



MINUTES

COHASSET CITY COUNCIL

305 NW FIRST AVENUE, COHASSET, MN 55721

TUESDAY, APRIL 9, 2024 – 7:00 P.M.

6:30 PM Council Work Session

Security Officer Vacation Hours

Mayor Andy MacDonell opened the discussion requesting approval for Security Officer, Dean Scherf to receive 120 hours, retroactive to January 1, 2024, of vacation time. Non-union full-time employees receive 240 hours of vacation annually. There was discussion that this would mirror part-time union vacation accrual.

Industrial Park Grubbing

Mayor, Andy MacDonell, requested to table this item for two weeks.

New Shop Storage Building

Public Utilities/Public Works Supervisor, Walter Shadley, explained the current use of storage buildings and possible shifting of equipment. Walter Shadley provided two quotes for 36'x48'x14' last City Council meeting and the question of if that size is big enough for the future use of the building was brought up. Councilor, Kevin Tinquist, brought up if a 12 foot door would be big enough or if Walter Shadley should look into a quote for a 14 foot door. Walter Shadley does not plan to wire electrical into it immediately, but install skylights to allow light into it. The 12x12 foot door is planned to be uninsulated. There was suggestions to get a quote that includes an insulated door for the future use of the building and to have power installed eventually. Upon viewing the current storage buildings and equipment, Kevin Ott questioned the need of the building, and if the use of the building would serve as a replacement or to add equipment in the future. Walter Shadley explained that there is no plan to add equipment, just to protect the existing assets of the City of Cohasset that are being stored outside. Walter Shadley, explained that equipment needs to be staged to have it ready on the instant such as generators for a power outage, plow trucks, etc. It is time consuming to have to move equipment that is in front of others to gain access to it quickly. Mayor, Andy MacDonell, suggested updated quotes, and a tour of all storage buildings with City Councilors and Walter Shadley. This will be tabled until the next meeting.

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, Terry Bartz, and Kevin Ott

Absent with Notice: Councilor, Andy Haarklau

Non-Officio Members: City Administrator; Max Peters, Security Officer, Dean Scherf, Public Utilities/Public Works Supervisor, Walter Shadley, Fire Chief, David Myers, and Deputy Clerk, Emma Petermeier

Other: None

3. **Resident Input:**

Cohasset resident, Dean Danielson, brought forward two concerns about speeding on Lake Street and a snowmobile trail request. He would like the City to put speed bumps in the street as well as post speed limit

signs He noted with the road reconstruction on County Road 62 to County Road 63 would be a good place for the snowmobile trail.

Cohasset resident, Bill Wilmot, brought forward the idea of instead of renting the boom mower attachment, to buy it for a cheaper. In the future he thinks this may be something to consider that would have better use to own it rather than rent it each time it is needed.

4. Council Info / Liaison Reports:

Councilor, Terry Bartz, was in attendance of the Cohasset Public Utilities Board (CPUB) on April 1, 2024 and reported that there are a couple different projects including: the empty lot on the corner of Highway 2 and County Road 62, more street lighting the City, and solar lighting at Tioga Beach. The CPUB will provide more details to City Council in the future.

The Cohasset Planning Commission (PC) met on April 1, 2024. Councilor, Kevin Ott gave an update that they are going to work on making the definition of a deck more practical. Kevin Ott would like to go with a member of Public works at the end of the month to see how the new meter reader works.

On April 2, 2024, the Economic Development Authority (EDA) held discussion on the Blackwater Banks and Industrial Park projects.

5. Approve Agenda

Additions: None

Deletions: Item G & Item I, Tabled until the next City Council meeting.

Requested to move Items E & F to the beginning of Administration to allow Fire Chief David Myers to return to fire training going on at the same time as the City Council meeting.

A motion was made by Councilor Kevin Tinquist to approve the agenda with the deletions of Item G and Item I and moving Item E and Item F to the beginning of Administration. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

6. Administration

Items E & F were moved to the beginning of Administration to allow Fire Chief David Myers to return to fire training.

E. Hire Firefighter

Fire Chief, David Myers is requesting to hire Firefighter Trainee, Dennis Benolken, sharing that he has completed all of his training and responds to most calls.

There are an additional seven applications that are going to begin review. The Fire Department has seventeen full time firefighters and four trainees.

A motion was made by Councilor Kevin Tinquist to approve hire of Dennis Benolken as a Firefighter. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

F. Itasca County Radio Board

David Myers, explained that during the COVID-19 pandemic, the Itasca County Radio Users Board did not send any billing out for three years. There will be back billing of roughly \$4,700.00 per year and the city will have

until 2026 to pay that amount. If the City of Cohasset have radios that they do not use, if returned there will be no monthly lease on them. Firefighter, Tony Applebee and David Myers sit on the Itasca County Radio Users Board and try to keep up with any updates the board has.

David Myers, entertained the idea for more storage space in the city to allow the rescue trailer to be stored at the Public Utilities building, adjacent to the Fire Hall. David Myers, added that they have had 90 calls in the first quarter, mostly medical calls. All Cohasset Firefighters are going through a state certified course, an Apparatus Operator Course. This course involves roughly 41 hours of class with a certification class upon completion of class hours. If all Firefighters pass the test, the state will reimburse the City of Cohasset for the whole course.

A motion was made by Councilor Kevin Tinquist to approve the back billing payments and agreement between Cohasset Fire Department and the Itasca County Radio Board. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

A. Retroactive Vacation for Security Officer

Requesting a motion to approve a contribution of 120 vacation hours retroactive to January 1, 2024 for Security Officer, Dean Scherf. This will continue as an annual contribution.

A motion was made by Councilor Terry Bartz to approve a contribution of 120 vacation hours retroactive to January 1, 2024 for Security Officer, Dean Scherf. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

B. Supplemental Letter Agreement – SRTS Right of Way and Cemetery Parcels

Andy MacDonell explained the Supplemental Letter Agreement is for the continued design of the Safe Route to School project, the lot design, and surveying of the city property behind the cemetery, including utilities. Requesting City Council approval for task three at an amount of \$10,000.00 and task four is \$30,000.00.

A motion was made by Councilor Terry Bartz to approve the Supplemental Letter Agreement for task three in the amount of \$10,000.00 and task four in the amount of \$30,000.00. Councilor Kevin Ott seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

C. 2024 Industrial Park Mass Grading – Second and Third Payment Requests

Total project cost approved by the City Council on February 26, 2024 was, \$417,000.00. On March 19, 2024, the City Council approved the first payment of \$131,049.89. SEH is requesting approval for the second and third payments to Casper Construction Inc. The second payment request is in the amount of \$161,718.15 and the third payment request in the amount of \$43,676.25. The total payments after this approval will equal \$336,444.29 with a remaining balance of \$80,555.71 from original bid.

SEH Engineer, Maggie Dittbenner, included that all of the material has been moved from the excavation site to the placement site. The work crew has about one day left of fine grading that was not completed before road restrictions. Final completion is planned for the end of May.

A motion was made by Councilor Kevin Ott to approve the second payment of \$161,718.15 and third payment of \$43,676.25 to Casper Construction Inc. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

D. Minnesota Municipal Clerks Institute Training

City Administrator, Max Peters, is requesting two Associate Deputy Clerk Treasurer, Mindy Smith and Alyssa Borchers to attend the Minnesota Municipal Clerks Institute Training put on by the League of Minnesota Cities. Mindy Smith and Alyssa Borchers completed their first year in 2023, this will be their second year of training for a three year program. Upon completion of the three week training, they will be Minnesota Certified Municipal Clerks.

A motion was made by Councilor Kevin Ott to approve Associate Deputy Clerk Treasurers, Mindy Smith and Alyssa Borchers, to attend the Minnesota Municipal Clerks Institute Training held May 6, 2024 through May 10, 2024. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

H. Gas Piping Fuse Equipment

Requesting review and approval for purchase of equipment for fusing of gas piping. All City of Cohasset Public Utilities employees are now certified to fuse gas piping and inspect. Purchasing this equipment will help the city be prepared for day to day operations and emergencies. The cost of equipment from Groebner MN Division is, \$14,219.46.

A motion was made by Councilor Kevin Tinquist to approve the purchase of equipment for fusing gas piping in the amount of \$14,219.46. Councilor Terry Bartz seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

7. Miscellaneous Announcements, Reports, and FYI'S:

Annual Board of Appeals & Equalization meeting will be held Wednesday, April 24, 2024 at 9:00 a.m. at the Cohasset City Hall.

Dean Scherf, shared that he met with Itasca County Sheriff, Joe Dasovich and Chief Deputy, Chris Peterson, about the upcoming increased speed enforcement this summer. When the Itasca County Sheriff's Office gets up to full staff, they agreed to extra enforcement in the City of Cohasset. There has also been increased enforcement on Highway 2 for speeding.

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

8. Consent Agenda

- A. Approve Claims in the Amount of \$92,218.03
- B. Approve Claims in the Amount of \$181,112.55
- C. Acknowledge February 6, 2024 EDA Minutes
- D. Acknowledge February 7, 2024 Planning Commission Minutes
- E. Acknowledge March 4, 2024 CPUB Minutes
- F. Approve the March 19, 2024 City Council Minutes

A motion was made by Councilor Kevin Ott to the consent agenda as written. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Andy MacDonell and Councilors Kevin Ott, Terry Bartz, and Kevin Tinquist; Voting against: None; Absent; Andy Haarklau. Motion carried.

Adjourn: Mayor Andy MacDonell adjourned the meeting at 7:32 p.m.

Submitted by: Deputy Clerk, Emma Petermeier
Approved: April 23, 2024