 P.M.

1. Call to Order

2. Roll Call

Present: Mayor Andy MacDonell, Councilor Andy Haarklau, EDA members Rod Heller, Shannon Benolken, Larry Gemmill, Conrad Feldt, and Mitch Kellin.

Absent with notice: New Mayor Josh Casper

3. Resident Input

None

4. Review and Approve the Agenda

A motion was made by EDA Member Mitch Kellin to approve the Agenda with the changes to remove item 5B.. EDA member Andy Haarklau seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, Conrad Feldt, and Andy MacDonell. Voting against: None; Motion carried.

5. Administration

A. 2025 EDA Meeting Schedule

The meeting schedule was discussed, with a decision to cancel the July meeting and reschedule the November meeting from the 4th to the 18th due to an election on the 4th. All other meetings will be held at 5 p.m. on the first Tuesday of each month.

A motion was made by EDA Member Conrad Feldt to approve the 2025 EDA meeting schedule with the changes of the 4th changing to the 18th in November and July meeting will be cancelled. EDA member Rod Heller seconded the motion. Voting in favor: EDA Members, Rod Heller, Larry Gemmill, Shannon Benolken, Mitch Kellin, Conrad Feldt, and Andy MacDonell. Voting against: None; Motion carried.

C. Discuss Hiring of Economic Director Position

The discussion focused on hiring an Economic Development Director, with two interviews scheduled. The importance of understanding the community and having relevant skills was emphasized. The county is also hiring an economic director, which may impact the IEDC.

There were concerns raised regarding the job description for the economic director, as it was noted to include tasks unrelated to economic development. It was emphasized that the director's need to chair the EDA meetings was a key point of discussion. The discussion was centered on the challenges of hiring a new Director of Economic Development, with a focus on the importance of networking, communication skills, and local knowledge. The committee debated the advantages and disadvantages of hiring someone local versus someone from outside the area. A review of the existing job description for the Economic Development Director was conducted by the committee, during which it was noted that the job description requires updating and customization to align with the specific requirements of the position. The committee engaged in a discussion regarding the variety of tasks and responsibilities associated with the role. The committee also considered the terms of employment for the new hire, including whether to offer a contract or keep the position at-will, with concerns raised about commitment and flexibility.

6. Consent Agenda

- A. EDA December Financials: \$492,346.26 – Unreconciled number; does not include accrued interest
- B. EDA November Financials: \$492,213.04
- C. EDA October Financials: \$492,114.75
- D. Loan Recap – December
- E. Approve the revised November 19th, 2024, EDA Minutes

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

The November meeting minutes were included in the December meeting Agenda packet. The revised November meeting minutes were included in the January agenda packet. Item C on November 19th was added to the agenda during the November meeting. November 19th, minutes have been approved and amended with additions and changes.

7. Miscellaneous Business and FYI's:

There was a brief mention of a potential Amazon distribution center being developed in the area, which could impact local economic development and land use planning.

Discussion on joining organizations like EDAM and APEX for networking and economic development, including costs and benefits of membership and board seats.

ADJOURNMENT: Andy MacDonell Adjourned the meeting.

Respectfully submitted,

Abby Majewski

DRAFT



8F

**MINUTES
COHASSET ECONOMIC DEVELOPMENT AUTHORITY
305 NW FIRST AVENUE, COHASSET, MN 55721
TUESDAY FEBRUARY 4, 2025 – 5:00 P.M.**

1. Call to Order

2. Roll Call

Present: Mayor Josh Casper, EDA members; Larry Gemmill, Rod Heller, Conrad Feldt, and Mitch Kellin.

Absent with notice: Councilor Andy Haarklau

Others: Councilor Andy MacDonell, Matt Shermoen (IEDC), Tamara Lowney (IEDC)

3. Resident Input

None

4. Review and Approve the Agenda

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

5. Administration

A. IEDC Housing Discussion – Monthly Update

Matt Shermoen, Itasca Economic Development Corporation provided an update on housing projects, strategic partnerships, and plans for the EDA.

The discussion focuses on the responsibilities outlined in a contract related to economic and community development projects. The aim is to compile findings and support local businesses through various initiatives.

The contract involves revisiting and evaluating current economic and community development projects and collaborating with strategic partners. A report will be compiled at the end of the contract detailing the findings from meetings and a transitional report will be provided whether the current partnership continues or if an in-house EDA is hired. Participation in monthly meetings and city council meetings is part of the engagement. The contract includes facilitating grant initiatives for both short-term and long-term funding opportunities and aiding local businesses with agriculture and taxes. A long-term plan for the EDA will be developed as a foundation for rebuilding the city's approach to economic development.

Recent documentation includes outdated mission, vision, and key priorities for the EDA, necessitating updates. Suggestions for a work plan to track priorities will be provided. The relationship between the organization's structure and the EDA is to be clarified, including the process of how projects are reviewed and approved. The importance of having a clear path for project approval and recommendations to the city council is emphasized. This includes understanding which projects require full council approval versus those that can be handled internally. There is a need for documented processes to ensure proper communication and efficiency, especially for new members of the EDA.

B. Review Bylaws

The group discussed reviewing and possibly revising the bylaws, focusing on confidentiality agreements and membership eligibility. Rod Heller discussed the membership requirements for the EDA Board and if he still met the requirements since he sold his business. The discussion was tabled for the next meeting.

6. Consent Agenda

- A. EDA January Financials: \$482,491.22 – Unreconciled number; does not include accrued interest
- B. EDA December Financials: \$492,367.19
- C. EDA November Financials: \$492,213.04
- D. Loan Recap – January
- E. Approve January 7th, EDA Minutes

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

7. Miscellaneous Business and FYI's:

ADJOURNMENT: Josh Casper adjourned the meeting at 6:03 p.m.

Respectfully submitted by: Abby Majewski

2025 ATTENDANCE CHART												
	1/7/25	2/4/25	3/4/25	4/1/25	5/6/25	6/3/25	7/2/24	8/5/25	9/2/25	10/7/25	11/18/25	12/2/25
Josh Casper	EA	P					NM					
Larry Gemmill	P	P					NM					
Conrad Feldt	P	P					NM					
Mitch Kellin	P	P					NM					
Rod Heller	P	P					NM					
Shannon Benolken	P	X	X	X	X	X	X	X	X	X	X	X
Andy MacDonell	P	P					NM					
Andy Haarklau	P	EA					NM					
P: Present			EA: Excused Absence			UA: Unexcused Absence			NM: No Meeting			

DRAFT