



AGENDA
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
Monday, July 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. Approve S.E.H. Supplemental Letter Agreement

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 \$470,441.23
- B. Approve May 27, 2025, Regular City Council Minutes
- C. Approve June 9, 2025, Work Session Minutes
- D. Approve June 12, 2025, Special City Council Minutes
- E. Approve June 23, 2025, Regular City Council Minutes
- F. Acknowledge May 6, 2025, EDA Minutes
- G. Acknowledge June 2, 2025, CPUB Minutes

Adjourn
Time:

COHASSET CITY COUNCIL MEETING MEMORANDUM

TO: MAYOR & CITY COUNCIL MEMBERS
FROM: JOSH CASPER
SUBJECT: S.E.H. SUPPLEMENTAL LETTER AGREEMENT
DATE: JULY 28, 2025

Attached is a Supplemental Letter Agreement for City of Cohasset.

Requesting approval of the Supplemental Letter Agreement between the City of Cohasset and S.E.H. for the 2025 Bituminous Improvements.

Task 1: Survey & Easement Preparation: The fee is hourly, not to exceed \$9,000 including expenses and equipment. Notification will be provided if the services go over this limit.

Task 2: Design & Bid Preparation: The lump sum fee will equate to \$40,000 or 10% of the actual lowest combined base-bid and add alternates, whichever is greater. The fee will be billed as a lump sum, including expenses and equipment.

Task 3: Miscellaneous Services: The fee is hourly, not to exceed \$5,000 including expenses and equipment. Notification will be provided if the services go over this limit.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Cohasset ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2025, this Supplemental Letter Agreement dated July 21, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2025 Bituminous Improvements.

Client's Authorized Representative: Josh Casper

Address: 305 NW 1st Ave, Cohasset, Minnesota 55721, United States

Telephone: 218-259-0537 **email:** joshc@cohasset-mn.com

Project Manager: Tom Olson

Address: 1200 SE 4th Avenue, Suite 200, Grand Rapids, Minnesota 55744

Telephone: 218.256.8021 **email:** tolson@sehinc.com

Scope: The Services to be provided by Consultant:

Base-Bid; Stark Road: This project involves permanent easement drafting for the design of a cul-de-sac at the end of Stark Road. It also includes the overlay and spot subgrade corrections along the remainder of the road averaging 24 feet in width from County Road 63 to Daigle Road and 22 feet in width from Daigle Road to the end. It will provide 11- and 12-foot lane widths with a 2-foot shoulder. The existing alignment and profile will remain unchanged.

Add Alternate 1; Alandale Drive: This project involves the overlay and spot subgrade corrections along the existing alignment and profile of Alandale Drive. The existing alignment and profile will remain unchanged.

Add Alternate 2; Silvis Road: This project involves the removal of bituminous pavement for approximately 650 feet from the end of the roadway to the north. It will include grading, shouldering, removal and replacement of culverts, bituminous paving, ditching, and turf establishment. The roadway will remain the same width however the grading will be changed to direct water to the west side of the road, slightly changing the profile of the existing roadway.

Task 1: Survey & Easement Preparation: SEH to perform survey tasks required to design and draft the listed city project. This includes the necessary Topographic Survey, property corners and section corners for easement preparation of cul-de-sac area, and Gopher State one Call Utilities along both Stark Road and Alandale Drive. The fee for Survey and Easement Preparation is hourly, estimated fee is \$9,000. It is noted that the topographic survey of Silvis Road has already been completed.

Task 2: Design & Bid Preparation: SEH to perform engineering tasks as required to design the listed city project and add-alternates. This includes design for the proposed infrastructure, private utility coordination, specification preparation, bidding documents, answering questions during the bidding phase, bid opening, tabulation of bids, and a Letter of Recommendation to Award based on the accepted bids. The fee for design will equate to \$40,000 or 10% of the lowest bid amount of the combined base-bid and add alternates, whichever is greater. The current estimate for the cost of construction is estimated at \$431,000 which equates to an estimated design fee of \$43,100. It is noted that wetlands are not assumed to be disturbed in this project. Any advertisement, permit, or relocation fees will be paid by the Client.

Task 3: Miscellaneous Services: This task is set up for small items out of the scope of the previous tasks and would be requested by the Client. Such items may include permit filing or environmental work. The fee is hourly not to exceed \$5,000 including expenses and equipment.

Schedule: Design to be provided for Fall of 2025 Construction.

Payment: A retainer in the amount of \$0 will be paid in advance of Consultant starting work and will be applied to the final invoice(s).

Task 1: Survey & Easement Preparation: The fee is hourly, not to exceed \$9,000 including expenses and equipment. Notification will be provided if the services go over this limit.

Task 2: Design & Bid Preparation: The lump sum fee will equate to \$40,000 or 10% of the actual lowest combined base-bid and add alternates, whichever is greater. The fee will be billed as a lump sum, including expenses and equipment.

Task 3: Miscellaneous Services: The fee is hourly, not to exceed \$5,000 including expenses and equipment. Notification will be provided if the services go over this limit.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Cohasset

By:



By:

Full Name: Sara Christenson, PE (MN)

Full Name:

Title: Client Service Manager

Title:

Exhibit A-1

Payments to Consultant for Services and Expenses Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
4. Plots, Reports, plan and specification reproduction expenses.
5. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
6. All taxes levied on professional services and on reimbursable expenses.
7. Other special expenses required in connection with the Project.
8. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant

invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

Exhibit A-2

Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total YALE, EMILY:								
					55.00 ✓	.00		
Grand Totals:								
					470,441.23	.00		

Dated: _____

Mayor: _____

City Council: _____

City Treasurer: _____

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

Report Criteria:

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

MSF
7/24/25

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
63 FUEL STOP								
3371	63FS07282025	602-90-49900-20-212	PU-SEWER	07/28/2025	29.98	.00		725
3371	63FS07282025	601-90-49900-20-212	PU - WATER	07/28/2025	29.97	.00		725
3371	63FS07282025	100-20-43100-20-212	PW S&R	07/28/2025	273.12	.00		725
3371	63FS07282025	603-90-49900-20-212	PU - GAS	07/28/2025	39.97	.00		725
Total 63 FUEL STOP:					373.04	✓ .00		
AMERICAN DISPOSAL								
3031	AD07282025	100-20-41940-30-384	PW - GG BLDG - IND PARK- REFUSE DISP	06/30/2025	135.42	.00		725
3031	AD07282025	100-25-45202-30-384	PARKS - PP - REFUSE DISP	06/30/2025	270.83	.00		725
3031	AD07282025	100-20-41940-30-384	PW - GG BLDG - CITY HALL - REFUSE DISP	06/30/2025	406.25	.00		725
3031	AD07282025	100-25-45203-30-384	PARKS - TIOGA - REFUSE DISP	06/30/2025	270.83	.00		725
Total AMERICAN DISPOSAL:					1,083.33	✓ .00		
BLUESKY DAYLIGHTING, INC.								
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 27449 SOUTH BAY LN	06/20/2025	409.50	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 34990 CIMARRON RIDGE	06/20/2025	2,971.80	.00		725
3298	1360	603-90-49900-50-590	GAS - UTILITY EXT -INSTALL 1" MAIN, PE PIPE MAIN HILLCREST	06/20/2025	4,386.00	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 32455 Mallard Point Rd	06/20/2025	1,345.50	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 30074 HILLCREST DR	06/20/2025	1,170.00	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 33483 COUNTY RD 177	06/20/2025	374.40	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 30484 Cimarron Trl	06/20/2025	1,170.00	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 34970 CIMARRON RIDGE	06/20/2025	1,696.50	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 788 UNSER RD	06/20/2025	1,345.50	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 30268 Cimarron Trl	06/20/2025	1,374.75	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 30701 Cimarron Trl	06/20/2025	327.60	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 34111 CIMARRON LN	06/20/2025	936.00	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 37898 LOON DR	06/20/2025	1,579.50	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 35029 County Rd 177	06/20/2025	2,106.00	.00		725
3298	1360	603-90-49900-30-426	GAS - SRVC LNS - 30118 HILLCREST DR	06/20/2025	924.30	.00		725
3298	1362	603-90-49900-30-426	GAS - SRVC LNS - 34024 COUNTY RD 177	06/27/2025	772.20	.00		725
3298	1362	603-90-49900-30-426	GAS - SRVC LNS - 31550 CIMARRON TRL	06/27/2025	3,042.00	.00		725
3298	1362	603-90-49900-50-590	GAS - UTILITY EXT -INSTALL 2" MAIN, PE PIPE MAIN - STATE HI	06/27/2025	5,900.00	.00		725
3298	1362	603-90-49900-30-426	GAS - SRVC LNS - 28719 ISLAND VIEW DR	06/27/2025	1,626.30	.00		725

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
			GAS - SRVC LNS - 30304 CIMARRON TRL	06/27/2025	3,568.50	.00		725
	3298 1362	603-90-49900-30-426						
			GAS - SRVC LNS - 35215 COUNTY RD 177	06/27/2025	1,550.25	.00		725
	3298 1362	603-90-49900-30-426						
			GAS - SRVC LNS - 30457 CIMARRON TRL	06/27/2025	2,152.80	.00		725
	3298 1362	603-90-49900-30-426						
			GAS - SRVC LNS - 25300 ISLAND VIEW DR	06/27/2025	380.25	.00		725
	3298 1362	603-90-49900-30-426						
			GAS - SRVC LNS - 35115 COUNTY RD 177	06/27/2025	1,755.00	.00		725
	3298 1362	603-90-49900-30-426						
			GAS - SRVC LNS - 31295 CIMARRON TRL	06/27/2025	444.60	.00		725
	3298 1364	603-90-49900-50-590						
			GAS - UTILITY EXT -INSTALL 2" MAIN, PE PIPE MAIN - STATE HI	07/02/2025	25,252.00	.00		725
	3298 1366	603-90-49900-50-590						
			GAS - UTILITY EXT -INSTALL 2" MAIN, PE PIPE MAIN - STATE HI	07/02/2025	32,450.00	.00		725
	3298 1366	603-90-49900-50-590						
			GAS - UTILITY EXT -INSTALL 2" MAIN, PE PIPE MAIN - WABANA	07/02/2025	23,600.00	.00		725
					124,611.25 ✓	.00		
			Total BLUESKY DAYLIGHTING, INC.:					
			BORCHERS, ALYSSA					
	3319	COACHESREIMB-BORCH 100-30-34703	P&R - T-BALL REFUND - BORCHERS	07/28/2025	55.00	.00		725
					55.00 ✓	.00		
			Total BORCHERS, ALYSSA:					
			CASEYS BUSINESS MASTERCARD					
	3073	CGS06232025	602-90-49900-20-212	06/08/2025	146.64	.00		725
	3073	CGS06232025	603-90-49900-20-212	06/08/2025	195.52	.00		725
	3073	CGS06232025	100-40-42220-20-212	06/08/2025	613.60	.00		725
	3073	CGS06232025	100-15-41910-20-212	06/08/2025	101.19	.00		725
	3073	CGS06232025	100-10-41440-20-212	06/08/2025	59.75	.00		725
	3073	CGS06232025	601-90-49900-20-212	06/08/2025	146.64	.00		725
	3073	CGS06232025	100-20-43100-20-212	06/08/2025	635.63	.00		725
	3073	CGS06232025	100-25-45202-20-212	06/08/2025	101.19	.00		725
	3073	CGS07282025	100-40-42220-20-212	07/08/2025	445.70	.00		725
	3073	CGS07282025	100-10-41440-20-212	07/08/2025	106.82	.00		725
	3073	CGS07282025	601-90-49900-20-212	07/08/2025	157.20	.00		725
	3073	CGS07282025	100-15-41910-20-212	07/08/2025	140.17	.00		725
	3073	CGS07282025	602-90-49900-20-212	07/08/2025	157.20	.00		725
	3073	CGS07282025	100-25-45202-20-212	07/08/2025	140.17	.00		725
	3073	CGS07282025	100-20-43100-20-212	07/08/2025	1,210.45	.00		725
	3073	CGS07282025	603-90-49900-20-212	07/08/2025	209.60	.00		725
			Total CASEYS BUSINESS MASTERCARD:		4,567.47 ✓	.00		
			Central McGowan, Inc.					
	51	391147	100-20-43100-20-240	06/30/2025	22.13	.00		725
			PW - S&R - SM TLS & MNR EQUIP - ACTYLINE, OXYGEN, HSE					

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
Total Central McGowan, Inc.:								
					22.13	✓ .00		
CITY OF GRAND RAPIDS - PUC								
27	1499560	602-90-49900-20-270	SEWER CONTRACT - GRPUC - COHASSET SEWER RDGS	06/09/2025	9,128.80	.00		725
27	1499609	602-90-49900-20-270	SEWER CONTRACT - CRPUC - BASS BROOK L/S	06/09/2025	1,353.20	.00		725
27	1499992	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - WOODLAND DRIVE SE	06/09/2025	5.70	.00		725
27	1500082	100-20-43160-30-381	PW - STREET LIGHTS - ELECTRIC - CR RD 76 & 63	06/09/2025	10.06	.00		725
Total CITY OF GRAND RAPIDS - PUC:					10,497.76	✓ .00		
CORPORATE PAYMENT SYSTEMS - ELAN								
2650	ELAN05272025	100-40-42220-50-589	FD - UNIFORMS	05/02/2025	482.54	.00		725
2650	ELAN05272025	100-10-41410-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTION MEALS	05/02/2025	24.53	.00		725
2650	ELAN05272025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - Batteries	05/02/2025	14.56	.00		725
2650	ELAN05272025	100-10-41410-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTION MEALS	05/02/2025	148.96	.00		725
2650	ELAN05272025	100-30-45130-20-210	PARKS - OP SUP - SOCCER SHIRTS	05/02/2025	270.00	.00		725
2650	ELAN05272025	100-10-41410-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTION MEALS	05/02/2025	26.20	.00		725
2650	ELAN05272025	100-20-43100-20-212	PW - MOTOR FUEL - LUCKY 7 PROCTOR	05/02/2025	61.66	.00		725
2650	ELAN05272025	100-25-45202-20-221	PARKS - PP - EQUIP PARTS - TEE OUTLETS	05/02/2025	63.69	.00		725
2650	ELAN05272025	100-10-41410-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTION MEALS	05/02/2025	9.74	.00		725
2650	ELAN05272025	100-10-41430-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTION MEALS	05/02/2025	19.65	.00		725
2650	ELAN05272025	100-10-41430-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTRONIC DUSTERS	05/02/2025	33.88	.00		725
2650	ELAN05272025	100-10-41410-20-210	FIRE - OP SUP - ACE HARDWARE DEER RIVER	05/02/2025	76.60	.00		725
2650	ELAN05272025	100-10-41330-30-430	ADMIN - CPUB - MISC - MEAL	05/02/2025	28.13	.00		725
2650	ELAN05272025	100-15-41920-20-210	ZONING - SAFETY - OP SUP - MEALS	05/02/2025	50.67	.00		725
2650	ELAN05272025	100-30-45130-20-210	PARKS - OP SUP - SOCCER - KEYS	05/02/2025	5.90	.00		725
2650	ELAN05272025	601-90-49900-30-322	WATER - POSTAGE - MDOH SAMPLE	05/02/2025	106.82	.00		725
2650	ELAN05272025	100-30-45137-20-210	ADMIN - OTHER GEN GOVT - PRIME MEMBERSHIP	05/02/2025	139.16	.00		725
2650	ELAN05272025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - EMPLOYEE ONLY ENTRANCE SIGN	05/02/2025	14.39	.00		725
2650	ELAN05272025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - CASE WTR (32 PK) X 2	05/02/2025	10.00	.00		725
2650	ELAN05272025	100-10-41450-30-308	CLRK TREASURER - SEMINAR/TRAINING - CLERK SCHOOL -BD	05/02/2025	510.00-	.00		725
2650	ELAN05272025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - CASE WTR (32 PK) X 3; COFFEE	05/02/2025	36.00	.00		725
2650	ELAN05272025	100-10-41410-20-210	FIRE - OP SUP - INK	05/02/2025	505.35	.00		725
2650	ELAN05272025	100-20-43100-20-221	ADMIN - OTHER GEN GOVT - OP SUP - FILE ORGANIZERS & C	05/02/2025	64.50	.00		725
2650	ELAN05272025	100-25-45202-20-221	PARKS - PP - EQUIP PARTS - PIPE FITTING	05/02/2025	122.99	.00		725
2650	ELAN05272025	100-30-45137-20-210	PARKS - OP SUP - VBALL SHIRTS	05/02/2025	40.00	.00		725
2650	ELAN05272025	100-10-41430-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTRICAL CORD COV	05/02/2025	114.91	.00		725
2650	ELAN05272025	100-10-41410-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTION MEALS	05/02/2025	108.79	.00		725
2650	ELAN05272025	100-15-41910-20-210	PARKS - OP SUP - PRINTER INK	05/02/2025	24.92	.00		725
2650	ELAN05272025	100-15-41920-20-210	ZONING - SAFETY - OP SUP - MEALS	05/02/2025	26.02	.00		725

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
2650	ELAN05272025	100-10-41430-20-210	ADMIN - OTHER GEN GOVT - OP SUP - FACIAL TISSUE	05/02/2025	29.69	.00		725
2650	ELAN05272025	100-10-41410-20-210	ADMIN - OTHER GEN GOVT - OP SUP - ELECTION MEALS	05/02/2025	12.34	.00		725
2650	ELAN05272025	100-25-45210-20-251	PARKS - CONCESSIONS - CONC MERCH	05/02/2025	305.89	.00		725
2650	ELAN05272025	100-20-41940-20-210	PW - B&G - OP SUP - FURNITURE FELT PADS	05/02/2025	31.96	.00		725
2650	ELAN06232025	100-10-41430-20-210	PW - GEN GOVT - OP SUP	06/02/2025	39.06	.00		725
2650	ELAN06232025	100-15-41910-30-314	ZONING - REC FILING - RECORD	06/02/2025	11.00	.00		725
2650	ELAN06232025	100-30-45134-20-210	PARKS - SUMM BALL PROG - OPER SUPP - TSHIRTS	06/02/2025	2,526.00	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	60.36	.00		725
2650	ELAN06232025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - WATER	06/02/2025	10.00	.00		725
2650	ELAN06232025	100-10-41330-30-430	ADMIN - CPUB - MISC - MEAL	06/02/2025	4.95	.00		725
2650	ELAN06232025	100-20-43100-20-221	PW - S&R - EQUIP PRTS - SUCT WTR HOSE	06/02/2025	580.16	.00		725
2650	ELAN06232025	100-10-41430-20-210	CO - OP SUP - TONER FOR DORIE HOME OFFICE	06/02/2025	280.49-	.00		725
2650	ELAN06232025	100-10-41320-30-308	ADMIN - SEMINAR/TRAINING - HOTEL	06/02/2025	190.11	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	13.20	.00		725
2650	ELAN06232025	100-15-41910-20-210	CO - OP SUP - PPR NPKINS, PPR PLTES, NTEBOOK, SOAP	06/02/2025	299.80	.00		725
2650	ELAN06232025	100-10-41430-30-407	PARKS - GG - GEN MTNCE - CITY HALL BATHROOM SANDPAPE	06/02/2025	3.50	.00		725
2650	ELAN06232025	100-10-41430-20-210	PW - GG - OPER SUPP	06/02/2025	194.00	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	153.45	.00		725
2650	ELAN06232025	100-10-41330-30-430	ADMIN - CPUB - MISC - MEAL	06/02/2025	41.77	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	70.66	.00		725
2650	ELAN06232025	100-10-41410-20-210	ELECTIONS - OP SUP - MEAL	06/02/2025	135.44	.00		725
2650	ELAN06232025	100-15-41910-30-314	ZONING - REC FILING - RECORD	06/02/2025	3.41	.00		725
2650	ELAN06232025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - CHARGER	06/02/2025	42.10	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	182.81	.00		725
2650	ELAN06232025	100-25-45202-20-210	PARKS - PP - OPER SUPPL - DOG BAGS	06/02/2025	35.99	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	16.50	.00		725
2650	ELAN06232025	100-15-41910-20-210	ZONING - REC FILING - RECORD	06/02/2025	1,748.00	.00		725
2650	ELAN06232025	100-10-41450-30-308	CLRK TREASURER - SEMINAR/TRAINING - HOTEL	06/02/2025	190.11	.00		725
2650	ELAN06232025	100-10-41320-30-308	ADMIN - SEMINAR/TRAINING - HOTEL	06/02/2025	604.68	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	135.96	.00		725
2650	ELAN06232025	100-25-45202-20-210	PARKS - PP - OPER SUPP - KEYS	06/02/2025	15.48	.00		725
2650	ELAN06232025	100-10-41410-20-210	ELECTIONS - OP SUP - MEAL	06/02/2025	27.48	.00		725
2650	ELAN06232025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MERCH	06/02/2025	9.40	.00		725
2650	ELAN06232025	100-30-45134-20-240	PARKS - SUM BALL PROG - TOOLS - RUBBER BS PLG	06/02/2025	61.96	.00		725
2650	ELAN06232025	100-10-41430-20-210	CO - OP SUP - TONER FOR DORIE HOME OFFICE	06/02/2025	82.99	.00		725
2650	ELAN06232025	100-40-42220-30-322	FIRE - POSTAGE & SHIPPING	06/02/2025	24.88	.00		725
2650	ELAN06232025	100-10-41430-20-210	CO - OPER SUPP - WATER	06/02/2025	18.00	.00		725
2650	ELAN06232025	100-10-41330-30-430	ADMIN - CPUB - MISC - MEAL	06/02/2025	10.25	.00		725
2650	ELAN06232025	100-10-41320-30-433	ADMIN - DUES - MGFOA	06/02/2025	70.00	.00		725
2650	ELAN06232025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - WATER	06/02/2025	20.00	.00		725
2650	ELAN06232025	100-10-41450-30-308	CLRK TREASURER - SEMINAR/TRAINING - HOTEL	06/02/2025	491.31	.00		725

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Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
2650	ELAN06232025	100-30-45120-20-210	PARKS - PART REC - OPER SUPP - MAT	06/02/2025	27.07	.00		725
2650	ELAN06232025	100-30-45134-20-210	PARKS - SUM BAL PROG - OPER SUPP - TBALL & BAT	06/02/2025	71.55	.00		725
2650	ELAN06232025	100-10-41430-20-210	CO - OP SUP - TONER FOR DORIE HOME OFFICE	06/02/2025	335.45	.00		725
2650	ELAN07282025	100-25-45210-20-251	PARKS - CONCESSIONS - CONE STAND	07/02/2025	435.62	.00		725
2650	ELAN07282025	100-15-41930-20-210	ZONING - OPER SUPP - CLEAN UP DAYS - GLOVES	07/02/2025	22.73	.00		725
2650	ELAN07282025	100-40-42220-30-407	FD - GEN MTNCE - REPL BRAKE PADS, ROTORS	07/02/2025	909.28	.00		725
2650	ELAN07282025	100-25-45210-20-251	PARKS - CONCESSIONS - CONC MERCH	07/02/2025	143.73	.00		725
2650	ELAN07282025	100-20-41940-30-407	PW - GG - BLDG MTNCE - TOP SOIL	07/02/2025	5.94	.00		725
2650	ELAN07282025	100-10-41330-30-430	ADMIN - CPUB - MISC - MEAL	07/02/2025	31.69	.00		725
2650	ELAN07282025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - WATER	07/02/2025	20.00	.00		725
2650	ELAN07282025	100-25-45210-20-251	PARKS - OP SUP - CONCESSIONS	07/02/2025	22.40	.00		725
2650	ELAN07282025	603-90-49900-20-210	PW - UTIL OPER - OPER SUPP - INJ TOOL/ STEM	07/02/2025	376.15	.00		725
2650	ELAN07282025	100-20-41940-30-407	PARKS - GEN MTNCE - POST OFFICE BLDG	07/02/2025	103.35	.00		725
2650	ELAN07282025	100-25-45205-20-240	PARKS - SM TOOKS- SCRUB BRUSH	07/02/2025	6.69	.00		725
2650	ELAN07282025	100-10-41430-20-210	CO - OP SUP - TRANS TAPE	07/02/2025	9.54	.00		725
2650	ELAN07282025	100-40-42220-20-235	FD - HAZ MAT MED SUPP - DUCK BREATH SAVER BAG	07/02/2025	259.45	.00		725
2650	ELAN07282025	100-40-42220-30-322	FD - POSTAGE & FREIGHT - PO BOX RENEWAL	07/02/2025	72.00	.00		725
2650	ELAN07282025	100-25-45205-30-407	PARKS - GEN MTNCE - HOCKEY RINK MNTNCE	07/02/2025	193.93	.00		725
2650	ELAN07282025	100-15-41930-30-430	ZONING - MISC - CLEAN UP DAYS - MEAL	07/02/2025	32.79	.00		725
2650	ELAN07282025	100-10-41430-20-210	PW - OPER SUPP - WATER	07/02/2025	13.50	.00		725
2650	ELAN07282025	100-25-45205-30-407	PARKS - GEN MTNCE - HOCKEY RINK MNTNCE	07/02/2025	15.68	.00		725
2650	ELAN07282025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - GENERAL	07/02/2025	57.08	.00		725
2650	ELAN07282025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION STAND MERCH	07/02/2025	294.56	.00		725
2650	ELAN07282025	100-20-41940-30-407	PARKS - GEN MTNCE - POST OFFICE BLDG	07/02/2025	64.57	.00		725
2650	ELAN07282025	603-90-49900-30-425	PW - UTIL OPER - NAT GAS MTRS - STRUT MNT RT CLAMP	07/02/2025	16.07	.00		725
2650	ELAN07282025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - GENERAL	07/02/2025	50.45	.00		725
2650	ELAN07282025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION MRCH	07/02/2025	254.74	.00		725
2650	ELAN07282025	100-25-45210-20-210	PARKS - OP SUP - CONCESSIONS	07/02/2025	121.69	.00		725
2650	ELAN07282025	100-10-41450-30-433	CLERK TRSURER - DUES - 2024-25 - MCFOA - MMBRSHR RENE	07/02/2025	50.00	.00		725
2650	ELAN07282025	100-25-45210-20-251	PARKS - CONCESSIONS - CONE STAND	07/02/2025	340.89	.00		725
2650	ELAN07282025	100-15-41930-30-430	ZONING - MISC - CLEAN UP DAYS - MEAL	07/02/2025	22.64	.00		725
2650	ELAN07282025	100-20-41940-30-407	PW - OP SUP - WIRE BRUSHES	07/02/2025	36.29	.00		725
2650	ELAN07282025	100-10-41430-20-210	PW - GEN GOVT - OP SUP - GFI	07/02/2025	20.87	.00		725
2650	ELAN07282025	100-10-41430-20-210	CO - OPER SUPP - COMP SPEAKERS	07/02/2025	16.75	.00		725
2650	ELAN07282025	100-25-45210-20-251	PARKS - CONCESSIONS - CONCESSION STAND MERCH	07/02/2025	7.05	.00		725
Total CORPORATE PAYMENT SYSTEMS - ELAN:					14,826.91	.00		
DOWNEY, JESSE								
3605	COACHESREIMB-DOWN	100-30-34703	P&R - T-BALL REFUND - DOWNEY	07/28/2025	55.00	.00		725

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Total DOWNEY, JESSE:								
					55.00 ✓	.00		
EHLERS								
3290	101957	421-80-46500-30-315	CAP PROJ - OTHR PROF FEES	07/11/2025	737.50	.00		725
Total EHLERS:								
					737.50 ✓	.00		
Gabriel, Nick								
3395	COACHESREIMB-GABRI	100-30-34703	P&R - T-BALL REFUND - GABRIEL	07/28/2025	110.00	.00		725
Total Gabriel, Nick:								
					110.00 ✓	.00		
GREATER GR AREA CABLE COMMISSION								
61	GGRCC2NDQTR2025	235-10-41970-30-490	PEG FEES - MEDIACOM - 3RD QTR 24	07/28/2025	198.31	.00		725
61	GGRCC2NDQTR2025	235-10-41970-30-490	FRANCHISE FEES - PAUL BUNYAN - 3RD QTR 24	07/28/2025	6,632.67	.00		725
61	GGRCC2NDQTR2025	235-10-41970-30-490	FRANCHISE FEES - MEDIACOM - 3RD QTR 24	07/28/2025	1,391.95	.00		725
Total GREATER GR AREA CABLE COMMISSION:								
					8,222.93 ✓	.00		
Harbin, Samantha								
3328	COACHESREIMB-HARBI	100-30-34703	P&R - T-BALL REFUND - HARBIN	07/28/2025	70.00	.00		725
Total Harbin, Samantha:								
					70.00 ✓	.00		
HAWKINSON SAND & GRAVEL								
46	607250118	100-20-43100-20-224	PW - S&R - STRT MAINT MATRLS - COLD MIX	06/07/2025	229.52	.00		725
46	621250118	100-25-45202-30-407	PR - PORTAGE PARK - WASHED SAND	06/21/2025	428.60	.00		725
46	621250118	100-25-45215-30-407	PR - TRAILS - CLASS 5 FOR TRAILS	06/21/2025	601.86	.00		725
Total HAWKINSON SAND & GRAVEL:								
					1,259.98 ✓	.00		
ICS CONSULTING								
3148	12685	413-80-46500-30-315	CAP PROJ - RVRFRNT - OTR PROF FEES - PHASE II - PROG BIL	06/30/2025	76,654.79	.00		725
Total ICS CONSULTING:								
					76,654.79 ✓	.00		
IEDC								
2954	250291	100-10-41430-30-315	GEN GOVT - OTHR PROF FEES - EDA SRVCS -JULY	07/02/2025	5,000.00	.00		725

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Total IEDC:								
					5,000.00 ✓	.00		
ITASCA COUNTY AUDITOR/TREASURER								
	235 12/30/1899 12:00:00 AM	100-10-41430-30-430	ADM - CTY OFFICE/GEN GOVT - MISC. - TAXES - COH ELEMTR	07/28/2025	4,426.92	.00		725
Total ITASCA COUNTY AUDITOR/TREASURER:								
					4,426.92 ✓	.00		
ITASCA COUNTY COURTHOUSE - RECORDER								
	14 CEMDEED-CHAPMAN	227-20-49010-30-314	CEM - RCRDNG FEES - CHAPMAN	07/08/2025	46.00	.00		725
	14 CEMDEED-TILLMAN	227-20-49010-30-314	CEM - RCRDNG FEES - TILLMAN	07/08/2025	46.00	.00		725
Total ITASCA COUNTY COURTHOUSE - RECORDER:								
					92.00 ✓	.00		
ITASCA COUNTY SHERIFFS OFFICE								
	65 202501326	100-12-42165-30-313	PUB SFTY - DPTY PATRL - SO DPTY PTRL JUNE 2025	07/14/2025	880.00	.00		725
Total ITASCA COUNTY SHERIFFS OFFICE:								
					880.00 ✓	.00		
KLM ENGINEERING INC								
	3156 10886	601-90-49900-30-105	WTR - UT OP - CONTRACTED SERVICES	07/02/2025	3,400.00	.00		725
Total KLM ENGINEERING INC:								
					3,400.00 ✓	.00		
L & M SUPPLY								
	18 GRR-01-10017468	100-20-43100-20-210	PW - S&R - SAFETY-6 TRU BUILT RAKES	06/11/2025	47.94	.00		725
	18 GRR-02-10020651	100-40-41940-20-210	FD - FIRE HALL - OP SUP - GARB BAGS-RAIN-X	06/06/2025	32.97	.00		725
	18 GRR-04-10016997	100-20-43100-20-210	PW - S&R - OP SUP-FASTNERS/SCREWS/CLAMPS	06/16/2025	23.91	.00		725
	18 GRR-04-10017069	100-20-43100-20-210	PW - S&R - OP SUP-WOODSCREWS	06/16/2025	13.00	.00		725
	18 GRR-05-10018607	100-20-43100-20-217	PW - S&R - SAFETY-SAFETY VESTS	06/09/2025	47.96	.00		725
	18 GRR-06-10010414	100-20-43100-20-210	PW - S&R - OP SUP-FASTNERS/SCREWS	06/13/2025	16.24	.00		725
	18 GRR-13-10013026	100-40-41940-20-210	FD - FIRE HALL - OP SUP - HAND SOAP	06/10/2025	5.97	.00		725
	18 GRR-14-10013511	100-20-43100-20-240	PW - S&R - SM TLS & MN EQUIP - INVERTER GEN	06/10/2025	1,267.00	.00		725
Total L & M SUPPLY:								
					1,454.99 ✓	.00		
LAKE COUNTRY POWER								
	58 LCP07282025	603-90-49900-30-381	GAS - ELECTRIC	07/28/2025	48.65	.00		725
	58 LCP07282025	227-20-49010-30-381	CEM - ELECTRIC	07/28/2025	67.26	.00		725
	58 LCP07282025	100-25-45203-30-381	TIOGA - ELECTRIC	07/28/2025	50.45	.00		725
	58 LCP07282025	100-20-41940-30-381	GG - B&G - ELECTRIC	07/28/2025	282.68	.00		725

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58	LCP07282025	100-25-45202-30-381	PP - ELECTRIC	07/28/2025	672.10	.00		725
58	LCP07282025	602-90-49900-30-381	SEWER - ELECTRIC	07/28/2025	1,316.27	.00		725
58	LCP07282025	601-90-49900-30-381	WATER - ELECTRIC	07/28/2025	85.79	.00		725
Total LAKE COUNTRY POWER:					2,523.20	✓ .00		
LANO, O'TOOLE & BENGTONSON, LTD								
3466	2023-730	423-80-46500-30-304	TRL PK -GEN LEGAL FEES - LEGAL FEES, JUNE	07/02/2025	280.00	.00		725
3466	2023-731	603-90-49900-30-304	NAT GAS LEGAL FEES - LEGAL FEES, JUNE	07/02/2025	340.00	.00		725
3466	2023-732	423-80-46500-30-304	TRL PK -GEN LEGAL FEES - LEGAL FEES, JUNE	07/02/2025	510.00	.00		725
3466	2023-733	413-80-46500-30-304	CAP PROJ -RIVERRIDGE - LEGAL FEES, JUNE	07/02/2025	380.00	.00		725
Total LANO, O'TOOLE & BENGTONSON, LTD:					1,510.00	✓ .00		
Larson, Tony								
3522	COACHESREIMB-LARSO	100-30-34703	P&R - T-BALL REFUND - LARSON	07/28/2025	55.00	.00		725
Total Larson, Tony:					55.00	✓ .00		
Mann, Cody								
3409	COACHESREIMB-MANN1	100-30-34703	P&R - T-BALL REFUND -MANN	07/28/2025	70.00	.00		725
Total Mann, Cody:					70.00	✓ .00		
MN DEPT OF REVENUE								
19	MINREV-JUNE2025	603-90-49900-30-317	SALES TAX - NAT GAS MTRS - GAS- USE TAX - 2025 JUNE	07/28/2025	598.00	.00		725
19	MINREV-JUNE2025	002-00-22100	SALES TAX - GENERAL RATE SALES TAX - 2025 JUNE	07/28/2025	4,125.00	.00		725
19	MINREV-JUNE2025	002-00-22101	SALES TAX - COUNTY SALES TAX PAYABLE - 2025 JUNE	07/28/2025	600.00	.00		725
Total MN DEPT OF REVENUE:					5,323.00	✓ .00		
MN POWER								
20	MIP07282025	100-20-43160-30-381	PW - ELECT	07/02/2025	455.10	.00		725
Total MN POWER:					455.10	✓ .00		
MUNICIPAL GAS ACQUISITION & SUPPLY CORP								
2216	ACT0016670	603-90-49900-20-280	GAS - NAT GAS PURCH - JUNE 2025	07/15/2025	8,023.59	.00		725
Total MUNICIPAL GAS ACQUISITION & SUPPLY CORP:					8,023.59	✓ .00		

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NEAGBOUR, KEVIN								
3601 COACHESREIMB-NEAGB	100-30-34703		P&R - T-BALL REFUND - NEAGBOUR	07/28/2025	55.00	.00		725
Total NEAGBOUR, KEVIN:					55.00 ✓	.00		
NEARY, LISA								
3598 DEPREFUND-NEARY0728	100-00-20500		DEPOSIT REFUND - LEARY, LISA	07/28/2025	200.00	.00		725
Total NEARY, LISA:					200.00 ✓	.00		
NELSON WOOD SHIMS								
2210 DEPREFUND-NELSON07	100-00-20500		DEPOSIT REFUND - NELSON WOOD	07/28/2025	100.00	.00		725
Total NELSON WOOD SHIMS:					100.00 ✓	.00		
NORTHLAND LAWN & SPORT LLC								
3215 42217	227-20-49010-20-221		CEM-EQUIP PRYS - BLADES	07/03/2025	83.32	.00		725
Total NORTHLAND LAWN & SPORT LLC:					83.32 ✓	.00		
NORTHWEST GAS								
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 30074 HILLCREST DR	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 29713 TIOGA HILLS RD	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 34970 CIMARRON RIDGE RD	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 31295 CIMARRON TRL	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 25330 ISLANDVIEW DR	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 32455 MALLARD POINT RD	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 33843 COUNTY RD 177	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 34159 N SHOAL LAKE RD	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 35115 COUNTY RD 177	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 20133 SUNSET POINT RD	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 27449 S BAY LN	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 30457 CIMARRON TRL	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 35215 COUNTY RD 177	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-50-535		GAS - UT EXTNS - INST 1" MAIN HILLCREST DR	07/28/2025	600.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 34990 CIMARRON RIDGE RD	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 31550 CIMARRON TRL	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 30484 CIMARRON TRL	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES -35029 COUNTY RD 177	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 37896 LOON DR	07/28/2025	300.00	.00		725
504 NWG07282025	603-90-49900-30-426		GAS - SRVC LINES - 30118 HILLCREST DR	07/28/2025	300.00	.00		725

Report dates: 7/15/2025-7/28/2025

Jul 24, 2025 06:45AM

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 23118 STONES THROW RD	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 34111 CIMARRON TRL	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 30326 CIMARRON TRL	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 30304 CIMARRON TRL	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 34024 COUNTY RD 177	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 28719 E BASS LAKE RD	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 30268 CIMARRON TRL	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 30701 CIMARRON TRL	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 788 UNSER RD	07/28/2025	300.00	.00		725
504	NWG07282025	603-90-49900-30-426	GAS - SRVC LINES - 28973 PINE RIDGE RD	07/28/2025	300.00	.00		725
Total NORTHWEST GAS:					9,300.00	✓ .00		
PARSON, RAEANN								
3599	DEPREFUND-PARSON07	100-00-20500	DEPOSIT REFUND - PARSON, RAEANN	07/28/2025	200.00	.00		725
Total PARSON, RAEANN:					200.00	✓ .00		
Perrington, Jess								
2710	REIMB-PERRINGTON072	100-20-43100-20-217	PW - S&R - SAFTEY - REIMB WORK BOOTS	07/28/2025	200.00	.00		725
Total Perrington, Jess:					200.00	✓ .00		
RIEHLE, AARON								
3600	COACHESREIMB-RIEHLE	100-30-34703	P&R - T-BALL REFUND - RIEHLE	07/28/2025	55.00	.00		725
Total RIEHLE, AARON:					55.00	✓ .00		
RIVER RIDGE STORAGE ASSOCIATION								
12	934151	413-80-46500-30-304	CAP PROJ - RYFRNIT - LGL FEES - RVR RIDGE STRGE ASSOC.	07/21/2025	652.50	.00		725
Total RIVER RIDGE STORAGE ASSOCIATION:					652.50	✓ .00		
SCHERF, BRYAN								
3603	COACHESREIMB-SCHER	100-30-34703	P&R - T-BALL REFUND - SCHERF	07/28/2025	55.00	.00		725
Total SCHERF, BRYAN:					55.00	✓ .00		
SEH								
1384	490844	422-80-46500-30-303	CAP PROJ - SRTS - ENG FEES - 3RD ST SDWLK	07/08/2025	18,625.00	.00		725
1384	490845	100-10-41430-30-303	OTHR GEN GOVT - ENG FEES - MISC. SERVICES	07/08/2025	918.89	.00		725

Vendor	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Period
1384	490845	422-80-46500-30-303	CAP PROJ - SRTS - ENG FEES - 3RD ST SDWLK	07/08/2025	359.03	.00		725
1384	490845	603-90-49900-50-535	NAT GAS-UTILITY EXTENSION	07/08/2025	5,264.27	.00		725
Total SEH:					25,167.19	✓ .00		
STOKES PRINTING								
81	121503	100-10-41430-20-210	ADMIN - OFFICE SUPPLIES - FILE FLDR AND CLIP BRD	07/15/2025	116.36	.00		725
81	121530	100-10-41430-20-210	ADMIN - OFFICE SUPPLIES - BLUE COLORED PAPER	07/15/2025	38.97	.00		725
Total STOKES PRINTING:					155.33	✓ .00		
TNT CONSTRUCTION GROUP, LLC								
3221	24161-8	413-80-46500-50-530	RIVERFRONT- IMPROVEMENTS - INFRASTRUCTURE & BUILDIN	05/01/2025	142,975.00	.00		725
3221	2775	601-90-49900-30-407	WATER - GENERAL MTNCE & REPAIR - WATER LINE BREAK	07/10/2025	8,981.00	.00		725
Total TNT CONSTRUCTION GROUP, LLC:					151,956.00	✓ .00		
Topper, Jerry								
2791	DEPREFUND-TOPPER07	100-00-20500	DEPOSIT REFUND - TOPPER	07/28/2025	100.00	.00		725
Total Topper, Jerry:					100.00	✓ .00		
TREASURE BAY PRINTING								
89	280643	100-15-41910-20-210	ZONING - OP SUP - BUSINESS CARDS	07/28/2025	76.00	.00		725
Total TREASURE BAY PRINTING:					76.00	✓ .00		
W JOHN LICKE PA								
1792	WJL07012025-1	413-80-46500-30-304	CAP PROJ - RIVER RIDGE - LEGAL FEES - JUNE 2025	07/01/2025	5,220.00	.00		725
1792	WJL07012025-1	100-10-41610-30-304	ADMIN - CTY ATTRNY - GENRL LGL FEES - JUNE 2025	07/01/2025	340.00	.00		725
Total W JOHN LICKE PA:					5,560.00	✓ .00		
WARREN, ALEX								
3602	COACHESREIMB-WARRE	100-30-34703	P&R - T-BALL REFUND - WARREN	07/28/2025	110.00	.00		725
Total WARREN, ALEX:					110.00	✓ .00		
YALE, EMILY								
3604	COACHESREIMB-YALE	100-30-34703	P&R - T-BALL REFUND - YALE	07/28/2025	55.00	.00		725



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

7:00 PM City Council Meeting

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

2. Roll Call

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

Ex-Officio Members: City Financial Controller Barb Baird; Zoning Officer, Tony Valtinson; Itasca County Development Corporation (IEDC) Business Development Manager; Matt Shermoen; and Senior Municipal Advisor, Ehlers, Inc., Rebecca Kurtz

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

6. Presentation on TIF 4-2 by Rebecca Kurtz, Senior Municipal Advisor, Ehlers, Inc.

Rebecca Kurtz from Ehlers provided an overview of Tax Increment Financing (TIF), which allows cities to use the increase in property taxes from new developments within a specific area for a set time without needing other authorities' approval. The city council votes to establish the TIF district after notifying the county and school district. The baseline taxes continue to go to the usual taxing bodies, while the extra funds from new development go towards project costs. Once the TIF district ends, all taxes revert to the original taxing bodies. The council is working on TIF District 4-2 for a cannabis manufacturing facility, expected to be about 30,000 square feet. This is an economic development TIF aimed at job creation and expanding the tax base. The district can last a maximum of nine years. The TIF plan budget includes projected annual property taxes of around \$236,000, with a gross tax increment of roughly \$140,000 expected yearly after deductions. TIF funds can be used for land improvements and utilities but not for equipment. Up to 10% of the funds can cover administrative costs. The city's TIF portion will fund power upgrades and reimburse land costs, while the developer will be reimbursed through a pay-as-you-go method. Two financing options were discussed: pay-as-you-go notes and general obligation bonds, with the pay-as-you-go notes being the preferred due to lower risks

for the city. The project aims to create about 70 jobs and has an estimated value of \$8.5 million, with the developer required to stay in business for five years as part of the subsidy. Two resolutions are needed: one for establishing the TIF district and another for an inter-fund loan to reimburse eligible expenses. The TIF district will be finalized before a development agreement with M.N. Technology, anticipated by June 2025. The first tax increment is expected in 2028.

(Start at 7:15 p.m.) Public Hearing

1. Public Hearing No. 1 – Modification to the Development Program for Municipal Development District No. 4.

The council conducted a public hearing regarding the establishment of TIF District 4-2 and authorization of Resolution 2025-23; an Interfund Loan. During the hearing, members of the public had the opportunity to provide input, and no opposition to the proposals was expressed. Following the public hearing, motions were put forward, seconded, and ultimately approved to proceed with the TIF district and the inter-fund loan resolution.

A motion was made by Councilor Andy MacDonell to approve moving forward with TIF District 4-2. Councilor Shannon Benolken seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

The motion was restated to approve TIF District 4-2 as stated. A motion was made by Councilor Andy MacDonell and seconded by Councilor Shannon Benolken,

Resolution 2025-23, an Interfund Loan for Advance of certain costs in connection with a Tax Increment Financing (TIF) District.

A motion was made by Councilor Andy MacDonell to approve Resolution 2025-23; Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

7. Administration

A. Approve Amended Hire Date for Summer Help

A motion was made by Councilor Andy MacDonell to approve the amended hire date for Nick Casper and Jackson Rabers as Public Works part-time summer employees on May 19, 2025. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

B. Approve ICS Change Order for Storage Building Transformer

Tabled for further clarification.

C. Approve Community Energy Transition Grant Contract Agreement, Authorize Signatures, and Adopt Resolution to Accept \$750,000 DEED Grant

A motion was made by Councilor Andy MacDonell to approve the \$750,000 DEED Grant. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

D. Approve Proposal for Geotechnical Evaluations

Requesting approval to accept the proposal for Braun Intertec for Geotechnical Evaluations for Alandale Drive, Benzanis Road, Nitke Road, and Stark Road in Cohasset, MN for \$8,755.00

A motion was made by Councilor Andy MacDonell to approve the Proposal for Geotechnical Evaluations at \$8,755.00 from Braun Intertec. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

E. Approve Two Loads of Gravel Not to Exceed \$600 for United Way Day of Action

A motion was made by Councilor Andy Haarklau to approve the purchase of two loads of gravel for the United Way Day of Action for the North Country Trail; Parking lot, not to exceed \$600.00. Councilor Andy MacDonell seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

F. Approve Portage Park Lease Agreement

Requesting approval for the renewal of the 3- year lease agreement with ISD #318 for the use of Baseball and Softball fields.

A motion was made by Councilor Shannon Benolken to approve the lease agreement with ISD #318 for use of the Baseball and Softball fields from July 1, 2025, through June 30, 2028, in the amount of \$5,000 annually. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

8. Miscellaneous Announcements, Reports and FYIs:

Zoning Officer: Tony Valtinson announced that Cohasset cleanup days are scheduled for June 1, 2025, through June 3, 2025. Hours are Sunday 10:00 a.m. – 8:00 p.m. (or until bins are full), and Monday and Tuesday 8:00 a.m.–8:00 p.m. Volunteers are still needed, and the process for managing full bins was explained.

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 matters. 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 \$105,425.44
- B. Approve March 31, 2025, Work Session Minutes
- C. Approve April 14, 2025, Work Session Minutes
- D. Approve April 14, 2025, Regular City Council Minutes
- E. Acknowledge EDA March 4, 2025, Minutes
- F. Acknowledge EDA April 1, 2025, Minutes

A motion was made by Councilor Shannon Benolken to approve the Consent Agenda with spelling corrections to 9C. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, Andy Haarklau, and Shannon Benolken; Absent: None; Voting against: None; Motion carried.

There being no further business, Mayor Josh Casper adjourned the meeting at 7:41 p.m.

Respectfully submitted by: Abby Majewski

DRAFT



MINUTES
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, JUNE 9, 2025
CITY COUNCIL OPEN WORK SESSION

Call to Order: Mayor Josh Casper called the meeting to order at 6:01 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; Security Officer; Dean Scherf, Itasca County Development Corporation (IEDC) Business Development Manager; Matt Shermoen, and Jamie Mjolsness, Itasca County Habitat for Humanity Executive Director, ICSolutions Project Development Specialist; Kent Koerbitz, M.N. Technology; Craig Maturi

Itasca County Habitat for Humanity – Housing Update

Itasca County Habitat for Humanity Executive Director, Jamie Mjolsness gave a housing update about Itasca County. She reported that Itasca County Habitat for Humanity has built 50 homes since 1992, with the 51st currently under construction serving a total of 65 families, 87 adults, and 161 children. Eligibility for the homeownership program is determined based on an income threshold of 80% of the area median income, for example, \$73,300 for a family of four, with a requirement of 200 hours of sweat equity per adult in the household. Families participating in the program attend first-time homebuyer and financial education classes and are offered a 30-year mortgage with low interest rates. Habitat homeowners have the option to sell their homes at any time, with equity accrual beginning from the sixth year, and Habitat retaining the first right of refusal on all mortgages. Families may receive up to \$60,000 in down payment assistance and are provided with year-long financial readiness classes, along with ongoing one-on-one support and post-purchase follow-up for one year. The Restore program offers deconstruction services, diverts waste from landfills, and sells recycled materials such as paint and new items like area rugs and paint supplies. In 2025, four homes will be constructed, including two modular hybrid homes in Marble, one passive house in Cohasset, and another in Grand Rapids, featuring highly efficient heating and insulation. The family selection process involves applications, interviews, and selection based on need, ability to meet partnership requirements, and ability to pay, with a waitlist maintained for unselected applicants. Most homes use traditional 30-year mortgages, while some families have accessed up to 38-year loans with subsidized interest rates through the USDA Rural Development Program. Recent homes have been appraised at \$274,000 in Grand Rapids and an upcoming home in Cohasset is estimated at \$250,000, with funding received for three homes requiring prevailing wage for hired workers.

Construction project updates, and municipal infrastructure planning

ICS Project Development Specialist, Kent Koerbitz stated the River Ridge project has made progress with the transfer of keys and installation of an electrical transformer, but it is currently awaiting inspection, door opener, and fencing company. In addition, the storage owner needs to sign a memo of understanding, and the city lawyer is working on finalizing the title swap agreement. The target completion date for this project is within 14 days from June 9, 2025. There have been discussions about the need for clearer descriptions on the change orders for lighting and electrical outlets, as well as a request for better documentation to refresh the council's memory. The pre-bid meeting for the Boat Landing project is scheduled for June 17, 2025, at 1 p.m., with the

bid opening set for June 24, 2025, at 2 p.m. The construction timing for the Boat Landing project depends on bidder availability and environmental restrictions, such as no work during ricing season in September or spawning season from May 1 to June 15. The reservoir drawdown is set to start in the first week of October, reaching its lowest level by the first weekend of November. The estimated cost for the Boat Landing project has been reduced to approximately \$750,000, with no curb, gutter, or sidewalks included. The current paving costs are about 40% lower than last year due to oil prices, and construction inflation is projected at 5% for the next year. Finally, there have been discussions about project scheduling, contractor availability, and bidding processes for the paving and boat landing projects, with considerations for timeline adjustments due to external factors and maximizing the use of deed funds.

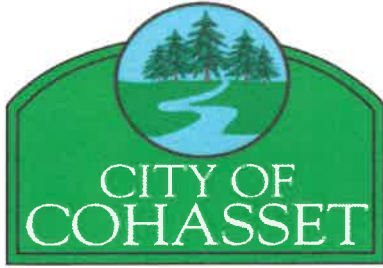
Project scheduling, cannabis cultivation site selection, and regulatory compliance

The negotiations are underway for acquiring a two-acre outdoor cannabis cultivation license, with a pressing planting deadline of June 30, 2025, and ideally by July 4, 2025. The discussions involve considerations of zoning regulations, available site options, and the regulatory obstacles associated with the cultivation license. A thorough review of zoning restrictions has been conducted, revealing that the industrial park is not zoned for agriculture, and making ordinance changes unfeasible due to their impact on the TIF district. Exploration of alternatives such as temporary land use or city-owned properties is being considered considering the zoning limitations. The security and compliance requirements for the cannabis cultivation site encompass various measures including fencing, visual barriers, 24-hour camera surveillance, alarmed gates, motion sensors, and barcode tracking for each plant. Furthermore, discussions have also covered the necessary power and water infrastructure for the cultivation site.

A Special City Council Meeting was scheduled for Thursday June 12, 2025, at 5:30 p.m.

Mayor Josh Casper adjourned the meeting at 6:56 p.m.

Respectfully submitted by: Abby Majewski



MINUTES

COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
THURSDAY, JUNE 12, 2025
5:30 P.M. SPECIAL CITY COUNCIL MEETING

1. **Call to Order:** Mayor Josh Casper called the meeting to order at 5:30 p.m.

2. Roll Call

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

Absent: Councilors Kevin Tinquist and Shannon Benolken

Non-Officio Members: Financial Controller; Barb Baird, Zoning Officer; Tony Valtinson, Security Officer; Dean Scherf, Itasca County Development Corporation (IEDC) Business Development Manager; Matt Shermoen

3. Approve Agenda

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

4. Administration

A. Approve Temporary 120-day land use agreement with M.N. Technology

A motion was made by Councilor Andy MacDonell to approve the Temporary 120-day land use agreement with M.N. Technology. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, and Andy Haarklau; Absent: Kevin Tinquist and Shannon Benolken; Voting against: None; Motion carried.

B. Approve Change Order CCO#2-TNT WS 2 Transformer Install/Associated Wiring

A motion was made by Councilor Andy MacDonell to approve the Change Order CCO#2-TNT WS 2 Transfer Install / Associated Wiring. Councilor Andy Haarklau seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, and Andy Haarklau; Absent: Kevin Tinquist and Shannon Benolken; Voting against: None; Motion carried.

Mayor Josh Casper adjourned the meeting at 5:32 p.m.

Respectfully submitted by: Abby Majewski



MINUTES
COHASSET CITY COUNCIL
305 NORTHWEST FIRST AVENUE
MONDAY, June 23, 2025
REGULAR CITY COUNCIL MEETING

7:00 PM City Council Meeting

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

2. Roll Call

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

Absent: Councilor Andy Haarklau

Ex-Officio Members: City Financial Controller; Barb Baird, Zoning Officer; Tony Valtinson, Security Officer; Dean Scherf, and Park and Recreation Director; Stephanie Kessler

3. Resident Input

None

4. Council Info / Liaison Reports

None

5. Approve Agenda

A motion was made by Councilor Andy MacDonell to approve the agenda with the correction to 8A. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Shannon Benolken; Absent: Andy Haarklau; Voting against: None; Motion carried.

6. Administration

A. Approve Vestis Uniform and Workplace Supplies Service Agreement

Requesting a motion to approve the service agreements with Vestis Uniform and Workplace Supplies for the Cohasset City Hall, Bass Brook Community Center and the Cohasset City Shop. The annual cost for this service is \$10,700.

A motion was made by Councilor Shannon Benolken to approve the service agreements with Vestis Uniform and Workplace Supplies for cleaning products, paper products, and related supplies for the Cohasset City Hall, Bass Brook Community Center, and the Cohasset City Shop. Councilor Kevin Tinquist seconded the

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

B. Approve Resolution 2025-25 Granting ICS Authority to Proceed with PR-004

Requesting a motion to adopt resolution 2025-25, granting ICS authority to proceed with PR-004, as presented to the City Council on June 9, 2025.

A motion was made by Councilor Andy MacDonell to adopt Resolution 2025-25, Granting ICS authority to proceed with PR-004, as presented to City Council on June 9, 2025 . Councilor Shannon Benolken seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Shannon Benolken; Absent: Andy Haarklau; Voting against: None; Motion carried.

C. Approve ICS Change Order for Storage Building Lighting

ICS is recommending a change order for installing (2) exterior LED lights. (2) interior lights and (2) outlets in the River Ridge storage buildings. The additional cost associated with this work is \$1,443.75

A motion was made by Councilor Kevin Tinquist to approve the ICS change order in the amount of \$1,443.75. Councilor Andy MacDonell seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Shannon Benolken; Absent: Andy Haarklau; Voting against: None; Motion carried.

D. Approve Purchase of Parcel No. 05-515-0110 and authorize signatures

Requesting approval to purchase Parcel Number 05-515-0110 in the amount of \$85,700.41 and authorize necessary signatures.

A motion was made by Councilor Andy MacDonell to approve the Purchase of Parcel No 05-515-0110 and authorized signatures with amended updated dates and initials to the Purchase Agreement in the amount of \$85,700.41. Councilor Kevin Tinquist seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Shannon Benolken; Absent: Andy Haarklau; Voting against: None; Motion carried.

7. Miscellaneous Announcements, Reports and FYIs:

Parks and Rec Director, Stephanie Kessler, delivered a comprehensive report on the Day of Action. She expressed gratitude to the city, United Way, all city employees, and business sponsors including Minnesota Power, Paul Bunyan, Blandin Foundation, Essential Health, Lake Country Power, Woodland Bank, and Timber Craft Homes. Ace Hardware was also recognized for providing paint supplies. The event involved about 125 volunteers who dedicated almost 750 hours to 20 projects, out of 167 registered. Expenses were estimated to be between \$3,000 and \$3,500. Projects completed ranged from painting hydrants, speed bumps, and crosswalks to creating dog toys for Great Tales Animal Rescue and building picnic tables and benches at Cohasset Elementary School. Other tasks included resurfacing the basketball court at Portage Park, cleaning up and adding new sand to playgrounds at Portage and Tioga Beach, and building a kiosk for the North Country Trail and a campsite for hikers at Tioga Beach. Despite the completion of multiple projects, some tasks such as painting the post office window trim and finishing the inside of the hockey boards were delayed due to initial rain delays. Additionally, two parking lots remained incomplete due to adverse weather conditions.

Security Officer, Dean Scherf reported issues from a recent 'Mud Nation' buggy event, which had a last-minute special event permit. The Sheriff's office received two noise complaints at 10:00 PM, prompting discussions between Dean and Zoning Officer, Tony Valtinson, about the need for better preparedness and complaint tracking for future events. They suggested using complaint records as a 'report card' for permit applicants. Dean noted a decrease in attendance for the event each year and mentioned that Itasca County patrols have resumed their summer schedule. He also confirmed support for Stephanie's 'Paddle and Pike' event on July 12, 2025.

The City Office and City Shop will be closed on Friday July 4, 2025, in observance of Independence Day

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 matters. 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 \$693,342.61
- B. Fire Relief Association Budgeted Transfer
- C. Approve May 12, 2025, Work Session Minutes
- D. Approve May 12, 2025, Regular City Council Minutes
- E. Approve May 27, 2025, Work Session Minutes
- F. Acknowledge Cemetery Deed, Art and Lori Ogle

A motion was made by Councilor Kevin Tinquist to approve the Consent Agenda with the changes to 8A, the amended dollar amount and 8F, spelling error. Councilor Andy MacDonell seconded the motion. Voting in favor: Mayor Josh Casper, Councilors Andy MacDonell, Kevin Tinquist, and Shannon Benolken; Absent: Andy Haarklau; Voting against: None; Motion carried.

There being no further business, Mayor Josh Casper adjourned the meeting at 7:26 p.m.

Respectfully submitted by: Abby Majewski



**MINUTES
COHASSET ECONOMIC DEVELOPMENT AUTHORITY
305 NW FIRST AVENUE, COHASSET, MN 55721
TUESDAY MAY 6, 2025 – 5:00 P.M.**

1. Call to Order

Mayor Josh Casper called the meeting to order at 5:00 p.m.

2. Roll Call

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

Absent with notice: EDA member; Rod Heller

Others: Council Liaison Andy Haarklau, Councilor Andy MacDonell, Itasca County Economic Development Corporation (IEDC) Business Development Manager, Matt Shermoen

3. Resident Input

None

4. Review and Approve the Agenda

A motion was made by Councilor Andy Haarklau to approve the agenda. EDA member Larry Gemmill seconded the motion. Voting in favor: Councilor Andy MacDonnell, EDA Members, Larry Gemmill, and Mitch Kellin. Absent: Rod Heller Voting against: None; Motion carried.

5. Administration

A. Update on Purchase Agreement for Trailer Park

Discussion on the trailer park purchase agreement. Owner agreed to \$85,000, sent back revisions to the draft, and the city attorney is finalizing the agreement. The goal is to have it signed and returned by Monday, May 12th, 2025, for city council approval.

B. IEDC Discussion – Monthly Update

The Iron Range Resources & Rehabilitation Board (IRRRB) team has a demolition grant available at \$3 per square foot for trailers, which is minimal for current needs. Additional grants may be available for site development after ownership transfer.

The city is interested in purchasing some property, with the intention of building an apartment complex, such as a Kootasca type development, which has been identified as a favorable prospect, although there may be differing opinions among residents. There will be considerations for setbacks and other regulations to address. The property is approximately three to three and a half acres in size, and there is also the matter of tax assessment for the land acquisition. The potential acquisition could potentially result in a total of six to seven acres, including a spot of around four and a half acres. One concern from the local community is the accessibility to the area, which will need to be addressed. There have been discussions with the city's Mayor regarding the acquisition of the property, including the possibility of negotiating with the current owner. While there are obstacles such as pipelines and power lines on the land, acquiring it could provide an additional access road for the city.

Discussion on leveraging planning grant dollars for projects, including IRRRB and Department of Employment and Economic Development (DEED) and the likelihood of receiving funding. Mention of a possible 10-year versus 4-year plan, and the organization's chance of securing funds from a pool of \$9 million, with \$36 million in total requests.

There is an opportunity for a grant ranging from \$250,000 to \$500,000 to support the Blackwater Banks project, including mass timber demonstration, carbon sequestration, and mixed-use development. This grant is available to Itasca County and is the only one eligible in Minnesota.

Itasca county is considering selling 61-62 acres of development land and acquiring 18.4 and 19.7 acres from Blandin, with the county expressing interest in land control for future development. There is also interest from a conservation group, highlighting the importance of site control for potential development. Updates on the industrial park show interest from parties like Golden Rock Kennels for a dog boarding facility and Northwest Gas for a lay-down yard, with discussions on land suitability and pre-development agreements to ensure job creation.

An upcoming event on June 5, 2025, will address M.N. Technology and municipal retail operations, including concerns about public dissent and competition with the free market. A meeting with ICS Solutions (ICS) is scheduled for May 15, 2025, to review project history, objectives, and financial tools for developer attraction, along with discussions on considering other construction management firms and reviewing current contracts.

Niron Project is considering expanding with a second facility, following the success of their pilot facility. The discussion involved tax credits, site preferences, and an increase in building height restrictions to 75 feet. The county board has proposed a 10-year county-wide economic development comprehensive plan to Blandin, aimed at fostering economic growth and development.

The city received the DEED grant agreement from the state of Minnesota. The grant is for \$750,000 for the roundabout portion and entrance, and approximately \$230,000 for paving the parking lot and boat launch area.

C. Discussion on Cohasset Community Business Partnership Loan Program Documents

The city's loan program is under review, covering documentation, transition for existing loans, and issues with loan recipients related to ownership changes and repayment obligations. Specific loan amounts discussed are \$5,800 in total, divided into two loans of \$3,300 and \$2,500, with current balances at \$3,000 and \$1,600. There is ongoing discussion regarding enforcing repayment and potential policy changes. Consideration is being given to adjustments in loan policies, such as setting a maximum percentage of the business value for loans, requiring one-to-one matching, and ensuring recipients work with Small Business Development Center (SBDC) consultants or economic development directors.

6. Consent Agenda

- A. EDA April Financials: \$482,430.14 Unreconciled number; does not include accrued interest
- B. EDA March Financials: \$482,277.84
- C. EDA February Financials: \$482,102.44
- D. Loan Recap – April
- E. Approve March 4, 2025 – EDA Minutes
- F. Approve April 1, 2025 – 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, Larry Gemmill, Mitch Kellin and Josh Casper; Absent: Rod Heller; Voting against: None; Motion carried.

7. Miscellaneous Business and FYIs:

ADJOURNMENT: Mayor Josh Casper adjourned the meeting at 5:47 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	7/2/25	8/5/25	9/2/25	10/7/25	11/18/25	12/2/25
Josh Casper	EA	P	P	P	P		NM					
Larry Gemmill	P	P	EA	P	P		NM					
Conrad Feldt	P	P	P	EA	P		NM					
Mitch Kellin	P	P	P	P	P		NM					
Rod Heller	P	P	P	P	EA		NM					
Shannon Benolken	P	X	X	X	X	X	X	X	X	X	X	X
Andy MacDonell	P	P		P	P		NM					
Andy Haarklau	P	EA	EA	EA	P		NM					
P: Present EA: Excused Absence UA: Unexcused Absence NM: No Meeting												



MINUTES
COHASSET PUBLIC UTILITY BOARD
305 NW FIRST AVENUE, COHASSET, MN 55721
MONDAY, JUNE 2, 2025

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

2. **Roll Call**

Present: Chair Jack Yates, Cohasset Public Utility Board (CPUB) Members Ramona Sjostrand, Rachel Graf, Delbert Anderson, and Jim Mahon

Non-Officio Members: City Council Liaison; Andy MacDonell, Short Elliott Hendrickson (SEH) Engineer III Civil; Tom Olson

3. **Review and Approve the Agenda**

A motion was made by Cohasset Public Utility Board member Delbert Anderson to approve the agenda with the additions of speaker Tom Olson from SEH and Cable Commission discussion. Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Ramona Sjostrand, Rachel Graf, Delbert Anderson and Jim Mahon. Absent: None; Voting against: None; Motion carried.

4. **Resident Input**

None

5. **Approve CPUB Minutes**

A. Approve April 7, 2025 Minutes

A motion was made by Cohasset Public Utility Board member Ramona Sjostrand to approve the April 7, 2025 minutes with spelling correction. Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Ramona Sjostrand, Rachel Graf, Delbert Anderson and Jim Mahon. Absent: None; Voting against: None; Motion carried.

B. Approve May 5, 2025 Minutes

A motion was made by Cohasset Public Utility Board member Delbert Anderson to approve the May 5, 2025 minutes. Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Ramona Sjostrand, Rachel Graf, Delbert Anderson and Jim Mahon. Absent: None; Voting against: None; Motion carried.

6. Old Business:

A. Tioga Landing Streetlight

A motion was made by Cohasset Public Utility Board member Jim Mahon to send the recommendation for Tioga Landing Streetlight back to the Council for approval to put a solar streetlight up at Tioga Boat Landing parking lot. Member Ramona Sjostrand seconded the motion. Voting in favor: Chair Jack Yates, Ramona Sjostrand, Rachel Graf, Delbert Anderson and Jim Mahon. Absent: None; Voting against: None; Motion carried.

B. Ordinance 11 Section 11.06 state or county ordinance that would supersede.

Cohasset Public Utility member Jack Yates shared information on the 2024 Minnesota Statutes 444.075, Subd. 3a. Sanitary sewer charges, Subd. 3c. Minimum charges, and Subd. 3d. Facilities' connection charges. There will be further discussion on ordinances regarding water and sewer charges at the next meeting on July 7, 2025.

Subd. 3. **Charges; net revenues.** (a) To pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law, the governing body of a municipality or county may impose just and equitable charges for the use and for the availability of the facilities and for connections with them and make contracts for the charges as provided in this section. The charges may be imposed with respect to facilities made available by agreement with other municipalities, counties or private corporations or individuals, as well as those owned and operated by the municipality or county itself.

(b) Notwithstanding local charter restrictions, charges made for service rendered shall be as nearly as possible proportionate to the cost of furnishing the service.

Subd. 3a. Sanitary sewer charges. Sanitary sewer charges may be fixed:

- (1) on the basis of water consumed; or
- (2) by reference to a reasonable classification of the types of premises to which service is furnished; or
- (3) by reference to the quantity, pollution qualities and difficulty of disposal of sewage produced; or
- (4) on any other equitable basis including any combination of equitable bases referred to in clauses (1) to (3), but specifically excluding use of the basis referred to in subdivision 3b, clause (1); and otherwise without limit.

Subd. 3b. **Storm sewer charges.** Storm sewer charges may be fixed:

- (1) by reference to the square footage of the property charged, adjusted for a reasonable calculation of the stormwater runoff; or
- (2) by reference to a reasonable classification of the types of premises to which service is furnished; or
- (3) by reference to the quantity, pollution qualities, and difficulty of disposal of stormwater runoff produced; or
- (4) on any other equitable basis, including any combination of equitable bases referred to in clauses (1) to (3), but specifically excluding use of the basis referred to in subdivision 3a, clause (1); and otherwise without limit.

Subd. 3c. Minimum charges. (a) Minimum charges for the availability of water or sewer service may be imposed for all premises abutting on streets or other places where municipal or county water mains or sewers are located, whether connected to them.

(b) Minimum charges or user charges collected for waterworks, sanitary sewers, or storm sewers must be used only to pay for items for which charges are authorized in subdivision 3.

Subd. 3d. Facilities' connection charges. Charges for connections to the facilities may in the discretion of the governing body, be fixed by reference to the portion of the cost of the connection which has been paid by assessment of the premises to be connected, in comparison with other premises, as well as the cost of making or supervising the connection.

7. New Business:

A. Tom Olson from S.E.H.

Tom Olson, from S.E.H., shared his knowledge and recommendations with members of the CPUB regarding city sewer and water systems. In sewer system designs, the need for lift stations often arises due to elevation issues. There is an ongoing debate about the best starting point for sewer expansion, with a focus on areas such as County 62, 63, 76, and Pooles Bay Road. The aim is to minimize disruptions for residents and align with county plans, including the Forest History Center project. Challenges related to private road infrastructure and meeting city standards were discussed during the meeting. Questions were raised about the availability of state or government funding for projects related to sanitary sewer systems in lakefront areas. The group also reviewed the impact of home density and associated costs in relation to the installation and maintenance of a lift station. Furthermore, discussions encompassed various options for connecting sewer systems and the extension project along Highway 38. Additionally, potential changes in gas inspection management and their associated costs were also considered.

B. Grand Rapids Cable Commission

CPUB member Ramona Sjostrand gave information on the Grand Rapids Area Cable Commission meeting that she had attended. The commission is not getting the same amount of Peg fees because there are so many people doing streaming and not cable. The commission is also looking for another member of the commission to do the paperwork for finances. It would entail a name change of the commission. Ramona had talked to Barb Baird who had done the work at a previous job to find out how much time this would take and if she thought it would fit for Cohasset to take over the finances.

A motion was made by Cohasset Public Utility Board member Ramona Sjostrand to have the council consider giving 100% of the Peg fees instead of the 97%. Member Jim Mahon seconded the motion. Voting in favor: Chair Jack Yates, Ramona Sjostrand, Rachel Graf, Delbert Anderson and Jim Mahon. Absent: None; Voting against: None; Motion carried.

A recommendation was made by Cohasset Public Utility Board member Ramona Sjostrand to have the city consider the possibility of Cohasset taking over the finances for the Cable Commission. Member Rachel Graf seconded the recommendation. Voting in favor: Chair Jack Yates, Ramona Sjostrand, Rachel Graf, Delbert Anderson and Jim Mahon. Absent: None; Voting against: None.

8. Miscellaneous Business

Rachel Graf said even though they have approved the previous minutes she reported that her last name has been spelled wrong numerous times and needs to be changed to Rachel Graf not Graff.

Jim Mahon made a motion to adjourn the meeting. Delbert Anderson seconded the motion. The motion carried.

Adjourned meeting at 12:55 pm.

Respectfully submitted by:
Abby Majewski