



COTTAGE GROVE CITY COUNCIL

December 6, 2023

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

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A City Council Appointment - Monique Garza
Staff Recommendation: By motion, approve the appointment of Monique Garza as City Council Member and administer the oath of office.
 - B Recognition of Deputy Director of Public Safety/Fire Chief Redenius Retirement
Staff Recommendation: Recognize Deputy Director of Public Safety/Fire Chief Redenius's upcoming retirement.
 - C Heart Safe City Designation
Staff Recommendation: Receive a presentation regarding the designation of the Heart Safe City recognition.
- 7 Consent Agenda
 - A Regular Meeting Minutes - November 1, 2023
Staff Recommendation: Approve the November 1, 2023, Regular Meeting Minutes.
 - B Special Meeting Minutes - November 15, 2023
Staff Recommendation: Approve the November 15, 2023, Special Meeting Minutes.
 - C Regular Meeting Minutes - November 15, 2023
Staff Recommendation: Approve the November 15, 2023, Regular Meeting Minutes.
 - D Gambling License - Strawberry Fest
Staff Recommendation: Approve the single occasion gambling permit application for the Cottage Grove Strawberry Fest to conduct bingo at River Oaks Golf Course, 11099 Highway 61, Cottage Grove on February 24, 2024, at 11:00 AM.
 - E Temporary Liquor License - Cottage Grove Lions Club
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to Cottage Grove Lions Club for the Dust 'em off Vintage Snowmobile event held at the corner of 70th and Keats Ave. (farm address 10251 70th Street) on January 6, 2024.
 - F Business License Renewals
Staff Recommendation: Adopt Resolution 2023-146 authorizing renewal of business licenses for 2024.

- G Approval of Rental Licenses**
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
- H Animal Humane Society Agreement for Professional Services**
Staff Recommendation: Approve the Agreement for Professional Services for Impound Housing Services 2024 between Animal Humane Society and City of Cottage Grove.
- I Lease Agreements with South East Metro Amateur Radio Club (SEMARC)**
Staff Recommendation: Approve the lease agreements with SEMARC that will govern their use of pre-existing equipment on or at the West Draw Water Tower, the Highlands Water Tower, and Cottage Grove Fire Station #3.
- J MN Historical Society – Minnesota Historical and Cultural Heritage Grants**
Staff Recommendation: Authorize staff to apply for the Minnesota Historical and Cultural Heritage Grants program in the amount of \$10,000 to be used for the creation and purchase of interpretive signs.
- K Historic Context Study – CLG SHPO Grant Application**
Staff Recommendation: Authorize staff to apply for the Certified Local Government Grant program in the amount of \$30,000 to be used for the creation of a Historic Context Study on the Suburban Expansion Era (1945-1990) in Cottage Grove.
- L 2024 Convention and Visitors Bureau Budget**
Staff Recommendation: Approve the Cottage Grove Convention and Visitors Bureau 2024 budget.
- M Investment Policy**
Staff Recommendation: Adopt Resolution 2023-150, Revising the Investment Policy
- N Debt Management Policy**
Staff Recommendation: Adopt Resolution 2023-151, Revising the Debt Management Policy
- O Special Deferred Assessment**
Staff Recommendation: Approve Resolution 2023-148, Authorizing the deferral of a Special Assessment.
- P Budget Revisions**
Staff Recommendation: Approve Resolution 2023-162, 2023 Budget Revisions
- Q Accept Donation - Pancentral CGC Holdings LLC**
Staff Recommendation: Approve Resolution 2023-161, accepting a donation from Pancentral CGC Holdings LLC
- R Certify Delinquent Utility Accounts**
Staff Recommendation:
- S 2024-2028 Capital Improvement Plan**
Staff Recommendation: Approve the 2024-2028 Capital Improvement Plan and adopt Resolution 2023-159 amending the Comprehensive Plan 2040 to incorporate the CIP.
- T Low Zone Raw Water Main Extension Improvements Phase 1 & 2 Final Payment**
Staff Recommendation: Adopt resolution 2023-155 approving final payment to McNamara Contracting, Inc for the Low Zone Raw Water Main Extension Improvements Phase 1 & 2 Project.
- U Local Option Sales Tax Community Relations/Education Services Agreement**
Staff Recommendation: Approve service agreement with ICS for Local Option Sales Tax Community Relations and Education.
- V Nina's Park Playground Service Agreement**
Staff Recommendation: Authorize service agreement with Power Play LT Farmington, Inc. for the purchase and installation of playground equipment at Nina's Park in the amount of \$91,695.10.
- W Minnesota National Guard - Cottage Grove Armory Lease**
Staff Recommendation: Approve the Minnesota National Guard Armory Lease #23-338-002.

8 Approve Disbursements

- A Payments for the period of November 9, 2023, through November 29, 2023.

9 Public Hearings

- A Lake Flora 2nd Addition – Final Plat, Regional Pond Purchase Agreement, Temporary Drainage Easement, Compost Site Agreement

Staff Recommendation:

1. Hold the public hearing and adopt Resolution 2023-149 for vacation of easements as outlined in the Partial and Full Vacation Exhibit dated November 1, 2023. 2. Adopt Resolution 2023-156 approving the final plat to be called Lake Flora Second Addition. 3. Adopt Resolution 2023-157 approving the Termination of Purchase Agreement with Glendenning Farms, L.P., Joan Glendenning Kennedy Family Limited Partnership. 4. Adopt Resolution 2023-158 approving the purchase agreement with Glendenning Farms, L.P., Joan Glendenning Kennedy Family Limited Partnership and WAG Farms, Inc. 5. Approve the Temporary Drainage and Utility Easement over Lot 1, Block 2, Lake Flora Second Addition Plat. 6. Approve the agreement with Rumpca Companies, LLC. 7. Approve Memorandum of Understanding between the City and Glendenning Farms, L.P., Joan Glendenning Kennedy Family Limited Partnership, and WAG Farms, Inc. for Lot 2, Block 1 and right of entry over Outlots A and C.

10 Bid Awards

- A Utility and Engineering Building Bid Award

Staff Recommendation: 1. Adopt resolution 2023-154 awarding the contracts for the Utilities and Engineering Building, approving the Guaranteed Maximum Price Contract with Kraus Anderson and assigning certain contracts to Kraus Anderson. 2. Adopt resolution 2023-163 declaring the official intent of the City of Cottage Grove to reimburse certain expenditures from the proceeds of bonds to be issued by the City with respect to the Cottage Grove Utilities Building.

11 Regular Agenda

- A Tobacco Compliance Check Violation - Hy-Vee

Staff Recommendation: 1. Allow the business representative for Hy-Vee an opportunity to respond to the City Council regarding the tobacco compliance check violation occurring November 7, 2023. 2. Impose the scheduled penalty for the 1st violation in a 36-month period of a \$300.00 fine.

- B Liquor Compliance Check Violation - Walmart

Staff Recommendation: 1. Allow the business representative for Walmart Inc., DBA Walmart #2448 an opportunity to respond to the City Council regarding the alcohol compliance check violation occurring November 6, 2023. 2. If the representative admits to the violation or fails to attend, impose the scheduled penalty for the 1st violation in a 24-month period of a \$500.00 fine and one-day suspension, or, at the City Council's discretion, in lieu of the suspension and fine, the participation of employees in an educational program approved by the Public Safety Director within 90 days. If a representative denies the violation, schedule a contested-case hearing before an administrative law judge.

- C Property Tax Levy Payable in 2024 and adoption of 2024 Budget

Staff Recommendation: Adopt Resolution 2023-152, Adopting the 2023 Property Tax Levy Collectible in 2024 Adopt Resolution 2023-153, Adopting the 2024 Budget

12 Council Comments and Requests

13 Workshops - Open to Public

14 Workshops - Closed to Public

- A Performance Evaluation - Jennifer Levitt, City Administrator

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

15 Adjournment