



**COTTAGE GROVE PARKS, RECREATION AND
NATURAL RESOURCES COMMISSION**

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016

COUNCIL CHAMBER - 7:00 PM

November 10, 2025

- 1 Call to Order
- 2 Roll Call
- 3 Approval of the Agenda
- 4 Approval of Minutes
 - A Meeting Minutes (2025-09-08)
- 5 Open Forum
- 6 Action Items
 - A Ice Arena Remodel Design Review
 - B Ice Arena Naming Rights Service Proposal
 - C 2024-2027 Work Plan Review
 - D Commissioner Term Review
- 7 Presentations
- 8 Action Updates
 - A Denzer Park
 - B CG Trailway Corridor Restoration
 - C Oltman Park
 - D Mississippi Dunes Park
 - E Kingston Park Building
 - F Peterson Park
 - G Still Ponds Park
- 9 Donations
- 10 Staff Reports and Materials
 - A Parks Update
 - B River Oaks Update
 - C MRPA Conference

- 11 Commission Comments
- 12 Council Comments
 - A Council Agendas
- 13 Workshop
- 14 Adjournment



Minutes

City of Cottage Grove

Parks, Recreation and Natural Resources Commission Meeting

September 8, 2025

Pursuant to due call and notice thereof, a Cottage Grove Parks, Recreation and Natural Resources Commission Meeting was held on September 8, 2025.

I. CALL TO ORDER & READING OF MISSION & Pledge of Allegiance

Meeting called to order at 7:00pm at City Hall

II. Roll Call

Members Present: Susannah Brown, Kelly Glasford, Adam Larson, David Olson, Debra Gustafson, Justin Waterman, Shane Waterman.

Members Absent: Samantha Crabtree

Others Present: Zac Dockter Parks & Recreation Director, Dave Clausen Council Liaison.

Approval of Agenda

A motion was made by my Commissioner Brown to add the 3M Priority II Letter of Recommendation to agenda. Commissioner Olson seconded. Agenda approved.

III. Approval of Minutes

A motion to approve minutes from June 9, 2025. Motion made by Commissioner Gustafson & seconded by Commissioner Glasford. Minutes approved.

IV. Open Forum-None

V. Presentations-None

VI. Action Items

a. 2026-2030 Capital Improvement Plan

- i. Every year, typically around fall, we start our 5-year CIP planning process as we lay out all of our capital expenditures of \$15,000 or more. There are several funds that we use including The Park Improvement Fund, The Park Trust Fund, & The Public Landscapes Initiative, amongst others. The Ice Areana has its own

fund, & River Oaks has its own CIP that is not included in this packet. Zac explained the breakdown of each fund, how they work, and looking for feedback and support from the Commission before it is brought to Council. Commissioner Olson inquired about the prioritization of keeping all of our parks up to date. Zac stated that we try to keep a minimum standard for all of our park systems and that is why the Park Improvement fund is a tremendous resource. Motion to approve 2026-2030 Capital Improvement Plan made by Commissioner Olson. Seconded by Commissioner Brown. Motioned carried.

b. East Ravine Park Plan Review

- i. Development anticipation is increasing for the land East of County Road 19. There are some preliminary concepts from developers working with landowners, but there have not been any preliminary plats that have been made. Zac emphasized that nothing is on the table currently and this is all just concept work. This gives us an opportunity to compare potential concept plans to what our master plan is. There is a lot of land dedicated to park space, but there is not enough park dedication funds to cover it all, so we have to start managing how that will work, and whether we have to obtain cash for land. This does not have to be city cash, we can work with the state, public land trust, & federal funds to acquire money. During review we changed the location of the East Ravine Community Park. Originally, it was going to run along the East side of land along the lake. After talking with future developers and landowners, it was decided that it made more sense to run the East Ravine collector road towards the middle of the property which caused us to shift the proposed community park. Even with this change it will still have the same recreational elements. There is also a future water tower that will be located East of County Road 19 South of 70th Street that we would like to make a small neighborhood park similar to Meadow Grass, utilizing the land that will be dedicated to the water tower. Commissioner Larson inquired if there would be any cell phone towers at that water tower as that area is dead zone. Zac anticipated yes. Commissioner Larson also commented that the plan seemed very busy and cramped. Zac explained that similar to how Glacial Valley was developed, we typically start planning with the maxed scale, and scale it down as development begins. Commissioner Brown liked the fact that we maintained the natural area that is separate from

the recreational activities for those seeking different recreational experiences, along with access to a launch area for watercraft. Zac anticipates that this will be a preserve and may be a natural hiking trail depending on how funding works. Commissioner Gustafson asked about the RC car group and if we ever heard back from them about their interest. Zac said that they seemed to have disappeared as they have not expressed further interest. Commissioner Gustafson also asked if we have a space in town where people are allowed to use drones. Zac was not aware of city code regarding drone usage as we do not have a location where use is allowed, however, people do go to the parks to use drones. Commissioner Gustafson asked about fishing in the lake. Zac stated that currently there is no public access to the lake, but we anticipate that fish are located in the lake. Commissioner Olson asked about development East of the map, and Zac stated that at this time we are not aware of development. Development will be starting at Indian Blvd & working towards the North & South. No formal action needed tonight.

c. Lamar Park Cell Tower Lease

- i. Verizon representatives have made a request to put a cell tower in Lamar Park. We looked into areas in Lamar Park that are not being used activity. There is area on the Northwest side of the park by a grove of trees that is overgrown, the ground has eroded and has no habitat value that would be a good location. Staff wise we are supportive of doing this as this is revenue that goes back into the Park Improvement Fund. We are trying to push the image shown North into the wooded area, remove the woods, and plant landscaping and beautify the area to improve the site. There are some variances that Verizon would need to obtain for setbacks but shouldn't be an issue. Commissioner S. Waterman asked if the revenue is in the form of a land sale or a long-term lease. Zac stated it is in the form of a long-term lease which is typically 20-25 years. Commissioner Gustafson asked approximately how much revenue this will generate annually. Zac stated on average it's about \$40,000. Commissioner Olson asked the distance this would be in relation to the ball fields. Zac stated it will be about 40 yards away from the ball fields and will not impact them. Commissioner Olson supports trying to keep the tower in that proposed footprint and as deep into the woods as possible to not impact the fields. Commissioner S. Waterman motioned to approve the concept plan

for the Verizon cell tower. Commissioner Olson seconded. Motioned carried.

d. 3M Priority II Letter of Recommendation

- i. We have not met since the Commission approved the letter of intent to apply for the 3M settlement funding. We have qualified for the next round of funding, & it is believed there are about 80 applicants still in the pool for the \$22 million. We are getting our packet ready for our \$5 million request for Mississippi Dunes Park. We need to start working on getting our letters of support from Washington County, South Washington Watershed District, Friends of the Mississippi, Public Land Trust, & the Commission. Looking for approval of letter to include in our request. Commissioner Larson asked when the award would be given out. Zac stated the deadline for the application is October 5th and the winners will be announced in February. You would be allowed to start spending the money late 2026 and have 3 years to use the funds. This would not change the date in our CIP for Mississippi Dunes Park, which it should be noted we also did set money aside for. Zac also mentioned that after the letter of intent is received, they send back a list of recommendations for the application. They recommend removing the playground, reflecting pool, building, grand lawn, & weeping wall. We are now starting to prioritize access into the park & a parking lot, trail infrastructure, picnic shelter, outdoor classrooms, and finishing off the landscaping. Commissioner Brown asked if the boat launch & fishing pier is still high priority. Zac stated that the road to the boat launch & the parking is part of the application. Funds for the boat launch itself and fishing pier will come from the Minnesota DNR Fisheries. Commissioner Olson asked if a letter was needed from the Washington County Parks Commission. Zac stated he will talk to the county Parks & Recreation Director & follow up. Commissioner Gustafson motioned to approve the letter of recommendation for the 3M grant. Commissioner Glasford seconded. Motion carried.

VII. Presentation of Information-None

VIII. Action Updates

a. Denzer Park

- i. Currently on hold while we prioritize funding on building out parks. We put up a retaining wall for the elevated picnic shelter. We will continue work either next year or the following based on housing development in the area.

b. Granada Park Parking

- i. Completed internally by Streets & Parks & seems to be working well with no complaints from the resident who requested this.

c. CG Trailway Corridor Restoration

- i. Hit a little bit of a snag being unable to burn the piles of trees that we removed over the winter, which has been a source of frustration for many. We did complete our Arbor Day planting in the area, though unfortunately, some of them did not survive, but we will re plant as necessary. First prairie seeding went in about a month ago. We should complete the timber burning this winter, so we can complete this habitat restoration.

d. Oltman Park

- i. First two fields are completely graded out, the third field might even be done this week, & the drain tile & irrigation have been installed. They are projected to be done at the end of October and get the turf in and germinated followed by a full year of rest. The natural timber playground that will be put in this November, and the picnic shelter bid has been awarded as well and should be installed later this fall.

e. Mississippi Dunes Park

- i. No real changes as we have previously discussed this already this evening beside trying to get the fishing pier in as soon as possible. Our biggest challenge is meeting ADA compliance with the pier being so much lower in elevation to the temporary parking lot.

f. Kingston Park Building

- i. Currently still on hold. We will probably revisit this at the next strategic planning session.

g. Peterson Park

- i. This is lakefront property near Shepard's Farm off 70th & Jamaica. The trail has been cut in; however, we do not own all of the land yet. Commissioner Brown asked if this will be connected to the trails that go through the Shepard's Farm property or will they be separate. Zac stated that in the Southwest corner there will be small connection onto a natural trail.

h. Still Ponds Park

- i. When we were onsite for our tour we talked about potential removal of the red pine plantation from the previous landowner. We received a letter of recommendation from the Washington County Conservation District as well as the DNR forestry. They recommended, due to the forest being quite degraded, that a

substantial number of trees need to be removed. Not looking for any recommendations this evening from the Commission but did not want this to come as a surprise when we ask for this plantation to be taken down in the future. Commissioner Olson asked what this area would be after we restore it. Zac stated it would most likely be a wetland and prairie restoration area.

IX. Donation and Acknowledgements

- a. Memorial Bench installed at Hamlet Park that was donated by a resident from Norris Square in commemoration of her husband. While we were completing the installation, we installed 6 more pads for future memorial benches.
- b. Memorial Bench installed at Highlands Park basketball court in memorial of Jim Bus who was a long-time dedicated member of the community.

X. Staff Reports & Educational Materials

a. Minnesota's Untamed Dividend

- i. Full article available online for those who are interested.

XI. Commission Comments-None

XII. Council Comments

- a. Hearthside Park sports lighting ran into a little glitch. They found some bedrock near the top that they need to figure out how to drill through or put in a different pad, so they are running a little bit behind.
- b. Approved replanting 155 boulevard trees that were taken down during the storm last year. We are looking to start planting this fall.

XIII. Adjournment- Motioned by Commissioner J. Waterman

Seconded by Commissioner S Waterman. Meeting Adjourned at 7:41pm



To: Parks, Recreation and Natural Resources Commission

From: Zac Dockter, Parks and Recreation Director

Date: November 4, 2025

Subject: Ice Arena Space Programming and Concept Design

Introduction/Background

The Cottage Grove Ice Arena was built in 1973 and has been a point of pride for the community for over 50 years. The last major building upgrades were completed in 2008 where a third sheet of ice was added (west rink) and the lobby/viewing gallery was expanded. However, the office area, concession area and main lobby features were never changed and are showing their age in terms of functionality and design.

A space programming and concept design project launched this past summer and aims to resolve the following challenges at the facility:

1. Office space is not sufficient for level of staffing. Workstations are cramped and oftentimes shared with no room for expansion.
2. Concession area has an inefficient layout that was pieced together through several small construction projects over the ice arena's 50 years. The current layout does not maximize the available space and reduces traffic flow and revenue potential of the concession area.
3. Lobby is aged and could use aesthetic improvements to create a more welcoming and current environment at one of the finest ice facilities in the State of Minnesota.
4. Storage areas to are segmented and hinder accessibility.

Concept designs are included for Commission review. Staff will also walk through the designs with the Commission to discuss finer details of the plan and how they achieve the aforementioned goals.

Projected Ice Arena Remodel Schedule

Now-December, 2025 – Finalize concept planning and cost estimating
January, 2026 – Council authorization for development of plans and specifications
February, 2026 – Finalize architectural and construction management agreements
March – October, 2026 – Plan development
November/December, 2026 – Council approval of plans/specs and bidding
January, 2027 – Bidding and material procurement
March 15, 2027 – Construction begins
Augusts, 2027 – Construction complete

Staff Recommendation

Review Ice Arena remodel concept plans and provide feedback.



Cottage Grove Ice Arena

Concept Design

Visitor Experience Renovation

September 19, 2025

OA
OERTEL
ARCHITECTS



COVER PAGE

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GENERAL PROJECT INTRODUCTION AND DESCRIPTION,

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DESIGN CONCEPT

ARCHITECTURAL FLOOR PLAN

FURNITURE DESIGN - PROVIDED BY HENRICKSEN

PROJECT RENDERINGS

CONCEPTUAL COST ESTIMATE





Cottage Grove Ice Arena hosts thousands of visitors every year to play and watch hockey, ice skate and gather as a community. There are three sheets of ice at the ice arena, served by a main entrance and central corridor that connects the main North Rink, a studio sized South Rink, and an addition to the rink complex in the 2000's, the West Rink.

The main lobby receives nearly all the visitors to the arena, whether it is a weekday summer training skating for one of the two high school programs that play here or the youth program that calls this place home, or people renting a gathering room for a birthday party. The lobby has two main entry points. The southern entry vestibule is the primary entrance and feeds to the main lobby. The northern entry vestibule feed directly to the North rink spectator area. From the main lobby, visitors can access the North Rink through a pair of doors, or observe from a viewing area of glass that allows full view of the playing surface and stands. Visitors can access the South Rink through a door near the office entry. Further west, visitors will find the concession window, more gathering and seating areas, the restrooms which were part of the West Rink addition, and the West Rink itself. Players of all ages access the lower level locker rooms via the lobby to each rink, and get to locker rooms via stairways within the rink areas.

Off of the main lobby, is the primary office area for the rink and the City of Cottage Groves Parks and Recreation Staff. This office area has a ticketing / transaction window serving the lobby. The space houses workstation cubicles for five staff members, skate sharpening area, and rental skate storage. There are two enclosed office areas. One office houses programming and rink management, while the other houses recreation programming staff, as well as serves as the staff break room, and houses the facility primary electrical panel.

Concession sales at Cottage Grove Ice Arena, is extremely successful and an attraction during any rink events. There is a large transaction window, and the set-up within the concession area has been finely tuned to allow as quick a service for patrons as possible, with a varied and successful menu of concession choices.

The purpose of this project is to help staff visualize how the lobby and visitor experience could be improved while further enhancing the image of Cottage Grove Ice Arena within the region. Improvements that were identified as critical included how to address space inadequacies within the office area, address visibility of the concession stand from all visitors, improve concession queuing to assist in service, provide more viewing space for the South Rink, and improve the image and initial experience of any visitor to the main lobby. Other areas of enhancement that were identified as potentially beneficial adds included the enhancement of the stair in the North Rink, and increasing in-rink viewing space in the North Rink.

The results of this project, were arrived at through a collaborative and interactive process between Oertel designers and Cottage Grove staff. Various iterations were reviewed, tested and even mapped out on the floor of the lobby to help increase understanding of space and influence decisions on scope. This project scope is conceptual, and there are many details left to determine to make this a reality and opportunity for stakeholders to offer their ideas for inclusion of signage, features and color opportunities. In the meantime, the concept included within this document is tremendous first step that will create excitement for what can happen within Cottage Grove Ice Arena.

Cottage Grove Ice Arena

Lobby - Office - Concessions Operations Building Program and Priority

Existing Conditions - Lobby Level

Space Name	Existing Size	Existing SF	Existing Quantity	Existing Subtotal	Appropriation
Lobby and Gathering + Circulation	Varies	2286	1	2,286	Remodel
Open Office + Circulation	19'8 x 22'10	460	1	460	Remodel
Enclosed Office	11'10 x 13'10	163	1	163	Remodel
Enclosed Office + Breakroom	10'8 x 13'10	148	1	148	Remodel
Concession + Concession Storage	13'4 x 33'4	584	1	584	Remodel
Concession Waiting / Queue [Circulation]	25'4 x 10'	240	1	240	Remodel
Viewing Area [Not dedicated circulation]	Varies	355	1	355	Reconfigure
Seating Area [Not viewing to ice or dedicated circulation]	Varies	614	1	614	Retain
Association Storage [Former Restrooms]		449	1	449	Retain / Reappropriate
Family Restroom	8'7 x 6'2	62	1	62	Retain
Women's Restroom	12' x 44'8	538	1	538	Retain
Men's Restroom	11' x 44'8	495	1	495	Retain
Janitor Closet	5 x 6'4	31	1	31	Retain
Dedicated Circulation	Varies	3260	1	3,260	Reconfigure / Reappropriate
Mechanical Room and Storage	Varies	558	1	558	Retain
				0	
			Available Area	10,243	

Design Additions Goal

Space Name	New Size	New SF	New Quantity	New Subtotal	Priority
Enclosed Office	10' x 10'	100	2	200	High
Open Office Cube	6' x 6'	36	6	216	High
Staff Break Area	8' x 8'	64	1	64	Low
Rental Skate Carts and Skate Sharpening	8'4 x 9'4	74	1	74	Medium
Office Area Circulation	Varies	277	1	277	High
Concessions and Storage	13'4 min x _'	588	1	588	High
Concessions Waiting and Queue	Varies	393	1	393	High
Viewing Area [Not Circulation]	Varies	675	1	675	Medium
Ticketing Area + Queue	7' w x ~12' l	80	2	160	Medium
Player / Parent Gathering Area	Varies	577.5	2	1,155	High
Trophy / Display Area	Varies	24	2	48	Medium
Vending	Varies	27	2	54	Medium
General Storage (Association)	15' x 20'	300	1	300	Medium
Retained Functions					
Family Restroom	8'7 x 6'2	62	1	62	Retained
Women's Restroom	12' x 44'8	538	1	538	Retained
Men's Restroom	11' x 44'8	495	1	495	Retained
Janitor Closet	5 x 6'4	31	1	31	Retained
Mechanical Room and Storage	Varies	558	1	558	Retained
Dedicated Circulation Goal	Varies	4416	1	4,416	High

COTTAGE GROVE LOBBY PROGRAM

EXISTING TO DESIGN GOAL EVALUATION

Oertel Architects and Cottage Grove staff developed an initial building program that evaluated existing conditions and anticipated future needs.

The analysis of want vs. needs, remodel vs. retain analysis, best practices for space size and space design, helped determine staff priority for space need within the existing rink structure, and how this space analysis informed the space design.

Available Area 10,243
Design Goal Area 10,304
Net Usage (61) *Net area to be added through space expansion and reconfiguration*

Notes

7 total FTE and PTE staff, 6 new accommodates 1 growth

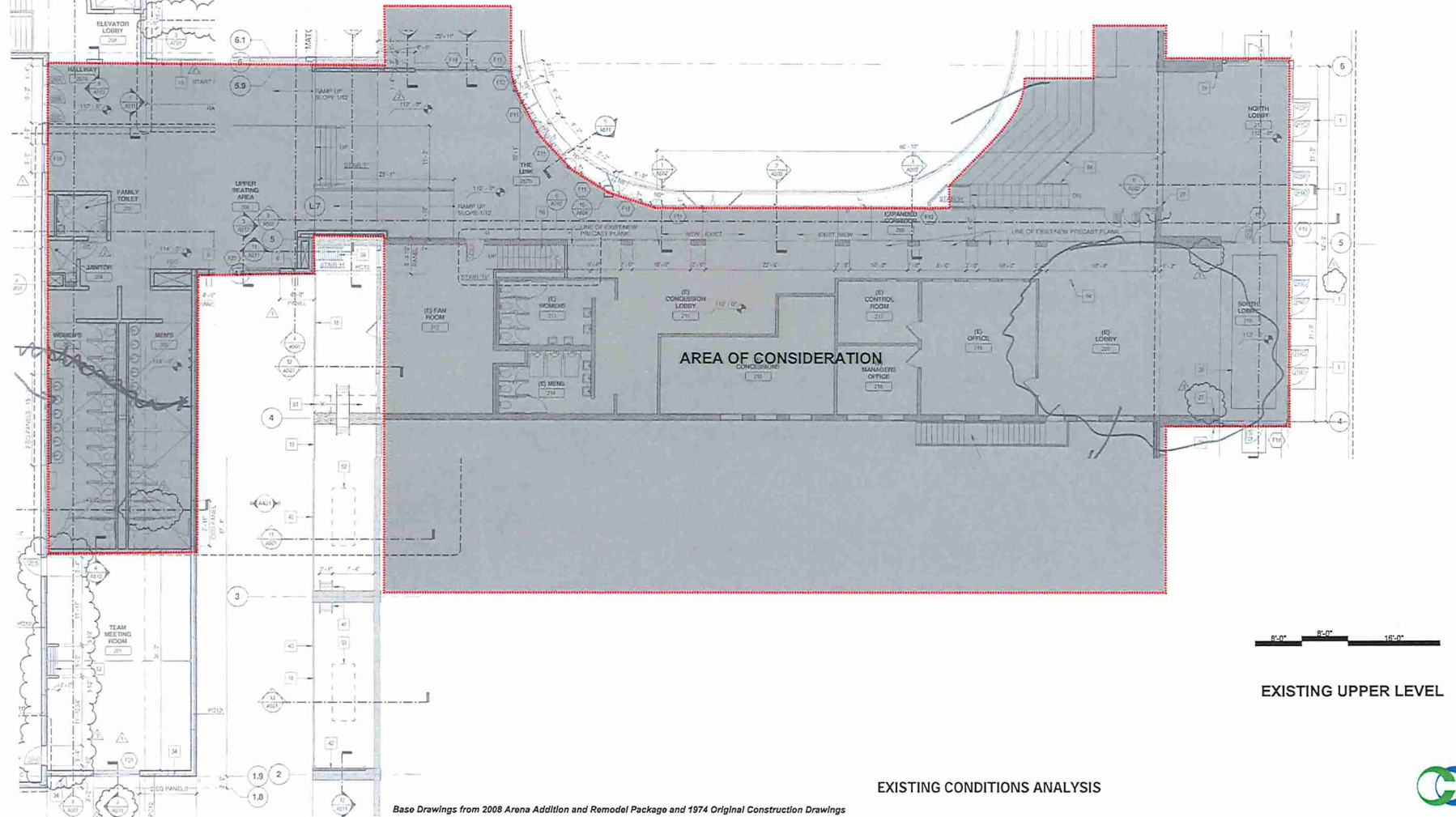
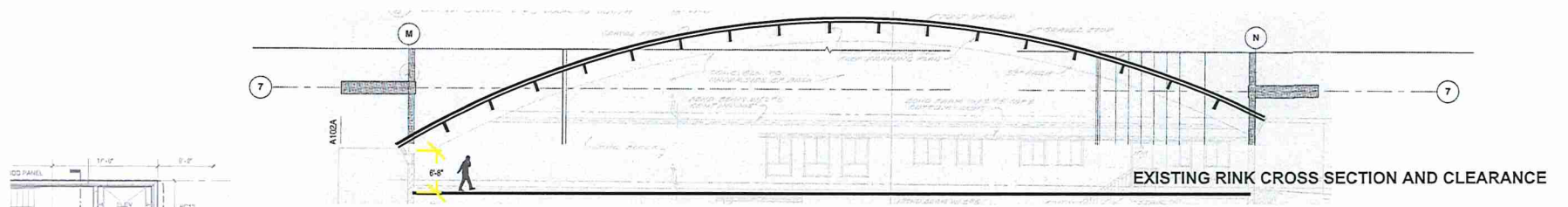
Acoustical Control in separate / closeable room.
Circulation within an Office Area
[1] POS Main Rink; [1] Pick-up Main Rink; [1] POS&PU Studio Rink

Multiple smaller areas. Space goal = 30 people @ 15SF per + Circulation
4' x 8' sales table + 4' x 12' long queue area
"Identified" congregation area for 50 people, standing

Floor Area for [3] 3' x 3' vending machines

INITIAL PROGRAMMING AND IDEATION

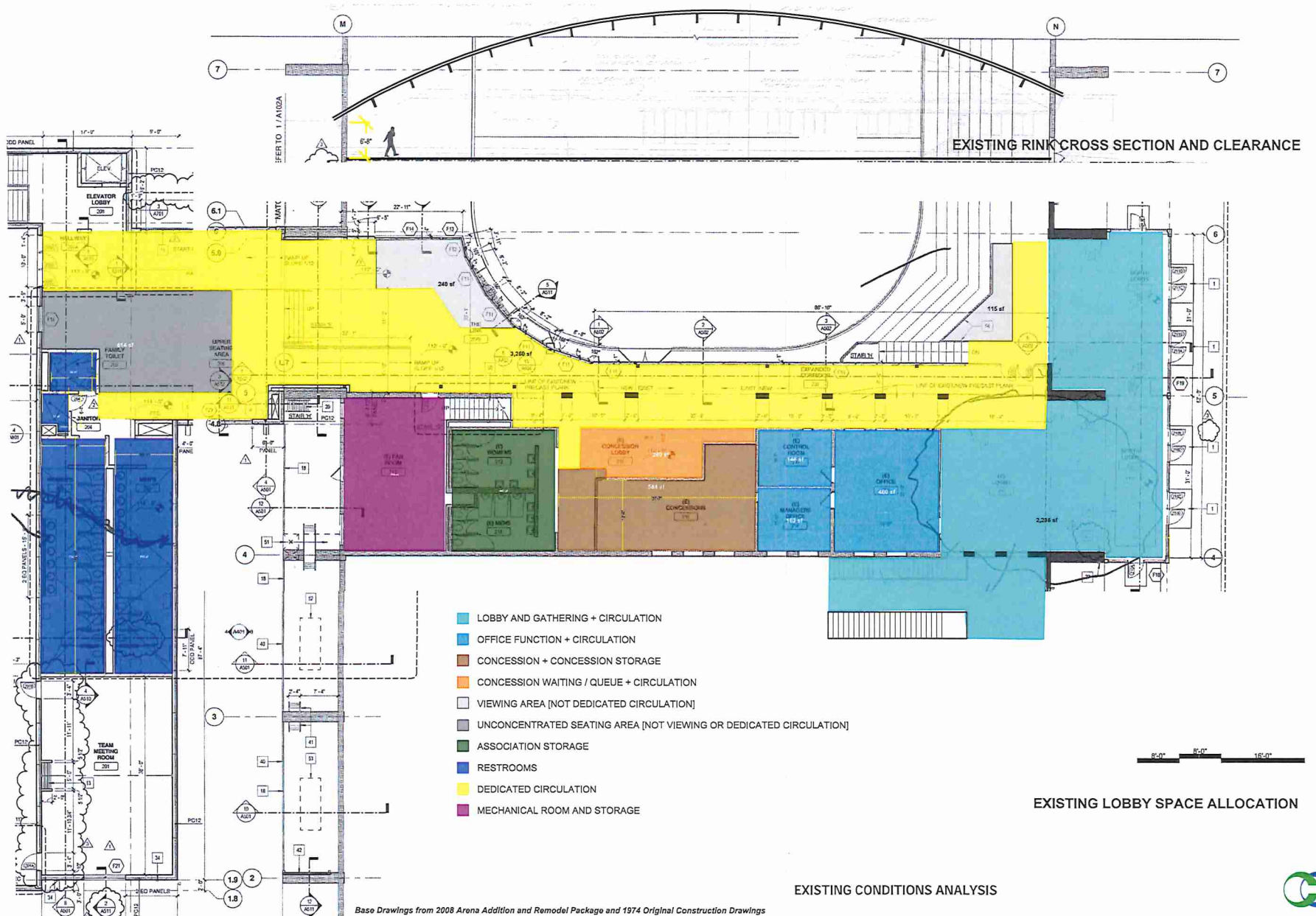


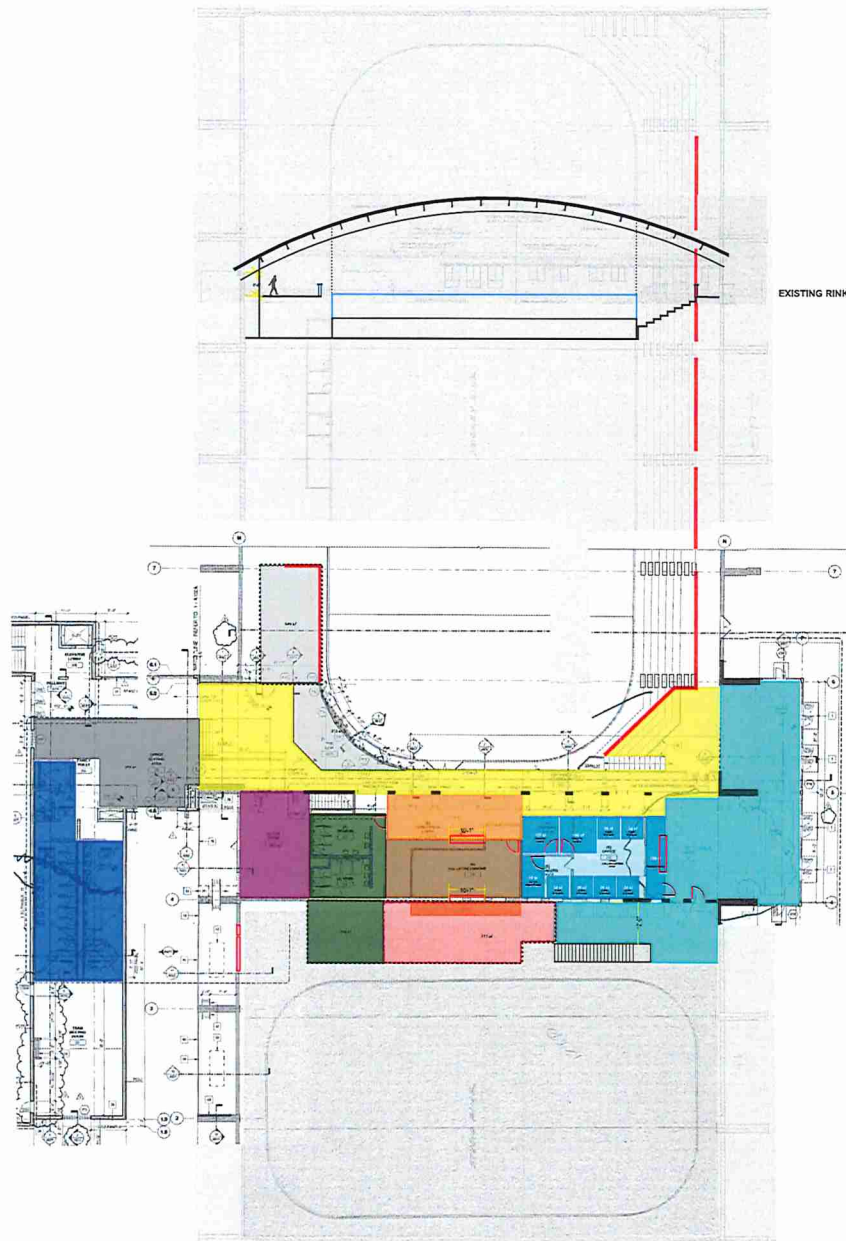


Base Drawings from 2008 Arena Addition and Remodel Package and 1974 Original Construction Drawings

EXISTING CONDITIONS ANALYSIS







EXISTING RINK CROSS SECTION AND CLEARANCE

EXISTING SF	PROGRAM SF	CONCEPT SF	
2,286 SF	1,155 SF	2,435 SF	LOBBY AND GATHERING + CIRCULATION
771 SF	831 SF	918 SF	OFFICE FUNCTION + CIRCULATION
584 SF	588 SF	616 SF	CONCESSION + CONCESSION STORAGE
240 SF	393 SF	476 SF	CONCESSION WAITING / QUEUE + CIRCULATION
355 SF	675 SF	857 SF	VIEWING AREA [NOT DEDICATED CIRCULATION]
614 SF EXISTING REMAINS AS-IS			UNCONCENTRATED SEATING AREA [NOT VIEWING OR DEDICATED CIRCULATION]
449 SF	300 SF	878 SF	ASSOCIATION / GENERAL STORAGE
1,224 SF EXISTING REMAINS AS-IS			RESTROOMS
3,260 SF	4,416 SF	2,304 SF	DEDICATED CIRCULATION
558 SF EXISTING REMAINS AS-IS			MECHANICAL ROOM AND STORAGE
	3,424 SF		POTENTIAL LOCKER ROOM EXPANSION
	772 SF		WARM VIEWING AREA
1,742 SF [INCLUDED IN SF ABOVE]			NEW CONSTRUCTION

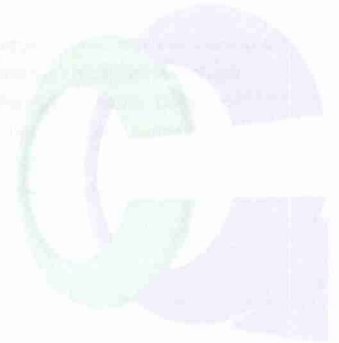


LOBBY PROGRAM DIAGRAM - CONCEPT PROGRAM

PROGRAMMING DIAGRAM

Base Drawings from 2008 Arena Addition and Remodel Package and 1974 Original Construction Drawings



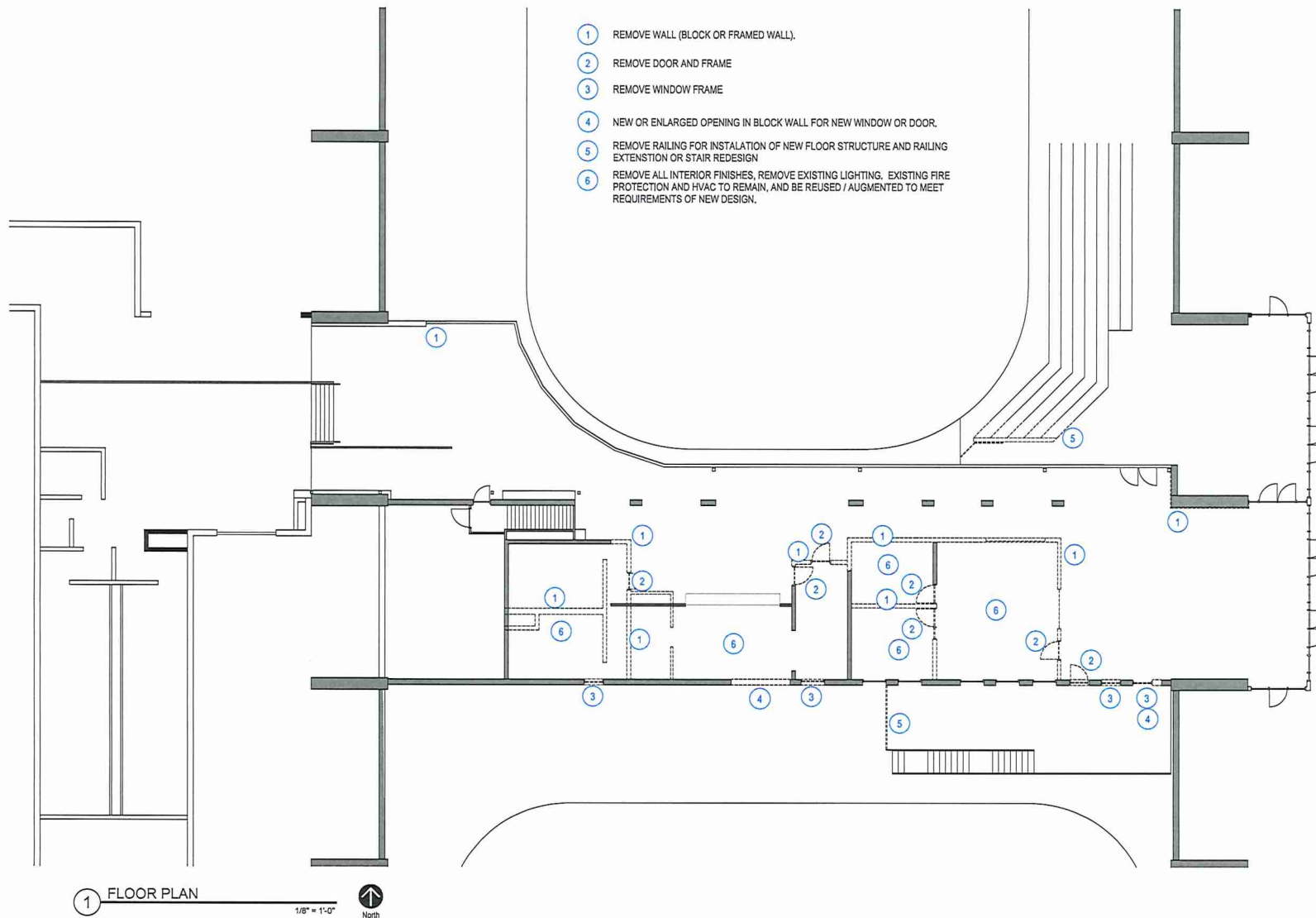


DESIGN CONCEPT



Not for Construction

Not for Construction



Not for Construction

PLOTTED: PROJECT NAME:

Not for Construction

CLIENT:



OERTEL
ARCHITECTS

1100 Lake Court, Suite 200, St. Paul, Minnesota 55105
Phone: (612) 221-1100 Fax: (612) 221-1101
CONSULTANT:

NOTES:

Not for Construction

PROJECT NAME:
COTTAGE GROVE
ICE ARENA
8020 60TH ST S, COTTAGE GROVE,
MN 55016

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:

LICENSE # DATE

SHEET NAME:

DEMOLITION PLAN

REVISIONS:

25-03
PROJECT NUMBER: DATE

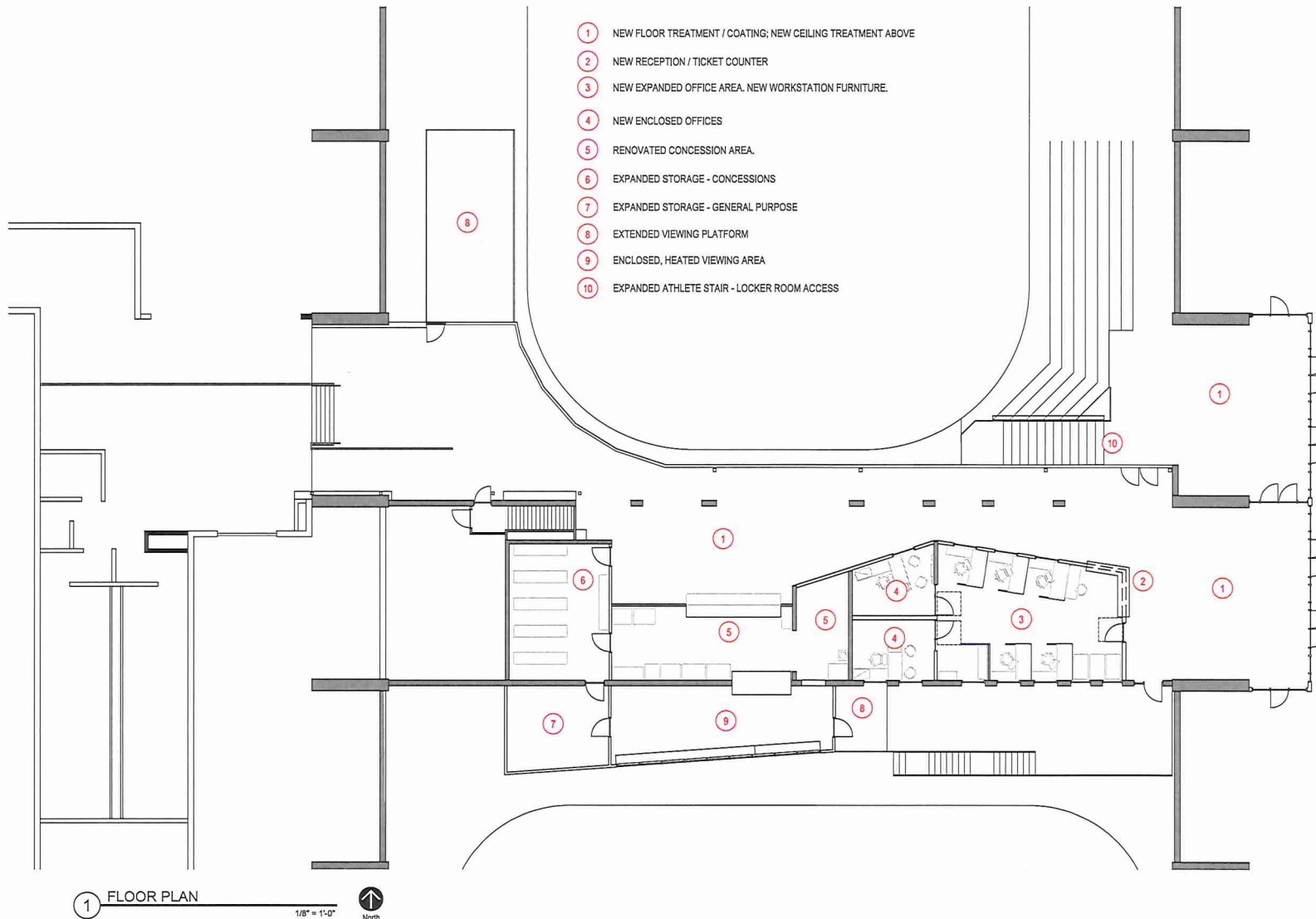
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SHEET NO:

A100

Not for Construction

Not for Construction



1 FLOOR PLAN
1/8" = 1'-0"
North

Not for Construction

PLOTTED: PROJECT NAME:

Not for Construction

CLIENT:



OERTEL
ARCHITECTS

1700 North Elm Avenue
St. Paul, Minnesota 55101
Phone: 612.771.0000
www.oertelarchitects.com

CONSULTANT:

NOTES:

Not for Construction

PROJECT NAME:
COTTAGE GROVE
ICE ARENA

8000 80TH ST S, COTTAGE GROVE,
MN 55016

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED ARCHITECT UNDER THE LAWS
OF THE STATE OF MINNESOTA.

SIGNATURE:

LICENSE # DATE

SHEET NAME:

RENOVATION FLOOR PLAN

REVISIONS:

25-03

PROJECT NUMBER DATE

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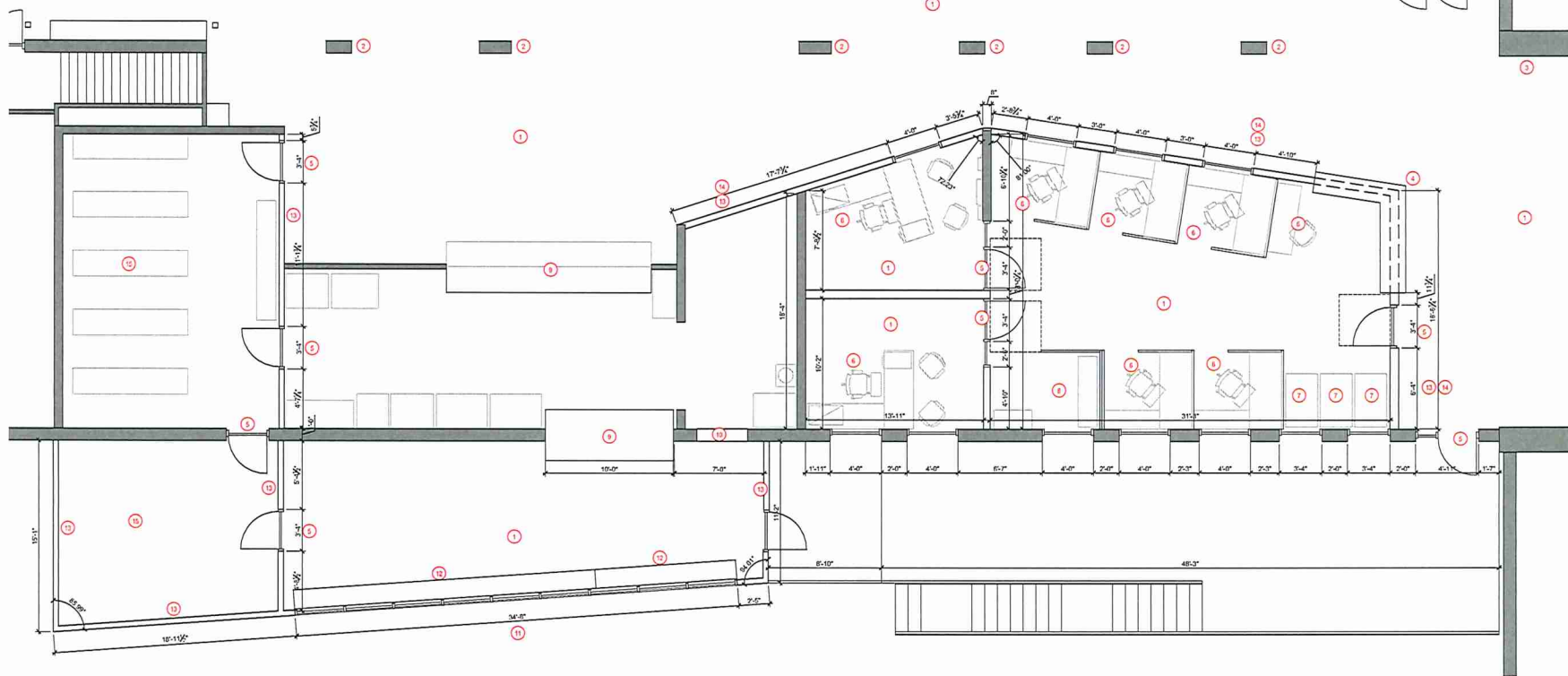
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A101

Not for Construction

Not for Construction

- 1 NEW FLOOR TREATMENT / COATING; NEW CEILING TREATMENT ABOVE
- 2 EXISTING BLOCK OR CONCRETE PIER TO REMAIN - NEW PAINT AND CLADDING AT "FRAMED OPENING"
- 3 EXPOSE CONCRETE PIER - REFINISH TO CONCRETE AESTHETIC. INSTALL NEW LOGO SIGNAGE
- 4 NEW FABRICATED RECEPTION DESK AND TICKET WINDOW - SEE PROVIDED DRAWING FROM TURN-KEY FEATURE PROVIDER
- 5 NEW DOOR AND FRAME WITH VISION GLASS SECTION AT WORK AREAS, SOLID DOOR AT STORAGE AREAS
- 6 NEW SYSTEM FURNITURE WORK STATIONS - SEE PROVIDED DRAWINGS FROM POTENTIAL VENDOR
- 7 RENTAL SKATE RACKS
- 8 SKATE SHARPENING
- 9 CONCESSION WINDOW WITH STAINLESS STEEL SERVICE COUNTER AND COILING DOOR (NEW AND EXISTING)
- 10 INFILL FORMER OPENING AND PAINT / FINISH
- 11 NEW STOREFRONT WINDOW SECTION FOR RINK VIEWING
- 12 NEW "DRINK RAIL" COUNTER TOP - STANDING HEIGHT AND ADA HEIGHT COUNTERS
- 13 NEW STUD FRAMED WALL WITH IMPACT RESISTANT GYPSUM BOARD FINISH.
- 14 PREFINISHED, PERFORATED AND CORRUGATED METAL PANEL ON WALL FROM FLOOR TO CEILING - HEIGHT VARIES
- 15 STORAGE SHELVING



1 FLOOR PLAN
1/4" = 1'-0"
North
0 5 10 15 20

Not for Construction

PLOTTED: PROJECT NAME:

Not for Construction

CLIENT:



OERTEL ARCHITECTS

1100 West 10th Avenue, Suite 100, Minneapolis, MN 55408
612.338.1000
www.oertelarchitects.com

CONSULTANT:

NOTES:

Not for Construction

PROJECT NAME:
**COTTAGE GROVE
ICE ARENA**
8020 80TH ST S, COTTAGE GROVE,
MN 55016

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: _____

LICENSE # _____ DATE _____

SHEET NAME:

ENLARGED RENOVATION
PLAN

REVISIONS:

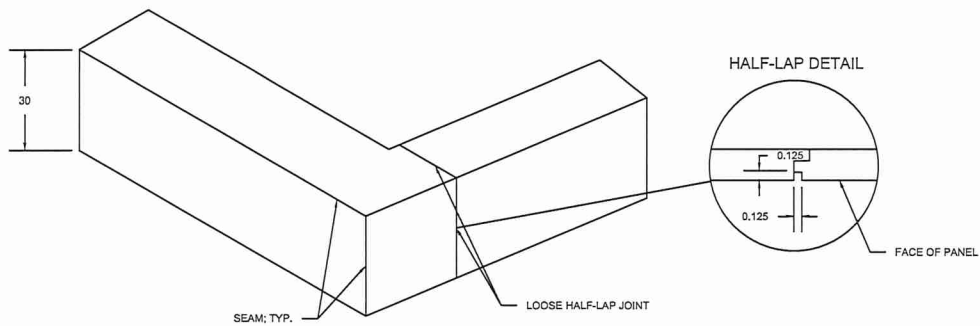
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PROJECT NUMBER DATE

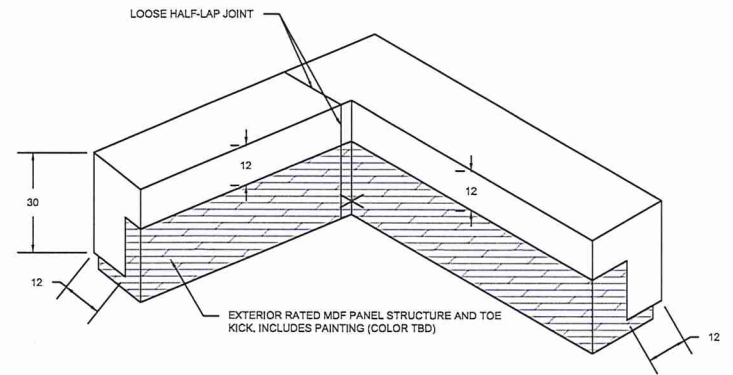
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SHEET NO:

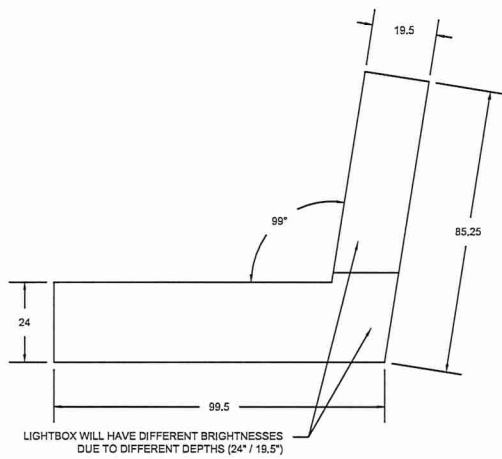
A102



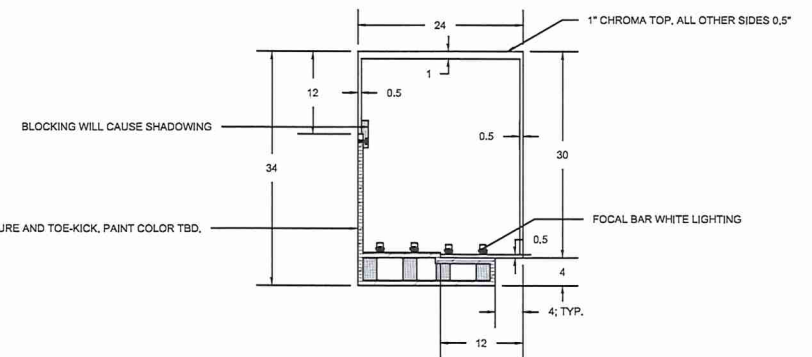
1 FRONT - ISOMETRIC
SCALE: NTS



2 REAR - ISOMETRIC
SCALE: NTS



3 PLAN
SCALE: NTS



A SECTION
SCALE: NTS

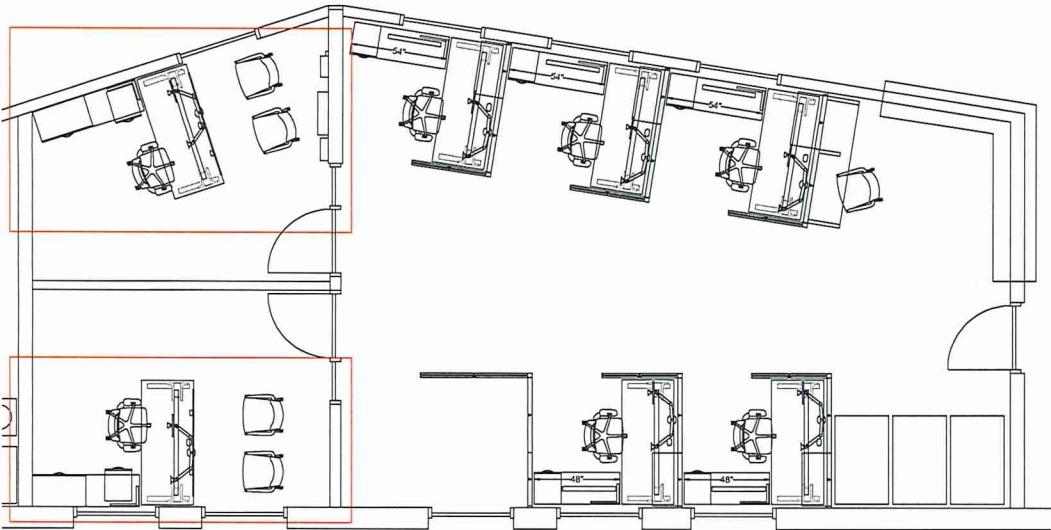
THESE ARE NOT FABRICATION DRAWINGS. THESE ARE TO CONFIRM THE SCOPE OF WORK. IF THIS DOES NOT MATCH THE SCOPE OF THE PROJECT PLEASE CONTACT YOUR PROJECT MANAGER.

3form
2300 S 2300 W
Salt Lake City, UT
84119
801 649 2500

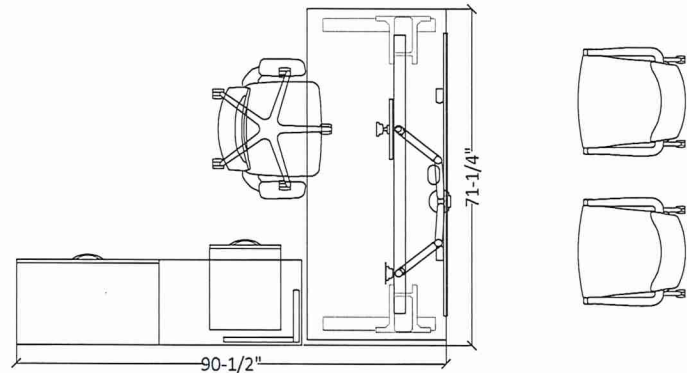
PROJECT NAME:
COTTAGE GROVE ICE ARENA
MATERIAL: CHROMA + BLISS B49 + POWDER D03
GAUGE: 1/2" TYP; 1" TOP
SHEET: 1 OF 1
DATE: 9/5/25
DRAWN BY: SG

NOT FOR CONSTRUCTION

PRIVATE OFFICE



PLAN



TYPICAL PLAN



TYPICAL 3D VIEW

- (1) Height Adjustable Desk
- (1) Box/Box Mobile Pedestal
- (1) Lateral File
- (1) Under-Mount Modesty Panel
- (1) Dual Monitor Arm
- (1) Task Chair

INCLUDES

WORKSURFACE LAMINATE: Portico Teak
WORKSURFACE EDGE: Portico Teak
DESK BASE: Flint
MODESTY PANEL: Portico Teak
SUPPORTS FINISH: Flint
STORAGE FINISH: Flint
STORAGE PULL: Arch, Matte Silver
TASK CHAIR MESH: Dusk
TASK CHAIR BASE/FRAME: Black
TASK CHAIR SEAT UPHOLSTERY: Noble, Darkness
GUEST CHAIR MESH: Carbon
GUEST CHAIR FRAME: Charblack
GUEST CHAIR SEAT UPHOLSTERY: Noble, Darkness
PRIVATE OFFICE FINISHES

Preliminary Plan
Not for
Furniture Order

NOTES

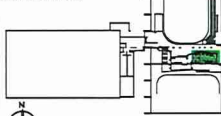
Drawing Review

These drawings must be reviewed by the Owner/Architect/Consultant in order to approve the furniture prior to furniture order. If these drawings are correct, mark the appropriate box below. If approved, note corrections to be made and return to Henricksen for correction.

☐ Approved	Signature: _____
☐ Approved as Listed	Print: _____
☐ Revise and Resubmit	Date: _____

Drawings and specifications provide interior design and layout as well as detail for the installation of furniture. The design is the property of Henricksen and shall not be used, copied, or disclosed to any person or firm without the express written consent of Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall notify Henricksen of any variance from the dimensions and conditions shown. (Written dimensions take precedence over visual dimensions.)

AREA OF WORK



REV | REVISION DESCRIPTION DWN | DATE

CITY OF COTTAGE GROVE

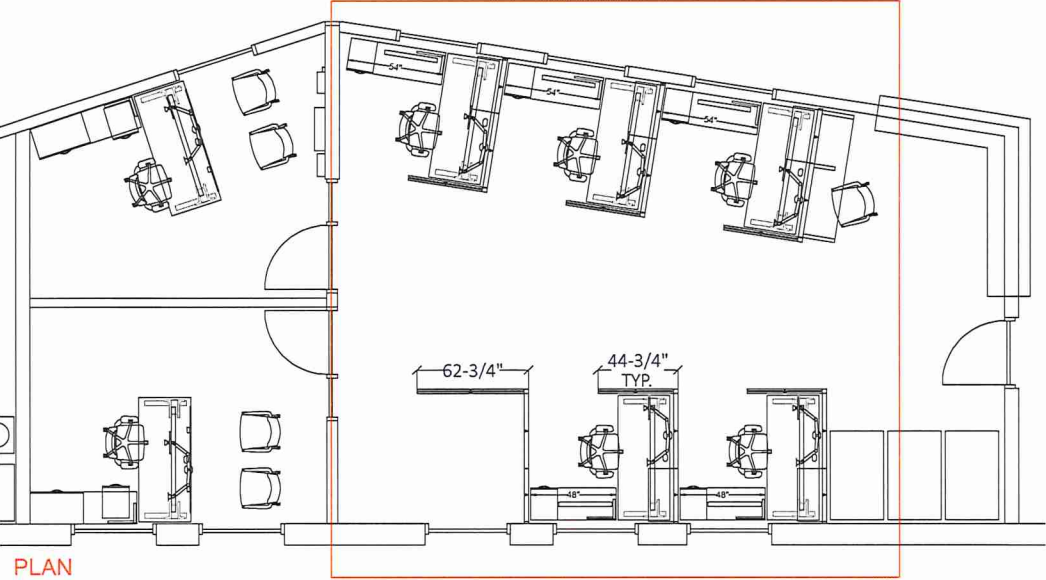
8020 8TH ST SOUTH
COTTAGE GROVE, MN 55016

ICE ARENA

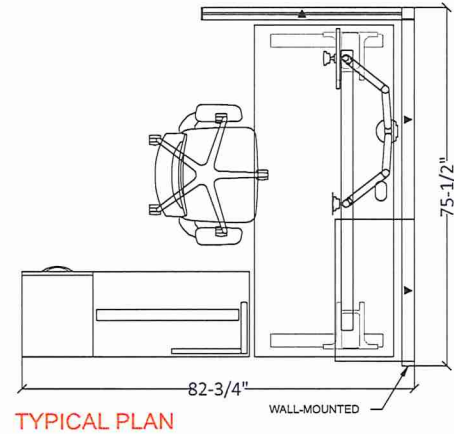
FURNITURE PLAN
PRIVATE OFFICES

Drawn By:	ELP	Sheet Number:	
Acct Exec:	PSGM		
Project #:	25000450		
Scale:	3/5" = 1'-0"		F. 1
Orig. Date:	9/10/2025		

WORKSTATIONS



- (1) Height Adjustable Desk
 - (1) Return Surface
 - (1) Box/Box Support Pedestal
 - (1) Overhead
 - (1) Dual Monitor Arm
 - (1) Task Chair
- WORKSTATION INCLUDES**
- PANEL FABRIC:
PANEL PAINT: Flint
PANEL GLASS: Clear
WORKSURFACE LAMINATE: Portico Teak
WORKSURFACE EDGE: Portico Teak
DESK BASE: Flint
SUPPORTS FINISH: Flint
STORAGE FINISH: Flint
STORAGE PULL: Arch, Matte Silver
TASK CHAIR MESH: Dusk
TASK CHAIR BASE/FRAME: Black
TASK CHAIR SEAT UPHOLSTERY: Noble, Darkness
TABLE LAMINATE: Portico Teak
TABLE EDGE: Portico Teak
TABLE BASE: Flint
GUEST CHAIR MESH: Carbon
GUEST CHAIR FRAME: Charblack
GUEST CHAIR SEAT UPHOLSTERY: Noble, Darkness
- WORKSTATION FINISHES**



Preliminary Plan
Not for
Furniture Order

NOTES

Drawing Review
These drawings must be reviewed by the General/Architect/Owner or their representative prior to furniture order. If these drawings are correct, make the appropriate box below. If incorrect, note corrections to be made and return to Henrickson for corrections.

☐ Approved	Signature _____
☐ Approved as listed	Print _____
☐ Revises and Resubmit	Date _____

Drawings and specifications provide general design and layout, as well as, details for the installation of the furniture. The drawings are the property of Henrickson and shall not be reprinted, used for or disclosed to any person or entity without the prior written consent of Henrickson. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall notify Henrickson of any variance from the dimensions and conditions shown. (All dimensions are in feet and inches unless otherwise noted.)

AREA OF WORK

REV | REVISION DESCRIPTION DWN | DATE

CITY OF COTTAGE GROVE

8070 8TH ST SOUTH
COTTAGE GROVE, MN 55016

ICE ARENA

FURNITURE PLAN
WORKSTATIONS

Drawn By: ELP	Sheet Number:
Acct Exec: PSGM	
Project #: 25000450	
Scale: 3/8"=1'-0"	
Org. Date: 9/10/2025	

F. 2



LOBBY AT SOUTH ENTRY





RECEPTION AND TICKETING





OFFICE AREA AND WALKWAY ENHANCEMENTS





TICKETING - OFFICE AND CEILING TREATMENT





NORTH RINK ENTRY





SOUTH LOBBY AND LOGO SIGNAGE





WALKWAY AND NORTH RINK VIEWING CORRIDOR



MAIN CONCESSIONS WINDOW AND MURAL CONCEPT





MAIN CONCESSIONS WINDOW AND MURAL CONCEPT





NORTH RINK VIEWING - NEW RAILING





NORTH RINK PLAYER STAIR RENOVATION





NORTH RINK VIEWING PLATFORM ACCESS



NORTH RINK VIEWING PLATFORM AND DRINK RAIL COUNTER



SOUTH RINK VIEWING PLATFORM AND NEW ENCLOSED VIEWING AREA



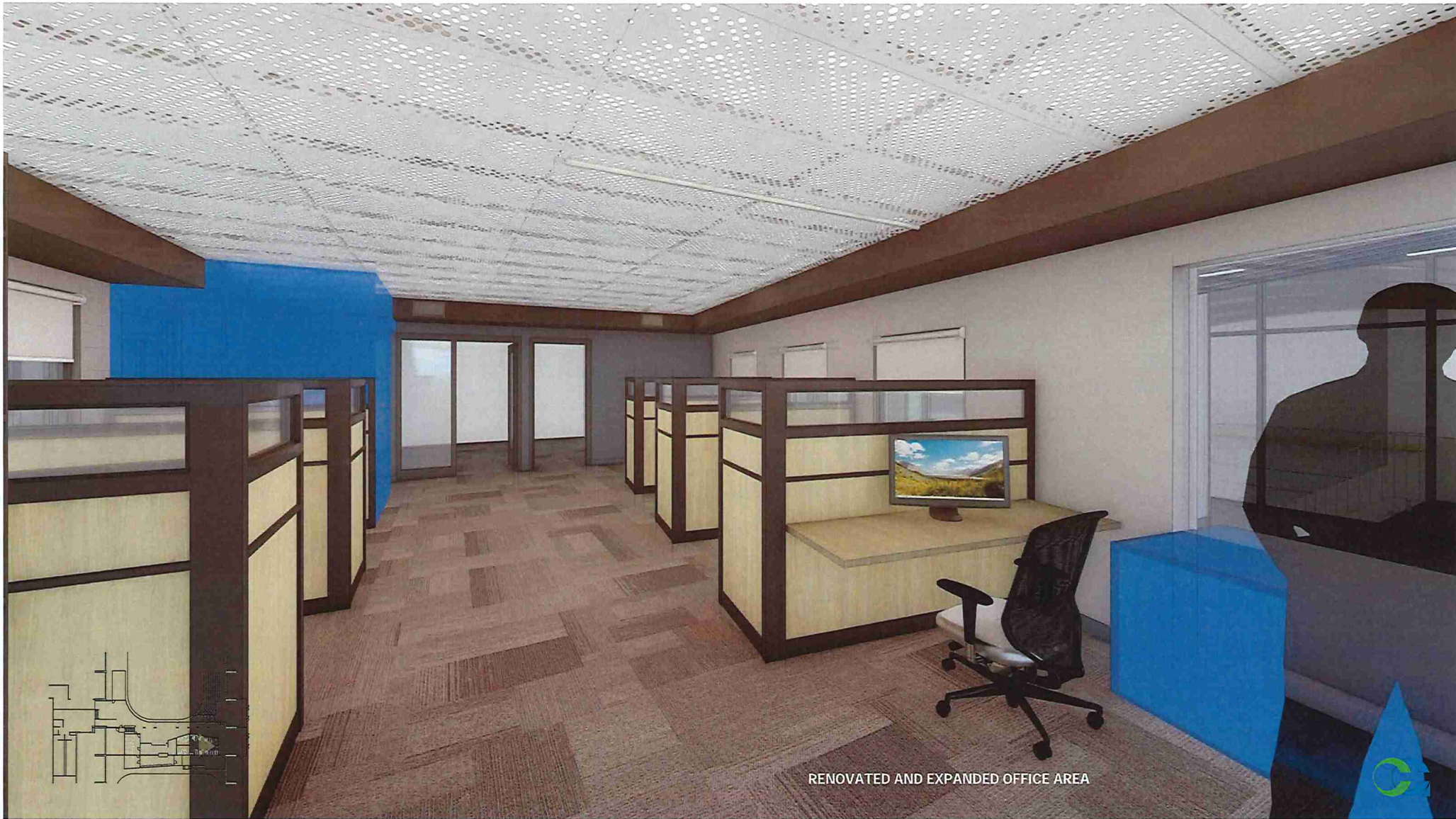
SOUTH RINK ENCLOSED VIEWING AREA





TICKETING AND RECEPTION DESK AND LOBBY VIEW





RENOVATED AND EXPANDED OFFICE AREA



RENOVATED AND EXPANDED OFFICE AREA



Cottage Grove Ice Arena Renovation

Component Costs

Program		Quantity	Cost per Unit	Unit	Cost	Notes
Component / Feature						
Demolition					\$ 17,000.00	
Floor	Floor Finish Removal, Grinding, Topping Repair	639	\$ 8.00	SF	\$ 5,112.00	Finish removal, and existing condition repair for new finish - SF
Walls	Concrete Block wall removal, cutting, disposal	128.5	\$ 30.00	LF	\$ 3,855.00	Saw cut, demo, disposal, shoring where necessary
	Gyp Partition wall removal	105	\$ 3.00	LF	\$ 315.00	Cut, demo, disposal, temporary conditions
Openings	Door / Window Removal	11	\$ 250.00	per		Removal and Temp enclosure as needed
Ceiling	Removal and disposal	1813	\$ 1.25	SF	\$ 2,266.25	Remove and Dispose
Systems	Temp relocation of HVAC, Electrical, Tech	1813	\$ 3.00	SF	\$ 5,439.00	Allowance per SF of work area
New Construction - Finishes					\$ 223,600.00	
Structure	Steel Structure	1343	\$ 35.00	SF	\$ 47,005.00	
	Concrete - Plank & Topping	1343	\$ 20.00	SF	\$ 26,860.00	
	New Opening Lintel	3	\$ 750.00	per	\$ 2,250.00	Average for block or steel lintel
Enclosure	Storefront Demo / Augmentation	80	\$ 85.00	SF	\$ 6,800.00	New Entry to North Rink Platform
& Thermal	New Storefront (Thermal)	276	\$ 105.00	SF	\$ 28,980.00	
	Interior HM Window	80	\$ 65.00	SF	\$ 5,200.00	
	Openings (doors/frames/control)	9	\$ 2,475.00	Per	\$ 22,275.00	Interior Door Unit cost
	New Slab / Ceiling Insulation & Transmission Treatment	2686	\$ 13.75	SF	\$ 36,932.50	4" Insulation @ \$3 per 1" + Vapor/Air transmission layers
	Concession Window	2	\$ 12,000.00	per	\$ 24,000.00	Allowance Cost
	Masonry Infill	39.375	\$ 45.00	SF	\$ 1,771.88	
	Ceiling Framing	1343	\$ 16.00	SF	\$ 21,488.00	
	New Construction - Finishes					\$ 456,200.00
Flooring	Cementitious Topical Finish [1/8" thick resinous]	4575	\$ 32.00	SF	\$ 146,400.00	Floor Prep, new durable decorative coating, finishing.
	Concrete Polish - Grind / Color / Seal	1831	\$ 9.50	SF	\$ 17,394.50	Floor Prep, Grind, Stain and seal coating
	Tile	534	\$ 25.00	SF	\$ 13,350.00	
Ceiling	Carpet Tile / Resilient Flooring	1397	\$ 30.00	SF	\$ 41,910.00	
	ACT	1228	\$ 12.19	SF	\$ 14,966.25	Standard ACT
	Decorative Acoustical Ceiling Tile	944	\$ 35.00	SF	\$ 33,040.00	
	Acoustical Baffles	903	\$ 41.33	LF	\$ 37,324.00	
	Hard Lids	0	\$ 25.00	SF	\$ -	
Walls	Int. Level 4+ Finish	2977	\$ 17.19	SFWA	\$ 51,167.19	Stud Frame, Insulated, Gyp and Finish, High-Impact Increase
	Wall Paneling w/ girt and framing	2977	\$ 25.00	SF	\$ 74,425.00	
	Decorative Wall Accents and Trims	191.25	\$ 55.00	SF	\$ 10,518.75	
Finish	Paint	6698.25	\$ 1.75	SFWA	\$ 11,800.00	
	Accessories				\$ -	
	Casework / Carpentry	59	\$ 65.00	LF	\$ 3,835.00	Concession Counter Tops / Drink Rail
New Construction - Features / Furniture					\$ 135,200.00	
	North Rink Stair Augmentation	1	\$ 35,000.00	Allowance	\$ 35,000.00	Demo, new concrete, new railings
	Reception Desk - Light Box Design	1	\$ 51,000.00	Quote Allowance	\$ 51,000.00	\$36,500 Material + \$14,500 Install
	Office Furniture	1	\$ 49,200.00	Quote Allowance	\$ 49,200.00	\$41,000 + 10% Quote escalation per year (2 years factored)

CONCEPTUAL DESIGN PROBABLY COST



New and Renovation - Mechanical / Electrical and FP

HVAC Remodel	1868	\$	15.00	SF	\$	28,020.00	All renovated existing areas
Plumbing Remodel	534	\$	10.00	SF	\$	5,340.00	Concession Area Only
Electrical Remodel	1868	\$	28.00	SF	\$	52,304.00	All renovated existing areas
Low-Voltage Remodel	1478	\$	15.00	SF	\$	22,170.00	Office/Concessions
Fire Protection Remodel	1868	\$	7.50	SF	\$	14,010.00	All renovated existing areas
HVAC New	453	\$	30.00	SF	\$	13,590.00	
Plumbing New	0	\$	-	SF	\$	-	
Electrical New	694	\$	40.00	SF	\$	27,760.00	
Low-Voltage New	694	\$	15.00	SF	\$	10,410.00	
Fire Protection New	694	\$	10.00	SF	\$	6,940.00	

Project Construction Potential

Design and Construction Contingency	25%	\$	1,012,600.00
Escalation Costs (Construction + Contingency)	6%	\$	253,150.00
Soft Costs (Construction + Contingency)	20%	\$	253,150.00

Total Project Cost Potential \$ 1,594,845.00

CONCEPTUAL DESIGN PROBABLY COST





To: Parks, Recreation and Natural Resources Commission

From: Zac Dockter, Parks and Recreation Director

Date: November 4, 2025

Subject: Ice Arena Naming Rights Agreement

Introduction/Background

City Council has expressed a desire to market naming rights of the Cottage Grove Ice Arena since its' expansion in 2008. In 2023, the City successfully partnered with a local business to rebrand the north rink to "CG Logistics Rink". The success of that program has not been able to be replicated by staff for either the west rink, south rink or complete facility. As such, staff has recommended partnering with Front Burner Sports who specializes in sports facility marketing and has the expertise and connections to garner more attention to the marketing program potential.

Front Burner Sports presented to the City Council at a September 17 Workshop. Upon conclusion of the workshop, Council advised staff to prepare a service agreement with Front Burner Sports and bring back to Council for consideration.

The presentation material from Front Burner Sports is attached and will be reviewed at the Commission at the meeting. Action on a service agreement is expected by City Council at their November 19 meeting.

Staff Recommendation

Review Ice Arena naming rights proposals and provide feedback to City Council.



Naming Rights Sales Representation Proposal

City of Cottage Grove

Section I: Company Overview



Company Overview



Front Burner Sports and Entertainment is a full-service sponsorship representation agency based out of Victoria, MN. The company was started in late 2016 with the vision of being the premiere sales representation firm for properties and venues faced with the challenge of securing naming rights partnerships and driving sponsorship revenue. At Front Burner Sports, we believe that aside from the major sports properties which capture the majority of sponsorship revenue, a second tier of properties exist. These properties provide outstanding but overlooked sponsorable opportunities that touch on consumer passion points.

These properties and venues typically lack the resources and/or the expertise to properly uncover prospects, connect with decision makers, and ultimately create sponsorship programs. As a result, they miss out on critical revenue that could be contributing to their bottom line.

Along with it's subsidiary Rinkside Advertising Network, which currently represents more than eighty-one (81) community Ice Arenas across Minnesota, Front Burner Sports has the contacts, the experience, and the 'know-how' to efficiently create a sales program that produces results for these properties and venues. The company works with its partners to create and deploy on a sales strategy that produces results.

The driving force behind Front Burner Sports and Rinkside Advertising Network is Chris Potenza. Mr. Potenza is a seasoned sponsorship sales executive with more than 30 years experience in the industry including time leading sales teams in the NFL, NBA, NHL as well as countless other properties and venues.

Company Overview

Since launching in 2016, Front Burner Sports and Entertainment and its subsidiary Rinkside Advertising Network have been contracted by multiple properties to plan and execute sponsorship and naming rights campaigns.

Partners have included, but are not limited to, the following entities:



Campaigns

01. Ramsey County Parks & Recreation

Enlisted by the Ramsey County Parks and Recreation to secure a naming rights partner for the Vadnais Sports Center, a youth sports facility featuring two (2) ice rinks and one (1) indoor turf facility. In early 2020, a fifteen-year naming rights partnership was secured with Twin Cities Orthopedics worth \$1,950,000 over the term of the agreement.

02. City of Elk River, MN

Retained by the City of Elk River to secure a naming rights partner for it's Community Events Center, a new facility featuring two (2) ice rinks, one (1) indoor turf facility, one (1) senior center and an event space that includes a restaurant. In December 2020, a fifteen-year naming rights partnership was secured with Furniture and Things worth \$975,000 over the term of the agreement. In addition to the naming rights of the facility, Front Burner was also able to secure naming rights partners for both ice rinks, the restaurant, and several lesser partners. In total, more than \$1,800,000 was secured in sponsorship agreements for this community.

03. Olmsted County/Graham Park

Currently under contract with Olmsted County to secure sponsors at Graham Park. Responsibilities include creating and marketing programs that leverage foot traffic to the Graham Arenas Complex, the Rochester Farmers Market, and the Olmsted County Free Fair. Thus far, Front Burner Sports and Entertainment has secured naming rights for two of the ice arenas inside the Graham Arenas Complex, generating more than \$600,000 in contractually obligated income for the County.

04. City of Alexandria, MN

Front Burner Sports was retained in December of 2021 as the official 'Sponsorship and Naming Rights' agent for the Runestone Community Center Renovation project. This project will add a third arena to this existing two-arena complex. In just three months, Front Burner has been able to secure commitments from major partners for the naming rights of this facility as well as all three of the arenas inside the building. These agreements are currently in final contractual stages. The city expects to begin making announcements in the coming months regarding these partnerships – which will net \$2,350,000 to the city.

Types of Properties

State of Hockey Properties

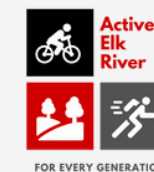


Active Lifestyle Properties



Entertainment Properties

Arena Entitlement Properties



Rinkside Advertising Network

A Front Burner Sports and Entertainment subsidiary, Rinkside Advertising Network, was created specifically to assist community ice rink's efforts to drive revenue through the sale of advertising opportunities to regional brands. In its sixth year, Rinkside has generated more than \$1,500,000 in incremental revenue for the following facilities:



Rinkside Facilities

Aldrich Arena	Hastings Civic Arena	Shoreview Arena	Essentia Heritage Center (Duluth)
Andover Ice Arena	Highland Arena North	St. Croix Recreation Center	Fairbault Ice Arena (Fairbault)
Apple Valley Hayes Arena	Highland Arena South	St. Louis Park Comm. Center	Hermantown Ice Arena (Hermantown)
Apple Valley Sports Arena	Lakeville Ames Arena	St. Thomas Academy	Isanti Community Arena (Isanti)
Bloomington Ice Garden	Lakeville Hasse Arena	Tartan Ice Arena	John Spalj Arena (Isanti)
Braemar Arena	Minnesota Made Ice Arena	Vadnais Sports Center	Lee Community Center (Morris)
Burnsville Ice Center	National Sports Center	Velocity Hockey Center	Litchfield Civic Arena (Litchfield)
Centennial Ice Arena	New Hope Ice Arena	Veterans Memorial Comm. Ctr.	MAC Arena (St. Cloud)
Chaska Community Center	Northeast Ice Arena	Victoria Ice Arena	Miners Memorial Arena (Virginia)
Coon Rapids Ice Center	Orono Ice Arena	Waconia Ice Arena	Moorhead Sports Center (Moorhead)
Cottage Grove Ice Arena	Oscar Johnson Arena	Wakota Ice Arena	Moose Sherritt Arena (Monticello)
Delano Sports Center	Parade Arena	West Side Arena	Mora Civic Center (Mora)
Eagan Civic Center	Pleasant Arena	White Bear Arena	Cottage Grove Civic Center (Cottage Grove)
Eden Prairie Community Center	Plymouth Ice Center	White Bear Lake Sports Center	Northfield Ice Arena (Northfield)
Furniture & Things Comm. Ctr.	Polar Ice Arena	All Seasons Arena (Mankato)	Prairie Island Center (Red Wing)
Fogerty Arena	Princeton Ice Arena	Bernick’s Arena (Sartell)	Red Baron Arena (Marshall)
Forest Lake Sports Arena	Richfield Ice Arena	Breezy Point Hockey Center (Pequot Lakes)	Sauk Center Civic Arena (Sauk Center)
Gustafson-Phelan Arena	Rosemount Community Center	Buffalo Civic Center (Buffalo)	Wilmar Civic Arena (Wilmar)
Harding Arena	Roseville Skating Center	Chisago Lakes Ice Arena (Chisago)	
	Schmitz-Maki Ice Arena	Ely Ice Arena (Ely)	

Company Leadership



Chris Potenza

Chris Potenza serves as the President and Founder of Front Burner Sports. Mr. Potenza's vast experience in the sponsorship industry spans nearly 30 years and includes time spent leading staffs and selling sponsorship programs in the NFL (Minnesota Vikings), NBA (Minnesota Timberwolves) and NHL (New Jersey Devils and Tampa Bay Lightning). Aside from his experience at the major professional level, he has also served in a sponsorship capacity for minor league teams (Cincinnati Cyclones (IHL), Atlanta Knights (IHL), Utah Grizzlies (IHL), sports leagues, governing bodies (Western Pro Hockey League and IRONMAN Triathlon), and venues (Amalie Arena).

During his time in the industry, Mr. Potenza has played a role in contracting more than \$100,000,000 in sponsorship agreements and has negotiated naming rights programs, practice facility entitlements, event and game sponsorships, vendor programs and pouring rights agreements.

A regular speaker at industry events, Mr. Potenza has been hired as a consultant on numerous projects – providing services that range from sales strategy, sponsorship sales instruction, price modeling and sales outreach. Should Front Burner Sports and Entertainment be awarded the contract to represent the naming rights interests of this project, Mr. Potenza will serve as the main point person and will be intimately involved with all areas of the project.

Our Approach & Philosophy

Front Burner Sports and Entertainment is the leader in generating revenue and securing naming rights agreements for municipal properties in the sports, entertainment and arts industries. Leveraging the experience of its President Chris Potenza, the company takes an aggressive yet systemized approach to generating revenue for its partners.

The sales approach it deploys concentrates on key categories that, over time, have shown the best results in producing partners for similar projects. Once a preliminary target list of possible partners has been determined, Front Burner follows a plan that relies on three simple but powerful goals:



Our Approach & Philosophy

1

Be Prepared

Front Burner invests considerable time and energy to learn the intricacies and nuances of every project. Once we are well versed in a project, the company takes time to create a compelling sales story that not only details the differentiating characteristics of an opportunity, but also clearly and concisely outlines the benefits the partner will receive.

2

Be First

Many great sales campaigns fail due to lack of outbound effort. Front Burner prides itself in taking an aggressive outbound approach that quickly and efficiently canvasses the markets to bring potential partners to the forefront.

3

Be Creative

Recognizing that every deal is different and that every partner has different goals and motivations, Front Burner works to create cutting-edge solutions that are new and innovative in both their approach and implementation.



Section II: Project Overview



Project Overview

The City of Cottage Grove, MN has desire to explore naming rights partnerships at the Cottage Grove Ice Arena which features three ice rinks and is currently the home facility for Park High School Hockey, Cottage Grove Hockey Association and Cottage Grove Figure Skating Club

To date the City has a naming rights agreement in place for the North Rink at the facility and while this is a very profitable agreement, the city has expressed an interest in exploring additional opportunities for sponsorships of the other two rinks, and potentially naming rights for the entire facility with forward thinking brands that can generate additional revenue while adhering to the City's stated values and mission.



The Naming Rights Landscape

Similar projects have occurred across the region in recent years with a number of Municipalities generating significant revenue for their local communities. These include but are not limited to:

Woodbury (Health East): Community Center Naming Rights. 14-year agreement, \$126,785 per year. Includes naming of all areas of facility including two ice rinks and fieldhouse.

Vadnais Heights (TCO): Youth Sports Facility Naming Rights. 15-year agreement, \$130,000 per year. Includes naming of two ice rinks BUT does not include naming of fieldhouse which can be sold to additional sponsors.

Elk River (Furniture and Things): Community Center Naming Rights. 15-year agreement, \$65,000 per year. This agreement is only for the name of the facility and does not include entitlement rights to any of the facilities amenities which include two ice rinks, a fieldhouse, a senior center and a community gathering area.

Alexandria (PrimeWest Health): Community Center Naming Rights. 15-year agreement, \$95,000 per year. This agreement is only for the name of the facility and does not include entitlement rights to any of the renovated facilities amenities which will include three ice rinks and a community gathering areas.



Section III: Phase I Plan



Phase I – Stage One

Should Front Burner be awarded the opportunity to represent the City of Cottage Grove on this project, the work on Phase I, would begin immediately. This Phase would include several initiatives including but not limited to the following:



Phase I – Stage One

Execution Plan

Comprehensive Inventory Audit & Site Visit

Within days of beginning work on this project, Front Burner will tour the project site for the purpose of gaining a deeper understanding of the available marketing assets that could be utilized in sponsorship and/or naming rights agreements. Front Burner will also look to uncover previously underutilized assets that can be created to make any program more attractive to potential advertisers.

Kick-Off Meeting

Front Burner Sports & Entertainment will conduct a kick-off meeting with the City of Cottage Grove early in 'Phase I - Stage One' to discuss the project background, define roles and responsibilities, and clearly define the goals for the project.

Key Stakeholder Interviews

Front Burner will build on it's kick-off meeting and conduct formal one-on-one interviews with project stakeholders including, but not limited to City Staff, Key User Groups, Facility Staff, City Council Members, Park Board Members, any relevant Third-Party Vendors (Web-Site Vendor, etc.) and other regular building users. The purpose of these meetings will be to fully understand the goals and objectives of each group and gather accurate data on site traffic, local road traffic patterns and website activity; this will serve as a way to begin building the value proposition presented to potential sponsors and to uncover opportunities in order to partner with outside groups.

Phase I – Stage One

Execution Plan (continued)

Research

Front Burner will research and review naming rights and advertising rights at other facilities across the region.

Development of Target Prospect List

In the initial weeks of this project, Front Burner will conduct a 'Market Prospect Audit' in order to develop a preliminary target list of possible partners for the facilities. This list will be created with input from the city and will include company names, industry descriptions, and marketing contact information. This document will be reviewed by Front Burner Sports and City Officials to eliminate partners in categories that the city would prefer not to approach.

Projected Time Necessary to Complete Phase I – Stage One

Six weeks (1.5 months)

Phase I – Stage One

Deliverables

Comprehensive Facility Rate Card

This document will outline all identified-assets available for use in a partnership proposal and will include valuations and proposed rates for each element.

Project Summary Document

This deliverable will outline the goals for the project, as stated in interviews conducted by Front Burner, and will make recommendations on the best path for success and on how to approach additional sales opportunities that could be capitalized by the city. This document will outline any possible challenges that Front Burner sees as potential impediments to success and strategies to overcome these obstacles.

Like Facility Research

This document shall provide a summary of other facilities located locally, regionally and nationally specific to current naming rights and valuations on available advertising assets.

Partner Prospect List

Document will include names and contacts of the companies that Front Burner initially plans to contact about this unique opportunity.

Suggested Naming Rights Evaluation, Package Outline and Additional Opportunity Assessment

This document will provide an initial assessment of the value of a naming rights program at the facilities as well as a suggested list of assets that should be included in any naming rights or sponsorship proposals. This document will be used later in phase two to create attractive sales materials.

Phase I – Stage Two

As stage one of this phase draws to a close, the information gathered will be used to develop a story that resonates with potential partners as well as documents that can be used to make presentations during Phase II. Activities in this phase will include but not be limited to:



Phase I – Stage Two

Execution Plan

Sales Story Development

The foundation of any successful sponsorship sales campaign is built on a great and powerful story. Front Burner will utilize the information gathered in stage one and work with local officials to build a powerful elevator pitch and an FAQ document that can be used as the basis for any discussion with interested parties about this project. These materials will be utilized as the basis for any sales presentations or solicitations made to potential advertisers.

Development of Sales Materials for Active Outbound Sales Approach

Front Burner will create a comprehensive sales proposal that outlines this opportunity to potential partners. This document will include not only information about the facilities but will also provide potential partners with compelling reasons why this opportunity is impactful and unique. In addition to a naming rights proposal, secondary proposals will be created for additional sales opportunities (i.e. cornerstone partnerships and general signage opportunities) that can be presented to possible partners to maximize sponsorship yield for the facility.

Review of All Materials with Key Officials

Front Burner Sports will work with City Officials and Key Stake Holders throughout the development of any promotional and sales materials. This will include the sharing of draft versions of all documents so as to receive feedback and make critical adjustments before finalizing any packages that may be shared with potential partners.

Projected Time Necessary to Complete Phase I: Stage Two

Six weeks (1.5 months)

Phase I – Stage Two

Deliverables

Elevator Pitch

This short document will outline a sixty second pitch that outlines the opportunities available as well as the benefits that a partner can expect to receive by taking advantage of the offering.

FAQ Document

This Frequently Asked Questions document will serve as an overview to specific information about the facilities including but not limited to: number of events hosted per year, traffic numbers all the facilities, street exposure figures for exterior signage, demographics of participants and spectators and how dollars realized from these naming rights efforts will be utilized by the City.

Naming Rights Proposal

This document will be a comprehensive sales piece that introduces the opportunity available at the facilities, outlines the assets that a partner would receive in a naming rights agreement, describes the benefit they would receive from participating and clearly outlines the financial commitment necessary from a partner.

Master Proposal Document

In addition to the Naming Rights Proposal Document, Front Burner will also create a more generic version that can be modified and presented to other possible partners for investment at lesser but acceptable levels for partnerships that would supplement Naming Rights partnership revenue.

Section IV: Phase II Plan



Phase II – Stage One

Phase II of this project is straight forward and will focus on successfully securing a naming rights partner for the facilities. A targeted and aggressive sales outreach will begin within days of the conclusion of Phase I. This phase would include several projects including but not limited to the following:



Phase II – Stage One

Execution Plan

Active Presentation of Opportunity

- **Outreach**

- Front Burner Sports and Entertainment has a deep pool of regional and national contacts at the executive level and has proven to be more than capable of connecting quickly to the local business community in the markets where our projects are located. This network will be tapped into to begin discussions about the value that the City of Cottage Grove's facilities bring to the community and its residents and the benefits a partner will receive from integrating into these venues.

- **Presentation**

- This outreach will inevitably lead to a number of client meetings and ultimately a pool of interested parties which will result in a limited number of quality finalists for Naming Rights and other opportunities. Where applicable, city officials will be asked to participate in meetings where opportunities are presented, and activation concepts are discussed.

- **Reporting**

- To ensure that city officials are fully aware of progress being made on the sales of sponsorship programs, Front Burner will provide a comprehensive sales report on a bi-weekly basis. This report will include prospect name, contact information and brief status updates summarizing potential investment, assets pitched and likelihood to close. As deals get closer to completion, formal recommendations will be made in writing by Front Burner Sports suggesting the best course of action with individual partners so as to keep City officials in control of all final sponsorship decisions.

Projected Time Necessary to Complete Phase II: Stage One

Nine Months to ongoing

Phase II – Stage One

Deliverables

Bi-Weekly Sales Reports

This bi-weekly report will be a financial recap of all presentations that have been made to potential partners and will include total dollars pitched, likelihood to close and other agreed upon metrics.

Monthly Activity Summaries

This more detailed report will be submitted to City Officials and will include recaps of all active prospects including contact information and a brief summation as to where they currently sit in the process, detailed information on feedback we have received and next steps in the sales process.

Individual Opportunity Briefs

Created as discussions approach the decision-making stage, these opportunity briefs will be specific to individual partnership targets and will outline the status of discussions, describe all potential deal points in detail and make suggestions as to potential courses of action. Ultimately these opportunity briefs will be used by City Officials to make final decisions on potential sponsorship agreements prior to moving to any formal contracting.

Phase II – Stage Two

Execution Plan

Negotiation and Contracting

- **Negotiation**

- As the outreach process narrows, the field of potential partners that will invest in the facilities as sponsors, Front Burner Sports and Entertainment will assume a lead role in the negotiating of all agreements. Front Burner will rely on its vast experience in past projects to maximize revenue for the Facility while creating long-lasting agreements.

- **Contracting**

- Once a partner has been selected and verbally agrees to a deal, Front Burner Sports and Entertainment will work closely with the City of Cottage Grove's legal team to craft agreements that properly captures the spirit of the partnership while protecting the city's interests from a legal perspective.

Projected Time Necessary to Complete Phase II: Stage Two

Two months

Phase II – Stage Two

Deliverables

Executed Naming Rights/Sponsorship Agreements

By the end of this stage, the City of Cottage Grove can expect to have several fully executed sponsorship agreements in place that capture the spirit of each partnership and address all necessary details of the long-term deals.

Summary of Additional Sales Opportunities

With the naming rights and major agreements firmly in place, attention will shift back to the sale of additional assets to ensure maximum sponsorship yield for the City of Cottage Grove. Front Burner will share detailed reports with the city which summarize all existing opportunities and share a plan of how these opportunities will be sold.

Phase III – Stage One

Once legal agreements are in place, focus will shift to the execution and activation of all assets. Front Burner will dedicate resources to assist in the process of executing each deliverable outlined in the Naming Rights Agreements while also working to maximize revenue through the sale of additional assets within these facilities. This phase would include several projects including but not limited to the following:



Phase III – Stage One

Execution Plan

Activation and Sale of Additional Assets

- **Activation**

- Front Burner Sports and Entertainment will work closely with the City of Cottage Grove to execute all assets as outlined in the Naming Rights Agreements as well as any other sponsorship agreements. Working within the city's procurement process, Front Burner will assist in selecting vendors, review signage plans and manage the installation of all branding. Front Burner will oversee all activation and fulfillment of sponsorship agreements and will work with all internal and external vendors to ensure uniformity of execution. A Front Burner representative will be present at any installation activations that need to be supervised (city to provide proper building access to Front Burner Sports).

- **Presenting Partnership and Sale of Additional Assets**

- Throughout the outreach process, Front Burner will make contact with several potential partners that show interest in the project but ultimately are unable to successfully execute a naming rights agreement. Rather than leave potential dollars unrealized by the city, Front Burner will re-approach these prospects with new proposals for assets not included in the naming rights agreement. Front Burner anticipates that several of these partners can be secured as sponsors of these assets in a manner that co-exists with the naming rights agreement thus increasing the total revenue yield for the City.

Projected Time Necessary to Complete Phase II: Stage Two

Four months

Phase III – Stage One

Deliverables

Weekly Activation Report

Front Burner will provide a weekly report detailing the progress of all activation of partnerships so as to maintain a schedule of delivery.

Bi-Weekly Sales Reports

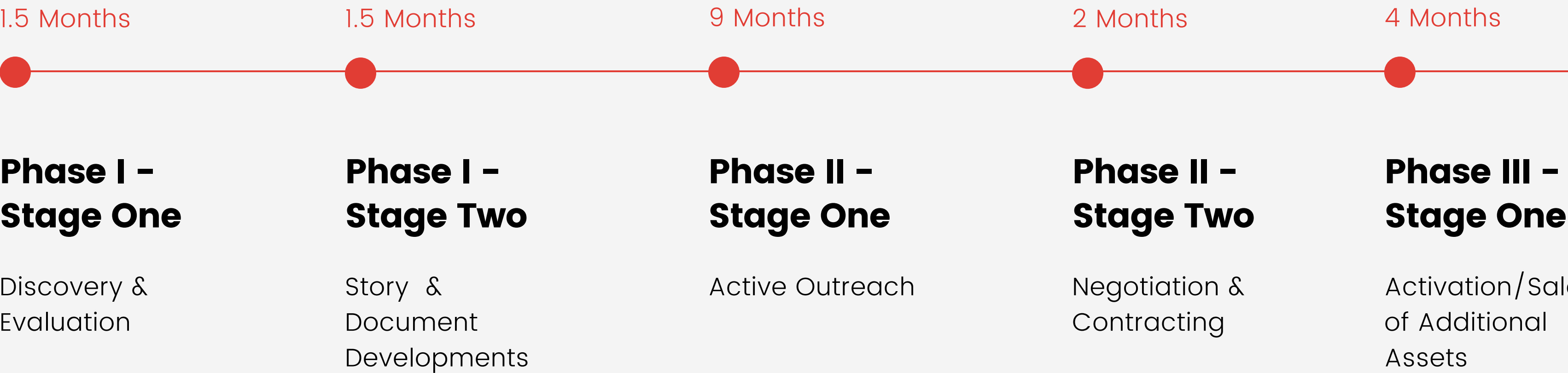
This bi-weekly report will be a financial recap of all presentations that have been made to potential partners for non-naming rights assets. and will include total dollars pitched, likelihood to close and other agreed upon metrics.

Delivery Report

At the conclusion of this phase, the City of Cottage Grove will receive a final delivery report summarizing all delivered assets, contact information for any vendors used for production and/or installation and instructions for activation of the agreement for future years.

Project Timeline

*Please note that based on previous experience in these projects, timelines are not always linear in how they unfold. Phases and Stages may overlap as it is not rare for an agreement to be in a contracting stage while other opportunities are being pitched or activated.



Section V: Other Information



Our Method, Approach and Process

Utilizing its years of experience and vast pool of contacts within the industry, Front Burner Sports and Entertainment has built a systematic process that serves as a guide throughout any and all projects that we are involved in. This includes but is not limited to the following areas:



Our Method, Approach and Process

Property Evaluation

Front Burner Sports and Entertainment utilizes a methodology that takes into account three main components when establishing values for a project. These areas include Quantitative Factors (Media Value on a CPM basis, Signage Benefits, Marketing Value, etc), Qualitative Factors (Prestige, Market Demand, Activation, Reach, Community Factors) and Comparable Venue Analysis. By analyzing several data points within each of these components Front Burner is able to assign values to individual assets within a project and then combine those assets into programs that define overall value.

Packaging

Drawing on years of experience creating sophisticated sponsorship programs for professional sports teams, Front Burner Sports and Entertainment analyzes each individual asset of a property to understand value, activation costs and demand. Once this analysis is complete, Front Burner systematically constructs programs that not only make sense financially for the property but also effectively and efficiently satisfy the business objectives of partners. When constructing these programs Front Burner is careful to put the Naming Rights program first while constructing additional sponsor entitlement programs that complement rather than detract from the primary partner investment.

Commitment to the Cooperative Process



In no situation does a naming rights campaign succeed without a strong cooperative and collaborative relationship between the Naming Rights/Sponsorship group and the city. Front Burner Sports and Entertainment understands this fact and has been successful in its past projects because of its willingness to act as an extension of the city and its local government officials. It is our belief that while we would be responsible for selling the naming rights for these facilities that ultimately, it would be the city and the Youth Hockey program that is in charge of the process itself.

At no time should a city, or in this case a youth hockey program, feel as though they do not have a firm handle on the work that is being done, the discussions that are taking place or the decisions that are being made. It is for this purpose that Front Burner always establishes a transparent communications process that includes formal bi-weekly reports and monthly meetings. In addition to these reports and meetings, local officials can expect regular communications by phone, email and text that consistently keep them up to date on all work being done.

Prior Examples of Success and References

Ramsey
County
Parks & Rec.

City of Elk
River

Rinkside
Advertising
Network

City of
Alexandria, MN –
Runestone
Comm. Center

Ramsey County

Front Burner Sports & Entertainment's Rinkside Advertising Network was retained by the Ramsey County Parks & Recreation Department in mid-2019 to assist with the campaign to secure a naming rights partner for the Vadnais Sports Center. As well documented in local media, this multi-sport facility saw its soccer dome collapse during an unexpected late spring snowfall in 2018. In analyzing the financial repercussions of the dome's collapse, it became obvious to the Ramsey County Parks & Recreation department that without significant outside investment it would be a burden to the county to rebuild that portion of the facility.

Front Burner Sports and Entertainment took on this project in June of 2019. As part of the project, Front Burner redeveloped the story of the facility effectively rewriting its troubled past and replacing it with a compelling vision for the future. After an intense outreach effort, Front Burner was able to secure a naming rights agreement with Twin Cities Orthopedics which resulted in the facility being rebranded as the TCO Sports Garden. This agreement includes an annual spend of \$135,000 for a 15-year term totaling just over \$2,000,000 in incremental revenue for Ramsey County.

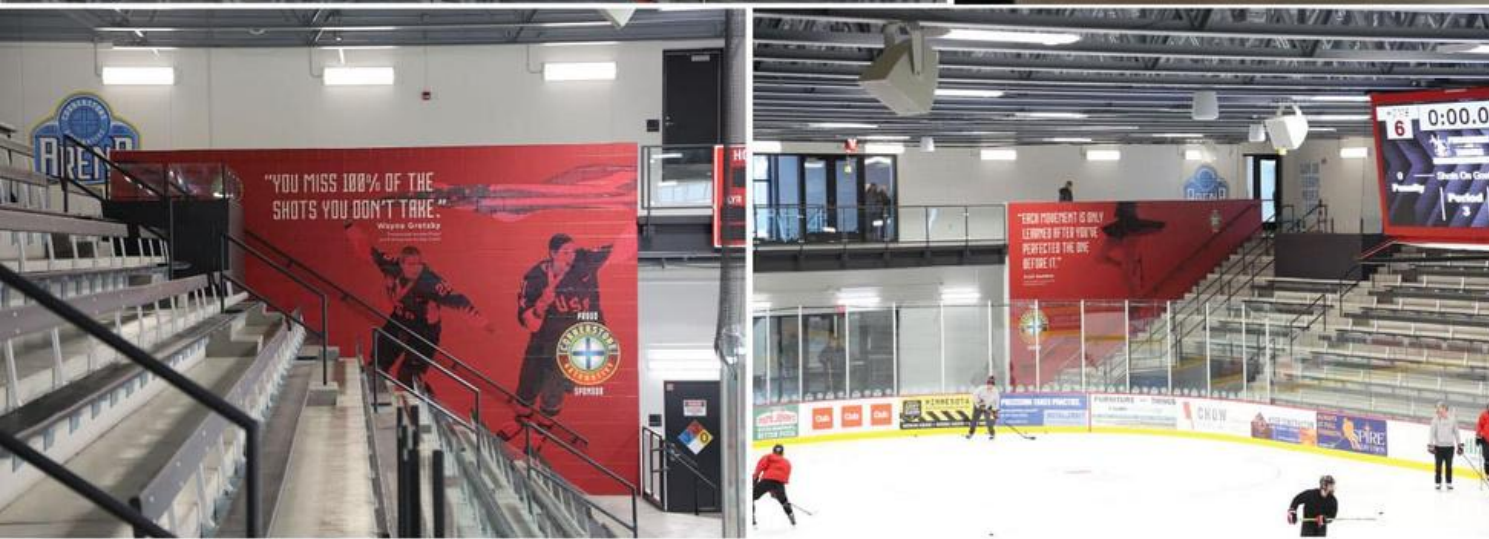
Reference:

Mark McCabe

Director of Parks & Recreation

Phone: 651.363.3777; Email: mark.mccabe@co.ramsey.mn.us





Elk River

Early in 2020, Front Burner Sports and Entertainment was named as the official representation agency for the City of Elk River with the responsibility of maximizing revenues for its Active Elk River initiative. The centerpiece of this project is a newly constructed community event center that features two ice rinks, an indoor turf fieldhouse, a senior activity space and rentable event space.

Early in this project Elk River officials expressed a desire to have a locally based naming rights partner as well as a strategy that would give multiple local businesses the opportunity to integrate into the project. With this in mind, Front Burner deployed an aggressive local campaign that ultimately saw Furniture and Things, a thirty-year member of the local business community, secure the naming rights to this facility on a fifteen-year term worth \$975,000. In order to maximize revenue to the project, Front Burner has also initiated a strategy designed to secure partners for each of the individual amenities found in the facility. This strategy has resulted in the recent announcement of Cornerstone Automotive securing the naming rights of the main arena (seven-year term worth (\$199,500), Kiser Construction securing the naming Rights to Rink Two (seven-year term worth \$136,500) Serrano Brothers catering being named the facility's official catering partner (seven-year term worth approx. \$95,000 plus revenue sharing opportunities forecasted to be \$200,000 over the life of the agreement) and several other partnerships were secured that will showcase other members of the business community.

Reference:

Cal Portner

City Administrator

Phone: 763.635.1001; Email: cportner@elkrivernm.gov

Alexandria, MN

In late 2021, the City of Alexandria retained Front Burner Sports and Entertainment to oversee all Naming Rights and Sponsorships at the Runestone Community Center. This facility which currently features two ice arenas and has broken ground on a renovation project that will see a third arena added to the facility. The scope of the work included the creation of a sponsorship sales strategy, the valuation of naming rights across the entire facility and its individual parts and the outreach, negotiation of all partner agreements.

Front Burner has secured an agreement with a naming rights partner (PrimeWest Health) for the entire facility as well as agreements with naming rights partners for each of the three arenas (Aagard Companies, Bremer Bank & Hilltop Lumber). These agreements, which are still in the legal process, will generate more than \$2,350,000 in incremental revenue for the city.

Reference:

Marty Schultz

City Administrator of Alexandria

Phone: 320.759.3629; Email: mschultz@alexandriamn.city



Rinkside Advertising Network

As frequently mentioned throughout this document, Front Burner Sports and Entertainment owns and operates Rinkside Advertising Network. Rinkside Advertising Network was started in 2016 with the express purpose of assisting local community ice rinks in the monetization of their marketing assets. Today, Rinkside works with close to seventy facilities, many of which are owned by their local municipalities, and has driven more than \$1,500,000 in revenue to these facilities primarily through the sale of in-arena signage.

Rinkside Advertising Network supplements these facilities sales efforts by combining opportunities across multiple sites into a singular advertising platform that can be easily accessed by brands looking to make an impact within the state of hockey. Advertisers include but are not limited to The NHL, Blaze Credit Union, Associated Bank, The Minnesota National Guard, Raising Cane's, Comcast, Kwik Trip, T-Mobile, Fastenal, Tria, HealthPartners, HealthPartners Dental, Warner Brothers, Cub Foods, West Bend Insurance, Factory Motor Parts, Blue Cross Blue Shield and countless others.

Reference (Venues):

Dean Mulso (also serves as Treasurer of MIAMA)
Facilities Manager
City of Burnsville
Phone: 952.895.4653; Email: dean.mulso@burnsville.gov

Reference (Advertiser):

Max Paulsen
Sr. Director of Business Development
National Hockey League
Phone: 203.249.3619; Email: mpaulsen@NHL.com

Company Address and Contact Information

Physical Address: 1750 Clocktower Blvd, Suite #200, Victoria, MN 55386

Mailing Address: P.O. Box 273, Victoria, MN 55386

Phone Number: 612.368.0652

Email: chris@frontburnersports.com

Website: www.frontburnersports.com

Section VI: Sponsorship Services – Price Proposal



Professional Fees

Phase I

During Phase One of this project Front Burner Sports and Entertainment will be compensated at a monthly rate of \$3,000 for up to a period of three months for a total Phase One sum not to exceed \$9,000. Should work on this phase be completed early and to the satisfaction of both parties, compensation will move immediately to the Phase Two compensation plan as detailed below.

Phase II

During Phase Two of this project Front Burner Sports and Entertainment will be compensated at a monthly rate of \$2,500 for up to a total of eleven months for a total sum not to exceed \$27,500. Should work on this phase be completed early and to the satisfaction of both parties, compensation will move immediately to the Phase Two compensation plan as detailed below.

Phase III

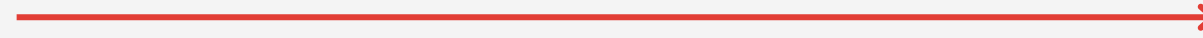
During Phase Three of this project Front Burner Sports and Entertainment will be compensated at a monthly rate of \$2,500 for up to a total of four months for a total sum not to exceed \$10,000. Should work on this phase be completed early and to the satisfaction of both parties, compensation will move immediately to the Phase Two compensation plan as detailed below.

Commission Payments

In addition to this monthly rate, Front Burner Sports and Entertainment will also receive a 12.5% commission on the lifetime value of sold sponsorship programs. Lifetime value shall be calculated as sum of total annual payments by sponsor during the term of agreement.

Fee Summary

Phase I



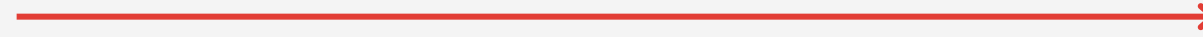
**\$3,000 per month
(not to exceed \$9,000)**

Phase II



**\$2,500 per month
(not to exceed \$27,500)**

Phase III



**\$2,500 per month
(not to exceed \$10,000)**

Commission Payments



**12.5% commission on lifetime
value of sold sponsorships***

* Commissions to be paid annually when funds collected from Naming Rights Partner. Should the partner wish to pay all commissions over a three year period this commission rate shall be lowered to 11% of the lifetime value of the agreement. Should the partner wish to pay all the commissions in full in the first year this commission rate shall be lowered to 9.5% of the lifetime value of the agreement.

Success Rate

Front Burner Sports Entertainment is proud of the fact that 100% of our naming rights projects have resulted in successfully securing a partner or partners for our clients. At the same time, we always want our clients to be satisfied with our relationship at every stage. With this in mind, all of our agreements include a 60-day out clause which allows our client to dissolve our relationship if they feel the need to go in a different direction. To date no client has ever opted to exercise this option.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: November 5, 2025
Subject: Work Plan

Introduction/Background

Staff utilizes the Parks, Recreation and Natural Resources Commission Work Plan to steer meeting agenda development. Doing so aims to assure that Commissioners and staff are working cooperatively on strategies that support the mission of creating and promoting policies, programs, and places that enable active living for a more vibrant community. Attached with this report is the most recent workplan. Please review and determine if there are any necessary amendments to the work plan as we move into 2026.

Staff Recommendation

Review the 2025-2027 Parks, Recreation and Natural Resources Commission Work Plan and provide any necessary amendments.



Cottage Grove Parks, Recreation and Natural Resources Commission 2025-2027 Work Plan

Work plans are great tools to guide Commissioners and staff in attaining common goals and initiatives. Although the Commission needs to adapt to a constantly changing recreational environment, the work plan below provides focus to the efforts of the Commission and staff.

Mission

The mission of the Cottage Grove Parks and Recreation Department is to create and promote policies, programs, and places that enable active living for a more vibrant community.

Work Plan

1. ***Provide recreational programs, events and facilities that reach ALL people.:*** explore community demographics to find service gaps, work cooperatively with other programming organizations, consider all barriers to participation (financial, social, logistical, etc.), grow programming with community growth, add a natural-based playground and a smaller scale inclusive playground. Enhance teen, adult and families events/programs.
2. ***Take care of what we have:*** the maintenance and care for the oldest and newest park in the system should be equal, be diligent in capital asset replacement planning/funding, map out service gaps (trail links, drinking water access, trash, rest areas, bike fixing stations, amphitheater, etc.), enhance natural habitat and improve environmental practices in our open spaces.
3. ***Continue to make the trail system a point of pride in the community by planning for and constructing future trail networks while also improving the existing trail experiences.:*** Trail circuits, safe road/highway crossings, master planning, program development, interpretive signage/mapping, add more natural hiking trails. Identify missing trail links and strategize approach to resolve those.
4. ***Increase aquatic recreational opportunities:*** Identify any and all aquatic recreational opportunities that can be leveraged for our citizens. Aquatic recreation is not solely defined by swimming; seek alternative opportunities to experience the water. For example, splash pads, canoe/kayaking/boating, wading pools, paddleboats, fishing, etc. Work cooperatively with community education to identify opportunities to better market/utilize the two indoor pools in Cottage Grove.
5. ***Construct and maintain high-quality athletic facilities that service the recreational needs of the community while also supporting the local economy by attracting larger tournaments and events:*** athletic fields, ice arena, river oaks, indoor/outdoor training areas, enhanced ice skating and other winter opportunities.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: November 5, 2025
Subject: Commissioner Terms

Introduction/Background

Below is a list of the new term details for each Commissioner. Reminder that each Commissioner may serve up to four full terms before their term limit.

Commissioner	Term	Term Expiration
Larson	Final	February 2027
Brown	Final	February 2027
Gustafson	2nd	February 2027
Glasford	2nd	February 2027
Crabtree	Final	February 2026
Olson	2 nd	February 2026
S Waterman	2 nd	February 2026
Youth Seat	Open	
Youth Seat	Open	

Recommendation

No action required at this time.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: November 5, 2025
Subject: Action Updates

Introduction/Background

Staff will present on the following topics:

1. Denzer Park
2. Cottage Grove Trailway Corridor Habitat Restoration
3. Oltman Park
4. Mississippi Dunes Park
5. Kingston Park Building
6. Peterson Park
7. Still Ponds Park

Staff Recommendation

Receive information.



To: Parks, Recreation and Natural Resources Commission
From: Jim Fohrman, Parks Superintendent
Date: November 2025
Subject: Park Maintenance Activity Update

Below are the projects for the Parks Maintenance division. The projects are either in the process of being completed or have been completed.

October:

CGMS field 3 concrete prep
Sidewalk at Woodridge
Flower bed maintenance/winterizing
Remove soccer goals
Bring in Trash cans
Remove Paddle share trailer
Prep for soccer tournament
Winterize splash pad
Removed bases from Lamar
Rock work at Woodridge rink
Fall fertilizing
Organize cold storage
Bring plows in from storage
Aerating
Volleyball nets
Winterize flower beds
Blowout irrigation
Phase 3 49er training
Plow meeting 10/22
Remove portable restrooms
Remove shade structures and sunscreen
Water tank cleaned and stored
Remove paddle boat and dock
Tree wraps installed
Prep concrete pad at Glacial Valley rink
Clean kayaks and trailer

November:

Building maintenance
Tree cutting
Prep and clean up for pumpkin chuck
Stake plow routes
Remove tennis/pickleball nets and shut lights off
Mulch leaves/pick up
Tree trimming
Drinking fountains
Pesticide license recertification
Rink boards
Playground inspections
Lights at City Hall
CGMS field 3 concrete
Fecon areas for winter cutting
Winterize drinking fountains
Winterize buildings
Snow fence at Lamar
Shovels for buildings
Begin dumping water on rinks with tanker
Check hockey lights
Bring chair to city hall
Inspect flooding hoses
Install reels in vehicles



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
Zac Dockter, Parks and Recreation Director

From: Dennis Neitz, River Oaks General Manager

Date: November 4, 2025

Subject: River Oaks Golf Course and Event Center Update

As the seasons begin to change, we would like to provide an update on a few areas of River Oaks.

Patio Improvements

We are excited to share that our new patio furniture from *By the Yard* has arrived—and it looks incredible. We are still waiting on the cushions for the couches, but once they arrive, we anticipate the setup will be a real game-changer for next spring. The furniture is durable, visually appealing, and includes umbrellas for all tables.

Looking ahead, staff will begin working on a patio plan for 2026. We believe this initiative will help us move closer to our shared goal of creating a patio space that our community can truly enjoy. (*Photos attached below.*)

Course Activity and Rounds

October was a steady month overall, with only a few dips in play due to weather. We are on pace to finish the season with approximately 45,000 rounds, an increase of 2,000–2,500 rounds compared to last year.

Due to forecasted weather conditions, we anticipate the course will be closed **Saturday through Monday**. This decision reflects the ongoing balance between protecting the course, managing weather impacts, and maintaining profitability. We hope to reopen next week as conditions allow.

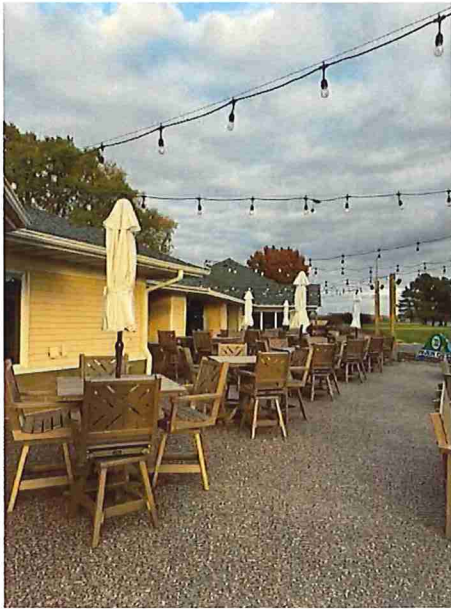
Course Maintenance

Our team has completed the irrigation system blowout for the season. We will now begin applying our winter protective spray to help reduce the risk of snow mold and other turf diseases.

Customer Appreciation & Looking Ahead

This week marks our Customer Appreciation Week, as we celebrate the close of our 34th season. We are offering specials to thank our loyal league members and golfers.

We're already looking ahead to our 35th anniversary next year and are excited to begin planning how best to commemorate this milestone.





To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: November 5, 2025
Subject: MRPA Conference

Introduction/Background

Attached is a list of educational sessions held at the annual Minnesota Recreation and Park Association Conference in October. City staff attended and learned quite a bit as usual. This information is included for Commissioner review because it provides valuable insight into industry trends, challenges and hot topics facing community park and recreation leaders today.

PRE-CONFERENCE INSTITUTE / REGISTRATION

MONDAY, OCTOBER 27

1–4:30 p.m.

Registration and Check-In

2–4 p.m.

Pre-Conference Institute:



Keeping Your Fire Lit Without Burning Out

Bobbi Nance, President, Recreation Results LLC

We all have moments where life gets overwhelming. Learn the commonly missed causes contributing to burnout at work and how to be proactive on the individual level. This session will describe steps you can take in your personal and work life to help keep the overwhelm at bay while moving towards your goals.



**ROOTED IN
COMMUNITY,
GROWING
TOGETHER**

OFF-SITE INSTITUTES

TUESDAY, OCTOBER 28

1–4 p.m.



Mississippi Crossings

Mississippi Crossings, Champlin & Mississippi Gateway Regional Park, Brooklyn Park

Tour two newly completed unique outdoor spaces along the Mississippi River—Mississippi Crossings in Champlin and Three Rivers Park District's Mississippi Gateway Regional Park in Brooklyn Park. Mississippi Crossings Event Center is a modern venue, offering stunning views and rich history as a former steamboat landing. Mississippi Gateway Regional Park has undergone a remarkable transformation which includes a new Gateway Center building and so much more!

*Mississippi Gateway Regional Park
institute sponsored by: Sports Lighting
Authority*



Mississippi Gateway Regional Park

WEDNESDAY, OCTOBER 29

10:30 a.m.– 12:30 p.m.

Creative Flow Art Center, Fridley

Rumriver Art Center is a non-profit in Anoka who has partnered with city, county, and local organizations to bring community art programming to all corners of the North Metro for the last 10+ years. Participants will receive a tour of their new sister-location, Creative Flow Art Center in Fridley, which is focused on adaptive and accessible programming and learn how relationships with local artists and art organizations can enhance community engagement, blossom new relationships, and strengthen community identity.



CEU Records and Session Evaluations

If you would like to keep track of the sessions you take at the conference, you will need to submit the evaluation for each session. Each session will have a QR code available at the conference. You will scan this QR code with the camera feature on your device. You will click the link that comes up as you scan the QR code and that will take you to a survey. The survey must be completed and you must hit SUBMIT for it to count towards your CEUs. You will then receive record of attendance for each session you submit an evaluation for.

KEYNOTE SPEAKERS

MEET THE KEYNOTE SPEAKERS

CHAD GREENWAY

TUESDAY, OCTOBER 28

9–10 a.m.

Opening Keynote: "Hunt Greatness"

Chad Greenway played 11 years for the Minnesota Vikings after finishing an All-American career at the University of Iowa. Growing up on a family farm in South Dakota, Chad learned the valuable lesson that hard work, perseverance and dedication to a craft can bring success.

Rising from a small town of 350 people to becoming an 11-year professional football player, team captain, and 4-time Walter Payton Man of the Year award nominee taught valuable lessons in prioritizing team success. Chad will share his tools and the mindset it takes to get to the highest level of achievement in a sport and the against-all-odds story of determination.

Along with his playing career, Chad ran and continues to run a successful nonprofit called Lead the Way Foundation as well as his business Gray Duck Spirits.



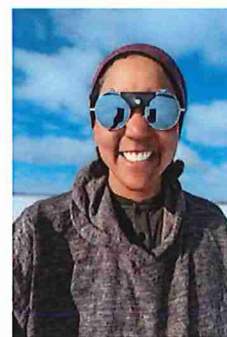
EMILY FORD

THURSDAY, OCTOBER 30

8:30–9:30 a.m.

Closing Keynote

Emily is an aspiring winter adventurer based in Duluth, Minnesota with her partner and four dogs. She started her adventures as a solo backpacker completing the remote 41-mile Kekekabic and 66-mile Border Route Trails bordering Ontario, Canada, and Northern Minnesota, as well as the 310-mile Superior Hiking Trail which travels from near the Ontario border to Wrenshall, Minnesota. In the winter of 2021, she solo hiked the 1,200-mile Ice Age National Scenic Hiking Trail. In 2023 and 2024 she completed 3 mid-distance dogsled races which qualified her for the 2025 Iditarod sled dog race which travels 1000 miles through Alaska from Anchorage to Nome. Her dream is to show that the outdoors is for everyone. No matter your background, you deserve to feel comfortable and successful in outdoor spaces.



LOOKING TO VOLUNTEER?

This year's MRPA Annual Conference is the perfect time to dig in and make a difference. We're looking for helping hands for everything from social events and logistics to room hosting and check-in. Whether you're a seasoned professional or new to the field, volunteering is a great way to give back, get involved, and connect with others in the parks and recreation community. Everyone is welcome—come grow with us!

SCAN FOR VOLUNTEER FORM



TUESDAY SESSIONS

TUESDAY, OCTOBER 28

8–8:45 a.m.

Registration and Check-In

8:45 a.m.

Annual Conference Welcome

9–10 a.m.



Opening Keynote: Hunt Greatness

Chad Greenway, retired Minnesota Vikings and Iowa Hawkeyes football player, entrepreneur, philanthropist

This keynote will help you learn tactics to help lead your team to success while becoming the best leader you can be! Use principles and concepts developed as a Captain at every level.

Sponsored by:
H+U Construction



10:15–11:15 a.m.

Directors' Forum

Gather with fellow directors of parks and recreation agencies from across the state to discuss topics impacting your work as agency leaders. Directors will come together to network, share ideas, and discuss the latest trends.

Sponsored by: HKGi



Making Waves - Creating Change in Aquatics

Rori Conners, Aquatics Supervisor, Brooklyn Center Community Center

Discover how BCCC Aquatics is evolving to meet the needs of a changing world. Explore innovative programs, including partnerships with a local high school, bilingual swim lessons, a Diversity in Aquatics Committee, and grant-funded lifeguard recruitment and retention initiatives. Learn strategies for fostering inclusion, engagement, and success in aquatic programming.

Conference 101

Chris Morrow, Recreation Supervisor-Athletics, City of Maple Grove; and Jacob Andersen, Parks Maintenance & Operations Assistant Supervisor, Ramsey County

Coming to your first conference or coming to the conference alone? Join us to discuss and learn how to get the most out of the conference, ways to feel comfortable at your first conference, and meet others within the profession.

Inclusive Innovation: Programs for Older Adults That Empower All Ages

Liz Faust, Recreation Supervisor-Seniors, City of Maple Grove; and Sue Bohnsack, Recreation Supervisor, Eden Prairie Senior Center

Join this panel presentation to explore creative, adaptable programs that engage all generations. Learn from three senior center coordinators about successful initiatives, including active, intergenerational, and culturally inclusive activities. Gain practical ideas and discover how these programs can foster connection, inclusion, and lifelong engagement in any community.

Diving Into Your Data Without Drowning

Bobbi Nance, President, Recreation Results LLC

Curious what insights your data holds, but unsure where to start? Using real-life examples, we'll walk through key questions you should ask of your data and small tweaks that make a big impact. Taught in a fun, approachable way to help you change your relationship with your data.

The Restoration and Reconnection of Lincoln Park

Heidi Bringman, Senior Landscape Architect; and Rachel Johnson, Project Landscape Architect, LHB Inc.

Duluth's Lincoln Park was recently revitalized to address flooding and erosion, as well as improve neighborhood connections and recreational spaces. This project demonstrates how careful renovations can make parks more resilient to common issues by enhancing water quality, protecting historical and natural resources, and strengthening the community's sense of place.

11:30 a.m.–12:30 p.m.

Lunch

MRPA Strategic Initiative Update

Sponsored by:
B32 Engineering



12:45–1:45 p.m.

Intentional Community Engagement

Ali Rhodes, Parks & Recreation Director, City of Boulder, CO

Learn how to set-up community engagement for success through planning engagement thoughtfully and clearly. We'll talk about the purpose of engagement, our promise to the community when we do engagement, and strategies that set engagement up to make your community better - and community members build trust in your agency.

Prioritizing Social Media in Parks & Rec

Mikayla Beuch, Recreation Supervisor, and Savannah Byers, Social Media Specialist, City of St. Louis Park

Looking for fresh ways to promote parks and rec? Social media is a key tool in driving interest in parks and rec programs. We'll break down how to get started on your social media journey, build engagement, capitalize on trends and get your internal team excited to be involved.

Building a Bike Park: From Concept to Reality



Reed Smidt, Recreation Operations Manager, City of Woodbury; and Amy Markle, Parks and Recreation Director, City of Eden Prairie

Creating a bike park or bike park playground is a rewarding project that promotes outdoor recreation, skill development, and community engagement. This session will guide participants through the comprehensive process of planning, designing, and constructing a bike park, whether it's for a community park or large open space.

CONFERENCE SESSIONS

TUESDAY SESSIONS

Safety Strategies, De-Escalation, and Interventions in Our Park System

Abdirahman Mukhtar, Community Connections Coordinator, Minneapolis Park and Recreation Board (MPRB)

MPRB creates safe, inclusive, and accessible spaces by balancing community needs with equitable park and recreation access. Through initiatives like StreetReach Outreach, MPRB engages patrons, preventing violence and fostering community connections. By focusing on community connection, de-escalation, conflict resolution, and mentorship, we cultivate positive, safe environments for all park-goers.

Bringing More Equity to Your Evaluations

Bobbi Nance, President, Recreation Results LLC

Equity isn't just something we should evaluate, but is also something we should embed into our evaluation work overall. Learn how your day-to-day work with your surveys, data efforts, performance measures, reports, and evaluation processes all have a direct influence on your efforts to improve equity in your community and even in your organization.

3, 2, 1 Network

Welcome to speed networking – a whirlwind session offering students and new professionals the opportunity to connect with members from a variety of backgrounds. Be prepared to discuss your career interests quickly and efficiently, show-off portfolios, get feedback on your resume/cover letter, and ask questions.

2–3 p.m.

From Design to Dig: A Directors Role in Park Planning

Ali Rhodes, Parks & Recreation Director, City of Boulder, CO

From idea to design to construction to opening day, join this fast session to learn critical elements in each phase of park design and development. You'll also learn common issues in planning and construction projects and leave with strategies to lead through them.

Growing Community Through Farmers Markets

Sarah Larsen, Recreation Programmer, Eagan Parks and Recreation; and Kathy Zeman, Executive Director, Minnesota Farmers Market Association

Farmers markets are a great way to connect community and support local businesses. The number of farmers markets in Minnesota is growing thanks to the work of the Minnesota Farmers Market Association, city governments, and volunteer groups. Learn how supporting local farmers markets can strengthen your community.

Just Culture

Wayne O'Brien, Manager Aviation Safety Action Program at US & American Airlines; Kevin O'Brien, Recreation Superintendent, City of Faribault; and Mikayla Beuch, Recreation Supervisor, City of St. Louis Park

An invitation to look at safety through a different lens. Just Culture organizations focus on identifying and addressing the underlying system issues that contribute to mistakes, rather than solely blaming individuals. This approach encourages open communication, transparency, and continuous improvement.

Will It Be a Fit, Fad, or Flop? Increasing the Chance that Your New Program Ideas Will Succeed

Bobbi Nance, President, Recreation Results LLC

When it's time to add new programs to your offerings each season, how confident are you that they'll be successful? Pick up a set of questions, exercises and techniques you can use to brainstorm, expand, and evaluate new program ideas before you even start writing that brochure description.

Transforming Landscapes: How to Transition Underperforming or Forgotten Spaces into Thriving Ecosystems

Jennifer Tomlinson, Director, Jason Goehring, Turf and Horticulture Manager, Plymouth Parks and Recreation

Plymouth Parks and Recreation has been evaluating how the public interacts with our parks, and looking for opportunities to transition areas within parks from turfgrass to diverse ecosystems that consider a range of environmental benefits. Explore

opportunities to reduce maintenance while creating healthy ecosystems.

3:15–4:15 p.m.

Intro to New MRPA Tourism & Event Management Network

Michelle Margo, Recreation Manager, City of Crystal; and Kari Hemp, Recreation Manager, City of Plymouth

Discover MRPA's newest professional network designed to elevate tourism and event management as vital components of the parks and recreation profession. This session introduces the MRPA Tourism & Event Management Network where attendees will learn how this network will support their work through year-round opportunities for education, peer learning, advocacy, and professional development. From innovative event strategies to reinforcing tourism's economic impact, the network brings together voices from across the state. Learn how you can get involved, share insights, and shape the future of our profession!

The Under 30 Playbook – Navigating the Professional World

Meredith Lawrence, Parks & Recreation Director/Assistant Public Works Director, City of Mendota Heights

Navigating your 20s can feel like an overwhelming game of trial and error. What if you could fast-track your journey to success, happiness, and fulfillment? Learn from someone who's been there and made mistakes, and learned invaluable lessons along the way to becoming a director before the age of 30.

Boardwalk Wonders: Building Pathways to Preserve Nature

Cole Hernikl, Project Engineer, KL Engineering; and Alex DeSmidt, Interim Park Planning Manager, Dane County, WI

Consider a boardwalk to mitigate wetland impacts, addressing grading impacts and approaches to bridges. This discussion includes an evaluation of various boardwalk materials, focusing fit and finish, and cost considerations. This analysis aims to provide a balanced solution that minimizes environmental disruption while ensuring structural integrity and cost-effectiveness.

TUESDAY / WEDNESDAY SESSIONS

Equity in Action: Program Ideas from the REAC Committee

Crystal Anderson, Recreation Supervisor, City of Maple Grove; and Ali Mayer, Recreation Coordinator, City of Winona

Join the Race and Equity Advisory Committee (REAC) for a dynamic panel discussion highlighting successful equity and inclusion programs implemented within their agencies. This conversation will not only showcase real-world examples, but also provide practical insights into how attendees can adapt and implement similar initiatives within their own organization.

Future-Proofing Parks & Recreation: Trends, Technology, and Master Planning

Jay Lotthammer, Sports & Recreation Development Strategist, ISG

The future of parks and recreation is evolving rapidly. This session explores key trends, emerging technologies, and data-driven forecasting methods to help you navigate shifting demographics, climate challenges, and changing user preferences. Gain insights into strategic master planning to build resilient, adaptable programs and facilities for the next generation.

Inclusive Play – Bringing the Community Together

Allison Shafir, Design & Specification Specialist, and Jennifer Lazzarini, Design & Specification Manager, Waterplay Solutions Corp.

Discover how to design inclusive and multi-generational aquatic play spaces that prioritize safety, accessibility, and community

engagement. Explore strategies that go beyond Americans with Disabilities Act (ADA) compliance and promote social equity in public parks, ensuring recreational spaces serve diverse needs and provide meaningful play experiences for all.

4:30–7 p.m.

Tuesday Networking Event

(Details below at bottom of the page)

WEDNESDAY, OCTOBER 29

8–8:45 a.m.

Registration and Check-In

7:30–11 a.m.

Maintenance Rodeo

*Separate registration required
(Details on page 30)*

9–10 a.m.

New Initiative Grant

Jessica Christensen Buck, Minnesota Recreation and Park Foundation (MRPF)

Discover how innovation can take root and grow through the New Initiative Grant. Join us to hear from past recipients as they share their journeys—from vision to community impact. Learn about their projects, gain insights into the grant process, and explore how MRPF fosters growth and collaboration.

Natural Resources Management Plan



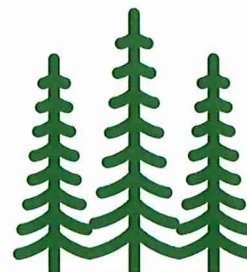
Matthew Johnson, Parks and Recreation Director, and Jim Taylor, Parks Superintendent, Roseville Parks & Recreation

Learn how Roseville's updated Natural Resources Management Plan balances ecological restoration, community engagement, and long-term sustainability. Discover strategies for adaptive management, volunteer stewardship, funding, and climate resilience to enhance urban natural spaces. Gain practical insights to create a thriving, sustainable future for parks in your own community!

Reaction to Readiness, Proactive Inclusion & Organizational Buy-In

Sally Krull, Director of Adaptive Recreation and Inclusion; and Brienna Max, Assistant Director of Adaptive Recreation and Inclusion, Reach for Resources

Learn how to move from reactive to proactive inclusion in parks and recreation. This session covers key support strategies, Americans with Disabilities Act (ADA) basics, and how to ensure your organization is prepared with the right staffing and resources. Discover how to foster a culture where inclusion is a shared responsibility across all staff.



Tuesday Networking Event

4:30–7 p.m.

*LeDome by Lucky Shots
8401 83rd Avenue North
Brooklyn Park, MN 55445*

Join us for open Pickleball play at Le Dome from 4:30 to 6:30 p.m., featuring Red Ball – a fun, beginner friendly version of tennis introduced by USTA. Grab a bite from the on-site food truck, enjoy a selection of beverages (alcoholic and non-alcoholic) from the cash bar, and network with colleagues throughout the event.

*Sponsored by:
Musco Sports Lighting and
USTA Northern*



CONFERENCE SESSIONS

WEDNESDAY SESSIONS

Cultivating Success in a People Oriented Business

Laurie Harmon, Professor & Dept. Chair, University of Wisconsin - La Crosse; and John W. Stutzman, Recreation & Leisure Services Director, City of Saint Peter

Real-world experiences drive leadership growth and success in parks and recreation. Through interactive discussions, we'll explore how academic knowledge and practical application come together to foster skill development and a growth mindset. Join us as we share strategies to help current and future professionals create authentic, impactful experiences.

Beyond the Noise: AI in Parks and Recreation

Jeff Goldberg, Kaizen Labs

This session will break down AI in a way that's practical and relevant to parks and recreation professionals. We'll explore real-world applications that enhance operations, improve customer experiences, and streamline reservations and registrations. From chatbots assisting residents to AI-driven insights improving program planning, we'll highlight responsible, user-friendly use cases.

Emergency Preparedness

Eric Waage, Director, Hennepin County Emergency Management

Ever wonder what to do in a disaster? At Hennepin County Emergency Management, we work before, during, and after trouble strikes to protect our residents in Hennepin County. Join us for a discussion on how you can prepare yourself, your agency, and your community for disasters and significant events.

10:15–11:15 a.m.

Design & Cost Recovery: What's the Connection?



Ann Kattreh, Parks and Recreation Director, Bloomington; and Aaron Mullins, Design Principal / Architect, HGA

The planning and design of park and recreation buildings have a significant impact on your ability to meet cost recovery goals. This session will explore strategies for aligning community expectations with financial sustainability by leveraging market and operations analysis alongside design opportunities.

Grant Application Strategies for Successful Outcomes!

Jason Amberg, Director of Landscape Architecture, WSB; and Karlin Ziegler, Parks and Trails Director, Olmsted County

Join this session to learn about grant opportunities that can stretch your funding capabilities in your park system. We will provide an overview of available grants in Minnesota, discuss various efforts and timelines required, and talk about different impacts that may be imposed on the project from planning through construction.

Lessons from Uber and Google

Birju Kadakia, CEO, and Rachel Williams, President, Rec Technologies

What do Uber, Google, and your department have in common? We'll break down how these startups redefined their industries and how you can leverage tech tactics to innovate. From a "move fast and iterate" mindset to the latest in AI, you'll learn strategies to exceed the evolving expectations of residents.

Rediscovering Awe in Your Work

Jonathan Hicks, Professor, Minnesota State University, Mankato

Burnout has been studied for decades, yet it remains commonplace. Awe is increasingly found to be a remedy. Utilizing current research and engaging narratives, this session will unscramble the science into meaningful strategies you can use to find awe in your work and help others do the same.

Help! My Friends Don't Play Sports

Ellen Weber, RecLeaguer; and Maddy Champa, Roseville Parks & Recreation

As the world changes, is it possible to move from team to individual sign-ups in sports? Yes it is. Meet Recleaguer, an organization that focuses on creating a community where individuals of all skills can come together to play sports, build community, and have fun! This session will include group interactions.

Dementia Friends

Dementia Champions: Meghan Constantini, Recreation Supervisor, Plymouth Parks and Recreation, Colleen Fritsch, Dementia Friends MN, Master Trainer

Increase your understanding of dementia and help make your community dementia friendly. Learn five key messages about dementia, what it's like to live with the disease and how to turn your understanding into action that supports people living with dementia, through the lens of parks and recreation. Learn more: dementiafriendsmn.org

11:30 a.m.–12:30 p.m.

The Power of Storytelling: Share Your Story

Jason T. West, Director, and Nikki Friederich, Recreation Superintendent, City of St. Louis Park

People connect through personal stories. When individuals share their experiences, it fosters engagement and strengthens community support. Learn how to create an inspiring tool that encourages storytelling, increases participation, and highlights the impact of parks and recreation in your city.

Bringing Chicken Incubation & Embryology to Your Programming

Sarah Chelstrom, Recreation Supervisor; and Peter Jaeger, Program Lead, Minneapolis Park and Recreation Board; Elora Turner, Hennepin County 4-H

This session covers Minneapolis at a glance, our partnership with Hennepin County 4-H, and a STEM-focused chicken incubation and embryology program exploring the egg-to-chicken lifecycle.

WEDNESDAY SESSIONS

Beyond Accessibility

Holly "Olena" Kampa, Program Director, Highland Friendship Club

Recent improvements in accessibility has been game-changing for those with disabilities. But sometimes following Americans with Disabilities Act (ADA) standards isn't enough to make those with developmental and intellectual disabilities truly included. How do we change our perspectives and thought process on "accessibility" to truly create an inclusive space fostering connections for all?

The Meadows: Designing for Diverse Play & Caring for New Facilities

Jennifer Tomlinson, Director, Plymouth Parks and Recreation, Brett Harris, Landscape Architect, ISG

Plymouth's last undeveloped park site presented unique opportunities and challenges in balancing community needs, environmental constraints, and emerging recreation trends. This session explores the planning and design of The Meadows Playfield, highlighting innovative approaches to multipurpose athletic fields, cricket infrastructure, and sustainable park amenities that enhance accessibility and long-term usability.

Bridging the Gap: Building Strong Partnerships Between Parks and Recreation and DMOs

Jennifer Fink, Director, New Brighton Parks & Recreation; and Jason T. West, Director, City of St. Louis Park

Parks and recreation is an essential player in the growing sports tourism market, but often left out of the conversation. This session presents a new white paper with strategies to build strong, strategic relationships with local Destination Marketing Organizations (DMOs) and maximize your community's impact.

Crime Prevention through Environmental Design (CPTED)

Phil Johnson, Landscape Architect, SRF Consulting Group

One method to achieve and maintain a safe community is to design it in a manner that discourages unwanted behavior. CPTED is a program that was developed and implemented throughout the country to deter crime. This session is an overview of the CPTED principles.

12:30-1 p.m.

Box Lunch

1-4 p.m.

Exhibit Hall

(Details below at bottom of the page)

4 p.m.

Fall Fest Networking Event

Heritage Center of Brooklyn Center Courtyard & Garden City Ballroom

Celebrate the season with a festive afternoon at Earle Brown. Cash bar from 3 to 6 p.m. and fall activities will pick up after the exhibit hall wraps at 4 p.m.

Enjoy s'mores by the fire in the courtyard and seasonal treats and cider in the Garden City Ballroom.

Sponsored by: Webber Recreational Design



Exhibit Hall

Wednesday, October 29 | 1-4 p.m.

Heritage Center of Brooklyn Center

There's something for everyone waiting for you in the exhibit hall! This is a great opportunity to connect with suppliers who support our profession and make this event possible.

- Visit with nearly 70 exhibitors
- Gain new ideas related to the newest technology, products, services, equipment, and programs
- Compete for prizes!
- Hors d'oeuvres and refreshments
- Please take time to visit the exhibit hall partners as their contributions are integral to the conference's success.

Sponsored by: WSB



CONFERENCE SESSIONS

THURSDAY SESSIONS

THURSDAY, OCTOBER 30

8–8:30 a.m.

Registration and Check-In



8:30–9:30 a.m.

Closing Keynote: Emily Ford

Winter adventurer and thru-hiker

Racing 1,100 miles by dogs through the Alaskan wilderness requires grit, determination, and the ability to sing your heart out like no one is watching. Emily Ford found herself with her team of 16 Alaskan Huskies traveling from Fairbanks to Nome in the winter of 2025. She will present her experience on what it takes to push through the difficult corners of life on the trail and in everyday life, and how to find the joy in the midst of the mundane.

Sponsored by: Landscape Structures, Inc. / Flagship Recreation



9:45–10:45 a.m.

Social Media Amplified

JJ Williams, Parks Manager, Washington County; and Nicole Greenwell, Parks Communication Supervisor, Anoka County

Discover how partnering with influencers can elevate your brand's reach and engagement. This session will guide you through finding the right influencers, building authentic collaborations, and creating content that resonates with your audience. Learn strategies to boost visibility, drive meaningful interactions, and turn social media followers into active park visitors.

Transforming Outdoor Experiences: Making Minnesota's Favorite Pastime Accessible and Inclusive



Marla Martinez, Community Engagement Coordinator, and Jill Druckman, Outdoor Education Specialist, Three Rivers Park District

Learn how Three Rivers Park District is making camping more accessible and inclusive for all, empowering diverse communities to enjoy Minnesota's favorite pastime. Gain inspiration and practical strategies to apply at your own organization, ensuring more inclusive and accessible outdoor programming for everyone.

Grams Park's Accessible Nature Play Area: Concept through Creation

Sarah Evenson, Landscape Architect, HKGi; and Gina Hugo, Parks Director, Sherburne County

Join the presenters as they discuss the community-grounded visioning process, design, funding, and creative construction that went into Grams Park's new Nature Play Area. This area offers site-sensitive unique play opportunities for those with mobility limitations and sensory-processing disorders (and everyone).

How to Get Fewer Panic Calls on the Weekend

Claudia Hicks, Facilities Recreation Coordinator, Mankato

Though they do not always understand what the other does, program/event staff and facilities/operations staff are necessary for the other to be successful. This session will explore steps that organizations can take to avoid siloing services and integrate the knowledge of each area for shared success and fewer panic calls.

Minnesota Demographic Updates

Jeff Howison, Senior Research Analyst, Minnesota State Demographic Center

The next decades will bring big changes to the Land of 10,000 Lakes. Dr. Howison will detail changing demographic patterns in Minnesota and explain how these shifts are likely to play out in the coming years. The presenter will discuss emerging trends in aging, racial and ethnic diversity, and population shifts within the state, and explain how these new demographic realities may impact Minnesota's future workforce.

Inclusion Building Blocks: From Budget to Implementation to Evaluation

Erin Bonikowske, Adaptive Recreation Specialist; and Brad Tullberg, Director, Brooklyn Park Recreation & Parks

Have an Americans with Disabilities Act (ADA) inclusion process? Learn to build inclusion infrastructure from initial budget request to implementation. Lean into your organizational values to advocate for the needs of your community. Explore steps along the way including building political will, fostering community outreach, creating processes, and completing assessments.

11 a.m.–12 noon

Network Meetings

Gather with fellow members to discuss topics important to your network:

- Aquatics
- Athletic Management
- Tourism & Event Management
- Facilities
- Leadership
- Park Maintenance & Operations
- Programming
- Young Professional and Student Network



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

November 5, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Mayor for a Day
Staff Recommendation: Appoint Kinley Frankfurth as Mayor for a Day on November 5, 2025
 - B Cottage Grove Lions Club Fitness Equipment Donation
Staff Recommendation: Recognize the Cottage Grove Lions Club for their generous donation of fitness equipment in the amount of \$4,997.30
 - C Proclamation - Native American Heritage Month
Staff Recommendation: Proclaim November 2025 as Native American Heritage Month.
- 7 Consent Agenda
 - A City Council Special Meeting Minutes (2025-10-01)
Staff Recommendation: Approve the October 1, 2025, City Council Special Meeting Minutes.
 - B City Council Regular Meeting Minutes (2025-10-01)
Staff Recommendation: Approve the October 1, 2025, City Council Regular Meeting Minutes.
 - C Planning Commission Meeting Minutes (2025-09-22)
Staff Recommendation: Accept and place on file the minutes from the September 22, 2025, Planning Commission meeting.
 - D Open Forum Response Letter — Job Postings
Staff Recommendation: Receive a letter in response to the open forum questions from the October 15, 2025, City Council meeting regarding City Job Postings.
 - E Open Forum Response Letter - HERO Center
Staff Recommendation: Receive a letter in response to the open forum questions from the October 15, 2025, City Council meeting regarding HERO Center rentals.
 - F Washington County 2026-2030 CIP Response Letter
Staff Recommendation: Approve the response letter to the Washington County 2026-2030 Draft CIP.
 - G Gambling License - Strawberry Fest
Staff Recommendation: Approve the single occasion Gambling Permit application for the Cottage Grove

Strawberry Fest on behalf of Lori Olsen to conduct a bingo event at River Oaks Golf Course (11099 Highway 61, Cottage Grove, MN) on February 21, 2026.

H Gambling License - Beyond the Yellow Ribbon

Staff Recommendation: Approve the Single Occasion Gambling Permit application for the Mississippi River Valley Beyond the Yellow Ribbon on behalf of Patrick Nickle to conduct the Holiday Helper Big Ticket Raffle event at the Cottage Grove VFW Post 8752 (9260 E. Pt. Douglas Rd) on December 6, 2025.

I Approval of Rental Licenses

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

J Deputy Public Works Director/Utilities — Chad Donnelly

Staff Recommendation: Approve the appointment of Chad Donnelly as Deputy Public Works Director - Utilities, at grade X01, step 6. The start date will be effective as soon as possible.

K Coordinated Mental Health Response Agreement Amendment

Staff Recommendation: 1) Authorize utilizing the Opioid Settlement to fund Cottage Grove's 2026 portion of the Coordinated Mental Response Agreement. 2) Authorize the agreement amendment between the City of Cottage Grove and Washington County Community Services for Coordinated Mental Health Response.

L Companion Animal Care & Control Impounding Services Agreement

Staff Recommendation: Approve the Agreement for Professional Services for Impound Housing Services 2026 between Companion Animal Care & Control (CACC) and City of Cottage Grove.

M Fire Cadet Agreement

Staff Recommendation: Authorize the Fire Cadet Agreement between the City of Cottage Grove and Leah Panagiotopoulos.

N Authorization to Order 2026 Patrol Vehicles

Staff Recommendation: Authorization to order three 2026 Dodge Durangos in 2025 during the state contract pricing vehicle ordering window.

O Defensive Driving Training Agreement

Staff Recommendation: Authorize the Customized Training Income Contract between Dakota County Technical College and the City of Cottage Grove.

P Marco VaaS 365, Teams Phone Managed Services

Staff Recommendation: Staff recommend approval of the VaaS365 Service agreement with Marco Technologies and approval of additional licensing required for MS Teams Voice.

Q Toast Merchant Agreement

Staff Recommendation: Approve the Toast Master Service and Processing 24-month agreement and purchase of hardware and implementation associated.

R FRSecure Risk Assessment Agreement

Staff Recommendation: Staff recommend the approval of the FRSecure 4-year Risk Assessment and Scada Testing agreement in the amount of \$154,000 payable in annual installments of \$38,500.

S Amirize Nelson Mine - Final Environmental Impact Statement

Staff Recommendation: Adopt Resolution 2025-161, adopting the Final Environmental Impact Statement adequacy for Amirize (formerly Holcim – MWR, Inc.) Nelson Mine Backwater Project.

T Summers Landing 5th Addition Final Streets - Final Payment

Staff Recommendation: Adopt Resolution 2025-158 approving the final payment in the amount of \$10,966.90 to OMG Midwest, Inc. dba Minnesota Paving & Materials for the Summers Landing 5th Addition Final Street Improvements Project.

U Pine Hill Elementary - Encroachment Agreement

Staff Recommendation: Approve the Encroachment Agreement for Independent School District 833, Pine Hill Elementary School located at 9015 Hadley Avenue South and appropriate officials are hereby authorized to sign the Encroachment Agreement to effectuate this action.

V Roers Amended Retaining Wall Easements

Staff Recommendation: 1) Approve the amended and restated temporary easement agreement with Roers Cottage Grove Apartments LLC for the construction of a retaining wall. 2) Approve the amended and restated permanent easement agreement with Roers Cottage Grove Apartments LLC for retaining wall improvements.

W AJ Ecker Water Connection - Joint Powers Agreement with the City of Woodbury and Right of Way and Utility Easement between Andrew J. Ecker and the City of Cottage Grove.

Staff Recommendation: Approve the Joint Powers Agreement between the City of Cottage Grove and the City of Woodbury for a residential water service and Approve Right of Way and Utility Easement between Andrew J. Ecker and the City of Cottage Grove.

8 Approve Disbursements

A Approve Disbursements

Staff Recommendation: Approve disbursements from 10-10-2025 through 10-30-2025 in the amount of \$5,608,730.48.

9 Public Hearings

10 Bid Awards

11 Regular Agenda

A Site Plan Review for Proposed Additions to Grey Cloud Elementary

Staff Recommendation: 1) Adopt Resolution 2025-162 approving the Site Plan Review of an approximate 3,476 square foot classroom addition, an approximate 6,505 square foot gymnasium addition, and reworking of the site stormwater and parking lots at Grey Cloud Elementary School located at 9525 Indian Boulevard South. 2) Approve the amended permanent drainage and utility easement. 3) Approve the Hydrant Access Agreement with Independent School District 833, which allows the city access to the site's fire hydrants. 4) Approve the Stormwater Maintenance Agreement with Independent School District 833 for the proposed stormwater pond.

12 Council Comments and Requests

13 Workshops - Open to Public

A Mobile Food Licensing and Fee Structure

Staff Recommendation: Discuss the benefits of the following: 1) Retaining the current dual-fee structure (\$50 per day & \$250 annual). 2) Simplifying fees for large, multi-unit vendors who contribute significantly to our major community events. 3) Adopting an event fee structure.

B 80th Street & East Point Douglas Road Rehabilitation Project – Workshop

Staff Recommendation: Receive information on the 80th Street & East Point Douglas Road Rehabilitation Project and provide feedback on the proposed assessments and aesthetic enhancements.

14 Workshops - Closed to Public

15 Adjournment



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

October 15, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Public Safety Reserves Swearing In
Staff Recommendation: Swear In Michael Haatvedt, Sam Anderson, Jeff Cates, and Marcie Meierhofer as Public Safety Reserves.
 - B Recognition of Community Innovation Award - Bluestem Apartments
Staff Recommendation: Receive a presentation from Bluestem regarding the Community Innovation Award.
 - C Proclamation - 2025 Indigenous Peoples' Day
Staff Recommendation: Proclaim October 13, 2025 as Indigenous Peoples' Day
- 7 Consent Agenda
 - A City Council Special Closed Meeting Minutes (2025-09-17)
Staff Recommendation: Approve the September 17, 2025, Special Closed Meeting Minutes.
 - B City Council Regular Meeting Minutes (2025-09-17)
Staff Recommendation: Approve the September 17, 2025, Regular Meeting Minutes.
 - C Convention and Visitor Bureau Regular Meeting Minutes (2025-06-03)
Staff Recommendation: Approve the June 3, 2025, Convention and Visitors Bureau Regular Meeting Minutes.
 - D Planning Commission Meeting Minutes (2025-08-25)
Staff Recommendation: Accept and place on file the minutes from the August 25, 2025, Planning Commission meeting.
 - E Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - F MN Paid Family Medical Leave Private Plan
Staff Recommendation: Approve the Standard Paid Family and Medical Leave Insurance Policy for 2026.
 - G Liquor License - Casa Mia Restaurant & Bar
Staff Recommendation: Authorize issuance of an on-sale intoxicating/Sunday liquor license to Casa Mia Restaurant & Bar, 7420 80th Street South, #101.

- H Designated Firearms Hunting Area Amendment
Staff Recommendation: Approve the amendment to the 2025-2026 firearms hunting areas that includes PID's 1402721210009 and 1402721120012.
- I Human Trafficking Task Force Forfeiture Funds
Staff Recommendation: Authorize the purchase of personal protective equipment for police and police reserves, crime scene team uniforms and forensic training expenses utilizing criminal forfeiture funds (not to exceed \$18,349.21) to be reimbursed by Washington County.
- J Regions Hospital EMS Clinical Experience Agreement
Staff Recommendation: Authorize the Regions Hospital EMS Clinical Experience Agreement.
- K Cantaloupe Merchant Processing Agreement
Staff Recommendation: Approve the Cantaloupe Master Service and Processing agreement.
- L South Washington Watershed Cost Participation Agreement - Geis
Staff Recommendation: Approve the South Washington Watershed District and City of Cottage Grove Cost Participation Agreement for the Geis Property.
- M Highnorth – Lower Potency Hemp Edible Retailer and Cannabis Retail Sales Conditional Use Permits
Staff Recommendation: 1) Adopt Resolution 2025-150 approving a Conditional Use Permit for a Lower Potency Hemp Edible Retailer at 8711 East Point Douglas Road South, Unit #108. 2) Adopt Resolution 2025-149 approving a Conditional Use Permit for Cannabis Retail Sales at 8711 East Point Douglas Road South, Unit #108.
- N 6219 Lamar Avenue – Minimum Lot Size Variance
Staff Recommendation: Adopt Resolution 2025-148 approving a variance to split a 47.63-acre parcel of land located at 6219 Lamar Avenue South into one 3-acre parcel when a minimum of 5-acres is required, based on the findings of fact and subject to conditions.
- O Demolition Quote - 8274 Hemingway Ave. So.
Staff Recommendation: Accept the quote from J M Hauling LLC., to implement the action ordered by Resolution 2025-134 on September 3, 2025, and resolve the hazardous building issue at the property located at 8274 Hemingway Ave So.
- P Cleanup Quote - 8274 Hemingway Ave. So.
Staff Recommendation: Accept the quote from QuickTurn Property Services to implement the action ordered by Resolution 2025-134 on September 3, 2025, in the amount of \$13,200.00 and resolve the hazardous building issue at the property located at 8274 Hemingway Ave So.
- Q East Ravine 2025 AUAR Update
Staff Recommendation: Adopt Resolution 2025-155 authorizing publication of the draft 2025 East Ravine AUAR Update and Mitigation Plan for the 10-day comment period.
- R Increase Budget Amount for Two Single Axle Dump Trucks
Staff Recommendation: Approve the increased budget amount of two single axle dump trucks from \$650,000 to \$656,000.
- S Public Works Facility Mechanics Shop Remodel Change Order #1
Staff Recommendation: Approve Change Order #1 in the amount of \$882.82 for the Public Works Facility Mechanics Shop Remodel project, increasing the contract amount from \$298,915.00 to \$299,797.82.
- T IZWTP Change Order #1
Staff Recommendation: Approve Change Order #1 in the amount of \$131,850.29 for the Intermediate Zone Water Treatment Plant project, increasing the current contract amount from \$90,135,600 to \$90,267,450.29.

8 Approve Disbursements

A Approve Disbursements

Staff Recommendation: Approve disbursements from 09-26-2025 through 10-09-2025 in the amount of \$3,568,472.03.

9 Public Hearings

A 2025 Pavement Management Assessment Hearing

*Staff Recommendation: 1. Conduct the Public Hearing for the 2025 Pavement Management Project.
2. Adopt Resolution 2025-154, Resolution adopting assessments for the 2025 Pavement Management Project.*

B Cottage Grove Logistics Park 2nd Addition Final Plat and Easement Vacation

Staff Recommendation: 1) Hold the public hearing to vacate certain easements within the Cottage Grove Logistics Park Plat. 2) Adopt Resolution 2025-151 vacating certain easements within the Cottage Grove Logistics Park Plat. 3) Adopt Resolution 2025-156 rescinding, terminating, and releasing Construction, Repair, and Maintenance Agreement for Stormwater Utilities, Sanitary Sewer, Water Main, and Street Lights for Cottage Grove Logistics Park. 4) Adopt Resolution 2025-152 approving the Preliminary and Final Plats for Cottage Grove Logistics Park 2nd Addition.

C Unpaid Special Charges Assessment Hearing

Staff Recommendation: 1. Hold the Public Hearing. 2. Adopt Resolution 2025-153 adopting the assessment for Unpaid Special Charges on private property.

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

A Standards of Cover Study/Community Risk Assessment Preliminary Overview

Staff Recommendation: Receive preliminary Standards of Cover Study/Community Risk Assessment findings from the consulting firm Fitch and Associates.

14 Workshops - Closed to Public

15 Adjournment



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

October 1, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A County Attorney Update (Kevin Magnuson)
Staff Recommendation: Receive a personal introduction and an update from Kevin Magnuson, Washington County Attorney.
 - B Proclamation - Fire Prevention Week
Staff Recommendation: Proclaim the week of October 5-11, 2025 as Fire Prevention Week.
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (2025-09-03)
Staff Recommendation: Approve the September 3, 2025, City Council Regular Meeting Minutes.
 - B City Council Special Meeting Minutes (2025-09-03)
Staff Recommendation: Approve the September 3, 2025, City Council Special Meeting Minutes.
 - C Liquor License - Mi Pueblo Seis, LLC
Staff Recommendation: Authorize issuance of an on-sale intoxicating/Sunday liquor license to Mi Pueblo Seis, LLC, located at 7155 Jorgensen Lane South, Cottage Grove, MN.
 - D Accelerated Firefighter/Paramedic Recruitment Program Agreement
Staff Recommendation: Approve the Accelerated Firefighter/Paramedic Recruitment Program Agreement for Ryan Seykora.
 - E Cottage Grove Lions Fitness Equipment Donation
Staff Recommendation: Accept the donation of equipment in the amount of \$4,997.30 for the workout room at City Hall from the Cottage Grove Lions Club.
 - F Water Service on 110th Street South - Declaring Costs to be Assessed and Adopt Assessments
Staff Recommendation: Adopt Resolution 2025-146 to declare costs and adopt assessments for 110th Street South for water service installation.
 - G Peter Thompson Park Building Door Installation
Staff Recommendation: Authorize resolution 2025-120 awarding the Peter Thompson Park Building Door

Installation Project to Twin City Hardware in the amount of \$23,250 and authorize the Service Agreement between Twin City Hardware and the City of Cottage Grove.

H River Oaks Patio Furniture Purchase

Staff Recommendation: Authorize the purchase of patio furniture at River Oaks from By The Yard for \$90,183.39.

I Amrize Nelson Mine - Final Environmental Impact Statement

Staff Recommendation: Adopt Resolution 2025-147 authorizing the distribution of the Final Environmental Impact Statement for the Nelson Backwaters Project.

J Transition Building - Stormwater Management Facilities Agreement

Staff Recommendation: Approve the Stormwater Management Facilities Agreement between the City and South Washington County School District 833 for the Transition School Site located at 7000 Jamaica Avenue South; appropriate officials are hereby authorized to sign the Stormwater Management Facilities Agreement to effectuate this action.

K Settlers Bluff - Irrigation Encroachment Agreements

Staff Recommendation: 1) Approve the Encroachment Agreement with the Settlers Bluff Homeowner Association for existing irrigation lines installed in Outlots B and E of Settlers Bluff. 2) Approve the Encroachment Agreement with the Settlers Bluff Homeowner Association for existing irrigation lines installed in Outlot B of the Settlers Bluff 2nd Addition.

L Mississippi Landing - Irrigation Encroachment Agreement

Staff Recommendation: Approve the Encroachment Agreement with the Mississippi Landing Liberty Homes Association for existing private irrigation lines installed in Lots 4 and 5, Block 5, Lots 5 and 6, Block 4, and Outlot Q of the Mississippi Landing 1st Addition and proposed private irrigation lines to be installed in Lots 25 and 26, Block 2, and Outlot A of the Mississippi Landing 2nd Addition.

M Cooperative Agreement for Erosion and Sediment Control Inspection Database Migration and Management

Staff Recommendation: Approve the Cooperative Agreement between the City of Cottage Grove and the City of Woodbury for Erosion and Sediment Control Inspection Database Migration and Management.

8 Approve Disbursements

A Approve Disbursements

Staff Recommendation: Approve disbursements from 09-12-2025 through 09-25-2025 in the amount of \$5,325,127.11.

9 Public Hearings

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

A Ravine Parkway (85th Street to Keats Avenue) Feasibility Report

Staff Recommendation: Receive information on the draft Ravine Parkway (85th Street to Keats Avenue) Feasibility Report and provide feedback to staff.

14 Workshops - Closed to Public

15 Adjournment



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

September 17, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Public Safety Board Drone Donation and Acceptance
Staff Recommendation: 1) Recognize the Public Safety Board for their donation of a DJI Matrice 4 Series Drone. 2) Accept the donation of the DJI Matrice 4 Series drone with the value of \$10,536.15.
- 7 Consent Agenda
 - A Convention and Visitors Bureau Meeting Minutes (2025-06-03)
Staff Recommendation: Approve the June 3, 2025, Convention and Visitors Bureau Meeting Minutes
 - B Parks, Recreation and Natural Resources Meeting Minutes (2025-06-09)
Staff Recommendation: Approve the June 9, 2025, Parks, Recreation, and Natural Resources Minutes.
 - C Public Services Commission Meeting Minutes (2025-07-21)
Staff Recommendation: Approve the July 21, 2025, Public Services Commission meeting Minutes.
 - D Closed Special Meeting Minutes (2025-08-20)
Staff Recommendation: Approve the August 20, 2025, Closed Special Meeting Minutes.
 - E City Council Regular Meeting Minutes (2025-08-20)
Staff Recommendation: Approve the August 20, 2025, City Council Regular Meeting Minutes.
 - F Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - G Ordinance Amendments Allowing Cannabis Paraphernalia
Staff Recommendation: Adopt Ordinance 2025-1102 allowing the sale of cannabis paraphernalia in tobacco stores and cannabis-related retail stores.
 - H Target Settlement
Staff Recommendation: Approve the Stipulation of Settlement for Parcel 16 by and between Target Corporation and the City, authorize the execution of a Settlement Agreement and payment of the remaining balance of \$217,300.
 - I Assessment of Unpaid Special Charges on Private Property
Staff Recommendation: 1) Adopt Resolution 2025-137, Declaring costs to be assessed and ordering preparation of the proposed assessment roll for unpaid special charges on private property. 2) Adopt

Resolution 2025-138, Calling for a public hearing on proposed assessments for unpaid special charges from private property.

- J 2025 Pavement Management Project - Declare Costs to be Assessed and Call for a Public Hearing
Staff Recommendation: 1) Adopt Resolution 2025-135 declaring the costs to be assessed for the 2025 Pavement Management Project. 2) Adopt Resolution 2025-136 calling for a Public Hearing to be held on October 15, 2025, for the 2025 Pavement Management Project.
- K Utility and Engineering Division Building Final Payment - City Contracts
Staff Recommendation: 1) Adopt Resolution 2025-125, authorizing payment in the amount \$12,394.22 to Autumn Ridge Landscaping Inc. for the final payment for the Utility and Engineering Division Building Project. 2) Adopt Resolution 2025-127, authorizing payment in the amount \$22,476.36 to Ebert, Inc. dba Ebert Construction for the final payment for the Utility and Engineering Division Building Project. 3) Adopt Resolution 2025-128, authorizing payment in the amount \$3,818.55 to Ebert, Inc. dba Ebert Construction for the final payment for the Utility and Engineering Division Building Project. 4) Adopt Resolution 2025-129, authorizing payment in the amount \$38,748.00 to Fobbe Electric, Inc. for the final payment for the Utility and Engineering Division Building Project. 5) Adopt Resolution 2025-133, authorizing payment in the amount of \$8,570.77 to Jackson & Associates LLC for the final payment for the Utility and Engineering Division Building. 6) Adopt Resolution 2025-130 authorizing payment in the amount \$997.71 to MCI, Inc. dba Multiple Concept Interiors, Inc. for the final payment for the Utility and Engineering Division Building Project.. 7) Adopt Resolution 2025-131, authorizing payment in the amount \$949.80 to Spartan Steel Erectors, Inc. for the final payment for the Utility and Engineering Division Building Project.
- L Utilities and Engineering Division Building - Kraus Anderson Change Order #1 and Final Payment
Staff Recommendation: Approve the KA GMP Reduction Change Order #1 in the amount of \$665,642.45 for the Utilities and Engineering Division Building and adopt resolution 2025-132 approving the final payment for the Utilities and Engineering Division Building in the amount of \$300,454.59 to Kraus Anderson Construction Company.
- M Wells 9 and 11 Interim Treatment Facilities Project - Final Payment
Staff Recommendation: Adopt the attached resolution 2025-123 authorizing the final payment in the amount of \$177,184.37 to Rice Lake Construction Group for the Well 9 and 11 Interim Treatment Facilities project.
- N Lamar Avenue Drainage Easement - Quote Award
Staff Recommendation: Approve Resolution 2025-139 awarding the 2025 Erosion Repair & Storm Sewer Replacement Project to Dynamic Earth & Civil, LLC in the amount of \$123,084.15, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- O County 19A/100th St Realignment - TED and TEDI Grant Application
Staff Recommendation: Adopt Resolution 2025-145 supporting the City's TED and TEDI grant applications for the County 19A/100th Street Realignment Project.
- P MN DNR Outdoor Recreation Grant Agreement-Mississippi Dunes Park
Staff Recommendation: Authorize MN Department of Natural Resources Outdoor Recreation Grant Agreement for \$350,000 to be used for the Mississippi Dunes Park development project.
- Q River Oaks Solar Power Grant Application and Service Agreement
Staff Recommendation: 1) Authorize staff to apply for the State of Minnesota's Commerce Department of Energy and Utilities Solar on Public Buildings grant program to fund 70% of the River Oaks solar array project. 2) Upon award of the Solar on Public Buildings grant program, authorize a service agreement with Solar Connection for the installation of the River Oaks Solar Array for a total project cost of \$143,672.
- R Leafline Labs – Medical Cannabis Combination Registration
Staff Recommendation: Approve the Medical Cannabis Combination Registration for Leafline Labs, LLC at the location of 8235 97th Street South, Cottage Grove, MN.

8 Approve Disbursements

A Approve Disbursements

Staff Recommendation: Approve disbursements from 08-29-2025 through 09-11-2025 in the amount of \$3,346,984.08.

9 Public Hearings

A Pine Hill Elementary School

Staff Recommendation: 1) Hold the public hearing to vacate certain easements within the Pine Hill Elementary School property at 9015 Hadley Avenue South. 2) Adopt Resolution 2025-140 to vacate certain easements within the Pine Hill Elementary School property at 9015 Hadley Avenue South. 3) Adopt Resolution 2025-141 to approve a Conditional Use Permit for an educational facility within a residential district. 4) Adopt Resolution 2025-143 to approve a Variance to allow a six-classroom building addition to Pine Hill Elementary School to encroach within the required 50-foot setback to the residential property line to the north. 5) Adopt Resolution 2025-142 to approve a site plan review for three additions totaling approximately 13,300 square feet and associated site work at Pine Hill Elementary School.

10 Bid Awards

11 Regular Agenda

A Park Grove Library

Staff Recommendation: 1) Adopt Resolution 2025-144 approving a Site Plan Review for a building addition, façade remodel, and exterior site improvements at Park Grove Library. 2) Adopt the Development Agreement with Washington County, subject to minor modifications as approved by the City Attorney.

12 Council Comments and Requests

13 Workshops - Open to Public

14 Workshops - Closed to Public

15 Adjournment