



COTTAGE GROVE CITY COUNCIL
12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016
COUNCIL CHAMBER - 7:00 PM

July 16, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A 2025 Green Garden Award Presentation
Staff Recommendation: Receive presentation of the 2025 Green Garden Awards from Park and Recreation staff and award Jan Liedle the winner of the Residential Garden Award and Steven Rudberg the winner of the Sustainability Garden Award.
 - B MN Recreation and Park Association Awards of Excellence
Staff Recommendation: Accept MN Recreation and Park Association Awards of Excellence.
 - C Proclamation - Parks and Recreation Month
Staff Recommendation: Proclaim the month of July 2025, as Parks and Recreation Month.
 - D Proclamation - Night to Unite
Staff Recommendation: Proclaim Tuesday, August 5, 2025, Night to Unite in Cottage Grove.
- 7 Consent Agenda
 - A City Council Special Meeting Minutes (2025-06-04)
Staff Recommendation: Approve the June 4, 2025, City Council Special Meeting Minutes.
 - B City Council Regular Meeting Minutes (2025-06-04)
Staff Recommendation: Approve the June 4, 2025, City Council Regular Meeting Minutes.
 - C City Council Special Meeting Minutes (2025-06-18)
Staff Recommendation: Approve the June 18, 2025, City Council Special Meeting Minutes.
 - D City Council Regular Meeting Minutes (2025-06-18)
Staff Recommendation: Approve the June 18, 2025, City Council Regular Meeting Minutes.
 - E Economic Development Authority Meeting Minutes (2025-04-08)
Staff Recommendation: Approve the April 8, 2025, Economic Development Authority Meeting Minutes.
 - F Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - G Accept 2nd Quarter 2025 Donations
Staff Recommendation: Approve Resolution 2025-98, Accepting donations received in the 2nd Quarter 2025.

- H Grant Application - Spark Good Community (Walmart)
Staff Recommendation: Authorize the Wellness Committee on behalf of City staff to apply for the Spark Good Community local grant through Walmart.
- I Single Occasion Gambling Permit - St. Rita Church
Staff Recommendation: Authorize issuance of a single-occasion gambling permit to the Church of St. Rita to conduct a raffle, bingo, and pull tabs at 8694 80th Street South, Cottage Grove, MN on September 19-21, 2025.
- J Temporary Liquor License - St Rita's Church
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to the Church of St. Rita's for their fall festival located at 8694 80th Street South on September 19-21, 2025.
- K Massage Business License - Ross Albert Ulmer (8471 East Point Douglas Road South #105B)
Staff Recommendation: Authorize issuance of a Massage Business License to Ross Albert Ulmer operating as Health Investments LLC at 8471 East Point Douglas Road South #105B, Cottage Grove, MN.
- L Massage Therapist and Massage Business License - Ruimin Jiang (8471 East Point Douglas Road South #105B)
Staff Recommendation: Authorize issuance of a massage therapist and massage business license to Ruimin Jiang operating as Health Investments LLC, located at 8471 East Point Douglas Road South #105B, Cottage Grove, MN 55016.
- M 2025-2026 Sergeants Labor Contract - Uniform Card Addendum
Staff Recommendation: Approve the uniform card Memorandum of Understanding as an addendum to the 2025-2026 Sergeants' labor contract.
- N 2025-2026 49ers Labor Contract - Cell Phone Addendum
Staff Recommendation: Approve the Cell Phone Memorandum of Understanding as an addendum to the 2025-2026 49ers labor contract.
- O Firefighters Labor Contract (Fire Marshal) Memorandum of Understanding
Staff Recommendation: Approve the Fire Marshal MOU as an addendum to the 2025-2026 IAFF, Local 2570 labor contract.
- P Accelerated Firefighter/Paramedic Program Agreement
Staff Recommendation: Approve the Accelerated Firefighter/Paramedic Recruitment Program agreement for Phillip Wiggins.
- Q Fiserv Credit Card Payment Application
Staff Recommendation: Staff recommends the approval of the Fiserv merchant processing application agreement and purchase of the credit card terminal equipment required for accepting payments.
- R River Oaks Used Mower Purchase
Staff Recommendation: Authorize staff to purchase a used Toro 3550 from MTI Distributing for the amount of \$24,046.88.
- S Hamlet Pond Quote Award
Staff Recommendation: Adopt Resolution 2025-095 awarding the 2025 Hamlet Pond – Phase 2: Bank Grading and Sediment Removal project to New Look Contracting, Inc. in the amount of \$114,481.25, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- T 2024 Mill and Overlay Final Payment
Staff Recommendation: Adopt Resolution 2025-096 approving the final payment to Bituminous Roadways, Inc. for the 2024 Mill and Overlay Project in the amount of \$16,097.25.
- U High Zone Raw Water Main - Change Order #2
Staff Recommendation: Approve Change Order #2 for the reduction in casing pipe size from 42" to 36". This will decrease the contract total by (\$37,800.00) to a total revised contract amount of \$4,894,098.00.

- V Easement Acquisition - East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project (Holiday)
Staff Recommendation: Approve the Stipulation of Settlement for Parcel 10 by and between Holiday Stationstores, LLC and the City, authorizing the execution of a Settlement Agreement and payment of the remaining balance of \$132,000.
- W Irrigation Audits - Approval of Contractor Agreements
Staff Recommendation: Approve the Agreements for Services with Ellis Irrigation and Lawn Pride Irrigation & Groundworks.
- X Accessory Structure - Conditional Use Permit and Variances (6255 Hadley Avenue)
Staff Recommendation: 1) Adopt Resolution 2025-099 approving a conditional use permit to allow a total of 2,340 square feet of accessory structure square footage exceeding the maximum square footage by 340 square feet allowed within the R-2, Residential Estate Zoning District, and a variance to allow for an accessory structure to be located in the front yard at 6255 Hadley Avenue South. 2) Adopt Resolution 2025-100 denying the variance request to allow for the exterior of an accessory structure in a residential district to be constructed of metal at 6255 Hadley Avenue South.
- Y Single Occasion Gambling Permit - South St. Paul Lions Club
Staff Recommendation: Authorize issuance of a single-occasion gambling permit to Daniel John Niederkorn on behalf of the South St. Paul Lions Club to conduct a raffle at River Oaks Golf Course and Event Center (11099 Hwy 61, Cottage Grove, MN 55016) on August 4, 2025.

8 Approve Disbursements

- A Approve Disbursements
Staff Recommendation: Approve disbursements from 06-13-2025 through 07-10-2025 in the amount of \$8,839,571.42.

9 Public Hearings

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

- A Emergency Medical Services Update
Staff Recommendation: Receive a presentation on EMS and provide feedback and direction.

14 Workshops - Closed to Public

15 Adjournment



City Council Action Request

6.A.

Meeting Date	7/16/2025		
Department	Parks and Recreation		
Agenda Category	Presentation		
Title	2025 Green Garden Award Presentation		
Staff Recommendation	Receive presentation of the 2025 Green Garden Awards from Park and Recreation staff and award Jan Liedle the winner of the Residential Garden Award and Steven Rudberg the winner of the Sustainability Garden Award.		
Budget Implication			
Attachments	<table border="1"><tr><td>1.</td><td>Council Memo - 25 Green Garden Award Winner</td></tr></table>	1.	Council Memo - 25 Green Garden Award Winner
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To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Zac Dockter, Parks and Recreation Director

Date: July 14, 2025

Subject: Green Garden Award

Introduction

The Parks and Recreation Department includes a horticulturist team that is comprised of one full-time employee and two seasonal employees. Each year this team cares for over 400 public landscaping beds along with thousands of trees across the 36 square mile community in its' quest to beautify Cottage Grove. Just as importantly, there are thousands of residents who invest their knowledge and labor into their own property while ultimately improving the aesthetics, appeal and environment for all of Cottage Grove. To recognize the individual efforts over those extra ambitious gardeners, the City implemented the Green Garden Award program in 2012.

This year's program includes both the Residential Green Garden Award along with a Sustainable Green Garden Award. After reviewing applications and nominations, the horticulturist team has identified the following winners:

Residential: Jan Liedle, 7894 72nd St S

Sustainable: Steven Rudberg, 7420 63rd St S

Staff Recommendation

Receive presentation of the 2025 Green Garden Awards and award Jan Liedle the winner of the Residential Green Garden Award and Steven Rudberg the winner of the Sustainable Garden Award.



City Council Action Request

6.B.

Meeting Date	7/16/2025		
Department	Parks and Recreation		
Agenda Category	Presentation		
Title	MN Recreation and Park Association Awards of Excellence		
Staff Recommendation	Accept MN Recreation and Park Association Awards of Excellence.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Council Memo-Award of Excellence</td></tr></table>	1.	Council Memo-Award of Excellence
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To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Zac Dockter, Parks and Recreation Director
Brad Muckenhirn, Recreation Supervisor

CC: Molly Pietruszewski, Recreation Services Manager

Date: July 1, 2025

Subject: MN Recreation and Park Association Awards of Excellence

Introduction

The MN Recreation and Park Association's Awards of Excellence program recognizes agencies or organizations in Minnesota for outstanding achievements in parks, recreation, and leisure services. The Awards of Excellence are presented by Minnesota Recreation and Park Association. The major objective of the program is to increase public awareness and appreciation of the excellent parks, trails, and recreation services available in Minnesota. The MRPA Awards Committee scores and selects agencies for each award category annually.

Cottage Grove Parks and Recreation staff is proud to announce being the recipient of two Awards of Excellence in 2025. Those awards are:

Park and Facility – This award is for new or purposefully updated/changed initiatives completed in the year 2024. Park or facility design and development, grounds or facility maintenance, urban forestry, landscaping, or conservation projects that focus on community impact, sustainability and responsiveness to changing community or cultural needs. Cottage Grove received this award for its development of Glacial Valley Community Park.

Programming and Events - This award is for new or purposefully updated/changed initiatives completed in the year 2024. Unique, creative recreation programming, special events, or community celebrations that are culturally relevant and reflect community character. Cottage Grove received this award for its development of the Cottage Grove Pickleball Program.

Staff Recommendation

Accept MN Recreation and Park Association Awards of Excellence.



City Council Action Request

6.C.

Meeting Date	7/16/2025		
Department	Communications		
Agenda Category	Presentation		
Title	Proclamation - Parks and Recreation Month		
Staff Recommendation	Proclaim the month of July 2025, as Parks and Recreation Month.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>July 2025 Parks and Recreation Month</td></tr></table>	1.	July 2025 Parks and Recreation Month
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PROCLAMATION
PROCLAIMING THE MONTH OF JULY 2025 AS PARKS AND RECREATION MONTH

WHEREAS, parks and recreation are an integral part of communities throughout this country, including here in Cottage Grove; and

WHEREAS, parks and recreation promote time spent in nature, which positively impacts health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation encourage physical activities by providing space for popular sports, hiking trails, biking and many other activities designed to promote active lifestyles; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation are essential, adaptable and make our communities resilient in the face of natural disasters and climate change; and

NOW, THEREFORE, the Mayor and City Council of the City of Cottage Grove, County Washington, State of Minnesota, hereby proclaim the month of July 2025 as Parks and Recreation Month.

Passed this 16th Day of July 2025

Myron Bailey, Mayor



City Council Action Request

6.D.

Meeting Date	7/16/2025		
Department	Public Safety		
Agenda Category	Presentation		
Title	Proclamation - Night to Unite		
Staff Recommendation	Proclaim Tuesday, August 5, 2025, Night to Unite in Cottage Grove.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Proclamation.Night.to. Unite.07.16.2025</td></tr></table>	1.	Proclamation.Night.to. Unite.07.16.2025
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PROCLAMATION

Night to Unite

WHEREAS, the Minnesota Crime Prevention Association, along with AAA of Minnesota/Iowa, and local law enforcement agencies are sponsoring a statewide program called Night to Unite on August 5, 2025; and

WHEREAS, Night to Unite is designed to get to know one another in your neighborhood, build neighborhood involvement by bringing police and communities together, and to bring an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, Night to Unite supports the idea that crime prevention and community engagement is an inexpensive, effective tool in strengthening police and community partnerships; and

WHEREAS, Night to Unite provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Cottage Grove by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the citizens of Cottage Grove play an important role in assisting the Cottage Grove Police Department through joint crime, drug and violence prevention efforts.

NOW, THEREFORE, I, Mayor Myron Bailey, do hereby call upon all citizens in Cottage Grove to participate in Night to Unite on August 5, 2025.

FURTHER, LET IT BE RESOLVED THAT I, Mayor Myron Bailey and the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, do hereby proclaim Tuesday, August 5, 2025, Night to Unite in Cottage Grove.

Passed this 16th day of July 2025.

Myron Bailey
Mayor



City Council Action Request

7.A.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	City Council Special Meeting Minutes (2025-06-04)		
Staff Recommendation	Approve the June 4, 2025, City Council Special Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2025-06-04 City Council Special Meeting</td></tr></table>	1.	2025-06-04 City Council Special Meeting
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COTTAGE GROVE CITY COUNCIL

10857 Ideal Avenue South
COTTAGE GROVE, MN 55016

June 4, 2025

SPECIAL MEETING – Utility and Engineering Building - 5:00 P.M.

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a special meeting on June 4, 2025, at the Utility and Engineering Building (10857 Ideal Avenue South Cottage Grove, MN 55016). Mayor Bailey called the meeting to order at 5:00 p.m.

2. Agenda Item

A. Low Zone Water Treatment Plant Tour

On June 4, 2025, a public tour was held at the Cottage Grove water treatment plant, offering community members an opportunity to learn about the facility's operations and the processes involved in providing clean, safe drinking water to the area.

The tour started in the Utilities and Engineering Building, with a very brief schedule update of the treatment plant project. Following the schedule update, attendees of the tour walked over to the treatment plant and started with a review of the exterior site improvements. This included an update on the permitting status of Well 13. After the site update, the tour transitioned to the inside of the building. The tour followed the path of water through the facility, which included iron & manganese pretreatment, granular activated carbon PFAS treatment, chemical suite, and pump room. Before leaving the facility, members of the tour saw the pipe galleries in the basement of the building.

After leaving the facility, staff discussed the plan for the vacant land north of the Utilities and Engineering Building, which is planned for the full relocation of the Public Works and Parks Maintenance Departments. Following this, attendees reentered the Utilities and Engineering Building to end the tour. During the course of the tour, staff answered questions from the public and City Council.

These minutes serve as a summary of the key points discussed during the meeting. Minutes prepared by Ryan Burfeind, Public Works Director and Tamara Anderson, City Clerk.



City Council Action Request

7.B.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	City Council Regular Meeting Minutes (2025-06-04)		
Staff Recommendation	Approve the June 4, 2025, City Council Regular Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2025-6-04 City Council Meeting</td></tr></table>	1.	2025-6-04 City Council Meeting
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COTTAGE GROVE CITY COUNCIL

June 4, 2025

12800 RAVINE PARKWAY SOUTH

COTTAGE GROVE, MN 55016

COUNCIL CHAMBER - 7:00 P.M

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on June 4, 2025, at Cottage Grove City Hall, 12800 Ravine Parkway. Mayor Bailey called the meeting to order at 7:00 p.m. This meeting is being recorded by TruLens Community Media, you can view City meetings live and replay them on Cable Channel 799, and the meetings are also streamed live and archived on the City of Cottage Grove's YouTube channel.

2. PLEDGE OF ALLEGIANCE

The audience, staff, and City Council Members stood and recited the Pledge of Allegiance.

3. ROLL CALL

Tammy Anderson, City Clerk, called the roll: Mayor Bailey-Here; Council Member Clausen-Here; Council Member Garza-Here; Council Member Olsen-Here; Council Member Thiede-Here.

Also present: Jennifer Levitt, City Administrator; Ryan Burfeind, Public Works Director; Zac Dockter, Parks and Recreation Director; Pete Koerner, Public Safety Director; Brad Petersen, Public Safety Captain; Korine Land, City Attorney-LeVander, Gillen & Miller, PA; Brenda Malinowski, Finance Director; Emily Schmitz, Community Development Director; Phil Jents, Communication Manager.

4. OPEN FORUM

Mayor Bailey opened the Open Forum. As no one wished to address the Council, Mayor Bailey closed Open Forum.

5. ADOPTION OF AGENDA

Motion by Council Member Olsen to adopt the agenda; second by Council Member Thiede. Motion carried: 5-0.

6. PRESENTATIONS

- A. Craig Woolery Scholarship Presentation (Public Safety Board)
Staff Recommendation: Allow the Public Safety Board the opportunity to present the recipient with their scholarship award and give Council the opportunity to recognize her.

Mayor Bailey said the first presentation is a very exciting one for us, the Craig Woolery Scholarship Presentation by the Public Safety Board. Sophia Nolte is going to be receiving that award tonight. So, Brad is going to start this presentation.

Good Evening, Mayor, Council Members, guests, my name is Brad Petersen, I'm the Deputy Director of Public Safety. Tonight I have the honor of having the Public Safety Board, retired Director of Public Safety Craig Woolery in the house, and we have Sophia here, and we can formally award her with the scholarship.

Following Craig Woolery's retirement, Council Member Olsen and his wife generously donated to the Public Safety Board a few years ago; they created a scholarship program for young adults who are pursuing a career in law enforcement, EMS, or fire safety to promote public service and advocate and promote for that pipeline of promoting that career path here in Cottage Grove. So, as you know, we're very proud of the fact that very many of our public safety members are homegrown, raised here, and continue to serve here. And, so, that scholarship continues to feed that pipeline and continues to promote that important work of public safety service.

In just a moment, I'm going to turn it over to Julie to say a word, so I'd like to invite the Public Safety Board to come join me at the podium. I'd also like Craig Woolery to come up and just say a little bit about his service and career and what this scholarship means to him and our community.

Craig Woolery said thank you, Captain, I have a lot of memories here; I had 34 years with the City and happily retired. Cottage Grove's been very good to me, my family, it's been a wonderful place just to raise a family, and you all know that, so I'm not going to say anymore about that. The challenge of finding good people for public service, in whatever branch they choose, is really, really challenging. When you get an opportunity to help a local person, I had a chance to meet Sophia right before the meeting, she's very excited, her parents are very excited to send her off to UMD, and hopefully maybe you will have an opening here for her when she finishes. The Olsens, Council Member Justin Olsen and his wife, Kim, set up this awesome program to be able to provide local funding for local kids to improve and serve their community in different ways has been amazing, so thank you. And with that, I'll step away.

Julie Rice, President of the Public Safety Board, said everything has been said about how this program started, and we're honored as the Public Safety Board to have Justin entrust us to put out the scholarship and find the recipients that qualify for this scholarship. So, this year Sophia Nolte is going into an area that wasn't on our radar, conservation, so she's planning on being a DNR Officer; it's a well needed area, she's excited, and she's already taking classes at Century College, so she's already got a start. Plus, she told me that at her cabin, her neighbor is a DNR Officer, and she did some ride alongs with him, so she already has a view of what's going to happen in her career.

So, we're very excited to present Sophia tonight, although we did a presentation at the high school for Senior Night, and she was awarded her check and her letter at the awards presentation, but she did not know she was receiving it, so it was a total surprise for her to see her name up there and get this taken care of. So, we're very excited to present Sophia Nolte, future DNR Conservation Officer. Everyone applauded.

Mayor Bailey said Council, why don't you join me down in front, and then we'll also get the Public Safety Board and Sophia and Craig and Brad to join us. Photographs were taken of the group.

Council Member Olsen asked do we want to get her mom and dad and Sophia's brother to come up here; Mayor Bailey replied, yeah, come on up, and another photograph was taken with Sophia's family.

Mayor Bailey said I just want to say, first of all, congratulations on graduating this year, and you'll be attending UMD. As you were saying a little bit earlier, it's a little different than maybe a police officer or firefighter, but actually, I think you have a little bit more power if what I've heard from people in conservation. So, very excited to see that you're going to represent us here from Cottage Grove. Maybe what I'll do real quick, because I know he kind of kicked this whole process off, I will hand the mic over to Council Member Olsen to maybe say a few words.

Council Member Olsen said thanks very much. So, first of all, congratulations. I've got to tell you if you haven't already heard it from former Director Woolery, he's a huge outdoorsman, hunting, fishing, skiing, you name it, he does it all. So, I'm thinking he might be a little jealous of this whole Conservation Officer path that you might be taking, but it's really neat to have somebody who's on that track actually be a scholarship award recipient. I have no doubt you'll do very well, and it's exciting also for me to see somebody local who has that passion, has already started taking classes through Century, through 916 or what have you, and now you're going to translate that up at

UMD. Our purpose in forming this scholarship is, as I told you outside, we want to see young people in this community who have that passion, that drive, that interest in some career path in the public safety realm, and this is a wonderful path. You know, you have the ability to pursue that with a little help, and I have to say, it's not just Kim and I; our Cottage Grove Lions Club donated \$2,000 this year and last year, we have several other notable members of the public, including Commissioner Bigham and her husband, John, who always make a donation. So, there's been a lot of people who get behind this; a lot of it is because we all love Craig and Katie and his family, and we want to honor his legacy, but we also love this community, and he and his family gave so much to us, as a City, this is our opportunity to give a little something back. So, make us proud, okay? All right, thanks. Everyone applauded.

Mayor Bailey said thank you all, thank you, parents, for sharing with us, and all right, we'll let you get back at it then. Thanks.

B. 2024 Annual Comprehensive Financial Report

Staff Recommendation: Motion to accept the Annual Comprehensive Financial Report for the year ended December 31, 2024.

Mayor Bailey said so, next is the 2024 Annual Comprehensive Financial Report, and I believe Brenda Malinowski, our Finance Director, will start this, and then she's going to have Rebecca Peterson from Redpath speak.

Director Malinowski said Mayor, Members of the Council, yes, we have Rebecca Peterson here with Redpath and Company, that is our City Audit Firm here at the City of Cottage Grove. She is here to present the Annual Comprehensive Financial Report to you, and so I just wanted to remind the City Council that this is the second years that we have Redpath and Company, with Rebecca in charge of that audit. It has gone very well again for the second year, just like the first year, so our thanks to her and her team for being such a smooth process. What you have in front of you and what is on our City website is our Annual Comprehensive Financial Report, which is letting not only you, but anybody in the City who wants information about our financial results and reports, they can go to our City website and get that. So, with that, I'm going to turn it over to Rebecca for the presentation.

Mayor Bailey said welcome to Rebecca; she replied thank you, thanks for having me here tonight.

Rebecca said as I go through the audit, you may recall me saying last year, we work really closely with City staff during the audit, but we really do work for you as governance. So, if you want me to stop and clarify anything, or if you have any questions while I'm speaking, please stop me, and we'll go over things.

Before we get started into 2024 financial information, I just want to call out that the City's Annual Comprehensive Financial Report from 2023 was submitted to the Government Finance Officers Association and received an Award for Excellence in Financial Reporting; I believe it's the 34th year that the City has received this Award. The 2024 statements will be submitted as well, and we anticipate you'll receive the Award again.

For 2024 Audit results, we'll talk through a summary of the reports that we issue in conjunction with the audit, and then some high-level financial information.

Opinion on the Fair Presentation of the Financial Statements: This is really the primary purpose of our audit is to look at the City's financial information, the financial statements, do some analytical analysis, some test of details, to enable us to provide an Opinion as to the Fair Presentation of the Financial Statements. We're not saying that everything is exactly right to the dollar, it just simply would be too cost and time prohibitive for us to look at absolutely every financial transaction that the City enters into; but our procedures enable us to offer an Opinion as to the Fair Presentation of the Financial Statements, and this year we've issued a clean, unmodified opinion on the statements. It's the highest level of assurance we're able to provide on the statements and, in summary, it's really the result you would want.

Report on Internal Controls over Financial Reporting: As part of our audit, we don't audit the City's Internal Controls, but we gain an understanding of the processes and the procedures that the City has in place in order for us to plan our audit. In doing so, we do a rotation, looking at different areas, so every year we look at a different

area of the City, and some things we look at every year. This year our rotating procedures included a walkthrough, or secret shop, so to speak, at the golf course, looking at their cash-receipting processes there, amongst other procedures. I'm happy to report that there were no Internal Control findings this year, and that means not only did we not identify an efficiency in the controls that we tested during our audit, but there were no material audit adjustments. Auditing standards require that if we as auditors propose an adjustment to the City's financial information that rises above a certain materiality threshold, we're obligated to report that as an Internal Control finding. So, it's really a nod to staff that there no audit adjustment findings this year.

Minnesota Legal Compliance Report: The Office of the State Auditor has a series of requirements that they like us to look at in conjunction with our audit, and we always like to qualify that we are accountants, not attorneys, so we're looking at these legal compliance requirements from an accounting perspective. We're looking at things like where are the City's funds held; if you have cash deposits, are they properly insured or collateralized, those types of things. I'm happy to report that no findings of noncompliance were included on our report this year, and again, that's the result you would hope for.

Communication With Those Charged With Governance: It's really a letter from us, as the auditors, to you, as governance, but is full of a lot of templated and standard language. So, here on the slide, I've called out really the portions of that letter that are unique to Cottage Grove, and a summary of the bullet points that would be important for you to know:

- **Accounting Policies New or Changed:** New accounting standards implemented in the City's financial statements, we're required to communicate that to you; this year there was a new accounting standard implemented, GASB-101, Compensated Absences, and this is really looking at the cost that the City has or the liability that's incurred by having compensated time off available to your employees. That type of leave has always been included in your financial statements, but this standard standardizes it across financial reporting for all governments, so everybody's reporting the same type of thing as a liability. So, under this standard, any time there's changes of leave policies or say, like a higher accrual level would be allowed to employees, it's going to increase the liability to the City on your books.
- **Accounting Estimates in the Financial Statements:** It's just a reminder that if you look at your financial statements, not everything in there is a firm hard dollar, but there are some estimates included there.
- **Net Pension Liability:** This is an actuarially determined estimate, and it's based on the fact that City employees participate in the State Retirement Plan, PERA. PERA hires an actuary to calculate the Net Pension Liability for their plan as a whole, and then they divvy that liability out to all participating employers. So, based on the actuary's calculation, the City of Cottage Grove at the end of 2024 had a \$10.8 million Pension Liability, and this is something that's paid off through your payroll cycles, through your regular contributions. PERA is not going to come knocking at your door and ask for a \$10.8 million check next week, and this fluctuates wildly, depending on market conditions, employment levels, and whatnot.
- **Allowance for EMS/Ambulance Receivable:** As I'm sure you know, when an ambulance run goes out and a bill gets created, 100% of that bill is not always collected, you're restricted by Medicare and Medicaid rates and other factors. So, City staff need to look at the outstanding bills and estimate the portion of those that they truly believe to be collectible and what they think will need to be written down; so, that allowance for uncollectible fees there is an estimate in your financial statements.
- **Present Value of Lease Receivable, Lease Liability, and SBITA Liability:** Anytime the City has a contract that qualifies as a lease or similar item that has payments that continue out over time, you're required to present value that and report it in your financial statements. An example of that would be your water tower antenna leases, you lease space on those water towers to cell phone companies, and they've got future committed payments; you have a receivable on your financial statements for the value of those.

The remaining bullets that I have on here are all good news:

- No difficulties encountered in performing the audit. If we had encountered significant difficulties, we'd be communicating that to you.
- No disagreements with management. Again, if we did have a difference of an opinion, we would make sure that you were aware of that.

- Finally, any Other Matters; if anything came to our attention that we thought you should know about that didn't qualify for reporting in any of the other buckets of our reports, we would include it in this letter. This year there's nothing included there, but just know that that is the spot where those type of communications would occur.

Financial Highlights

Moving on, I just have some high-level financial information.

- The first is just recognizing the City's property tax collection rate, 99.42% for 2024, that's a great collection rate. I audit a lot of cities around the metro area, and this is one of the higher ones I've seen this year, so good news for the City.

- Looking at the City's Fund Balance, as you may recall it's important for the City to hold some reserves because one of your primary sources of funding is property taxes, and you receive those payments twice a year. So, the funds that you have on hand at the end of one year need to get you until halfway through the next year before that first property tax payment comes in, and then again, you need to have enough on hand to get to the end of that year. So, the City's developed a policy that says you would have 45%-to-55% of the next year's budgeted expenditures held in reserve at the end of the year. For 2024, your General Fund unassigned fund balance, that reserve, was equal to 48.2% of the budgeted expenditures for 2025, so right within that range. I know this time of year we're looking ahead to the 2026 budget, so just a reminder that you can see on here that 48.2% is equal to about \$13.7 million. If you held that fund balance number at \$13.7 million year over year over year, pretty soon you're not going to be at 48% anymore; especially in times of rising costs, that fund balance amount does need to rise along with your budget.

As you can see here, I've got a Budget to Actual slide for the General Fund. The first column is your Original Budget, that's the budget you would have approved at the end of 2023. Your Final Budget includes Budget Amendments that were done over the course of the year, then your Actual column, and then finally your Variance. I will point out in the Intergovernmental Revenues row, you will see that it was under budget by about \$417,000; that simply relates to the timing of some Police Aid that the City received, I believe it was budgeted in 2024, but it was actually received in 2023.

Looking at Expenditures, you'll see Expenditures were under budget by almost \$900,000. In talking to City staff about what happened here, there are various factors, but ultimately the message I heard was just really great fiscal responsibility across all departments, that everybody was doing a nice job adhering to their budget and being respectful with spending.

So, at the end of the day, the City had a positive increase in Fund Balance of about \$151,000.

General Fund Expenditures by Function

This slide is so you can see where those expenses are going. That green bar in the middle is Public Safety; Public Safety is very important but also expensive, it's a big portion of the City's budget.

General Fund Revenues, Expenditures, and Fund Balance

That green line you see is Total Revenues, the blue bar is Total Expenditures, and the gray bar is Fund Balance. You can kind of see how your Fund Balance compares to the Expenditures it needs to cover and how your Revenue is covering your Expenditures.

Proprietary Funds

The City's business-type funds, or proprietary funds, are intended to be self supporting over time. It doesn't mean that they can never show a loss, but just generally over time they're intended to support themselves. The green line here is your Operating Revenue, that blue bar is your Operating Expenses (payroll, supplies, materials, those types of things) and the gray portion of that bar is Depreciation Expense. The reason we're showing that on here, because especially in some of these business-type operations, future capital costs are expensive, and so you want your Operating Revenue to cover your Operating Expenses but also have a gap so that you can be saving for future capital needs.

Streetlight Fund: You can see your Operating Revenue is covering your Operating Expenses, but not quite your depreciation. So, what that means is your Operating Revenue isn't covering the historical cost of capital and you know the future cost of capital is going to be more expensive than the old stuff was, generally. So, as you head into the 2026 budget cycle, and I believe there's a rate study coming that's going to look at this, just be aware of the

need to be covering your costs in this area. Streetlight Fund-Unrestricted Net Position: This is the component of Fund Balance that you have available in that fund.

EMS Fund: Here you can see that green line is not quite even covering Operating Expenses for 2024, it's dipped down into the blue a little bit, and that's okay one year, occasionally; as an ongoing trend, it really puts the sustainability of the fund at risk, but I will say that this is not unique to Cottage Grove. Ambulance and EMS Funds are notoriously struggling as costs increase and Medicare and Medicaid reimbursement rates are not keeping pace with those costs. So, it's really important to watch this, but just know it's not an isolated incident to Cottage Grove. Here you can see the impact of some of those rising costs without the rising revenue; this is the Fund Balance of the fund over time. EMS Fund-Unrestricted Net Position: For this year, it is just slightly in the negative.

Water Fund: You'll see that your Revenue is covering your Operating Expenses, it's covering that blue bar. The Depreciation it's not even coming close to covering, but there's a reason for that. You have a Temporary Water Treatment Plant that is being depreciated over a very short timeframe, and so that's why you're seeing this Depreciation so large; again, it's going to be looked at during the Utility Rate Study, you need to be aware of it, but I just want to caution you that the gap here is not as concerning as it might look. Water Fund-Unrestricted Net Position: You can see that's rising a little bit, year over year.

Sewer Fund: Your Operating Revenue is covering your Operating Expenses, but it is not covering your Depreciation. So, same comment as other slides, it will be looked at during the Utility Rate Study, but it's important to be aware of. Sewer Fund-Unrestricted Net Position: This blue portion of the bar shows your unrestricted resources available for spending. If you had an unexpected cost in that Fund, that's what's available for spending. That gray portion is an Interfund Loan, that is a loan that the Sewer Fund has loaned out to other Funds, and I believe it will be 2032 before that's repaid, but it's being repaid annually.

Comparative Information

Rebecca said next, I just have some comparative information. So, if you look at the right three columns, this is Cottage Grove's information for 2022, 2023, and 2024, and then the left two columns are some comparative information. What this is looking at is Comparative Revenue Sources per Capita, and as we know, every City funds their operations a little bit differently, some use property taxes, other use fees, different balances. You can see that for 2024, Cottage Grove's Property Tax Cost per Capita, based on the way it calculates out here, was about \$523, and that is less than the Statewide amounts or the amounts for nearby cities of \$565 and \$713, respectively. If you look down at the Total Revenue per Capita, you're going to see Cottage Grove's at about \$1,800 while nearby cities are at \$1,200; that's a direct result of the Water Treatment projects that are ongoing, as you have a lot of Intergovernmental Revenue coming into the City to fund some of those costs. So, it's skewing that total number up a little bit. Comparative Expenditures per Capita: I have the same comparison, looking at an Expenditure perspective. In 2024, if you look at Expenditures, just current Expenditures in total for the City, you have \$788 compared to nearby cities of \$845. If you look function by function, you might see some little differences here and there, as every city offers slightly different amenities; in Cottage Grove, you've got your Ice Arena and other park programming, so this is going to make your Culture and Recreation Expenses look a little bit higher than cities that don't offer some of those. If you look at Capital Outlay and Construction, you're going to see that your Capital Outlay number is much higher than nearby cities, but again, you've got that Water Treatment Project going on.

Rebecca said so that's why I have pre-prepared for you, and I'm happy to answer any questions you might have.

Mayor Bailey said fantastic, thank you, and I'll first go to my Council to see if there are questions.

Council Member Olsen said thank you, believe it or not, I love this presentation every year, and the reason I do is because it tends to reinforce the things that we hear from our staff throughout the course of the year, but specifically during our budget discussions, which by the way never seem to stop. But when we get into the heart of the budget conversation, we get some messaging that remains consistent through that process, and then when we have a presentation like this, it's nice to see that that has all kind of come to fruition, all the predictions and things. I wanted to ask specifically about the EMS Fund. I know you do this for several other cities, and you mentioned that this has been a challenge in numerous areas of the State, and of course, the State Legislature's been talking about trying to do some things, and I don't know if they're going to get anything done, but they're trying. I guess

what I'm going to ask you is in your professional opinion, when you look at this sort of data, how alarmed do you get? Is it like, oh, my goodness, we're in a world of pain, or hey, we need to make some adjustments here?

Rebecca replied I would say when I look at this slide in particular, looking at where the Fund finished the year, I think you need to be very acutely aware of what's happening in the Fund and make sure that you have a plan for the future. Like I said, this is not unique to the City of Cottage Grove, it's something that every city is going through, and operationally, you're close to right on for your Operating Expenses; it's the future costs of ambulances that you need to plan for, those types of things that you need a plan to cover your capital. So, you need to plan for it, you need to be aware of it. Am I worried that the ambulance system is going to fall apart in a year or two? No, not really, as long as you're doing your appropriate planning.

Council Member Olsen said and I ask because I started doing this in 2008, and the EMS Fund has undergone a multitude of changes in that timeframe, and a lot of it does have to do with Medicare and Medicaid reimbursements, etc. I know that this is a challenge, and for Cottage Grove, maybe a unique challenge because we have a service area, we don't just cover our City, so we also have Newport and St. Paul Park and Grey Cloud Island, etc., and we sort of pick up the tab for all of that. When you go do a run to those cities, part of the challenge is if you're not getting private insurance, you're going to take whatever you get from Medicare and Medicaid; you can charge whatever you want, you're just not going to get it back. So, I wanted to get your sense of how you felt about this so that we can start making better decisions about how we want to manage this because there's a risk here; in the next slide, you showed the dollar amount that is Operating Expense without Depreciation and what that net was, and it's net negative, and net negative is never good. So, I think this is a wake-up call for us, it really is, and luckily, our staff has been working with some of those surrounding communities to try to get some additional cost participation or any cost participation on that so that we can maintain the fund and maintain the service, but that insight was very good.

The other thing I wanted to mention, too, is the amazing amount of dollars saved in Expenditures. I think you mentioned it was roughly \$879,000 saved vs. the budgeted Expenditures. Such a credit to our staff, and we compliment the staff regularly, we are the second lowest taxed community in Washington County per capita, and we don't get Local Government Aid where the place below us does. And that really requires our staff to sharpen their pencils pretty regularly, and I think this speaks for itself, it's pretty awesome. I mean, is this a trend you're seeing, or is this kind of a unique circumstance?

Rebecca replied I want to be careful when I say this, I could be missing one, I don't recall an audit I've done yet this year that has shown every department under budget for their expenditures.

Council Member Olsen said good, good. Well, again, thank you for being here this evening and sharing this information with us. As a Council Member, it makes my heart swell with pride and the staff that we have here in the City, they do such tremendous work, and as I like to say, the numbers don't lie, they speak for themselves. So, I'm very grateful for such a nice, clean audit.

Council Member Garza said first, I want to say thank you so much for presenting and giving it to us in a way that is understandable and we were able to digest it, and we really can be proud of what our City has done and what our staff has done, so thank you so much for that. I had another question to piggyback on Council Member Olsen's comment regarding EMS. So, in your opinion, because you are doing other cities as well, with our City not just servicing our immediate City, we do the surrounding area, are there other cities that are in this same type of unique situation that they are servicing the surrounding areas? And if so, how are they looking to deal with that if they're running into the same type of situation that we're going to eventually be more short than what we already are?

Rebecca replied I think there's a variety of plans because no two situations are unique, right? So, I know one city that I'm familiar with, they group their Fire Service with their Ambulance Service, and then they're external cities in their service area, they might get charged a Fire fee that then goes into this Fund to help with that. There are different extra fees, transport options you can do, but there's no great one size fits all because every department is set up so uniquely. You know, it might work for a different department to pick up extra transfers, but it might not work for this department if it's not staffed with two ambulances at all times. So, there's a whole host of different things that folks are trying, but nothing has proven to be the magic pill quite yet. So, I think everybody is just trying to look at their unique situation and see what they can do in their specific set of circumstances.

Mayor Bailey said I'll piggyback on the EMS situation because as it was kind of alluded; and thank you, by the way, for the audit, thank you, Brenda, and all of our staff for doing such a great job of managing the budgets. Every department to be under budget is pretty amazing, I'll just say that right off the bat. It does go to this testament I'll say as Mayor, that we're always very, very careful with the taxpayer dollars in this community, and that slide definitely shows it.

From the general comment on EMS, though, one of the things as was alluded to is we are obviously having conversations with our surrounding communities, and for those that may not be aware that are watching this or listening, one of the things is we have a service area. So we are required to cover our surrounding communities because everybody has to have some type of coverage. What we have already done is our City Administrator and myself have actually already had discussions with all of the surrounding communities regarding some type of a cost share piece to this puzzle. Because the other option available to us, which is what we've shared and isn't actually what those other communities want, and not what we necessarily want; but my opinion as the Mayor of Cottage Grove is the taxpayers of Cottage Grove shouldn't be having to pay for all the ambulance services for these other communities at this particular point with nothing being paid in return. One of the options that we're looking at and that's why we're having those conversations with the other communities is to help bridge that gap. So, you saw that one slide had a little bit of a deficit on there, right? Our goal is not to have deficits, that's like what Council Member Olsen said, that's a bad thing is having any deficit in any budget. The other option would be, then, to cut those cities out to a different service and doing a contract. If we did that, what that would mean to those communities, just so I can say it, is significantly reduced service; so much so that in those particular cities if you called for an ambulance, if it's coming from Cottage Grove, it would be there in 8-to-10 minutes or whatever that run time is, whereas with the others, you're talking at least a half hour. And, so, we don't want that, I don't think the other communities want that; but at the same time, I also believe, and I think I can speak for the Council, that the citizens of Cottage Grove shouldn't be fronting the entire bill for all the communities, everybody needs to help at least in some way, shape, or form. So, I did want to just let the public know that is something that we are looking at from the City's perspective, so when we dig into those particular budgets, as we're going into this year, to see exactly what that is.

But, again, I just wanted to throw in there about the EMS service, and then again, just amazing to see where we're at for tax for our citizens, on average, comparatively to our surrounding communities or even the State is unbelievable. So, thank you, Brenda, thank you, staff, for doing such a great job. And thank you, Council, for making sure that we keep the taxes as low as possible and supporting our citizens.

So, thank you for presenting.

Motion by Council Member Olsen to accept the Annual Comprehensive Financial Report for the year ended December 31, 2024; second by Council Member Garza. Motion carried: 5-0.

7. CONSENT AGENDA

- A. Approve the May 7, 2025 City Council Special Meeting Minutes.
- B. Approve the May 7, 2025 City Council Regular Meeting Minutes.
- C. Accept and place on file the minutes from the March 24, 2025 Planning Commission Meeting.
- D. Approve the issuance of rental licenses to the properties in the attached table.
- E. Receive a letter in response to the Open Forum questions from the May 21, 2025 City Council Meeting regarding the Lochridge Development and Xcel Energy Coordination.
- F. Receive the response letter to the Open Forum questions on May 31, 2025 regarding The Cottages.
- G. Approve the Letter of Agreement between Washington County and the City of Cottage Grove for the Establishment and Operation of a Fixed-Site Radiological Emergency Reception Center.
- H. Authorize the acceptance of the Hazard Mitigation Grant Program funds in the amount of \$62,994.
- I. Authorize Public Safety - Fire Division to advertise and sell surplus property (2014 Ford Explorer) on Cranky Ape and/or Minnesota Department of Administrative surplus (MNBid).
- J. Approve the Cost Share Agreement with Washington County for the County 19A & 100th Street Realignment Project related to final design and environmental documentation.

- K. Adopt Resolution 2025-078 awarding the 2025 Sewer Cleaning Contract to Pipe Services in the amount of \$89,840.52 for the material and labor to clean sewer lines and authorize the Service Agreement between Pipe Services and the City of Cottage Grove.
- L. Authorize Service Agreement with Gunnar Electric for the amount of \$22,830 to install the Hearthside Park sports lighting system.
- M. Authorize Service Agreements, subject to minor adjustments by the City Attorney if needed, for the Woodridge Park Ice Rink/Sport Court Dasher Board System project with Becker Arena Products for \$89,574.
- N. Adopt Resolution 2025-080 approving the Second Amendment to the Purchase Agreement between the City of Cottage Grove and Roers Cottage Grove Apartments, LLC, extending the closing date for Outlots A, C, and D of Frattalone's Southpoint Ridge plat to September 30, 2025.

None of the Council Members wished to pull any Items for further discussion and/or approval.

Motion by Council Member Thiede to approve the Consent Agenda; second by Council Member Clausen.
Motion carried: 5-0.

8. APPROVE DISBURSEMENTS

- A. Approve disbursements for the period of 5-16-2025 through 5-29-2025 in the amount of \$3,887,846.68.

Motion by Council Member Olsen to approve disbursements; second by Council Member Garza.
Motion carried: 5-0.

9. PUBLIC HEARINGS - None.

10. BID AWARDS - None.

11. REGULAR AGENDA

- A. ISD #833 Transition Building - 7000 Jamaica Avenue South
Staff Recommendation: Adopt Resolution 2025-081 approving the Variance from the maximum impervious surface standard in the R-3 Zoning District based on the findings, and the Site Plan Review and Conditional Use for an 8,374 square-foot addition and site improvements for an Educational Facility located at 7000 Jamaica Avenue South.

Mayor Bailey said our next item is about the Independent School District 833 Transition Building, 7000 Jamaica Avenue South. Emily Schmitz, our Community Development Director, is going to walk us through this one. So, welcome.

Director Schmitz said Good Evening, Mayor and Council. The next item on your agenda for consideration is a School District project; we were originally calling it a transition project, but it's to move their Next Step Program, currently at two different locations, to what was previously the home of Light the Way Church at 70th Street and Jamaica to utilize that site for that program. As a part of that, they need some additional space on the site. They are proposing about an 8,000-square-foot addition to the building to support a cafeteria, some additional office spaces, and other specific spaces there for the programs that they offer to those 18-to-21 years of age for additional life skills, some career training, and then some independent living skills as well.

This site is zoned R-3, which is Residential. We do allow for educational facilities as a Conditional Use Permit (CUP) in our R-3 Zoning Districts.

As I indicated, they are proposing a building addition on the east side of the building, as you can see on the Site Plan before you; again, that will support a large portion of their programming that they provide as part of their Next Step Program. Some additional exterior improvements include some landscaping improvements, recreational spaces, including a garden, a basketball court, and some other outdoor play areas as a part of that. The applicant is not proposing to expand the parking lot; they're going to use the parking lot as it is today, however, they will do some restriping there. The proposed use of the building requires about 20 parking stalls, they are proposing 70, so sufficient to obviously support the folks that are going to be utilizing the site, teachers, etc. As you can see, there is some additional parking spaces for the buses that will also be utilizing the site.

So, a unique request to this particular site is a Variance to the impervious surface. When we think about a Variance, it's a practical difficulty, something that is out of our control. When we look at uses, specifically educational uses or places of worship, both of those uses are permitted within Residential Districts. However, a lot of times those uses do require some additional infrastructure; you want to make sure that there's parking but also continuing to be that good neighbor in those Residential Districts. The applicant is proposing to be at about 49% impervious, when 40% is the maximum, so just about that threshold with their addition and additional basketball court, so that's what is pushing them over the edge. It's important to recognize they are meeting their stormwater standards on the site and still a very good balance of open space to impervious on the site.

The applicant is proposing 65% Class I materials. The existing building does incorporate some brick already, but they are going to give it what I'm going to call a facelift, and then that addition will also include those 65% Class I materials.

The applicant is proposing to meet the minimum landscape requirements on the site. As you recall, we do have a coefficient, we use a calculation for the area of disturbance to make sure that those areas are being landscaped with shrubs, trees, etc.

One final unique aspect to this site is there are actually some trees, as you can see on the screen outlined in red, that were planted at one time over some watermain. We really care about our City infrastructure, and we want to make sure that we can protect that any way that we can. Today we would never permit a tree to be planted over our infrastructure; so, in this unique situation, we're asking that they actually remove those trees so that we can protect that watermain, but it's important to note that there are other mature trees on the site, and they're also filling in the gaps with their required landscaping. So, the site will still continue to look full, green, and luscious.

Finally, it's important to mention that this is adjacent to a County Road, 70th Street, with which most of you are familiar. As with all projects, we look to say, okay, in the future is additional Right-of-Way needed, and this is no exception. However, because the project is not adjusting the site from a platting perspective, they're not proposing to adjust the property lines, they're working through it with the County on what we would call Right-of-Way easement as opposed to platting that Right-of-Way, again preparing for the future to be sure that if 70th Street is ever expanded, they have enough Right-of-Way to support that.

Director Schmitz said with that said, I will leave the recommendation before you. I'm here for any questions, and the applicant is in the audience as well.

Mayor Bailey said thank you, Emily. Council, are there any questions?

Council Member Olsen said thanks, Emily. So, first of all, I'm super excited that the School District's finding a way to bring the two separate Next Step facilities together. My son spent several years in Next Step, and I can tell you that it was challenging for space purposes because some of the programming was in Cottage Grove, some of it was in Woodbury, and they had to bus kids back and forth, depending on their activities and the day; and you're dealing with a population of students who have a variety of needs, and whenever there is any sort of disruption to the schedule, it can be challenging, so this is great.

A couple of questions: Because we're dealing with that population and you can phone a friend if you want on this, this site provides an opportunity for outside activities that did not exist in the past at those other facilities. My personal concern is supervision because yes, you're dealing with young adults, who are in that 18-to-20-year-old range in terms of their genealogical age, but sometimes that developmental delay has them at a much younger age; and there's proclivities for things like running and not really paying attention to where they're going and

those kinds of things. So, what do we know about supervision or any kind of, I don't know if this is the right word, but containment to ensure that we keep people safe, especially next to a County Road like 70th Street that's busy. Anybody want to field that for me?

I'm Nicky Loch, I'm the Administrator of the Next Step Program in South Washington County Schools, and I appreciate that question. Every day our students' safety and security wherever we are is first and foremost one of things that we're thinking about. We know our students well, so our facility in itself, within the doors, we feel is very safe. In the spaces that our students would utilize outside, we do have perimeter fencing for those spaces, the Sport Court. When they would be by the learning patios, in the space a little bit before the gardens, from like that parking space between where cars would potentially be moving, we have a high staff-to-student ratio. When you look at the number of parking spaces we're considering, some of our students have 1-to-1 staffing; we think about how they move in their day, the places that they're accessing based on their environmental awareness, that predictability, and how confident we can feel that they are going to be able to successfully move in their learning space. Their IEP teams (those teams that come around their learning every year in that transition from high school to a transition program) consider the facility, consider what that building is like, and the supports that are there. They always consider if the program we offer here in the community is the best for them or possibly our partner with 916 Intermediate School District. So, our students' learning experience is very much built into our design for this plan, and then we still continue to make that student-by-student decision about what their day looks like and also what their learning environment, where their actual location is that they learn.

Council Member Olsen said that's such a great answer, and you must be so excited. Administrator Loch replied we are so excited. Council Member Olsen said yeah, I'm excited for you, I looked at this and I read through the plan, and I thought gosh, I wish Corbin could have had that, but you know what? He still had a great experience, but this is just going to elevate your whole program, it really is, so. Administrator Loch said we agree. Council Member Olsen said thank you for that.

Council Member Olsen said my next question is about stormwater, so you may not want to take that one. So, you mentioned impervious surface; obviously, stormwater capture, that kind of stuff, so what, if any, provisions are going to need to be made on the site for stormwater capture being that impervious surface is going to go up, exponentially?

Ryan Burfeind, Public Works Director, said Mr. Mayor, Members of the City Council, so with the engineering team, we work with our stormwater review staff. We do take a look at each project, so we would have given them a letter early on to let them know what they had to do, and it's kind of two parts; so, there was already a lot of existing impervious, and they are not required to do additional treatment of that, so it's just that amount that's going up. As Emily mentioned, they're accommodating the necessary treatment on site to make sure they're not increasing their rate and doing all the water quality things that they have to do as well. That's specific to the added impervious.

Council Member Olsen replied so, we have no concerns whatsoever, because again that's on that path towards the river, you know, just to make sure we're good. Okay, perfect. Well, again, exciting project, looking forward to seeing it be completed, and thank you guys for entertaining my questions.

Mayor Bailey said I have maybe just one question, I'm not sure which one wants to answer it. So, you're obviously taking the two remote places and putting them into this one spot, one's in Woodbury, one's here in Cottage Grove. What's your timing, what's your plan? Because if this gets approved tonight, obviously, you need to construct the building; are we talking a year from now, two years from now? Whoever wants to take it.

Good Evening, Mayor and Council Members, the bids are actually coming in tomorrow. So, our intent is to hopefully get this approved. Well, K-A is our construction manager, they'll vet the bids, and hopefully, we'll be able to get it on our Board agenda for the end of June and get things rolling. We'd love to have shovels in the ground by September, this is going to open up next fall, that's our goal.

Mayor Bailey asked a year from now?

K-A replied yes, fall of 2026. And again, this is one of those projects that's so much fun to be a part of because we're looking at getting kids out of a strip mall and getting them into a place that's going to be great for them.

Mayor Bailey replied awesome, thank you. That was my question, we have some interest in redevelopment, as you know already, so, thank you.

Motion by Council Member Garza to Adopt Resolution 2025-081 approving the Variance from the maximum impervious surface standard in the R-3 Zoning District based on the findings, and the Site Plan Review and Conditional Use for an 8,374-square-foot addition and site improvements for an Educational Facility located at 7000 Jamaica Avenue South; second by Council Member Clausen. Motion carried: 5-0.

12. COUNCIL COMMENTS AND REQUESTS

Council Member Clausen said I just want to mention a couple weeks ago, our Public Safety team, along with some high school students, teamed up and raised some money for Basic Needs and the SoWashCo Cares Unit. They raised almost \$9,000, so my thanks to the police, firemen, and the high school students for putting that together. The Fire Department did win; however, they didn't have any video review or challenges, so I'm not sure, but next year the police will win.

Council Member Garza said I have it on video; Council Member Clausen said okay, thank you.

Council Member Olsen said a couple things here first. I wanted to follow up on something that we talked about at our last meeting, those who were watching at home or were in the audience may recall, we had Cottage Grove resident Gary Spooner here, and we honored him with the Historic Preservationist of the Year Award. In that same meeting, we had several residents who live at the Dominion Legends facility here in town come to talk to us about some of their concerns related to what they're paying in rents and those sorts of things. They actually had a legislative update meeting at The Legends this past Saturday, which Gary coordinated, and that was for Senator Seeburger, our two State Representatives, and Washington County Commissioner Bigham and I were able to attend as well. It was a very nice meeting, cordial, good conversations, lots of good questions from the residents. One of the key takeaways here is there is legislation that is working its way through the State Senate and the State House of Representatives; that will provide some additional guidance to the property owners of that sort of facility as it relates to various rents that they charge and the return on investment for the resident, etc. The Senate actually did pass the Bill already this year, but it has not yet passed the House. Senator Seeburger was really good about explaining the various provisions of the Bill, etc.; this is one of those things that actually came up several years ago and the mayor got involved. At that time, you'll have to correct me if I'm wrong, mayor, but the mayor I believe was President of the Metro Cities consortium, which is a lobbying group here that works with metro communities at the State legislature, and we also have the League of Minnesota Cities. I am now a Board Member of Metro Cities, the mayor timed out, and this was put on their legislative agenda as a lobbying conversation at the capitol three years ago; and so, it's been working its way, sometimes government works a little slower than we'd like, but the good news is there's some positive outcomes in the offing here, hopefully this year, if that Bill can pass the House and ultimately be signed by the governor. But I wanted to give you guys an update that it is something that we're working on; cities have very little control over these sorts of things, as you heard in some of the commentary from various members of the audience, but we do have the power of influence, and influence over our State legislative contingent is certainly being brought to bear.

The second thing is I wanted to mention that we had a really nice Memorial Day event this year, out here near the Veterans Memorial, on the patio here at City Hall. The weather was perfect, we had nice attendance for the event, it was 10:00 a.m. on Memorial Day. We had two very powerful speakers, who I thought did just a magnificent job in talking about the experience of our Asian American and Pacific Islander veterans and their status within the veterans' community. I wanted to pay special thanks to the Washington County Honor Guard for being here that morning to present the colors, along with our own Cottage Grove Police Department representatives, Sergeant Pat Nickle, Sergeant Mike McCormick, and Officer Tyler Harris. I also wanted to thank our Mississippi River Valley Beyond the Yellow Ribbon team for getting here nice and early at 8:00 a.m. and getting all the flags and chair and everything set up. This is one of those things that it takes a whole bunch of people to put together, and we couldn't do it without the support of our City staff, including those folks at River Oaks, who bring

up the chairs and take them back, etc. But it was a great day, and a lot of credit to the people who were there to make that happen.

And then the last thing, mayor, that I wanted to mention and I certainly don't want to take anything away from Council Member Thiede's soon-to-be very ebullient commentary about Strawberry Fest, but we have a really special guest coming to Strawberry Fest this year; were you planning to talk about that, Eric being here? Council Member Thiede replied oh, I probably was not. Council Member Olsen said so, we have a really special guest coming to Strawberry Fest this year. For those of you who were at our Food Truck Festival last year, Eric Dowdle, who did the big community painting that many of you have seen and then the big puzzle, last year we were hoping to have him for Strawberry Fest and it just didn't work out that way; so, we ended up doing that at the Food Truck Festival, and it was a great day and we had a lot of fun and Eric signed a bunch of puzzles. You know, he's a very charismatic guy, so he got a chance to sit and visit with a bunch of people, but he decided he wanted to come back and do it all over again, except this year he wants to do it at Strawberry Fest. So, we're going to have him on Saturday, June 21, at Strawberry Fest. So, if you have a puzzle at home and you want to come and get it signed, it's a great opportunity to do that. If you haven't yet purchased your puzzle, this is a phenomenal opportunity to come and purchase your puzzle, get it signed, maybe get a picture or two with Eric, make a thing of it, I think it'll be really cool. So, I'm looking forward to seeing him again and looking forward to having him back in Cottage Grove.

Council Member Thiede said all right, here we go! Yeah, I will mention something about the puzzle, though, is that it makes a fantastic wall hanging. First of all, it's a great family activity to put the puzzle together, and you can do it over time or whatever, you know, and getting everybody together, putting the pieces together, learning more about your City or the city you used to live in, or whatever. So, it's amazing, and then once you get it put together, and you frame it, it's actually quite a beautiful picture, too, and it goes with a lot of décor, let me tell you. So, it's amazing, and also, obviously, if you have Eric put his initials on it, and also if he dates it, because I always tell the kids, you know, when you find something, if it has a date on it, it could be valuable someday because you know how old it is.

So, at any rate, in terms of Strawberry Fest, I can hardly believe actually that it's only two weeks away, it's 15 days away, I mean, where's the time gone, right? And, you know, just a couple of the different activities, the hours and things like that, you know the carnival is coming back into town on June 19, that's Thursday, everything will start at 4:00 p.m. and it runs until 10:00 p.m. On Friday, it goes from 2:00 p.m. until 11:00 p.m. On Saturday, it's 11:00 a.m., that's right after the parade, by the way, that starts at 10:00 a.m., and it'll go until 11:00 p.m. On Sunday, the carnival is from 12:00 p.m. to 4:00 p.m.

Then, also, I'm going to mention again that Thursday, we got an expanded kids' program and Family Day on Thursday; the fact is for some people it will be a holiday, Juneteenth, so it'd be a great day to get the family out, and I've been told it's going to be fantastic weather and everything like that. So, get the family out, have a fantastic time, there's a tractor pull, there's just a variety of activities on Thursday.

On Friday, there's something new that we've got, we're going to have a Drone Show. These things are neat, I don't know if you've ever seen them fly around and things like that, but it is fantastic, and the technology is extremely interesting with these. They actually kind of put together a story board and they make like a 3D video of what it's going to look like, and it's something that the Strawberry Fest Committee looks at, approves, and everything, and then it all comes to life; and that's Friday night at 10:30 p.m., a little bit late, the kids might have to have a nap beforehand.

On Saturday, we have the fireworks again at 10:30 p.m., and we've got bands on Thursday night, we've got two bands on Friday, two bands on Saturday. I could talk for another hour or two, so maybe I just better let you go to the website, www.cottagegrovestrawberryfest.com, that has all the information about it, all the activities are there. I mean, it's going to be a great event, great show, and a great time.

Council Member Garza said well, yes, I agree the puzzle you should do it with your family. We have been working on it since the Food Truck Festival, we're working hard, though, slowly but surely, so, yes, it's definitely a fun family thing.

Also, to piggyback off of Council Member Olsen's comment related to the meeting that they just had up at our senior living facility, I actually just visited Washington, D.C. this past week, and I had the opportunity to sit in on

some of the legislative sessions, and it was really, really promising related and surrounding to housing. So, as much as we're hearing within the news and social media and all the things that are happening right now, I felt good to hear that they are still moving right ahead to make sure that housing is affordable for people, and they're just working hard on that. It just seems like that hasn't been forgotten, and I'm really happy to be able to share that with you all; so, that was a really great takeaway to know that we are still working hard on making sure housing is affordable.

Mayor Bailey said obviously, we've talked about Strawberry Fest.

We do have Safety Camp that is coming up here on June 22, ages 6 to 9, at the old Cottage Grove Fire Station, it's from 8:00 a.m. to 3:30 p.m. If you're interested, you can register online, the cost is \$35; it's a great event for kids, I get the opportunity to go out there and speak to them while that event's going on. It's a great learning experience across the board for our Public Safety Department and our Parks Department.

And then Movies with Mo is June 13, it's the first movie of the year, 7:00 p.m. at Highlands Park, which is where the splash pad is, and the first movie that's going to be seen this year is *Wild Robot*. I've seen it online, I haven't seen the actual movie yet, though, so that's going to be a great opportunity. I encourage everyone to come out, it's always kind of fun, especially when the weather's nice. Bring your blanket, there are some free items out there for people to do, some food.

Council Member Garza added free popcorn, free lemonade, free glowsticks, I believe Eggroll Queen will be there, Mik Mart will be there, and I think we have a couple other smaller vendors as far as food goes, so, it should be fun.

Mayor Bailey just so I can say it, if you want to buy stuff you can, but it is a free event for anybody who wants to go there, that's the important thing to remember. So, you talked about all the free stuff, but if you just want to go put a blanket out there with the family and the kids and watch a great movie, this is your opportunity to do that. So, again, that is June 13, at 7:00 p.m. at Highlands Park.

13. WORKSHOPS - CLOSED TO PUBLIC - None

14. WORKSHOPS - OPEN TO PUBLIC - None.

15. ADJOURNMENT

Motion by Council Member Thiede, second by Council Member Garza, to adjourn the meeting at 8:10 p.m.
Motion carried: 5-0.

Minutes prepared by Judy Graf and reviewed by Tamara Anderson, City Clerk



City Council Action Request

7.C.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	City Council Special Meeting Minutes (2025-06-18)		
Staff Recommendation	Approve the June 18, 2025, City Council Special Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2025-06-18 City Council Special Meeting</td></tr></table>	1.	2025-06-18 City Council Special Meeting
1.	2025-06-18 City Council Special Meeting		

COTTAGE GROVE CITY COUNCIL

June 18, 2025

12800 RAVINE PARKWAY SOUTH

COTTAGE GROVE, MN 55016

TRAINING ROOM - 6:00 P.M

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a Special Meeting on June 18, 2025, at Cottage Grove City Hall, 12800 Ravine Parkway. Mayor Bailey called the meeting to order at 6:00 p.m.

2. WORKSHOP - OPEN TO PUBLIC

A. Cordenio Severance House (Cedarhurst) Proposed Event Center

Staff Recommendation: Receive an overview of the proposed rehabilitation of the building and site located at 6940 Keats Avenue (Cedarhurst) for use as an Event Center.

Mayor Bailey stated welcome, we're glad to have you guys here. I'll kick it over to Emily Schmitz, our Community Development Director, who will get us going here.

Director Schmitz stated Mayor and Council, we've got a great team here today, who is working on a project to restore the Cedarhurst Mansion. They have a lot of details to share with you and they are looking forward to understand what it takes to restore the mansion, the historic amenity of the building, and so they will outline that for you today and that will also help you understand what their goal of this project is, right? So, I will turn it over; we've got folks from Bellagala and AWH as well as T & I Construction Services for the workshop.

Mayor Bailey said fantastic. Well, welcome.

Thank you, Mayor Bailey and Council. I'm Ben Wickstrom, I'm here representing Bellagala. I'm a consultant, but I've been involved with their projects and the founder and owner, Tim George, for about eight years now. Tim founded the company in 2004, I believe, and they have six venues around the Twin Cities, a couple in downtown St. Paul, more urban and rooftop-type venues and things like that. They purchased the Van Dusen Mansion in Minneapolis, which was weeks or months from demolition, and stepped in and restored that historic building. It's a little trickier site, it's on half of a city block, but there's a terrace, a courtyard, and everything, so it's a little different from the more urban St. Paul location. The three other venues are part of Bavaria Downs, out in Chaska, which is sort of the opposite, it's on 260 some acres. The city was very excited to have Tim come in and I will say restore it, as it was a historic building, but it was an older mansion that was getting a little worn out. It had been on the market on and off for about 12 or 14 years, and they restored that mansion, that's one venue there. They took the outbuilding and some horse stables and made them into a beautiful thing called Equestria, a little different choice out there. Then the third venue there is the Woodland Glasshaus, which is an atrium, an all-glass structure, so that's a third option. The Van Dusen Mansion and some components of Bavaria Downs we think have some parallels here.

When Cedarhurst became available, it was sort of a dream addition to his portfolio, I think, and Tim and his business partner, Jane, are really excited about this one. So, I think we had a good meeting with the Historic Preservation Committee last week. I will touch on just a couple of things that I'm sure you have questions about regarding the operation and the use, which will probably come into play for the Conditional Use Permit. I'll turn it over to Lawrence and Jacob or Mike and Ryan here. So, the plan is for one-to-two weddings a week, consistently, at Cedarhurst if we get our approval. We're hoping to finish up construction and start hosting, I believe Tim said in

August, 2026. One-to-two weddings consistently, I say that because the peak season, which is actually September, October, is probably up to four weddings per weekend.

We have some plans for renovations of the site but of course the renovation of the building and the restoration of the building are two of the most important parts, the largest part. There will be some site improvements, too, which we can all sort of take our turn to touch on, but we're planning on having a parking area on the south part of the site. The average, I won't say average because we have some smaller weddings, but a typical larger wedding is between 150 and 175 people. So, the plan is for a parking area to hold about 100 cars, and 12 or 15 maybe for staffing the wedding, and then the rest for guests. So, most people that come to the wedding will come as a couple or a pair, so there's two per car. Often there will be some families, you know four-or-five people, and then we do have a lot that come via Uber or Lyft. So, I worked for cities, too, and I know that ratio was tough to determine for a venue, for a building like this, it's often based on capacity or square footage. We have some historical data that we think parking about 100 cars on site would be great, we don't want to make impervious areas if we can help it. So, we'll work with staff on that to get that right number and to get that stuff all figured out with the impervious. I will say we found that with those urban venues, Uber and Lyft of course are very popular, so we don't need much parking at all; it's going to be a little different out here, but we've been surprised at various events the number of people who do show up in those. We do have a contract with a valet company if we know we have a larger event or we're getting more people showing up in single-driver car traffic. They know when our weddings are, we work ahead with them as the date is getting closer, it's getting tight, they're sort of on call. So, we'll get some efficiency out of the parking area. And there's also the opportunity, because people like to see it because it shows improved parking, if you determine or we determine that we need to do more spaces on the site, but we have the historical data and there's a pretty cool method we use to determine.

We recognize noise is an issue for neighbors. Often these venues that are booked out a little further are quieter than you might think; we have some outdoor speakers and it's muted, quiet music for the social hour, between the ceremony and the dance, but there's no outdoor bands, nothing like that. We've got the speakers to make a quick announcement, dinner is being started. Mostly, you just want a peaceful, serene event, and we have the rose garden of course on this site. So, depending on a couple venue options inside, a couple lawn areas in the rose garden, the main activity portion will take part in the atrium, these guys have done a great job of that.

Parking and Traffic: I should say all of our traffic we anticipate coming from the south and directing people to the south portion of the building, from 70th, and there will be a turn lane from 80th. So, that parking area will be convenient. So it's traffic and attendees, I guess, and then indoor and outdoor times and hours, and then anything else that might come up. We plan to have a Neighborhood Meeting, as suggested, at the Planning Commission meeting. I'm happy to get any feedback from you or questions from you tonight before any upcoming meetings.

For now, the architecture team is here from AWH, it's Lawrence and Jacob. They'll talk to give more specifics of the renovation, and I'll be back to answer any questions that you might bring.

I'm Jacob and I'm Eric and we work with AWH Architects. It might be worth at least introducing the rest of the team: I'm Lawrence Black, I'm the Director of Operations for AWH.

I'm Mike with T & I Construction Services. We've been working with Bellagala on a previous renovation, which also was a historic building in downtown St. Paul, and we're helping them prepare this one with AWH and develop the design and work with them on the renovation of this building, restoring it and so forth. This is also my daughter, who works with me now for the last couple weeks, trying to help keep me organized. It's working out good, and so she's a big part of this project, too, working with the designers and so forth and the historic part of it.

The historic part of it is a big deal for us because as a builder, there's challenges, and we'll eventually be moving forth and we're working closely with the AWH team on that and we'll get more into that. But we're here just to support any questions on the actual construction of the project and the site itself and what we're going to be doing. We've already been in communication with the City and County quite a bit regarding that, and we can explain in more detail if you have specific questions related to the building itself and/or the site. So, AWH will take it away as far as the design and what we're trying to do from the operation of the building and the restoration. One team member we should mention and point out because he's creative and has a lot to offer, and he's valuable

because he not only had extended experience, he needs to know more about this than any other member on the team. He's about improvement and what part is real and what is replacement, so he's at every meeting.

Well, I have the fun part of the construction and development picture. So, as you all know, Cedarhurst Mansion is really nationally recognized as a historic property. It's recognized for historic significance related to Cordenio Severance, a prominent attorney that was out of St. Paul with some political ties. The property is made up of an 1860s farmhouse and two additions, one of which was designed by Cass Gilbert in 1917, who also designed our capitol building in Minnesota; he really also designed what we recognize as the Cedarhurst Mansion with its classical design.

So, I will try to keep all of this brief as there's a lot to talk about, but some of the notable exterior features is starting with that historic façade, we have a historic lawn and two sets of historic columns. Almost all of the windows are original, and it's sort of semicircular: We have windows on the north, and we also have, perhaps you can't see it, but there's another porch that belongs to the farmhouse on the south, along with the historic rose garden.

As you have all heard, really as part of these rehabilitation efforts, we'll be transforming this property to a year-round wedding and event center or event venue and really just trying to bring this property back to life. As architects and historic preservationists, it's really our job to balance the need for sort of accessibility and Code upgrades, but also making sure that we're preserving the legacy of these historic and/or old buildings. We can touch on this maybe in the questions part of this, but we are working with the State Historic Preservation Office (SHPO) and the National Park Service (NPS) to ensure any changes to the building align with the Department of Interior Standards of Rehabilitation. This allows us to tap into some of these Historic Tax Credits, which in our line of work, are really essential in making these rehabilitation projects feasible; and they also make sure that we minimize impact to any alterations that are done are distinguishable from what's historic and what's new, along with the changes also being reversible as part of their standards.

So, looking from Google Earth, it's convenient for the view we have, this is kind of like the full scope of the work, and I'll kind of walk through these three different pillars of the Scope of Work: Site Work: You can largely see here, the preservation efforts, the exterior and interior, along with this addition. You can kind of see that certain placeholder in the back and any alterations that will help us meet these safety and Code requirements. So, looking from the northwest corner of the site, we'll start by talking about widening the existing drive aisle to allow for emergency vehicle access to the site. This parking lot that has been discussed earlier, our goal is 100 parking spots; it would be nestled within this sort of existing grove of trees. This is really kind of a critical location on the site for us because we want to minimize really as much of site disturbance as possible. It also ties into what I'll talk about later, but it is sort of, naturally it has this direct access to 70th Street, but also ties into our accessibility grounds that we'll be adding to the site. On the back side here, the west part of the property, we're talking about putting in some infiltration and retention ponds to meet the stormwater management needs of the site. Really, this yellow, highlighted extension line will be just the general areas of this addition that I'll talk about a little bit later. So, I guess one last thing to note really about this site, there are a bunch of outbuildings scattered throughout this site. Some are collapsing, some are still standing; really, our goal is to try to keep as many of those buildings where they stand now. You know, the primary purpose of this first phase is the mansion, but we will be removing any buildings, like this collapsed barn here, just for the safety of our guests, really. Anything that is an immediate need of let's say human concerns, we want to take that away; but you know the goal is maybe at a later phase to then incorporate some of these structures into the event experience, but it's not the primary purpose of this, it's really just saving this mansion. I'll just touch on this quick: The rose garden, this is kind of where it lays now, our goal is to really rehabilitate the rose garden and make it a focal piece and almost one of the first things you'd experience from the parking lot coming to the mansion. And I'll show it better in floorplans, but you know, the addition and the mansion we'll kind of parade over this rose garden really, you know, kind of bring it back to life and give it the attention it deserves. Preservation: The building, like a lot of the older historic buildings that we've worked on, its really been the victim of deferred maintenance for decades, but its actually in pretty okay shape. Considering all of that, it's rare that we get to work on a building as old as this and not every window has to be replaced, which I'm really happy to see. There is some water infiltration on the east porch, the historic porch, which we're hoping to take up those units, regrade that; and then replace them in kind, kind of following the process of rehabilitation and

matching the historic pattern of the brick, similar to what you're seeing but without the diamond pattern in the middle, based on photos from the historic data that we have. Other than that, there's wood rot and cracking and some replacing that has to happen, but more or less, the exterior of the mansion will remain pretty much kind of as it is. A lot of the wood siding is original, at least on the north, the east, and the south on that farmhouse. What do you know, the oldest piece of the building has the newest siding, so that will be staying, but most of the character of that mansion will remain.

Now looking at the inside, generally our approach is to take as much of a gentle approach as possible. We want to refinish and repair as much of what's historic and original as possible. There's some non-historic lighting, non-historic wallpaper that will deserve to be replaced. We'll be refinishing a lot of the wood floors, a lot of it, especially in that ballroom, but generally speaking, we just want to preserve what's still there and to try to make it functional. Now looking at the guts of the building, some of that water infiltration that's come in from that east porch has created some foundation issues, so we're going to repair as needed. We'll be putting some new fill insulation in the attic to kind of meet energy code. We'll have to put in a new boiler, ducts, all of that fun stuff, but really just again the main purpose is to upgrade everything to meet code, but also minimize the visual impact on the historic character of these spaces on the inside. So, we're kind of balancing, that is the plan. Now we're looking at a rendering from the rose garden, I'll just kind of point around: This is the historic building, this is the addition, and this is the south side of the property, but the historic side is over here, and you're kind of looking north. So, again, like what I've talked about is our goal's been to kind of reactivate this rose garden to make it kind of a centerpiece in an outdoor aspect or amenity. To the event venue, we'll be adding accessibility ramps, one being right here leading up to a landing that will add equitable access to both the south porch but also wrap around to the historic porch. A one-story addition, which I'll get into with floorplans, will kind of be on the west side of this rose garden and touch on this sort of secondary, what we call a secondary façade; the primary façade is something that's considered not a historic façade in line with kind of a rehabilitation kind of space, tying into the kitchen. But really throughout all of this is our goal backs the addition as kind of being a deference to the historic property and really be compatible in scale, proportion, and details; but also there's this importance of being compatible but distinguishable, which is kind of a fine line. Again, all of this is still up in the air, we're figuring this out now, but this is kind of, just to kind of share some of this for the rules that go with it. From the historic façade, so on the top left, what really matters most is having the SHPO and preserving this sort of historic from that historic lawn; we think it's really important to keep the addition kind of out of sight, and you kind of see it on the left there, but really trying to keep as much of the existing trees and vegetation in place to help bring back the historic look and preserve it the way it is. You can kind of see in the bottom left that newer accessibility route that will be added, and on the top right you can kind of see how that addition works together with the mansion to create this sort of outdoor space. Alterations and Additions: We'll look at our demo plan, highlighted in red is everything that is planned to be demolished. The historic porch on the east is planned north, I guess it looks scary, but it's not actually going anywhere, as again, we're just replacing the units. There's a non-historic ramp on the left there to the north that comes out of the building, but it's also worn and kind of falling apart. There is a non-historic deck that's also starting to sag, and that will actually be where we tie in this addition to the mansion. Overall, again, the goal is really to just keep as much of the original features as possible, and you know restore what we can and replace what needs beyond repair with something that's in kind. So, this is kind of the proposed floorplan. You can see now again where we kind of are tying into the existing building. Here you have a better look at how this landing wraps around. So this ramp comes up, but then it allows accessibility, which now the building doesn't have really at all besides this reception hall from the historic front door, from the original 1860s farmhouse, and then also tying into the atrium. What this addition really allows, too, is back of the house storage space and just allowing the building to accommodate a larger group without really compromising the historic spaces; we're really trying to keep as much of that as it is, but added the kitchen and storage to other spaces. So, really that historic space will be the big center of joy, really. Looking at the second floor, really the primary purpose of a lot of the alterations on the second floor are improving the circulation route and accessibility. Kind of by nature having these multiple additions throughout time creates weird spaces. So, like here, this is your original farmhouse and you have an addition and another addition. You can kind of see where that's been added, the disjointed hallways, and it's really just not accessible; I think it's like 2'3" or something, it's kind of crazy. So, what we're going to try to do is take out some of those doors, really, like what's highlighted in red, and create maybe like an extra route of

circulation, and you'll see this on the next map, but again balance that needs to preserve what it is with accommodating the need for multiple people to be safe. So, now looking at the proposed plans as they are right now, the north side of the second floor will be the sort of Bride's Suite, and the south side of the building will be the Groom's Suite; and then kind of everywhere in between will kind of function as back of house spaces, storage. Generally speaking, just pointing out we are keeping really the general way out of the building pretty close to what it is, and that's pretty important. So, this is a look at the Site Plan, and this will really just wrap everything up. Overall, the alterations, the accessibility routes, the wide surface road, the new addition, everything that you do to this site will be in line; it's planned to be in line with the standards of rehabilitation in a way that they will accommodate the needs of this space as a wedding venue but also really preserve the legacy of the historic space and the general character of the property. And I guess one thing, as you guys are all familiar with and that we've come to learn about, we just want to acknowledge that we understand what this historic property is up against. It's important that we do everything we can to protect this property from kind of being gobbled up by something like this and potentially erasing its history. It's really our mission at AWH and Bellagala to build off of this sort of historic fabric that's there and to really champion it. We're really hoping to work with you and the community to preserve this property as a destination wedding venue, really a community asset, but also a traditional sort of touch point for this site in your history.

Mayor Bailey said all right, maybe I'll kick this off with some questions. And by the way, I am excited on what I'm seeing with what you guys want to do with this building. I mean, what the previous people thought is maybe the thing that's one of my questions, do you guys own this now outright, or are you in the process, or what's?

Mike replied it's in the process.

Mayor Bailey said as you've shown in the picture, I don't think any of us really were keen on it, but we were kind of told, well, in order to make this work, you need all this housing or something to fund it, right? So, and I think when you eventually get to the point of a Neighborhood Meeting, I think you're going to find where neighbors are going to be excited, two of them have asked me every month for an update. I sent them an update saying we're meeting this evening, to give a little feedback, and I didn't show them a picture or anything; but the two most vocal ones were absolutely ecstatic because they really wanted to try to keep the culture or the feel of what's going on in the neighborhood.

The other question I had is with regards to the parking lot and the access point from County Road 19, or Keats Avenue, is the intent that you guys do that as asphalt?

Mike asked I'm sorry, the parking lot itself? Mayor Bailey replied yes, the parking lot for one. Mike replied yes, the drive lanes are, as we mentioned, being widened by a foot, and that will be all asphalt. The parking lot there, if we were to put that parking lot out front, which we won't be able to do, that would cause it to be asphalt. We're trying to maintain the historic, I mean, a lot of developers would automatically asphalt that parking lot and curb it, and we can easily do that; but in working on the historic part of it, the developer is actually open to not asphalt but still having the curbing that we need for parking and so forth, but giving it a little more subtle appearance is the way it's been over the years and the way people have parked. We need more parking there than the previous venue that was there, and so, Ben mentioned how we can control the traffic and so forth, so we need that, but we are entertaining the option of doing something other than the asphalt. I mean, the less concrete and asphalt covering the site helps with the history of it. So, he's open to doing something different, whether it's grass or gravel or something, and we're researching that right now. We're researching that option and, obviously, it's a cost savings, too, for it, but it might give a little more pleasing appearance for the guests, too, if we can park people in something other than just a big asphalt slab. We still need the space, obviously, but we could do it in a different manner that may be a little more pleasing. You know, if you've ever been to some weddings out in the country, big barns, working in a grass field or a gravel lot, there's just some character about that in the big old barn and so forth that people seem to enjoy. And with MWH and their mission, as far as preserving history, they've been involved with sites that have done similar things, and so we're entertaining that unless the County or City would require it. Because of what we're doing with the property, and if you look at the verbiage, I don't know if it's County or City, but if we put it in the front of the building, then we're going to be required to curb it and do asphalt. So, if it's behind or off to the side or somewhere hidden, and not apparent to Keats, I think we have some options to do it or

consider it, so. And, again, we're open to suggestions from the Council and so forth, but it is an option that we're looking at.

Mayor Bailey said and I, personally, would just say from my standpoint, I wouldn't want you to put it in front of the building or the mansion. We've always, as long as I've, I grew up here in Cottage Grove, and there's always been the grass on the front, there's been ice cream socials with Strawberry Fest, and it's all been out front. So, I think leaving that natural, if you will, with a nice sight line coming in I think is the right thing to do. So, I think where we're putting it, I just was curious; there's another venue in Cottage Grove that has been talking to us about, they're currently gravel, and they're debating or making comments about maybe going to asphalt because of the dust and that. So, I was just curious as to what your thoughts were, and I know you've got to work with our staff on that, but.

Mike replied yeah, when we first saw this property, or at least when I first saw it, I automatically was thinking nothing can be done in front, you know? We're not changing the drive through or anything, you know. And as far as the parking, we don't; it is an arrangement for which we don't have a lot of options for parking, but the natural treeline that's there right now, we can enhance that a little bit, but it works really well for kind of hiding that parking. Coming in off of 70th I think is going to be more advantageous for traffic control. I mean, when people come to these weddings, you have 150, 200 people coming in, and both streets are going to be busy, but if we can control it on 70th as far as the entrance goes, I think that's going to be more advantageous to traffic control. So, that's what we're kind of gearing up for the parking lot on that side of the building, but from a natural grade standpoint, without having to really modify grades and so forth, that works really well. Now, we'll probably need something called a retention pond, whether its gravel or asphalt, and that we'd probably put more further back behind the buildings, and that's pretty good sized; and then we'll use the soil from that to create some natural berms, probably more to the north, so we're trying to maintain what's there right now. I'm not sure how the previous venue parked cars, but where we're putting it is more of a natural setting for a parking area, so that's why you see it where it is right now.

Mayor Bailey said okay. The next question I have for you real quick is that house that's off of 70th, that's down a hill, the caretaker's house, do you have a plan for that? I know you're working the mansion first, I get that, but what's your thoughts on that other house?

Mike replied yeah, we're going to preserve it, and I think it's where we could have offices or employee spaces, but we haven't done a lot of that design yet. We just want to get this one done first.

Mayor Bailey replied okay, perfect. And then since you guys obviously know the history of this building, one interesting thing is and I don't know if it's still up there, I guess I'd have to check, but there's what appears to be a guardhouse on the front, and believe it or not, that used to be on the roof.

Mike said yeah, we have pictures of that on the top.

Mayor Bailey asked are you thinking that's going to happen again, or are you thinking it's not going to work up there, or can you use it?

Mike replied we can't put it on the top, structurally, it's just not going to work, but we want to keep it where it is, as like a guardhouse for people coming and going. It's just kind of a neat feature, and we do not want to take that down. It's in pretty good shape, but to get it back up on the roof would be a real challenge, and probably the reason it was taken off was because of construction work, things were sagging

Mayor Bailey replied it wouldn't surprise me if it was because I have been up into the rafter, up into the attic, so. And then one last question I had for you is I know there was a history of that building where the ballroom is, too, there used to be a pipe organ in there, and there are pieces of that pipe organ down in the basement. Are you guys thinking of doing something with that, or are you just going to?

Mike replied that it's still up in the air. I mean, we've been told that it would be very, very marginal to make it work again. The organs that are upstairs, we'll say those pipes are kind of, like I'm not sure what they could be used for, but ultimately the components in the basement are still kind of up in the air. Like how do we, what do we do with this? I mean, put it somewhere on site where a lot of people will see it, or do we kind of just leave it there? The basement is a scary place.

Mayor Bailey replied it is, I was down there, too.

Mike said and, so, but with that said it's treated the same. We're definitely considering keeping it because at some point it is feasible there's storage, not just a huge basement, and I think if nothing else, it'd be a good piece

of history just for people to look at; assuming we can make that basement a place where people will actually want to go down there because right now, nobody wants to go down there.

Council Member Olsen said I was going to suggest you could consider donating to the Minnesota Historical Society.

Mike replied it could be, yes, and even outside of the restoration, just getting it out of there and trying to keep it so that it could be restored is another project. So, we're, there's some people out there, a rare group, that could potentially do that, so we haven't really investigated it yet, but we're not going to just rip it out and throw it in the dumpster, so.

Ben replied as I said, we are very aware of these parts and there's a lot of stories down there about that organ and about how its supported and the ballroom, and it's on our radar list now. At the very least we will leave it there and make sure that its, and part of that is the water damage and we will be correcting that.

Mayor Bailey said just one more quick comment, I'm sorry, and then I'll turn it over to Council. You were commenting earlier about noise and so on. I think the way you're designing that new ballroom or that atrium, or whatever you're calling it there on the back side, then its basically blocking the homes a little ways to the back, plus the inside of that will be what will be the rose garden. I think that will help immensely with any concern of noise, so, the way you laid it out, I think makes total sense. I'm glad you're doing something with that rose garden idea, too, because that was something that used to be very beautiful out there at one point.

Mike replied yes, we have pictures of the whole thing.

Council Member Clausen said I have one thing about that alternative parking surface, that's a great idea, I'd love it if you'd do something like that rather than asphalt. Some sort of packed rock or something else would be really good, I would love to see that. I have a question about the house if you can answer that, are you going to be catering in, or will you be preparing food on site for the events?

Mike replied well, we're putting in a new kitchen, and it's kind of a combination of things that go on there for these events. It really kind of depends on the particular venue, but they're set up to, as previous to the other homes, they're set up to handle all those meals. The kitchen that's there now is basically getting refurbished.

Council Member Clausen replied thank you, I'm done.

Council Member Olsen said so, several of the things I was going to comment on have already been talked about. Just to reiterate, the landscaping, historically that has been a really nice feature of that property, and anything you can do to maintain it, enhance the landscaping is just going to add to the beauty of the site itself. We've all been at events at the mansion in our lifetimes, and you know, we've always had to park behind and it's always been on the grass and what have you, so I don't know that that's problematic in any way as long as it's designed correctly. But having that shield of the nice trees and then having the rose garden and some of the other features, there used to be a big lilac area there and stuff, I think people will really appreciate that. The kitchen I was going to talk about, it sounds like you already have a plan for that because there's the old kitchen and then there's the new-ish kitchen, neither one of them are very good. So, you're going to just do away with both and put in?

Mike replied yeah, it's going to be one kitchen, but I don't know if they developed the plan there where it shows the location, but it's where the, it's the most proper period for where we're putting the addition on. It's part of the building that's not historic, and so we're trying not to touch the original historic part with the addition, and this ended up working out great. So, where the kitchen is shown there now in that area, which ties into what we're calling a storage area, that's the new part of the building, and that's the part that needs the most help, too. So, we have to remove some of it and we're going to renovate it because of the sagging ceiling and so forth, so that's going to work out. And it worked great with the venue as far as the traffic flow goes, everything kind of came together with this. And your point about the rose garden and the new addition as far as sound, exactly kind of part of the design where the noise itself with that glass wall, if you go facing the rose garden, the back side really has no windows or anything and no speakers or anything like that. That's the area that's facing northwest where there are some homes, so it will kind of contain the noise to the rose garden area, which could be where they'll have a smaller wedding venue. And we're going to redo that whole area, that's a big part of this project is that rose garden.

Council Member Olsen asked so, if you're putting in, for lack of a better phrase, a commercial kitchen, is that what you're going to do?

Mike replied yes.

Council Member Olsen asked are you anticipating that there could be other uses over time for the facility, beyond just weddings? Maybe some special dinners and things like that?

Mike replied, well, they do that now, and so, I mean, the wedding is the big business, but they do have events. Emily added they could hold a prom and other events. Mike said and sometimes, you know, office staff from a big business or something will have their Christmas party. You know, you could have your City Christmas party there.

Council Member Olsen replied it could happen, yep. So, one last question, what's your situation with HVAC in this place? Because it's got to be a mess.

Mike replied oh, it is, yeah.

Ben said there's no cooling currently and it's warm, I mean, ideally, we'll need somebody to fix it, whether it's new radiators, which seem like they're in pretty good shape. So, yeah, we're taking that into consideration, and obviously, we want to get this done.

Council Member Olsen asked are you going to try to implement some sort of cooling features in the building? Mark replied yep. Council Member Olsen said and nothing worse than a bride with melting makeup, I've seen it. Mark said that could be an issue.

Council Member Olsen replied okay, all right, perfect. Love the ideas, guys, this is, I'm telling you right now, the neighbors are going to jump for joy when they hear that this is what you want to do. A massive difference from what we've been hearing the last few years, in a good way.

Mark replied yep, maintaining the landscaping will be something that aligns really and sometimes it can be over landscaped, but I think you're going to like what you see when we get that put together.

Council Member Thiede said yes, it looks very good.

Mayor Bailey said I am very impressed, so, it'll be nice to get this mansion back to where it should be for our community.

Council Member Olsen asked and for staff, is there anything we need to do in terms of trying to help make sure that this all comes together?

Emily replied, nope, we don't think we need any help yet.

Mayor Bailey said the only thing I would say, though, from a staff standpoint or for you guys together, when I would ask about asphalt or no asphalt, part of my purpose of asking that was, you know, I think we require it. But my question is if you guys can come up with something that, I'll just say it, that can define it as a parking lot but keep the character of the building and such.

Council Member Clausen said it's historic preservation, though, so maybe we can try to.

Mayor Bailey replied well, that's what I'm saying. You might have some ideas out there and work with staff on some ideas that might not say that it has to be concrete or asphalt, maybe it is something different; but again, you don't want cars driving over the lawn and all that kind of stuff either. So, that's what I'm saying, I'm just interested to see what you can come up with.

Mark replied there's some really good gravel products out there that other cities have used, that number one, can keep the dust down, which everybody wants. And the curbing can be done in a way that, I was just by a church the other day that had that, and they used these concrete curbs that you stake in the ground, and it was very well organized and actually very appealing. It gave the same sense that we're trying to do, and that's what caught my eye, and, I mean, the whole concrete jungle thing, we're trying not to do that here if we can avoid it. And, you know, some people will like the gravel, some people might not, but I think overall there's just, you know, kind of a country feel is what we're trying to get here, and it's the way the mansion was. So, if we can make that happen with the parking, I think everybody likes that concept, at least from the development side, and if the City can work with us on that, that would be great.

Mike said yeah, and to that point, I think that if what we're working on was less complicated, we could hire some engineers, specifically for their experience, just because whether you know it or not, the site is pretty complicated.

The requirements it has have to protect the environment, and the Watershed is in play here and there's the drinking water, that's another requirement, as well as the stormwater. And so these things are at a higher level of complexity than a normal site would have. So, I just wanted to go through that, the other civil items that are going to have some possible costs related to this include the utilities and septic as well. So, as we work through these, we have to look at those markers and figure out how we navigate through that. So, it's not really at the top of your mind, but these are the things shown on that map.

Council Member Olsen replied but we do have some pretty amazing engineers on our staff, so, I think you'll be all right. Thanks, guys.

Mayor Bailey said thank you, guys, and good luck, to which they replied thank you.

Council Member Clausen said we've got to stream to our next meeting, but thank you very much.

3. ADJOURNMENT

The meeting ended at 6:51 p.m.

Minutes prepared by Judy Graf and reviewed by Tamara Anderson.



City Council Action Request

7.D.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	City Council Regular Meeting Minutes (2025-06-18)		
Staff Recommendation	Approve the June 18, 2025, City Council Regular Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2025-6-18 City Council Meeting</td></tr></table>	1.	2025-6-18 City Council Meeting
1.	2025-6-18 City Council Meeting		

COTTAGE GROVE CITY COUNCIL

12800 RAVINE PARKWAY SOUTH

COTTAGE GROVE, MN 55016

COUNCIL CHAMBER - 7:00 P.M

June 18, 2025

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on June 18, 2025, at Cottage Grove City Hall, 12800 Ravine Parkway. Mayor Bailey called the meeting to order at 7:00 p.m. This meeting is being recorded by TruLens Community Media, you can view City meetings live and replay them on Cable Channel 799, and the meetings are also streamed live and archived on the City of Cottage Grove's YouTube channel.

The other thing I want to do before we get the meeting rolling, I think it's only fitting as out in the entryway you can see, if everybody were to look behind you, we've got a bunch of police officers here this evening, and we had a very unfortunate event this weekend where there were some shootings of some elected officials within the State of Minnesota. I thought it would be appropriate, first of all, to thank our officers out there, some of them may have been out searching for the perpetrator, but also the ones that were making sure that all of us were safe as electeds because who knew, right? We didn't have a list. But I did want to do a moment of silence, if you would join me in that, for Melissa and Mark Hortman, who obviously lost their lives, she was the Speaker of the House; and then John and Yvette Hoffman, who are still recovering, but thank goodness it appears that they're going to successfully recover from the multiple gunshot wounds that they had from this individual. So, if you would join me in a moment of silence where we remember these individuals. Thank you.

2. PLEDGE OF ALLEGIANCE

The audience, staff, and City Council Members stood and recited the Pledge of Allegiance.

3. ROLL CALL

Tammy Anderson, City Clerk, called the roll: Mayor Bailey-Here; Council Member Clausen-Here; Council Member Garza-Here; Council Member Olsen-Here; Council Member Thiede-Here.

Also present: Jennifer Levitt, City Administrator; Ryan Burfeind, Public Works Director; Zac Dockter, Parks and Recreation Director; Pete Koerner, Public Safety Director; Mike McCormick, Public Safety Sergeant; Korine Land, City Attorney-LeVander, Gillen & Miller, PA; Brenda Malinowski, Finance Director; Emily Schmitz, Community Development Director; Samantha Pierret, Senior Planner; Phil Jents, Communication Manager.

4. OPEN FORUM

Mayor Bailey opened the Open Forum. As no one wished to address the Council, Mayor Bailey closed Open Forum.

5. ADOPTION OF AGENDA

Motion by Council Member Thiede to adopt the agenda; second by Council Member Garza. Motion carried: 5-0.

6. PRESENTATIONS

- A. Sergeant Promotion - Swearing In and Badge Pinning of Officer Matt Sorgaard
Staff Recommendation: Allow the Swearing In (Oath) and Badge Pinning of Matt Sorgaard to the position of sergeant.

Mayor Bailey said the first presentation is a very special one, the swearing in and badge pinning of Officer Matt Sorgaard, which is why we have so many police officers here. So, if all of you officers would like to come in, please do so. Council, we'll go down in front of the dais along with Jennifer, our City Administrator, who will be the swearing in, and I'll turn it over to Pete.

Director Koerner said Good Evening, Honorable Mayor and Council, this is an exciting night. I apologize, we have a lot of our S.W.A.T. people in from our practical, so there's a lot of sweat, it was a little warm out at our practical tonight. With that, this evening we will formally recognize Matt Sorgaard as we celebrate his promotion to Police Sergeant. Matt will serve as the front-line leader, directly engaging with our community and modeling our organizational Core Values of empathy, accountability, trust, and transparency, just to name a few. We're proud to promote Matt to the rank of sergeant, the leadership team supports this decision, and we are confident that his transition to the leadership team will be a valuable addition as we continue to grow and evolve as a progressive and resilient organization. In a moment, City Administrator Jennifer Levitt will administer Matt's oath. Prior to that, I'm going to read a short bio, I had Matt put it together, so bear with me; it's even stapled, Matt, but it's actually the font, I had to increase it, so I did kind of ad lib on this, Matt, just to warn you upfront.

Matt grew up in the area of Maplewood and Oakdale but now calls Cottage Grove his home. When I asked him to do his bio, what I thought was interesting was none of his career things were listed first; he honestly right away was quick to list his wife, Jessie, his two children, Hadley and Mason, his Chocolate Lab, Koda, and of course his K-9 partner, Odin. I don't know what the list was, it could have been Koda was number one, I don't know, but he listed his whole family as his priority. Matt had a life outside of law enforcement, he worked in the banking industry, so that's where he got a lot of his customer service. He has his Bachelor's Degree from Metropolitan State University, started his law enforcement career as a volunteer Reserve with the City of North St. Paul, I know that's when I first met you, Matt, when you were hanging out with some of those officers. We hired him nine years ago already with Cottage Grove, and in that time, Matt's been involved in a lot: He was an Explorer adviser, did compliance checks, both alcohol and tobacco, Drug Recognition Expert, S.W.A.T. team member, Field Training Officer, Use of Force Instructor, and his most current role is a K-9 handler to Odin, and he will still have Odin with him, so there won't be any changes to that. Outside of work, Matt and his wife do a lot of running of the kids to sports. He likes to find random projects; I agree, Jessie, those aren't necessary, he just does them to keep busy, right? And he has just a lot of excuses to get down to Menards and that's not bad. When he's not doing that, he likes to play softball with his friends, golfing, he does a lot of yard work, and enjoys training with Odin.

Pinning his badge in a moment will be his daughter, Hadley, with the supervision of his son, Mason. So, with that, I will turn it over to City Administrator Levitt.

Administrator Levitt asked Matt to please raise your right hand and repeat after me:

I, Matthew L. Sorgaard, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the position of Police Sergeant for the City of Cottage Grove, in the County of Washington, and State of Minnesota to the best of my judgment and ability so help me God.

Administrator Levitt congratulated Matt and shook his hand, and everyone applauded. Sergeant Sorgaard shook hands with Mayor Bailey and each of the Council Members.

Director Koerner said with that, we'll have Hadley come up with Mason. Hadley pinned her dad's badge and everyone applauded.

Photographs were taken of Sergeant Sorgaard, his family, all police officers, Mayor Bailey and the Council Members.

- B. Strawberry Festival Presentation
Staff Recommendation: Receive Strawberry Festival presentation.

Mayor Bailey said our Communications Manager, Phil Jents, is going to walk us through some of the festivities that are going to be happening as early as tomorrow.

Phil said Good Evening, my name is Phil Jents, the City's Communications Manager. That's a terribly tough act to follow, I will not succeed but I will do my best to follow that.

As you stated, Honorable Mayor, depending on when you're watching this or viewing this, Strawberry Fest does begin tomorrow, which is incredibly exciting. But first and foremost, I do want to thank the Strawberry Fest Volunteer Committee as untold hours of volunteer time goes into this incredible event, and we are thankful for everyone's contributions. Something like this does not happen on accident, it involves a lot of work, a lot of sweat, a lot of time, many of which are from volunteers. So, I just want to state that and thank them for that.

So, Strawberry Fest does start tomorrow and runs through Sunday. The main events are very exciting:

- New this year is the Drone Show, I believe Council Member Thiede may have an exciting update on that front, I won't go into details there, but nevertheless, the Drone Show on Friday night is very exciting.
- The parade is Saturday at 10:00 a.m., keep an eye out for our friend, renowned folk artist Eric Dowdle, he is joining us for Strawberry Fest and I believe will be joining Mayor Bailey in the parade, which is very exciting.
- The Mega Jump Motivational Experience is on Saturday, from noon to 3:00; as I understand it, it is a high energy mobile jump show, which if the pictures do it any justice, looks very fun to look at.
- Of course, the fireworks on Saturday evening at 10:30 p.m.
- The carnival will be open Thursday through Sunday.
- Then, of course the Strawberry Fest buttons are for sale: They are \$5 each, and I understand there's a lot of really great prizes this year. The drawing will take place on June 23, following the coronation, and I'm told that you do not need to be present to win that drawing. Buttons are for sale at the Cottage Grove Public Safety Department, Old National Bank in St. Paul Park, and from one of the 11 Ambassador Candidates.
- Any event with live music is A-okay in my book, so bands that are performing at Strawberry Fest throughout the weekend: Basic and Boring will be playing the Family Night on Thursday, and some may remember that band from last year's Food Truck Festival, so we're very excited to bring them back to Cottage Grove. On Friday, we have Double Down from 5:00 to 7:00 p.m.; closing it out on Friday night is Rough House. On Saturday, Jonah and the Whales and Them Pesky Kids are closing things out on Saturday night.
- Other events are on the screen before. There's very fun and great stuff happening throughout the rest of the festival. The long list of ongoing events has everything from a car and pet show to demonstrations from our very own Public Safety staff, just to name a couple. The full list of events is at cottagegrovestrawberryfest.com/events.
- Then last, and certainly not least, I would be remiss not to talk about *Discover Cottage Grove*; they'll have a booth at the Strawberry Fields Marketplace this year. As I mentioned, renowned folk artist Eric Dowdle, we launched a Bring a Friend campaign for Strawberry Fest this year just to encourage people who maybe haven't been to Strawberry Fest in a long time, people who live here who have some friends who want to come in from out of town to enjoy the festivities, so why not bring our own friend? So, we decided to bring Eric Dowdle back for Saturday; so, Saturday, June 21, he'll be there to sell puzzles, sign puzzles, take selfies, and meet folks at our booth. As I mentioned, he's also going to be in the parade on Saturday. We'll be showcasing all of our 115 coloring contest submissions, myself and our staff put together the coloring contest for Strawberry Fest this year. I would have been happy with 30, 40, or 50 submissions, and we got 115, almost all of which happened on the last day of the submission, which is pretty wild and fun. So, all of those will be on display in a binder, and four of the finalists/winners will also be prominently displayed there with Eric Dowdle.
- We'll be giving away freebies for folks who come by the *Discover Cottage Grove* booth; we'll have drawstring backpacks, Visitor Guides, *Discover Cottage Grove* beachballs, cups, and a flyer for the upcoming Food Truck Festival.

Phil said that's all I've got. Council Member Thiede, I don't know if I stole your thunder, so if I missed anything, please by all means fill in the blanks. Thank you.

Council Member Thiede replied no, I'm just going to enhance some of the things that you said: You know, one of the things that you had positioned in terms of the Drone Show, we got the whole design. They take that, they make this whole design, they've got it on the screen and so forth, and we found out it was going to be a 100-drone show, okay, but we found out that they went ahead and it's going to be 200 drones. So, that is at 10:30 on Saturday night, so if you've got to take a nap, take a nap so you can stay up and watch this because it's going to be really neat.

And some of the other things I'll mention is buttons, I forgot to wear mine tonight, but the mayor has his on, and one of the new things we're doing this year is that different food vendors are giving discounts if you have your button. So, people, go out and get your button, and you'll also, as was shown, there's a lot of different prizes with the button raffle and such, so that's fantastic.

The Strawberry Fields Marketplace, this year we had to start turning people away because we'd gotten to about 110 booths and we just have so much room that we can have them use out there. So, it's going to be fantastic. I was very involved in that 10, 15 years ago and everything, and it's actually just blossomed. Instead of calling it just a Business Expo, we changed it to Strawberry Fields Marketplace to really try to get to be more of a craft thing and things like that besides other informational booths, and that's been fantastic.

Also, again on Saturday night is the fireworks at 10:30. So, if you've got to take a nap, take a nap, but be out there for the fireworks.

It looks like the weather is going to be good, but it's going to be hot and muggy, so make sure you bring enough water to hydrate and everything else. It's going to be a fantastic time.

Let's see, what else was I going to mention? Oh, and tomorrow is actually the Family Night, and so there's other attractions and activities, you know, really kind of focused on families. We've got the pedal tractor pull again, which is always something that the kids really like. We've got woodshop crafts where you can come out there and the Lions Club will help you actually make a birdhouse and so forth, so that's going to be lots of fun. And food vendors, we had to turn away food vendors, too, because we had filled up. So, the parking lot is going to be full of food vendors, and what more can I say? It's just going to be a fantastic time, so be there or be square, that's for sure.

Mayor Bailey said I will say one more thing, just because I thought it was pretty awesome. I don't know if the public is aware, but we have our Ambassador Program here in Cottage Grove. There's a lot of communities, unfortunately, that their Ambassador Programs are going away or being suspended because there's nobody actually wanting to come out for those particular events; one that I heard of recently is Red Wing, they're not going to have an Ambassador Program where they represent the city. And I didn't remember the final number, what was the final number of people that we have this year? Eleven. So, we have 11 people vying to represent Cottage Grove over the next year and 2 young men this year for the first time, which is pretty amazing. So, I got a chance to meet them this last week during the kickoff dinner and auction that they did, which was absolutely fantastic. So, we've been well represented this past year by the current Ambassadors, and whoever gets it, I can tell you we're going to be very well represented as a community in the future. And they're all selling buttons right now, so if you need a button for the Strawberry Fest, go ahead and get them.

Mayor Bailey asked Council Member Thiede anything else or are we good? Council Member Thiede replied we're good.

Mayor Bailey said all right, thank you, Phil, for sharing that. I'll just say get out there, enjoy this great weekend, it's all about Cottage Grove, bring a friend. Come up to me or one of the Council Members, say hi when you're there, as we'd love to chat.

7. CONSENT AGENDA

- A. Approve the May 21, 2025 City Council Special Meeting Minutes.

- B. Approve the May 21, 2025 City Council Regular Meeting Minutes.
- C. Approve the May 12, 2025 Parks, Recreation and Natural Resources Commission Meeting Minutes.
- D. Accept and place on file the minutes from the April 8, 2025 meeting of the Advisory Committee on Historic Preservation.
- E. Approve the November 26, 2024 Convention and Visitors Bureau Meeting Minutes.
- F. Approve the issuance of rental licenses to the properties listed in the attached table.
- G. Receive the 2025 Strategic Plan mid-year update.
- H. Approve the 2024 Convention and Visitors Bureau Annual Report.
- I. Approve the Reciprocal Fire Service Agreement with the Capital City Regional Firefighters Association.
- J. Authorize Public Safety to accept up to \$7,500 for a UASI Grant through the Washington County Department of Emergency Management to fund the purchase of water rescue equipment.
- K. 1) Approve Flock/LPR Camera Master Services Agreement. 2) Accept \$18,000 from the Automobile Theft Prevention Grant Award over 2 years.
- L. Approve the Professional Services Contract with HumeraTech for the City of Cottage Grove buildings in the amount of \$7,430.40.
- M. Adopt Resolution 2025-086 approving the final payment for the TG-P14 Pond Improvements Project to Northern Lines Contracting in the amount of \$90,492.33.
- N. Adopt Resolution 2025-085 accepting Braun Intertec's proposal to provide testing services for the Intermediate Zone Water Treatment Plant Project for the total amount of \$269,498.00.
- O. Approve Change Order #7 for the Utility and Engineering Building, which results in a reduction in project costs in the amount of \$6,981.60.
- P. Authorize Resolution 2025-087 naming the future neighborhood park at Robert's Lake "Roger & Myra Peterson Park."
- Q. Adopt Resolution 2025-090 approving the final payment in the amount of \$113,120.05 to SunRam Construction, Inc. for the Glacial Valley Park Improvements Project.
- R. Appoint John Stechmann to fill an unexpired term on the Planning Commission ending on February 27, 2027.

Council Member Olsen wished to pull Item R, Planning Commission Appointment (Stechmann), on the Consent Agenda for further discussion and/or approval.

Council Member Olsen said we had an opening on the Cottage Grove Planning Commission. As many of you know, we have several volunteer advisory commissions to the City Council that are staffed by volunteers from the community, who want to give back and provide advice to us as a Council, whether it's about Parks and Recreation, Historic Preservation, Planning, Public Services, and so on. It just so happens this year I am the liaison to the Planning Commission and we had an opportunity for a new member to potentially join. So, this last week I did interviews with two very good candidates, and I want to thank John Stechmann and Casey Thompson for putting their names forward as potential Planning Commissioners. It was a tough decision, but I selected John Stechmann for this appointment, and I would just ask that my Council colleagues take that under advisement. John has been a longtime resident of the City of Cottage Grove, he has a lot of good experience working with cities because he works for the City of St. Paul as an attorney. So, he's kind of seen the world from both sides, as a resident and somebody who works for a community. He's a very level-headed guy, very knowledgeable about the things that we've got going on in the community, and he's definitely got his finger on the pulse. So, I would ask for your consideration to appoint John to the open Planning Commission slot; and, certainly, we're going to continue to work with Casey to find a good spot for him, too, because both interviews were just wonderful. That's all I've got, mayor.

Motion by Council Member Olsen to approve the Consent Agenda; second by Council Member Clausen.

Motion carried: 5-0.

8. APPROVE DISBURSEMENTS

- A. Approve disbursements for the period of 5-30-2025 through 6-12-2025 in the amount of \$1,597,795.82.

Motion by Council Member Garza to approve disbursements; second by Council Member Thiede.
Motion carried: 5-0.

9. PUBLIC HEARINGS

- A. Mississippi Landing 1st Addition Easement Vacation
Staff Recommendation: 1) Hold the Public Hearing. 2) Adopt Resolution 2025-088 vacating, rescinding, terminating and releasing certain easements over Outlot I in Mississippi Landing 1st Addition.

Mayor Bailey said Emily Schmitz, our Community Development Director, is going to walk us through this fairly simple one.

Director Schmitz said great, Good Evening, Mayor, Council, it's a simple easement vacation. Typically, with our developments where we have several different additions, there's always an Outlot that's platted that is, for lack of a better word, held for that next addition when those lots are platted over that. So, Mississippi Landing 1st Addition was approved by you, Council, back on May 1, 2024, and now you have seen the 2nd Addition come before you, which you approved on April 2, 2025. However, a D&U Easement exists over Outlot I, which is a part of Phase 2 of the Mississippi Landing. In order to record those lots over that Outlot, we do need to vacate that Drainage and Utility Easement that allowed us to have access if we needed it for potential utilities or stormwater before those lots would have been platted. So, in an effort to allow that developer to record that plat this evening, the recommendation is to hold that Public Hearing and vacate that Drainage and Utility Easement that is existing over Outlot I. I will stand for any questions if you do have them.

Mayor Bailey asked Council if there were any questions, and there were none.

Mayor Bailey opened the Public Hearing. As no one wished to speak on this item, Mayor Bailey closed the Public Hearing.

Motion by Council Member Clausen to Adopt Resolution 2025-088 vacating, rescinding, terminating and releasing certain easements over Outlot I in Mississippi Landing 1st Addition; second by Council Member Thiede.

Motion carried: 5-0.

10. BID AWARDS

- A. Intermediate Zone Water Treatment Plant - Bid Award
Staff Recommendation: Adopt Resolution 2025-084 awarding the Intermediate Zone Water Treatment Plant Project for the Base Bid and Alternate 1 to Rice Lake Construction Group, in the total amount of \$90,135,600.00.

Mayor Bailey said Ryan Burfeind, our Public Works Director, is going to take us through this one.

Director Burfeind said Mayor, Members of the Council, so tonight, first we have the Intermediate Zone Water Treatment Plant bid award. We took bids on this a few weeks ago. This was a big day for the City, we've been

working on this plant, really at some levels since 2017 when the first kind of PFAS situation really boiled up in Cottage Grove. We started looking at Concept Planning, Long-Term Planning, and how to address this issue. Through the entire Conceptual Drinking Water Supply Plan from 2018 to 2021, we were working with the State on this, and then going all the way through design. So, this is almost eight years in the making from lots of staff at the City. So, it was a big effort and it's very exciting to take bids.

In terms of the bid results, we had really good bidding on the project. You can see all three bids are underneath our Engineer's Estimate. I will say these are interesting projects to look at and try to estimate. There is no one single plant that's going to match it. The processes are similar to our Low Zone Treatment Plant, but it's different; it's different in how it's going to treat the water and do its work. So, we hired our designer to do a really good, very thorough estimate. Obviously, the market's very volatile right now with tariffs and such, so there was a little bit of unknowns, and that's why our estimate was as you saw it. I think we were also helped by, there was a third bidder that came into that process pretty late due to some changes in a different large treatment plant project that didn't move ahead in a different community, so all of a sudden we had an additional bidder, who was very hungry for work. I think that made everyone else sharpen their pencils a little bit as well. I will say the low bidder, Rice Lake Construction Group, they did the Low Zone Water Treatment Plant and they also did several of our temporary treatment plants, so we've had very good luck with them. They have a long track record of delivering projects like this, so no concerns with their performance or them working on this project.

With that, the Recommendation is in front of you, and I will stand for questions.

Mayor Bailey asked Council if there were any questions on this one, and none were asked. Mayor Bailey said and the bids obviously is going to benefit the Settlement Money for other cities, so it's quite amazing to see that it came in as low as it did vs. the estimate from the Engineer.

Motion by Council Member Olsen to Adopt Resolution 2025-084 awarding the Intermediate Zone Water Treatment Plant Project for the Base Bid and Alternate 1 to Rice Lake Construction Group, in the total amount of \$90,135,600.00; second by Council Member Garza. Motion carried: 5-0.

B. 2025 Sewer Lining - Bid Award

Staff Recommendation: Adopt Resolution 2025-089 awarding the 2025 Sewer Lining Project to Hydro-Klean, LLC, for the Total Base Bid amount of \$779,748.90.

Mayor Bailey said Ryan will be taking this one, too.

Director Burfeind said that is correct. So, for this project, Mayor and Council, we took bids last week, and this project is a lining of a sewer that runs roughly from the intersection of Inwood Avenue and East Point Douglas Road and then through that commercial area; it actually goes through a City-controlled easement, a pretty large one, 50 feet wide, following the roadway down south to where the northern Jamaica roundabout is, under Jamaica Avenue, and then underneath Highway 61, ending in the dog park. So, it's a very critical piece of infrastructure, it's an 18-inch concrete pipe, it's actually basically an original to the City when we started having sewers, so its very old. We identified this as a key item several years ago to do a sewer lining, it really puts a whole new pipe inside of that concrete pipe. We couldn't do it with the Jamaica and East Point Douglas project for a variety of reasons, those impacts would not correlate, so we had to do it after. It's actually a project where typically you'd try to televise this pipe first to see the condition, but most of this cost is bypass pumping this pipe. So, it made no sense to do that work to see is it fine, can it get ten more years? I mean, we have a pipe that's approaching 60, 70 years old, so we're going to do that work and it'll have a whole new lifecycle for that pipe. So, that's why we're doing it all in one shot, the bypass pumping and installing it.

You can see the bids came in well, two bidders, and the low bidder was just under our Engineer's Estimate, so we're happy with that. Overall, I should mention it's not a very impactful project, that's why we were okay with doing it after two years worth of projects. It's really all underground work, the main thing is our access point for the manhole is in the driveway between Merchants Bank and Subway; so, we do have to close that driveway access for about three weeks or so while the project's done, but we have the legal right to do that. We have

worked with all the property owners, we notified them of what's going to happen, and that'll probably be late August into this fall when they'll do the work. There are two other ways into that development commercial area, so there's really no major impacts, everything else will be a variety of kind of drive-over ramps and things like that. So, it's pretty interesting where you'll actually see an 18-inch pipe on the ground that temporarily bypasses this work, and then we'll actually be directionally drilling it underneath the roundabout. So, we obviously didn't want to close the Jamaica roundabout to bypass pump sewage across it, so we're actually putting a temporary pump underground. It's a complicated project, but our team did a really good job of putting it together. I don't usually go into that level of detail, but I just want you to see it's so short and so quick, but it was a challenging project to design so we're excited to get it done.

With that, the Recommendation's in front of you, and I'll stand for questions.

Mayor Bailey asked Council if there were any questions for Ryan.

Council Member Clausen asked is this going to be a temporary pipe on top of the ground or underground?

Director Burfeind replied that's a good question, Council Member Clausen. So, it is above ground for the most part, and that is standard; it sounds a little frightening, but it's a fused pipe, its all one solid pipe. Other than where we cross driveway, for instance, it actually converts into a drive-over ramp, it's pretty interesting technology. The only place it'll be underground is under the roundabout; so, we're actually going to put in like a bigger carrier pipe under the roundabout. You'll see them dig pits on both sides and push that under the roundabout to carry it underground just right there.

Council Member Clausen said I've seen those before, and I just want everybody to know it's going to look ominous, it's going to look weird for a while, but it's needed.

Director Burfeind said it's all part of the plan; Council Member Clausen replied yep, thank you.

Motion by Council Member Garza to Adopt Resolution 2025-089 awarding the 2025 Sewer Lining Project to Hydro-Klean, LLC, for the Total Base Bid amount of \$779,748.90; second by Council Member Thiede. Motion carried: 5-0.

11. REGULAR AGENDA

A. Tobacco/THC Compliance Check Violation

Staff Recommendation: 1) Allow a business representative for Highnorth Dispensary an opportunity to respond to the City Council regarding the Cannabinoid & Low Potency THC Underage Sale Compliance Check Violation occurring May 21, 2025. 2) Impose the scheduled penalty, for the 2nd violation in a 24-month period, of \$1,000 fine plus a three-day suspension.

Mayor Bailey said I believe Sergeant Mike McCormick is going to open this one up for this.

Sergeant McCormick said okay, thank you for the opportunity here to tell you a little bit about our program, as far as the procedure and what happened with this particular event. As you know, our City does two compliance checks, both with alcohol and tobacco, and with the new laws governing THC, we've also incorporated that into our tobacco checks. Obviously, you're aware we believe hiring, training, and supervising responsible staff is essential in keeping compliance, as well as regulating tobacco and THC.

May 21, 2025 was one of the nights that we did a compliance check and this night was for tobacco. We used an underage buyer, and on the next slide I'll kind of cover the process and how we came across their buyer and whatnot. On this evening, though, there was one violation that was at Highnorth Dispensary at 8711 East Point Douglas Road. It should be noted this is their second violation in 24 months.

As I mentioned, our decoys are given instructions, and this is something that we've always done, this is Best Practice, this is what County does, and this is what other agencies do that do compliance checks. So, they arrive at the Police Department, they're not allowed to change their appearance, we want them to look like the picture on their driver's license as much as possible. We also take the picture right before the compliance check just so they

say well, they threw a hat on, or it's not somebody we recognized. They're instructed that if asked, they are to state their real age; at no time are they allowed to be deceitful, they have to be truthful. Our goal with our compliance checks has always been education, more than anything else. They're instructed to provide their Minnesota State-issued identification card or picture driver's license and make sure that it has their true identity and date of birth on it. We also make sure that we have that on file should something like this come up. They're provided with a monetary note, in this case it was a \$20 bill. Prior to that being given to our decoy, the officers also take pictures, front and back, to make sure that the serial number lines up with that monetary unit.

This is a few years old now, but it's really easy now to tell the difference between an Under 21 and Over 21 Minnesota driver's license. Everybody in this room has them this way, but if you turn it up on the side so the long end is facing up, you'll notice that that's the Under 21; it's also in big red letters, right under the picture it says Under 21, and then it will have their birthdate right there. So, anybody in the State is instructed and trained on how to look for those things, and I believe they have to sign off on their training to be a business here in the City as well.

So, this is the actual incident that took place on May 21. Our decoy was a 17-year-old male, he had followed all the instructions that we had asked. He first met with officers and then proceeded to go into the store and ask for Zyn pouches; those are tobacco, so they come in like a can or tin of chew, but if you open it up, they have little white packets that just contain tobacco. Our decoy asked if they had those Zyn pouches, and he was told that they do not; however, the employee said that he couldn't sell him that because they don't have it, but he offered to sell him THC gummies instead. The employee did ask for the driver's license, looked at it, and handed it back, and again that was an Under 21 driver's license. The interesting part is our decoy had a \$20 bill, and the total cost was \$20.67, and the clerk was really nice and said, "I'll cover the rest," and handed it to him, and out the door he went.

Officers met with the employee, he did admit to the sale and looked at the wrong date on the identification. I don't know if they delved more into that, but that was the response from the employee. He was advised that he would be receiving criminal charges.

I can tell you that I directly emailed the letter to the owner, inviting him to this Council Meeting, but I did not receive any emails or phone calls in response. I also had that letter hand delivered to the business the following day. So, I wanted to point that part out, but you have the recommendations in front of you, and I'll answer any questions you might have.

Mayor Bailey said thank you, Mike.

Council Member Clausen said sergeant, I just wanted to ask was that the only violation that night that you were doing was with this business, that's right?

Sergeant McCormick replied correct. I believe that was one of 14 businesses that were checked, and that was the one failure.

Council Member Clausen said okay, I just thought it's interesting that the employee tried to, for lack of a better word, upsell the product that they did not have to move onto something else. It just was interesting to me, thank you, that's all. Sergeant McCormick replied you're welcome.

Council Member Olsen said Sergeant McCormick, a couple things. First of all, thanks for the presentation and going into the detail that you did with regard to the process that's in place. I want to make sure I understand when our decoy goes to these businesses and attempts to make an underage purchase, they're traveling with a licensed police officer, correct?

Sergeant McCormick replied correct.

Council Member Olsen said and if the sale is made, as it was in this situation, there's an immediate response by the licensed police officer to say hey, look, this was a compliance check and you know, you didn't make it, is that right? Sergeant McCormick replied that's correct.

Council Member Olsen said okay, so there would be no reason why somebody from the business would not be made aware virtually immediately that they had a compliance check that they failed, and then you followed up with an email and then you also had a document delivered to the business. Sergeant McCormick replied correct.

Council Member Olsen said and they're not here. I find that very disappointing, especially since it's their second violation in a 24-month period. So, I see that the resolution that we're looking at recommends imposing the

scheduled penalty for this, which is a \$1,000 fine plus a three-day suspension. That three-day suspension, do we have purview over when that three days is? Do they get to choose, do we get to choose, how does that work?

Sergeant McCormick replied I guess I'm not sure how that process goes.

Kori Land, City Attorney, said Your Honor, Members of the Council, the way the resolution is worded it is in coordination with the police chief, so they will probably ask for specific days, and the police chief will review that, and if it's appropriate, then he would, but it has to be a mutual agreement.

Council Member Olsen said it has to be a mutual agreement. Attorney Land replied well, it has to be approved by the chief, so technically, we have the say.

Council Member Olsen said okay, the reason I asked the question is I might feel differently if the business operator was here to explain this is what occurred, this is what we've done to try to mitigate this from ever happening again, etc. But the fact that they chose not to do that makes me feel as though perhaps they haven't taken it as seriously as they need to, and so, I would encourage if we're going to look at a three-day suspension that we try to determine a three-day period where perhaps that'll send a message that they need to take this a little more seriously. I know we've done that in the past with failed alcohol compliance checks, and if you take a look at a weekend, as an example, that's a pretty prime selling period; you take that opportunity away for those three days, and I think it gets the message across. Interestingly, the business that we've done that to in the past hasn't had an issue since, it's funny how that works. So, I would just encourage our Police Department and our Public Safety Director to take that under advisement. That's all I had, thanks very much.

Council Member Garza said I as well find it pretty interesting that they upsold another product. In addition to covering the cost, so I know we haven't heard back from that business yet, but I think May 21, we're about a month in, and I'm really intrigued to find out what they really did with that employee. Because I almost feel as if, did he pocket the \$20? So, I would love to know, or will we follow up again with the business just to find out?

Sergeant McCormick replied typically, we won't, but we certainly could. I know that \$20 bill was returned to the officers that night, but I don't know what the intent was.

Council Member Garza asked and do they have a receipt, do they ring them out with a receipt? Sergeant McCormick replied yeah.

Council Member Garza said they did, okay, just wondering. Thank you, though.

Sergeant McCormick said the conversation with the clerk was also filmed via body camera with the officers once they made contact with him. Council Member Garza said thank you.

Council Member Thiede said I'll just mention, too, I agree with Council Member Olsen in terms of, you know it would be totally different if somebody had taken it seriously and was actually here to kind of explain, so.

Mayor Bailey said I don't know if I can ask, I don't know if it's going to be for Mike or Kori, if you can know this. So, this is the second violation in a 24-month period with a \$1,000 and three-day suspension. Should it happen again and it becomes the third, what's the, do you remember what the next?

Attorney Land replied Your Honor, I believe it's a 10-day suspension, I don't remember what the fine amount was, and just for the record, I wanted to note as the sergeant mentioned, we tend or try to educate with these compliance checks, and with their first violation, although they were given notice of it. We didn't actually bring it forward for a penalty, so there was no penalty imposed with their first violation.

Mayor Bailey said and that's been somewhat typical, whether it's tobacco or alcohol; Attorney Land said right. Mayor Bailey said I just was curious because I thought it was 10 days, but yeah, I guess, okay, we'll leave it at that.

Mayor Bailey said so, Council, they're obviously not here, so they're not going to speak, that's a moot subject.

Motion by Council Member Olsen to Approve Resolution 2025-093, imposing the scheduled penalty for the 2nd violation in a 24-month period of a \$1,000 fine plus a three-day suspension; second by Council Member Thiede. Motion carried: 5-0.

Mayor Bailey said thank you again, Mike, and I'll say congratulations to all those other businesses that successfully passed. I'm very happy that they did, sometimes we don't get to recognize the good ones, so we want to do that.

- B. Real Estate Equities - Comprehensive Plan Amendment, Rezoning, and Site Plan Review
Staff Recommendation: 1) Adopt Resolution 2025-082 approving an Amendment to the 2040 Comprehensive Plan to re-guide a 4.7-acre parcel from Medium Density Residential to High Density Residential, and authorize staff to submit the Amendment to the Metropolitan Council. 2) Adopt Ordinance No. 1101 approving a Zoning Amendment to change the zoning of the 4.7 acres from AG-2, Agriculture, to R-6, High Density Residential, contingent on the Metropolitan Council's approval of the associated Comprehensive Plan Amendment. 3) Adopt Resolution 2025-083 approving the Site Plan Review for a 164-unit, four-story, affordable-rate, multifamily apartment building on an approximate 4.7-acre parcel located on the north side of the 100th Street and Hadley Avenue intersection. 4) Adopt Resolution 2025-092 supporting local Affordable Housing aid.

Mayor Bailey said our Senior Planner, Samantha Pierret, is going to take us through this project.

Planner Pierret said all right, thank you, Mr. Mayor and Members of the Council, tonight it is my privilege to bring to you the Real Estate Equities project for a Comprehensive Plan Amendment, Rezoning, and Site Plan for a 164-unit affordable apartment building in the Preserve at Prairie Dunes plat at the Hamlet Avenue, Hadley Avenue, and 100th Street "X" there. Land Use: The property is currently guided as Medium Density Residential in the 2040 Comprehensive Plan, and is proposed to re-guide the property to High Density Residential, using units from the former driving range at Mississippi Dunes Golf Course. The DNR purchased the former driving range in 2024, and that area thereby will be preserved from development, and the driving range was guided as Medium Density Residential in our 2040 Comprehensive Plan. So, to increase density on this Real Estate Equities property, some of that density proposed to be allocated is proposed to be transferred to the Real Estate Equities property and the DNR property to be guided Parks and Open Space in our 2050 plan when we adopt that. It's also of note that the Metropolitan Council is also required to review and approve Comprehensive Plan Amendments; however, our sector representative has verified this will be done administratively by the Met Council. Zoning: As mentioned before, the property is currently zoned AG-2 and a rezoning is also requested to rezone it to R-6, High Density Residential, in conformance with that Comprehensive Plan Amendment that is requested. Proposed Site Plan: So, Real Estate Equities is proposing a 164-unit affordable rate apartment building that will meet or exceed all of the City's standards. It would be under the maximum height at 47 feet, 10-3/4 inches, where the maximum height is 55 feet. All of our City setbacks, site coverage maximums, and parking requirements will be met or exceeded, as mentioned. Transportation: The property will be accessed off of Hamlet Avenue, and the developer will be responsible for reconstructing Hamlet Avenue into an urban street section, currently it's a rural section of street. There is an existing southbound turn lane from Hadley onto Hamlet, and the Right-of-Ways here are wide enough to accommodate any future expansion that may be needed; however, it's not anticipate to be needed at this time. Pedestrian Connections: Also, some trail corridors were put in with the Hadley and 100th Street realignment. This project will add an eight-foot-wide bituminous trail on the north side of Hamlet Avenue to facilitate a pedestrian connection from the apartment building to those trails on Hamlet and 100th, as well as pedestrian connections running along 100th Street. There will also be an internal sidewalk system there that contributes to a connection point there as well. Landscaping/Tree Mitigation: The applicants have proposed to meet all of our landscaping and tree mitigation standards. Architecture: They have also proposed to meet all of our architectural standards with at least 65% Class I or II materials, and they have already provided a material board to staff, which has been acceptable.

Recommendation: There are four separate action items for the Council to consider tonight, those are on the screen. I'll just also note the fourth one is supporting that local affordable housing aid dollars for the project as they go to State bonding, hopefully in July.

Representatives from Real Estate Equities are also here tonight if you should have any questions.

Mayor Bailey said all right, thank you, Samantha. He asked if Council had any questions:

Council Member Thiede said explain four again, refresh my memory, what aid? Is that coming from the City or the, what? Mayor Bailey asked are you talking about the housing aid? Council Member Thiede replied yeah, the local affordable housing aid.

Brenda Malinowski, Finance Director, replied Council Member Thiede, Members of the Council, great question. The Local Affordable Housing Aid, we call LAHA, the State implemented that back in October, 2023, ¼% of sales tax is dedicated to that in the metro, and so we get funds. We received our first amount back in 2024, and so this project is a good use of those funds. In the past, we would have done a TIF District for housing, and it would have been on our books for 25 years; and so, with these LAHA funds, we can dedicate three years of these funds to get this project up and going. Council Member Thiede said all right, thank you.

Council Member Clausen said this is probably for Samantha, thank you. There was some concern about the views from the neighbors on Hamlet, it was at one of the Planning Commission meetings. The berms and the trees that are on the north side of the new 100th and Hamlet Avenue, those are all going to remain, those aren't going to be taken down at all, from what I understand?

Planner Pierret replied correct. So, there are some existing trees on the site, some existing pine trees if you drive by today, all of those will be removed.

Council Member Clausen said those on the south side of Hamlet will be removed?

Pierret replied correct. However, the existing townhouses or condos across the street, they have some very nice screening. Staff drove by and checked that as well. Then as you see on the screen as well, they will be providing some landscaping where they're able to fit it in here, near that proposed garage entrance and exit point there, so on the south side of Hamlet Avenue.

Council Member Clausen replied thank you, I just wanted to make sure that the screening on the north side of Hamlet or 100th was going to stay there for them.

Planner Pierret replied yep; Council Member Clausen said thank you so much.

Council Member Thiede said so the other day I kind of came around Hadley and was kind of going through there, and you know, it turns out 100th Street is, let's see, what's the speed limit going to be on that? What's the speed limit on Hamlet, or on 100th Street?

Director Burfeind replied Mayor, Members of the Council, so it's 50 MPH until you get to the curve, and at the curve, it reduces to 40 MPH. It stays 40 MPH all the way down the hill, down to Grey Cloud Trail.

Council Member Thiede said all right, so, the one thing that I, because it's not a four-way stop, it's only a stop for Hamlet. Again, it's like I'm just thinking with the curve and everything, people if they're already going, I don't know how many are going to slow down for the curve, even though they see the sign. If there was a stop sign there, and I know it's a County Road, so that's going to make that more difficult, but just a little red flag. With the consideration also that those buildings, there's going to be two of them, and maybe another one, we don't know for sure, that are going to be relatively tall; just in terms of sight lines and safety, I'm just wanting to make sure, and I know that we're good at that, we're probably taking all that into consideration, but just to kind of make some mention of it or something like that.

Director Burfeind said Mayor and Members of the Council, I can maybe speak to a few points on that real quickly: So, in terms of the side-stop control, once you do an all-way stop, that's actually considered a form of full intersection control, and then there are standards we have to meet. It is still a City road, even though it's a future County Road, it is our roadway today, so we govern it, but we do really look to those MnDOT standards before we put in an all-way stop. That roadway with an 180-foot Right-of-Way and then the setbacks, it is fully designed to make sure we have the sight lines in excess of that 40 MPH; but it's certainly something we're always going to continue to watch and look at, and we want to make sure we have safe corridors for people to drive on. So, no concerns at this time with this building and such, but it's something we'll always continue to look at as we get more development in the area. Council Member Thiede replied all right, thanks.

Mayor Bailey asked the developer if they'd like to speak at all on this subject or the project, if there was anything they'd like to share, and they declined. Mayor Bailey asked if Council had any questions for the developer, and none were asked.

Motion by Council Member Olsen to Adopt Resolution 2025-082, approving an Amendment to the 2040 Comprehensive Plan to re-guide a 4.7-acre parcel from Medium Density Residential to High Density Residential, and authorize staff to submit the Amendment to the Metropolitan Council; second by Council Member Clausen. Motion carried: 5-0.

Motion by Council Member Thiede to Adopt Ordinance No. 1101 approving a Zoning Amendment to change the zoning of the 4.7 acres from AG-2, Agriculture, to R-6, High Density Residential, contingent on the Metropolitan Council's approval of the associated Comprehensive Plan Amendment; second by Council Member Garza. Motion carried: 5-0.

Motion by Council Member Garza to Adopt Resolution 2025-083 approving the Site Plan Review for a 164-unit, four-story, affordable-rate multifamily apartment building on an approximate 4.7-acre parcel located on the north side of the 100th Street and Hadley Avenue intersection; second by Council Member Thiede. Motion carried: 5-0.

Motion by Council Member Clausen to Adopt Resolution 2025-092 supporting Local Affordable Housing Aid; second by Council Member Olsen. Motion carried: 5-0.

12. COUNCIL COMMENTS AND REQUESTS

Council Member Clausen said I have no comments tonight, thank you, mayor.

Council Member Olsen said mayor, I'll just take a moment to first of all, thank all of the hundreds of State, Federal, and Local Law Enforcement personnel, who spent their Father's Day weekend in pursuit of a suspect in the brutal killings of Mark Hortman and his wife, Melissa, and the shootings of John and Yvette Hoffman. A lot of those folks worked really long days, and I know we even had some local members of our law enforcement community who were staged up to help out with different things. There were several S.W.A.T. teams that were out working really hard to apprehend this person, and thankfully, they were able to do so without incident before the weekend was out, which was a really nice outcome to a very tragic situation. That individual is now in custody and I'm sure the courts will do their work, but thank you to all of the law enforcement folks, first responders, all the support staff who took the time to do that.

I also want to say, you know, one of the things that really impacted me personally, as I got that first phone call at 5:00 a.m. on Saturday from a friend, saying, hey, are you watching the news? No, I'm in bed. You need to watch the news. As a country, as a State, as a community, it's important to remember that the things that you say have consequences. I know that one of the very founding principles of our Constitution is free speech, and I support that with every fiber of my being, but there's also a part of life where you can say yeah, I could do that, but should I? And I think that's where discipline and maturity and those kinds of things come in. We live in a time when people have so much access to social media and other forms of speech and communication that sometimes they take it for granted, and I'm going to speak for myself only. As a local elected official, it stuns me sometimes how the same people have a negative comment about virtually anything we do as a City or as a body; and while they're entitled to their opinions and they're entitled to make whatever comments they want, I think there's a time to consider is this helpful? Does this advance whatever argument I'm trying to make? Is this the appropriate venue to maybe say some of those things? What I find to be true oftentimes is people will put things out into their social media profiles or whatever the case might be, and then when you actually take the time to give them a phone call and say, hey, I saw your note, I wanted to talk to you about that, the tone changes pretty quickly. We need to understand that elected officials, public officials in any way, shape, or form, whether it's City staff, what have you, we're all people. We all have jobs and we all have kids and we all have hopes and dreams, and I know that this body works very hard to remain dispassionate and neutral. We don't engage very often on social media. When we do sometimes

attempt to engage on social media where somebody may say something, they're asking a question, and we try to give the information that they're looking for, it can turn into a feeding frenzy of misinformation, negative commentary, what have you, and that's just not the way to do things. That's not. We need to be able to communicate with each other with respect and with dignity because what happens is that negativity proliferates. We see it at the Federal level, we see it all over the place, there's going to be somebody out there who maybe isn't okay in the head, who's going to read what you have to say or perceive what you have to say differently than you intended it, and situations like what occurred over the weekend could be the end result. So, I just want to caution folks to take a beat, maybe wait a second before you type whatever it is you're going to type into your Facebook or your Twitter, or you name it, there's probably 17 other ones I don't even know about. You know, you've got your various neighbor pages and all those kinds of things. If you really, truly are curious and you want to know about how come you did something, how come this decision was made, just ask, we're happy to tell you. We'll sit down and have coffee with you, we'll explain it to the best of our ability, and we may end up walking away agreeing to disagree, but at least we've had a productive dialogue. And I think if we could all do that a little bit better, maybe the world would be a little less dangerous place. And with that, mayor, I'll turn it back to you.

Council Member Thiede said yeah, again, I've already talked about Strawberry Fest, so that's fantastic, it's going to be a great time.

I also have I guess the Movies with Mo, *The Wild Robot*, had to be changed because of rain and things like that. Council Member Garza said Friday it was raining. Council Member Olsen said you got rained out last year quite a bit, too, and Council Member Garza said we did, but we got four in, still, so cross my fingers. Council Member Thiede said so, I guess that's been rescheduled to this Friday night, in two days. Council Member Garza said but it's later, so it starts at 7:00, but the movie doesn't start until 9:30 or so, so people can enjoy Strawberry Fest first, and then come and watch the movie. Council Member Thiede said all right, so, I guess that is all I have right now.

Council Member Garza said well, I will mention, it sounds like Cottage Grove has some really fun camps that are happening this summer. So, if you go to our cottagegrovemn.gov website, we have a Safety Camp for kids ages 6 to 9, and that's coming up actually this weekend as well, but that's going to be a lot of fun at the old Cottage Grove Fire Station, and they'll learn a lot, especially surrounding safety. So, sign your kids up, it's not too late for that. And then we also have Beginning Archery Camp, that sounds really cool, and that will start in July. So, you can check out our website and find more about that, and that will be at the Pine Tree Pond.

Mayor Bailey said since we already talked about Strawberry Fest, I don't have anything else to add this evening, other than I hope to see everybody the next few nights and days over at Strawberry Fest.

Mayor Bailey said just so the public is aware, we do have two Workshops this evening. The first workshop, which is open to the public, is the National Community Survey Report, the Polco survey that we did earlier this year. Staff is going to provide it to us to review and comment. And then we do have a Workshop, which is closed to the public, and just so the public knows, that is a Closed Workshop pursuant to Minnesota Statute 13D.05, Subd. (3)a, to conduct a performance evaluation of City Administrator Jennifer Levitt.

So, with that, we won't be adjourning in here, we'll adjourn in the Training Room. Otherwise, everybody have a great weekend at Strawberry Fest!

13. WORKSHOPS - OPEN TO PUBLIC - TRAINING ROOM

A. National Community Survey Support - Polco

Staff Recommendation: Receive National Community Survey Report.

Mayor Bailey said all right, we'll go ahead and get started here on our Workshop, which is Open to the Public, and this is to review and comment on the National Community Survey Report. And, Phil, I believe you're going to walk us through this, correct?

Phil Jents, Communications Manager, replied yes. Thank you, Honorable Mayor and Members of the Council, I will do my best to be efficient with time in the interest and respect of everyone's time, but I have a lot of information to cover and a lot of data to go over. So, if you want to be thorough, maybe I should do the whole report, the results of the National Community Survey.

So, with that, I am happy to be here to present a summary of the findings for the Cottage Grove National Community Survey. The National Community Survey (NCS) is a standardized five-page comprehensive survey that allows municipalities to accept residents' opinions on their community and local government. The NCS focuses on the livability of Cottage Grove by categorizing survey questions in ten main facets of community livability, as shown here; as you can see, among others, there are things such as Parks and Recreation, Economy, Health and Wellness, Safety, Livability, and several others.

All households within Cottage Grove were eligible to participate in the survey. A list of all households within the survey in Cottage Grove was used, and then using the GIS boundary files provided by the City, addresses located outside of Cottage Grove boundaries were deleted from the list of potential households. From that list, 3,000 addresses were randomly selected to receive the survey. The 3,000 randomly-selected households received mailings beginning on March 20, 2025, and the survey remained open for 6 weeks. The first mailing was a postcard inviting the households to participate in the survey. The next mailing contained a cover letter with instructions, a five-page survey questionnaire, and a postage paid return envelope. Both the postcard and the cover letter used a web link to give residents the opportunity to respond to the survey online. All follow up mailings asked those who had not yet completed the survey to do so, and those who had already done so should not respond. The survey was available in English and Spanish, and all mailings contained paragraphs in both languages and instructions on how to complete the survey in their preferred language.

A total of 483 completed surveys were received from these efforts, providing a response rate of 16% and a margin of error of plus or minus 4%. I will note on that front, selfishly speaking, as a dedicated communications professional, I would have loved 3,000 surveys returned and filled out, but that's not realistic, that's not how the real world works. I am encouraged and cautiously optimistic that 16% does represent a higher than national average survey response rate. Apparently, nationally, survey fatigue is a very real thing and survey responses are down and actually below that 16% mark. And, so, you all probably, I can't speak for everyone in this room, but I'm sure you'd love to have 1,000 or 2,000 responses, that would be phenomenal. Nevertheless, I can see that Cottage Grove residents are above that national average, so we should be encouraged.

Polco then compared the demographic profile of survey respondents to that of adults in Cottage Grove using the most recent Census and American Community Survey data and then weighted the survey results. Weighting is a survey research Best Practice and helps to improve the representativeness of the survey results. In addition to the randomly-selected "probability sample" of households, a link to an online open-participation survey was publicized by the City. The open-participation survey was identical to the random-sample survey with two small updates: Asked a question to confirm a respondent was a resident of Cottage Grove, and also a question about where they heard about the survey. The open-participation survey was open to all City residents and became available on April 10, 2025 and remained open for three weeks. I will also note the full open-survey results are in the material before you.

There are a lot of different ways to get feedback from residents: Direct feedback is meetings like this, social media, phone calls, etc. One of the advantages utilizing Polco for this particular survey was the opportunity to compare ratings given by our residents to those from communities across the nation. This allows jurisdictions to compare ratings of services with ratings of similar services from other communities, and there are currently about 500 communities in the Polco database where we can compare against.

Overview of the Survey Results

In the survey, we had two questions that asked directly about those ten factors I mentioned earlier of Community Livability. The first asked residents to rate the quality of each, and you can see the resulting comparison to the national benchmark in the shading on the chart. The second question asks about the same Facets of Livability, but it's centered on how important residents think it is for the community to focus on each facet in the coming two years. So, we asked both about quality and importance of each of these facets and used those answers to create a Quality and Importance Gap Chart. So, Polco put those two data points together into this Gap Analysis Chart, which is used to help determine which areas of relatively higher importance and lower quality to residents, which

are in the chart here. It's just one of many ways to interpret the data and can be used to identify key findings and also determine which areas may need additional focus or resource allocation in the coming years and which others are performing well by comparison. There are just a couple standouts: The Economy, Utilities, Community Design, and a couple others you can see here in the chart that stand out.

Of the 122 survey items for which residents provided the value and its rating, 15 received ratings higher than national benchmarks, 99 received similar ratings, and 8 received lower ratings. So, just to kind of define that, ratings are considered similar if they are within 10 points of the national average, higher or lower, they are more than 10 points different than the average. There are many other lists, but a few examples of those that ranked higher are traffic flow on major streets, a variety of housing options, street repair, street cleaning, snow removal, crime, safety. Those that ranked lower in others were a variety of business or service establishments, which you'll see reflected in one of our open-ended questions; those responses are verbatim in your materials before you, and you'll definitely see a resounding theme there around differences in choice and those lines. Among others that ranked lower was drinking water, which we've been talking with my colleague over in Public Works. I would assume it would have to do with the long-term treatment of PFAS, and so the residents.

Key Findings Polco Delivered

Again, there's lots of additional data in the formal report before you, but the following slides will focus on those items:

1. Cottage Grove residents experience a high quality of life. Over 8 in 10 residents positively rated Cottage Grove as a place to live and were likely to recommend living in Cottage Grove, and also likely to remain in Cottage Grove for the next five years. Additionally, 80% of the residents gave excellent or good ratings for the overall quality of life in Cottage Grove.
2. Residents identified safety as both a priority and an asset. Residents tended to feel very safe in their community with nearly all respondents reporting feeling safe in their neighborhood during the day, about 9 in 10 said they feel safe from violent crime involving commercial areas during the day. High ratings were also given for feeling safe from fire, flood, natural disaster, and property crime. Moving on in the theme of safety, safety services also tended to be rated well with 9 in 10 residents rating both Fire services and Police services excellent or good. High marks were also given for ambulance or emergency medical services and crime prevention. Notably, both Police services and Crime Prevention scored higher than the national benchmark.
3. Residents placed a high focus on economic health. As we saw in the important slide earlier, 86% of residents emphasized the importance on focusing on the economy, ranking second under the ten facets. The overall economic health of Cottage Grove is rated positively by about 6 in 10 residents, as was the overall quality of business and service establishments. Cottage Grove as a place to work followed at 49%, ranking lower than the benchmark. Highlighting other potential areas of focus, ratings were also lower than the national benchmark for a variety of business and service establishments in Cottage Grove as a place to live. It's also worth mentioning here, I kind of alluded to this a second ago, but a custom question developed by the City, in consultation with all of you earlier this year, asked residents to share open feedback on anything they would like to see improved or added to their community. Those verbatim responses are in the report for you. One resounding, as I mentioned earlier, common theme among them is a desire for more options around restaurants, retail, and specifically locally-owned businesses; i.e., no more chains.
4. Housing variety and affordability may represent a deep strength for Cottage Grove. The overall facet of Community Design tended to rank similarly to the national benchmark with a few key outliers. Among the fact that ratings were highest for resident neighborhoods as places to live, with 89% of respondents giving favorable marks. Around 7 in 10 positively rated the overall appearance of Cottage Grove, and just under 6 in 10 did the same for the overall quality of new developments in the well-designed neighborhoods. While ratings for the preservation of the historical or cultural character of the community ranked lower than the benchmark, two keys ratings related to housing ultimately ranked higher than the national average: These included a variety of housing options, 53% positive, and the availability of affordable quality housing was 39%.

5. Mobility stands out as a key strength for the City. A large number of ratings related to mobility ranked higher than the national average, and these included ratings for ease of travel by car, public parking, traffic flow on major streets, ease of walking, and ease of travel by bicycle. Mobility-related services followed a similar trend with higher than average ratings for street cleaning, snow removal, sidewalks, and street repair. When asked about their opinion relating to taxes and services in Cottage Grove, about one-third, or 34%, said they are satisfied with the current level of taxes and services. A similar proportion, 32%, felt they paid too much for the services they receive. A few residents were willing to accept service reduction in exchange for lower taxes or to pay more taxes for enhanced services. A smaller share yet reported having no preference or having no opinion on this. For additional context, we also see here the ratings for one of the default survey questions, which asked residents to rate the value of services for the taxes paid to Cottage Grove. Results show that 9% of respondents rated this item as excellent, 44% as good, 27% as fair, and 20% as poor. For benchmark comparison purposes here, Polco combined the excellent and good ratings to represent an overall percent positive, in this case giving us a 53% positive rating, which ultimately ranked similar to other communities nationwide. An additional custom question sought insight into longer-term focus for the City. Among the options provided, residents placed the largest priority on focusing on: Utilities, Fire and EMS, Transportation, Police, and Economic Prosperity.

Summary: Cottage Grove residents experience a high quality of life. Residents identify Safety as both a priority and an asset. Residents place the highest focus on Economic Health. Housing variety and affordability may represent a needed strength in Cottage Grove. Finally, Mobility is a strength of the City.

Phil said with that, I'm happy to stand for questions and discussion.

Council Member Thiede asked so, in terms of the comparison U.S. benchmark, is that just a general, overall average of any of the cities and sizes and so forth? So, we shouldn't be too much, like when we look at education, arts, and culture, and opportunities to attend cultural music activities and so forth being much lower. Obviously, being a small community, I would expect some people being close to a metro area where some more of that stuff is available might raise it, it's so low. I can think as a City we wouldn't necessarily, we shouldn't get too bent out of shape about having something like that as much lower because it's probably typical of a City of our size and location.

Council Member Garza replied you know, with what you just said, because I'm reading a lot of the comments regarding that, and you know, Cottage Grove has grown quite a bit in the two years that I've been on Council. And diversity is a group, and I remember looking at the numbers on only 483 people that actually answered this, and they don't really request that, but we know that our City is getting more and more diversified. And, so, maybe, I'm not saying that we can put in all these cultural programs and stuff, but we need to hear that, and we need to listen because it's not one comment; it's a few comments that are saying I don't feel welcome and I feel like that's because I'm different, I'm not, I don't see things for me to do, I don't see things that are aimed towards our culture. So, you know, maybe paying a little more attention to that is something that we should do, especially because we are growing at such a significant rate, and we're bringing so many more families here, and they're going to be diverse, and so we should be mindful of that.

Council Member Thiede replied true, and I do see, though, that if I look at inclusivity and engagement numbers, I mean, Cottage Grove is, in terms of some of those numbers are actually quite high, similar to other places. But you know, just kind of looking at those, I would tend to think that we've got lots of good data on that.

Council Member Garza said we definitely do, I mean, even in this, in the results of this, they're very, they're very contradictory to what we want to know, right? Because on one side of the fence we've got many people saying we're growing too much, too much is happening, but then on the other side, everyone is saying there's not enough for us to do, we need more restaurants, we need this, we need that. So, we can't please our entire community with, you know, the one side or the other side. We're doing, to me, it seems a very responsible approach, and we're trying our best to bring more things into our community, but not turning into Woodbury, right? We want to keep that family-oriented place that we have, so this survey is, its actually, I was a little discouraged with it just because there's so much I want this or I want this. It's like we're trying the best that we can and it doesn't seem like to lower the taxes, if we look at the Washington County taxes, we are the second-lowest City in Washington

County. If we go any lower, we can't provide the things that we're providing. So, it's just interesting, and I think these results are very interesting. And Bonnie made a comment when we came in, and she said we should have maybe shared this with the rest of the community live, and I sort of agree. I know this would have been a long thing to do out there, but it is something, these conversations that we're having right now, the community should hear this. They should understand that we are trying, and we're listening, but we can only do so much, you know.

Phil said if I may on that last point, Council Member Garza, I think that is a point extraordinarily well taken. I, for one, my own professional values, I'm not going to stand here and talk about resident feedback and not incorporate that, that doesn't make sense to me. It doesn't align with my professional values, I wouldn't dare speak it to anyone else in this room, but the only thing that I would note is that just in the interest of time and deference to the Council, we received the full presentation from Polco I think last week; and so, we wanted to make sure we got this in front of you for your review, your digestion, your feedback, and then from there, you know, involve the community. Put it up on the website, social media, have a community event, if that's determined to be something that we need to look at, whatever it is, we need to of course make that happen, take that next step.

Council Member Garza said I think that's good.

Council Member Olsen said one of the things that I think is important to note, too, is we've done numerous community surveys of a similar nature in the last 10-to-15 years, using different methodologies, and one of the methodologies we used was phone surveys, right? I think we hired a professional outfit to do that. And we've had the community conversation surveys where we had the chalkboards all over town and, you know, let people make commentary at that point and then tried to bring all of that under one umbrella and interpret that. One of the benefits to this survey is there's a comparison to other communities across the nation, where we have the ability to benchmark; in the past, it was not quite as easy to benchmark, and I know obviously I have the benefit of seeing some of this on Tuesday, at the EDA Meeting. You know, 16% of the people that were surveyed responded. So, to me, that feels like a small number, but the real question with any survey is, is it statistically significant? And in this particular case, it is, according to Polco, and they're the experts. So, you've got to start thinking to yourself, okay, we've got a statistically significant number of respondents, the ratings that we're seeing are being benchmarked vs. other communities across the entire country, we actually look pretty good when you do those comparisons. I certainly would love to have seen more response, I'm sure everybody in the room feels the same way, but surveys like this are challenging to get those responses because its long, right, there's quite a bit to it. And there are some open-ended questions that we formulated on purpose that we wanted to get responses to, and what's going to happen invariably and it's just like any business; the people who are satisfied and have a great experience tend not to be the ones who are going to vocalize that, as often as people who may have a different experience or are unhappy about something. And, so, recognizing that that's part and parcel of this survey process, again, whether it's a community, whether it's a business, whatever the case might be, that's important. Because you can't get lost in a small percentage of voices who say certain commentary vs. the silent majority, and we have to recognize the silent majority. So, taking all of this data and putting it into kind of a hypothesis of okay, so, if we started doing this, would that change the outcome? The risk that you run there is you change what you're doing well because you're trying to appease a smaller percentage of people who may not feel as though you're doing something well; and then you tip the scales the other way, where the people who are generally satisfied say, wait a minute, what are you doing? Things are great. How come you're making those changes? So, it's really a fine line to walk.

I want to mention something of the diversity piece because I've been very passionate about the diversity of this community for as long as I've been in the role as a Council Member. This year for our Memorial Day event, which most of you attended, we did a salute to our Asian American-Pacific Islander veterans, and it was Asian American-Pacific Islander Heritage Month, and we brought in some guest speakers from the Hmong community who serve on the Asian American-Pacific Islander Veterans Association of Minnesota. The amount of feedback that we've gotten at Beyond the Yellow Ribbon for taking that approach this year and having the two guest speakers that we have from the Hmong community itself has been amazing. I've had dozens and dozens of emails, phone calls, text messages from my friends in the Hmong community saying we're so grateful that you did that, and I think as Council Member Garza talks about, ways in which we can perhaps acknowledge and involve other minority communities, those are the kinds of things that we need to continue to do. We're very sensitive to that on the Convention and Visitors Bureau. We make sure that our CVB guide, the one that we print, represents everybody in

this community, on purpose. We're very, very diligent about let's make sure the photo arrays represent people of all backgrounds, experiences, newer residents, longer-term residents because it's a fact our population diversity continues to grow as people continue to move into Cottage Grove. But let's not forget they're coming here because it's a great place to live, a great place to raise your family, good schools, they feel safe. Those are the key messages. The Public Safety message in this survey is unbelievable, it's ridiculous, it's great, and look, for as long as we've been a team, don't we always talk about how that's one of the core foundational elements of a great community is people need to feel safe. So, I think we're doing the right thing, and I think having this statistically relevant survey in our hands is a good thing, but we can't overreact, yet we can't underreact. We have to take the data for what it's worth, but recognize that is 16% of the people that responded. That's my take on it, based on some of the other surveys we've done in the past. By the way, I like this one a lot better because we can do it again in three years or whenever we choose to do it again, and we'll have statistically relevant benchmarks to look at, and it'll be consistent. Dave's been talking about that for as long as he's been on the Council, let's make sure we can compare and contrast apples to apples. This will give us that chance to do that.

Council Member Thiede said we might be able to improve our response rate. In this case, this was the full survey, we may choose to do a smaller one, maybe a little easier to finish and respond to, and then at different times take different portions of this, so you still have that comparability but at maybe a little bit higher response rate.

Council Member Olsen said yeah, but how many comments did you see, I want a Community Center, I want a Community Center, I want a Community Center? It's all over the place, right? We've gone to the voters three different times in my tenure on the Council, and they've never passed it. Again, you have to recognize, you know, where's the commentary coming from, and look, a lot of people want a pony, but they don't want to pay for it. So, we have to recognize, too, that there's this element of the services that you provide have a cost, and we do our very best to explain if we're going to do, I mean, the mayor spent hours and hours and hours and hours and hours about we're going to do this Community Center. You have to recognize that there's a cost associated with that, it's the same way with a school referendum, it's the same way with anything else. So, interpreting the data correctly I think is our biggest challenge. Gathering the data, we did a good job, now we've got to interpret everything.

Phil said and tonight that's one of the things that I want; Council Member Olsen said correct.

Council Member Garza asked on this online survey, do we not know who these comments came from?

Council Member Olsen replied yeah, I think it's anonymous, isn't it?

Phil replied the only thing we know is if they chose to respond in our demographic information, age range, you know.

Council Member Garza said I just get concerned about some of them; Phil replied no, we don't have, we don't anything, it was anonymous. Council Member Olsen said yeah, there were a couple pretty aggressive ones. Council Member Garza said yeah, well even just about governance and stuff.

Mayor Bailey said well, I commented to Council Member Olsen if you look at one of the comments, it's a comment on the top of Page 8. Council Member Garza said, I mean, we need to get them in here. Mayor Bailey said well, that person hasn't been on the Council for two years. Council Member Garza said yeah, I know about that. Mayor Bailey said on what they were commenting about, so, when I look at things like that, I think some of it is, it's great that Phil's standing up front here, I think it's communication, too. I think how do we share what we're doing better, you know, with that?

Council Member Olsen said it's been our challenge for as long as I can remember.

Mayor Bailey said our education, arts, and culture thing, it did not surprise me at all it's that small, and all I would say is, I mean, even if you go to the city to the south here, every weekend they've got something going on in their bandshell on the river and multiple times during the week. So, my guess is if they were to do this survey, that would be a very high thing for them because they've decided that's something they want to do. And I'm not saying that we have to do everything, like I said.

Council Member Olsen said and, by the way, their taxes are way higher than ours.

Mayor Bailey replied I know they are, but that's what I'm saying is I think part of it is are we good enough in how do we get that message out, right? So, when locally-grown theater is doing events or plays or whatever, is the City working to get that message out, as long as we can get it out far enough in advance with dates and things like that,

so maybe it's in our publications. Because your publications, I know that was mentioned here, some of the feedback has been people love how we're giving them the info.

Council Member Olsen said yeah, *Cottage Grove Reports*, people still love it, they read it.

Mayor Bailey replied yes, and there's a bunch on email, which is fine, but we can do both, all right? You can communicate both ways. There were a few things, like from a comment standpoint, though, I think it would be, and it's not something at this immediate moment, like I said, we just got the stuff to digest, right? But there are a few comments out there, it would be good for us when we do our next retreat, like next year, in January or whatever, to even take some of that information and figure out how do we react to it, how do we respond to it? And by the way, some of it, I'm just going to, as an example, some of it is not necessarily that the City has to pay for it, and I'm going to give an example. I saw a couple comments in there, and I do agree with them on these comments is cell phone access or accessibility is lacking in certain parts of our community, right? And I know one guy, right over there, because I hear it from people down in here, where he lives, and as we continue to grow, the fact of the matter is that is probably something we should address. And it isn't something maybe that we are going to go build a tower or whatever, but we need to communicate or figure out how do we get our partners out there that do cellular service to improve the cellular coverage within our community, as an example. We just recently did broadband, we just did all that; well, obviously, that message isn't out there yet, right? So, there's a lot of people that don't know what we just did to expand broadband coverage in Cottage Grove. So, that's fully understandable, it just means, guess what? They're going to realize we're already reacting to it, it just wasn't here at the time of the survey.

And then the last comment I'd mention is, you know, are there programs or something other cities are doing to help or support local businesses in the sense of like say hey, if we want a non-chain restaurant to come to Cottage Grove or a mom and pop name, whatever it is, what tools can we provide as a City that would help benefit them?

Council Member Garza said I think we had a couple of opportunities for businesses that are trying to; I know one for sure is, but they haven't found a place. And it's unfortunate because that was a really cool concept that was a good idea to come to the City, but mom, you know, a family business, but all of the comments because there's a lot of comments on it because it's like that's their focus. And the most common was that I just couldn't afford to go there. You know, bringing in these mom and pop restaurants or places, we have to keep that in mind as well because our community, you know, we're still.

Council Member Olsen said our community has to support local business in order for local business to thrive, and that is a responsibility that we don't necessarily bear, but we have to continually remind people of that, shop local, right? It's funny people say well, you've got all chain restaurants in town. No, we don't, we have several independently-owned and operated restaurants in town. Yeah, there's an Applebee's, there's an Applebee's in every city in the United States, for God's sake, but Junction 70 is not a chain, Carbone's is not a chain, per se, it's owned by local people who live in town, Tim and Janelle are great folks, right? So, sometimes perception and reality, there's a little blurry line there, you know? But again, you take the information you get, and you interpret it in a manner that helps you make better decisions.

Mayor Bailey said but my last comment was like when they talk about Community Design, or at least the benchmark picture we're looking at there, as we get into like I said further discussions in the future, maybe it might even be kind of like was commented here earlier, maybe on some of these questions we could do our own City self-survey. So, for example, if we were to ask people, knowing that we got a fairly significant gap in education, arts, and culture, what are people feeling that we're missing? When you talk about Community Design, I mean, I have my own opinions on what I think we're missing on Community Design, but it'd be more interesting to hear what other citizens think. So, when you see that and again, not reacting crazy to the number because it wasn't that bad, but do a deeper dive into some of these individual areas where we could actually figure out from talking to our own citizens, just to get them to give us feedback on what their perception is on Community Design. Because I have my own opinions on some of it, on some of the stuff that the City has done over the many, many years we've been in existence that I think was a mistake in how our retail areas are broken out, but now we have to live with it and now we have to redevelop.

Council Member Garza said I stopped at a local business earlier, and I went in and checked out their open house, and on my way out, I just happened to run into one of the owners, Carolyn, and it was interesting because

she got me because I had my badge on and we were talking and stuff. And they're from Germany, and she was just telling me a little bit of history of the business, and what was interesting and this I what I want to share; she said yeah, you know, we love Cottage Grove and we're really excited to be here, but they're staying at a Bloomington hotel, and that's where they put up all their people. She said it would really be nice to have a nice hotel in Cottage Grove.

Mayor Bailey said I was looking at Jennifer, I didn't even bother to tell you that because the C.E.O., when I talked to him there, that's what he said, they're all down at The Confluence, and God, it would be so nice to stay here in Cottage Grove. I said well, we're working on it, but I said I could probably get you the Tree House.

Council Member Garza said there's going to be a lot of people coming in the entire North America, including Canada. So, this opportunity, all of these people that are about to come in here and have to stay for weeks at a time to do this training. So, I told her, I said from my understanding, we have some stuff in the works, we're not announcing anything yet and we don't know this yet, but we are really working hard on bringing something here that is not a two-star hotel, and so she said she was very excited to hear that. So, I mean, for her to just say, it's like.

Council Member Olsen said so, the groundwork has been laid, and we're tracking it, so.

Council Member Clausen said I have one question. Is there a way to tell the difference from the invited guests to take the survey vs. the at-large people, and is there a way to track and compare those results? I mean, were there more negative responses from the people that did the open or the voluntary survey vs. the people that were invited? Or is that digging too deep into it and they didn't get that data?

Phil replied Council Member Clausen, that's an excellent question. And, one, you do have the full report of the open-participation survey responses in the materials before you, it's a lot, but you've got that. And then, number two, for better or worse, and maybe depending on the day, I might fall on different sides of the coin, but Polco doesn't code those responses the same way that they code the statistically-relevant responses. The down side being the point that you're probably alluding to, the upside being that your statistically-relevant responses remain statistically relevant; as opposed to the open-participation where it's not that this would happen, but in theory, I could fill out the random-sampling survey and then a week later fill out the open-participation survey and give wildly different answers. Again, probably not likely, but there is some merit to having them separated.

Council Member Clausen replied okay; Council Member Olsen said it's a good question, though.

Mayor Bailey said thank you to Phil. Council Member Olsen said great stuff, it's definitely going to be a lot to read through and chew on.

Mayor Bailey said all right, so Council, we're going into the Conference Room in a closed session.

14. WORKSHOPS - CLOSED TO PUBLIC - CONFERENCE ROOM

A. Performance Evaluation - Jennifer Levitt, City Administrator

Staff Recommendation: Close the meeting pursuant to MN Statute 13D.05, Subd. (3)a, to conduct a performance evaluation of City Administrator Jennifer Levitt.

15. ADJOURNMENT

Motion by Council Member Olsen at 8:55 p.m. to close the meeting and second by Council Member Garza.

Motion by Council Member Olsen at 9:30 p.m. to open the meeting and seconded by Councilmember Thiede.

Motion by Council Member Olsen to adjourn the meeting at 9:30 p.m. and seconded by Council Member Thiede.

Motion carried: 5-0.

Minutes prepared by Judy Graf and reviewed by Tamara Anderson, City Clerk.



City Council Action Request

7.E.

Meeting Date 7/16/2025

Department Administration

Agenda Category Action Item

Title Economic Development Authority Meeting Minutes (2025-04-08)

Staff Recommendation Approve the April 8, 2025, Economic Development Authority Meeting Minutes.

Budget Implication

Attachments	1. 4-08-2025 EDA Meeting Minutes
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MINUTES

April 8, 2025

COTTAGE GROVE ECONOMIC DEVELOPMENT AUTHORITY MEETING

12800 Ravine Parkway South
Cottage Grove, MN 55016

COUNCIL CHAMBERS - 7:30 A.M.

Pursuant to due call and notice thereof, a joint meeting of the Economic Development Authority was held on the 8th day of April, 2025, at 7:30 a.m.

1. CALL TO ORDER

The Cottage Grove Economic Development Authority (EDA) meeting was called to order at 7:30 a.m. by EDA President Myron Bailey.

2. PLEDGE OF ALLEGIANCE

EDA President Bailey asked everyone to please stand and join in reciting the Pledge of Allegiance.

3. ROLL CALL

Alexa Anderson, Communications Specialist, called the roll:

EDA President Bailey-Here; EDA Vice President Olsen-Absent; EDA Member Jean-Baptiste-Here; EDA Member Khambata-Arrived after Roll Call; EDA Member Latack-Here; EDA Member Scott-Here; EDA Member Tschida-Here.

Staff Present: Gretchen Larson, Economic Development Director
Emily Schmitz, Community Development Director
Phil Jents, Communications Manager
Alexa Anderson, Communications Specialist
Jaime Mann, Assistant to the City Administrator

Others Present: None.

4. APPROVAL OF MINUTES

A. *Staff Recommendation: Approve the February 11, 2025 Economic Development Authority & CVB Joint Meeting Minutes.*

EDA Member Scott made a motion to approve the February 11, 2025 Economic Development Authority & CVB Joint Meeting Minutes. Motion was seconded by EDA Member Tschida. Motion passed unanimously (5-to-0 vote).

5. BUSINESS ITEMS

A. Plaque Presentations - EDA Members Dan Myers and Chris Carey
Staff Recommendation: Present Dan Myers and Chris Carey with an appreciation plaque.

EDA President Bailey said two of our members have recently gone off the EDA, and one of those members is here this morning so we get to recognize him. Both of these members were on the EDA a little bit longer due to COVID, and so, the normal term kind of got extended for a few extra years because of COVID. I thought I would read a little bit about Dan Myers and also about Chris Carey, who is not here this morning; both served on the Economic Development Authority Board from June, 2017 to February, 2025.

So, in their eight years of service on the EDA Board, the City saw tremendous changes in which they obviously played a key role; these changes included many new businesses locating in the City, including Pizza Ranch, Culver's, Caribou Coffee, Bride & Jewel, Hy-Vee, Junction 70, Muddy Cow, McDonald's, TJ Maxx, Home Goods, Ulta Beauty, Salons by JC, and many more. As you can tell, they were here through all of that, so that was pretty amazing. Those also assisted in attracting new businesses to the City's Business Park, including Air Gas, NorthPoint, R.J. Schinner, Lumbermen's, Hohensteins, and now, most recently, Kwik Trip. They also assisted others in their growth and expansion efforts, including the expansions of Renewal by Andersen, Van Meter, Lumbermen's, and Up North Plastics. These changes also added billions, literally, in taxable value to the City's Tax Base. In addition, they helped the

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businesses to secure large grants from the State via the Minnesota Investment and Job Creation Fund, which helped them expand and stay in the City rather than relocating either outside of the City or to a different State.

During their service, we also undertook a hotel market feasibility study, a housing study, a small area plan now known as the Innovation Village, a stadium feasibility study, and a Convention and Visitors Bureau Strategic Tourism Plan, and funded a historical painting of the City, which we in turn used to create a City puzzle in partnership with Dowdle Studios. All of these strategic plans and projects helped guide the City forward and will continue to do so in the foreseeable future.

Housing was also important to the EDA, during their tenure we have The Legends, Norris Square, GROVE 80, Trellis (which is Bluestem), and many other multifamily complexes that were built in the City. These projects allowed the City to grow as well as allowed many seniors to be able to stay within our City.

Dan and Chris' determination to help the City grow in a responsible and sustainable manner was simply outstanding. So, I just want to say on behalf of myself and the City Council and I'm sure all the rest of us up here on the EDA, we want to extend our sincere appreciation for your outstanding service as an EDA Board Member and obviously to the City.

EDA President Bailey said it's interesting, and I don't think you realize, Dan, I know I don't, we kind of look back at the years you've been doing things, and then when you start seeing the list of all the things that you helped bring or support within the City, you kind of go, whoa, at least I do. You kind of go, wow, there was a lot happening in those eight years that you were on the EDA. So, what I'd like to do is I'm going to have you come up, and I'm going to come down, up front, and I'm going to present you with a plaque.

EDA President Bailey read aloud the plaque for Dan Myers for his extended term, June 2017 through February 2025, and presented the plaque to Dan. A photograph was taken, and everybody applauded.

B. Maxfield Research Housing Study

Staff Recommendation: Receive the Maxfield Research Housing Study.

Director Larson stated Mary Bujold is with Maxfield Research, and we hired them to do the housing study, and now she's here today to present it to you. EDA President Bailey said fantastic, welcome, Mary.

Mary said thank you. Chair Bailey and commissioners, it's my pleasure to be here this morning to briefly present the key findings from the housing analysis. I'm sure you've seen the larger document, which is quite extensive, and perhaps you haven't had a chance to get through it all at this point, but that's fine.

Project Scope

Objective: To provide an analysis of housing needs for the City

Approach: Provide a guide and framework to consider key housing priorities and current housing gaps

Project Deliverables:

- Short and long-term housing needs
- Recommendations guiding future housing development

Key Dates:

- Data Collection, 2nd & 3rd Quarters 2024
- Draft: October 2024
- Presentations: March and April, 2025

Cottage Grove Primary Market Area

70% of Demand: Cottage Grove, Woodbury, Newport, St. Paul Park, Grey Cloud Island Township, Denmark Township, Hastings

When we draw a primary market area, it's with the understanding that housing demand is actually somewhat fluid, and especially so in the Twin Cities metro area. We have people moving quite a bit between different communities, and in addition to that, within the identification of a primary market area, there will always be some demand that comes from outside of that area, which is this 30% of demand that will come from outside the area.

Then we look within that primary market area and the projected growth, what proportion of the demand would be capturable directly by the City of Cottage Grove. Within that, we look at the additional areas in the other communities, what their projected growth is going to be, what their land areas are, and then we assess and analyze where the potential demand for certain types of housing products would be capturable by the City.

So, Cottage Grove is definitely growing, but at a decelerating pace. I just want to mention, too, that that's not unusual. So, what we're seeing across the Twin Cities metro area and especially in communities that are primarily fully developed, although Cottage Grove is not at that point yet, is that we are starting to see a slow down in terms of population growth in many communities. We're also starting to see even though we're seeing household growth pretty much keep pace, and we're still seeing that decelerating pace from kind of this mid-area when development really zoomed in the Twin Cities. So, Cottage Grove experienced its greatest growth

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between 1960 and 1970, and then had a second, fairly substantial growth spurt between 1990 and 2000. Since 2000, growth has been steady, but at a decelerating pace, so a decelerating rate of growth, consistent with most other expanding metro area suburban cities.

For-Sale Home Prices Continue to Climb

For-Sale home prices continue to climb despite a modest downturn in For-Sale median home prices, they have generally continued to rise. We are seeing this throughout the Twin Cities metro area, we're seeing it throughout the State of Minnesota, the Upper Midwest, as well as across the nation. Price increases have knocked out some entry-level buyers, move-up buyers are largely staying put because many move-up buyers took advantage of those very low mortgage interest rates, and so they're just holding steady.

New construction is suppressed because of the slowdown in demand and supply-chain challenges. Accordingly, too, land prices have not decreased, which further exacerbates this problem. So, we're seeing challenges in terms of land costs throughout the market. I'm working with a number of different developers, primarily multifamily developers, and they are definitely not seeing land prices decrease; so, that's kind of compressing their margins and their ability to be able to make their numbers work. Many are seeking additional equity and capital stack so that they can reduce their reliance on mortgage lending.

Average Rent per Square Foot in Market Rate Rental Properties in the Primary Market Area

So, that is growing as well. There was a dearth of new apartment construction in the 1990s and 2000s, which then led to a substantial increase in multifamily development, beginning in the 2010s. An even greater number of units have opened recently, and despite this inflation, we are still seeing a lot of interest among multifamily developers in developing additional units, primarily because we're still having a lot of difficulty moving people into that For-Sale market. So, their alternative is to rent at least for a period of time or for a longer term. So, even though the new multifamily construction has slowed, demand still remains strong, and we are seeing very good absorption among properties that have recently opened.

Average Rents/Square Foot on Affordable Rental Properties

So, we are seeing rent levels are lower for affordable rental units, but I will mention, too, that as it's based on a kind of benchmark format: So, as rents rise in the market overall among market-rate properties, those rents that are even affordable are still also rising. That's predicated, of course, on incomes rising. I think what we are seeing, too, is even though these rents are more affordable than traditional market rate, we are seeing some households become increasingly cost burdened, even with affordable rental properties. So, some portion of households are even having to pay a higher proportion of their income for rent, even at an affordable property. So, there's definitely a highly competitive funding process for tax credits and a need for multiple funding layers, which also hampers new development. So, as much as we would like to see more affordable units come into the market, the resources and the process for getting those units into the market has become increasingly difficult. As rental rates climb, affordable rents also escalate, which I mentioned, which may create challenges to fill these units at the higher rents.

General Occupancy Housing Demand

Demand projected for owned housing, detached and attached: There's strong demand for market-rate rental housing, and there is a need for all housing products across the spectrum. So, affordable housing is the most difficult to develop, whether that be that middle market tax credit affordable housing or deep-subsidy housing, due to high development costs and significant financial caps. These demand figures were generated for 2024 to 2035; they also were separated out between this first six-year increment 2024-2030 and then 2030-2035.

Senior Housing Demand

Demand for senior housing will continue to increase over the next 20 years, largely due to the aging of the Baby Boomers. Assisted Living and Memory Care is still recovering from the pandemic, but I would say to you that we are seeing increased demand for Assisted Living and Memory Care from the market. What is creating some significant problems is there are definitely labor shortages among caregivers, and so, we are seeing all service-enhanced senior housing developments continually trying to hire labor to be able to serve the population that they have or are trying to attract. We still do have some facilities, especially among the Memory Care components, where they are not able to utilize all of their beds, even though there's demand for that, again because they do not have the proper labor ratios to be able to care for these individuals. We believe that is going to continue, especially in the short term, potentially in the long term, and it will negatively impact again this ability to satisfy the demand in these service levels.

Why is the Entry Level and Middle Market Missing?

- Zoning Regulations
- Density Requirements
- Design/Material Requirements
- Permit/Impact Fees
- Infrastructure Costs
- Building Code Changes: Those don't necessarily always occur at the regional or local level, they are also impacted by the State. We've seen different State regulations come down that have significantly impacted building in different areas of our State. Some of those have been reversed, but others I think it's important for us to consider how those Building Code

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regulations and requirements may hamper our ability to provide the housing that we need to serve our residents and also just, in general, people in our State.

- Increasing Labor and Material Costs
- Land Acquisition Costs Increasing
- Financing Challenges for Smaller Developers/Builders: Especially during the great recession, we lost quite a few of our smaller builders. We are trying to attract national builders to Minnesota, that has occurred to a modest degree, but we really need more national builders to consider the Twin Cities and Minnesota as a place to develop.
- Lenders Tightening Underwriting Standards/Bank Regulation Increasing with Bank Failures
- Economies of Scale Needed

Key Takeaways

- Population and household growth was strong last decade; some increase in family households but not enough to overshadow those without children and singles living alone. Again, this speaks a little bit to the ratio between population growth and household growth. So, we are seeing a strong percentage growth in households, largely because we are seeing shrinking household sizes, so we still have a definite need and demand for housing to house those households that are being created, even though many times those households have fewer people.
- Cottage Grove's near-term growth is led primarily by the Millennials and Baby Boomers, resulting in demand for housing products at opposite ends of the spectrum, although there is some overlap in market-rate rental housing and for-sale townhomes.
- Growth in the 65+ cohort will dominate over the next 15-to-20 years; what housing products are needed? Consider options other than traditional senior housing. Early on, I think a lot of developers in the general overall market thought well, we'll just develop senior housing and that will kind of take care of this aging 65+ group. Over time, what we've seen is, especially among that younger group, they are really not ready for senior housing; so, that perspective of what senior housing is and what products are attractive to this group have started to really shift. And, so, again, we're starting to see that idea of like more the detached villa, the twin home, the cottage-style home, and more independent products be attractive as this group starts to age. The average age for Assisted Living and Memory Care has now pushed well into the early-to-mid 80s if they even move into that product at all. Right now, in terms of a market penetration for senior housing, in the Twin Cities we're probably somewhere around 17%-18% of that age 65+ market, which is still a relatively small proportion of our overall 65+ age group. That means there's a lot of people in their traditional single-family homes, there's a lot of people kind of looking for that interim product.
- For-sale and rental housing will combine to increase the housing stock in Cottage Grove. As low-density land supplies decrease, it will be important to target locations for higher-density development.
- For senior housing, active adult products (both rental and for sale) will continue to be popular. High home prices enable seniors to sell and relocate to more convenient housing products.
- Between 2024 and 2030, demand is estimated for: 1,910 for-sale units, 933 rental units, 1,023 senior units (all service levels). That's a pretty diverse product group, but I will tell you that the majority of that demand is for an active adult product, whether that be for sale or rental.
- The market continues to be challenged as to how to bring needed products to the market (innovation/creativity/not business as usual).

Mary said and that's the presentation.

EDA President Bailey said fantastic, well, thank you, Mary. It's kind of interesting because as obviously the mayor, I'm elected, what I find kind of funny is over the last five, six years, so to speak, maybe a little longer, some people in the community think we're growing way too fast. It's funny because you look at your data, and our intent has always been to be careful with how we grow, and you used the word decreased, or suppressed, if you will with regards to how we've been growing. My one question, and I'll open it up for the EDA Members here for any questions that they might have; so, when you're seeing that, at least it appears to me, too, that I hear from a lot of individuals that want to move out of maybe a bigger single-family home, and they want to go into like a villa, like you said. They don't necessarily want to get into a senior component, if you will; so, villas, or one-levels, whatever, seem to be the thing that everybody's looking for. The challenge I'm hearing, and I don't know if you want to speak to it, is when they want to do that, they want to be able to go from this house to this house and not have any debt; in other words, they took the money they made here and they put it into here, and if anything, maybe they have a little extra. What I'm hearing, that is not happening. Are you seeing that as part of the information that you've learned?

Mary replied yes. So, especially right now, that is an extremely challenging situation, and the primary reason for that is when we're looking at the villa developments, largely those lot sizes right now for most villa developments have been between that 50' and 55' wide lot. So, we are seeing some that have been pushed down to maybe as low as about 42' or 40'; that's getting a little

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skinny on that traditional villa style, but the cost to put those on the market is most of those units traditionally are in that \$450K-\$500K range. When a senior is selling their home maybe in that \$300K-\$350K range, they're seeing that price gap, and we're seeing that across the market. Maybe they are able to opt for a twin home, but even so, we're seeing twin homes even come on the market at much-higher prices.

What we aren't seeing in the market that we were seeing, I would say just pre-great recession, is we were seeing some developers put in what we call kind of a cottage-style or quad style concept, where we had 4 units on a lot or a pad, and they each had an attached wall. Now, that is not necessarily what the overall market ideally prefers, but when those units were developed, they sold like hotcakes because they were in that kind of lower price point where somebody could sell their home and move into that almost on an equal-to-equal basis. I've tried to be promoting that a little bit, but it hasn't so far kind of taken off where developers or builders have kind of grabbed onto that yet, where maybe they might want to try that product in the market. I think we can kind of keep encouraging that because it is harder, you know, there are not all that many households that can sell their home and then suddenly buy a \$500K or \$550K or more detached villa. So, I totally understand what you're saying, it is occurring, it is a challenge, and I think especially, too, in this period, even though seniors are able to get top dollar for their homes, it is hard to make that bridge financially in terms of, as you said, and then have no debt.

EDA President Bailey said I'll have one more question, then I'll turn it over to the EDA Members. You were commenting about trying to get more national builders, if you will, and obviously, we've got like Lennar and D.R. Horton and those out here, is there somebody, and I guess I really don't know, is there somebody very large out there?

Mary replied so, David Weekley has recently been seriously looking at entering this market; they are a very large national homebuilder, and we've had some conversations with them. They are eying different markets here in the Twin Cities, in terms of coming in and starting to do development here. There are one-or-two others; I can go back and take a look, too, and maybe I can just provide the names of those as well.

EDA President Bailey said okay, I appreciate that, thank you. Mary replied yeah, sure, no problem.

EDA Member Khambata said you cited that labor was an issue, land acquisition was an issue; are you getting any feedback from any of the builders on how market volatility related to imported materials, such as lumber, is going to have an affect on the market?

Mary replied well, it's a little early, but because things have been happening so rapidly, but I will tell you that will affect our situation. Frankly, I am concerned because moving into this current situation, we have had significant demand and need for housing; and we have been for about eight-to-ten years behind the eight ball, in terms of developing and now housing, to be able to meet the demand, not only here in the Twin Cities but across the country. And I'm very concerned about our ability to be able to maintain some kind of modest or reasonable cost balances in terms of being able to provide housing products that people can afford. I'm not sure where all this will level out; I guess my hope is that even with the proposed tariffs that we have, that eventually cooler heads will prevail and that we'll roll some of those back once we start to see the economic results in our market. Because at this point, I believe we can ill afford to fall further behind in terms of providing needed housing.

EDA Member Tschida said so, I guess, following up with what the mayor was saying about national builders, is there a reason why we're not seeing as many national builders in the Twin Cities and the Minnesota market?

Mary replied so, I will say to you that over time, what we have seen in our market is we've seen periods where national builders and national developers have come to the Twin Cities, and they stay here for potentially a period of time, and then they tend to move out of the Twin Cities or out of Minnesota, primarily the Twin Cities. Some of that is because our market grows, it grows at a very steady pace, and we tend to maintain good levels of occupancy, especially in our multifamily units; but what a lot of national builders are looking for is what I would kind of say are super growth markets. So, they're looking for the much larger markets, like the Austin market or North Carolina market or Tennessee where growth is consistently occurring at large double digit rates. So, even though, like I said, we have been able to secure and maintain some, like Pulte and Lennar, they have been in our markets for many years; but especially too we've looked at larger multifamily developers that come into this market and they stay for just kind of about five-or-six years, and then inevitably we see them go elsewhere. As I said, we have a very solid and steady market, but we don't have sometimes that larger growth spurt that they're really looking for. We actually have the other market that is, of course, attracting a lot of development is the Phoenix, Arizona market, which is exploding.

EDA Member Jean-Baptiste said my question is obviously, we know what we have and we know what we don't have; we don't have explosive growth, but we do have steady growth. Would that be attractive to more of a regional player? And my second part to that question is the reason why we're going after the national builders, is it because they provide more economies of scale and could produce housing at a lower rate? Or if we went after the regional players that could be okay with the steady growth that we have, we're not chasing double digits, could they still produce at the same level that those national players are?

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Mary replied so, that's a very good question, and I thank you for that. So, I would say to you that national builders do have some economies of scale, primarily in terms of their buying capabilities. Once they get in this market, though, they are subject to pretty much the same regulations and cost structures in terms of development costs and land pricing that other builders are subject to; so, I think that the players that have been in this market for a long time, they're very solid, and I would say that I think that we have a lot of very good builders here that we would still want to court them. I think the difference really is that sometimes national builders coming in, they bring a little bit of innovation and creativity that sometimes our local, regional builders have become comfortable. You know, it's like, oh, we've been building here for a while, we really know what works, it's kind of we just want to kind of stay in that niche vs. being challenged a little bit by oh, here's somebody coming in that's going to give us a little bit of a run for our money, and because they're bringing in something that's new or a little different. So, I think while I really appreciate that we have really good, solid regional builders here, I think that trying to attract that national builder gives us a little bit more of an edge in trying to bring in some products maybe that we haven't thought about before.

EDA Member Tschida said you had mentioned that the builders are still subject to the same local regulations here, and as I look at both City and State government, that's the #1 thing we can control; I mean, we can't control the price of land and lumber from up here. So, I guess, as we're looking at expanding housing opportunities, what are some of the things the City of Cottage Grove and Washington County and even the State of Minnesota can be doing to roll back regulations or look at different things, whether its zoning policies or what have you, to really unleash growth without having to pour a bunch of taxpayer dollars into it?

Mary replied so, a lot of it really has to do, I guess, with again, as you said, kind of local zoning regulations and density requirements. Sometimes it has to do with restrictions on types of materials being used or even the minimum lot sizes. So, I think, you know, to be sensitive, especially when we're trying to develop products that aren't at the entire upper end of the spectrum; look at opportunities and ways that we can shift or adjust some of those previous criteria and regulations to be able to encourage again those economies of scale. I think in the market what we're seeing is we're definitely seeing that we have essentially almost no entry-level housing; but in order to build that, we really do need to look at opportunities and options for products that we may have considered developing or were developed like many years ago, and by that I mean a creative, smaller rambler or a creative, 1-1/2-story expansion bungalow. So, getting people into a product that they can grow with, I mean, those homes still remain popular in the market today. When we look at people who are looking for reasonable and affordable housing, especially in communities like Cottage Grove or even Roseville, those products sell right away. It's not that people don't want to live in them, they do. I mean, granted, those houses may be older, but what if we developed something like that that was brand new? I mean, one of the things that we always see in the market is entry-level buyers kind of push back sometimes because they don't want to do a lot of sweat equity, you know? So, they don't want to go in and have to redevelop the entire home when they move in. Well, if we could figure out a way to develop products that were brand new, where they could move in, and even if they did pay just a little bit more for those products, maybe not a top level, everything would be new. So, they would at least have a period of time where they didn't have to start buying the home and then investing a lot of money in redoing it, and it would potentially offer them, if they needed to add on, they could add onto that home as their family grows.

EDA Member Tschida replied yeah, fair enough, I really appreciate that.

EDA Member Latack said so, regarding senior housing living, since there will be a demand over the next 20 years, it seems like that pressure will keep the demand, but then also keep that price higher where they're not able to move laterally, without debt. What are your thoughts on kind of condo-style living with amenities?

Mary replied so, I would say that I think condo-style can work as long as it isn't necessarily in a traditional 3-story apartment building. So, you can develop a condominium product that is like a townhome-style product that is actually a condo, it's not a townhome. I think the biggest issue that we see there, though, is if that product is going to be developed, it still needs to be that single level living. I mean, there is some demand for that; I think we still had a little bit of a pushback on that kind of "condo", especially in that apartment-style building type of situation, and I think it's primarily because condominium has gotten a little bit of a bad name. I will say cooperatives, senior cooperatives, have been extremely popular, and they're still popular; I mean, we have waiting lists at most of the cooperative developments that exist in the Twin Cities. I would say that's definitely one product that would be very attractive in Cottage Grove. It's a little bit different financial framework, but again, that product has just proven to be extremely successful. I hope that answers your question.

EDA Member Latack said yes, but I guess one follow-up question: What is the difference?

Mary replied, so, in a cooperative situation, it's a little bit more of a collaborative situation in terms of community. I think people who move into cooperatives tend to have a little bit more of a cohesive community feeling and environment; the technical difference is that there's one blanket mortgage that is placed on the property, and then the residents buy shares and they pay down that blanket mortgage. So, they basically purchase a right to live in the unit, and then they pay down the blanket mortgage; but I think what is more attractive about it is really the idea that condominium has a little bit different structure, in terms of how

Economic Development Authority Meeting Minutes

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expenses are assessed. There is actually a Bill before the legislature currently to somewhat restructure some regulations for homeowners associations; we're not sure exactly what will be the outcome for that, but I think that there was some condominium developments, there's been a little bit more of a pushback in terms of how associations operate. And maybe it's just because the cooperative product is so new, but older cooperatives have continued to be pretty popular. And also, usually in the cooperative, you can get in at a lower price. So, you can have a little more flexibility in how you want to pay monthly; so, if you enter at a lower share price, then your monthly amount is higher vs. if you pay a higher amount to get in, then your monthly is lower. So, there's more flexibility for the individual resident.

EDA President Bailey asked if there were any other questions, none were asked. He said great information by the way and good questions from everybody.

EDA President Bailey said Mary, thank you so much for coming in today and sharing with us the study. Mary replied thank you very much, I appreciate it.

EDA President Bailey said before we move onto the next item, I'll just mention it's interesting; for example, I do specifically remember the cooperative. To that point, we did have a developer that at one point was looking at doing a cooperative. I don't know what caused them to decide not to, I don't know. But we have looked at that as an option, too, as an additional type of housing option here within the community. I believe it was going to be down on the Dunes site, I think it was with a previous developer, though, if I remember right. And then what we are looking at with this study, just so we know as the EDA, is our staff has been kind of looking at our zoning again to see if we need to expand or contract certain types of zoning, based on the needs that it appears we're going to need to be focusing more attention on.

I will just share that we just had a workshop as a Council for the Tank property, which is just down the road here, off of County Road 19; there was a developer that shared with us a concept plan of starting to build on the other side of County Road 19 and getting us some ideas. We saw a new housing type that's smaller, I'll just be frank, it kind of freaked me out a little bit, but I'm going to go look at a couple other communities that have them, super duper small, 2-story, I think it's kind of what you were talking about with the loft thing. Very tight, though, development, but to your point, I think that's what gets the price down. The question is, as I hear, and I'm sure my partner next to me here when he was on the Council hear a lot, every time we start crunching the lot sizes down, we don't hear from the people that are buying those lots because they're happy, but the existing residents in Cottage Grove are like what are you doing? You've got houses on top of houses! And so, there are some challenges for perception vs. what the upcoming generation is looking for, maybe not such big lots. And part of it I do think is the cost factor, too, definitely.

Mary asked if she could add one thing; EDA President Bailey replied absolutely.

Mary said so, we are actually seeing some larger builders, like Lennar and Pulte, who are starting to build single-family homes on a lot smaller-sized lots. So, that's the big push now from where we were seeing them before.

EDA President Bailey replied yeah, and I know we have Emily in the background there. Emily, the one that they were proposing, do you know how wide those were?

Director Schmitz replied 28, and 28 is small.

EDA President Bailey replied it is very small. I mean, it looks to me, it almost looked like a mobile home, but 2-or-3 stories tall. But, yeah, that was what we're talking about, this one piece of it that we're looking at, not the whole property, I want to be very clear; there were mixes and things, but that's the kind of stuff we're trying to figure out. You know what fits, what doesn't fit, what are people buying? So, it is interesting; this study is going to help us guide for the next 10 or so years.

EDA President Bailey thanked Mary again for coming and sharing with us.

C. Development Updates

Staff Recommendation: Receive Report.

Director Larson said I will say on the housing comment, having come up from Houston, Texas, Mary would know this, but the smaller lot, 3-story, sold like hotcakes. David Weekley built them everywhere in Houston, and it was a beautiful product for younger families to get into because they don't actually mind the stairs because they know what baby gates are, so. Just so you know, as you're thinking about it, that really is good for the market.

Beige Book Report: Employment: Increased slightly since the last report in the winter. Prices: Increased. Wage Growth: Moderate. Consumer Spending: Flat. Construction Activity: Slow. Commercial Real Estate Activity: Remained relatively flat. Residential Real Estate Sales: Grew Moderately. Manufacturing: Experienced some improvements. With the tariffs, now we don't exactly know what's going to happen this next round. Agriculture: Conditions were weak. Oil and Natural Gas Exploration: Remained unchanged. Minority and Women-Owned Businesses: Continue to report lower sales and profits.

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Community Development Updates: **Gerber Collision**, 7300 West Point Douglas Road: The roofing material and exterior walls are installed. Excavation has started for the interior slab. **Vangz Kitchen**, 8711 East Point Douglas Road: The interior improvements are complete, and the final building inspection has been approved, pending final electrical and final fire sprinkler inspections. Washington County Health Department approved their final health inspection. Their grand opening is scheduled for this Saturday, April 12, at 3:00 p.m., and the mayor will be present for that. As many of you know, that is the former location of Ho King. It's going to be very exciting, and Mr. Vang is very happy to be opening. **Taco Bell**, 8623 East Point Douglas Road: They did some minor interior renovations, and installation of the exterior signs are complete. **Low Zone Water Treatment Plant**, 10901 Ideal Avenue; again, as we speak, probably a lot of this is already done: Interior painting of multiple rooms on the main floor is still ongoing. Installation and painting of the process piping continues, as does the plumbing piping. HVAC ductwork installation is almost complete. The installation of the brick and the platforms between the horizontal pre-treat tanks has been completed. Other Projects: **Ellwyn Apartments by Roers Company**, 6850 East Point Douglas Road: The plan review is underway for a new apartment building. **Park High School**, 8040 80th Street: The plan review is underway for the addition to the high school building. **Buffalo Wild Wings GO**, 7145 East Point Douglas Road, #160: The plan review is underway for a tenant improvement project.

Director Larson said Emily is still here if you have any questions about the projects, and, again, they're probably going along a lot faster than we have done right now.

- D. Property Purchase and Hotel RFP Updates
Staff Recommendation: Receive information.

Director Larson said in December, 2022, just as a reminder, HVS Hotel Study was completed. It did indicate that there was a need for a 90-room branded hotel in the City, and potentially, the most ideal locations were 80th Street, Jamaica, and then also near the 73 acres adjacent to Walmart. You authorized an appraisal to be done in November, 2024; that was finished in early February, 2025.

In December, while we were waiting on the appraisal, we started the Hotel RFP. In March, we made an offer on the property after the Council had an executive session, and we will meet again with the owner on Monday; so, hopefully, the offer will be accepted, but we'll see and will report back accordingly.

And then in May, three of the members of the EDA Board, the mayor, EDA Member Khambata, and EDA Vice President Olsen are going to go to ICSC. So, at that event, we will showcase the Hotel RFP, assuming all goes as planned, and then we'll also showcase the other properties, including the 73 acres, the properties that are still available in the Business Park, and others, to developers at ICSC.

So, that's all ongoing. I'm happy to answer any questions about that; no questions were asked.

- E. Yellow Tree Project Updates
Staff Recommendation: Receive report.

In August, 2024, the Community Development Department was contacted by Yellow Tree Development for a proposed 164-unit multifamily project at Outlot D, Everwood. It's along East Point Douglas, and you can see on the map the circle; it's kind of near The Legends and behind Kohl's, it's a market-rate complex. The City Council held a workshop on March 19 to see about the project and to talk about an abatement that was requested. It's a challenging site, it's a nice project, it fits into the housing study needs, and they requested a tax abatement of 10 years and not to exceed \$848,800; that agreement, if it moves forward, would also have a lookback provision, just like TIF does. So, overall, the Council at the workshop thought it was a good product, understands the challenges of the development, and agreed that if it were to move forward, they were amenable to a tax abatement.

EDA President Bailey said I'm just going to make a piggyback plug in there: There was an article in the paper that had a larger number out there, just for the EDA; that is what they wanted, and we said, along with Ehlers, who does all of our financials for the City, that they would not qualify for that higher dollar amount. So, the amount of money that Ehlers said that they should qualify for, based on the true hardships, was the \$848,800. So, if you see that out there, I think it was in *The Business Journals* or something, yeah, *Finance & Commerce*, and some people were asking why are we giving \$1.2 or \$1.4 million, and it's like we're not. We're not doing that, so I just wanted to make that clear for our EDA here, too, so that they're aware of that number or what the real number is.

Director Larson said thank you, President Bailey. Yes, it was \$1.5 million, and it was 15 years, and we did actually correct the writer of the article and told him. So, okay, next time, if it moves forward and you update it, make sure you use the right numbers; and they just didn't know because that was in the original staff report.

- F. Dominion Compliance Report
Staff Recommendation: Receive Report.

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Director Larson said Dominion's certification of compliance, this comes before you every year; they're required to file an Annual Report to say that they're in compliance with their TIF Plan and the Development Agreement that the EDA has with them. It requires that 80% of the building units be affordable senior housing, and then the other 20% remains affordable, but it's not necessarily just for seniors; and that's true of all of our TIF Agreements, the ratio may be different, but you can allow others, disabled and people who are income challenged and who are not seniors, to move in there.

In February, we received their Certificate of Compliance, along with their actual Tax Credit Report, and it shows all of the folks, the rent they pay, the size of their apartment, and then at what ratio are they, and they all remained at about 60% to 50%. So, they are in compliance. The only reason we don't put that in there is because it has a lot of private information in it; you just see the certificate saying they swear they are in compliance and have reported it correctly to both the State and Washington County.

Director Larson said I'm happy to answer any questions about that.

EDA Member Khambata said if I recall correctly, was it last summer or the summer before, there was some concern with residents of this complex regarding the rate of increase. If I remember correctly, after looking through those rates of increase, they were within the specified amount, which I believe was under 12%, but at that time, rental rates across the metro were rising at double-digit rates annually. So, while it was within the specification for keeping their TIF and their affordable housing dollars that they receive for the project, those tenants were upset and I think reasonably upset; but, again, absent these TIF conditions, those rates could've come up much higher to try and meet market rates. So, even though it's not a perfect system, I think this is still a good mechanism for the City to help develop affordable housing.

Director Larson replied absolutely, and those questions were addressed later on with the mayor and some of the folks from Dominion because part of it was all of those extra fees that aren't covered by the HUD cap, right? Like for your parking space and for certain things related to maintenance; EDA President Bailey said electric, the surcharge on the surcharge. Director Larson said yes. So, I'm proud to say that EDA President Bailey, Mayor Bailey, made some good headway with that. So, hopefully, it will remain that way.

Director Larson said we just want to note that on May 13, you will not have your regular EDA meeting because we don't have any action items, but you will have your June 10 meeting because we will have a number of action items for you to consider; this is the upcoming meetings calendar.

Administrator Levitt wanted to especially point out that next Thursday is the Volunteer Banquet, so even though the RSVP has closed, if you will let staff, any one of us know if you've not said you were attending, and we'll make sure that we put you on the list.

Director Larson said and other than that, there's a lot of ribbon cuttings coming up, so we'd like to see you there. EDA President Bailey said yes, definitely, looking forward to this Saturday at Vangz; Director Larson said oh, yeah, that will be very exciting.

EDA President Bailey asked if there were any other EDA Comments or Requests that they wished to make; there were none.

6. PUBLIC HEARINGS - None.

7. OTHER BUSINESS - None.

8. WORKSHOP - None.

9. PRESENTATIONS - None.

10. ADJOURNMENT

EDA Member Khambata made a motion to adjourn. Motion was seconded by EDA Member Jean-Baptiste. Motion passed unanimously (6-to-0 vote). The meeting was adjourned at 8:28 a.m.

Respectfully submitted,

Gretchen Larson
Economic Development Director

/jag



City Council Action Request

7.F.

Meeting Date 7/16/2025

Department Community Development

Agenda Category Action Item

Title Approval of Rental Licenses

Staff Recommendation Approve the issuance of rental licenses to the properties listed in the attached table.

Budget Implication N/A

Attachments

1.	Rental License Approvals CC Memo
2.	Rental License Approvals Table

TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

FROM: Samantha Drewry, Code Enforcement Officer

DATE: July 9, 2025

RE: Rental License Approvals

Background/Discussion

Rental licenses are required for nonowner-occupied residential properties (City Code Title 9-13, Property Maintenance, and Title 9-14, Rental Licensing) and are issued on a biennial basis. The licensing process includes submittal of the rental license application, payment of the rental license fee, and public criminal history report. Rental inspections are conducted on all rental properties as part of the licensing process. Once all information has been submitted and the inspection satisfactorily completed, the Council must approve the license prior to it being issued.

The properties listed in the attached table have completed the licensing process and are ready to have their licenses issued following Council approval.

Recommendation

Approve the issuance of rental licenses to the properties in the attached table.

2025 RENTAL LICENSES
CITY COUNCIL APPROVAL - JULY 16, 2025

RENTAL LICENSE NUMBER	PROPERTY STREET #	PROPERTY STREET NAME	PROPERTY OWNER
RENT-001567-	7787	Jeffery Avenue South	HPA JV Borrower 2019-1 ML LLC
RENT-001640-	9413	69th Street South	HPA Borrower 2017-1 ML LLC
RENT-002785	7889	72nd Street South	Jordan Dibich
RENT-002789	6642	Pine Crest Trail South	Bradley Schumacher
RENT-002813	6824	Pine Crest Trail South	Trinh Ha Dinh
RENT-002814	9651	65th Street South	Naveen Kumar Shivashankar



City Council Action Request

7.G.

Meeting Date	7/16/2025		
Department	Finance		
Agenda Category	Resolution		
Title	Accept 2nd Quarter 2025 Donations		
Staff Recommendation	Approve Resolution 2025-98, Accepting donations received in the 2nd Quarter 2025.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Resolution 2nd Quarter 2025 Donations</td></tr></table>	1.	Resolution 2nd Quarter 2025 Donations
1.	Resolution 2nd Quarter 2025 Donations		

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-98
RESOLUTION ACCEPTING DONATIONS RECEIVED IN THE 2nd Quarter 2025

WHEREAS, the businesses and individuals listed below have made donations to the City of Cottage Grove between April 1, 2025 and June 30, 2025;

Received From	Purpose	Amount
Tennis Sanitation	4 th of July Sponsorship	\$5,000
NorthPoint	4 th of July Sponsorship	5,000
3M	4 th of July Sponsorship	5,000
Renewal by Andersen	4 th of July Sponsorship	5,000
Hy-Vee	4 th of July Sponsorship	5,000
Van Meter	4 th of July Sponsorship	1,000
Jayne Chatterton	Bench donation (Don Winberg)	2,500
Cottage Grove Athletic Association	Bench donation (Jim Buss)	2,500

And WHEREAS, the City of Cottage Grove gratefully accepts these donations and recommends that they be used for the proposes intended by the donors.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the donations received in the second quarter of the 2025 fiscal year, listed in this resolution, and totaling \$31,000 be accepted on behalf of the city operations that they were designated to support, with the sincere thanks of the City Council.

Passed this 16th day of July 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.H.

Meeting Date 7/16/2025

Department Administration

Agenda Category Action Item

Title Grant Application - Spark Good Community (Walmart)

Staff Recommendation Authorize the Wellness Committee on behalf of City staff to apply for the Spark Good Community local grant through Walmart.

Budget Implication

Attachments

1.	Memo - Walmart Grant (updating workout room)
2.	Spark Good Local Grants Guidelines



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Tamara Anderson, City Clerk

Date: June 30, 2025

Subject: Walmart Spark Good Local Grant

Background

The Wellness Committee, on behalf of City Staff, is requesting permission to apply for the Spark Good Community local grant offered through Walmart in the amount of \$3,000. This grant program is designed by Walmart to support local organizations that meet the unique needs of the communities where they operate, build pride among associates, and deepen relationships with customers. The program awards local cash grants ranging from \$250 to \$5,000. If awarded, the Wellness Committee intends to use the requested \$3,000 to add a squat rack to the City Hall training room.

The importance of this purchase cannot be overstated, especially concerning our Public Safety personnel. Our police officers and other public safety staff frequently utilize the city hall training room for essential physical training. A squat rack is a foundational piece of equipment for strength and conditioning, crucial for them to maintain the physical fitness required for their demanding roles. When our public safety officers are fit and prepared, it directly enhances their ability to respond effectively to emergencies and ensures the safety and well-being of our entire community. Their physical readiness is paramount to their performance and overall safety.

Furthermore, all city staff have access to and utilize this training room. Providing an effective piece of fitness equipment like a squat rack will offer a valuable resource for all employees to improve their physical health and well-being, contributing to a healthier and more productive workforce.

Walmart's commitment to investing in local communities aligns perfectly with our need to improve a vital shared resource within City Hall. The grant application period the Wellness Committee would be applying for is August 1 through October 15, 2025, with decisions made prior to the next quarter's opening.

We believe securing this grant would be a significant benefit to the city, enhancing our training capabilities and supporting the continuous physical development of all staff, particularly our critical public safety teams.

Action Requested

Authorize the Wellness Committee on behalf of City staff to apply for the Spark Good Community local grant through Walmart.

Spark Good Local Grants Guidelines



Walmart believes that investing in local communities strengthens our business as well as the communities we serve. Local grants are designed to support local organizations that meet the unique needs of the communities where we operate, build pride among all associates, and deepen relationships with our customers. Each year, Walmart U.S. stores, Sam's Clubs and Distribution Centers award local cash grants ranging from \$250 to \$5000.

Before submitting a grant, organizations must review the below guidelines.

Program Guidelines

- Grants are awarded through an open application process to eligible organizations serving the same service area that the facility they are requesting funding from serves.
- Organizations must have a Spark Good account on Walmart.com/nonprofits and be verified by Walmart's third-party verification partner, Deed. Only authorized users of the organization's Spark Good account may apply.
- Grant amounts range from \$250 to \$5,000.
- Applications are accepted and reviewed on a quarterly basis:
 - Mar. 10 – Apr. 15, 2025
 - May 1– Jul. 15, 2025
 - Aug. 1 – Oct. 15, 2025
 - Nov. 3 – Dec. 31, 2025
- A maximum of 25 applications (pending or approved status), is allowed per organization at any time.
- Once funded, reapplication to the same facility is not allowed within the same fiscal year.
- Final decisions are made prior to the next quarter's application opening.
- Affirming alignment with Spark Good program guidelines is mandatory for all grant recipients.
- Agreeing to logo usage and recognition guidelines is required.
- If recommended for a grant, funds are distributed through electronic payment via JP Morgan, requiring the organization to provide correct banking within 21 days of the organization's primary owner being notified that the grant was recommended for approval.

Organization Eligibility

- Organizations must have a [Spark Good account](#) and be verified by Deed, Walmart's third-party verification service provider.
- Organizations must serve the same service area that the facility they are requesting funding from serves. Eligible entities must be a:
 - **501(c)(3) public charity:** An organization holding a current tax-exempt status and classified as a public charity under Section 501(c)(3) of the Internal Revenue Code, listed on the IRS Master File and conducting activities within the United States; classified as a public charity under Section 509(a)(1), (2) or (3) (Types I or II); and Deed verified.
 - **Government entity (non-501(c)(3)):** U.S. federal agencies territories and commonwealths, state agencies and departments and political subdivisions (including cities, counties, municipal agencies).
 - **School:** All K-12 public or nonprofit private schools, charter schools, community/junior colleges, state/private colleges, or universities. Institutions must have a NCES (National Center for Education Statistics) number or 501c3 tax status and be verified with Deed.
 - **Church or other faith-based organization with a proposed project that benefits the community at large,** such as food pantries, soup kitchens and clothing closets and Deed verified.

Note: Non-charities, including organizations such as 501(c)(4)s, (c)(6)s, and (c)(19)s like homeowner's associations, civic leagues, or volunteer fire companies, are not eligible.

Selection and Approval Process

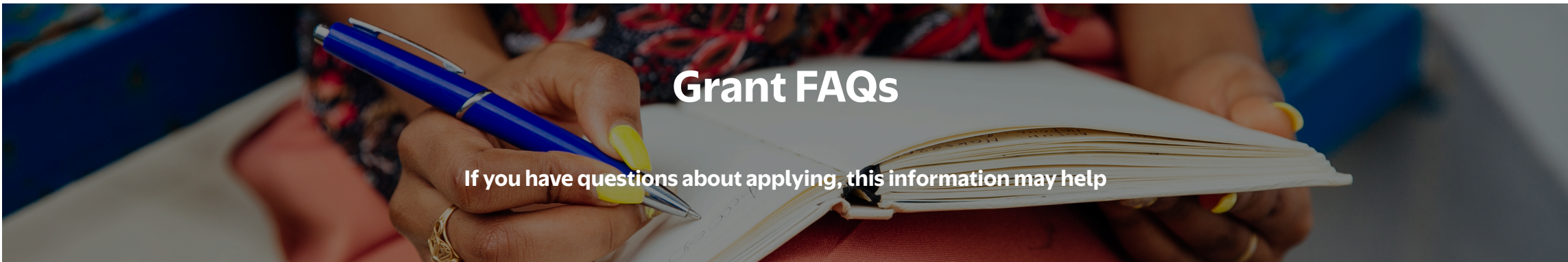
- Facility managers review applications and make initial recommendations.
- Facility managers are advised to fund trusted organizations in the community where positive relationships exist.
- Facility managers consider the following criteria when recommending a grant:
 - **Mission Aligned:** The grant addresses a specific need in their community and makes sense for Walmart or Sam’s Club to help solve (for example, Walmart is a large grocer, so we often fund hunger relief).
 - **Builds Trust:** The grant supports an organization that is legally compliant and seeks to bring people together without divisiveness.
 - **Effectiveness:** It is clear what the organization does, how funds will be used and the impact the grant will have in the community. Click [here](#) for examples.
- Each facility manager may set the frequency and process in which application determinations are made.
- Managers and grant administrators reserve the right to adjust the amount awarded to each organization without notice.
- Organizations will be notified of decisions via e-mail, with all decisions being final.
- If the grant proposal is recommended for funding, the organization will receive an email with instructions to set up electronic grant payment to complete within 21 days or the grant will be rejected.
- Agreeing to logo usage and recognition guidelines and affirming alignment with Spark Good local grant guidelines is mandatory for approval.

All grant applications are subject to review of the organization’s reputation and activities and its agreement to comply with applicable terms and conditions. Submission of an application does not guarantee funding. Funding exclusions include organizations that deny service, membership, or other involvement on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran, or disability status.

[Access the application from your Spark Good account on Walmart.com.](#)

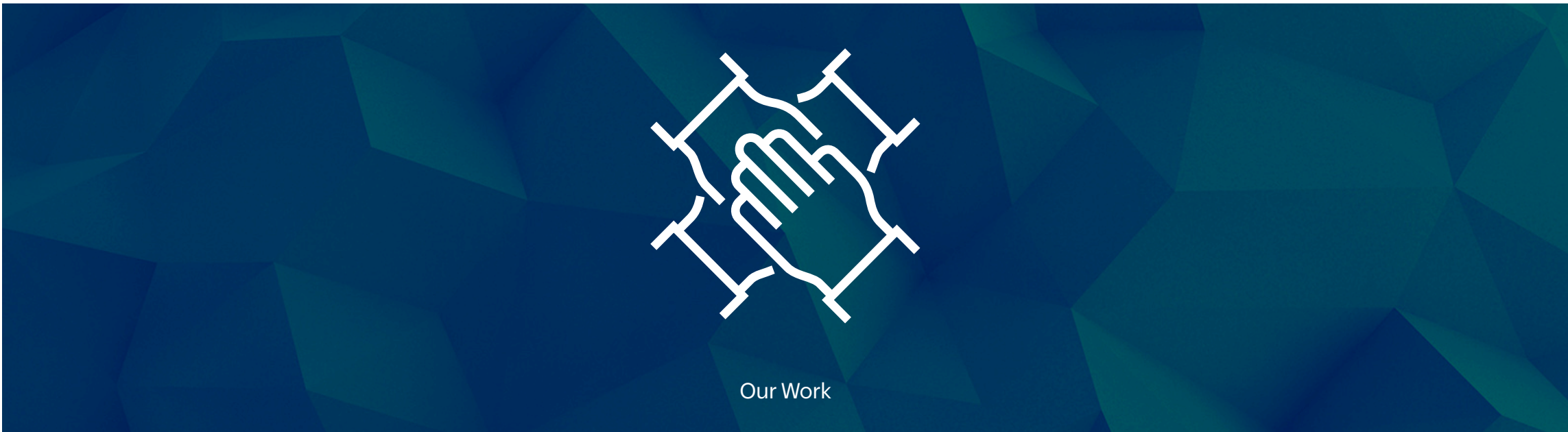
Spark Good Local Grants Spotlight

- Creating Opportunity
- Advancing Sustainability
- Strengthening Community



Grant FAQs

If you have questions about applying, this information may help





Governance and Values



Tools and Resources



Grant Eligibility

Walmart  org

[Walmart Corporate Site](#) | [Governance](#) | [Terms of Use](#) | [Notice at Collection](#) | [Privacy Notice](#) | [Your Privacy Choices](#) | [Careers](#) |



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City Council Action Request

7.I.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Single Occasion Gambling Permit - St. Rita Church		
Staff Recommendation	Authorize issuance of a single-occasion gambling permit to the Church of St. Rita to conduct a raffle, bingo, and pull tabs at 8694 80th Street South, Cottage Grove, MN on September 19-21, 2025.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Gambling License Temporary St Ritas</td></tr></table>	1.	Gambling License Temporary St Ritas
1.	Gambling License Temporary St Ritas		

To: City Administrator Jennifer Levitt
From: Director of Public Safety Peter J. Koerner
Date: June 25, 2025
Subject: **GAMBLING LICENSE APPLICATION - TEMPORARY**

INTRODUCTION

Under State Statutes, four types of nonprofit organizations are eligible to conduct lawful gambling in Minnesota (fraternal, religious, veteran, and other nonprofit) and most events, with the exception of certain raffles, require obtaining either an exempt or an excluded permit from the Minnesota Gambling Control Board. Permits issued by the Minnesota Gambling Control Board require approval of the local government authority where the event will be held.

The Public Safety Department investigates single-occasion gambling permit applications and provides the City Council with a recommendation on whether a permit should be issued. If the City Council authorizes issuance of a permit, the City Clerk signs off on the application and forwards it to the Minnesota Gambling Control Board or issues the permit itself if none is required by the Gambling Control Board.

BACKGROUND

Pursuant to City Ordinance, the Church of St. Rita's has submitted an application for a Temporary Single Occasion gambling permit, for the conduct of a raffle, bingo and pull-tabs, to be held at the Church of St. Rita's, 8694 80th Street South, Cottage Grove, Minnesota 55016, September 19 - 21, 2025. The Department of Public Safety is required to conduct a police investigation of the applicants.

DISCUSSION

The application as submitted is complete, in compliance with our ordinance and is exempt from the licensing requirements of the Minnesota Charitable Gambling Control Board.

We have investigated the applicants and have not found any facts which would constitute a basis for denial of this application, under the provisions of the City's Gambling Ordinance.

RECOMMENDATION

Recommend that the City Council approve the single occasion Gambling Permit application for the Church of St. Rita's.



Peter J. Koerner – Director of Public Safety

6/25/2025



City Council Action Request

7.J.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Temporary Liquor License - St Rita's Church		
Staff Recommendation	Authorize issuance of a temporary intoxicating liquor license to the Church of St. Rita's for their fall festival located at 8694 80th Street South on September 19-21, 2025.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Liquor License Temporary St Ritas</td></tr></table>	1.	Liquor License Temporary St Ritas
1.	Liquor License Temporary St Ritas		

To: City Administrator Jennifer Levitt
From: Director of Public Safety Peter J. Koerner
Date: June 25, 2025
Subject: LIQUOR LICENSE APPLICATION - TEMPORARY

INTRODUCTION

All locations within the City of Cottage Grove that sell alcoholic beverages are required by State Law and City Ordinance to be licensed.

BACKGROUND

Pursuant to City Ordinance, the Church of St. Rita's, 8694 80th Street South, Cottage Grove, MN 55016, (651) 459-4596, has submitted an application for a temporary liquor license to be held at the Church of St. Rita's, September 19-21, 2025. The Department of Public Safety is required to conduct a police investigation of the applicant/manager in charge.

DISCUSSION

The application for the Church of St. Rita's, as submitted, is complete and in compliance with our ordinance.

We have investigated the applicant and have not found any facts, which would constitute a basis for denial of a temporary liquor license, under the provisions of the City Liquor Ordinance or Minnesota Statutes relating to alcoholic beverages.

RECOMMENDATION

Recommend that the City Council approve the temporary Liquor License application for the Church of St. Rita's.



Peter J. Koerner – Director of Public Safety

6/25/2025



City Council Action Request

7.K.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Massage Business License - Ross Albert Ulmer (8471 East Point Douglas Road South #105B)		
Staff Recommendation	Authorize issuance of a Massage Business License to Ross Albert Ulmer operating as Health Investments LLC at 8471 East Point Douglas Road South #105B, Cottage Grove, MN.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Massage Business License Application Ulmer</td></tr></table>	1.	Massage Business License Application Ulmer
1.	Massage Business License Application Ulmer		



TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

FROM: Tammy Anderson, City Clerk

DATE: July 16, 2025

RE: Massage Business License - Ross Albert Ulmer (8471 East Point Douglas Road South #105B)

Discussion

On June 5, 2025, Ross Albert Ulmer applied to operate a Massage Therapist business named Health Investments, LLC at the address of 8471 East Point Douglas Rd., Cottage Grove, MN 55016.

The Public Safety Department conducted a background investigation of Ross Ulmer and found nothing that would justify denying the application.

In addition to the requirements of Title 3, Chapter 1 of the City Code, all licensed massage businesses and massage therapists must comply with the following performance standards:

1. Compliance with Minnesota Statutes, Chapter 146A, Complementary and Alternative Health Care Practices.
2. Compliance with Standards of Practice published by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), as they may be amended from time to time. Standards specific to the NCBTMB will only apply to individuals holding Board Certification with the NCBTMB.
3. Massage business licenses are effective for the compact and contiguous space in the approved license application. A massage business license shall entitle the business to offer off-site therapeutic massage services at an event that is open to the public, such as a fundraiser, community festival, or other similar event, provided such services are performed by a licensed massage therapist employed by the business.

Should the Council grant approval, Ross Alber Ulmer and Ruimin Jiang will jointly operate Health Investments LLC, a Massage Therapy business located at 8471 East Point Douglas Road South #105B.

Recommendation

Authorize issuance of a Massage Business License to Ross Albert Ulmer operating as Health Investments LLC at 8471 East Point Douglas Road South #105B, Cottage Grove, MN.

Attachments

1.	Massage Business License Application Ulmer
----	--



To: Director of Public Safety Peter J. Koerner
From: Detective Sergeant Justin Henseler
Date: July 1, 2025
Subject: Massage Business License Application

APPLICANT

Ross Albert Ulmer
39060 113th St
Frederick, SD 57441

PLACE OF APPLICATION

Health Investments LLC
8471 East Point Douglas Rd S #105B
Cottage Grove, MN 55016

BACKGROUND

On June 5th, 2025, Ross made an application with the City of Cottage Grove, to open a massage business, Health Investments LLC, at the address of 8471 East Point Douglas Rd S #105B, Cottage Grove, MN 55016. The application was submitted containing his Business License Application and signed General Authorization and Release of Private Data form.

CRIMINAL/POLICE CONTACT

The applicant has signed a City of Cottage Grove general authorization and release of private data form. As such, we have completed a complete criminal history background check utilizing BCA, MGA, ACCURINT, and OSINT. I was unable to find any history of criminal case records, pertinent civil courts records, or judgments and liens for Ross.

Upon running the attached copy of the South Dakota DL that was provided, it showed a regular class 2 License with no restrictions. The license returned as being clear and valid. The signature on Ross's DL appeared to be consistent with the signatures on the submitted paperwork.

It does not appear that Ross has had any police contact within MN or agencies that upload reports into Accurint.

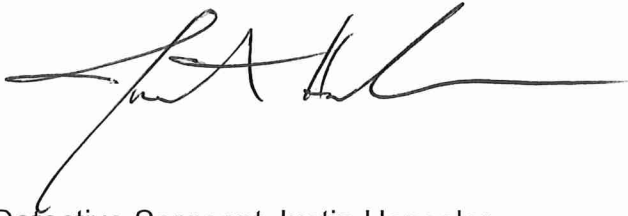
CONCLUSION

I did not find any negative incidents when running a background check on Ross. I did not find any negative comments or posts on Ross's social media.

This concludes my background investigation for this applicant of having a Massage Business in the City of Cottage Grove.

I did not find any other discrepancies that would disqualify him from meeting the requirements set forth in the Cottage Grove City Ordinance 3-1-2.

It is my recommendation that this application for Massage Business be approved based on my findings.

A handwritten signature in dark ink, appearing to read 'Justin Henseler', with a long horizontal stroke extending to the right.

Detective Sergeant Justin Henseler
Background Investigator



City Council Action Request

7.L.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Massage Therapist and Massage Business License - Ruimin Jiang (8471 East Point Douglas Road South #105B)		
Staff Recommendation	Authorize issuance of a massage therapist and massage business license to Ruimin Jiang operating as Health Investments LLC, located at 8471 East Point Douglas Road South #105B, Cottage Grove, MN 55016.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Massage Therapist and Business License Application Health Investments</td></tr></table>	1.	Massage Therapist and Business License Application Health Investments
1.	Massage Therapist and Business License Application Health Investments		



TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

FROM: Tammy Anderson, City Clerk

DATE: July 16, 2025

RE: Massage Therapist and Massage Business License - Ruimin Jiang (8471 East Point Douglas Road South #105B)

Discussion

On June 5, 2025, Ruimin Jiang applied for a Massage Business license as well as to operate as a licensed massage therapist at the business named Health Investments LLC, at the address of 8471 E. Pt. Douglas Rd. So. #105B, Cottage Grove, MN 55016.

The Public Safety Department conducted a background investigation of Ruimin Jiang and did not find anything that would constitute a basis for denial of the application. Staff also searched for possible disciplinary actions posted by the MN Department of Health Office of Unlicensed Complementary and Alternative Health Care Practice and did not find any actions against Ruimin Jiang.

Massage Therapists must meet one of the following:

- Graduation from an institution or program in massage therapy that is accredited by an accrediting agency recognized by the United States Department of Education.
- Passing the Massage and Bodywork Licensing Examination (MBLEx) administered by the Federation of State Massage Therapy Boards (FSMTB), or the National Certification Exam for Therapeutic Massage (NCETM) or National Certification Exam for Therapeutic.

The City of Cottage Grove requires that proof of education/certification in compliance with our City Code be sent directly to us from the institution, program, or examining board. Austin Massage Academy in Austin, TX, verified that Jiang graduated on June 10, 2019, and that she has received her MBLEx, which is valid and current. These records meet the requirements outlined in the City code.

Should the Council grant approval, Ruimin Jiang and Ross Alber Ulmer will jointly operate Health Investments LLC, a Massage Therapy business located at 8471 East Point Douglas Road South #105B.

Recommendation

Authorize issuance of a massage therapist and massage business license to Ruimin Jiang operating as Health Investments LLC, located at 8471 East Point Douglas Road South #105B, Cottage Grove, MN 55016.

Attachments

1.	Massage Therapist and Business License Application Health Investments
----	---



To: Director of Public Safety Peter J. Koerner
From: Detective Sergeant Justin Henseler
Date: July 1, 2025
Subject: Massage Therapist & Business License Application

APPLICANT

Ruimin Jiang
2417 9th St APT. 106
Brookings, SD 57006

PLACE OF APPLICATION

Health Investments LLC
8471 East Point Douglas Rd S #105B
Cottage Grove, MN 55016

BACKGROUND

On June 5th, 2025, Ruimin made an application with the City of Cottage Grove, to operate as a licensed massage therapist, and open a massage business, Health Investments LLC, at the address of 8471 East Point Douglas Rd S #105B, Cottage Grove, MN 55016. The application was submitted containing her Business License Application and signed General Authorization and Release of Private Data form. Also submitted was a copy of Ruimin's MBLEx certification, school transcripts from Austin Massage Academy, Texas, and South Dakota Massage Therapy License Certification.

CRIMINAL/POLICE CONTACT

The applicant has signed a City of Cottage Grove general authorization and release of private data form. As such, we have completed a complete criminal history background check utilizing BCA, MGA, ACCURINT, and OSINT. I was unable to find any history of criminal case records, pertinent civil courts records, or judgments and liens for Ruimin.

Upon running the attached copy of the South Dakota DL that was provided, it showed a regular class 1 License with no restrictions. The license returned as being clear and valid. The signature on Ruimin's DL appeared to be consistent with the signatures on the submitted paperwork.

CERTIFICATION

I received a copy of Ruimin's official transcripts from Austin Massage Academy in Austin, Texas. Her transcripts indicate that she has completed all the required courses within the Massage Therapy program and did graduate on June 10th, 2019. I was unable to find that this school is an accredited school through the U.S. Department of Education website (<https://ope.ed.gov/dapip/#/home>) based on the requirements within Cottage Grove City Ordinance 3-1-2. However, I did verify that her MBLEx is valid and current.

I did check <https://www.health.state.mn.us/facilities/providers/compalt/dispaactions.html> and did not find any disciplinary actions taken against Ruimin.

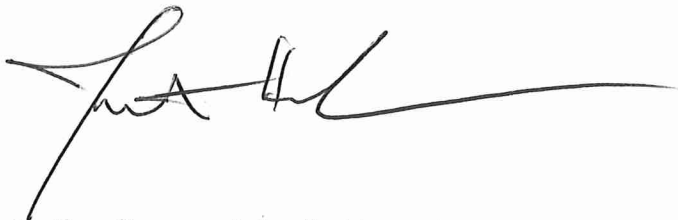
CONCLUSION

I did not find any negative comments or posts on Ruimin's social media. There are no negative comments or mention of Ruimin in the Complementary and Alternative Health Care Practice Disciplinary Actions website.

This concludes my background investigation for this applicant working in the position of Massage Therapist and having a Massage Business in the City of Cottage Grove.

Ruimin has passed her MBLEx and has provided proof of Massage licensing in Texas and South Dakota. Her transcripts from Austin Massage Academy in Austin, Texas indicate that she has all the required credits and graduated on June 10th, 2019. I did not find any other discrepancies that would disqualify her from meeting the requirements set forth in the Cottage Grove City Ordinance 3-1-2.

It is my recommendation that this application for Massage Business and Massage Therapist be approved based on my findings.

A handwritten signature in black ink, appearing to read 'Justin Henseler', with a long horizontal line extending to the right.

Detective Sergeant Justin Henseler
Background Investigator



City Council Action Request

7.M.

Meeting Date	7/16/2025				
Department	Administration				
Agenda Category	Action Item				
Title	2025-2026 Sergeants Labor Contract - Uniform Card Addendum				
Staff Recommendation	Approve the uniform card Memorandum of Understanding as an addendum to the 2025-2026 Sergeants' labor contract.				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>Memo - Sgts Uniform Card MOU</td></tr><tr><td>2.</td><td>Sgts Uniform Card MOU</td></tr></table>	1.	Memo - Sgts Uniform Card MOU	2.	Sgts Uniform Card MOU
1.	Memo - Sgts Uniform Card MOU				
2.	Sgts Uniform Card MOU				



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Joe Fischbach, HR Manager

Date: July 2, 2025

Subject: Sergeants Labor Contract MOU

Background

Since 2007, the City has provided Police Officers and Sergeants an individual uniform credit card to make uniform related purchases. Each employee is assigned a card once they pass their probationary period. Per IRS guidelines, employees must submit qualifying receipts for approved purchases. Otherwise, non-qualifying purchase amounts are put on their last check of the year as taxable income.

During negotiations for the current labor contracts, 2025-2026, the City proposed doing away with uniform cards and putting the full amount on the employees' payroll checks as taxable income. This would lessen the administrative burden on both the employee and City of keeping track of receipts. The City would also save time by not ordering cards, following up on fraud on the cards and not processing the December taxable income amounts on payroll. The Police Officers were not interested in giving up their cards during negotiations and the City dropped the proposal. The Sergeants did agree to the change and relinquished their cards for 2025. They have since requested that they get their cards back for 2026. Since the Police Officers still have their cards, staff does not object to giving the Sergeants back their cards for 2026. It affects 8 Sergeants. Staff has prepared a memorandum of understanding (MOU) with the union to update the language to reinstate the cards.

Recommendation

Approve the uniform card MOU as an addendum to the 2025-2026 Sergeants labor contract. The MOU is attached to this memo.

Appendix C

Memorandum of Agreement Between the City of Cottage Grove And Law Enforcement Labor Services, Inc.

This Memorandum of Agreement ("MOA") is entered into between the City of Cottage Grove ("Employer") and Law Enforcement Labor Services, Inc., Local No. 138 ("Union").

WHEREAS, the Employer and Union are parties to a Labor Agreement in effect from January 1, 2025 through December 31, 2026 ("Labor Agreement"); and

WHEREAS, the Employer and Union hereby agree to revise and replace Article XVIII (Uniforms & P.O.S.T License) of the Labor Agreement as follows, effective January 1, 2026:

ARTICLE XVIII. UNIFORMS & P.O.S.T. LICENSE

- 18.1 The Employer agrees to pay \$1,072 in 2025 as uniform allowance and uniform repair for all employees listed in the Agreement. Said style and color of uniforms are to be selected by the Director of Public Safety of the City of Cottage Grove. Two equal, taxable payments will be made each year. The payments will be included with the June and December holiday checks as detailed in Article 19.1.

Beginning in 2026, the EMPLOYER shall provide \$1,105 in uniform allowance on a debit card on January 1st. The debit card shall be set up in such a way to allow the EMPLOYEE to remove funds via an ATM machine.

- 18.2 Any purchases made and/or cash withdrawn from the debit card within sixty (60) calendar days prior to an employee's separation from employment will require reimbursement to the Employer for said purchases and withdrawals. The Employer may grant a waiver of this provision if the funds were used for the replacement or repair of material damaged in the line of duty, or for other reasons at the Employer's discretion.
- 18.3 The EMPLOYER will pay the full costs of each sworn officer's P.O.S.T. license, including initial and renewal fees.
- 18.4 Damaged Uniform Replacement: Any uniform item that a Sergeant is responsible for purchasing with the Sergeant's uniform allowance that is substantially damaged or destroyed in the line-of-duty as the result of a lawful and procedurally correct action taken by the Sergeant will be replaced at the department's expense. This provision is not intended to include those items damaged or destroyed as a result of the Sergeant's inattentiveness or negligence, or those items no longer useful as a result of normal wear and tear.

IN WITNESS HEREOF, the parties executed this Memorandum of Agreement on the latest date affixed to the signatures below.

For the City of Cottage Grove

For Law Enforcement Labor Services, Inc.

City Administrator



Business Agent

Dated: _____

Dated: 06-11-2025



City Council Action Request

7.N.

Meeting Date 7/16/2025

Department Administration

Agenda Category Action Item

Title 2025-2026 49ers Labor Contract - Cell Phone Addendum

Staff Recommendation Approve the Cell Phone Memorandum of Understanding as an addendum to the 2025-2026 49ers labor contract.

Budget Implication N/A

Attachments

1.	Memo - 49ers Cell Phone MOU
2.	49ers Cell Phone MOU



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Joe Fischbach, HR Manager

Date: July 8, 2025

Subject: 49ers Labor Contract MOU

Background

For several years, the City has provided employees with a monthly stipend if they must use their personal cell phone for work related purposes. Department heads recommend which positions get a stipend and the list is approved by the City Administrator. Several members of the 49ers union currently receive the stipend such as Leads and Foreman.

It is now recommended that all 49ers union members receive the stipend. All members use their phone in one way or another for work related purposes such as communicating with their supervisor and co-workers, checking emails, entering their time for payroll, accessing the City GIS system, looking up information on the internet and/or dual authentication.

Staff have worked with the 49ers business agent and the City Attorney's office to develop a memorandum of understanding (MOU) regarding cell phone use and the cell phone stipend for union members, which is included with this memo. The proposed stipend follows the City Personnel Policy at \$45.00 per month.

Recommendation

Approve the Cell Phone Memorandum of Understanding as an addendum to the 2025-2026 49ers labor contract.

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

EUGENE J. GROVER, President
MARK J. POTHEN, Vice President
STEVE R. PIPER, Recording-Corresponding Secretary
MARVIN J. HOSE, Treasurer



RYAN P. DAVIES
Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285
Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF COTTAGE GROVE & INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 49 REGARDING CELL PHONE REIMBURSEMENT

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), is made and executed this ___ day of _____, 2025, by and between the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, Minnesota 55016, hereinafter referred to as the "City", and the International Union of Operating Engineers Local No. 49, 2829 Anthony Lane South, Minneapolis, Minnesota 55418, hereinafter referred to as "I.U.O.E Local No. 49". The City and I.U.O.E Local No. 49 are herein collectively referred to as the "Parties" and individually as a "Party".

The City needs a method to contact employees for emergencies, snow events and other work-related reasons. Effective July 17th, 2025, the City will institute a Cell Phone Reimbursement Program ("Program") where participating employees will receive a forty-five dollar (\$45.00) reimbursement per month to cover a portion of the employee's cell phone usage incurred for City business purposes. The reimbursement benefit shall be paid bi-weekly to a participating employee through their first two payroll checks of the month.

1. Consent to Participate. Each employee has the option of participating in the Program. If an employee opts to participate in the Program ("Opt-In"), he or she will utilize his or her personal cell phone as identified in Section 25 of the City Personnel Policy (Section 25 shall be referred to as the "Cell Phone Policy"). If an employee opts not to participate in the Program ("Opt-Out"), he or she shall not be required to use his or her cell phone for work-related purposes. The City does not require employees to participate in the Program nor does it require the employee to use his or her personal cell phone for work-related purposes. If an employee decides not to participate in the Program or does not possess a personal cell phone, but the City requires the use of a cell phone for work-related purposes, the City shall work with I.U.O.E. Local No. 49 regarding possible alternative solutions.

2. Reimbursement Plan. By electing to Opt-In to the Program, employees agree to abide by the Cell Phone Policy. Any changes to the Cell Phone Policy during the duration of this MOU will be communicated as soon as practical to all employees and the I.U.O.E. Local No. 49 Area Business Representative.

3. Legal Requests for Employee Data. Should an Opt-In employee's cell phone data be subject to a data request pursuant to: (1) The Minnesota Government Data Practices Act; (2) a lawful subpoena; (3) a search warrant; (4) for the purposes of litigation; or (5) for such other legally required purpose, the City will immediately notify the employee and contact the I.U.O.E. Local No. 49 Area Business Representative. I.U.O.E. Local No. 49's legal counsel will review the data request and work with the employee and the City to respond as legally required. At no time shall the City confiscate or otherwise search the Opt-in employee's personal cell phone without the consent of the employee or I.U.O.E. Local No. 49's legal

counsel. Nothing contained within this MOU shall be interpreted to inhibit the Cottage Grove Police Department from performing its lawful duties pursuant to a subpoena, search warrant or other legally authorized purpose, including the confiscation of an employee's personal cell phone in the course of a criminal investigation.

4. Opt-Out Timing. Once an employee has elected to Opt-In, they must notify the City in writing thirty (30) days prior to the first (1st) pay period of the next calendar month if they elect to Opt-Out.

5. Tax Implications. The Program reimbursement is subject to taxes under applicable Internal Revenue Service guidelines.

6. Employee Responsibility. If an Opt-in employee participating in the Program does not have a functioning cell phone in accordance with the Cell Phone Policy, it is the responsibility of the employee to repair/replace their device in a timely manner.

7. Conflicting Language. To the extent that this MOU conflicts with the Cell Phone Policy, this MOU shall prevail.

8. Effective Dates. This MOU will remain in effect from July 17, 2025, through December 31, 2026. This MOU may be extended or modified upon the written mutual agreement of the Parties. Either Party may terminate this MOU upon thirty (30) days' written notice delivered to the other Party.

For the City of Cottage Grove

Jennifer Levitt, City Administrator

Dated _____

For IUOE, Local 49



Travis Gossard, ABR

Dated 6-27-25



City Council Action Request

7.0.

Meeting Date	7/16/2025				
Department	Administration				
Agenda Category	Action Item				
Title	Firefighters Labor Contract (Fire Marshal) Memorandum of Understanding				
Staff Recommendation	Approve the Fire Marshal MOU as an addendum to the 2025-2026 IAFF, Local 2570 labor contract.				
Budget Implication	Included in the Budget				
Attachments	<table><tr><td>1.</td><td>Memo - Fire Marshal MOU</td></tr><tr><td>2.</td><td>Fire Marshal MOU</td></tr></table>	1.	Memo - Fire Marshal MOU	2.	Fire Marshal MOU
1.	Memo - Fire Marshal MOU				
2.	Fire Marshal MOU				



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Joe Fischbach, HR Manager

Date: July 10, 2025

Subject: Firefighters Labor Contract MOU

Background

Fire Marshal Steve Zaccard resigned on June 10th. The Fire Marshal position was covered by the Non-Represented Pay Plan. Since that time, the Fire department command staff has reviewed and updated the Fire Marshal job description.

As part of that review, it was determined that the Fire Marshal should be able to pick up overtime shifts as a primary responder when the schedule allows. If the Fire Marshal does pick up primary responder overtime shifts, there will be increased costs. This is because they will have a higher hourly wage as they work a 2,080 hour schedule, rather than the 2,756 hour schedule the other primary responder's work. By working some primary responder overtime shifts, the Fire Marshal will be able to maintain their EMS training and skills. They will have limited opportunities to perform EMS duties during their regular workday as they will focus on fire inspections, plan reviews and community life and fire safety education activities.

Fire command staff have indicated that they do not believe the Fire Marshal will work enough primary responder overtime shifts to a point where they will not be able to manage the increased payroll costs. The union has also expressed an interest in the Fire Marshal being part of their union. Internal employees interested in the Fire Marshal position have also communicated to the City that they would like it to be a union position.

With all those factors, it is determined that it should be a union position. Staff have prepared a memorandum of understanding (MOU) that adds the Fire Marshal position to the current IAFF, Local 2570 labor contract.

Recommendation

Approve the Fire Marshal MOU as an addendum to the 2025-2026 IAFF, Local 2570 labor contract.

FIRE MARSHAL MEMORANDUM OF UNDERSTANDING

Between CITY OF COTTAGE GROVE And IAFF LOCAL 2570

The purpose of this Memorandum of Understanding is to assist both Labor and Management in adding the Fire Marshal to the union and labor agreement.

This position shall be covered by all terms and conditions as detailed in the 2025-2026 labor agreement, including all MOUs.

The following sections of the labor agreement are specifically updated.

ARTICLE I - RECOGNITION

- 1.1 The EMPLOYER recognizes the UNION as the exclusive representative for all full-time firefighters, fire marshal and full-time captains employed by the City of Cottage Grove, Minnesota, who are public employees within the meaning of Minnesota Statute 179A.03, Subdivision 14, excluding supervisory and confidential employees.

ARTICLE XXI - SALARY

21.1 Salaries effective January 1, 2025 through December 31, 2026:

	MIN - 1	2	3	MID - 4	5	6	MAX - 7
	80%	83%	87%	90%	93%	97%	100%
Fire Marshal- 2025- 2,080 schedule	44.58	46.26	48.49	50.16	51.83	54.06	55.73
Fire Marshal- 2026- 3% COLA & 3% Market Adjustment- 2,080 schedule	47.26	49.03	51.39	53.17	54.94	57.30	59.07

This Memorandum will remain in effect from the date it is signed by both parties through December 31, 2026 or until a successor labor agreement is approved. This Memo may be extended, modified, or eliminated at either parties' request.

For the City of Cottage Grove

For IAFF Local 2570

Jennifer Levitt, City Administrator

Union President

Dated _____

Dated _____



City Council Action Request

7.P.

Meeting Date	7/16/2025				
Department	Public Safety				
Agenda Category	Action Item				
Title	Accelerated Firefighter/Paramedic Program Agreement				
Staff Recommendation	Approve the Accelerated Firefighter/Paramedic Recruitment Program agreement for Phillip Wiggins.				
Budget Implication	Approved in the 2025 Budget.				
Attachments	<table><tr><td>1.</td><td>Accelerated Paramedic Program Agreement Wiggins 07.16.25</td></tr><tr><td>2.</td><td>Agreement - Firefighter Paramedic Accelerated Recruitment Phillip Wiggins</td></tr></table>	1.	Accelerated Paramedic Program Agreement Wiggins 07.16.25	2.	Agreement - Firefighter Paramedic Accelerated Recruitment Phillip Wiggins
1.	Accelerated Paramedic Program Agreement Wiggins 07.16.25				
2.	Agreement - Firefighter Paramedic Accelerated Recruitment Phillip Wiggins				



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Peter J Koerner, Director of Public Safety
Jon Pritchard, Deputy Director of Public Safety/Fire Chief

Date: July 2, 2025

Subject: **ACCELERATED FIREFIGHTER/PARAMEDIC PROGRAM AGREEMENT**

INTRODUCTION

The Cottage Grove Fire Department, as approved by the Cottage Grove City Council at the budget workshop on August 29, 2024, has implemented a program that offers the opportunity for part-time Firefighter/EMTs to become full-time Firefighter/EMTs to seek Paramedic certification while working full-time on the fire department. The goal of the program is to offer a much-cited request from part-time firefighters while increasing the ability for the fire department to recruit highly qualified candidates to serve as full-time Firefighter/Paramedics with the Cottage Grove Fire Department. Due to the fire department's size and demand for EMS services, it is critical to have all full-time Firefighters at the paramedic certification level. Firefighter/EMTs will help support department operations while they complete Paramedic training.

When hired as a Firefighter/EMT, the department will support the firefighter in their pursuit of their Paramedic certification to allow them to become a full-time Firefighter/Paramedic. The department will pay for their tuition, fees and learning materials, and their salary will support their time in class and clinical experiences.

The department recognizes that the cost of paramedic training is significant and the time, effort, and financial investment of those in the Accelerated Paramedic Program is significant. Due to this significant investment in the individuals in this program, it is appropriate for those that are hired in this program to demonstrate investment into the department and the City of Cottage Grove. To demonstrate this commitment, the fire department proposes the Firefighter/EMTs agree to work for the fire department for at least five (5) years after obtaining their Paramedic certification. A formal agreement has been drafted and has been reviewed by the City Attorney's Office. Failure to complete Paramedic certification, termination due performance issues and/or leaving the department prior to the five (5) year period will result in a pro-rated repayment requirement for the cost of tuition, fees and learning materials for Paramedic training. The Firefighter will be required to sign this agreement to be employed in the accelerated recruitment program. The department conducted an internal process and identified candidate, Firefighter/EMT Phillip Wiggins. His start date will be July 28, 2025.

RECOMMENDATION

Approve the Accelerated Firefighter/Paramedic Recruitment Program agreement for Phillip Wiggins.

**CITY OF COTTAGE GROVE
DEPARTMENT OF PUBLIC SAFETY
FIRE DIVISION**

**ACCELERATED
FIREFIGHTER/PARAMEDIC
RECRUITMENT PROGRAM**

This Accelerated Firefighter/Paramedic Recruitment Program Agreement ("Agreement") is entered into by and between the City of Cottage Grove (hereinafter "CITY") and Phillip Wiggins (hereinafter "Employee").

RECITALS

WHEREAS, Employee has been offered employment by the City of Cottage Grove as a full-time, certified Firefighter/EMT with the understanding that he/she will complete certain specialty training and educational requirements in order to become a certified Firefighter/Paramedic; and

WHEREAS, CITY is providing the opportunity for the Employee to complete such specialty training and education in anticipation of Employee continuing to work for the CITY as a full-time, certified Firefighter/Paramedic, enabling the CITY to recover some of the benefit of the investment in the Employee's specialty training and certification; and

WHEREAS, Employee must be a Minnesota Fire Service Certification Board Certified Firefighter 1 and 2 within the State of Minnesota; and

WHEREAS, CITY and Employee recognize that this Agreement is not intended to constitute a guarantee of continued employment with the CITY; and

WHEREAS, Employee understands that the CITY would not provide such specialty training and/or certification unless the Employee intended to continue to work for the CITY, and, therefore, agrees to reimburse the CITY in the event the Employee voluntarily terminates his/her employment with the CITY or fails to abide by the terms and conditions of this Agreement after completion of the specialty training and/or certification.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the CITY and Employee agree as follows:

- (1) The CITY agrees to employ Employee as a full-time, certified Firefighter/EMT pending his/her completion of the classroom and skills requirements to be certified by the National Registry of Emergency Medical

Technicians (NREMT) and the State of Minnesota as a Paramedic. Employee agrees to pursue and complete the Paramedic training and certification program within twenty-four (24) months of the date Employee began his/her employment with the City. The Paramedic Training program must be an accredited Paramedic program that is approved by the NREMT and State of Minnesota Office of Emergency Medical Service.

- (2) Provided Employee meets the terms and conditions set forth in this Agreement, the CITY agrees to pay the cost of tuition, books and fees associated with Employee's completion of the Paramedic training and certification program.
- (3) Employee agrees to obtain a Paramedic certification with the National Registry of Emergency Medical Technicians and the State of Minnesota within ninety (90) days of eligibility and within twenty-four (24) months of the date Employee began his/her employment with the CITY. Failure to meet this requirement may result in termination of employment as a full-time, Firefighter/EMT with the CITY.
- (4) Employee agrees to participate in and pursue the Paramedic training and certification program to the best of their ability and use reasonable efforts to complete the program. Should the Employee not complete the program, fail the program, withdraw or be expelled from the program, the CITY's obligations under this Agreement shall immediately cease.
- (5) Employee agrees to work as a full-time, certified Firefighter/EMT with the Cottage Grove Fire Department while completing his/her Paramedic training and certification program.
- (6) Employee agrees to maintain a current Emergency Medical Technician ("EMT") certification by the Minnesota Office of Emergency Medical Services and National Registry in accordance with the Department's Medical Director and Fire Department policies while completing his/her Paramedic training and certification program.
- (7) Employee agrees to maintain Firefighter 1 and 2 certifications and Minnesota Board of Firefighter Training and Education Firefighter licensure with the State of Minnesota while completing his/her Paramedic training and certification program.
- (8) The CITY agrees to employ Employee as a full-time, certified Firefighter/Paramedic with the Cottage Grove Fire Department upon his/her successful acquisition of a Paramedic certification.

- (9) Employee agrees to work as a full-time, certified Firefighter/Paramedic for the Cottage Grove Fire Department for a period of five (5) years commencing immediately upon becoming certified as a Paramedic.
- (10) Employee shall be obligated to reimburse the CITY for any and all payments made by the CITY toward the cost of his/her tuition, books, and fees that are associated with Employee's completion of the Paramedic training and certification program if any of the following occur:
 - A. Failure to obtain Paramedic certification from the National Registry and the State of Minnesota within ninety (90) days of completion of the Paramedic training and certification program.
 - B. Termination from the position of Firefighter/EMT for poor job performance.
 - C. Conviction of a crime or other activity which would prevent him/her from obtaining and maintaining a Firefighter license from the Minnesota Board of Firefighter Training and Education or EMT or Paramedic certification from the National Registry or State of Minnesota.
 - D. Failure to meet any of the selection requirements for the position of Firefighter/Paramedic with the Cottage Grove Fire Department.
 - E. Failure to successfully complete the Cottage Grove Fire Department's Field Training Officer Program.
 - F. Failure to complete the Cottage Grove Fire Department's one-year probationary period, which commences on the date of employment as a full-time, certified Firefighter/Paramedic.
 - G. Resignation from the position of Firefighter/Paramedic with the Cottage Grove Fire Department prior to completing five (5) years of service in that position.
 - H. Termination for misconduct as a Firefighter/Paramedic from the Cottage Grove Fire Department prior to completing five (5) years of service in that position.
- (11) Employee agrees that in the event he/she fails to meet any of the terms and conditions of this Agreement and becomes obligated to reimburse the City for tuition, books and fees, said reimbursement shall be paid in accordance with the following schedule:

- A. 100% reimbursement if termination occurs prior to completing one (1) year of service as a Firefighter/Paramedic with the CITY.
- B. 80% reimbursement if termination occurs prior to completing two (2) years of service as a Firefighter/Paramedic with the CITY.
- C. 60% reimbursement if termination occurs prior to completing three (3) years of service as a Firefighter/Paramedic with the CITY.
- D. 40% reimbursement if termination occurs prior to completing four (4) years of service as a Firefighter/Paramedic with the CITY.
- E. 20% reimbursement if termination occurs prior to completing five (5) years of service as a Firefighter/Paramedic with the CITY.
- F. No reimbursement is required after Employee has served as a Firefighter/Paramedic for five (5) years with the CITY.

If Employee is obligated to repay any amount expended by the CITY for tuition, books and fees, pursuant to this Agreement, the amount reimbursed shall be paid to the CITY in full within one hundred and twenty (120) days of the event triggering the necessity for repayment. The Cottage Grove City Council may, at its sole discretion, allow additional time for Employee to repay the amount due. Employee authorizes CITY to deduct the amount of any reimbursement obligation owed from any compensation due and owing to Employee at the time of separation from employment, including, but not limited to, salary, wages, bonuses, commissions, or vacation pay.

- (12) Any notice required or permitted to be given under this Agreement shall be in writing and may be given by personal delivery, email or by mail to the following addresses:

If to CITY: City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Attention: Director of Public Safety

Or emailed: PKoerner@cottagegrovemn.gov

If to EMPLOYEE: Phillip Wiggins

[REDACTED]

Or emailed: PWiggins@cottagegrovemn.gov

- (13) Employee hereby indemnifies and holds harmless the CITY from and against any and all suits, claims, actions, damages and other losses which the Employee suffers or incurs as a result of any governmental taxing authority assessing the reimbursement of the tuition, books, and fee payments made pursuant to this Agreement as a benefit to the Employee.
- (14) The terms and conditions set forth herein constitute the entire agreement between the CITY and Employee and supersede any communications or previous agreements with respect to the subject matter of this Agreement. There are no written or oral understandings directly or indirectly related to this Agreement that are not set forth herein. No change can be made to this Agreement unless made in writing and signed by both CITY and Employee.
- (15) CITY and Employee agree that any action to interpret or enforce this Agreement shall be governed and enforced according to the laws of the State of Minnesota and any dispute under this Agreement must be venued in Washington County District Court.
- (16) If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.
- (17) This Agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of CITY and Employee. This Agreement is not assignable without the mutual written agreement of the CITY and Employee.
- (18) All data collected by the CITY pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

I have read the foregoing Agreement and acknowledge that it is the complete agreement, and by signing below, I affirm that I fully understand and agree to its terms and conditions.

CITY OF COTTAGE GROVE

By: _____
Myron Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date

EMPLOYEE

By: Phew
Phillip Wiggins

07-03-25
Date



City Council Action Request

7.Q.

Meeting Date 7/16/2025

Department IT Department

Agenda Category Action Item

Title Fiserv Credit Card Payment Application

Staff Recommendation Staff recommends the approval of the Fiserv merchant processing application agreement and purchase of the credit card terminal equipment required for accepting payments.

Budget Implication Four credit card terminals for \$2,400 to accept credit card payments at the Cottage Grove Ice Arena. Monthly and per-transaction fees are outlined in the memo and included in the budget.

Attachments	1. CouncilFinnly
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To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Brian Bluhm, IT Manager
Cc: Zac Dockter, Director of Parks & Recreation
Jordan Hirman, Facility Services Manager
Date: June 30, 2025
Subject: Fiserv Credit Card Payment Application

Introduction

The City of Cottage Grove Ice Arena is in the process of implementing new point of sale and scheduling software, Finnly Sports, which was approved by the Mayor and Council at the May 7th, 2025, City Council meeting. As part of the implementation, an integrated credit card processing provider, Fiserv, will provide merchant processing.

Fiserv

Fiserv, a global fintech and payments leader that enables commerce for a world that never powers down. Millions of businesses benefit from our unmatched network and experience. Utilizing Clover credit card terminals, Fiserv will allow the Cottage Grove Ice Arena to provide credit card and eCheck as a form of payment with the Finnly Sports point of sale system through static and secure mobile devices. Fiserv will replace the Cottage Grove Ice Arena's current provider, LightSpeed payments.

Budget Implications

4 credit card terminals at a cost of \$2400 to accept credit card payments at the Cottage Grove Ice Arena. Other fees are as follows:

2.90% V/MC/D (Amex 3.1%)

\$0.20 per transaction

\$15/month- CardPointe Gateway/Reporting fee

Fiserv ACH (e-check)

\$10/month

0.25%

\$0.20 per transaction

Staff Recommendation

Staff recommends the approval of the Fiserv merchant processing application agreement and purchase of the credit card terminal equipment required for accepting payments.

CardPointe® Integrated Terminal

CardPointe Integrated Terminal is a cloud-based integration that makes it quick and easy to add secure payment acceptance to any software application. With a suite of available card readers equipped with EMV technology and innovative security features, you can offer your merchants the perfect solution for their business.

Features designed for you



Quick EMV payments



Customizable branding



Instant firmware updates



Compatibility with any browser

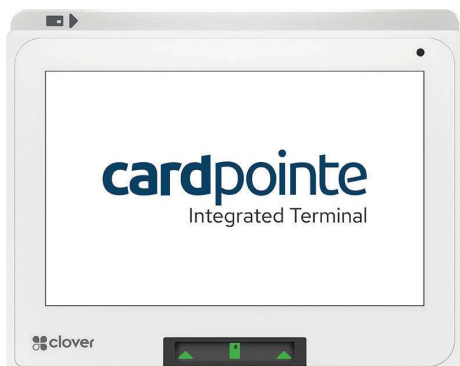


Developer-friendly API content



Configurable with DHCP + static IP

Meet the readers



Clover Mini

Rental: \$30/mo

Purchase: \$699

LTE: \$5 per device/mo



Clover Compact

Rental: \$15/mo

Purchase: \$225

LTE: \$5 per device/mo



Clover Flex

Rental: \$20/mo

Purchase: \$559

LTE: \$5 per device/mo



Clover Flex Pocket

Rental: \$20/mo

Purchase: \$499

LTE: \$5 per device/mo



Clover Go

Purchase: \$99



Lane/3600

Rental: \$20/mo

Purchase: \$525



Lane/7000

Rental: \$30/mo

Purchase: \$755



Lane/8000

Rental: \$35/mo

Purchase: \$1150



Link/2500

Rental: \$25/mo

Purchase: \$599

Connect with us

Contact your sales representative for more information.

Fiserv is driving innovation in Payments, Processing Services, Risk & Compliance, Customer & Channel Management and Insights & Optimization. Our solutions help clients deliver financial services at the speed of life to enhance the way people live and work today.



Application Information for E-Signature

The below fields will be used to generate an electronic application for signature.

Business Legal Name:			
DBA Name:			
Business Address:			
City:		State:	
		Zip:	
Business Phone:		Business Fax:	
Email:			
Requested Service Start Date:		Is this date flexible?	☐ Yes ☐ No
Products/Services Sold:			
Fed Tax ID:		Fed ID Month/Year Started:	
Tax Filing Type?		(Sole Proprietor, Partnership, Corporation – Public or Private)	
Tax Exempt Organization?	☒ Yes ☐ No	Number of Employees?	
Total Gross Annual Sales:		Estimated Annual Credit Card Sales:	
Estimated Average \$\$ Credit Card Individual Sale Amount:			
Estimated Highest \$\$ Credit Card Individual Sale Amount:			

Signor (Must be officer or controller of private corp., member LLC, or individual only of sole proprietorship):

Signor/Owner Name:

Signor Title: Signor Email:

Signor Percentage ownership in company: % Signor Social Security #:

Signor Date of Birth: Signor Home Phone:

Signor Home Address:

City: State: Zip:

Deposit Bank Name (checking only):

Bank Phone:

Bank Account #: Bank Routing #:

Bank Phone:

Please complete and return through email to your Sales Consultant.

An electronic application will be generated and emailed to you for e-signature.

We will need a copy of a voided business check to complete setup of your merchant processing account.

Connect with us

Contact your sales representative
for more information.

Fiserv is driving innovation in Payments, Processing Services, Risk & Compliance,
Customer & Channel Management and Insights & Optimization. Our solutions help clients
deliver financial services at the speed of life to enhance the way people live and work today.
Visit [fiserv.com](https://www.fiserv.com) to learn more.



City Council Action Request

7.R.

Meeting Date 7/16/2025

Department Parks and Recreation

Agenda Category Action Item

Title River Oaks Used Mower Purchase

Staff Recommendation Authorize staff to purchase a used Toro 3550 from MTI Distributing for the amount of \$24,046.88.

Budget Implication \$24,046.88 from River Oaks Maintenance Equipment Capital Account

Attachments

1.	Memo
2.	20250708135729163



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Zac Dockter, Parks and Recreation Director
Brenda Malinowski, Finance Director

Date: June 26, 2025

Subject: River Oaks Used Mower Purchase

Introduction

River Oaks staff has been working towards improving the golf experience by increasing turf surrounds at many greens. Doing this increases playability and also brings the course back to the original architectural design intent. Customer response has been quite positive so far. To aid in this effort, staff is recommending the purchase of an additional surrounds/approach mower to help bare the added mowing labor and equipment load.

Maintenance staff identified an opportunity to purchase a used Toro 3550 from MTI Distributing (Metro Toro Commercial Dealer) in the amount of \$24,046.88. This is approximately 25% of the cost of a new unit. This unit comes from Golden Valley Country Club with 3,000 hours of operation and maintenance records. MTI will fully service the unit which includes over \$5,000 in new parts alone. Staff is also recommending the one-year warranty for further assurance on the unit. Staff is confident with operating and repairing this unit as needed and believes it will provide at least 10 years of service to River Oaks. Because this is the second surround/approach mower, it will not require as high volume of use as some comparable units and thus the extended life projection.

This is an unbudgeted expense that staff is proposing to pay for with operational revenue. Because the golf course is producing higher than expected revenue to date, management believes there will be sufficient revenue to cover the expense of this request. However, if revenue does not exceed expenses for any reason, staff has the ability to delay one of the capital purchases below to assure operational goals are achieved and the mower purchase does not cause River Oaks a net loss.

1. Range ball machine - \$15,000
2. Greens Mower (1) - \$70,000
3. Patio Furniture - \$70,000

Staff Recommendation

Authorize staff to purchase a used Toro 3550 from MTI Distributing for the amount of \$24,046.88.



MTI Distributing
Equipment Quote
June 23, 2025



River Oaks GC

Quote Expiration Date: 7/23/2025

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	XF-UE12382	2013 Toro Reelmaster 3550 Hrs 3049 with Platinum Protection Plus	\$22,500.00	\$22,500.00
			Subtotal	\$22,500.00
			Sales Tax 6.875%	\$1,546.88
			Total	\$24,046.88

Financing rates are guaranteed for 30 days from date off quote.

Quote is valid for 30 days; pending product availability

Net 30 Terms with qualified credit

Equipment delivery and set-up at no additional charge

All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Bob Frank
Commercial Sales Rep
612-877-0837

Scott Esterby
Inside Sales Rep
763-592-5641

MTI Distributing, Inc. • 4830 Azelia Ave N • Brooklyn Center, MN



Product Info & Specs

2013 Toro Reelmaster 3550

3132 Hours

UE12380

Reel Stock 4.7/5

Located in Brooklyn Center, MN





City Council Action Request

7.S.

Meeting Date 7/16/2025

Department Engineering

Agenda Category Action Item

Title Hamlet Pond Quote Award

Staff Recommendation Adopt Resolution 2025-095 awarding the 2025 Hamlet Pond – Phase 2: Bank Grading and Sediment Removal project to New Look Contracting, Inc. in the amount of \$114,481.25, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

Budget Implication \$80,518.75 - Stormwater Utility Fund, \$33,962.50 - SWWD Grant Reimbursement

Attachments

1.	2025 Hamlet Pond Phase 2 Quote Award Memo
2.	2025 Hamlet Pond Phase 2 Quote Award Resolution
3.	Signed Agreement
4.	New Look Quote
5.	Dynamic Earth and Civil Quote



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Joe Fox, PE, Project Engineer

Date: July 10, 2025

Re: 2025 Hamlet Pond – Phase 2: Bank Grading and Sediment Removal –
Quote Award

Background

Each year the City completes maintenance on City-owned stormwater ponds to stay in compliance with the MS4 permit with the MPCA, which requires permit holders to maintain their storm sewer system. Removal of accumulated sediment from ponds is a common maintenance task that restores a pond's ability to treat stormwater.

Earlier this year the city hired a contractor to conduct maintenance on a section of Hamlet Pond. City staff recently asked contractors for quotes to maintain another section of the pond.

At the February 5, 2025 City Council meeting, the Council awarded Phase 1 of the project to New Look Contracting to remove sediment and vegetation from a portion of Hamlet Pond. The sediment and vegetation were acting as a dam that kept water levels one to two feet higher in the north part of the pond than they were in the south. Now that this work is largely complete and water flows freely from north to south, the water level in the north has dropped.

Phase 2 of the project is necessary for two reasons. First, the drop in water level revealed a steep slope along the west bank of the northern section of the pond. Previously under water, this steep slope is now above water and poses a danger to those walking along the shore of the pond. City staff determined it was necessary to level off the slope along the shore. Second, the drop in water level also revealed large deposits of sediment at the very north end of the pond. This sediment has accumulated over years; it comes into the pond through two inlets. The contractor chosen for Phase 2 of the Hamlet Pond project will grade a flatter slope along the shore and remove a significant amount of sediment from the pond.

Discussion

The City of Cottage Grove received two pond maintenance quotes for Phase 2. The following table summarizes the results. The quotes received are attached. The low quote for the project was provided by New Look Contracting, Inc. in the amount of \$114,481.25.

<u>Contractor</u>	<u>Quoted Amount</u>
New Look Contracting, Inc.	\$114,481.25
Dynamic Earth & Civil, LLC	\$175,052.00

The South Washington Watershed District awarded a grant to the city for removal of sediment from Hamlet Pond. The grant covers 50% of expenses up to a maximum of \$75,000, based on a total project cost of \$150,000. Part of the grant proceeds will reimburse the city for money spent on Phase 1 of the Hamlet Pond project. Phase 1 is partially complete but there is remaining work. In the Phase 1 project, \$39,075.00 has been paid and an estimated \$43,000 will be paid for the remaining work. The estimated cost of the Phase 1 project is \$82,075.00 of which \$41,037.50 would be reimbursed by the grant. Additional reimbursement for Phase 2 of the project is estimated at \$33,962.50. Remaining costs will be paid from the Stormwater Utility Fund.

Estimated Funding Breakdown

	Est. Project Costs	SWWD Grant Match	Stormwater Fund
Phase 1	\$82,075.00	\$41,037.50	\$41,037.50
Phase 2	\$114,481.25	\$33,962.50	\$80,518.75
	\$196,556.25*	\$75,000.00**	\$121,556.25

*Grant project cap is \$150,000

**Maximum grant reimbursement is \$75,000

Recommendation

It is recommended that the City Council approve Resolution 2025-095 awarding the 2025 Hamlet Pond – Phase 2: Bank Grading and Sediment Removal project to New Look Contracting, Inc. in the amount of \$114,481.25, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-095

**RESOLUTION AWARDING THE 2025 HAMLET POND – PHASE 2: BANK GRADING
AND SEDIMENT REMOVAL PROJECT TO NEW LOOK CONTRACTING, INC.
IN THE AMOUNT OF \$114,481.25**

WHEREAS, quotes were requested to provide the necessary work; and

WHEREAS, two firms submitted quotes; and

WHEREAS, it appears that New Look Contracting, Inc. provided the lowest responsible quote; and

WHEREAS, it is the recommendation of the City Engineer that the quote be awarded to New Look Contracting, Inc. in the amount of \$114,481.25.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the 2025 Hamlet Pond – Phase 2: Bank Grading and Sediment Removal Project be awarded to New Look Contracting, Inc. in the amount of \$114,481.25.

Passed this 16th day of July 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

AGREEMENT FOR SERVICES

2025 Hamlet Pond Phase 2: Bank Grading and Sediment Removal Project

THIS AGREEMENT ("Agreement") is made and executed this ____ day of _____, 2025, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, ("City") and New Look Contracting, Inc, 14045 Northdale Blvd, Rogers, MN 55374 ("Contractor").

WHEREAS, the City has accepted the proposal of the Contractor for certain Services; and

WHEREAS, Contractor desires to perform the Services for the City under the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed as follows:

1. SERVICES.

- a. City agrees to engage Contractor as an independent contractor for the purpose of performing certain Services ("Services"), as defined in the following documents:

- i. A proposal dated April 25, 2025, incorporated herein as Exhibit A;

(Hereinafter "Exhibits.")

- b. Contractor covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 7 of this Agreement.
 - c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay the Contractor One-hundred-fourteen thousand, four hundred eighty-one dollars, and 25 cents (\$14,481.25) and the Contractor agrees to receive and accept payment for Services as set forth in the Exhibits.

- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
 - c. Contractor shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
 - d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.
- 3. TERM. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the same terms and conditions as herein stated.
- 4. BONDS. If the Contract Sum exceeds \$100,000, Contractor shall furnish performance and payments bonds covering faithful performance of all Contract obligations, including without limitation warranty obligations, and of all payment of obligations arising under the Contract. The bonds shall each be issued in an amount equal to 100% of the stipulated sum identified in Section 2 of this Agreement.
- 5. TERMINATION AND REMEDIES.
 - a. Termination for Convenience. This Agreement may be terminated by the City upon 30 days' written notice delivered to the Contractor at the addresses listed in Section 15 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses through the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
 - c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event, withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
6. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. The Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
7. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
8. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.
9. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.
10. CITY'S REPRESENTATIVE. The City has designated **Joe Fox** to act as the City's representative with respect to the Services to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
11. PROJECT MANAGER AND STAFFING. The Contractor has designated **Dylan Libbert** to be the primary contact for the City in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Contractor may not remove or replace these designated staff without the approval of the City.
12. INDEMNIFICATION.

- a. Contractor and City and City of St. Paul Park, and City of Newport each agree to defend, indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and City or City of St. Paul Park, or City of Newport they shall be borne by each party in proportion to its own negligence.
- b. Contractor shall indemnify City, City of St. Paul Park, and City of Newport against legal liability for damages arising out of claims by Contractor's employees or subcontractors, including all liens. City, City of St. Paul Park, and City of Newport shall indemnify Contractor against legal liability for damages arising out of claims by City's, City of St. Paul Park's, or City of Newport's employees or subcontractors.

13. INSURANCE. During the performance of the Services under this Agreement, Contractor shall maintain the following insurance:

- a. Commercial General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence, pursuant to Minnesota Statutes, Section 466.04, or as may be amended;
- b. Workers' Compensation Insurance in accordance with statutory requirements.
- c. Automobile Liability Insurance, with a combined single limit of \$2,000,000 for each person and \$2,000,000 for each accident.

Contractor shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The Cities of Cottage Grove, St. Paul Park, and Newport shall be named as an additional insured on the Commercial General Liability Insurance policy.

14. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the Completion Date. Contractor warrants that all work will be free from defects and that all materials will be new and of first quality. If within one (1) year after final payment any work or material is found to be defective, Contractor shall promptly, without cost to the City, correct such defect.

15. NOTICES. Notices shall be communicated to the following addresses:

If to City: City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Attention: Jennifer Levitt

Or e-mailed: jlevitt@cottagegrovemn.gov

If to Contractor: New Look Contracting, Inc.
14045 Northdale Blvd.
Rogers, MN 55374
Attention: Dylan Libbert

Or emailed: dlibbert@newlookcontracting.net

16. INDEPENDENT CONTRACTOR STATUS. All services provided by Contractor, its officers, agents and employees pursuant to this Agreement shall be provided as employees of Contractor or as independent contractors of Contractor and not as employees of the City for any purpose.

17. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

CONTRACTOR

Signature: Jon Mitchell

Name: Jon Mitchell

Date: July 10, 2025

Its: President

EXHIBIT A – QUOTE (SEE ATTACHED)

Exhibit A



New Look Contracting

14045 Northdale Blvd

Rogers, MN 55374

Phone: 763-241-1596

Fax: 763-241-9196

Website: NewLookContracting.net

Quote To: City of Cottage Grove
Attn: Joe Fox
12800 Ravine Parkway South
Cottage Grove, MN 55016

Date: 04/25/2025
NLC Estimator: Dylan Libbert

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
100	MOBILIZATION / GENERAL CONDITIONS	1.00	LS	12,000.00	12,000.00
110	CONSTRUCTION MATS	1.00	LS	4,500.00	4,500.00
120	GRUBBING	0.40	ACRE	10,500.00	4,200.00
130	REMOVE EXISTING RIPRAP	30.00	TON	55.00	1,650.00
140	EXCAVATION - CHANNEL AND POND (LV)	400.00	CY	95.00	38,000.00
150	RANDOM RIPRAP CLASS III	30.00	TON	115.00	3,450.00
160	RANDOM RIPRAP CLASS IV	30.00	TON	115.00	3,450.00
170	TOPSOIL BORROW (LV)	580.00	CY	48.00	27,840.00
180	ROLLED EROSION PREVENTION MAT	2,885.00	SY	2.25	6,491.25
185	BIO LOGS	3,000.00	LF	4.00	12,000.00
190	SEEDING, MnDOT TYPE WD	12.00	LB	75.00	900.00
GRAND TOTAL					\$114,481.25

NOTES:

- All bid line items tied
- Standard AGC contract language to prevail on acceptance of this proposal
- No retainage to be held on work completed.
- All work to be done in 2025

EXCLUDES:

- Survey & Staking, Permits, Testing, Traffic Control, Flagging, Dewatering.



New Look Contracting

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Rogers, MN 55374

Phone: 763-241-1596

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150	RANDOM RIPRAP CLASS III	30.00	TON	115.00	3,450.00
160	RANDOM RIPRAP CLASS IV	30.00	TON	115.00	3,450.00
170	TOPSOIL BORROW (LV)	580.00	CY	48.00	27,840.00
180	ROLLED EROSION PREVENTION MAT	2,885.00	SY	2.25	6,491.25
185	BIO LOGS	3,000.00	LF	4.00	12,000.00
190	SEEDING, MnDOT TYPE WD	12.00	LB	75.00	900.00
GRAND TOTAL					\$114,481.25

NOTES:

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- Standard AGC contract language to prevail on acceptance of this proposal
- No retainage to be held on work completed.
- All work to be done in 2025

EXCLUDES:

- Survey & Staking, Permits, Testing, Traffic Control, Flagging, Dewatering.

QUOTE FORM
2025 STORMWATER POND MAINTENANCE PROJECT
HAMLET POND SLOPE GRADING & SEDIMENT REMOVAL
CITY OF COTTAGE GROVE, MINNESOTA

The undersigned hereby agrees to perform all work in accordance with the contract, plans and approved specifications of the City of Cottage Grove, Minnesota.

HAMLET POND – SLOPE GRADING & SEDIMENT REMOVAL

Item Number	Contract Item	Unit	Estimated Quantity	Unit Cost	Total Cost
1	MOBILIZATION	LS	1.00	\$18,150. ⁰⁰	\$18,150. ⁰⁰
2	CONSTRUCTION MATS	LS	1.00	\$16,500. ⁰⁰	\$16,500. ⁰⁰
3	GRUBBING	AC	0.4	\$5400. ⁰⁰	\$5400. ⁰⁰
4	REMOVE EXISTING RIPRAP	TON	30.00	\$190. ⁰⁰	\$5700. ⁰⁰
5	RANDOM RIPRAP CLASS III	TON	30.00	\$265. ⁰⁰	\$7950. ⁰⁰
6	RANDOM RIPRAP CLASS IV	TON	30.00	\$270. ⁰⁰	\$8100. ⁰⁰
7	REMOVE SEDIMENT* TO 2 FEET BELOW WATER SURFACE	CY	400.00	\$155. ⁰⁰	\$62,000. ⁰⁰
8	TOPSOIL BORROW (LV)	CY	580.00	\$21. ⁰⁰	\$12,180. ⁰⁰
9	BIO LOGS	LF	3,000.00	\$4. ²⁵	\$12,750. ⁰⁰
10	EROSION CONTROL MAT	SY	2,885.00	\$8. ⁵⁰	\$24,522. ⁰⁰
11	SEED (MNDOT TYPE WD)	LB	12.00	\$150. ⁰⁰	\$1800. ⁰⁰
			Total		\$

*Tested positive for PAHS

TOTAL QUOTE

\$ 175,052.⁰⁰

IT IS AGREED that the above work will be complete on or before October 31, 2025.

Respectfully submitted,

Dynamic Earth + Civil LLC (a corporation)
Name (an individual)
(a partnership)

10675 Grey Cloud Island Dr S
Street Address

St. Paul Park, MN 55071
City, State, Zip Code

651.769.4546
Telephone

Amy Lacroix
Signature

06.12.2025
Date

Amy Lacroix
Name

President
Title



City Council Action Request

7.T.

Meeting Date 7/16/2025

Department Engineering

Agenda Category Action Item

Title 2024 Mill and Overlay Final Payment

Staff Recommendation Adopt Resolution 2025-096 approving the final payment to Bituminous Roadways, Inc. for the 2024 Mill and Overlay Project in the amount of \$16,097.25.

Budget Implication \$16,097.25 - Roadway Maintenance Fund

Attachments

1.	2025-07-16 CC Final Pay Request MEMO
2.	Contractor's Application for Payment #5
3.	2025-07-16 CC Final Pay Request RESOLUTION

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Genevieve Tester, EIT, Graduate Engineer

Date: July 8, 2025

Re: Final Payment for the 2024 Mill and Overlay Project

Background/Discussion

The final phase of the three-year Thompson Grove neighborhood road rehabilitation plan—the 2024 Mill and Overlay Project—has been completed. This project included the removal and replacement of the top layer of existing asphalt surface as well as minor spot curb replacements, concrete valley gutter replacement, utility repairs, and ADA improvements. The contractor for the project was Bituminous Roadways, Inc.

The contractor began this project in April 2024 and was substantially complete by the end of August 2024. The contractor returned in the spring of 2025 to complete the remaining restoration work. Bituminous Roadways Inc. has satisfactorily completed the work in accordance with the plans and specifications as well as submitted the necessary IC-134 forms and Lien Waivers.

The original contract amount was \$1,207,693.20. The final construction cost was \$1,033,882.14, which is \$173,811.06 lower than the original contract amount. This lower cost can be primarily attributed to a high quantity estimate on curb, gutter, and driveway removal and replacement. A signed copy of the Contractor's Application for Payment No. 5 is attached to this memo.

Recommendation

It is recommended that the City Council adopt Resolution 2025-096 approving the final payment to Bituminous Roadways, Inc. for the 2024 Mill and Overlay Project in the amount of \$16,097.25.

Contractor's Application for Payment

Owner:	City of Cottage Grove	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0N1.132557
Contractor:	Bituminous Roadways, Inc.	Agency's Project No.:	
Project:	2024 Mill and Overlay Improvements		
Contract:			
Application No.:	5	Application Date:	2/5/2025
Application Period:	From	8/20/2024	to 7/7/2025

1. Original Contract Price	\$	1,207,693.20
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	1,207,693.20
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,033,882.14
5. Retainage		
a. _____ X \$ 1,207,693.20 Value of Contract	\$	-
b. _____ X _____ Corrective Work	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,033,882.14
7. Less previous payments	\$	1,017,784.89
8. Amount due this application	\$	16,097.25
9. Balance to finish, including retainage (Line 3 - Line 4)	NA	

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Bituminous Roadways, Inc.**Signature:**

Kyle Kubes

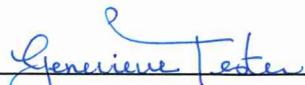
Digitally signed by Kyle Kubes
DN: C=US,
E=kyle.kubes@broadways.com,
O=Bituminous Roadways,
Inc., OU=Estimator / Project
Manager, CN=Kyle Kubes
Date: 2025.07.07
09:04:45-05'07'

Date:

07/07/2025

Name:**Title:**

PROJECT MANAGER

Recommended by City of Cottage Grove**Approved by City of Cottage Grove****By:****By:****Name:**

Genevieve Tester

Name:**Title:**

Graduate Engineer

Title:**Date:**

7-7-2025

Date:

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Cottage Grove	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0N1.132557
Contractor:	Bituminous Roadways, Inc.	Agency's Project No.:	
Project:	2024 Mill and Overlay Improvements		
Contract:			

Application No.:		5		Application Period:		From	02/05/25	to	07/07/25	Application Date:				07/07/25	
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L		
Bid Item No.	Description	Contract Information				PREVIOUS ESTIMATE		WORK COMPLETED		Materials Currently Stored (not in G) (\$)	Value of Work Completed to Date	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)						
BASE BID															
1	MOBILIZATION	1.00	LS	48,000.00	48,000.00	1.00	48,000.00	1.00	48,000.00		48,000.00	100%	-		
2	TRAFFIC CONTROL	1.00	LS	8,000.00	8,000.00	1.00	8,000.00	1.00	8,000.00		8,000.00	100%	-		
3	CLEARING AND GRUBBING	2.00	EA	1,000.00	2,000.00	5.99	5,987.50	5.99	5,987.50		5,987.50	299%	(3,987.50)		
4	MILL BITUMINOUS PAVEMENT - 2 INCH	97,600.00	SY	1.00	97,600.00	92,333.00	92,333.00	92,333.00	92,333.00		92,333.00	95%	5,267.00		
5	REMOVE PIPE - 2 INCH CIP WATER MAIN	95.00	LF	8.50	807.50	90.00	765.00	90.00	765.00		765.00	95%	42.50		
6	REMOVE PIPE - WATER SERVICE	44.00	LF	4.00	176.00	44.00	176.00	44.00	176.00		176.00	100%	-		
7	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	12.00	SY	28.00	336.00	12.00	336.00	12.00	336.00		336.00	100%	-		
8	REMOVE BITUMINOUS TRAIL	21.00	SY	17.50	367.50	18.00	315.00	18.00	315.00		315.00	86%	52.50		
9	REMOVE CONCRETE SIDEWALK OR PEDESTRIAN RAMP	871.00	SF	1.60	1,393.60	1,242.59	1,988.14	1,242.59	1,988.14		1,988.14	143%	(594.54)		
10	REMOVE CONCRETE VALLEY GUTTER	97.00	SY	18.50	1,794.50	186.023	3,441.43	186.023	3,441.43		3,441.43	192%	(1,646.93)		
11	SALVAGE AND REINSTALL MAILBOX	1.00	EA	255.00	255.00	1.00	255.00	1.00	255.00		255.00	100%	-		
12	SALVAGE AND REINSTALL SIGN	1.00	EA	360.00	360.00	1.00	360.00	1.00	360.00		360.00	100%	-		
13	REMOVE CONCRETE CURB AND GUTTER	188.00	LF	8.50	1,598.00	121.17	1,029.95	121.17	1,029.95		1,029.95	64%	568.05		
14	TEMPORARY MAILBOX	1.00	EA	255.00	255.00	1.00	255.00	1.00	255.00		255.00	100%	-		
15	REMOVE AND REPLACE CONCRETE CURB AND GUTTER	349.00	LF	62.00	21,638.00	350.58	21,735.96	350.58	21,735.96		21,735.96	100%	(97.96)		
16	CONCRETE VALLEY GUTTER	129.00	SY	100.00	12,900.00	152.04	15,204.00	152.04	15,204.00		15,204.00	118%	(2,304.00)		
17	REMOVE AND REPLACE 7 INCH CONCRETE DRIVEWAY	162.00	SY	105.00	17,010.00	124.94	13,118.70	124.94	13,118.70		13,118.70	77%	3,891.30		
18	REMOVE AND REPLACE 6 INCH CONCRETE DRIVEWAY	23.00	SY	95.00	2,185.00	1.50	142.50	1.50	142.50		142.50	7%	2,042.50		
19	6 INCH CONCRETE HYDRANT ACCESS PAD	18.00	SF	27.00	486.00	18.00	486.00	18.00	486.00		486.00	100%	-		
20	6 INCH CONCRETE PEDESTRIAN CURB RAMP	1,083.00	SF	15.00	16,245.00	1,319.40	19,791.00	1,319.40	19,791.00		19,791.00	122%	(3,546.00)		
21	TRUNCATED DOME PANEL	90.00	SF	74.00	6,660.00	84.00	6,216.00	84.00	6,216.00		6,216.00	93%	444.00		
22	PATCH BITUMINOUS PAVEMENT - STREET	1,250.00	SY	28.00	35,000.00	382.64	10,713.92	382.64	10,713.92		10,713.92	31%	24,286.08		
23	PATCH BITUMINOUS DRIVEWAY	12.00	SY	44.00	528.00	12.00	528.00	12.00	528.00		528.00	100%	-		
24	BITUMINOUS MIXTURE - TYPE SP 9.5 WEARING COURSE	13,000.00	TN	60.00	780,000.00	10,684.43	641,065.80	10,684.43	641,065.80		641,065.80	82%	138,934.20		
25	BITUMINOUS MATERIAL FOR TACK	6,850.00	GAL	1.00	6,850.00	5,915.00	5,915.00	5,915.00	5,915.00		5,915.00	86%	935.00		
26	BITUMINOUS INCENTIVE	1.00	LS	28,100.00	28,100.00	0.79	22,188.00	0.79	22,188.00		22,188.00	79%	5,912.00		
27	AGGREGATE BASE, VIRGIN CLASS 5	80.00	TN	34.00	2,720.00	110.56	3,759.04	110.56	3,759.04		3,759.04	138%	(1,039.04)		
28	CONNECT TO EXISTING WATERMAIN	1.00	EA	2,055.00	2,055.00	1.00	2,055.00	1.00	2,055.00		2,055.00	100%	-		
29	WATER MAIN PIPE - 6 INCH DUCTILE IRON CL 52, INCL POLY	143.00	LF	101.00	14,443.00	147.00	14,847.00	147.00	14,847.00		14,847.00	103%	(404.00)		
30	6 INCH GATE VALVE AND BOX	2.00	EA	3,165.00	6,330.00	2.00	6,330.00	2.00	6,330.00		6,330.00	100%	-		
31	DIP FITTINGS - WATER MAIN	64.00	LB	27.00	1,728.00	64.00	1,728.00	64.00	1,728.00		1,728.00	100%	-		
32	HYDRANT	1.00	EA	9,135.00	9,135.00	1.00	9,135.00	1.00	9,135.00		9,135.00	100%	-		
33	CORPORATION STOP - 1 INCH	2.00	EA	1,250.00	2,500.00	2.00	2,500.00	2.00	2,500.00		2,500.00	100%	-		
34	CURB STOP AND BOX - 1 INCH	2.00	EA	1,495.00	2,990.00	2.00	2,990.00	2.00	2,990.00		2,990.00	100%	-		
35	WATER SERVICE LINE - 1 INCH TYPE K COPPER	44.00	LF	45.00	1,980.00	48.00	2,160.00	48.00	2,160.00		2,160.00	109%	(180.00)		
36	TEMPORARY WATER SERVICE	1.00	LS	21,160.00	21,160.00	1.00	21,160.00	1.00	21,160.00		21,160.00	100%	-		
37	TOPSOIL BORROW - LOAM (LV)	25.00	CY	46.00	1,150.00	28.00	1,288.00	28.00	1,288.00		1,288.00	112%	(138.00)		
38	SEEDING MNDOT MIX 25-151	5.00	LB	105.00	525.00	7.00	735.00	14.00	1,470.00		1,470.00	280%	(945.00)		
39	HYDRAULIC MATRIX TYPE MULCH	114.00	SY	10.30	1,174.20	157.50	1,622.25	315.00	3,244.50		3,244.50	276%	(2,070.30)		
40	APPLICATION OF WATER FOR TURF ESTABLISHMENT	10.00	MGAL	210.00	2,100.00	-	-	-	-		-	-	2,100.00		
41	EROSION CONTROL SUPERVISOR	1.00	LS	1,500.00	1,500.00	1.00	1,500.00	1.00	1,500.00		1,500.00	100%	-		
42	STORM DRAIN INLET PROTECTION (ERO-9)	89.00	EA	170.00	15,130.00	97.00	16,490.00	97.00	16,490.00		16,490.00	109%	(1,360.00)		
43	STREET SWEEPER WITH OPERATOR	60.00	HR	50.00	3,000.00	-	-	-	-		-	-	3,000.00		
44	SKIDSTEER (BOBCAT) WITH OPERATOR	30.00	HR	150.00	4,500.00	3.72	557.70	3.72	557.70		557.70	12%	3,942.30		
45	REMOVE AND REPLACE CASTING CATCH BASIN (R 3067-VB)	1.00	EA	1,350.00	1,350.00	1.00	1,350.00	1.00	1,350.00		1,350.00	100%	-		
46	ADJUST VALVE BOX	9.00	EA	280.00	2,520.00	9.00	2,520.00	9.00	2,520.00		2,520.00	100%	-		
47	ADJUST MANHOLE CASTING (INCL RINGS)	5.00	EA	1,150.00	5,750.00	5.00	5,750.00	5.00	5,750.00		5,750.00	100%	-		
48	REMOVE AND REPLACE VALVE BOX TOP SECTION AND COVER	9.00	EA	380.00	3,420.00	8.00	3,040.00	8.00	3,040.00		3,040.00	89%	380.00		
49	SIGN PANEL - TYPE C	34.00	SF	58.00	1,972.00	37.00	2,146.00	37.00	2,146.00		2,146.00	109%	(174.00)		
50	4 INCH DASHED LINE - MULTI COMP GR IN	100.00	LF	4.10	410.00	80.00	328.00	80.00	328.00		328.00	80%	82.00		

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:		City of Cottage Grove								Owner's Project No.:					
Engineer:		Bolton & Menk, Inc.								Engineer's Project No.: 0N1.132557					
Contractor:		Bituminous Roadways, Inc.								Agency's Project No.:					
Project:		2024 Mill and Overlay Improvements													
Contract:															
Application No.:		5		Application Period:		From 02/05/25		to 07/07/25		Application Date:		07/07/25			
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L		
		Contract Information				PREVIOUS ESTIMATE		WORK COMPLETED							
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Value of Work Completed to Date	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
51	4 INCH SOLID LINE - MULTI COMP GR IN	400.00	LF	3.10	1,240.00	341.00	1,057.10	341.00	1,057.10		1,057.10	85%	182.90		
52	4 INCH DOUBLE SOLID LINE - MULTI COMP GR IN	874.00	LF	4.10	3,583.40	846.00	3,468.60	846.00	3,468.60		3,468.60	97%	114.80		
53	12 INCH SOLID LINE - MULTI COMP GR IN	25.00	LF	10.10	252.50	13.00	131.30	13.00	131.30		131.30	52%	121.20		
54	PAVEMENT MESSAGE (ARROWS) - MULTI COMP GR IN	3.00	EA	210.00	630.00	3.00	630.00	3.00	630.00		630.00	100%	-		
55	DECIDUOUS TREE 2.5" CAL	2.00	EA	950.00	1,900.00	2.00	1,900.00	2.00	1,900.00		1,900.00	100%	-		
BASE BID TOTAL:					\$ 1,207,693.20			\$ 1,031,524.89			\$ 1,033,882.14	\$ -	\$ 1,033,882.14	86%	\$ 173,811.06

CITY OF COTTAGE GROVE
CITY COUNCIL
RESOLUTION NO. 2025-096

**RESOLUTION APPROVING THE FINAL PAYMENT IN THE
AMOUNT OF \$16,097.25 TO BITUMINOUS ROADWAYS, INC.
FOR THE 2024 MILL AND OVERLAY PROJECT**

WHEREAS, the City Engineer has certified that work has been satisfactorily completed; and

WHEREAS, the original total contract amount was \$1,207,693.20. The final construction cost was \$1,033,882.14, which is \$173,811.06 less than the contract amount. The reduced construction cost was due to a high quantity estimate on curb, gutter, and driveway removal and replacement; and

WHEREAS, the project has been satisfactorily completed in accordance with the contract plans and specifications.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that \$16,097.25 is paid to Bituminous Roadways, Inc. for the final payment for the 2024 Mill and Overlay Project.

Passed this 16th day of July, 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.U.

Meeting Date	7/16/2025				
Department	Engineering				
Agenda Category	Action Item				
Title	High Zone Raw Water Main - Change Order #2				
Staff Recommendation	Approve Change Order #2 for the reduction in casing pipe size from 42" to 36". This will decrease the contract total by (\$37,800.00) to a total revised contract amount of \$4,894,098.00.				
Budget Implication	\$37,800 reduction in project costs.				
Attachments	<table><tr><td>1.</td><td>High Zone Raw Water Main_CO2_07162025</td></tr><tr><td>2.</td><td>High Zone Change Order 2 SEH Signed</td></tr></table>	1.	High Zone Raw Water Main_CO2_07162025	2.	High Zone Change Order 2 SEH Signed
1.	High Zone Raw Water Main_CO2_07162025				
2.	High Zone Change Order 2 SEH Signed				



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Ryan Burfeind, P.E., Public Works Director

Date: July 9, 2025

Re: High Zone Raw Water Main Project - Change Order #2

Background

On May 10, 2024, the City received a grant from the 3M Settlement for the High Zone Raw Water Main project. This project will provide the raw water mains necessary to convey the water from wells 11 and 12 to the future Intermediate Zone Water Treatment Plant. Bids for this project were received on March 20, 2025. The project was awarded to A-1 Excavating LLC in the amount of \$5,134,648.00. Previously approved Change Order #1 revised the contract amount to \$4,931,898.00.

There is a 42" steel casing pipe proposed that is used to tunnel under 80th Street South. The 20" water main is then installed through that casing pipe. The contractor has requested that the casing pipe be reduced from a 42" steel pipe to a 36" steel pipe. SEH has reviewed the proposed pipe size reduction and agrees that it will still allow enough room for the 20" water main pipe.

Discussion

This Change Order reduces the size of the steel casing pipe from 42" to 36" for Bid Item 72 Casing Pipe. The reduction in size reduces the potential for running into obstructions and should reduce the time needed to complete the work, while still being able to carry the 20" water main as designed.

The Contract Unit Price for the 42" steel casing pipe was \$1,230.00/LF. The price for the 36" steel casing pipe is \$1,090.00/LF. Therefore, the total Change Order will result in a deduction to the project in the amount of (\$37,800.00), resulting in a total revised contract amount of \$4,894,098.00.

Recommendation

It is recommended that the City Council approve Change Order #2 for the reduction in casing pipe size from 42" to 36". This will decrease the contract total by (\$37,800.00) to a total revised contract amount of \$4,894,098.00.



Building a Better World
for All of Us®

CHANGE ORDER

City Of Cottage Grove

OWNER

179132

OWNER'S PROJECT NO.

High Zone Raw Water Main Project

PROJECT DESCRIPTION

7/9/2025

DATE

2

CHANGE ORDER NO.

179132

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

This change order is for the reduction in casing pipe diameter for the jack and bore across 80th Street in Cottage Grove, Minnesota. The contractor is requesting a reduction in casing pipe diameter from 42" to 36" for item 72 "Casing Pipe".

The contract unit price originally stated \$1,230/LF and would be reduced to account for the pipe size reduction with a reflected unit price of \$1,090/LF. The realized total savings for 270 LF of pipe equals \$37,800.

Purpose of Change Order:

The use of a smaller casing pipe will be utilized as we cross 80th Street eliminating the need for a intermediate pipe and increasing a successful jack and bore operation. Reducing the casing pipe size will reduce the potential of being obstructed and reduce costs and time to complete the work.

Basis of Cost: ☐ Actual ☒ Estimated

Attachments (list supporting documents)

Additional Work Authorization

Contract Status

Original Contract

Net Change Prior C.O.'s 1 to 1

Change this C.O.

Revised Contract

Time

Cost

April 2, 2025

\$5,134,648.00

May 7, 2025

(\$202,750.00)

July 9, 2025

(\$37,800.00)

July 9, 2025

\$4,894,098.00

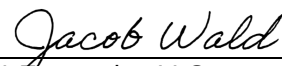
Recommended for Approval: **Short Elliott Hendrickson Inc.** by



Kyle R. Anderson, PE

Agreed to by Contractor:

Approved for Owner:


BY A-1 Excavating LLC

BY City Of Cottage Grove

Project Manager

TITLE

TITLE

Distribution

Contractor 2

Owner 1

Project Representative 1

SEH Office 1

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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



City Council Action Request

7.V.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Easement Acquisition - East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project (Holiday)		
Staff Recommendation	Approve the Stipulation of Settlement for Parcel 10 by and between Holiday Stationstores, LLC and the City, authorizing the execution of a Settlement Agreement and payment of the remaining balance of \$132,000.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>7-16-25 Council Memo re Approve Settlement Agmts. Parcel 10 v1</td></tr></table>	1.	7-16-25 Council Memo re Approve Settlement Agmts. Parcel 10 v1
1.	7-16-25 Council Memo re Approve Settlement Agmts. Parcel 10 v1		

To: Mayor and Council Members
From: Kori Land and Matthew Ziebarth, City Attorneys' Office
Date: July 16, 2025
Subject: East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project - Easement Acquisition - Holiday

Background:

On October 19, 2022, by Resolution No. 2022-141, the City Council authorized City officers and agents to acquire permanent and temporary easements for the East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project (the "Project") by voluntary negotiation or through eminent domain. The last two outstanding Parcels on the Project are Parcels 10 (Holiday East) and 16 (Target). On November 28, 2022, the City extended a last written offer to Holiday East for a total sum of \$300,000. Holiday East rejected the last written offer, and a Commissioners Hearing was scheduled to determine the value of damages due to Holiday East. Before a Commissioner's Hearing was held, the parties entered discussions to settle all damages claimed for the Project and have agreed in principle to settle Parcel 10 for the same amount as the last written offer (the "Agreement"). The Agreement stipulates that the Commissioner's award damages is as follows:

- Parcel 10 (Holiday East), 8799 East Point Douglas Road S. The City will pay the total sum of \$300,000.00 in exchange for a full and final settlement of all claims arising from the takings and the Project. This is the same amount as the Council previously authorized amount for a last written offer. The City previously deposited \$168,000 with the Washington County District Court for Parcel 10. \$132,000 would be owed.

After approving this Agreement, only Parcel 16 (Target) remains unsettled. A resolution with Target is forthcoming.

It is recommended that the City Council consider and approve the Parcel 10 settlement and authorize execution of a Settlement Agreement and payment of the balance of the settlement amount to Holiday Stationstores, LLC.

Action Item:

Approve the Stipulation of Settlement for Parcel 10 by and between Holiday Stationstores, LLC and the City, authorize the execution of a Settlement Agreement and payment of the remaining balance of \$132,000.



City Council Action Request

7.W.

Meeting Date 7/16/2025

Department Engineering

Agenda Category Action Item

Title Irrigation Audits - Approval of Contractor Agreements

Staff Recommendation Approve the Agreements for Services with Ellis Irrigation and Lawn Pride Irrigation & Groundworks.

Budget Implication Up to \$15,000 - Water Utility Fund

Attachments

1.	2025-7-8 CC Memo - Irrigation Audits
2.	Agreement for Contractor Services - Lawn Pride Irrigation (Cottage Grove) 7.8.25
3.	Agreement for Contractor Services - Ellis Irrigation (Cottage Grove) 7.8.25(6)



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Joe Fox, PE, Project Engineer

Date: July 8, 2025

Subject: Irrigation Audits – Approval of Contractor Agreements

At the April 16, 2025 City Council meeting, the Council approved the annual Water Conservation Program. As part of this program, the city offers its residents irrigation system audits at no cost to residents. The audit is an assessment of a single-family or HOA irrigation system by a professional who points out maintenance and equipment improvements that could save water and help the lawn look better.

Auditors might suggest upgrading to a smart irrigation controller box that saves water by monitoring rain reports and automatically adjusting the watering schedule. This eliminates running the irrigation system during rainstorms. Auditors also typically find issues such as leaks and broken sprinkler heads. The auditors will recommend water saving upgrades that the residents can make. The city pays only for the audit. Residents are responsible for the cost of all irrigation system repairs.

The city has chosen two local contractors to carry out the audits this year: Ellis Irrigation and Lawn Pride Irrigation & Groundworks. Both contractors are Certified Landscape Irrigation Auditors who have worked for other cities on similar programs.

The contractors will be paid for the audits according to the fee table below, which is based on the number of irrigation zones in residents' yards. The city has up to \$15,000 budgeted for irrigation audits.

Zones	Fee Per Audit
1 to 5	\$150
6 to 8	\$200
9 to 12	\$250
Over 12	\$25 per zone not exceed \$2,500

At the April 16th Council meeting, the council approved a contract with Water in Motion. Irrigation audits were part of that contract. However, that contractor was unable to fit the audits into his schedule this year, so city staff reached out to other contractors.

The irrigation audits have been advertised to residents on the city website and in the annual Water Quality Report. To date, 37 residents in single-family homes and one HOA have signed up for audits. The audits will be completed by the middle of August 2025.

Funding for the irrigation audits will come from the city's Water Utility Fund.

Recommendation

It is recommended that the City Council approve the Agreements for Services with Ellis Irrigation and Lawn Pride Irrigation & Groundworks.

AGREEMENT FOR SERVICES
2025 Irrigation Audits

THIS AGREEMENT (“Agreement”) is made and executed this ____ day of _____, 2025, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, (“City”) and Lawn Pride Irrigation, 19587 Kirby Avenue South, Hastings, Minnesota 55033 (“Contractor”).

WHEREAS, the City has accepted the proposal of the Contractor for certain Services; and

WHEREAS, Contractor desires to perform the Services for the City under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed as follows:

1. SERVICES.

- a. City agrees to engage Contractor as an independent contractor for the purpose of performing certain Services (“Services”) as outlined herein and defined in the following documents:
 - i. Perform audits on the irrigation systems of all homes listed in Exhibit A.
 - ii. Audits shall consist of approximately 1.0 to 1.5 hours spent at each single-family home; the Contractor shall complete the audit form shown in Exhibit B.
 - iii. Contractor is responsible for calling or emailing each homeowner or HOA representative identified in Exhibit A to arrange an audit time.
 - iv. Audits for all homes and/or HOAs listed in Exhibit A shall be finished by August 15, 2025.
 - v. Contractor shall only perform those services necessary to obtain the requisite irrigation audit information. City is not responsible for the payment of any costs associated with any irrigation repair or maintenance that may be recommended by the Contractor or requested by any property owner identified in Exhibit A as a result of the Contractor’s audit.

Exhibits A & B shall hereinafter be collectively referred to as the “Exhibits.” Where the terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.

- b. Contractor covenants and agrees to provide the Services to the satisfaction of the City in a timely fashion, as set forth in this Agreement and the Exhibits, subject to Section 8 of this Agreement.
- c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.
- d. Contractor warrants that they are currently a Certified Landscape Irrigation Auditor (“CLIA”) and follows the Certified Code of Ethics for CLIA. Contractor shall provide the City with proof of CLIA certification upon request.

2. PAYMENT.

- a. City agrees to pay the Contractor for the audit Services performed based on the number of zones within the irrigation system for each property identified under Exhibit A at the following rates:
 - i. 1 to 5 zones: \$150 per audit.
 - ii. 6 to 8 zones: \$200 per audit.
 - iii. 9 to 12 zones: \$250 per audit.
 - iv. Over 12 zones: \$25 per zone not to exceed \$2,500 in total.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
- c. Contractor shall submit one (1) request for payment to the City on or before August 15, 2025, when all properties identified in Exhibit A have been audited. This request shall include evidence that each property was audited, including, but not limited to, submission of the completed audit form for each property identified in Exhibit A.

3. TERM. The term of this Agreement shall commence on the date listed in the initial paragraph of this Agreement and terminate on August 16, 2025. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as herein stated.

4. TERMINATION AND REMEDIES.

- a. Termination for Convenience. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 14 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses incurred through the effective date of termination.
- b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
- c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event:
 - i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.
 - ii. Perform the Services, in which case, the Contractor shall within thirty (30) days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
5. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. The Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
6. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
7. INSPECTION OF WORK. The City reserves the right to inspect any audit information obtained by the Contractor in the course of performing the Services under this Agreement.

8. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.
9. CITY'S REPRESENTATIVE. The City has designated **Joe Fox** to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
10. PROJECT MANAGER AND STAFFING. The Contractor has designated **Shawn Lanning** to be the primary contact for the City in the performance of the Services. He shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Contractor may not remove or replace these designated staff without the approval of the City.
11. INDEMNIFICATION.
- a. Contractor and City each agree to defend, indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and City, they shall be borne by each party in proportion to its own negligence.
 - b. Contractor shall indemnify City against legal liability for damages arising out of claims by Contractor's employees or subcontractors, including all liens. City shall indemnify Contractor against legal liability for damages arising out of claims by City's employees or subcontractors.
12. INSURANCE. During the performance of the Services under this Agreement, Contractor shall maintain the following insurance:
- a. Commercial General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
 - b. Workers' Compensation Insurance in accordance with statutory requirements.

- c. Automobile Liability Insurance, with a combined single limit of \$2,000,000 for each person and \$2,000,000 for each accident.

Contractor shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The City shall be named as an additional insured on the Commercial General Liability Insurance policy.

- 13. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the final completion date of all Services.

- 14. NOTICES. Notices shall be communicated to the following addresses:

If to City: City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Attention: Jennifer Levitt

Or emailed: jlevitt@cottagegrovemn.gov

If to Contractor: Lawn Pride Irrigation
19587 Kirby Avenue South
Hastings, MN 55033
Attention: Shawn Lanning

Or emailed: lawnpridemn@gmail.com

- 15. INDEPENDENT CONTRACTOR STATUS. All services provided by Contractor, its officers, agents and employees pursuant to this Agreement shall be provided as employees of Contractor or as independent contractors of Contractor and not as employees of the City for any purpose.

- 16. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.

- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

[The remainder of this page is intentionally left blank]

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

CONTRACTOR

Signature: _____

Date: _____

Name: _____

Its: _____

EXHIBIT A

ID	Name:	Property address:	Email:	Phone number:
1	Jason Voss	6815 cattail Court S	jrv675@gmail.com	612.703.1784
2	Jennifer Rechtfertig	8660 Indian Blvd S	Jennysplace_1656@yahoo.com	9209121487
3	Jennifer Young	8899 Jewel Ave. South	youngjennifer91@msn.com	6512089543
4	Jerome Schneider	9576 Dunes Avenue	Jeromegschneider@gmail.com	6512308276
5	JohnMark Sill	6597 Janero Bay South	forge.methyl.0n@icloud.com	6127495355
6	Juan Garcia	9847 77th Street Ct S	garcia7701@yahoo.com	9152357779
7	Kathy Garcia	6020 Iden Ave S	kathyp.garcia@outlook.com	6514925747
8	Kevin Poindexter	6814 91st St S	Kevin.d.poindexter@gmail.com	6123848357
9	Kevin Rasmussen	9597 Dunes Ln Cottage Grove MN 55016	rasmussen.kevin4@gmail.com	6123068133
10	May S. Vang	6580 Janero Bay S	maywameng@gmail.com	6512360675
11	Mia Naseth-Phillips	8330 75th St S	orangemadeline@hotmail.com	6516759481
12	Mitch Linder	8905 Jewel Ave S	woodbejane@live.com	651-399-8227
13	Paul Virgin	6740 Innsdale Ave So	Thevirgins@comcast.net	6512146827
14	Rachel Cullen	6314 63rd St. S.	Rmcullen9@gmail.com	7636148227
15	Ryan Fleming	9530 Dunes Ln	rmfleming2010@gmail.com	6128108093
16	Somy Xiong	6654 Wildflower Drive S.	somy.xiong@gmail.com	651-795-8095
17	Stacy Sommers	6785 93rd Bay S	stacy.m.sommers@gmail.com	9523808062
18	Terry Raymond	6399 Hearthstone Ave	tray4336@msn.com	6515586951
19	Tom Koppe	8851 Johansen Ave S	Koppier57@hotmail.com	612-730-6058
20	Nellie Auge	6155 85th Street S	no email	612-240-3485

EXHIBIT B

City of Cottage Grove Yard Irrigation Audit

Landscape Auditor

Last Name

First Name

Company

Phone Number

Date/Time of Audit

Cottage Grove Customer

Last Name	
First Name	
Address	
Phone	
Email	

Water pressure from PVB or water faucet	
Make/Model of Original Controller	
Make/Model of New Smart Controller	
Make/Model of Backflow Device	
Make/Model of Rain Sensor	

Number of Zones	
Start Time	
Days of Irrigation	

Zone	1	2	3	4	5	6	Notes
Original Zone Run Time (in minutes)							
Recommended Run Time							
Does zone come on? (Yes/No)							
Zone location description (back yd, front yd, right side etc)							
Valve / Wires properly functioning? (OK/ Not OK)							
Broken lines (Yes, No)							
Total number of rotary heads in zone							
Total number of spray heads in zone							
Total number of rotary nozzle heads in zone							
Rotary throw (ft)							
Spray throw (ft)							
Rotary nozzle throw (ft)							
Broken, missing head/nozzle? (# of heads with issue)							
Low/high head or angled head							
Heads need arc adjustment (Yes, No)							
Head to head coverage (Yes, No)							
Landscape overgrown or obstruction affecting spray (# heads affected)							
Is drip zone combined with heads? (Yes, No)							
Total length of drip irrigation (ft)							
Drip spacing between emitters (ft)							
# of Emitters							
Shade %							
Number of Dry Spots							

Recommendations

General:

Zone Specific:	Est Price
Zone 1	
Zone 2	
Zone 3	
Zone 4	
Zone 5	
Zone 6	
Zone 7	
Zone 8	
	Total Price

AGREEMENT FOR SERVICES
2025 Irrigation Audits

THIS AGREEMENT (“Agreement”) is made and executed this ____ day of _____, 2025, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, (“City”) and Ellis Irrigation, 10140 Grand Forest Lane, Woodbury, Minnesota 55129 (“Contractor”).

WHEREAS, the City has accepted the proposal of the Contractor for certain Services; and

WHEREAS, Contractor desires to perform the Services for the City under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed as follows:

1. SERVICES.

- a. City agrees to engage Contractor as an independent contractor for the purpose of performing certain Services (“Services”) as outlined herein and defined in the following documents:
 - i. Perform audits on the irrigation systems of all homes listed in Exhibit A.
 - ii. Audits shall consist of approximately 1.0 to 1.5 hours spent at each single-family home; the Contractor shall complete the audit form shown in Exhibit B.
 - iii. Contractor is responsible for calling or emailing each homeowner or HOA representative identified in Exhibit A to arrange an audit time.
 - iv. Audits for all homes and/or HOAs listed in Exhibit A shall be finished by August 15, 2025.
 - v. Contractor shall only perform those services necessary to obtain the requisite irrigation audit information. City is not responsible for the payment of any costs associated with any irrigation repair or maintenance that may be recommended by the Contractor or requested by any property owner identified in Exhibit A as a result of the Contractor’s audit.

Exhibits A & B shall hereinafter be collectively referred to as the “Exhibits.” Where the terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.

- b. Contractor covenants and agrees to provide the Services to the satisfaction of the City in a timely fashion, as set forth in this Agreement and the Exhibits, subject to Section 8 of this Agreement.
- c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.
- d. Contractor warrants that they are currently a Certified Landscape Irrigation Auditor (“CLIA”) and follows the Certified Code of Ethics for CLIA. Contractor shall provide the City with proof of CLIA certification upon request.

2. PAYMENT.

- a. City agrees to pay the Contractor for the audit Services performed based on the number of zones within the irrigation system for each property identified under Exhibit A at the following rates:
 - i. 1 to 5 zones: \$150 per audit.
 - ii. 6 to 8 zones: \$200 per audit.
 - iii. 9 to 12 zones: \$250 per audit.
 - iv. Over 12 zones: \$25 per zone not to exceed \$2,500 in total.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
- c. Contractor shall submit one (1) request for payment to the City on or before August 15, 2025, when all properties identified in Exhibit A have been audited. This request shall include evidence that each property was audited, including, but not limited to, submission of the completed audit form for each property identified in Exhibit A.

3. TERM. The term of this Agreement shall commence on the date listed in the initial paragraph of this Agreement and terminate on August 16, 2025. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as herein stated.

4. TERMINATION AND REMEDIES.

- a. Termination for Convenience. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 14 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses incurred through the effective date of termination.
- b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
- c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event:
 - i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.
 - ii. Perform the Services, in which case, the Contractor shall within thirty (30) days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
5. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. The Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
6. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
7. INSPECTION OF WORK. The City reserves the right to inspect any audit information obtained by the Contractor in the course of performing the Services under this Agreement.

8. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.
9. CITY'S REPRESENTATIVE. The City has designated **Joe Fox** to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
10. PROJECT MANAGER AND STAFFING. The Contractor has designated **Rick Ellis** to be the primary contact for the City in the performance of the Services. He shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Contractor may not remove or replace these designated staff without the approval of the City.
11. INDEMNIFICATION.
 - a. Contractor and City each agree to defend, indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and City, they shall be borne by each party in proportion to its own negligence.
 - b. Contractor shall indemnify City against legal liability for damages arising out of claims by Contractor's employees or subcontractors, including all liens. City shall indemnify Contractor against legal liability for damages arising out of claims by City's employees or subcontractors.
12. INSURANCE. During the performance of the Services under this Agreement, Contractor shall maintain the following insurance:
 - a. Commercial General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
 - b. Workers' Compensation Insurance in accordance with statutory requirements.

- c. Automobile Liability Insurance, with a combined single limit of \$2,000,000 for each person and \$2,000,000 for each accident.

Contractor shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The City shall be named as an additional insured on the Commercial General Liability Insurance policy.

- 13. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the final completion date of all Services.

- 14. NOTICES. Notices shall be communicated to the following addresses:

If to City: City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Attention: Jennifer Levitt

Or emailed: jlevitt@cottagegrovemn.gov

If to Contractor: Ellis Irrigation
10140 Grand Forest Lane
Woodbury, MN 55129
Attention: Rick Ellis

Or emailed: irellis4@gmail.com

- 15. INDEPENDENT CONTRACTOR STATUS. All services provided by Contractor, its officers, agents and employees pursuant to this Agreement shall be provided as employees of Contractor or as independent contractors of Contractor and not as employees of the City for any purpose.

- 16. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.

- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

[The remainder of this page is intentionally left blank]

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

CONTRACTOR

Signature: LR Ellis

Date: 07/09/2025

Name: Leonard R. Ellis

Its: Owner

Exhibit A

ID	Name:	Property address:	Email:	Phone number:
1	Andrew Schlick	8789 Greene Ave S	Schlick.andy@gmail.com	352-425-4088
2	Azeb Roba	8698 Joliet Ave S Cottage Grove	Azebroba@yahoo.com	6513662310
3	Binh Nguyen	6982 74TH ST S	Nguyenandle26@gmail.com	612-876-0498
4	Bradley Bachand	6528 Hadley Circle South	Bbachand70@hotmail.com	651-492-7372
5	Brett Ferch	7529 72nd Street Ct S	Brettferch@gmail.com	7634127053
6	Canh Chu	9733 78th St S	cvc510@yahoo.com	6126855765
7	Casey Tody	6946 Timber Ridge Drive S	caseytody@gmail.com	7632869156
8	Chris Olive	6766 Wildflower Dr S	chris@chrisolive.net	651-398-7199
9	Christopher Asmus	7160 61st Bay S Cottage Grove, MN 55016	Christopherasmus17@gmail.com	7639990555
10	Dani Matthies	8852 89th St Cir S, Cottage Grove, MN 55016	DanielleRae34@gmail.com	920-585-3427
11	Don Kaste	8853 Jewel Ave S	n/a	651-769-3219
12	Douglas James	8678 88th St S	d.a.james@live.com	612-805-1816
13	Elliott Krizek	9291 Hillside Trail	ekrizek@gmail.com	651-235-1922
14	Fred Johnson	8000 113th Street South	fjohnsonat@yahoo.com	651-459-6258
15	Greg Dahling	7324 Meadow Grass Ave S	Gdahling@finn-daniels.com	6513033392
16	Gretel Campi	6398 Jasmine Ave S	gretel_cp@hotmail.com	8184857475
17	Ian Page HOA	6759 93rd Bay South	HOA.summerslanding@gmail.com	6513022837
18	Jason Gavin	6893 Timber Ridge Dr S, Cottage Grove MN 55016	jasongavin@gmail.com	651-270-6760

Exhibit B

City of Cottage Grove Yard Irrigation Audit

Landscape Auditor

Last Name

First Name

Company

Phone Number

Date/Time of Audit

Cottage Grove Customer

Last Name	
First Name	
Address	
Phone	
Email	

Water pressure from PVB or water faucet	
Make/Model of Original Controller	
Make/Model of New Smart Controller	
Make/Model of Backflow Device	
Make/Model of Rain Sensor	

Number of Zones	
Start Time	
Days of Irrigation	

Zone	1	2	3	4	5	6	Notes
Original Zone Run Time (in minutes)							
Recommended Run Time							
Does zone come on? (Yes/No)							
Zone location description (back yd, front yd, right side etc)							
Valve / Wires properly functioning? (OK/ Not OK)							
Broken lines (Yes, No)							
Total number of rotary heads in zone							
Total number of spray heads in zone							
Total number of rotary nozzle heads in zone							
Rotary throw (ft)							
Spray throw (ft)							
Rotary nozzle throw (ft)							
Broken, missing head/nozzle? (# of heads with issue)							
Low/high head or angled head							
Heads need arc adjustment (Yes, No)							
Head to head coverage (Yes, No)							
Landscape overgrown or obstruction affecting spray (# heads affected)							
Is drip zone combined with heads? (Yes, No)							
Total length of drip irrigation (ft)							
Drip spacing between emitters (ft)							
# of Emitters							
Shade %							
Number of Dry Spots							

Recommendations

General:

Zone Specific:	Est Price
Zone 1	
Zone 2	
Zone 3	
Zone 4	
Zone 5	
Zone 6	
Zone 7	
Zone 8	
	Total Price



City Council Action Request

7.X.

Meeting Date	7/16/2025										
Department	Community Development										
Agenda Category	Action Item										
Title	Accessory Structure - Conditional Use Permit and Variances (6255 Hadley Avenue)										
Staff Recommendation	1) Adopt Resolution 2025-099 approving a conditional use permit to allow a total of 2,340 square feet of accessory structure square footage exceeding the maximum square footage by 340 square feet allowed within the R-2, Residential Estate Zoning District, and a variance to allow for an accessory structure to be located in the front yard at 6255 Hadley Avenue South. 2) Adopt Resolution 2025-100 denying the variance request to allow for the exterior of an accessory structure in a residential district to be constructed of metal at 6255 Hadley Avenue South.										
Budget Implication	N/A										
Attachments	<table><tr><td>1.</td><td>Dressely Accessory Structure CC Memo</td></tr><tr><td>2.</td><td>Dressely Accessory Structure - Resolution Approving CUP & Location Variance</td></tr><tr><td>3.</td><td>Dressely Accessory Structure - Resolution Denying Exterial Materials Variance</td></tr><tr><td>4.</td><td>Dressely Accessory Structure Narrative and Exhibits</td></tr><tr><td>5.</td><td>Dressely Accessory Structure Resolution 1997-101</td></tr></table>	1.	Dressely Accessory Structure CC Memo	2.	Dressely Accessory Structure - Resolution Approving CUP & Location Variance	3.	Dressely Accessory Structure - Resolution Denying Exterial Materials Variance	4.	Dressely Accessory Structure Narrative and Exhibits	5.	Dressely Accessory Structure Resolution 1997-101
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TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

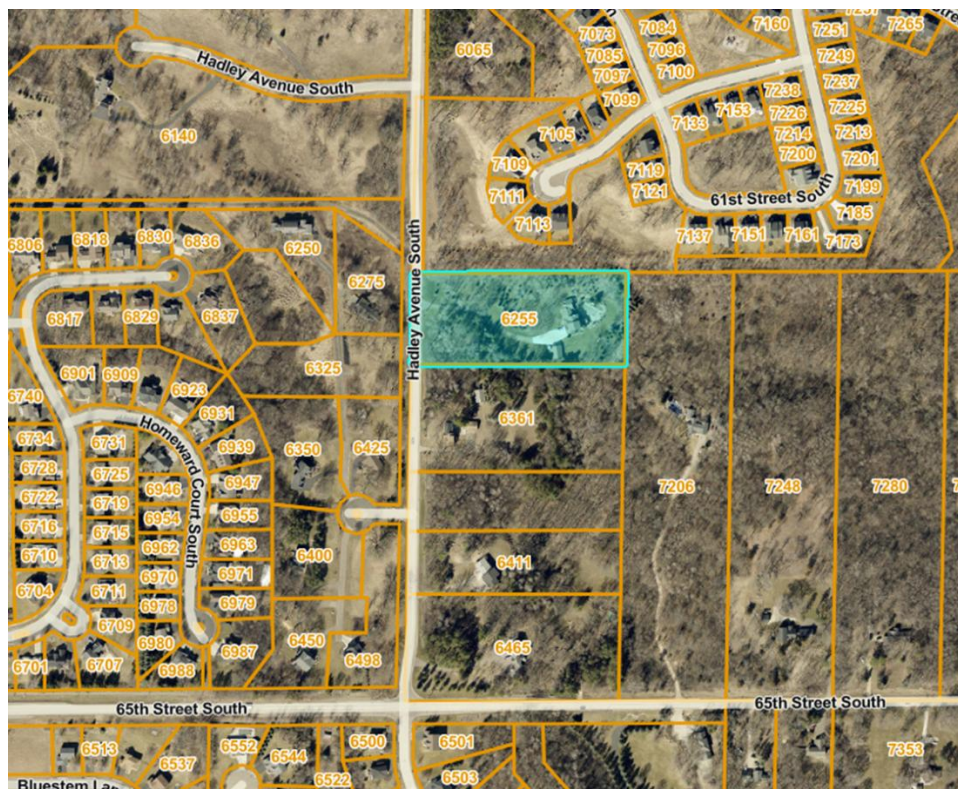
FROM: Max Erickson, Planner

DATE: June 30, 2025

RE: Accessory Structure Conditional Use Permit and Variances (6255 Hadley Avenue)

Proposal

Al Dressely (Applicant and Property Owner), 6255 Hadley Avenue South, has applied for a conditional use permit to exceed the maximum total accessory structure square footage permitted in the R-2, Residential Estate Zoning District, which is 2,000 square feet. The applicant has also applied for a variance to allow for an accessory structure to be placed in front of the principal structure and a variance from the required architectural materials for accessory structures.



Site Location

Review Schedule

Application Received: May 19, 2025
Application Accepted: May 19, 2025
Planning Commission Meeting: June 23, 2025
City Council Meeting: July 16, 2025
60-Day Review Deadline: July 18, 2025

Proposed Structure Site Drawing Submitted by Applicant



Structure Dimensions Submitted by Applicant

Planning Considerations

Zoning and Comprehensive Plan

The property is currently zoned R-2, Residential Estate. The official zoning map from 1981 identifies this property zoned as R-2, Residential Estate. The site is currently guided as Low Density Residential on the 2040 Comprehensive Plan Land Use Map allowing for potential redevelopment of the area.



Future Land Use



Current Zoning

Conditional Use Permit

City Code Title 11-5-5 C allows for two accessory structures up to a combined 2,000 square feet without a conditional use permit. As the combined square footage of both proposed (1,360 square foot) and existing (980 square foot) accessory structures exceeds this maximum by 360 square feet (2,340 square feet total), this proposal requires a conditional use permit as outlined by City Code Title 11-5-5) with additional performance standards required to be met listed in City Code Title 11-3-5F(1):

- a) *There is adequate setback, screening, or topography changes that buffer the proposed structure from adjacent public roadways or adjacent properties.*
 - Natural screening exists onsite and minimal removal of vegetation is proposed to the road and to the nearest neighboring property. The proposed building site is roughly 140 feet from the public right-of-way and dense vegetation is established between.
- b) *The proposed building height or building square footage does not exceed the ordinance criteria by more than twenty percent (20%) within the metropolitan urban service area (MUSA) and forty percent (40%) outside the MUSA.*
 - This property is within the MUSA and the percentage threshold for increasing square footage is 400 square feet. This proposal will only exceed the standard by 340 square feet.
- c) *Setback distances are increased five feet (5') for each one foot (1') of height or one hundred (100) square feet of size increase or fraction thereof.*
 - The applicant has proposed to build the structure 35 feet from the neighboring property line. The setback requirement for accessory structures in the R-2 district is 20 feet and an additional 15 feet is required, which this proposal meets.

The permit shall be approved solely for the proposed use of a particular site, not for a particular person or firm. When granting a Conditional Use Permit, the City may impose conditions as it

deems necessary to serve and protect the health, safety, convenience, and general welfare of the community.

When evaluating any proposed conditional use permit, the Planning Commission shall consider the following findings:

- 1. Compliance with and effect upon the Comprehensive Plan, including public facilities and capital improvement plans.*
- 2. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals or comfort.*
- 3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*
- 4. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
- 5. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.*
- 6. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*

Site Access

The site currently has one access off Hadley Avenue. The existing access is planned to remain as the entry to the site, and the proposed structure will have access from the existing driveway. There are no concerns with the proposed use and the existing access off Hadley Avenue, and no additional access to the public street is proposed.



Existing and Proposed Site Access

Tree Preservation

The proposed project will involve the removal of three trees. Under City Code Title 11-3-13E, developed single-family residential lots that are not in an actively developing subdivision may remove trees without mitigation.



View of the Road (West)

Three Trees to be Removed

Variance Requirements

With all variance requests, the Planning Commission and City Council must look to the zoning ordinance for guidance and direction. City Code Title 11-2-5: Variances states the following:

A. Purpose. The purpose of the variance is to allow variation from the strict application of the terms of this Title where, by reason of the exceptional physical characteristics of the property, the literal enforcement of the requirements of this Title would cause practical difficulties for the landowner.

F. Findings. A variance may be granted only when all of the following conditions are found:

- 1. The variance is in harmony with the general purposes and intent of this Title.*
- 2. The variance is consistent with the Comprehensive Plan.*

3. *The applicant for the variance establishes that there are practical difficulties in complying with this Title. "Practical difficulties," as used in connection with the granting of a variance, means that all of the following must be found to apply:*
 - a. *The property owner proposes to use the land in a reasonable manner for a use permitted in the zone where the land is located, but the proposal is not permitted by other official controls.*
 - b. *The plight of the landowner is due to circumstances unique to the property and that are not created by the landowner; and*
 - c. *The variance, if granted, will not alter the essential character of the neighborhood.*
4. *Economic considerations alone do not constitute practical difficulties.*

Variance – Yard Placement

The applicant has submitted a variance request for an accessory structure to be constructed in the front yard of the property. City Code Title 11-3-5D requires that accessory structures are constructed behind the principal structure.

The applicant has submitted this request with an explanation of why the project faces unique circumstances/practical difficulty which prevents the structure from being placed behind the principal structure. The sanitary system is located due south of the principal structure and would prevent any vehicle access through the southern part of the lot. The site includes difficult topography along the north portion of the home and an existing pool makes placement of a structure a challenge while also maintaining proper setbacks to the side and rear lot lines.



Sanitary System Location



Contour of the Site

Findings

The findings of fact for a favorable recommendation that were considered during the review are identified as follows:

- A. The variance is in harmony with the general purposes and intent of the Zoning Code to protect the health, safety, morals, comfort, convenience, and general welfare of the public.
- B. The variance is consistent with the Comprehensive Plan.
 - a. The 2040 Comprehensive Plan identifies this parcel for Low Density Residential use. Additional accessory structures are permitted within the R-3 Zoning District as a conditional use.
- C. A unique site condition that provides a challenge for construction behind the principal structure.
 - a. The location of the subsurface sewer treatment system prevents a southern access behind the principal structure to an accessory structure. Sanitary systems require optimal soil types onsite, and the current system was placed during initial construction to provide optimal performance and efficiency.
- D. Topography of the site along the northern property line makes construction along the northeast property boundary a challenge to construct a building while also avoiding the existing pool/landscaping.
- E. The variance would not alter the essential character of the neighborhood as accessory structures are permitted in residential districts, and the proposed building site has adequate natural screening from the neighboring property and the public road.
- F. The building location has been proposed to minimize the impact to the residential neighborhood by constructing it within a wooded portion of the property.
- G. The proposed building and dimensions are permitted as a conditional use.
- H. The variance requested is not solely based on economic considerations.

Variance – Architectural Materials

The applicant has submitted a second variance request for use of exterior architectural materials that do not align with the city's code standards. Per City Code Title 11-3-5B, the exterior finish of accessory structures and garages over 200 square feet in residential districts must be made of split face block, vinyl lap, or cement board materials that are complementary to the color palette of the principal structure. Metal exterior finishes per the City's Zoning Code are permitted only in agricultural districts.

The current city code standards for accessory structure exterior finishes were adopted in 2012 (Ordinance No. 903). This zoning amendment formed a clear framework and list of acceptable exterior materials for each zoning district. During discussion as part of the zoning amendment review and approval process in 2012, these standards were planned to be implemented in anticipation for denser future redevelopment. This discussion has remained consistent for this property as this parcel and those surrounding it are guided as Low Density Residential in the 2040 Comprehensive Plan.

Prior to 2012, the material requirement for R-2 in Title 11 of the Zoning Code required accessory structures to be "The same design, material and color pallet of the principal structure." The existing accessory structure was constructed prior to this zoning amendment. However, the materials were required to be consistent with the principal structure; therefore, stucco was used as the exterior material on the accessory structure.



Example of Proposed Structure and Material Submitted by Applicant

The applicant has provided an explanation of why they believe it would meet variance standards:

- 1. The applicant indicates that their property was zoned R-1, which allowed metal for exterior material in the previous iteration of the zoning code.*
- 2. The applicant has indicated that constructing the desired building out of materials other than metal would cost a significant amount more and would maintain the longevity from the elements and required maintenance.*

3. The applicant has also indicated that buildings within the area have been constructed nearby with metal exteriors in residential districts.

Findings

The findings of fact for a recommendation of denial that were considered during the review are as follows:

- A. The variance is not in harmony with the general purposes and intent of the Zoning Code to protect the health, safety, morals, comfort, convenience, and general welfare of the public.
- B. The variance is not consistent with the Comprehensive Plan. The 2040 Comprehensive Plan identifies this parcel for R-3 single family residential use. Additional accessory structures are allowed as a conditional use in the R-3 zone; however, required exterior materials for accessory structures in R-3 districts do not allow for metal.
- C. Accessory structures over 200 square feet in residential districts must be constructed with exterior materials listed per City Code Title 11-3-5B, which include wood, split face block, vinyl lap, or cement board materials that are complementary to the color palette of the principal structure. The code does not allow for metal as an acceptable exterior material in all residential districts. This standard has been implemented since the zoning ordinance was enacted in 2012.
- D. A zoning map from 1981 demonstrates that this property has not changed its designated zoning of R-2 since 1981.
- E. Nonconforming uses, land structures, or buildings in the same district or other districts may not be considered grounds for issuance of a variance.
- F. The plight of the landowner is not due to circumstances unique to the property. Economic considerations alone do not constitute practical difficulties.
- G. A previous variance must not be considered to have set a precedent for the granting of further variances. Each case must be considered on its own merits

Public Hearing Notices

The public hearing notice for the June 23, 2025, Planning Commission meeting was published in the *Saint Paul Pioneer Press* and mailed to 36 property owners within 500 feet of the proposed project on June 11, 2025.

Planning Commission Meeting

At their June 23 meeting, the Planning Commission reviewed this request and held a public hearing. The Commission requested clarification on the following:

- The Commission inquired if there are any alternatives to the exterior finish material.
 - The Applicant expressed that using a compliant material would cost three times more than the proposed metal material.

- Are there any other properties that you are aware of that have buildings with a metal exterior finish within the community?
 - Staff indicated there are likely existing buildings with metal exteriors throughout the community; however, each was likely reviewed under unique circumstances and/or under previous zoning ordinance standards.
- What was the purpose of the code amendment in 2012 to define permitted exterior materials in residential districts?
 - The 2012 code updates clarified permitted exterior materials for accessory structures. The previous code simply stated the materials 'shall be consistent with the principal structure.' The intent of the amendment was to align permitted exterior materials for principal structures within residential districts with permitted exterior materials for accessory structures.

The Planning Commission unanimously (7-to-0) voted to recommend the approval of the CUP for an accessory structure to exceed the maximum square footage allowed for accessory structures in an R-2 zoning district, and the variance to allow for an accessory structure to be constructed within the front yard.

The Planning Commission unanimously (7-to-0) voted to recommend denial of a variance to allow for the exterior of an accessory structure in a residential district to be constructed of metal.

Recommendation

That the City Council take the following actions:

1. Adopt Resolution 2025-099 approving a conditional use permit to allow a total of 2,340 square feet of accessory structure square footage exceeding the maximum square footage by 340 square feet allowed within the R-2, Residential Estate Zoning District, and a variance to allow for an accessory structure to be located in the front yard at 6255 Hadley Avenue South.
2. Adopt Resolution 2025-100, denying the variance request to allow for the exterior of an accessory structure in a residential district to be constructed of metal at 6255 Hadley Avenue South.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-099

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR THE
TOTAL ACCESSORY STRUCTURE SQUARE FEET TO EXCEED THE MAXIMUM SQUARE
FEET ALLOWED WITHIN THE R-2, RESIDENTIAL ESTATE ZONING DISTRICT AND
A VARIANCE ALLOWING FOR AN ACCESSORY STRUCTURE TO BE LOCATED
IN THE FRONT YARD AT 6255 HADLEY AVENUE SOUTH**

WHEREAS, Al Dressely, applicant and property owner, applied for a Conditional Use Permit (CUP) to allow for the total accessory structure square feet to exceed the maximum allowable square footage by 340 square feet in the R-2, Residential Estate Zoning District, and a Variance to allow for an accessory structure to be located in the front yard at property legally described below:

That part of the Southwest Quarter of the Northwest Quarter of Section 5, Township 27, Range 21, Washington County, Minnesota, described as follows:

Commencing at the southwest corner of said Southwest Quarter; thence northerly, along the west line of said Southwest Quarter, a distance of 1037.00 feet to the point of beginning of the land to be described; thence easterly, parallel with the south line of said Southwest Quarter, a distance of 660.00 feet; thence northerly, parallel with the west line of said Southwest Quarter, to the norther line of said Southwest Quarter, thence westerly, along said north line, to the northwest corner of said Southwest Quarter; thence southerly, along the west line of said Southwest Quarter, to the point of beginning.

Subject to that portion taken for Hadley Avenue. Containing 4.3 acres more or less.

Commonly known as 6255 Hadley Ave South Cottage Grove, Washington County, State of Minnesota.

WHEREAS, public hearing notices were mailed to property owners within 500 feet of the property and a public hearing notice was published in the St. Paul Pioneer Press; and

WHEREAS, a planning staff report, which detailed specific information on the property and the application request, was prepared and presented; and

WHEREAS, the public hearing was open for public testimony and testimony from the applicant and the public was received and entered into the public record; and

WHEREAS, the Planning Commission unanimously (7-to-0) voted to recommend approval of a conditional use permit to allow for the total accessory structure square feet to be 2,340 square feet on a residential parcel, exceeding the maximum square footage (2,000 square feet) allowed for accessory structures within the R-2, Residential Estate Zoning District, and a variance allowing for an accessory structure (1,360 square feet) to be constructed within the front yard at 6255 Hadley Avenue South at their June 23, 2025, meeting.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves a conditional use permit to allow a total of 2,340 square feet of accessory structure square footage exceeding the maximum square footage by 340

square feet allowed within the R-2, Residential Estate Zoning District, and a variance to allow for an accessory structure to be located within the front yard on the parcel legally described above.

BE IT FURTHER RESOLVED, granting the variance to allow for an accessory structure to be constructed in the front yard at 6255 Hadley Avenue is based on the following findings of fact:

- A. The variance is in harmony with the general purposes and intent of the Zoning Code to protect the health, safety, morals, comfort, convenience and general welfare of the public.
- B. The variance is consistent with the Comprehensive Plan.
 - a. The 2040 Comprehensive Plan identifies this parcel for Low Density Residential use. Additional accessory structures are permitted within the R-3 Zoning District as a conditional use.
- C. A unique site condition that provides a challenge for construction behind the principal structure.
 - a. The location of the subsurface sewer treatment system prevents southern access behind the principal structure to an accessory structure. Sanitary systems require optimal soil types onsite, and the current system was placed during initial construction to provide optimal performance and efficiency.
- D. Topography of the site along the northern property line makes construction along the northeast property boundary a challenge to construct a building while also avoiding the existing pool/landscaping.
- E. The variance would not alter the essential character of the neighborhood as accessory structures are permitted in residential districts, and the proposed building site has adequate natural screening from the neighboring property and the public road.
- F. The building location has been proposed to minimize the impact to the residential neighborhood by constructing it within a wooded portion of the property.
- G. The proposed building and dimensions are permitted as a conditional use.
- H. The variance requested is not solely based on economic considerations.

BE IT FURTHER RESOLVED, approval of the conditional use permit and variance are subject to the conditions below:

- 1. The Project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to the plans, as determined by planning staff, shall require review and approval by the Planning Commission and City Council.

2. All applicable permits (i.e., building, electrical, grading) must be completed, submitted, and approved by the City prior to the commencement of any construction activities.
3. The construction and any future expansion of this structure shall meet setback requirements established in City Code Title 11-3-5 unless otherwise stated in future City Code.
4. The maximum building height of the new detached accessory structure shall not exceed 20 feet.
5. The maximum square footage for accessory structures on site shall not exceed more than 2,340 square feet. The existing swimming pool and one accessory structure up to 200 square feet do not count towards this total.
6. The color scheme of the structure and any future alterations shall complement the principal structure unless otherwise stated in the current or future City Code.
7. The structure will be constructed of materials consistent with requirements for residential districts in City Code Title 11-3-5B.
8. The accessory structure may not be utilized as habitable space.
9. Adequate screening from neighboring properties and the public street must be maintained.

Passed this 16th day of July 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-100

**A RESOLUTION DENYING A VARIANCE TO ALLOW FOR THE EXTERIOR
OF AN ACCESSORY STRUCTURE TO BE CONSTRUCTED OF METAL IN A
RESIDENTIAL DISTRICT AT 6255 HADLEY AVENUE SOUTH**

WHEREAS, Al Dressely, applicant and property owner, applied for a variance to allow an accessory structure to be constructed of metal in a residential district on property legally described below:

That part of the Southwest Quarter of the Northwest Quarter of Section 5, Township 27, Range 21, Washington County, Minnesota, described as follows:

Commencing at the southwest corner of said Southwest Quarter; thence northerly, along the west line of said Southwest Quarter, a distance of 1037.00 feet to the point of beginning of the land to be described; thence easterly, parallel with the south line of said Southwest Quarter, a distance of 660.00 feet; thence northerly, parallel with the west line of said Southwest Quarter, to the norther line of said Southwest Quarter, thence westerly, along said north line, to the northwest corner of said Southwest Quarter; thence southerly, along the west line of said Southwest Quarter, to the point of beginning.

Subject to that portion taken for Hadley Avenue. Containing 4.3 acres more or less.

Commonly known as 6255 Hadley Ave South Cottage Grove, Washington County, State of Minnesota.

WHEREAS, public hearing notices were mailed to property owners within 500 feet of the property and a public hearing notice was published in the St. Paul Pioneer Press; and

WHEREAS, a planning staff report, which detailed specific information on the property and the application request, was prepared and presented; and

WHEREAS, the public hearing was open for public testimony and testimony from the applicant and the public was received and entered into the public record; and

WHEREAS, the Planning Commission unanimously (7-to-0) voted to recommend denial of the variance request to use metal as an exterior finish material on an accessory structure in a residential district at 6255 Hadley Avenue South at their June 23, 2025, meeting.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby denies the variance request to allow for the exterior of an accessory structure in a residential district to be constructed of metal on the parcel legally described above.

BE IT FURTHER RESOLVED, denying the variance to allow for the exterior material of an accessory structure in a residential district to be metal is based on the following findings of fact:

- A. The variance is not in harmony with the general purposes and intent of the Zoning Code to protect the health, safety, morals, comfort, convenience, and general welfare of the public.
- B. The variance is not consistent with the Comprehensive Plan. The 2040 Comprehensive Plan identifies this parcel for R-3, Single Family Residential. Additional accessory structure square footage is permitted as a conditional use in the R-3, Single Family Zoning District; however, metal is not a permitted exterior material for an accessory structure within R-3, Single Family Residential Zoning districts.
- C. Accessory structures over 200 square feet in residential districts must be constructed with exterior materials listed per City Code Title 11-3-5B, which include wood, split face block, vinyl lap, or cement board materials that are complementary to the color palette of the principal structure. The code does not allow for metal as an acceptable exterior material in all residential districts. This standard has been implemented since the zoning ordinance was enacted in 2012.
- D. Nonconforming uses, land structures, or buildings in the same district or other districts may not be considered grounds for issuance of a variance.
- E. The plight of the landowner is not due to circumstances unique to the property. Economic considerations alone do not constitute practical difficulties.
- F. A previous variance must not be considered to have set a precedent for the granting of further variances. Each case must be considered on its own merits.

Passed this 16th day of July 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Dear City of Cottage Grove,

My name is Al Dressely, and I have been a resident of Cottage Grove since 1994. I am writing to formally request a variance for the construction of a personal storage building on my property.

When I purchased my home in 1994, the property was zoned R-1. In 2017, the zoning designation was changed to R-2 to support additional residential development in the area. Under the current R-2 zoning regulations, property owners are permitted to construct up to two accessory structures with a combined total of no more than 2,000 square feet. I currently have a detached garage totaling 980 square feet and am requesting approval to construct an additional 34' x 40' (1,360 square feet) personal storage building. The combined area of both structures would be 2,340 square feet, exceeding the limit by 340 square feet. I am therefore requesting a variance to accommodate this additional square footage.

In addition, I am requesting approval to place the proposed structure in front of my residence. Due to the presence of a protected creek at the rear of my property—regulated by the Department of Natural Resources—and the location of my septic system, there is no viable option to construct the building behind the house.

I also respectfully request permission to use a metal exterior for the building. The design will include several architectural features to ensure it is visually appealing and consistent with the aesthetics of the neighborhood. These features include:

- 36-inch-tall wainscoting panels
- 6-inch roof overhangs with gutters and downspouts
- Windows with eyebrow overhangs
- Doors with matching eyebrow features
- Insulated interior with finished wood walls
- Cement floor and integrated heating system

The overall appearance of the proposed structure will be more refined than that of a typical wood building. Moreover, constructing a similar building with traditional wood materials would cost over three times as much as the proposed metal structure. I have included a photo of a similar building to illustrate the proposed design and quality.

Enclosed with this letter are the following supporting documents:

- Photographs of the proposed building site, including distances from the neighboring property line (approximately 30 feet) and from the frontage road (approximately 140 feet)
- A site plan showing the proposed location of the building
- A reference image of a similar structure

Thank you for your time and consideration of this request. I am happy to provide additional information or attend a public meeting to discuss this proposal in more detail.

Sincerely,

Al Dressely

[Draft] (No subject)

From ajd82@comcast.net

Draft saved Mon 5/19/2025 11:22 AM

City of Cottage Grove,

My name is Al Dressely, and I have been a resident of Cottage Grove since 1994. I am writing to formally request a variance to construct a personal storage building on my property.

When I purchased my current residence in 1994, the property was zoned as R-1. In 2017, the zoning was changed to R-2 to accommodate residential development in the area. Under the current R-2 zoning regulations, I am permitted two accessory structures totaling no more than 2,000 square feet. I currently have a detached garage of 980 square feet and am requesting permission to build an additional 34' x 40' (1,360 square feet) personal storage building. This would exceed the total square footage allowance by 340 square feet, for which I am requesting a variance.

Additionally, I am requesting approval to construct this building in front of my residence. Due to the location of my septic system and a protected creek at the rear of my property—regulated by the DNR—I am unable to build behind the house.

I have enclosed:

Photographs showing the proposed building site, including its distance of approximately 30 feet from my neighbor's property line and approximately 140 feet from the frontage road.

A site drawing of the proposed building location.

An image of a similar structure to the one I intend to construct.

I appreciate your consideration of this request and am happy to provide any additional information or attend a meeting if needed.

Sincerely,
Al Dressely

VARIANCE APPLICATION – RESPONSE TO ORDINANCE CRITERIA

The Planning Commission and City Council may recommend a variance from the strict application of the zoning ordinance, if they find that your application meets the findings below. **Please provide a DETAILED response to all of the following findings:**

1. The variance is in harmony with the purposes and intent of this title. Please circle: Yes No

2. The variance is consistent with the comprehensive plan. Please circle: Yes No

3. The proposal puts the property to a reasonable use. Please explain.

By requesting a variance, I am building a personal storage unit out of metal. The same building materials that are listed under R-1, that my property once was.

4. There are unique circumstances to the property not created by the landowner. Please identify these circumstances.

The unique circumstances are that my property was once R-1 and now is R-2 without my knowledge.

5. The conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally to other property within the same zoning classifications. Please list the conditions that are unique.

See attached paper on the back.

6. The purpose of the variance is not based exclusively upon a financial hardship. Please circle: Yes No

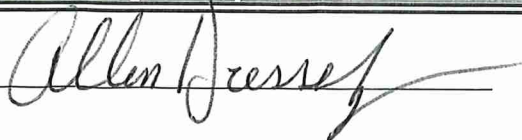
7. The granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located. Please circle: Yes No

8. The proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety. Please identify any potential impact the requested variance may have.

I will be placing this proposed building in front of my property and it will be hidden by trees from the main road (450 ft away) so there will be no impact whatsoever.

Economic hardship is not regarded by the Courts as a reason for approval. Neighborhood support or opposition, without any basis of facts, is not regarded by the Courts as reason for either approval or denial.

Applicant Name: _____



Case #: _____

5. Because the property is currently listed as R-2, I am requesting a variance to build a personal storage unit on the property.

The siding of the building will be 1000 HI-IRB Steel. Each side will have Wain Scot 36" tall (1000 HI-IRB Steel) fastened with stainless steel screws. The roof will also be 1000 high ribbed with vent-a-ridge. There will be one-foot-wide vented overhangs with 6-inch fascia and 5-inch gutters with down spouts. There will be a walk-in door with tempered glass. There will be 3 4x4 width fixed glass windows on the North side. Overhead door will be custom wood made. Flooring will be cement and it will have wood installation with internal heat.

Here are some differences between **metal** and **wood** storage units:

- metal is highly durable and resistant to harsh weather conditions, pests, and fires
- metal lasts between 50-100 years of minimal maintenance
- metal is more cost efficient to build and maintain
- wood barns are more susceptible to rot, warp and insect damage
- wood demands more frequent maintenance

VARIANCE APPLICATION – RESPONSE TO ORDINANCE CRITERIA

The Planning Commission and City Council may recommend a variance from the strict application of the zoning ordinance, if they find that your application meets the findings below. **Please provide a DETAILED response to all of the following findings:**

1. The variance is in harmony with the purposes and intent of this title. Please circle: Yes No

2. The variance is consistent with the comprehensive plan. Please circle: Yes No

3. The proposal puts the property to a reasonable use. Please explain.

When I purchased my property in 1994, the property was zoned as R-1. Unknowingly, the property is now R-2. I am requesting a variance to have the proposed storage building in front of my house.

4. There are unique circumstances to the property not created by the landowner. Please identify these circumstances.

I am unable to have a personal storage building built behind my house because there is a creek that runs through my property that cannot be redirected (per DNR). Also, my septic field runs behind my house, and I cannot put the proposed building on my septic field.

5. The conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally to other property within the same zoning classifications. Please list the conditions that are unique.

The conditions that are unique due to the request are based on my ability to build a storage unit in front of my property.

6. The purpose of the variance is not based exclusively upon a financial hardship. Please circle: Yes No

7. The granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located. Please circle: Yes No

8. The proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety. Please identify any potential impact the requested variance may have.

I will be placing this proposed building in front of my property and it will be hidden by trees from the main road (450 ft away) so there will be no impact whatsoever.

Economic hardship is not regarded by the Courts as a reason for approval. Neighborhood support or opposition, without any basis of facts, is not regarded by the Courts as reason for either approval or denial.

Applicant Name: Allen Jones

Case #: _____

NW COR. OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5, T. 27, R. 21.
FOUND WASHINGTON COUNTY C.I.M.

NW COR. OF THE SW 1/4 OF THE NW 1/4

N 89°51'18" E
660.02

NORTH LINE OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5, T. 27, R. 21.

HADLEY AVENUE SOUTH

EXISTING BITUMINOUS DRIVEWAY

EXISTING OVERHEAD POWER LINE

EDGE OF BITUMINOUS PAVEMENT. NO CURRENT INFORMATION EXISTS FOR THE RIGHT OF WAY TAKING OF HADLEY AVENUE SOUTH.

POWER POLE

ELECTRIC PEDESTAL

EXISTING HOUSE

EXISTING GARAGE

PROPOSED GARAGE

PROPOSED HOUSE

SEPTIC TANK

LINE DRAWN PARALLEL WITH THE SOUTH LINE OF THE SW 1/4 OF THE NW 1/4

LINE DRAWN PARALLEL WITH THE WEST LINE OF THE SW 1/4 OF THE NW 1/4

WEST LINE OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5, T. 27, R. 21.

SW COR. OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5, T. 27, R. 21.

PROPERTY DESCRIPTION PER DOCUMENT NUMBER 797827:
That part of the Southwest Quarter of the Northwest Quarter of

NW COR. OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5, T. 27, R. 21.
FOUND WASHINGTON COUNTY C.I.M.

NW COR. OF THE SW 1/4 OF THE NW 1/4

N 89°51'18" E
660.02

NORTH LINE OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5, T. 27, R. 21.

HADLEY AVENUE SOUTH

POWER POLE

EDGE OF BITUMINOUS PAVEMENT. NO CURRENT INFORMATION EXISTS FOR THE RIGHT OF WAY TAKING OF HADLEY AVENUE SOUTH.

EXISTING OVERHEAD POWER LINE

140 From Rd to Building

EXISTING BITUMINOUS DRIVEWAY

ELECTRIC PEDESTAL

40' Long
34' Wide

Side Set Back 35 Ft

100.00 100.00 100.00 125.00

LINE DRAWN PARALLEL WITH THE SOUTH LINE OF THE SW 1/4 OF THE NW 1/4

EXISTING HOUSE

EXISTING GARAGE

PROPOSED GARAGE

SEPTIC TANK

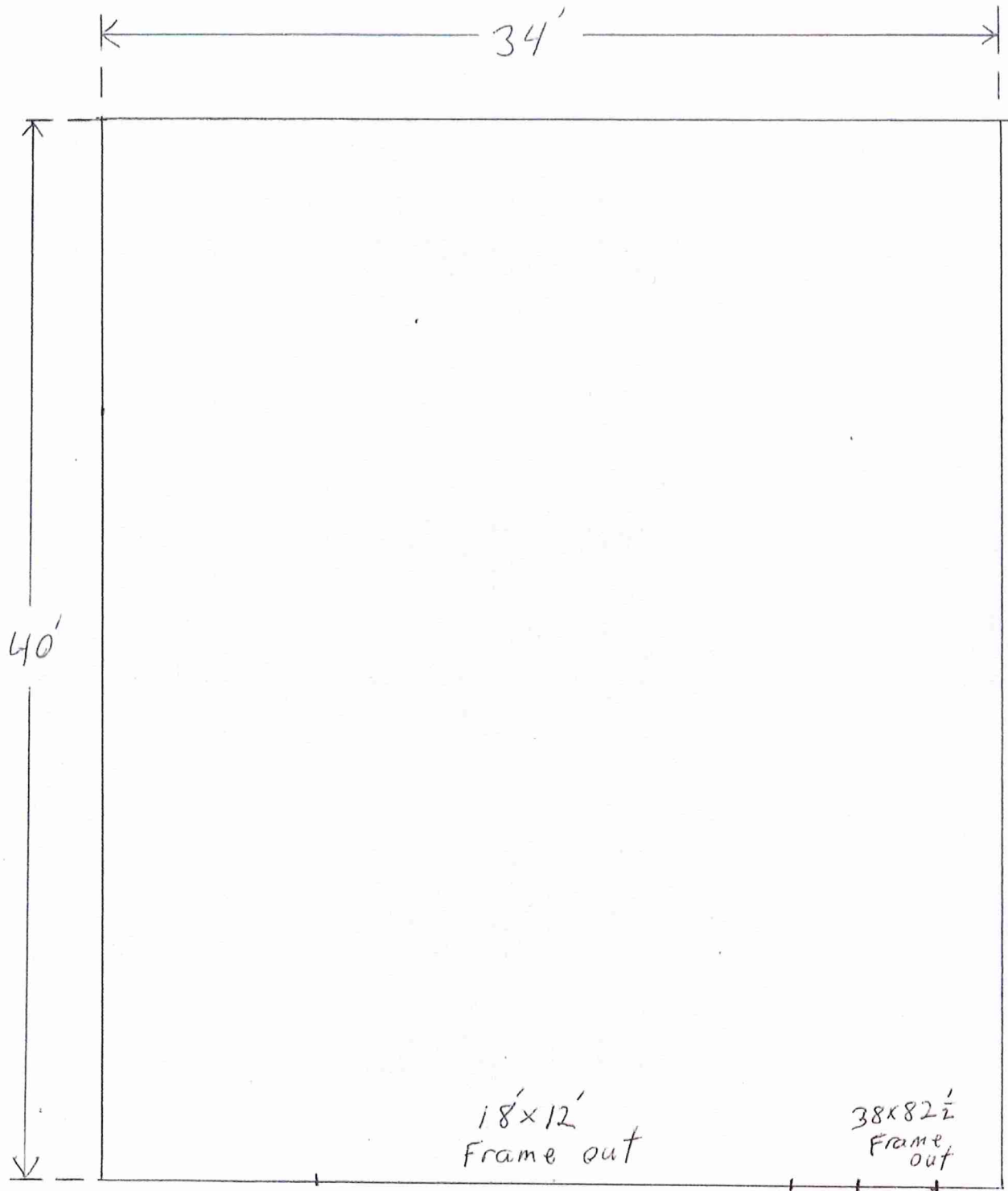
LINE DRAWN PARALLEL WITH THE WEST LINE OF THE SW 1/4 OF THE NW 1/4

WEST LINE OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5, T. 27, R. 21.

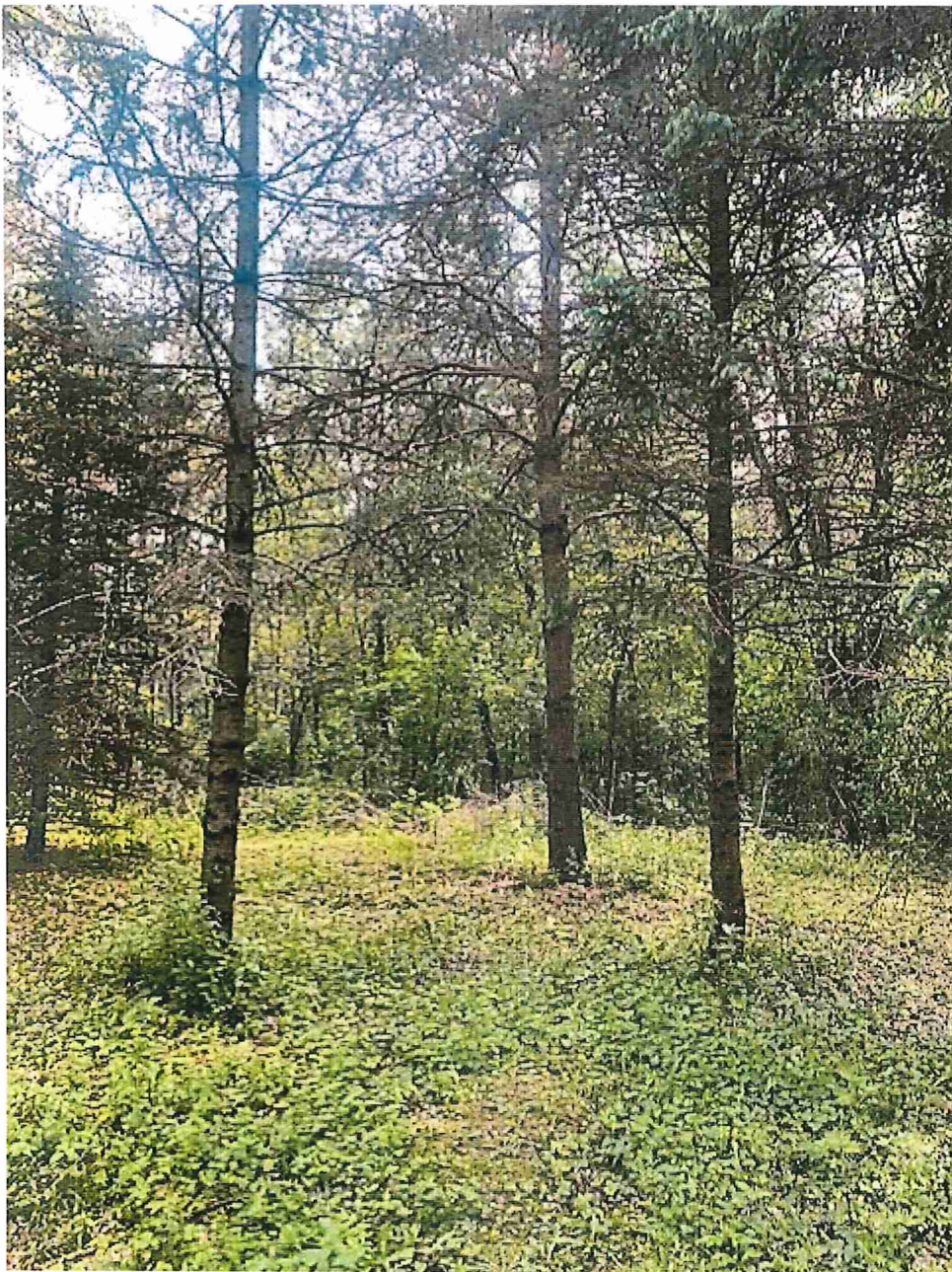
SW COR. OF THE SW 1/4 OF THE NW 1/4 OF SEC. 5

PROPERTY DESCRIPTION PER DOCUMENT NUMBER 797827:
That part of the Southwest Quarter of the Northwest Quarter of

34'x40'x12' going on concrete
5/12 pitch





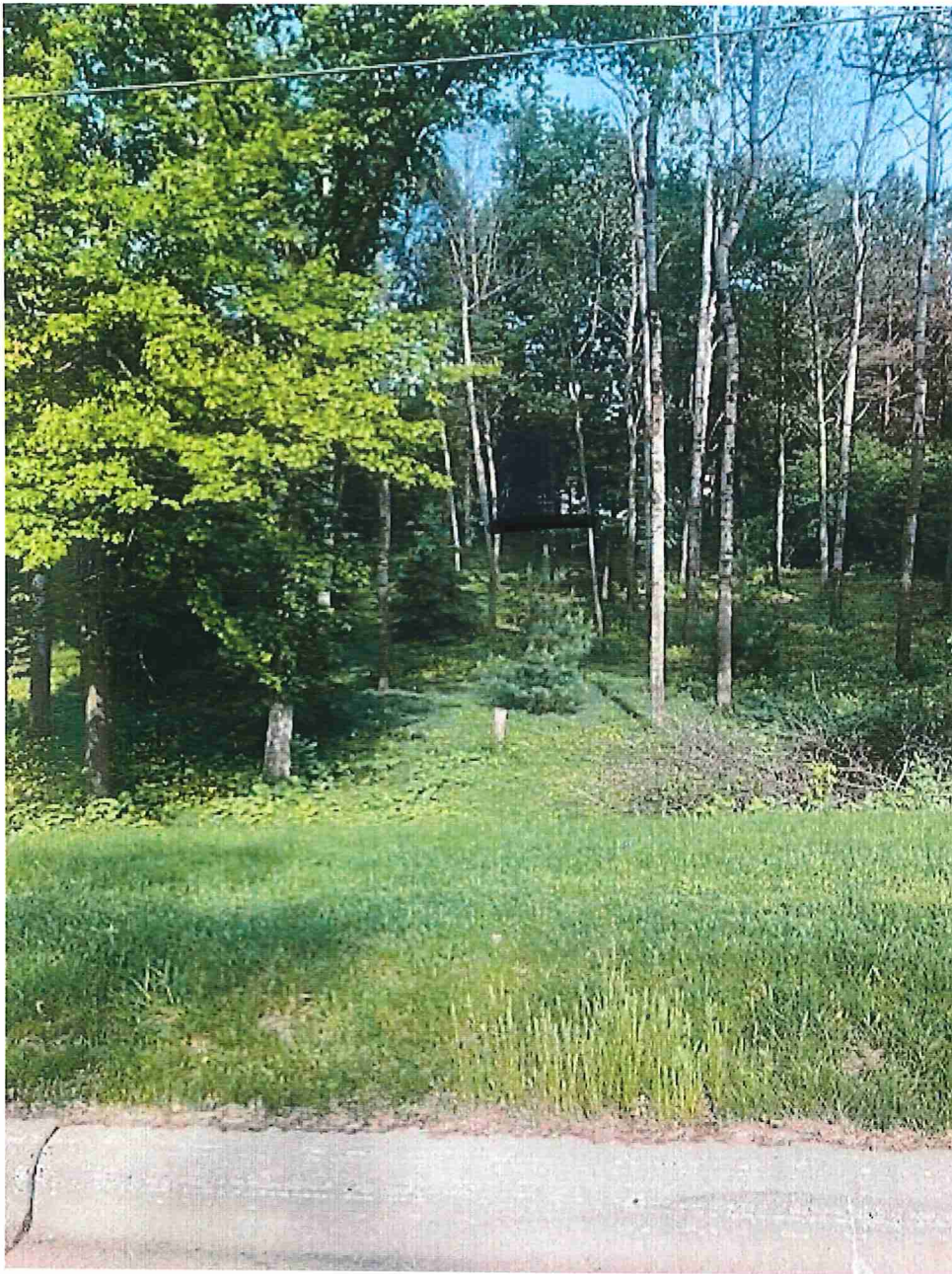


Trees that need to be
Removed.



Proposed Site to Road

Approx. 140 Feet from END of proposed
building to Road



From RO to proposed Building



35 Feet Property
LINE

Proposed Building
to Side Set Back

RESOLUTION NO. 97-101

A RESOLUTION GRANTING A VARIANCE TO SECTION 28-21(C)(3) OF THE COTTAGE GROVE ZONING ORDINANCE FOR PUROSES OF ALLOWING A DETACHED ACCESSORY STRUCTURE IN FRONT OF THE PRINCIPAL STRUCTURE FOR PROPERTY AT 6255 HADLEY AVENUE SOUTH

WHEREAS, Allen and Devon Dressely have filed for a variance to Section 28-21(C)(3) of the Cottage Grove Zoning Ordinance which pertains to the placement of a detached accessory structure in front of the Principal structure for property legally described as:

That part of the Southwest Quarter of the Northwest Quarter of Section 5, Township 27, Range 21, Washington County, Minnesota, described as follows:

Commencing at the southwest corner of said Southwest Quarter; thence northerly, along the west line of said Southwest Quarter, a distance of 1037.00 feet to the point of beginning of the land to be described; thence easterly, parallel with the south line of said Southwest Quarter, a distance of 660.00 feet; thence northerly, parallel with the west line of said Southwest Quarter, to the north line of said Southwest Quarter; thence westerly, along said north line, to the northwest corner of said Southwest Quarter; thence southerly, along the west line of said Southwest Quarter, to the point of beginning.

Subject to that portion taken for Hadley Avenue. Containing 4.3 Acres more or less.

Commonly known as, 6255 Hadley Avenue South, Cottage Grove, Washington County, Minnesota.

WHEREAS, the applicant proposes to construct a detached accessory structure that will be located in front of the principal structure. The property is 660 feet deep and the home is located approximately 448 feet from the front property boundary line.; and

WHEREAS, the applicant is requesting the detached accessory structure have a front yard setback approximately 412 feet from the Hadley Avenue pavement whereby the Principal structure is approximately 448 feet; and

WHEREAS, public hearing notices were mailed to property owners within 500 feet of Dressely's property and a public hearing notice was published in the South Washington County Bulletin; and

WHEREAS, the Planning Commission held public hearing on June 23, 1997; and

WHEREAS, the public hearing was open for public testimony and no one from the public spoke; and

WHEREAS, the Planning Commission unanimously approved (7-0 vote) the application.

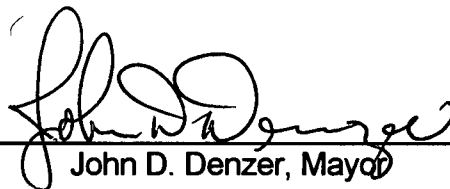
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota hereby grants a variance to Section 28-21(C)(3) of the Cottage Grove Zoning Ordinance to allow a detached accessory structure in front of the Principal structure, based upon the following findings of fact:

1. A hardship unique to this property is the location of the septic/drainfield system on the south side of the dwelling and the terrain on that side of the property has a moderate downward slope to the southeast.
2. Placement of an accessory building complying with the City's setback requirements will require the garage to be placed on the north side of the house, whereby the driveway will have to be extended across the front of the house requiring more trees to be removed.
3. The front yard setback for the existing dwelling is approximately 448 feet from Hadley Avenue's east roadway edge. This excessive front yard setback was chosen by the owner simply to take advantage of the natural clearing on the property, thus minimizing the number of trees that would have to be removed for the construction of their home. The proposed garage setback meets the spirit and intent of the ordinance by reducing public views to accessory structures.

Granting of the variance is subject to:

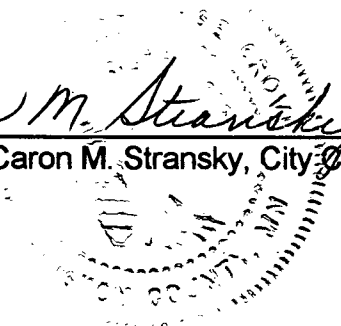
1. The applicant must complete a building permit application for the accessory building and the City must issue the permit before any construction could begin.
2. The exterior of the accessory structure must be consistent with the existing principal structure.

Passed this 16th day of July, 1997.


John D. Denzer, Mayor

Attest:


Caron M. Stransky, City Clerk



946193

OFFICE OF
COUNTY RECORDER
WASHINGTON COUNTY
MINNESOTA

SEP 22 3 53 PM '97



DOC. 946193
Cindy Koornen

STATE OF MINNESOTA)
COUNTY OF WASHINGTON)
CITY OF COTTAGE GROVE)

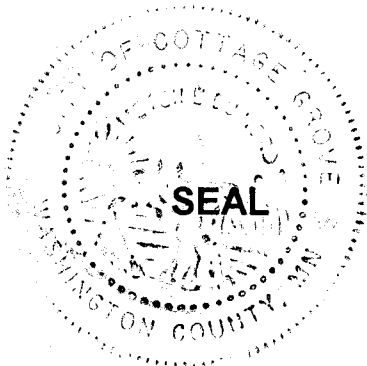
City of Cottage Grove
19.90
Chg

I, the undersigned, being the duly qualified and acting City Clerk of the City of Cottage Grove, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached copies of Resolution No. 97-101 of the City of Cottage Grove with the original on file in my office and the same is a full, true and complete transcript therefrom.

WITNESS, my hand as such City Clerk and the corporate seal of the City this 22nd day of August, 1997.

Caron Stransky

Caron Stransky
City Clerk





City Council Action Request

7.Y.

Meeting Date	7/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Single Occasion Gambling Permit - South St. Paul Lions Club		
Staff Recommendation	Authorize issuance of a single-occasion gambling permit to Daniel John Niederkorn on behalf of the South St. Paul Lions Club to conduct a raffle at River Oaks Golf Course and Event Center (11099 Hwy 61, Cottage Grove, MN 55016) on August 4, 2025.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Memo - Public Safety</td></tr></table>	1.	Memo - Public Safety
1.	Memo - Public Safety		

To: City Administrator Jennifer Levitt

From: Deputy Director of Public Safety Gregory P. Rinzel

Date: July 14, 2025

Subject: **GAMBLING LICENSE APPLICATION - TEMPORARY**

INTRODUCTION

Under State Statutes, four types of nonprofit organizations are eligible to conduct lawful gambling in Minnesota (fraternal, religious, veteran, and other nonprofit) and most events, with the exception of certain raffles, require obtaining either an exempt or an excluded permit from the Minnesota Gambling Control Board. Permits issued by the Minnesota Gambling Control Board require approval of the local government authority where the event will be held.

The Public Safety Department investigates single-occasion gambling permit applications and provides the City Council with a recommendation on whether a permit should be issued. If the City Council authorizes issuance of a permit, the City Clerk signs off on the application and forwards it to the Minnesota Gambling Control Board or issues the permit itself if none is required by the Gambling Control Board.

BACKGROUND

Pursuant to City Ordinance, Daniel John Niederkorn, on behalf of the South St. Paul Lions Club, 820 Southview Blvd, South St. Paul, MN 55075 has submitted an application for a Temporary Single Occasion gambling permit, for the conduct of a raffle during the South St Paul Lions Club Memorial Golf Tournament, to be held at River Oaks Golf Course, 11099 Highway 61, Cottage Grove, MN 55016, on August 4, 2025, at noon. The Department of Public Safety is required to conduct a police investigation of the applicants.

DISCUSSION

The application as submitted is complete, in compliance with our ordinance and is exempt from the licensing requirements of the Minnesota Charitable Gambling Control Board.

We have investigated the applicants and have not found any facts which would constitute a basis for denial of this application, under the provisions of the City's Gambling Ordinance.

RECOMMENDATION

Recommend that the City Council approve the single occasion Gambling Permit application for the South St. Paul Lions Club.



Gregory P. Rinzel – Deputy Director of Public Safety

7/14/2025



City Council Action Request

8.A.

Meeting Date 7/16/2025

Department Finance

Agenda Category Action Item

Title Approve Disbursements

Staff Recommendation Approve disbursements from 06-13-2025 through 07-10-2025 in the amount of \$8,839,571.42.

Budget Implication N/A

Attachments

1.	Expense Approval Report 7-16-25 Council Meeting
2.	Payroll Check Register 07-16-25 Council Meeting
3.	UB Check Register 07.16.25 Council Meeting



City Council Action Request

13.A.

Meeting Date	7/16/2025		
Department	Public Safety		
Agenda Category	Presentation		
Title	Emergency Medical Services Update		
Staff Recommendation	Receive a presentation on EMS and provide feedback and direction.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>EMS Council Workshop July 16 2025</td></tr></table>	1.	EMS Council Workshop July 16 2025
1.	EMS Council Workshop July 16 2025		



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Peter J Koerner, Director of Public Safety
Jon Pritchard, Deputy Director/Fire Chief

Date: July 10, 2025

Subject: COUNCIL WORKSHOP – EMERGENCY MEDICAL SERVICES UPDATE

INTRODUCTION

Cottage Grove Public Safety – Fire/EMS division will provide an outline of our Emergency Medical Services (EMS), Primary Service Area (PSA) and discuss cost recovery scenarios related to the other communities we serve. We have started conversations with those communities. We will discuss the status of the EMS fund including some historical data and challenges with Medicare/Medicare reimbursement issues.

We will give some context of other communities and their challenges (our situation is not unique). Moving forward, there are possibilities of fire/EMS districts.

We will also use this opportunity to update the council on staffing, cadet program, Fire Marshal position and an update on the Standards of Cover Study that is currently underway that includes public engagement that will be part of the study.

RECOMMENDATION

Receive a presentation on EMS and provide feedback and direction.