



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



City Council Action Request

6.A.

Meeting Date	12/6/2023		
Department	Administration		
Agenda Category	Action Item		
Title	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.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Oath of City Council Member (Garza)</td></tr></table>	1.	Oath of City Council Member (Garza)
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Oath of Office

State of Minnesota)
) ss.
County of Washington)

I, Monique Garza, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully execute and discharge the duties of the office of Council Member for the City of Cottage Grove, County of Washington, State of Minnesota, according to law and to the best of my judgment and ability. So help me God.

Monique Garza

*Subscribed and sworn to before me this 6th
day of December, 2023.*

Notary Public



City Council Action Request

6.B.

Meeting Date	12/6/2023
Department	Public Safety
Agenda Category	Presentation
Title	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.
Budget Implication	N/A
Attachments	None



City Council Action Request

6.C.

Meeting Date	12/6/2023
Department	Administration
Agenda Category	Presentation
Title	Heart Safe City Designation
Staff Recommendation	Receive a presentation regarding the designation of the Heart Safe City recognition.
Budget Implication	N/A
Attachments	None



City Council Action Request

7.A.

Meeting Date	12/6/2023		
Department	Administration		
Agenda Category	Action Item		
Title	Regular Meeting Minutes - November 1, 2023		
Staff Recommendation	Approve the November 1, 2023, Regular Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2023-11-01 City Council Regular Meeting</td></tr></table>	1.	2023-11-01 City Council Regular Meeting
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MINUTES

COTTAGE GROVE CITY COUNCIL

November 1, 2023

**COUNCIL CHAMBER
12800 RAVINE PARKWAY SOUTH**

REGULAR MEETING - 7:00 P.M COUNCIL CHAMBER

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on November 1, 2023, at Cottage Grove City Hall, 12800 Ravine Parkway. Mayor for the Day Mia Nemshick called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

City Clerk Tammy Anderson called the roll: Mayor for the Day Mia Nemshick - Here; Mayor Bailey - Here; Council Member Khambata - Here; Council Member Olsen - Here; Council Member Thiede - Here.

Also present: Jennifer Levitt, City Administrator; Kori Land, City Attorney-LeVander, Gillen & Miller, PA; Tammy Anderson, City Clerk; Ryan Burfeind, Public Works Director; Gretchen Larson, Economic Development Director; Zac Dockter, Parks and Rec Director; Pete Koerner, Public Safety Director; Brenda Malinowski, Finance Director; Amanda Meyer, City Engineer; Emily Schmitz, Community Development Director.

4. OPEN FORUM

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

5. ADOPTION OF AGENDA

Council Member Olsen made a motion to approve the agenda; second by Council Member Thiede. Motion carried: 4-0.

6. PRESENTATIONS

A. Mayor for the Day

Staff Recommendation: Appoint Mia Nemshick as acting Mayor for the Day on November 1, 2023.

Mayor Bailey stated this is an exciting presentation, as Mia was one of over 70 students who had written an essay about why they'd like to be Mayor for the Day in Cottage Grove. Mayor Bailey and the staff chose Mia, as she had shared great information about what she would like to see in the future of Cottage Grove. Our Council and staff heard Mia earlier today, in a press conference, where she presented her goals and objectives for being Mayor of Cottage Grove. Mayor Bailey asked her to read that for the public, which she did, after which everyone applauded.

Mayor Bailey stated our future is very bright with our youth, like Mia, with her goals and objectives and the passion that she has for making good things happen. He noted that Mia had a busy afternoon: She rode in a snowplow truck, went to the Ice Arena and had food from the concession stand (her favorite was the cheese curds), rode on the Zamboni, and visited the Central Fire Station. Mia shared with him that she loves the parks and she is also a Starbucks fan.

Mayor Bailey asked the Council to join him and Mia in front of the Council dais. He thanked Mia's parents and her brother, Patrick, for supporting her in this endeavor; he's very happy that they're all here tonight. Mayor Bailey first met Mia at the Halloween Parade and she told him, "I'm the Mayor for the Day, I'm the one you picked!" He thought that was pretty cool.

Mayor Bailey presented Mia with a Certificate of Appreciation, which he read aloud, for her being Mayor for the Day on November 1. He congratulated her and her parents, and everyone applauded. Mayor Bailey told her that her official duties of the day were now finished, and Mia was given her official nameplate from the Council dais to take home with her. Mayor Bailey asked Mia if she'd like to say something; she stated, "Thank you, everyone, for believing in me." Everyone applauded, after which photographs were taken of Mia, her family, and the entire City Council.

B. Cottage Grove Holiday Events

Staff Recommendation: Receive the presentation outlining the upcoming holiday events within the community.

Mayor Bailey introduced Molly Pietruszewski, Recreation Services Manager, who will speak about the upcoming holiday events in Cottage Grove.

Molly stated there are lots of things going on in Cottage Grove in the next couple of months, which she detailed:

- **Pumpkin Chuck, November 2**, at Peter Thompson Park, 3:30-5:30 p.m.: Bring your pumpkins to be rolled, chucked, or whatever you'd like down the hill, after which they'll be composted with Washington County; if you can't make it, you can bring your pumpkins to Public Works, where they'll be composted.
- **Silent Auction, November 17 to November 30**, Holiday Train Committee holds this, bid on items on the Friends in Need Food Shelf website.

- **Hale to the Bird 5K Race, November 23**, at Hamlet Park, 9:00 a.m., the 13th Anniversary of raising money for the Friends in Need Food Shelf.
- **Holiday Lights Home Tour, November**: If you're planning a big display, register your home address as a stop on our tour; a link on the City's website will be available on November 6. A City website map will be created on November 22, updated weekly until mid-December, with addresses to guide you on the route, which will start here at City Hall.
- **Hometown Holiday Event, November 29**, 5:00-7:00 p.m., at City Hall. Activities: Santa & Mrs. Claus, wagon rides from Washington County and HERO Center parking lots, live reindeer, games and activities, food trucks, Park High School choir, and more!
- **Fill at Fire Truck, December 2**, 10:00 a.m.-12:00 p.m., Woodridge Park. Santa & Mrs. Claus will accept paper items and cash donations; no food items, please. Pick up your Silent Auction Winning Bid items here, too.
- **River Oaks Santa Breakfast, December 10**, 9:15 a.m.-12:15 p.m. Get your photos taken with Santa, sleigh rides around the course, Great North Pole breakfast menu. Reservations by phone are required.
- **Canadian Pacific-Kansas City (CPKC) Holiday Train, December 10**, 5:00 p.m. Returning for its 20th year! Arrive as early as 3:00 p.m. to enjoy the festivities. Wagon rides available from the Park & Ride; the train will stop at approximately the Youth Service Bureau, we're expecting larger crowds.
- **Park and Rec-Get Out and Play!** Winterlong amenities include: Parks, Trails, Warming Houses, Skating Rinks, Sledding Hills, Cross Country Skiing, and Snowshoes

Molly stated there's a lot going on, so get out there and enjoy these activities. Mayor Bailey stated the Spooktacular at the Ice Arena had a huge turnout; Molly noted both sessions, 100 participants each, sold out, so it was a busy night. Mayor Bailey thanked the Parks and Recreation staff for putting all those events together for our community. He mentioned there's also the upcoming Friendsgiving at River Oaks, and thought it really neat that we're doing all of this.

7. CONSENT AGENDA

- A. Approve the October 4, 2023, City Council Regular Meeting Minutes.
- B. Approve the October 18, 2023, City Council Special Meeting Minutes.
- C. Approve the October 18, 2023, City Council Regular Meeting Minutes.
- D. Accept and place on file the minutes of the Advisory Committee on Historic Preservation from March 14, 2023, April 11, 2023, and August 8, 2023.
- E. Accept and place on file the minutes of the July 24, 2023 Planning Commission meeting.
- F. Approve the issuance of rental licenses to the properties in the attached table.
- G. Adopt Resolution 2023-137, accepting donations received in the 3rd Quarter 2023.

- H. Authorize Public Works to advertise and sell surplus property on Municibid.
- I. Approve the lease agreement for the F-150 with MN Department of Administration Fleet Services for 5 years, 85,000 miles at an estimated rate of \$10,216.44 per year.
- J. Approve Glacial Valley Park Change Order #1 in the amount of \$42,434.61.
- K. Accept and approve the Marathon Community Investment Grant in the amount of \$5,000.00.
- L. Adopt Resolution 2023-138 approving the boundary adjustment between 7560 Harkness Avenue South and 7675 Hardwood Avenue South.
- M. Receive the Washington County Draft 2024-2028 Capital Improvements Plan response letter.

Council Member Olsen wished to pull Item G, Accept Donations for 3rd Quarter 2023, and Council Member Thiede pulled Item K, Marathon Community Investment Grant Acceptance, for further comment and/or discussion.

Council Member Olsen thanked the various donors for their contributions to the City for the 3rd Quarter; it's very humbling and impressive how the community supports so many things with not only their time and their energy, but also with their hard-earned dollars. He thanked the following donors:

- Paul & Allie Schumacher, \$500 donation to our EMS Department
- Cottage Grove Hockey Association, \$22,500, for the second half of the Glacial Valley Rink boards
- Teddy's Heart Foundation, \$5,912, for the AED at Glacial Valley Park
- Pheasants Forever, Cottage Grove Chapter, \$2,000, for the Archery Range

Council Member Olsen stated if anyone is interested in making a donation, reach out to any Council Member or reach out to our City staff at 651-458-2800, ask for Tammy, our City Clerk, and she will help you. He thanked everyone for making our community even better through their donations.

Council Member Thiede stated he wanted to recognize the Marathon Community Investment Grant that we're accepting tonight. He read aloud Director Koerner's memo: *Marathon is a very big community supporter, and this grant supports their charitable mission of being committed to making our communities stronger, safer, and thriving places to live, work, and place. They provide funding for programs that promote the resiliency of our shared communities, including helping to address basic needs, supporting youth development programs, and creating opportunities for economic vitality. This also includes safety projects and efforts that help communities better prepare for, mitigate the risks of, and respond to disasters, hazards, and emergencies. Council has approved Public Safety to apply for grants through the St. Paul Park Refinery. Cottage Grove is a rapidly-growing community with areas of residential and commercial construction. Park High School is a designated site for a Reception Center in the event of a radiological emergency at Prairie Island Nuclear Plant. We often have*

full parking lots at shopping centers, at parks for sporting tournaments, and at special event venues such as Strawberry Fest and our Hometown Holiday Celebration. Large crowds often bring increased risks. In the 2019 State of Minnesota Threat and Hazard Identification Risk Assessment Process, equipment for on-scene security and protection were identified to have gaps. Our application for monies for portable surveillance and monitoring equipment was intended to decrease this gap and align with the physical protective measures' core capability for soft targets and crowded places by enhancing the security and protection of locations such as parks, restaurants, shopping centers, special event venues, and similar facilities. Staff worked with Marathon Petroleum and determined the need for these tools would fit the guidelines of their Community Investment Grants. Staff were notified our application for funding was approved in the amount of \$5,000.

Council Member Thiede stated he thinks we'll most likely accept this tonight, and he thanked Marathon very much for their participation.

Mayor Bailey thanked Marathon, as well as all of the previous donors noted by Council Member Olsen.

Motion by Council Member Khambata to approve the Consent Agenda; second by Council Member Thiede. Motion carried: 4-0.

8. APPROVE DISBURSEMENTS

- A. Approve payments for the period of 10-13-2023 through 11-02-2023 in the amount of \$3,336,943.87.

Motion by Council Member Olsen to approve disbursements; second by Council Member Khambata. Motion carried: 4-0.

9. PUBLIC HEARINGS - None.

10. BID AWARDS - None.

11. REGULAR AGENDA - None.

12. COUNCIL COMMENTS AND REQUESTS

Council Member Khambata stated as his kids get older, he could relate more to the Mayor for the Day; he thought it was very cool for Mia and her family to be able to do that. Mayor Bailey agreed that is a fun thing to do.

Council Member Thiede stated we had the Monster Bash parade last weekend and actually, for a cold day, we had a great turnout. He thanked everybody involved who make things like that happen in this City.

Council Member Olsen stated he thinks it's pretty clear that Santa Claus has a soft spot for Cottage Grove because he visits us a lot, especially during the latter part of November and into December. Molly spoke earlier about Santa Claus & Mrs. Claus, who will be at Woodridge Park on December 2 to take paper donations and cash donations for our Friends in Need Food Shelf. They'll also be at River Oaks on December 10, and also at our Hometown Holiday Celebration here at City Hall. Council Member Olsen stated there's also a Cottage Grove Lions Santa Breakfast, which will take place at the VFW on December 3, from 8:00 a.m. to noon. Santa and Sparkles the Elf will absolutely be there for any young people, of any age, to sit on his lap and talk about what they want for Christmas. We'll also have some fantastic food for you, including biscuits, gravy, mini doughnuts, eggs, bacon, sausage, etc. Adult price is \$12, Kid price is \$5. It's a really fun, busy day, but it's something that our local Cottage Grove Lions Club just loves to do. So, if you can't make it to River Oaks on December 10, don't be shy, come and see Santa on December 3 at the VFW.

Council Member Olsen said as Molly spoke about the Holiday Train, it took him back to last year. We had an amazing turnout last year, as we do every year, despite the temperatures. People make it a priority to get out there because it is such a fun event. Last year's parking got a little weird, though, so he asked staff if there's been any conversation with local businesses where people chose to park last year, to give them a heads up on the date and time, as it's very likely that people will seek out parking. He and Mayor Bailey both belong to All Saints Church, and he knows that church community has offered their parking lot for years. There are a number of businesses close by, and he thought some of them got a little frustrated with the situation last year. He asked if anybody knew if we had had any dialogue with those businesses.

Public Safety Director Pete Koerner stated there has been communication with the businesses there, but it is our plan to meet with them beforehand. We talked about also having some possible signage to remind people that it's business parking only. We're also working with the Armory, All Saints, etc. We're having meetings every two weeks now for the Holiday Train.

Council Member Olsen stated he thinks it's something we should anticipate because people will find a spot to park, and they're not going to be very choosy if they can't find the perfect spot. He thanked Director Koerner for answering that question; he's glad to hear that we already have a plan to reach out and make those businesses partners, as opposed to having them be frustrated by a surprise on that evening.

Mayor Bailey stated that River Oaks actually has quite a few events coming up. One of them is Friendsgiving, which is a family-style meal with tables of eight; it will be held on Friday, November 10. Happy hour starts at 5:00 p.m., dinner starts at 6:00 p.m. Our chef there is absolutely amazing. If you're interested, he encouraged people to contact River Oaks directly; individuals can come, you don't have to have a party of eight. He noted the number of people attending with his group now takes up over two tables.

Mayor Bailey stated he has not been to this, but Director Koerner had mentioned they're also having Dueling Pianos on November 4, December 8, and December 30, and it

continues into January. He hears that sells out quickly; Director Koerner and his wife have been there and think it's absolutely amazing. He encouraged everyone to check out the River Oaks website and/or social media to learn more and sign up if you're interested.

Mayor Bailey stated next Wednesday, November 8, from 7:00 to 8:00 p.m., is the Fentanyl Awareness Community Conversation, which will be held at the HERO Center. There will be a group talking about the effects of fentanyl in our community, both youth and adults. If you're interested, want to be part of that conversation to learn more about this particular issue and its effect on our communities, please feel free to attend.

Mayor Bailey noted the Park High School boys' soccer team made it to the State semifinals today. He wasn't able to attend, but he had parents keeping him updated; unfortunately, they got beat in overtime, in a shootout, by Maple Grove. He thanked them for representing our community; our Public Safety team gave them a nice send off. We're very proud of our team and their accomplishments this year. So, there are many other winter sports activities still ongoing, so get involved and check out some of our great high school sporting events here.

13. WORKSHOPS - OPEN TO PUBLIC - ST. CROIX ROOM

A. Fire Chief Candidate Interviews

Staff Recommendation: Conduct the Fire Chief Candidate Interviews. This agenda item will be conducted in the St. Croix Room.

Mayor Bailey stated Council will do interviews of the final two Fire Chief Candidates in the St. Croix Room; our goal is making a final decision tonight. We therefore will be adjourning this meeting from the St. Croix Room.

Two candidates were interviewed for the position of Fire Chief, Jon Pritchard (Cottage Grove Fire/EMS Deputy Chief) and Corey Larson (Cloquet Area Fire District Assistant Chief). After the interviews the decision to appoint Jon Pritchard as Fire Chief was made.

14. WORKSHOPS - CLOSED TO PUBLIC - None.

15. ADJOURNMENT

Motion by Council Member Olsen, second by Council Member Thiede, to adjourn the meeting at 10:25 p.m. Motion carried: 4-0.

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



City Council Action Request

7.B.

Meeting Date	12/6/2023		
Department	Administration		
Agenda Category	Action Item		
Title	Special Meeting Minutes - November 15, 2023		
Staff Recommendation	Approve the November 15, 2023, Special Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2023-11-15 City Council Special Meeting</td></tr></table>	1.	2023-11-15 City Council Special Meeting
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MINUTES
COTTAGE GROVE CITY COUNCIL
COUNCIL CHAMBERS
12800 RAVINE PARKWAY SOUTH

November 15, 2023

COUNCIL CHAMBER - 6:00 P.M.

1. CALL TO ORDER

Mayor Bailey called the Special Meeting to order at 6:00 p.m.

2. ROLL CALL

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

3. REGULAR AGENDA

- A. City Council Vacant Seat Appointment
Staff Recommendation: Conduct Council Member selection as outlined in the attached memo.

Mayor Bailey stated this meeting is to fill the term of Council Member Dennis, who has resigned from the City Council. He explained to the candidates the process that would be followed tonight; candidates would be called in alphabetical order and would have three minutes to speak. He noted Monique Garza was not here, so instead they'd watch her video. Each of the Council Members will have a ballot; for the first round, they'd pick three candidates to move to the second round. In the second round, the Council Members and Mayor will cast their vote for two candidates. In the third round, we will vote on only one candidate.

Mayor Bailey asked in the event that there's a tie, as there are four of us voting, how do we handle that. Attorney Kori Land replied if there's a tie in the final vote, then it's the mayor's choice.

Each of the candidates spoke: Terry DuBry, Sr., Michael Falkner, Monique Garza (Video), Tony Jurgens, Amy Lucas, Sara Umbreit

Mayor Bailey thanked all of the candidates for applying. As each of them saw this as an opportunity to get involved in their community, it's very honorable and very appreciated by all of us. As you know, we have to pick only one person; so, if you're not chosen today to be on the Council, please get involved as we have numerous City commissions, and those commissioners help us guide the future. At the end of this year, some commissioners will be term limited, that will be happening on the Economic

Development Authority (EDA), but there's also the Parks Commission, the Public Safety Health and Welfare Commission, the Planning Commission, etc. Strawberry Fest was mentioned often and that also needs volunteers. Thank you all for sharing your vision and your passion for your community.

Clerk Anderson advised Mayor Bailey and the Council Members that she will be handing each of them one ballot with their name. You will vote all three rounds on the same ballot.

Clerk Anderson read aloud the votes for the first round:

Council Member Khambata-Monique Garza, Tony Jurgens, Sara Umbreit

Council Member Thiede-Monique Garza, Tony Jurgens, Sara Umbreit

Council Member Olsen-Monique Garza, Tony Jurgens, Amy Lucas

Mayor Bailey-Terry DuBry, Monique Garza, Amy Lucas

Council Member Khambata complimented everyone who applied. Reading through everyone's credentials and the questionnaire, he was really impressed with every one of the candidates that are here today.

Mayor Bailey agreed. He stated to be honest with you, this decision is more difficult than doing other tough votes on the City Council.

Council Member Thiede stated he'd like to amplify what the Mayor said; he feels it's very important that people get involved, and he looks at that as actually kind of a prerequisite. He thought all of us were previously on commissions before the City Council. He was on the Public Works Commission and the Planning Commission before he was elected to the Council. If you're really passionate, we'd love to see you get involved in commissions, as those really help us make necessary decisions.

Council Member Olsen thanked all of the applicants. The fact that each of them took the initiative to apply is very impressive and we're grateful for that. There are lots of ways to serve our community. We've all served on various City Commissions, he was on the Public Safety Health and Welfare Commission and also served on the Planning Commission with Council Member Thiede; Council Member Khambata also served on the Planning Commission. Council Member Olsen was also a baseball coach for CGAA for 15 years. He encouraged everybody who's not chosen as the appointee tonight to take the passion that prompted them to be here tonight and apply it in some way to serving the community. The appointee in 2024 would have to determine if they wanted to run for an additional two-year term. Whatever you choose to do, find a way to get involved if you can because it's important. Our City is known for its volunteerism, it is very critical to our overall community success.

Clerk Anderson advised in the second round, we're asking Mayor Bailey and Council Members to vote for two candidates.

Clerk Anderson read aloud the votes for the second round:

Council Member Khambata-Monique Garza, Sara Umbreit

Council Member Thiede-Tony Jurgens, Sara Umbreit

Council Member Olsen-Monique Garza, Tony Jurgens

Mayor Bailey-Monique Garza, Amy Lucas

Clerk Anderson advised in the third round, we're asking Mayor Bailey and the Council Members to select one candidate from Monique Garza, Tony Jurgens, or Sara Umbreit.

Clerk Anderson read aloud the votes:

Council Member Khambata-Sara Umbreit

Council Member Thiede-Tony Jurgens

Council Member Olsen-Monique Garza

Mayor Bailey-Monique Garza

Administrator Levitt advised Mayor Bailey and the Council Members according to your instructions, any candidate receiving three or more votes will be considered for appointment. So, at this time, Mayor, you would need to cast an additional vote. Mayor Bailey stated he'd stay with his original, which is Monique Garza. So, Monique will get the appointment.

Mayor Bailey again thanked all of the candidates. This was very stressful, it's not an easy thing to do, but he thanked all of them for coming in tonight and sharing their thoughts and beliefs about our community. Please do get involved, go on our City website and fill out an application, let's get you involved in the community. This is a one-year term, and Monique Garza will have to run again in 2024 if she chooses to do so.

Administrator Levitt asked Council to make a motion regarding the appointment of Monique Garza.

Motion by Council Member Olsen to appoint Monique Garza to the vacant position, previously held by Council Member Steve Dennis, to take effect as of the vote at our next meeting; second by Council Member Thiede. Motion carried: 4-0.

4. ADJOURNMENT

Motion by Council Member Thiede to adjourn the meeting; second by Council Member Khambata. Motion carried: 4-0. The meeting was adjourned at 6:36 p.m.

Minutes were transcribed by Judy Graf, reviewed by Tamara Anderson, City Clerk.



City Council Action Request

7.C.

Meeting Date	12/6/2023		
Department	Administration		
Agenda Category	Action Item		
Title	Regular Meeting Minutes - November 15, 2023		
Staff Recommendation	Approve the November 15, 2023, Regular Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2023-11-15 Regular City Council Meeting</td></tr></table>	1.	2023-11-15 Regular City Council Meeting
1.	2023-11-15 Regular City Council Meeting		

MINUTES

COTTAGE GROVE CITY COUNCIL

November 15, 2023

**COUNCIL CHAMBER
12800 RAVINE PARKWAY SOUTH**

REGULAR MEETING - 7:00 P.M COUNCIL CHAMBER

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on November 15, 2023, at Cottage Grove City Hall, 12800 Ravine Parkway. Mayor Bailey called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

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

Also present: Jennifer Levitt, City Administrator; Kori Land, City Attorney-LeVander, Gillen & Miller, PA; Tammy Anderson, City Clerk; Ryan Burfeind, Public Works Director; Zac Dockter, Parks and Rec Director; Pete Koerner, Public Safety Director; Brenda Malinowski, Finance Director; Amanda Meyer, City Engineer; Emily Schmitz, Community Development Director.

4. OPEN FORUM

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

5. ADOPTION OF AGENDA

Council Member Olsen made a motion to approve the agenda; second by Council Member Thiede. Motion carried: 4-0.

6. PRESENTATIONS

A. Recognition - Kent Griffith

Staff Recommendation: Recognize Regions Hospital EMS Clinical Supervisor Kent Griffith for over 34 years of dedicated service to the citizens of Cottage Grove and partnership with Cottage Grove Public Safety.

Mayor Bailey asked the Council Members to join him in front of the dais for this presentation. Pete Koerner, Public Safety Director, asked Kent to step forward.

Director Koerner stated Kent will be retiring from Regions Hospital. He stated Kent has played a major role in all of the successes we've had with our EMS program. Kent is a resident of Cottage Grove and has had over 34 years of service to the Cottage Grove community. He's an R.N. and a National Registered Paramedic, served as the EMS clinical supervisor for Regions Hospital, who provides medical direction for the City of Cottage Grove. In his role, Kent has been essential to training, development, and improving EMS care provided by Cottage Grove paramedics and EMTs. Kent also worked as a parttime paramedic on our Fire Department. He really supported us in our COVID-19 response and worked with the Fire Department's vaccine team.

Director Koerner stated these are just some of the things Kent has done over the past 34 years. He knows Kent doesn't expect a lot of recognition, but he really deserves it. He congratulated Kent.

Mayor Bailey read aloud the plaque. He stated he personally tends to respond to fires in our City, and he's often seen Kent there in the Regions Hospital vehicle. It wasn't that he had to do that, but he did it because this is his community and he has a love for the community. We very much appreciate that. At one particular fire, Kent was instrumental in helping take care of people with smoke inhalation. It's people like Kent who give of themselves to this community that make him proud to be the mayor here. On behalf of himself, the Council, and the citizens of Cottage Grove, Mayor Bailey thanked Kent for his many years of service to Cottage Grove and presented Kent with the plaque. Everyone applauded.

Kent thanked the City for the wonderful award, but he doesn't feel like he deserves this at all. It's been a pleasure working for many years with Cottage Grove Police EMS. Without that, he probably would not have met his wife, and that was really a good thing. It's a great department, with very dedicated and talented people, and it's been his pleasure working with everyone here over the years, including the Mayor and Council.

Director Koerner and Mayor Bailey asked all Public Safety personnel present to step forward for a group photo with Kent.

B. Proclamation - Small Business Saturday

Staff Recommendation: Approve the Small Business Saturday Proclamation.

Mayor Bailey stated Small Business Saturday in Cottage Grove will be held the Saturday after Thanksgiving, November 25, 2023. He asked Council Member Olsen to read aloud the proclamation, which he did.

Motion by Council Member Olsen to approve the proclamation of Saturday, November 25, 2023, as Small Business Saturday in the City of Cottage Grove; second by Council Member Khambata. Motion carried: 4-0.

7. CONSENT AGENDA

- A. Accept the lease agreements with the Minnesota National Guard Armory for the 2024 election dates of March 5, August 13, and November 5, 2024.
- B. Approve the issuance of rental licenses to the properties listed in the attached table.
- C. Staff recommends the approval for submitting the application for an LPFM permit from the FCC.
- D. Authorize entering into a professional services agreement with Redpath and Company, LLC for audit services for the years ending December 31, 2023, 2024, and 2025.
- E. Adopt Resolution 2023-139, declaring costs to be assessed and adopting assessments for Summers Landing 3rd Addition Final Streets.
- F. Approve the appointment of Jon Pritchard to the position of Deputy Director of Public Safety - Fire Chief, effective Saturday, December 30, 2023.
- G. Adopt Resolution 2023-140, supporting the Washington County All Hazard Mitigation Plan.
- H. Adopt Resolution 2023-142 approving a one-year extension of the Minor Subdivision approvals for the Tinucci Lot Split - Minor Subdivision.
- I. Adopt Resolution 2023-141 approving the street name change from 91st Street Alcove South to 91st Street Court South in the plat known as Southeast Industrial Park 3rd Addition.
- J. Authorize resolution approving Special Law regarding a Local Option Sales Tax for Cottage Grove and filing of the Certificate of Approval of Special Law with the Secretary of State.
- K. Authorize Change Orders for the Pine Tree Valley Park Sports Lighting project.
- L. Authorize entering into an agreement with Aurora Strategic Advisors for Federal and State lobbying services in 2024.
- M. Authorize the contract for Construction Manager at Risk with a Guaranteed Maximum Price between Kraus Anderson and the City of Cottage Grove for the construction of the Public Works Utilities and Engineering building project.
- N. Adopt the infrastructure Maintenance Task Force Special Assessment Policy for Public Improvements updated on October 31, 2023.
- O. Authorize Mayor Myron Bailey to sign a letter supporting Washington County's pursuit of Local Road Improvement Program Funding from MnDOT for the CSAH 19 (Keats Avenue) and 80th Street Roundabout Project.

- P. Approve Change Order #1 in the amount of \$22,400 for the Grange Trunk Water Main Extension project; funding through 3M Settlement Funds.
- Q. Adopt Resolution 2023-144 approving the final payment to Miller Excavating, Inc. in the amount of \$73,899.86 for the Goodview Water Main Project.

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

Council Member Olsen noted there are some important things on our Consent Agenda tonight. As a City Council, one of the things we pride ourselves on in Cottage Grove is we work together with each other, our staff, the residents, advisory commissions, and other stakeholders toward positive outcomes. We ensure whatever decision gets made it's the right decision for the City of Cottage Grove as a whole. We sometimes disagree, but the Council acts as a body; we are a group of individuals, and we each have individual opinions and thoughts that we share when we deal with any issue that comes before us. But when the body makes a decision, that decision is the move forward decision. We all make sure that we support the decision of the body, it's very important to us, and it is a tradition that we believe strongly in and plan to continue.

Motion by Council Member Thiede to approve the Consent Agenda; second by Council Member Khambata. Motion carried: 4-0.

8. APPROVE DISBURSEMENTS

- A. Approve payments for the period of 11-01-2023 through 11-08-2023 in the amount of \$4,098,308.35.

Motion by Council Member Olsen to approve disbursements; second by Council Member Thiede. Motion carried: 4-0.

9. PUBLIC HEARINGS

- A. Gerlach Property - Drainage & Utility Easement Vacation
Staff Recommendation: 1) Hold a public hearing to vacate a public drainage and utility easement across the Gerlach Services, Inc. property and Gerald Gerlach property over part of Block 8, plat of Cottage Grove. 2) Adopt Resolution 2023-143 vacating the public drainage and utility easement across the Gerlach Services, Inc. property and Gerald Gerlach property over part of Block 8, plat of Cottage Grove.

Emily Schmitz, Community Development Director, stated this had previously been before Council in 2012. This storm pipe extends over the Gerlach property in Old Cottage Grove, in between Langly and Lamar Avenue. That infrastructure was installed to kind of work through some drainage situations on Langly Avenue. When we have

infrastructure in the ground, we have an easement over it so that we are able to maintain that infrastructure long term. What staff came across is that easement, which is supposed to be over that pipe, was recorded against the wrong PID, the wrong parcel number. So, we're here this evening to hold the public hearing to vacate that easement as it does not cover the pipe, and then we'd like to shift it and record the actual easement on the appropriate pipe.

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

Motion by Council Member Thiede to Adopt Resolution 2023-143 vacating the public drainage and utility easement across the Gerlach Services, Inc. property and Gerald Gerlach property over part of Block B, plat of Cottage Grove; second by Council Member Khambata.

Council Member Khambata stated obviously Gerlach Services is aware of the change; he wanted to confirm that they don't have any objection to this. Director Schmitz stated staff is working very closely with the Gerlachs and their trust to navigate this process. Motion carried: 4-0.

10. BID AWARDS - None.

11. REGULAR AGENDA - None.

12. COUNCIL COMMENTS AND REQUESTS

Council Member Olsen assumed that Mayor Bailey will go through all of the upcoming holiday events, so he will cede his time. Mayor Bailey stated he won't go through all of them, as some will happen after our next Council Meeting.

Mayor Bailey stated that prior to tonight's Council Meeting, we interviewed six prospective candidates to fill the vacant City Council seat, vacated by Council Member Steve Dennis. We chose Monique Garza as our newest Council Member. She will be sworn in at our first meeting in December. He thanked all of the candidates who applied, as they're all very passionate about the City of Cottage Grove and the direction we're moving. That was refreshing to see, and it was a tough decision, but we're happy with the results.

Mayor Bailey stated regarding the holidays, we're already about a week away from Thanksgiving. There is an event on Thanksgiving, Hale to the Bird 5K Race/Walk, 9:00 a.m., at Hamlet Park. All of the proceeds of that event go to the Friends in Need Food Shelf.

The following week, on Wednesday, November 29, 5:00-7:00 p.m., here at Cottage Grove City Hall, is the Hometown Holiday Celebration; there will be a variety of things including Santa & Mrs. Claus, reindeer, rides from the parking areas, bonfires, food trucks, games for the kids. He encouraged everyone to attend and join the Council, as

that area will be decorated for Christmas. This will be our second annual event, as our traditional Christmas tree lighting has been expanded to be a family fun event. Everything is held outside, so dress accordingly.

Fill the Fire Truck, 10:00 a.m.-12:00 p.m., at Woodridge Park. They're looking for paper products and/or cash donations, all of which will be donated to the Friends in Need Food Shelf.

The Holiday Home Lights Tour is also now on social media, so if you decorate your own home or that of a neighbor, go to the City website and add the address where there are awesome decorations. The City will load the addresses into a map and give you the best directions from City Hall to visit all of the lights. Due to the large number of homes, last year we created two separate maps, the North Pole and the South Pole. It's a fun family event.

The Holiday Train will arrive in Cottage Grove on Sunday, December 10. There are additional festivities this year, as this is the 20th Anniversary celebration. Festivities start at 3:00 p.m., the train arrives at approximately 5:00 p.m. with music. This is also a fundraiser for the Friends in Need Food Shelf.

Mayor Bailey stated check out the City's website or our Facebook page and you'll find those and many other upcoming events. He encouraged everyone to get out there and enjoy our community and enjoy the holidays.

Council Member Olsen stated on December 3, at the VFW Red Barn, the Cottage Grove Lions will be holding their annual Santa Breakfast, starting at 8:00. Santa will be there so the kids can talk to him about what they want for Christmas this year. There will be great food, so please join us. He believes price for adults is \$12. If you can't make it, Santa will also be at River Oaks the next weekend so you'll get an opportunity one way or the other to get your last minute gift wishes in to Santa.

Mayor Bailey stated there are two workshops this evening, the first is closed to the public, pursuant to Minnesota Statute 13D.05, Subd. 3 (b) for attorney-client privileged communication to discuss the potential litigation related to DuPont and 3M drinking water class action lawsuit. That will be held in the conference room.

The second is open to the public and that will be held in the Training Room for those who are interested in attending. That will be a discussion about the Local Option Sales Tax Community Relations/Education Services.

13. WORKSHOPS - CLOSED TO PUBLIC - CONFERENCE ROOM

A. DuPont and 3M Drinking Water Class Action

Staff Recommendation: Close the meeting pursuant to Minnesota Statute 13D.05, Subd. 3 (b) for attorney-client privileged communication to discuss the potential litigation related to DuPont and 3M drinking water class action.

14. WORKSHOPS - OPEN TO PUBLIC - TRAINING ROOM

- A. Local Option Sales Tax Community Relations/Education Services
Staff Recommendation: Receive Local Option Sales Tax community relations/education services proposals and provide direction to staff.

Parks and Recreation Director Zac Dockter stated he will keep this very short, as we've discussed this before; we will ask the voters about the Local Option Sales Tax on a referendum next November so we need a solid communication plan and we need the support to do that. All of the proposals are in front of you. Communications and other staff have also reviewed this and have some thoughts on it. We'll start with ICS, who will do about a 15-minute presentation, after which we'll give you about 10 minutes to discuss and ask them questions. Kraus-Anderson will be next, and they'll be given the same time parameters. After that, you'll have as much time as you need to give us some direction on how to proceed.

Director Dockter asked if there were any questions before the presentations.

Council Member Thiede stated he didn't realize that Kraus-Anderson would be involved in this. Director Dockter replied they did our last referendum for us.

ICS

Kris Duerr, Client Liaison, thanked Council for their time, stated we are ICS, partnering with Rapp Strategies in response to Cottage Grove's RFP for communication assistance on your Local Option Sales Tax referendum. She introduced the ICS project team: Pat Overom, Principal-in-Charge, and herself. She identified others on the ICS team, not here tonight: Chris Ziemer, Project Development Director, and Eryn Sorensen, Referendum Communications Specialist. Rapp Strategies: Todd Rapp, C.E.O. and Jodi Boyne, Referendum Communications Consultant.

Pat focused on a few key points about ICS and Rapp Strategies from a referendum standpoint. ICS: About 90% of what we do is public sector work with cities, counties, and school districts. All of the services we provide, whether it's planning, project development, or helping to secure funding, are perpetual services. We see time and time again with our clients that the way we approach things is with that consultant lens, professional services lens that really tends to lend itself well to the process. When we look at things associated with referendum efforts, we tend to be extremely proactive and extremely technical; we get into the science behind it and we really work to do what we can to make sure that projects get off on the right foot. Obviously, we look at pre-referendum efforts. Typically, in a public entity, that's one of the toughest hurdles, so we want to ensure we do everything necessary to make sure you've got a very efficient, effective process.

Pat stated Todd would talk about Rapp Strategies and why we've chosen to partner with them.

Todd thanked the Council, stated he's the C.E.O. of Rapp Strategies, and Julie Boyne is our Senior Director. Our firm works in the public space on strategic communications. We provide strategy to clients, and we also provide implementation services; that is, we work with their teams to the extent they have teams on delivering appropriate communications to the audiences they care more about. We focus on issue

management, reputation, and risk management, particularly risk reduction. We also work very extensively on public and private construction projects. We're now over \$10 million, with the Vikings stadium and the destination medical center in Rochester; somehow, in the middle of all of this, we got them the referendum. We have now worked on 107 different referendums for local units of government in the Upper Midwest: School districts, counties, and cities. We have a 70% success record; when he says we do, our clients do. The support we provided hopefully has helped them bring their referendum over the top. We only work for the local governments, and we only work on community outreach and public engagement. We do not work on the advocacy side at all or provide that kind of consulting, as we find it a conflict of interest. On the other hand, we do get connected with advocacy groups because they want to hear about the City's plans as they make their own plans. So, to the extent that you do have some citizens that want to do that, of course we would meet with them.

Todd displayed a list of some of the City and County projects we've been working on, including Elk River; they became interested in cities, as they were doing LOST referenda to bring on some external communication support. We've worked on ten of those so far, and nine of them have been successful, for a total of \$746 million of projects.

Todd stated together with ICS, the two teams have done over \$5.4 million of successful voter-approved referendums in the last decade. We started appearing with the ICS team 13 years ago; we have found the merger of the two teams' expertise, the construction management and planning side that ICS brings, and we bring our communication support. There's a talented group at ICS also who does design work, which is outstanding, and we appreciate working with them as a complementary partner. We think we've been a pretty successful team.

Two different goals we have in working with you are one unified team around communication strategy and a communications work point. We work with our clients, trying to understand for them what capacity they have and where we can best fit in. Sometimes they need soup to nuts, turnkey, give us all the communication support we can provide, and we're willing to do that. Other times, there are particular services that the client is looking for, and we can step in and provide those. We work with you to try to figure out what assets you have, and we fill in the gaps. The one thing we do for all of our clients is the strategy side, help with the referendum question. If they're going to do a community survey, we help them design that, design a community engagement program, and work on the presentations.

In terms of the communication support, the work we do is community outreach and public engagement. Our goal is pretty simple: We want any information that the public gets about this referendum to come directly from the City, either because they go to the City or because they asked a third party, who got their information from the City. That's the goal here. There are four keys to a successful plan, as far as we're concerned: Transparency, Accessibility, Accuracy, and Listening to Feedback. One of the things we ask our clients to do is to make sure that they're responding to every single question they get, knowing that sometimes the questions they get may be a bit annoying, repetitive, or it may just be somebody who's just trying to dig deeper for no reason other than trying to find a reason to pull the plan. That's okay; those are residents, too, they

pay taxes. The goal is to build that trust among everybody so they're getting that information from the City.

Jodi stated our proposal fills the need that was put forth. We have a really good track record on referendums, in terms of what we've been able to achieve and help our clients succeed; to be honest and fair, we haven't won them all. So, in our work with school districts, cities, and counties, we've identified some common pitfalls about why a good proposal failed to gain public support. She specifically cited three areas: 1) Tax impact. When you are going out for a referendum, you need to talk about the tax impact, but you don't want to engage in extended debate, which can be easy to do. The more you focus on the tax component of this plan, the less you focus on the benefits; that's the key piece that we need to keep people focused on, the benefits that the plan will provide to your community's quality of life as well as its residents. 2) Visibility. When we say visibility, that's where we're talking about you, as Mayor and the City Council; this is the City's plan, and you have ownership and accountability for it. You need to be out in the community, sharing that information through tools and resources that we'll talk about shortly, as well as person-to-person contact. Otherwise, people may not view it as a serious proposal. It's really important to have that visibility in the community, making one-to-one contact, as well as responding to those questions, so people can understand and build up confidence in the plan that the City is proposing. 3) 24-Hour Rule. Responding to questions and inquiries as quickly as possible is imperative. In this day and age, with the number of online social media platforms, chat rooms, and informal conversations, friend and family networks, running into people in the grocery store, if you're not responding to their questions, somebody else will. Their answer may not reflect your plan. It may not reflect the benefits; more importantly, it may not include the true tax impact. So, it's really imperative, as Mayor and City Council, that you are owning this plan and sharing that information with the community in order to establish that trust. Also, respond to those inquiries so we can help position you as a full source of information for the referendum.

Julie noted in our work with cities, counties, and school districts, we have a tested model that we use for communication support. It's the City's obligation and responsibility to share public information about the referendum, but there's also a Statutory requirement in terms of sales taxes that you need to communicate. We have a nine-point strategy that we use to make sure that the City is sharing that actual information, meeting that requirement, and ensuring that the residents are getting the information that they need to make an informed vote. Of course, we build this plan with you based on your existing plan for your community, as well as this referendum, that drives your vision for the future. We then go into the need, we talk about what is the need. We walk through the process, how you develop this plan, how you engage the community. We go through the plan details of these three specific asks that you are looking for and the benefits it will provide, not only to residents but to those who visit Cottage Grove; the overall quality of life to community because we know what that can mean in terms of economic vitality, residential recruitment, and other areas. We then have to talk about the cost and tax impact. The consequences of an action are very important, as much as we want people to know what the plan will provide, we also need to know what happens if the plan does not pass; what action the City would take and the consequences of that.

We will always have a resource library for transparency where all information that you're presenting, whether it's at City Council meetings, out in the community, fact sheets that we develop with you, or other materials, are located in this online resource library. Of course, we share voting information; there are three ways that people can vote, and we want to make sure they understand how they can make their voice heard through one of those ways. That's the core framework of our website, but it's also the core framework of our strategic Communications Plan that we would develop with you.

Pat stated from a Communications workplan standpoint, we know you're not starting from scratch, you've been working on things in the City for quite a while. When we look at it, coming into the process, we see some foundational things that really have to happen in order to achieve some of the things that Todd and Jodi just spoke about. We've got to immediately create some of that consistent messaging that we can start to leverage. We've got to look at developing all of the content, and then ultimately looking at various media venues to get the word out and that message out. Jodi mentioned that resource library; we work with you to develop a website or a microsite specifically for this sales tax. We look at different brochures and fact sheets, understanding that constituents and voters gain information in different ways and learn about the process and the proposal in different ways. We've got frequently asked questions, which we really approach as something ongoing and dynamic and continually changing as we hear feedback. As you hear feedback at the City, we need to get that information incorporated into that microsite so the folks that want detail have it at their fingertips.

Whether its electronic things, paper flyers with fast facts, or a social media calendar and campaign that we will put together with you, all of that needs to have a consistent message; it really needs to be balanced with the impact that we're wanting to gain, too. There's a reason that videos, for instance, now are usually 15-to-30 seconds and not three minutes, like they used to be. People have kind of evolved in how they receive information and how they digest things. So, we want to make sure that when we're putting information together, we're balancing that level of content with that impact that we can get. All the way through, we've got that resource library for those folks that want to get into all of the details and information; it's there for them to dig into if they want.

Pat stated from a pricing structure, we've used the matrix that was provided and put together a compensation structure. Right now, we've identified our side of the equation as a lump sum of \$38,000. We would like to structure that with it typically being awarded coming into the relationship; we would bill half of that upfront, the rest of it would typically be deferred until after the referendum. If we're engaged to help implement the project, then all that compensation will be rolled into our implementation services.

Advantages of ICS:

- Our team will draft strategies providing pre-referendum services and CM services.
- This process that starts with pre-referendum, receiving funding, and implementing a project, we need to see that consistency all the way through; constituents and voters are demanding that additional level of information. If you're communicating, you've got to have a secondary resource equipped to answer those questions to have the referendum pass.

-Looking at pre-referendum efforts as a whole, it's really a project in itself; as a professional service, that's what we do, day in and day out, is manage those projects.

Pat stated he'd take any questions.

Mayor Bailey stated he saw a couple of the projects that you'd worked on. He saw a slide that showed a sales tax referendum vs. project tax referendum. He asked if Maple Grove's was a sales tax referendum. Mr. Overom replied we've worked on ten LOST (sales tax) referendums, 97 school district property taxes, and one was also a local property tax; generally speaking, we've worked on ten of those so far in the State of Minnesota.

Mayor Bailey stated so, you've worked on ten, and you got nine of ten; Pat confirmed that. Mayor Bailey asked which one didn't they get; Pat replied Mounds View, and Mayor Bailey stated that's what he thought, and it just happened.

Pat stated Mounds View went for 1.5%, that's a big ask, right after the legislature already passed a sales tax. So, they knew they had an uphill climb. Unfortunately, some things went wrong in the community side, especially when they were talking about what the probable tax impact was; all of a sudden, some of the messaging got divided and that's what happens.

Mayor Bailey stated we did a referendum for a Community Center in 2021, which just missed by 200 or so votes. The School District just passed one recently, but it was very close. What was interesting from our standpoint is typically, for whatever reason, the Cottage Grove side of the School District tends to vote no; it wasn't as much this time, especially on Questions 1 and 2, but he's wondering how do you change that narrative. He looked at the data for our Community Center referendum. It was really one precinct where it was pretty negative towards the referendum, while others possibly affected it, it was really one precinct. He asked if they got into that level of detail, at the level of a precinct.

Pat replied he's got the South Washington County School District registered voter file on his home computer, even though we've never been hired by them. He's a resident of South Washington County Schools, he knows the superintendent, and he's dug into the registered voter list to better understand how targeting could happen. You're talking about an election in November, 2024; voter turnout will not be your issue, and there's almost nothing that you can do about that. Your issue is going to be in some ways just to make it through the people who remember there is a referendum to vote for. Pat asked if your last one was funded by property tax; he was informed it was. He stated you've made the first step you need to make, as you're asking for a sales tax instead of a property tax. We've done research on a statewide basis where a lot of people vote for local governments; we asked Minnesotans if they'd rather have a sales tax, property tax, or income tax to pay for infrastructure. Sales tax was the choice. If you communicate the idea that the tax for residents is X%, non-residents is Y%, you're taking the first step. What we can do in addition to that is we can just help you really focus your communications in a way that hits the right audiences. You need to communicate to everybody, you shouldn't be discriminating in any way, but he thinks we

can help you better understand who are those voters who you most need to keep with you all the way down to the ballot or push to the positive side. He stated 35% of your residents will not vote yes on this, no matter what you offer them, and you've got to be okay with that. You will hear a lot from some of those 35%, and that's okay, too.

Todd stated just to reiterate, it may seem like a nuance, the difference between a property tax and a sales tax, but Litchfield is one that we had recent success on with a LOST referendum. The way we approached it and the way we messaged it, we made sure we worked with their financial folks and others to really dial in on anticipated local contributions vs. from others, surrounding. Getting that message out was very impactful, especially for those segments of the community out there that tended to be on the conservative side. It was very impactful, seeing some of that message hit home, that not all of this burden is going to be yours, but a big share of it is going to be for visitors to the community. So, that's a big deal, and how we message that is critical.

Council Member Olsen stated it was mentioned that 35% of the voters are not going to vote for it, which he understands. It's a presidential election year. Unlike even a gubernatorial election year, voter turnout is going to be huge, but there's going to be a lot of complaints. We are also going to have four candidates on the ballot from this City Council: Mayor Bailey, myself, Council Member Khambata, and a new Council appointee, Monique Garza, who will need to run should she choose to do so for the additional two-year term to which she has just been appointed. So, for us, part of the challenge is as local government officials, particularly when you run in a presidential year, it's really hard to get your voice heard because there's so much national attention; the local issues just get drowned out by others. From a strategic perspective, the question becomes most places when they do referendums, they try to do it in a quieter time of year; voter turnout is pretty low, they can advocate strongly and get a core group of people behind them, and they can get the referendum passed. We're not going to have that opportunity next year, so, it's going to be one of two things: It's going to be the four people on the ballot for our local Council are going to need to come out strongly in favor of this referendum, and there's no doubt it will become part of the debate. We also know there's going to be strong opposition, some of that fueled by the national media, to any sort of feared tax increase. How do you get the message out in such a loud and disorganized media environment?

Todd replied first of all, the most important thing you've got to do is get away from what is likely going to be a Biden-Trump very negative, very divisible election with a lot of hateful rhetoric. Don't encourage people to put out campaign lawn signs. To him, this is solely about the following three things: 1) Is the City doing something that's in the best interest of residents? 2) Are you picking the smartest way to finance it? 3) Have you listened to residents' input in developing a plan? If you can say yes to all three of those, the research that we've done demonstrates the person who agrees with all three has a better than 90% chance of voting yes. You really want to focus on those three as the foundation when you're thinking about your messaging and how you distribute information. You're the City; you can approach this a different way than the political world does in how you communicate, and that's what you're going to have to do. He

thinks one of the best things that you can do to temper down the opposition is to be respectful; he's a big believer in take oxygen away from the opponents. Opponents get to have their voice, they get to speak out, sometimes they win on these things. The most difficult thing that City leaders can do is argue with them or get into extended debates. There's no point in that. Most of that 35% will decide tomorrow if they're going to vote for this, and they get to do that. Your job is just to make sure the information gets out there, and for the City Council to find the 65% that are out there.

Pat stated he thinks Todd's exactly right; with any time, effort, or any expense trying to argue with an opponent, they're winning, right? They're distracting, they're taking your time away. He thinks Todd hit it on the head, going into November, we've got a lot of things to deal with. He thinks how we get that message out has got to be changed; he believes it almost has to revert to a little more grassroots. We're not going to overcome the noise of the national campaign, it's going to come down to identifying that 65% and going out and finding them.

Council Member Thiede stated that's really kind of focusing more on some of the projects and the benefits of the projects that's going to come with the sales tax. Also mentioning that some of those things bring people in from outside the City, and they're also helping pay for those things. Council Member Olsen stated that's why it's the smartest way to fund it, and people will respond to that.

Pat said right now if you talk to the City of Bloomington, the City of Edina, the City of Golden Valley, or the City of Maple Grove, all it would tell you is at the end of the day what they did was they conducted very fair, factual communication. But the way they did it made sure that the people got what the benefits were: Here's the plan and here's why it's good for the community, and that's why it passed. He thinks that's the struggle that Mounds View had, as it became more focused on the taxes. A tax debate is not a great way to pass something.

Jodi stated she thinks Cottage Grove is all right with the three projects that you've identified; they each have distinct constituencies that use them with the golf course or a trail or what you want to bring to the community. When we talk about that targeting strategy of how we reach out to those constituencies, it's getting to those audiences and how do we leverage those sites while we're in this campaign so people are seeing the information as they're coming and going. That visibility of information is very key, in addition to vocal communication, particularly in sites where you'll have high traffic in the summer months, when maybe people aren't quite ready to pay attention to presidential elections.

Council Member Khambata stated one thing he observed while talking to people regarding the referendum for School District 833 was they were only telling me this set of information; they were skeptical because they're also the one that needs the money. So, how do you deflect somebody who says, well, the City's the one giving us the

information, but they're also the one that wants it. How do you disassociate from that level of skepticism or distrust that the casual observer might have?

Pat gave two answers: 1) You've got to prove it. The way you communicate; we're talking about a website that's really open information about all of the projects, including a clear tab that says costs and tax impact. You look at the FAQs and you see we're taking on all the questions that people are asking and making sure we're answering them. You can only prove to people that you're being fair about how you communicate over time, that's pretty important. 2) Even if you do that, there will be people who complain that you're not communicating fairly, and you've got to accept that. It's part of the price of entry if you're going to put up a referendum, that somebody is going to make the issue be you're not communicating appropriately. Sometimes we work with local units of government that chase every complaint through social media and get very defensive, they get into the arguments. We suggest you give one answer to people in that situation and be comfortable with your answer. Then move back to talk about the process, the plan, the benefits, the tax impact, and how they get more information.

Todd stated one of the things we've learned and we observe very frequently is that 35% we're talking about is likely not going to approve anything; within that 35%, there's a spectrum of those that are very passionately against something. There's the other end of that, ones who are Minnesota nice and might support part of it, but they didn't have enough information, would have liked to see more detail, or they didn't see a picture of it. Those are Minnesota nice reasons and answers for not wanting to approve the tax impact for those people who are on that side of the 35% spectrum.

Mayor Bailey asked if Council had any more questions, but there were none. He thanked ICS for sharing their information with us; obviously, we'll be in touch.

Mayor Bailey asked staff when ICS talked about Construction Management, with our situation, how would you do that. Administrator Levitt replied you have to pick the one that you think would get us to that process, but you don't have to worry about construction now, as those would be separate contracts.

Kraus-Anderson (KA)

Dustin Phillips, Senior Project Manager, thanked the Council for inviting them to make their presentation. He encouraged them to ask questions tonight. He detailed his background; he's been fortunate to have worked with the City of Cottage Grove over the last five years. KA's relationship with the City goes back much farther, and we don't take that for granted.

Jenna Mead stated John Huenink, Project Director, was hoping to be here tonight but is not available. For decades, John has been one of the point people at KA for referendum services, planning, and facilities, as well as engagement with all communities; so, he'll still be part of the team.

Jenna is the Director of Marketing, Referendum, & Project Planning. She's the one who actually works day in and day out with our clients when it comes to actual campaign season, working through and implementing all the different plans. If you need

community relations pieces or need a task force put in place and engagement with your community, it's usually about a four-to-six month process where she'd be handling that. She noted she'd actually worked with CafeMedia before joining the KA team, had done some video work here in the City of Cottage Grove and interviewed Mayor Bailey. She's looking forward to working with Cottage Grove again.

Megan Livgard, Communications Coordinator, stated she works with the government team at KA, has been there for almost five years. Her background is actually mostly with cities and is in the regional Economic Developer organization, as a former Economic Development Director. So, she very much loves the public sector as it's really where she grew up and got her feet wet in the profession. As part of this team, she will be one that helps with local community engagement with Jenna and that messaging, to make sure that from the City's perspective, that we're really on it, in how you want to move forward.

Jenna stated we have a pretty brief agenda tonight, so we'll start with where we've been in the partnership we've had with the City so far, our expertise when it comes to referendum services, and we also hope to discuss some strategies.

Dustin stated building off of the relationship piece, we've been fortunate enough to work with the City on five projects; he believed the Cottage Grove Utility Building was on tonight's Council Agenda, so, hopefully we will be successful and continue to work with you on that project. In 2022, Cottage Grove did a Parks and Recreation survey where the community members said what they really imagined for their parks. That was followed by a University of Minnesota study for how that could be funded. You really build upon that small town feel in a growing suburb, and we hope to illustrate how we can help bring this project to life.

Jenna said when it comes to the work you've already done, we understand that you really had your own ideas and have seen a shift in generational pieces and neighborhood dynamics. We all kind of feel it in our neighborhoods where we have those younger families moving in, we have those grandparents that really want to get out and enjoy activities in the outdoors. With that brings needs for new facilities. Looking at your survey and some of those results, you've done the work; you've reached out to your community, kind of figured out why they want to live in the space they want to live in, and narrowed it down from five projects to three at this point.

When it comes to our community referendum expertise, Jenna said she runs a lot of these campaigns all year round; this year she's run six different campaigns, so we really have a track record of not only tackling these things but also the idea of building trust and engaging a community within that. So, we always say it's a lot more than just a yes or no vote at the ballot; it's making sure that we campaign throughout the entire process, it's building that trust, bringing people in a community-driven approach to what you're doing. So, if you've done the work and surveyed your constituents with your team, it's really a community-driven project.

One of our campaigns was the Iron Trail Motor Event Center in Virginia, Minnesota, and last November, in Hermantown, Minnesota, we did a recreation initiative, which was a half cent Local Option Sales Tax referendum. It benefited three different areas in their

community; she feels that's similar to what Cottage Grove wants to do. They had reimaged Fitchner Park so that there were some different baseball pieces and a playground, and they wanted that to kind of be a hub of their outdoor recreation for that community. They also added seven miles to their trail system throughout their community. This sales tax increase would be able to fund for that system to actually become a system and attach to the different communities around them, which was key for them. They also added an ice sheet to their hockey arena. They also went to their community first and really surveyed; there were many different projects that they wanted to do, and they boiled that down, and it was very much a community-driven referendum. Honestly, probably the only reason the ice sheet made it on the ballot is because their community told them that over and over again; so, they had three separate questions on their ballot, and all three passed. That was a 20-year half cent sales tax, and every one of those questions added a year towards it.

Jenna stated when it comes to communication and marketing of these things, we have an internal Marketing Department that can do all the deliverables. Many companies have a design team that can do that; what she thinks is really important is the strategy itself, being really thoughtful about not just a one-size-fits-all campaign that we can just put into any community. It's really taking time, having conversations with the different user groups, doing research, and really getting a feel for what makes sense in that community. For Hermantown, we had a series of different types of display boards, depending on the target, where it was going to go in the community. They wanted to make sure they had them near the foot traffic; the hockey center wasn't a necessarily good display board, but it was more for the actual City Hall and some of the lobbies that wanted that overview. There were various display boards, depending on who was coming into the buildings and the foot traffic and what kind of key messages really made sense for those people.

There was also a similar fact sheet that was mailed out to all constituents. They really wanted to use the *"Let's Play in Hermantown"* campaign, so we built on that. All three of the different pieces that their referendum had was about play; that's similar to here in Cottage Grove. So, if it's the trails, we took photos and made video of people enjoying those trails, as well as hockey and baseball. We had different clips, we had our overview video, but we also had a series of different videos that went out, really targeted to specific groups. We made sure that we had influencers at the table who were ready, wanting to do more than just vote yes on the ballot, they wanted to make sure they were also part of the campaign strategies. So, we had those influencers on the ready to grab onto those videos, share them on their specific pages, and kind of spread that out; again, very community driven, organic, not this top down approach. There was also some other social media traffic that we had, so we built the entire campaign during the active campaign, so, two months at the most. We had a handful of social media posts every week that we had scheduled.

The referendum website is probably one of the biggest pieces; it's the basis that you're driving people to. So, whether you want to build out that information, the why, the need, the tax impact, what does this mean for me, what is actually going to get taxed; all of

those different FAQs that we started to hear in those community meetings that we're facilitating. It's always a dynamic and moving website that has the latest content, but it's kind of the host to everything going. So, anything on social media is getting driven to the website, as well as the email campaign. We had a "*Let's Play in Hermantown*" that was linked from the city's website, so you can toggle back and forth between the hockey arena and the park and trail system. To her, it's the story. All of you live in this community, and we want to make sure we use each and every one of you, as well as different influencers, to be able to tell your why, that's connected to this story.

Jenna said she knows Cottage Grove's percentage is a little different than Hermantown, as you have commuters coming in for work and going out for work; so 75% of the sales tax is covered by non-residents. It's really important to figure out your strategic messaging: What are those top level things that will resonate, that you can make sure that everybody is kind of a coordinated effort, everybody in your community repeats those messages. We're getting all of these things, and 75% of the project is getting paid for by non-residents; that probably isn't your top message, but we will work through the process with you to really figure out what's going to resonate. It might be different in every community.

Megan stated one of the things that we often do is we can really customize a website, and inside of your website what we can do is create a separate website that we can really customize. We started with the community because the community was very engaged in this project. So, we covered this website, then we took photos at the community meeting. Then, what we did from there is we had these QR codes along the waterway on different signs; so when you're walking within the City, wherever it is that you would feel you want people to see it, you can scan a QR code and you can get the most updated information. So, all of this that Jenna showed you on Hermantown is something that we can do in your parks or at different areas that we can do these kind of signs with QR codes, and we can do five updates a year. So, these are just other examples of the different things that we can work on with you.

Milestones

Jenna stated as we move forward, we need to think about milestones, as you're targeting next November for your referendum. It's important to have a robust campaign, but also on a pretty tight timeline. We need to continue to always have the momentum moving forward, instead of it kind of fizzling out at the wrong point. In the referendums she's worked on since last November, this is a really successful milestone or timeline to work on; it's not set in stone by any means.

May-June: We really need to be talking through and information gathering with certain user groups. Whether it's with the Council, just very informally, sitting down and figuring out what communication channel does the City use, what resources do you have available, what partners can we lean on to add more tools to the toolkit, per se. We have an entire team, and we want to make sure that it's organic, and the more people you bring in and have the conversations and give them a piece of the puzzle, per se, the more buy in there is. So, June would be really spent in meetings, whether it's a couple at noon, or if we just come to the City for a day and have a half hour or hour with

different user groups to really just figure out what works for your community. What did we learn from the last campaign, what do we want to lean into, or what do we want to do a little bit differently. So, we'll spend May into June doing some of that.

July-August: We really want it to look calm to everybody who's looking in above the water, but we're going to be working really hard below the water to make sure that all the planning is in place. That's everything from videotaping, figuring out all the different messaging, laying out what those fact sheets and brochures might look like, depending on if that's the way we want to move. We're really building out that website; it's not public yet, but all those things are going to be into place, and we're going to be your team to really coordinate that effort and manage all these juggling balls everywhere to make sure that we have similar messaging going out. Everything that we create has consistent branding, consistent messaging, maybe it leans into different areas and is more detailed in certain ways, but when people see certain deliverables, they know that that has to do with the referendum that the City's putting on. So, this is going to be the busy time for our team, but we hope that it looks like we're coasting along from the outside.

September-October: Working the plan because at that point we've laid out an entire communications and community relations and engagement plan. We just need to follow through with everything that's going on. So, that's going into the social media channels, scheduling out all those things, having our community information meetings if that's how we want to do it, figure out when Mayor Bailey is going to chat about and have some groups that come together. We start with our video campaigns that have now been edited and are ready to go. It's the awareness campaign, kind of Step 1 of what's going on, what's a part of this, and why are we doing this.

November: This is the get out the vote piece, but one thing you have going for you is it's a general election. So, it's less about hey, get to the polls on November 5, and more about this is what you're going to see on the ballot when you go to the polls. There may be other things on the ballot, and we want to make sure that people aren't skipping this part of it or voting no because they don't know what it is; so, we can send out a sample ballot. Just those reminders, person to person, text messages, email blasts, etc. for yes, get to the polls, but remember, this is an important issue on the ballot. We want to make sure they understand when they read the ballot language and what it actually means.

Megan stated a couple things that Jenna said about messaging is that you are the leadership for the City; so, making sure that everyone has the same message and is all on board. That's going to be where Jenna alluded to Step 1; again, working with you, staff and City Council, as you are the best and the biggest ambassadors for your community. We want to make sure that from beginning to end we're all on the same page with the messaging, everyone agrees to the messaging, so Jenna's going to work really hard with everyone on that, including certain stakeholders. So, there's no misunderstanding as to where everyone is with that message moving forward. And it takes this community to build the trust. If you don't have the trust, as you all know being on the City side, when you lose that, it's really hard to gain it back. We want to make sure that we have embodied that trust with each of you, staff, and then again the stakeholders and residents. We will work really hard in keeping those meetings with

you, so that if something changes and you're hearing something in the community, we can jump on it; if we need to adjust something on the messaging, we do that with you, because you need to be the ones that are employing that message, first and foremost.

Jenna had talked about consistent branding a little bit; she thinks it's important, as well as just jumping back to establishing trust, you already have some things in place that you're reaching out to your community and you're always communicating. So, making sure that that Mayor's Moment or the Council Update isn't just willy nilly, but we'll actually lay out like Week 1 could be this, Week 2 we're building on this, and then we're going to add this message in. So, we could actually kind of lay out that strategic plan, just for what those specific channels could be. Video and social media is another one, and the idea is to always have Council having a seat at the table and continually engaging you; that's so we can always have a pulse on your community. So, whether it's this group right here, maybe we bring in a handful of like influencers within your community that kind of sit in different circles and have different networks. Just making sure that everyone sees we are checking in and having that poll check, what are you hearing? What's making the FAQ that you're hearing over and over again that we just need to answer? Maybe the Mayor's Moment needs to cover that this week. Knowing that we have a plan in place but also can be super flexible with that plan, depending on what's resonating in your community, what's not, what's coming up as questions. We've also had it just where on the website there's a piece where people can write in their questions, and we're keeping an eye on those. Not every question is a FAQ, but there are pieces that come up that we can just slide in on your social media, like once a week, once we're really in the thick of things on FAQ. We don't know what that is at the beginning, when we're planning it, but we know we're going to fill those in as they come because we wanted to keep that poll on the community.

Jenna stated this is a coordinated effort, we really want to make sure that we're leveraging any of the resources that you already have. So, we have a marketing team that is on the ready, but we also want to make sure that organically we have the SWCTC that we can potentially partner with. Video and design is her background, and she'd love to help produce those. She doesn't think we need a huge video production company to come in; it goes so much further when you use some of the resources you have and just have a team that's managing that. Also, people can tell the story that it's a local company helping out on the campaign; she thinks that's huge.

Dennis stated we're limited in time today, but he thinks it boils down to what Jenna and Megan have said time and time again throughout the presentation, it's not a one-size-fits-all. It's our ability to adapt and work with our clients that drives our success. It's really building that trust within the community and making sure how we work with you is on point so that we can bring that forward and really help bring your project to life. With that, we'll open it up to questions. Thank you again for the opportunity.

Council Member Olsen asked when KA entered into this conversation about potentially being our partner on this, you mentioned the fact that we've got a long relationship with your company, so did you have any time to work with the staff on that timeline that you had displayed. Were you able to discuss key events and key times, etc.

Dennis replied not in detail with the City yet on how we see this going. He thinks sometimes you can get into it, and he and Jenna have talked about this. It's a long, drawn-out referendum campaign, and sometimes you can lose that key momentum. If you get the information out there too early, they forget about it, then you strike them again with something that went by, and what is key is we're not set on this timeline. This is a timeline from our experience of working with other cities and other public entities on their referendums. It really shows that you can get those votes with the most up to date information and that it's fresh in their minds. It's something that they just got done seeing over the course of two months prior; I was just at this park, or I remember seeing that on the City website. Did you see the Mayor's Moment? Did you see that pamphlet that just came in the monthly newsletter? All of those different things, and we time those out so that they're getting hit time and time again; it's not in an annoying way, but it's just a recurring theme that they see as they're going about their daily business here within the City.

Megan said we tried to find space with your staff and just to kind of better understand the project, but that's something that we would be doing.

Council Member Olsen stated 2024 is a big year with the presidential election, a lot of noise. For us, personally, we'll potentially have four candidates for the City Council who will be on the ballot. It's really critical that we break through in some way with that local angle, that local information to make sure that we don't get buried by other media focusing on national or even state-level elections. It's really hard sometimes to get your voice heard, especially in a presidential year. He's just curious what they think, how best to get that done.

Jenna replied she thinks the event calendar is a huge piece of it. So, if there are any park type events late in the summer that have the people or the neighborhood that you really know carry a lot of that support, we have no problem in launching the campaign at something that kind of coincides with some of those events. She also has experience in leveraging the groups of people that already kind of have a stake in the game. When we talk about information gathering and research, when you talk about adult sports and pieces like that, who are those people and who are the leaders there that we can leverage in order to get those person-to-person interactions. In her mind, there's no video we could put out there that's going to scream loud enough to be above some of the presidential noise that we're going to hear. One conversation, person to person, with somebody who maybe supports it and is just talking to their neighbor, or talking to an organization at the association at the golf course, those are the places we need to be. She thinks we just need to make those interactions. A lot of times it's actually not competing for the noise, but flying under the radar just a little bit and making sure we're having those meaningful conversations.

Council Member Khambata asked how would you combat skepticism from voters that the information that we're providing was skewed because we're the ones asking for the money.

Jenna replied you've done a survey, and she thinks there's some other pieces that she really leans into a community vision of it all. Yes, the Council is the one making

certain decisions, but it's based on research, it's based on community input. It's been several years in the making; that's going to be some top level messaging. We just want to make sure it feels like a community focus vision.

Dennis stated one thing he sees down the road is somebody is going to ask that. All of the time it's how they approach, like when you're going for a Local Option Sales Tax and the benefits that go along with that, which come here, to the community. There are folks out there who aren't well aware of how this is being funded because you've done a study with the University of Minnesota, you've already done the survey Jenna mentioned. There's a lot of good information, and how that information is formulated and sent out there will help you win.

Mayor Bailey noted Jenna stated she'd just finished up on some recent elections, and asked her how was your success rate. Jenna replied we were 6 of 6 this November.

Mayor Bailey asked if those were on the LOST elections; Jenna replied no, this November those were school board referendums that she worked on.

Mayor Bailey stated he knows they did the LOST for Hermantown and up on the Iron Range; he asked if there was anybody local in the Twin Cities.

Jenna replied not with her KA hat on, but she'd worked with the City of St. Louis Park; she doesn't believe that was a LOST specific thing, but it was like communicating their different funding mechanisms and how their ballot was changing on the way people can vote with another system. She worked through a campaign with the City of St. Louis Park on that. Locally, with her parent hat on, she's on the engagement facilities with the City of Robbinsdale right now and their potential Community Center. She's part of that in a different venue.

Council Member Thiede stated the big thing from a communication standpoint is just trying to keep negative connotations out of things. He would assume instead of using an acronym LOST, he would really focus on using the Local Option Sales Tax wording vs. using LOST.

Jenna replied yes, we have to really pay attention to those acronyms that people don't know. If you don't pay attention, you don't know what that means; so, we have to really figure out a way of knowing your residents, what really matters to them, and word it that way. We didn't use that acronym in any of the campaigns. We want to let them know which of their purchases would actually be part of that sales tax increase; we want to make sure they understand that.

Mayor Bailey asked Council if there were any other questions, but there were not. He thanked KA for coming here tonight and KA staff thanked the Council.

Council Member Olsen confirmed that staff was just looking for guidance tonight, and Administrator Levitt replied yes because we need to sign a contract. Significant discussion followed:

Council Member Thiede stated as he looks at this, he sees \$38,000 and \$9,500; so, to him, if it's apples to apples, it's a no brainer.

Director Dockter spoke about the expenses:

- ICS is \$38,000, with an upfront fee of half, which would be \$19,000. If the referendum passes, they would take the remaining \$19,000 and roll that into their fee. If it fails, you would have to pay the other \$19,000, for a total of \$38,000.
- KA's proposal says \$9,500, and if the referendum passes, you hire them as the Construction Manager (CM); they waive that fee and roll it into their work and we don't pay that money upfront, which is how we did the Community Center.

He noted they both have other incidental fees, like mileage and printing costs.

Council Member Thiede stated so KA's cost is significantly less. Director Dockter replied it's \$9,500 or 0, but it's all rolled into their CM fees later.

Council Member Khambata stated their objective is to get the contract after the referendum, so he thinks we just have to look at it as the fee is an arbitrary number.

Director Dockter stated it's \$19,000 out of pocket, no matter what; with ICS, potentially \$38,000. With Kraus-Anderson, it's 0 dollars out of pocket, potentially \$9,500.

Council Member Thiede stated he guessed with the experience that KA has with us, he liked some of the things that ICS was talking about, the awareness of some of the elections and the staff, but personally he likes the experience that we've had with KA.

Council Member Olsen stated he was disappointed with KA's presentation on a couple of fronts; he likes KA, they've been a good partner for us for a long time. He was disappointed that they didn't recognize that our biggest event of the year is in June. So, they would need to start their listening work quite a bit earlier in order to be prepared to deliver information at Strawberry Fest, and then carry that through the summer. We have a lot of events here in the summer that provide opportunities to get information into people's hands in a more grassroots way. He thinks we do pretty well with that now, but he thinks that's really the key. The folks from ICS clearly had a lot of information, they did their homework and had good knowledge of the community. Recognition of the fact that there's a certain demographic that you'd probably just beat your head against the wall all day and would not be able to impact. He thought they seemed like they were just solid, really well versed on who we are, what it will take to get us over the line. They just seemed to have a depth of knowledge and experience that was missing from KA, from his perspective.

Council Member Thiede stated there's also the connection with KA in terms of associating knowledge of Cottage Grove. Council Member Olsen stated SWCTC was definitely a really great example of that.

Director Dockter stated regarding the project timelines, their project timelines are actually identical in their proposals, but we control that. They both had said we can do whatever you want, whenever you want. Their proposals are identical in terms of when they can start things, but we are just controlling them.

Administrator Levitt stated she thinks a lot of strategies of cities over the last two months was honestly to not build opposition; if you can get your message out there, you can get the ballots.

Council Member Thiede stated he totally agreed with getting the information out as soon as possible and efficiently.

Council Member Olsen stated if you run a campaign, you know that most people don't pay attention until September. In terms of just being able to communicate the

features and benefits of the Local Option Sales Tax, he thinks there's going to be a lot of opportunities through the summer months to do that.

Council Member Thiede stated he was thinking, too, at Strawberry Fest the big thing would be talking about the different projects and so forth. Just getting an opportunity to get people's input, too, what do they think. Council Member Olsen stated you have to be prepared to do that, you have to be ready with all your materials.

Mayor Bailey stated the only thing, though, is what he thinks they're trying to do is if you do it too early, you build the opposition. So, he's assuming we should rely on what they're saying; that's why we wait until the end, so there isn't enough time for them to build the opposition, for it to take root. Council Member Olsen stated yes, take the air of their balloon, like the ICS guy said.

Mayor Bailey asked Director Dockter to refresh his memory about the referendum for the Community Center, if we used KA; Director Dockter replied correct. Mayor Bailey stated Jenna was there. Director Dockter explained she was actually working for a video production company, CafeMedia, that did interviews specifically for referendums. She had been let go, and that's when KA had hired her as their Director of Marketing.

Council Member Khambata stated his first impression of ICS, prior to seeing KA's proposal, was that he felt that they were a little bit disassociated with Cottage Grove in some respects. Just in regards to like they didn't specifically reference the three projects, and he just kind of felt like there was a generalized overtone with ICS's proposal that he didn't see with KA. Council Member Olsen had a different outlook on that regarding the timeline, but he thought from an opportunity vs. risk standpoint, KA's got a better proposal because if we don't win, we don't cut a check.

Director Dockter stated he needs to correct him on that. If we don't win, we do cut a check; if we win, we don't cut a check. It's 0 if we win, \$9,500 if we lose. Council Member Thiede stated it's still only about half of ICS.

Council Member Khambata stated but it's really outcome driven; \$10,000 at the end of the day is going to be probably equal to what we spend on media, mileage, whatever. But which one is going to get us across the finish line, who are we more confident will get us across the finish line?

Council Member Olsen stated he thinks that's the real question, if you set all the financials aside, who do you feel is going to bring what we need in order to achieve the desired outcome. That's where we really have to make the call. He asked Director Dockter if he had a preference, if he felt strongly either way.

Director Dockter replied he was really impressed with Rapp, but the ICS team didn't do much for him. As we know, Kraus has worked very closely with us, used them on the last referendum that failed, but they didn't do anything wrong. That was the best referendum we ever had, that was the closest we've ever been. With the community changing so rapidly, he doesn't know.

Council Member Olsen stated he thought Director Dockter drew a good distinction; Rapp has a certain role and ICS has a certain role. If we're talking about the primary function, which is to get it over the finish line, probably Rapp is the bigger player there.

Mayor Bailey asked if Rapp was part of ICS; Council Member Olsen replied Rapp is in partnership with ICS. So, the Rapp people are the marketing people, the ICS people are kind of the nuts and bolts people.

Director Dockter stated the approach of ICS was just very specific about everything, how to get things done.

Mayor Bailey stated he'd asked the question about who has had more success with sales tax, and he didn't know who had done Mounds View, but he was curious; that was its own issue, but they've had more success. He liked the fact that ICS worked with cities that he kind of looks at as a guide for own City; Maple Grove is an example. The only thing that pauses him is we used KA to get a referendum over the line, and they didn't get the referendum. So, if he uses that as his basis, if we did this and then a year or two later we come back and do it again, would we use KA if it didn't pass?

Council Member Olsen replied you know how he feels, he likes Rapp and ICS. He thinks they're strong candidates, but that's just him. He asked Administrator Levitt if she had a preference.

Administrator Levitt replied she's talked to a lot of City Administrators that have had Local Option Sales Tax pass, and every one of them has told her Todd Rapp was the reason they thought they got it across the line. And, so, considering she doesn't like to fail, she would have to put her eggs in the Todd Rapp bucket. She knows it's more money, but we'll add \$30+ million in sales tax. Council Member Olsen stated it's a drop in the bucket if we get the desired result. Administrator Levitt stated but we have to get it across the line; if we can't on November 5th, then we've done this for nothing. When you think about the years of surveying and the years of developing plans, all the different options, our fight at the Capitol last year, that like took us to the very end; we're given this one chance because there is a moratorium on Local Option Sales Taxes. So, our window to achieve success is this one chance. She would suggest you use your one chance as wisely as possible.

Mayor Bailey stated he'll share one other thing that he saw in the differences between the two. Yes, KA knows us, they do buildings for us, they've done things for us, they do all the buzz words, they showed the pictures of the Dunes, etc. They also used the same things that we're already doing; let's do the Mayor's Moment and do the Council Updates. What he actually liked about the Rapp group is they say quick, 30-second spots, maybe multiple; he's hearing from KA let's just do what we did, at least on that piece of it. He'd like to try something different. Personally, he wants to go with ICS with Rapp. And if Rapp wasn't here with ICS, he'd pick Rapp.

Council Member Khambata stated he thinks Todd's insight and just how he's kind of focused on strategy, he feels a lot more confident with that. Like we don't have to be sold, with KA coming in and knowing us and knowing everything we do, he felt that KA knocked their presentation out of the park, compared to ICS. He thinks on the mechanical parts of what need to get done, and he can't speak much for ICS, but he would say his confidence lies in Todd Rapp's explanation of the strategy.

Director Dockter said in follow up, this is just for the referendum; we hire whoever we want for Construction Manager. If you feel that KA is going to be the best to deliver the construction project, you can go with KA on that. Mayor Bailey stated that's what he

means, that's where he's at; does he have any doubt that KA can build a great project for us? No, not at all. But we have history; he doesn't want to lose this referendum.

Council Member Khambata stated if you look at the costs of this entire initiative, \$10,000 one way or the other is not a big factor. Because if we don't get it, to Administrator Levitt's point, we spent the last two years of polling and strategy and research and all of those billable hours that we've racked up with staff to do that. So, it seems like the upfront cost factor doesn't play at all into this decision today.

Mayor Bailey stated the last thing he'll say and then we can vote for one or the other, the other thing he saw was, and Council Member Olsen brought it up with both of them, there are going to four or five of us on the Council that could be on the ballot. Rapp said Mayor, I need you to do this, I need Council Member Khambata to do this, I need you to do that. He got the opposite of that with KA, they mentioned weekly Mayor's Moments; the challenge we're going to have with that is once the filing's closed, he can't be on cable if he's running for reelection because that's considered a disadvantage. Having him as the spokesperson when he's up for election, he doesn't know that that's going to work.

Council Member Khambata stated however hard we work to push this message out, there are going to be people who say well, you're only doing this because you want something. Looking at the polling data from the school referendum, again Cottage Grove overwhelmingly voted against it. They all won, but if you look at where the no votes came from, they came from here. So, we have that sentiment, it's baked in for whatever reason. He thinks whatever we do, we just need to either try to diffuse that or acknowledge that upfront. He heard one comment coming out of the gate, she's like obviously, we can't win them all. He picked up on that as a communication technique; rather than waiting for us to ask, like what about the ones we didn't get, they hit it upfront, and he took note of that, and that's a pretty clever comment.

Council Member Olsen voted to hire ICS and Rapp for community relations/education services on the Local Option Sales Tax referendum; Council Member Khambata seconded the vote.

Mayor Bailey asked Council Member Thiede if he was okay with that; he replied, yes, he was impressed with their presentation, and Rapp seemed quite confident. Mayor Bailey stated he seemed to almost have a finger on the pulse. Council Member Olsen stated they had a deeper, more experienced approach.

Mayor Bailey told Administrator Levitt that Council wants to go with ICS.

15. ADJOURNMENT

Motion by Council Member Olsen, second by Council Member Thiede, to adjourn the meeting at 9:14 p.m. Motion carried: 4-0.

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



City Council Action Request

7.D.

Meeting Date	12/6/2023
Department	Administration
Agenda Category	Action Item
Title	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.
Budget Implication	N/A
Attachments	1. Memo - Randy McAlister, Deputy Director of Public Safety

To: City Administrator Jennifer Levitt

From: Deputy Director of Public Safety Randy McAlister

Date: November 21, 2023

Subject: **GAMBLING LICENSE APPLICATION – SINGLE OCCASION**

INTRODUCTION

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

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

BACKGROUND

Pursuant to City Ordinance, Lori Ann Olsen, on behalf of the Cottage Grove Strawberry Fest, P.O. Box 512, Cottage Grove, MN 55016 has submitted an application for a Temporary Single Occasion gambling permit for Bingo to be held at River Oaks Golf Course, 11099 Highway 61, Cottage Grove, MN 55016 on February 24, 2024, at 11:00am. The Department of Public Safety is required to conduct a police investigation of the applicants.

DISCUSSION

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

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

RECOMMENDATION

Recommend that the City Council approve the single occasion Gambling Permit application for the Cottage Grove Strawberry Fest.



Randy McAlister – Deputy Director of Public Safety

11/21/2023



City Council Action Request

7.E.

Meeting Date 12/6/2023

Department Administration

Agenda Category Action Item

Title 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.

Budget Implication

Attachments	1. Lions Club Temp Liquor Memo
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To: City Administrator Jennifer Levitt
From: Deputy Director of Public Safety Gregory Rinzel
Date: November 30, 2023
Subject: LIQUOR LICENSE APPLICATION – TEMPORARY – CG Lions Club

INTRODUCTION

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

BACKGROUND

Pursuant to City Ordinance, Kaitlyn Mary Tobritzhofer, on behalf of the Cottage Grove Lions Club, PO Box 002, Cottage Grove, MN 55016, has submitted an application for an On-Sale Temporary Intoxicating Liquor License to be held at the corner of 70th Avenue S and Keats Avenue S (10251 70th Street S), Cottage Grove, MN 55016 on January 6, 2024, from 10:00am – 4:00pm. The Department of Public Safety is required to conduct a police investigation of the applicant/manager in charge.

DISCUSSION

The application of the Cottage Grove Lions Club, as submitted, is complete and in compliance with our ordinance.

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

RECOMMENDATION

Recommend that the City Council approve the Liquor License application for the Cottage Grove Lions Club.



Gregory Rinzel – Deputy Director of Public Safety 11/30/2023



City Council Action Request

7.F.

Meeting Date	12/6/2023				
Department	Administration				
Agenda Category	Action Item				
Title	Business License Renewals				
Staff Recommendation	Adopt Resolution 2023-146 authorizing renewal of business licenses for 2024.				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>Resolution - 2024 Business License Renewals</td></tr><tr><td>2.</td><td>Attachment - Approved Businesses 2024</td></tr></table>	1.	Resolution - 2024 Business License Renewals	2.	Attachment - Approved Businesses 2024
1.	Resolution - 2024 Business License Renewals				
2.	Attachment - Approved Businesses 2024				



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

FROM: Tammy Anderson

DATE: December 6, 2023

RE: Business License Renewals

Discussion

The City of Cottage Grove licenses specific business activities and most licenses are issued on a calendar-year basis and are subject to renewal. Certain license types require City Council authorization for issuance as specified by our City Code and/or the recommendation of our City Attorney. These licenses include Liquor, Tobacco, Therapeutic Massage Businesses and Massage Therapists.

A due date of November 15, 2023, was given to businesses for submission of renewal applications. This provides staff time to complete verification and any required background checks before they are presented to the City Council for approval. Applications that have been submitted, have cleared the background checks, and have not already been approved to this point are included in the attached resolution. As some applications have not been submitted or are incomplete, I will forward additional renewals to the City Council on December 20, 2023.

Recommendation

Adopt Resolution 2023-146 authorizing renewal of business licenses for 2024.

Attachments

1.	Resolution - 2024 Business License Renewals
2.	Attachment - Approved Businesses 2024

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-146

BUSINESS LICENSE RENEWALS FOR 2024

WHEREAS, the City of Cottage Grove licenses specific business activities on a calendar-year basis and such licenses expire on December 31 and are subject to renewal; and

WHEREAS, certain license types require City Council authorization for issuance as specified by our City Code and/or the recommendation of our City Attorney; and

WHEREAS, the businesses listed in Attachment A have submitted license renewal applications; and

WHEREAS, the applications have been reviewed and the businesses have undergone background investigations by the Police Division of the Public Safety Department and the City Clerk Division of the Administration Department; and

WHEREAS, the results of the background investigations have not revealed anything that would constitute a basis for denial of the renewal applications;

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, authorizes renewal of the business licenses specified in Attachment A, for the year of 2024 conditioned on compliance with all applicable state and local regulations related to each specific license type.

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

RESOLUTION 2023-146 - ATTACHMENT A

Liquor Licenses			
License Type	Business	Address	Licensee
Liquor License	Applebees	8380 East Point Douglas Road	Timothy Michael Spiekers
	Bill's Liquor	7155 Jorgensen Lane South #150	Nebeel Hassan
	Carbones	7155 Jorgensen Lane #170	Janele Lynn Erickson, Cole Richard Cramlet
	CG Holiday #3512	6921 Pine Arbor Drive	Amy Neva-Linn Damon Ceauzx
	CG Holiday #3827	6921 Pine Arbor Drive	Amy Neva-Linn Damon Ceauzx
	Cub Foods	8690 East Pt Douglas Road	AshleySitton Reimer
	G-Will Liquors	6999 80th Street So	James Frank Kast, Brandon Joseph Egge, Grant William Rodemacher, Daniel Charles Fields, Paula Ann Bushilla, Michael Gerard Bushilla, Eryka Nicole Wienke
	Hope Glen Farm	10276 East Pt Douglas Rd	Andrew William Schroeder
	Hyvee (off-sale)	7280 East Pt Douglas Rd	Andrew William Schroeder
	Hyvee (on-sale)	7280 East Pt Douglas Rd	Andrew William Schroeder
	Hyvee Gas Station	7280 East Pt Douglas Rd	Andrew William Schroeder
	Junction 70	6933 Pine Arbor Drive South	Joel Anthony Lehman, Jason Christopher Fleig
	Las Margaritas	7166 East Pt Douglas Rd	Nora Elena Perez
	Muddy Cow	7350 Hardwood Court So	Patrick Francis Conroy
	River Oaks Golf and Event Center	11099 Highway 61	Dennis Edward Neitz
	Walmart	9300 East Pt Douglas Rd	Sarah Catherine Little, Silvo Martins,
License Type	Business	Address	Licensee
Intoxicating Cannabinoid	High North Dispensary	8711 E Pt Douglas Rd #108	Tyler Aaron Thompson, Daniel Charles Johnson,
License Type	Business	Address	Licensee
Tobacco	Bill's Liquor	7155 Jorgensen Lane South #150	Nebeel Hassan
	CG Holiday #3512	6921 Pine Arbor Drive	Amy Neva-Linn Damon Ceauzx
	CG Holiday #3827	6921 Pine Arbor Drive	Amy Neva-Linn Damon Ceauzx
	CG Smoke Shop	8457 East Point Douglas Rd	Emad Zuhair Wazwaz
	Cub Foods	8690 East Pt Douglas Road	AshleySitton Reimer
	Gas Plus #7	7033 Jorgensen Lane So	Stephen Robert Dahl
	G-Will Liquors	6999 80th Street So	James Frank Kast, Brandon Joseph Egge, Grant William Rodemacher, Daniel Charles Fields,
	High North Dispensary	8711 E Pt Douglas Rd #108	Tyler Aaron Thompson, Daniel Charles Johnson,
	Holiday Station Store #374	8101 Hadley Ave So	Gary Melburn Brant, Kathleen Kerr Cunningham
	Hyvee	7280 East Pt Douglas Rd	Andrew William Schroeder
	Hyvee Gas Station	7282 East Pt Douglas Rd	Andrew William Schroeder
	Moon Soon Tobacco	7584 80th Street So	Ramadan Abdalla Aly Hussein
	River Oaks Golf and Event Center	11099 Highway 61	Dennis Edward Neitz
	Walmart	9300 East Pt Douglas Rd	Sarah Catherine Little, Silvo Martins,



City Council Action Request

7.G.

Meeting Date	12/6/2023				
Department	Community Development				
Agenda Category	Action Item				
Title	Approval of Rental Licenses				
Staff Recommendation	Approve the issuance of rental licenses to the properties in the attached table.				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>Rental License Approval CC Memo</td></tr><tr><td>2.</td><td>Rental License Approvals Table</td></tr></table>	1.	Rental License Approval CC Memo	2.	Rental License Approvals Table
1.	Rental License Approval CC Memo				
2.	Rental License Approvals Table				

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

FROM: Samantha Drewry, Code Enforcement Officer

DATE: November 29, 2023

RE: Rental License Approvals

Background/Discussion

Rental licenses are required for nonowner-occupied residential properties (City Code Title 9-13, Property Maintenance, and Title 9-14, Rental Licensing) and are issued on a biennial basis. The licensing process includes submittal of the rental license application, payment of \$180, and public criminal history report. Rental inspections are conducted on all rental properties as part of the licensing process. Once all information has been submitted and the inspection satisfactorily completed, the Council must approve the license prior to it being issued.

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

Recommendation

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

2024 RENTAL LICENSES
CITY COUNCIL APPROVAL - DECEMBER 6, 2023

RENTAL LICENSE NUMBER	PROPERTY STREET #	PROPERTY STREET NAME	PROPERTY OWNER
RENT-001946	9335	73rd Street South	Chyba, Margaret
RENT-001911	9496	JARROD AVENUE SOUTH	TOYIN & OLUWOLE ADEREMI-ATA



City Council Action Request

7.H.

Meeting Date	12/6/2023		
Department	Public Safety		
Agenda Category	Action Item		
Title	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.		
Budget Implication	N/A		
Attachments	<table><tr><td>1.</td><td>Agreement for Professional Services - Animal Humane Society wExhibit (Cottage Grove) 2024</td></tr></table>	1.	Agreement for Professional Services - Animal Humane Society wExhibit (Cottage Grove) 2024
1.	Agreement for Professional Services - Animal Humane Society wExhibit (Cottage Grove) 2024		



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

FROM: Pete Koerner

DATE: December 6, 2023

RE: Animal Humane Society Agreement for Professional Services

Discussion

Since 2013, The City of Cottage Grove has had an agreement with the Animal Humane Society (AHS) in Woodbury for animal impounds. As part of our budget process, we evaluate our animal control services, which include animal impounds. Animal Humane Society continues to partner with local municipalities to improve the lives and welfare of animals, as well as the impact they have on people in our community.

To align their fees with their costs, there is small increases to their fees. When animals are returned to their owners through our facility, they will charge a \$26 admin fee (\$1 increase) to the municipality. They will charge \$225 for dogs and cats that remain in their care (\$10 increase) through a stray hold and are not returned to their owner. They will charge \$49 for critters and other small companion animals. These costs cover their housing, feeding, vaccination, and other veterinary care.

We have continued to have savings by our increased ability to release lost animals using social media. By posting lost animals prior to transporting to the Animal Humane Society, we reduce fees as well as Community Service Officer time. We also utilize a chip reader that often gives us the pet owner information.

There are no significant changes to the language of the contract. City Attorney Kori Land and staff reviewed the agreement.

The Animal Humane Society and the City of Cottage Grove would like to continue this agreement and partnership.

Recommendation

Approve the Agreement for Professional Services for Impound Housing Services 2024 between Animal Humane Society and City of Cottage Grove.

Attachments

1.	Agreement for Professional Services - Animal Humane Society wExhibit (Cottage Grove) 2024
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AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made and executed this ____ day of _____, 2023, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, (“City”) and the Animal Humane Society, 9785 Hudson Road, Woodbury, Minnesota 55125 (“AHS”).

WHEREAS, the City has accepted the proposal of the AHS for certain professional services; and

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

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

1. SERVICES.

- a. City agrees to engage AHS as an independent contractor for the purpose of performing certain professional Services (“Services”), as defined in the following documents:
 - i. A Letter of Understanding dated November 13, 2023, incorporated herein as Exhibit A.
 - ii. Where the terms and conditions of this Agreement and those terms and conditions included in Exhibit A specifically conflict, the terms of this Agreement shall apply.
- b. City hereby agrees to follow the policies and procedures articulated by AHS in Section 3 of Exhibit A.
- c. AHS covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, as set forth in Exhibit A, subject to Section 7 of this Agreement.

2. PAYMENT.

- a. City agrees to pay and AHS agrees to receive and accept payment for Services as set forth in Exhibit A.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due AHS shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.

- c. AHS shall submit itemized bills for Services provided to City as stated in Exhibit A. Bills submitted to the City shall be paid in the same manner as other claims made to City.
- 3. TERM. The term of this Agreement is identified in Exhibit A. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as herein stated.
- 4. TERMINATION.
 - a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party to the addresses listed in Section 13 of this Agreement. Upon termination under this provision, if there is no default by AHS, AHS shall be paid for Services rendered and reimbursable expenses until the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
- 5. SUBCONTRACTORS. AHS shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in Exhibit A. AHS shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of AHS's receipt of payment by the City for undisputed services provided by the subcontractor.
- 6. STANDARD OF CARE. In performing its Services, AHS will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by AHS's undertaking herein or its performance of the Services.
- 7. DELAY IN PERFORMANCE. Neither City nor AHS shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or AHS under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this

Agreement. AHS will be entitled to payment for its reasonable additional charges, if any, due to the delay.

8. CITY'S REPRESENTATIVE. The City has designated Director of Public Safety Peter Koerner to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
9. PROJECT MANAGER AND STAFFING. AHS has designated Dr. Graham Brayshaw and Astrid Roed to be the primary contacts for the City in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. AHS may not remove or replace these designated staff without the approval of the City.

10. INDEMNIFICATION.

- a. AHS and City each agree to indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of AHS and City, they shall be borne by each party in proportion to its own negligence.
 - b. AHS shall indemnify City against legal liability for damages arising out of claims by AHS's employees. City shall indemnify AHS against legal liability for damages arising out of claims by City's employees.
11. INSURANCE. During the performance of the Services under this Agreement, AHS shall maintain the following insurance:
- a. General Liability Insurance, with a limit of \$1,000,000 for any number of claims arising out of a single occurrence; \$2,000,000 annual aggregate.
 - b. Workers' Compensation Insurance in accordance with statutory requirements.
 - c. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

AHS shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The City shall be named as an additional insured on the General Liability Insurance policy.

12. OWNERSHIP OF DOCUMENTS. Professional documents, drawings, and specifications prepared by AHS as part of the Services shall become the property of the City when AHS

has been compensated for all Services rendered, provided, however, that AHS shall have the unrestricted right to their use. AHS shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property. Rights to proprietary intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of AHS.

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

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

Or e-mailed: PKoerner@cottagegrovemn.gov

If to AHS: Animal Humane Society
1159 University Avenue West
St. Paul, MN 55104
Attention: Dr. Graham Brayshaw

Or emailed: gbrayshaw@animalhumanesociety.org

Animal Humane Society, Woodbury
9785 Hudson Road
Woodbury, MN 55125
Attention: Astrid Roed

Or emailed: aroed@animalhumanesociety.org

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

15. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or AHS of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.

- d. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- e. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- f. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

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CITY OF COTTAGE GROVE

By: _____
Myron Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

ANIMAL HUMANE SOCIETY

By: _____
Janelle Dixon, President & CEO

Date: _____

EXHIBIT A

Animal Humane Society and City of Cottage Grove

Letter of Understanding for Impound Housing Services 2024

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are lawfully retrieved by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. AHS is unable to house wildlife or farm animals.
 - i. Exceptions can be made for chickens with prior approval of the site manager at AHS.
 - c. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - d. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - e. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - g. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - h. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - i. AHS will follow internal policy and best practice for unclaimed animals. **City of Cottage Grove** may request and view AHS policies at any time.
2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community

service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.

- b. Animal Control Officer or Community Service Officer must reach out to their designated AHS contact for guidance prior to any seized animal being brought to AHS that is not stray or abandoned. Ability to house animals that are not stray or abandoned is not guaranteed through this contract.
- c. AHS has the sole authority for the disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period.
- d. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.
- e. AHS is not responsible for collecting any fees from an owner for a municipality.

3. **City of Cottage Grove** agrees to:

- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
- b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
- c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality.
 - i. AHS will charge a standard hold fee for stray and abandoned animals of \$225 per canine or feline and a \$51 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
 - ii. AHS will charge an additional fee of \$630 for stray and abandoned animals with a legally mandated hold or quarantine that is not a 5-day stray hold.
 - 1. This fee covers up to 10 days of care and will usually be associated with a rabies quarantine after a bite.
 - 2. Holds lasting longer than 10 days will be charged a fee of \$63 per day.
 - 3. This fee will be charged to the municipality independent of who claims the animal.
 - iii. Animals that are deemed dangerous or potentially dangerous or animals that require multiple runs to house safely will have an added surcharge of \$75 per day.
 - iv. AHS will charge a \$26 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.

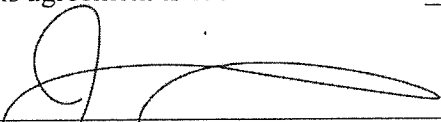
- v. AHS will charge a \$75 DOA (administrative/processing/cremation) fee for disposal of any cadavers brought to an AHS facility by a representative of the municipality.
 - f. Adhere to AHS policy and best practice for unclaimed animals. **City of Cottage Grove** may request and view AHS policies at any time.
 - g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after-hours drop off.
 - h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
 - i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.
4. Administration
- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
 - b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
 - c. Any billing disputes must be raised within 10 days of receipt of billing.
 - d. The AHS agrees to maintain all data received from **City of Cottage Grove** in the same manner as **City of Cottage Grove** as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
 - e. Insurance Requirements.
 - i. Liability. AHS agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products/completed operations, personal injury, advertising injury, and contractually assumed liability. Upon request **City of Cottage Grove** shall be named as an additional insured.
 - ii. Automobile Liability. If AHS operates a motor vehicle in performing the services under this agreement, AHS shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.
 - iii. Workers' Compensation. AHS agrees to comply with all applicable workers' compensation laws in Minnesota.
 - iv. Certificate of Insurance. The AHS shall deliver to **City of Cottage Grove** a Certificate of Insurance as evidence that the above coverages are in full force and effect.
 - f. Indemnification:
 - i. AHS. To the fullest extent permitted by law, AHS agrees to defend and indemnify **City of Cottage Grove**, and its officers, employees, and volunteers,

from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of AHS, AHS's subcontractor(s), or anyone directly or indirectly employed or hired by AHS, or anyone for whose acts AHS may be liable. AHS agrees this indemnity obligation shall survive the completion or termination of this agreement.

- ii. **City of Cottage Grove.** To the fullest extent permitted by law, **City of Cottage Grove** agrees to defend and indemnify AHS, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of **City of Cottage Grove**, or anyone directly or indirectly employed or hired by **City of Cottage Grove**, or anyone for whose acts **City of Cottage Grove** may be liable. **City of Cottage Grove** agrees this indemnity obligation shall survive the completion or termination of this agreement.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. If the municipality brings animals to AHS without a signed contract, it will be assumed that the agreement is extended for term of the next contract. The agreement can be ended at any time by either party with a 30 day written notice.

This agreement is entered into on the ____ day of _____, 202__ by



Janelle Dixon, President & CEO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title

Signed on behalf of Municipal Authority

Printed Name and Title

Email Address to send invoices



City Council Action Request

7.I.

Meeting Date 12/6/2023

Department Public Safety

Agenda Category Action Item

Title 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.

Budget Implication N/A

Attachments

1.	Lease Agreement Fire Station 3 SEMARC
2.	Lease Agreement Highlands Water Tower SEMARC
3.	Lease Agreement West Draw Water Tower SEMARC



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

FROM: Pete Koerner

DATE: December 6, 2023

RE: Lease Agreements with South East Metro Amateur Radio Club (SEMARC)

Discussion

In August 1996, the Planning Commission reviewed a proposed ordinance regulating Electro Magnetic Communication Facilities (EMCF) that was developed to control the height, setbacks, and locations of antennas, towers, and other accessory mechanical equipment associated with the communication industry. The ordinance was adopted by City Council in September 1996 and allows EMCFs as a conditional use in all zoning districts.

The South East Metro Amateur Radio Club, also referred to as SEMARC, performs an emergency communications function for the Cottage Grove Public Safety Department and other area public safety organizations. This includes participation in disaster training exercises and the Radiological Emergency Preparedness (REP) Drill held annually at Park High School. SEMARC does carry liability insurance.

In 2003, City Council approved a Conditional Use Permit allowing SEMARC to install radio equipment (i.e., transmitters, repeaters, antennae, cable runs) on the West Draw Water Tower at 6950 Meadow Grass Lane South and on the Highlands Water Tower at 6700 Inwood Ave South. In 2004, City Council approved a Lease Agreement (which expired in 2009) for the use of these locations as well as others within the community; for instance, SEMARC uses Cottage Grove Fire Station #3 at 7500 Langley Ave S. for equipment storage and for on-air events.

SEMARC has requested permission to relocate a repeater (that was previously installed on a Hastings Water Tower) to Fire Station #3, which will involve setting equipment on the floor and hooking it up to an unused existing antenna on the roof. In addition, they have asked to be able to continue to use their antennae and associated radio equipment currently installed on the West Draw and Highlands Water Towers. The City attorney reviewed and updated the leases.

Traditionally, the City has looked favorable upon the Club's requests, knowing that they are considered part of the emergency communications system for the community. For this reason, no payments to the City were included in the original lease.

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.

Attachments

1.	Lease Agreement Fire Station 3 SEMARC
2.	Lease Agreement Highlands Water Tower SEMARC
3.	Lease Agreement West Draw Water Tower SEMARC

**LEASE AGREEMENT FOR COTTAGE GROVE FIRE DEPARTMENT STATION NO. 3
LOCATED AT 7500 LANGLEY AVENUE SOUTH IN COTTAGE GROVE, MINNESOTA**

THIS LEASE AGREEMENT ("Lease"), is made effective as of the 6TH day of DECEMBER, 2023 (the "Effective Date"), between the City of Cottage Grove, a Minnesota municipal corporation ("Landlord"), and South East Metro Amateur Radio Club, Inc. a Minnesota corporation ("Tenant"). Landlord and Tenant are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WHEREAS, the Parties, would like to enter into this Lease for Tenant to lease a portion of Landlord's property to Tenant for the purposes of installing, operating, maintaining, storing and replacing antennas and associated communications equipment.

FOR GOOD AND VALUABLE CONSIDERATION, the Parties agree as follows:

1. **LEASED PREMISES.** For purposes of operating communications equipment, and subject to the terms and conditions of this Lease, Landlord hereby leases to Tenant and Tenant leases from Landlord the following premises:

(a) A portion of Landlord's Property, located at 7500 Langley Avenue South in Cottage Grove, Washington County, Minnesota, which is legally described on **Exhibit A** attached hereto and incorporated herein ("Landlord's Property"), upon, in, under or over which Tenant's Antenna Facilities (as defined below) are attached, connected, enclosed or contained; and

(b) A portion of the Landlord's Fire Station No. 3 building ("Structure"), for the installation, operation and maintenance of antennas and transmitters, connecting cables and appurtenances; and

(c) The approximately 68 square foot storage room inside the Structure for the installation of Tenant's equipment, for the installation, operation, maintenance of Tenant's base equipment as well as storage space for other Tenant equipment ("Equipment Space");

(d) A non-exclusive easement across Landlord's Property for ingress and egress from the right-of-way to the Structure so that Tenant has access to its Antenna Facilities.

All of the aforementioned items (a) – (d) are depicted on **Exhibit B**, attached hereto and incorporated herein, and shall be collectively known as the "Leased Premises."

Tenant's Antenna Facilities are defined as Tenant's antennas and transmitters, receivers, connecting cables, utility lines, Equipment Space and base equipment and are more specifically depicted on **Exhibit B**, attached hereto and incorporated herein.

2. RENT.

(a) Initial Rent Amount, Adjustments. In lieu of rent payable by Tenant to Landlord, Tenant may occupy the Leased Premises for its intended purpose and as a benefit to the City of Cottage Grove for performing emergency communication functions for the City's Public Safety Department and other area public safety organizations. If such services or any of the remaining terms of this Lease Agreement are stopped, annual rent will be required.

(b) Sublease. Tenant is not allowed to sublease space on the Leased Premises or to sublease the use of its Equipment Space or Antenna Facilities to other communication or telecommunication providers as to allow such other telecommunication providers to use Tenant's Antenna Facilities. Separate lease agreements for additional ground and antenna space shall be with Landlord, not Tenant.

(c) Miscellaneous. Tenant shall pay for all actual, reasonable costs of Landlord's inspections and installation project management costs for this project and any subsequent projects within sixty (60) days after Landlord sends a detailed invoice for such fees to Tenant. In addition to consulting and engineering inspection costs, Tenant shall reimburse Landlord for all actual, reasonable costs associated with drafting and reviewing this Lease and any amendments thereto and approving Tenant's application, including but not limited to all staff and administrative review time, third-party consultant fees and expenses and attorney's fees. All fees and invoices must be paid within sixty (60) days after Landlord sends Tenant a detailed invoice for the same.

3. TERM. The term of this Lease shall begin on November 1, 2023 (the "Commencement Date") and shall end on October 31, 2028.

4. GOVERNMENTAL APPROVAL CONTINGENCY.

(a) Tenant Application. Tenant's right to use the Leased Premises is expressly made contingent on Tenant obtaining and maintaining all the certificates, permits, zoning and other approvals that may be required by any federal, state, or local authority. This shall include the interference and engineering studies specified in Subsections 4(b) and 4(c) below on the Structure to be conducted at Tenant's expense. Landlord shall cooperate with Tenant in its efforts to obtain and retain such approval and shall take no action that would adversely affect the status of the Leased Premises with respect to the Tenant's proposed use thereof. Tenant shall not consider this Lease, or the negotiations to enter into a lease, as alleviating Tenant from any and all requirements for Tenant to obtain needed certificates, permits, zoning and other approvals including conditional use permits or other special approvals required by city, county, state or federal governments.

(b) Interference Study. Tenant shall only operate using frequencies in which it has received licenses from the Federal Communications Commission ("FCC"). Before obtaining a building permit for any future Antenna Facilities, modifications or improvements, Tenant must conduct an interference study, carried out by a qualified member of SEMARC, or an independent and qualified professional selected by Tenant and approved by Landlord, which approval shall not be unreasonably withheld, showing that Tenant's intended use will not interfere with any other tenant's existing communications facilities, unless such requirement is waived by Landlord. If the

study finds that there is a potential for interference that cannot be reasonably remedied, Landlord may deny the building permit.

(c) Structural Engineering Certification. Before obtaining a building permit, Tenant must pay for the reasonable cost of an engineering study carried out by a qualified engineer selected by Landlord, showing that the Structure is able to support the proposed Antenna Facilities, modifications or improvements without materially adversely affecting Landlord's use of the Structure or the use of the Structure by any other tenant. If the study finds that the Structure is inadequate to support the proposed Antenna Facilities, modifications or improvements or materially adversely effects Landlord's use of the Structure or use of the Structure by any other tenant, Landlord may deny the building permit.

(d) Non-Approval. In the event that any application necessary under Subsection 4(a) above is rejected or any certificate, permit, license or approval issued to Tenant is canceled, denied, expires, lapses or is otherwise withdrawn or terminated by government authority so that Tenant, in its sole discretion, will be unable to use the Leased Premises for its intended purposes, or if an interference or engineering study, whether conducted pursuant to Subsections 4(b) and 4(c) above or otherwise, should indicate, in Tenant's sole discretion, that the Leased Premises are unsatisfactory for Tenant's intended use, Tenant shall have the right to terminate this Lease. Tenant shall provide ninety (90) days written notice to Landlord of Tenant's intent to exercise its right to terminate pursuant to this Subsection, and such notice shall be provided in accordance with Section 27 of this Lease. Except as otherwise stated in this Lease, upon such termination, this Lease shall become null and void and the Parties shall have no further obligation to each other.

5. TENANT'S USE.

(a) User Priority. Tenant agrees that the following priorities of use, in descending order, shall apply in the event of communication interference or other conflict while this Lease is in effect, and Tenant's use shall be subordinate accordingly:

- i. Landlord;
- ii. Public safety agencies, including law enforcement, fire, and ambulance services that are not part of Landlord;
- iii. Tenant and other governmental agencies where use is not related to public safety; and
- iv. Other government-regulated entities whose antenna offer a service to the general public for a fee in a manner similar to public utility, such as long distance and cellular telephone, not including radio or television broadcasters and pre-existing tenants.

(b) Purposes. Tenant shall use the Leased Premises only for the purpose of installing, maintaining, and operating Antenna Facilities, equipment, cabinets and Equipment Space, and uses incidental thereto for providing communications services which Tenant is legally authorized to

provide. This use shall be non-exclusive, and Landlord specifically reserves the right to allow Landlord's Property, except the Leased Premises, to be used by other parties and to make additions, deletions, or modifications to its own facilities on the Leased Premises except as set forth in Subsection 5(c) herein. Tenant's installation, maintenance and operation of the Antenna Facilities shall at all times comply with all applicable ordinances, statutes and regulations of local, state and federal governmental agencies. Tenant shall have exclusive use of its Antenna Facilities.

(c) Modifications, Replacements or Other Improvements of Antenna Facilities. Tenant agrees that it will install only antennas that Tenant knows will not interfere with existing antennas or with antennas with higher priority. If Tenant seeks to modify, replace or improve its Antenna Facilities, then Tenant must obtain a building permit from Landlord and comply with Subsections 4(b) and 4(c) requiring an interference study and engineering study, unless such requirement is waived by Landlord. Landlord shall notify Tenant upon building permit review whether an interference study and engineering study is required or waived. Notwithstanding the foregoing, Tenant shall not be required to obtain an interference study or engineering study prior to completing routine repairs and maintenance of the Antenna Facilities. A modification, replacement or improvement that expands the size of the Antenna Facilities or alters the location of the Antenna Facilities located on the Leased Premises from the location of the existing Antenna Facilities depicted on **Exhibit B** as of the Commencement Date or as **Exhibit B** may be subsequently amended, shall increase the annualized Rent by a proportionate amount, as reasonably determined by Landlord and agreed to by Tenant. An amendment to this Lease may also be required. Tenant shall reimburse Landlord for all costs associated with amending this Lease due to Tenant's modification, replacement or other improvements.

(d) Pre-Construction Plans. Prior to the initial construction, and for any and all modifications, replacements or improvements to the Antenna Facilities proposed after the Commencement Date, Tenant shall provide Landlord and Landlord's engineering consultant with construction plans in an electronic file format that is compatible with Landlord's record management system and two (2) sets of drawings of the improvements proposed for the Leased Premises consisting of the following:

- i. Line or CAD drawings showing the actual physical location of all planned installations plus materials and construction methods;
- ii. Specifications for all planned installations;
- iii. Diagrams of proposed Antenna Facilities;
- iv. A complete and detailed inventory of all equipment and personal property of Tenant proposed to be placed on the Leased Premises;
- v. Results of the interference study required by Subsection 4(b); and
- vi. Results of the engineering study required by Subsection 4(c).

(collectively referred to as “Construction Plans”) Landlord shall have thirty (30) business days to review the Construction Plans, and Landlord’s approval of the Construction Plans shall not be unreasonably withheld, conditioned or delayed, provided, however, Landlord may condition acceptance on a reasonable increase in Rent related to plans that expand or alter the Antenna Facilities, as provided in Section 5(c). If Landlord fails to either approve the Construction Plans or provide written request for changes of said Construction Plans to Tenant within the thirty (30) day period, the Construction Plans will be deemed approved by Landlord. Tenant shall be solely responsible for all costs associated with said review and approval of Construction Plans.

(e) Post-Construction As-Built Drawings. Within thirty (30) days after Tenant modifies the Antenna Facilities, Tenant shall provide Landlord with as-built drawings in electronic file format compatible to the Landlord’s record management system to replace **Exhibit B** that consist of as-built drawings of the Antenna Facilities and the improvements actually installed on Landlord’s Property and the Leased Premises, which show the actual location of all equipment and improvements. Said drawings shall be accompanied by a complete and detailed site survey of the Property, inventory of all equipment, personal property and the modified Antenna Facilities. Landlord retains the right to survey the installed equipment.

(f) Contractor Approval. Any contractor chosen by Tenant to carry out construction, installation, maintenance or any other work on the Structure must be pre-approved by the Landlord prior to the pre-construction meeting. Contractor information to include at the minimum:

- i. Name and contact information;
- ii. OSHA violations within the previous three (3) years.

Landlord retains sole discretion and reserves the right to reject any and all contractors Tenant may choose for the installation work as determined to be in the best interests of Landlord and to waive any informalities.

(g) Inspection. Consulting engineering inspection will be provided beginning with the pre-construction conference and continuing through installation, construction, punch-list and verification of as-builts at project completion as determined solely by Landlord, at Tenant’s expense. Landlord will not arbitrarily require more inspections than are reasonably necessary to ensure the continued delivery of service and security of Landlord’s Property and the Structure. Tenant shall pay for all costs of Landlord’s inspections and installation project management costs pursuant to Subsection 2(c). Notwithstanding anything to the contrary, prior to energizing any future modifications to Tenant’s Antenna Facilities, all punch-list items related to installation must be substantially complete (the exception may be weather-related finish painting, etc., as determined by Landlord).

(h) Tenant’s Operation and On-Going Maintenance. Tenant shall have the right, at its sole expense, to operate and maintain the Antenna Facilities on the Leased Premises, as depicted on **Exhibit B**, in accordance with good engineering practices and all applicable FCC rules and regulations. Tenant’s installation of all Antenna Facilities shall be done according to plans approved by Landlord. Any damage done by Tenant, its employees or agents to the Leased

Premises or any other portion of Landlord's Property including the Structure during installation or during operations, shall be repaired by Tenant at Tenant's expense within thirty (30) days after notification of damage. The Antenna Facilities shall remain the exclusive property of the Tenant, unless otherwise provided in the Lease. Tenant's Antenna Facilities shall be maintained in a good state of repair, at least equal to the standard of maintenance of the Landlord's facilities on or adjacent to the Leased Premises. If Tenant's Antenna Facilities are mounted on the Structure they shall, at all times, be painted, at Tenant's expense, the same color as the Structure. Landlord reserves the right to require or waive this requirement as it pertains to feed line, jumpers, brackets, connectors and other ancillary equipment on a case-by-case basis, depending on the installation configuration.

(i) No Interference. Tenant shall, at its own expense, maintain any equipment on or attached to the Leased Premises and owned by Tenant in a safe condition, in good repair and in a manner suitable to Landlord so as not to conflict with the use of the surrounding Landlord's Property by Landlord. Tenant shall not unreasonably interfere with the operations of any prior tenant using the Structure and shall not interfere with the working use of the existing facilities or anything to be placed thereon by Landlord.

(j) Access. Tenant, at all times during this Lease, shall have exclusive access to its Antenna Facilities located on the Leased Premises in order to install, operate, repair and maintain its Antenna Facilities. Tenant shall request access to the Structure by telephone or email twenty-four (24) hours in advance, except in an emergency, and Landlord approval thereof shall not be unreasonably withheld or delayed. Access to Antenna Facilities on the Structure shall be with prior telephonic or email notice; Tenant's employees or contractors must provide identification; and such access must occur in the presence of a Landlord designated employee. Both Landlord and Tenant shall maintain a written record of all site visits, including the name of all personnel. In the event it is necessary for Tenant to have access to the Structure at some time other than the normal working hours of Landlord, Landlord may charge Tenant for whatever expense, including employees' wages that Landlord may incur in providing such access to Tenant.

(k) Payment of Utilities. Landlord makes no representations that utilities adequate for Tenant's use of the Leased Premises are available. If the existing utilities (including fiber) sources located on the Property are insufficient for the operation of the Antenna Facilities, then Landlord agrees to grant Tenant and/or the applicable third-party utility or fiber provider the right, at Tenant's sole cost and expense, to install such utilities or fiber on, over and/or under the Property as is necessary for the operation of the Antenna Facilities, provided that the location of such utilities and fiber shall be mutually agreed upon by Landlord and Tenant prior to the commencement of installation thereof. Tenant shall separately meter charges for the consumption of electricity and other utilities associated with its use of the Leased Premises and shall be responsible to promptly pay all costs associated therewith. Landlord will cooperate with Tenant in Tenant's efforts to obtain utilities from any location provided by the servicing utility.

6. EMERGENCY FACILITIES. In the event of a natural or manmade disaster, in order to protect the health, welfare and safety of the community, Tenant may erect additional Antenna Facilities and install additional equipment on a temporary basis on the Leased Premises to ensure continuation of service. Such temporary operation shall not exceed ninety (90) days unless Tenant obtains written approval from the Landlord.

7. LANDLORD'S MAINTENANCE, IMPROVEMENT EXPENSES. All modifications to the Leased Premises and all improvements made for Tenant's benefit shall be at the Tenant's expense. Upon notice from Landlord, Tenant shall promptly pay to Landlord expenses incurred in maintaining the Leased Premises directly caused by Tenant's occupancy of the Leased Premises. Throughout the term of this Agreement, Landlord shall maintain Landlord's Property and the Structure in good condition and repair, and in compliance with all applicable laws, rules and regulations, including all regulations related to the marking and lighting of structures or towers, all at Landlord's sole cost and expense.

8. ADDITIONAL BUILDINGS. Tenant acknowledges that Landlord may permit additional buildings to be constructed on Landlord's Property. At such time as this may occur, Landlord may permit said buildings to be placed immediately adjacent to Tenant's Equipment Space. Said attachments will be made at no cost to Landlord or Tenant, will not compromise the structural integrity of Tenant's Equipment Space, and will not unreasonably interfere with the operation and maintenance of Tenant's Antenna Facilities.

9. RELOCATING DURING RECONDITIONING, PAINTING AND REPAIRS. In the event that Landlord elects to recondition, paint or otherwise undertake maintenance of the Structure or Landlord's Property or the Leased Premises requiring the temporary relocation or removal of the Antenna Facilities, Tenant shall remove its Antenna Facilities at Tenant's cost, to allow such maintenance, repair, repainting, restoration or other activity as required by Landlord. Except in the case of an emergency, Landlord shall give Tenant at least one hundred eighty (180) days' notice prior to initiating such maintenance. In case of emergency, Landlord may remove Tenant's Antenna Facilities but shall notify Tenant by telephone within a reasonable time. An "emergency" shall be deemed to exist only in those situations which constitute an immediate threat to the health or safety of the public or immediate danger to Landlord's Property or the Structure. In the event the use of Tenant's Antenna Facilities is interrupted, Tenant shall have the right to maintain mobile cellular equipment on Landlord's Property. Tenants will have priority based on the date of their leases (with the existing leases having highest priority) if space is limited. If Landlord's Property will not accommodate mobile equipment, it is Tenant's responsibility to locate auxiliary sites at its sole cost and expense. After receiving notice, Tenant must relocate or remove Antenna Facilities at its sole cost and expense. If Tenant fails to remove Antenna Facilities within the timeframe stated in the notice, Landlord may remove Antenna Facilities and store the Antenna Facilities accordingly. Tenant shall be required to reimburse Landlord for any reasonable additional expenses incurred by Landlord for removing and storing the Antenna Facilities. Landlord shall provide an itemized statement of additional costs incurred by Landlord. Tenant shall be responsible for reinstalling its Antenna Facilities following completion of the work, at its sole cost and expense. Tenant may reattach the Antenna Facilities to the Structure in the same manner and in the same location as before the relocation.

10. DEFENSES AND INDEMNIFICATION.

(a) General. Landlord and Tenant each indemnify the other and hold harmless the other and their elected officials, officers, employees, agents and representatives, from and against any and all costs (including reasonable attorneys' fees and expenses) and third party claims, losses, actions, demands, damages, obligations, liabilities and liens which arise out of (i) the breach of the Lease by the indemnifying Party; and (ii) the use and/or occupancy of the Landlord's

Property, except for any claims, losses, actions, demands, damage, obligations, liabilities and liens arising from any negligent or intentional misconduct of the indemnified Party. Tenant shall defend Landlord from all third-party claims arising out of the installation, operation, use, maintenance, repair, or removal of Tenant's Antenna Facilities, equipment and related facilities on the Leased Premises. The obligations in this Subsection 10(a) shall survive termination of this Lease.

(b) Hazardous Materials. Without limiting the scope of Subsection 10(a) above, Tenant shall be solely responsible for and will defend, indemnify and hold Landlord, its agents and employees, harmless from and against any and all claims, costs and liabilities, including reasonable attorneys' fees and costs, arising out of or in connection with the cleanup or restoration of the Leased Premises associated with Tenant's use of Hazardous Materials. For purposes of this Lease, "Hazardous Materials" shall be interpreted broadly and specifically includes, without limitation, asbestos, fuel, batteries or any hazardous substance, waste or material as defined in any federal, state or local environmental or safety laws or regulations including, but not limited to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

(c) Tenant's Warranty. Tenant represents and warrants that its use of the Leased Premises will not generate and Tenant will not store or dispose of on the Leased Premises, nor transport to or over the Leased Premises, any Hazardous Materials, unless Tenant specifically informs Landlord thereof in writing twenty-four (24) hours prior to such storage, disposal or transport, or otherwise as soon as Tenant becomes aware of the existence of Hazardous Materials on the Leased Premises; Tenant shall provide initial and annual updates of Safety Data Sheets (SDS) on all Hazardous Materials that are part of, or necessary to, the operation of the Antenna Facilities and maintenance thereof. Tenant warrants that no hazardous material supplies used in routine maintenance or repair will be stored on the Leased Premises. Notwithstanding the foregoing, the Parties agree that Tenant may use batteries and other equipment regularly used in the course of Tenant's business, without prior notice to Landlord or providing annual updates, provided that Tenant shall store, dispose, transport or use such materials in compliance with applicable law. The obligations of this Subsection 10(c) shall survive the expiration or other termination of this Lease.

11. INSURANCE.

(a) General Liability. Tenant must maintain an occurrence form Commercial General Liability Coverage. Such coverage shall provide for third party bodily injury and property damage arising out of the use, maintenance or operation of the Leased Premises and Antenna Facilities. Tenant must maintain aforementioned Commercial General Liability Coverage with limits of Liability of \$1,500,000 each occurrence and; \$2,000,000 general aggregate. These limits may be satisfied by the Commercial General Liability Coverage or in combination with an Umbrella or Excess Liability Policy, provided coverage afforded by the Umbrella or Excess Policy is no less than the underlying Commercial General Liability Coverage.

(b) Automobile Liability. Tenant must carry Commercial Automobile Liability coverage in an amount of \$1,500,000 combined single limit each accident for bodily injury and property damage covering all owned, non-owned and hired vehicles. The liability limits may be afforded under the Commercial Automobile Liability Policy, or in combination with an Umbrella

or Excess Liability Policy provided coverage afforded by the Umbrella or Excess Policy is no less than the underlying Commercial Automobile Liability Coverage.

(c) Adjustment of Insurance Coverage Limits. Notwithstanding the foregoing insurance requirements of Tenant, Tenant agrees to periodically review and adjust insurance coverage limits in accordance with then-current market and industry standards during the lease term.

(d) Additional Insured - Certificate of Insurance. Tenant shall provide, prior to tenancy, evidence of the required insurance in the form of a Certificate of Insurance issued by a company with a minimum AM Best Rating of A- according to the latest Best edition, licensed, authorized or permitted to do business in the state of Minnesota, which evidences all coverages required in this Section 11. Tenant will include Landlord as an Additional Insured on the Commercial General Liability and Commercial Automobile Liability Policies, but only to the extent allowed in Section 10, Defense and Indemnification, of this Lease. The Certificate(s) shall also provide the coverage may not be canceled, non-renewed or materially changed without thirty (30) days prior written notice to Landlord.

12. REIMBURSEMENT OF EXPENSES BY TENANT. If Tenant fails to reimburse Landlord for its expenses within sixty (60) days after receipt of an invoice from Landlord or such other timeframe as specified in this Lease, or if Tenant fails to provide information required by this Lease within sixty (60) days after notice from Landlord, Tenant shall be deemed to be in default under this Lease and subject to lease termination as provided in Paragraph 13(a)(i). The terms of this Section shall survive the termination or expiration of this Lease.

13. LEASE TERMINATION.

(a) Events of Termination. Except as otherwise provided herein, this Lease may be terminated by either Party upon sixty (60) days written notice to the other Party, provided in accordance with Section 27 of this Lease, as follows:

- i. By either Party upon a default of any covenant or term hereof by the other Party, which default is not cured within thirty (30) days of receipt of written notice of default to the other Party (without, however, limiting any other rights of the Parties pursuant to any other provision hereof); or
- ii. By Tenant for cause if it is unable to obtain or maintain any license, permit or other governmental approval necessary for the construction and/or operation of the Antenna Facilities; or
- iii. By Tenant for cause if the Leased Premises become unusable under Tenant's design or engineering specifications for its Antenna Facilities, or the communications system to which the Antenna Facilities belong or for technological reasons, including, without limitation, shadowing or interference under Tenant's Antenna Facilities; or

- iv. By Tenant, upon one hundred eighty (180) days written notice if Tenant determines that the Leased Premises is unnecessary or obsolete, in which case Tenant shall pay 110% of the annual rent for the year in which Tenant terminates; or
- v. By Landlord, upon one year's written notice if its Council decides, for any reason, to redevelop Landlord's Property in a manner inconsistent with continued use of the Leased Premises by Tenant, discontinue use of the Structure for its current purposes and/or sell the Property, provided that Landlord shall use best efforts to allow Tenant to relocate its Antenna Facilities to another location on the Property or on other property owned by Landlord. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(v), then before terminating this Lease pursuant to this Subparagraph 13a(v), Landlord shall use best efforts to relocate Tenant, at Tenant's expense, to a Landlord-owned or leased location within the municipal boundaries of Cottage Grove, Minnesota; or
- vi. By Landlord if it reasonably determines that the Structure is structurally unsound, including, but not limited to, consideration of age of the Structure, damage or destruction of all or part of the Structure on the Leased Premises from any source or factors relating to condition of the Leased Premises, provided that Landlord shall use best efforts to allow Tenant to relocate its Antenna Facilities to another location on the Property or on other property owned by Landlord; or
- vii. By Landlord, upon one (1) year written notice, if an engineering study reasonably determines that a potential user with a higher priority under Subsection 5(a) above cannot find another adequate location, or the Antenna Facilities unreasonably interfere with another user with a higher priority, and that interference cannot be reasonably abated. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(vii) due to a priority user need related to public safety, then this Lease may be terminated by Landlord without further obligation to Tenant. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(vii) and the priority user's need is not related to public safety, then before terminating this Lease pursuant to this Subparagraph 13a(vii) Landlord shall make all reasonable efforts to arrange placement of the priority user in a way which will not necessitate the removal of Tenant or termination of this Lease. If Landlord is unable to arrange for mutual placement of Tenant and the priority user unrelated to public safety, Landlord may terminate this Lease pursuant to this Subparagraph 13a(vii), and Landlord shall use its best efforts to relocate Tenant, at Landlord's expense, to a Landlord-owned or leased location within the municipal boundaries of Cottage Grove, Minnesota; or
- viii. By Landlord if it determines that Tenant has failed to comply with applicable ordinances or state or federal law, or any conditions attached to government approvals granted thereunder after a thirty (30) day cure period.

(b) Notice of Termination. The Parties shall give notice of termination in writing in accordance with Section 27 of this Lease. Except as set forth herein, all Rent paid for the Lease

prior to said termination date shall be retained by Landlord.

(c) Tenant's Liability for Early Termination. If Tenant terminates this Lease other than for cause or of right as provided in this Lease, in addition to Rent paid under this Lease, Tenant shall also pay to Landlord as liquidated damages for early termination, 110% of the annual Rent for the year in which Tenant terminates, unless Tenant terminates during the last year of any Term under Section 3 and Tenant has paid the annual rental for that year.

(d) Site Restoration. In the event that this Lease is terminated or not renewed, Tenant shall within ninety (90) days following termination or expiration (the "Removal Period"), remove its Antenna Facilities and related equipment from the Leased Premises, repair the site and restore the surface of the Structure. Should this situation occur during the winter season, the restoration shall commence at the start of weather permissible to the quality of workmanship required by Landlord. Such time period shall be agreeable to Landlord and Tenant. In the event that Tenant's Antenna Facilities and related equipment are not removed to the reasonable satisfaction of the Landlord within the Removal Period, they shall be deemed abandoned and become the property of the Landlord, and Tenant shall have no further rights thereto. In the event that Tenant's Antenna Facilities, and related equipment are not removed to the reasonable satisfaction of the Landlord within the Removal Period, Landlord shall have the option to take the following actions:

- i. Fully decommission the Antenna Facilities, have the Antenna Facilities removed, and repair the site and restore the Property, and bill the Tenant for the cost of such actions. If Landlord removes the Antenna Facilities or related equipment, Landlord must give written notice to any mortgagee of Tenant at the addresses provided, informing them that Antenna Facilities or related property have been removed and will be deemed abandoned if not claimed and the storage fees and other reasonable costs paid within sixty (60) days; or
- ii. Take full ownership of the Antenna Facilities and continue their operations at the expense and benefit of Landlord.

This provision shall survive the termination of this Lease.

14. DAMAGE OR DESTRUCTION. Tenant's installation of any future Antenna Facilities shall be done according to plans approved by Landlord. Any damage done to the Leased Premises or any other portion of Landlord's Property including the Structure during installation or operations shall be repaired at Tenant's expense within sixty (60) days after notification of damage and to Landlord's reasonable satisfaction. If the Leased Premises are destroyed or damaged, without the contributory fault of Tenant or its agents, so as, in Tenant's judgment, to hinder its effective use of the Antenna Facilities, Tenant may elect to terminate this Lease upon sixty (60) days written notice to Landlord. In the event Tenant elects to terminate the Lease, Tenant shall be entitled to reimbursement of prepaid Rent covering the period subsequent to the date of damage to or destruction of the Leased Premises.

15. LIMITATION OF LANDLORD'S LIABILITY. If Landlord causes interruption of the business of Tenant, or for any other Landlord breach of this Lease, Landlord's liability for damages to Tenant shall be limited to the actual and direct costs of the replacement of this site in Tenant's

network including, without limitation, equipment removal, relocation or repair, and all cost associated with the identification of a new site for Tenant's replacement communications facility, applying for any necessary governmental approvals, and the cost of constructing a new antenna support structure, including without limitation, surveys, designs, foundation, steel, and erection of the structure and supporting facilities, but not including the Tenant's own communications equipment, and shall specifically exclude any recovery for value of the business of Tenant as a going concern, future expectation of profits, loss of business or profit or related damage to Tenant.

16. TEMPORARY INTERRUPTIONS OF SERVICE. If Landlord reasonably determines that continued operation of the Antenna Facilities would cause an immediate threat to public health and/or safety (except for any issues associated with human exposure to radio frequency emissions, which is regulated by the federal government), Landlord may order Tenant to temporarily discontinue its operation. Tenant shall immediately comply with such an order. Service shall be discontinued only for the period that the immediate threat exists. If Tenant is unable to immediately comply with such order, then Landlord may take reasonable actions to discontinue Tenant's operation, provided that Landlord shall notify Tenant as soon as possible after its action and give its reason for taking the action. Landlord shall not be liable to Tenant or any other party for any interruption in Tenant's service or interference with Tenant's operation of its Antenna Facilities, except as may be caused by the willful misconduct of Landlord, its employees or agents. If the discontinuance extends for a period greater than three (3) days, either consecutively or cumulatively, Tenant shall have the right to terminate this Lease within its sole discretion for cause and without payment of a termination fee. In addition to the foregoing, Tenant shall be entitled to reimbursement of prepaid Rent covering the period subsequent to the date of service discontinuance.

17. TENANT INTERFERENCE.

(a) With Structure. In the performance of its approved use of the Antenna Facilities, Tenant shall at its own expense, maintain any of Tenant's equipment on or attached to the Leased Premises in a safe condition, in good repair and in a manner suitable to Landlord so as not to conflict with the use of the surrounding premises by Landlord. Tenant shall not interfere with Landlord's use of the Structure and agrees to temporarily cease all such actions that unreasonably and materially interfere with Landlord's use thereof no later than three (3) business days after receipt of written notice of the interference from Landlord. In the event that Tenant's cessation of action is material to Tenant's use of the Leased Premises and such cessation frustrates Tenant's use of the Leased Premises, within Tenant's sole discretion, Tenant shall have the immediate right to terminate this Lease for cause and without payment of a termination fee. Further, Tenant shall be entitled to a reimbursement of prepaid Rent covering the period subsequent to the date of interference from Landlord.

(b) With Higher Priority Users. If Tenant's Antenna Facilities cause impermissible interference with higher priority users as set forth under Subsection 5(a) or with pre-existing tenants, Tenant shall take all measures necessary to correct and eliminate the interference following receipt of written notice from Landlord of the interference. If the interference cannot be eliminated within forty-eight (48) hours after receiving Landlord's written notice of the interference, Tenant shall immediately cease operating the components of the Antenna Facilities causing the interference and shall not reactivate operation, except intermittent operation for the purpose of

testing, until the interference has been eliminated. If the interference cannot be eliminated with sixty (60) days after Tenant received Landlord's written notice, Landlord may at its option terminate this Lease immediately.

(c) Interference Study for New Occupants. Upon written notice by Landlord that it has a bona fide request from any other party to lease an area in close proximity to the Leased Premises ("Leased Premises Area"), Tenant shall provide to Landlord within sixty (60) days the radio frequencies currently in operation or anticipated by Tenant to be operated in the future of each transmitter and receiver installed and operational on the Leased Premises at the time of such request. Landlord may then have an independent, registered professional engineer of Landlord's choosing perform the necessary interference studies to determine if the new applicant's frequencies will cause harmful radio interference to Tenant. Landlord shall require the new applicant to pay for such interference studies.

(d) Interference by New Occupants. Landlord agrees that it will not grant a future lease in the Leased Premises Area to any party who is of equal or lower priority to Tenant, if such party's use is reasonably anticipated to interfere with Tenant's operation of its Antenna Facilities. Landlord agrees further that any future lease of the Leased Premises Area will prohibit a user of equal or lower priority from interfering with Tenant's Antenna Facilities. Landlord agrees that it will require any subsequent tenants of equal or lower priority to Tenant to provide Tenant these same assurances against interference. Landlord shall have the obligation to eliminate any interference with the operation of Tenant cause by such subsequent occupants if such interference is not eliminated, Tenant shall have the right to terminate this Lease or seek injunctive relief against the interfering occupant, at Tenant's expense.

18. NOISE. All wireless service facilities shall be constructed and operated in such a manner as to minimize the amount of unreasonable noise impacts to residents of nearby homes and the users of recreational areas, such as public parks and trails. Noise attenuation measures shall be required for all air-conditioning units. Backup generators shall only be operated during power outages and for testing and maintenance purposes. At any time, noise attenuation measures may be required by Landlord when deemed necessary. Testing and maintenance activities that generate audible noise shall occur between the hours of eight o'clock (8:00) A.M. and five o'clock (5:00) P.M., weekdays (Monday through Friday, non-holiday) excluding emergency repairs, unless allowed at other times by Landlord. Testing and maintenance activities that do not generate audible noise may occur at any time, unless otherwise restricted by Landlord.

19. INSTALLATION OF A GENERATOR. Tenant shall not install or replace any generator on Landlord's Property or the Leased Premises without Landlord's prior written approval. Notwithstanding the foregoing, Tenant shall be permitted to place an emergency generator within its Leased Premises for a period up to seven (7) days in the event of a power failure to the Antenna Facilities. In the event that Landlord grants approval for the placement of a generator on Landlord's Property, or Tenant is permitted to place a generator within its Leased Premises due to an emergency power failure, Tenant agrees to maintain or repair any such generator within the Landlord's Property or Leased Premises. Tenant further agrees that Landlord may limit the noise level at Landlord's Property that may prohibit the use of the generator and that the installation of any generator must fall within the noise level limits set by Landlord. In the event that Tenant exceeds the noise level set forth by Landlord, Tenant shall take all such steps requested by

Landlord to reduce the sound levels to the level approved by Landlord, including, but not limited to, installing additional mufflers, or any other requirements that may be requested by Landlord, including but not limited to ceasing all operations of the generator. All sound reduction measures requested by Landlord shall be performed at Tenant's sole cost and expense. If Tenant fails to comply with Landlord's proposed sound reduction measures within a reasonable period following receipt of notice of the need for such measures, Tenant shall be deemed in default hereunder and Landlord may take any and all measures to stop the use of the generator. Tenant shall further repair any and all damage caused by the use of the generator upon Landlord's Property. All expenses incurred by Landlord hereunder, including attorneys' fees, shall be paid by Tenant to Landlord upon demand.

20. ASSIGNMENT. This Lease, or rights thereunder, may not be sold, assigned or transferred at any time by Tenant without the written consent of Landlord, such consent not to be unreasonably withheld, except to: (i) Tenant's Affiliates; (ii) a successor entity to Tenant's business, whether by merger or by sale of all or substantially all of Tenant's assets or stock; (iii) any entity in which Tenant or its Affiliates have any direct or indirect equity interest; or (iv) any other entity directly or indirectly controlling, controlled by or under common control with any of the foregoing. For purposes of this Section, an "Affiliate" means an entity that directly or indirectly, controls, is controlled by or under common control with Tenant. Landlord hereby consents to the assignment by Tenant of its rights under this Lease as collateral to any entity that provides financing for the purchase of the equipment used by Tenant in connection with the provision of communications equipment or services.

21. CONDEMNATION. In the event the whole of the Leased Premises is taken by eminent domain, this Lease shall terminate as of the date title to the Leased Premises vests in the condemning authority. In the event a portion of the Leased Premises is taken by eminent domain, either Party shall have the right to terminate this Lease as of the said date of title transfer, by giving sixty (60) days written notice to the other Party. In the event of taking under the power of eminent domain, Tenant shall not be entitled to any portion of the award paid for the taking and Landlord shall receive full amount of such award. Tenant hereby expressly waives any right or claim to any portion thereof. Although all damages, where awarded as compensation for diminution value in of the leasehold or to the fee of the Leased Premises, shall belong to Landlord, Tenant shall have the right to claim and recover from the condemning authority, but not from Landlord (unless Landlord is the condemning authority), such compensation as may be separately awarded or recoverable by Tenant on account of any and all damage Tenant's business and any costs or expenses incurred by Tenant in moving/removing its equipment, personal property, Antenna Facilities and leasehold improvements.

22. DISPUTES. Any claim, controversy or dispute arising out of this Lease not resolved within ten (10) days following written notice of the dispute shall be submitted first and promptly to mediation. Each Party shall bear its own cost of mediation. If mediation does not result in settlement within forty-five (45) days after the matter was submitted to mediation, either Party may file a claim in Washington County District Court.

23. ENFORCEMENT AND ATTORNEYS' FEES. In the event that either Party to this Lease shall bring a claim to enforce any rights hereunder, the prevailing Party shall be entitled to recover

costs and reasonable attorneys' fees and other reasonable enforcement costs and expenses incurred as a result to such claim.

24. AUTHORITY. Each of the individuals executing this Lease on behalf of Tenant or Landlord represents to the other Party that such individual is authorized to do so by requisite action of the Party to this Lease.

25. BINDING EFFECT. This Lease shall run with the Leased Premises. This Lease shall extend to and bind the heirs, personal representatives, successors and assigns of the Parties.

26. GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Minnesota, construed as having been delivered in the State of Minnesota and the Parties expressly agree that venue shall be in the State of Minnesota only, and in addition, Tenant hereby consents to the jurisdiction of the courts of the State of Minnesota, County of Washington.

27. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested, or by courier services, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

If to Tenant: SEMARC
1655 68th Street W., Suite 1
Inver Grove Heights, MN 55077
Attention: Richard L. Roberts

If to Landlord: City of Cottage Grove
City Administrator
12800 Ravine Parkway South
Cottage Grove, MN 55016

With a copy to:

LeVander, Gillen & Miller, P.A.
Attn: Cottage Grove City Attorney
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121

28. ENTIRE AGREEMENT. This Lease and the exhibits attached hereto, all being a part hereof, constitute the entire agreement of the Parties and will supersede all offers, negotiations and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Lease must be in writing and executed by both Parties. The exhibits hereto are incorporated into this Lease by reference.

29. SEVERABILITY. If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect as though the unenforceable provision were not contained herein.

30. MEMORANDUM. Upon request by either Party, the Parties agree to promptly execute and deliver a recordable Memorandum of this Lease in a form acceptable to both Parties, which may be recorded by the Party requesting the Memorandum of Lease.

31. COUNTERPARTS. This Lease may be signed in counterpart by the Parties, each of which shall be deemed an original, but all of which when taken together, shall constitute a single instrument.

32. COOPERATION. The Parties hereby agree to cooperate with each other and their authorized representatives regarding any reasonable request made subsequent to execution of this Lease, to correct any clerical errors contained in this Lease and to provide any and all additional documentation deemed necessary by either Party to effectuate the transaction contemplated by this Lease. The Parties further agree that "to cooperate" as used in this Lease includes but is not limited to, the agreement by the Parties to execute or re-execute any documents that either Party reasonably deems necessary and desirable to carry out the intent to this Lease.

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IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as of the Effective Date.

LANDLORD

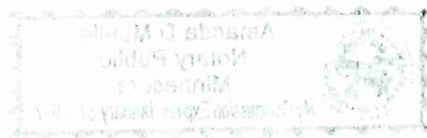
City of Cottage Grove
a Minnesota Municipal corporation

By: _____
Myron A. Bailey
Its: Mayor

By: _____
Tamara Anderson
Its: City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF WASHINGTON)

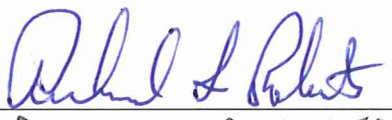
The foregoing instrument was acknowledged before me this _____day of _____, 2023, by Myron A. Bailey, the Mayor of Cottage Grove, and Tamara Anderson, City Clerk, respectively on behalf of the City of Cottage Grove, a Minnesota municipal corporation on behalf of the municipal corporation.



Notary Public

TENANT

SOUTH EAST METRO AMATEUR RADIO CLUB, INC.

By 
Name RICHARD ROBERTS
Its _____

STATE OF MN)
) ss.
COUNTY OF Washington)

On this 14 day of November, 2023, before me a Notary Public within and for said County, personally appeared Richard L. Roberts to me personally known, who being by me duly sworn, did say that he is the Call Sign Trustee of South East Metro Amateur Radio Club, Inc., the Tenant named in the attached instrument, and as such was authorized to execute this instrument on behalf of the corporation.


Notary Public

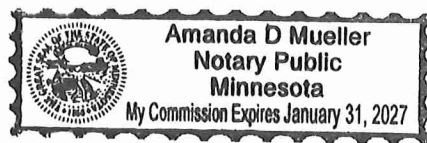


EXHIBIT A

Legal Description of Property

Real Property located at 7500 Langley Avenue South in the City of Cottage Grove, County of Washington, State of Minnesota, PID numbers 12.027.21.32.0016, 12.027.21.32.0058, 12.027.21.32.0039, and 12.027.21.32.0019, and legally described as follows:

Lots A, One (1), Twenty (20), Twenty-one (21), and Forty (40), of EAST SIDE, including the vacated portions of Bahls Lane adjacent thereto, except the South Sixty (60) feet of Lots One (1) and Twenty (20), according to the plat thereof on file and of record in Washington County, Minnesota.

EXHIBIT B

Site Layout and Antenna Facilities

Photo of antenna facilities on roof of Fire Station 3:

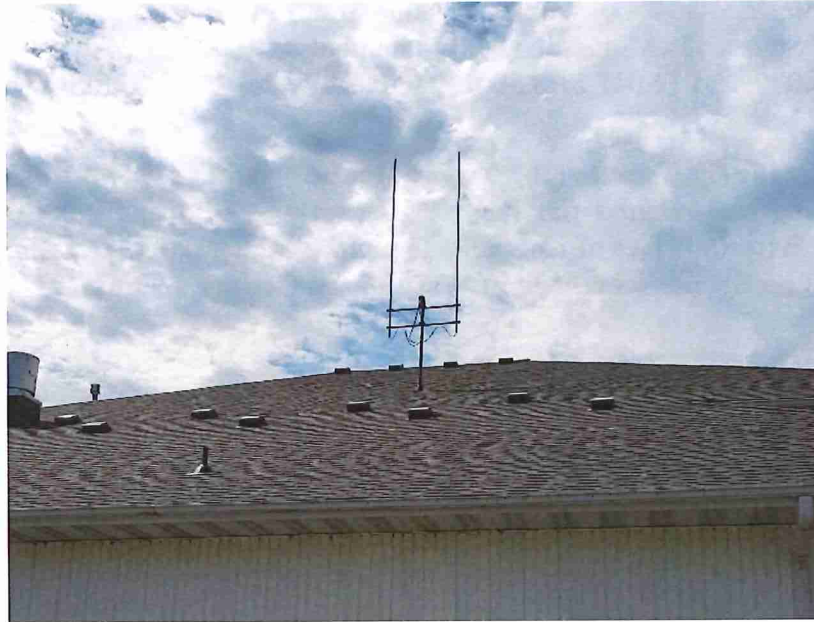
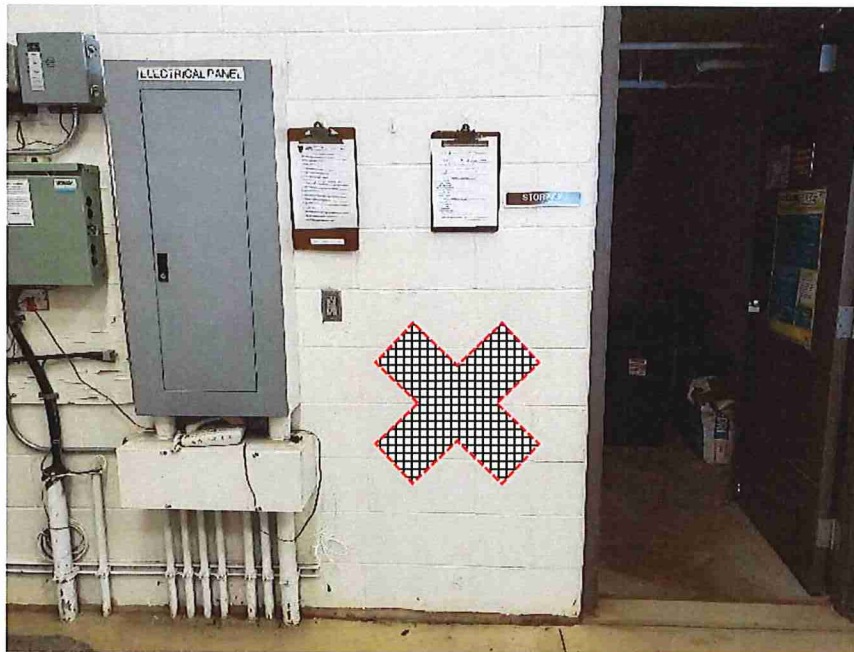


Photo of equipment cabinet located at Fire Station 3. Cabinet is 30 inches wide x 65 inches tall x 16 inches deep.



Photo of location within Fire Station 3 where cabinet will be located. "X" indicates where cabinet will be placed and installed.



**LEASE AGREEMENT FOR HIGHLANDS WATER TOWER LOCATED AT 6700
INWOOD AVENUE SOUTH IN COTTAGE GROVE, MINNESOTA**

THIS LEASE AGREEMENT ("Lease"), is made effective as of the 6TH day of DECEMBER, 2023 (the "Effective Date"), between the City of Cottage Grove, a Minnesota municipal corporation ("Landlord"), and South East Metro Amateur Radio Club, Inc. a Minnesota corporation ("Tenant"). Landlord and Tenant are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WHEREAS, the Parties, would like to enter into this Lease for Tenant to lease a portion of Landlord's property to Tenant for the purposes of installing, operating, maintaining, storing and replacing antennas and associated communications equipment.

FOR GOOD AND VALUABLE CONSIDERATION, the Parties agree as follows:

1. **LEASED PREMISES.** For purposes of operating communications equipment, and subject to the terms and conditions of this Lease, Landlord hereby leases to Tenant and Tenant leases from Landlord the following premises:

(a) A portion of Landlord's Property, located at 6700 Inwood Avenue South in Cottage Grove, Washington County, Minnesota, which is legally described on **Exhibit A** attached hereto and incorporated herein ("Landlord's Property"), upon, in, under or over which Tenant's Antenna Facilities (as defined below) are attached, connected, enclosed or contained; and

(b) A portion of the Landlord's water tower ("Structure"), for the installation, operation and maintenance of antennas and transmitters, connecting cables and appurtenances; and

(c) Approximately four square feet (4 sq. ft.) of Landlord's Property for the installation of Tenant's equipment, for the installation, operation and maintenance of Tenant's base equipment ("Equipment Space"); and

(d) Non-exclusive easements required to run utility lines and cables to the Equipment Space; and

(e) A non-exclusive easement across Landlord's Property for ingress and egress from the right-of-way to the Equipment Space and the Structure so that Tenant has access to its Antenna Facilities.

All of the aforementioned items (a) – (e) are depicted on **Exhibit B**, attached hereto and incorporated herein, and shall be collectively known as the "Leased Premises."

Tenant's Antenna Facilities are defined as Tenant's antennas and transmitters, receivers, connecting

cables, utility lines, Equipment Space and base equipment and are more specifically depicted on **Exhibit B**, attached hereto and incorporated herein.

2. RENT.

(a) Initial Rent Amount, Adjustments. In lieu of rent payable by Tenant to Landlord, Tenant may occupy the Leased Premises for its intended purpose and as a benefit to the City of Cottage Grove for performing emergency communication functions for the City's Public Safety Department and other area public safety organizations. If such services or any of the remaining terms of this Lease Agreement are stopped, annual rent will be required.

(b) Sublease. Tenant is not allowed to sublease space on the Leased Premises or to sublease the use of its Equipment Space or Antenna Facilities to other communication or telecommunication providers as to allow such other telecommunication providers to use Tenant's Antenna Facilities. Separate lease agreements for additional ground and antenna space shall be with Landlord, not Tenant.

(c) Miscellaneous. Tenant shall pay for all actual, reasonable costs of Landlord's inspections and installation project management costs for this project and any subsequent projects within sixty (60) days after Landlord sends a detailed invoice for such fees to Tenant. In addition to consulting and engineering inspection costs, Tenant shall reimburse Landlord for all actual, reasonable costs associated with drafting and reviewing this Lease and any amendments thereto and approving Tenant's application, including but not limited to all staff and administrative review time, third-party consultant fees and expenses and attorney's fees. All fees and invoices must be paid within sixty (60) days after Landlord sends Tenant a detailed invoice for the same.

3. TERM. The term of this Lease shall begin on November 1, 2023 (the "Commencement Date") and shall end on October 31, 2028.

4. GOVERNMENTAL APPROVAL CONTINGENCY.

(a) Tenant Application. Tenant's right to use the Leased Premises is expressly made contingent on Tenant obtaining and maintaining all the certificates, permits, zoning and other approvals that may be required by any federal, state, or local authority. This shall include the interference and engineering studies specified in Subsections 4(b) and 4(c) below on the Structure to be conducted at Tenant's expense. Landlord shall cooperate with Tenant in its efforts to obtain and retain such approval and shall take no action that would adversely affect the status of the Leased Premises with respect to the Tenant's proposed use thereof. Tenant shall not consider this Lease, or the negotiations to enter into a lease, as alleviating Tenant from any and all requirements for Tenant to obtain needed certificates, permits, zoning and other approvals including conditional use permits or other special approvals required by city, county, state or federal governments.

(b) Interference Study. Tenant shall only operate using frequencies in which it has received licenses from the Federal Communications Commission ("FCC"). Before obtaining a building permit for any future Antenna Facilities, modifications or improvements, Tenant must pay for the reasonable cost of an interference study, carried out by a qualified member of SEMARC

or an independent and qualified professional selected by Tenant and approved by Landlord, which approval shall not be unreasonably withheld, showing that Tenant's intended use will not interfere with any other tenant's existing communications facilities, unless such requirement is waived by Landlord. If the study finds that there is a potential for interference that cannot be reasonably remedied, Landlord may deny the building permit.

(c) Structural Engineering Certification. Before obtaining a building permit, Tenant must pay for the reasonable cost of an engineering study carried out by a qualified engineer selected by Landlord, showing that the Structure is able to support the proposed Antenna Facilities, modifications or improvements without materially adversely affecting Landlord's use of the Structure or the use of the Structure by any other tenant. If the study finds that the Structure is inadequate to support the proposed Antenna Facilities, modifications or improvements or materially adversely effects Landlord's use of the Structure or use of the Structure by any other tenant, Landlord may deny the building permit.

(d) Non-Approval. In the event that any application necessary under Subsection 4(a) above is rejected or any certificate, permit, license or approval issued to Tenant is canceled, denied, expires, lapses or is otherwise withdrawn or terminated by government authority so that Tenant, in its sole discretion, will be unable to use the Leased Premises for its intended purposes, or if an interference or engineering study, whether conducted pursuant to Subsections 4(b) and 4(c) above or otherwise, should indicate, in Tenant's sole discretion, that the Leased Premises are unsatisfactory for Tenant's intended use, Tenant shall have the right to terminate this Lease. Tenant shall provide ninety (90) days written notice to Landlord of Tenant's intent to exercise its right to terminate pursuant to this Subsection, and such notice shall be provided in accordance with Section 27 of this Lease. Except as otherwise stated in this Lease, upon such termination, this Lease shall become null and void and the Parties shall have no further obligation to each other.

5. TENANT'S USE.

(a) User Priority. Tenant agrees that the following priorities of use, in descending order, shall apply in the event of communication interference or other conflict while this Lease is in effect, and Tenant's use shall be subordinate accordingly:

- i. Landlord;
- ii. Public safety agencies, including law enforcement, fire, and ambulance services that are not part of Landlord;
- iii. Tenant and other governmental agencies where use is not related to public safety; and
- iv. Other government-regulated entities whose antenna offer a service to the general public for a fee in a manner similar to public utility, such as long distance and cellular telephone, not including radio or television broadcasters and pre-existing tenants.

(b) Purposes. Tenant shall use the Leased Premises only for the purpose of installing, maintaining, and operating Antenna Facilities, equipment, cabinets and Equipment Space, and uses incidental thereto for providing communications services which Tenant is legally authorized to provide. This use shall be non-exclusive, and Landlord specifically reserves the right to allow Landlord's Property, except the Leased Premises, to be used by other parties and to make additions, deletions, or modifications to its own facilities on the Leased Premises except as set forth in Subsection 5(c) herein. Tenant's installation, maintenance and operation of the Antenna Facilities shall at all times comply with all applicable ordinances, statutes and regulations of local, state and federal governmental agencies. Tenant shall have exclusive use of its Antenna Facilities.

(c) Modifications, Replacements or Other Improvements of Antenna Facilities. Tenant agrees that it will install only antennas that Tenant knows will not interfere with existing antennas or with antennas with higher priority. If Tenant seeks to modify, replace or improve its Antenna Facilities, then Tenant must obtain a building permit from Landlord and comply with Subsections 4(b) and 4(c) requiring an interference study and engineering study, unless such requirement is waived by Landlord. Landlord shall notify Tenant upon building permit review whether an interference study and engineering study is required or waived. Notwithstanding the foregoing, Tenant shall not be required to obtain an interference study or engineering study prior to completing routine repairs and maintenance of the Antenna Facilities. A modification, replacement or improvement that expands the size of the Antenna Facilities or alters the location of the Antenna Facilities located on the Leased Premises from the location of the existing Antenna Facilities depicted on **Exhibit B** as of the Commencement Date or as **Exhibit B** may be subsequently amended, shall increase the annualized Rent by a proportionate amount, as reasonably determined by Landlord and agreed to by Tenant. An amendment to this Lease may also be required. Tenant shall reimburse Landlord for all costs associated with amending this Lease due to Tenant's modification, replacement or other improvements.

(d) Pre-Construction Plans. Prior to the initial construction, and for any and all modifications, replacements or improvements to the Antenna Facilities proposed after the Commencement Date, Tenant shall provide Landlord and Landlord's engineering consultant with construction plans in an electronic file format that is compatible with Landlord's record management system and two (2) sets of drawings of the improvements proposed for the Leased Premises consisting of the following:

- i. Line or CAD drawings showing the actual physical location of all planned installations plus materials and construction methods;
- ii. Specifications for all planned installations;
- iii. Diagrams of proposed Antenna Facilities;
- iv. A complete and detailed inventory of all equipment and personal property of Tenant proposed to be placed on the Leased Premises;
- v. Results of the interference study required by Subsection 4(b); and

- vi. Results of the engineering study required by Subsection 4(c).

(collectively referred to as "Construction Plans") Landlord shall have thirty (30) business days to review the Construction Plans, and Landlord's approval of the Construction Plans shall not be unreasonably withheld, conditioned or delayed, provided, however, Landlord may condition acceptance on a reasonable increase in Rent related to plans that expand or alter the Antenna Facilities, as provided in Section 5(c). If Landlord fails to either approve the Construction Plans or provide written request for changes of said Construction Plans to Tenant within the thirty (30) day period, the Construction Plans will be deemed approved by Landlord. Tenant shall be solely responsible for all costs associated with said review and approval of Construction Plans.

(e) Post-Construction As-Built Drawings. Within thirty (30) days after Tenant modifies the Antenna Facilities, Tenant shall provide Landlord with as-built drawings in electronic file format compatible to the Landlord's record management system to replace **Exhibit B** that consist of as-built drawings of the Antenna Facilities and the improvements actually installed on Landlord's Property and the Leased Premises, which show the actual location of all equipment and improvements. Said drawings shall be accompanied by a complete and detailed site survey of the Property, inventory of all equipment, personal property and the modified Antenna Facilities. Landlord retains the right to survey the installed equipment.

(f) Contractor Approval. Any contractor chosen by Tenant to carry out construction, installation, maintenance or any other work on the Structure must be pre-approved by the Landlord prior to the pre-construction meeting. Contractor information to include at the minimum:

- i. Name and contact information;
- ii. Experience (with water storage tank installations); and
- iii. OSHA violations within the previous three (3) years.

Landlord retains sole discretion and reserves the right to reject any and all contractors Tenant may choose for the installation work as determined to be in the best interests of Landlord and to waive any informalities.

(g) Inspection. Consulting engineering inspection will be provided beginning with the pre-construction conference and continuing through installation, construction, punch-list and verification of as-builts at project completion as determined solely by Landlord, at Tenant's expense. Landlord will not arbitrarily require more inspections than are reasonably necessary to ensure the continued delivery of service and security of Landlord's Property and the Structure. Tenant shall pay for all costs of Landlord's inspections and installation project management costs pursuant to Subsection 2(c). Notwithstanding anything to the contrary, prior to energizing any future modifications to Tenant's Antenna Facilities, all punch-list items related to installation must be substantially complete (the exception may be weather-related finish painting, etc., as determined by Landlord).

(h) Tenant's Operation and On-Going Maintenance. Tenant shall have the right, at its sole expense, to operate and maintain the Antenna Facilities on the Leased Premises, as depicted on **Exhibit B**, in accordance with good engineering practices and all applicable FCC rules and regulations. Tenant's installation of all Antenna Facilities shall be done according to plans approved by Landlord. Any damage done by Tenant, its employees or agents to the Leased Premises or any other portion of Landlord's Property including the Structure during installation or during operations, shall be repaired by Tenant at Tenant's expense within thirty (30) days after notification of damage. The Antenna Facilities shall remain the exclusive property of the Tenant, unless otherwise provided in the Lease. Tenant's Antenna Facilities shall be maintained in a good state of repair, at least equal to the standard of maintenance of the Landlord's facilities on or adjacent to the Leased Premises. If Tenant's Antenna Facilities are mounted on the Structure they shall, at all times, be painted, at Tenant's expense, the same color as the Structure. Landlord reserves the right to require or waive this requirement as it pertains to feed line, jumpers, brackets, connectors and other ancillary equipment on a case-by-case basis, depending on the installation configuration.

(i) No Interference. Tenant shall, at its own expense, maintain any equipment on or attached to the Leased Premises and owned by Tenant in a safe condition, in good repair and in a manner suitable to Landlord so as not to conflict with the use of the surrounding Landlord's Property by Landlord. Tenant shall not unreasonably interfere with the operations of any prior tenant using the Structure and shall not interfere with the working use of the water storage facilities or anything to be placed thereon by Landlord.

(j) Access. Tenant, at all times during this Lease, shall have exclusive access to its Antenna Facilities located on the Leased Premises in order to install, operate, repair and maintain its Antenna Facilities. Tenant shall request access to the Structure by telephone or email twenty-four (24) hours in advance, except in an emergency, and Landlord approval thereof shall not be unreasonably withheld or delayed. Access to Antenna Facilities on the Structure shall be with prior telephonic or email notice; Tenant's employees or contractors must provide identification; and such access must occur in the presence of a Landlord designated employee. Both Landlord and Tenant shall maintain a written record of all site visits, including the name of all personnel. In the event it is necessary for Tenant to have access to the Structure at some time other than the normal working hours of Landlord, Landlord may charge Tenant for whatever expense, including employees' wages that Landlord may incur in providing such access to Tenant.

(k) Payment of Utilities. Landlord makes no representations that utilities adequate for Tenant's use of the Leased Premises are available. If the existing utilities (including fiber) sources located on the Property are insufficient for the operation of the Antenna Facilities, then Landlord agrees to grant Tenant and/or the applicable third-party utility or fiber provider the right, at Tenant's sole cost and expense, to install such utilities or fiber on, over and/or under the Property as is necessary for the operation of the Antenna Facilities, provided that the location of such utilities and fiber shall be mutually agreed upon by Landlord and Tenant prior to the commencement of installation thereof. Tenant shall separately meter charges for the consumption of electricity and other utilities associated with its use of the Leased Premises and shall be responsible to promptly pay all costs associated therewith. Landlord will cooperate with Tenant in Tenant's efforts to obtain utilities from any location provided by the servicing utility.

6. EMERGENCY FACILITIES. In the event of a natural or manmade disaster, in order to protect the health, welfare and safety of the community, Tenant may erect additional Antenna Facilities and install additional equipment on a temporary basis on the Leased Premises to ensure continuation of service. Such temporary operation shall not exceed ninety (90) days unless Tenant obtains written approval from the Landlord.

7. LANDLORD'S MAINTENANCE, IMPROVEMENT EXPENSES. All modifications to the Leased Premises and all improvements made for Tenant's benefit shall be at the Tenant's expense. Upon notice from Landlord, Tenant shall promptly pay to Landlord expenses incurred in maintaining the Leased Premises directly caused by Tenant's occupancy of the Leased Premises. Throughout the term of this Agreement, Landlord shall maintain Landlord's Property and the Structure in good condition and repair, and in compliance with all applicable laws, rules and regulations, including all regulations related to the marking and lighting of structures or towers, all at Landlord's sole cost and expense.

8. ADDITIONAL BUILDINGS. Tenant acknowledges that Landlord may permit additional buildings to be constructed on Landlord's Property. At such time as this may occur, Landlord may permit said buildings to be placed immediately adjacent to Tenant's Equipment Space. Said attachments will be made at no cost to Landlord or Tenant, will not compromise the structural integrity of Tenant's Equipment Space, and will not unreasonably interfere with the operation and maintenance of Tenant's Antenna Facilities.

9. RELOCATING DURING RECONDITIONING, PAINTING AND REPAIRS. In the event that Landlord elects to recondition, paint or otherwise undertake maintenance of the Structure or Landlord's Property or the Leased Premises requiring the temporary relocation or removal of the Antenna Facilities, Tenant shall remove its Antenna Facilities at Tenant's cost, to allow such maintenance, repair, repainting, restoration or other activity as required by Landlord. Except in the case of an emergency, Landlord shall give Tenant at least one hundred eighty (180) days' notice prior to initiating such maintenance. In case of emergency, Landlord may remove Tenant's Antenna Facilities but shall notify Tenant by telephone within a reasonable time. An "emergency" shall be deemed to exist only in those situations which constitute an immediate threat to the health or safety of the public or immediate danger to Landlord's Property or the Structure. In the event the use of Tenant's Antenna Facilities is interrupted, Tenant shall have the right to maintain mobile cellular equipment on Landlord's Property. Tenants will have priority based on the date of their leases (with the existing leases having highest priority) if space is limited. If Landlord's Property will not accommodate mobile equipment, it is Tenant's responsibility to locate auxiliary sites at its sole cost and expense. After receiving notice, Tenant must relocate or remove Antenna Facilities at its sole cost and expense. If Tenant fails to remove Antenna Facilities within the timeframe stated in the notice, Landlord may remove Antenna Facilities and store the Antenna Facilities accordingly. Tenant shall be required to reimburse Landlord for any reasonable additional expenses incurred by Landlord for removing and storing the Antenna Facilities. Landlord shall provide an itemized statement of additional costs incurred by Landlord. Tenant shall be responsible for reinstalling its Antenna Facilities following completion of the work, at its sole cost and expense. Tenant may reattach the Antenna Facilities to the Structure in the same manner and in the same location as before the relocation.

10. DEFENSES AND INDEMNIFICATION.

(a) General. Landlord and Tenant each indemnify the other and hold harmless the other and their elected officials, officers, employees, agents and representatives, from and against any and all costs (including reasonable attorneys' fees and expenses) and third party claims, losses, actions, demands, damages, obligations, liabilities and liens which arise out of (i) the breach of the Lease by the indemnifying Party; and (ii) the use and/or occupancy of the Landlord's Property, except for any claims, losses, actions, demands, damage, obligations, liabilities and liens arising from any negligent or intentional misconduct of the indemnified Party. Tenant shall defend Landlord from all third party claims arising out of the installation, operation, use, maintenance, repair, or removal of Tenant's Antenna Facilities, equipment and related facilities on the Leased Premises. The obligations in this Subsection 10(a) shall survive termination of this Lease.

(b) Hazardous Materials. Without limiting the scope of Subsection 10(a) above, Tenant shall be solely responsible for and will defend, indemnify and hold Landlord, its agents and employees, harmless from and against any and all claims, costs and liabilities, including reasonable attorneys' fees and costs, arising out of or in connection with the cleanup or restoration of the Leased Premises associated with Tenant's use of Hazardous Materials. For purposes of this Lease, "Hazardous Materials" shall be interpreted broadly and specifically includes, without limitation, asbestos, fuel, batteries or any hazardous substance, waste or material as defined in any federal, state or local environmental or safety laws or regulations including, but not limited to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

(c) Tenant's Warranty. Tenant represents and warrants that its use of the Leased Premises will not generate and Tenant will not store or dispose of on the Leased Premises, nor transport to or over the Leased Premises, any Hazardous Materials, unless Tenant specifically informs Landlord thereof in writing twenty-four (24) hours prior to such storage, disposal or transport, or otherwise as soon as Tenant becomes aware of the existence of Hazardous Materials on the Leased Premises; Tenant shall provide initial and annual updates of Safety Data Sheets (SDS) on all Hazardous Materials that are part of, or necessary to, the operation of the Antenna Facilities and maintenance thereof. Tenant warrants that no hazardous material supplies used in routine maintenance or repair will be stored on the Leased Premises. Notwithstanding the foregoing, the Parties agree that Tenant may use batteries and other equipment regularly used in the course of Tenant's business, without prior notice to Landlord or providing annual updates, provided that Tenant shall store, dispose, transport or use such materials in compliance with applicable law. The obligations of this Subsection 10(c) shall survive the expiration or other termination of this Lease.

11. INSURANCE.

(a) General Liability. Tenant must maintain an occurrence form Commercial General Liability Coverage. Such coverage shall provide for third party bodily injury and property damage arising out of the use, maintenance or operation of the Leased Premises and Antenna Facilities. Tenant must maintain aforementioned Commercial General Liability Coverage with limits of Liability of \$1,500,000 each occurrence and; \$2,000,000 general aggregate. These limits may be satisfied by the Commercial General Liability Coverage or in combination with an Umbrella or Excess Liability Policy, provided coverage afforded by the Umbrella or Excess Policy is no less than the underlying Commercial General Liability Coverage.

(b) Automobile Liability. Tenant must carry Commercial Automobile Liability coverage in an amount of \$1,500,000 combined single limit each accident for bodily injury and property damage covering all owned, non-owned and hired vehicles. The liability limits may be afforded under the Commercial Automobile Liability Policy, or in combination with an Umbrella or Excess Liability Policy provided coverage afforded by the Umbrella or Excess Policy is no less than the underlying Commercial Automobile Liability Coverage.

(c) Adjustment of Insurance Coverage Limits. Notwithstanding the foregoing insurance requirements of Tenant, Tenant agrees to periodically review and adjust insurance coverage limits in accordance with then-current market and industry standards during the lease term.

(d) Additional Insured - Certificate of Insurance. Tenant shall provide, prior to tenancy, evidence of the required insurance in the form of a Certificate of Insurance issued by a company with a minimum AM Best Rating of A- according to the latest Best edition, licensed, authorized or permitted to do business in the state of Minnesota, which evidences all coverages required in this Section 11. Tenant will include Landlord as an Additional Insured on the Commercial General Liability and Commercial Automobile Liability Policies, but only to the extent allowed in Section 10, Defense and Indemnification, of this Lease. The Certificate(s) shall also provide the coverage may not be canceled, non-renewed or materially changed without thirty (30) days prior written notice to Landlord.

12. REIMBURSEMENT OF EXPENSES BY TENANT. If Tenant fails to reimburse Landlord for its expenses within sixty (60) days after receipt of an invoice from Landlord or such other timeframe as specified in this Lease, or if Tenant fails to provide information required by this Lease within sixty (60) days after notice from Landlord, Tenant shall be deemed to be in default under this Lease and subject to lease termination as provided in Paragraph 13(a)(i). The terms of this Section shall survive the termination or expiration of this Lease.

13. LEASE TERMINATION.

(a) Events of Termination. Except as otherwise provided herein, this Lease may be terminated by either Party upon sixty (60) days written notice to the other Party, provided in accordance with Section 27 of this Lease, as follows:

- i. By either Party upon a default of any covenant or term hereof by the other Party, which default is not cured within thirty (30) days of receipt of written notice of default to the other Party (without, however, limiting any other rights of the Parties pursuant to any other provision hereof); or
- ii. By Tenant for cause if it is unable to obtain or maintain any license, permit or other governmental approval necessary for the construction and/or operation of the Antenna Facilities; or
- iii. By Tenant for cause if the Leased Premises become unusable under Tenant's design or engineering specifications for its Antenna Facilities, or the communications

system to which the Antenna Facilities belong or for technological reasons, including, without limitation, shadowing or interference under Tenant's Antenna Facilities; or

- iv. By Tenant, upon one hundred eighty (180) days written notice if Tenant determines that the Leased Premises is unnecessary or obsolete, in which case Tenant shall pay 110% of the annual rent for the year in which Tenant terminates; or
- v. By Landlord, upon one year's written notice if its Council decides, for any reason, to redevelop Landlord's Property in a manner inconsistent with continued use of the Leased Premises by Tenant, discontinue use of the Structure for water tower purposes and/or sell the Property, provided that Landlord shall use best efforts to allow Tenant to relocate its Antenna Facilities to another location on the Property or on other property owned by Landlord. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(v), then before terminating this Lease pursuant to this Subparagraph 13a(v), Landlord shall use best efforts to relocate Tenant, at Tenant's expense, to a Landlord-owned or leased location within the municipal boundaries of Cottage Grove, Minnesota; or
- vi. By Landlord if it reasonably determines that the Structure is structurally unsound, including, but not limited to, consideration of age of the Structure, damage or destruction of all or part of the Structure on the Leased Premises from any source or factors relating to condition of the Leased Premises, provided that Landlord shall use best efforts to allow Tenant to relocate its Antenna Facilities to another location on the Property or on other property owned by Landlord; or
- vii. By Landlord, upon one (1) year written notice, if an engineering study reasonably determines that a potential user with a higher priority under Subsection 5(a) above cannot find another adequate location, or the Antenna Facilities unreasonably interfere with another user with a higher priority, and that interference cannot be reasonably abated. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(vii) due to a priority user need related to public safety, then this Lease may be terminated by Landlord without further obligation to Tenant. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(vii) and the priority user's need is not related to public safety, then before terminating this Lease pursuant to this Subparagraph 13a(vii) Landlord shall make all reasonable efforts to arrange placement of the priority user in a way which will not necessitate the removal of Tenant or termination of this Lease. If Landlord is unable to arrange for mutual placement of Tenant and the priority user unrelated to public safety, Landlord may terminate this Lease pursuant to this Subparagraph 13a(vii), and Landlord shall use its best efforts to relocate Tenant, at Landlord's expense, to a Landlord-owned or leased location within the municipal boundaries of Cottage Grove, Minnesota; or

viii. By Landlord if it determines that Tenant has failed to comply with applicable ordinances or state or federal law, or any conditions attached to government approvals granted thereunder after a thirty (30) day cure period.

(b) Notice of Termination. The Parties shall give notice of termination in writing in accordance with Section 27 of this Lease. Except as set forth herein, all Rent paid for the Lease prior to said termination date shall be retained by Landlord.

(c) Tenant's Liability for Early Termination. If Tenant terminates this Lease other than for cause or of right as provided in this Lease, in addition to Rent paid under this Lease, Tenant shall also pay to Landlord as liquidated damages for early termination, 110% of the annual Rent for the year in which Tenant terminates, unless Tenant terminates during the last year of any Term under Section 3 and Tenant has paid the annual rental for that year.

(d) Site Restoration. In the event that this Lease is terminated or not renewed, Tenant shall within ninety (90) days following termination or expiration (the "Removal Period"), remove its Antenna Facilities and related equipment from the Leased Premises, repair the site and restore the surface of the Structure. Should this situation occur during the winter season, the restoration shall commence at the start of weather permissible to the quality of workmanship required by Landlord. Such time period shall be agreeable to Landlord and Tenant. In the event that Tenant's Antenna Facilities and related equipment are not removed to the reasonable satisfaction of the Landlord within the Removal Period, they shall be deemed abandoned and become the property of the Landlord, and Tenant shall have no further rights thereto. In the event that Tenant's Antenna Facilities, and related equipment are not removed to the reasonable satisfaction of the Landlord within the Removal Period, Landlord shall have the option to take the following actions:

- i. Fully decommission the Antenna Facilities, have the Antenna Facilities removed, and repair the site and restore the Property, and bill the Tenant for the cost of such actions. If Landlord removes the Antenna Facilities or related equipment, Landlord must give written notice to any mortgagee of Tenant at the addresses provided, informing them that Antenna Facilities or related property have been removed and will be deemed abandoned if not claimed and the storage fees and other reasonable costs paid within sixty (60) days; or
- ii. Take full ownership of the Antenna Facilities and continue their operations at the expense and benefit of Landlord.

This provision shall survive the termination of this Lease.

14. DAMAGE OR DESTRUCTION. Tenant's installation of any future Antenna Facilities shall be done according to plans approved by Landlord. Any damage done to the Leased Premises or any other portion of Landlord's Property including the Structure during installation or operations shall be repaired at Tenant's expense within sixty (60) days after notification of damage and to Landlord's reasonable satisfaction. If the Leased Premises are destroyed or damaged, without the contributory fault of Tenant or its agents, so as, in Tenant's judgment, to hinder its effective use of the Antenna Facilities, Tenant may elect to terminate this Lease upon sixty (60) days written notice to Landlord.

In the event Tenant elects to terminate the Lease, Tenant shall be entitled to reimbursement of prepaid Rent covering the period subsequent to the date of damage to or destruction of the Leased Premises.

15. LIMITATION OF LANDLORD'S LIABILITY. If Landlord causes interruption of the business of Tenant, or for any other Landlord breach of this Lease, Landlord's liability for damages to Tenant shall be limited to the actual and direct costs of the replacement of this site in Tenant's network including, without limitation, equipment removal, relocation or repair, and all cost associated with the identification of a new site for Tenant's replacement communications facility, applying for any necessary governmental approvals, and the cost of constructing a new antenna support structure, including without limitation, surveys, designs, foundation, steel, and erection of the structure and supporting facilities, but not including the Tenant's own communications equipment, and shall specifically exclude any recovery for value of the business of Tenant as a going concern, future expectation of profits, loss of business or profit or related damage to Tenant.

16. TEMPORARY INTERRUPTIONS OF SERVICE. If Landlord reasonably determines that continued operation of the Antenna Facilities would cause an immediate threat to public health and/or safety (except for any issues associated with human exposure to radio frequency emissions, which is regulated by the federal government), Landlord may order Tenant to temporarily discontinue its operation. Tenant shall immediately comply with such an order. Service shall be discontinued only for the period that the immediate threat exists. If Tenant is unable to immediately comply with such order, then Landlord may take reasonable actions to discontinue Tenant's operation, provided that Landlord shall notify Tenant as soon as possible after its action and give its reason for taking the action. Landlord shall not be liable to Tenant or any other party for any interruption in Tenant's service or interference with Tenant's operation of its Antenna Facilities, except as may be caused by the willful misconduct of Landlord, its employees or agents. If the discontinuance extends for a period greater than three (3) days, either consecutively or cumulatively, Tenant shall have the right to terminate this Lease within its sole discretion for cause and without payment of a termination fee. In addition to the foregoing, Tenant shall be entitled to reimbursement of prepaid Rent covering the period subsequent to the date of service discontinuance.

17. TENANT INTERFERENCE.

(a) With Structure. In the performance of its approved use of the Antenna Facilities, Tenant shall at its own expense, maintain any of Tenant's equipment on or attached to the Leased Premises in a safe condition, in good repair and in a manner suitable to Landlord so as not to conflict with the use of the surrounding premises by Landlord. Tenant shall not interfere with Landlord's use of the Structure and agrees to temporarily cease all such actions that unreasonably and materially interfere with Landlord's use thereof no later than three (3) business days after receipt of written notice of the interference from Landlord. In the event that Tenant's cessation of action is material to Tenant's use of the Leased Premises and such cessation frustrates Tenant's use of the Leased Premises, within Tenant's sole discretion, Tenant shall have the immediate right to terminate this Lease for cause and without payment of a termination fee. Further, Tenant shall be entitled to a reimbursement of prepaid Rent covering the period subsequent to the date of interference from Landlord.

(b) With Higher Priority Users. If Tenant's Antenna Facilities cause impermissible interference with higher priority users as set forth under Subsection 5(a) or with pre-existing tenants, Tenant shall take all measures necessary to correct and eliminate the interference following receipt of written notice from Landlord of the interference. If the interference cannot be eliminated with forty-eight (48) hours after receiving Landlord's written notice of the interference, Tenant shall immediately cease operating the components of the Antenna Facilities causing the interference and shall not reactivate operation, except intermittent operation for the purpose of testing, until the interference has been eliminated. If the interference cannot be eliminated with sixty (60) days after Tenant received Landlord's written notice, Landlord may at its option terminate this Lease immediately.

(c) Interference Study for New Occupants. Upon written notice by Landlord that it has a bona fide request from any other party to lease an area in close proximity to the Leased Premises ("Leased Premises Area"), Tenant shall provide to Landlord within sixty (60) days the radio frequencies currently in operation or anticipated by Tenant to be operated in the future of each transmitter and receiver installed and operational on the Leased Premises at the time of such request. Landlord may then have an independent, registered professional engineer of Landlord's choosing perform the necessary interference studies to determine if the new applicant's frequencies will cause harmful radio interference to Tenant. Landlord shall require the new applicant to pay for such interference studies.

(d) Interference by New Occupants. Landlord agrees that it will not grant a future lease in the Leased Premises Area to any party who is of equal or lower priority to Tenant, if such party's use is reasonably anticipated to interfere with Tenant's operation of its Antenna Facilities. Landlord agrees further that any future lease of the Leased Premises Area will prohibit a user of equal or lower priority from interfering with Tenant's Antenna Facilities. Landlord agrees that it will require any subsequent tenants of equal or lower priority to Tenant to provide Tenant these same assurances against interference. Landlord shall have the obligation to eliminate any interference with the operation of Tenant cause by such subsequent occupants if such interference is not eliminated, Tenant shall have the right to terminate this Lease or seek injunctive relief against the interfering occupant, at Tenant's expense.

18. NOISE. All wireless service facilities shall be constructed and operated in such a manner as to minimize the amount of unreasonable noise impacts to residents of nearby homes and the users of recreational areas, such as public parks and trails. Noise attenuation measures shall be required for all air-conditioning units. Backup generators shall only be operated during power outages and for testing and maintenance purposes. At any time, noise attenuation measures may be required by Landlord when deemed necessary. Testing and maintenance activities that generate audible noise shall occur between the hours of eight o'clock (8:00) A.M. and five o'clock (5:00) P.M., weekdays (Monday through Friday, non-holiday) excluding emergency repairs, unless allowed at other times by Landlord. Testing and maintenance activities that do not generate audible noise may occur at any time, unless otherwise restricted by Landlord.

19. INSTALLATION OF A GENERATOR. Tenant shall not install or replace any generator on Landlord's Property or the Leased Premises without Landlord's prior written approval. Notwithstanding the foregoing, Tenant shall be permitted to place an emergency generator within its Leased Premises for a period up to seven (7) days in the event of a power failure to the Antenna

Facilities. In the event that Landlord grants approval for the placement of a generator on Landlord's Property, or Tenant is permitted to place a generator within its Leased Premises due to an emergency power failure, Tenant agrees to maintain or repair any such generator within the Landlord's Property or Leased Premises. Tenant further agrees that Landlord may limit the noise level at Landlord's Property that may prohibit the use of the generator and that the installation of any generator must fall within the noise level limits set by Landlord. In the event that Tenant exceeds the noise level set forth by Landlord, Tenant shall take all such steps requested by Landlord to reduce the sound levels to the level approved by Landlord, including, but not limited to, installing additional mufflers, or any other requirements that may be requested by Landlord, including but not limited to ceasing all operations of the generator. All sound reduction measures requested by Landlord shall be performed at Tenant's sole cost and expense. If Tenant fails to comply with Landlord's proposed sound reduction measures within a reasonable period following receipt of notice of the need for such measures, Tenant shall be deemed in default hereunder and Landlord may take any and all measures to stop the use of the generator. Tenant shall further repair any and all damage caused by the use of the generator upon Landlord's Property. All expenses incurred by Landlord hereunder, including attorneys' fees, shall be paid by Tenant to Landlord upon demand.

20. ASSIGNMENT. This Lease, or rights thereunder, may not be sold, assigned or transferred at any time by Tenant without the written consent of Landlord, such consent not to be unreasonably withheld, except to: (i) Tenant's Affiliates; (ii) a successor entity to Tenant's business, whether by merger or by sale of all or substantially all of Tenant's assets or stock; (iii) any entity in which Tenant or its Affiliates have any direct or indirect equity interest; or (iv) any other entity directly or indirectly controlling, controlled by or under common control with any of the foregoing. For purposes of this Section, an "Affiliate" means an entity that directly or indirectly, controls, is controlled by or under common control with Tenant. Landlord hereby consents to the assignment by Tenant of its rights under this Lease as collateral to any entity that provides financing for the purchase of the equipment used by Tenant in connection with the provision of communications equipment or services.

21. CONDEMNATION. In the event the whole of the Leased Premises is taken by eminent domain, this Lease shall terminate as of the date title to the Leased Premises vests in the condemning authority. In the event a portion of the Leased Premises is taken by eminent domain, either Party shall have the right to terminate this Lease as of the said date of title transfer, by giving sixty (60) days written notice to the other Party. In the event of taking under the power of eminent domain, Tenant shall not be entitled to any portion of the award paid for the taking and Landlord shall receive full amount of such award. Tenant hereby expressly waives any right or claim to any portion thereof. Although all damages, where awarded as compensation for diminution value in of the leasehold or to the fee of the Leased Premises, shall belong to Landlord, Tenant shall have the right to claim and recover from the condemning authority, but not from Landlord (unless Landlord is the condemning authority), such compensation as may be separately awarded or recoverable by Tenant on account of any and all damage Tenant's business and any costs or expenses incurred by Tenant in moving/removing its equipment, personal property, Antenna Facilities and leasehold improvements.

22. DISPUTES. Any claim, controversy or dispute arising out of this Lease not resolved within ten (10) days following written notice of the dispute shall be submitted first and promptly to mediation. Each Party shall bear its own cost of mediation. If mediation does not result in settlement within forty-five (45) days after the matter was submitted to mediation, either Party may file a claim in Washington County District Court.

23. ENFORCEMENT AND ATTORNEYS' FEES. In the event that either Party to this Lease shall bring a claim to enforce any rights hereunder, the prevailing Party shall be entitled to recover costs and reasonable attorneys' fees and other reasonable enforcement costs and expenses incurred as a result to such claim.

24. AUTHORITY. Each of the individuals executing this Lease on behalf of Tenant or Landlord represents to the other Party that such individual is authorized to do so by requisite action of the Party to this Lease.

25. BINDING EFFECT. This Lease shall run with the Leased Premises. This Lease shall extend to and bind the heirs, personal representatives, successors and assigns of the Parties.

26. GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Minnesota, construed as having been delivered in the State of Minnesota and the Parties expressly agree that venue shall be in the State of Minnesota only, and in addition, Tenant hereby consents to the jurisdiction of the courts of the State of Minnesota, County of Washington.

27. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested, or by courier services, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

If to Tenant: SEMARC
1655 68th Street W., Suite 1
Inver Grove Heights, MN 55077
Attention: Richard L. Roberts

If to Landlord: City of Cottage Grove
City Administrator
12800 Ravine Parkway South
Cottage Grove, MN 55016

With a copy to:

LeVander, Gillen & Miller, P.A.
Attn: Cottage Grove City Attorney
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121

28. ENTIRE AGREEMENT. This Lease and the exhibits attached hereto, all being a part hereof, constitute the entire agreement of the Parties and will supersede all offers, negotiations and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Lease must be in writing and executed by both Parties. The exhibits hereto are incorporated into this Lease by reference.

29. SEVERABILITY. If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect as though the unenforceable provision were not contained herein.

30. MEMORANDUM. Upon request by either Party, the Parties agree to promptly execute and deliver a recordable Memorandum of this Lease in a form acceptable to both Parties, which may be recorded by the Party requesting the Memorandum of Lease.

31. COUNTERPARTS. This Lease may be signed in counterpart by the Parties, each of which shall be deemed an original, but all of which when taken together, shall constitute a single instrument.

32. COOPERATION. The Parties hereby agree to cooperate with each other and their authorized representatives regarding any reasonable request made subsequent to execution of this Lease, to correct any clerical errors contained in this Lease and to provide any and all additional documentation deemed necessary by either Party to effectuate the transaction contemplated by this Lease. The Parties further agree that "to cooperate" as used in this Lease includes but is not limited to, the agreement by the Parties to execute or re-execute any documents that either Party reasonably deems necessary and desirable to carry out the intent to this Lease.

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IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as of the Effective Date.

LANDLORD

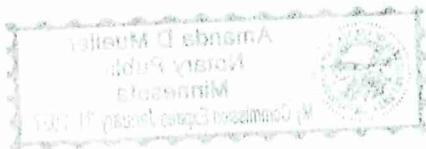
City of Cottage Grove
a Minnesota Municipal corporation

By: _____
Myron A. Bailey
Its: Mayor

By: _____
Tamara Anderson
Its: City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF WASHINGTON)

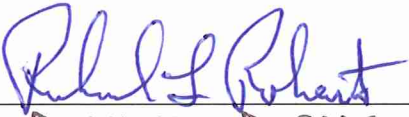
The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Myron A. Bailey, the Mayor of Cottage Grove, and Tamara Anderson, City Clerk, respectively on behalf of the City of Cottage Grove, a Minnesota municipal corporation on behalf of the municipal corporation.



Notary Public

TENANT

SOUTH EAST METRO AMATEUR RADIO CLUB, INC.

By 
Name RICHARD ROBERTS
Its _____

STATE OF MN)
) ss.
COUNTY OF Washington)

On this 14 day of November, 2023, before me a Notary Public within and for said County, personally appeared Richard L. Roberts to me personally known, who being by me duly sworn, did say that he is the Call Sign Trustee of South East Metro Amateur Radio Club, Inc., the Tenant named in the attached instrument, and as such was authorized to execute this instrument on behalf of the corporation.


Notary Public

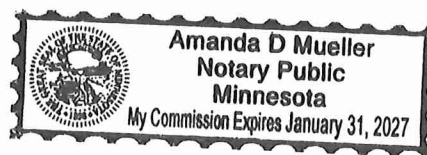


EXHIBIT A

Legal Description of Property

Real Property located at 6700 Inwood Ave. South in the City of Cottage Grove, County of Washington, State of Minnesota, PID 0402721310002 legally described as follows:

That part of the East half of the Southwest Quarter of Section 4, Township 27, Range 21, Washington County, Minnesota, described as commencing at the Southeast corner of said East half; thence Northerly along the East line of said East half 1417.02 feet to the actual point of beginning of the land to be hereinafter described; thence continuing Northerly on said East line 200 feet; thence Westerly, deflecting to the left 90 degrees a distance of 217.8 feet; thence Southerly deflecting to the left 90 degrees a distance of 200 feet; thence Easterly to the point of beginning, according to the United States Government Survey thereof and situate in Washington County, Minnesota.

EXHIBIT B

Site Layout and Antenna Facilities

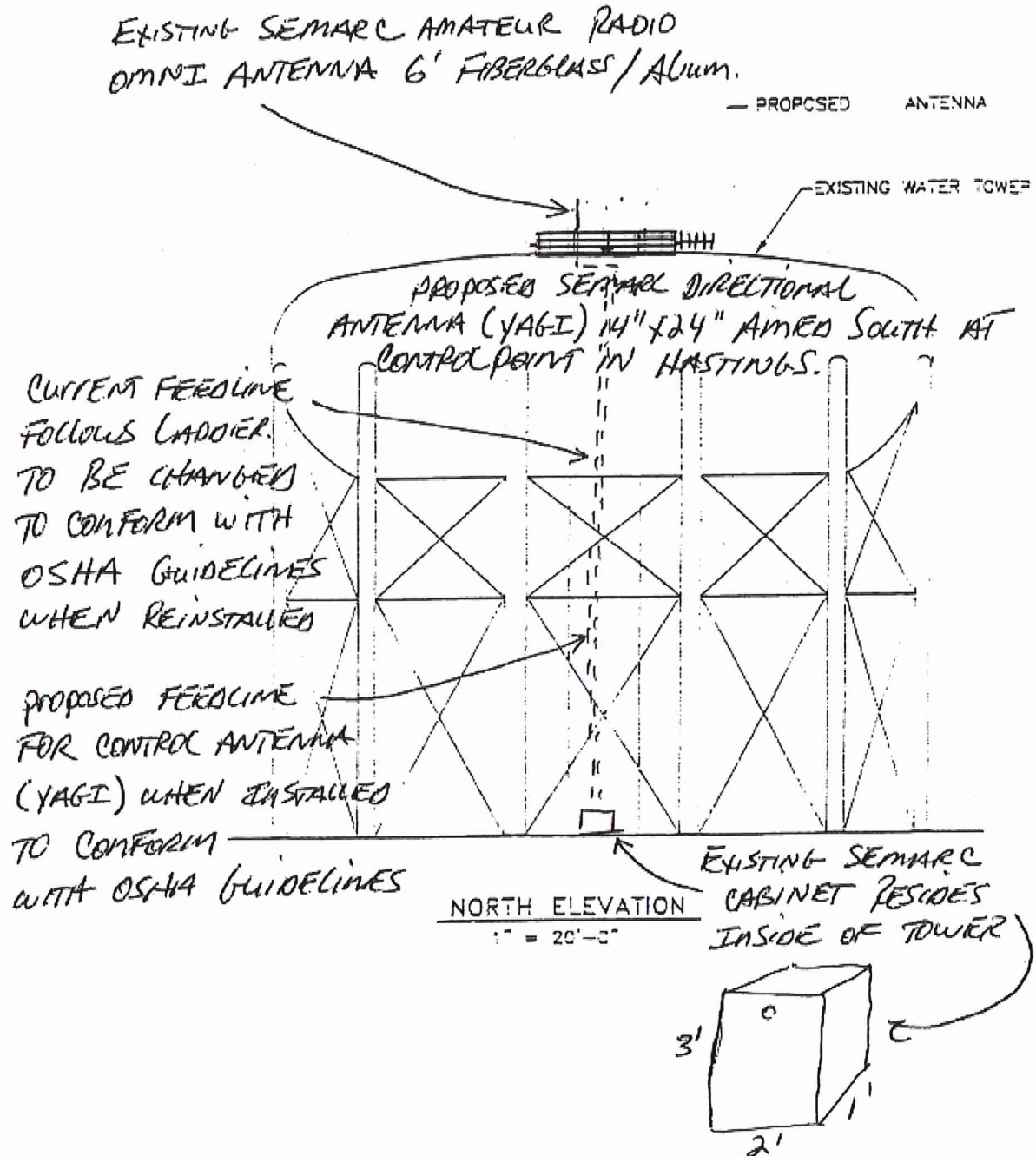


EXHIBIT B

Site Layout and Antenna Facilities

Photo of equipment cabinet located at Inwood water tower. Cabinet is approximately 24 inches wide x 24 inches deep x 36 inches tall.



**LEASE AGREEMENT FOR WEST DRAW WATER TOWER LOCATED AT 6950
MEADOW GRASS AVENUE SOUTH IN COTTAGE GROVE, MINNESOTA**

THIS LEASE AGREEMENT ("Lease"), is made effective as of the 6th day of DECEMBER, 2023 (the "Effective Date"), between the City of Cottage Grove, a Minnesota municipal corporation ("Landlord"), and South East Metro Amateur Radio Club, Inc. a Minnesota corporation ("Tenant"). Landlord and Tenant are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WHEREAS, the Parties, would like to enter into this Lease for Tenant to lease a portion of Landlord's property to Tenant for the purposes of installing, operating, maintaining, storing and replacing antennas and associated communications equipment.

FOR GOOD AND VALUABLE CONSIDERATION, the Parties agree as follows:

1. **LEASED PREMISES.** For purposes of operating communications equipment, and subject to the terms and conditions of this Lease, Landlord hereby leases to Tenant and Tenant leases from Landlord the following premises:

(a) A portion of Landlord's Property, located at 6950 Meadow Grass Avenue South in Cottage Grove, Washington County, Minnesota, which is legally described on **Exhibit A** attached hereto and incorporated herein ("Landlord's Property"), upon, in, under or over which Tenant's Antenna Facilities (as defined below) are attached, connected, enclosed or contained; and

(b) A portion of the Landlord's water tower ("Structure"), for the installation, operation and maintenance of antennas and transmitters, connecting cables and appurtenances; and

(c) Approximately six square feet (6 sq. ft.) of Landlord's Property for the installation of Tenant's equipment, for the installation, operation and maintenance of Tenant's base equipment ("Equipment Space"); and

(d) Non-exclusive easements required to run utility lines and cables to the Equipment Space; and

(e) A non-exclusive easement across Landlord's Property for ingress and egress from the right-of-way to the Equipment Space and the Structure so that Tenant has access to its Antenna Facilities.

All of the aforementioned items (a) – (e) are depicted on **Exhibit B**, attached hereto and incorporated herein, and shall be collectively known as the "Leased Premises."

Tenant's Antenna Facilities are defined as Tenant's antennas and transmitters, receivers, connecting

cables, utility lines, Equipment Space and base equipment and are more specifically depicted on **Exhibit B**, attached hereto and incorporated herein.

2. RENT.

(a) Initial Rent Amount, Adjustments. In lieu of rent payable by Tenant to Landlord, Tenant may occupy the Leased Premises for its intended purpose and as a benefit to the City of Cottage Grove for performing emergency communication functions for the City's Public Safety Department and other area public safety organizations. If such services or any of the remaining terms of this Lease Agreement are stopped, annual rent will be required.

(b) Sublease. Tenant is not allowed to sublease space on the Leased Premises or to sublease the use of its Equipment Space or Antenna Facilities to other communication or telecommunication providers as to allow such other telecommunication providers to use Tenant's Antenna Facilities. Separate lease agreements for additional ground and antenna space shall be with Landlord, not Tenant.

(c) Miscellaneous. Tenant shall pay for all actual, reasonable costs of Landlord's inspections and installation project management costs for this project and any subsequent projects within sixty (60) days after Landlord sends a detailed invoice for such fees to Tenant. In addition to consulting and engineering inspection costs, Tenant shall reimburse Landlord for all actual, reasonable costs associated with drafting and reviewing this Lease and any amendments thereto and approving Tenant's application, including but not limited to all staff and administrative review time, third-party consultant fees and expenses and attorney's fees. All fees and invoices must be paid within sixty (60) days after Landlord sends Tenant a detailed invoice for the same.

3. TERM. The term of this Lease shall begin on November 1, 2023, (the "Commencement Date") and shall end on October 31, 2028.

4. GOVERNMENTAL APPROVAL CONTINGENCY.

(a) Tenant Application. Tenant's right to use the Leased Premises is expressly made contingent on Tenant obtaining and maintaining all the certificates, permits, zoning and other approvals that may be required by any federal, state, or local authority. This shall include the interference and engineering studies specified in Subsections 4(b) and 4(c) below on the Structure to be conducted at Tenant's expense. Landlord shall cooperate with Tenant in its efforts to obtain and retain such approval and shall take no action that would adversely affect the status of the Leased Premises with respect to the Tenant's proposed use thereof. Tenant shall not consider this Lease, or the negotiations to enter into a lease, as alleviating Tenant from any and all requirements for Tenant to obtain needed certificates, permits, zoning and other approvals including conditional use permits or other special approvals required by city, county, state or federal governments.

(b) Interference Study. Tenant shall only operate using frequencies in which it has received licenses from the Federal Communications Commission ("FCC"). Before obtaining a building permit for any future Antenna Facilities, modifications or improvements, Tenant must conduct an interference study, carried out by a qualified member of SEMARC or an independent

and qualified professional selected by Tenant and approved by Landlord, which approval shall not be unreasonably withheld, showing that Tenant's intended use will not interfere with any other tenant's existing communications facilities, unless such requirement is waived by Landlord. If the study finds that there is a potential for interference that cannot be reasonably remedied, Landlord may deny the building permit.

(c) Structural Engineering Certification. Before obtaining a building permit, Tenant must pay for the reasonable cost of an engineering study carried out by a qualified engineer selected by Landlord, showing that the Structure is able to support the proposed Antenna Facilities, modifications or improvements without materially adversely affecting Landlord's use of the Structure or the use of the Structure by any other tenant. If the study finds that the Structure is inadequate to support the proposed Antenna Facilities, modifications or improvements or materially adversely effects Landlord's use of the Structure or use of the Structure by any other tenant, Landlord may deny the building permit.

(d) Non-Approval. In the event that any application necessary under Subsection 4(a) above is rejected or any certificate, permit, license or approval issued to Tenant is canceled, denied, expires, lapses or is otherwise withdrawn or terminated by government authority so that Tenant, in its sole discretion, will be unable to use the Leased Premises for its intended purposes, or if an interference or engineering study, whether conducted pursuant to Subsections 4(b) and 4(c) above or otherwise, should indicate, in Tenant's sole discretion, that the Leased Premises are unsatisfactory for Tenant's intended use, Tenant shall have the right to terminate this Lease. Tenant shall provide ninety (90) days written notice to Landlord of Tenant's intent to exercise its right to terminate pursuant to this Subsection, and such notice shall be provided in accordance with Section 27 of this Lease. Except as otherwise stated in this Lease, upon such termination, this Lease shall become null and void and the Parties shall have no further obligation to each other.

5. TENANT'S USE.

(a) User Priority. Tenant agrees that the following priorities of use, in descending order, shall apply in the event of communication interference or other conflict while this Lease is in effect, and Tenant's use shall be subordinate accordingly:

- i. Landlord;
- ii. Public safety agencies, including law enforcement, fire, and ambulance services that are not part of Landlord;
- iii. Tenant and other governmental agencies where use is not related to public safety; and
- iv. Other government-regulated entities whose antenna offer a service to the general public for a fee in a manner similar to public utility, such as long distance and cellular telephone, not including radio or television broadcasters and pre-existing tenants.

(b) Purposes. Tenant shall use the Leased Premises only for the purpose of installing, maintaining, and operating Antenna Facilities, equipment, cabinets and Equipment Space, and uses incidental thereto for providing communications services which Tenant is legally authorized to provide. This use shall be non-exclusive, and Landlord specifically reserves the right to allow Landlord's Property, except the Leased Premises, to be used by other parties and to make additions, deletions, or modifications to its own facilities on the Leased Premises except as set forth in Subsection 5(c) herein. Tenant's installation, maintenance and operation of the Antenna Facilities shall at all times comply with all applicable ordinances, statutes and regulations of local, state and federal governmental agencies. Tenant shall have exclusive use of its Antenna Facilities.

(c) Modifications, Replacements or Other Improvements of Antenna Facilities. Tenant agrees that it will install only antennas that Tenant knows will not interfere with existing antennas or with antennas with higher priority. If Tenant seeks to modify, replace or improve its Antenna Facilities, then Tenant must obtain a building permit from Landlord and comply with Subsections 4(b) and 4(c) requiring an interference study and engineering study, unless such requirement is waived by Landlord. Landlord shall notify Tenant upon building permit review whether an interference study and engineering study is required or waived. Notwithstanding the foregoing, Tenant shall not be required to obtain an interference study or engineering study prior to completing routine repairs and maintenance of the Antenna Facilities. A modification, replacement or improvement that expands the size of the Antenna Facilities or alters the location of the Antenna Facilities located on the Leased Premises from the location of the existing Antenna Facilities depicted on **Exhibit B** as of the Commencement Date or as **Exhibit B** may be subsequently amended, shall increase the annualized Rent by a proportionate amount, as reasonably determined by Landlord and agreed to by Tenant. An amendment to this Lease may also be required. Tenant shall reimburse Landlord for all costs associated with amending this Lease due to Tenant's modification, replacement or other improvements.

(d) Pre-Construction Plans. Prior to the initial construction, and for any and all modifications, replacements or improvements to the Antenna Facilities proposed after the Commencement Date, Tenant shall provide Landlord and Landlord's engineering consultant with construction plans in an electronic file format that is compatible with Landlord's record management system and two (2) sets of drawings of the improvements proposed for the Leased Premises consisting of the following:

- i. Line or CAD drawings showing the actual physical location of all planned installations plus materials and construction methods;
- ii. Specifications for all planned installations;
- iii. Diagrams of proposed Antenna Facilities;
- iv. A complete and detailed inventory of all equipment and personal property of Tenant proposed to be placed on the Leased Premises;
- v. Results of the interference study required by Subsection 4(b); and

- vi. Results of the engineering study required by Subsection 4(c).

(collectively referred to as "Construction Plans") Landlord shall have thirty (30) business days to review the Construction Plans, and Landlord's approval of the Construction Plans shall not be unreasonably withheld, conditioned or delayed, provided, however, Landlord may condition acceptance on a reasonable increase in Rent related to plans that expand or alter the Antenna Facilities, as provided in Section 5(c). If Landlord fails to either approve the Construction Plans or provide written request for changes of said Construction Plans to Tenant within the thirty (30) day period, the Construction Plans will be deemed approved by Landlord. Tenant shall be solely responsible for all costs associated with said review and approval of Construction Plans.

(e) Post-Construction As-Built Drawings. Within thirty (30) days after Tenant modifies the Antenna Facilities, Tenant shall provide Landlord with as-built drawings in electronic file format compatible to the Landlord's record management system to replace **Exhibit B** that consist of as-built drawings of the Antenna Facilities and the improvements actually installed on Landlord's Property and the Leased Premises, which show the actual location of all equipment and improvements. Said drawings shall be accompanied by a complete and detailed site survey of the Property, inventory of all equipment, personal property and the modified Antenna Facilities. Landlord retains the right to survey the installed equipment.

(f) Contractor Approval. Any contractor chosen by Tenant to carry out construction, installation, maintenance or any other work on the Structure must be pre-approved by the Landlord prior to the pre-construction meeting. Contractor information to include at the minimum:

- i. Name and contact information;
- ii. Experience (with water storage tank installations); and
- iii. OSHA violations within the previous three (3) years.

Landlord retains sole discretion and reserves the right to reject any and all contractors Tenant may choose for the installation work as determined to be in the best interests of Landlord and to waive any informalities.

(g) Inspection. Consulting engineering inspection will be provided beginning with the pre-construction conference and continuing through installation, construction, punch-list and verification of as-builts at project completion as determined solely by Landlord, at Tenant's expense. Landlord will not arbitrarily require more inspections than are reasonably necessary to ensure the continued delivery of service and security of Landlord's Property and the Structure. Tenant shall pay for all costs of Landlord's inspections and installation project management costs pursuant to Subsection 2(c). Notwithstanding anything to the contrary, prior to energizing any future modifications to Tenant's Antenna Facilities, all punch-list items related to installation must be substantially complete (the exception may be weather-related finish painting, etc., as determined by Landlord).

(h) Tenant's Operation and On-Going Maintenance. Tenant shall have the right, at its sole expense, to operate and maintain the Antenna Facilities on the Leased Premises, as depicted on **Exhibit B**, in accordance with good engineering practices and all applicable FCC rules and regulations. Tenant's installation of all Antenna Facilities shall be done according to plans approved by Landlord. Any damage done by Tenant, its employees or agents to the Leased Premises or any other portion of Landlord's Property including the Structure during installation or during operations, shall be repaired by Tenant at Tenant's expense within thirty (30) days after notification of damage. The Antenna Facilities shall remain the exclusive property of the Tenant, unless otherwise provided in the Lease. Tenant's Antenna Facilities shall be maintained in a good state of repair, at least equal to the standard of maintenance of the Landlord's facilities on or adjacent to the Leased Premises. If Tenant's Antenna Facilities are mounted on the Structure they shall, at all times, be painted, at Tenant's expense, the same color as the Structure. Landlord reserves the right to require or waive this requirement as it pertains to feed line, jumpers, brackets, connectors and other ancillary equipment on a case-by-case basis, depending on the installation configuration.

(i) No Interference. Tenant shall, at its own expense, maintain any equipment on or attached to the Leased Premises and owned by Tenant in a safe condition, in good repair and in a manner suitable to Landlord so as not to conflict with the use of the surrounding Landlord's Property by Landlord. Tenant shall not unreasonably interfere with the operations of any prior tenant using the Structure and shall not interfere with the working use of the water storage facilities or anything to be placed thereon by Landlord.

(j) Access. Tenant, at all times during this Lease, shall have exclusive access to its Antenna Facilities located on the Leased Premises in order to install, operate, repair and maintain its Antenna Facilities. Tenant shall request access to the Structure by telephone or email twenty-four (24) hours in advance, except in an emergency, and Landlord approval thereof shall not be unreasonably withheld or delayed. Access to Antenna Facilities on the Structure shall be with prior telephonic or email notice; Tenant's employees or contractors must provide identification; and such access must occur in the presence of a Landlord designated employee. Both Landlord and Tenant shall maintain a written record of all site visits, including the name of all personnel. In the event it is necessary for Tenant to have access to the Structure at some time other than the normal working hours of Landlord, Landlord may charge Tenant for whatever expense, including employees' wages that Landlord may incur in providing such access to Tenant.

(k) Payment of Utilities. Landlord makes no representations that utilities adequate for Tenant's use of the Leased Premises are available. If the existing utilities (including fiber) sources located on the Property are insufficient for the operation of the Antenna Facilities, then Landlord agrees to grant Tenant and/or the applicable third-party utility or fiber provider the right, at Tenant's sole cost and expense, to install such utilities or fiber on, over and/or under the Property as is necessary for the operation of the Antenna Facilities, provided that the location of such utilities and fiber shall be mutually agreed upon by Landlord and Tenant prior to the commencement of installation thereof. Tenant shall separately meter charges for the consumption of electricity and other utilities associated with its use of the Leased Premises and shall be responsible to promptly pay all costs associated therewith. Landlord will cooperate with Tenant in Tenant's efforts to obtain utilities from any location provided by the servicing utility.

6. EMERGENCY FACILITIES. In the event of a natural or manmade disaster, in order to protect the health, welfare and safety of the community, Tenant may erect additional Antenna Facilities and install additional equipment on a temporary basis on the Leased Premises to ensure continuation of service. Such temporary operation shall not exceed ninety (90) days unless Tenant obtains written approval from the Landlord.

7. LANDLORD'S MAINTENANCE, IMPROVEMENT EXPENSES. All modifications to the Leased Premises and all improvements made for Tenant's benefit shall be at the Tenant's expense. Upon notice from Landlord, Tenant shall promptly pay to Landlord expenses incurred in maintaining the Leased Premises directly caused by Tenant's occupancy of the Leased Premises. Throughout the term of this Agreement, Landlord shall maintain Landlord's Property and the Structure in good condition and repair, and in compliance with all applicable laws, rules and regulations, including all regulations related to the marking and lighting of structures or towers, all at Landlord's sole cost and expense.

8. ADDITIONAL BUILDINGS. Tenant acknowledges that Landlord may permit additional buildings to be constructed on Landlord's Property. At such time as this may occur, Landlord may permit said buildings to be placed immediately adjacent to Tenant's Equipment Space. Said attachments will be made at no cost to Landlord or Tenant, will not compromise the structural integrity of Tenant's Equipment Space, and will not unreasonably interfere with the operation and maintenance of Tenant's Antenna Facilities.

9. RELOCATING DURING RECONDITIONING, PAINTING AND REPAIRS. In the event that Landlord elects to recondition, paint or otherwise undertake maintenance of the Structure or Landlord's Property or the Leased Premises requiring the temporary relocation or removal of the Antenna Facilities, Tenant shall remove its Antenna Facilities at Tenant's cost, to allow such maintenance, repair, repainting, restoration or other activity as required by Landlord. Except in the case of an emergency, Landlord shall give Tenant at least one hundred eighty (180) days' notice prior to initiating such maintenance. In case of emergency, Landlord may remove Tenant's Antenna Facilities but shall notify Tenant by telephone within a reasonable time. An "emergency" shall be deemed to exist only in those situations which constitute an immediate threat to the health or safety of the public or immediate danger to Landlord's Property or the Structure. In the event the use of Tenant's Antenna Facilities is interrupted, Tenant shall have the right to maintain mobile cellular equipment on Landlord's Property. Tenants will have priority based on the date of their leases (with the existing leases having highest priority) if space is limited. If Landlord's Property will not accommodate mobile equipment, it is Tenant's responsibility to locate auxiliary sites at its sole cost and expense. After receiving notice, Tenant must relocate or remove Antenna Facilities at its sole cost and expense. If Tenant fails to remove Antenna Facilities within the timeframe stated in the notice, Landlord may remove Antenna Facilities and store the Antenna Facilities accordingly. Tenant shall be required to reimburse Landlord for any reasonable additional expenses incurred by Landlord for removing and storing the Antenna Facilities. Landlord shall provide an itemized statement of additional costs incurred by Landlord. Tenant shall be responsible for reinstalling its Antenna Facilities following completion of the work, at its sole cost and expense. Tenant may reattach the Antenna Facilities to the Structure in the same manner and in the same location as before the relocation.

10. DEFENSES AND INDEMNIFICATION.

(a) General. Landlord and Tenant each indemnify the other and hold harmless the other and their elected officials, officers, employees, agents and representatives, from and against any and all costs (including reasonable attorneys' fees and expenses) and third party claims, losses, actions, demands, damages, obligations, liabilities and liens which arise out of (i) the breach of the Lease by the indemnifying Party; and (ii) the use and/or occupancy of the Landlord's Property, except for any claims, losses, actions, demands, damage, obligations, liabilities and liens arising from any negligent or intentional misconduct of the indemnified Party. Tenant shall defend Landlord from all third party claims arising out of the installation, operation, use, maintenance, repair, or removal of Tenant's Antenna Facilities, equipment and related facilities on the Leased Premises. The obligations in this Subsection 10(a) shall survive termination of this Lease.

(b) Hazardous Materials. Without limiting the scope of Subsection 10(a) above, Tenant shall be solely responsible for and will defend, indemnify and hold Landlord, its agents and employees, harmless from and against any and all claims, costs and liabilities, including reasonable attorneys' fees and costs, arising out of or in connection with the cleanup or restoration of the Leased Premises associated with Tenant's use of Hazardous Materials. For purposes of this Lease, "Hazardous Materials" shall be interpreted broadly and specifically includes, without limitation, asbestos, fuel, batteries or any hazardous substance, waste or material as defined in any federal, state or local environmental or safety laws or regulations including, but not limited to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

(c) Tenant's Warranty. Tenant represents and warrants that its use of the Leased Premises will not generate and Tenant will not store or dispose of on the Leased Premises, nor transport to or over the Leased Premises, any Hazardous Materials, unless Tenant specifically informs Landlord thereof in writing twenty-four (24) hours prior to such storage, disposal or transport, or otherwise as soon as Tenant becomes aware of the existence of Hazardous Materials on the Leased Premises; Tenant shall provide initial and annual updates of Safety Data Sheets (SDS) on all Hazardous Materials that are part of, or necessary to, the operation of the Antenna Facilities and maintenance thereof. Tenant warrants that no hazardous material supplies used in routine maintenance or repair will be stored on the Leased Premises. Notwithstanding the foregoing, the Parties agree that Tenant may use batteries and other equipment regularly used in the course of Tenant's business, without prior notice to Landlord or providing annual updates, provided that Tenant shall store, dispose, transport or use such materials in compliance with applicable law. The obligations of this Subsection 10(c) shall survive the expiration or other termination of this Lease.

11. INSURANCE.

(a) General Liability. Tenant must maintain an occurrence form Commercial General Liability Coverage. Such coverage shall provide for third party bodily injury and property damage arising out of the use, maintenance or operation of the Leased Premises and Antenna Facilities. Tenant must maintain aforementioned Commercial General Liability Coverage with limits of Liability of \$1,500,000 each occurrence and; \$2,000,000 general aggregate. These limits may be satisfied by the Commercial General Liability Coverage or in combination with an Umbrella or Excess Liability Policy, provided coverage afforded by the Umbrella or Excess Policy is no less than the underlying Commercial General Liability Coverage.

(b) Automobile Liability. Tenant must carry Commercial Automobile Liability coverage in an amount of \$1,500,000 combined single limit each accident for bodily injury and property damage covering all owned, non-owned and hired vehicles. The liability limits may be afforded under the Commercial Automobile Liability Policy, or in combination with an Umbrella or Excess Liability Policy provided coverage afforded by the Umbrella or Excess Policy is no less than the underlying Commercial Automobile Liability Coverage.

(c) Adjustment of Insurance Coverage Limits. Notwithstanding the foregoing insurance requirements of Tenant, Tenant agrees to periodically review and adjust insurance coverage limits in accordance with then-current market and industry standards during the lease term.

(d) Additional Insured - Certificate of Insurance. Tenant shall provide, prior to tenancy, evidence of the required insurance in the form of a Certificate of Insurance issued by a company with a minimum AM Best Rating of A- according to the latest Best edition, licensed, authorized or permitted to do business in the state of Minnesota, which evidences all coverages required in this Section 11. Tenant will include Landlord as an Additional Insured on the Commercial General Liability and Commercial Automobile Liability Policies, but only to the extent allowed in Section 10, Defense and Indemnification, of this Lease. The Certificate(s) shall also provide the coverage may not be canceled, non-renewed or materially changed without thirty (30) days prior written notice to Landlord.

12. REIMBURSEMENT OF EXPENSES BY TENANT. If Tenant fails to reimburse Landlord for its expenses within sixty (60) days after receipt of an invoice from Landlord or such other timeframe as specified in this Lease, or if Tenant fails to provide information required by this Lease within sixty (60) days after notice from Landlord, Tenant shall be deemed to be in default under this Lease and subject to lease termination as provided in Paragraph 13(a)(i). The terms of this Section shall survive the termination or expiration of this Lease.

13. LEASE TERMINATION.

(a) Events of Termination. Except as otherwise provided herein, this Lease may be terminated by either Party upon sixty (60) days written notice to the other Party, provided in accordance with Section 27 of this Lease, as follows:

- i. By either Party upon a default of any covenant or term hereof by the other Party, which default is not cured within thirty (30) days of receipt of written notice of default to the other Party (without, however, limiting any other rights of the Parties pursuant to any other provision hereof); or
- ii. By Tenant for cause if it is unable to obtain or maintain any license, permit or other governmental approval necessary for the construction and/or operation of the Antenna Facilities; or
- iii. By Tenant for cause if the Leased Premises become unusable under Tenant's design or engineering specifications for its Antenna Facilities, or the communications

system to which the Antenna Facilities belong or for technological reasons, including, without limitation, shadowing or interference under Tenant's Antenna Facilities; or

- iv. By Tenant, upon one hundred eighty (180) days written notice if Tenant determines that the Leased Premises is unnecessary or obsolete, in which case Tenant shall pay 110% of the annual rent for the year in which Tenant terminates; or
- v. By Landlord, upon one year's written notice if its Council decides, for any reason, to redevelop Landlord's Property in a manner inconsistent with continued use of the Leased Premises by Tenant, discontinue use of the Structure for water tower purposes and/or sell the Property, provided that Landlord shall use best efforts to allow Tenant to relocate its Antenna Facilities to another location on the Property or on other property owned by Landlord. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(v), then before terminating this Lease pursuant to this Subparagraph 13a(v), Landlord shall use best efforts to relocate Tenant, at Tenant's expense, to a Landlord-owned or leased location within the municipal boundaries of Cottage Grove, Minnesota; or
- vi. By Landlord if it reasonably determines that the Structure is structurally unsound, including, but not limited to, consideration of age of the Structure, damage or destruction of all or part of the Structure on the Leased Premises from any source or factors relating to condition of the Leased Premises, provided that Landlord shall use best efforts to allow Tenant to relocate its Antenna Facilities to another location on the Property or on other property owned by Landlord; or
- vii. By Landlord, upon one (1) year written notice, if an engineering study reasonably determines that a potential user with a higher priority under Subsection 5(a) above cannot find another adequate location, or the Antenna Facilities unreasonably interfere with another user with a higher priority, and that interference cannot be reasonably abated. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(vii) due to a priority user need related to public safety, then this Lease may be terminated by Landlord without further obligation to Tenant. If Landlord seeks to terminate this Lease pursuant to this Subparagraph 13a(vii) and the priority user's need is not related to public safety, then before terminating this Lease pursuant to this Subparagraph 13a(vii) Landlord shall make all reasonable efforts to arrange placement of the priority user in a way which will not necessitate the removal of Tenant or termination of this Lease. If Landlord is unable to arrange for mutual placement of Tenant and the priority user unrelated to public safety, Landlord may terminate this Lease pursuant to this Subparagraph 13a(vii), and Landlord shall use its best efforts to relocate Tenant, at Landlord's expense, to a Landlord-owned or leased location within the municipal boundaries of Cottage Grove, Minnesota; or

- viii. By Landlord if it determines that Tenant has failed to comply with applicable ordinances or state or federal law, or any conditions attached to government approvals granted thereunder after a thirty (30) day cure period.

(b) Notice of Termination. The Parties shall give notice of termination in writing in accordance with Section 27 of this Lease. Except as set forth herein, all Rent paid for the Lease prior to said termination date shall be retained by Landlord.

(c) Tenant's Liability for Early Termination. If Tenant terminates this Lease other than for cause or of right as provided in this Lease, in addition to Rent paid under this Lease, Tenant shall also pay to Landlord as liquidated damages for early termination, 110% of the annual Rent for the year in which Tenant terminates, unless Tenant terminates during the last year of any Term under Section 3 and Tenant has paid the annual rental for that year.

(d) Site Restoration. In the event that this Lease is terminated or not renewed, Tenant shall within ninety (90) days following termination or expiration (the "Removal Period"), remove its Antenna Facilities and related equipment from the Leased Premises, repair the site and restore the surface of the Structure. Should this situation occur during the winter season, the restoration shall commence at the start of weather permissible to the quality of workmanship required by Landlord. Such time period shall be agreeable to Landlord and Tenant. In the event that Tenant's Antenna Facilities and related equipment are not removed to the reasonable satisfaction of the Landlord within the Removal Period, they shall be deemed abandoned and become the property of the Landlord, and Tenant shall have no further rights thereto. In the event that Tenant's Antenna Facilities, and related equipment are not removed to the reasonable satisfaction of the Landlord within the Removal Period, Landlord shall have the option to take the following actions:

- i. Fully decommission the Antenna Facilities, have the Antenna Facilities removed, and repair the site and restore the Property, and bill the Tenant for the cost of such actions. If Landlord removes the Antenna Facilities or related equipment, Landlord must give written notice to any mortgagee of Tenant at the addresses provided, informing them that Antenna Facilities or related property have been removed and will be deemed abandoned if not claimed and the storage fees and other reasonable costs paid within sixty (60) days; or
- ii. Take full ownership of the Antenna Facilities and continue their operations at the expense and benefit of Landlord.

This provision shall survive the termination of this Lease.

14. DAMAGE OR DESTRUCTION. Tenant's installation of any future Antenna Facilities shall be done according to plans approved by Landlord. Any damage done to the Leased Premises or any other portion of Landlord's Property including the Structure during installation or operations shall be repaired at Tenant's expense within sixty (60) days after notification of damage and to Landlord's reasonable satisfaction. If the Leased Premises are destroyed or damaged, without the contributory fault of Tenant or its agents, so as, in Tenant's judgment, to hinder its effective use of the Antenna Facilities, Tenant may elect to terminate this Lease upon sixty (60) days written notice to Landlord.

In the event Tenant elects to terminate the Lease, Tenant shall be entitled to reimbursement of prepaid Rent covering the period subsequent to the date of damage to or destruction of the Leased Premises.

15. LIMITATION OF LANDLORD'S LIABILITY. If Landlord causes interruption of the business of Tenant, or for any other Landlord breach of this Lease, Landlord's liability for damages to Tenant shall be limited to the actual and direct costs of the replacement of this site in Tenant's network including, without limitation, equipment removal, relocation or repair, and all cost associated with the identification of a new site for Tenant's replacement communications facility, applying for any necessary governmental approvals, and the cost of constructing a new antenna support structure, including without limitation, surveys, designs, foundation, steel, and erection of the structure and supporting facilities, but not including the Tenant's own communications equipment, and shall specifically exclude any recovery for value of the business of Tenant as a going concern, future expectation of profits, loss of business or profit or related damage to Tenant.

16. TEMPORARY INTERRUPTIONS OF SERVICE. If Landlord reasonably determines that continued operation of the Antenna Facilities would cause an immediate threat to public health and/or safety (except for any issues associated with human exposure to radio frequency emissions, which is regulated by the federal government), Landlord may order Tenant to temporarily discontinue its operation. Tenant shall immediately comply with such an order. Service shall be discontinued only for the period that the immediate threat exists. If Tenant is unable to immediately comply with such order, then Landlord may take reasonable actions to discontinue Tenant's operation, provided that Landlord shall notify Tenant as soon as possible after its action and give its reason for taking the action. Landlord shall not be liable to Tenant or any other party for any interruption in Tenant's service or interference with Tenant's operation of its Antenna Facilities, except as may be caused by the willful misconduct of Landlord, its employees or agents. If the discontinuance extends for a period greater than three (3) days, either consecutively or cumulatively, Tenant shall have the right to terminate this Lease within its sole discretion for cause and without payment of a termination fee. In addition to the foregoing, Tenant shall be entitled to reimbursement of prepaid Rent covering the period subsequent to the date of service discontinuance.

17. TENANT INTERFERENCE.

(a) With Structure. In the performance of its approved use of the Antenna Facilities, Tenant shall at its own expense, maintain any of Tenant's equipment on or attached to the Leased Premises in a safe condition, in good repair and in a manner suitable to Landlord so as not to conflict with the use of the surrounding premises by Landlord. Tenant shall not interfere with Landlord's use of the Structure and agrees to temporarily cease all such actions that unreasonably and materially interfere with Landlord's use thereof no later than three (3) business days after receipt of written notice of the interference from Landlord. In the event that Tenant's cessation of action is material to Tenant's use of the Leased Premises and such cessation frustrates Tenant's use of the Leased Premises, within Tenant's sole discretion, Tenant shall have the immediate right to terminate this Lease for cause and without payment of a termination fee. Further, Tenant shall be entitled to a reimbursement of prepaid Rent covering the period subsequent to the date of interference from Landlord.

(b) With Higher Priority Users. If Tenant's Antenna Facilities cause impermissible interference with higher priority users as set forth under Subsection 5(a) or with pre-existing tenants, Tenant shall take all measures necessary to correct and eliminate the interference following receipt of written notice from Landlord of the interference. If the interference cannot be eliminated with forty-eight (48) hours after receiving Landlord's written notice of the interference, Tenant shall immediately cease operating the components of the Antenna Facilities causing the interference and shall not reactivate operation, except intermittent operation for the purpose of testing, until the interference has been eliminated. If the interference cannot be eliminated with sixty (60) days after Tenant received Landlord's written notice, Landlord may at its option terminate this Lease immediately.

(c) Interference Study for New Occupants. Upon written notice by Landlord that it has a bona fide request from any other party to lease an area in close proximity to the Leased Premises ("Leased Premises Area"), Tenant shall provide to Landlord within sixty (60) days the radio frequencies currently in operation or anticipated by Tenant to be operated in the future of each transmitter and receiver installed and operational on the Leased Premises at the time of such request. Landlord may then have an independent, registered professional engineer of Landlord's choosing perform the necessary interference studies to determine if the new applicant's frequencies will cause harmful radio interference to Tenant. Landlord shall require the new applicant to pay for such interference studies.

(d) Interference by New Occupants. Landlord agrees that it will not grant a future lease in the Leased Premises Area to any party who is of equal or lower priority to Tenant, if such party's use is reasonably anticipated to interfere with Tenant's operation of its Antenna Facilities. Landlord agrees further that any future lease of the Leased Premises Area will prohibit a user of equal or lower priority from interfering with Tenant's Antenna Facilities. Landlord agrees that it will require any subsequent tenants of equal or lower priority to Tenant to provide Tenant these same assurances against interference. Landlord shall have the obligation to eliminate any interference with the operation of Tenant cause by such subsequent occupants if such interference is not eliminated, Tenant shall have the right to terminate this Lease or seek injunctive relief against the interfering occupant, at Tenant's expense.

18. NOISE. All wireless service facilities shall be constructed and operated in such a manner as to minimize the amount of unreasonable noise impacts to residents of nearby homes and the users of recreational areas, such as public parks and trails. Noise attenuation measures shall be required for all air-conditioning units. Backup generators shall only be operated during power outages and for testing and maintenance purposes. At any time, noise attenuation measures may be required by Landlord when deemed necessary. Testing and maintenance activities that generate audible noise shall occur between the hours of eight o'clock (8:00) A.M. and five o'clock (5:00) P.M., weekdays (Monday through Friday, non-holiday) excluding emergency repairs, unless allowed at other times by Landlord. Testing and maintenance activities that do not generate audible noise may occur at any time, unless otherwise restricted by Landlord.

19. INSTALLATION OF A GENERATOR. Tenant shall not install or replace any generator on Landlord's Property or the Leased Premises without Landlord's prior written approval. Notwithstanding the foregoing, Tenant shall be permitted to place an emergency generator within its Leased Premises for a period up to seven (7) days in the event of a power failure to the Antenna

Facilities. In the event that Landlord grants approval for the placement of a generator on Landlord's Property, or Tenant is permitted to place a generator within its Leased Premises due to an emergency power failure, Tenant agrees to maintain or repair any such generator within the Landlord's Property or Leased Premises. Tenant further agrees that Landlord may limit the noise level at Landlord's Property that may prohibit the use of the generator and that the installation of any generator must fall within the noise level limits set by Landlord. In the event that Tenant exceeds the noise level set forth by Landlord, Tenant shall take all such steps requested by Landlord to reduce the sound levels to the level approved by Landlord, including, but not limited to, installing additional mufflers, or any other requirements that may be requested by Landlord, including but not limited to ceasing all operations of the generator. All sound reduction measures requested by Landlord shall be performed at Tenant's sole cost and expense. If Tenant fails to comply with Landlord's proposed sound reduction measures within a reasonable period following receipt of notice of the need for such measures, Tenant shall be deemed in default hereunder and Landlord may take any and all measures to stop the use of the generator. Tenant shall further repair any and all damage caused by the use of the generator upon Landlord's Property. All expenses incurred by Landlord hereunder, including attorneys' fees, shall be paid by Tenant to Landlord upon demand.

20. ASSIGNMENT. This Lease, or rights thereunder, may not be sold, assigned or transferred at any time by Tenant without the written consent of Landlord, such consent not to be unreasonably withheld, except to: (i) Tenant's Affiliates; (ii) a successor entity to Tenant's business, whether by merger or by sale of all or substantially all of Tenant's assets or stock; (iii) any entity in which Tenant or its Affiliates have any direct or indirect equity interest; or (iv) any other entity directly or indirectly controlling, controlled by or under common control with any of the foregoing. For purposes of this Section, an "Affiliate" means an entity that directly or indirectly, controls, is controlled by or under common control with Tenant. Landlord hereby consents to the assignment by Tenant of its rights under this Lease as collateral to any entity that provides financing for the purchase of the equipment used by Tenant in connection with the provision of communications equipment or services.

21. CONDEMNATION. In the event the whole of the Leased Premises is taken by eminent domain, this Lease shall terminate as of the date title to the Leased Premises vests in the condemning authority. In the event a portion of the Leased Premises is taken by eminent domain, either Party shall have the right to terminate this Lease as of the said date of title transfer, by giving sixty (60) days written notice to the other Party. In the event of taking under the power of eminent domain, Tenant shall not be entitled to any portion of the award paid for the taking and Landlord shall receive full amount of such award. Tenant hereby expressly waives any right or claim to any portion thereof. Although all damages, where awarded as compensation for diminution value in of the leasehold or to the fee of the Leased Premises, shall belong to Landlord, Tenant shall have the right to claim and recover from the condemning authority, but not from Landlord (unless Landlord is the condemning authority), such compensation as may be separately awarded or recoverable by Tenant on account of any and all damage Tenant's business and any costs or expenses incurred by Tenant in moving/removing its equipment, personal property, Antenna Facilities and leasehold improvements.

22. DISPUTES. Any claim, controversy or dispute arising out of this Lease not resolved within ten (10) days following written notice of the dispute shall be submitted first and promptly to mediation. Each Party shall bear its own cost of mediation. If mediation does not result in settlement within forty-five (45) days after the matter was submitted to mediation, either Party may file a claim in Washington County District Court.

23. ENFORCEMENT AND ATTORNEYS' FEES. In the event that either Party to this Lease shall bring a claim to enforce any rights hereunder, the prevailing Party shall be entitled to recover costs and reasonable attorneys' fees and other reasonable enforcement costs and expenses incurred as a result to such claim.

24. AUTHORITY. Each of the individuals executing this Lease on behalf of Tenant or Landlord represents to the other Party that such individual is authorized to do so by requisite action of the Party to this Lease.

25. BINDING EFFECT. This Lease shall run with the Leased Premises. This Lease shall extend to and bind the heirs, personal representatives, successors and assigns of the Parties.

26. GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Minnesota, construed as having been delivered in the State of Minnesota and the Parties expressly agree that venue shall be in the State of Minnesota only, and in addition, Tenant hereby consents to the jurisdiction of the courts of the State of Minnesota, County of Washington.

27. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested, or by courier services, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

If to Tenant: SEMARC
1655 68th Street W., Suite 1
Inver Grove Heights, MN 55077
Attention: Richard L. Roberts

If to Landlord: City of Cottage Grove
City Administrator
12800 Ravine Parkway South
Cottage Grove, MN 55016

With a copy to:

LeVander, Gillen & Miller, P.A.
Attn: Cottage Grove City Attorney
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121

28. ENTIRE AGREEMENT. This Lease and the exhibits attached hereto, all being a part hereof, constitute the entire agreement of the Parties and will supersede all offers, negotiations and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Lease must be in writing and executed by both Parties. The exhibits hereto are incorporated into this Lease by reference.

29. SEVERABILITY. If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect as though the unenforceable provision were not contained herein.

30. MEMORANDUM. Upon request by either Party, the Parties agree to promptly execute and deliver a recordable Memorandum of this Lease in a form acceptable to both Parties, which may be recorded by the Party requesting the Memorandum of Lease.

31. COUNTERPARTS. This Lease may be signed in counterpart by the Parties, each of which shall be deemed an original, but all of which when taken together, shall constitute a single instrument.

32. COOPERATION. The Parties hereby agree to cooperate with each other and their authorized representatives regarding any reasonable request made subsequent to execution of this Lease, to correct any clerical errors contained in this Lease and to provide any and all additional documentation deemed necessary by either Party to effectuate the transaction contemplated by this Lease. The Parties further agree that "to cooperate" as used in this Lease includes but is not limited to, the agreement by the Parties to execute or re-execute any documents that either Party reasonably deems necessary and desirable to carry out the intent to this Lease.

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IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as of the Effective Date.

LANDLORD

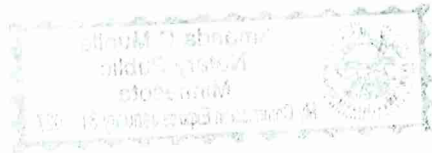
City of Cottage Grove
a Minnesota Municipal corporation

By: _____
Myron A. Bailey
Its: Mayor

By: _____
Tamara Anderson
Its: City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF WASHINGTON)

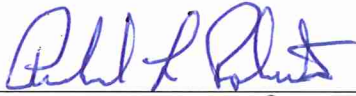
The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Myron A. Bailey, the Mayor of Cottage Grove, and Tamara Anderson, City Clerk, respectively on behalf of the City of Cottage Grove, a Minnesota municipal corporation on behalf of the municipal corporation.



Notary Public

TENANT

SOUTH EAST METRO AMATEUR RADIO CLUB, INC.

By 
Name RICHARD ROBERTS
Its _____

STATE OF MN _____)
) ss.
COUNTY OF Washington)

On this 14 day of November, 2023, before me a Notary Public within and for said County, personally appeared Richard L. Roberts to me personally known, who being by me duly sworn, did say that he is the Call Sign Trustee of South East Metro Amateur Radio Club, Inc., the Tenant named in the attached instrument, and as such was authorized to execute this instrument on behalf of the corporation.


Notary Public

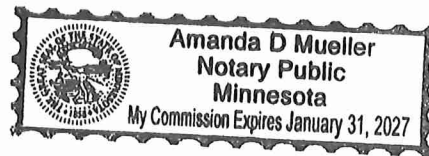


EXHIBIT A

Legal Description of Property

Real Property located at 6950 Meadow Grass Lane in the City of Cottage Grove, County of Washington, State of Minnesota, PID 06.027.21.44.0007 legally described as follows:

Outlot F, Pine Summit 1st Addition, according to the duly recorded plat thereof on file and of record in Washington County, Minnesota.

Site Layout and Antenna Facilities

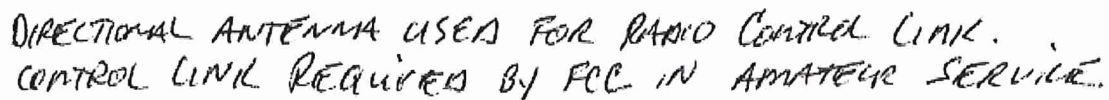


Photo of equipment cabinet located within water tower. Cabinet is approximately 30 inches wide x 24 inches deep x 60 inches tall.





City Council Action Request

7.J.

Meeting Date	12/6/2023		
Department	Community Development		
Agenda Category	Action Item		
Title	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.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>MNHS Signage Grant Application CC Memo</td></tr></table>	1.	MNHS Signage Grant Application CC Memo
1.	MNHS Signage Grant Application CC Memo		

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

FROM: Conner Jakes, Associate Planner

DATE: December 6, 2023

RE: MN Historical Society – Minnesota Historical and Cultural Heritage Grants

Introduction/Background

The Minnesota Historical and Cultural Heritage Grants program – also known as Legacy Grants – is a grant program created to provide financial support for projects focused on preserving Minnesota's history and culture. This state-funded program is made possible by the Arts and Cultural Heritage Fund using sales tax revenue resulting from the Clean Water, Land, and Legacy amendment created through the vote of Minnesotans on November 4, 2008.

The Community Development Planning Department is requesting permission to apply for a \$10,000 Small Grant; there is no match required as part of this grant program. Staff is proposing to use the funds to create and purchase interpretive signage that will be placed at various historical sites throughout the City with the intent of highlighting the site and its past and/or present significance. Each sign will be placed along an existing trail and, if it currently exists, any benches. Currently, staff is proposing a total of 7 signs at or in close proximity to the following present/past locations.

1. Atkinson Cemetery
2. Old People's Home & Cemetery
3. Cottage View Drive-in (current site of Walmart)
4. Dodge Nature Center (Shepard Farm)
5. Cedarhurst
6. Thompson Grove (at Well No. 1)
7. Hill-Gibson House (current site of The Legends)

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.



City Council Action Request

7.K.

Meeting Date	12/6/2023		
Department	Community Development		
Agenda Category	Action Item		
Title	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.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>SHPO Context Study Grant Application CC Memo</td></tr></table>	1.	SHPO Context Study Grant Application CC Memo
1.	SHPO Context Study Grant Application CC Memo		



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

FROM: Conner Jakes, Associate Planner

DATE: December 6, 2023

RE: Historic Context Study – CLG SHPO Grant Application

Introduction/Background

Since 1985, the City of Cottage Grove continues to fulfill all requirements to operate as a Certified Local Government (CLG) with the State Historic Preservation Office (SHPO). The CLG program was originally designed to help local preservation groups transform themselves from grass-roots advocates to policymakers with involvement and recommendations within the local government processes.

One benefit of being a CLG is that it enables the local government to annually apply for federal matching grants to preserve historic properties and conduct various studies relating to historic preservation. This local-state-federal partnership encourages the preservation of historic properties and promotes the education of local history. The funding for this annual grant opportunity comes from the Historic Preservation Fund, which is appropriated annually by the U.S. Congress.

The Community Development Planning Department is requesting permission to apply for a \$30,000 grant; the CLG is required to match 30 percent of the awarded grant amount. In order to meet the required 30 percent match, staff is able utilize documented ACHP Commissioner time and staff time spent on the project. Staff expects the time to satisfy a majority of the match amount; however, it is expected that a small amount will need to be a cash match from the City.

Staff and the ACHP propose to use the funds to hire a consultant to conduct a Historic Context Study on the Suburban Expansion Era of Cottage Grove (1945-1990). A historic context study contains information about historic properties, events, and people grouped by an important theme in the history of the community during a particular period of time. The study links historic properties and/or cultural resources to important historic trends, which provides the framework for determining the significance of a property or site and its eligibility for Local and National Historic Register listing.

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.



City Council Action Request

7.L.

Meeting Date	12/6/2023		
Department	Convention and Visitors Bureau		
Agenda Category	Action Item		
Title	2024 Convention and Visitors Bureau Budget		
Staff Recommendation	Approve the Cottage Grove Convention and Visitors Bureau 2024 budget.		
Budget Implication			
Attachments	<table border="1"><tr><td>1.</td><td>CGCVB 2024 Budget</td></tr></table>	1.	CGCVB 2024 Budget
1.	CGCVB 2024 Budget		



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

FROM: Jaime Mann, Interim Communications Manager/Assistant to the City Administrator

DATE: December 6, 2023

RE: 2024 Convention and Visitors Bureau Budget

Discussion

Revenue

Projections of 60% occupancy were used when forecasting for 2022 and 2023 lodging tax revenue, estimating the total to be \$66,348 in revenue. In looking back at the past two years, on average, the CVB have averaged a revenue of almost 65% occupancy for the full year. For 2024, the recommendation is to increase the projected occupancy and use a 63% occupancy rate for budgeting total lodging tax revenue which would give a projected revenue of \$72,276. This falls more in line with what has historically been collected from our lodging facilities yearly.

Also under the revenue category, are American Rescue Plan Act (ARPA) funds which are used to cover a portion of the salary for our Marketing and Communications Specialist. The ARPA funds are considered revenue to the CVB and are offset by the salary and benefit expense. The CVB will not receive enough money from the ARPA funds to cover 100% of the salary and benefits of that position in 2024. It is estimated that the advertising in the Visitors Guide in 2024 will be \$5,095 which helps offset the cost of printing the Visitors Guide.

Newly added for 2024 are estimates for the Food Truck Festival. Based on projections, it is estimated that the CVB will collect \$8,750 in food vendor payments and \$2,750 from donations and sponsorships of the event.

Since the last Board of Directors meeting in June, the CVB has been awarded a grant for \$10,000 from Explore Minnesota. Since there are no matching funds required for this grant program, the CVB was able to apply without Board approval. The Explore Minnesota Tourism Recovery Grant was applied for in July 2023 and awarded to the CVB on July 27. This grant awards the CVB \$10,000 to be used on some additional marketing initiatives to promote Cottage Grove tourism.

In total, it is estimated that there will be \$153,564.00 in revenue collected by the CVB in 2024.

Expense

As in previous years, expenses are being broken out into three separate categories: marketing, operations and other. Marketing expenses are core to the organization's mission of *"promoting Cottage Grove as a premier destination for leisure travelers, weddings and outdoor enthusiasts, a recognized and successful host city for meetings and conventions, and a prominent and respected venue for sporting events."* A reliable history for activities by the CVB is still being established so funding levels for each line item and initiative for the 2024 budget are based on actual and projected spending for 2023.

Marketing Expenditures	
Website Hosting/Domain	\$1,380.00
Collateral Development and Printing	\$8,000.00
Marketing and Local Events	\$1,025.00
Food Truck Festival	\$13,650.00
Social Media	\$15,504.00
Professional Services	\$240.00
Advertising in Publications	\$1,100.00
Other Types of Advertising	\$300.00
Total Marketing Expense	\$41,199.00

In total marketing expenses for 2022 are at \$41,199.00. Website hosting is budgeted at \$1,380 for 2024. Printing of the Visitors Guide for 2024 is estimated to be \$8,000. Expenses related to the Food Truck Festival are budgeted to be around \$13,650. Advertising in publications includes the brochure program with the Mall of America and the airport have been budgeted at \$1,100. Professional services has been budgeted at \$240 and include transcription services. This leaves some areas that allow for flexibility in the budget in marketing at local events and other types of advertising which are budgeted at \$1,325.

Social media will continue to be the focus for the CVB's marketing efforts so \$15,504 has been budgeted for social media to maintain the presence of the CVB on social media. With the reorganization of the city's Communication team, the city now has an in-house Social Media Specialist who also supports the CVB. The Social Media Specialist has experience in managing paid advertising from previous work experience and is comfortable in doing the same for the CVB. In doing some research into CVB budget items, it was found out that 40% of our paid social media budget was used to pay the marketing company and only 60% was used for targeted advertising. This is well above the market standard for costs related to the work they are doing for the CVB. It is proposed that all paid social media advertising for the CVB be brought in-house and supported by the city's internal communications team instead of outsourcing that work. This will not only save on the cost to pay the company, but marketing dollars will be able to be stretched further moving forward.

The second expense category is operations and represents the funds needed to carry out the mission of the Visitors Bureau.

Operating Expenditures	
Communication Specialists Salary and Benefits	\$83,325.00
Office Supplies/Equipment	\$360.00
Postage	\$720.00
Continuing Education/Classes/Seminars	\$1,750.00
Dues/Subscriptions	\$325.00
Administration Fee (City of Cottage Grove)	\$3,613.80
Contractual Services (City of Cottage Grove)	\$17,165.55
Total Operating Expense	\$107,259.35

Many of the operations expenditures are for day-to-day expenses like office supplies and postage that equal \$1,080. For 2024, the Visitor Bureau will continue its membership with the Minnesota Association of Convention and Visitors (MACVB) for \$325 and has \$1,750 budgeted for continuing education which includes attending the MACVB annual conference. \$3,613.80 is budgeted as the 5% administrative fee that is paid back to the city for facilitating the CVB. Contractual services to the city of 25% covers services like accounting, audit, clerical and legal services and totals \$17,165.55. Finally, the largest expense is for a portion of the salary and benefits of the two Communication Specialist positions for a total of \$83,325.

The final expense is the other category. Since the CVB completed all our payback expenses after the second quarter of 2023, it no longer has that debt to pay back to the city or the EDA.

With a total revenue projection of \$153,564.00 and total expenses projected at \$148,458.35 in 2024, equates to a net profit of \$5,105.65. The CVB is still determining best practices and methods for marketing the city therefore the 2024 budget is meant as a guide that allows for flexibility to adapt and change as we move forward.

At the November 28, 2024 CVB Board of Directors meeting, the Board unanimously approved the budget with a 6-0 vote.

Recommendation

Approve the Cottage Grove Convention and Visitors Bureau 2024 budget.

Attachments

1.	CGCVB 2024 Budget
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Cottage Grove Convention and Visitors Bureau
2024 Budget Worksheet

PRELIMINARY BUDGET

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	2023 Budget	Notes
Revenue																
Lodging Tax at 3%																
3840	Lodging Tax	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 72,276.00	\$66,350.00	Based on a 63% occupancy rate
Total Lodging Tax Revenue		\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 72,276.00		
Other Revenue														\$ -		
3324	Grants							\$10,000.00						\$ 10,000.00		covers approximately 66% of the CVB portion of salary and benefits for 2024
3324	ARPA Funds	\$ 54,693.00												\$ 54,693.00		
3574	Visitors Guide Ad Sales	\$ 5,095.00												\$ 5,095.00	\$6,290.00	
3575	Food Truck Fest Food Vendor Payments					\$ 8,750.00								\$ 8,750.00		
3812	Food Truck Fest Donations and Sponsors						\$ 2,750.00							\$ 2,750.00		
3816	Refunds & Reimbursements													\$ -		
Total Other Revenue		\$ 59,788.00	\$ -	\$ -	\$ -	\$ 8,750.00	\$ -	\$10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,288.00	\$6,290.00	
Total Revenue		\$ 65,811.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 14,773.00	\$ 16,023.00	\$ 16,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 6,023.00	\$ 153,564.00	\$72,640.00	
EXPENSES																
Personal Services																
4100-4144	Salary, PERA, FICA, Health Insurance	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 83,325.00		75% of salary and benefits
Total Personal Services		\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 6,943.75	\$ 83,325.00		
Commodities																
4200	Office Supplies / Equipment	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 120.00	\$420.00	
4210	OP Supply - Other	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 240.00	\$500.00	
Total Commodities		\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 360.00	\$920.00	
Contractual Services																
4300	City of Cottage Grove (5% Administration Fee)	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 301.15	\$ 3,613.80	\$3,317.50	automatically calculated based on lodging tax
4300	Contractual Services [City of Cottage Grove (25%)]	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 1,430.46	\$ 17,165.55	\$15,758.13	
4300	Contractual Services/Professional Services		\$ 60.00			\$ 60.00			\$ 60.00			\$ 60.00		\$ 240.00	\$1,444.37	transcription services (add in any photography???)
4305	Website Hosting/Domain	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 1,380.00	\$1,380.00	
4305	City Reimbursement (Start-up Costs Payback)													\$ -	\$2,750.00	
4311	Postage	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 720.00	\$475.00	
4340	Collateral Development & Printing	\$ 8,000.00												\$ 8,000.00	\$11,000.00	updated based on actual 2023 cost of \$7,158
4341	Social Media Advertising/Marketing Online	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 1,292.00	\$ 15,504.00	\$15,504.00	
4341	Advertising in Publications	\$ 1,100.00												\$ 1,100.00	\$3,600.00	brochure program (\$1100 January)
4341	Other Types of Advertising (Magazines, Billboard, etc)	\$ 300.00												\$ 300.00	\$9,946.00	
4401	Dues / Subscriptions							\$ 325.00						\$ 325.00	\$325.00	MACVB membership
4403	Continuing Education/Classes/Seminars	\$ 500.00				\$ 500.00				\$ 500.00		\$ 250.00		\$ 1,750.00	\$1,500.00	
4434	Marketing at Local Events		\$ 125.00			\$ 900.00								\$ 1,025.00	\$3,000.00	Strawberry Fest (\$125 February) / Saints game (\$900 May)
4434	Food Truck Festival									\$ 13,650.00				\$ 13,650.00		
Total Contractual Services		\$ 13,098.61	\$ 3,383.61	\$ 3,198.61	\$ 3,198.61	\$ 4,658.61	\$ 3,198.61	\$ 3,523.61	\$ 3,258.61	\$ 17,348.61	\$ 3,198.61	\$ 3,508.61	\$ 3,198.61	\$ 64,773.35	\$70,000.00	
Total Expense		\$ 13,128.61	\$ 3,413.61	\$ 3,228.61	\$ 3,228.61	\$ 4,688.61	\$ 3,228.61	\$ 3,553.61	\$ 3,288.61	\$ 17,378.61	\$ 3,228.61	\$ 3,538.61	\$ 3,228.61	\$ 148,458.35	\$70,920.00	
Net Income		\$ 52,682.39	\$ 2,609.39	\$ 2,794.39	\$ 2,794.39	\$ 10,084.39	\$ 12,794.39	\$ 12,469.39	\$ 2,734.39	\$ (11,355.61)	\$ 2,794.39	\$ 2,484.39	\$ 2,794.39	\$ 5,105.65		



City Council Action Request

7.M.

Meeting Date 12/6/2023

Department Finance

Agenda Category Resolution

Title Investment Policy

Staff Recommendation Adopt Resolution 2023-150, Revising the Investment Policy

Budget Implication N/A

Attachments

1.	CC Memo Revised Investment Policy (1)
2.	2023-150 Resolution Revised Investment Policy (3)
3.	Investment Policy Redlined Version



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

From: Brenda Malinowski, Finance Director

Date: December 6, 2023

Subject: Revised Investment Policy

Introduction

The City has an Investment Policy to assure that investment purchases are made in accordance with Minnesota State Statutes and to ensure that best practices are followed in the investment of City funds. The Investment Policy Resolution was last amended in 2010 and then revised in 2021.

Discussion

In 2023, the City transitioned to managed investment services with PMA Asset Management, LLC. As part of the transition, the PMA reviewed the current policy and recommended changes to the current policy. The proposed policy was reviewed with the Investment Committee in November, and the Committee agreed with the recommended changes.

Specifically, mortgage-back securities and guaranteed investment contracts are now included as acceptable investments if it makes sense due to market conditions. Furthermore, these investments are authorized by Minnesota Statutes 118A.04. The remaining changes are to provide clearer guidance regarding the investment of city funds.

A redlined version of the prior policy is included in the packet for reference.

Action Requested

Adopt Resolution 2023-150, Revising the Investment Policy.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-150
ADOPTING INVESTMENT POLICY

WHEREAS, the City of Cottage Grove values strong financial management practices, and

WHEREAS, written adopted financial policies and internal controls have many benefits in ensuing sound financial management practices, and

WHEREAS, Minnesota State law requires that the investment of all city funds conform to state statutes, and

WHEREAS, the City is pursuing best practices to include a formal written investment policy as a formal Financial Policy of the City,

NOW THEREFORE BE IT RESOLVED, the City of Cottage Grove, County of Washington, State of Minnesota, that the following policy be established:

City of Cottage Grove. Minnesota
Investment Policy

A. Purpose and Scope

a. The purpose of this policy is to establish specific guidelines which the City of Cottage Grove will use in the investment of City funds. It is the policy of the city to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the city and conforming to all federal, state, and local regulations governing the investment of public funds. Investment portfolio risk will be minimized to ensure that liquidity and marketability are maintained.

b. This policy applies to the investment of all funds controlled by the City of Cottage Grove.

c. Pooling of funds: Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies about investment pricing, safekeeping, and administration. Each individual fund cash balance will continue to be reported separately in the general ledger system. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

B. Objectives

a. The three main objectives of all investment activity are protection of principal (capital), maintenance of liquidity and optimization of return. Of all these, safety of capital is primary. Funds will be invested to gain the highest investment return with the lowest risk of capital loss, while meeting daily cash flow demands of the City and conforming to all federal state and local statutes governing the investment of public funds.

b. Investments will be undertaken in a manner which seeks to ensure the preservation of capital in the overall portfolio. Both credit and interest rate risk will be mitigated.

1. The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to those types outlined in this policy and diversifying the portfolio to minimize the potential losses from any one type of security or any one individual issuer.
11. The city will also minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changing market rates, by structuring the portfolio to meet cash flow requirements. Extended maturities may be utilized to take advantage of higher yields; however no more than 25% of total investments should extend beyond 5 years and in no circumstance should any extend beyond 10 years.

c. The city will practice a buy and hold investing philosophy but allow flexibility to sell to enhance the portfolio by reducing risk, increasing yield, or maintaining investment objectives such as duration. In the unlikely circumstance that unanticipated cash demand may require it an investment may be sold to cover immediate cash needs. To facilitate such a transaction, most securities within the portfolio should have active secondary or resale markets.

C. Delegation of Authority

a. Management of the City's investment portfolio is delegated by the City Council to the Finance Director. The Finance Director shall establish procedures for the operation of the investment program consistent with this policy, shall be responsible for all transactions undertaken and shall establish a system of internal controls designed to prevent loss from fraud and employee error.

D. Prudence

a. Investments shall be made with judgment and care under prevailing circumstances, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their own capital as well as the probable income to be derived. This standard shall be applied in the context of managing the overall portfolio.

b. Investment personnel acting in accordance with this policy and with Minnesota Statutes 118A.01 - 118A.06 and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that reasonable action is taken to control adverse developments and unexpected deviations are reported in a timely manner.

c. Employees involved in the investment process shall refrain from personal business activity which would conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

E. Authorized Investments

a. Consistent with Minnesota Statutes Section 118A.04, the following is a listing of the instruments the city will be authorized to invest in:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are the most secure instruments available
- U.S. government agency securities including mortgages (excluding high-risk mortgage-backed securities) and other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations

created by an act of Congress See MN 118A.04 for the definition of high-risk mortgage-backed securities.

- Certificates of Deposit (CD) which are negotiable or non-negotiable instruments issued by commercial banks and insured up to \$250,000 each by the Federal Deposit Insurance Corporation (FDIC)
 - Commercial paper, rated in the highest tier (A1, P1) by a nationally recognized rating agency and maturing in 270 days or less
 - Any security which is a General Obligations of any state or local government with taxing powers which is rated A or better by a national bond rating service.
 - Any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service.
 - Bankers Acceptances
 - With prior approval, guaranteed investment contracts that are allowable under Minnesota Statute 118A.05 which includes those issued or guaranteed by U.S. commercial banks, domestic branches of foreign banks, U.S. insurance companies, or their Canadian subsidiaries or the domestic affiliates of any of the foregoing. The issuer must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", there must be withdrawal rights on our behalf.
 - Repurchase agreements consisting of collateral allowable in Minnesota Statute, section 118A.04,
 - Money market mutual funds which invest in authorized instruments according to Minnesota Statutes 118A.05
 - Local government investment pools developed through joint powers statutes or other intergovernmental agreement legislation (such as the 4M fund)
- b. The city will not invest in:
- Reverse repurchase agreements
 - Future contracts
 - Options
 - Derivatives

F. Safekeeping and Custody

a. Investments may be held in safekeeping with:

- i. Any Federal Reserve Bank
- ii. Any bank authorized under the laws of the United States or any state to exercise corporate trust powers including, but not limited to, the bank from which the investment is purchased.
- iii. Primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York
- iv. A securities broker/dealer licensed under chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission; provided that the government entity's ownership of all securities is evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.

b. All brokers will provide to the City of Cottage Grove annually a Broker/Dealer Certification form as required by law, outlining their intention to do business with the City in accordance with Minnesota Statutes and the City's investment policy.

All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving City funds.

G. Diversification

a. It is the policy of the City of Cottage Grove to diversify its investment portfolio by type and maturity of investment purchased. This will eliminate risk of loss resulting from over concentration of assets in a specific maturity, issuer or class of securities.

b. Portfolio maturities will be staggered, and maturities selected will provide for stability of income and liquidity.

c. Primary guidance in the diversification will be the annual cash flow requirements of the city.

H. Reporting

a. The Finance Director will provide a quarterly report to the investment committee. In addition to the Finance Director, the investment committee consists of the Mayor (or designee), a member of City council, and the City Administrator.

This report includes the status of the City's investment portfolio including the following information:

i. Type of investment

ii. Yield

iii. Purchase date and Maturity date

iv. Amount invested

b. An annual report on the investment portfolio and its performance will be available within 30 days of fiscal year end. This report will reflect the annual activity of the portfolio, return on investment, gains, or losses due to mark to market value and percentage breakdown of investments by type and maturity.

BE IT FURHTER RESOLVED, to repeal Resolution 2010-012, amending the Investment Policy and the Investment Policy approved on November 3, 2021.

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

City of Cottage Grove. Minnesota

Investment Policy

A. Purpose and Scope

a. The purpose of this policy is to establish specific guidelines which the City of Cottage Grove will use in the investment of City funds. It is the policy of the city to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the city and conforming to all federal, state, and local regulations governing the investment of public funds. Investment portfolio risk will be minimized to ensure that liquidity and marketability are maintained.

b. This policy applies to the investment of all funds controlled by the City of Cottage Grove.

c. Pooling of funds: Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies about investment pricing, safekeeping, and administration. Each individual fund cash balance will continue to be reported separately in the general ledger system. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

B. Objectives

~~a-a.~~ The three main objectives of all investment activity are protection of principal (capital), maintenance of liquidity and optimization of ~~return-return~~. Of all these, safety of capital is primary. Funds will be invested to gain the highest investment return with the lowest risk of capital loss, while meeting daily cash flow demands of the City and conforming to all federal state and local statutes governing the investment of public funds.

b. Investments will be undertaken in a manner which seeks to ensure the preservation of capital in the overall portfolio. Both credit and interest rate risk will be mitigated.

1. The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to those types outlined in this ~~policy, and~~ policy and diversifying the portfolio to minimize the potential losses from any one ~~type~~ type of security or any one individual issuer.

11. The city will also minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changing market rates, by structuring the portfolio to meet cash flow requirements. Extended maturities may be utilized to take advantage of higher yields; however no more than 25% of total investments should extend beyond 5 years and in no circumstance should any extend beyond 10 years.

~~circumstance should any extend beyond 10 years.~~

c. The city will practice a buy and hold investing philosophy but allows flexibility to sell to enhance the portfolio by reducing risk, increasing yield, or maintaining investment objectives such as duration. ~~Once an investment is purchased, it will be held until maturity.~~ In the unlikely circumstance that unanticipated cash demand may require it an investment may be sold to cover immediate cash needs. To facilitate such a transaction, most securities within the portfolio should have active secondary or resale markets.

C. Delegation of Authority

a. Management of the City's investment portfolio is delegated by the City Council to the Finance Director. The Finance Director shall establish procedures for the operation of the investment program consistent with this policy, shall be responsible for all transactions undertaken and shall establish a system of internal controls designed to prevent loss from fraud and employee error.

D. Prudence

a. Investments shall be made with judgment and care under prevailing circumstances, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their own capital as well as the probable income to be derived. This standard shall be applied in the context of managing the overall portfolio.

b. Investment personnel acting in accordance with this policy and with Minnesota Statutes 118A.01 - 118A.06 and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that reasonable action is taken to control adverse developments and unexpected deviations are reported in a timely manner.

c. Employees involved in the investment process shall refrain from personal business activity which would conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

E. Authorized Investments

a. Consistent with Minnesota Statutes Section 118A.04, the following is a listing of the instruments the city will be authorized to invest in:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are the most secure instruments available
- U.S. government agency securities including mortgages (excluding high-risk mortgage-backed securities) and other securities ~~ies~~ which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by and act of Congress created and supervised by the federal government See MN 118A.04 for the definition of high-risk mortgage-backed securities.
- Certificates of Deposit (CD) which are negotiable or non-negotiable instruments issued by commercial banks and insured up to \$250,000 each by the Federal Deposit Insurance Corporation (FDIC)
- Commercial paper, rated in the highest tier (A1, P1) by a nationally recognized rating agency and maturing in 270 days or less
- Any security which is a General Obligations of any state or local governments with taxing powers which is rated A or better by a national bond rating service.
- Any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service
~~— Any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service~~

- Bankers Acceptances
 - With prior approval, guaranteed investment contracts that are allowable under Minnesota Statute 118A.05 which includes those issued or guaranteed by U.S. commercial banks, domestic branches of foreign banks, U.S. insurance companies, or their Canadian subsidiaries or the domestic affiliates of any of the foregoing. The issuer must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", there must be withdrawal rights on our behalf.
- Repurchase agreements consisting of collateral allowable in Minnesota Statute, section 118A.04,
- Money market mutual funds which invest in authorized instruments according to Minnesota Statutes 118A.05
- Local government investment pools developed through joint powers statutes or other intergovernmental agreement legislation (such as the 4M fund)

b. The city will not invest in:

- Reverse repurchase agreements
- ~~Mortgage Back securities~~
- Future contracts
- Options
- ~~Guaranteed investment contracts~~
- Derivatives

F. Safekeeping and Custody

a. Investments may be held in safekeeping with:

- ~~i.~~ i. Any Federal Reserve Bank
- ~~ii.~~ ii. Any bank authorized under the laws of the United States or any state to exercise corporate trust powers including, but not limited to, the bank from which the investment is purchased.
- ~~iii.~~ iii. Primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York
- ~~iv.~~ iv. A securities broker/dealer licensed under chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission; provided that the government entity's ownership of all securities is evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest ~~rates~~ rates, CUSIP number, or other distinguishing marks.

b. All brokers will provide to the City of Cottage Grove annually a Broker/Dealer Certification form as required by law, outlining their intention to do business with the City in accordance with Minnesota Statutes and the City's investment policy.

All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving City funds.

G. Diversification

a. It is the policy of the City of Cottage Grove to diversify its investment portfolio by type and maturity of investment purchased. This will eliminate risk of loss resulting from over concentration of assets in a specific maturity, issuer or class of securities.

b. Portfolio maturities will be staggered, and maturities selected will provide for stability of income and liquidity.

c. Primary guidance in the diversification will be the annual cash flow requirements of the city.

H. Reporting

a. The Finance Director will provide a quarterly report to the investment committee. In addition to the Finance Director, the investment committee consists of the Mayor ~~(or~~(or designee-), a member of City council, and the City Administrator.

This report includes the status of the City's investment portfolio including the following information:

i. Type of investment

ii. Yield

iii. Purchase date and Maturity date

iv. Amount invested

b. An annual report on the investment portfolio and its performance will be available within 30 days of fiscal year end. This report will reflect the annual activity of the portfolio, return on investment, gains, or losses due to mark to market value and percentage breakdown of investments by type and maturity.



City Council Action Request

7.N.

Meeting Date	12/6/2023						
Department	Finance						
Agenda Category	Resolution						
Title	Debt Management Policy						
Staff Recommendation	Adopt Resolution 2023-151, Revising the Debt Management Policy						
Budget Implication	N/A						
Attachments	<table><tr><td>1.</td><td>CC Memo Revised Debt Management Policy</td></tr><tr><td>2.</td><td>Resolution 2023-151, Debt Management Policy</td></tr><tr><td>3.</td><td>2010-013 Debt Management Policy</td></tr></table>	1.	CC Memo Revised Debt Management Policy	2.	Resolution 2023-151, Debt Management Policy	3.	2010-013 Debt Management Policy
1.	CC Memo Revised Debt Management Policy						
2.	Resolution 2023-151, Debt Management Policy						
3.	2010-013 Debt Management Policy						



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

From: Brenda Malinowski, Finance Director

Date: December 6, 2023

Subject: Revised Debt Management Policy

Introduction

The City has a Debt Management Policy to ensure that best practices are followed regarding the issuance and management of the City's debt. The Debt Management Policy was last revised in 2010.

Discussion

In 2023, the City developed a ten-year Financial Management Plan (FMP) and achieved an AAA bond rating upgrade from S&P Global Ratings. During the FMP process, current debt and future debt were incorporated into the Plan. The Debt Management Policy has been written based on the FMP, reviewing policies of other AAA cities in Minnesota, and soliciting feedback from Ehlers. The revised policy was reviewed with the Investment Committee in November and the committee did not have any further changes to the policy.

Specifically, the Policy references Minnesota State Statutes regarding the issuance and management of debt.

Action Requested

Adopt Resolution 2023-151, Revising the Debt Management Policy.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-151
ADOPTING DEBT MANAGEMENT POLICY

WHEREAS, the City of Cottage Grove values strong financial management practices; and

WHEREAS, written adopted financial policies and internal controls have many benefits in ensuring sound financial management practices, and

WHEREAS, the City is pursuing best practices to include a formal written debt management policy as a formal Financial Policy of the City;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, Minnesota to approve the following debt management policy for the City of Cottage.

Debt Management Policy

City of Cottage Grove, Minnesota

Purpose

The use of borrowing and debt is an important and flexible financial tool available to the City. Debt is a mechanism which allows public improvements, capital improvements, and development projects to proceed when needed, in advance of when it may otherwise be possible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements between present and future constituencies.

Debt management is an integral part of the financial management of the City. Adequate resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the City's rating.

The purpose of this policy is to establish parameters and restrictions that guide the issuance and management of direct and conduit long-term debt to ensure the ongoing financial health and stability of the City.

- **Direct debt** can be in the form of special assessment bonds, tax increment bonds, tax abatement bonds, housing improvement area bonds, street reconstruction bonds, revenue bonds, capital improvement bonds, equipment certificates, and other debt instruments as authorized by Federal and State law. Sections 1 through 5 of this policy relate to direct debt.

Debt Management Policy

City of Cottage Grove, Minnesota

- **Conduit debt** can be in the form of private activity revenue bonds for 501(c)(3) organizations, industrial revenue bonds or low-income housing revenue bonds. The City is not liable to repay conduit debt; it is fully the responsibility of the private entity. Conduit debt policy is outlined in Section 6 herein.

1. Debt Limits

- a) Minnesota Statutes Chapter §475 contains both the authorization to borrow money and criteria for the structure and issuance of bonds. Debt may be issued for public improvement projects, public facilities construction, capital equipment purchases, or development or redevelopment projects among other purposes, as authorized under any Minnesota Statutes.
- b) Debt shall not be issued for capital projects or assets with a useful life of less than 5 years.
- c) Debt shall not be issued to finance current operations.
- d) Net general obligation debt will not exceed the statutory limit of 3% of the estimated market value of taxable property in the City as required by Minnesota Statute, Section 475.53 and at levels consistent with the City's creditworthiness objectives.

2. Debt Structuring Practices

- a) The term of a bond issue shall not exceed the useful life of the related asset.
- b) Debt will be structured to achieve the lowest net cost to the City given market conditions, the type of debt being issued and the nature and type of repayment source.
- c) The City will attempt to keep the average maturity of general obligation bonds at or below 20 years.
- d) The City will only issue fixed-rate debt.
- e) Except in special circumstances, all bonds issued by the City will be designated general obligation bonds (i.e., backed by the full faith and credit of the City). In addition, when possible and as appropriate for the specific bond issue, special assessments, utility revenue or other revenue streams available to the City will be pledged in support of the bonds.

Debt Management Policy

City of Cottage Grove, Minnesota

3. Debt Issuance Practices

- a) The City will engage a municipal advisor to assist with determining the appropriate method of sale for each bond issue. Unless special circumstances or market conditions warrant otherwise, bonds will be sold on a competitive bid basis. Negotiated sales of debt will be considered in extraordinary circumstances when the complexity of the issue requires specialized expertise, the use of unusual or complex financing or specific revenue streams that result in credit quality issues, market volatility or when the negotiated sale would result in substantial savings; or when market conditions are unusually volatile or uncertain.
- b) The City will engage bond counsel to advise on the legal issues related to the issue and sale of bonds.
- c) The City will routinely review opportunities to refund (refinance) existing debt that will result in a net present value savings to the City.
- d) Each debt issue proposal will be accompanied by an analysis of the sources and uses of funds for the project to be financed with bond proceeds and sources of funding for the repayment of the bonds. The analysis will reflect how the new bond will fit with the City's existing debt structure and how the debt issue will fit in the City's Financial Management Plan. The City may use the Closed Debt Service Fund to reduce debt issues to stay within the debt parameters identified in the Financial Management Plan.
- e) Under Federal law, cities may issue a maximum annual amount of debt that qualifies for specific bank tax deductions. The effect of issuing "bank-qualified" debt is generally lower rates and better marketability of the bonds. The City will prioritize use of its annual level of bank-qualified debt for its own primary purposes; tax-exempt financing for other local governments, not-for-profit organizations, or housing improvement districts will be of lower priority and should not be provided if doing so disqualifies the City from bank-qualified status. Conduit debt policy is outlined in Section 6 herein.

4. Debt Management Practices

- a) Bond proceeds shall be invested in accordance with the City's Investment Policy,
- b) The City will engage a municipal advisor to assist in compliance with primary and secondary market disclosure practices, including annual certifications and SEC reporting, as required.

Debt Management Policy

City of Cottage Grove, Minnesota

- c) The City will engage a municipal advisor to monitor arbitrage rebate filing deadlines and complete the appropriate calculations and reporting requirements.
- d) The City will maintain frequent and regular communications with its bond ratings agencies about its financial condition and will follow a policy of full disclosure in its financial reports and bond prospectus official statements.
- e) The City will maintain a separate Post Issuance Compliance Policies and Procedures document, which the Finance Director of the City shall be responsible to administer and to present updates to the City Council for approval, as may be needed from time to time.

5. Use of Derivatives

- a) The City will NOT allow the use of debt-related derivative products such as interest rate swaps, futures and options contracts, and other hedging mechanisms.

6. Conduit Debt

- a) Conduit debt is tax-exempt debt issued in the name of the City on behalf of a private entity, but for which the City has no obligation to pay.
- b) The Council may consider tax exempt financing for commercial, industrial and health care, and any other projects authorized to be financed under the Industrial Development Act, and housing projects under the Housing Act.
- c) The City is to be reimbursed and held harmless for and from any out-of-pocket expenses related to the tax-exempt financing including, but not limited to, legal fees, municipal advisor fees, arbitrage consulting fees, bond counsel fees, the City staff's expenses in connection with the application, and any deposits or application fees required under state law in order to secure allocation of bonding authority.
- d) If the City determines that issuance of the bonds requested by the applicant is reasonably expected to cause governmental bonds issued by the City in that calendar year to be ineligible for designation as "qualified tax exempt obligations" under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (also known as "bank qualified"), the applicant will be required to reimburse the City, at the time of issuance of the City's bonds, for any interest rate differential between bank qualified and non-bank qualified bonds.
- e) Issues in excess of \$50,000,000 and carrying lower ratings than the City of Cottage Grove or non-rated issues may be sold only to institutional or other investors on a private placement basis and must be in denominations of at least \$50,000.

Debt Management Policy

City of Cottage Grove, Minnesota

- f) The City will not issue conduit debt on behalf of religious institutions.
- g) To be considered for approval, the private entity shall submit an application to the City, addressed to the Finance Director, who will review the propriety of the application and the City's bank-qualified status, and place it on a City Council agenda for consideration.
- h) The City will charge fees to the private entity according to the City's Fee Schedule
- i) The City will consider requests for tax exempt financing of projects in the City by other political subdivisions. In these cases, a Host City Approval Fee must be paid in the amount set according to the City's fee schedule.
- j) The City will require that all bond documents related to the issuance of conduit debt be prepared by the City's appointed bond counsel and the borrower shall pay all City costs directly related to the issuance of the bonds.
- k) Post-Issuance Compliance. The City will require that each borrower demonstrate to the City that the borrower will substantially meet the same procedures for post-issuance compliance that apply to City governmental bonds under the Policy and the Procedures. The City requires that borrowers retain either the City's arbitrage consultant or a trustee and/or an independent arbitrage consultant for the term of the bonds and provide the City with copies of all required reports showing compliance with regulations.

7. Reimbursement Bond Summary

Following is a summary of the requirements relating to bonds that are issued to reimburse expenditures that were paid prior to the date of issuance of the bonds ("Reimbursement Bonds")

- a) Reimbursement Bond proceeds cannot be used to reimburse expenditures paid more than 60 days prior to the adoption of the declaration of official intent/ reimbursement resolution, which must contain:
 - a. A general functional description of the project to which the reimbursement relates or an identification of the fund or account from which the expenditures it to be paid and a general functional description of the purposes of such fund or account.
 - b. The maximum principal amount of debt to be issued.
- b) Reimbursement Bonds must be issued not later than 18 months after the date on which the original expenditure is paid or the date on which the property is placed in service, but in any case not more than three years after the date on which the original expenditure is paid. If possible, actual reimbursement should be made within 30 days of the date of issuance of the Reimbursement Bonds.

Debt Management Policy

City of Cottage Grove, Minnesota

BE IT FURHTER RESOLVED, to repeal Resolution 2010-013, establishing a Debt Management Policy.

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

RESOLUTION NO. 2010-013

A RESOLUTION ESTABLISHING DEBT MANAGEMENT POLICY

WHEREAS, a Debt Management Policy provides the general framework for the planning and evaluating debt proposals in the course of City operations;

WHEREAS, the City Council recognizes there are no absolute rules or easy formulas that can substitute for a thorough review of all information affecting the City's debt position. Debt decisions should be the result of deliberative consideration of all factors involved;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, Minnesota, to approve the following debt management policy for the City of Cottage Grove:

1. General Debt Policy

- a. The City shall seek to maintain and improve its current AA2/AA+ bond rating so borrowing costs are minimized and access to credit is preserved. It is imperative that the City demonstrate to rating agencies, investment bankers, creditors and taxpayers that City officials are following a prescribed financial plan.
- b. Every bond issue proposal will be accompanied by an analysis of the sources and uses of funds for the project to be financed with the bond proceeds and sources of funding for the repayment of the bonds. The analysis will reflect how the new bond will fit with the City's existing debt structure.
- c. The City will confine long-term borrowing to capital improvements or projects that cannot be funded from operating revenues and/or a reasonable amount of other resources. The City has developed a closed debt service fund which acts as a bridge to internally finance construction costs until property owner assessments or other third party revenues are received. Internal financing should significantly reduce the City's need to sell bonds and incur undue interest costs.
- d. Bonds will be sold on a competitive basis unless it is in the best interest of the City to conduct a negotiated sale. Competitive sales will be the preferred method. Negotiated sales may occur when selling bonds for a

defeasance of existing debt, for current or advanced refunding of debt or for other appropriate reasons.

2. Taxpayer Equity

- a. Cottage Grove's property taxpayers and citizens who benefit from projects financed by bonds should be the source of the related debt service funding. This principle of taxpayer equity should be a primary consideration in determining the type of projects selected for financing through bonds. Furthermore, the principle of taxpayer equity shall be applied for setting rates in determining net revenues for bond coverage ratios.

3. Uses

- a. Acceptable uses of bond proceeds can be viewed as items which can be capitalized. Non-capital furnishings and supplies will not be financed from bond proceeds.
- b. Bond proceeds should be limited to financing the costs of project planning and design, land acquisition, buildings and other permanent structures, attached fixtures, equipment acquired as part of the construction project and/or other costs as permitted by law. Utility revenue bond proceeds may be used to establish a debt service reserve as allowed by State law. Refunding bond issues designed to restructure currently outstanding debt are an acceptable use of bond proceeds
- c. The City will not use short term borrowing to finance operating needs except in the case of an extreme financial emergency which is beyond its control or reasonable ability to forecast. Recognizing that bond issuance costs add to the total interest costs of financing; bond financing should not be used if the aggregate cost of projects to be financed by the bond issue does not exceed \$1,000,000.
- d. The City will not issue "interest only" debt.

4. Decision Analysis

- a. Whenever the City is contemplating a possible bond issue, information will be developed concerning the following categories commonly used by rating agencies assessing the City's creditworthiness. The subcategories are representative of the types of items to be considered. This information will be presented by the Finance Director to the City Administrator and City Council.
 - i. Debt Analysis
 - 1. Debt capacity analysis

2. Purpose for which debt is issued
3. Debt structure
4. Debt burden
5. Debt history and trends
6. Adequacy of debt and capital planning
7. Obsolescence of capital plant

ii. Financial Analysis

1. Stability, diversity, and growth rates of tax or other revenue sources
2. Trend in assessed valuation and collections
3. Current budget trends
4. History and long term trends of revenues and expenditures
5. Fund balance status and trends in operating and debt funds
6. Cash flow projections

iii. Economic Analysis

1. Population and demographics
2. Economic environment and trends

- b. The City may use the services of qualified internal staff and outside advisors to assist in the analysis, evaluation and decision process, including bond counsel and financial advisors. This policy is intended to insure that potential debt complies with all laws and regulations, as well as sound financial principles.

5. Debt Planning

- a. General obligation bond borrowing should be planned and the details of the plan must be incorporated in the City's Five Year Capital Improvement Plan.
- b. General obligation bond issues should be included in at least two Capital Improvement Plans proceeding the year of the bond sale. The first inclusion should contain a general description of the project, its timing and financial limits; subsequent inclusions should become increasingly specific.
- c. The annual debt levy required by the total of all City debt shall not comprise more than 15% of annual General Fund operating expenses.

6. Communication and Disclosure

- a. Financial reporting and disclosure requirements will be fulfilled annually according to the disclosure guidelines of the Government Finance Officers Association of the U.S. and Canada.

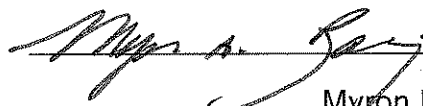
7. General Obligation Bonds

- a. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
- b. Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The City will attempt to keep the average maturity of general obligation bonds at or below 20 years.
- c. The City will limit the total of its net (general obligation) debt to 0.80% of full market value of properties in the City.

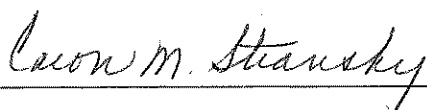
8. Revenue Bonded Debt

- a. It will be a long term goal that each utility or enterprise will ensure future capital financing needs are met by using a combination of current operating revenues and revenue bond financing.
- b. Each utility or enterprise should provide adequate debt service coverage. A specific factor is established by the City Council that the net of enterprise revenues and expenditures (exclusive of depreciation/amortization) shall be a minimum of 1.25 times the annual debt service costs.

Passed this 3rd day of February 2010.


Myron Bailey, Mayor

Attest:


Caron M. Stransky, City Clerk



City Council Action Request

7.0.

Meeting Date 12/6/2023

Department Finance

Agenda Category Resolution

Title Special Deferred Assessment

Staff Recommendation Approve Resolution 2023-148, Authorizing the deferral of a Special Assessment.

Budget Implication N/A

Attachments

1.	CC Memo 2023 Pavement Management Special Assessment Deferral
2.	Resolution 2023-148 Authorizing the Deferral of Special Assessments



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

From: Brenda Malinowski, Finance Director

Date: December 6, 2023

Subject: Approve 2023 Pavement Management Deferred Assessment Waiver Agreement

Background

One property owner has applied for the deferral of assessments for the 2023 Pavement Management Project under the City program for deferral of assessments for senior citizens, disabled, and military persons pursuant to Minnesota Statute 435.193 to 435.195.

Discussion

The City Council adopted a policy in September 2008 that provides for the deferral of special assessments for senior citizens, disabled, and military persons pursuant to Minnesota Statute 435.193 to 435.195. The established policy identifies income guidelines for determination of hardship to defer payment of special assessments.

The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events: (a) the death of the owner, provided the spouse is otherwise not eligible for the benefits hereunder; (b) the sale, transfer, or subdivision of the property of any part thereof; (c) if the property should for any reason lose its homestead status; or (d) if for any reason the taxing authority deferring the payments shall determine that there would be no hardship to require immediate or partial payment.

The owner meets the qualification guidelines.

Recommendation

Approve Resolution, 2023-148, Authorizing the deferral of a special assessment.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-148

RESOLUTION AUTHORIZING THE DEFERRAL OF SPECIAL ASSESSMENTS

WHEREAS, City Code 1-5-3, establishes a Special Assessment Deferral Program which provides guidelines for determining the eligibility to defer payment of special assessments; and

WHEREAS, the owners of the property located at:

8149 Hyde Lane South PID 16.027.21.22.0070 \$4,234.50

have submitted the required application for the deferred payment of a special assessment and qualify for the deferral of the special assessment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the assessment for the above property for street improvements in the 2023 Pavement Management Project adopted October 18, 2023, will be deferred in accordance with City Code 1-5-3

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.P.

Meeting Date 12/6/2023

Department Finance

Agenda Category Resolution

Title Budget Revisions

Staff Recommendation Approve Resolution 2023-162, 2023 Budget Revisions

Budget Implication No fund balance implications since all our self-balancing adjustments.

Attachments

1.	Memo 2023 Budget Adjustments
2.	Resolution 2023-162 2023 Budget Revisions

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

From: Brenda Malinowski, Finance Director

Date: December 6, 2023

Subject: 2023 Budget Revisions

Background

The Council is requested to consider a resolution to amend the 2023 Budget for activity that was not included in the original adopted 2023 Budget that was approved on December 7, 2022.

Discussion

Each year events occur that were not identified in the original adopted Budget. All of the events reflected follow prior Council actions and approvals. The adopted Budget can be amended to reflect these changes. None of these amendments will affect fund balance since they have an expenditure increase and a corresponding revenue increase, except for the City Clerk/Administration amendment which has an expenditure increase and a corresponding expenditure decrease.

- City Clerk/Administration
 - Increase expenditure budget for City Clerk and decrease expenditure budget for Administration budget for personnel costs that were included in the Administration budget but coded to the City Clerk budget.
- Police
 - Increase expenditure budget for Police by the amount of police aid received over the budget amount. Increase police aid revenue by the same amount.
 - Increase expenditure budget for Police for various donations received for police purposes. Increase donations by the same amount.
- Fire
 - Increase expenditure budget for Fire by the amount of fire state aid received over the budget amount. Increase fire state aid revenue by the same amount.
- Emergency Management
 - Increase expenditure budget for Emergency Management by the amount received from other governmental agencies that was used for the purchase of a camera trailer. Increase intergovernmental revenue by the same amount.
 - Increase expenditure budget for Emergency Management for the April storm expenditures that will be reimbursed. Increase intergovernmental revenue by the same amount.

Recommendation

Approve Resolution 2023-162, 2023 Budget Revisions.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-162

2023 BUDGET REVISIONS

WHEREAS, events surrounding emergency declarations, donations, and intergovernmental funds that occurred in 2023 that were not part of the original Adopted Budget, and

WHEREAS the City Council may authorize budget adjustments.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the 2023 Budget shall be revised as follows:

	2023 Original Budget	2023 Revised Budget
General Fund		
<u>Revenue</u>		
General Property Tax	\$17,545,270	\$17,545,270
Licenses & Permits	2,482,900	2,482,900
Intergovernmental	770,100	1,132,455
Charges for Services	1,267,300	1,267,300
Fines	150,000	150,000
Miscellaneous	181,000	214,460
Transfers In	687,390	687,390
Total	<u>\$23,083,960</u>	<u>\$23,479,775</u>

	2023 Original Budget	2023 Revised Budget
<u>Expenditures</u>		
General Government		
Mayor & Council	\$106,590	\$106,590
Administration	950,500	847,860
Professional services	458,800	458,800
City Clerk & Elections	110,600	213,240
Finance	649,030	649,030
City Hall & Community Programs	626,400	626,400
Community Development		
Planning, Zoning & Historic Preservation	592,025	592,025
Building inspection & Code Enforcement	1,362,460	1,362,460
Public Safety		
Police	9,073,300	9,203,760
Animal Control	29,340	29,340
Emergency Preparedness	98,580	272,935
Fire	1,669,220	1,760,220
Public Works		
Engineering	587,610	587,610
Street Maintenance	1,800,745	1,800,745
Signage	241,710	241,710
Snow Plowing	869,500	869,500
Public Works Admin	477,110	477,110
Parks & Recreation		
Forestry	394,670	394,670
Park Maintenance	2,048,220	2,048,220
Recreation	527,550	527,550
Transfers Out	410,000	410,000
Total	<u>\$23,083,960</u>	<u>\$23,479,775</u>

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.Q.

Meeting Date 12/6/2023

Department Finance

Agenda Category Resolution

Title Accept Donation - Pancentral CGC Holdings LLC

Staff Recommendation Approve Resolution 2023-161, accepting a donation from Pancentral CGC Holdings LLC

Budget Implication N/A

Attachments

1.	Res Pancentral Donation for ED Trust Fund
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**CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUITON 2023-161
RESOLUTION ACCEPTING A DONATION RECEIVED FROM PANCENTRAL
CGC HOLDINGS LLC (LSP COTTAGE GROVE) FOR THE ECONOMIC
DEVELOPMENT TRUST FUND**

WHEREAS, on November 30, 2023, Pancentral CGC Holdings LLC donated \$125,000 for the furtherance of economic development activities within the City; and

WHEREAS, the City Council of the City of Cottage Grove, has established an Economic Development Trust Fund.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, accepts the donation from Pancentral CGC Holdings LLC and designates that the funds be deposited into the Economic Development Trust Fund.

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.R.

Meeting Date 12/6/2023

Department Finance

Agenda Category Resolution

Title Certify Delinquent Utility Accounts

Staff Recommendation

Budget Implication

Attachments

1.	Adopt a Resolution - Certify Delinquent Utility Accounts
2.	2023-160 Resolution to Certify Delinquent Utility Accounts
3.	2023-160 Exhibit A Delinquent Utility Account List



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

FROM: Brenda Malinowski, Finance Director
Michael Hoppe, Assistant Finance Director
Dar Hintz, Utility Billing & Customer Service

DATE: December 6, 2023

SUBJECT: Adopt Resolution – Certify Delinquent Utility Accounts to 2024 Property Taxes

Introduction

The City Council is asked to consider the adoption of a resolution certifying unpaid utility bills to the property served as provided for in the City Code under section 8-1-8 and 8-1-9.

Discussion

The City certifies delinquent utility bills on an annual basis. When the account is included on the assessment roll, a \$75 administrative fee plus 10% additional interest is charged.

The process followed was:

1. The Utility Billing Clerk along with Opus21 (our billing service provider) examined the utility receivables and prepared a letter that was mailed to each property owner with a delinquent balance as of September 15th, 2023. Each property owner had until November 15th, 2023 to bring their account current or make other payment arrangements.
2. The remaining unpaid utility accounts are proposed to be certified to Washington County as a one-year assessment for collection with the property taxes payable in 2024. A \$75 administrative fee and 10% interest are added to each account that is certified. Once the assessment is adopted it becomes a lien on the property, so eventual collection is assured.

The criteria used included:

- Any balance over 60 days past due that is \$50 and over.
- Any inactive account in any amount over 1-day delinquent (inactive accounts are those where people have moved).

The original list of delinquent accounts that were sent notices included 1,175 accounts totaling \$405,948 compared to 1,008 accounts totaling \$325,244 last year. From the original list, a total of 529 accounts totaling \$217,789 remain to be certified.

A history of the past 10 years is below:

Year	Accounts Certified	Avg. Amt Assessed	Utility Charges	Admin Fees	Total Certified
2023	529	\$412	\$217,789	\$39,150	\$256,939
2022	447	449	200,835	33,450	234,285
2021	459	375	172,241	34,425	206,666
2020	475	358	169,934	35,625	205,559
2019	515	359	184,026	38,625	222,651
2018	510	333	170,390	38,325	208,715
2017	514	303	155,675	38,550	194,225
2016	504	260	131,309	37,800	169,109
2015	504	278	139,979	37,800	177,779
2014	482	277	133,553	36,150	169,703

Recommendation

Adopt Resolution 2023-160 certifying delinquent utility bills to the property tax rolls payable in 2024.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-160
RESOLUTION CERTIFYING DELINQUENT UTILITY ACCOUNTS

WHEREAS, City Code 8-1-8 and 8-1-9, provides that delinquent utility bills be certified for collection along with the property taxes, and

WHEREAS, certain properties within the City have delinquent utility bills;

NOW, THEREFORE BE IT RESOLVED, by the City Council of Cottage Grove, County of Washington, State of Minnesota, that delinquent city service bills in the amount of \$256,938.89 be certified for collection as specified in the attached assessment roll with the 2023 property taxes

BE IT FURTHER RESOLVED, by the City Council of Cottage Grove, County of Washington, State of Minnesota, as follows:

1. Such proposed assessment in the amount of \$256,938.89, a copy (Exhibit A) of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the property named therein for unpaid utility bills.
2. Such assessment shall be payable in one annual installment, at an interest rate of 10%.
3. The Director of Finance shall transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-160
EXHIBIT A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800049306	8021 SCOTT BLVD S	\$7,003.42	\$75.00	\$7,078.42	ACTIV	18.027.21.12.0042
109327969	6544 WILDFLOWER DR S	\$2,461.19	\$75.00	\$2,536.19	ACTIV	06.027.21.42.0051
800039442	7009 JOCELYN AVE S	\$2,045.39	\$75.00	\$2,120.39	ACTIV	10.027.21.12.0041
800044778	9200 JERGEN AVE S	\$1,955.79	\$75.00	\$2,030.79	ACTIV	22.027.21.21.0129
800048806	7198 HIDDEN VALLEY CV S	\$1,849.64	\$75.00	\$1,924.64	ACTIV	08.027.21.21.0024
100214209	8801 HILLSIDE TRL S	\$1,595.13	\$75.00	\$1,670.13	ACTIV	16.027.21.41.0070
800038955	9006 JASMINE CT S	\$1,533.74	\$75.00	\$1,608.74	ACTIV	22.027.21.22.0053
800035246	8351 HYDE CT S	\$1,511.49	\$75.00	\$1,586.49	ACTIV	16.027.21.23.0016
800041145	7162 HIDDEN VALLEY TRL S	\$1,430.92	\$75.00	\$1,505.92	ACTIV	08.027.21.12.0028
800047825	6435 82ND ST S	\$1,377.57	\$75.00	\$1,452.57	ACTIV	18.027.21.21.0104
800041434	6958 SUNFLOWER CIR S	\$1,325.39	\$75.00	\$1,400.39	ACTIV	07.027.21.11.0031
109316958	6520 FOXTAIL CT S	\$1,305.39	\$75.00	\$1,380.39	ACTIV	06.027.21.43.0021
800046905	6982 91ST ST S	\$1,285.67	\$75.00	\$1,360.67	ACTIV	19.027.21.11.0036
800047011	7488 IRVIN AVE S	\$1,275.33	\$75.00	\$1,350.33	ACTIV	09.027.21.42.0021
800048956	9124 HAMLET AVE S	\$1,255.13	\$75.00	\$1,330.13	ACTIV	20.027.21.22.0064
800046379	6697 JEFFERY CT S	\$1,225.87	\$75.00	\$1,300.87	ACTIV	03.027.21.31.0048
800050225	7715 IVERSON AVE S	\$1,180.53	\$75.00	\$1,255.53	ACTIV	09.027.21.44.0031
107379097	9977 74TH ST S	\$1,180.52	\$75.00	\$1,255.52	ACTIV	10.027.21.14.0019
110720267	6505 HIGHLAND HILLS LN S	\$1,174.71	\$75.00	\$1,249.71	ACTIV	06.027.21.13.0051
110974309	6641 HIGHLAND HILLS LN S	\$1,149.16	\$75.00	\$1,224.16	ACTIV	06.027.21.13.0044
800034472	9805 78TH ST S	\$1,126.60	\$75.00	\$1,201.60	ACTIV	10.027.21.44.0073
800048518	7667 IVYSTONE AVE S	\$1,092.81	\$75.00	\$1,167.81	ACTIV	09.027.21.41.0005
113404021	11900 114TH ST S	\$1,054.82	\$75.00	\$1,129.82	ACTIV	36.027.21.14.0005
800047569	9339 JEFFERY CT S	\$1,042.12	\$75.00	\$1,117.12	ACTIV	22.027.21.24.0048
800049468	7436 IDEN AVE S	\$1,025.45	\$75.00	\$1,100.45	ACTIV	09.027.21.23.0017
800046067	6656 JEFFERY AVE S	\$1,022.12	\$75.00	\$1,097.12	ACTIV	03.027.21.31.0014
800041964	8098 HYNES AVE S	\$1,006.53	\$75.00	\$1,081.53	ACTIV	16.027.21.22.0039
800044288	6399 HOMESTEAD LN S	\$996.83	\$75.00	\$1,071.83	ACTIV	05.027.21.14.0035
800044150	8772 JEWEL AVE S	\$981.17	\$75.00	\$1,056.17	ACTIV	15.027.21.34.0014
800047335	8507 JODY CIR S	\$973.71	\$75.00	\$1,048.71	ACTIV	15.027.21.42.0046
800039873	6190 HEDGE CROFT AVE S	\$962.93	\$75.00	\$1,037.93	ACTIV	05.027.21.12.0009
103387244	7726 JOCELYN AVE S	\$955.99	\$75.00	\$1,030.99	ACTIV	10.027.21.34.0067
800039634	7180 MEADOW GRASS AVE S	\$949.75	\$75.00	\$1,024.75	ACTIV	07.027.21.11.0012
800046324	7015 92ND ST S	\$926.21	\$75.00	\$1,001.21	ACTIV	20.027.21.22.0030
800035290	7943 77TH ST S	\$887.25	\$75.00	\$962.25	ACTIV	08.027.21.41.0095
800033839	7449 IVYSTONE AVE S	\$878.87	\$75.00	\$953.87	ACTIV	09.027.21.14.0056
800046562	7673 JORGENSEN CT S	\$878.33	\$75.00	\$953.33	ACTIV	10.027.21.41.0014
800047129	7704 HOMESTEAD AVE S	\$875.23	\$75.00	\$950.23	ACTIV	08.027.21.41.0113
800045318	8240 HILLSIDE TRL S	\$872.46	\$75.00	\$947.46	ACTIV	16.027.21.23.0040
106979710	8274 HEMINGWAY AVE S	\$870.64	\$75.00	\$945.64	ACTIV	17.027.21.14.0024
800043439	7948 SCOTT BLVD S	\$870.10	\$75.00	\$945.10	ACTIV	07.027.21.43.0047
111886682	9779 DUNES AVE S	\$862.85	\$75.00	\$937.85	ACTIV	19.027.21.44.0020
800051606	8386 ISLETON CT S	\$856.13	\$75.00	\$931.13	ACTIV	16.027.21.14.0092
800048563	7265 HIDDEN VALLEY TRL S	\$849.06	\$75.00	\$924.06	ACTIV	08.027.21.13.0077
106845582	9374 JERGEN PL S	\$847.94	\$75.00	\$922.94	ACTIV	22.027.21.24.0087
800041512	8629 JENNER LN S	\$837.30	\$75.00	\$912.30	ACTIV	15.027.21.31.0015
104449267	8852 80TH ST S	\$835.00	\$75.00	\$910.00	ACTIV	09.027.21.44.0055
101117084	9115 92ND ST S	\$831.22	\$75.00	\$906.22	ACTIV	22.027.21.23.0005
800037865	9263 73RD ST S	\$801.99	\$75.00	\$876.99	ACTIV	10.027.21.23.0093
800051251	8864 IVYSTONE CT S	\$792.50	\$75.00	\$867.50	ACTIV	16.027.21.11.0053
800048013	10870 IDEAL AVE S	\$786.20	\$75.00	\$861.20	ACTIV	29.027.21.44.0005
800049076	8428 GRANADA AVE S	\$785.85	\$75.00	\$860.85	ACTIV	18.027.21.24.0032
112437323	8040 INGLESIDE AVE S	\$785.37	\$75.00	\$860.37	ACTIV	16.027.21.21.0056
101606542	8679 HADLEY AVE S	\$782.06	\$75.00	\$857.06	ACTIV	18.027.21.41.0041

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800036215	8597 HILLSIDE TRL S	\$781.59	\$75.00	\$856.59	ACTIV	16.027.21.42.0096
101130096	9155 92ND ST S	\$775.58	\$75.00	\$850.58	ACTIV	22.027.21.23.0010
104399219	9134 79TH ST S	\$772.59	\$75.00	\$847.59	ACTIV	10.027.21.33.0066
800045425	8804 GROSPPOINT AVE S	\$759.09	\$75.00	\$834.09	ACTIV	18.027.21.44.0056
103484340	7790 JOLIET AVE S	\$753.51	\$75.00	\$828.51	ACTIV	10.027.21.43.0198
800041311	7855 68TH STREET CT S	\$751.70	\$75.00	\$826.70	ACTIV	05.027.21.44.0020
800041470	8420 GROSPPOINT AVE S	\$747.36	\$75.00	\$822.36	ACTIV	18.027.21.14.0041
104323147	8330 75TH ST S	\$737.81	\$75.00	\$812.81	ACTIV	09.027.21.24.0020
800037051	8114 HENSLOWE AVE S	\$735.62	\$75.00	\$810.62	ACTIV	17.027.21.12.0027
800037040	8010 JERGEN AVE S	\$733.68	\$75.00	\$808.68	ACTIV	15.027.21.21.0025
102462360	8280 JASMINE AVE S	\$720.75	\$75.00	\$795.75	ACTIV	15.027.21.23.0023
800050615	9616 HARKNESS AVE S	\$718.35	\$75.00	\$793.35	ACTIV	20.027.21.31.0076
105994763	7328 ISLETON AVE S	\$714.35	\$75.00	\$789.35	ACTIV	09.027.21.13.0033
800034245	6335 HEARTHSTONE AVE S	\$713.95	\$75.00	\$788.95	ACTIV	05.027.21.13.0043
800042723	8661 IRA AVE S	\$713.34	\$75.00	\$788.34	ACTIV	16.027.21.42.0075
800047163	8195 JANERO AVE S	\$708.98	\$75.00	\$783.98	ACTIV	15.027.21.22.0024
101977895	8741 IMPERIAL AVE S	\$708.85	\$75.00	\$783.85	ACTIV	16.027.21.32.0019
800044126	6514 81ST ST S	\$705.32	\$75.00	\$780.32	ACTIV	18.027.21.12.0023
800044745	7744 JANERO CT S	\$702.07	\$75.00	\$777.07	ACTIV	10.027.21.33.0076
800034003	6888 98TH ST S	\$699.26	\$75.00	\$774.26	ACTIV	19.027.21.44.0063
800049979	6366 JEFFERY AVE S	\$698.38	\$75.00	\$773.38	ACTIV	03.027.21.24.0054
800042124	9408 INDIAN BOULEVARD CT S	\$698.00	\$75.00	\$773.00	ACTIV	10.027.21.24.0018
800041377	9200 HARKNESS AVE S	\$693.68	\$75.00	\$768.68	ACTIV	20.027.21.22.0026
800047524	8183 GRANADA AVE S	\$689.59	\$75.00	\$764.59	ACTIV	18.027.21.12.0054
800035255	7360 IRVIN AVE S	\$688.98	\$75.00	\$763.98	ACTIV	09.027.21.13.0036
800033918	9183 73RD ST S	\$676.19	\$75.00	\$751.19	ACTIV	10.027.21.23.0016
800047491	8078 HOMESTEAD AVE S	\$674.28	\$75.00	\$749.28	ACTIV	17.027.21.11.0054
800043641	9828 HAYWARD AVE S	\$673.63	\$75.00	\$748.63	ACTIV	20.027.21.34.0058
800040930	8079 66TH STREET CT S	\$672.63	\$75.00	\$747.63	ACTIV	04.027.21.32.0054
102038954	8724 INDAHL AVE S	\$668.13	\$75.00	\$743.13	ACTIV	16.027.21.32.0095
800037553	8104 83RD ST S	\$664.35	\$75.00	\$739.35	ACTIV	16.027.21.23.0017
104457275	8965 80TH ST S	\$658.62	\$75.00	\$733.62	ACTIV	16.027.21.11.0034
800050463	8811 88TH ST S	\$658.24	\$75.00	\$733.24	ACTIV	16.027.21.44.0006
800051357	8320 JASMINE AVE S	\$655.77	\$75.00	\$730.77	ACTIV	15.027.21.23.0020
800042433	9754 85TH ST S	\$655.45	\$75.00	\$730.45	ACTIV	15.027.21.13.0098
800049310	8028 HEMINGWAY AVE S	\$650.64	\$75.00	\$725.64	ACTIV	17.027.21.12.0036
800044079	7339 INNSDALE AVE S	\$650.10	\$75.00	\$725.10	ACTIV	09.027.21.24.0067
106742481	7762 JANERO CT S	\$649.79	\$75.00	\$724.79	ACTIV	10.027.21.33.0080
800044841	7785 74TH ST S	\$648.82	\$75.00	\$723.82	ACTIV	08.027.21.14.0041
800048911	6970 HOMESTEAD AVE S	\$648.10	\$75.00	\$723.10	ACTIV	05.027.21.44.0066
800046891	8483 HINTON AVE S	\$639.67	\$75.00	\$714.67	ACTIV	17.027.21.41.0067
101257217	7794 69TH STREET CT S	\$638.20	\$75.00	\$713.20	ACTIV	05.027.21.44.0024
800046100	8836 GREENWAY AVE S	\$638.14	\$75.00	\$713.14	ACTIV	18.027.21.43.0041
100798774	7772 79TH ST S	\$636.69	\$75.00	\$711.69	ACTIV	08.027.21.43.0175
800042364	7188 JOCELYN BAY S	\$634.95	\$75.00	\$709.95	ACTIV	10.027.21.12.0035
101126092	9143 92ND ST S	\$634.62	\$75.00	\$709.62	ACTIV	22.027.21.23.0008
800041552	9126 92ND ST S	\$632.78	\$75.00	\$707.78	ACTIV	22.027.21.22.0024
800047406	7527 JENSEN AVE S	\$632.18	\$75.00	\$707.18	ACTIV	10.027.21.32.0086
107699404	9416 INDIAN BOULEVARD CT S	\$630.63	\$75.00	\$705.63	ACTIV	10.027.21.24.0014
800036927	7159 JANERO AVE S	\$630.61	\$75.00	\$705.61	ACTIV	10.027.21.21.0108
800045029	9497 HAMES AVE S	\$630.59	\$75.00	\$705.59	ACTIV	20.027.21.23.0104
800039187	8776 GREENWAY AVE S	\$630.35	\$75.00	\$705.35	ACTIV	18.027.21.43.0037
102004921	8281 INGBERG TRL S	\$628.93	\$75.00	\$703.93	ACTIV	16.027.21.34.0021
800037360	8224 HYDE AVE S	\$626.40	\$75.00	\$701.40	ACTIV	16.027.21.22.0078
108493170	7372 IDEN AVE S	\$623.16	\$75.00	\$698.16	ACTIV	09.027.21.23.0022
800033316	7111 TIMBER TRAIL LN S	\$622.53	\$75.00	\$697.53	ACTIV	05.027.21.33.0016
800043466	8720 GREENWAY AVE S	\$619.22	\$75.00	\$694.22	ACTIV	18.027.21.42.0052
800048973	9190 91ST ST S	\$609.14	\$75.00	\$684.14	ACTIV	22.027.21.22.0064
800052458	8800 HILLSIDE TRL S	\$607.49	\$75.00	\$682.49	ACTIV	16.027.21.41.0007

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
106782521	9065 JERGEN AVE S	\$607.03	\$75.00	\$682.03	ACTIV	22.027.21.21.0087
800050404	8452 85TH ST S	\$606.00	\$75.00	\$681.00	ACTIV	16.027.21.31.0011
800035794	8201 INDIAN BLVD S	\$598.72	\$75.00	\$673.72	ACTIV	09.027.21.23.0010
800042555	7301 HIDDEN VALLEY TRL S	\$597.83	\$75.00	\$672.83	ACTIV	08.027.21.13.0076
800042472	6666 99TH ST S	\$596.12	\$75.00	\$671.12	ACTIV	19.027.21.43.0021
100750727	9945 78TH ST S	\$595.27	\$75.00	\$670.27	ACTIV	10.027.21.44.0024
800038710	8405 HARKNESS RD S	\$595.10	\$75.00	\$670.10	ACTIV	17.027.21.13.0063
800043821	9603 85TH ST S	\$591.11	\$75.00	\$666.11	ACTIV	15.027.21.13.0099
114162494	8739 GROSPPOINT AVE S	\$589.94	\$75.00	\$664.94	ACTIV	18.027.21.41.0055
800046239	8621 EAST POINT DOUGLAS RD S	\$588.20	\$75.00	\$663.20	ACTIV	21.027.21.12.0014
800045264	7093 LOWER 94TH ST S	\$587.49	\$75.00	\$662.49	ACTIV	20.027.21.23.0066
800049917	9790 85TH STREET PL S	\$585.49	\$75.00	\$660.49	ACTIV	15.027.21.14.0057
112243844	9780 DUNES AVE S	\$585.15	\$75.00	\$660.15	ACTIV	19.027.21.44.0011
800040533	7697 INSKIP TRL S	\$582.49	\$75.00	\$657.49	ACTIV	09.027.21.31.0002
109308950	7210 JOPLIN AVE S	\$581.81	\$75.00	\$656.81	ACTIV	10.027.21.11.0055
800044436	9081 JANIE AVE S	\$575.21	\$75.00	\$650.21	ACTIV	21.027.21.11.0064
800042323	8940 INWOOD AVE S	\$574.95	\$75.00	\$649.95	ACTIV	16.027.21.34.0070
800047845	9491 79TH ST S	\$574.09	\$75.00	\$649.09	ACTIV	10.027.21.34.0027
105057859	8847 HALLMARK AVE S	\$572.24	\$75.00	\$647.24	ACTIV	17.027.21.33.0051
101558496	8765 GROSPPOINT AVE S	\$566.98	\$75.00	\$641.98	ACTIV	18.027.21.44.0007
800051300	7241 JOPLIN AVE S	\$564.47	\$75.00	\$639.47	ACTIV	10.027.21.11.0027
800036415	9675 84TH ST S	\$556.83	\$75.00	\$631.83	ACTIV	15.027.21.13.0058
104993798	8813 HALE AVE S	\$556.78	\$75.00	\$631.78	ACTIV	17.027.21.33.0072
800042646	8682 HILLSIDE TRL S	\$554.36	\$75.00	\$629.36	ACTIV	16.027.21.42.0015
800045851	7771 66TH ST S	\$554.32	\$75.00	\$629.32	ACTIV	05.027.21.41.0007
108433112	7603 IDEAL AVE S	\$552.11	\$75.00	\$627.11	ACTIV	09.027.21.31.0030
800038526	8423 JASMINE AVE S	\$550.42	\$75.00	\$625.42	ACTIV	15.027.21.23.0038
800049305	8934 HALLMARK AVE S	\$549.67	\$75.00	\$624.67	ACTIV	17.027.21.33.0085
800038857	8787 GRENADIER AVE S	\$548.59	\$75.00	\$623.59	ACTIV	18.027.21.43.0009
105079881	9277 HALLMARK AVE S	\$544.63	\$75.00	\$619.63	ACTIV	20.027.21.23.0025
800041157	8123 JOLIET AVE S	\$541.82	\$75.00	\$616.82	ACTIV	15.027.21.11.0013
800038058	9574 INDIAN BLVD S	\$541.78	\$75.00	\$616.78	ACTIV	10.027.21.13.0066
800046502	7501 INSKIP TRL S	\$540.92	\$75.00	\$615.92	ACTIV	09.027.21.31.0097
800046673	8612 INDAHL AVE S	\$539.35	\$75.00	\$614.35	ACTIV	16.027.21.32.0087
800035669	8350 JASMINE AVE S	\$532.74	\$75.00	\$607.74	ACTIV	15.027.21.23.0019
800039355	8370 INDIAN BLVD S	\$531.65	\$75.00	\$606.65	ACTIV	09.027.21.21.0005
800046265	6996 PINE CREST TRL S	\$531.44	\$75.00	\$606.44	ACTIV	05.027.21.34.0067
800050616	9633 HARKNESS AVE S	\$530.50	\$75.00	\$605.50	ACTIV	20.027.21.31.0071
100145141	8033 HEMINGWAY AVE S	\$529.20	\$75.00	\$604.20	ACTIV	17.027.21.12.0022
105656436	8814 INWOOD AVE S	\$525.61	\$75.00	\$600.61	ACTIV	16.027.21.34.0062
800052705	9521 DUNES CT S	\$522.97	\$75.00	\$597.97	ACTIV	19.027.21.41.0019
107305025	9158 73RD ST S	\$511.86	\$75.00	\$586.86	ACTIV	10.027.21.22.0058
800043998	9884 HAMLET CT S	\$511.47	\$75.00	\$586.47	ACTIV	20.027.21.33.0201
103109972	8279 JERGEN AVE S	\$510.51	\$75.00	\$585.51	ACTIV	15.027.21.24.0020
101789718	8165 HENNA AVE S	\$510.33	\$75.00	\$585.33	ACTIV	17.027.21.11.0070
800053260	9496 63RD ST S	\$500.23	\$75.00	\$575.23	ACTIV	03.027.21.12.0044
800043545	8037 HOMESTEAD AVE S	\$498.38	\$75.00	\$573.38	ACTIV	17.027.21.11.0042
800047631	7900 GRESHAM LN S	\$497.65	\$75.00	\$572.65	ACTIV	07.027.21.43.0022
800044284	8307 ISLETON CT S	\$495.15	\$75.00	\$570.15	ACTIV	16.027.21.14.0019
800038728	9770 HARROW AVE S	\$493.13	\$75.00	\$568.13	ACTIV	20.027.21.34.0133
800036174	7755 IVERSON AVE S	\$489.52	\$75.00	\$564.52	ACTIV	09.027.21.44.0029
800037981	8564 HYDE AVE S	\$488.42	\$75.00	\$563.42	ACTIV	17.027.21.41.0053
800035383	8832 UPPER 89TH STREET CIR S	\$488.12	\$75.00	\$563.12	ACTIV	16.027.21.44.0026
104060893	8821 INDIAN BLVD S	\$488.03	\$75.00	\$563.03	ACTIV	09.027.21.14.0035
107315034	9272 73RD ST S	\$486.85	\$75.00	\$561.85	ACTIV	10.027.21.21.0079
102500396	6772 IDSEN AVE S	\$485.59	\$75.00	\$560.59	ACTIV	04.027.21.32.0029
800045210	7515 IMMANUEL AVE S	\$485.41	\$75.00	\$560.41	ACTIV	09.027.21.23.0005
800048698	7408 JEWEL AVE S	\$481.91	\$75.00	\$556.91	ACTIV	10.027.21.24.0012
111862470	7011 HOMESTEAD AVE S	\$480.73	\$75.00	\$555.73	ACTIV	08.027.21.11.0033

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800037469	8435 HINTON AVE S	\$480.32	\$75.00	\$555.32	ACTIV	17.027.21.14.0081
800047260	8773 GRANADA AVE S	\$479.63	\$75.00	\$554.63	ACTIV	18.027.21.43.0094
800050948	8595 81ST ST S	\$477.37	\$75.00	\$552.37	ACTIV	16.027.21.12.0013
107408125	8209 76TH ST S	\$476.02	\$75.00	\$551.02	ACTIV	09.027.21.32.0020
800036458	7224 IMPERIAL AVENUE CT S	\$473.05	\$75.00	\$548.05	ACTIV	09.027.21.22.0064
800035020	8490 HALE AVE S	\$471.55	\$75.00	\$546.55	ACTIV	17.027.21.23.0034
800034006	8405 GRENADIER AVE S	\$468.93	\$75.00	\$543.93	ACTIV	18.027.21.14.0069
800046875	9817 HEATH AVE S	\$468.18	\$75.00	\$543.18	ACTIV	20.027.21.34.0012
800043727	8609 INDIAN BLVD S	\$466.74	\$75.00	\$541.74	ACTIV	09.027.21.13.0022
800048640	8947 JASMINE LN S	\$466.12	\$75.00	\$541.12	ACTIV	15.027.21.33.0032
101681613	9285 HARKNESS AVE S	\$466.10	\$75.00	\$541.10	ACTIV	20.027.21.23.0051
800034044	8400 INDIAN BLVD S	\$465.51	\$75.00	\$540.51	ACTIV	09.027.21.21.0008
115644193	8440 79TH ST S	\$464.27	\$75.00	\$539.27	ACTIV	09.027.21.34.0035
106129893	7883 IVERSON AVE S	\$462.61	\$75.00	\$537.61	ACTIV	09.027.21.44.0024
800045219	9627 HALE AVE S	\$462.33	\$75.00	\$537.33	ACTIV	20.027.21.32.0119
800051868	8120 JERGEN AVE S	\$460.30	\$75.00	\$535.30	ACTIV	15.027.21.21.0060
800048302	8466 HADLEY AVE S	\$456.83	\$75.00	\$531.83	ACTIV	18.027.21.14.0029
103962800	8024 HORNELL AVE S	\$447.98	\$75.00	\$522.98	ACTIV	17.027.21.11.0018
800034593	7791 66TH ST S	\$446.07	\$75.00	\$521.07	ACTIV	05.027.21.41.0006
112682481	6790 PINE CREST TRL S	\$442.58	\$75.00	\$517.58	ACTIV	05.027.21.34.0113
800051765	8906 JANERO AVE S	\$442.58	\$75.00	\$517.58	ACTIV	16.027.21.44.0065
105553339	8140 INGLESIDE AVE S	\$442.45	\$75.00	\$517.45	ACTIV	16.027.21.21.0049
800038190	9131 92ND ST S	\$441.94	\$75.00	\$516.94	ACTIV	22.027.21.23.0003
800034075	9065 JANIE AVE S	\$440.82	\$75.00	\$515.82	ACTIV	21.027.21.11.0063
107213935	9752 INDIAN BLVD S	\$440.50	\$75.00	\$515.50	ACTIV	10.027.21.14.0006
800035384	8068 HYDE LN S	\$440.45	\$75.00	\$515.45	INACT	16.027.21.22.0027
800037916	9216 INDIAN BLVD S	\$439.47	\$75.00	\$514.47	ACTIV	10.027.21.23.0075
108636308	7356 INWOOD AVE S	\$439.00	\$75.00	\$514.00	ACTIV	09.027.21.24.0077
104989794	8760 HALE AVE S	\$438.69	\$75.00	\$513.69	ACTIV	18.027.21.44.0114
101447397	8403 GREYSTONE AVE S	\$438.42	\$75.00	\$513.42	ACTIV	18.027.21.14.0053
106045813	7911 ISLETON AVE S	\$434.90	\$75.00	\$509.90	ACTIV	09.027.21.44.0068
800045791	7553 INMAN AVENUE CT S	\$434.82	\$75.00	\$509.82	ACTIV	09.027.21.24.0001
800037994	7712 60TH ST S	\$433.41	\$75.00	\$508.41	ACTIV	05.027.21.11.0030
108110800	9709 HAMLET AVE S	\$432.57	\$75.00	\$507.57	ACTIV	20.027.21.33.0014
104525343	8338 88TH ST S	\$432.29	\$75.00	\$507.29	ACTIV	16.027.21.31.0086
800051670	6568 JOLIET AVE S	\$431.03	\$75.00	\$506.03	ACTIV	03.027.21.41.0076
104393213	9055 79TH ST S	\$430.34	\$75.00	\$505.34	ACTIV	10.027.21.33.0094
800046733	8171 IVYWOOD AVE S	\$430.16	\$75.00	\$505.16	ACTIV	16.027.21.11.0066
800045460	7185 71ST ST S	\$427.90	\$75.00	\$502.90	ACTIV	08.027.21.22.0036
105594378	8058 INNSDALE AVE S	\$425.71	\$75.00	\$500.71	ACTIV	16.027.21.21.0045
800041453	7557 JENSEN AVE S	\$424.48	\$75.00	\$499.48	ACTIV	10.027.21.32.0089
800044354	9379 INDIAN BLVD S	\$423.83	\$75.00	\$498.83	ACTIV	10.027.21.24.0041
800039960	7865 HEMINGWAY AVE S	\$423.57	\$75.00	\$498.57	ACTIV	08.027.21.43.0148
800046113	7795 74TH ST S	\$420.27	\$75.00	\$495.27	ACTIV	08.027.21.14.0042
800048697	8661 GRENADIER AVE S	\$416.82	\$75.00	\$491.82	ACTIV	18.027.21.41.0101
800036194	8095 HORNELL AVE S	\$413.75	\$75.00	\$488.75	ACTIV	16.027.21.22.0035
800041543	6990 PINE CREST TRL S	\$413.65	\$75.00	\$488.65	ACTIV	05.027.21.34.0064
101176139	7263 97TH ST S	\$413.08	\$75.00	\$488.08	ACTIV	20.027.21.31.0130
800035839	7250 96TH ST S	\$411.78	\$75.00	\$486.78	ACTIV	20.027.21.32.0010
800048743	6826 91ST ST S	\$409.68	\$75.00	\$484.68	ACTIV	19.027.21.11.0192
112187832	6351 GOODVIEW BAY S	\$404.33	\$75.00	\$479.33	ACTIV	07.027.21.21.0013
800038809	9837 HEATH AVE S	\$402.19	\$75.00	\$477.19	ACTIV	20.027.21.34.0010
800045241	7296 JANERO AVE S	\$401.85	\$75.00	\$476.85	ACTIV	10.027.21.22.0007
800051504	7107 61ST ALCOVE S	\$400.35	\$75.00	\$475.35	ACTIV	05.027.21.22.0024
107079808	8279 HYDE CT S	\$395.65	\$75.00	\$470.65	ACTIV	16.027.21.23.0005
800036608	7231 JOLIET AVE S	\$393.43	\$75.00	\$468.43	ACTIV	10.027.21.12.0079
800051607	9696 65TH ST S	\$392.81	\$75.00	\$467.81	ACTIV	03.027.21.41.0012
800046646	6617 JEFFERY BAY S	\$392.74	\$75.00	\$467.74	ACTIV	03.027.21.31.0031
101819746	6634 HYDE AVE S	\$392.71	\$75.00	\$467.71	ACTIV	05.027.21.41.0051

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800037216	9661 HARROW CT S	\$392.45	\$75.00	\$467.45	ACTIV	20.027.21.31.0100
103872713	9715 HARROW AVE S	\$391.81	\$75.00	\$466.81	ACTIV	20.027.21.34.0122
800042939	9644 HAMES AVE S	\$391.60	\$75.00	\$466.60	ACTIV	20.027.21.32.0036
800046600	8280 JANERO AVE S	\$390.56	\$75.00	\$465.56	ACTIV	15.027.21.23.0005
800050919	7413 99TH ST S	\$389.30	\$75.00	\$464.30	ACTIV	20.027.21.34.0066
800047763	6772 JARVIS BAY S	\$386.14	\$75.00	\$461.14	ACTIV	03.027.21.33.0025
800038254	8406 INGLESIDE AVE S	\$385.21	\$75.00	\$460.21	ACTIV	16.027.21.24.0043
800046742	6987 84TH ST S	\$384.54	\$75.00	\$459.54	ACTIV	18.027.21.14.0024
107022752	8080 HILLSIDE TRL S	\$380.19	\$75.00	\$455.19	ACTIV	16.027.21.23.0051
103072937	8063 JERGEN AVE S	\$377.73	\$75.00	\$452.73	ACTIV	15.027.21.21.0029
800036451	8724 IDEN AVE S	\$377.24	\$75.00	\$452.24	ACTIV	16.027.21.32.0059
800043087	8329 81ST ST S	\$374.53	\$75.00	\$449.53	ACTIV	16.027.21.21.0073
800044463	9240 INDIAN BLVD S	\$373.73	\$75.00	\$448.73	ACTIV	10.027.21.24.0055
800039424	7989 71ST ST S	\$371.40	\$75.00	\$446.40	ACTIV	08.027.21.11.0087
800050981	8266 JENSEN AVE S	\$371.16	\$75.00	\$446.16	ACTIV	15.027.21.24.0002
800050532	6449 HIGHLAND HILLS CURV S	\$370.92	\$75.00	\$445.92	ACTIV	06.027.21.24.0029
800046734	7706 JEFFERY AVE S	\$370.49	\$75.00	\$445.49	ACTIV	10.027.21.32.0054
102383283	8733 JANERO AVE S	\$368.37	\$75.00	\$443.37	ACTIV	16.027.21.41.0089
800040586	7923 77TH STREET BAY S	\$368.20	\$75.00	\$443.20	ACTIV	08.027.21.41.0099
800046507	8745 GREENE AVE S	\$367.82	\$75.00	\$442.82	ACTIV	18.027.21.43.0064
800047013	8615 HYDE AVE S	\$365.07	\$75.00	\$440.07	ACTIV	17.027.21.41.0082
800045926	8859 89TH STREET CIR S	\$364.99	\$75.00	\$439.99	ACTIV	16.027.21.44.0039
800047708	9663 HARROW CT S	\$363.45	\$75.00	\$438.45	ACTIV	20.027.21.31.0101
800040592	7989 GRAFTON AVE S	\$363.44	\$75.00	\$438.44	ACTIV	07.027.21.43.0051
105717496	7374 HOMESTEAD AVE S	\$361.83	\$75.00	\$436.83	ACTIV	08.027.21.14.0072
105868642	7741 JANERO AVE S	\$361.46	\$75.00	\$436.46	ACTIV	10.027.21.33.0027
800044018	8153 HYDE AVE S	\$359.27	\$75.00	\$434.27	ACTIV	16.027.21.22.0009
800044137	8785 HALLMARK AVE S	\$358.57	\$75.00	\$433.57	ACTIV	17.027.21.33.0055
800052441	8612 INDIAN BLVD S	\$358.24	\$75.00	\$433.24	ACTIV	09.027.21.12.0012
800049579	9220 INDIAN BLVD S	\$356.53	\$75.00	\$431.53	ACTIV	10.027.21.23.0076
800043308	8143 GRAFTON AVE S	\$356.11	\$75.00	\$431.11	ACTIV	18.027.21.21.0057
800049473	9260 HILLSIDE TRL S	\$354.42	\$75.00	\$429.42	ACTIV	15.027.21.31.0026
800052048	8051 HORNELL AVE S	\$354.23	\$75.00	\$429.23	ACTIV	17.027.21.11.0013
101101068	8915 91ST ST S	\$351.30	\$75.00	\$426.30	ACTIV	21.027.21.11.0040
800047068	8566 IVYWOOD AVE S	\$349.12	\$75.00	\$424.12	ACTIV	16.027.21.41.0020
106229989	7085 IRVIN AVE S	\$347.87	\$75.00	\$422.87	ACTIV	09.027.21.12.0028
800041043	9248 EAST POINT DOUGLAS LN S	\$346.92	\$75.00	\$421.92	ACTIV	22.027.21.32.0045
800043448	8577 GREENWAY AVE S	\$340.25	\$75.00	\$415.25	INACT	18.027.21.42.0112
800050339	6570 GENEVIEVE TRL S	\$339.92	\$75.00	\$414.92	ACTIV	06.027.21.32.0030
104636452	7112 92ND ST S	\$338.69	\$75.00	\$413.69	ACTIV	20.027.21.22.0013
800046430	7493 99TH ST S	\$338.46	\$75.00	\$413.46	ACTIV	20.027.21.34.0061
800042289	8599 GREENE AVE S	\$332.93	\$75.00	\$407.93	ACTIV	18.027.21.42.0061
108219906	9696 HAMES AVE S	\$332.04	\$75.00	\$407.04	ACTIV	20.027.21.32.0030
800048382	8310 GRENADIER AVE S	\$328.01	\$75.00	\$403.01	ACTIV	18.027.21.14.0072
800045084	7683 HYDE AVE S	\$319.42	\$75.00	\$394.42	ACTIV	08.027.21.41.0058
800053656	6606 96TH ST S	\$315.80	\$75.00	\$390.80	ACTIV	19.027.21.42.0043
800049503	8210 83RD ST S	\$314.59	\$75.00	\$389.59	ACTIV	16.027.21.23.0023
800052004	8624 INWOOD AVE S	\$313.85	\$75.00	\$388.85	ACTIV	16.027.21.31.0028
800051619	6094 JASMINE BAY S	\$313.74	\$75.00	\$388.74	ACTIV	03.027.21.21.0015
800051978	8816 GREENE AVE S	\$312.61	\$75.00	\$387.61	INACT	18.027.21.43.0070
110771897	8753 IMPERIAL AVE S	\$312.57	\$75.00	\$387.57	ACTIV	16.027.21.33.0015
800043183	8577 GRANADA AVE S	\$312.28	\$75.00	\$387.28	ACTIV	18.027.21.42.0085
800050828	8400 80TH ST S	\$311.61	\$75.00	\$386.61	ACTIV	09.027.21.34.0014
800049329	8399 88TH ST S	\$303.97	\$75.00	\$378.97	ACTIV	16.027.21.34.0047
800051648	7252 61ST ST S	\$303.58	\$75.00	\$378.58	ACTIV	05.027.21.22.0065
800046894	9757 85TH ST S	\$301.43	\$75.00	\$376.43	ACTIV	15.027.21.13.0108
107884583	8124 GRANADA AVE S	\$300.00	\$75.00	\$375.00	ACTIV	18.027.21.21.0046
800033873	8619 GREENWAY AVE S	\$299.84	\$75.00	\$374.84	ACTIV	18.027.21.42.0029
800047829	6845 PINE CREST TRL S	\$298.21	\$75.00	\$373.21	ACTIV	05.027.21.34.0101

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800051491	6630 91ST ST S	\$296.88	\$75.00	\$371.88	ACTIV	19.027.21.12.0092
105592376	8046 INNSDALE AVE S	\$294.86	\$75.00	\$369.86	ACTIV	16.027.21.21.0046
106578325	9099 JENSEN AVE S	\$292.27	\$75.00	\$367.27	ACTIV	22.027.21.21.0112
800038585	8272 85TH ST S	\$288.83	\$75.00	\$363.83	ACTIV	16.027.21.31.0022
800040912	9615 HALE AVE S	\$280.85	\$75.00	\$355.85	ACTIV	20.027.21.32.0120
111945138	9145 JARVIS AVE S	\$280.60	\$75.00	\$355.60	ACTIV	22.027.21.22.0019
107461177	8321 79TH ST S	\$280.13	\$75.00	\$355.13	ACTIV	09.027.21.34.0028
105442231	8071 HYDE AVE S	\$278.74	\$75.00	\$353.74	ACTIV	16.027.21.22.0004
800050805	7827 74TH ST S	\$278.65	\$75.00	\$353.65	INACT	08.027.21.14.0047
800050910	8199 GRANADA AVE S	\$276.99	\$75.00	\$351.99	ACTIV	18.027.21.12.0053
108451130	7837 IDEAL AVE S	\$274.36	\$75.00	\$349.36	ACTIV	09.027.21.34.0047
800050486	6437 HIGHLAND HILLS LN S	\$268.01	\$75.00	\$343.01	ACTIV	06.027.21.24.0039
100162158	8129 HEMINGWAY AVE S	\$266.12	\$75.00	\$341.12	ACTIV	17.027.21.12.0012
108300985	8428 HILO TRL S	\$266.06	\$75.00	\$341.06	ACTIV	17.027.21.14.0041
800045618	8824 HALE AVE S	\$263.14	\$75.00	\$338.14	ACTIV	18.027.21.44.0120
102276181	8185 IVYWOOD AVE S	\$263.13	\$75.00	\$338.13	ACTIV	16.027.21.11.0067
800050838	8725 IVYWOOD AVE S	\$262.15	\$75.00	\$337.15	ACTIV	16.027.21.44.0002
800039480	8891 GREENWAY AVE S	\$261.18	\$75.00	\$336.18	ACTIV	18.027.21.43.0028
102419319	9082 JANERO AVE S	\$260.81	\$75.00	\$335.81	ACTIV	21.027.21.11.0053
800049068	8404 115TH ST S	\$259.15	\$75.00	\$334.15	ACTIV	33.027.21.24.0032
800046958	8554 GREENE AVE S	\$256.91	\$75.00	\$331.91	ACTIV	18.027.21.42.0069
800045017	8180 IVYWOOD AVE S	\$255.59	\$75.00	\$330.59	ACTIV	16.027.21.11.0010
111972580	7700 INGLE AVENUE CT S	\$248.92	\$75.00	\$323.92	ACTIV	09.027.21.31.0047
800053522	9218 EAST POINT DOUGLAS LN S	\$247.04	\$75.00	\$322.04	INACT	22.027.21.32.0054
800046405	9464 JERGEN PL S	\$245.89	\$75.00	\$320.89	ACTIV	22.027.21.24.0098
800049477	6813 PINE CREST TRL S	\$242.36	\$75.00	\$317.36	ACTIV	05.027.21.34.0206
800050252	6764 PINE CREST TRL S	\$241.81	\$75.00	\$316.81	ACTIV	05.027.21.34.0152
800053290	6688 91ST ST S	\$237.83	\$75.00	\$312.83	ACTIV	19.027.21.12.0088
800043877	9612 HAMES AVE S	\$230.26	\$75.00	\$305.26	ACTIV	20.027.21.32.0040
103490346	7873 JOLIET AVE S	\$228.11	\$75.00	\$303.11	ACTIV	10.027.21.43.0188
800042667	8414 HERON AVE S	\$227.65	\$75.00	\$302.65	ACTIV	17.027.21.13.0002
111235437	7395 BURR OAK AVE S	\$226.84	\$75.00	\$301.84	ACTIV	07.027.21.14.0069
800042149	8207 BELDEN BLVD S	\$226.19	\$75.00	\$301.19	ACTIV	18.027.21.12.0007
800036276	8279 INDIAN BLVD S	\$219.91	\$75.00	\$294.91	ACTIV	09.027.21.24.0053
800039334	7404 LAMAR AVE S	\$217.22	\$75.00	\$292.22	INACT	12.027.21.23.0003
800042627	8050 JASMINE AVE S	\$215.76	\$75.00	\$290.76	ACTIV	15.027.21.22.0042
800051996	9296 HAMLET AVE S	\$215.69	\$75.00	\$290.69	ACTIV	20.027.21.23.0035
800051121	9668 HALLMARK AVE S	\$209.56	\$75.00	\$284.56	ACTIV	20.027.21.32.0112
800052934	9322 64TH ST S	\$208.32	\$75.00	\$283.32	ACTIV	03.027.21.24.0020
104565382	6702 90TH ST S	\$207.49	\$75.00	\$282.49	ACTIV	18.027.21.43.0023
108307992	8459 HILO TRL S	\$203.19	\$75.00	\$278.19	ACTIV	17.027.21.14.0048
800045897	6754 JEFFERY AVE S	\$200.30	\$75.00	\$275.30	ACTIV	03.027.21.34.0080
800038286	7012 GOODVIEW AVE S	\$198.64	\$75.00	\$273.64	ACTIV	07.027.21.21.0004
800053446	6966 91ST ST S	\$197.38	\$75.00	\$272.38	ACTIV	19.027.21.11.0038
800042817	8327 ISLETON CT S	\$195.87	\$75.00	\$270.87	ACTIV	16.027.21.14.0020
800053433	9289 JERGEN AVE S	\$194.69	\$75.00	\$269.69	ACTIV	22.027.21.24.0102
800049667	7653 IVERSON AVE S	\$192.82	\$75.00	\$267.82	ACTIV	09.027.21.41.0014
800047256	8660 JORGENSEN AVE S	\$192.59	\$75.00	\$267.59	ACTIV	15.027.21.41.0035
800051260	8800 HILLSIDE TRL S	\$190.00	\$0.00	\$190.00	INACT	16.027.21.41.0007
108992652	7251 JENSEN AVE S	\$187.41	\$75.00	\$262.41	ACTIV	10.027.21.21.0125
800049104	8501 LAMAR AVE S	\$187.35	\$75.00	\$262.35	ACTIV	13.027.21.32.0002
800048057	6620 JANERO AVE S	\$184.41	\$75.00	\$259.41	ACTIV	03.027.21.32.0058
800047318	9747 HAMES CT S	\$184.23	\$75.00	\$259.23	ACTIV	20.027.21.33.0003
800046330	9224 INDIAN BLVD S	\$179.23	\$75.00	\$254.23	ACTIV	10.027.21.23.0073
800047679	6830 PINE CREST TRL S	\$179.01	\$75.00	\$254.01	ACTIV	05.027.21.34.0063
800053132	6925 INNSDALE AVENUE CT S	\$177.24	\$75.00	\$252.24	ACTIV	04.027.21.34.0027
800050240	8438 GREENWAY AVE S	\$172.31	\$75.00	\$247.31	INACT	18.027.21.13.0071
800041385	9321 JEFFERY AVE S	\$172.21	\$75.00	\$247.21	ACTIV	22.027.21.24.0039
109978606	7275 HARKNESS AVE S	\$171.29	\$75.00	\$246.29	ACTIV	08.027.21.24.0002

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800049138	9255 MILITARY RD	\$170.12	\$75.00	\$245.12	ACTIV	03.027.21.24.0003
800045353	9391 69TH ST S	\$169.34	\$75.00	\$244.34	ACTIV	03.027.21.34.0015
800048985	7345 IVERSON AVE S	\$169.16	\$75.00	\$244.16	ACTIV	09.027.21.14.0060
800044481	9120 79TH ST S	\$167.37	\$75.00	\$242.37	ACTIV	10.027.21.33.0067
800051389	6671 93RD ST S	\$166.74	\$75.00	\$241.74	ACTIV	19.027.21.13.0029
111398804	9725 HAMLET AVE S	\$166.26	\$75.00	\$241.26	ACTIV	20.027.21.33.0016
800052400	8720 ISLE CT S	\$165.48	\$75.00	\$240.48	INACT	16.027.21.13.0008
800035926	6898 HOMESTEAD AVE S	\$158.91	\$75.00	\$233.91	ACTIV	05.027.21.44.0059
800043823	8790 HAMLET AVE S	\$158.30	\$75.00	\$233.30	ACTIV	17.027.21.33.0043
800052642	9770 85TH STREET PL S	\$157.91	\$75.00	\$232.91	ACTIV	15.027.21.14.0062
100694672	9970 77TH ST S	\$156.26	\$75.00	\$231.26	ACTIV	10.027.21.44.0006
110360987	10478 EAST POINT DOUGLAS RD S	\$155.43	\$75.00	\$230.43	ACTIV	26.027.21.24.0004
110362989	10505 KIMBRO AVE S	\$155.43	\$75.00	\$230.43	ACTIV	26.027.21.42.0003
800046241	10870 GREY CLOUD ISLAND DR S	\$155.43	\$75.00	\$230.43	ACTIV	30.027.21.33.0002
110436062	10940 MANNING AVE S	\$155.43	\$75.00	\$230.43	ACTIV	25.027.21.44.0005
800046700	11176 73RD ST S	\$155.43	\$75.00	\$230.43	ACTIV	12.027.21.23.0036
800045172	7163 LAMAR AVE S	\$155.43	\$75.00	\$230.43	ACTIV	12.027.21.22.0004
109962590	7213 LAMAR AVE S	\$155.43	\$75.00	\$230.43	ACTIV	12.027.21.23.0039
109988616	7361 LAMAR AVE S	\$155.43	\$75.00	\$230.43	ACTIV	12.027.21.23.0025
800038456	7431 LANGLEY AVE S	\$155.43	\$75.00	\$230.43	ACTIV	12.027.21.23.0015
110032660	7515 LAMAR AVE S	\$155.43	\$75.00	\$230.43	ACTIV	12.027.21.32.0010
110054682	7563 LANGLEY AVE S	\$155.43	\$75.00	\$230.43	ACTIV	12.027.21.32.0055
110309936	9675 MILLER RD S	\$155.43	\$75.00	\$230.43	ACTIV	21.027.21.41.0019
110313940	9790 GREY CLOUD TRL S	\$155.43	\$75.00	\$230.43	ACTIV	19.027.21.33.0002
800050207	6123 IDETTE AVE S	\$155.16	\$75.00	\$230.16	ACTIV	04.027.21.23.0182
800047463	8710 HILLSIDE TRL S	\$155.01	\$75.00	\$230.01	ACTIV	16.027.21.42.0017
110538164	11650 LAYTON AVE S	\$154.32	\$75.00	\$229.32	ACTIV	36.027.21.31.0027
800047690	11672 LEHIGH AVE S	\$154.32	\$75.00	\$229.32	ACTIV	36.027.21.31.0033
110049677	7556 LAWTON AVE S	\$154.32	\$75.00	\$229.32	ACTIV	12.027.21.32.0022
800045562	6847 LAMAR AVE S	\$153.23	\$75.00	\$228.23	ACTIV	01.027.21.33.0017
110898667	7541 LANGLEY AVE S	\$152.46	\$75.00	\$227.46	ACTIV	12.027.21.32.0057
109318960	6535 FOXTAIL CT S	\$152.36	\$75.00	\$227.36	ACTIV	06.027.21.43.0018
800042233	9240 79TH ST S	\$151.67	\$75.00	\$226.67	ACTIV	10.027.21.33.0059
800051515	10161 MISSISSIPPI DUNES BLVD S	\$150.85	\$75.00	\$225.85	ACTIV	30.027.21.11.0014
800047709	11576 POINT DOUGLAS DR S	\$149.09	\$75.00	\$224.09	ACTIV	36.027.21.13.0001
800049192	8232 RIVER ACRES RD	\$148.46	\$75.00	\$223.46	ACTIV	33.027.21.23.0028
800043916	9866 KIMBRO AVE S	\$148.00	\$75.00	\$223.00	ACTIV	23.027.21.34.0007
110482108	11331 100TH ST S	\$147.98	\$75.00	\$222.98	ACTIV	25.027.21.21.0001
800052343	9100 75TH ST S	\$147.39	\$75.00	\$222.39	ACTIV	10.027.21.32.0100
108494171	7373 IDEN AVE S	\$146.94	\$75.00	\$221.94	ACTIV	09.027.21.23.0040
110283910	9260 MILITARY RD	\$146.89	\$75.00	\$221.89	ACTIV	03.027.21.21.0002
800045878	8767 IRONWOOD AVE S	\$145.12	\$75.00	\$220.12	ACTIV	16.027.21.43.0016
111412189	8412 79TH ST S	\$144.06	\$75.00	\$219.06	ACTIV	09.027.21.34.0037
800045188	11621 LOCKRIDGE AVE S	\$143.01	\$75.00	\$218.01	ACTIV	36.027.21.42.0005
800049501	9087 JENSEN AVE S	\$142.52	\$75.00	\$217.52	ACTIV	22.027.21.21.0057
800038133	7718 INSKIP TRL S	\$141.62	\$75.00	\$216.62	ACTIV	09.027.21.34.0083
800051241	8831 GRANADA AVE S	\$141.59	\$75.00	\$216.59	ACTIV	18.027.21.43.0098
800034066	9712 HAMES CT S	\$140.17	\$75.00	\$215.17	ACTIV	20.027.21.32.0027
800043867	9722 78TH ST S	\$139.88	\$75.00	\$214.88	ACTIV	10.027.21.43.0190
800048028	8678 IMPERIAL AVE S	\$138.02	\$75.00	\$213.02	ACTIV	16.027.21.32.0035
800042377	8405 87TH ST S	\$135.20	\$75.00	\$210.20	ACTIV	16.027.21.31.0069
112219844	9726 82ND ST S	\$131.65	\$75.00	\$206.65	ACTIV	15.027.21.12.0101
800052905	7630 79TH ST S	\$129.52	\$75.00	\$204.52	ACTIV	08.027.21.43.0110
800046843	7004 INNSDALE AVE S	\$129.40	\$75.00	\$204.40	ACTIV	09.027.21.21.0016
104355178	9193 75TH ST S	\$127.46	\$75.00	\$202.46	ACTIV	10.027.21.32.0105
104920730	8854 HADLEY AVE S	\$126.94	\$75.00	\$201.94	ACTIV	18.027.21.44.0032
800050971	9021 JAREAU AVE S	\$125.77	\$75.00	\$200.77	INACT	22.027.21.22.0003
800053281	8816 GREENE AVE S	\$123.15	\$0.00	\$123.15	INACT	18.027.21.43.0070
800035810	10845 KINGSBOROUGH TRL S	\$122.94	\$75.00	\$197.94	ACTIV	26.027.21.43.0031

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800050600	8279 JANERO AVE S	\$122.58	\$75.00	\$197.58	ACTIV	15.027.21.23.0016
800049798	9017 JANIE AVE S	\$121.97	\$75.00	\$196.97	ACTIV	21.027.21.11.0060
110540166	11660 LEHIGH AVE S	\$121.63	\$75.00	\$196.63	INACT	36.027.21.31.0006
800049078	8847 IRONWOOD AVE S	\$120.44	\$75.00	\$195.44	ACTIV	16.027.21.43.0070
100414399	7991 66TH ST S	\$120.22	\$75.00	\$195.22	ACTIV	05.027.21.41.0056
800046970	6750 PINE CREST TRL S	\$119.21	\$75.00	\$194.21	INACT	05.027.21.34.0176
104973780	8666 HALE AVE S	\$119.21	\$75.00	\$194.21	ACTIV	18.027.21.41.0114
103045910	7445 HIDDEN VALLEY TRL S	\$118.00	\$75.00	\$193.00	ACTIV	08.027.21.13.0049
800052769	7530 IDEAL AVE S	\$117.91	\$75.00	\$192.91	ACTIV	09.027.21.31.0074
800046477	8715 70TH ST S	\$117.39	\$75.00	\$192.39	ACTIV	09.027.21.11.0034
800046658	7420 TIMBER CREST DR S	\$117.31	\$75.00	\$192.31	ACTIV	05.027.21.34.0136
110380007	10650 MANNING AVE S	\$116.85	\$75.00	\$191.85	ACTIV	25.027.21.41.0008
110441067	10980 KINGSBOROUGH CT S	\$116.85	\$75.00	\$191.85	ACTIV	26.027.21.43.0018
110495121	11405 77TH ST S	\$116.85	\$75.00	\$191.85	ACTIV	12.027.21.34.0005
110856184	11701 LOCKRIDGE AVE S	\$116.85	\$75.00	\$191.85	ACTIV	36.027.21.43.0024
110590216	11860 LOCKRIDGE AVE S	\$116.85	\$75.00	\$191.85	ACTIV	36.027.21.34.0006
800040502	11900 LOFTON AVE S	\$116.85	\$75.00	\$191.85	ACTIV	36.027.21.43.0019
800034729	6320 LAMAR AVE S	\$116.85	\$75.00	\$191.85	ACTIV	02.027.21.14.0009
800047328	6490 70TH ST S	\$116.85	\$75.00	\$191.85	ACTIV	06.027.21.34.0032
109960588	7204 LAMAR AVE S	\$116.85	\$75.00	\$191.85	ACTIV	12.027.21.22.0013
110116743	7750 LAMAR AVE S	\$116.85	\$75.00	\$191.85	ACTIV	11.027.21.44.0002
110248875	8508 KEATS AVE S	\$116.85	\$75.00	\$191.85	ACTIV	15.027.21.41.0071
110264891	8791 LAMAR AVE S	\$116.85	\$75.00	\$191.85	ACTIV	13.027.21.33.0001
110317944	9880 MILITARY RD	\$116.85	\$75.00	\$191.85	ACTIV	03.027.21.41.0008
800035179	9988 GREY CLOUD TRL S	\$116.85	\$75.00	\$191.85	ACTIV	30.027.21.21.0006
800037694	8300 67TH ST S	\$116.72	\$75.00	\$191.72	ACTIV	04.027.21.31.0016
800047573	9816 HAYWARD AVE S	\$115.98	\$75.00	\$190.98	ACTIV	20.027.21.34.0059
110335962	10200 GREY CLOUD TRL S	\$115.83	\$75.00	\$190.83	ACTIV	30.027.21.21.0003
110446072	11050 MANNING AVE S	\$115.83	\$75.00	\$190.83	ACTIV	36.027.21.11.0002
800041710	11820 LOFTON AVE S	\$115.83	\$75.00	\$190.83	ACTIV	36.027.21.43.0023
800034499	6620 LAMAR CT S	\$115.83	\$75.00	\$190.83	ACTIV	02.027.21.41.0007
110275902	9054 MILITARY RD	\$115.83	\$75.00	\$190.83	ACTIV	03.027.21.22.0002
110315942	9826 EAST POINT DOUGLAS RD S	\$115.83	\$75.00	\$190.83	ACTIV	27.027.21.11.0001
115163490	8707 GROSPPOINT AVE S	\$114.64	\$75.00	\$189.64	INACT	18.027.21.41.0057
101315271	8450 GREENE AVE S	\$113.83	\$75.00	\$188.83	ACTIV	18.027.21.13.0094
800037778	8744 HADLEY AVE S	\$113.26	\$75.00	\$188.26	ACTIV	18.027.21.41.0054
101988905	8100 INGBERG TRL S	\$113.03	\$75.00	\$188.03	ACTIV	16.027.21.33.0025
800040418	8435 83RD ST S	\$112.40	\$75.00	\$187.40	ACTIV	16.027.21.24.0048
800052851	10500 IDEAL AVE S	\$111.76	\$75.00	\$186.76	ACTIV	29.027.21.14.0001
800044006	7640 IMMANUEL AVE S	\$111.37	\$75.00	\$186.37	ACTIV	09.027.21.32.0049
800044007	9455 JARROD AVE S	\$111.35	\$75.00	\$186.35	ACTIV	22.027.21.23.0074
800043732	8773 JANERO AVE S	\$109.87	\$75.00	\$184.87	ACTIV	16.027.21.44.0013
800050636	8224 HEMINGWAY AVE S	\$109.57	\$75.00	\$184.57	ACTIV	17.027.21.11.0086
800035658	6678 IDEAL AVE S	\$109.41	\$75.00	\$184.41	ACTIV	05.027.21.41.0060
800045711	8260 HARKNESS RD S	\$109.39	\$75.00	\$184.39	ACTIV	17.027.21.24.0013
800043612	9734 HAMLET AVE S	\$108.92	\$75.00	\$183.92	ACTIV	20.027.21.33.0028
100963933	6603 85TH ST S	\$108.90	\$75.00	\$183.90	ACTIV	18.027.21.42.0066
800053848	9424 KIMBRO AVE S	\$108.83	\$75.00	\$183.83	ACTIV	23.027.21.24.0004
800045570	11655 LAYTON AVE S	\$108.55	\$75.00	\$183.55	INACT	36.027.21.31.0032
800044344	8793 HALE CT S	\$108.07	\$75.00	\$183.07	ACTIV	17.027.21.33.0074
800048176	7538 IVERSON AVE S	\$107.38	\$75.00	\$182.38	INACT	09.027.21.41.0065
800051672	9267 73RD ST S	\$105.34	\$75.00	\$180.34	ACTIV	10.027.21.23.0094
800044312	8612 IMPERIAL AVE S	\$101.37	\$75.00	\$176.37	ACTIV	16.027.21.32.0051
800042138	9653 HEATH AVE S	\$100.00	\$75.00	\$175.00	ACTIV	20.027.21.31.0013
800053637	9512 69TH ST S	\$99.98	\$75.00	\$174.98	ACTIV	03.027.21.43.0045
800051906	9699 HAMLET AVE S	\$98.47	\$75.00	\$173.47	ACTIV	20.027.21.32.0066
800043981	9971 HAMLET LN S	\$98.37	\$75.00	\$173.37	ACTIV	20.027.21.33.0160
800053535	6644 HINTERLAND TRL S	\$97.40	\$75.00	\$172.40	ACTIV	05.027.21.42.0116
800052016	7675 HYDE AVE S	\$97.23	\$0.00	\$97.23	INACT	08.027.21.41.0056

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800051264	8011 80TH ST S	\$95.68	\$75.00	\$170.68	INACT	16.027.21.22.0031
113402018	7047 GOODVIEW AVE S	\$94.79	\$75.00	\$169.79	ACTIV	07.027.21.21.0018
800052927	6925 INNSDALE AVENUE CT S	\$92.30	\$0.00	\$92.30	INACT	04.027.21.34.0027
800044765	7585 HYDE AVE S	\$87.70	\$75.00	\$162.70	INACT	08.027.21.14.0094
800052564	8496 GROSPPOINT AVE S	\$87.51	\$75.00	\$162.51	ACTIV	18.027.21.14.0047
800045061	7002 HOMESTEAD AVE S	\$87.24	\$75.00	\$162.24	ACTIV	08.027.21.11.0012
101427378	8622 GRENADIER AVE S	\$87.19	\$75.00	\$162.19	INACT	18.027.21.42.0010
800053654	7675 HYDE AVE S	\$86.11	\$75.00	\$161.11	ACTIV	08.027.21.41.0056
800046636	8459 HILO LN S	\$84.27	\$75.00	\$159.27	ACTIV	17.027.21.14.0060
800048274	8152 HORNELL AVE S	\$84.17	\$75.00	\$159.17	ACTIV	16.027.21.22.0049
800051132	11040 70TH ST S	\$81.74	\$75.00	\$156.74	ACTIV	01.027.21.33.0006
800049247	9953 HAMLET LN S	\$81.63	\$75.00	\$156.63	ACTIV	20.027.21.33.0155
800039588	7891 72ND ST S	\$80.68	\$75.00	\$155.68	ACTIV	08.027.21.11.0059
800041934	9482 72ND ST S	\$80.68	\$75.00	\$155.68	INACT	10.027.21.21.0178
800053439	8850 82ND STREET CT S	\$79.10	\$75.00	\$154.10	ACTIV	16.027.21.11.0023
800043006	7597 LAMAR AVE S	\$78.93	\$75.00	\$153.93	ACTIV	12.027.21.32.0014
110834708	7639 LAMAR AVE S	\$78.93	\$75.00	\$153.93	ACTIV	12.027.21.32.0003
800053175	6375 JASMINE AVE S	\$78.81	\$75.00	\$153.81	INACT	03.027.21.24.0072
800045778	9243 79TH ST S	\$78.78	\$75.00	\$153.78	ACTIV	10.027.21.33.0104
800036295	8218 JERGEN AVE S	\$75.48	\$75.00	\$150.48	ACTIV	15.027.21.21.0052
800052685	9487 92ND ST S	\$74.90	\$75.00	\$149.90	INACT	22.027.21.21.0131
800045996	7652 79TH ST S	\$72.73	\$75.00	\$147.73	ACTIV	08.027.21.43.0135
110060688	7575 LAMAR AVE S	\$72.35	\$75.00	\$147.35	INACT	12.027.21.32.0011
800047385	7483 ISLETON AVE S	\$72.11	\$75.00	\$147.11	ACTIV	09.027.21.14.0016
800043148	7819 IDEAL AVE S	\$72.09	\$75.00	\$147.09	ACTIV	09.027.21.34.0048
100308301	9618 HEATH AVE S	\$69.67	\$75.00	\$144.67	ACTIV	20.027.21.31.0038
800053614	6776 PINE CREST TRL S	\$68.21	\$75.00	\$143.21	ACTIV	05.027.21.34.0155
800045962	8750 GRENADIER AVE S	\$67.91	\$75.00	\$142.91	ACTIV	18.027.21.42.0019
103987823	8123 HORNELL AVE S	\$67.56	\$75.00	\$142.56	ACTIV	16.027.21.22.0037
800043537	7795 JEFFERY AVE S	\$67.00	\$75.00	\$142.00	ACTIV	10.027.21.34.0016
800053651	8645 IVYWOOD AVE S	\$66.57	\$75.00	\$141.57	ACTIV	16.027.21.41.0076
800049015	8206 JERGEN AVE S	\$65.88	\$75.00	\$140.88	ACTIV	15.027.21.21.0053
800041740	7232 98TH ST S	\$65.54	\$75.00	\$140.54	ACTIV	20.027.21.34.0127
800053805	6198 INSPIRE AVE S	\$65.19	\$75.00	\$140.19	INACT	04.027.21.24.0041
800044287	8479 HADLEY AVE S	\$63.99	\$75.00	\$138.99	INACT	17.027.21.23.0014
108396079	8578 HYDE AVE S	\$63.71	\$75.00	\$138.71	ACTIV	17.027.21.41.0055
800047247	7623 IRVIN AVENUE CT S	\$62.39	\$75.00	\$137.39	ACTIV	09.027.21.41.0095
800042729	9391 72ND ST S	\$62.00	\$75.00	\$137.00	ACTIV	10.027.21.21.0185
800052935	9355 63RD ST S	\$61.91	\$75.00	\$136.91	INACT	03.027.21.24.0011
800052629	11625 LEEWARD AVE S	\$61.00	\$75.00	\$136.00	ACTIV	36.027.21.31.0007
800053438	8186 HEMINGWAY AVE S	\$60.25	\$75.00	\$135.25	ACTIV	17.027.21.12.0048
800047741	8105 HEMINGWAY AVE S	\$59.61	\$75.00	\$134.61	ACTIV	17.027.21.12.0010
800048756	8782 IRONWOOD AVE S	\$59.08	\$75.00	\$134.08	ACTIV	16.027.21.43.0037
800039123	9451 DUNES LN S	\$58.48	\$75.00	\$133.48	ACTIV	19.027.21.42.0030
105907679	7680 JASMINE AVE S	\$58.16	\$75.00	\$133.16	ACTIV	10.027.21.32.0022
800051462	9453 HALLMARK AVE S	\$57.85	\$75.00	\$132.85	ACTIV	20.027.21.23.0069
800046746	7158 JORGENSEN LN S	\$56.34	\$75.00	\$131.34	ACTIV	10.027.21.11.0153
800045393	9407 HILLSIDE TRL S	\$56.21	\$75.00	\$131.21	ACTIV	15.027.21.31.0087
800050899	6230 JEFFERY AVE S	\$54.97	\$75.00	\$129.97	ACTIV	03.027.21.21.0037
800053720	6230 63RD ST S	\$54.79	\$75.00	\$129.79	INACT	06.027.21.23.0003
800046220	7630 79TH ST S	\$53.87	\$0.00	\$53.87	INACT	08.027.21.43.0110
800047348	8905 IRONWOOD AVE S	\$53.12	\$75.00	\$128.12	ACTIV	16.027.21.43.0084
102205112	7631 HOMESTEAD CT S	\$52.68	\$75.00	\$127.68	ACTIV	08.027.21.41.0141
800044100	7577 BURR OAK CV S	\$52.09	\$75.00	\$127.09	ACTIV	07.027.21.41.0035
800047020	8780 IRONWOOD AVE S	\$51.70	\$75.00	\$126.70	INACT	16.027.21.43.0036
800052460	6869 98TH ST S	\$50.48	\$75.00	\$125.48	INACT	19.027.21.44.0094
800044676	7081 IRISH AVENUE CT S	\$50.28	\$75.00	\$125.28	ACTIV	09.027.21.12.0039
800044501	8354 FOOTHILL RD S	\$50.25	\$75.00	\$125.25	ACTIV	16.027.21.13.0049
102461359	8264 JASMINE AVE S	\$50.00	\$75.00	\$125.00	ACTIV	15.027.21.23.0024

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800053777	8159 HENSLOWE AVE S	\$39.93	\$75.00	\$114.93	INACT	17.027.21.12.0060
800053544	8780 IRONWOOD AVE S	\$36.45	\$0.00	\$36.45	INACT	16.027.21.43.0036
800053628	7675 HYDE AVE S	\$34.03	\$0.00	\$34.03	INACT	08.027.21.41.0056
Totals		\$217,788.89	\$39,150.00	\$256,938.89		



City Council Action Request

7.S.

Meeting Date	12/6/2023								
Department	Public Works								
Agenda Category	Action Item								
Title	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.								
Budget Implication	N/A								
Attachments	<table><tr><td>1.</td><td>CIP 2024-2028 CC Memo</td></tr><tr><td>2.</td><td>CIP 2024-2028 Resolution</td></tr><tr><td>3.</td><td>CIP 2024-2028 PC Minutes Excerpt 2023-10-23</td></tr><tr><td>4.</td><td>CIP 2024-2028</td></tr></table>	1.	CIP 2024-2028 CC Memo	2.	CIP 2024-2028 Resolution	3.	CIP 2024-2028 PC Minutes Excerpt 2023-10-23	4.	CIP 2024-2028
1.	CIP 2024-2028 CC Memo								
2.	CIP 2024-2028 Resolution								
3.	CIP 2024-2028 PC Minutes Excerpt 2023-10-23								
4.	CIP 2024-2028								



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

FROM:

DATE: December 6, 2023

RE: 2024-2028 Capital Improvement Plan

Discussion

Recommendation

Approve the 2024-2028 Capital Improvement Plan and adopt Resolution 2023-159 amending the Comprehensive Plan 2040 to incorporate the CIP.

Attachments

1.	CIP 2024-2028 CC Memo
2.	CIP 2024-2028 Resolution
3.	CIP 2024-2028 PC Minutes Excerpt 2023-10-23
4.	CIP 2024-2028

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

From: Amanda Meyer, PE, City Engineer
Brenda Malinowski, Finance Director

Date: November 29, 2023

Subject: 2024-2028 Capital Improvement Plan

Introduction

The 2024-2028 Capital Improvement Plan (CIP) is attached for Council consideration.

Discussion

On August 16, 2023, the contents of the attached 2024-2028 CIP were discussed at a Council Workshop. The CIP was refined based on the discussions and then brought to the October 23, 2023, Planning Commission meeting. The Planning Commission held a public hearing on the CIP at their October 23, 2023 meeting. The public hearing is required for amendment of the City's Comprehensive Plan, which includes the CIP.

During the Planning Commission meeting, one resident spoke both on Open Forum and as part of the CIP Public Hearing expressing concerns about the projects and associated costs shown in the CIP. Her concerns revolve around the increasing costs of projects and the impacts to residents. During her testimony she urged other residents within the City to become more engaged throughout City processes, including the CIP, to become more aware of what is being proposed. The resident also noted in Open Forum that she appreciated being able to speak and provide her thoughts to both the Planning Commission and City Council through this platform. Additional detail of the resident's testimony and additional questions posed by the Planning Commission are included in the attached excerpts from the minutes of that meeting. Ultimately, the 2024-2028 CIP was approved unanimously by the Planning Commission.

The 2024-2028 CIP includes Pavement Management projects, Park Development and Improvement projects, municipal facility projects, and road projects resulting from commercial and residential development.

The first two years (2024 and 2025) of the CIP document function as the "work plan" for city capital projects; however, all projects are brought to the Council prior to feasibility reports, acquisition, or construction. It is worth noting as well that there are many projects proposed within the CIP as placeholders to ensure the city is positioned well to apply for future grant opportunities for some of the more extensive projects. There are many other projects shown in the CIP as placeholders that are development driven. Until such time that the adjacent/relevant developments move forward, those specific projects will continue to sit in the CIP as placeholders. Examples of these types of projects include the extensions of Ravine Parkway and some of the Neighborhood Park Developments.

For 2024, the CIP includes \$78.9 million in projects as follows:

Matching grant funds	\$10,000
Public Landscape initiative	\$170,000
Parks – design & planning	\$15,000
Parks – Automatic Locks on Buildings	\$35,000
Belden Park Backstop Repair and Curbing	\$30,000
Bike Park – Track Improvements	\$50,000
Hearthside Park: Park Improvements	\$100,000
Oltman Middle School Lacrosse Complex and Parking	\$700,000
West Draw, Granada and Nina Park Play Equipment	\$210,000
Sports Lighting Improvements	\$113,000
Ice Arena Improvements	\$680,000
Spot replacement/slip lining – Sewer	\$550,000
System improvements – Streetlights	\$100,000
Storm water maintenance	\$200,000
Trunk Utility oversizing	\$20,000
Upper Ravine district infrastructure	\$50,000
Pull Well – Annual Maintenance	\$70,000
SCADA Upgrades	\$1,035,000
3M Settlement Implementation	\$28,174,000
CR 74 Trail	\$271,000
Ravine Parkway	\$2,000,000
Pavement Management	\$6,156,000
Traffic Signal	\$700,000
East Point Douglas & Jamaica	\$4,907,000
CSAH 19 and TH 61	\$7,000,000
Jamaica Avenue	\$3,380,000
River Oaks Hwy 61 RCUT	\$1,210,000
South District Street & Utility Project	\$5,250,000
Roadway Maintenance	\$1,794,000
	\$78,930,000

Of the above project funding, \$28 million will be paid with 3M settlement Funds and \$10 million of these projects will be funded by other governmental agencies.

Action Requested

Approve the 2024-2028 Capital Improvement Plan and adopt Resolution 2023-159 amending the Comprehensive Plan 2040 to incorporate the CIP.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-159

**RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT
TO THE CITY'S COMPREHENSIVE PLAN 2040 TO INCORPORATE THE
CAPITAL IMPROVEMENT PLAN**

WHEREAS, the City of Cottage Grove has prepared an amendment to the implementation element of the City's Comprehensive Plan 2040 for the Capital Improvement Plan (CIP) 2024-2028; and

WHEREAS the Planning Commission held a public hearing on October 23, 2023; and

WHEREAS the public hearing was opened for public testimony and verbal testimony was received from one member of the public; and

WHEREAS the Planning Commission unanimously found that the 2024-2028 CIP is consistent with the City's Comprehensive Plan 2040.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, hereby approves the amendment to the Implementation Element of the City's Comprehensive Plan 2040 to adopt the 2024-2028 Capital Improvement Plan (CIP).

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

**EXCERPT FROM UNAPPROVED MINUTES OF THE
OCTOBER 23, 2023, PLANNING COMMISSION MEETING**

OPEN FORUM

Frazier opened the Open Forum and asked if anyone wished to address the Planning Commission on any non-agenda item.

Bonnie Matter, 6649 Inskip Avenue South, thanked commissioners for providing this forum, as she's now learned that this is what this is, a forum where she can actually address City Council and City staff, so thank you for providing that.

Bonnie stated in a very uncertain economic environment, there should be more attention paid to cost control and savings. The City of Cottage Grove is continuing to plan more and bigger projects. Many people think that with all the new commercial and residential development, the City has more money to spend with this expanding tax base; this is not the case. With more development comes the need for more infrastructure, more demands on finite resources like water, more streets, more people and man hours to maintain, more pollution, and destruction of the land and wildlife habitats. Older areas of the City require ongoing investment for upgrading and replacement of deteriorating infrastructure. Due to poorly planned development, our schools need more, very costly buildings to educate our children. These buildings will no doubt have increased operating costs; it's difficult to find people to provide services that are needed, like bus drivers and food service workers, to serve our children. Our wells are overtaxed due to over development and, in some instances, wells are even being shut down. There is no suitable transportation system available within the City to move residents around efficiently. We have built lovely municipal buildings that are very costly to maintain. Residents are experiencing hits to their pocketbooks from multiple areas, increased property taxes, increased School District taxes, increased City taxes, increased homeowner's insurance, increased auto insurance, food prices, gas; you know, you've walked it, too. So, we have experienced some very unusual summers, a very unusual summer with extreme weather patterns across the country, rising temperatures, wildfires, extreme storm patterns, drought, and yet there has been no climate change plan put forward or even discussed for the City. So, this will be continued. Thank you.

No one else spoke. Frazier closed the Open Forum.

6.1 CIP 2024-2028 – Case CP2023-017

The City of Cottage Grove has applied for a Comprehensive Plan Amendment to amend the Capital Improvement Program (CIP) for 2024-2028.

Raleigh summarized the staff report and recommended approval. She provided specific details on these four CIP categories: Public Facilities, New Parks & Improvements, Street Projects, and Utility Projects. Raleigh asked if there were any questions.

Bhat stated this is just for his reference, what do you mean when you say a development driven project. Raleigh replied as development happens in those neighborhoods, as we've seen developers interested in that, as development actually comes to fruition, we'll need to build out things like parks and Ravine Parkway for the future residents that move in there to use.

Rasmussen stated using the 80th Street project as reference, he thinks we had like a \$10 million budget, and at the bottom it said half of that, \$5 million; is that maybe State grants or something. Does that mean the cost is \$15 million, or is it \$10 million of the total project amount, with half of it being funded through the State. Raleigh replied \$10 million is the total project amount, which she confirmed with Meyer, and \$5 million is already paid for by grants; so, our portion will be \$5 million.

Frazier opened the public hearing.

Bonnie Matter, 6649 Inskip Avenue South, stated regarding the CIP, she has more questions than she can cover in a three-minute talk, but she'll just give you some broad brush thoughts. First of all, she doesn't quite get the Comprehensive Plan Amendment: What's being amended, what do these words mean? Please be specific, walk us through it. It was pages long, it was very hard, she still doesn't know if she understands what was being amended. Are all of those items amendments? In 2023, a decision was made to spend \$14 million, unplanned, for a Utilities Building, very possibly needed. Those dollars will come out of the Water Utility Fund, that's what she got out of these pages of paper, but those dollars must've been used for other needed programs in the past; what is getting cut in the future for these dollars? How much is the City borrowing at taxpayers' expense to cover that \$14 million spend? The unplanned SCADA security upgrade cost \$1+ million; that's the first time, but believe me, that will be an ongoing investment. It's definitely needed, we need that, and costs were paid out of the Utility Fund, but something else is not getting paid for because of it; these dollars were spent somewhere else, what was cut to cover this expense? There are huge expenditures, and the \$43 million really caught me by surprise; it's the first time I've seen that number for the South District. Where will that money come from, and what are the maintenance costs moving forward? It may be time for a moratorium on spending until the City is caught up with some of these payments. The payments rest on the backs of the City of Cottage Grove taxpayers in a dicey economic environment. As stated earlier, residents are taking hits from multiple areas, I listed those. According to this amended plan, it appears there will be multiple increases in resident user fees like 3 percent Stormwater Utility increase, 3 percent rate increase in Water Utilities, 5 percent rate increase in Sanitary Sewer Utility, an 8 percent increase for Streetlights for 2024 and 3 percent increases in later years. The Park Improvement Capital Project Fund: Perhaps the City needs to cut the \$3 million in park and playground renovations over the next five years until the City can better handle these costs. Remove the 2026 tax levy for \$190,000. The Park Trust Fund: The City issued bonds in 2023, totaling \$4.2 million for Glacial Valley Park. As an aside, I'm still unsure how that ever got into anything; I don't know when that showed up. These things seem to have a tendency to show up with residents unaware of what it is or how it will be paid for. The future identified projects will bring the fund balance to a negative \$3.9 million.

The time limit bell rang, and Bonnie asked if she may continue. Frazier asked her how much longer she had, asked if she was almost done; she replied yes, she's almost done, so he told her to go ahead. Remember those beautiful municipal buildings, like the one we're standing in, like this one? The levy will go from \$300,000 to \$350,000 annually, an increase of 16.6 percent in one year; residents, you out there are responsible for learning about what is going on in your City! I'm talking to you! Go read the minutes, attend the public workshops, watch the meetings on SWCTC.org, speak up. The proposed amended CIP 2024-2028 should be scrapped, and a more realistic plan should be presented to the residents of Cottage Grove. They deserve better than this, and while these dollars should concern residents, what I talked

about is just chump change. Again, residents need to start showing up for meetings and/or reading their meeting minutes. Wake up! If you are not aware of the dollars involved in the South District and who is paying, you might want to start getting informed. Apathy and ignorance are very unhealthy for any community and your pocketbook. Thank you for listening and letting me share my thoughts.

No one else spoke. Frazier closed the public hearing.

Frazier asked a City staff member to answer some of the questions that were posed.

Meyer stated as far as the Comprehensive Plan Amendment question, she may pass that over to our Community Development Director, Emily Schmitz, to respond; she didn't know if Frazier wanted us to start with that. Frazier indicated yes, we'll start there.

Schmitz stated the CIP is kind of wrapped in a reference in the Comprehensive Plan; therefore, every year when we review and update for the next coming year, we need to make sure that we're amending that Comprehensive Plan to reflect the new polished CIP.

Frazier stated as a review, the Comprehensive Plan is the guiding document for how the City is going to develop and what land use is, policy is, for the City. Schmitz stated he was correct. Frazier stated so the CIP is a part of the Comprehensive Plan that gets updated every year to show where the plan is to spend the City dollars; Schmitz stated that's correct, we look ahead for five years.

Brittain stated just to add into that, the five-year mark at the end of the Comprehensive Plan is predicted but not as well planned as the one year out; so, as we do this one-year step, five years gets a little more clear because now it's four years, and then the next year it will be more clear. So, that gives you the ability to refine what we're doing. So, the closer we are to the date today, the more defined it will be, and the farther out is just more of a prediction that gets updated every year. He asked Schmitz if that was correct. Schmitz told Frazier and Brittain that's correct, and that's why we look out five years and make a plan, but anything can happen in five years, and that's why we reevaluate and take a deeper look every year.

Meyer stated she hoped she captured all of the questions in her notes, but she wants to first reiterate that the City went through quite an extensive process to put together a Financial Management Plan (FMP). That looks at the City finances as a whole over the next ten years, and that was part of the City getting a AAA bond rate. So, as we go through the CIP, we are ensuring that the CIP is following the FMP. What you see in that CIP is mirroring what we think is happening even in the next ten years, but the CIP is just focusing on the next five. She wanted to make note that the City is thinking long term, long range, and trying to kind of capture what needs to be improved, as well as what maybe needs to be added, as we are a growing community. As mentioned, all of the infrastructure in our City does age and needs to be improved, it needs to be repaired, it needs to be maintained. So, that is at the forefront of our mind; as you saw in the CIP, we have our Pavement Management Project each year. Each of our utility funds has annually a set aside dollar amount for that annual maintenance, and we are keeping that in mind. Unfortunately, as mentioned, rates are increasing on a lot of things. So, construction costs are increasing, we're seeing that kind of across the board. We do factor in a percent increase each year because we're just assuming that over the next five years, construction costs, maintenance costs, all those things are also increasing. Specifically, with

the Utility Engineering Building and how that's being paid for and what's being cut: The City did a utility rate study to analyze current utility bill rates, and adjusted those based on what is consistent with some of the other communities that surround us. Those utility bills are helping fund the building, but she noted there is also some 3M Settlement money that we are trying to acquire for that building, as it houses some of our staff who are specifically meant for the treatment plant. So, for some of the costs, we are getting some additional funding from that source.

As it relates to the \$43 million project, she believes that's the 100th Street project, and noted we already have \$7 million of funding, secured by the County. We are in the process of getting another \$3 million to help finish out that final design cost; we should hear more about that yet this fall. We are actively applying for both Rural and RAISE grants; she believes both of those total \$12.5 million that we're asking for. We are also looking at a bonding request for additional dollars on that project. So, we are actively pursuing as much funding as possible, but this is a huge priority project, both for the City and the County. As Raleigh mentioned in the presentation, every time we've come forward with additional development in the south part of the City, one of the biggest discussions we're having is traffic; how are we getting traffic in and out of this area. This is really that crucial connection, especially with the bridge over the railroad, which helps promote more truck traffic heading out to Highway 61 along that 100th Street alignment. It is a big dollar amount, but we recognize that and are pursuing as many and as much funding opportunities as possible to help bridge that gap.

Meyer stated regarding cutting the playground projects, similar to our streets and our public infrastructure, we think our residents enjoy all of the parks and the trails and those things that we have. It would be unfortunate if we cut funding to improve our playgrounds with all of the families we have in our community. We want to promote everywhere a community where people enjoy living, working, and playing, and they can find all of those things here in our community. In our community, we are striving to maintain all of those things that we already own, but also bring in new things that are needed.

To the question of development driven, there are a lot of things in our CIP that are development driven, they're placeholders, they're a best guess of when they may come, just based on the rumblings we're hearing of which parcels may develop. Those things can push; there are properties on here that we've seen for the last four years, thinking they may develop, but they continue to push.

Meyer stated she hopes she answered all of the questions posed, but would be happy to answer any more.

Brittain asked Meyer to give a little overview of the Streetlight Fund and Water Fund; how do those work. There was a question of negative balance. His assumption is, especially with the planning documents that you've put together, that we're accumulating money for larger projects, things along those lines. He asked how all of that works together; he can't believe that you're just surprised when we've got a big project on the list, so how does that work. Meyer replied we're working very closely, day to day, with our Finance Department to understand funding on every project, as mentioned, even for something like our Pavement Management Project. So, we're in the process of doing field studies, chatting with our Public Works Department, understanding what the needs are to maintain that infrastructure. Then we go back to Finance and say here's what we're finding, here are the dollars that we're estimating,

how do we ensure that we can fund these projects. So, we have Streetlights, Stormwater, Water, and then Sanitary Sewer, and there are maintenance funds to fund linings on sanitary sewer. With the 2023 Pavement Management, we had an issue where a lot of the streetlight wire had continuously been breaking and we continued to have faults; so, as it relates to that Streetlight Fund, we've had some challenges with that fund balance. We're always looking at different ways to ensure that we have the money to support the infrastructure that we have. One of the things we just recently looked at were our franchise fees. Starting in December, there are a couple of private utility companies who had previously not been paying Right-of-Way fees, based on a franchise agreement that we had set forth. Through updating those franchise fee agreements, that has now changed, and so we'll be getting some additional funds from those individuals to help fund some of those issues in the Right-of-Way that we see that are maybe being caused by some of those private utility companies.

Brittain said let's take the Water Fund: I pay my water bill, part of that goes into the Water Fund. There may not be a project today that I'm paying into for that Water Fund, but there has to be money accumulating in the Water Fund for a future project. So, it isn't just we have this project and now we have to get money into the fund. Is the apparatus such that as we go along, you're pulling money out of the fund to pay for a current project, but then there's more money coming back in; it's not just that we're going to suck out all of this money and then nothing's going to go back in there. Meyer replied that's correct. As part of our CIP planning, we are planning ahead for what is coming out of which fund so we can manage that money appropriately. It's not a last minute now we need money out of the Water Fund, how are we going to find this money we didn't know we'd need. We are planning for that and are managing that balance accordingly for those projects we see coming.

Stephens said one of the things Bonnie brought up was like a moratorium on something, she didn't know if it was development, but she thinks sometimes that's kind of a common concern, that the development is what's causing the need for these expensive transportation projects and utility projects. Maybe you want to just take a quick second and talk about the benefits of some of the developments in this City and how those funds and taxes can help us pay for some of our existing infrastructure, or just what sort of negative impacts we might see if we were to put a moratorium on future development or things like that. Meyer stated there are probably pros and cons to this situation. As we think about projects as a whole, she thinks a lot of what we see in our CIP are projects that are necessary for our current residents. So, when we talk about the Pavement Management Projects, the roadway connectivity for existing residents down in the south part of our community, when we talk about the large sewer lining project we have anticipated for 2024-2025, that's one of our oldest sanitary sewer pipes that is running quite full; it's an expensive project because we'll have to do a large bypass pumping under Highway 61. Some of these projects are just of our existing infrastructure that needs to be maintained for our existing residents. When we talk about getting new development and new residents, it's more people who are living and shopping and eating and providing into our community and our financials, its helping feed our Utility Bill system and our Water Fund, our Sewer Fund. Yes, it adds additional infrastructure that needs to be maintained, but she thinks it's a bit of a balance.

Fisher asked if she could add to that with a question; when developers come in, don't they actually have to shoulder some of the costs of actually running utility lines within? She thought we just extended a watermain for the development that's going in, just up the road here. So, don't developers shoulder some of that initial cost? Meyer replied yes, thank you, that's a really

good point. So, as developers are coming in, they are bearing all of the initial costs; so, the utilities, the streets, any sort of that infrastructure, that initial cost is being fully borne by that developer.

Rasmussen stated throughout the presentation, it looks like we're getting a lot of State and Federal grant money for a lot of these projects. If he understands from past presentations, the CIP in the planning process allows us to apply for all of this different grant money. Is that correct? Meyer replied, yes, that is correct. Rasmussen said he feels like a lot of the bigger projects have a lot of really nice partners in the State and Federal grants, and he thinks that helps out substantially, so thank you for that. Meyer stated one thing that is either required or is very good to see on a grant application is that it is in our CIP and that we are planning for it. So, it definitely helps us in those grant applications to have those projects in our CIP.

Fisher stated with her job, she travels to communities all over the State and western Wisconsin, and she just thinks that the City of Cottage Grove works really hard to keep up with things, like potholes. Council Member Khambata probably can agree with me in some of the communities we both go into, just keeping roads and infrastructure working well. For all of these things, we look at this huge CIP and we see all of these millions of dollars, and it kind of blows your hair back, like that's a lot. But it's important to keep a city of this size and of this standard, this quality, running well. There are parks everywhere here, like it's such a good place to have a family; there are trails everywhere, the City provides a lot for us as residents, and it's not just for people with little kids or the elderly. I think it's really a wide range of amenities. When I moved here almost ten years ago, I thought I would hate it because I grew up on a horse farm, and this was suburbia, but I love it here, I really, really do. With the other communities that I go into, you can see that the standards are not as high and the taxes aren't as high; my job is to look at taxes and tell people, okay, if you're going to live here, this is what you can expect to pay. So, she just thinks Cottage Grove is a good place to be, and she appreciates all of this. Is it perfect? No, nothing is ever perfect, we're never going to make everyone happy, but she does think it's a good community to live in.

Knable stated he's sure he missed it in all of the stuff that's been talked about, but he'll use the Zamboni as an example, in 2027, at \$120,000 cost. He asked if there's inflation built into that number, or as 2024 comes around, we see Zambonis become electric and just drive themselves now, or whatever it is; how do you build that in as it gets closer. Do you revisit every item? Meyer replied, unfortunately, Zambonis are not her forte. Generally, in our CIP, we are adding in some inflation as we go each year, and then each year as we revisit our five-year CIP, we are doublechecking those numbers to make sure that they're still reasonable, based on where we're at with the economy. She made mention for the Ice Arena projects, those are all being funded from the NorthPoint naming rights; so, that's all money that we are getting from the NorthPoint naming of the Ice Arena. So, that was another project where it's not necessarily funding coming from our taxpayers; we are actively always looking for other funding sources on all of our projects, whether at the Ice Arena or a City street project or those sorts of things.

Fisher asked with the solar panels that are going on the Ice Arena, are they going to generate enough to completely cover what the arena needs, plus some kickback. On houses, sometimes they generate enough where you cover what you need plus you get to bank it or whatever. Do you know anything about what the potential benefit is for the City, financially, to have solar panels up there? Meyer replied that's a really great question; unfortunately, she doesn't

have an answer specific to the solar panels, but she'll be happy to chat with our Parks & Rec Department to understand more about the solar panels. Fisher stated it might be interesting to see what they could potentially generate, as that's a lot of surface area, and solar is getting really popular in the housing industry. She's just curious.

Rasmussen stated he believe the Oltman Middle School had some funding for maybe a lacrosse field; how does that work, as his initial assumption would be that would be a School Board project rather than a City Parks project. He asked for some help with that. Meyer replied if she recalled correctly, there had been some previous discussions about that parcel next to Oltman Middle School, and it was going to be a City project; originally, it was just going to be some baseball fields or a soccer field. Her understanding is that has evolved now into more of the lacrosse fields and sort of a complex with parking, and that project is not going to be on any sort of School Board decision making. Her understanding is its moving forward, but she'll be happy to clarify again with our Parks & Rec Department for more specifics on that project to provide some more information on that one. Rasmussen asked if she could clarify it will be a City-owned park versus a School District property; Meyer replied absolutely.

Bhat stated his question is regarding the Federal grants, if those amounts have already been applied for. Meyer replied it's a bit of both; so, there are some grants where we have been successful in obtaining those funds: The \$5 million for 80th Street has already been applied for and received, Shoppes at Cottage View, that grant funding has also already been applied for and received, the Safe Routes to School for the County Road 74 trail has already been received. For the 100th Street, it's kind of a combination; there's \$7 million that we've already obtained, there is \$3 million we have been told we're getting but haven't quite received, and then we're in the midst of applying for additional grant funding. So, it's a little bit of both throughout the whole presentation. Bhat asked, for Ms. Matter, regarding climate change, in any of these five-year outlook projects that you've outlined, are there any considerations towards climate change, or is that something discussed while you lay out these projects? Meyer replied it hasn't been a huge topic of discussion as we talk about street reconstruction projects, those sorts of things. She knows with the Glacial Valley Park building that is currently under construction, nearly completed, there were quite a few alternative energy sources that were reviewed and actually implemented for that building, trying to make that building pretty much self sufficient. So, we have tried to look for some varying opportunities to do stormwater reuse for irrigation, those sorts of things, but she would say it's a little bit more unique for us.

Frazier stated he appreciated that Ms. Matter brought up the fact that citizens need to be involved in the process because he wholeheartedly agrees. He thinks if you asked everybody who works for the City, the process is better when everyone's involved. We don't want to be making decisions for everybody on our own; the more input we get, the better the end result is. So, the more people who work and point out different aspects or things that they think might work better, the better the end result is. So, he totally agrees with that statement, and he hopes next time we have this meeting next year, the seats are full and we hear everybody about what they think about the Capital Improvement Plan. He won't hold his breath, but he'll hope for it.

Rasmussen made a motion to approve the CIP 2024-2028. Knable seconded. Motion passed unanimously (7-to-0 vote).



Capital Improvement Plan

2024 - 2028

CITY OF COTTAGE GROVE, MN
ENGINEERING AND FINANCE DEPARTMENT

12800 Ravine Parkway S, Cottage Grove, MN 55016 | 651-458-2800 | CottageGroveMN.gov

City of Cottage Grove

Capital Improvements Plan

2024-2028

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City of Cottage Grove Capital Improvements Plan 2024-2028

Introduction

The Capital Improvement Plan (CIP) is a planning device to schedule proposed public capital improvements and purchases over a five-year period. The CIP matches proposed expenditures and revenues by project. A capital improvement is defined as a capital expenditure that is greater than \$15,000 with a life expectancy of five years or longer. Capital improvements are projects, which require acquisition, construction, or replacement of various public facilities, public buildings, infrastructure, utilities, and parks in the community.

Every effort has been made to draft the document as conservatively and realistically as possible while maintaining the integrity of the funds. The concept of fund integrity includes accounting for certain project costs in particular designated funds that are only used for those purposes for which they are collected. These major funding sources include the operating funds (the General Fund and Enterprise Funds), the development fees and charges (including the Area and Park Trust Funds), as well as identifying larger general projects that are expected to be financed with the issuance of general obligation bonds to be repaid with future property tax levies.

A Ten-Year Financial Management Plan (FMP) was completed in 2023. The Plan incorporated the projects included in this CIP document with bonds, future operating budgets including equipment replacement needs, and tax capacity changes (including growth). Projects in this CIP were included in the preparation of the FMP.

This CIP shows a total capital investment of \$78.9 million for 2024 of which \$28 million is related to the construction of the Low Zone Water Treatment Plant and Well 13 (under the 3M Settlement financing plan), \$14 million is for the construction of the utilities building, and \$7 million is related to the 100th Street extension project.

This document covers the period from 2024 to 2028 and is organized by the funding sources of the improvement project. Over the next five years \$459.1 million in projected improvements have been identified. 65% of these projects (\$300.8 million) will be funded by other entities and other governmental entities. The remaining dollars come from other identified sources.

Summary of Improvements

Road and Trailway Maintenance Fund

The Road and Trailway Maintenance Fund was created in 2007 to provide for the costs of activities related to mill & overlaying and crack sealing City streets, replacement and seal coating of trails, as well as replacing damaged concrete curb & gutter and sidewalk. These funds partially support the City's ongoing ADA transition plan. Funding for these activities comes from franchise fees charged to property owners on their electric and natural gas utility bills.

2024 includes another mill and overlay project in the amount of \$924,000. The area to receive the mill and overlay is a portion of East Point Douglas Road from Carlson Auto to Menards, and Phase 3 of the Thompson Grove neighborhood.

Ice Arena Capital Fund

The naming rights revenue from NorthPoint is the primary source of revenue for the Ice Arena Capital Fund. 2024 projects include the installation of solar panels and a water treatment system.

Enterprise Funds

The projects included in the Enterprise Fund section are those projects, which will be paid with funds from the Storm Water, Water, Sanitary Sewer, and Street Light Utility Funds. Each of the Enterprise Funds is supported by user fees charged for the services provided.

Storm Water Utility Fund

The Storm Water Utility Fund projects include various drainage improvements and maintenance of the storm water utility system.

The Storm Water Utility Fund was initiated with the 2002 budget year. CIP projects identified and prioritized by staff cannot exceed the financial constraints of the Fund. The 2024 projects identified include storm water maintenance related to the 2024 Pavement Management project. Commitments of the Fund for the next five years are for various storm water activities throughout the City. Revenue increases of 3% have been included in accordance with the storm water rate study that was completed in 2021.

Water Utility Fund

The Water Utility Fund includes the construction of a utilities building in 2023 and 2024 in the amount of \$14 million. Other capital projects in the Fund include the water costs for the annual Pavement Management Program, and the upgrade to the SCADA system. 3% rate increases have been included in this Fund based on a utility rate study that was completed in 2022.

Sanitary Sewer Utility Fund

The Sanitary Sewer Utility Fund includes a \$1 million project in 2024 and 2025 to line the trunk sanitary sewer from Jamaica and East Point Douglas down through the dog park. Sewer costs related to the annual Pavement Management Program, and street reconstruction projects are included in the next five years. 5% rate increases have been included in this Fund based on a utility rate study that was completed in 2022.

Street Light Enterprise Fund

The improvements scheduled for the Street Light Utility Fund are traffic signals and system improvements. New traffic signals identified in the next five years are a signal at Hardwood Avenue and Hardwood Court in 2024, 80th Street and Jamaica Avenue in 2025, and Keats and Indian Boulevard in 2025. Due to increased operating costs for street light activities and increased costs for traffic signals, an 8% increase in rates has been included for 2024 and 3% increases in later years.

Park Improvement Capital Project Fund

In 2013, the City Council directed that revenues derived from leasing space on the City's Water Towers/Reservoirs for cell phone antennas should be allocated to the purpose of renovation of existing parks and replacement of playground equipment. This revenue source will fund a total of \$3 million in park and playground renovations over the next five years. Expenditures in 2024 include play equipment at West Draw, Granada and Nina Park. The FMP identified a need to fund park improvements beyond the capacity of the cell phone antenna revenues. Therefore, a property tax levy has been included in the Fund beginning in 2026 in the amount of \$190,000.

Park Trust Fund

Improvements scheduled in the Park Trust Fund include the purchase of additional parkland, planning and development of parks and trails, and installing playground equipment in new parks. Revenues coming into the Park Trust Fund have been calculated to reflect the anticipated housing growth and a greater dedication of park land instead of park dedication fees.

The new park building at Glacial Valley Park is included in this Fund for \$4.2 million. Bonds were issued for this building in 2023.

The goal is to maintain a minimum year end cash balance of approximately \$100,000. Future projects will need to be delayed unless future revenues are available or new revenue sources are identified since the proposed projects in the next five years will bring the Fund to a negative \$3.9 million.

Municipal Building Fund

This Fund derives its revenue from accumulated transfers from the General Fund pursuant to the Fund Balance policy, as well as several years of dedicated tax levy dollars. The current property tax levy of \$300,000 will increase to \$350,000 in 2024 to be used for municipal building expenses.

MSA Construction Fund

The construction of new streets and other street reconstruction projects make up the vast majority of capital improvement projects in the MSA Construction Fund. Funding for these projects come from Municipal State Aid (MSA), other intergovernmental revenue, developer charges and special assessments.

Streets included on the "state aid" system are eligible to receive state aid for a portion of the projects. The MSA annual construction allotment for 2023 was almost \$2 million. Advanced MSA funds were requested and received in 2023 for partial funding for the two-year Jamaica and East Point Douglas Road Project. The projects noted below and, in the CIP, will depend on development, the timing of which will vary due to factors including the economy and available land.

2024 projects included the second year of the Jamaica and East Point Douglas Road Project

The projects identified with their anticipated MSA funding over the next 5 years include:

Year	Project	Description	Project Cost	MSA Funding
2024	E Pt Douglas & Jamaica	2 nd Year -Reconfiguration	\$4,607,000	\$800,000
2023-2027	Ravine Parkway	Ravine Parkway Extension	10,000,000	5,000,000
2026	80 th Street (Ideal to Hwy 61)	Reconstruction	\$10,000,000	3,000,000
2026	80th Street (80 th /Keats)	Roundabout Construction	1,000,000	1,000,000
		Total	\$85,615,000	\$9,800,000

Besides MSA revenue, these projects will be funded with other revenue sources including Federal, State, and County funds, developer fees, and bonded debt.

Other projects that have been included in the MSA Fund that have funding sources other than MSA revenue include:

- CSAH 19 and TH 61 including 100th Street extension starting in 2024. (Primary funding sources-County and Federal funds)
- Jamacia Avenue from 80th to 90th in 2024. (Funding-bonded debt)
- EPD and Ravine Parkway-Shoppes at Cottage View starting in 2025. (Funding sources-federal funds for \$3 million, area funds, and bonded debt)
- River Oaks/TH 61 Restricted Crossing U-Turn in 2024. (Funding sources-grant funds, and EDA loan)
- Harkness Avenue in 2027. (Funding sources-area funds, developer fees, and bonded debt)
- Jamaica Avenue from 70th to Military in 2028. (Funding source-bonded debt)
- 103rd Street Bridge in 2028. (Funding sources-federal and state funds)

Details of these projects and funding sources are included in the detail of the projects located on pages 35-43.

Pavement Management Fund

Pavement Management Program projects are reflected in this listing. The summary sheet identifies other funding sources when available, but for most projects it will be necessary to issue debt to be repaid with a property tax levy to finance the project. The continuation of the Pavement Management Program depends on assessments for a portion of each project to be used to repay a portion of the debt.

The Pavement Management projects included in the next five years total \$23.1 million, of which \$10.4 million would be assessed to benefiting property owners and \$20 million would be bonded. Future property taxes levies would repay these bonds.

	Location	Total	Funding		
			Assessments	Debt	Other
2024	Prestige Estates, Thompson Grove Estates 1&8, EPD (Hyde to CDS)	\$6,156,000	\$2,770,200	\$5,364,000	\$700,000
2025	Thompson Grove Estates 2 nd , EPD (Jamaica to Hyde), Kingsborough Trail	4,745,000	2,135,000	3,965,000	517,000
2026	Woodridge Park (E of Jamaica), Cottage Grove Estates, Meadow Acres, Pine Glen	5,436,000	2,446,200	4,736,000	618,000
2027	Thompson Grove 11&12, Woodridge Park Add (W of Jamaica)	4,021,000	1,809,450	3,504,000	442,575
2028	Thompson Grove Estates, Pinegrove	2,770,200	1,246,590	2,413,800	356,400

Area Funds

The Water, Storm Sewer and Sanitary Sewer Area Funds are capital project funds that provide the resources to construct general infrastructure. Projects totaling \$9 million are expected to be funded from the Area Funds over the next 5 years. The funding sources for these Funds are area charges against developing properties. The area charges are based on rates established by the City Council. Before these projects can be completed, the funds available in each of the Area Funds need to be considered. It may be necessary to postpone projects if the revenue sources are not available to complete the project.

Water Area Fund

2024 projects include the water portion of the South District Street and Utility project. Construction of a water tower in the Industrial Park is proposed to be constructed in 2025 in the amount of \$7.5 million. It is proposed to fund \$1 million of this construction with water conservation fee revenue from the Water Utility Fund, \$4 million with bond proceeds, and the remaining portion with the Water Area Fund.

Sanitary Sewer Area Fund

Funding for projects identified in the Sanitary Sewer Area Fund includes construction of utilities as part of the South District Street and Utilities Project to be completed in 2023 and 2024.

Storm Water Area Fund

Funding for projects identified in the Storm Water Area Fund also includes the construction of utilities as part of the South District Street and Utilities Project.

Other Funds

3M Settlement/MPCA Fund

3M settlement implementation funds will be used to construct the Low Zone Water Treatment Plant and Well #13 in 2024 and 2025, the Intermediate Zone Water Treatment Plant in 2025 and 2026, and decommissioning of Well #1, Well #2, and the Temporary Treatment Plant in 2027. 3M settlement funds will be received to fund these projects totaling \$122 million.

Conclusion

City staff has prepared this document in conjunction with those projects and capital items that are known and for which costs can be reasonably estimated. The CIP should be considered a planning tool and the projects included for 2024 and 2025 serve as a work plan for staff. This “work plan” means that these are the projects that staff will bring to Council for authorization before proceeding with a feasibility study, acquisition, or construction. All projects detailed in this document will be included in their respective budgets if the need is established at that time.

City of Cottage Grove, MN
Capital Improvement Plan 2024-2028

PROJECTS BY PROGRAM CATEGORY

NOTE: This recap includes the total project cost. See the individual project page for funding sources

PROGRAM CATEGORY	2024	2025	2026	2027	2028
General Public Buildings					
Utilities Division Building	13,250,000				
PW shop and wash bay modifications		500,000			
General Public Buildings total	13,250,000	500,000	-	-	-
Parks & Recreation Facilities					
Hamlet Park-LOST Funds		17,000,000			
Mississippi Dunes-LOST Funds			13,000,000		
River Oaks-LOST Funds				6,000,000	
Matching grant funds	10,000	10,000	10,000	10,000	10,000
Public Landscape initiative	170,000	120,000	80,000	100,000	120,000
Parks - design & planning	15,000	15,000	15,000	15,000	15,000
Parks-Automatic locks on buildings	35,000	35,000	35,000	35,000	35,000
Archery Range Shelter and Trail Work					70,000
Belden Park Backstop Repair and Curbing	30,000				
Bike Park-Track Improvements	50,000				
Dog Park-Small Area Enrichment&drainage					
Glacial Valley Park-Park Building					
Hamlet Park Skate Park replace/shelter replace.			100,000	50,000	
Hardwood and Belden play equipment		140,000			
Hearthside Park: Park Improvements	100,000				
Hillside/Jergen Trail			75,000		
Highlands Park Tennis Court Replacement					100,000
Kingston Park Building Replacement and Additional Power		600,000			
Lamar Park Shade Shelter replacement (2)		80,000			
Lamar Park Roof				10,000	
Neighborhood Park Development	700,000	1,000,000	500,000	500,000	500,000
Oltman Middle School Lacrosse complex & Parking	700,000	2,300,000			
Peter Thompson, Pine tree Pond, Ideal park play equipment					115,000
Pine Coulee-Court Replacement				20,000	
Pine Glen -Picnic Shelter		40,000			
West draw, Granada & Nina Park play equipment	210,000				
Woodridge Park Rink Boards			50,000		
Outdoor Fitness Equipment					
Sports Lighting Improvements	113,000	65,000	355,000	350,000	35,000
Ice Arena Improvements	680,000	35,000	10,000	120,000	200,000
Parks & Recreation Facilities	2,813,000	21,440,000	14,230,000	7,210,000	1,200,000
Public Utilities Facilities					
Spot replacement/slip lining - Sewer	550,000	550,000	50,000	50,000	50,000
System improvements - Streetlights	100,000	100,000	100,000	100,000	100,000
Storm water maintenance	200,000	200,000	200,000	200,000	200,000
Trunk Utility Oversizing	20,000	20,000	20,000	20,000	20,000
Upper Ravine district infrastructure	50,000	50,000	50,000	50,000	50,000
Pull well - annual maintenance	70,000	70,000	70,000	70,000	70,000
SCADA upgrades	1,035,000				
Water Tower Painting/Rehab				700,000	
Industrial Park Water Tower		7,500,000			
Traffic Signals, Traffic Improvements	700,000	1,400,000			
3M Settlement Implementation	28,174,000	63,477,000	26,250,000	5,000,000	
Water Softening					100,000,000
Pedestrian Crossings					250,000
Public Utilities Facilities total	30,899,000	73,367,000	26,740,000	6,190,000	100,740,000

City of Cottage Grove, MN
Capital Improvement Plan 2024-2028

PROJECTS BY PROGRAM CATEGORY

NOTE: This recap includes the total project cost. See the individual project page for funding sources

PROGRAM CATEGORY	2024	2025	2026	2027	2028
Trail Improvement Projects					
CR 74 Trail	271,000				
Trail Improvement projects total	271,000	-	-	-	-
Street & Road Improvement Projects					
Roadway Maintenance	1,794,000	1,884,000	1,979,000	2,078,000	2,183,000
South District Street & Utility Project	5,250,000				
E Pt Douglas & Jamaica	4,907,000	800,000			
CSAH 19 and TH 61	7,000,000	3,000,000	16,500,000	16,500,000	22,900,000
Jamaica Avenue	3,380,000				3,000,000
Ravine parkway Shoppes at Cottage View		5,325,000	4,021,000	1,253,000	
Ravine parkway	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
80th Street (CSAH19 to TH 61) Reconstruction			10,000,000		
80th Street (80th/Keats roundabout cost share)			1,000,000		
River Oaks Hwy 61 RCUT	1,210,000				
Harkness Ave Reconstruction				3,162,000	
103rd Street Bridge					8,000,000
Subtotal before PM	25,541,000	13,009,000	35,500,000	24,993,000	38,083,000
PM 2024	6,156,000				
PM 2025		4,745,000			
PM 2026			5,436,000		
PM 2027				4,021,000	
PM 2028					2,770,200
Road & Street Improvement projects total	31,697,000	17,754,000	40,936,000	29,014,000	40,853,200
GRAND TOTAL	\$ 78,930,000	\$ 113,061,000	\$ 81,906,000	\$ 42,414,000	\$ 142,793,200

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City of Cottage Grove
CIP 2024-2028
Funding Summary by Year

<u>Funding Source</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>Total '24 to '28</u>
Bonds for Utility Building	9,750,000					9,750,000
Bonds for Street Projects	6,360,000	1,000,000	5,021,000	3,191,000	3,000,000	18,572,000
Bonds for Pavement Mgmt	5,556,000	4,228,000	4,893,000	3,578,425	2,483,800	20,739,225
Bonds for Water Tower		4,000,000				4,000,000
Bonds for LOST		17,000,000	13,000,000	6,000,000		36,000,000
Park Improvement	448,000	970,000	550,000	475,000	295,000	2,738,000
Public Landscape Initiative	100,000	120,000	80,000	100,000	120,000	520,000
Park Trust	1,065,000	3,315,000	515,000	515,000	515,000	5,925,000
Ice Arena Capital Fund	515,000	35,000	10,000	120,000	200,000	880,000
Municipal Building		500,000				500,000
Franchise Fees	2,094,000	1,884,000	1,979,000	2,078,000	2,183,000	10,218,000
MSA	867,000	1,800,000	5,000,000	1,000,000	3,000,000	11,667,000
Developer Asmts/Fees	2,225,000	1,350,000	1,000,000	1,768,000	1,717,000	8,060,000
Other Governments	10,122,000	6,350,000	19,500,000	14,500,000	128,183,000	178,655,000
3M Settlement	27,400,000	63,477,000	26,250,000	5,000,000		122,127,000
Utilities	7,769,000	2,137,000	3,038,000	1,562,575	1,026,400	15,532,975
Area Funds	530,000	4,895,000	1,070,000	2,526,000	70,000	9,091,000
ED Trust	3,225,000					3,225,000
Other funding	904,000					904,000
	<u>78,930,000</u>	<u>113,061,000</u>	<u>81,906,000</u>	<u>42,414,000</u>	<u>142,793,200</u>	<u>459,104,200</u>

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CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

FACILITIES AND PARK PROJECTS

Funding Sources	2024	2025	2026	2027	2028
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -
Bonded Debt	\$ 9,850,000	\$ -	\$ 75,000	\$ -	\$ 70,000
State/Other Government Units	\$ 595,000	\$ -	\$ -	\$ -	\$ -
Park Improvement Fund	\$ 448,000	\$ 970,000	\$ 550,000	\$ 475,000	\$ 295,000
Park Trust Fund	\$ 1,065,000	\$ 3,315,000	\$ 515,000	\$ 515,000	\$ 515,000
Landscape Initiative	\$ 90,000	\$ 120,000	\$ 80,000	\$ 100,000	\$ 120,000
Municipal Building Fund	\$ -	\$ 500,000	\$ -	\$ -	\$ -
Other:	\$ 4,015,000	\$ 17,035,000	\$ 13,010,000	\$ 6,120,000	\$ 200,000
TOTAL	16,063,000	21,940,000	14,230,000	7,210,000	1,200,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements	\$ 272,000	\$ -	\$ -	\$ -	\$ -
Engineering/Architect	\$ 1,443,000	\$ 5,245,000	\$ 3,265,000	\$ 1,515,000	\$ 15,000
Admin/Legal	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 14,168,000	\$ 16,565,000	\$ 10,875,000	\$ 5,585,000	\$ 1,055,000
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 180,000	\$ 130,000	\$ 90,000	\$ 110,000	\$ 130,000
TOTAL	16,063,000	21,940,000	14,230,000	7,210,000	1,200,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title PW & Parks Facility	Project Description 2024 - Utilities Division Building Construction (\$13,250,000), Expended \$750,000 in 2023 2025 - Shop and Wash Bay Modifications (\$500,000)
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt	9,750,000				
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building		500,000			
Other: Utility Fund	3,500,000				
TOTAL	13,250,000	500,000	0	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements	272,000				
Engineering/Architect	1,328,000	80,000			
Admin/Legal					
Construction	11,650,000	420,000			
Maintenance					
Other					
TOTAL	13,250,000	500,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Matching Funds Program	Project Description Funds used to match donations from outside organizations on specific park projects
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	10,000	10,000	10,000	10,000	10,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	10,000	10,000	10,000	10,000	10,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance					
Other	10,000	10,000	10,000	10,000	10,000
TOTAL	10,000	10,000	10,000	10,000	10,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Public Landscape Initiative	Project Description 2024 - Jamaica Ave 100th to HWY Ramps (\$50,000), Cottage Grove Trailway Corridor Restoration (\$20,000, grant match \$80,000), Annual Commercial EAB Replacement (\$10,000), Arbor Day Tree Planting (\$10,000) 2025 - Oakwood Park (\$50,000), Future ROW Beautification (\$50,000), Annual Commercial EAB Replacement (\$10,000), Arbor Day Tree Planting (\$10,000) 2026 - 80th St HWY 61 to Ideal (\$50,000), Public Facility Beautification (\$10,000), Annual Commercial EAB Replacement (\$10,000), Arbor Day Tree Planting (\$10,000) 2027 - Future ROW Beautification (\$50,000), Woodridge Park Woodland Restoration (\$30,000), Annual Commercial EAB Replacement (\$10,000), Arbor Day Tree Planting (\$10,000) 2028 - Future ROW Beautification (\$50,000), Pine Tree Valley & Pine Tree Pond Park Open Space Restoration Grant Match (\$50,000), Annual Commercial EAB Replacement (\$10,000), Arbor Day Tree Planting (\$10,000)
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units	80,000				
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative	90,000	120,000	80,000	100,000	120,000
Municipal Building					
Other:					
TOTAL	170,000	120,000	80,000	100,000	120,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance					
Other	170,000	120,000	80,000	100,000	120,000
TOTAL	170,000	120,000	80,000	100,000	120,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Park Design and Planning	Project Description Funding for design and planning of parks as development occurs.
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund	15,000	15,000	15,000	15,000	15,000
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	15,000	15,000	15,000	15,000	15,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect	15,000	15,000	15,000	15,000	15,000
Admin/Legal					
Construction					
Maintenance					
Other					
TOTAL	15,000	15,000	15,000	15,000	15,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Building Locks	Project description Annual addition of automatic locks for various park building restrooms throughout the community
Department Parks	2024 - Woodridge 2025 - Highlands 2026 - Kingston 2027 - Hamlet 2028 - Peter Thompson

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	35,000	35,000	35,000	35,000	35,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	35,000	35,000	35,000	35,000	35,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	35,000	35,000	35,000	35,000	35,000
Maintenance					
Other					
TOTAL	35,000	35,000	35,000	35,000	35,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Sports Lighting Improvements	Project Description 2024 - Woodridge Park Tennis, Basketball, Ice Rink 2025 - Hearthside Ice Rink 2026 - Hamlet Football/Soccer, Courts and Ice Rink 2027 - Lamar Park LED & Poles 2028 - Old CG Park Sports Lighting Replacement
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	113,000	65,000	355,000	350,000	35,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	113,000	65,000	355,000	350,000	35,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	113,000	65,000	355,000	350,000	35,000
Maintenance					
Other					
TOTAL	113,000	65,000	355,000	350,000	35,000
Project Balance	\$ -	\$ -	\$ -	\$ -	-

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Replace Playground equipment	Project Description 2024 - West Draw, Granada, Nina - \$210,000 2025 - Hardwood and Belden Parks - \$140,000
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	210,000	140,000			
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	210,000	140,000	0	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	210,000	140,000			
Maintenance					
Other					
TOTAL	210,000	140,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Pavement Management	Project description 2024 - Hearthside Park Improvements 2026 - Hillside/Jergen Trail (1,600lf) 2028 - Archery Range Shelter (\$50,000) and trail work (\$20,000)
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt	100,000		75,000		70,000
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: Donations					
TOTAL	100,000	0	75,000	0	70,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	100,000		75,000		70,000
Maintenance					
Other					
TOTAL	100,000	0	75,000	0	70,000
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Neighborhood Park Development	Project description 2024 - Jack and Marlys Denzer Park (\$500,000), Military Trailhead (\$200,000) 2025 - Still Ponds (\$500,000) & Roberts Lake Neighborhood Development (\$500,000) 2026 - East Ravine Neighborhood or 100th Street Park Development (development driven) 2027 - East Ravine Neighborhood or 100th Street Park Development (development driven) 2028 - East Ravine Neighborhood or 100th Street Park Development (development driven)
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund	700,000	1,000,000	500,000	500,000	500,000
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	700,000	1,000,000	500,000	500,000	500,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	700,000	1,000,000	500,000	500,000	500,000
Maintenance					
Other					
TOTAL	700,000	1,000,000	500,000	500,000	500,000
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Belden Park	Project Description 2024 Backstop Repair and Curbing
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	30,000				
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	30,000	0	0	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	30,000				
Maintenance					
Other					
TOTAL	30,000	0	0	0	0
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Bike Park	Project description 2024 - Track Improvements
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	50,000				
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	50,000	0	0	0	0

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	50,000				
Maintenance					
Other					
TOTAL	50,000	0	0	0	0
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Hamlet Park	Project Description 2026 - Skate Park Surface Replacement 2027 - Shelter Replacement
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund			100,000	50,000	
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	-	-	100,000	50,000	-

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction			100,000	50,000	
Maintenance					
Other					
TOTAL	-	-	100,000	50,000	-

Project Balance	\$	-	\$	-	\$	-	\$	-	\$	-
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CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Highlands Park	Project Description Tennis Court Replacement
Department Facilities	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					100,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: Project Description					
TOTAL	-	-	-	-	100,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction					100,000
Maintenance					
Other					
TOTAL	-	-	-	-	100,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Kingston Park	Project Description Building Replacement and Additional Power Supply
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund		600,000			
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	0	600,000	0	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect		100,000			
Admin/Legal					
Construction		500,000			
Maintenance					
Other					
TOTAL	0	600,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Lamar Park	Project Description 2025 - Lamar Park Shade Shelter Replacement (2) 2027 - Roof Replacement
Department Facilities	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund		80,000		10,000	
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	0	80,000	0	10,000	0

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction		80,000		10,000	
Maintenance					
Other					
TOTAL	0	80,000	0	10,000	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Oltman Middle School	Project Description Lacrosse Complex and Parking Lot Construction
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units	350,000				
Park Improvement Fund					
Park Trust Fund	350,000	2,300,000			
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	700,000	2,300,000	-	-	-

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect	100,000	800,000			
Admin/Legal					
Construction	600,000	1,500,000			
Maintenance					
Other					
TOTAL	700,000	2,300,000	-	-	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Pine Coulee	Project Description 2027 - Court Replacement
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund				20,000	
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: Land Sale					
TOTAL	0	0	0	20,000	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction				20,000	
Maintenance					
Other					
TOTAL	0	0	0	20,000	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Pine Glen Park	Project description 2025 - Picnic Shelter
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund		40,000			
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	0	40,000	0	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction		40,000			
Maintenance					
Other					
TOTAL	0	40,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Peter Thompson Park	Project Description 2028 Peter Thompson Park Upgrades: Roof Reshingle (\$15,000), Rink Board Replacement (\$100,000)
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement fund					115,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	0	0	0	0	115,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction					115,000
Maintenance					
Other					
TOTAL	0	0	0	0	115,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Woodridge	Project description 2026 - Hockey Rink Boards Replacement
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund			50,000		
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	0	0	50,000	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction			50,000		
Maintenance					
Other					
TOTAL	0	0	50,000	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Ice Arena Capital Projects	Project Description 2024 - Party Lights for Public Sessions North Rink (\$30,000), Water Treatment System for Ice Making (\$100,000), Solar Panels (\$550,000)-solar panels 2023/2024 2025 - West Rink Bleacher Radiant Heat (\$35,000) 2026 - Locker Room 5/6/7 Furnace (\$10,000) 2027 - Zamboni 545 Replacement (\$120,000) 2028 - Dehumidifier Replacement North Rink (\$200,000)
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units	165,000				
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: North Point Naming Righ	515,000	35,000	10,000	120,000	200,000
TOTAL	680,000	35,000	10,000	120,000	200,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	680,000	35,000	10,000	120,000	200,000
Maintenance					
Other					
TOTAL	680,000	35,000	10,000	120,000	200,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title LOST Projects	Project Description 2025 - Hamlet Park 2026 - Mississippi Dunes 2027 - River Oaks
Department Parks	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: LOST		17,000,000	13,000,000	6,000,000	
TOTAL	0	17,000,000	13,000,000	6,000,000	0

Project Expenses	2024	2025	2026	2027	2028
Land/Easements					
Engineering/Architect		4,250,000	3,250,000	1,500,000	
Admin/Legal					
Construction		12,750,000	9,750,000	4,500,000	
Maintenance					
Other					
TOTAL	0	17,000,000	13,000,000	6,000,000	0
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

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CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

ALL TRANSPORTATION AND PUBLIC WORKS PROJECTS

Funding Sources	2024	2025	2026	2027	2028
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -
Bonded Debt	\$ 11,683,000	\$ 9,228,000	\$ 9,839,000	\$ 6,769,425	\$ 5,413,800
State of Minnesota/MSA	\$ 1,000,000	\$ 1,800,000	\$ 5,000,000	\$ 1,000,000	\$ 3,000,000
Washington County	\$ 7,014,000	\$ 3,350,000	\$ 2,000,000	\$ 2,000,000	\$ 8,150,000
Federal/Grant Funding	\$ 2,513,000	\$ 3,000,000	\$ 17,500,000	\$ 12,500,000	\$ 120,033,000
Area Funds	\$ 530,000	\$ 3,895,000	\$ 1,070,000	\$ 2,526,000	\$ 70,000
Utility Funds	\$ 4,269,000	\$ 3,137,000	\$ 3,038,000	\$ 1,562,575	\$ 976,400
Assessments/Developer Fees	\$ 2,225,000	\$ 1,350,000	\$ 1,000,000	\$ 1,768,000	\$ 1,717,000
Other:	\$ 33,633,000	\$ 65,361,000	\$ 28,229,000	\$ 7,078,000	\$ 2,233,000
TOTAL	62,867,000	91,121,000	67,676,000	35,204,000	141,593,200
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation	\$ 750,000	\$ 750,000	\$ -	\$ 250,000	\$ -
Engineering/Architect	\$ 6,768,000	\$ 15,744,000	\$ 12,395,000	\$ 7,700,000	\$ 33,734,500
Admin/Legal	\$ 50,000	\$ 50,000	\$ -	\$ 104,000	\$ -
Construction	\$ 51,835,000	\$ 71,931,000	\$ 53,048,000	\$ 24,826,000	\$ 105,438,700
Maintenance	\$ 2,540,000	\$ 1,676,000	\$ 1,214,000	\$ 1,254,000	\$ 1,296,000
Other	\$ 924,000	\$ 970,000	\$ 1,019,000	\$ 1,070,000	\$ 1,124,000
TOTAL	62,867,000	91,121,000	67,676,000	35,204,000	141,593,200
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Roadway Maintenance	Project Description Annual maintenance including: 4 miles of mill & overlay Concrete removal & replacement (2% per year) 6 miles trail maintenance (crack seal/foq seal) 2 miles trail reconstruction
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other: Maintenance Fund	1,794,000	1,884,000	1,979,000	2,078,000	2,183,000
TOTAL	1,794,000	1,884,000	1,979,000	2,078,000	2,183,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	150,000	158,000	166,000	174,000	183,000
Admin/Legal					
Sealcoating Contract/Rock					
Maintenance	720,000	756,000	794,000	834,000	876,000
Other: Mill and Overlay	924,000	970,000	1,019,000	1,070,000	1,124,000
TOTAL	1,794,000	1,884,000	1,979,000	2,078,000	2,183,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Pavement Management (includes ADA improvements)	Project Description 2024 - Prestige Estates, Thompson Grove Estates 1&8, EPD (Hyde to CDS), see Jamaica Ave 2025 - Thompson Grove Estates 2nd, EPD (Jamaica to Hyde), Kingsborough Trail 2026 - Woodridge Park (E of Jamaica), Cottage Grove Estates, Meadow Acres, Pine Glen, see 80th Street
Department Public Works	2027 - Thompson Grove Estates 11&12, Woodridge Park Add (W of Jamaica) 2028 - Thompson Grove Estates, Pinegrove

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt	5,456,000	4,228,000	4,818,000	3,578,425	2,413,800
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	700,000	517,000	618,000	442,575	356,400
Assessments/Developer Fees					
Other:					
TOTAL	6,156,000	4,745,000	5,436,000	4,021,000	2,770,200
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	1,282,000	1,356,000	1,554,000	1,148,000	791,500
Admin/Legal					
Construction	4,874,000	3,389,000	3,882,000	2,873,000	1,978,700
Maintenance					
Other					
TOTAL	6,156,000	4,745,000	5,436,000	4,021,000	2,770,200
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title South District Street and Utility Project	Project Description 2024 - Realignment of 100th Street and Hadley Avenue (Year 3)
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	800,000				
Assessments/Developer Fees	1,225,000				
Other: ED Trust/Park Trust (\$130k)	3,225,000				
TOTAL	5,250,000	-	-	-	-
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	250,000				
Admin/Legal					
Construction	5,000,000				
Maintenance					
Other					
TOTAL	5,250,000	-	-	-	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title East Pt. Douglas & Jamaica	Project Description Reconstruction & realignment of the East Point Douglas Road intersections at Jamaica Ave and the Cub/Target entrances.
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt	2,847,000				
State of Minnesota/MSA		800,000			
Washington County					
Federal/Grant Funding	1,250,000				
Area Funds					
Utility Funds	500,000				
Assessments/Developer Fees Other: Public Landscape Initiative (\$10k)/Roadway Maintenance (\$300,000)	310,000				
TOTAL	4,907,000	800,000	-	-	-
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation	750,000	750,000			
Engineering/Architect	450,000				
Admin/Legal	50,000	50,000			
Construction	3,657,000				
Maintenance					
Other					
TOTAL	4,907,000	800,000	-	-	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title CSAH 19 and TH 61	Project Description 2024 - Design/Construction for 100th Street Extension - PROTECT 2025 - Design/Construction for 100th Street Extension - CPF Grant 2026 - 100th St Extension Construction 2027 - 100th St Extension Construction 2028 - Reconstruction/realignment of bridge/overpass over highway 61 at County Rd 19 (Innovation Road) - \$4Million in Grant Funding
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt			1,000,000	1,000,000	
State of Minnesota/MSA					
Washington County	7,000,000	3,000,000	2,000,000	2,000,000	8,150,000
Federal/Grant Funding			12,500,000	12,500,000	14,033,000
Area Funds			1,000,000	1,000,000	
Utility Funds					
Assessments/Developer Fees					717,000
Other:					
TOTAL	7,000,000	3,000,000	16,500,000	16,500,000	22,900,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	1,250,000	1,250,000	3,750,000	3,750,000	
Admin/Legal					
Construction	5,750,000	1,750,000	12,750,000	12,750,000	22,900,000
Maintenance					
Other					
TOTAL	7,000,000	3,000,000	16,500,000	16,500,000	22,900,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Ravine Parkway - Shoppes at Cottage View	Project Description 2025 - Phase 1 Construction of roadway and infrastructure to support the retail/commercial 2026 - Construction of roadway and infrastructure to support the retail/commercial development 2027 - Construction of roadway and infrastructure to support the retail/commercial development
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt		1,000,000	4,021,000	1,253,000	
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding		3,000,000			
Area Funds		1,325,000			
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	-	5,325,000	4,021,000	1,253,000	-

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect		1,300,000	1,000,000	500,000	
Admin/Legal					
Construction		4,025,000	3,021,000	753,000	
Maintenance					
Other					
TOTAL	-	5,325,000	4,021,000	1,253,000	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Ravine Parkway	Project Description 2024 - Wolterstorff 2025 - Kemp 2026 - Geis 2027 - Tank 2028 - Tank
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds					
Assessments/Developer Fees	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Other:					
TOTAL	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	300,000	300,000	300,000	300,000	300,000
Admin/Legal					
Construction	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Maintenance					
Other					
TOTAL	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title 80th Street Reconstruction	Project Description 2026 - Ideal to Hwy 61 - Includes reconstruction, spot curb replacement, ADA improvements, landscaping, and trail replacement; 80th/Keats Roundabout Cost Share (\$1,000,000 MSA)
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA			4,000,000		
Washington County					
Federal/Grant Funding			5,000,000		
Area Funds					
Utility Funds			2,000,000		
Assessments/Developer Fees					
Other:					
TOTAL	0	0	11,000,000	0	0

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect			3,000,000		
Admin/Legal					
Construction			8,000,000		
Maintenance					
Other					
TOTAL	0	0	11,000,000	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title River Oaks Hwy 61 RCUT	Project Description 2024 - Conversion of River Oaks access into a reduced conflict U-Turn intersection
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding	1,010,000				
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other: EDA Interfund Loan	200,000				
TOTAL	1,210,000	-	-	-	-

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	363,000				
Admin/Legal					
Construction	847,000				
Maintenance					
Other					
TOTAL	1,210,000	-	-	-	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title	Project description Reconstruct Harkness Avenue to an urban section with utilities, from Oakwood Park to the north Hardwood Ave intersection.
Harkness Ave Reconstruction	
Department	
Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt				938,000	
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds				1,456,000	
Utility Funds					
Assessments/Developer Fees				768,000	
Other:					
TOTAL	0	0	0	3,162,000	0

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation				250,000	
Engineering/Architect				728,000	
Admin/Legal				104,000	
Construction				2,080,000	
Maintenance					
Other					
TOTAL	0	0	0	3,162,000	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Jamaica Ave	Project Description 2024 - 80th to 90th 2028 - Reconstruction of Jamaica Ave from Rose of Sharon Church to Military Road to the urban four lane section roadway.
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt	3,380,000				3,000,000
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	3,380,000	0	0	0	3,000,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	680,000				
Admin/Legal					
Construction	2,700,000				3,000,000
Maintenance					
Other					
TOTAL	3,380,000	0	0	0	3,000,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title 103rd St Railroad Bridge	Project Description 2028 - Reconstruct 103rd Street railroad bridge
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					2,000,000
Washington County					
Federal/Grant Funding					6,000,000
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	0	0	0	0	8,000,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					2,400,000
Admin/Legal					
Construction					5,600,000
Maintenance					
Other					
TOTAL	0	0	0	0	8,000,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Traffic Signals	Project Description 2024 - Hardwood Ave/Hardwood Ct 2025 - 80th/Jamaica, Keats/Indian Blvd
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County		350,000			
Federal/Grant Funding					
Area Funds					
Utility Funds		700,000			
Assessments/Developer Fees		350,000			
Other: 1-12 TIF District	700,000				
TOTAL	700,000	1,400,000	0	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	140,000	280,000			
Admin/Legal					
Construction	560,000	1,120,000			
Maintenance					
Other					
TOTAL	700,000	1,400,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title East Ravine District	Project Description As residential development occurs in the East Ravine, various infrastructure will be constructed to support the new housing. This infrastructure will be paid for by developers either through City financed construction supported by assessments or by Developer constructed of same.
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds	50,000	50,000	50,000	50,000	50,000
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	50,000	50,000	50,000	50,000	50,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction	50,000	50,000	50,000	50,000	50,000
Maintenance					
Other					
TOTAL	50,000	50,000	50,000	50,000	50,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title CR 74 Trail	Project Description 2024 - Cost Share with County for addition of trail along south side of CR 74 (65th Street) from Meadowgrass to Hadley; Safe Routes to School grant (\$253,000)
Department	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County	14,000				
Federal/Grant Funding	253,000				
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other: Roadway Maintenance	4,000				
TOTAL	271,000	0	0	0	0
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction	271,000				
Maintenance					
Other					
TOTAL	271,000	0	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Industrial Park Water Tower	Project description Construct water tower on City property north of the South East Industrial Park.
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt		4,000,000			
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds		2,500,000			
Utility Funds		1,000,000			
Assessments/Developer Fees					
Other:					
TOTAL	0	7,500,000	0	0	0

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect		500,000			
Admin/Legal					
Construction		7,000,000			
Maintenance					
Other					
TOTAL	0	7,500,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Water Tower Painting/Rehab	Project Description 2027 - Pine Hill Water Tower
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds				700,000	
Assessments/Developer Fees					
Other: Newport					
TOTAL	-	-	-	700,000	-

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect				100,000	
Admin/Legal					
Construction				600,000	
Maintenance					
Other					
TOTAL	-	-	-	700,000	-

Project Balance	\$	-	\$	-	\$	-	\$	-	\$	-
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CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Annual well maintenance	Project Description Each year a well is 'pulled' for inspection and repair of the pump and other vital parts.
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	70,000	70,000	70,000	70,000	70,000
Assessments/Developer Fees					
Other:					
TOTAL	70,000	70,000	70,000	70,000	70,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	70,000	70,000	70,000	70,000	70,000
Other					
TOTAL	70,000	70,000	70,000	70,000	70,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Water System	Project description 2024 - SCADA Upgrades 2028 - Water Softening (\$70,000,000 Intermediate Plant; \$30,000,000 Low Plant)
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					100,000,000
Area Funds					
Utility Funds	1,035,000				
Assessments/Developer Fees					
Other:					
TOTAL	1,035,000	0	0	0	100,000,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	135,000				30,000,000
Admin/Legal					
Construction					70,000,000
Maintenance	900,000				
Other					
TOTAL	1,035,000	0	0	0	100,000,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title 3M Settlement Implementation	Project Description 2024-2025 - Low Zone Water Treatment Plant and Well 13 2025-2026 - Intermediate Zone Water Treatment Plant 2027 - Well 1, Well 2, and Temp Treatment Plant Decommissioning
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds	460,000				
Utility Funds	314,000				
Assessments/Developer Fees					
Other: 3M Settlement	27,400,000	63,477,000	26,250,000	5,000,000	
TOTAL	28,174,000	63,477,000	26,250,000	5,000,000	0

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect	1,768,000	10,600,000	2,625,000	1,000,000	
Admin/Legal					
Construction	26,406,000	52,877,000	23,625,000	4,000,000	
Maintenance					
Other					
TOTAL	28,174,000	63,477,000	26,250,000	5,000,000	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Trunk Utility Oversizing	Project Description Trunk oversizing of water and sewer facilities as part of development projects
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds	20,000	20,000	20,000	20,000	20,000
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	20,000	20,000	20,000	20,000	20,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction	20,000	20,000	20,000	20,000	20,000
Maintenance					
Other					
TOTAL	20,000	20,000	20,000	20,000	20,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Stormwater maintenance	Project Description Annual costs of pond and structure maintenance for City Stormwater system.
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	200,000	200,000	200,000	200,000	200,000
Assessments/Developer Fees					
Other:					
TOTAL	200,000	200,000	200,000	200,000	200,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	200,000	200,000	200,000	200,000	200,000
Other					
TOTAL	200,000	200,000	200,000	200,000	200,000

Project Balance	\$	-	\$	-	\$	-	\$	-	\$	-
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CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Annual sewer line maintenance/spot sliplining	Project Description 2024/2025 - Lining trunk sewer from Jamaica and East Point down through the dog park
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	550,000	550,000	50,000	50,000	50,000
Assessments/Developer Fees					
Other:					
TOTAL	550,000	550,000	50,000	50,000	50,000
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	550,000	550,000	50,000	50,000	50,000
Other					
TOTAL	550,000	550,000	50,000	50,000	50,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2028 CAPITAL IMPROVEMENT PROGRAM

Project Title Streetlight system improvements	Project Description Annual cost to refurbish and upgrade the City Streetlight infrastructure.
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	100,000	100,000	100,000	100,000	100,000
Assessments/Developer Fees					
Other:					
TOTAL	100,000	100,000	100,000	100,000	100,000

Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	100,000	100,000	100,000	100,000	100,000
Other					
TOTAL	100,000	100,000	100,000	100,000	100,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2024-2027 CAPITAL IMPROVEMENT PROGRAM

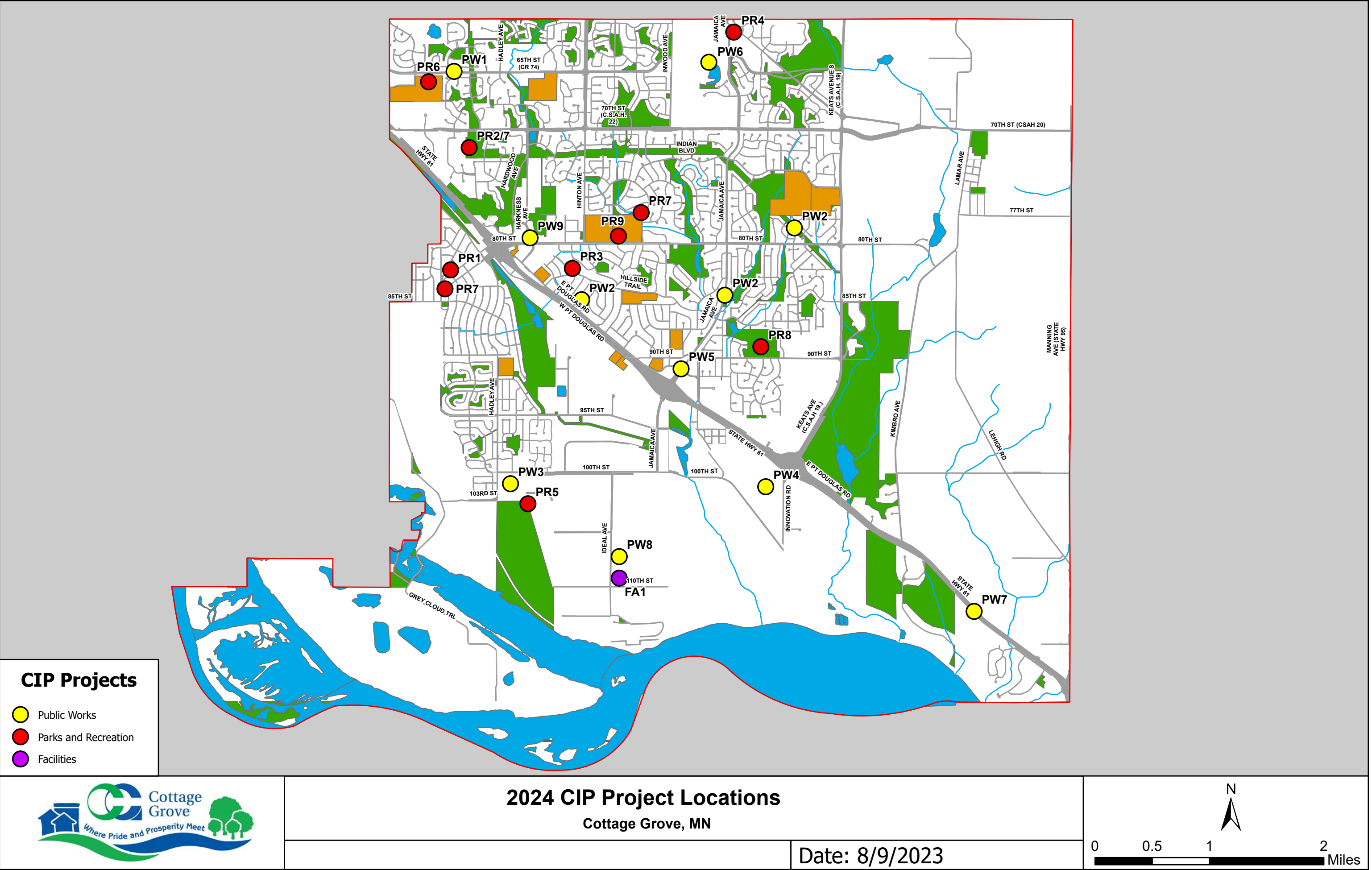
Project Title Pedestrian Crossings	Project description Install Pedestrian Crossing Infrastructure, including Rectangular Rapid Flashing Beacon and marked crosswalk: 80th Street at Pinetree Valley Park and Pinetree Pond Park (\$200,000), and Hadley Avenue at 92nd Street (\$50,000)
Department Public Works	

Funding Sources	2024	2025	2026	2027	2028
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds					200,000
Assessments/Developer Fees					
Other: School District					50,000
TOTAL	0	0	0	0	250,000

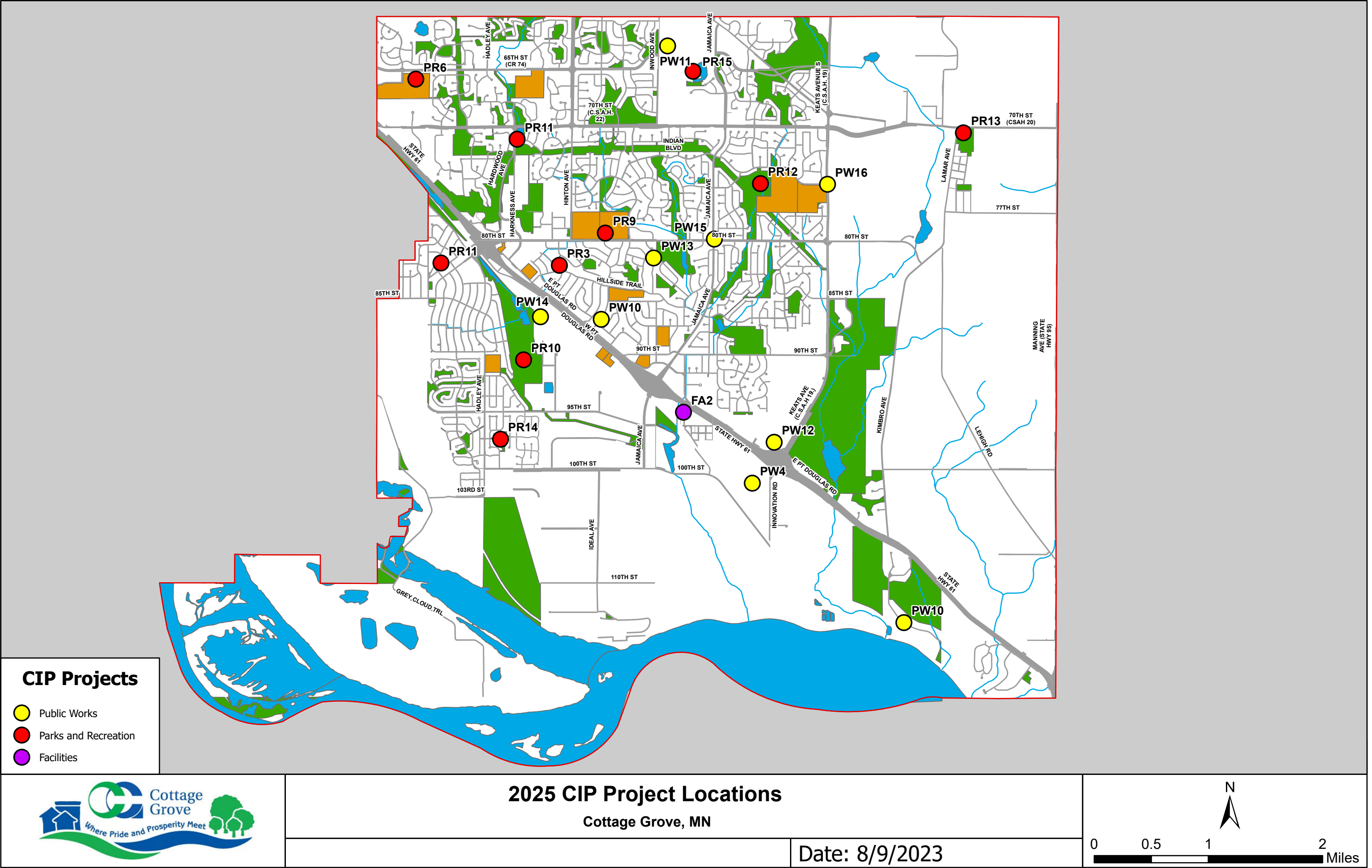
Project Expenses	2024	2025	2026	2027	2028
Land/Easements/Utility Relocation					
Engineering/Architect					60,000
Admin/Legal					
Construction					190,000
Maintenance					
Other					
TOTAL	0	0	0	0	250,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

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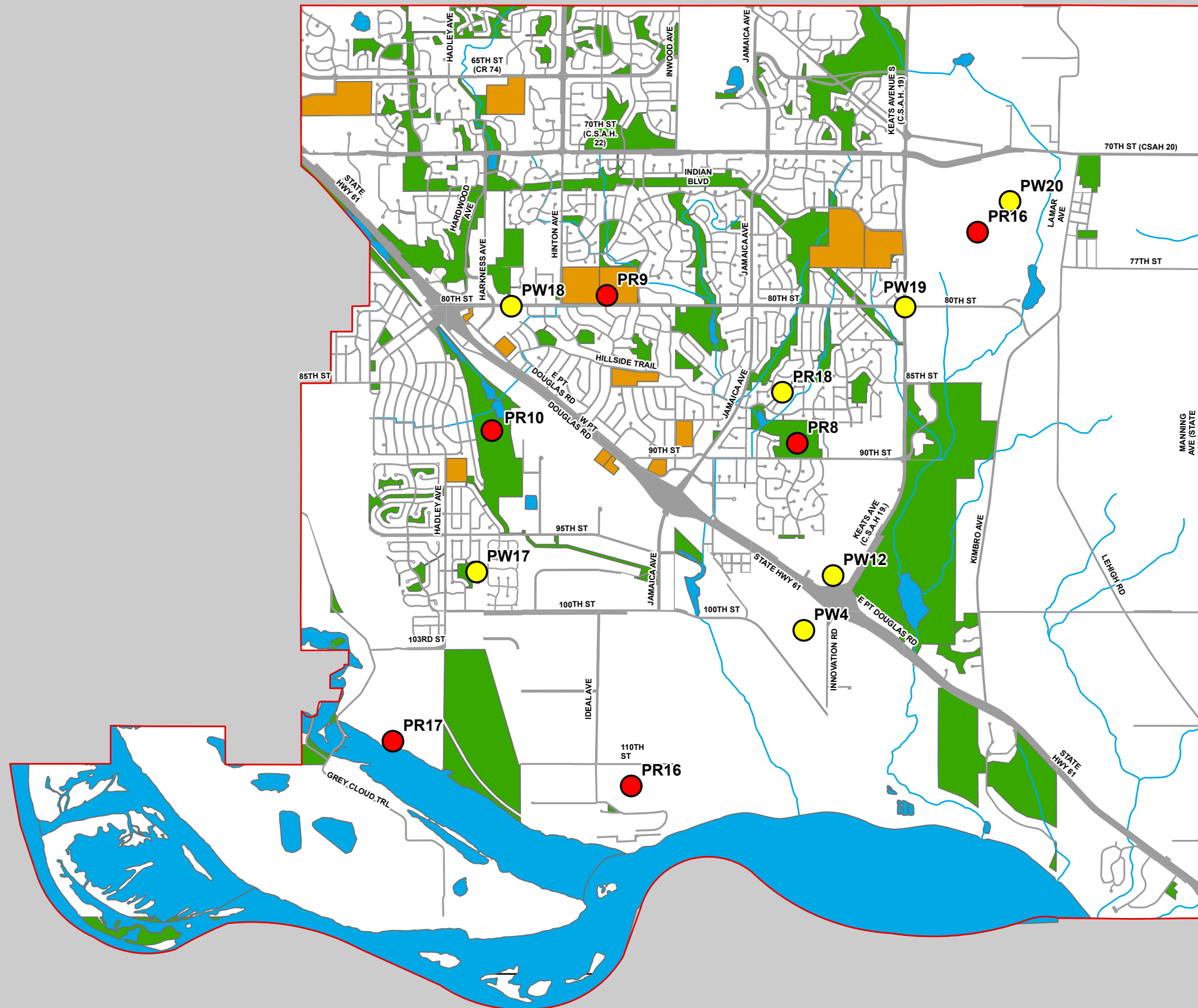
Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2024	2024		Utility Division Building		FA1			13,250,000	13,250,000
2024	2024		Parks	Matching funds				10,000	10,000
2024	2024		Public Landscape initiative					170,000	170,000
2024	2024		Parks	Park design & master planning				15,000	15,000
2024	2024		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2024	2022		Belden Park	Backstop repair and curbing	PR1		30,000		30,000
2024	2024		Bike Park	Track improvements	PR2		50,000		50,000
2024	2024		Hearthside Park	Park improvements as part of pavement mgmt.	PR3		100,000		100,000
2024	2024		Military Trailhead	Neighborhood park development	PR4			200,000	200,000
2024	2024		John and Marlys Denzer Park	Neighborhood park development	PR5			500,000	500,000
2024	2024		Oltman Middle School	Lacrosse complex and parking lot construction	PR6			700,000	700,000
2024	2024		West Draw, Granada, Nina	Playground equipment	PR7		210,000		210,000
2024	2024		Woodridge Park	Sports lighting improvements	PR8		113,000		113,000
2024	2024		Ice Arena		PR9		100,000	580,000	680,000
2024	2024		CR 74 Trail	Cost share with County	PW1			271,000	271,000
2024	2024		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		1,794,000			1,794,000
2024	2024		Pavement Management	Prestige estates, and others (see Project Sheet)	PW2		6,156,000		6,156,000
2024	2023		100th Street & Hadley Realignment	Phase 3-South District Street & Utility Project	PW3			5,250,000	5,250,000
2024	2024	511	CSAH 19 and TH 61	Design for 100th Street Extension	PW4			7,000,000	7,000,000
2024	2024		East Point Douglas & Jamaica	Reconstruction and Realignment	PW5		4,907,000		4,907,000
2024	New		Jamaica	80th to 90th	PW2		3,380,000		3,380,000
2024	2022		Ravine Parkway	Wolterstorff	PW6			2,000,000	2,000,000
2024	2024		River Oaks Hwy 61 RCUT	Reduced conflict U-turn intersection	PW7			1,210,000	1,210,000
2024	2023		3M Settlement Implementation	Low Zone Water Treatment plant & Well 13	PW8			28,174,000	28,174,000
2024	2023		Traffic Signal	Hardwood Ave/Hardwood Ct	PW9			700,000	700,000
2024	2024		East Ravine District	City share of development infrastructure				50,000	50,000
2024	New		SCADA upgrade				1,035,000		1,035,000
2024	2024		Trunk oversizing	utilities				20,000	20,000
2024	2023		Jamaica & EPD through the dog park	Spot replacement/slip lining		550,000			550,000
2024	2024		various stormwater	Storm water maintenance		200,000			200,000
2024	2024		various streetlights	System improvements		100,000			100,000
2024	2024		Well Maintenance	Pull well		70,000			70,000
						2,714,000	16,081,000	60,135,000	78,930,000



Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2025	2025		PW & Parks Facility	Internal office remodel	FA2		500,000		500,000
2025	2025		Parks	Matching funds				10,000	10,000
2025	2025		Public Landscape initiative					120,000	120,000
2025	2025		Parks	Park design & master planning				15,000	15,000
2025	2025		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2025	New		Hamlet Park		PR10			17,000,000	17,000,000
2025	2025		Hardwood & Belden Parks	Playground equipment	PR11		140,000		140,000
2025	2025		Hearthside Park	Sports lighting improvements-ice rink	PR3		65,000		65,000
2025	2025		Ice Arena		PR9		35,000		35,000
2025	2025		Kingston Park	Building replacement & additional power	PR12		600,000		600,000
2025	2025		Lamar Park	Shade structure replacement	PR13		80,000		80,000
2025	2024		Oltman Middle School	Lacrosse complex and parking lot construction	PR6			2,300,000	2,300,000
2025	2025		Pine Glen Park	Picnic shelter	PR14		40,000		40,000
2025	2024		Roberts Lake Development	Neighborhood park development	PR15			500,000	500,000
2025	2023		Still Ponds	Neighborhood park development				500,000	500,000
2025	2025		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		1,884,000			1,884,000
				Thompson Grove Estates 2nd, EPD (Jamaica to					
2025	2025		Pavement Management	Hyde) Kingsborough Trail	PW10		4,745,000		4,745,000
2025	2025	511	CSAH 19 and TH 61	100th Street Extension	PW4			3,000,000	3,000,000
2025	2025		East Point Douglas & Jamaica	Reconstruction and Realignment			800,000		800,000
2025	2024		Ravine Parkway	Kemp property	PW11			2,000,000	2,000,000
2025	2024		Ravine Parkway-Shoppes at CV	Phase 1 Construction-roadway & infrastructure	PW12			5,325,000	5,325,000
2025	2025		East Ravine District	City share of development infrastructure				50,000	50,000
2024	2024		3M Settlement Implementation	Intermediate zone water treatment plant	PW13			63,477,000	63,477,000
2025	2023		Industrial Park Water Tower	Construct Water Tower	PW14			7,500,000	7,500,000
2025	2025		Traffic Signal	80th & Jamaica	PW15			700,000	700,000
2025	2025		Traffic Improvement	CSAH 19 & Indian Blvd.	PW16			700,000	700,000
2025	2025		Trunk oversizing	Utilities				20,000	20,000
2025	2023		Jamaica & EPD through the dog park	Spot replacement/slip lining		550,000			550,000
2025	2025		various stormwater	Storm water maintenance		200,000			200,000
2025	2025		various streetlights	System improvements		100,000			100,000
2025	2025		Well Maintenance	Pull well		70,000			70,000
						2,804,000	7,005,000	103,252,000	113,061,000



Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2026	2026		Parks	matching funds				10,000	10,000
2026	2026		Public Landscape initiative					80,000	80,000
2026	2026		Parks	Park design & master planning				15,000	15,000
2026	2026		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2026	2026		East Ravine or 110th Street Park	Neighborhood park development	PR16			500,000	500,000
2026	2026		Hamlet Park	Skate park surface replacement	PR10		100,000		100,000
2026	2026		Hamlet Park	Sports lighting improvements	PR10		355,000		355,000
2026	New		Mississippi Dunes		PR17			13,000,000	13,000,000
2026	New		Parks	Hillside/Jergen Trail as part of pavement mgmt.	PR18		75,000		75,000
2026	2026		Woodridge Park	Hockey rink boards replacement	PR8		50,000		50,000
2026	New		Ice Arena		PR9		10,000		10,000
2026	2026		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		1,979,000			1,979,000
2026	2025	511	CSAH 19 and TH 61	100th Street Extension	PW4			16,500,000	16,500,000
2026	2026		Ravine Parkway-Shoppes at CV	Phase 2 Construction-roadway & infrastructure	PW12			4,021,000	4,021,000
				Woodridge Park (E of Jamaica) CG Estates, Meadow					
2026	2026		Pavement Management	Acres, Pine Glen	PW17		5,436,000		5,436,000
2026	2024		80th Street	Ideal to Hwy 61 (see Project Sheet)	PW18		10,000,000		10,000,000
2026	2026		80th Street	Roundabout at Keats Ave (cost share)	PW19		1,000,000		1,000,000
2026	2025		Ravine Parkway	Geis	PW20			2,000,000	2,000,000
2026	New		3M Settlement Implementation	Intermediate zone water treatment plant				26,250,000	26,250,000
2026	2026		East Ravine District	City share of development infrastructure				50,000	50,000
2026	2026		Trunk oversizing	Utilities				20,000	20,000
2026	2026		Various sewer	Spot replacement/slip lining		50,000			50,000
2026	2026		various stormwater	Storm water maintenance		200,000			200,000
2026	2026		various streetlights	System improvements		100,000			100,000
2026	2026		Well Maintenance	Pull well		70,000			70,000
						2,399,000	17,026,000	62,481,000	81,906,000



CIP Projects

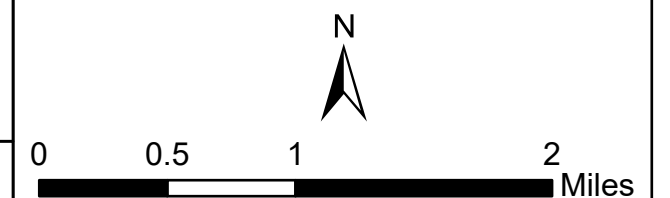
- Parks and Rec
- Public Works



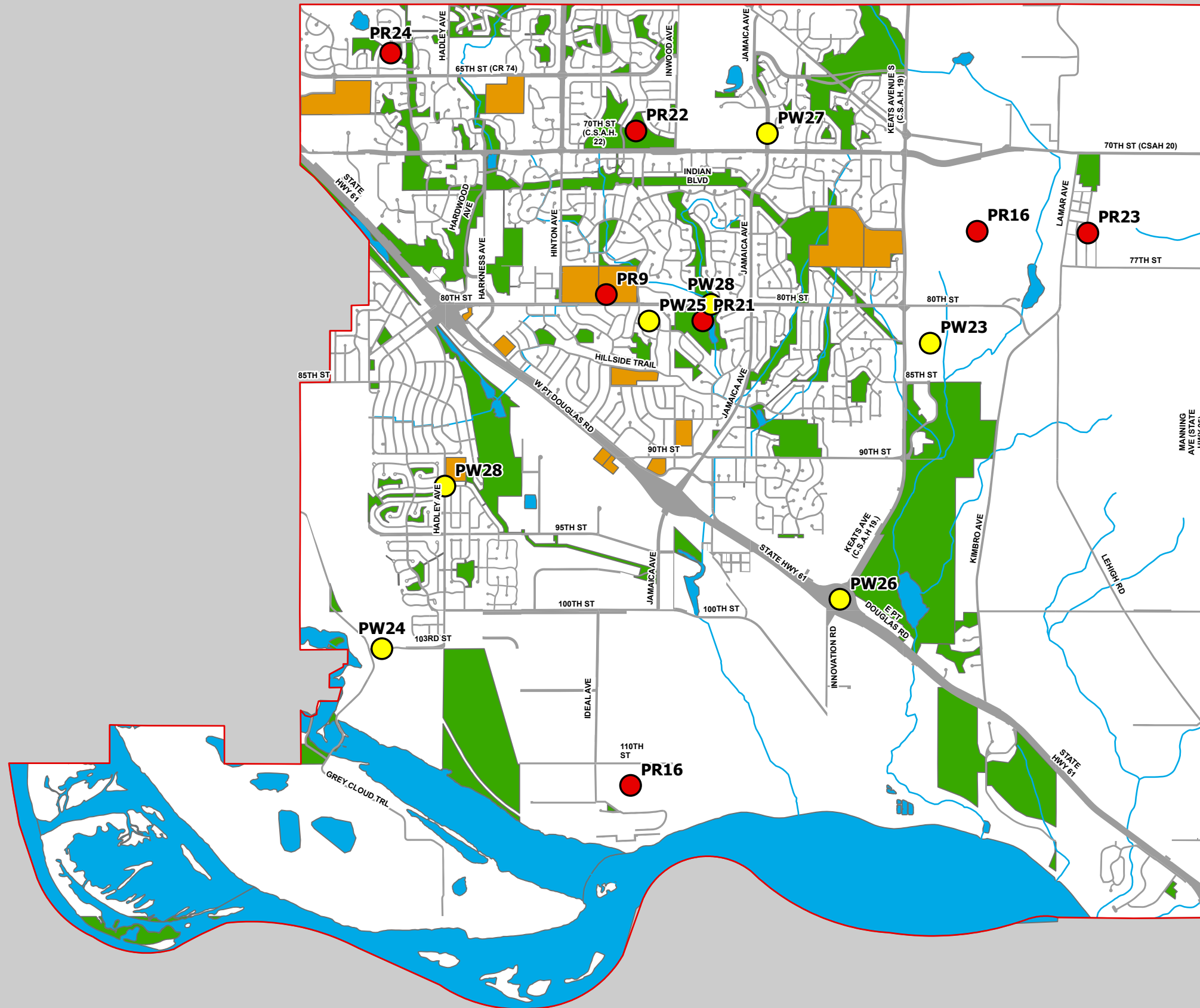
2026 CIP Project Locations

Cottage Grove, MN

Date: 8/9/2023



Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2027	2027		Parks	matching funds				10,000	10,000
2027	2027		Public Landscape initiative					100,000	100,000
2027	2027		Parks	Park design & master planning				15,000	15,000
2027	2027		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2027	2027		East Ravine or 110th Street Park	Neighborhood park development	PR16			500,000	500,000
2027	2027		Hamlet Park	Shelter replacement	PR10		50,000		50,000
2027	2027		Lamar Park	Roof replacement	PR13		10,000		10,000
2027	2027		Lamar Park	Sports lighting improvements	PR13		350,000		350,000
2027	2027		Pine Coulee	Court replacement	PR19		20,000		20,000
2027	New		Ice Arena		PR9		120,000		120,000
2026	New		River Oaks		PR20			6,000,000	6,000,000
2027	2027		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		2,078,000			2,078,000
				Thompson Grove 11&12, Woodridge Park Add (W of Jamaica)	PW21		4,021,000		4,021,000
2027	2027		Ravine Parkway-Shoppes at CV	Phase 3 Construction-roadway & infrastructure	PW12			1,253,000	1,253,000
2027	2027	511	CSAH 19 and TH 61	Realignment of bridge (see project sheet)	PW4			16,500,000	16,500,000
			Harkness Ave - Hardwood to Woodridge	Reconstruct roadway	PW22		3,162,000		3,162,000
2027	2026		Ravine Parkway	Tank	PW23			2,000,000	2,000,000
2027	2026		3M Settlement Implementation	Well 1 & 2 and Temp Treatment Plant decommission			5,000,000		5,000,000
2027	2025		Pine Hill	Water tower painting		700,000			700,000
2027	2027		East Ravine District	City share of development infrastructure				50,000	50,000
2027	2027		Trunk oversizing	Utilities				20,000	20,000
2027	2027		Various sewer	Spot replacement/slip lining		50,000			50,000
2027	2027		various stormwater	Storm water maintenance		200,000			200,000
2027	2027		various streetlights	System improvements		100,000			100,000
2027	2027		Well Maintenance	Pull well		70,000			70,000
						3,198,000	12,733,000	26,483,000	42,414,000



CIP Projects

- Parks and Recreation
- Public Works



2028 CIP Project Locations

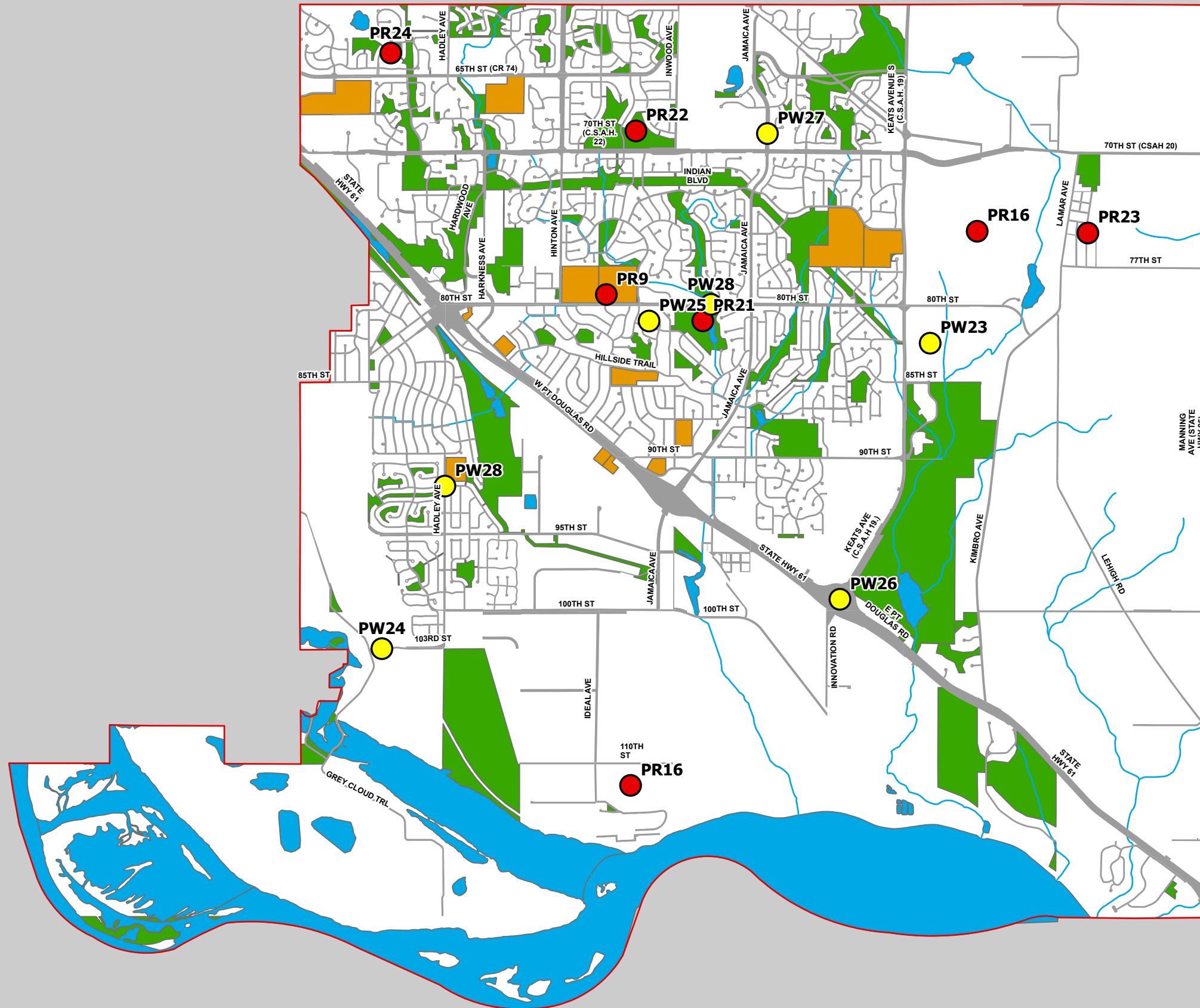
Cottage Grove, MN

Date: 10/12/2023



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Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2028			Parks	matching funds				10,000	10,000
2028			Public Landscape initiative					120,000	120,000
2028			Parks	Park design & master planning				15,000	15,000
2028			Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2028			Archery Range	Shelter and trail work as part of pavement mgmt.	PR21			70,000	70,000
2028			East Ravine or 110th Street Park	Neighborhood park development	PR16			500,000	500,000
2028			Highlands Park	Tennis court replacement	PR22		100,000		100,000
2028			Old Cottage Grove Park	Sports lighting replacement	PR23		35,000		35,000
2028			Peter Thompson Park	Upgrades, roof reshingle, rink board replacement	PR24		115,000		115,000
2027	New		Ice Arena		PR9		200,000		200,000
2028			Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		2,183,000			2,183,000
2028			Pavement Management	Thompson Grove Estates, Pinegrove	PW25		2,770,200		2,770,200
2028		511	CSAH 19 and TH 61	Realignment of bridge (see project sheet)	PW26			22,900,000	22,900,000
2028			Jamaica	70th to Military	PW27			3,000,000	3,000,000
2028	2027		Ravine Parkway	Tank	PW23			2,000,000	2,000,000
2028	2027		103rd Street Railroad Budget	reconstruction of 103rd street railroad bridge	PW24		8,000,000		8,000,000
2028			East Ravine District	City share of development infrastructure				50,000	50,000
2028			Trunk oversizing	Utilities				20,000	20,000
2028			Water softening	Federal/Grant Funding				100,000,000	100,000,000
2028			Various sewer	Spot replacement/slip lining		50,000			50,000
2028			various stormwater	Storm water maintenance		200,000			200,000
2028			various streetlights	System improvements		100,000			100,000
2028			80th St at PV Park & PT Pond Park	pedestrian crossings	PW28			200,000	200,000
2028			Hadley at 92nd Street	pedestrian crossings	PW28			50,000	50,000
2028			Well Maintenance	Pull well		70,000			70,000
						2,603,000	11,220,200	128,970,000	142,793,200



CIP Projects

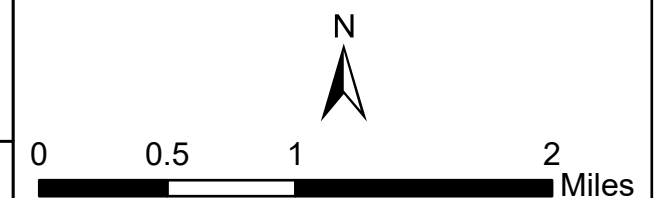
- Parks and Recreation
- Public Works



2028 CIP Project Locations

Cottage Grove, MN

Date: 10/12/2023



**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Road and Trailway Maintenance Fund (235)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Aggregate tax	\$ 23,467	\$ 33,044	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Grant Funds				\$ 267,000				
Franchise fees	615,326	642,584	643,000	1,905,600	1,994,400	2,086,900	2,183,100	2,283,200
Investment Interest	(5,207)	(31,816)	10,000	10,000	10,000	10,000	10,000	10,000
Charges for services	30,766	27,829	-	-	-	-	-	-
Developer charges	104,157	26,081	-	-	-	-	-	-
Total Revenue	768,509	697,722	675,000	2,204,600	2,026,400	2,118,900	2,215,100	2,315,200
EXPENDITURES								
Commodities	31,134	35,021	36,800					
Trail fog seal, crack seal and sidewalk/curb repair				240,000	252,000	264,800	278,300	292,500
CR 74 trail				271,000				
Mill and Overlay	551,756	1,159,043		924,000	970,000	1,019,000	1,070,000	1,124,000
Trail replacement				480,000	504,000	529,200	555,700	583,500
Engineering for M&O and Trail replacement				150,000	158,000	166,000	174,000	183,000
Contractual services	256,639	269,333	607,920					
Total Expenditures	839,529	1,463,397	644,720	2,065,000	1,884,000	1,979,000	2,078,000	2,183,000
Other Financing Sources (uses)								
Total transfers	-	-	-	-	-	-	-	-
Increase (decrease) in fund balance	(71,020)	(765,675)	30,280	139,600	142,400	139,900	137,100	132,200
FB Balance beginning of year	1,067,414	996,394	230,719	260,999	400,599	542,999	682,899	819,999
FB Balance end of year	996,394	230,719	260,999	400,599	542,999	682,899	819,999	952,199

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Ice Arena Capital Fund (526)
Projected Financial Position**

	2021	2022	2023	2024	2025	2026	2027	2028
	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
REVENUES								
Donation			400,000	400,000				
Grant				165,000				
Interest			4,000					
Miscellaneous								
Total Revenue	-	-	404,000	565,000	-	-	-	-
EXPENDITURES								
Solar Panels				550,000				
North Rink-party lights				30,000				
Water treatment system				100,000				
West Rink-bleacher heat					35,000			
Locker 5/6/7-furnace						10,000		
Zamboni replacement							120,000	
North Rink-dehumidifier								200,000
Total Expenditures	-	-	-	680,000	35,000	10,000	120,000	200,000
Other Financing Sources (uses)								
Transfer in from Ice Operating							100,000	100,000
Total other sources	-	-	-	-	-	-	100,000	100,000
Increase (decrease) in fund balance	-	-	404,000	(115,000)	(35,000)	(10,000)	(20,000)	(100,000)
FB Beginning balance	-	-	-	404,000	289,000	254,000	244,000	224,000
FB Ending balance	-	-	404,000	289,000	254,000	244,000	224,000	124,000

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Storm Water Utility Fund (230)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Charges for Services*	\$ 1,020,513	\$ 1,083,689	\$ 1,146,550	\$ 1,198,400	\$ 1,251,100	\$ 1,288,600	\$ 1,327,300	\$ 1,367,100
Intergovernmental - County/State	204,395	186,844						
Interest	(12,076)	(98,612)	10,000	10,000	10,000	10,000	10,000	10,000
Miscellaneous	95,000							
Total Revenue	1,307,832	1,171,921	1,156,550	1,208,400	1,261,100	1,298,600	1,337,300	1,377,100
EXPENDITURES								
Operating expenses	567,711	820,953	667,270	516,905	618,310	636,859	655,965	675,644
Pavement Management	178,935		127,700	236,000	174,000	208,000	154,000	154,000
Annual maintenance projects		244,426	200,000	200,000	200,000	200,000	200,000	200,000
Developer pass thru 80th Street	187,482							
Glacial Valley Capital Outlay	33,181		55,000					
Total Expenditures	967,309	1,065,379	1,049,970	952,905	992,310	1,044,859	1,009,965	1,029,644
OTHER FINANCING SOURCES (USES)								
Transfers in								
Transfers out	(42,540)	(394,046)	(45,100)	(46,500)	(50,000)	(50,000)	(50,000)	(50,000)
Total other sources	(42,540)	(394,046)	(45,100)	(46,500)	(50,000)	(50,000)	(50,000)	(50,000)
Increase (decrease) in fund balance	297,983	(287,504)	61,480	208,995	218,790	203,741	277,335	297,456
FB Beginning balance	2,049,769	2,347,752	2,060,248	2,121,728	2,330,723	2,549,513	2,753,254	3,030,589
FB Ending balance	2,347,752	2,060,248	2,121,728	2,330,723	2,549,513	2,753,254	3,030,589	3,328,045

* Revenue for 2024-2026 from 2022 Stormwater Rate Study

City of Cottage Grove, MN
Capital Improvement Plan 2024-2028

Water Utility Fund (610)
Projected Financial Position

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Charges for Services*	\$ 3,382,209	\$ 3,447,474	\$ 3,428,830	\$ 3,606,910	\$ 3,808,660	\$ 3,922,920	\$ 4,040,607	\$ 4,161,826
Intergovernmental - County/State	34,711	34,538		100,000				100,000,000
Interest	(46,384)	(346,706)	50,000	50,000	50,000	50,000	50,000	50,000
Miscellaneous	267,091	177,004	32,000	34,000	34,000	34,000	34,000	34,000
Total Revenue	3,637,627	3,312,310	3,510,830	3,790,910	3,892,660	4,006,920	4,124,607	104,245,826
EXPENDITURES								
Operating expenses	2,018,904	2,436,194	2,217,620	2,653,125	2,762,750	2,845,633	2,931,001	3,018,932
Water meter replacement project								
Water conservation projects			100,000	305,200	305,200	305,200	305,200	305,200
Well maintenance			70,000	70,000	70,000	70,000	70,000	70,000
Water tower painting							700,000	
Water tower					1,000,000			
SCADA Upgrades				1,035,000				
Utilities Building			750,000	13,250,000				
Water Softening								100,000,000
Pavement management			113,500	216,000	160,000	191,000	132,000	132,000
80th Street						660,000		
EPD & Jamaica			357,000	250,000				
Capital Equipment			110,000	150,000				
Glacial Valley								
Total Expenditures	2,018,904	2,436,194	3,718,120	17,929,325	4,297,950	4,071,833	4,138,201	103,526,132
OTHER FINANCING SOURCES (USES)								
Bond issuance				9,750,000				
Interfund loan	27,500		-	-	-	-	-	-
Changes in assets and liabilities		(34,036)						
Transfers in								
Transfers out	(245,601)	(467,138)	(197,800)	(203,740)	(209,850)	(216,100)	(222,600)	(229,300)
Total other sources	(218,101)	(501,174)	(197,800)	9,546,260	(209,850)	(216,100)	(222,600)	(229,300)
Increase (decrease) in fund balance	1,400,622	374,942	(405,090)	(4,592,155)	(615,140)	(281,013)	(236,194)	490,394
Unrestricted FB Beginning balance	6,599,743	8,000,365	8,375,307	7,970,217	3,378,062	2,762,922	2,481,909	2,245,715
Unrestricted FB Ending balance	8,000,365	8,375,307	7,970,217	3,378,062	2,762,922	2,481,909	2,245,715	2,736,109

*Revenue from 2022 Rate Study

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Sewer Utility Fund (620)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Charges for Service*	\$ 3,336,966	\$ 3,567,096	\$ 3,784,550	\$ 4,164,700	\$ 4,542,100	\$ 4,769,200	\$ 5,007,700	\$ 5,258,100
Interest	10,012	(115,511)	56,000	56,000	56,000	56,000	56,000	56,000
Grant-Met Council								
Miscellaneous	16,028	96,757	2,500	2,500	2,500	2,500	2,500	2,500
Total Revenue	3,363,006	3,548,342	3,843,050	4,223,200	4,600,600	4,827,700	5,066,200	5,316,600
EXPENDITURES								
Operating Expenses	2,959,164	3,331,355	3,585,155	3,822,070	3,976,825	4,096,130	4,219,014	4,345,584
Pavement Management			251,000	248,000	183,000	219,000	150,000	150,000
Vac Truck					350,000			
SCADA Upgrades				103,500				
Sewer slip lining - spot replacement				550,000	550,000	50,000	50,000	50,000
EPD & Jamaica			357,500	250,000				
80th Street						660,000		
Glacial Valley								
Total Expenditures	2,959,164	3,331,355	4,193,655	4,973,570	5,059,825	5,025,130	4,419,014	4,545,584
OTHER FINANCING SOURCES (USES)								
Transfers in								
Transfers out	(243,412)	(418,313)	(197,800)	(203,740)	(209,850)	(216,100)	(222,600)	(229,300)
Total other sources	(243,412)	(418,313)	(197,800)	(203,740)	(209,850)	(216,100)	(222,600)	(229,300)
Increase (decrease) in fund balance	160,430	(201,326)	(548,405)	(954,110)	(669,075)	(413,530)	424,586	541,716
Unrestricted FB Beginning balance	5,883,429	6,043,859	5,842,533	5,294,128	4,340,018	3,670,943	3,257,413	3,682,000
Unrestricted FB Ending balance	6,043,859	5,842,533	5,294,128	4,340,018	3,670,943	3,257,413	3,682,000	4,223,716

*Revenue from 2022 Rate Study

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Street Light Utility Fund (630)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Charges for Services	\$ 747,974	\$ 871,602	\$ 945,500	\$ 1,020,000	\$ 1,071,000	\$ 1,103,100	\$ 1,158,300	\$ 1,216,200
City Supplied Poles	\$ 294,300	\$ 114,510	\$ 175,000	\$ 167,000	\$ 172,000			
Intergovernmental - County/State					350,000			50,000
Development Charge					350,000			
Interest	(3,293)	(22,309)	10,000					
Miscellaneous	73,237	52,098	20,000	20,000	20,000	20,000	20,000	20,000
Total Revenue	1,112,218	1,015,901	1,150,500	1,207,000	1,963,000	1,123,100	1,178,300	1,286,200
EXPENDITURES								
Operating expenses	1,045,259	875,964	842,745	954,420	987,877	1,007,635	1,027,787	1,048,343
Pavement management			81,000					
Replace/install Signal lights								
Traffic Signal-Hardwood Ave/Hardwood Ct*				700,000				
Traffic Signal-80th/Jamaica					700,000			
Traffic Improvement-Keats/Indian Blvd					700,000			
80th Street-Ideal to Hwy 61						680,000		
Annual system improvements			100,000	100,000	100,000	100,000	100,000	100,000
Pedestrian Crossings								250,000
Total Expenditures	1,045,259	875,964	1,023,745	1,754,420	2,487,877	1,787,635	1,127,787	1,398,343
OTHER FINANCING SOURCES (USES)								
Transfers in				700,000				
Transfers out	(48,650)	(217,960)	(51,500)	(53,000)	(56,000)	(50,000)	(50,000)	(50,000)
Total other sources	(48,650)	(217,960)	(51,500)	647,000	(56,000)	(50,000)	(50,000)	(50,000)
Increase (decrease) in fund balance	18,309	(78,023)	75,255	99,580	(580,877)	(714,535)	513	(162,143)
Unrestricted FB Beginning balance	434,523	452,832	374,809	450,064	549,644	(31,233)	(745,768)	(745,255)
Unrestricted FB Ending balance	452,832	374,809	450,064	549,644	(31,233)	(745,768)	(745,255)	(907,398)

*Signals will be funded with TIF 1-12 funds.

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Park Improvement Fund (515)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Cell Tower Leases	359,409	618,847	500,000	500,000	500,000	450,000	400,000	400,000
Property Tax Levy						190,000	190,000	190,000
Interest	(10,461)	(67,918)	10,000	10,000	11,203	6,615	7,581	8,807
other (including donations)	12,500			80,000				
Total Revenue	361,448	550,929	510,000	590,000	511,203	646,615	597,581	598,807
EXPENDITURES								
Arbor Meadows - playground	100,000							
Archery Range Shelter & trail works as part of PM								70,000
Belden playground equipment					70,000			
Belden-backstop repair & curbing				30,000				
Bike park - picnic shelter & track paving			40,000	50,000				
Community Center planning for referendum	56,046							
Donations - matching funding			10,000	10,000	10,000	10,000	10,000	10,000
Dog Park-small area enrichment & drainage			20,000					
Hamlet skatepark						100,000		
Hamlet-shelter replacement							50,000	
Hamlet	367,445	279,651						
Hamlet-Court Reconstruction			100,000					
Hardwood playground equipment					70,000			
Hearthside basketball courts & playground	4,480	92,246						
Hearthside Park Improvements as part of PM				100,000				
Hidden valley playground		53,931						
Highland playground equipment	12,829		150,000					
Highland rink lighting		58,884						
Highlands-Fence repair	31,834							
Highlands-Tennis court replacement								100,000
Hillside/Jergen Trail as part of PM						75,000		
Ideal playground equipment			65,000					
Kingston Park -Building replacement & power supply					600,000			
Kingston Park-Fitness Equipment		36,825						
Lamar Park-shade shelter replace. & roof replace.					80,000		10,000	
Sport Lighting Improvements			65,000	113,000	65,000	355,000	350,000	35,000
Meadowgrass play equip		51,562						
Peter Thompson play equipment			140,000					
Peter Thompson Upgrades								115,000
Pine Coulee-Court Replacement							20,000	
Pine Glen-Picnic shelter					40,000			
Pinetree Pond Play equipment			65,000					
Woodridge shelter/hockey boards replacement						50,000		
West Draw, Granada & Nina Park play equipment				210,000				
Automatic locks on park buildings			35,000	35,000	35,000	35,000	35,000	35,000
Credit card machine rent	6,348							
miscellaneous	1,465	115,005						
Total Expenditures	580,447	688,104	690,000	548,000	970,000	625,000	475,000	365,000
OTHER FINANCING SOURCES (USES)								
Transfer (to) from pavement management				100,000		75,000		70,000
Total other sources	-	-	-	100,000	-	75,000	-	70,000
Increase (decrease) in fund balance	(218,999)	(137,175)	(180,000)	142,000	(458,797)	96,615	122,581	303,807
FB Beginning balance	1,514,440	1,295,441	1,158,266	978,266	1,120,266	661,469	758,083	880,664
FB Ending balance	1,295,441	1,158,266	978,266	1,120,266	661,469	758,083	880,664	1,184,471

City of Cottage Grove, MN
Capital Improvement Plan 2024-2028

Park Trust Fund (570)
Projected Financial Position

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Intergovernmental		\$ 461,900	\$ 1,000,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	1,986,872	1,144,364	348,000	200,000	200,000	200,000	200,000	200,000
special assessments	-							
Interest	(13,627)	(71,668)						
Land sale								
Miscellaneous - Refunds & Reimbursements	19,909	52,683						
Total Revenue	1,993,154	1,587,279	1,348,000	550,000	200,000	200,000	200,000	200,000
EXPENDITURES								
Miscellaneous	1,612	40,734						
Camel's Hump Park - develop & trails								
East Ravine Neighborhood						500,000	500,000	500,000
Glacial Valley Park	17,400	2,504,690	4,200,000					
Hamlet Park Expansion	919,327	58,006						
Mississippi Dunes	9,500	10,149	1,000,000					
Michaels Pointe Park								
Military Trailhead				200,000				
Neighborhood parks								
Jack and Marlys Denzer Park				500,000				
Oakwood Park	786,237	331,225						
Parks - master planning	6,437		15,000	15,000	15,000	15,000	15,000	15,000
Oltman Middle School				700,000	2,300,000			
Roberts Lake Neighborhood development					500,000			
Settlers Island landing/picnic pad								
Still Ponds park development					500,000			
Strawberry Fields (Swanlund)	265,587							
Woodridge Trail								
Total Expenditures	2,006,100	2,944,804	5,215,000	1,415,000	3,315,000	515,000	515,000	515,000
OTHER FINANCING SOURCES (USES)								
Bonded Debt			4,880,000					
Transfer from EDA								
Transfer from Utilities		-						
Transfer from (to) park improvement & ED Trust		-	(130,000)		-	-	-	-
Total other sources	-	-	4,750,000	-	-	-	-	-
Increase (decrease) in fund balance	(12,946)	(1,357,525)	883,000	(865,000)	(3,115,000)	(315,000)	(315,000)	(315,000)
FB Beginning balance	1,518,129	1,505,183	147,658	1,030,658	165,658	(2,949,342)	(3,264,342)	(3,579,342)
FB Ending balance	1,505,183	147,658	1,030,658	165,658	(2,949,342)	(3,264,342)	(3,579,342)	(3,894,342)

City of Cottage Grove, MN
Capital Improvement Plan 2024-2028

Landscape Initiative-in Fund 510
Projected Financial Position

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Grants		76,051		80,000				
Tree Mitigation-6489	279,914		50,000	40,000	40,000	40,000	40,000	40,000
Total Revenue	279,914	76,051	50,000	120,000	40,000	40,000	40,000	40,000
EXPENDITURES								
Landscape Initiative	116,770	92,889	180,000	170,000	120,000	80,000	100,000	120,000
Ravine Parkway Landscaping								
EPD and Jamaica Landscaping								
Total Expenditures	116,770	92,889	180,000	170,000	120,000	80,000	100,000	120,000
Other Financing Sources (uses)								
Transfer In								
Transfer Out-EPD & Jamaica			(30,000)	(10,000)				
Total other sources	-	-	(30,000)	(10,000)	-	-	-	-
Increase (decrease) in fund balance	163,144	(16,838)	(160,000)	(60,000)	(80,000)	(40,000)	(60,000)	(80,000)
FB Beginning balance	540,802	703,946	687,108	527,108	467,108	387,108	347,108	287,108
FB Ending balance	703,946	687,108	527,108	467,108	387,108	347,108	287,108	207,108

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Municipal Building Fund (525)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Property taxes	249,975	249,846	250,000	300,000	300,000	300,000	300,000	300,000
intergovernmental	-							
tower rental - PW Tower	59,431	92,034	61,000	61,000	61,000	61,000	61,000	61,000
Investment interest	(665)	(5,252)						
Miscellaneous								
Total Revenue	308,741	336,628	311,000	361,000	361,000	361,000	361,000	361,000
EXPENDITURES								
Municipal building expenses	419	12,576	131,211					
Shop & Wash Bay Modifications	-				500,000			
City Hall-Water Heater& Carpet							120,000	
Central Fire-Water Pumps	-							20,000
Public Works-Water Heater						12,000		
Public Works-Garage doors&flooring	-							85,000
Public Works-Roof replacement								1,000,000
Total Expenditures	419	12,576	131,211	-	500,000	12,000	120,000	1,105,000
Other Financing Sources (uses)								
Interfund loan interest	(27,551)	(25,450)						
Interfund loan payment		(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Transfer from General Fund	46,449							
Total other sources	18,898	(275,450)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Increase (decrease) in fund balance	327,220	48,602	(70,211)	111,000	(389,000)	99,000	(9,000)	(994,000)
FB Beginning balance	(2,910,591)	(2,583,371)	(2,284,769)	(2,104,980)	(1,743,980)	(1,882,980)	(1,533,980)	(1,292,980)
FB Ending balance	(2,583,371)	(2,284,769)	(2,104,980)	(1,743,980)	(1,882,980)	(1,533,980)	(1,292,980)	(2,036,980)
Cash Balance at year-end	68,281	124,719	54,508	165,508	(223,492)	(124,492)	(133,492)	(1,127,492)
Interfund Payable at year-end	2,650,000	2,400,000	2,150,000	1,900,000	1,650,000	1,400,000	1,150,000	900,000

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**ED Trust Fund (286)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Land sales		1,638,020						
Donation	150,000	150,000						
Interest	(2,153)	(159,225)	150,000					
South District Assessments			981,536		3,051,546			
Miscellaneous	210	210						
Total Revenue	148,057	1,629,005	1,131,536	-	3,051,546	-	-	-
EXPENDITURES								
Professional Services	31,300	52,379	60,000	60,000	60,000	60,000	60,000	60,000
Land Write-down	204,928							
South District Street & Utility	-	303,295	460,097	5,250,000				
Total Expenditures	236,228	355,674	520,097	5,310,000	60,000	60,000	60,000	60,000
Other Financing Sources (uses)								
Interfund loan interest								
Interfund loan payment								
Transfer in for South District								
Transfer to Golf for liquor license	(51,200)							
Transfer to EDA Fund	(75,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Total other sources	(126,200)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Increase (decrease) in fund balance	(214,371)	1,173,331	511,439	(5,410,000)	2,891,546	(160,000)	(160,000)	(160,000)
FB Beginning balance	4,899,284	4,684,913	5,858,244	6,369,683	959,683	3,851,229	3,691,229	3,531,229
FB Ending balance	4,684,913	5,858,244	6,369,683	959,683	3,851,229	3,691,229	3,531,229	3,371,229
Goal	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Cash Balance	3,849,993	4,888,727	4,120,601	(1,743,399)	3,023,147	2,888,147	2,753,147	2,618,147

Anticipates that bonds are issued for golf course irrigation in 2025 allowing interfund loan to be paid in full to ED Trust

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**MSA Construction Fund (520)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Municipal State Aid Construction funds	\$ 1,739,345	\$ 1,884,787	\$ 5,985,250	\$ 1,000,000	\$ 1,800,000	\$ 5,000,000	\$ 1,000,000	\$ 1,000,000
LRIP			\$ 750,000	\$ 500,000				
Special assessments	624,882	70,881						
Intergovernmental - Federal funding Shoppes at CV					3,000,000			
Intergovernmental - Federal funding 80th Street						5,000,000		
Intergovernmental - Federal funding 19 & 61						12,500,000	12,500,000	14,033,000
Intergovernmental - Federal funding								
Intergovernmental - State				1,010,000				8,000,000
Intergovernmental - County 19 & 61				7,000,000	3,000,000	2,000,000	2,000,000	8,150,000
Assessment/Development Fees	239,255	692		1,000,000	1,000,000	1,000,000	1,768,000	1,717,000
Interest								
Miscellaneous -								
Total Revenue	2,603,482	1,956,360	6,735,250	10,510,000	8,800,000	25,500,000	17,268,000	32,900,000
EXPENDITURES								
Professional services-miscellaneous	2,093	9,650						
103rd Street Bridge								8,000,000
70th Street (in three phases)	8,968							
80th Street (CSAH19 to TH 61) Reclamation	32,503	13,776		-				
80th Street (Ideal to Hwy 61)						10,000,000		
80th Street (80th/Keats roundabout)						1,000,000		
CSAH 19 and TH 61				7,000,000	3,000,000	16,500,000	16,500,000	22,900,000
East Point Douglas - Jamaica intersection	341,738	976,496	8,015,000	4,607,000	800,000			
EPD & Ravine Pkwy - Shoppes at Cottage View					5,325,000	4,021,000	1,253,000	
Harkness Ave Reconstruction							3,162,000	
Jamaica Ave - 80th to 90th				3,380,000				
Jamaica Ave - 70th to Military								3,000,000
Ravine Parkway	126,249	252	500,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
River Oaks Hwy 61 RCUT		607		1,210,000				
Total Expenditures	511,551	1,000,781	8,515,000	18,197,000	11,125,000	33,521,000	22,915,000	35,900,000
OTHER FINANCING SOURCES (USES)								
Bond Proceeds				6,227,000	1,000,000	5,021,000	3,191,000	3,000,000
Transfers in		1,837,342	1,065,000	1,053,000	1,325,000	3,000,000	2,456,000	
Transfers out - PM	(168,982)	(745,616)						
Total other sources	(168,982)	1,091,726	1,065,000	7,280,000	2,325,000	8,021,000	5,647,000	3,000,000
Increase (decrease) in fund balance	1,922,949	2,047,305	(714,750)	(407,000)	-	-	-	-
Beginning balance, FB	(3,538,824)	(1,615,875)	431,430	(283,320)	(690,320)	(690,320)	(690,320)	(690,320)
Ending balance, FB	(1,615,875)	431,430	(283,320)	(690,320)	(690,320)	(690,320)	(690,320)	(690,320)
MSA Beginning Balance	(2,474,853)	(735,508)	1,195,043	(3,705,538)	(2,546,538)	(2,050,238)	(4,662,538)	(3,219,938)
Allocation	1,739,345	2,013,095	1,968,470	2,159,000	2,296,300	2,387,700	2,442,600	2,442,600
Disbursements	-	(82,544)	(6,869,051)	(1,000,000)	(1,800,000)	(5,000,000)	(1,000,000)	(1,000,000)
MSA Ending Balance	(735,508)	1,195,043	(3,705,538)	(2,546,538)	(2,050,238)	(4,662,538)	(3,219,938)	(1,777,338)

Not included in revenue is Transportation Advancement Account (TAA) that will begin in 2024. This is anticipated to be \$150,000 per year.

City of Cottage Grove, MN
Capital Improvement Plan 2024-2028

Pavement Management Fund (560)
Projected Financial Position

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
	\$	\$	\$	\$	\$	\$	\$	\$
REVENUES								
special assessments	62,919	30	70,000	70,000	70,000	70,000	70,000	70,000
Interest	(18,685)	(123,494)	15,000	15,000	15,000	15,000	15,000	15,000
Miscellaneous								
Total Revenue	44,234	(123,464)	85,000	85,000	85,000	85,000	85,000	85,000
EXPENDITURES								
Prof Svcs - assmt fees	1,772	637						
PM 2015 - F2, 90th, Grey Cloud Tr								
PM 2016 - F3, F5								
PM 2017 - B1								
PM 2019-2020 WPD refurb								
PM 2021 - F5, B1, E1 & River Oaks Parking Jamaica Avenue	3,432,765	102,503						
PM 2023- Thompson Grove Estates 7&8		137,347	3,675,000					
PM 2024 - Prestige Estates, See 80th Street Project, Thompson Grove Estati				6,156,000				
PM 2025-Thompson Grove Estates 2nd, EDP (Jamaica to Hyde) Kingsborough Trail					4,745,000			
PM 2026-Woodridge Parks (E of Jamaica), Cottage Grove Estates, Meadow Acres, Pine Glen						5,436,000		
PM 2027-Thompson Grove 11&12, Woodridge Park Add (W of Jamaica)							4,021,000	
PM 2028-Thompson Grove Estates, Pinegrove								2,770,200
Total Expenditures	3,434,537	240,487	3,675,000	6,156,000	4,745,000	5,436,000	4,021,000	2,770,200
Revenue over Expenditures	(3,390,303)	(363,951)	(3,590,000)	(6,071,000)	(4,660,000)	(5,351,000)	(3,936,000)	(2,685,200)
Other Financing Sources (uses)								
Bond proceeds	3,979,126		3,050,339	5,916,000	3,268,000	4,818,000	3,578,425	2,413,800
Transfers from MSA fund								
Transfer from general fund	30,966							
Transfers from utility funds	389,948	-	574,350	700,000	517,000	618,000	442,575	356,400
Total other sources	4,400,040	-	3,624,689	6,616,000	3,785,000	5,436,000	4,021,000	2,770,200
Increase (decrease) in fund balance	1,009,737	(363,951)	34,689	545,000	(875,000)	85,000	85,000	85,000
FB Beginning balance	1,738,354	2,748,091	2,384,140	2,418,829	2,963,829	2,088,829	2,173,829	2,258,829
FB Ending balance	2,748,091	2,384,140	2,418,829	2,963,829	2,088,829	2,173,829	2,258,829	2,343,829
Goal (35% of next 5-year avg capital spend)	1,417,674	1,682,310	1,618,974	1,391,664	1,273,304	1,117,264	1,071,497	1,125,072

City of Cottage Grove, MN
Capital Improvement Plan 2024-2028

Water Area Fund (575)
Projected Financial Position

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Developer fees	\$ 1,916,355	\$ 1,378,851	\$ 470,000	\$ 470,000	\$ 470,000	\$ 470,000	\$ 470,000	\$ 470,000
Special Assessments								
Intergovernmental - County/State								
3M Settlement funds	2,954,885							
Interest	(19,461)	(166,902)	60,000					
Miscellaneous	27,930							
Total Revenue	4,879,709	1,211,949	530,000	470,000	470,000	470,000	470,000	470,000
EXPENDITURES								
East Ravine infrastructure development			25,000	25,000	25,000	25,000	25,000	25,000
Interim Water Treatment project	784,269							
Miscellaneous	14,202	3,910						
Water Comp Plan		64,494						
PFAS Study	308,355							
water main oversizing	391,143	134,313	10,000	10,000	10,000	10,000	10,000	10,000
South District Street & Utilities		450,084	334,100	800,000				
EPD & Ravine Pkwy - Shoppes at Cottage View					722,000			
CSAH 19 & TH 61						750,000	750,000	
Ravine Parkway I & II								
Intermediate & low zone water treatment facilities		10,636						
River Acres watermain extension	612,282							
Granada watermain extension	16,919							
Well 7&8 treatment	557,988							
Industrial Park Water Tower		96,851			7,500,000			
100th St watermain								
95th & Jamaica								
Well #12								
Total Expenditures	2,685,158	760,288	369,100	835,000	8,257,000	785,000	785,000	35,000
OTHER FINANCING SOURCES (USES)								
Bond Proceeds					4,000,000			
Transfers in					1,000,000			
Transfers out		(102,330)						
Total other sources	-	(102,330)	-	-	5,000,000	-	-	-
Increase (decrease) in fund balance	2,194,551	349,331	160,900	(365,000)	(2,787,000)	(315,000)	(315,000)	435,000
FB Beginning balance	1,461,833	3,656,384	4,005,715	4,166,615	3,801,615	1,014,615	699,615	384,615
FB Ending balance	3,656,384	4,005,715	4,166,615	3,801,615	1,014,615	699,615	384,615	819,615

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Sewer Area Fund (580)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED
REVENUES							
Developer fees	1,498,054	\$ 976,022	\$ 470,000	\$ 470,000	\$ 470,000	\$ 470,000	\$ 470,000
Special Assessments							
Intergovernmental - County/State/Federal	1,953,445	1,986,135					
Interest	(17,149)	(31,171)	1,650				
Miscellaneous							
Total Revenue	3,434,350	2,930,986	471,650	470,000	470,000	470,000	470,000
EXPENDITURES							
East Ravine infrastructure development			25,000	25,000	25,000	25,000	25,000
Hy-Vee							
Miscellaneous	15,349						
Comp Plan		66,687					
South District Street & Utilities		1,317,320	792,710				
95th & Jamaica							
EPD & Ravine Pkwy - Shoppes at Cottage View					469,000		
CSAH 19 & TH 61						250,000	250,000
Harkness Avenue							485,400
Trunk sewer extension - Met council	3,950,107	747,070					
Trunk Fund Oversizing			10,000	10,000	10,000	10,000	10,000
Sanitary Sewer Plan	80,184						
Total Expenditures	4,045,640	2,131,077	827,710	35,000	504,000	285,000	770,400
OTHER FINANCING SOURCES (USES)							
Debt Service - principal & interest	-	-	-	-	-	-	-
Transfers in							
Transfers out		(239,818)					
Total other sources	-	(239,818)	-	-	-	-	-
Increase (decrease) in fund balance	(611,290)	560,091	(356,060)	435,000	(34,000)	185,000	(300,400)
FB Beginning balance	647,379	36,089	596,180	240,120	675,120	641,120	826,120
FB Ending balance	36,089	596,180	240,120	675,120	641,120	826,120	525,720

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**Storm Water Area Fund (585)
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
Developer fees	\$ 1,878,690	\$ 1,756,069	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Special Assessments								
Intergovernmental - County/State								
Interest	(28,776)	(222,394)						
Miscellaneous								
Total Revenue	1,849,914	1,533,675	400,000	500,000	500,000	500,000	500,000	500,000
EXPENDITURES								
95th & Jamaica Improvements								
Business park pond & grading	1,046							
River acres water main project								
TG-14	147,439	1,231,184						
L-P3 Pond Improvements		72,992						
East Ravine infrastructure & AUAR		38,474						
Anderson								
Miscellaneous	38,774	14,449						
South District Trunk Storm Sewer		3,111,573						
South District Street & Utilities		294,334	1,042,570					
CSAH 19 & TH 61								
EPD & Ravine Pkwy - Shoppes at Cottage View			-		134,000			
Harkness Avenue							970,600	
oversizing	348,966	167,083						
Lake Robert	210,817	6,725						
West draw modeling								
Total Expenditures	747,042	4,936,814	1,042,570	-	134,000	-	970,600	-
OTHER FINANCING SOURCES (USES)								
Transfers in - 95th & Jamaica								
Transfers in (out)		(319,059)						
Total other sources	-	(319,059)	-	-	-	-	-	-
Increase (decrease) in fund balance	1,102,872	(3,722,198)	(642,570)	500,000	366,000	500,000	(470,600)	500,000
FB Beginning balance	3,618,607	4,721,479	999,281	356,711	856,711	1,222,711	1,722,711	1,252,111
FB Ending balance	4,721,479	999,281	356,711	856,711	1,222,711	1,722,711	1,252,111	1,752,111

**City of Cottage Grove, MN
Capital Improvement Plan 2024-2028**

**3M Settlement/MPCA Fund 455
Projected Financial Position**

	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATED	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES								
3M Settlement funds	\$ 2,631,697	\$ 9,224,361	\$ 15,981,373	\$ 27,400,000	\$ 63,477,000	\$ 26,250,000	\$ 5,000,000	\$ -
Interest								
Miscellaneous								
Total Revenue	2,631,697	9,224,361	15,981,373	27,400,000	63,477,000	26,250,000	5,000,000	-
EXPENDITURES								
Land Purchase								
Prior Year Projects	2,642,882	9,334,549						
See Project Sheets			15,860,000	27,400,000	63,477,000	26,250,000		
Well 1, Well 2, & Temp Treatment Plant decomm.							5,000,000	
Total Expenditures	2,642,882	9,334,549	15,860,000	27,400,000	63,477,000	26,250,000	5,000,000	-
OTHER FINANCING SOURCES (USES)								
Bond Proceeds								
Transfers in								
Transfers out								
Total other sources	-	-	-	-	-	-	-	-
Increase (decrease) in fund balance	(11,185)	(110,188)	121,373	-	-	-	-	-
FB Beginning balance	-	(11,185)	(121,373)	-	-	-	-	-
FB Ending balance	(11,185)	(121,373)	-	-	-	-	-	-



City Council Action Request

7.T.

Meeting Date 12/6/2023

Department Public Works

Agenda Category Action Item

Title 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.

Budget Implication \$140,585.11 for final payment for the Low Zone Raw Water Main Extension Improvements Phase 1 & 2, paid for by the 3M Settlement.

Attachments

1.	1_112123_Project Closeout Letter
2.	2_Final Payment Low Zone Raw Water Main Phase 1 & 2 Resolution
3.	3_Pay Request #4_Final_Low Zone Raw Water Main Extension Improvements Phase 1_2



Stantec

Stantec Consulting Services Inc.

733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

November 21, 2023

Ryan Burfeind, PE
Public Works Director
City of Cottage Grove
8635 W Point Douglas Rd S
Cottage Grove, MN 55016

Re: Low Zone Raw Water Main Extension Improvements Phase 1 & 2
City of Cottage Grove
Stantec Project No. 193805466

Dear Ryan,

Transmitted herewith is Payment No. 4/Final, Maintenance Bond, IC-134 forms, and Lien Waivers for the Low Zone Raw Water Main Extension Improvements Phase 1 & 2 Project. The work on this project has been satisfactorily completed by McNamara Contracting and we recommend final payment in the amount of \$140,585.11 at this time. The final pay request releases the project retainage in full.

The awarded contract amount was \$2,824,586.55. There was one change order that reduced the contract in the amount of \$1,834.94. The revised contract amount was \$2,822,751.61. The final amount for this project is \$2,811,702.23 which is \$11,049.38 under the revised contract amount.

If you have any questions regarding this project, please feel free to call me at 651-248-7079.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Dave Sanocki
Senior Project Manager
Dave.Sanocki@Stantec.com

Attachment: Pay Request No. 4/Final
Maintenance Bond
Project IC-134 Forms and Lien Waivers

CITY OF COTTAGE GROVE
CITY COUNCIL
RESOLUTION NO. 2023-155

**RESOLUTION APPROVING THE FINAL PAYMENT IN THE
AMOUNT OF \$140,585.11 TO MCNAMARA CONTRACTING, INC.
FOR THE LOW ZONE RAW WATER MAIN EXTENSION IMPROVEMENTS
PHASE 1 & 2**

WHEREAS, the Public Works Director has certified that work has been satisfactorily completed; and

WHEREAS, the original total contract amount was \$2,824,586.55. A change order was included with this project, which reduced the project amount by \$1,834.94. The revised total contract amount was \$2,822,751.61. The final construction cost for this project was \$2,811,702.23, which is \$11,049.38 less than the contract amount; and

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

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that \$140,585.11 is paid to McNamara Contracting, Inc. for the final payment for the Low Zone Raw Water Main Extension Phase 1 & 2.

Passed this 6th day of December, 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



Owner: City of Cottage Grove, 12800 Ravine Pkwy., Cottage Grove, MN 55016	Date: November 20, 2023
For Period: 2/1/2023 to 11/20/2023	Request No: 4/FINAL
Contractor: McNamara Contracting, Inc., 16700 Chippendale Ave., Rosemount, MN 55068	

CONTRACTOR'S REQUEST FOR PAYMENT
LOW ZONE RAW WATER MAIN EXTENSION IMPROVEMENTS PHASE 1 & 2
STANTEC PROJECT NO. 193805466

SUMMARY

1	Original Contract Amount		\$ 2,824,586.55
2	Change Order - Addition	\$ 0.00	
3	Change Order - Deduction	\$ 1,834.94	
4	Revised Contract Amount		\$ 2,822,751.61
5	Value Completed to Date		\$ 2,811,702.23
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 2,811,702.23
8	Less Retainage 0%		\$ 0.00
9	Subtotal		\$ 2,811,702.23
10	Less Amount Paid Previously		\$ 2,671,117.12
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 4/FINAL		\$ 140,585.11

Recommended for Approval by:

STANTEC

Paul Samson 11/21/23

Approved by Contractor:
MCNAMARA CONTRACTING, INC.

Michael Tule 11/20/23

Approved by Owner:
CITY OF COTTAGE GROVE

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit 2022 to 8/8/:	Current Quantity	Quantity to Date	Amount to Date
GENERAL							
1	MOBILIZATION	LS	1	80000.00		1	80,000.00
2	TRAFFIC CONTROL	LS	1	8600.00		1	8,600.00
3	SKIDSTEER (BOBCAT) WITH OPERATOR	HR	40	90.00		52	4,680.00
4	STREET SWEEPER WITH OPERATOR	HR	40	225.00			0.00
5	TEMPORARY HYDRAULIC MATRIX	AC	14	2415.00			0.00
6	SEDIMENT CONTROL LOGS (TYPE COMPOST)	LF	300	3.40			0.00
7	TEMPORARY CONSTRUCTION ENTRANCE	CY	100	40.00		75	3,000.00
8	SILT FENCE	LF	12500	2.00		11710	23,420.00
9	STORM DRAIN INLET PROTECTION (IN STREET)	EA	21	165.00		5	825.00
10	SEEDING	AC	14	525.00		9.5	4,987.50
11	SEED MIXTURE 25-121	LB	690	6.80		510	3,468.00
12	SEED MIXTURE 25-131	LB	450	5.75		320	1,840.00
13	HYDRAULIC MATRIX (MULCH)	AC	14	2415.00		9.5	22,942.50
14	SALVAGED TOPSOIL BORROW (LV)	CY	7150	2.55		7443	18,979.65
15	CLEARING AND GRUBBING	EA	85	450.00		17	7,650.00
16	CLEARING AND GRUBBING	AC	1	17000.00		0.13	2,210.00
17	REMOVE & SALVAGE FENCE - CHAINLINK	LF	3100	8.15		3100	25,265.00
18	REINSTALL INSTALL FENCE - CHAINLINK	LF	3100	20.40		3100	63,240.00
	TOTAL GENERAL						271,107.65
WATER MAIN							
19	6 INCH CONCRETE HYDRANT ACCESS PAD	SF	210	22.45			0.00
20	IMPROVED PIPE FOUNDATION	LF	14255	0.01			0.00
21	6" DIP WATER MAIN, CL. 52, INCL. POLY WRAP	LF	80	60.00		103	6,180.00
22	10" DIP WATER MAIN, CL. 52, INCL. POLY WRAP	LF	10	90.00		6	540.00
23	12" DIP WATER MAIN, CL. 52, INCL. POLY WRAP	LF	125	100.00		68	6,800.00
24	16" DIP WATER MAIN, CL. 52, INCL. POLY WRAP	LF	8650	119.00		8604	1,023,837.93
25	18" DIP WATER MAIN, CL. 52, INCL. POLY WRAP	LF	120	150.00		47	7,049.95
26	20" DIP WATER MAIN, CL. 52, INCL. POLY WRAP	LF	5300	144.00		6217	895,248.00
27	24" DIP WATER MAIN, CL. 52, INCL. POLY WRAP	LF	10	200.00		8.5	1,700.00
28	6" GATE VALVE AND BOX	EA	11	2500.00		13	32,500.00
29	12" BUTTERFLY VALVE AND BOX	EA	1	4000.00		2	8,000.00
30	16" BUTTERFLY VALVE AND BOX	EA	1	6500.00			0.00
31	18" BUTTERFLY VALVE AND BOX	EA	2	7500.00		1	7,500.00
32	20" BUTTERFLY VALVE AND BOX	EA	7	9500.00		7	66,500.00
33	HYDRANT	EA	10	5700.00		10	57,000.00
34	HYDRANT (RAW)	EA	1	5700.00		3	17,100.00
35	DUCTILE IRON FITTINGS	LB	12500	13.60		13866	188,577.60
36	INSULATION (4" THICK)	SY	100	48.00		100	4,800.00
37	16" WATER MAIN OFFSET	EA	1	5000.00		1	5,000.00
38	CONNECT TO EXISTING 10" WATER MAIN	EA	2	2800.00		1	2,800.00
39	CONNECT TO EXISTING 12" WATER MAIN	EA	6	2850.00		3	8,550.00
40	CONNECT TO EXISTING 24" WATER MAIN	EA	3	3500.00		2	7,000.00
41	1" CORPORATION STOP	EA	4	225.00		3	675.00
42	1" TYPE "K" COPPER WATER SERVICE	LF	60	60.00		40	2,400.00
	TOTAL WATER MAIN						2,349,758.48
STREETS							
43	REMOVE AND REPLACE CONCRETE APRON	SY	90	150.00		90.68	13,602.00
44	SAWING CONCRETE PAVEMENT	LF	80	2.65		13	34.45
45	SAWING BITUMINOUS PAVEMENT	LF	530	2.65		458.6	1,215.29
46	SHOULDER BASE AGGREGATE, VIRGIN CLASS 2	TN	5	30.00			0.00
47	REMOVE AND REPLACE BITUMINOUS STREET	SY	970	88.00		799.25	70,334.00
48	REMOVE AND REPLACE CONCRETE CURB AND GUTTER	LF	350	43.00		308.5	13,265.50
49	SAWING BITUMINOUS PAVEMENT-TRAIL	LF	100	2.65		65	172.25
50	REMOVE BITUMINOUS TRAIL PAVEMENT	SY	2900	10.50		2980.69	31,297.24
51	AGGREGATE BASE, VIRGIN CLASS 5 - TRAIL	TN	25	22.00		34.52	759.44
52	PATCH BITUMINOUS TRAIL	TN	15	360.00		30.02	10,807.20

No.	Item	Unit	Contract Quantity	Unit 2022 to 8/8/	Current Quantity	Quantity to Date	Amount to Date
53	SAWING CONCRETE SIDEWALK	LF	40	2.65		16	42.40
54	AGGREGATE BASE, VIRGIN CLASS 5-SIDEWALK	TN	190	43.00		220.02	9,460.86
55	TRUNCATED DOME PANEL	SF	8	50.00		48	2,400.00
56	REMOVE AND REPLACE 6" CONCRETE PEDESTRIAN CURB RAMP	SF	110	19.00		175.5	3,334.50
57	REMOVE AND REPLACE 6" CONCRETE SIDEWALK	SY	750	63.00		570.6	35,945.91
	TOTAL STREETS						192,671.04
CHANGE ORDER NO. 1							
1	REMOVE & SALVAGE FENCE - CHAINLINK	LF	(3100)	8.15		(3100)	(25,265.00)
2	REINSTALL INSTALL FENCE - CHAINLINK	LF	(3100)	20.40		(3100)	(63,240.00)
3	ROCK EXCAVATION	LS	1	40013.02		1	40,013.02
4	TEMPORARY WATER TO AIRGAS	LS	1	20591.29		1	20,591.29
5	MOVE PIPE OUT OF WAY FOR R.L. LARSON WORK	LS	1	1513.38		1	1,513.38
6	DE-MOB AND RE-MOB DUE TO R.L.LARSON WORK	LS	1	17000.00		1	17,000.00
7	WINTER CONDITIONS FOR CONCRETE	LS	1	6552.37		1	6,552.37
8	ADDITIONAL COVER OVER WATER MAIN	LS	1	1000.00		1	1,000.00
	TOTAL CHANGE ORDER NO. 1						(1,834.94)
TOTAL GENERAL							271,107.65
TOTAL WATERMAIN							2,349,758.48
TOTAL STREETS							192,671.04
TOTAL CHANGE ORDER NO. 1							(1,834.94)
WORK COMPLETED TO DATE:							2,811,702.23

PROJECT PAYMENT STATUS

OWNER CITY OF COTTAGE GROVE
 STANTEC PROJECT NO. 193805466
 CONTRACTOR MCNAMARA CONTRACTING, INC.

CHANGE ORDERS

No.	Date	Description	Amount
1	1/25/2023	Change Order provides for adjustments to this project. See Change Order.	(1,834.90)
Total Change Orders			(1,834.90)

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	07/01/2022	08/09/2022	1,426,630.04	75,085.79	1,501,715.83
2	08/10/2022	09/06/2022	960,781.50	125,653.23	2,513,064.77
3	09/07/2022	01/30/2023	283,705.58	140,585.11	2,811,702.23
4/FINAL	02/01/2023	11/20/2023	140,585.11		2,811,702.23

Material on Hand

Total Payment to Date	\$2,811,702.23	Original Contract	2,824,586.55
Retainage Pay No. 4/FINAL		Change Orders	(1,834.90)
Total Amount Earned	\$2,811,702.23	Revised Contract	2,822,751.65

MAINTENANCE BOND

Bond No. 800125764

KNOW BY ALL THESE PRESENTS, that we, McNamara Contracting, Inc.
(hereinafter called the "Principal"), as Principal, and Atlantic Specialty Insurance Company
New York Corporation 605 Highway 169 North, Suite 800 Plymouth, MN 55441
(hereinafter called the "Surety"), as Surety, are held and firmly bound unto the City of Cottage Grove
(hereinafter called the "Obligee"), as Obligee in the amount of Two Million Eight Hundred Eleven Thousand Seven Hundred Two & 23/100 (\$2,811,702.23)

for the payment of which are well and truly to be made, we, the said Principal, and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these prese

Sealed with our seals and dated this 9th day of November, 2023

WHEREAS, the said Principal has heretofore entered into a contract with City of Cottage Grove
for Low Zone Raw Water Main Extension Improvements Phase 1 & 2 and,

WHEREAS, the said Principal is required to guarantee to the City of Cottage Grove
said contract against possible future repairs or replacement costs because of defaults in materials or workmanship which may develop during the period of 2 years(s) from the date of acceptance of said work under said contract.

This bond shall be effective from November 4, 2022 to November 4, 2024

NOW, THEREFORE, if the Principal shall repair any defects in said work occasioned by and resulting from defects in materials furnished by, or workmanship of, the Principal in the performing of the work covered by said contract, occurring within a period of 2 years after date of acceptance of said work by the Obligee, then this obligation shall be null and void, otherwise to remain in full force and effect.

McNamara Contracting, Inc.

By: 

Atlantic Specialty Insurance Company

By: 

Joshua R. Loftis, Attorney-in-Fact

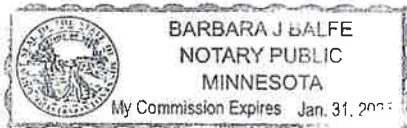
ACKNOWLEDGEMENT OF PRINCIPAL

STATE OF Minnesota)

COUNTY OF Dakota)

On this 13 day of November, in the year 2023, before me personally appeared Michel Tubbs,
Secretary of
McNamara Contracting, Inc., known to me to be
the person whose name is subscribed to the instrument, and acknowledge that he/she executed the same.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in
this certificate first above written.



Barbara J Balfé, Notary Public
My Commission Expires: 01-31-25

ACKNOWLEDGEMENT OF SURETY

STATE OF Wisconsin)

COUNTY OF Dane)

On this 9th day of November, in the year 2023, before me personally come(s)
Joshua R. Loftis, Attorney-in-Fact of
Atlantic Specialty Insurance Company, with whom
I am personally acquainted, and who, being by me duly sworn, says that he/she is the Attorney-in-Fact of
Atlantic Specialty Insurance Company, the company described in and
which executed the within instrument; that he/she know(s) the corporate seal of such Company; and that the seal
affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of
said Company, and that he/she signed said instrument as Attorney-in-Fact of the said Company by like order.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in
this certificate first above written.



Nicole Stillings, Notary Public
My Commission Expires: 09/19/2026



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Brian J. Oestreich, C. White, Emily White, Joshua R. Loftis, Lin Ulven, Melinda C. Blodgett, Michelle Morrison, Nathan Weaver, Nicole Stillings, R. W. Frank, R.C. Bowman, Rachel Thomas, Ross S Squires, Sandra M Engstrum, Ted Jorgensen, Tina Domask**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

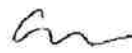
Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

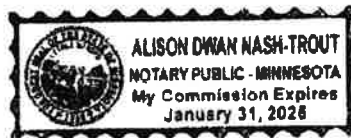
STATE OF MINNESOTA
HENNEPIN COUNTY



By


Sarah A. Kolar, Vice President and General Counsel

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.





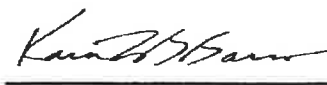
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 9th day of November, 2023.

This Power of Attorney expires
January 31, 2025





Kara L.B. Barrow, Secretary



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-795-817-824
Submitted Date and Time:	7-Nov-2023 8:47:35 AM
Legal Name:	MCNAMARA CONTRACTING INC
Federal Employer ID:	41-1709106
User Who Submitted:	bjbalf
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1927106560
Minnesota ID:	1525665
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	22043
Project Begin Date:	01-Apr-2022
Project End Date:	07-Nov-2023
Project Location:	LOW ZONE WATERMAIN
Project Amount:	\$2,824,586.55

Subcontractor Summary

Name	ID	Affidavit Number
ADVANCED SEEDING & EROSION CNTRL INC	7647274	1543065600
MIDWEST CONCRETE SPECIALITES INC	4715615	865947648
TREE TOP CLEARING INC	5182073	1115901952
WARNING LITES OF MN INC	3086922	1674137600

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Barb Balfe

From: Jim DeGross <jim@advancedseeding.com>
Sent: Wednesday, October 18, 2023 11:41 AM
To: Barb Balfe
Subject: RE: Cottage Grove - Low Zone Watermain 1 & 2
Attachments: 20231018scan.pdf

Confirmation

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-746-857-568
Submitted Date and Time:	18-Oct-2023 11:33:49 AM
Legal Name:	ADVANCED SEEDING & EROSION CNTRL INC
Federal Employer ID:	20-2413372
User Who Submitted:	Mike DeGross
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1543065600
Minnesota ID:	7647274
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	22043
Project Begin Date:	18-Jul-2022
Project End Date:	28-Nov-2022
Project Location:	COTTAGE GROVE
Project Amount:	\$57,364.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

From: Barb Balfe <b.balfe@mcnamaracontracting.com>
Sent: Wednesday, October 18, 2023 11:08 AM
To: advancedseeding@bevcomm.net
Subject: Cottage Grove - Low Zone Watermain 1 & 2

Attached are your proposed final quantities for the project referenced above. Please review and if in agreement, email back to me your IC-134 and lien waiver (attached). If not email me your differences with support to provide to the City. Retainage will be released once final approval is received from the city. Please return by Monday, October 23, 2023.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-688-193-120
Submitted Date and Time:	7-Nov-2023 7:18:59 AM
Legal Name:	MIDWEST CONCRETE SPECIALTIES INC
Federal Employer ID:	41-1963899
User Who Submitted:	bbalfe
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	865947648
Minnesota ID:	4715615
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	22843
Project Begin Date:	07-Oct-2022
Project End Date:	20-Oct-2022
Project Location:	LOW ZONE WATERMAIN
Project Amount:	\$73,861.51
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-295-720-032
Submitted Date and Time:	23-Oct-2023 8:35:48 AM
Legal Name:	TREE TOP CLEARING INC
Federal Employer ID:	41-1994761
User Who Submitted:	TreeTop98
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1115901952
Minnesota ID:	5182073
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	22043
Project Begin Date:	01-Apr-2022
Project End Date:	15-Apr-2022
Project Location:	COTTAGE GROVE, MN
Project Amount:	\$9,305.38
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-136-670-560
Submitted Date and Time:	7-Nov-2023 8:36:37 AM
Legal Name:	WARNING LITES OF MINNESOTA INC
Federal Employer ID:	36-4762529
User Who Submitted:	jjjewels
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1674137600
Minnesota ID:	3086922
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	STANEC 193805466
Project Begin Date:	23-May-2022
Project End Date:	10-Nov-2022
Project Location:	LOW ZONE RAW WATERMAIN PHAASE 1&2
Project Amount:	\$8,000.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: October 18, 2023

The undersigned hereby acknowledges receipt of the sum of \$2,824,586.55

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt of cleared funds, for labor, skill and material furnished
- 2) _____ as payment, upon receipt of cleared funds, for labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X as full and final payment, upon receipt of cleared funds, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

**McNamara Job #22043 Cottage Grove
Low Zone Raw Watermain Phase 1 & 2**

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien's against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT;

NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

BY: McNamara Contracting Inc

Bruce Bruce
TITLE: Contract Administrator

McNamara Contracting, Inc.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: October 18, 2023

The undersigned hereby acknowledges receipt of the sum of \$57,364.00

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt of cleared funds, for labor, skill and material furnished
- 2) _____ as payment, upon receipt of cleared funds, for labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X _____ as full and final payment, upon receipt of cleared funds, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

**McNamara Job #22043 Cottage Grove
Low Zone Raw Watermain Phase 1 & 2**

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NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

BY: Advanced Seeding & Erosion Control Inc

TITLE: CFO

THIS COMPLETED FORM MUST BE RETURNED TO:

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, Minnesota 55068

McNamara Contracting, Inc.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: October 18, 2023

The undersigned hereby acknowledges receipt of the sum of \$73,861.51

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt of cleared funds, for labor, skill and material furnished
- 2) _____ as payment, upon receipt of cleared funds, for labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X as full and final payment, upon receipt of cleared funds, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

McNamara Job #22043 Cottage Grove

Low Zone Raw Watermain Phase 1 & 2

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NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

BY: Midwest Concrete Specailties Inc

Baib Balfe

TITLE: A/R

THIS COMPLETED FORM MUST BE RETURNED TO:

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, Minnesota 55068

McNamara Contracting, Inc.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: October 18, 2023

The undersigned hereby acknowledges receipt of the sum of \$9,305.38

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt of cleared funds, for labor, skill and material furnished
- 2) _____ as payment, upon receipt of cleared funds, for labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X as full and final payment, upon receipt of cleared funds, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

McNamara Job #22043 Cottage Grove
Low Zone Raw Watermain Phase 1 & 2

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien's against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT;

NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

BY: Tree Top Clearing Inc

Paul A. Mielke

TITLE: Paul Mielke, President

THIS COMPLETED FORM MUST BE RETURNED TO:

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, Minnesota 55068

McNamara Contracting, Inc.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: October 18, 2023

The undersigned hereby acknowledges receipt of the sum of \$8,000.00

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt of cleared funds, for labor, skill and material furnished
- 2) _____ as payment, upon receipt of cleared funds, for labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X as full and final payment, upon receipt of cleared funds, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

McNamara Job #22043 Cottage Grove
Low Zone Raw Watermain Phase 1 & 2

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NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

BY: Warning-Lites of MN

TITLE: Contract Administrator

THIS COMPLETED FORM MUST BE RETURNED TO:

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, Minnesota 55068



City Council Action Request

7.U.

Meeting Date	12/6/2023						
Department	Parks and Recreation						
Agenda Category	Action Item						
Title	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.						
Budget Implication	\$38,000 in costs.						
Attachments	<table><tr><td>1.</td><td>1-Memo - Service Agreement for Communications</td></tr><tr><td>2.</td><td>2-Agreement for Professional Services (2022)</td></tr><tr><td>3.</td><td>3-ICS Project Services Agreement</td></tr></table>	1.	1-Memo - Service Agreement for Communications	2.	2-Agreement for Professional Services (2022)	3.	3-ICS Project Services Agreement
1.	1-Memo - Service Agreement for Communications						
2.	2-Agreement for Professional Services (2022)						
3.	3-ICS Project Services Agreement						



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

From: Zac Dockter, Parks and Recreation Director

CC:

Date: November 27, 2023

Subject: Local Option Sales Tax Community Relations/Education Services Agreement

Introduction/Background

The City received approval from the MN Legislature to ask Cottage Grove residents, via a referendum on November 2024, to apply a Local Option Sales Tax (LOST) of 0.5% to fund up to \$36M in improvements to Hamlet Park, Mississippi Dunes Park and the River Oaks Golf Course and Event Center.

In order to educate the community on the referendum proposal, staff is recommending the coordination of professional services to assure a robust communication strategy. This strategy would be similar to that of the community center referendum project and would be aimed solely at educating (not influencing) voters on the ballot question. It should be noted that this professional service would operate complimentary to, not in replacement thereof, the City resources and efforts applied towards educating the public on the local option sales tax question.

A request for proposal was sent to two qualified organizations; Kraus Anderson and ICS. Both firms presented their proposals to the City Council at its' November 15 workshop. Based on feedback from the Workshop, staff recommends entering into a professional services agreement with ICS for community relations and education programming related to the Local Option Sales Tax proposal in 2024.

Staff Recommendation

Authorize professional services agreement for community relations and education related to Cottage Grove's Local Option Sales Tax proposal in the 2024 general election.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT ("Agreement") is made and executed this ____ day of _____, 20____, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, ("City") and ICS, 1331 Tyler Street Northeast, Suite 101, Minneapolis, MN 55413 ("Consultant").

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

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

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

1. SERVICES.

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

- i. A proposal dated November 16, 2023, incorporated herein as Exhibit 1;

(Hereinafter "Exhibits.") Where terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.

- b. Consultant covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 7 of this Agreement.

2. PAYMENT.

- a. City agrees to pay and Consultant agrees to receive and accept payment for Services as set forth in the Exhibits.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Consultant shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.

- c. Consultant shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
3. TERM. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the same terms and conditions as herein stated.
4. TERMINATION.
 - a. Termination by Either Party. This Agreement may be terminated by either party upon 30 days' written notice delivered to the other party to the addresses listed in Section 13 of this Agreement. Upon termination under this provision, if there is no default by the Consultant, Consultant shall be paid for Services rendered and reimbursable expenses until the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
5. SUBCONTRACTORS. Consultant shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. The Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor.
6. STANDARD OF CARE. In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant's undertaking herein or its performance of Services.
7. DELAY IN PERFORMANCE. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume

performance of this Agreement. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.

8. CITY'S REPRESENTATIVE. The City has designated Zac Dockter to act as the City's representative with respect to the Services to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
9. PROJECT MANAGER AND STAFFING. The Consultant has designated Kristin Duerr to be the primary contacts for the City in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Consultant may not remove or replace these designated staff without the approval of the City.
10. INDEMNIFICATION.
 - a. Consultant and City each agree to indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.
 - b. Consultant shall indemnify City against legal liability for damages arising out of claims by Consultant's employees. City shall indemnify Consultant against legal liability for damages arising out of claims by City's employees.
11. INSURANCE. During the performance of the Services under this Agreement, Consultant shall maintain the following insurance:
 - a. General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence;
 - b. Professional Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
 - c. Workers' Compensation Insurance in accordance with statutory requirements.
 - d. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

Consultant shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The City shall be named as an additional insured on the General Liability Insurance policy.

12. OWNERSHIP OF DOCUMENTS. Professional documents, drawings, and specifications prepared by the Consultant as part of the Services shall become the property of the City when Consultant has been compensated for all Services rendered, provided, however, that Consultant shall have the unrestricted right to their use. Consultant shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property. Rights to proprietary intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of the Consultant.

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

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

Or e-mailed: zdockter@cottagegrovemn.gov

If to Consultant: ICS
1331 Tyler Street Northeast
Suite 101
Minneapolis, MN 55413
Attention: Kristin Duerr

Or emailed: kristin.duerr@ics-builds.com

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

15. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.

- d. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- e. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- f. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- g. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

CONSULTANT

By: _____

Its: _____

Date: _____

Exhibit 1



A LEGENCE Company



RAPP STRATEGIES

City of Cottage Grove

12800 Ravine Parkway South, Cottage Grove, MN 55016



Project Services Agreement

November 16, 2023; Revised November 30, 2023



1331 Tyler Street NE, Minneapolis, Minnesota 55413
Ph: (763) 354-2670 / Fax: (763) 780-2866 / ics-builds.com

11/16/2023

Zac Dockter
Parks & Recreation Director
City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016



1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
ics-builds.com
(763) 354-2670

Re: City of Cottage Grove
Local Option Sales Tax Referendum and Implementation Services
Project Services Agreement

Dear Zac:

The ICS and Rapp Strategies team is excited and appreciative to have been selected to be the City of Cottage Grove's partner in working toward a successful passage of a local option sales tax referendum. We are pleased to provide you with this letter of understanding and project services agreement related to pre-referendum services and support as well as services tied to implementation of the project scope pending a successful yes vote on November 5, 2024.

The following agreement aims to clarify the professional services provided by ICS and Rapp Strategies and outlines our scope of services. We look forward to working collaboratively with city administration and leadership to support the City of Cottage Grove in the upcoming referendum and successful implementation of the identified scope.

We would be happy to discuss this proposal with you and city leadership for clarity and understanding when you see appropriate. Thank you for your consideration and we look forward building a working relationship with the City of Cottage Grove in working towards a successful passage of the city's local option sales tax referendum next November.

Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in cursive script, reading 'Kristin Duerr', is shown in a light gray color.

Kristin Duerr
Business Development Specialist
ICS

CC: Pat Overom, ICS
Chris Ziemer, ICS
Todd Rapp, Rapp Strategies
Jodi Boyne, Rapp Strategies

**BUILDING STRONG
CONNECTIONS**



Table of Contents

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III. Phase II – Referendum Implementation Services.....	5
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V. Acceptance.....	6

Appendices

Appendix A – General Terms and Conditions

Appendix B – Signature Page

Appendix C – Hourly Billing Rates

Appendix D – Notification of Equal Employment Opportunity/Affirmative
Action Compliance

Appendix E – RFP Response (dated 10/20/2023)

Project Services Agreement

City of Cottage Grove

I. Introduction

The City of Cottage Grove has received MN Legislature approval to ask Cottage Grove voters, via a referendum on the general election in November of 2024, to raise the local sales tax 0.5% in order to fund up to \$36M in improvements at Hamlet Park, Mississippi Dunes Park, and River Oaks Golf Course and Event Center. The Cottage Grove City Council and City Staff have accepted the joint proposal of ICS Consulting, a Professional Services Firm, and Rapp Strategies, a Communications Firm, to assist the city with community outreach, public engagement, and project management & implementation. Since 2010, ICS and Rapp Strategies have been successful at partnering on and executing public construction projects by building trusted relationships with our clients, and positively impacting communities through innovative facility solutions.

This Agreement aims to define the responsibilities of both parties during each phase and aims to clarify the professional services provided by the ICS and Rapp Strategies team. The scope of professional services in this proposal includes Public Referendum Services to assist the City of Cottage Grove through the Public Referendum Process and Referendum Project Implementation (Management and Construction Services) upon a successful yes vote on November 5, 2024.

II. Phase I – Public Referendum Services

As submitted in our RFP response and further explained in our presentation to the city council on Wednesday, November 16, 2023, the following is a brief summary of the services being provided by the ICS and Rapp Strategies team. Our core suite of services includes the following:

Planning Phase:

- Identify the city's challenges, the process to identify those, and the impact on the community.
- Develop a community engagement plan.

Engagement Phase:

- Identify and engage key community stakeholders.
- Identifying the referendum audience.
 - Analysis of the city's voter pool.
- Host initial public meetings and forums.

Education Phase:

- Develop and distribute communication materials.
 - Assist the city in writing core messages about the referendum.
 - Assist the city to establish and maintain a dedicated microsite that provides a one-stop location to find all information related to the upcoming referendum including:
 - The Process
 - Our Challenges
 - The Plan
 - The Impact

- The Cost
- Voting Information
- Assist the city with referendum public presentation(s), fast facts flyer, and public mailer(s).
- Support the city's social media efforts through creating messages, graphics and scheduling.
- Support the city by writing relevant articles and e-blasts.
- Planning public engagement outreach and support.

Acceleration Phase:

- Begin driving people to where they can find information (mailers, media commentaries, presence at public events, and more)

Outcome Phase:

- Share information on the plan and how to vote using various tools to distribute the message (microsite, mailers, media commentaries, community events, and activities).

Note: Referendum communications services, requested by the City beyond the core suite of services outlined above (i.e., short 30-60 second videos on targeted topics, etc.), shall be defined in writing and compensation negotiated in good faith due to the additional costs required to produce this work.

III. Phase II –
Referendum
Implementation
Services

Upon passage of the referendum, ICS would continue to serve as the city's trusted advisor during design and implementation of the identified scope. Based on the overall scope of work and recent conversations with city administration, implementation services would be structured under a Construction Management model. ICS would be the city's main contact for implementation of the projects from design through construction. This approach allows City staff to focus on their daily responsibilities while being updated on project progress and engaged when input is needed related to project issues.

Note: All Work Scopes would be competitively bid with awarded to the apparent lowest responsible bidder in line with State of MN bid law requirements. Construction contracts will be entered into by the City of Cottage Grove directly with each lowest responsible bidder with ICS managing implementation of the work.

IV. Basis of
Compensation

Phase I – Public Referendum Services

Per our RFP response dated 10/20/2023, ICS proposes to deliver these services for a cost of **\$38,000** to be billed as follows:

Successful Referendum Outcome:

ICS shall invoice the city 50% of the fee for services when this agreement is signed. Upon a successful outcome of the public referendum, the remaining fee above will be wrapped into our CM fee.

Unsuccessful Referendum Outcome:

ICS shall invoice the city 50% of the fee for services when this agreement is signed. Upon an unsuccessful outcome to the public referendum, the remaining 50% would be billed and services should be deemed complete upon that decision.

Phase II – Referendum Implementation Services

Upon successful passage of the bond referendum on November 5, 2023, ICS would provide Construction Management Services (*via AIA Document C132*) to implement the work. ICS would work with administration to determine the most advantageous delivery methodology to utilize for the specific projects and negotiate our fees dependent upon scope.

V. Acceptance

If this proposal is acceptable, please authorize us to proceed by signing a copy of this document (Appendix B) and returning it to ICS. We will proceed with our Phase I – Public Referendum Services upon receipt of your signed proposal and look forward to finalizing our contract for Phase II – Implementation Services ahead of the November 2024 local option sales tax referendum vote.

Thank you for your consideration of this proposal and we look forward to our continued work with the City of Cottage Grove in supporting its efforts toward a successful November 2024 bond referendum vote and implementing the identified project scope.

Appendix A

General Conditions

General Conditions

1. Agreement:

This is an agreement ("Agreement") between the City of Cottage Grove ("Client"), and ICS Consulting, LLC (dba ICS), collectively, the "Parties." This Agreement includes (1) these General Terms and Conditions, Exhibit A; (2) the Project Proposal ("Proposal") attached; (3) Signature Page attached as Exhibit B; and (4) Fee Schedule attached as Exhibit C. This Agreement represents the entire and integrated agreement between the Parties and is exclusive of and supersedes all other agreements between the Parties, either oral or in writing. If any term or provision of this Agreement is found to be invalid under applicable law, that provision shall be deemed omitted from the Agreement and the remainder of the Agreement shall remain in full force and effect.

2. Professional Services:

The Client engages ICS to provide professional project services ("Professional Services") in connection with the project at the Client's location ("Project") described in the Proposal's Scope of Services. Other services mutually agreed upon by the Parties ("Other Services") not specifically described in the Proposal shall be (1) governed by this Agreement, (2) identified in an amended Scope of Services, and (3) the Client agrees to pay ICS for such Other Services as additional compensation in accordance with ICS 's Fee Schedule attached as Exhibit C.

3. Work Product:

Professional Services under this Agreement, including, but not limited to, all drawings, reports, information, recommendations, opinions or other work product prepared or issued by ICS, are for the exclusive use and benefit of the Client in connection with the Project. The work product is not intended to inform, guide, or otherwise influence any other entities or persons, and should not be relied upon by any entities or persons other than the Client and its agents for any purpose other than for the Project. The Client will not distribute, convey or disclose ICS 's work product to any other persons or entities without ICS 's prior written consent. Written consent shall include an express release of ICS from all liability to the third party receiving the work product from Client, and the Client's indemnification of ICS for any claims or demands asserted against ICS by such third party. All documents produced by ICS under this Agreement shall remain the property of ICS and may not be used by the Client for any other project or purpose without the prior written consent of ICS.

4. Payment:

The Client shall pay ICS's invoices within thirty (30) days of the date of the invoice. Invoices shall be considered past due if not paid within 30 days after the invoice date. If the Client does not tender payment within 30 days of the invoice date, ICS may, without waiving any claim or right against the Client, and without liability to the Client, terminate this Agreement in accordance with Section 10(a) of this Agreement. Retainers shall be credited on the final invoice. ICS, at its sole discretion, may charge interest at 1.5% (or the applicable legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

5. Standard of Care:

ICS will strive to perform the Professional Services in a manner consistent with that level of care and skill ordinarily exercised by members of ICS 's profession practicing in the same locality under similar circumstances at the time the Professional Services are performed. This Agreement creates no other representation, warranty, or guarantee, expressed or implied. ICS hereby excludes and disclaims any and all implied warranties including, but not limited to, any implied warranty of fitness for a particular purpose and any implied warranty of merchantability.

6. **Limitation of Liability: (deleted)**

7. **Insurance:**

Insurance Provided by Consultant. Before the start of its work, the Consultant shall procure and maintain in force coverage and limits of insurance for its own negligence as follows:

(a) Worker's Compensation, including Employer's Liability	Statutory
(b) Comprehensive General Bodily Injury Liability Insurance, Including Contractual	\$ 1,000,000
(c) Comprehensive General Property Damage Liability Insurance, Including Contractual	\$ 1,000,000 Per Claim \$ 2,000,000 Aggregate
(d) Comprehensive Automobile Injury Liability Insurance	\$ 500,000 Per Claim \$ 500,000 Per Claim
(e) Comprehensive Automobile Property Damage Liability Insurance	\$ 500,000
(f) Professional Liability Insurance	\$ 5,000,000 Per Claim \$ 5,000,000 Aggregate
(g) Umbrella Liability	\$ 5,000,000

8. **Client Responsibilities:**

The Client shall bear sole responsibility for (a) notifying third parties, including any governmental agency or prospective purchaser, of the existence of any hazardous materials located in or around the Project site; and (b) cooperation with all requests by ICS, including obtaining permission for access to the Project site. The Client releases and discharges ICS from all liability for any incorrect advice, judgment, or decision based on inaccurate information furnished by the Client or others. If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including hazardous materials, encountered on the Project site, ICS shall immediately stop work in the affected area and promptly report the condition to the Client.

9. **Hazardous Materials:**

It is acknowledged by both parties that ICS scope of services does not include any services related to asbestos, hazardous, or toxic materials that may be encountered or found to be present at or in areas adjacent to the site. Any such materials that are encountered shall be immediately brought to the attention of the owner, who will be solely responsible for any required abatement and/or removal of the materials in full compliance with applicable laws and regulations.

10. **Dispute Resolution:**

Any claim or dispute between them arising out of or related to this Agreement shall first be informally negotiated in good faith between the Parties. If the claim or dispute cannot be amicably resolved within thirty (30) days by good faith negotiation, the Parties shall jointly submit the claim or dispute to mediation. Mediation shall be through a mediator agreed upon by the Parties, or if ICS cannot be agreed upon within 15 days after the party seeking mediation provides written notice upon the other party to the Agreement demanding mediation, a mediator shall be appointed by the district court in the jurisdiction in which the Project is located. Demand for mediation shall be provided in writing to the other party to the Agreement within a reasonable time after the claim or dispute has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statutes of limitation or repose. If the claim or dispute cannot be amicably resolved by good faith negotiation or mediation, then either party may exercise its rights under law. In no event shall a claim or dispute be made or sustained if it would be barred by the applicable statute of limitations or repose.

11. **Termination:**

- a. This Agreement may be terminated upon than thirty (30) business days' prior written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Upon termination, ICS will deliver to the Client or its designee all records, documents or materials in its possession or control of ICS which relate to the Project and for which payment has been received. If ICS has prepared for or performed Professional

Services for which payment has not been received as of the date of termination, the Client shall be entitled to purchase the products of those Professional Services, such as records, materials, and documents, from ICS provided the Client and ICS agree to a purchase price and terms of sale. If the Client does not purchase the products of these Professional Services, the Client remains liable to ICS for any amounts incurred by unpaid charges for Professional Services performed.

- b. If the Project is suspended, placed on hold or temporarily terminated for more than 15 calendar days, this Agreement will be deemed to be terminated on the 16th calendar day and the Parties shall negotiate a new agreement prior to restart of the Project to re-establish a new schedule and adjusted compensation and any other necessary revisions. Within 14 days of the date of termination, the Client agrees to pay ICS for all Professional Services completed through the date of termination plus all expenses incurred, all costs attributable to the termination, including the costs attributable to ICS 's termination of consultant agreements.

12. Other Provisions:

- a. The Parties each acknowledge that they will act in good faith in carrying out their duties and obligations under this Agreement.
- b. The Parties each acknowledge that they have reviewed and familiarized themselves with this Agreement, including its attachments, and agree to be bound by the terms and conditions contained therein.
- c. The Client shall designate a responsible employee as its contact for administration and coordination of the Work. The Client's contact shall have the authority to approve changes in the scope of the Project and shall be available during working hours as necessary to examine information submitted by ICS, to render or convey decisions, and to furnish information in a timely manner.
- d. It is specifically always understood and agreed that pertinent to this Agreement that ICS shall be an independent contractor and shall not be considered an employee of the Client.
- e. The Client shall provide prompt written notice to ICS if the Client becomes aware of any errors, omissions or inconsistencies in ICS 's Professional Services or information furnished by Client or Client's agents.
- f. The Client shall ensure that Project team leaders directly contracted to the Client have budgeted and thoroughly discussed and accepted all Project costs and values with the Client.
- g. The Parties understand and agree this Agreement may be changed or modified only through written agreement signed and dated by the Client and ICS. No act, omission or course of dealing by the Parties shall alter the requirement that modifications or changes to this Agreement can be accomplished only by mutual written agreement signed and dated by the Parties.
- h. This Agreement shall not be assigned by the Client or ICS without prior written consent of the other party to this Agreement.
- i. This Agreement shall be governed by and construed under the laws of the state where the Project is located.
- j. Unless otherwise provided, all notices and notifications shall be in writing and considered duly given if sent by U.S. Mail, postage prepaid, or by facsimiles to the business address of the parties set forth in this Agreement. Such notice(s) shall be deemed given as of the second business day following the date of posting by U.S. Mail or the next business day following the date of sending in the case of a facsimile or telecopy.

End of General Conditions

Appendix B

Signature Page

Signature Page

City of Cottage Grove
Project Services Agreement
11/16/2023

Proposal Terms

Terms on payment of services are delineated in the proposal dated 11/16/2023.

Signature includes acceptance of attached proposal, fee schedule, and general conditions.

Authorization to Proceed

We appreciate the opportunity to present this Project Services Agreement. Please sign and return both copies of this document to our office. Upon receipt of both signed copies, a fully executed original copy will be forwarded back to you for your records. We will begin the project at the time of signature acceptance of this proposal.

Please proceed according to the above stated terms, attached general conditions and the proposal.

City of Cottage Grove

Date

Printed Name

Authorized Signature

ICS

Date

Printed Name

Authorized Signature

Appendix C

Billing Rates

Billing Rates

City of Cottage Grove
Project Services Agreement
11/16/2023

2024 Hourly Rate Schedule		
Personnel Description:	Rate/Hour:	
Construction Executive	\$	185.00
Project Director	\$	155.00
Safety Director	\$	135.00
Senior Project Manager	\$	135.00
Project Manager	\$	130.00
General Superintendent	\$	135.00
Site Superintendent	\$	125.00
Project Engineer	\$	100.00
Clerical / Accounting	\$	75.00
Flat Rates for Reimbursable Items:	Rate Monthly / Weekly	
Site Trailer	\$ 1,500.00	per month
Office Supplies / Equipment	\$ 300.00	per month
Phones / Internet / Technology	\$ 550.00	per month
Safety Supplies Signage	\$ 350.00	per month
Superintendent Truck	\$ 1,300.00	per month
Project Construction Mileage	\$ 1,000.00	per month
Superintendent Lodging / Meals	\$ 1,000.00	per week
Pre-Construction Mileage	\$ 250.00	per month

Note: ICS reserves the right to review and adjust the Hourly Rate Schedule on an annual basis.

Appendix D

*Notification of Equal Employment
Opportunity / Affirmative
Action Compliance*

Notification of Equal Employment Opportunity / Affirmative Action Compliance

City of Cottage Grove
Project Services Agreement
11/16/2023

4/21/2023



1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
ics-builds.com
(763) 354-2670

Re: Notification of Equal Employment Opportunity/Affirmative Action Compliance

To Whom It May Concern:

As part of ICS's compliance with the federal Equal Employment Opportunity and the State of Minnesota's Affirmative Action Plan (AAP), we hereby notify you that ICS Consulting, LLC is an equal opportunity employer that makes employment decisions without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.

ICS takes affirmative steps to employ and advance employment-qualified individuals without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. ICS further notifies you that as an entity supplying goods or services to ICS, your organization may be subject and required to take action pursuant to the following laws and accompanying regulations:

- Executive Order 11246 (and its implementing regulations at 41 C.F.R. part 60); and
- The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (and its implementing regulations at 41 C.F.R. 60-300); and
- Section 503 of the Rehabilitation Act of 1973, as amended (and its implementing regulations at 41 C.F.R. 60-741); and
- Executive Order 13496 (and its implementing regulations at 29 C.F.R. part 471, Appendix A to Subpart A).

The equal opportunity clauses within each of the above regulations, as applicable, are included by reference in all contracts between ICS and your company.

Sincerely,

A handwritten signature in black ink, appearing to read 'AF', located below the 'Sincerely,' text.

Andy Faulkner
President
ICS

Appendix E

RFP Response

Dated 10/20/2023



A **LEGENCE** Company

LOCAL OPTION SALES TAX REFERENDUM FOR RECREATIONAL IMPROVEMENTS

City of Cottage Grove

Community Relations/Education Services | 10.20.23

October 20, 2023

Mr. Zac Dockter
Parks and Recreation Director
City of Cottage Grove
8635 W. Pt Douglas Road S.
Cottage Grove, MN 55016



1331 Tyler Street Northeast
Suite 101 | Minneapolis, Minnesota 55413
www.ics-builds.com
P: 763.354.2670 | F: 763.780.2866

Re: Community Relations/Education Services for the City of Cottage Grove's Local Option Sales Tax Referendum for Recreational Improvements

Dear Mr. Dockter:

ICS is pleased to submit our response to provide community relations/education services for the City of Cottage Grove. Our team understands the City of Cottage Grove's desire to work with an experienced consulting firm to assist with the planning, education, and communication efforts for your upcoming referendum. We feel our approach provides several advantages for the City of Cottage Grove, including:

- We have an experienced and knowledgeable in-house referendum communications team. Our team can assist with strategic core messaging, branding, website management, printed materials, and more.
- In addition to our in-house marketing team, ICS has an established relationship with Rapp Strategies, an experienced and strategic communications firm specializing in public sector referendums. Their team has assisted in similar communication efforts totaling more than \$3 billion in facility projects.
- ICS has successfully helped our clients pass over \$2.2 billion in referendum projects throughout the Midwest.
- Our team has experience working with all phases of a project from planning to final project close-out. If the referendum successfully passes, our team is able to seamlessly transition into the construction management aspect of this project.

ICS is a construction management firm that has pioneered an integrated approach to passing public referendums. In most cases where ICS has assisted with public referendum campaigns, we also provide construction management services after successful public funding elections. Based on our experience and track record, ICS does not offer pre-referendum and referendum services on a standalone basis. Referendum services outlined in this RFP response are contingent upon ICS being selected as Construction Manager.

I am confident that ICS is well suited to exceed your expectations serving in this capacity and will make sure this project is a great success for both you and your community.

If you should have any questions regarding any of the information in our response, please feel free to contact me at 612.817.1048 or pat.overom@ics-builds.com. We look forward to the potential of partnering with the City of Cottage Grove to make this project successful.

Sincerely,

Pat Overom, PE
Principal-in-Charge
ICS

04

Firm Profile

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Approach



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FIRM PROFILE





A **LEGENCE** Company

Since 2006, ICS has been positively impacting people through **innovative facility solutions**. We integrate expertise in facilities planning, funding, construction, and ongoing operations to be successful.

OUR TEAM HELPS YOU PLAN, BUILD, AND OPERATE YOUR BUILDINGS WELL. HERE'S HOW:

PLAN

Referendum Planning and Communications

- Facilities Assessment
- Capital Improvement Planning
- Long-Range Planning
- Space Utilization and Programming
- Community Engagement
- Physical Needs Analysis & Asset Plans
- Funding Analysis & Cost Estimating

BUILD

- Construction Management as Agent
- Construction Management at Risk
- Program Management
- Owner's Representation
- Design-Build
- Performance Contracting
- Constructability Review
- Value Analysis and Engineering

OPERATE

- Commissioning
- Re-Commissioning
- Retro-Commissioning
- Energy Audits
- Energy Rebates
- Utility Services
- Long-Term Facilities Maintenance Management
- Building Forensics



120 / PEOPLE
ACROSS **10** / OFFICES

MN: Minneapolis, Duluth, Sauk Rapids, Park Rapids, Brainerd, and Mankato

Fargo, ND; Sioux Falls, SD; West Des Moines, IA; and Media, PA



CONNECT WITH US

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 / [@ics_consulting_](https://twitter.com/ics_consulting)

PROJECT TEAM





PAT OVEROM

PE

Principal-in-Charge

YEARS OF EXPERIENCE

26 years

EDUCATION

BS, Mechanical Engineering
— North Dakota State
University

PROFESSIONAL DESIGNATIONS

Professional Engineer:
MN, ND, WI

AFFILIATIONS

ASHRAE, MASBO,
MASMS, MASA

With over 26 years of relevant experience, Pat possesses a diverse and extensive background in overall facilities planning, project development, and construction. As Principal-in-Charge for the City of Cottage Grove project, Pat provides expert insight and recommendations related to planning, communication strategies, community engagement, constructability and phasing, as well as resolving project-related issues.

His understanding of first cost, life-cycle, energy efficiencies, facilities planning, construction, and overall building systems operation make him an excellent team member for the City of Cottage Grove project.

PROJECT EXPERIENCE

- City of Litchfield 2022 Referendum Project — Litchfield, MN
- Brainerd Public Schools 2018 Referendum Projects — Brainerd, MN
- Albany Area Schools 2022 Referendum Projects — Albany, MN
- Becker Public Schools 2021 Referendum Projects — Becker, MN
- Richfield Public Schools 2018 Referendum Project — Richfield, MN
- ISD 197 (West St. Paul Public Schools 2018 Referendum Project — Mendota Heights, MN
- Worthington Public Schools 2019 Referendum Projects — Worthington, MN



CHRIS ZIEMER

CSI, LEED AP

Project Development Director

YEARS OF EXPERIENCE

23 years

EDUCATION

MA, Architecture —
University of Minnesota

BA, Architecture — University
of Minnesota

PROFESSIONAL DESIGNATIONS

Construction Documents
Technologist, CSI, LEED AP
BD+C

Chris has been involved in the construction industry for over 23 years, and has extensive experience in all aspects of the construction process from pre-construction planning and project development to project close-out and documentation.

With hands-on experience passing referendums in Minnesota, Chris is able to provide valuable insight and management skills related to planning referendum initiatives, community engagement, communication strategies, site planning, and implementation. In addition, Chris's architectural background makes him a great team member for the City of Cottage Grove project.

PROJECT EXPERIENCE

- City of Kasson Library Repairs, Municipal Liquor Store Improvements and new Fire Station — Kasson, MN
- City of Cohasset - Blackwater Banks (Lumber Mill Redevelopment) — Cohasset, MN
- City of Owatonna Assessment and Merrill Hall Improvements — Owatonna, MN
- Martin County Regional Justice Center — Fairmont, MN
- City of Litchfield Bernie Aaker Theater Renovation — Litchfield, MN*
- Farmington City Hall and Maintenance Garage — Farmington, MN*
- St. Paul Police Headquarters — St. Paul, MN*
- McLeod County Courts and Jail Planning — Glencoe, MN*

**Projects completed with previous firm.*



KRISTIN DUERR

Client Liaison/Business Development

YEARS OF EXPERIENCE

11 years

EDUCATION

BA, Psychology — University of Minnesota Twin Cities

AFFILIATIONS

LMC, AMC, IFMA

With over 11 years of experience in the construction industry, Kristin has extensive experience in various collaborative project delivery methods including CMaR, CMa, and Design-Build. She also has experience working with a variety of market sector clients including city and county, developers, higher education, industrial, healthcare, and more.

She works closely with the project team, project architect, and city stakeholders to set the tone for the City of Cottage Grove project.

PROJECT EXPERIENCE

- North Hennepin Community College Energy Assessment — Brooklyn Park, MN
- Steele County Detention Center — Owatonna, MN
- City of Maple Grove Public Works Facility LED Lighting — Maple Grove, MN*
- Miller Manufacturing Large Warehouse & Energy Project — Anoka, MN*
- Rockford Public Schools Exterior LED Lighting Design & Implementation — Rockford, MN*
- Goodin Company Office & Warehouse Renovation — Minneapolis, MN*
- Mound-Westonka Schools High School Energy Study — Minnetrista, MN*

**Projects completed with previous firm.*



ERYN SORENSEN

Referendum Communications Specialist

YEARS OF EXPERIENCE

11 years

EDUCATION

BS, General Business —
University of Northwestern,
St. Paul

AFFILIATIONS

Society of Marketing
Professional Services (SMPS-
TC) Board of Directors

Eryn will serve as a Referendum Communications Specialist for the City of Cottage Grove project. With over 11 years of experience in providing effective and strategic communications, she will work closely with project stakeholders during this process to ensure that local community members are aware and engaged.

Whether that means creating a website, branding, fliers, mailers, social media messages and graphics, or strategic core messages, she makes an excellent member of the project team.

PROJECT EXPERIENCE

- City of Litchfield 2022 Referendum Project — Litchfield, MN
- Brainerd Public Schools 2018 Referendum Project — Brainerd, MN
- Mora Public Schools 2020 Referendum Project — Mora, MN
- Nashwauk-Keewatin Public Schools 2022 Referendum Project — Nashwauk, MN
- Albany Area Schools 2022 Referendum Project — Albany, MN
- Lake Superior School District 2021 Referendum Project — Two Harbors, MN
- Becker Public Schools 2021 Referendum Project — Becker, MN
- ISD 197 (West St. Paul Public Schools 2018 Referendum Project — Mendota Heights, MN
- Richfield Public Schools 2018 Referendum Project — Richfield, MN
- Worthington Public Schools 2019 Referendum Project — Worthington, MN



SEAN DONOHUE

CDMP, PCM

Referendum Communications Specialist

YEARS OF EXPERIENCE

6 years

EDUCATION

BA, Communications and Graphic Design — Saint John's University (Minn.)

CERTIFICATIONS

Certified Digital Marketing Professional (CDMP), Professional Certified Marketer (PCM)

AFFILIATIONS

American Marketing Association (AMA)

Sean will serve as the Referendum Communications Specialist for the City of Cottage Grove project. With six years of experience planning and executing complex marketing campaigns, he will work closely with Eryn and the City of Cottage Grove project stakeholders during this process to ensure that local community members are aware and engaged during the life-cycle of this project.

Additionally, as a Certified Digital Marketing Professional and Professional Certified Marketer by the Digital Marketing Institute and the American Marketing Association, Sean provides expert insight and guidance into digital marketing initiatives, best practices, and analytical insight for the duration of the referendum.

Sean will support Eryn in creating various marketing materials. This includes creating a website, branding, fliers, mailers, social media messages and graphics, or strategic core messages, he makes an excellent member of the project team.

PROJECT EXPERIENCE

- Albany Area Schools 2022 Referendum Project — Albany, MN
- Becker Public Schools 2021 Referendum Project — Becker, MN
- Brandon-Evansville Public Schools 2021 Referendum Project — Brandon, MN
- Chisago Lakes School District 2022 Referendum Project — Chisago Lakes, MN
- Rush City Public Schools 2023 Referendum Project — Rush City, MN



RAPP STRATEGIES

JODI BOYNE

*Referendum Communications
Consultant (Rapp Strategies)*

YEARS OF EXPERIENCE

22 years

EDUCATION

BA, Journalism and Political
Science — University of St.
Thomas

Jodi will serve as a Referendum Communications Consultant for the City of Cottage Grove project. With over 22 years of experience providing strategic communications services for public-sector clients across the Midwest, Jodi offers strong experience in writing and editing, project management, media relations, social media, and digital news reporting. She understands how to manage difficult issues that arise on public projects, helping address public questions and build trust with key constituencies, making her a valuable member to the City of Cottage Grove project.

As a member of Rapp Strategies, Jodi will work closely with Todd Rapp, CEO of Rapp Strategies, Eryn, Sean, and any city stakeholders during this project to ensure that local community members are aware and engaged.

PROJECT EXPERIENCE

- Litchfield Public Schools May 2023 Referendum Project — Litchfield, MN
- Annandale Public Schools 2023 Referendum Planning — Annandale, MN
- Rose Tree Media School District New Elementary School Communications Project — Media, PA
- Lake Park Audubon School District November 2023 Operating Levy Project — Lake Park, MN
- ISD 318 (Grand Rapids Schools) November 2023 Operating Levy and Capital Projects Levy — Grand Rapids, MN
- St. Francis Area Schools November 2023 Operating Levy and Capital Projects Levy — St. Francis, MN

REFERENDUM EXPERIENCE





A **LEGENCE** Company

OVER \$2.2 BILLION

in successful voter-approved referendums in the last decade

Ada-Borup-West School District

\$4.7 million — November 2014

Atwater Cosmos Grove City School

\$15.5 million — November 2018

Albany Area Schools

\$16.96 million — August 2022

Albert Lea Area Schools

\$24.615 million — May 2018

Belgrade-Brooten-Elrosa Schools

\$19.945 million — November 2019

Becker Public Schools

\$23 million — November 2013

Becker Public Schools

\$44.3 million — November 2021

Brainerd Public Schools

\$145.71 million — April 2018

Brandon-Evansville Public Schools

\$14.5 million — November 2021

Cambridge-Isanti Schools

\$10 million — November 2013

City of Litchfield

\$13.5 million — November 2022

Chisago Lakes School District

\$64.95 million — May 2017

Clearbrook-Gonvick District 2311

\$1.845 million — November 2018

Cochrane-Fountain City School District

\$7 million — November 2017

Dawson-Boyd Public Schools

\$22.7 million — February 2019

Deer River Schools

\$10.59 million — September 2015

Delano Public Schools

\$46 million — November 2015

East Central Schools

\$1.4 million — August 2022

Forest Lake Area Schools

\$143 million — November 2015

Fosston Public Schools

\$11.195 million — November 2018

Frazee-Vergas Public Schools

\$3.47 million — November 2018

Granada Huntley East Chain School District

\$6.91 million — November 2015

Goodhue Public Schools

\$29 million — November 2018

Hancock Public School District

\$7.8 million — November 2018

Hinckley-Finlayson Schools

\$10 million — November 2017

Holdingford Public Schools

\$11.14 million — November 2018

Hutchinson Public Schools

\$44.955 million — November 2015

Hutchinson Public Schools

\$28.8 million — November 2019

Independent School District #2

\$4 million — May 2017

Independent School District 318

\$68.9 million — April 2018

Independent School District 518

\$47.7 million — November 2019

Kasson-Mantorville Schools

\$39.8 million — May 2014

Kerkhoven-Murdock-Sunburg School District

\$10.735 million — November 2013

Kimball Area Public Schools

\$8.1 million — August 2022

Lake Park Audubon Public Schools

\$22.96 million — November 2021

Lake Superior School District

\$44.1 million — November 2021

Litchfield Public Schools 465

\$33.1 million — November 2019

Luverne Public Schools

\$23.2 million — November 2017

MACCRAY Public Schools

\$39.515 million — November 2019

Marshall Public Schools

\$29.8 million — May 2019

Menahga Public Schools

\$14 million — November 2017

Minto Public School

\$5.8 million — September 2014

WE PARTNER WITH YOU TO ENGAGE YOUR COMMUNITY

We're passionate about partnering with our clients from the very beginning. Since our inception, we've focused on building strong connections with our clients through long-range planning, facility assessments, demographics and financial analyses, space utilization and programming, community engagement and facilitation, solutions and project development, pre-referendum communications, and more.

Monticello Public School District
\$39.325 million — November 2015

Mora Public Schools
\$19.7 million — May 2015

Mora Public Schools
\$3.4 million — November 2017

Mora Public Schools
\$61.9 million — May 2020

Nashwauk-Keewatin Schools
\$47.7 million — February 2022

New Prague Area Schools
\$57 million — May 2015

Northland Community School
\$26.22 million — November 2015

Onamia Public Schools
\$12 million — February 2012

Park Rapids Area Schools
\$51.65 million — November 2021

Park River Area School District
\$8.9 million — November 2014

Pelican Rapids Public Schools
\$21.95 million — November 2013

Pequot Lakes Public Schools
\$33.175 million — February 2011

Perham-Dent Public Schools
\$45.27 million — November 2015

Princeton Public Schools
\$29.95 million — May 2014

**Red Lake County Central
ISD 2906**
\$14.12 million — February 2022

Red Lake Falls School District
\$8.4 million — November 2019

Richfield Public Schools
\$86.8 million — November 2017

Rockford Area School District 883
\$27 million — November 2012

Rushford-Peterson Public Schools
\$38.165 million — November 2014

Sauk Rapids-Rice Public Schools
\$37.1 million — November 2019

**School District 197 (West St. Paul,
Mendota Heights, Eagan)**
\$117 million — May 2018

School District of Ashland
\$34.36 million — April 2016

Shakopee Public Schools
\$102.5 million — May 2015

South St. Paul Public Schools
\$26.675 million — May 2013

St. Charles Public Schools
\$18.47 million — November 2019

St. Francis Area School District
\$80.06 million — November 2017

Tracy Area Public Schools
\$3.4 million — November 2013

Triton Public Schools
\$9.59 million — November 2011

Wadena-Deer Creek Public Schools
\$5.3 million — November 2017

Watertown Mayer Public Schools
\$25.375 million — November 2019

Wheaton Area Schools ISD #803
\$1.2 million — November 2020

Win-E-Mac Public Schools
\$5.652 million — November 2013

**Waubun-Ogema-White Earth
Schools**
\$7.74 million — November 2019

OUR STRATEGIC COMMUNICATIONS, PUBLIC ENGAGEMENT, AND COMMUNITY OUTREACH PARTNER



RAPP STRATEGIES

ABOUT RAPP STRATEGIES

Rapp Strategies has developed strategy and communications materials to support local governments on more than \$3 billion in major public construction projects. Many governments turn to Rapp Strategies to help meet their residents' expectations for timely information about public investments that require voter approval.

In fact, Rapp Strategies has provided local governments with communications support for 87 referendum elections over the past two decades. We are pleased that **our clients succeeded 63 times**, including local sales tax in Maple Grove, Edina, Litchfield and Itasca County in November 2022.

HIGH-VALUE SUPPORT AND SERVICES

Rapp Strategies can get you and your staff started with the right strategy and the right materials to help you launch a public information program, including messaging and research to support your efforts.

Further, Rapp Strategies provide ongoing communications support throughout the election season that complement your staff's resources and skills – from managing all communications to providing specialized services that supplement your staff's strengths.

ICS partners with Rapp Strategies, Inc. to develop and implement high quality public information and community engagement plans during facility planning.

RELEVANT EXPERIENCE

- City of Litchfield 2022 Local Option Sales Tax Referendum
- City of Elk River 2018 Local Option Sales Tax Referendum
- City of Edina 2022 & 2023 Local Option Sales Tax Referendum
- City of Maple Grove 2022 Local Option Sales Tax Referendum
- Itasca County 2022 Local Option Sales Tax Referendum
- City of Bloomington 2023 Local Option Sales Tax Referendum (*In progress*)
- City of Golden Valley 2023 Local Option Sales Tax Referendum (*In progress*)
- City of Rochester 2023 Local Option Sales Tax Referendum (*In progress*)
- City of Moundsview 2023 Local Option Sales Tax Referendum (*In progress*)

PROJECT EXAMPLES





CITY & COUNTY EXPERIENCE

While the needs of buildings have certainly changed over the last decade, the need for thoughtful planning has not. Whether additions, renovations, or building new, our team has worked on various facility projects across the Midwest.

- City of Owatonna Assessments & CIP Services — Owatonna, MN
- City of Columbia Heights New Library — Columbia Heights, MN
- City of Columbia Heights City Hall Planning — Columbia Heights, MN
- City of Hibbing Assessments — Hibbing, MN
- City of Pequot Lakes Assessments — Pequot Lakes, MN
- City of Litchfield Planning — Litchfield, MN
- City of St. Paul Assessments Phase I and II — St. Paul, MN
- Osseo Area Schools Long-Range Planning 2018, 2019, 2020, 2021, and 2022 — Various Cities in the Maple Grove Area
- City of Kasson Library — Kasson, MN
- City of Kasson Fire Station — Kasson, MN
- City of Grand Rapids New Fire Hall — Grand Rapids, MN
- City of Cohasset Blackwater Banks — Cohasset, MN
- City of Grand Rapids IRA Civic Center — Grand Rapids, MN
- Hubbard County Facilities Planning — Park Rapids, MN
- Anoka County Centennial Library — Circle Pines, MN
- Anoka County Courthouse — Anoka, MN
- Anoka County 911 Facility, Jail, and New Parking Ramp — Anoka, MN
- Koochiching County Facility Assessment — International Falls, MN
- Koochiching County Jail & Law Enforcement Center — International Falls, MN
- Martin County Justice Center — Fairmont, MN
- Olmsted County OCHRA Assessments — Owatonna, MN
- Wadena County Courthouse — Wadena, MN
- City of St. Paul Como Park Regional Pool — St. Paul, MN
- Como Park Zoo Visitor & Education Resource Center — St. Paul, MN
- City of Rochester National Volleyball Center — Rochester, MN
- City of Rochester Recreational & Senior Center — Rochester, MN
- Minneapolis City Hall/Hennepin County Courthouse — Minneapolis, MN

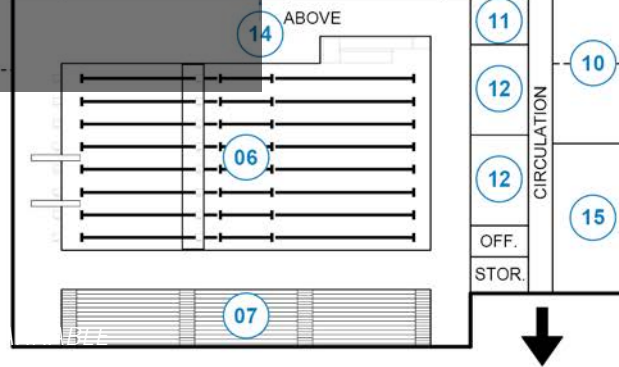
CITY OF LITCHFIELD 2022 REFERENDUM PROJECT

Litchfield, MN

PARTNERED WITH



RAPP STRATEGIES



OWNER

City of Litchfield
Dave Cziok
City Administrator
320.693.7201
dave.cziok@ci.litchfield.mn.us

COMPLETION

Anticipated Fall 2025

COST

\$13.5 million

SERVICES PROVIDED

Planning and project development services, referendum communication services, program management, technical services

In November 2022, residents of the City of Litchfield approved a one-half of one percent sales tax increase to build a community wellness center for the local region. This sales tax increase would allow the City of Litchfield to invest \$13.5 million into building a new four-station multi-purpose field house, elevated walking track, community rooms, family changing rooms, fitness space, and additional support spaces. These improvements will address the lack of accessible venues for a wide range of community activities, events, and sports to accommodate the needs of local athletics and community members alike.

As part of our standard set of deliverables, our team provided the following materials as part of our referendum communications:

- Core messages for use by administration and board members
- Microsite design and content
- Plan logo
- Newspaper articles and advertisements
- Internal e-blasts
- Social media (written copy, graphics, scheduling, and analytics)
- Referendum handbook
- Presentations for community groups
- Printed collateral, including fliers, mailers, backpack stuffers, poster boards, etc.

LIVE WELL Litchfield Area

Uniting for a Healthier Future



A JOINT PLAN

for the Litchfield Area Recreation Center

Litchfield is a thriving city attracting visitors from around the region. Area leaders have long heard interest from community members of all ages in building a wellness or community center. Litchfield Public Schools and the City of Litchfield have worked together to develop a plan to meet the needs of Litchfield area residents. On Tuesday, November 8, Litchfield area voters will consider two separate ballot questions to fund the Litchfield Area Recreation Center.

Visit LiveWellLitchfieldArea.org for more information!



THE PROCESS

In 2016, after hearing community interest, the City of Litchfield began exploring possibilities to create a sports and aquatics center. However, the city realized it was a venture that would need a partner to execute. Residents have voiced desires for a variety of community uses, such as an aquatic center, fitness spaces, and athletic fields. By combining multiple community assets into one project, the city and school district could save money on construction and ongoing operational costs.

Creating a joint facility will enable both entities to take advantage of construction and operational efficiencies.



Very few cities and school districts have the opportunity to partner on a shared project like the one being proposed in Litchfield, and this partnership displays something special about our community - the ability to come together on important community initiatives.



Because the two governments fund major projects in different ways, there are two ballot questions being offered in the November election to fund different portions of the project.

LiveWellLitchfieldArea.org @Litch465 @litchfield465 320.693.2444 320.693.7201

Prepared and paid for by Independent School District No. 465 (307 East 6th Street, Litchfield, MN 55355) and the City of Litchfield (126 Marshall Avenue North, Litchfield, MN 55355). This publication is not circulated on behalf of any candidate or ballot questions.

THE PLAN

What will the center include, and who will fund each part of the \$27.1 million recreation space?

Litchfield Public Schools Bond Referendum	City of Litchfield Sales Tax Referendum
The school district is requesting voter approval to fund its portion of the recreation center.	The city is requesting voter approval of a one-half of one percent sales tax to fund its portion of the recreation center.

LIVE WELL LITCHFIELD AREA

City of Litchfield and Litchfield Public Schools
Referendums on Tuesday, November 8, 2022



In response to growing demand among Litchfield residents, the city and the school district are putting forward a proposal to build a \$27.1 million multi-purpose wellness and recreation center to support a wide range of amenities and activities. Litchfield voters will consider two ballot questions about how to fund this project.

Visit LiveWellLitchfieldArea.org for more information!



INFORMATION INCLUDED:

Details about the two ballot questions and how they will help fund the proposed \$27.1 million community recreation center.

- Overview of the plan to meet community needs and how we identified them
- Cost for residential and agricultural property owners and sales tax information
- Voting information



es are paid for by those who live in Litchfield and visitors to Litchfield. Percentages are based on current projections.

percent sales tax will be paid on findings in other Greater Litchfield Area jurisdictions.

nal funding is the fairest way to fund operational expenses in other jurisdictions.

TAKE A LOOK!



Community members will vote on two ballot questions on or before Tuesday, November 8.



Litchfield Public Schools Bond Referendum

Litchfield Public Schools is proposing a bond referendum to fund its portion of the recreation center, including an eight-lane pool facility, locker rooms, community and office spaces, and various site improvements including parking lots and site development work associated with a new facility (surveying, soil testing, mass grading, excavating, utilities, etc.), the relocation of existing field event stations, eight new tennis courts, and two new baseball fields.

For the owner of a median value residential home in the district (\$100,000) the tax impact would be about \$4.94 per month starting in 2023.

Visit LiveWellLitchfieldArea.org/plan to learn more!

City of Litchfield Sales Tax Referendum

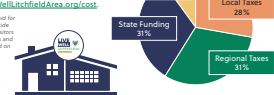
The City of Litchfield is proposing a one-half of one percent sales tax to help fund its portion of the facility, including a four-station multi-purpose fieldhouse, an elevated walking track, community rooms, family changing rooms, fitness space, and additional support spaces.

An estimated 45% of the revenue from the sales tax would be from visitors to the city.

SOURCES OF FUNDING

Learn how this \$27 million project is funded at LiveWellLitchfieldArea.org/cost.

Regional taxes are paid for by those who live outside the City limits and visitors to Litchfield. All values and percentages are based on current projections.



IT'S NOT TOO LATE TO CAST YOUR VOTE!

Polls close at 8 p.m.



LiveWellLitchfieldArea.org/vote

CITY OF EDINA 2022 SALES TAX REFERENDUM

Edina, MN

In November 2022, residents of the City of Edina approved a one-half of one percent sales tax increase to finance Phase One of the project, which would provide \$39.3 million for investments to support new amenities and upgrades at Braemar Park and Arena and transform Fred Richards Park into a multi-faceted city park. These investments are set to make the following improvements:

\$17.7 million to repurpose Fred Richards Park:

- New trails and pickleball courts.
- Natural restoration, inclusive playgrounds, a pavilion, and a great lawn area.
- New lighting, seating, signs, infrastructure, and parking.

\$8.1 million to invest in Braemar Park:

- New trail system for walking, biking, and cross-country skiing.
- New playground, pickleball and tennis courts, and upgrades to baseball complex.
- Restored natural resources and improved parking.

\$13.5 million to update Braemar Arena:

- New HVAC system, updated roof, and improved energy efficiency.
- Upgraded restrooms, locker rooms, rink surfaces, and rink cooling system.

The results of the election were as followed:

Question One (Braemar Park)

- Yes: 59.3%
- No: 40.7%

Question Two (Fred Richards Park)

- Yes: 52.5%
- No: 47.5%

**REFERENDUM
EFFORTS LED BY**



RAPP STRATEGIES



Braemar Arena and Park + Fred Richards Projects



Braemar Arena and Park + Fred Richards Projects



A New Way to Play in Edina

In Edina, our residents embrace the chance to get outdoors, exercise, connect with friends and compete. Now, residents have an opportunity to invest in the way they play for generations to come.

City leaders have put forward a \$64.6 million investment plan to complete the conversion of the shuttered Fred Richards golf course into a multi-faceted city park and to reinvest in Braemar Park and Arena with a wide range of amenities and improvements. To finance this investment, the City will ask Edina voters to consider a local half-percent sales tax option as part of the general election on Nov. 8, 2022.



Needs and priorities

Edina's vibrant quality of life continues to make it a destination to live, work and play, as the city's population has increased 13% over the past decade. Investing in Edina's parks and recreation will allow the city to continue serving its growing population, attract new residents, draw visitors to local businesses and support the local economy.

The planning process

Through meetings and online surveys, Edina residents highlighted important needs, including more sports and recreation programming for adults and seniors, more playground areas, more shade and picnic shelters, new lighting, more ice time and natural restoration. Using this feedback, City leaders developed an investment plan to address these needs and prepare for the future.

What the plan will do

\$17.7 million to repurpose Fred Richards Park:

- New trails, pickleball and basketball courts.
- Natural restoration, inclusive playgrounds, a pavilion and a great lawn area.
- New lighting, seating, signs, infrastructure and parking.

\$8.1 million to invest in Braemar Park:

- New trail system for walking, biking and cross-country skiing.
- New playground, pickleball and tennis courts, and upgrades to baseball complex.
- Restored natural resources and improved parking.

\$13.5 million to update Braemar Arena:

- New HVAC system, updated roof and improved energy efficiency.
- Upgraded restrooms, locker rooms, rink surfaces and rink cooling system.

\$25.3 million to expand Braemar Arena*

- A fourth sheet of ice, a safe drop-off and pick-up area, a larger lobby and more parking.

*Still requires approval by the Legislature before it can be put on the November ballot.

The cost and tax impact

If voters approve at least one ballot question, collections from the half-percent sales tax would be used to finance the cost of the projects. The tax will expire in 17 years.

According to research by the
University of Minnesota.

60%

of the half-percent sales tax
increase would be paid by
nonresidents.

Why use a local option sales tax?

A sales tax would spread the cost of improvement projects among both residents and nonresidents. The sales tax would cost Edina residents an average of **\$2.62 per month per resident**. In contrast, a property tax increase would only apply solely to those who own or rent property in Edina. Such an increase would cost the owner of a median value home of \$571,800 an additional \$190.37 per year.

What if the referendum does not pass?

If voters do not approve the sales tax referendum, the City will reengage residents about how to move forward with investments in both parks and explore other funding options, the amount of the investment and/or the package of improvement projects.

Your vote matters!

- ☒ Vote on or before Nov. 8, 2022
- ☒ Early voting begins on Friday, Sept. 23, 2022



Visit the project website,
EdinaAtPlay.org
to learn more!

EdinaAtPlay.org | Facebook | EdinaMN

Prepared and paid for by the City of Edina, 4602 W. 50th St., Edina, MN 55424.
This publication is not circulated on behalf of any candidate or ballot questions.

Communications Workplan 2022

The following work plan was developed to guide the city of Edina and Rago Strategies as they work together on communications strategy to help inform residents about the parks investment plan and the sales tax referendum to support it. This document is meant to be fluid and will be adapted as city staff and RSI identify and refine tactical work as well as when new issues arise.



	FEBRUARY	MARCH	APRIL
FEBRUARY	Several communications efforts will move forward this month, including the scientific survey that will go into the field, completion of the first round of core messaging and the development of a brand/logo for the referendum.		
Communications work plan	• Complete working draft of communications work plan by Feb. 1. • Review and revise work plan with Jennifer B.		
Communications materials	• Complete first phase of core messaging that focuses on process for developing the plan, the need/benefit and why a sales tax referendum. • Development of project brand, including logo and style guide. • City staff/RSI will determine a date, preparation and process for the media training, including who will participate.		
Microsite	• Provide advisory for city on recommended features and structure for a referendum microsite by Feb. 4. • City staff/RSI to decide best platform strategy. • RSI will begin drafting the outline for the microsite, including FAQs. • Confirm city's preferred website vendor will design and build the microsite. • Determine who will be responsible for regular updates, including new voting information, additions to the FAQ and other communications material that may emerge. • Identify target date for public debut of microsite – RSI recommends aiming for the week of April 18.		
Survey	• Draft in the field by early February. • Results to the city by Feb. 26. • RSI will begin analysis of the results.		

Updated February 7, 2022

DRAFT

1

CITY OF MAPLE GROVE 2022 SALES TAX REFERENDUM

Maple Grove, MN

In November 2022, residents of the City of Maple Grove approved a half-cent sales tax increase to generate \$90 million in revenue for major improvements at the community center. The half-cent sales tax for Maple Grove went into effect on April 1, 2023.

Under the investment plan, the community center will receive new swimming pools, more space for senior programs, expanded event and banquet space, spaces for the arts and historical displays, walking track, and third sheet of ice. The facility will also receive critical infrastructure investments, such as updated roofs and mechanical systems. Additionally, the plan will reduce the building's energy usage by up to 80% when compared to similar facilities. Updates such as geothermal cooling and heating systems and newly insulated roofs could be utilized. Other eco-friendly aspects of the plan include:

- Donating, reusing or recycling 75% of non-hazardous waste from construction and demolition.
- Using environmentally preferred building materials for 55% of the renovations/additions (including salvaged, reused, recycled and responsibly sourced materials).
- Replacing plumbing fixtures to reduce water usage by 50%.

The results of the election were as followed:

- Yes: 55.4%
- No: 44.6%

**REFERENDUM
EFFORTS LED BY**



RAPP STRATEGIES



GROWING TOGETHER

Maple Grove Community Center Project



GROWING TOGETHER
Maple Grove Community Center Project



VOTE ON THE FUTURE OF THE Maple Grove Community Center

- **A Plan to Reinvest**
Guided by feedback from residents, the city developed a long-term plan to invest \$116 million to expand and renovate the Community Center.

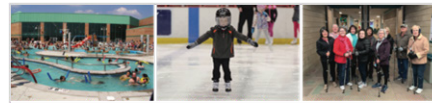
HIGHLIGHTS OF THE PROJECT:

- New pools + new family locker rooms
- More space for senior programs
- Expanded event and banquet space
- More space for the arts
- Walking track
- Third sheet of ice
- Infrastructure investments such as updated roofs and mechanical systems

- **Residents Have the Final Say**
On November 8, 2022, Maple Grove voters will consider a half-cent local option sales tax that would finance \$90 million of the \$116 million project.



LEARN MORE
[GrowingTogetherMapleGrove.org](https://growingtogethermaplegrove.org)



A BRIGHTER FUTURE for the Maple Grove Community Center

Since 1997, the Community Center has brought our community together and contributed to the quality of life that residents enjoy today. After gathering input from residents and users, the City of Maple Grove developed a long-term plan to invest \$116 million to expand the Community Center and the services and activities it supports.

Why reinvest now?

A total of 650,000 local and regional guests visit Community Center every year for sporting events, conferences, events and recreation – all of which support our local economy. After 25 years of use, the Community Center requires additional repairs and upgrades to support the city's growing population in the many years to come.

Highlights of the plan:

- New swimming pools
- More space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- A third sheet of ice
- Infrastructure improvements such as updated roofs and mechanical systems

Residents have the final say

On Nov. 8, 2022, Maple Grove voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.



Maple Grove Community Center Project

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT

Project website: growingtogethermaplegrove.org
Project email: info@growingtogethermaplegrove.org
Project phone: 763-484-8819



MORE ICE TIME at the Maple Grove Community Center

In response to the growing demand for ice time in the region, the City of Maple Grove has proposed adding a third ice rink to the Maple Grove Ice Arena as part of the Community Center reinvestment project. A third sheet of ice would help support our local hockey and skating associations and clubs who often must travel far beyond the city to get time on the ice.

About the investment plan

After 25 successful years, the Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our residents expect. After gathering valuable input from residents and users, the City of Maple Grove has developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- A third sheet of ice
- New swimming pools and family locker rooms
- Space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- Infrastructure investments such as updated roofs and mechanical systems

Did you know?

The Chaska Maple Grove Hockey Association (CMGHA) is the second largest youth hockey association in the country, with about 1,300 skaters and 68 teams. In addition, the Maple Grove Skating School is the state's largest skating school, with over 1,500 participants from 17 communities.



Maple Grove residents have the final say

On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fully fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.



Maple Grove Community Center Project

Make your voice heard!

Early voting begins on Friday, Sept. 23, 2022
Election Day is Tuesday, Nov. 8, 2022

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT

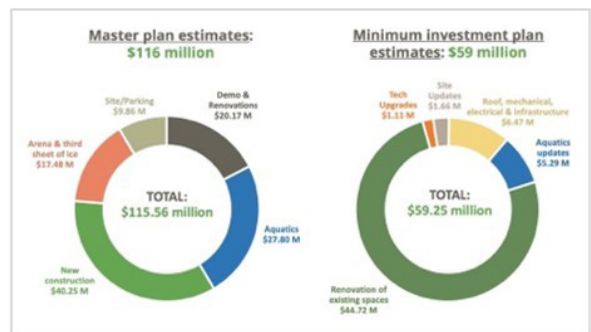
Project website: growingtogethermaplegrove.org
Project email: info@growingtogethermaplegrove.org
Project phone: 763-484-8819

Visit the project website

Follow us on social media:
Dedicated email about the project:
Dedicated social media link.

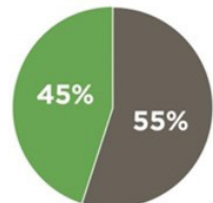
Growing Together Maple Grove.org

877-484-8819
growingtogethermaplegrove.org
763-484-8819



Who would pay for the local sales tax option?

- Maple Grove residents
- Non residents



According to a 2021 analysis by the University of Minnesota.

BRAINERD PUBLIC SCHOOLS 2018 REFERENDUM PROJECTS

Brainerd, MN

Photography credit: SILVERMAN BE REMARKABLE

PARTNERED WITH



RAPP STRATEGIES

OWNER

Brainerd Public Schools
Heidi Hahn
Superintendent
218.454.6916
heidi.hahn@isd181.org

COMPLETION

August 2023

COST

\$205 million

SERVICES PROVIDED

Pre-referendum communications, project development, program management, construction management, and technical services

Residents in Brainerd Public Schools said yes to a \$145.71 million project (total of \$205 million including a \$59.29 million non voter-approved project) in April 2018. The three-question ballot provided district-wide improvements including the new Baxter Elementary School and various additions and renovations across all facilities including safety and security, classroom and technology, performing arts, and more. Before the vote, more than **25 district listening sessions and stakeholder engagement sessions**, over **100 local community group presentations**, and almost **1,800 phone and online survey responses** took place to communicate this plan to all residents.

As part of our standard set of deliverables, our team provided the following materials as part of our referendum communications:

- Core messages for use by administration and board members
- Microsite design and content
- Plan logo
- Newspaper articles and advertisements
- Internal e-blasts
- Social media (written copy, graphics, scheduling, and analytics)
- Referendum handbook
- Presentations for community groups
- Printed collateral, including fliers, mailers, backpack stuffers, poster boards, etc.



Blueprint 181

Investing. Growing. Leading.

Brainerd Public Schools
Opportunity. Innovation. Success.

CONTACT:
KARLA SAND
District Communications Manager
Washington Educational Services Building
804 Oak Street
Brainerd, MN 56601
Office: (218) 824-6900
communications@b181.org
www.b181.org

FOR IMMEDIATE RELEASE

Blueprint 181
Investing. Growing. Leading.

Blueprint 181 Launches with Public Listening Sessions, New Planning Website
Aim is to Develop Facilities that Promote Innovation, Opportunity and Success for All

Brainerd, MN (April 24, 2017) Brainerd Public Schools recently launched Blueprint 181 which brings facilities planning into a new phase focused on community-wide discussion of options to address school needs. Blueprint 181 is the process to engage area residents in the development of a facilities plan that addresses the education, health and safety needs of the students and staff of Brainerd Public Schools.

"It is essential for us to hear from local residents, business owners, parents, and students about what you believe is most important for our schools and our district's future," said Lane Larson, Superintendent of Brainerd Public Schools. "We are concentrating on listening to the voices of our community."

A team of community members began evaluating the needs of all 12 school district buildings in 2014. After systematic review they recommended changes that would ensure these buildings are able to serve students in this community for decades to come. The district needs community input on these recommendations to further shape and define our strengths and needs, and to address the community's suggestions in the best, most efficient way possible.

A current list of neighborhood listening sessions is found below. For the most up to date information, community members are urged to visit the new website, which is dedicated to school facilities planning: blueprint181.org.

The website contains basic information about the planning process, including the guiding framework from the task force. It also provides an outline of where we currently are in the process and how local residents can get involved. The website will be updated regularly to reflect community input and to answer frequently asked

mobilization and implementation are now underway. Check back regularly to see what we build!

Blueprint 181
Investing. Growing. Leading.

HOME SCHOOLS YOUR ROLE RESOURCES TAB CONNECT

Click on your school's photo below
On each school page, you will find more information about that location's construction progress.

Early Childhood Center
Lincoln Elementary
Lowell Elementary
Garfield Elementary

Listening to the voices of our community

You're Invited
Public Listening Sessions
Regarding Brainerd Public Schools Facilities

May 1	5:30-7:00pm	Riverside cafeteria
May 2	6:30-8:00pm	Harrison gym
May 4	5:30-7:00pm	Nisswa gym
May 9	4:00-5:30pm	Washington room 200
May 9	5:30-7:00pm	Garfield gym
May 11	5:30-7:00pm	Lowell gym
May 18	5:30-7:00pm	Baxter gym
May 23	7:00-8:30pm	Brainerd High cafeteria
May 24	6:00-7:30pm	Forestview cafetorium

Child care for school age children available
All are welcome!

blueprint181.org

Blueprint 181
Investing. Growing. Leading.

Blueprint 181
Investing. Growing. Leading.

VOTE
Tuesday, April 10, 2018

15 Polling Places Throughout the District

Early Voting Starts
Friday, February 23, 2018

Visit the Crow Wing County Elections Office
2nd Floor West Wing, Historic Courthouse
326 Laurel Street, Brainerd, MN
Tel: 218-824-1051
Office hours: 8 a.m. - 5 p.m.
Monday-Friday, except legal holidays
and Saturday, April 7, 10 a.m. - 3 p.m.

Lincoln Education Center
Building Dedication and Ribbon Cutting
400 Quince Street, Brainerd

Tuesday, November 22, 2022
5-5:30 p.m.

Self-guided tours following.
Families welcome! Join us to celebrate our beautiful new space!

A place to Belong. **Blueprint 181**

School Needs and The Plan to Meet Those Needs

LOWELL ELEMENTARY SCHOOL

FAST FACTS

- Kindergarten-4th grade
- Year built - 1991
- Right size capacity - 350 students
- Current enrollment - 417 students
- Current building size - 42,000 sq. ft.
- Current land area - 2.5 acres
- Maintenance needs - \$5.4 million

THE NEEDS

- Enough classroom space for current students (the school is already 85 students over capacity) and for 60 more students projected in coming years due to enrollment growth
- A controlled entrance and staff ability to monitor visitors
- Offensive parking and safer bus drop-off and pick-up areas
- Larger kitchen and cafeteria to reduce congestion during lunch
- Larger gymnasium
- Dedicated science, technology and art space
- More Special Education space, including addition of calming and threat rooms
- Necessary long-term maintenance projects that the current maintenance budget does not cover, such as exterior masonry repair, replacement of worn flooring and repair or replacement of deteriorating sidewalks

THE PLAN FOR THIS SCHOOL

- Expand the school site and add on to the building to create enough classroom and core space for 475 students
- Create a controlled entrance with staff supervision of guests entering the building and drop-off areas
- Expand kitchen and reconfigure cafeteria to improve food service safety and efficiency and accommodate more students
- Add multi-purpose space to allow existing gymnasium to accommodate larger enrollment
- Create dedicated space for science, technology and art instruction
- Create additional Special Education space
- Address the most pressing long-term maintenance needs, preserving our community's investment in the building

THE COST

- Proposed plan: \$13 million

SCHOOL NEEDS AND THE PLAN TO MEET THOSE NEEDS

NISSWA ELEMENTARY SCHOOL

FAST FACTS

- Kindergarten-4th grade and Early Childhood Education programs
- Year built - 1992
- Right size capacity - 250 students
- Current enrollment - 300 students, kindergarten-4th grade and approximately 30 in Early Childhood Education programs
- Current building size - 37,000 sq. ft.
- Current land area - 8 acres
- Maintenance needs - \$6.1 million

THE NEEDS

- Enough classroom space for current students (the school is already 80 students over capacity) and for 30 more students projected in coming years due to enrollment growth
- A controlled entrance and staff ability to monitor visitors
- Right-sized classrooms for individual and small group learning
- Dedicated space for science, technology and art
- Larger kitchen
- More Special Education space, including a sensory/quiet room near classrooms
- More space for Early Childhood Education classes, which have a long waitlist
- Necessary long-term maintenance projects that the current maintenance budget does not cover, such as roofing, exterior masonry repair, updates to parts of the building using original heating and cooling, installation of fire suppression sprinklers throughout the building, replacement of worn flooring and repair or replacement of deteriorating sidewalks

THE PLAN FOR THIS SCHOOL

- Add on to the building to create enough classroom and core space for 425 students in Early Childhood Education and Kindergarten-4th grade
- Create a controlled entrance to allow staff supervision of guests entering the building
- Create space to allow for individual and small group learning
- Create dedicated space for science, technology and art instruction
- Expand the existing gymnasium
- Reconfigure the kitchen to improve food service efficiency
- Add necessary Special Education space
- Add Early Childhood Education space
- Address the most pressing long-term maintenance needs, preserving our community's investment in the building

THE COST

- Proposed plan: \$12 million

MORA PUBLIC SCHOOLS – NEW MORA HIGH SCHOOL

Mora, MN

PARTNERED WITH



RAPP STRATEGIES

Rendering credit: Wold Architects and Engineers

OWNER

Mora Public Schools
Dan Voce
Superintendent
320.679.6200
danvoce@moraschools.org

COMPLETION

September 2023

COST

\$61.9 million

SERVICES PROVIDED

Pre-referendum communications, project development, program management, construction management, and technical services

For Mora Public Schools and the community of Mora, the construction of a new high school has been about connection and perseverance. ICS team members have been working with Mora Public Schools on various projects for nearly ten years — from an addition at Trailview Elementary, the new Welia Wellness Center, a plan to address their aging high school, and more. After a successful \$61.9 million referendum in May 2020, this project will complete the district's strategic long-range facility plan.

As part of our standard set of deliverables, our team provided the following materials as part of our referendum communications:

- Core messages for use by administration and board members
- Microsite design and content
- Plan logo
- Newspaper articles and advertisements
- Internal e-blasts
- Social media (written copy, graphics, scheduling, and analytics)
- Referendum handbook
- Presentations for community groups
- Printed collateral, including fliers, mailers, backpack stuffers, poster boards, etc.

MORA PUBLIC SCHOOLS



ELECTION DAY IS THREE WEEKS AWAY

You can vote early now until May 11

- Call (320) 679-6200 ext. 5500 for an absentee ballot application
- OR download an application at MustangsUnited.org/voter-info
- OR visit the District Office weekdays 8 a.m. - 4:30 p.m. to vote by absentee ballot in person



THE AG2SCHOOL PROGRAM REDUCES THE PROPERTY TAX IMPACT OF SCHOOL CONSTRUCTION BOND LEVIES FOR OWNERS OF FARMLAND.

MUSTANGSUNITED.ORG/COMPARE-COSTS

Since each plan requires money to fund improvements that are not part of the school's regular budget, higher property taxes will result with either choice. The amount of the monthly tax impact on Mora property owners in the next five years is similar.



Learn more at MustangsUnited.org

BUILD A NEW HIGH SCHOOL

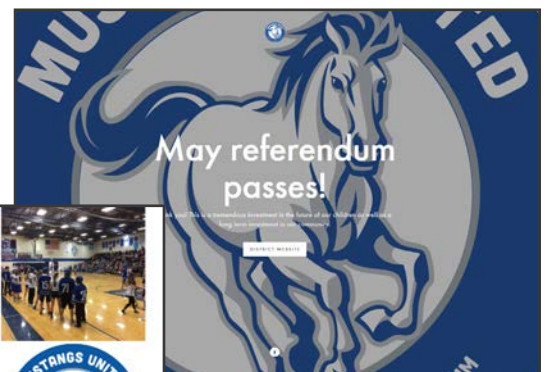
OR

BEGIN REPAIRS TO THE CURRENT HIGH SCHOOL?

Either plan will raise property taxes in 2021.

MUSTANGSUNITED.ORG





NASHWAUK-KEEWATIN PUBLIC SCHOOLS 2022 REFERENDUM PROJECT

Nashwauk, MN

PARTNERED WITH



RAPP STRATEGIES

Rendering Credit: DSGW Architects and BNDRY Studio

OWNER

Nashwauk-Keewatin Public Schools
Rae Villebrun
Superintendent
218.885.1280
rvillebrun@isd319.org

COMPLETION

Anticipated Spring 2025

COST

\$47.7 million

SERVICES PROVIDED

Pre-referendum communications, planning, project development, program management, and construction management services

Residents of Nashwauk-Keewatin Public Schools approved two ballot questions totaling \$47.7 million in February 2022 that will build a new PreK-12 school building and adjacent community wellness center. Replacing the district's existing buildings that were built in the 1920s, the new facility will feature appropriately sized classrooms for general education, art, band, music, and special education, as well as small group work areas and workspace for career and technical education. The school would also feature a media center, two full-sized gymnasiums, a kitchen, and a cafeteria.

As part of our standard set of deliverables, our team provided the following materials as part of our referendum communications:

- Core messages for use by administration and board members
- Microsite design and content
- Plan logo
- Newspaper articles and advertisements
- Internal e-blasts
- Social media (written copy, graphics, scheduling, and analytics)
- Referendum handbook
- Presentations for community groups
- Printed collateral, including fliers, mailers, backpack stuffers, poster boards, etc.

Strengthening Nashwauk-Keewatin Schools



KNOW WHERE TO GO ON

ELECTION DAY!

NKSpartanStrong.org/vote

VOTER'S ADDRESS	ELECTION DAY VOTING LOCATION
Goodland Township	Goodland Community Center
Gran Precinct	Goodland Community Center
Keweenaw	Keweenaw Community Center
Long Pine Township	Long Pine Town Hall
McLeod Precinct	Norwich City Hall
Norwich	Norwich City Hall
Norwich Township	Norwich Township Community Center

SPARTAN STRONG 

DO YOU OWN PROPERTY IN THE N-K SCHOOL DISTRICT?

NK.SpartanStrong.org/next-steps

Truth in Taxation Statements

SPARTAN STRONG



**WHY IS N-K
PURSUING A BOND
REFERENDUM NOW?**

>>> NKSpartanStrong.org/faqs

**SPARTAN
STRONG**

On Feb. 6, 2022, residents of the Nashua-Keeswilt School District will vote on a plan to replace its two 191-year-old schools with a single new PreK-12 school and whether the school should include an attached community wellness center.

THE NEED

Our current buildings need significant renovations and repairs. N-K's two school buildings were built in 1911 and are located on the top floor and among the oldest in Minnesota. Today, N-K Elementary School and N-K High School fail to meet more than half of the Minnesota Department of Education's standards for school facilities.

Renovating would cost as much or more than building a single new school.

Expert assessments have estimated that it would cost between \$41 - \$47 million to fully renovate the schools to meet state education guidelines. Those renovations would take decades to complete and cost taxpayers more in the long run.

[illegible]

If voters decide not to approve the referendum, N-K is likely to lose the \$1.5 million 8000 grant and the school board will assess its remaining options to address the needs of our aging building. Although no decision has been made at this time, the school board has authority to increase property taxes without voter approval for use for major repairs in multiple phases over the course of several years to minimize student disruption during the school year.

HOW TO VOTE

VOTE EARLY: Vote early now until Feb. 7. Absentee ballot applications are available to returning students and staff by calling 318-327-8248. You can vote early in person at the Bucks County Courthouse Auditor/Recorder's Office (123 W. 4th Street, Dover, Pa.) on weekdays from 8 a.m. - 4:30 p.m. There will also be special early voting hours on Feb. 5 from 12 p.m. - 3 p.m. and Feb. 7 from 8 a.m. - 3 p.m.

VOTE ON ELECTION DAY: Feb. 6, 2020 from 8 a.m. - 8 p.m. Visit www.buckscountypa.us/voting to find your polling location.



LAKE SUPERIOR SCHOOL DISTRICT 2021 REFERENDUM PROJECTS

Two Harbors, MN

PARTNERED WITH



RAPP STRATEGIES

Photography credit: SILVERMAN BE REMARKABLE

OWNER

Lake Superior School District
Jay Belcastro
Superintendent
218.834.8201 x 8213
jbelcastro@isd381.org

COMPLETION

Anticipated Fall 2024

COST

\$51.4 million

SERVICES PROVIDED

Pre-referendum communications, planning, project development, and construction management services

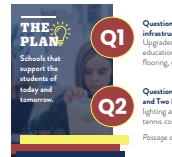
On Tuesday, November 2, 2021, district residents approved a \$44.1 million referendum. The project improves the district's schools — particularly William Kelley School and Minnehaha Elementary — with infrastructure updates that help meet modern health, safety, and educational standards. This plan is the product of nearly a year's worth of discussion between the district, staff, parents, community leaders, residents, and independent experts to determine the most critical challenges at the district's schools. ICS provided project development, planning, pre-referendum communications, program management, construction management, and technical services for this effort.

As part of our standard set of deliverables, our team provided the following materials as part of our referendum communications:

- Core messages for use by administration and board members
- Microsite design and content
- Plan logo
- Newspaper articles and advertisements
- Internal e-blasts
- Social media (written copy, graphics, scheduling, and analytics)
- Referendum handbook
- Presentations for community groups
- Printed collateral, including fliers, mailers, backpack stuffers, poster boards, etc.

ANCHOR OUR FUTURE

ONE DISTRICT. ONE VISION. LAKE SUPERIOR.



UPDATING OUR SCHOOLS FOR THE COST

Q1 is levy-neutral!

Thanks to the expiration of existing debt and the district managing their finances responsibly, question one (\$44.1 million) would be **levy-neutral**. That means that, if approved, Q1 would not raise property taxes above the current tax rate.

Question two (\$7.3 million), which is contingent on the successful passage of Q1, would result in a \$3 per month increase in property taxes for an average residence in the district worth approximately \$200,000.

To find your estimated tax impact, visit AnchorOurFuture.org/cost



AnchorOurFuture.org | Lake Superior School District #381 | @ISD381 | 218.834.8201 Ext. 8216

Prepared and paid for by Independent School District No. 381 (Lake Superior School District) 1640 County Hwy 2, Two Harbors, MN 55556. This publication is not created on behalf of any candidate or ballot question.



FAST FACTS

Lake Superior School District November 2021 Referendum

THE NEED William Kelley School and Minnehaha Elementary School need updates to improve health, safety, and educational programming.

WILLIAM KELLEY SCHOOL

Built in 1958, William Kelley's age means certain parts of its infrastructure are no longer suited for modern learning. Some of the building's needs include lack of properly secured entrances, asbestos flooring and ceiling, original ventilation units, poor filtration, and more.

MINNEHAHA ELEMENTARY

Constructed in 1960 as a foundation built in 1944, key pieces of this school's infrastructure are outdated, inefficient, or in need of significant repairs. These needs include an outdated security/camera system, an aging boiler system and water heater, and more.

WHY NOVEMBER?

District leaders carefully considered the right time to propose a plan to voters. Our buildings are only getting older – waiting to make improvements will only increase costs for taxpayers and create further problems for students and maintenance staff. November also coincides with the expiration of some of the district's existing bond debt, making it a convenient time to tackle needed upgrades without adding a substantial impact to taxpayers.

Sept. 17: You can download an absentee ballot at AnchorOurFuture.org/absentee. You can also request a ballot be mailed to you by calling the district office at 218-834-8201. Completed ballots must be postmarked on or before Tuesday, Nov. 2.

In-Person Early Voting: Available weekdays from Sept. 17 through Nov. 1 at the district office (1640 County Hwy 2, Two Harbors, MN 55556), weekdays from 8:00 a.m. to 4:00 p.m.

Election Day Voting: You can vote on Election Day (Tuesday, Nov. 2) from 8 a.m. to 7 p.m. Visit AnchorOurFuture.org/absentee to find your polling location.



EARLY VOTING IS NOW OPEN!

Available through Monday, Nov. 1

VOTE

THE PLAN TWO QUESTIONS, \$51.4 MILLION
The school board proposes a two-question plan that seeks to address our needs, bolster education for future generations of students, and improve the bonds between our communities.

Q1 Question one would invest approximately \$44.1 million for expanded educational spaces and upgrades to critical infrastructure primarily at William Kelley School and Minnehaha Elementary as well as updates at Two Harbors High School.

Q2 Question two would invest approximately \$7.3 million in upgrades to the district's athletic facilities at William Kelley School and Two Harbors High School.

Full-sized conceptual drawings are available at AnchorOurFuture.org/absentee.

IMPROVEMENTS AT BOTH WILLIAM KELLEY AND MINNEHAHA:

- Dedicated classroom space for STEM (science, technology, engineering, arts, and math) education and student collaboration
- Properly secured entrances with updated security camera and access control systems
- Asbestos removal
- Upgraded heating, ventilation and air conditioning (HVAC) systems
- Replacement of damaged ceiling tiles
- Repaired exterior walls, doors, and roof sections
- Renovations to ensure both buildings meet ADA requirements for those with disabilities

AT WILLIAM KELLEY SCHOOL:

- New kitchen appliances and equipment
- Remodeled and expanded bus garage
- Demolition of the music wing to be replaced by a two-story wing with classrooms for the arts, natural sciences and family and consumer sciences
- Repaired boiler

AT MINNEHAHA ELEMENTARY:

- Renovation of all classrooms to improve technology storage and lighting
- A 9,000-square-foot addition to include a cafeteria, kitchen, and two classrooms to alleviate congestion and expand learning spaces
- Repaired water heater
- New outdoor playground

AT TWO HARBORS HIGH SCHOOL:

- Properly secured entrances and exits
- Recalibrated ventilation control

AT WILLIAM KELLEY SCHOOL:

- Artificial turf fields
- All-weather track
- Concessions and bathroom building
- Remodeled baseball and softball fields
- New sound and LED lighting systems

AT TWO HARBORS HIGH SCHOOL:

- Artificial turf football and softball/baseball fields
- Resurfaced tennis courts
- New sound and LED lighting systems

COMMUNITY MEMBERS WILL DECIDE WHETHER TO MAKE THIS INVESTMENT ON OR BEFORE TUESDAY, NOV. 2, 2021.

THE COST

Q1 Question one requires \$44.1 million and seeks to address our most critical facilities needs and would be **LEVY-NEUTRAL** thanks to the expiration of a portion of the district's existing bond debt.

WHAT DOES "LEVY-NEUTRAL" MEAN?

Levy neutral means that there would be no change to the existing levy if question one is approved by voters. This means that taxpayers would not see a school-related property tax increase as a result of question one's passage. Bond payments would begin at the same time that bonds for the Two Harbors High School would expire, functionally canceling each other out.

Q2 Question two requires \$7.3 million and would result in the addition of turf fields and other improvements to athletic facilities at William Kelley School and Two Harbors High School.

If approved, question two would cost the owner of a home with a median value of \$200,000 approximately \$3.00 per month.

Question one must pass for question two to pass.

Minnesota's Ag2School tax credit lowers the cost of the referendum for agricultural landowners.

The Ag2School tax credit is a 60% tax credit provided to all agricultural property owners who, groups and individuals are exempting the agricultural land from the tax. The tax credit is calculated to increase to 70% by 2021. This is not a tax deduction – it's an automatic dollar-for-dollar credit paid directly by the state. No application is required.



WANT TO KNOW YOUR SPECIFIC TAX IMPACT?
Use our tax calculator at AnchorOurFuture.org/locals



On Nov. 2, voters will consider two ballot questions that would invest a combined \$54.1 million in our schools.



ALBANY AREA SCHOOLS 2022 REFERENDUM PROJECT

Albany, MN

PARTNERED WITH



RAPP STRATEGIES

Rendering credit: Wold Architects and Engineers

OWNER

Albany Area Schools
Travis Okerlund
Superintendent
320.845.5050
tokerlund@district745.org

COMPLETION

Anticipated Fall 2024

COST

\$16.96 million

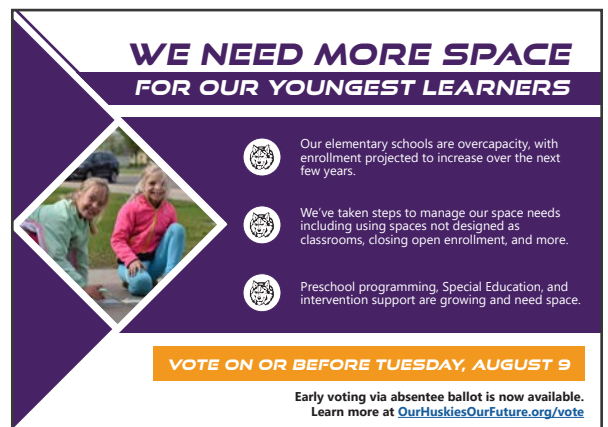
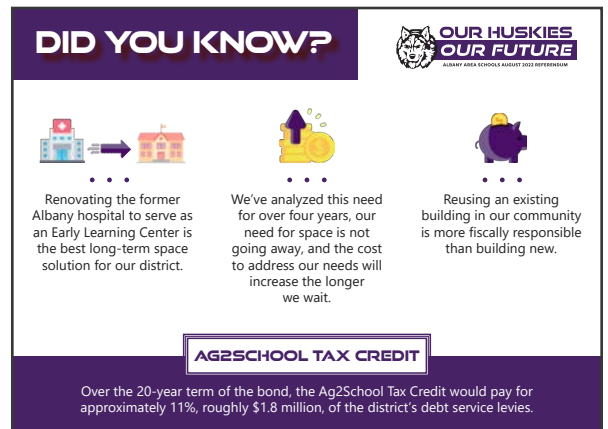
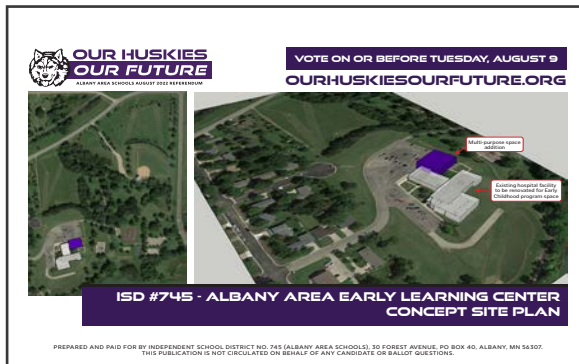
SERVICES PROVIDED

Pre-referendum
communications, planning,
project development, and
program management services

On August 9, 2022, district residents of Albany Area Schools approved a \$16.96 million single-ballot bond referendum question that will transform the former Albany hospital into an Early Learning Center. This project will alleviate space restraints at Avon Elementary and Albany Elementary allowing the district to provide enough space to meet their current challenges and any future challenge the district may endure, re-use a currently vacated building in their community, provide access to local amenities, and reduce traffic and congestion at their main campus in Albany.

As part of our standard set of deliverables, our team provided the following materials as part of our referendum communications:

- Core messages for use by administration and board members
- Microsite design and content
- Plan logo
- Newspaper articles and advertisements
- Internal e-blasts
- Social media (written copy, graphics, scheduling, and analytics)
- Referendum handbook
- Presentations for community groups
- Printed collateral, including fliers, mailers, backpack stuffers, poster boards, etc.



REFERENDUM PROJECT APPROACH





OUR TEAM'S APPROACH TO YOUR PROJECT

Based on our experience, team members, and knowledge of the city, we feel we are the best team to provide community relations/education services for the City of Cottage Grove.

Our mission is to effectively partner with clients to provide the following:

- Develop a cohesive referendum plan through a data-driven community engagement process.
- Create a comprehensive and informational communications plan.
- Collaborate with you to successfully execute that public outreach and community engagement strategies specific to your city's needs.

Based on our experience, team members, and knowledge of the city, we feel we are the best team to provide community relations/education services for the City of Cottage Grove. In today's world, messaging and information must be delivered through multiple media types, especially regarding public referendums. We understand there is no one-size-fits-all approach to referendum communications, as community members have different levels of connectivity to activities. However, our team needs to understand how different audiences within your community best receive information from the city.

1. Core messages for use by administration and council members
2. Dedicated website design and content
3. Referendum campaign logo
4. Newspaper articles and advertisements
5. Internal e-blasts
6. Social media or communications through city channels (written copy, graphics, scheduling, and analytics)
7. Referendum handbook
8. Presentations for community groups
9. Printed collateral, including fliers, mailers, poster boards, etc.

[illegible]

The communications plan begins with agreement on core messages – the primary communication items we plan to emphasize throughout the campaign. These messages establish the city’s current goals and obstacles, the proposed plan, the operational benefits of the plan, and additional messages that help community members understand the reasons for the city’s approach.

Core Messages and Referendum Microsite

Once the core messages are established, we use that as the foundation for microsite content or a dedicated website. We would then create a website with the following pages: Home, The Process, Our Challenges, The Plan, The Impact, The Cost, Voting Information, Resources, Frequently Asked Questions, and Connect. Organizing the microsite pages into this structure is the most succinct, comprehensive, and beneficial way to communicate information to residents. Our team would build and manage the microsite content to reflect this structure. Our team would continue to monitor, analyze, and adapt the microsite as needed throughout the communications campaign. The information below outlines what each page would include:

- **Home:** The home page would serve as the initial interface for community residents to access information about the referendum. This page will include the referendum campaign logo, a brief site synopsis, and simple navigation to other pages.
- **The Process:** This page would outline the city's plan development steps. This information gives residents a better understanding of how the city has carefully reviewed all options before asking local voters to consider the proposed plan.
- **Our Challenges:** This page would outline the city's challenges or facility needs. Pictures, written copy, testimonials, and more would be used to communicate the city's needs.
- **The Plan:** One of the most frequented pages on any microsite, the plan page would include specifics for the proposed plan. Conceptual drawings, other visuals, and plan-specific frequently asked questions are helpful for this page. This page would also include information highlighting the consequences of inaction for the plan. This information would outline what improvements would (and would not) be implemented if the proposed referendum fails.
- **The Impact:** This page would outline how the proposed plan impacts staff and community members.
- **The Cost:** This page would outline the costs of the proposed plan, including information about assessed values, implied market values, and, ultimately, the cumulative taxpayer impact proposed from the financing plan.
- **Voting Information:** This page would provide comprehensive information for casting your vote on the referendum, including voting in person by absentee ballot before Election Day or in person on Election Day.

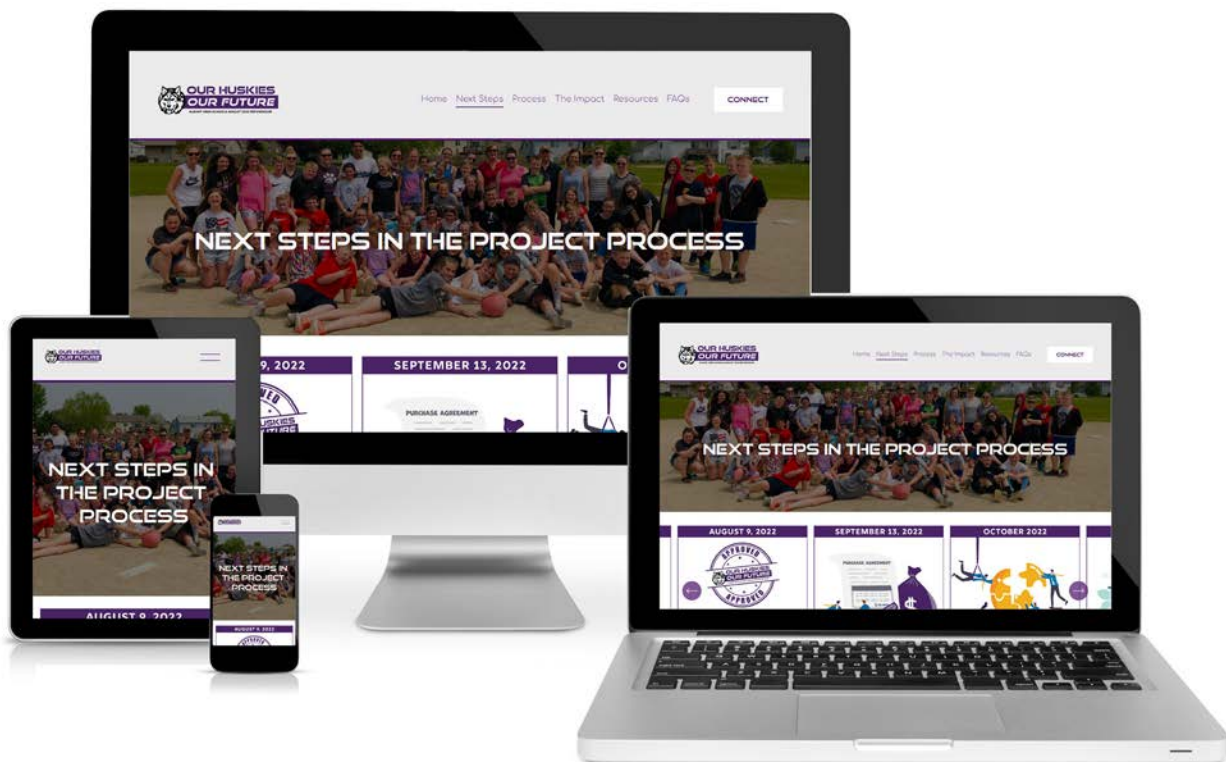


(Referendum Campaign Logo Samples)

- **Resources:** This page would provide various resources and links for community members, including previous presentations to the community, survey results, the approved resolution, the ballot language, videos, newspaper articles submitted and published, and more. Consider this page as the reference library for the project.
- **Frequently Asked Questions:** This page would expand on the other microsite pages and provide answers to community members' frequently asked questions, continuously updated as we hear feedback from the community.
- **Connect:** This page allows residents to submit their questions and/or feedback by completing a short online form. Our team would receive these submissions, craft proposed responses, provide that draft to the city's team to review, and ultimately, the city would respond directly to that community member.

Throughout this process, our team will be your trusted partner, counsel, and communications firm to guide, advise, and execute the agreed-upon communications campaign. We work closely with current city personnel, as authentic community engagement can only occur through collaboration between you and your consultants.

Based on our experience and team, we are confident that the City of Cottage Grove will meet and exceed community expectations for project information during the referendum campaign.



Successful Referendum Timeline and Strategy

Based on our experience, the date of your public referendum may be the most critical decision that could determine the outcome of your referendum. We have extensive experience with past public referendum results that can help the City of Cottage Grove determine the most optimal time to bring your building referendum project to the community.

Timeline: Communicating with your community early is essential. Early communications re-establish trust and further reinforces that trust. Depending on the communications options available within your city, six to nine months is ideal for strategic communications before a vote. However, many other factors need to be considered before establishing the election date. We would work with the city to identify and set the most optimal date.

Below is a proven planning process that ICS has used with dozens of successful public referenda.

Planning Phase

- Identify the city's challenges, the process to identify those, and the impact on the community.
- Develop a community engagement plan.

Engagement Phase

- Identify and engage key community stakeholders.
- Host initial public meetings and forums.

Education Phase

- Develop and distribute communication materials (website, fliers, posters, mailers, media commentaries, and more).

Acceleration Phase

- Begin driving people to where they can find information (mailers, media commentaries, presence at public events, and more).

Outcome Phase

- Share information on the plan and how to vote using various tools to distribute the message (website, mailers, media commentaries, community events, and activities).

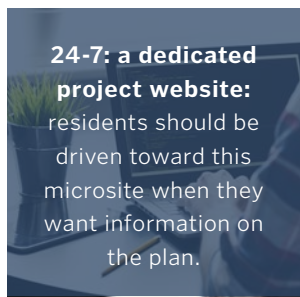
Identifying the Referendum Audience

The informational referendum campaigns we develop and execute for our clients focus first on staff and community members. Naturally, these two groups are the most engaged in any area; if they do not support a city’s plan, that usually means that their voices have not been heard during the planning process, and that isn’t easy to overcome with just a communications plan.

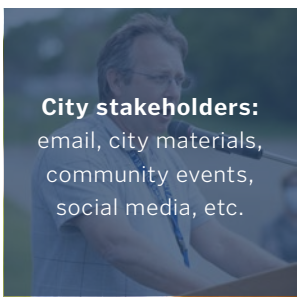
Reaching out to facility users and community leaders is also essential. Each of these groups has connections to the city, and their understanding of the plan helps share information more broadly with other community members.

The city will hear from opponents of the plan. There is no such thing as universal support for an investment that requires investing tax dollars, and we have experienced few referenda that have received more than 70% support. It is both ethical and important for the city to respond to inquiries from all residents. Still, the city is under no obligation to endlessly debate the issues arising within a facilities plan.

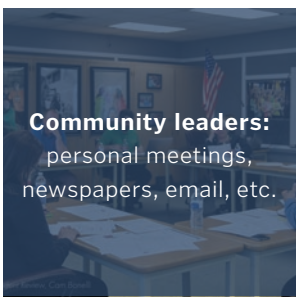
As we begin our work with the city, we will review your experiences and research to determine how to reach different groups of local residents. In our experience, information is often best delivered in the following ways:



24-7: a dedicated project website:
residents should be driven toward this microsite when they want information on the plan.



City stakeholders:
email, city materials, community events, social media, etc.



Community leaders:
personal meetings, newspapers, email, etc.



Community-wide:
informational mailers, newspaper articles, etc.

Print Materials

In our experience, a city promotes transparency and establishes trust by sending at least one informational referendum mailer to all households in the community. Our team has extensive experience aiding clients through the writing, design, and mailing process. Based on stakeholder conversations, our team works with you to decide what type of mailer is best for the city – for example, an EDDM mailing or a customized household list.

Our team writes the copy and designs the mailer, coordinates with a local printer and mail house, gathers edits, and coordinates sending the final mailer. However, the material will only be sent with the approval of city leadership.

THE PROCESS: HOW DID WE GET HERE?

For the past four years, we've been preparing for our District's future by developing a long-range plan that allows us to continue to deliver a high-quality educational program. We studied enrollment trends, assessed the adequacy of our school buildings, asked for community input through

multi-stage surveys about the positive aspects of our District, and reviewed several facility options to address our most critical needs.

After extensive discussion of five options to address enrollment trends, the School Board elected to adopt a

Following this decision, 23 sites were evaluated for the new elementary school. The evaluation criteria included:

- Location, size and cost of the property
- Transportation and safety
- Attributes of the property — accessibility, entry points, utilities, drainage, soils, environmental impact, etc.
- Maintaining the current "community school" model
- Centralized to where residential development is occurring
- How to best minimize the impact on existing elementary school boundaries

For more information on this long-term planning process and site selection, please visit RoomToLearnRoomToGrow.org.

THE NEED: INCREASING ENROLLMENT IS THE DRIVING NEED FOR AN ADDITIONAL ELEMENTARY SCHOOL.

The original demographic study, from 2016, showed that our District would see significant enrollment growth in the next five (5) years. The District-wide demographic projections have continued to be evaluated on an annual basis and have been verified as accurate. By 2023, our enrollment will have grown enough to fill another elementary school. In addition, actual enrollment growth in some of our elementary schools is outpacing projected enrollment increases, indicating a steeper growth rate than originally anticipated. Last year's (2019-2020) elementary enrollment was 1,845. For the 2020-2021 school year, our current elementary enrollment is 1,916 students.

We need to address growing elementary enrollment now.

By 2025 - 2026, our elementary enrollment alone is expected to be 2,029 students.

THE PLAN: AN ADDITIONAL ELEMENTARY SCHOOL FOR OUR GROWING COMMUNITY

The new school will provide the space needed to help accommodate our District's enrollment and ensure that all students have access to a high-quality education.

Transportation and safety:

The new location was chosen to help minimize transportation disruptions and relocations. A majority of the students attending the new school will come from new developments in the area.

Where are we in the process?

We're working closely with construction management firm IC's and architects at SCHEIDT & DUBOIS to gain the approvals necessary from governmental and oversight agencies prior to construction.

We've held multiple meetings and planning workshops with faculty, staff, and community members to discuss various topics related to the new elementary site including site accessibility, parent and bus drop-off areas, playing fields, academic groupings, social structuring, and more. These key discussions have been critical to the pre-design process and have helped establish guiding principles including visioning, planning, and conceptual design.

What's next?

While the new elementary school is an exciting step, it isn't the end of our plan. As enrollment continues to increase and our District looks to better serve our students in the future, we plan to address the following items:

- By 2024-25, address middle school enrollment and renovations.
- By 2026, make a decision on all-day kindergarten.
- Also by 2026, make a decision to create parity across all elementary schools.
- By 2026-2028, be prepared to address high school renovation needs.

THE COST: INVESTING IN OUR DISTRICT'S LONG-TERM SUCCESS

It's important for our District to thoroughly and transparently communicate how this plan will be funded. The District has been budgeting and planning for this expense over several years. We are pleased to say that the School Board has adopted a budget for the construction of the new elementary school that falls within the state's annual budget limits on school districts.

Although the plans are not finalized, the projected estimated cost of the new school is \$36.7 million. A large portion of the cost of the construction (about \$21 million) will be paid for with bonds issued by the District in 2026 for capital projects. This is already accounted for in the District's budget. The District will borrow the funds necessary to finish the project and complete the other capital projects included in the master plan between now and 2026.

*Estimated cost as of November 2021

The District will allocate existing funds to complete the elementary school. This project will not impact local school property taxes.

COMMON QUESTIONS REGARDING THE IMPACT OF THE SITE FOR THE NEW ELEMENTARY SCHOOL.

Q: What road work will be done?

Route 352 will need slight modifications to access the new elementary school. Road work will be limited to temporary shoulder work, adding turn lanes, and creating a deceleration lane on Route 352. Modifications will be limited to the ultimate right of way of the existing permit easements. A stoplight has been requested by the township, to make left turns and protect an on-ramp water and sewer.

YOUR QUESTIONS ANSWERED

For more information, visit RoomToLearnRoomToGrow.org.

POSTAL CUSTOMER

For more information, visit RoomToLearnRoomToGrow.org.

WHAT'S INSIDE:

- Answers to YOUR frequently asked questions
- Information about the process and our needs
- Information about the project and its impact

Prepared and paid for by Room Tree Media School District, 328 North Olive Street, Medwa, PA 19063

FACILITIES UPDATE

An additional elementary school for our growing District

For more information, visit RoomToLearnRoomToGrow.org.

(Referendum Community Mailer Samples)

It's important to note that print material isn't confined to informational mailers alone. In our experience, a high-level 8.5" x 11" flier - what our team defines as a "Fast Facts" flier - is an effective tool for all audiences and is especially useful at small group meetings. This flier includes a brief synopsis of what is being proposed on Election Day, the cost, voting information, and where to go for more details - the dedicated microsite.

THE PLAN: A MULTI-STAGE PLAN TO ADDRESS OUR DISTRICT'S MOST CRITICAL NEEDS

For the past four years, the District has been preparing for future growth by developing a long-range facility plan. The School Board decided a staged investment plan over the next decade for our District and communities.

After vetting 23 potential site locations near 1501 Middletown, it best fit the criteria the School Board set.

Benefits of an additional elementary school:

- Addresses our most critical need — additional space for elementary students
- Preserves flexibility by allowing the School Board to track enrollment and adjust the plan accordingly
- Less disruption to transportation due to the central location of the site
- Increases potential for full-day kindergarten
- Maintain the "neighborhood school" concept and existing community fields

Next steps: how our new school is moving forward

It's important to transparently communicate with our residents as this is our community's new school. The key milestones within each project phase include:

- Pre-Design Phase:** site comparison, land selection, architect selection, facility programming meetings, and planning workshop reviews
- Design Phase:** Schematic Design, Design Development, Construction Documents, and bidding
- Construction Phase:** project timeline, breaking ground, project updates, and project completion

Prepared and paid for by Rose Tree Media School District

Rose Tree Media School District FAST FACTS

Rose Tree Media School District is a vibrant, growing, successful District. We are proud of our success and continue to adapt our facilities to meet the needs of our current students and new families. This fast facts sheet will provide information about our new elementary school building project related to increase enrollment within our District.

For more information, visit RoomToLearnRoomToGrow.org.

THE PROCESS: PLANNING TO ADDRESS OUR DISTRICT'S MOST CRITICAL NEEDS

After much discussion and analysis, the School Board unanimously made the decision to build a new elementary school on new land.

Over the course of 24 months, 23 sites were evaluated based on extensive criteria, including the location of utility infrastructure. As determined by District staff and the School Board, the site for the new school was selected in Edgmont Township. This decision, also based on extensive research and recommendations from internal and external experts, was determined to be an appropriate and safe location for a new school. The District moved forward in purchasing approximately 38 acres for the additional elementary school in Edgmont Township.

THE NEED: INCREASING ENROLLMENT IS THE DRIVING NEED FOR AN ADDITIONAL ELEMENTARY SCHOOL

The original demographic study showed that our District would see significant enrollment growth in our elementary schools in the next five (5) years. The District-wide demographic projections have continued to be evaluated on an annual basis and have been verified as accurate.

By 2023, our enrollment will have grown enough to fill another elementary school. In addition, actual enrollment growth in some of our elementary schools is outpacing projected enrollment increases, indicating a steeper growth rate than originally anticipated. Last year's (2020) elementary enrollment was 1,845. For the 2020-2021 school year, our current elementary enrollment is 1,916 students.

We need to address growing elementary enrollment now.

By 2025 - 2026, our elementary enrollment alone is expected to be 2,029 students.

THE PLAN

Conceptual images of the proposed facility can be found at LiveWellLitchfieldArea.org

Litchfield Public Schools Bond Referendum

The school district is requesting voter approval to issue \$13.5 million in bonds to fund the eight-lane pool facility, locker rooms, office and community space, as well as various site improvements. This equates to approximately \$6.84 per month on a median home value of \$170,000.

City of Litchfield Sales Tax Referendum

The city is requesting voter approval of a one-half of one percent sales tax to fund part of the four-station multi-purpose fieldhouse, elevated walking track, community rooms, family changing rooms, fitness space, and additional support spaces. Additionally, at least \$5 million of funding for the city's portion of the facility has already been secured through the State of Minnesota's bonding bill in 2021. The city is not currently seeking a property tax increase for this project.

THE COST

For the owner of a median district, the tax impact of would be about \$6.84 per month on a median home value of \$170,000. Litchfield, including those who live outside of Litchfield.

For more information about the cost, including school tax credit, visit LiveWellLitchfieldArea.org

VOTE

Early voting by mail or in person through Monday, November 7 (8:00 AM to 8:00 PM) November 8 (7:00 AM to 8:00 PM)

Visit LiveWellLitchfieldArea.org

A JOINT PLAN for the Litchfield Area Recreation Center

Litchfield is a thriving city attracting visitors from around the region. Area leaders have long heard interest from community members of all ages in building a wellness or community center. Litchfield Public Schools and the City of Litchfield have worked together to develop a plan to meet the needs of Litchfield area residents. On Tuesday, November 8, Litchfield area voters will consider two separate ballot questions to fund the Litchfield Area Recreation Center.

Visit LiveWellLitchfieldArea.org for more information!

THE PROCESS

In 2016, after hearing community interest, the City of Litchfield began exploring possibilities to create a sports and aquatics center. However, the city realized it was a venture that would need a partner to execute. Residents have voiced desires for a variety of community uses, such as an aquatic center, fitness spaces, and athletic fields. By combining multiple community assets into one project, the city and school district could save money on construction and ongoing operational costs.

Very few cities and school districts have the opportunity to partner on a shared project like the one being proposed in Litchfield, and this partnership displays something special about our community - the ability to come together on important community initiatives.

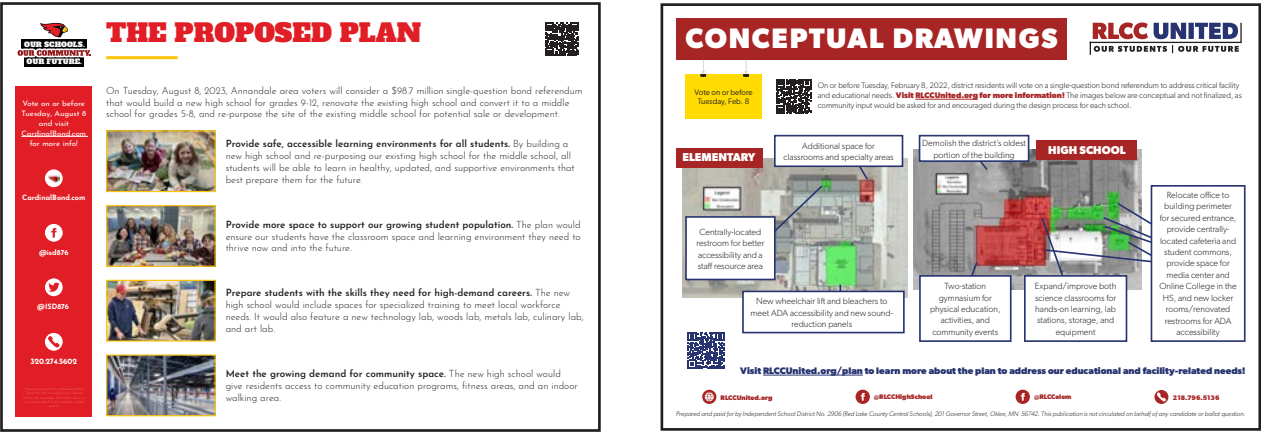
Because the two governments fund major projects in different ways, there are two ballot questions being offered in the November election to fund different portions of the project.

LiveWellLitchfieldArea.org @litch4665 320.693.2444 320.693.7201

Prepared and paid for by Independent School District No. 465 (287 East 6th Street, Litchfield, MN 55355) and the City of Litchfield (208 Marshall Avenue North, Litchfield, MN 55355). This publication is not considered on behalf of any candidate or ballot questions.

(Referendum Fast Facts Flier Samples)

Our team has extensive experience with other print materials, including poster boards such as conceptual drawings stationed at each city facilities, comprehensive booklets, and more. If our team is selected, a comprehensive print material plan would be developed with the city and likely shared with staff members, and the general community.



(Referendum Poster Board Samples)

Social Media Strategy

ICS understands an effective social media plan is critical to a strategic referendum campaign. Our team develops a strategic social media plan that 1) is transparent, informational, and relevant to your audience, 2) is simple, repeatable, and visual, and 3) accelerates and emphasizes messages at the appropriate times.

We write the copy, create the graphics, schedule the messages on behalf of the City of Cottage Grove, and provide weekly analytics that inform and define our strategy. We monitor any community comments on referendum-related posts, draft responses if needed, and any community Facebook groups that may be active in conversations surrounding the referendum. Regarding social media, nothing is posted without the city’s explicit approval.



(Referendum Social Media Sample)

Topic	Post Copy	Graphics	Counters
Ice cream social(s) promotion	You're invited! Join us for an ice cream social on Wednesday, June 21, from 7:00 PM - 9:00 PM at the Goodridge Community Center. During this time, ice cream will be served, and we ask for your feedback on facility options to best meet our school's needs. We believe our community is pivotal to our district's future, and we invite and encourage you to be involved throughout this process. We hope to see you there! Visit GoodridgeUnited.org for more.		457
Ice cream social(s) promotion	Mark your calendar! Next week, our district is hosting an ice cream social to learn more about our district's long-range planning process and potential options to address our facility needs. Various stations will be available for additional information, including facility options, listening sessions, tea impact, and more. Optional hours will also be provided at 7:00 p.m., 7:30 p.m., and 8:00 p.m. We hope to see you there! Visit GoodridgeUnited.org for more.		469
Ice cream social(s) promotion	DO NOT FORGET! Our district is hosting an ice cream social to discuss facility options to best meet our school's needs. Join us any time from 7:00 p.m. to 9:00 p.m. at the Goodridge Community Center. Visit GoodridgeUnited.org for more.		240
Long-range planning process highlight	Did you know? Since last August, our district has held 10 listening sessions with various stakeholder groups, including our school board, staff, students, agricultural landowners, and our larger community. These sessions provided insight into understanding our challenges, facility needs, and expectations. Please visit GoodridgeUnited.org for updated information about our district's long-range planning process.		416
Long-range planning process highlight	Defined by the Minnesota Department of Education, educational adequacy ranks school facilities in 10 categories as either adequate, questionable, or inadequate. Categories include classroom size and suitability, technology, and special education-related services. Out of 18 categories, our elementary school is ranked inadequate in nine, and our high school is ranked inadequate in 12. Stay tuned for more information about the needs of our school and how those needs impact education. Visit GoodridgeUnited.org for more.		524

(Referendum Social Media Calendar Sample)

Video Marketing Strategy

ICS firmly believes that video content captures attention and engages audiences in a way that text or static images often cannot. Appealing to someone’s visual and auditory senses, videos can be memorable and impactful and allow cities to share referendum information in story form.

ICS has worked with [Captivate Media + Consulting](#), an award-winning team of digital content creation experts, since 2017. **87% of clients that have engaged ICS and Captivate have successfully passed at least one question when videos are used in the overall communications plan.** We feel confident that targeted videos would complement other materials and aid a successful City of Cottage Grove referendum plan.

Please note that the costs of traveling, filming, creating, and editing any videos throughout the campaign are not included in our proposed fee.

Captivate Media + Consulting provides several options to work within the city’s budget and timeline. The choices below are not comprehensive, but they are the most effective offerings in referendum campaigns.

Group Presentations Strategy

Ultimately, how we communicate and through what channels won’t replace your city’s face-to-face connections with your community members. Personal connections are the most valuable way of communicating.

We would not recommend a community-wide presentation to a larger audience because:

- 1. It’s not conducive to answering specific and individualized questions residents may have.
- 2. As we get closer to an election, the attendees are often people who already have formed strong opinions about the referendum, and want to use the meeting as a rally.
- 3. Does not provide a flexible alternative for residents to attend when it’s most convenient.

Instead, we feel open house-style meetings with various informational stations are most effective. City administration, board members, and project team members would be at the informational stations to answer questions and gather community feedback.

PRIMARY VIDEOS

Type of Video and Length

Short Storytelling Video: A series of videos that focus on one or two key interviews speaking directly about a specific message.

Each video is approximately 60 seconds and costs approximately \$1,500 - \$2,000 per video when making three or more.

.....

Comprehensive Storytelling Video: A comprehensive overview video to help explain the referendum to all audiences.

This video is approximately three to four minutes and costs approximately \$7,500 - \$9,500 (travel and complexity dependent).

.....

Animated Storytelling Video: An animated video that requires additional visuals such as school funding or shifting grades.

This video is approximately one to three minutes and costs approximately \$3,500 per edited minute.

SECONDARY VIDEOS

Social Media Optimized Content: For the video options above, re-purposing the content for shorter, focused videos for social media can be effective.

This video is approximately 60 seconds or less and costs approximately \$900 when a primary video is purchased.

(Captivate Media Video Offerings Offered to Referendum Clients)

Poster boards, fliers, and absentee ballot applications are effective printed materials during these meetings. It’s important to note that the city is required, by statute, to hold a public hearing about the project no later than 30 days before the City of Cottage Grove submits the initial building construction cost estimates for approval. Our team would propose creatively structuring this meeting to avoid the three pitfalls of large-scale meetings, as noted above.

In our experience, group presentations are most effective in smaller settings. We recommend that the city identifies key stakeholder groups within the community and presents at their meetings. Based on the core messages we developed, our team would build a core presentation that can be modified based on the audience being addressed. Poster boards, fliers, and absentee ballot applications are also effective materials during these meetings.

Post-Referendum Training

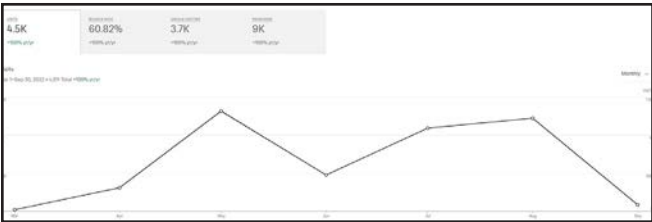
As a communications plan is adopted, we will also work with the city to define roles for material development, review, and approval. We can quickly adapt depending on the city’s preference for transferring information. Typically, most clients we work for are well-versed in Google Suite. Our team would be responsible for setting up a Google Drive for the referendum, creating and maintaining weekly communications agendas, and using Google Drive to track and review all referendum collateral items. This would be an internal Google Drive only accessible to those working on referendum communications for the City of Cottage Grove.

We also recommend that the city conduct training for council members and the administrative team to prepare them for the activities expected during the referendum, including discussions with community members, responding to questions, and media interviews.

Adapting Our Communication Plans

We propose that the city schedule weekly communications meetings with team members involved in the communications plan. During these meetings, we review and share the communications/ editorial calendar to ensure all activities are on track. We will also ask the group involved what they have heard in the community over the previous week each week. This conversation allows our team to have a better pulse on what, if any, items need to be changed to further address community feedback. In addition, our weekly review of the microsite and social media allows us to understand further where informational activities need to be adapted to better connect with residents.

It’s important to note that the communications/editorial calendar is not set in stone. Items can be pushed, expedited, added, or removed based on what we hear in the community and what we feel is best for the remainder of the communications campaign.



All Pages with Views				
Click to expand the table to view more data				
Page	Views	Time on Page	Revised Date	Site Date
Home	1,000	00:00:00	10/17/20	10/17/20
The Plan	1,000	00:00:00	10/17/20	10/17/20
The Cost	1,000	00:00:00	10/17/20	10/17/20
The Impact	1,000	00:00:00	10/17/20	10/17/20
The Future	1,000	00:00:00	10/17/20	10/17/20
Resources	1,000	00:00:00	10/17/20	10/17/20

(Referendum Microsite Traffic and Site Content Analytics Provided by SquareSpace)

Community Wide Research and Survey

In our opinion, there is no “bad” research. The biggest mistake is misinterpreting the results to be more significant than they are. Our team has typically worked with the following types of research: 1) qualitative versus quantitative, 2) scientific sampling (poll) versus an open invitation (survey), and 3) city-wide versus sub-groups.

For example, many clients use online surveys or online surveys sent through mail advertising to obtain data at lower costs than telephone surveys. While the per-unit price of this approach is attractive, these types of surveys tend to attract primarily existing stakeholders, resulting in a sample that doesn't reflect the voting population of the city. The data is not inaccurate but should be used primarily to understand stakeholders. At the same time, telephone surveys will help understand the opinions of a set of residents that reflect the city's demographics.

Reviewing Voter Registration Data

We use the voter registration data to better understand the likely population of voters in a special election, broken down by age, location, and past voting history. This can be valuable for clients, although we would remind you that any referendum information from the city should be available to any resident. An advocacy group (which is not a party to this proposal) will likely use the voter registration data to help target their work.

8. Compared with three years ago, would you say the overall quality of education provided by the _____ Schools is much better, somewhat better, about the same, somewhat worse, or much worse?

MUCH BETTER.....2
SOMEWHAT BETTER.....1
ABOUT THE SAME.....3
SOMEWHAT WORSE.....4
MUCH WORSE.....5
DON'T KNOW/REFUSED.....6

I would like to read you a short list of quality of education indicators. From what you have seen or heard, please rate the _____ Public Schools as excellent, good, only fair, or poor. If you have no opinion, just say so.... (ROTATE)

EXC GOO FAI POO DKR

9. Student scores on standardized tests?	1	2	3	4	5
10. Percentage of high school graduates going on for further education?	1	2	3	4	5
11. Broad curriculum serving all students, whether they are college-bound, vocation training-bound or employment-bound?	1	2	3	4	5
12. Small class sizes?	1	2	3	4	5
13. Safe and secure learning environments?	1	2	3	4	5
14. Modern school buildings and facilities?	1	2	3	4	5
15. Well maintained school buildings and facilities?	1	2	3	4	5
16. National and state awards of excellence?	1	2	3	4	5

17. Up-to-date technology? 1 2 3 4 5

18. Which ONE of the following indicators is MOST important in shaping your perception of a high quality school district? (READ LIST #1-#8)

STUDENT SCORES ON STANDARDIZED TESTS.....01
PERCENTAGE OF HIGH SCHOOL GRADUATES GOING ON FOR FURTHER EDUCATION.....02
BROAD CURRICULUM SERVING ALL STUDENTS, WHETHER THEY ARE COLLEGE-BOUND, VOCATIONAL TRAINING-BOUND, OR EMPLOYMENT-BOUND.....03
SMALL CLASS SIZES.....04
SAFE AND SECURE LEARNING ENVIRONMENTS.....05
MODERN SCHOOL BUILDINGS AND FACILITIES.....06
WELL MAINTAINED SCHOOL BUILDINGS AND FACILITIES.....07
NATIONAL AND STATE AWARDS OF EXCELLENCE.....08
UP TO DATE TECHNOLOGY.....09
Combination (Refuses to choose one).....10
Don't Know/Refused.....11

19. Overall, do you think the _____ ALL.....1
_____ Schools meet the learn- MOST.....2
ing needs of all students, most ONLY SOME.....3
students, only some students, or VERY FEW.....4
very few students? DON'T KNOW/REFUSED.....5

IF "MOST," " ONLY SOME " OR "VERY FEW," ASK:

20. Is there any one type of student whose learning needs you think are not being met? (IF "YES," ASK:) Who would that be? DON'T KNOW/REFUSED.....00
NO.....01
GIFTED AND TALENTED.....02
AVERAGE.....03
STRUGGLING.....04
LOW-INCOME.....05
DIVERSE.....06
ESL.....07
SPECIAL EDUCATION.....08
UNDERACHIEVERS.....09

(Referendum Community Engagement Survey
Question Samples from Morris Leatherman)



Rush City Schools Facilities Planning - Staff Survey

As a district, we have recently initiated a planning process to take a closer look at our facilities. This is being done to identify needs from both a physical standpoint and an educational standpoint. Input from staff and users is valuable and critical to the success of any good planning process.

School buildings should enable teaching and learning through good design and a healthy environment. As users of these buildings, please provide your opinion on the questions asked. If you don't have an answer or response for a specific area, just leave it blank as not all items may apply to your department and/or building. **Please complete this survey no later than 10 p.m. on Friday, July 22.**

*1. Which facility are you currently located in? ☒

☐ C.E. Jacobson Elementary/Early Childhood

☐ High School (including district office)

☐ I spend time at both facilities

*2. How many years have you been at this facility? ☒

☐ 0-1 year

☐ 2-5 years

☐ 6-10 years

building? (in order of priority) ☐

Priority #1

Priority #2

Priority #3

Priority #4

Priority #5

*12. What do you feel are the top three strongest physical assets of this facility? (in order of strength) ☐

Physical Asset #1

Physical Asset #2

Physical Asset #3

*13. How well does the school enhance current curriculum and program? A rating of 1 is poor, 3 is adequate, and 5 is excellent. ☐

☐ 1

☐ 2

☐ 3

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Sure
Our community receives a good value from its investment in the local public school,	☐	☐	☐	☐	☐
High quality public schools increase property values and attract new residents and businesses.	☐	☐	☐	☐	☐
I trust the Board and administration to do what is right for children in the district.	☐	☐	☐	☐	☐

The district has identified the top HVAC needs which would address HVAC equipment that is beyond its useful life, address HVAC equipment that does not meet today's ventilation rate standards, provide a few areas in the school to be air conditioned for expanded learning opportunities in the summer, reduce humidity in critical areas for better facility maintenance and allow for a portion of the building to have more efficient temperature control.

The district is able to address the top needs utilizing district funds without a tax impact. ☒

* If: Exceeds budget, the next to address the top HVAC needs would be \$100,000 per month. Please to

(Referendum Community Engagement Survey Samples)

REFERENDUM TIMELINE



REFERENDUM ACTIVITIES AND DELIVERABLES SAMPLE

Deliverable or Activity	Responsibility	Start	End	Due Date
Communications kick-off meeting	ICS/RSI/City of Cottage Grove	TBD (Likely November 2023)		11/30/2023
PLANNING PHASE: Identify the city's challenges, the process to identify those, the proposed plan, and the benefits of the plan.	N/A	12/1/2023	2/28/2024	N/A
Establish meeting cadence	ICS/RSI	TBD (Likely December 2023)		12/31/2023
Establish project brand, including a logo and style guide	ICS/RSI	12/1/2023	1/15/2024	1/15/2024
Make decision on where content will be housed online (microsite)	ICS/RSI/City of Cottage Grove	12/1/2023	1/15/2024	1/15/2024
Draft communications campaign and calendar, including city publications, city events, local media, fliers, social media, etc.	ICS/RSI	1/8/2024	2/1/2024	2/1/2024
Pass a formal resolution that includes the proposed tax rate, detailed project description, project documentation on providing an economic benefit to residents, businesses, and visitors, outline the amount of revenue to be raised, and the estimated length of time the tax will be in effect.	City of Cottage Grove	TBD	TBD	TBD
Submit approved resolution and supporting documents to the senate and house tax committee chairs	City of Cottage Grove	TBD	1/31/2024	1/31/2024
Evaluate whether any additional communication strategies need to be included, such as videos	ICS/RSI/City of Cottage Grove	1/8/2024	1/15/2024	1/15/2024
Complete first phase of core messaging (process, the challenges, the benefits, and the need for a sales tax referendum)	ICS/RSI	TBD	2/5/2024	2/5/2024
Revise/finalize communications campaign based on city feedback	ICS/RSI	2/5/2024	2/15/2024	2/15/2024
Complete second/final phase of core messaging, including frequently asked questions	ICS/RSI	2/5/2024	2/15/2024	2/15/2024
Community survey (draft in early January, results in early February, and analysis and edits to core messaging in mid-February)	ICS/RSI/City of Cottage Grove	1/1/2024	2/15/2024	2/15/2024
Identify launch date for microsite - ICS/RSI recommends the week of April 15	ICS/RSI/City of Cottage Grove	2/1/2024	2/5/2024	2/5/2024
Identify stakeholder groups, civic groups, and others who should be engaged throughout the communications campaign	ICS/RSI/City of Cottage Grove	2/1/2024	2/15/2024	2/15/2024
Microsite design and launch	ICS/RSI	2/28/2024	4/15/2024	4/15/2024
Build out other communication materials: LOST handbook, presentation, social media calendar, editorial calendar, etc.	ICS/RSI	2/28/2024	4/15/2024	4/15/2024
ENGAGEMENT PHASE: Identify and engage with key community stakeholders, and host initial public meetings and forums.	N/A	3/1/2024	5/1/2024	N/A
Schedule and conduct meetings with key community and civic organizations	City of Cottage Grove	4/15/2024	11/5/2024	N/A
Once legislative approval is given, revise and affirm the resolution, which must be passed at least 90 days before a general election.	City of Cottage Grove	N/A	8/7/2024	8/7/2024
Comprehensive communications campaign, including microsite updating, maintenance, and analytics, newspaper articles and publications, internal emails, local event presence, fliers and other print materials, social media creation, scheduling, maintenance, and analytics, other digital components, mailers, and more	ICS/RSI	4/1/2024	11/5/2024	N/A
EDUCATION PHASE: Develop and distribute communication materials.	N/A	6/1/2024	8/1/2024	N/A
ACCELERATION PHASE: Start the push for early voting and drive people to where they can find more information.	N/A	9/1/2024	9/30/2024	N/A
OUTCOME PHASE: Share information on the plan and how to vote using various tools to distribute the message.	N/A	10/1/2024	11/5/2024	N/A
Election Day	N/A	11/5/2024	11/5/2024	N/A
If approved, the city must create and pass an ordinance imposing the tax, file a certificate of approval and copy of the ordinance with the MN Secretary of State, and notify the MN Department of Revenue in writing to start a new local tax.	City of Cottage Grove	TBD	TBD	TBD

ICS and Rapp Strategies prefer to work through the referendum timeline of activities and deliverables with the City of Cottage Grove staff to ensure that it reflects what you have already been communicated to the public, but also where to best invest the city's communications assets.

Expectations of City Staff and/or Elected Officials to Maintain the Timeline

As part of this project, ICS identifies the following expectations of city staff and/or elected officials to maintain the timeline:

- We expect engagement and responsiveness from the City of Cottage Grove, including attending a regular cadence of communication meetings and reviewing various deliverables such as core messages, website content, fliers, and more. In addition, we expect timely responsiveness when it comes to emails, questions, phone calls, etc.
- We expect access to a variety of assets to be distributed to ICS. These items include a brand guide and logos, photos to use across a variety of deliverables, access to social media platforms, and more.
- In our experience, we have found Google Drive to be the most effective way to share and edit documents across multiple parties. This reduces the potential for multiple versions of various documents and allows everyone to edit content simultaneously throughout the process. If possible, we expect the city to use Google Drive and the folders that we set up as part of the overall campaign.
- We expect the city to aid us in executing communications to a certain level. As part of our services, we will do everything in our power to execute communications for the city's Local Option Sales Tax referendum. However, a few items, such as coordination with your local newspaper and sending out internal emails, will need to be completed by city staff members. We will aid the city in writing newspaper articles and internal emails but sending them to the appropriate parties will be completed by the city. We will do our best to limit the number of additional items that city staff members are responsible for, as our goal is to serve as your advocate and partner throughout the entire process.



COST PROPOSAL



Based on our extensive experience with public referendums, the information below is an estimate of costs that both ICS and City of Cottage Grove will incur to achieve a successful result in funding the proposed recreational improvements.

When involved in a public referendum, we have found the items below to be extremely important to achieve success. When corners are cut due to cost concerns or perceived value, we are left without clarity as to why the vote was unsuccessful. The total cost below should be considered as a not-to-exceed fee.

The costs shall be paid following the completion of services via the following scenarios:

Successful Referendum Outcome

Upon a successful outcome of the public referendum and when ICS is chosen to implement the work as the city's Construction Manager (CMa or CMaR), the identified pre-referendum fees will be wrapped into our CM fee.

Unsuccessful Referendum Outcome

ICS shall invoice the city 50% of the fee for services when this agreement is signed, the remaining 50% when the outcome of the public referendum has been decided, and services should be deemed complete upon that decision.

	ICS Team	City
Comprehensive Communication Plan and Support	X	X
City Microsite Restructure for Optimum Community Engagement	X	X
City Voter Analysis	X	
Public Survey and Polling	X	
Online Survey Development and Implementation	X	
Engage Local and State Education Union Leaders	X	X
Create and Implement Strategy, Plan, and Timeline for Successful Referendum	X	X
Community Engagement Content Development and Production	X	
City Community Leadership Outreach	X	X
Traveling, Creating, Filming, and Editing Videos		X
Prepare and Implement Strategic Community Information Sessions	X	X
Other Assessments and Surveys as Needed (TBD)		X
Project Design Meetings	X	
Architectural Renderings for Public		X
Misc. Coordination/Support/Strategy/Presentations, etc.	X	X
Total	\$38,000	Varies

CONSTRUCTION MANAGEMENT APPROACH



OUR APPROACH

Since 2006, ICS has successfully collaborated with our clients to build ongoing relationships while developing innovative facility solutions, no matter the challenge. We understand that the city's identified improvements and corresponding bond referendum represent a significant commitment of taxpayer dollars by the city. With our technical expertise drawing from various backgrounds and extensive experience in the construction industry, we deliver the information you need to make the best investment decisions for you and your stakeholders.

Together, we embrace your vision while uncovering new opportunities to maximize the value of your community's investment.

Our team brings a wide range of local and regional experiences that makes ICS the best choice for providing the services and support you need. ICS leads a three-phase approach in completing the construction of the identified scope for the City of Cottage Grove.

- **Phase I: Pre-construction Phase**
- **Phase II: Bidding Phase**
- **Phase III: Construction Phase**

While not specific to any one phase identified above, no project is successful without a clear communications plan that establishes the roles and responsibilities of all parties involved. This plan also outlines how information related to execution of the scope is to be conveyed both internally and externally. We strongly believe that establishment of this plan crafted to your city is essential so that all parties are on the same page. This is the most effective way to eliminate misunderstandings and address issues at the lowest possible level during the course of any project. Additional detail of specific communication strategies is expanded upon in the phase specific information that follows.



PHASE I: PRE-CONSTRUCTION PHASE

Projects are won and lost during the pre-construction phase. Because no two projects are the same, ICS invests considerable time working as the district's true owner's advocate with the design team to tailor the right approach that ensures project success. We do this through the following processes:

Managing the Project Process

- Establish process outline, time frame, and internal communications plan.
- Identify the roles and responsibilities of all entities involved.

Phasing and Scheduling the Project

- Develop the framework for the entire project.
 - Master schedule that aligns critical milestones with projected bid dates, equipment lead times, student activities, and school year start and end dates.
- Key dates and phasing constraints are communicated to trade contractors.

Providing Cost Estimates and Cost Control

- Accurate and reliable cost estimates throughout the entire process.
- Decades of project experience from a continuously updated database.
 - Continually checked against recent bid projects and conversations with trade contractors and vendors.

Quality Control and Value Engineering

- Constructability reviews.
- Life cycle cost analysis related to building components, materials, and system selections.
- Detailed value engineering evaluating cost and return on investment of the systems chosen but also identifying availability.



PHASE II: BIDDING PHASE

A successful construction project begins with a successful bid phase. Our goal is to secure the maximum number of competitive bids that best represent the true pricing and best value for your investment and within your budget. Before bidding, we develop a detailed procurement strategy plan. This process includes:

Preparing Bid Standards for Construction

- Development of specifications communicating the guidelines and expectations to complete your project.
- Work scopes tailored to your project to reflect the true scope of work.

Managing the Bid Process

- Secure the maximum number of competitive bids that best represent the true pricing and best value for your investment and within your budget.
- Actively recruiting local and regional construction contractors.
 - We are committed to collaborating with you and your local business leaders to customize work scopes.
- Oversee the entire bidding process.

Review and Recommendation to Award Bids

- Conduct pre-bid conferences to:
 - Review the project's scope of work with prospective bidders.
 - Provide the opportunity for bidders to familiarize themselves with the building and site conditions.
 - Communicate the project's unique phasing, staging, and safety precautions.
- Post-bid interviews to qualify the lowest responsible bidder(s).
- Recommendation to award; and preparation of contract(s).



PHASE III: CONSTRUCTION PHASE

Every project provides its own unique challenges. ICS has a proven track record of delivering construction projects that allow staff to focus on their daily responsibilities while having confidence that the project is being managed effectively and completed on time and on budget. We do this through the following processes:

On-Site Supervision and Management of the Project

- Full-time, on-site coordination, and management of all trade contractors and site-related issues and activities throughout construction.
 - Daily connection to all entities involved in the project.
 - Perform daily job site walks to monitor progress and identify project and potential safety issues.
 - Daily check-ins with a trade foreman to discuss upcoming activities on site.
- All information uploaded to Procore, providing the entire team with access to all project-related documents.
- We do not self-perform work allowing us to serve as the city's true owner's advocate in delivering quality projects.

Safety Plan

- We oversee weekly “toolbox talks” to keep safety in the forefront of all on-site work.
- All trade contractors must complete site-specific safety orientations before beginning their work on-site.
- ICS actively participates in OSHA's consultation program, allowing us to proactively bring OSHA on-site to review.
- ICS maintains an internal safety committee that continuously reviews and improves our safety approach.

Keeping Your Project on Schedule

- We have continued to track lead times of materials.
- Regular check-in with trade contractors to determine the available workforce.
- Request input on the project schedule to gain buy-in on the overall schedule.
- Monitor construction progress and ensure the timeliness of completion of the work.
- Weekly and monthly progress reports to your stakeholders.

Monitoring Project Cost

- CS tracks and reviews all project costs associated with the project starting from the pre-construction phase through the construction phase.
- We negotiate with trade contractors and vendors to ensure that taxpayers receive fair investment value.
- Overall budget summary that tracks all soft and construction costs.
- Review all pay applications and vendor costs with the design team to verify that the payment request aligns with the work completed.
- Regular budget reconciliation meetings.

Change Order Procedures and Dispute Resolution

- Resolution of disputes at the lowest possible level with a firm but fair approach.
- Ensuring the city is not paying for work already covered in the Contract Documents.
- Verification that the costs and credits submitted represent fair value for the scope of work identified.
- The impact on the schedule due to the change is fully understood.
- Confirmation of information submitted for review conforms with the Contract Documents.
- Regular review of identified and pending costs with the city and design team prior to inclusion in a change order.

Ensuring Project Quality

- Maintain a rigorous quality control program for all projects.
- Site superintendents perform daily job site walks to document work progress, identify the workforce present on-site, and identify potential safety issues.
- Fully documenting deviations and non-conforming work and notification of the responsible contractor.
- During the entire process, the city is informed of the identified issues, method, and resolution schedule.

Managing Project Closeout

- Pre-inspection meetings and walkthroughs in advance of formal inspections to work cooperatively with the governmental entities.
- Monitor trade contractors' progress to ensure they are prepared for punch list walkthroughs and completion of the work in a timely manner.
- Monitor the necessary testing and balancing of the equipment and verify the associated reports are being completed so that the required information is available to inspectors in their final inspections.
- Walk with inspectors during their final inspections to quickly address issues and gain temporary and final occupancy certificates.
- Proactively schedule the 11-month warranty walkthroughs.



It is through **innovation,**
clear communication,
and unparalleled
technical expertise
that we're able to build
strong connections that
make a difference. We're
excited to partner with
you as you begin your
project journey.





ICS-BUILDS.COM





City Council Action Request

7.V.

Meeting Date 12/6/2023

Department Parks and Recreation

Agenda Category Action Item

Title 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.

Budget Implication \$91,695.10, funding is available within the park improvement fund within the CIP.

Attachments

1.	1-Memo-Playground Service Agreements
2.	2-Agreement ONLY for Contractor Services_PlayPower (Cottage Grove 11.21.22)
3.	3-Agreement - Exhibit

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Zac Dockter, Parks and Recreation Director
CC:
Date: November 30, 2023
Subject: Service Agreements – Nina’s Park Playgrounds

Introduction/Background

The 2024 capital improvements plan includes funding for replacement of the Nina’s Park playground equipment. Nina’s Park is a neighborhood park which carries a budget of \$80,000 per playground replacement. All units are to include a dynamic playground, concrete border, wood fiber safety surfacing and a 6’ park bench (on a concrete slab).

Four playground proposals were received from four different companies. All designs were put into an online survey to gauge community response on the proposals. Survey links were put on postcards and mailed directly to residents in the adjacent neighborhoods.

The Parks, Recreation and Natural Resources Commission reviewed all proposals and survey data at their November 13, 2023 public meeting. They recommended acceptance of the proposal from Power Play LT Farmington, Inc. (Little Tikes) for Nina’s Park in the amount of \$72,388.10. They further recommended the following add-on for the playground:

1. *Poured in Place Rubber Surfacing* - \$19,307 – The survey results showed a concern for multiple families of playground users with physical disabilities that should be considered. The Commission felt this was a necessary addition to address those needs.

With the additional surfacing request, the total project cost is proposed at \$91,695.10. Recommended total project funding is available within the park improvement fund should the Council approve.

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.

AGREEMENT FOR SERVICES

THIS AGREEMENT (“Agreement”) is made and executed this __ day of _____, 2023, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, (“City”) and PlayPower LT Farmington, Inc., 878 East U.S. Highway 60, Monett, MO 65708 (“Contractor”).

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

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

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

1. SERVICES.

- a. City agrees to engage Contractor as an independent contractor for the purpose of performing certain Services (“Services”), as defined in the following documents:
 - i. Proposal dated November 19, 2023, incorporated herein as Exhibit A;
 - ii. Where the terms and conditions of this Agreement and those terms and conditions included in Exhibit A specifically conflict, the terms of this Agreement shall apply;
 - iii. The City desires to proceed with the work outlined in Exhibit A with a base bid of \$72,388.10 and including option 1 and option 2 for a total project cost of \$91,695.10.

(Hereinafter “Exhibits.”)

- b. Contractor covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 9 of this Agreement.
- c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay the Contractor and the Contractor agrees to receive and accept payment for Services as set forth in the Exhibits.
 - b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
 - c. Contractor shall submit itemized bills for Services provided to City. City shall not make any payments due to the Contractor under this Agreement until after the Contractor has completed all Services specified in the Exhibits. Bills submitted shall be paid in the same manner as other claims made to City.
 - d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.
3. TERM. The term of this Agreement shall commence on the date written in the initial paragraph of this Agreement and shall continue until the Services described in the Exhibits are completed to the satisfaction of the City. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as herein stated.
4. BONDS. If the Services provided by Contractor as set forth in the Exhibits and this Agreement exceeds \$100,000, Contractor shall furnish performance and payments bonds covering faithful performance of all the Contractor's obligations, including without limitation warranty obligations, and of all payment of obligations arising under this Agreement. The bonds shall each be issued in an amount equal to 100% of the stipulated sum identified in Section 2 of this Agreement.
5. TERMINATION AND REMEDIES.

- a. Termination for Convenience. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 15 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses through the effective date of termination.
- b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have

fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.

- c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event,
 - i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.
 - ii. Perform the Services, in which case, the Contractor shall within thirty (30) days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
- 6. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. The Contractor shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
 - 7. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
 - 8. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.
 - 9. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under

this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.

10. CITY'S REPRESENTATIVE. The City has designated Zac Dockter to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.

11. PROJECT MANAGER AND STAFFING. The Contractor has designated Jeff Prangler to be the primary contact for the City in the performance of the Services. He shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Contractor may not remove or replace the designated staff without the approval of the City.

12. INDEMNIFICATION.

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

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

- a. Commercial General Liability Insurance, with a limit of \$1,500,000 for any number of claims arising out of a single occurrence, pursuant to Minnesota Statutes, Section 466.04, or as may be amended;
- b. Workers' Compensation Insurance in accordance with statutory requirements.
- c. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

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

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

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

If to City: City of Cottage Grove
 12800 Ravine Parkway
 Cottage Grove, MN 55016
 Attention: Zac Dockter

If to Contractor: PlayPower LT Farmington, Inc.
 878 East U.S. Highway 60
 Monett, MO 65708
 Attention: Jeff Prangler

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

17. RESPONSIBLE CONTRACTOR.

- a. In accordance with Minnesota Statutes, Section 16C.285, Contractor is hereby advised that the City cannot award a construction contract in excess of \$50,000 unless Contractor is a “responsible contractor” as defined in Minnesota Statutes, Section 16C.285, subdivision 3. Contractor must complete a Responsible Contractor Certificate verifying compliance with the minimum criteria specified in Minnesota Statutes, Section 16C.285, subdivision 3, to be eligible to provide the Services outlined in this Agreement. A Responsible Contractor Certificate must be signed under oath by an owner or officer of Contractor. Contractor is responsible for obtaining the required verifications of compliance with Minnesota Statute, Section 16C.285, subdivision 3 from all subcontractors, using a form provided by the City. Contractor must submit signed verifications from subcontractors upon the City’s request.
- b. Contractor or subcontractor who does not meet the minimum criteria established in Minnesota Statutes, Section 16C.285, subdivision 3, or who fails to verify

compliance with the minimum requirements of this statute, will not be considered a “responsible contractor” and will be ineligible to provide the Services under this Agreement or otherwise work on the project in any capacity. Contractor and any subcontractor are advised that making any false statements verifying compliance with Minnesota Statutes, Section 16C.285 will render the Contractor or subcontractor ineligible to perform the Services of this Agreement and may result in termination of this Agreement by the City.

- c. Contractor shall not sublet, sell, transfer, delegate or assign the Services or any portion of the Services of this Agreement without abiding by the applicable provisions of the Minnesota Department of Transportation Standard Specifications for Construction, Section 1801.

18. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party’s rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

PLAYPOWER LT FARMINGTON, INC.

Signature: _____

Date: _____

Name: _____

Its: _____



PlayPower LT Farmington, Inc.
878 E. US Hwy 60
Monett, MO 65708
1-800-325-8828

Northland Recreation LLC
10085 Bridgewater Bay
Woodbury, MN 55129
(651) 815-4097 (phone)
(414) 395-8538 (fax)

Bill To: City of Cottage Grove

8635 Point Douglas Rd
Cottage Grove, MN 55016

Project Name & Location:

Nina's Park
7738 Ideal Ave S
Cottage Grove, MN 55016

Ship To Address:

same

Contact Name: Zac Dockter

Contact Phone: 651-458-2808

Contact Email:

zdockter@cottagegrovemn.gov

Quote Date: **11/19/23 – Revised Quote**

Valid For: 30 Days

QTY	Description	Unit Price	Total
1	Revised Plan 11/19/23 Little Tikes Custom Kid Builder Play Structure and Swings. See Plan for Layout and Components.		\$40,710.60
150 cy	Wood Fiber Resilient Surfacing		\$7,953.00
229 lf	12" x 8" Concrete Curb		\$8,250.00
1	Installation OPTION #1		\$15,474.50
350 sf	No Fault Poured in Place Rubber Surfacing under the structure and to the transfer station. Add On	\$10,270	
300 sf	OPTION #2 No Fault Poured in Place Rubber Surfacing to the swing. Add On	\$6,937	
1	Compacted Class 5 base for Poured in Place Surfacing	\$2,100	

Totals:

Notes: Poured in Place Rubber Surfacing
and Class 5 base not included in Grand
Total.

Equipment List: \$ 40,710.60
Products by Other: \$ 16,203.00
Installation: \$ 15,474.50
Estimated Sales Tax*: EXEMPT
Freight: INCLUDED

Grand Total: \$ 72,388.10

Make Purchase Orders Out To:

PlayPower LT Farmington, Inc.

Remit Purchase Orders To:

PlayPower LT Farmington, Inc.
Attention: Sales Administration
878 E US Hwy 60
Monett, Missouri, USA 65708
1-800-325-8828

Make Checks Payable To:

PlayPower LT Farmington, Inc.

Remit Checks To:

PlayPower LT Farmington, Inc.
P.O. 734155
Dallas, TX 75373-4155

NOTE:

* Applicable sales taxes will be confirmed once order and any tax certificates are received

† Denotes drop ship item.

Unloading, storage, installation, surfacing and site work are not included unless specifically noted on quotation.

Not responsible for filter cloth, irrigation rerouting, grass damage, or checking for underground utilities.

If installation is quoted, it is assumed that the site has been prepared and that any grade slope in any direction does not exceed 2%. In the event that unexpected soil conditions, such as subsurface rock, are encountered during installation, additional costs to the customer will be applicable.

The acceptance signature below serves as authorization to order the items quoted and indicates acceptance of the prices listed. All terms are subject to credit approval.

COMMENTS:

This playground contains 96.69% recycled content

This playground qualifies for 2 LEED point(s)

This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Representative. To submit this offer, please sign below and forward a complete signed copy of this Quote directly to "PPLT Sales Administration" via fax (417)354-2273 or email outdoordes@LTCPS.com. Upon acceptance, PPLT will return a fully-signed copy of the Quote to Customer (with copy to Sales Representative) via fax or e mail.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLT the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full at PO Box 204713, Dallas, TX 75320-4713, unless notified otherwise by PPLT in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to PPLT, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at its own expense.

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

Submitted By

Printed Name and Title

Date

THE FOREGOING QUOTE AND OFFER ARE HEREBY APPROVED AND ACCEPTED BY PLAYPOWER LT FARMINGTON INC.

By: _____

Date: _____

ADDITIONAL TERMS & CONDITIONS OF SALE

1. **Use & Maintenance.** Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under and around the Equipment, in accordance with PPLT's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.

2. **Default, Remedies & Delinquency Charges.** Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, PPLT shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with PPLT to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment, and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by PPLT of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys' fees plus any costs of collection incurred by PPLT in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to PPLT as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by PPLT within ten (10) days after the date on which due.

3. **Limitation of Warranty/ Indemnity.** PPLT MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. PPLT SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE PPLT HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMER'S ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH PPLT'S INSTALLATION AND OWNER'S MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

4. **Restrictions.** Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.

5. **Purchase Money Security Interest.** Customer hereby grants, pledges and assigns to PPLT, and PPLT hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that PPLT may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.

6. **Choice of Law and Jurisdiction.** All agreements between Customer and PPLT shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Minnesota without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city of Cottage Grove and county of Washington, MN.

7. **Title; Risk of Loss; Insurance.** PPLT Retains full title to all Equipment until full payment is received by PPLT. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, and the occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.

8. **Waiver; Invalidity.** PPLT may waive a default hereunder, or under any invoice or other agreement between Customer and PPLT, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by PPLT. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to PPLT hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.

9. **Entire Agreement; Amendment; Binding Nature.** This fully-executed Quote, as supplemented by Change Orders and invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and PPLT stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments. Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns.

10. **Counterparts; Electronic Transmission.** This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document, and retransmission of any signed facsimile or other electronic transmission, shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document.



City Council Action Request

7.W.

Meeting Date	12/6/2023		
Department	Administration		
Agenda Category	Action Item		
Title	Minnesota National Guard - Cottage Grove Armory Lease		
Staff Recommendation	Approve the Minnesota National Guard Armory Lease #23-338-002.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Lease# 23-338-002 CG Police Parking Lot Rental</td></tr></table>	1.	Lease# 23-338-002 CG Police Parking Lot Rental
1.	Lease# 23-338-002 CG Police Parking Lot Rental		



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

FROM: Pete Koerner

DATE: December 6, 2023

RE: Minnesota National Guard - Cottage Grove Armory Lease

Discussion

Cottage Grove Public Safety, on behalf of the Holiday Train Committee, works with local businesses to ensure adequate parking for the event. With anticipated larger numbers this year, we have been in contact with the Cottage Grove Armory, 8180 Belden Boulevard, to secure additional parking.

The Minnesota National Guard agreed to allow visitors of the Holiday Train to park in the Cottage Grove Armory parking lot during the event. The Minnesota National Guard will ensure the lot is plowed for the event.

The Minnesota National Guard facilities department did ask us to sign an armory lease to reserve the parking lot on Sunday, December 10, 2023, beginning at 3:00 pm. There is no fee for the use of the parking lot of the Cottage Grove Armory,

City Attorney Kori Land reviewed the Minnesota National Guard Armory lease last year and approved it. There are no changes.

Recommendation

Approve the Minnesota National Guard Armory Lease #23-338-002.

Attachments

1.	Lease# 23-338-002 CG Police Parking Lot Rental
----	--



Minnesota National Guard Armory Lease

Cottage Grove Armory

Lease #23-338-002

THIS AGREEMENT made this 4 day of December by and between the Armory Board of Cottage Grove, State of Minnesota hereinafter called the LESSOR, and City Of Cottage Grove, whose complete address is 12800 Ravine Parkway S, Cottage Grove, MN, 55016, whose telephone number is (651) 458-6011, hereinafter called the LESSEE.

WITNESSETH: The LESSOR and the LESSEE, in consideration of rents, covenants and agreements herein reserved and contained, do hereby agree with the other as follows:

1. The LESSOR grants and the LESSEE accepts a lease of the following described portions of the Minnesota National Guard Armory in the City of Cottage Grove. Portion to be leased:

Parking Space

for a term of 1 day(s) from 12/10/2023 3:00PM to 12/10/2023 8:00PM to be used for Christmas Train and for no other purpose.

2. As rent for said portions of the Minnesota National Guard Armory the LESSEE agrees to pay the LESSOR, the sum of \$0.00 for said term, payable with by check, or bank check money order.

3. The LESSOR shall furnish and provide for the use of the LESSEE:

Lights

4. The LESSEE agrees to make no changes in the stage, curtains, electrical wiring, fixtures or furnishings of those portions of the Armory covered by the lease, except:

Expenses of any agreed upon changes shall be assumed by LESSEE and shall include the cost of restoration of premises to former condition without damage.

5. Special Provisions:

6. The LESSEE will not assign this lease, or any portion thereof, without first obtaining the written consent of LESSOR. In the event LESSEE must cancel all or part of the term of this agreement, he/she will advise the LESSOR, in writing, at least five (5) calendar days prior to the beginning of the referenced term, otherwise the full amount specified shall be paid by LESSEE.

7. The LESSEE agrees to and shall abide by, conform to, and comply with all of the laws of the United States, the State of Minnesota, all city ordinances, the rules and regulations of Minnesota National Guard, and local rules as established by the Armory.

The LESSEE shall obtain all permits or licenses required by any provision of law, municipal charter or ordinance for the conduct of activity on the leased premises, the Lessor and the State of Minnesota shall not be responsible for the LESSEE'S failure to obtain such permits and licenses or to comply with any other requirements imposed upon Lessee for the conduct of such activity

8. The LESSOR and the State of Minnesota shall not be responsible for any claim, regardless of kind, occurring during the tenancy of the LESSEE. The LESSEE shall indemnify LESSOR and the State of Minnesota and save them harmless from any and all claims, damages, expenses, and liabilities arising out of and/or during LESSEE'S use of the leased premises.

The LESSEE agrees to assume full responsibility for the character and acts of conduct of all persons admitted to said premises.

9. The LESSEE agrees to vacate the leased premises, remove debris, and restore the facility to the same ordinary cleanliness within 1 hours after termination of the period covered by this Lease.

10. The LESSEE will provide the LESSOR a copy of an "Insurance Certificate" which provides for no less than \$1 million dollars in general liability coverage for the dates of the agreement to include any setup or tear down dates. This Insurance Certificate must have the "State of Minnesota" listed as the Certificate Holder. \$1 million dollars in liquor liability will be required in addition to general liability coverage for events involving alcohol.

11. The LESSOR reserves the right to cancel this agreement at any time. The LESSOR may cancel the lease for the following purposes: 1. Any emergency event, 2. A rescheduled training period, 3. Re-designation of space for storage of military equipment, 4. Use of the Armory for State of Minnesota business, 5. Or any other such purpose as deemed necessary by the Department of Military Affairs. No claim for any damage that may result to LESSEE from any such cancellation shall be asserted or maintained against LESSOR.

12. Whenever or wherever in advertising the Armory is to be identified as: "National Guard Armory" or "Cottage Grove Armory."

13. Will alcohol be served? Yes [] No [X]

14. Will this be a discounted or Gratis Lease? Yes [X] No []

In testimony whereof, both parties have hereunto agreed to the terms as first written above.

By (LESSOR)
FUTRELL SAMUEL BENNETT SSG
Armory Board of Cottage Grove

By (LESSEE)
City Of Cottage Grove



City Council Action Request

8.A.

Meeting Date	12/6/2023				
Department	Finance				
Agenda Category	Action Item				
Title	Payments for the period of November 9, 2023, through November 29, 2023.				
Staff Recommendation	Approve payments for the period of November 9, 2023, through November 29, 2023, in the amount of \$3,007,604.19.				
Budget Implication					
Attachments	<table><tr><td>1.</td><td>Expense Approval Report 11-29-2023</td></tr><tr><td>2.</td><td>Payroll Check Register 12.06.23</td></tr></table>	1.	Expense Approval Report 11-29-2023	2.	Payroll Check Register 12.06.23
1.	Expense Approval Report 11-29-2023				
2.	Payroll Check Register 12.06.23				



Cottage Grove

Expense Approval Report

By Vendor Name

Payment Dates 11/9/2023 - 11/29/2023

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN00805 - 3M GBN8981					
3M GBN8981	221570	11/29/2023	9425690405	ELECTRO CUT FILM BLACK AND RED - SIGN SHOP	876.00
Vendor VEN00805 - 3M GBN8981 Total:					876.00
Vendor: VEN36466 - AARDVARK					
AARDVARK	221454	11/15/2023	PIN17184	PROJECT 7 LEG SHROUD	150.00
AARDVARK	221454	11/15/2023	PIN17184	LOKI MK2 REMOTE VIEWER	750.00
AARDVARK	221454	11/15/2023	PIN17184	LOKI GROUND ROBOT	15,060.00
Vendor VEN36466 - AARDVARK Total:					15,960.00
Vendor: VEN01033 - ABLE HOSE AND RUBBER, LLC					
ABLE HOSE AND RUBBER, LLC	16966	11/15/2023	232483-001	POTABLE WATER HOSE/CLAMPS-WATER	55.52
ABLE HOSE AND RUBBER, LLC	17053	11/29/2023	232343-001	HOSES FOR PW	332.16
ABLE HOSE AND RUBBER, LLC	17053	11/29/2023	232343-001	HOSES FOR PW	332.17
ABLE HOSE AND RUBBER, LLC	17053	11/29/2023	232343-001	HOSES FOR PW	332.17
Vendor VEN01033 - ABLE HOSE AND RUBBER, LLC Total:					1,052.02
Vendor: VEN35316 - ABM EQUIPMENT LLC					
ABM EQUIPMENT LLC	17012	11/22/2023	176250-IN	HOSE & CLAMPS FOR VAC - 6005/36626	518.06
Vendor VEN35316 - ABM EQUIPMENT LLC Total:					518.06
Vendor: VEN20033 - ACUSHNET COMPANY					
ACUSHNET COMPANY	221504	11/21/2023	916459509	PROSHOP MERCHANDISE	509.82
ACUSHNET COMPANY	221455	11/15/2023	916615582	PROSHOP MERCHANDISE	236.02
ACUSHNET COMPANY	221504	11/21/2023	916782685	PROSHOP MERCHANDISE	273.42
ACUSHNET COMPANY	221504	11/21/2023	916782693	PROSHOP MERCHANDISE	85.54
ACUSHNET COMPANY	221504	11/21/2023	916782807	PROSHOP MERCHANDISE	103.24
Vendor VEN20033 - ACUSHNET COMPANY Total:					1,208.04
Vendor: VEN35068 - AI TECHNOLOGIES LLC					
AI TECHNOLOGIES LLC	17013	11/22/2023	20011112023	BENEFITS ADMINISTRATION FEES	358.00
Vendor VEN35068 - AI TECHNOLOGIES LLC Total:					358.00
Vendor: VEN30583 - ALEX AIR APPARATUS 2 LLC					
ALEX AIR APPARATUS 2 LLC	221456	11/15/2023	7471	AIR COMPRESSOR REPAIR	300.00
Vendor VEN30583 - ALEX AIR APPARATUS 2 LLC Total:					300.00
Vendor: VEN32652 - ALL SEASONS GARAGE DOOR COMPANY					
ALL SEASONS GARAGE DOOR ...	17054	11/29/2023	659953	SERVICE CALL-ADJ DOOR SENSOR - CENTRAL FIRE DEPT	510.00
Vendor VEN32652 - ALL SEASONS GARAGE DOOR COMPANY Total:					510.00
Vendor: VEN36492 - ALLISON GORRES					
ALLISON GORRES	221505	11/21/2023	6AB3412F-0006	BLOG POST - RIVER OAKS	800.00
Vendor VEN36492 - ALLISON GORRES Total:					800.00
Vendor: VEN33229 - AMAZON FULFILLMENT SERVICES, INC.					
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	11RT-9XKW-7Y16	SMP OUTDOOR POE CAMERA/ SECURITY CAMERA	118.98
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	13F9-33Q3-M417	COUNTERFEIT DETECTOR PEN/WINE STOPPER/POUR MEASURE	58.97
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	17H7-X74V-JYRG	USB 4 CABLE	35.99
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1CP9-KCK3-FLLJ	STRAWBERRYFEST SUPPLIES	116.33
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1JV6-1QHH-3LGG	SPECIAL EVENT SUPPLIES	78.91
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1FKH-6LGL-K6X4	TENNIS CAMP	233.84
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1KRD-317N-3FHG	IT TRAINING TEXTBOOK	24.94

Expense Approval Report

Payment Dates: 11/9/2023 - 11/29/2023

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	113N-WKP3-G7XT	GAS SPRING BOX/BALL STUDS	247.50
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1M7N-P9NP-XYTJ	SUMMER PROGRAM SUPPLIES	92.74
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1W3R-WQVX-7KRT	RACK MOUTNING KIT	264.12
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1HTH-KVFD-JKDQ	MEASURING CUPS	11.99
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	161R-C7PH-1XF4	SAFETY CAMP SUPPLIES	179.88
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1W1V-XDP1-GPTQ	ADVENTURE CAMP SUPPLIES	776.49
AMAZON FULFILLMENT SERVI...	16967	11/15/2023	1Q1D-MGCT-9C76	AUTO EJECT COVER - FIRE DEPT	99.00
AMAZON FULFILLMENT SERVI...	16967	11/15/2023	1HV9-J16J-1Y4X	SIGNAGE FOR HERO CENTER	39.95
AMAZON FULFILLMENT SERVI...	16967	11/15/2023	174J-G3GD-4FH3	CLEANING SUPPLIES/WIRELESS CALLING SYSTEM/TAPE	176.41
AMAZON FULFILLMENT SERVI...	17014	11/22/2023	1JCM-XDDF-RTMV	HDMI CABLES - RIVER OAKS	39.01
AMAZON FULFILLMENT SERVI...	17014	11/22/2023	16QP-1799-9N7M	FIRE TRAINING TEXTBOOKS	713.84
AMAZON FULFILLMENT SERVI...	17014	11/22/2023	16TM-XJXV-LQRC	EMS TRAINING TEXTBOOKS	89.27
AMAZON FULFILLMENT SERVI...	17014	11/22/2023	1QTY-3HQR-K7NK	TRAINING TEXTBOOKS	142.54
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	149F-DVQW-M1TM	EVAPMATIC CONDENSATE EVAPORATOR	97.16
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1R43-XWMD-16JR	STEEL SPRAYER WAND & HOSE -FLEET	94.98
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1K37-KNTP-7J77	AUTO GLASS SEALANT - FLEET	20.99
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1PHM-QDFK-1XGF	SINGLE USE DISPOSABLE FACE MASK/EMS SUPPLIES	90.00
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1VXC-CGFP-DHQG	8 PORT POE GB ETHERNET SMART SWITCH	475.16
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	143N-36Q6-4GJY	HOLIDAY SUPPLIES	212.97
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	17VT-JJXY-QTCG	PLATES/CUTLERY - PW	94.70
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1QTF-PTNH-617W	KLEENEX/ORNAMENTS/HOLIDAYS DECORATIONS	197.81
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1QG9-P4YG-FLTQ	RETURN OF ORNAMENTS	-0.53
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1QG9-P4YG-FLVN	RETURN OF ORNAMENTS	-0.48
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1QTF-PTNH-FTPN	RETURN OF ORNAMENTS	-0.66
AMAZON FULFILLMENT SERVI...	17055	11/29/2023	1VLK-M1V3-FKXL	RETURN ORNAMENTS	-5.32
Vendor VEN33229 - AMAZON FULFILLMENT SERVICES, INC. Total:					4,817.48
Vendor: VEN31224 - AMERICAN FAMILY LIFE ASSURANCE COMPANY OF COLUMBUS					
AMERICAN FAMILY LIFE ASSU...	16968	11/15/2023	INV025474	11/02/2023 BIWEEKLY PAYROLL 10/09 - 10/22/2023	111.42
AMERICAN FAMILY LIFE ASSU...	16968	11/15/2023	INV025485	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	111.42
Vendor VEN31224 - AMERICAN FAMILY LIFE ASSURANCE COMPANY OF COLUMBUS Total:					222.84
Vendor: VEN31196 - APPLIED CONCEPTS, INC					
APPLIED CONCEPTS, INC	17057	11/29/2023	428801	SET UP OF SQUADS 2369/2370	3,445.00
APPLIED CONCEPTS, INC	17057	11/29/2023	428801	SET UP OF SQUADS 2369/2370	3,445.00
Vendor VEN31196 - APPLIED CONCEPTS, INC Total:					6,890.00
Vendor: VEN34977 - ARAMARK UNIFORM & CAREER APPAREL GROUP INC					
ARAMARK UNIFORM & CAREE...	17058	11/29/2023	2500352177	CHEFS COAT/APRON/ MOP/ MATS/NAPKINS/SUPPLIES SVCS	285.31
Vendor VEN34977 - ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:					285.31
Vendor: VEN29293 - ASPEN MILLS					
ASPEN MILLS	221457	11/15/2023	321931	FIRE UNIFORM - M. DAHLQUIST	44.99
ASPEN MILLS	221457	11/15/2023	321931	FIRE UNIFORM - M. DAHLQUIST	134.96
Vendor VEN29293 - ASPEN MILLS Total:					179.95
Vendor: VEN35831 - AURORA STRATEGIC ADVISORS INC					
AURORA STRATEGIC ADVISOR...	221458	11/15/2023	23-CG-10	FEDERAL LOBBY SERVICE - OCT 2023	3,909.09
Vendor VEN35831 - AURORA STRATEGIC ADVISORS INC Total:					3,909.09
Vendor: VEN36641 - BA ROOFING					
BA ROOFING	221506	11/21/2023	20231103	REFUND BUILDING PERMIT#2023-024536	88.00
Vendor VEN36641 - BA ROOFING Total:					88.00

Expense Approval Report

Payment Dates: 11/9/2023 - 11/29/2023

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN33625 - BAYCOM, INC					
BAYCOM, INC	16969	11/15/2023	EQUIPINV_045826-A	FIRE/EMS CAD HARDWARE- CRADLEPOINT ANTENNA	12,375.00
Vendor VEN33625 - BAYCOM, INC Total:					12,375.00
Vendor: VEN34204 - BENEFIT EXTRAS, INC.					
BENEFIT EXTRAS, INC.	16970	11/15/2023	118607	FEES - COBRA/RETIREE BILLING/HRA & FLEX ADMIN	1,000.75
Vendor VEN34204 - BENEFIT EXTRAS, INC. Total:					1,000.75
Vendor: VEN32569 - BERTELSON BROTHERS, INC					
BERTELSON BROTHERS, INC	17059	11/29/2023	M-65575310/31/2023	OCTOBER OFFICE SUPPLIES	296.41
BERTELSON BROTHERS, INC	17059	11/29/2023	M-65575310/31/2023	OCTOBER OFFICE SUPPLIES	229.99
BERTELSON BROTHERS, INC	17059	11/29/2023	M-65575310/31/2023	OCTOBER OFFICE SUPPLIES	20.19
Vendor VEN32569 - BERTELSON BROTHERS, INC Total:					546.59
Vendor: VEN33122 - BIRCH TREE CARE, LLC					
BIRCH TREE CARE, LLC	221459	11/15/2023	46133	TREE REMOVAL - PARKS	1,015.00
Vendor VEN33122 - BIRCH TREE CARE, LLC Total:					1,015.00
Vendor: VEN35453 - BIX PRODUCE COMPANY LLC					
BIX PRODUCE COMPANY LLC	17015	11/22/2023	406795	FOOD FOR CLUBHOUSE	-47.25
BIX PRODUCE COMPANY LLC	17015	11/22/2023	5978512	FOOD FOR CLUBHOUSE	362.15
BIX PRODUCE COMPANY LLC	17015	11/22/2023	5980071	FOOD FOR CLUBHOUSE	47.25
BIX PRODUCE COMPANY LLC	17015	11/22/2023	5981302	FOOD FOR CLUBHOUSE	155.27
Vendor VEN35453 - BIX PRODUCE COMPANY LLC Total:					517.42
Vendor: VEN36642 - BLACKTOP CENTRAL					
BLACKTOP CENTRAL	221507	11/21/2023	20231103	REFUND ZONING PERMIT - 2020-006967	1.00
BLACKTOP CENTRAL	221507	11/21/2023	20231103	REFUND ZONING PERMIT - 2020-006967	51.50
Vendor VEN36642 - BLACKTOP CENTRAL Total:					52.50
Vendor: VEN02288 - BOUND TREE MEDICAL, LLC					
BOUND TREE MEDICAL, LLC	16971	11/15/2023	85129815	EMS SUPPLIES	99.95
BOUND TREE MEDICAL, LLC	16971	11/15/2023	85131662	EMS SUPPLIES	46.61
BOUND TREE MEDICAL, LLC	17016	11/22/2023	85140022	EMS SUPPLIES	772.19
Vendor VEN02288 - BOUND TREE MEDICAL, LLC Total:					918.75
Vendor: VEN02306 - BRAUN INTERTEC CORPORATION					
BRAUN INTERTEC CORPORATI...	16972	11/15/2023	B357953	NEW UTILITY BUILDING	15,097.00
BRAUN INTERTEC CORPORATI...	16972	11/15/2023	B363605	GV PARK BUILDING MATERIALS TESTING	843.50
BRAUN INTERTEC CORPORATI...	17017	11/22/2023	B363981	EPD & JAMAICA AVE	22,045.00
BRAUN INTERTEC CORPORATI...	17017	11/22/2023	B364497	2024 PAVEMENT MANAGEMENT	4,593.70
BRAUN INTERTEC CORPORATI...	17060	11/29/2023	B365617	GLACIAL VALLEY PARK IMPROVEMENT	4,500.25
BRAUN INTERTEC CORPORATI...	17060	11/29/2023	B365800	NEW UTILITY BUILDING	1,755.00
Vendor VEN02306 - BRAUN INTERTEC CORPORATION Total:					48,834.45
Vendor: VEN36638 - BRENDA SWETLAND					
BRENDA SWETLAND	221508	11/21/2023	20231114	WATER EFFICIENCY REBATE - 8802 82ND ST CT S	200.00
Vendor VEN36638 - BRENDA SWETLAND Total:					200.00
Vendor: VEN36071 - BRS FIELD OPS LLC					
BRS FIELD OPS LLC	221509	11/21/2023	20231113	REFUND ELECTRICAL PERMIT#2023-023190	120.00
BRS FIELD OPS LLC	221509	11/21/2023	20231113	REFUND BLDG PERMIT#2023- 023189	183.20
Vendor VEN36071 - BRS FIELD OPS LLC Total:					303.20
Vendor: VEN33107 - BURGGRAF'S ACE HARDWARE OF COTTAGE GROVE CO.					
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5656	METAL CUT WHEEL - WATER	27.96
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5657	FLOOD LIGHT/AXE-WATER	161.98

Expense Approval Report

Payment Dates: 11/9/2023 - 11/29/2023

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5667	PVC PIPES / BRASS GATE VALVES	92.96
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5669	KEY SET -PW	7.00
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5674	BRASS BUSHINGS/LIGHT CONTROL - WATER	29.97
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5680	CREDIT RETURN	-75.97
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5681	SOCKET TOOL SET - FORESTRY	12.99
BURGGRAF'S ACE HARDWARE...	221460	11/15/2023	5683	KEYS - STREETS	19.95
BURGGRAF'S ACE HARDWARE...	221571	11/29/2023	5686	WINTER GRADE OIL-PARKS	47.98
BURGGRAF'S ACE HARDWARE...	221571	11/29/2023	5687	PLIERS/SCREWDRIVERS/NUTDRIVER SETS - STREETLIGHTS	173.88
BURGGRAF'S ACE HARDWARE...	221571	11/29/2023	5691	SCRWDVR SET -WATER	27.99
BURGGRAF'S ACE HARDWARE...	221510	11/21/2023	5692	20V CHARGER	99.99
BURGGRAF'S ACE HARDWARE...	221571	11/29/2023	5696	COUPLE PVC -ELBOW PVC - WATER	9.49
BURGGRAF'S ACE HARDWARE...	221571	11/29/2023	5697	CEMENT PVC/PRIMER/THREAD TAPE-WATER	32.96
BURGGRAF'S ACE HARDWARE...	221571	11/29/2023	5698	CONDUIT PVC/COUPLE PVC - WATER	18.58
BURGGRAF'S ACE HARDWARE...	221571	11/29/2023	5703	KEY SET - WATER	7.00
Vendor VEN33107 - BURGGRAF'S ACE HARDWARE OF COTTAGE GROVE CO. Total:					694.71
Vendor: VEN03436 - C & E AUTO UPHOLSTERY					
C & E AUTO UPHOLSTERY	16973	11/15/2023	26329	INTERIOR HEADLINER RECOVERED - 1004/36656	400.00
C & E AUTO UPHOLSTERY	17018	11/22/2023	26349	RECOVER INTERIOR HEADLINER - 1202/36683	400.00
Vendor VEN03436 - C & E AUTO UPHOLSTERY Total:					800.00
Vendor: VEN03001 - CALLAWAY GOLF					
CALLAWAY GOLF	221511	11/21/2023	936169779	PROSHOP MERCHANDISE	1,815.84
CALLAWAY GOLF	221511	11/21/2023	936187029	PROSHOP MERCHANDISE	362.33
CALLAWAY GOLF	221511	11/21/2023	936234260	PROSHOP MERCHANDISE	221.88
Vendor VEN03001 - CALLAWAY GOLF Total:					2,400.05
Vendor: VEN32194 - CAPSTONE HOMES, INC					
CAPSTONE HOMES, INC	17019	11/22/2023	20231114	REFUND ESCROW - 10253 GOODVIEW CIR S	5,065.00
Vendor VEN32194 - CAPSTONE HOMES, INC Total:					5,065.00
Vendor: VEN03922 - CENTERPOINT ENERGY					
CENTERPOINT ENERGY	221461	11/15/2023	8000015730-7 NOV23	FIRE #3 GAS USAGE - 09/23 - 10/23/2023	53.27
CENTERPOINT ENERGY	221461	11/15/2023	8000015730-7 NOV23	WARMING HOUSE GAS USAGE - 09/23 - 10/23/2023	36.70
CENTERPOINT ENERGY	221461	11/15/2023	8000015730-7 NOV23	PW STORAGE BLDG GAS USAGE - 09/23 - 10/23/2023	46.92
CENTERPOINT ENERGY	221461	11/15/2023	8000015730-7 NOV23	LAMAR PARK BLDG GAS USAGE - 09/23 - 10/23/2023	21.80
CENTERPOINT ENERGY	221461	11/15/2023	8000015730-7 NOV23	RIVER OAKS PRO SHOP GAS USAGE - 09/23 - 10/23/2023	69.09
CENTERPOINT ENERGY	221461	11/15/2023	8000015730-7 NOV23	RIVER OAKS MAINT BLDG GAS USAGE - 09/23 - 10/23/20	59.73
CENTERPOINT ENERGY	221461	11/15/2023	8000015730-7 NOV23	CLUBHOUSE GAS USAGE - 09/23 - 10/23/2023	568.64
Vendor VEN03922 - CENTERPOINT ENERGY Total:					856.15
Vendor: VEN35388 - CENTRAL MCGOWAN INC					
CENTRAL MCGOWAN INC	221512	11/21/2023	269936	CO2/NITROGEN CYLINDER RENTAL	18.00
Vendor VEN35388 - CENTRAL MCGOWAN INC Total:					18.00
Vendor: VEN03059 - CENTURY COLLEGE					
CENTURY COLLEGE	17061	11/29/2023	1188351	FIRE OFFICER TRAINING - M. DANDL	402.50
Vendor VEN03059 - CENTURY COLLEGE Total:					402.50

Expense Approval Report

Payment Dates: 11/9/2023 - 11/29/2023

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN29526 - CENTURY LINK					
CENTURY LINK	221462	11/15/2023	651 458-2946 864 NOV 23	NOV ACCT 651 458-2946 864	297.76
CENTURY LINK	221462	11/15/2023	651 458-8074 011 NOV 23	NOV ACCT 651 458-8074 011	137.47
CENTURY LINK	221462	11/15/2023	651 459-2560 545 NOV 23	ACCT 651 459-2560 545	178.97
CENTURY LINK	221462	11/15/2023	651 459-3912 290 NOV 23	NOV ACCT 651 459-3912 290	335.83
CENTURY LINK	221462	11/15/2023	651 459-8124 217 NOV 23	ACCT 651 459-8124 217	64.70
CENTURY LINK	221462	11/15/2023	651 459-8128 529 NOV 23	NOV ACCT 651 459-8128 529	64.70
CENTURY LINK	221513	11/21/2023	612 E12-8029 542 NOV 23	ACCT 612 E12-8029 542	530.00
CENTURY LINK	221462	11/15/2023	651 769-1028 761 NOV 23	NOV ACCT 651 769-1028 761	177.53
Vendor VEN29526 - CENTURY LINK Total:					1,786.96
Vendor: VEN03416 - CERTIFIED POWER, INC					
CERTIFIED POWER, INC	17020	11/22/2023	50349988	TESTING/EVALUATION/REPAIR - 4103/36650	623.97
Vendor VEN03416 - CERTIFIED POWER, INC Total:					623.97
Vendor: VEN36632 - CHAD LITTLE					
CHAD LITTLE	221463	11/15/2023	20231103	REFUND UB ACCT#800042634 - 8664 JEWEL AVE	284.76
Vendor VEN36632 - CHAD LITTLE Total:					284.76
Vendor: VEN33565 - CINTAS CORPORATION NO. 2					
CINTAS CORPORATION NO. 2	16974	11/15/2023	4152707471	RIVER OAKS UNIFORM SVC	76.43
CINTAS CORPORATION NO. 2	16974	11/15/2023	4156904766	RIVER OAKS UNIFORM SVC	82.29
CINTAS CORPORATION NO. 2	16974	11/15/2023	4158323223	RIVER OAKS UNIFORM SVC	109.66
CINTAS CORPORATION NO. 2	16974	11/15/2023	4161104200	RIVER OAKS UNIFORM SVC	82.29
CINTAS CORPORATION NO. 2	16974	11/15/2023	4167394137	RIVER OAKS UNIFORM SVC	85.81
CINTAS CORPORATION NO. 2	16974	11/15/2023	4168090004	RIVER OAKS UNIFORM SVC	82.29
CINTAS CORPORATION NO. 2	16974	11/15/2023	4168802825	RIVER OAKS UNIFORM SVC	85.81
CINTAS CORPORATION NO. 2	16974	11/15/2023	4172352163	MAT SERVICE - ICE ARENA	64.01
CINTAS CORPORATION NO. 2	17062	11/29/2023	4172815036	PW UNIFORM SVC	6.60
CINTAS CORPORATION NO. 2	17062	11/29/2023	4172815036	PW UNIFORM SVC	35.79
CINTAS CORPORATION NO. 2	17062	11/29/2023	4172815036	PW UNIFORM SVC	28.50
CINTAS CORPORATION NO. 2	17062	11/29/2023	4173058376	RIVER OAKS UNIFORM SVC	85.81
CINTAS CORPORATION NO. 2	17062	11/29/2023	4173527240	PW UNIFORM SVC	6.60
CINTAS CORPORATION NO. 2	17062	11/29/2023	4173527240	PW UNIFORM SVC	28.50
CINTAS CORPORATION NO. 2	17062	11/29/2023	4173527240	PW UNIFORM SVC	35.79
CINTAS CORPORATION NO. 2	17062	11/29/2023	4173810223	RIVER OAKS UNIFORM SVC	82.29
CINTAS CORPORATION NO. 2	17062	11/29/2023	4173813135	MAT SERVICE - HERO CENTER	368.72
CINTAS CORPORATION NO. 2	17062	11/29/2023	4174313970	PW UNIFORM SVC	6.60
CINTAS CORPORATION NO. 2	17062	11/29/2023	4174313970	PW UNIFORM SVC	35.79
CINTAS CORPORATION NO. 2	17062	11/29/2023	4174313970	PW UNIFORM SVC	28.50
CINTAS CORPORATION NO. 2	17062	11/29/2023	4174645556	MAT SERVICE - CENTRAL FIRE	86.09
Vendor VEN33565 - CINTAS CORPORATION NO. 2 Total:					1,504.17
Vendor: VEN03057 - CITY OF WOODBURY					
CITY OF WOODBURY	221464	11/15/2023	23-0538	2023 EAST SUBURBAN CHAPLAINCY CORP CONTRIBUTION	150.00
Vendor VEN03057 - CITY OF WOODBURY Total:					150.00
Vendor: VEN35037 - COLLINS ELECTRICAL CONSTRUCTION CO					
COLLINS ELECTRICAL CONSTR...	221465	11/15/2023	234575.01	70TH & GOODVIEW REPAIR- STREETLIGHTS	9,550.86
COLLINS ELECTRICAL CONSTR...	221465	11/15/2023	234656.01	REPAIR WORK AT EPD & 90TH	7,334.60
Vendor VEN35037 - COLLINS ELECTRICAL CONSTRUCTION CO Total:					16,885.46
Vendor: VEN32389 - COMCAST					
COMCAST	221572	11/29/2023	182650928	CENTRAL FIRE FIBER ACCT# 939010329 -08/26-09/14/23	9,896.35
COMCAST	221515	11/21/2023	185051270-A	CENTRAL FIRE FIBER ACCT# 939010329- 10/15- 11/14	6,566.95
COMCAST	221514	11/21/2023	8772 10 789 0002365 NOV 23	ICE ARENA CABLE SVC 11/14- 12/13/23	37.83

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
COMCAST	221514	11/21/2023	8772 10 789 0002365 NOV 23	CLUBHOUSE CABLE SVC 11/14-12/13/23	1,003.29
COMCAST	221514	11/21/2023	8772 10 789 0002365 NOV 23	MAINT SHED CABLE SVC 11/14-12/13/23	214.81
COMCAST	221514	11/21/2023	8772 10 789 0002365 NOV 23	FIRE CABLE SVC 11/14-12/13/23	63.06
COMCAST	221514	11/21/2023	8772 10 576 0347241 NOV 23	CENTRAL FIRE ACCT# 8772105760347241-11/13-12/12/23	92.49
Vendor VEN32389 - COMCAST Total:					17,874.78
Vendor: VEN34844 - COMPUTER INTEGRATION TECHNOLOGIES INC					
COMPUTER INTEGRATION TE...	17021	11/22/2023	360926	ANNUAL OFFICE365 BILLING-10/1 - 09/30/2024	89,730.00
Vendor VEN34844 - COMPUTER INTEGRATION TECHNOLOGIES INC Total:					89,730.00
Vendor: VEN36510 - CONNEXUS ENERGY					
CONNEXUS ENERGY	221466	11/15/2023	INV0001521	SAFETY TRAILER DEMONSTRATION	210.00
Vendor VEN36510 - CONNEXUS ENERGY Total:					210.00
Vendor: VEN03943 - COTTAGE GROVE ANIMAL HOSPITAL					
COTTAGE GROVE ANIMAL HO...	221573	11/29/2023	277202	ODIN HEALTH CHECK UP	534.29
Vendor VEN03943 - COTTAGE GROVE ANIMAL HOSPITAL Total:					534.29
Vendor: VEN34409 - CRAIG RAPP					
CRAIG RAPP	221516	11/21/2023	CPG-CTG-11.1.23.1	ANNUAL LEADERSHIP DEVELOPMENT PROGRAM 2024	1,600.00
Vendor VEN34409 - CRAIG RAPP Total:					1,600.00
Vendor: VEN33966 - CRAWFORD DOOR SALES CO. OF THE TWIN CITIES					
CRAWFORD DOOR SALES CO. ...	221517	11/21/2023	51506	NORTH RINK ZAMBONI DOOR REPAIR	655.00
Vendor VEN33966 - CRAWFORD DOOR SALES CO. OF THE TWIN CITIES Total:					655.00
Vendor: VEN36647 - CREEKSIDE LAWN AND LANDSCAPE INC					
CREEKSIDE LAWN AND LANDS...	221518	11/21/2023	7355	HOLIDAY EAST IRRIGATION REPAIR/EPD & JAMAICA	5,591.25
Vendor VEN36647 - CREEKSIDE LAWN AND LANDSCAPE INC Total:					5,591.25
Vendor: VEN36419 - CST DISTRIBUTION LLC					
CST DISTRIBUTION LLC	221574	11/29/2023	54389	MORTON CLEAN & PROTECT PELLETS	1,192.59
Vendor VEN36419 - CST DISTRIBUTION LLC Total:					1,192.59
Vendor: VEN03012 - CUB FOODS					
CUB FOODS	221467	11/15/2023	161351028992	RASBERRY JAM FOR CLUBHOUSE	15.98
CUB FOODS	221575	11/29/2023	161306035601	FOOD FOR SAFETY MEETING	44.58
CUB FOODS	221576	11/29/2023	161307081585	FOOD FOR MEETING	12.99
Vendor VEN03012 - CUB FOODS Total:					73.55
Vendor: VEN30471 - D.S. ERICKSON, PLLC					
D.S. ERICKSON, PLLC	221468	11/15/2023	20231113	GARNISHMENT - FILE #2699488	942.42
D.S. ERICKSON, PLLC	221577	11/29/2023	20231128	GARNISHMENT - FILE #2699488	976.05
Vendor VEN30471 - D.S. ERICKSON, PLLC Total:					1,918.47
Vendor: VEN04250 - DAKOTA UNLIMITED, INC					
DAKOTA UNLIMITED, INC	221578	11/29/2023	147932	HAMLET PARK FENCE	11,560.00
Vendor VEN04250 - DAKOTA UNLIMITED, INC Total:					11,560.00
Vendor: VEN34390 - DALCO ENTERPRISES INC					
DALCO ENTERPRISES INC	221519	11/21/2023	4155798	PRESSURE GUN FOR KAIVAC MACHINE	113.51
Vendor VEN34390 - DALCO ENTERPRISES INC Total:					113.51

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Vendor: VEN36645 - DEBORAH L SAUDER					
DEBORAH L SAUDER	221520	11/21/2023	1137	TRIMETRIX HD ASSESSMENT - RIVER OAKS	210.94
DEBORAH L SAUDER	221520	11/21/2023	1137	TRIMETRIX HD ASSESSMENT - RIVER OAKS	748.13
Vendor VEN36645 - DEBORAH L SAUDER Total:					959.07
Vendor: VEN04249 - DELTA DENTAL PLAN OF MN					
DELTA DENTAL PLAN OF MN	221579	11/29/2023	CNS0001403110	COBRA PREMIUM-DECEMBER 2023	412.64
DELTA DENTAL PLAN OF MN	221579	11/29/2023	CNS0001403110	EMPLOYER PREMIUM-DECEMBER 2023	6,906.08
DELTA DENTAL PLAN OF MN	221579	11/29/2023	CNS0001403110	EMPLOYEE PREMIUM-DECEMBER 2023	4,012.14
Vendor VEN04249 - DELTA DENTAL PLAN OF MN Total:					11,330.86
Vendor: VEN36468 - DMDK REINDEER LLC					
DMDK REINDEER LLC	221469	11/15/2023	20230727-A	HOMETOWN HOLIDAY EVENT REINDEER CONTRACT	1,760.00
Vendor VEN36468 - DMDK REINDEER LLC Total:					1,760.00
Vendor: VEN32329 - DUSTIN DOUGHTY					
DUSTIN DOUGHTY	221521	11/21/2023	202311/09	REIMBURSEMENT - 49ERS PHASE 3 - D. DOUGHTY	143.80
Vendor VEN32329 - DUSTIN DOUGHTY Total:					143.80
Vendor: VEN05003 - EARL F ANDERSEN, INC.					
EARL F ANDERSEN, INC.	221522	11/21/2023	134472-IN	FOOD SCRAP SIGN	116.35
EARL F ANDERSEN, INC.	221522	11/21/2023	134522-IN	PED-XING SIGN -STREETS	303.50
Vendor VEN05003 - EARL F ANDERSEN, INC. Total:					419.85
Vendor: VEN36635 - EFREM / TRACI HAMILTON					
EFREM / TRACI HAMILTON	221523	11/21/2023	20231114	REFUND UB ACCT#800033786 - 9484 JASMINE AVE S	230.50
Vendor VEN36635 - EFREM / TRACI HAMILTON Total:					230.50
Vendor: VEN05014 - EHLERS AND ASSOCIATES INC					
EHLERS AND ASSOCIATES INC	221580	11/29/2023	95774	SROP PLAN PRESENTATION	2,500.00
Vendor VEN05014 - EHLERS AND ASSOCIATES INC Total:					2,500.00
Vendor: VEN06020 - ELLIOTT AUTO SUPPLY					
ELLIOTT AUTO SUPPLY	17063	11/29/2023	1-Z33996	CREDIT - BATTERY CORES	-48.00
ELLIOTT AUTO SUPPLY	17063	11/29/2023	74-322604	OUTER AIR FILTER - STOCK	26.41
ELLIOTT AUTO SUPPLY	17063	11/29/2023	74-322608	OIL & HYD FILTER - 8710/36698	13.69
ELLIOTT AUTO SUPPLY	17063	11/29/2023	1-9207029	BATTERY - STOCK	390.80
Vendor VEN06020 - ELLIOTT AUTO SUPPLY Total:					382.90
Vendor: VEN34858 - ENTERPRISE HOLDINGS INC					
ENTERPRISE HOLDINGS INC	221470	11/15/2023	1500-0033-6270	TRUCK RENTAL - WATER DEPT	1,650.00
Vendor VEN34858 - ENTERPRISE HOLDINGS INC Total:					1,650.00
Vendor: VEN35629 - ESTATE CLAIM SERVICES LLC					
ESTATE CLAIM SERVICES LLC	221524	11/21/2023	20231108	REFUND DUPLICATE BLDG PERMIT#2023-025733	1.00
ESTATE CLAIM SERVICES LLC	221524	11/21/2023	20231108	REFUND DUPLICATE BLDG PERMIT#2023-025733	5.00
ESTATE CLAIM SERVICES LLC	221524	11/21/2023	20231108	REFUND DUPLICATE BLDG PERMIT#2023-025733	110.00
Vendor VEN35629 - ESTATE CLAIM SERVICES LLC Total:					116.00
Vendor: VEN18053 - EVEREST EMERGENCY VEHICLES, INC					
EVEREST EMERGENCY VEHICL...	221581	11/29/2023	P06988	MAGNETIC SWITCH - 831/36669	21.64
Vendor VEN18053 - EVEREST EMERGENCY VEHICLES, INC Total:					21.64
Vendor: VEN34324 - EWT HOLDINGS III CORP					
EWT HOLDINGS III CORP	17022	11/22/2023	906163480	WELL 3/10 EQUIPMENT RENTAL	60,800.00

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EWT HOLDINGS III CORP	17022	11/22/2023	906163482	WELL 7/8 EQUIPMENT RENTAL	43,200.00
Vendor VEN34324 - EWT HOLDINGS III CORP Total:					104,000.00
Vendor: VEN29436 - EXECUTIVE TITLE SERVICES, INC					
EXECUTIVE TITLE SERVICES, INC 221471		11/15/2023	20231103	REFUND UB ACCT#800049806 - 9030 67TH ST S	201.21
Vendor VEN29436 - EXECUTIVE TITLE SERVICES, INC Total:					201.21
Vendor: VEN06092 - FERRELLGAS LP					
FERRELLGAS LP	16975	11/15/2023	1124420520	PROPANE-ICE	131.82
FERRELLGAS LP	16975	11/15/2023	1124482110	PROPANE-ICE	130.52
FERRELLGAS LP	16975	11/15/2023	1124547146	PROPANE-ICE	115.77
FERRELLGAS LP	16975	11/15/2023	1124612641	PROPANE-ICE	166.09
FERRELLGAS LP	16975	11/15/2023	1124669660	PROPANE-ICE	119.68
Vendor VEN06092 - FERRELLGAS LP Total:					663.88
Vendor: VEN34115 - FINE SHINE EXTERIORS INC					
FINE SHINE EXTERIORS INC	221582	11/29/2023	111523	WINDOW CLEANING RIVER OAKS	96.19
FINE SHINE EXTERIORS INC	221582	11/29/2023	111523	WINDOW CLEANING RIVER OAKS	96.19
Vendor VEN34115 - FINE SHINE EXTERIORS INC Total:					192.38
Vendor: VEN31978 - FIRST ADVANTAGE LNS					
FIRST ADVANTAGE LNS	17023	11/22/2023	2508602310	ANNUAL ENROLLMENT	36.71
FIRST ADVANTAGE LNS	17023	11/22/2023	2508602310	ANNUAL ENROLLMENT	36.71
FIRST ADVANTAGE LNS	17023	11/22/2023	2508602310	ANNUAL ENROLLMENT	36.71
Vendor VEN31978 - FIRST ADVANTAGE LNS Total:					110.13
Vendor: VEN06269 - FIRST STATE TIRE RECYCLING					
FIRST STATE TIRE RECYCLING	221525	11/21/2023	121383	TRAILER RENTAL - FLEET DEPT	150.00
Vendor VEN06269 - FIRST STATE TIRE RECYCLING Total:					150.00
Vendor: VEN31404 - FLEETPRIDE, INC					
FLEETPRIDE, INC	221472	11/15/2023	112165912	ON-SPOT AIR SOLENOID	179.79
FLEETPRIDE, INC	221472	11/15/2023	112169146	MUDFLAPS - STOCK	31.94
FLEETPRIDE, INC	221472	11/15/2023	112175607	4WAY AIR SOLENOID VALVE,WASHERS - STOCK	188.09
FLEETPRIDE, INC	221472	11/15/2023	112175611	WASHERS - STOCK	7.63
FLEETPRIDE, INC	221472	11/15/2023	112214454	FUEL FILTER - STOCK	4.78
FLEETPRIDE, INC	221526	11/21/2023	112301812	BRAKLEEN & 26-PB - SS100 SHOP SUPPLY	108.88
FLEETPRIDE, INC	221526	11/21/2023	112325229	ADAPTERS - 4002/36667	32.02
FLEETPRIDE, INC	221583	11/29/2023	112431569	PIPE MNT SWIVEL JACK - STOCK	91.16
Vendor VEN31404 - FLEETPRIDE, INC Total:					644.29
Vendor: VEN33883 - FRANK EDWARD BAKKE					
FRANK EDWARD BAKKE	221584	11/29/2023	23317	HYDRANT 18 HOUR BACTERIA TESTING - WATER	275.00
FRANK EDWARD BAKKE	221584	11/29/2023	23318	HYDRANT BACTERIA TESTING - WATER	275.00
Vendor VEN33883 - FRANK EDWARD BAKKE Total:					550.00
Vendor: VEN32896 - FROST INC					
FROST INC	17064	11/29/2023	12128	SPRAYER PART	260.99
Vendor VEN32896 - FROST INC Total:					260.99
Vendor: VEN06261 - FURY CHRYSLER JEEP					
FURY CHRYSLER JEEP	221585	11/29/2023	5174718	ALTERNATOR - 2160/36675	915.00
FURY CHRYSLER JEEP	221585	11/29/2023	5174907	CREDIT - INV# 5174718 ALTERNATOR CORE RETURN	-75.00
Vendor VEN06261 - FURY CHRYSLER JEEP Total:					840.00
Vendor: VEN33283 - GALLS, LLC					
GALLS, LLC	221586	11/29/2023	26113889	BLACKINTON 5-CROSSED BUGLES	17.88
Vendor VEN33283 - GALLS, LLC Total:					17.88

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Vendor: VEN36650 - GARY M PESTEL					
GARY M PESTEL	221527	11/21/2023	8347	BURGER KING IRRIGATION REPLACEMENT- EPD& JAMAICA	4,500.00
Vendor VEN36650 - GARY M PESTEL Total:					4,500.00
Vendor: VEN14420 - GENUINE PARTS COMPANY					
GENUINE PARTS COMPANY	17024	11/22/2023	2514-070207	TERMINALS - 31MISC/36736	6.44
GENUINE PARTS COMPANY	17065	11/29/2023	2514-080124	LED LAMP - 3145/36558	15.14
GENUINE PARTS COMPANY	17065	11/29/2023	2514-080439	PRESSURE GAUGE FOR SHOP USE	13.99
Vendor VEN14420 - GENUINE PARTS COMPANY Total:					35.57
Vendor: VEN07022 - GERLACH OUTDOOR POWER EQUIPMENT, INC.					
GERLACH OUTDOOR POWER ...	17066	11/29/2023	260189	CARB KIT,TUNE-UP KIT,GSKT, DEFLECTOR-41MISC/36721	67.34
GERLACH OUTDOOR POWER ...	17066	11/29/2023	260227	FUEL LINE,CARBURETOR,GASKETS - 3126/36744	58.07
Vendor VEN07022 - GERLACH OUTDOOR POWER EQUIPMENT, INC. Total:					125.41
Vendor: VEN07606 - GERLACH SERVICE INC.					
GERLACH SERVICE INC.	16976	11/15/2023	60658	24 INCH CHAIN - PARKS	65.98
GERLACH SERVICE INC.	16976	11/15/2023	60662	RETURNED 24 INCH FROM #60658 PURCHASE 20 INCH-PARK	-6.00
GERLACH SERVICE INC.	17025	11/22/2023	60827	TRAINING BALES FOR FIRE DEPT	60.00
GERLACH SERVICE INC.	17025	11/22/2023	60932	TOP LINK - 8409/36655	50.14
GERLACH SERVICE INC.	17025	11/22/2023	60950	14 CHAIN SAW - PARKS	45.98
Vendor VEN07606 - GERLACH SERVICE INC. Total:					216.10
Vendor: VEN36197 - GIS WORKSHOP LLC					
GIS WORKSHOP LLC	221528	11/21/2023	2019-18512	ANNUAL RENEWAL 01/01/24 - 12/31/24	6,700.00
Vendor VEN36197 - GIS WORKSHOP LLC Total:					6,700.00
Vendor: VEN34259 - GONYEA HOMES					
GONYEA HOMES	221473	11/15/2023	20231103	REFUND UB ACCT#800053841 - 6226 HARKNESS ALC S	171.50
GONYEA HOMES	221529	11/21/2023	20231114	REFUND ESCROW - 7204 61ST BAY S	5,495.00
Vendor VEN34259 - GONYEA HOMES Total:					5,666.50
Vendor: VEN07043 - GOODIN COMPANY					
GOODIN COMPANY	17067	11/29/2023	2593937-00	HALO SERIES COMBINATION SHOWER/EYE WASH-WATER	1,500.96
GOODIN COMPANY	17067	11/29/2023	2592955-01	6 PVC ADJUSTABLE FLANGE-WELL 10	90.11
Vendor VEN07043 - GOODIN COMPANY Total:					1,591.07
Vendor: VEN32232 - GOODYEAR COMMERCIAL TIRE & SERVICE CENTERS					
GOODYEAR COMMERCIAL TIR...	221474	11/15/2023	124-1109686	GY 275/65R18 TIRE - STOCK	704.00
GOODYEAR COMMERCIAL TIR...	221474	11/15/2023	124-1109692	GY225/60R18 EAG ENFORCER WINTER TIRES - STOCK	952.00
Vendor VEN32232 - GOODYEAR COMMERCIAL TIRE & SERVICE CENTERS Total:					1,656.00
Vendor: VEN15382 - GOPHER STATE ONE CALL					
GOPHER STATE ONE CALL	17026	11/22/2023	3100319	ONE CALL TICKETS	788.40
Vendor VEN15382 - GOPHER STATE ONE CALL Total:					788.40
Vendor: VEN07015 - GRAINGER					
GRAINGER	16977	11/15/2023	9851074501	TOILET PAPER/TOWELS	167.69
GRAINGER	16977	11/15/2023	9853423086	CLEANER/DEGREASER	57.74
Vendor VEN07015 - GRAINGER Total:					225.43
Vendor: VEN07023 - GRAPHIC DESIGN INC					
GRAPHIC DESIGN INC	16978	11/15/2023	QB50997	NEWSLETTER POSTAGE	2,712.66

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GRAPHIC DESIGN INC	16978	11/15/2023	QB50997	NEWSLETTER MAILING	2,818.00
Vendor VEN07023 - GRAPHIC DESIGN INC Total:					5,530.66
Vendor: VEN13406 - GREAT LAKES COCA-COLA DISTRIBUTION, LLC					
GREAT LAKES COCA-COLA DIS...	17027	11/22/2023	38359270020	BEVERAGES FOR ICE ARENA	36.08
GREAT LAKES COCA-COLA DIS...	17027	11/22/2023	38359270020	BEVERAGES FOR ICE ARENA	395.04
GREAT LAKES COCA-COLA DIS...	17027	11/22/2023	38559270019	BEVERAGES FOR ICE ARENA	-75.00
GREAT LAKES COCA-COLA DIS...	17027	11/22/2023	38471414019	BEVERAGES FOR ICE ARENA	459.76
GREAT LAKES COCA-COLA DIS...	17027	11/22/2023	38471414019	BEVERAGES FOR ICE ARENA	685.37
Vendor VEN13406 - GREAT LAKES COCA-COLA DISTRIBUTION, LLC Total:					1,501.25
Vendor: VEN33879 - GREATAMERICA FINANCIAL SERVICES CORPORATION					
GREATAMERICA FINANCIAL S...	221530	11/21/2023	35248410	MAIL MACHINE METER RENTAL	503.79
GREATAMERICA FINANCIAL S...	221587	11/29/2023	35324442	FOLDING MACHINE RENTAL - NOVEMBER 2023	343.85
Vendor VEN33879 - GREATAMERICA FINANCIAL SERVICES CORPORATION Total:					847.64
Vendor: VEN33637 - GUARDIAN SUPPLY, LLC					
GUARDIAN SUPPLY, LLC	16979	11/15/2023	16658	CUSTOM PATCHES/ROKERS/BADGE PATCH	35.00
Vendor VEN33637 - GUARDIAN SUPPLY, LLC Total:					35.00
Vendor: VEN08013 - H&L MESABI					
H&L MESABI	17028	11/22/2023	12621	CARBIDE BLADES - STOCK	1,320.00
Vendor VEN08013 - H&L MESABI Total:					1,320.00
Vendor: VEN36627 - HAILEY TRZEBIATOWSKI					
HAILEY TRZEBIATOWSKI	221475	11/15/2023	76439	CUSTOMER APPRECIATION ENTERTAINMENT- RIVER OAKS	600.00
Vendor VEN36627 - HAILEY TRZEBIATOWSKI Total:					600.00
Vendor: VEN33608 - HARTEL & SONS INC					
HARTEL & SONS INC	221531	11/21/2023	30109533	GOLF CART TIRES	391.00
Vendor VEN33608 - HARTEL & SONS INC Total:					391.00
Vendor: VEN08001 - HAWKINS, INC					
HAWKINS, INC	221532	11/21/2023	6617054	CHLORINE - HYDROFLUOSILICIC ACID	3,455.24
Vendor VEN08001 - HAWKINS, INC Total:					3,455.24
Vendor: VEN36633 - HEIDI OLDHAM					
HEIDI OLDHAM	221476	11/15/2023	20231103	REFUND UB ACCT#800053665 - 9122 JERGEN BAY S	16.26
Vendor VEN36633 - HEIDI OLDHAM Total:					16.26
Vendor: VEN08231 - HERCULES INDUSTRIES, INC.					
HERCULES INDUSTRIES, INC.	16980	11/15/2023	121932	PAD LOCKS	181.13
HERCULES INDUSTRIES, INC.	16980	11/15/2023	121932	PAD LOCKS	181.13
Vendor VEN08231 - HERCULES INDUSTRIES, INC. Total:					362.26
Vendor: VEN36619 - HOLCIM - MWR INC					
HOLCIM - MWR INC	221533	11/21/2023	718762463	CONCRETE/SAND MIX	2,404.65
HOLCIM - MWR INC	221533	11/21/2023	718762463	CONCRETE/SAND MIX	7,213.95
HOLCIM - MWR INC	221533	11/21/2023	750280340	SAND MIX	1,368.50
HOLCIM - MWR INC	221533	11/21/2023	750280340	SAND MIX	4,105.50
Vendor VEN36619 - HOLCIM - MWR INC Total:					15,092.60
Vendor: VEN35474 - HOLIDAY STATIONSTORES LLC					
HOLIDAY STATIONSTORES LLC	221477	11/15/2023	78001102300	CIRTY VEHICLE CAR WASHES	10.00
Vendor VEN35474 - HOLIDAY STATIONSTORES LLC Total:					10.00
Vendor: VEN36261 - HOWIES HOCKEY, INC					
HOWIES HOCKEY, INC	221534	11/21/2023	INV000197185	GRIP STRETCH TAPE/STICK WAX/HELMET REPAIR KIT	494.84
HOWIES HOCKEY, INC	221588	11/29/2023	INV000198344	WATER BOTTLES/MERCHANDISE FOR RESALE	215.00

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HOWIES HOCKEY, INC	221588	11/29/2023	INV000198428	SHIN PAD TAPE/LACES/HOCKEY BALL	564.99
Vendor VEN36261 - HOWIES HOCKEY, INC Total:					1,274.83
Vendor: VEN36582 - IEA SAFETY SOLUTIONS					
IEA SAFETY SOLUTIONS	221478	11/15/2023	50066	GLACIAL VALLEY BUILDING	3,360.00
Vendor VEN36582 - IEA SAFETY SOLUTIONS Total:					3,360.00
Vendor: VEN36352 - IN CONTROL INC					
IN CONTROL INC	221589	11/29/2023	S-INV01108	WELL 2 & 7 WTP CONTROLS - WATER	31,662.75
Vendor VEN36352 - IN CONTROL INC Total:					31,662.75
Vendor: VEN30088 - INSTRUMENTAL RESEARCH, INC					
INSTRUMENTAL RESEARCH, I...	221590	11/29/2023	5238	WATER TESTING	480.88
Vendor VEN30088 - INSTRUMENTAL RESEARCH, INC Total:					480.88
Vendor: VEN09001 - INTERNATIONAL CITY MANAGEMENT ASSOCIATION RETIREMENT CORPORATION					
INTERNATIONAL CITY MANAG...	16984	11/15/2023	INV025468	11/02/2023 BIWEEKLY PAYROLL 10/09 - 10/22/2023	123.89
INTERNATIONAL CITY MANAG...	16984	11/15/2023	CM0000025	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	-123.89
INTERNATIONAL CITY MANAG...	16983	11/15/2023	INV025478	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	3,524.22
INTERNATIONAL CITY MANAG...	16982	11/15/2023	INV025479	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	170.55
INTERNATIONAL CITY MANAG...	16984	11/15/2023	INV025480	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	8,905.00
INTERNATIONAL CITY MANAG...	16984	11/15/2023	INV025481	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	1,347.99
INTERNATIONAL CITY MANAG...	16981	11/15/2023	INV025482	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	290.00
INTERNATIONAL CITY MANAG...	17069	11/29/2023	INV025489	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	2,974.22
INTERNATIONAL CITY MANAG...	17068	11/29/2023	INV025490	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	170.55
INTERNATIONAL CITY MANAG...	17071	11/29/2023	INV025491	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	9,005.00
INTERNATIONAL CITY MANAG...	17071	11/29/2023	INV025492	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	1,346.54
INTERNATIONAL CITY MANAG...	17070	11/29/2023	INV025493	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	840.00
Vendor VEN09001 - INTERNATIONAL CITY MANAGEMENT ASSOCIATION RETIREMENT CORPORATION Total:					28,574.07
Vendor: VEN09240 - INTERSTATE POWER SYSTEMS, INC.					
INTERSTATE POWER SYSTEMS,...	221479	11/15/2023	R001202106-01	SEMI-ANNUAL INSPECTION - LIFT STATION	1,099.00
INTERSTATE POWER SYSTEMS,...	221479	11/15/2023	R001203583-01	NEW INJECTION PUMP - 6102/36644	640.50
INTERSTATE POWER SYSTEMS,...	221535	11/21/2023	R001202105-01	A INSPECTION - FIRE# 4	1,099.00
INTERSTATE POWER SYSTEMS,...	221535	11/21/2023	R001202107-01	A INSPECTION - WELL# 11	1,389.00
INTERSTATE POWER SYSTEMS,...	221535	11/21/2023	R001202102-01	A INSPECTION - FIRE# 3	1,099.00
INTERSTATE POWER SYSTEMS,...	221535	11/21/2023	R001202913-01	B INSPECTION - CALAROSA LIFT	1,433.00
INTERSTATE POWER SYSTEMS,...	221591	11/29/2023	R001202108-01	B INSPECTION - WELL #12	2,126.00
Vendor VEN09240 - INTERSTATE POWER SYSTEMS, INC. Total:					8,885.50
Vendor: VEN09024 - INVER GROVE FORD					
INVER GROVE FORD	16985	11/15/2023	6401524	PM SERVICE & RPL WATER PUMP - 1662/36631	2,893.49
Vendor VEN09024 - INVER GROVE FORD Total:					2,893.49
Vendor: VEN09255 - I-STATE TRUCK CENTER					
I-STATE TRUCK CENTER	221592	11/29/2023	C242851582-01	FUEL FILTER - STOCK	83.99
I-STATE TRUCK CENTER	221592	11/29/2023	C242851704-01	CONFIG WITH CUTOFF SWITCH - 4105/36657	351.99
Vendor VEN09255 - I-STATE TRUCK CENTER Total:					435.98

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN09103 - IUOE CENTRAL PENSION FUND					
IUOE CENTRAL PENSION FUND	17072	11/29/2023	INV025469	11/02/2023 BIWEEKLY PAYROLL 10/09 - 10/22/2023	8,064.00
IUOE CENTRAL PENSION FUND	17072	11/29/2023	INV025483	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	8,064.00
IUOE CENTRAL PENSION FUND	17072	11/29/2023	INV025494	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	7,968.00
Vendor VEN09103 - IUOE CENTRAL PENSION FUND Total:					24,096.00
Vendor: VEN10080 - JEFFERSON FIRE & SAFETY INC					
JEFFERSON FIRE & SAFETY INC	17073	11/29/2023	IN308851	STREAMLIGHT NIMH BATTERY	146.14
Vendor VEN10080 - JEFFERSON FIRE & SAFETY INC Total:					146.14
Vendor: VEN11026 - JENNARI GROUP					
JENNARI GROUP	16986	11/15/2023	88001	DOT,PM,BRAKES,FRNT AXLE PINS,ALIGNMNT-- 4003/36705	4,035.10
JENNARI GROUP	16986	11/15/2023	87786	RPL RIGHT FRNT AXLE SEAL - 4103/36581	671.44
JENNARI GROUP	17029	11/22/2023	87875	REAR SPRINGS - 1506/36694	999.58
JENNARI GROUP	17074	11/29/2023	87992	DOT INSP,REAR SPRINGS,BRAKES,EXH GSKT- 4204/36704	6,258.63
JENNARI GROUP	17074	11/29/2023	88038	DOT INSP,RPL REAR SPRINGS,BRAKES - 4201/36720	5,018.94
Vendor VEN11026 - JENNARI GROUP Total:					16,983.69
Vendor: VEN36637 - JOEL FISCHER					
JOEL FISCHER	221536	11/21/2023	20231114	WATER EFFICIENCY REBATE - 9565 HILLSIDE TRL S	300.00
Vendor VEN36637 - JOEL FISCHER Total:					300.00
Vendor: VEN36259 - JOHN MCLOONE					
JOHN MCLOONE	221537	11/21/2023	66348	PAPER SUBSCRIPTION	40.00
Vendor VEN36259 - JOHN MCLOONE Total:					40.00
Vendor: VEN10068 - JOHNSON BROTHERS LIQUOR CO.					
JOHNSON BROTHERS LIQUOR ...	221538	11/21/2023	2415400	ALCOHOL FOR CLUBHOUSE	902.89
JOHNSON BROTHERS LIQUOR ...	221538	11/21/2023	6683342	ALCOHOL FOR CLUBHOUSE	13.39
JOHNSON BROTHERS LIQUOR ...	221593	11/29/2023	2418949	ALCOHOL FOR CLUBHOUSE	297.10
Vendor VEN10068 - JOHNSON BROTHERS LIQUOR CO. Total:					1,213.38
Vendor: VEN35760 - JT RYAN COMPANIES LLC					
JT RYAN COMPANIES LLC	221539	11/21/2023	4564	BUSINESS CARDS - B.PETERSEN, A.BOBICK	92.58
Vendor VEN35760 - JT RYAN COMPANIES LLC Total:					92.58
Vendor: VEN31290 - JUDITH A GRAF					
JUDITH A GRAF	16987	11/15/2023	20231031	COUNCIL MEETING MINUTES 10/04 - 10/18/2023	259.81
JUDITH A GRAF	16987	11/15/2023	20231031-A	PLANNING COMMISSION MEETING MINUTES-10/23/31	108.33
Vendor VEN31290 - JUDITH A GRAF Total:					368.14
Vendor: VEN36407 - KAP EDUCATION INC					
KAP EDUCATION INC	221594	11/29/2023	15857	12X15 PLAQUE - GRIFFITH	65.00
Vendor VEN36407 - KAP EDUCATION INC Total:					65.00
Vendor: VEN36153 - KDR HOMES LLC					
KDR HOMES LLC	221540	11/21/2023	20231114	RETURN ESCROW - 9509 63RD ST S	5,495.00
Vendor VEN36153 - KDR HOMES LLC Total:					5,495.00
Vendor: VEN36634 - KEITH PETER STREFF					
KEITH PETER STREFF	221480	11/15/2023	20231031	CASE#23-033577- DANGEROUS DOG DESIGNATION & APPEAL	100.00
KEITH PETER STREFF	221595	11/29/2023	23-033814	DANGEROUS DOG DECLARATION AND APPEAL HEARING	100.00
Vendor VEN36634 - KEITH PETER STREFF Total:					200.00

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN36630 - KIA XIONG					
KIA XIONG	221481	11/15/2023	20231107	WATER EFFICIENCY REBATE - 9789 HEATH AVE S	200.00
Vendor VEN36630 - KIA XIONG Total:					200.00
Vendor: VEN11211 - KIRVIDA FIRE					
KIRVIDA FIRE	221596	11/29/2023	11910	O/S LABOR, RPL ENG OIL LINE - 3135/36746	585.23
Vendor VEN11211 - KIRVIDA FIRE Total:					585.23
Vendor: VEN35714 - KLETSCSKA INSPECTIONS LLC					
KLETSCSKA INSPECTIONS LLC	16988	11/15/2023	20231031	ELECTRICAL INSPECTIONS- COTTAGE GROVE-OCTOBER 2023	10,200.84
Vendor VEN35714 - KLETSCSKA INSPECTIONS LLC Total:					10,200.84
Vendor: VEN31717 - KRAFT CONTRACTING & MECHANICAL LLC					
KRAFT CONTRACTING & MEC...	16989	11/15/2023	32264	RPL SPARK ELECTRODE ON BOILERS - FIRE# 2	2,125.17
Vendor VEN31717 - KRAFT CONTRACTING & MECHANICAL LLC Total:					2,125.17
Vendor: VEN35654 - LARKIN HOFFMAN DALY & LINDGREN LTD					
LARKIN HOFFMAN DALY & LI...	17030	11/22/2023	828683	AGG INDUSTRIES MINE EXPANSION-ENVIRONMENTAL REVIEW	6,427.00
Vendor VEN35654 - LARKIN HOFFMAN DALY & LINDGREN LTD Total:					6,427.00
Vendor: VEN36639 - LAURA SZUKICS					
LAURA SZUKICS	221541	11/21/2023	20231115	WATER EFFICIENCY REBATE- 8025 HORNELL AVE S	200.00
Vendor VEN36639 - LAURA SZUKICS Total:					200.00
Vendor: VEN12341 - LAWSON PRODUCTS, INC					
LAWSON PRODUCTS, INC	221482	11/15/2023	9311024455	WASHERS, SCREWS, CABLE TIES - SHOP SUPPLY SS100	158.90
LAWSON PRODUCTS, INC	221482	11/15/2023	9311035080	ADAPTERS,DRILL BITS,NUTS,FITTINGS - STOCK & SS100	437.23
LAWSON PRODUCTS, INC	221542	11/21/2023	9311037425	DRILL BITS - SS100 SHOP SUPPLY	11.28
LAWSON PRODUCTS, INC	221542	11/21/2023	9311040984	HOSE PROTECTORS - SS100 SHOP SUPPLY	42.60
LAWSON PRODUCTS, INC	221542	11/21/2023	9311042657	SCREWS,BOLTS,WASHERS,NUT S - SS100 SHOP SUPPLY	633.43
LAWSON PRODUCTS, INC	221542	11/21/2023	9311042658	SS100-SHOP SUPPLY	63.29
LAWSON PRODUCTS, INC	221542	11/21/2023	9311044591	1/2 IN HYDRAULIC HOSE - STOCK	1,512.50
LAWSON PRODUCTS, INC	221542	11/21/2023	9311044592	HYDRAULIC FITTING - STOCK	201.70
LAWSON PRODUCTS, INC	221542	11/21/2023	9311052139	HEX NUTS - SS100 SHOP SUPPLY	190.00
LAWSON PRODUCTS, INC	221597	11/29/2023	9311059274	FITTINGS - STOCK	124.20
Vendor VEN12341 - LAWSON PRODUCTS, INC Total:					3,375.13
Vendor: VEN34130 - LEADSONLINE LLC					
LEADSONLINE LLC	17031	11/22/2023	408026	POWERPLUS INVESTIGATIONS SYSTEM- 01/2024 - 12/2024	4,442.00
Vendor VEN34130 - LEADSONLINE LLC Total:					4,442.00
Vendor: VEN12370 - LEAGUE OF MINNESOTA CITIES INS TRUST					
LEAGUE OF MINNESOTA CITIE...	221543	11/21/2023	21588	CLAIM #459712 - TIMOTHY OACHS	723.03
LEAGUE OF MINNESOTA CITIE...	221543	11/21/2023	21607	CLAIM #479659 - PAUL KOTNOUR	663.56
LEAGUE OF MINNESOTA CITIE...	221543	11/21/2023	21647	CLIAM #491864 - MACKENZIE FOSTER	226.28
LEAGUE OF MINNESOTA CITIE...	221598	11/29/2023	WC 1002118-6	WORKERS COMP AUDIT 2022 TO 2023	41,432.00

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LEAGUE OF MINNESOTA CITIE...	221598	11/29/2023	8626	CLAIM # LMC GL000000314228 - CLAIMANTS PHONE LOST	729.00
Vendor VEN12370 - LEAGUE OF MINNESOTA CITIES INS TRUST Total:					43,773.87
Vendor: VEN33097 - LEITNER COMPANY					
LEITNER COMPANY	221483	11/15/2023	5564	SAND AT KINGSTON PARK	922.44
Vendor VEN33097 - LEITNER COMPANY Total:					922.44
Vendor: VEN31896 - LEVANDER, GILLEN & MILLER, P.A.					
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	SALE OF PROPERTY-113TH STREET	80.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	MISSISSIPPI LANDING	44.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	TOBACCO LICENSE REVOCATION	8,745.44
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	SALE OF OUTLOT G - EASTRIDGE WOODS 2ND ADD	608.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	CANNABIS ORDINANCE	608.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	MISCELLANEOUS PUBLIC WORKS	178.25
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	MAYOR & COUNCI...	2,769.50
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	MISCELLANEOUS COMMUNITY DEVELOPMENT	1,196.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	RECODIFICATION OF CITY & ZONING CODE	1,696.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	COMPOST SITE	448.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	HOHENSTEIN REAL ESTATE	416.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	WAG-CITY LAKE FLORA PONDS	32.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	KWIK TRIP	968.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	HERO CENTER	928.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	AT&T LEASE-PINEHILL WATER TOWER	48.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	SEMARC-FIRE STATION #3	96.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	SEMARC-INWOOD WATER TOWER	96.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	AT&T LEASE-INNSDALE WATER TOWER	256.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	SEMARC-WEST DRAW/MEADOWGRASS WATER TOWER	160.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	EAST PT DOUGLAS/JAMAICA AVE PROJECT	519.61
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	SUMMERS LANDING 3RD ADDITION	440.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	ACQUISITION OF MISSISSIPPI LANDING PARK	96.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	GRAYMONT VILLAGE	220.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	NORTHPOINT DEVELOPMENT 2ND ADDITION	4.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	CARDINAL RESERVE	5.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	HINTON WOODS	5.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	HIGH POINTE 2ND ADDITION	7.50
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	GLACIAL VALLEY ESTATES	11.50
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	61 MARINE	12.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	TRELLIS-COTTAGE GROVE SENIOR LIMITED PARTNERSHIP	24.00
LEVANDER, GILLEN & MILLER, ...	17032	11/22/2023	20231031	WOODWARD PONDS 4TH ADDITION	58.00
Vendor VEN31896 - LEVANDER, GILLEN & MILLER, P.A. Total:					20,775.80
Vendor: VEN36152 - LIFE LINE BILLING SYSTEMS LLC					
LIFE LINE BILLING SYSTEMS LLC	221599	11/29/2023	LQ-000683	EMS SERVICES- OCT 2023	4,481.73
Vendor VEN36152 - LIFE LINE BILLING SYSTEMS LLC Total:					4,481.73

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Vendor: VEN36357 - LRG TECHNOLOGIES LLC					
LRG TECHNOLOGIES LLC	221484	11/15/2023	3-1217-2418	36' CAM CABLE	130.00
Vendor VEN36357 - LRG TECHNOLOGIES LLC Total:					130.00
Vendor: VEN35668 - LRS PORTABLES LLC					
LRS PORTABLES LLC	221600	11/29/2023	MP239250	TOILET RENTAL - OAKWOOD PARK	60.00
LRS PORTABLES LLC	221600	11/29/2023	MP239251	TOILET RENTAL - DOG PARK	60.00
LRS PORTABLES LLC	221600	11/29/2023	MP239252	TOILET RENTAL - RIVER OAKS	120.00
LRS PORTABLES LLC	221600	11/29/2023	MP239253	TOILET RENTAL - HAMLET PARK	438.41
LRS PORTABLES LLC	221600	11/29/2023	MP239254	TOILET RENTAL - HIGHLANDS PARKS	58.04
LRS PORTABLES LLC	221600	11/29/2023	MP239255	TOILET RENTAL - KINGSTON PARK	27.86
LRS PORTABLES LLC	221600	11/29/2023	MP239256	TOLIET RENTAL - WOODRIDGE	60.00
LRS PORTABLES LLC	221600	11/29/2023	MP239257	TOLIET RENTAL - GREY CLOUD ISLAND	27.86
LRS PORTABLES LLC	221600	11/29/2023	MP239258	TOILET RENTAL - HEARTHSIDE PARK	27.86
LRS PORTABLES LLC	221600	11/29/2023	MP239259	TOILET RENTAL - WEST DRAW	218.57
LRS PORTABLES LLC	221600	11/29/2023	MP239260	TOILET RENTAL - PINE TREE	60.00
LRS PORTABLES LLC	221600	11/29/2023	MP239261	TOILET RENTAL - GREY CLOUD MS	85.90
LRS PORTABLES LLC	221600	11/29/2023	MP239262	TOILET RENTAL - LAMAR	120.00
LRS PORTABLES LLC	221600	11/29/2023	MP239263	TOILET RENTAL - PW	60.00
LRS PORTABLES LLC	221600	11/29/2023	MP239265	TOILET RENTAL - GRANADA PARK	27.86
LRS PORTABLES LLC	221600	11/29/2023	MP239266	TOILET RENTAL - KINGSTON PARK	173.76
LRS PORTABLES LLC	221600	11/29/2023	MP239267	TOILET RENTAL - HIGHLANDS PARK	27.86
LRS PORTABLES LLC	221600	11/29/2023	MP239268	TOILET RENTAL - ARMSTRONG ELEM	60.00
Vendor VEN35668 - LRS PORTABLES LLC Total:					1,713.98
Vendor: VEN29309 - LVC COMPANIES, INC.					
LVC COMPANIES, INC.	16990	11/15/2023	126348	HERO CENTER REPAIR	645.00
LVC COMPANIES, INC.	17075	11/29/2023	127349-127648	LVC Glacial Valley Cabling and Security	23,698.00
LVC COMPANIES, INC.	17075	11/29/2023	127349-127648	Voice Data Wiring	6,670.00
LVC COMPANIES, INC.	17075	11/29/2023	127351	Public Safety Interview Redunant Viewing System	9,548.00
LVC COMPANIES, INC.	17075	11/29/2023	127353	Well 2 & 7 Cameras Equipment	8,000.00
LVC COMPANIES, INC.	17075	11/29/2023	127460	PANEL PROGRAMMING & FIRMWARE UPGRADE - FIRE# 2	390.00
Vendor VEN29309 - LVC COMPANIES, INC. Total:					48,951.00
Vendor: VEN35101 - M/I HOMES					
M/I HOMES	221544	11/21/2023	20231114	REFUND ESCROW - 6705 JODY AVE S	1,000.00
Vendor VEN35101 - M/I HOMES Total:					1,000.00
Vendor: VEN32230 - MANSFIELD OIL COMPANY					
MANSFIELD OIL COMPANY	17076	11/29/2023	24785961	3,308 GAL UNLEADED GASOLINE	8,944.32
MANSFIELD OIL COMPANY	17076	11/29/2023	24785962	2,300 GAL DYED DIESEL	7,519.74
MANSFIELD OIL COMPANY	17076	11/29/2023	24785963	508 GAL DYED DIESEL	1,528.86
MANSFIELD OIL COMPANY	16991	11/15/2023	24757058	1,000 GAL UNLEADED GASOLINE	2,904.45
Vendor VEN32230 - MANSFIELD OIL COMPANY Total:					20,897.37
Vendor: VEN13494 - MARCO HOLDINGS, LLC					
MARCO HOLDINGS, LLC	16992	11/15/2023	63840	WEB FAX SERVICES 10/16 - 11/15/23	55.16
Vendor VEN13494 - MARCO HOLDINGS, LLC Total:					55.16

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN13668 - MARTIN-MCALLISTER					
MARTIN-MCALLISTER	17035	11/22/2023	15698	PERSONEL EVALUATIONS	4,500.00
MARTIN-MCALLISTER	17035	11/22/2023	15698	PERSONEL EVALUATIONS	3,600.00
Vendor VEN13668 - MARTIN-MCALLISTER Total:					8,100.00
Vendor: VEN36636 - MATTHEW NELSON					
MATTHEW NELSON	221545	11/21/2023	20231114	WATER EFFICIENCY REBATE - 7720 IRVIN AVE S	300.00
Vendor VEN36636 - MATTHEW NELSON Total:					300.00
Vendor: VEN13662 - MEDICA					
MEDICA	221602	11/29/2023	569739608072	COBRA PREMIUM-DECEMBER 2023	4,335.60
MEDICA	221602	11/29/2023	569739608072	MN STAT 299A.465 PREMIUM- DECEMBER 2023	5,244.18
MEDICA	221602	11/29/2023	569739608072	EMPLOYER PREMIUM- DECEMBER 2023	95,464.97
MEDICA	221602	11/29/2023	569739608072	EMPLOYEE PREMIUM- DECEMBER 2023	18,904.01
Vendor VEN13662 - MEDICA Total:					123,948.76
Vendor: VEN13410 - MENARDS					
MENARDS	17077	11/29/2023	81370	WIRE LEVER/NUTS - STREETLIGHTS	78.67
MENARDS	16993	11/15/2023	81391	SOCKET PVC UNION/ANTIFREEZE - PARKS	21.39
MENARDS	16993	11/15/2023	81486	HOSE/THREAD SEAL TAPE/COUPLINGS- STORMWATER	129.43
MENARDS	16993	11/15/2023	81637	POLYURETHANE SEALANT - CH	6.99
MENARDS	17077	11/29/2023	81641-2023	METAL GRINDING AND METAL CUT OFF - WATER	50.30
MENARDS	16993	11/15/2023	81655-2023	BATTERIES/ ADJUSTABLE NOZZLE	34.96
MENARDS	16993	11/15/2023	81668-2023	CLR REMOVER -CH	45.98
MENARDS	16993	11/15/2023	81708	GFCI TESTER	9.74
MENARDS	16993	11/15/2023	81713	CLOROX WIPES/TOILET PAPER/FILE FOLDERS	108.78
MENARDS	16993	11/15/2023	81754	SURGE PROTECTORS	34.50
MENARDS	17036	11/22/2023	81765	PRELIT NORDIC FIR/CHEST FREEZER	196.62
MENARDS	17036	11/22/2023	81765	PRELIT NORDIC FIR/CHEST FREEZER	196.63
MENARDS	17036	11/22/2023	81765	PRELIT NORDIC FIR/CHEST FREEZER	298.00
MENARDS	17036	11/22/2023	81767	DISCOUNT FOR FLOOR MODEL FREZER	-83.00
MENARDS	17036	11/22/2023	81803	INS. CLAIM# CA309288 - 2160/36599 - FA#5027	10.99
MENARDS	17036	11/22/2023	81822	LIQUID NAILS FUZE IT - SWEEPER-STREETS	17.58
MENARDS	16993	11/15/2023	81853	FILTERS	39.97
MENARDS	17036	11/22/2023	81993	LATEX BASED PAINT RMVR,PUMPARMOR QT- STREETS	56.21
MENARDS	17077	11/29/2023	82031	SHOWERHEAD/GLOVES -FD	39.95
MENARDS	17077	11/29/2023	82060	HOSE CLAMP	0.74
MENARDS	17036	11/22/2023	82086	ROOF & GUTTER CABLE	199.98
MENARDS	17077	11/29/2023	82314	DAWN SOAP/WINDEX/CLEANING SUPPLIES	39.04
MENARDS	17077	11/29/2023	82317	MOPS / CLEANING SOLUTIONS	21.92
MENARDS	17077	11/29/2023	82324	FIR TREE FOR HOMETOWN HOLIDAY EVENT	152.46
MENARDS	17077	11/29/2023	82367	WET VAC	165.67

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
MENARDS	17077	11/29/2023	82379	BLUE/RED LIGHTS/ORNAMENTS- HOMETOWN HOLIDAY EVENT	59.40
MENARDS	17077	11/29/2023	82385	FRIDGE/FREEZER- GLACIAL VALLEY PARK	1,439.00
MENARDS	17077	11/29/2023	82392	RATCHET/SCREW EYE/DRIVER EXTENSION/DRILL BITS	135.97
Vendor VEN13410 - MENARDS Total:					3,507.87
Vendor: VEN33454 - METRO CLEANING SERVICE					
METRO CLEANING SERVICE	221603	11/29/2023	18244	CLEANING SERVICE - SEPT 2023	248.48
Vendor VEN33454 - METRO CLEANING SERVICE Total:					248.48
Vendor: VEN13411 - METROPOLITAN COUNCIL					
METROPOLITAN COUNCIL	16994	11/15/2023	202310	OCTOBER 2023 SAC CHARGES	151,585.00
METROPOLITAN COUNCIL	16994	11/15/2023	202310	SAC CHARGES DISCOUNT	-1,515.85
Vendor VEN13411 - METROPOLITAN COUNCIL Total:					150,069.15
Vendor: VEN13412 - METROPOLITAN COUNCIL					
METROPOLITAN COUNCIL	17037	11/22/2023	1164325	DECEMBER 2023 WASTE WATER SERVICES	220,634.72
Vendor VEN13412 - METROPOLITAN COUNCIL Total:					220,634.72
Vendor: VEN13429 - MEYER SEWER SERVICE					
MEYER SEWER SERVICE	221485	11/15/2023	32439	PUMPED MAINT BLDG HOLDING TANK	275.00
Vendor VEN13429 - MEYER SEWER SERVICE Total:					275.00
Vendor: VEN33002 - MICHAEL LEE INC					
MICHAEL LEE INC	221486	11/15/2023	20231103	REFUND ESCROW - 9572 63RD ST S	5,495.00
Vendor VEN33002 - MICHAEL LEE INC Total:					5,495.00
Vendor: VEN36467 - MID-AMERICA GOLF AND LANDSCAPE INC					
MID-AMERICA GOLF AND LA...	221627	11/29/2023	20231110	PYMT 4 - GOLF COURSE IRRIGATION	161,538.94
Vendor VEN36467 - MID-AMERICA GOLF AND LANDSCAPE INC Total:					161,538.94
Vendor: VEN31496 - MIDWAY FORD					
MIDWAY FORD	221487	11/15/2023	799624	BRAKE ROTORS & BRAKE PAD - 5010/36619	460.60
MIDWAY FORD	221487	11/15/2023	799915	WIPERS - STOCK	150.00
MIDWAY FORD	221487	11/15/2023	CM785263	CREDIT - INV# 785263 SHOCKS WARANTEED	-230.54
MIDWAY FORD	221604	11/29/2023	801416	ARM ASSEMBLY & NUT - 1660/36691	160.05
MIDWAY FORD	221604	11/29/2023	801782	ROTORS & PADS - STOCK	361.94
Vendor VEN31496 - MIDWAY FORD Total:					902.05
Vendor: VEN33770 - MILLE LACS CORPORATE VENTURES					
MILLE LACS CORPORATE VEN...	221488	11/15/2023	7459	49ers Phase3 Training	2,030.00
Vendor VEN33770 - MILLE LACS CORPORATE VENTURES Total:					2,030.00
Vendor: VEN34389 - MILLER EXCAVATING INC					
MILLER EXCAVATING INC	17038	11/22/2023	20231009	PYMT 7 & FINAL - GOOFVIEW AVE WATERMAIN EXTENSION	73,899.86
Vendor VEN34389 - MILLER EXCAVATING INC Total:					73,899.86
Vendor: VEN36516 - MILLER MENDEL INC					
MILLER MENDEL INC	221489	11/15/2023	4956	eSOPH BACKGROUND SYSTEM	3,186.25
Vendor VEN36516 - MILLER MENDEL INC Total:					3,186.25
Vendor: VEN35690 - MINNESOTA AG POWER INC					
MINNESOTA AG POWER INC	16995	11/15/2023	9825877	AIR FLTR,OIL FILTER,ORING,OIL - 8407/36633	349.52
MINNESOTA AG POWER INC	16995	11/15/2023	9827832	BALL BEARING,HYGARD,CAP - 8407/36633	133.22
MINNESOTA AG POWER INC	16995	11/15/2023	9828676	FIX BROOM - 8407/36633	273.02

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
MINNESOTA AG POWER INC	16995	11/15/2023	9828952	CALCULATED MFWD OVER SPEED,O/S LABOR - 8401/36668	630.30
MINNESOTA AG POWER INC	16995	11/15/2023	9391188	JOHN DEERE SPED SENSOR REPAIR	183.60
MINNESOTA AG POWER INC	16995	11/15/2023	9391188	JOHN DEERE SPED SENSOR REPAIR	369.30
MINNESOTA AG POWER INC	17039	11/22/2023	9833920	AIR CLEANER - 8407/36633	158.50
MINNESOTA AG POWER INC	17039	11/22/2023	9833926	FUEL FILTER KIT - 8407/3633	196.72
MINNESOTA AG POWER INC	17039	11/22/2023	9833948	12 chain saw - parks	35.99
MINNESOTA AG POWER INC	17039	11/22/2023	9833954	SAW CHAIN - PARKS	21.99
MINNESOTA AG POWER INC	17039	11/22/2023	9840048	RIM KIT/NEEDLE CAGE	60.77
MINNESOTA AG POWER INC	17039	11/22/2023	9840096	FILTERS, ELBOW & HOSE FITTING - 8401/36668	436.61
MINNESOTA AG POWER INC	17039	11/22/2023	9840232	1 GAL HYGARD - 8401/36668	50.34
MINNESOTA AG POWER INC	17039	11/22/2023	9840578	BULK HOSE - 8401/36668	41.44
MINNESOTA AG POWER INC	17078	11/29/2023	9847078	FILTERS - 8401/36668	217.38
MINNESOTA AG POWER INC	16995	11/15/2023	9847083	CREDIT - INV# 9840096 RTRN AIR FILTER	-20.91
MINNESOTA AG POWER INC	17078	11/29/2023	9847415	O-RINGS/FILTERS	262.59
MINNESOTA AG POWER INC	17078	11/29/2023	9848824	HYGARD OIL - 8401/36668	290.82
MINNESOTA AG POWER INC	17078	11/29/2023	9848854	SKID SHOE,WASHERS,PINS - 8710/36698	243.19
MINNESOTA AG POWER INC	17039	11/22/2023	9852342	CREDIT - INV# 9847078 RTRN FILTER	-48.77
MINNESOTA AG POWER INC	17039	11/22/2023	9550243	GOLF CART TIRES	218.75
MINNESOTA AG POWER INC	17039	11/22/2023	9550243	GOLF CART TIRES	344.62
Vendor VEN35690 - MINNESOTA AG POWER INC Total:					4,448.99
Vendor: VEN30384 - MINNESOTA GLOVE INC					
MINNESOTA GLOVE INC	221490	11/15/2023	343452	UNIFORM - GORGUS	149.97
Vendor VEN30384 - MINNESOTA GLOVE INC Total:					149.97
Vendor: VEN31935 - MINNESOTA OFF-ROAD CYCLISTS					
MINNESOTA OFF-ROAD CYCLI...	221491	11/15/2023	1034	COTTAGE GROVE BIKE PARK BUILD	1,000.00
Vendor VEN31935 - MINNESOTA OFF-ROAD CYCLISTS Total:					1,000.00
Vendor: VEN13473 - MN CHILD SUPPORT CENTER					
MN CHILD SUPPORT CENTER	221492	11/15/2023	INV025486	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	36.91
MN CHILD SUPPORT CENTER	221605	11/29/2023	INV025495	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	36.91
Vendor VEN13473 - MN CHILD SUPPORT CENTER Total:					73.82
Vendor: VEN13670 - MN DEPT OF LABOR & INDUSTRY					
MN DEPT OF LABOR & INDUS...	16996	11/15/2023	OCTOBER1630302023	OCTOBER BLDG PERMIT SURCHARGE - COTTAGE GROVE	8,519.21
MN DEPT OF LABOR & INDUS...	16996	11/15/2023	OCTOBER1630302023	OCTOBER BLDG PERMIT SURCHARGE - COTTAGE GROVE	-170.38
Vendor VEN13670 - MN DEPT OF LABOR & INDUSTRY Total:					8,348.83
Vendor: VEN13694 - MTA SERVICES, LLC					
MTA SERVICES, LLC	16997	11/15/2023	3541	SANDBLAST,PRIME, PAINT V-PLOW - 1002/36567	980.00
Vendor VEN13694 - MTA SERVICES, LLC Total:					980.00
Vendor: VEN14443 - NCPERS MINNESOTA - 403800					
NCPERS MINNESOTA - 403800	17079	11/29/2023	403800122023	LIFE INSURANCE PREMIUM-DECEMBER 2023	352.00
Vendor VEN14443 - NCPERS MINNESOTA - 403800 Total:					352.00
Vendor: VEN14409 - NORTHERN SAFETY TECHNOLOGY, INC					
NORTHERN SAFETY TECHNOL...	16998	11/15/2023	56569	CLEAR LENS - STOCK	41.90
NORTHERN SAFETY TECHNOL...	17040	11/22/2023	56623	BLUE,RED,AMBER LENSES - 3145/36558	217.80
Vendor VEN14409 - NORTHERN SAFETY TECHNOLOGY, INC Total:					259.70

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN36626 - OERTEL ARCHITECTS LTD					
OERTEL ARCHITECTS LTD	221493	11/15/2023	23-25.1	KINGSTON PARK BUILDING MASTER PLAN	13,026.20
Vendor VEN36626 - OERTEL ARCHITECTS LTD Total:					13,026.20
Vendor: VEN30656 - OMG MIDWEST INC					
OMG MIDWEST INC	17100	11/29/2023	20231114	PYMT 5 - 2023 PAVEMENT MANAGEMENT PROJECT	307,166.06
Vendor VEN30656 - OMG MIDWEST INC Total:					307,166.06
Vendor: VEN35665 - OPTUM FINANCIAL INC					
OPTUM FINANCIAL INC	17080	11/29/2023	1510909	HSA MAINTENANCE FEES 3RD QTR	1,350.00
Vendor VEN35665 - OPTUM FINANCIAL INC Total:					1,350.00
Vendor: VEN15362 - OPUS21 MANAGEMENT SOLUTIONS					
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB CALL CENTER SUPPORT SERVICES- OCTOBER 2023	302.63
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB POSTAGE SERVICES- OCTOBER 2023	534.71
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB HOSTING SERVICES- OCTOBER 2023	954.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB BILL PRINT SERVICES- OCTOBER 2023	289.70
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB CALL CENTER SUPPORT SERVICES- OCTOBER 2023	1,211.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB POSTAGE SERVICES- OCTOBER 2023	2,141.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB HOSTING SERVICES- OCTOBER 2023	3,816.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB BILL PRINT SERVICES- OCTOBER 2023	1,157.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB CALL CENTER SUPPORT SERVICES- OCTOBER 2023	1,211.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB POSTAGE SERVICES- OCTOBER 2023	2,141.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB HOSTING SERVICES- OCTOBER 2023	3,816.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB BILL PRINT SERVICES- OCTOBER 2023	1,157.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB CALL CENTER SUPPORT SERVICES- OCTOBER 2023	303.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB POSTAGE SERVICES- OCTOBER 2023	535.00
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB HOSTING SERVICES- OCTOBER 2023	953.25
OPUS21 MANAGEMENT SOLU...	17081	11/29/2023	231053	UB BILL PRINT SERVICES- OCTOBER 2023	289.00
Vendor VEN15362 - OPUS21 MANAGEMENT SOLUTIONS Total:					20,811.29
Vendor: VEN30439 - O'REILLY AUTO PARTS					
O'REILLY AUTO PARTS	221494	11/15/2023	3266-109627	HEADLIGHT - 4102/36629	6.11
O'REILLY AUTO PARTS	221494	11/15/2023	3266-109695	CABIN FILTER, AIR FILTER - STOCK	49.53
O'REILLY AUTO PARTS	221494	11/15/2023	3266-109962	OIL FILTER - STOCK	10.58
O'REILLY AUTO PARTS	221494	11/15/2023	3266-109982	V-BELTS - 1501/36634	41.58
O'REILLY AUTO PARTS	221494	11/15/2023	3266-110145	OIL FILTER, SF16 - STOCK	23.84
O'REILLY AUTO PARTS	221494	11/15/2023	3266-110220	MOTOROIL - STOCK	179.75
O'REILLY AUTO PARTS	221606	11/29/2023	3266-111666	INTERIOR DOOR HANDLE - 4205/36697	14.31
O'REILLY AUTO PARTS	221494	11/15/2023	3266-111711	FUEL FILTER - RETURN	28.11
O'REILLY AUTO PARTS	221494	11/15/2023	3266-111712	FUEL FILTER - RETURN	28.11
O'REILLY AUTO PARTS	221606	11/29/2023	3266-111826	POWER STEERING FLUID - SS100 SHOP SUPPLY	11.68
O'REILLY AUTO PARTS	221606	11/29/2023	3266-111867	FUEL/WTR SEP FILTER - 8710/36698	67.22

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O'REILLY AUTO PARTS	221606	11/29/2023	3266-111983	LIGHT BULB - STOCK	4.48
O'REILLY AUTO PARTS	221494	11/15/2023	3266-112050	CREDIT - FOR #3266-111711 & 3266-111712 RTRN FILTR	-56.22
O'REILLY AUTO PARTS	221606	11/29/2023	3266-112088	MARKER LIGHT - 6001/36713	3.99
Vendor VEN30439 - O'REILLY AUTO PARTS Total:					413.07
Vendor: VEN31236 - OXYGEN SERVICE COMPANY, INC					
OXYGEN SERVICE COMPANY, ...	221546	11/21/2023	3567736	SMALL & MEDIUM CYLINDER RENTAL	159.01
Vendor VEN31236 - OXYGEN SERVICE COMPANY, INC Total:					159.01
Vendor: VEN16140 - PARK GROVE ELECTRIC INC					
PARK GROVE ELECTRIC INC	221495	11/15/2023	56398	REPLACE 5 MOTION DETECTORS - ICE ARENA LOCKER ROOM	1,034.50
Vendor VEN16140 - PARK GROVE ELECTRIC INC Total:					1,034.50
Vendor: VEN35773 - PERFORMANCE FOOD GROUP INC					
PERFORMANCE FOOD GROUP ...	221496	11/15/2023	783193	DRYGOODS FOR CLUBHOUSE	35.18
PERFORMANCE FOOD GROUP ...	221496	11/15/2023	783193	FOOD FOR CLUBHOUSE	742.64
PERFORMANCE FOOD GROUP ...	221496	11/15/2023	787750	DETERGENT FOR CLUBHOUSE	307.50
PERFORMANCE FOOD GROUP ...	221496	11/15/2023	787750	FOOD FOR CLUBHOUSE	682.66
PERFORMANCE FOOD GROUP ...	221547	11/21/2023	789497	DRYGOODS/FOOD FOR CLUBHOUSE	229.29
PERFORMANCE FOOD GROUP ...	221547	11/21/2023	789497	FOOD FOR CLUBHOUSE	2,197.44
PERFORMANCE FOOD GROUP ...	221607	11/29/2023	792312	FOOD FOR CLUBHOUSE	1,518.95
PERFORMANCE FOOD GROUP ...	221607	11/29/2023	792312	DRYGOODS FOR CLUBHOUSE	127.60
PERFORMANCE FOOD GROUP ...	221607	11/29/2023	798969	DRYGOODS FOR CLUBHOUSE	1,048.62
PERFORMANCE FOOD GROUP ...	221607	11/29/2023	798969	DRYGOODS FOR CLUBHOUSE	85.86
PERFORMANCE FOOD GROUP ...	221607	11/29/2023	803216	FOOD FOR CLUBHOUSE	692.92
PERFORMANCE FOOD GROUP ...	221607	11/29/2023	811002	DRYGOODS FOR CLUBHOUSE	33.58
PERFORMANCE FOOD GROUP ...	221607	11/29/2023	811002	FOOD FOR CLUBHOUSE	1,614.40
Vendor VEN35773 - PERFORMANCE FOOD GROUP INC Total:					9,316.64
Vendor: VEN16201 - PLAISTED COMPANIES					
PLAISTED COMPANIES	16999	11/15/2023	65489	TOP DRESSING SAND	1,089.74
PLAISTED COMPANIES	16999	11/15/2023	66622	TOP DRESSING SAND	782.02
Vendor VEN16201 - PLAISTED COMPANIES Total:					1,871.76
Vendor: VEN16192 - PLUNKETT'S PEST CONTROL, INC					
PLUNKETT'S PEST CONTROL, I...	221497	11/15/2023	8298082	OCT GENERAL PEST CONTROL - PW	89.62
PLUNKETT'S PEST CONTROL, I...	221497	11/15/2023	8298096	OCT GENERAL PEST CONTROL - CITY HALL	172.10
PLUNKETT'S PEST CONTROL, I...	221497	11/15/2023	8298696	OCT GENERAL PEST CONTROL - HERO CENTER	90.00
PLUNKETT'S PEST CONTROL, I...	221548	11/21/2023	8286575	OCT GENERAL PEST CONROL - GOLF COURSE	119.65
Vendor VEN16192 - PLUNKETT'S PEST CONTROL, INC Total:					471.37
Vendor: VEN32731 - POLICE SERVICE DOGS, INC					
POLICE SERVICE DOGS, INC	221549	11/21/2023	20230325	DD COLLAR WITH HANDLE	79.24
Vendor VEN32731 - POLICE SERVICE DOGS, INC Total:					79.24
Vendor: VEN34421 - POMP'S TIRE SERVICE INC					
POMP'S TIRE SERVICE INC	221608	11/29/2023	2350002888	DSMNT/MNT TIRE - 8409/36423	51.00
Vendor VEN34421 - POMP'S TIRE SERVICE INC Total:					51.00
Vendor: VEN16138 - PUBLIC EMPLOYEES RETIREMENT ASSOCIATION					
PUBLIC EMPLOYEES RETIREM...	17000	11/15/2023	INV025487	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	51,081.55
PUBLIC EMPLOYEES RETIREM...	17000	11/15/2023	INV025488	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	70,158.15
PUBLIC EMPLOYEES RETIREM...	17083	11/29/2023	INV025496	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	51,086.20

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PUBLIC EMPLOYEES RETIREM...	17083	11/29/2023	INV025497	11/30/23 BIWEEKLY PAYROLL 11/06/23-11/19/23	71,573.94
Vendor VEN16138 - PUBLIC EMPLOYEES RETIREMENT ASSOCIATION Total:					243,899.84
Vendor: VEN17336 - QUALITY PROPANE, INC					
QUALITY PROPANE, INC	17084	11/29/2023	5019546	BULK CYL	198.68
Vendor VEN17336 - QUALITY PROPANE, INC Total:					198.68
Vendor: VEN18051 - R & R SPECIALTIES OF WISCONSIN, INC					
R & R SPECIALTIES OF WISCO...	17085	11/29/2023	80357-IN	BLADE SHARPENING	115.00
Vendor VEN18051 - R & R SPECIALTIES OF WISCONSIN, INC Total:					115.00
Vendor: VEN32756 - RAMSEY/WASHINGTON RECYCLING & ENERGY					
RAMSEY/WASHINGTON RECY...	221550	11/21/2023	RESFA-006770	TRASH DISPOSAL OCT 2023 - PARKS	524.22
Vendor VEN32756 - RAMSEY/WASHINGTON RECYCLING & ENERGY Total:					524.22
Vendor: VEN18059 - RDO EQUIPMENT INC					
RDO EQUIPMENT INC	221551	11/21/2023	P0328070	CLAMP - TEREX LIGHT TRAILER- 1902/36748	98.28
Vendor VEN18059 - RDO EQUIPMENT INC Total:					98.28
Vendor: VEN35646 - RECYCLE TECHNOLOGIES INC					
RECYCLE TECHNOLOGIES INC	221609	11/29/2023	240663	RECYCLE BULBS,HID'S,BALLASTS- PW,CITYHALL,FIRE,G.C.	54.11
RECYCLE TECHNOLOGIES INC	221609	11/29/2023	240663	RECYCLE BULBS,HID'S,BALLASTS- PW,CITYHALL,FIRE,G.C.	54.11
RECYCLE TECHNOLOGIES INC	221609	11/29/2023	240663	RECYCLE BULBS,HID'S,BALLASTS- PW,CITYHALL,FIRE,G.C.	54.10
RECYCLE TECHNOLOGIES INC	221609	11/29/2023	240663	RECYCLE BULBS,HID'S,BALLASTS- PW,CITYHALL,FIRE,G.C.	54.10
RECYCLE TECHNOLOGIES INC	221609	11/29/2023	240663	RECYCLE BULBS,HID'S,BALLASTS- PW,CITYHALL,FIRE,G.C.	54.10
Vendor VEN35646 - RECYCLE TECHNOLOGIES INC Total:					270.52
Vendor: VEN31949 - RED WING SHOE STORE					
RED WING SHOE STORE	17086	11/29/2023	20231110034180	UNIFORM-BURTON-JOECKEL- GORGUS-QUINN-JORGENSEN	184.49
RED WING SHOE STORE	17086	11/29/2023	20231110034180	UNIFORM-BURTON-JOECKEL- GORGUS-QUINN-JORGENSEN	712.72
RED WING SHOE STORE	17086	11/29/2023	20231110034180	UNIFORM-BURTON-JOECKEL- GORGUS-QUINN-JORGENSEN	175.49
Vendor VEN31949 - RED WING SHOE STORE Total:					1,072.70
Vendor: VEN30368 - RIVER STATES TRUCK AND TRAILER, INC					
RIVER STATES TRUCK AND TRA...	17087	11/29/2023	957401	LED HEADLIGHTS - 4101/36684 & 4102/36629	548.05
Vendor VEN30368 - RIVER STATES TRUCK AND TRAILER, INC Total:					548.05
Vendor: VEN36631 - ROY GRAFF					
ROY GRAFF	221498	11/15/2023	20231103	REFUND UB ACCT#107218940 - 6628 70TH ST S	456.22
Vendor VEN36631 - ROY GRAFF Total:					456.22
Vendor: VEN31969 - SAFE-FAST, INC					
SAFE-FAST, INC	17001	11/15/2023	INV282461	UNIFORM - MARCUS HONCHARENKO	18.45
SAFE-FAST, INC	17001	11/15/2023	INV282462	UNIFORM-JOHN CAMPBELL	114.45
SAFE-FAST, INC	17001	11/15/2023	INV282463	UNIFORM - SCHWERY	196.25
SAFE-FAST, INC	17001	11/15/2023	INV282464	UNIFORM- RICH MOEN	87.45
SAFE-FAST, INC	17001	11/15/2023	INV282465	UNIFORM - LICK	135.80
SAFE-FAST, INC	17001	11/15/2023	INV282467	UNIFORM - J PAVEK	170.60
SAFE-FAST, INC	17001	11/15/2023	INV282468	SAFETY GLASSES/GLOVES - WATER	78.28

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SAFE-FAST, INC	17001	11/15/2023	INV282469	UNIFORM- HUMBLE	91.50
SAFE-FAST, INC	17001	11/15/2023	INV282470	UNIFORM-JASON SCHROEDER	91.50
SAFE-FAST, INC	17001	11/15/2023	INV282471	UNIFORM - JIM BURTON	68.60
SAFE-FAST, INC	17001	11/15/2023	INV282472	UNIFORM - MARIO MEJIA	5.95
SAFE-FAST, INC	17001	11/15/2023	INV282473	UNIFORM-LUBICH	26.20
SAFE-FAST, INC	17001	11/15/2023	INV282474	UNIFORM -JEFF HENDERICKSON	5.95
SAFE-FAST, INC	17001	11/15/2023	INV282475	UNIFORM - MIKE WEBER	96.90
SAFE-FAST, INC	17001	11/15/2023	INV282476	UNIFORM - TYSON GERRY	63.90
SAFE-FAST, INC	17001	11/15/2023	INV282477	UNIFORM JOSH THIESCHAFER	51.45
SAFE-FAST, INC	17001	11/15/2023	INV282478	MARKING PAINT, SLOW KIT, CLASS E PANTS - STREETS	382.86
Vendor VEN31969 - SAFE-FAST, INC Total:					1,686.09
Vendor: VEN19289 - SAFETY-KLEEN SYSTEMS INC					
SAFETY-KLEEN SYSTEMS INC	221552	11/21/2023	92927123	LG SELF-RECYCLING PARTS WASHER	270.51
Vendor VEN19289 - SAFETY-KLEEN SYSTEMS INC Total:					270.51
Vendor: VEN29489 - SCHILLING SUPPLY COMPANY					
SCHILLING SUPPLY COMPANY	17003	11/15/2023	938638-00	ROLL TOWELS - CITY HALL	388.00
SCHILLING SUPPLY COMPANY	17003	11/15/2023	940037-00	CANLINERS, U-SCREENS - CITY HALL	314.78
Vendor VEN29489 - SCHILLING SUPPLY COMPANY Total:					702.78
Vendor: VEN36640 - SCHWANTES HEATING & AIR CONDITIONING INC					
SCHWANTES HEATING & AIR ...	221553	11/21/2023	20231103	REFUND MECHANICAL PERMIT#2023-025809	1.00
SCHWANTES HEATING & AIR ...	221553	11/21/2023	20231103	REFUND MECHANICAL PERMIT#2023-025809	5.00
SCHWANTES HEATING & AIR ...	221553	11/21/2023	20231103	REFUND MECHANICAL PERMIT#2023-025809	55.00
Vendor VEN36640 - SCHWANTES HEATING & AIR CONDITIONING INC Total:					61.00
Vendor: VEN33335 - SEH DESIGN/BUILD INC					
SEH DESIGN/BUILD INC	221610	11/29/2023	2418	WATER TANK MAINTENANCE PROGRAM	100,500.00
Vendor VEN33335 - SEH DESIGN/BUILD INC Total:					100,500.00
Vendor: VEN19318 - SHANNON GLASS COMPANY, INC.					
SHANNON GLASS COMPANY, ...	221499	11/15/2023	S0047972	RPR BULLSEYE ON WINDSHIELD - 4105/36657	70.00
Vendor VEN19318 - SHANNON GLASS COMPANY, INC. Total:					70.00
Vendor: VEN31068 - SHI INTERNATIONAL CORP					
SHI INTERNATIONAL CORP	17041	11/22/2023	B17619497	ADOBE VOLUME LICENSE - 11/13/23 - 11/12/2024	338.26
Vendor VEN31068 - SHI INTERNATIONAL CORP Total:					338.26
Vendor: VEN19467 - SHORT ELLIOTT HENDRICKSON INC.					
SHORT ELLIOTT HENDRICKSON..	17004	11/15/2023	452495	GRANGE TRUNK WATERMAIN IMPROVEMENT	502.89
SHORT ELLIOTT HENDRICKSON..	17088	11/29/2023	456292	GOODVIEW AVE WATERMAIN CONTRUCTION	3,648.07
SHORT ELLIOTT HENDRICKSON..	17088	11/29/2023	456293	GRANGE TRUNK WATERMAIN CONTRUCTION	49,227.92
SHORT ELLIOTT HENDRICKSON..	17042	11/22/2023	2418	CG WATERMAINS - WEST DRAW TANK	100,500.00
Vendor VEN19467 - SHORT ELLIOTT HENDRICKSON INC. Total:					153,878.88
Vendor: VEN35036 - SIEVERS CREATIVE LLC					
SIEVERS CREATIVE LLC	17089	11/29/2023	INV-003108	DECEMBER WEBSITE HOSTING	115.00
Vendor VEN35036 - SIEVERS CREATIVE LLC Total:					115.00
Vendor: VEN35232 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
SITEONE LANDSCAPE SUPPLY ...	221554	11/21/2023	136300805-001	PRISM NATURAL GAS REPLACEMENT KIT - PARKS	70.00
Vendor VEN35232 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:					70.00

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Vendor: VEN19282 - SMITH & LOVELESS, INC.					
SMITH & LOVELESS, INC.	221611	11/29/2023	173155	SOL WAY BRS VALVE/DOME/SOLENOID - SEWER	1,617.02
Vendor VEN19282 - SMITH & LOVELESS, INC. Total:					1,617.02
Vendor: VEN35034 - SMOOT ENTERPRISES ADVANCED SPORTSWEAR LLC					
SMOOT ENTERPRISES ADVAN...	17005	11/15/2023	17221	UNIFORM - SCHWERY/S RHODE/KOERNER	612.00
SMOOT ENTERPRISES ADVAN...	17005	11/15/2023	17221	UNIFORM - SCHWERY/S RHODE/KOERNER	73.00
SMOOT ENTERPRISES ADVAN...	17043	11/22/2023	16877	EMBROIDERED JACKETS	40.00
Vendor VEN35034 - SMOOT ENTERPRISES ADVANCED SPORTSWEAR LLC Total:					725.00
Vendor: VEN36651 - SOLAR CONNECTION INC					
SOLAR CONNECTION INC	221612	11/29/2023	9500002678	5% PER SERVICE AGREEMENT - DOWN PAYMENT	24,447.00
Vendor VEN36651 - SOLAR CONNECTION INC Total:					24,447.00
Vendor: VEN19301 - SOLBERG AGGREGATE, INC					
SOLBERG AGGREGATE, INC	221555	11/21/2023	28156	CLASS 5 -PW DEPTS	614.53
SOLBERG AGGREGATE, INC	221555	11/21/2023	28156	CLASS 5 -PW DEPTS	614.53
SOLBERG AGGREGATE, INC	221555	11/21/2023	28156	CLASS 5 -PW DEPTS	614.70
SOLBERG AGGREGATE, INC	221555	11/21/2023	28222	CLASS 5 FOR GOLF COURSE	741.20
Vendor VEN19301 - SOLBERG AGGREGATE, INC Total:					2,584.96
Vendor: VEN30618 - SOUTH ST PAUL STEEL SUPPLY CO, INC					
SOUTH ST PAUL STEEL SUPPLY...	221613	11/29/2023	1169474	STEEL - 8710/36698	122.08
Vendor VEN30618 - SOUTH ST PAUL STEEL SUPPLY CO, INC Total:					122.08
Vendor: VEN19286 - SOUTH SUBURBAN RENTAL					
SOUTH SUBURBAN RENTAL	221614	11/29/2023	403451	CARPET CLEANER RENTAL	58.25
SOUTH SUBURBAN RENTAL	221614	11/29/2023	403451	CARPET CLEANER RENTAL	3.60
Vendor VEN19286 - SOUTH SUBURBAN RENTAL Total:					61.85
Vendor: VEN19229 - ST CROIX RECREATION FUN PLAYGROUNDS, INC					
ST CROIX RECREATION FUN P...	221615	11/29/2023	21800	Glacial Valley Park	14,100.00
ST CROIX RECREATION FUN P...	221615	11/29/2023	21800	Glacial Valley Park	1,755.90
Vendor VEN19229 - ST CROIX RECREATION FUN PLAYGROUNDS, INC Total:					15,855.90
Vendor: VEN16141 - ST PAUL PIONEER PRESS					
ST PAUL PIONEER PRESS	221616	11/29/2023	923569758	SR0P PLAN PUBLIC HEARING ADVERTISEMENT	41.16
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - UNDERAGE CANNABIS	6.37
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - CANNABIS USE IN PUBLIC	6.37
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - SMOKING IN PUBLIC	7.35
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - CIP 2024-2028	24.01
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - GERLACH EASEMENT & VACATION	33.32
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - GERLACH EASEMENT & VACATION	33.32
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - ASSESSMENT HEARING	76.44
ST PAUL PIONEER PRESS	221616	11/29/2023	1023569758	OCTOBER ADS - 2023 PM NOPH	92.12
Vendor VEN16141 - ST PAUL PIONEER PRESS Total:					320.46
Vendor: VEN29560 - STANDARD INSURANCE COMPANY					
STANDARD INSURANCE COM...	221617	11/29/2023	20231122	COBRA LIFE<D INS PREMIUM- DECEMBER 2023	18.08
STANDARD INSURANCE COM...	221617	11/29/2023	20231122	EMPLOYER BASIC LIFE INS PREMIUM-DECEMBER 2023	1,192.16
STANDARD INSURANCE COM...	221617	11/29/2023	20231122	EMPLOYEE LIFE INS PREMIUM- DECEMBER 2023	2,710.86

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STANDARD INSURANCE COM...	221617	11/29/2023	20231122	EMPLOYEE LTD INS PREMIUM-DECEMBER 2023	3,143.85
Vendor VEN29560 - STANDARD INSURANCE COMPANY Total:					7,064.95
Vendor: VEN31218 - STANTEC CONSULTING SERVICES INC					
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150242	GOODVIEW AVE WATERMAIN EXTEN 9/2/23-9/29/23	765.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150243	105TH ST/100TH ST/IDEAL AVE 9/2/23-9/29/23	40,932.04
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150244	LOW ZONE RAW WATER MAIN PHASE 1 9/2/23-9/29/23	220.30
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150245	WELL #13 9/2/23-9/29/23	306.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150246	SOUTH DISTRICT STREET & UTILITY 9/2/23-9/29/23	3,637.19
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150247	WELL 7 TEMP TREATMENT PLANT 9/2/23-9/29/23	2,684.75
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150248	WELL 2 TEMP TREATMENT PLANT 9/2/23-9/29/23	2,687.50
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150249	GRANGE TRUNK WATER MAIN 9/2/23-9/29/23	816.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150250	MAINTENANCE FACILITY-ENG SVCS 9/2/23-9/29/23	7,635.25
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150251	SOUTH DISTRICT STREET IMPROVEMENTS 9/2/23-9/29/23	1,156.50
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150252	CALAROSA 5TH ADDITION 9/2/23-9/29/23	536.79
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150253	GRAYMONT VILLAGE 9/2/23-9/29/23	37,536.52
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150255	NFO REQUEST-SUMMERS LANDING 1ST-5TH 9/2/23-9/29/23	880.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150255	UTILITY BLDG PM 9/2/23-9/29/23	2,193.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150256	3M SETTLEMENT ADMIN 9/2/23-9/29/23	765.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150256	PFC ANALYSIS 9/2/23-9/29/23	306.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150256	GENERAL 9/2/23-9/29/23	724.50
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150258	SUMMERS LANDING 3RD ADDITION 9/2/23-9/29/23	903.06
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150259	SUMMERS LANDING 4TH ADDITION 9/2/23-9/29/23	716.46
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150260	SUMMERS LANDING 5TH ADDITION 9/2/23-9/29/23	352.00
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150261	INTERMED ZONE WATER TREAT PLANT 9/2/23-9/29/23	11,862.36
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150262	AGGREGATE INDUSTRIES EIS SUPPORT 9/2/23-9/29/23	10,019.50
STANTEC CONSULTING SERVI...	17090	11/29/2023	2150263	LOW ZONE WTP 9/2/23-9/29/23	77,557.61
Vendor VEN31218 - STANTEC CONSULTING SERVICES INC Total:					205,193.33
Vendor: VEN35921 - SUNRAM CONSTRUCTION INC					
SUNRAM CONSTRUCTION INC	221628	11/29/2023	20231108	PYMT 12 - GLACIAL VALLEY PARK	152,706.17
Vendor VEN35921 - SUNRAM CONSTRUCTION INC Total:					152,706.17
Vendor: VEN31202 - SUPERIOR TURF SERVICES, INC					
SUPERIOR TURF SERVICES, INC	221556	11/21/2023	4768	FERTILIZERS	320.63
Vendor VEN31202 - SUPERIOR TURF SERVICES, INC Total:					320.63
Vendor: VEN19352 - SYSCO MINNESOTA INC.					
SYSCO MINNESOTA INC.	17044	11/22/2023	447947741	FOOD/SUPPLIES FOR ICE ARENA	933.34

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SYSCO MINNESOTA INC.	17092	11/29/2023	447958745	FOOD/SUPPLIES FOR ICE ARENA	633.11
Vendor VEN19352 - SYSCO MINNESOTA INC. Total:					1,566.45
Vendor: VEN20035 - T.A. SCHIFSKY & SONS INC					
T.A. SCHIFSKY & SONS INC	221500	11/15/2023	69806	ASPHALT MIX	695.31
T.A. SCHIFSKY & SONS INC	221557	11/21/2023	69834	ASPHALT MIX	2,508.76
T.A. SCHIFSKY & SONS INC	221557	11/21/2023	69834-A	GOLFCOURSE TRAIL	2,496.60
T.A. SCHIFSKY & SONS INC	221618	11/29/2023	69857	ASPHALT MIX	767.69
Vendor VEN20035 - T.A. SCHIFSKY & SONS INC Total:					6,468.36
Vendor: VEN35338 - TECTA AMERICA CORPORATION					
TECTA AMERICA CORPORATI...	17093	11/29/2023	S510118525	REPAIR ROOF LEAK - ICE ARENA	1,675.00
Vendor VEN35338 - TECTA AMERICA CORPORATION Total:					1,675.00
Vendor: VEN20049 - TENNIS ROLL OFF, L.L.C.					
TENNIS ROLL OFF, L.L.C.	221558	11/21/2023	3750143	30 YRD METAL & WASTE - PW	531.32
TENNIS ROLL OFF, L.L.C.	221558	11/21/2023	3750143	30 YRD METAL & WASTE - PW	531.32
TENNIS ROLL OFF, L.L.C.	221558	11/21/2023	3750143	30 YRD METAL & WASTE - PW	531.32
TENNIS ROLL OFF, L.L.C.	221558	11/21/2023	3750143	30 YRD METAL & WASTE - PW	531.32
Vendor VEN20049 - TENNIS ROLL OFF, L.L.C. Total:					2,125.28
Vendor: VEN20038 - TENNIS SANITATION LLC					
TENNIS SANITATION LLC	221501	11/15/2023	3749805	OCT TRASH SERVICE - FIRE# 2	16.15
TENNIS SANITATION LLC	221501	11/15/2023	3749806	OCT TRASH SERVICE - PW GARAGE	108.81
TENNIS SANITATION LLC	221501	11/15/2023	3749807	OCT TRASH SERVICE - GOLF COURSE	105.28
TENNIS SANITATION LLC	221501	11/15/2023	3749808	OCT TRASH SERVICE - PARKS	221.18
TENNIS SANITATION LLC	221501	11/15/2023	3749809	OCT TRASH SERVICE - FIRE# 4	32.37
TENNIS SANITATION LLC	221501	11/15/2023	3749810	OCT TRASH SERVICE - FIRE# 3	22.60
TENNIS SANITATION LLC	221501	11/15/2023	3749811	TRASH SERVICE - ICE ARENA	76.23
TENNIS SANITATION LLC	221501	11/15/2023	3749812	OCT TRASH SERVICE - PW OIL	90.61
TENNIS SANITATION LLC	221501	11/15/2023	3749813	OCT TRASH SERVICE - CITY HALL	59.41
TENNIS SANITATION LLC	221501	11/15/2023	3749815	OCT TRASH SERVICE - GOLF COURSE CLUB	210.54
Vendor VEN20038 - TENNIS SANITATION LLC Total:					943.18
Vendor: VEN35024 - TERRAFORM POWER LLC					
TERRAFORM POWER LLC	17094	11/29/2023	200100209341	SOLAR PRODUCTION CENTRAL FIRE-10/06 -10/31/23	861.92
Vendor VEN35024 - TERRAFORM POWER LLC Total:					861.92
Vendor: VEN32056 - THE COTTAGE GROVE PROFESSIONAL FIREFIGHTERS					
THE COTTAGE GROVE PROFES...	17006	11/15/2023	INV025484	11/16/2023 BIWEEKLY PAYROLL 10/23-11/05/23	550.00
Vendor VEN32056 - THE COTTAGE GROVE PROFESSIONAL FIREFIGHTERS Total:					550.00
Vendor: VEN36049 - THE FIRE GROUP INC					
THE FIRE GROUP INC	221559	11/21/2023	9892	SERVICE CALL - CITY HALL	781.00
Vendor VEN36049 - THE FIRE GROUP INC Total:					781.00
Vendor: VEN30281 - THOMSON REUTERS					
THOMSON REUTERS	221560	11/21/2023	849219448	CLEAR LAW ENFORCEMENT PLUS 10/01 - 10/31/2023	220.92
Vendor VEN30281 - THOMSON REUTERS Total:					220.92
Vendor: VEN33351 - TIME COMMUNICATIONS, INC					
TIME COMMUNICATIONS, INC	221561	11/21/2023	2003-111023	ANSWERING SVC	325.90
Vendor VEN33351 - TIME COMMUNICATIONS, INC Total:					325.90
Vendor: VEN29205 - TOTAL MECHANICAL SERVICES, INC					
TOTAL MECHANICAL SERVICES...	17045	11/22/2023	S6945	SEASONAL MAINTENANCE - AMMONIA SYSTEM	660.00
Vendor VEN29205 - TOTAL MECHANICAL SERVICES, INC Total:					660.00

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN36568 - TOU VUE					
TOU VUE	221502	11/15/2023	20231109	REIMBURSEMENT- INVESTIGATIVE TECHNIQUES - T.VUE	66.21
Vendor VEN36568 - TOU VUE Total:					66.21
Vendor: VEN20057 - TRANS UNION LLC					
TRANS UNION LLC	221503	11/15/2023	10336929	EMPLOYMENT CREDIT REPORTS	10.56
Vendor VEN20057 - TRANS UNION LLC Total:					10.56
Vendor: VEN32058 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					
TRANSUNION RISK AND ALTE...	221562	11/21/2023	71701-202310-1	INFORMATION CHARGES - 10/01 - 10/31/2023	116.10
Vendor VEN32058 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC Total:					116.10
Vendor: VEN35705 - TRAVIS MARK SCHUETTE					
TRAVIS MARK SCHUETTE	221619	11/29/2023	28302	GREASE GUN HOSE - SHOP TOOL	38.13
Vendor VEN35705 - TRAVIS MARK SCHUETTE Total:					38.13
Vendor: VEN20095 - TRI-STATE BOBCAT, INC.					
TRI-STATE BOBCAT, INC.	17007	11/15/2023	N16045	T76 BPBCAT LOADER RENTA CONTRACT 10/28/23-11/27/23	695.00
TRI-STATE BOBCAT, INC.	17007	11/15/2023	N16046	S76 BOBCAT LOADER RENTAL CONTRACT10/28/23-11/27/23	525.00
TRI-STATE BOBCAT, INC.	17095	11/29/2023	T44329	HYDRAULIC QUICK COUPLER BLK ASSEMBLY -41MISC/36715	360.00
Vendor VEN20095 - TRI-STATE BOBCAT, INC. Total:					1,580.00
Vendor: VEN33723 - ULTIMATE SAFETY CONCEPTS, INC					
ULTIMATE SAFETY CONCEPTS, ...	221620	11/29/2023	208414	RAE SENSOR MODULE/MONITOR SERVICE REPAIR	637.00
Vendor VEN33723 - ULTIMATE SAFETY CONCEPTS, INC Total:					637.00
Vendor: VEN21625 - UNITED PARCEL SERVICE					
UNITED PARCEL SERVICE	17046	11/22/2023	YY890443-2023	SHIPPING DOCUMENT	78.04
UNITED PARCEL SERVICE	17096	11/29/2023	YY890453	CHARGE FOR SHIPPING	34.76
Vendor VEN21625 - UNITED PARCEL SERVICE Total:					112.80
Vendor: VEN29460 - UP NORTH PLASTICS					
UP NORTH PLASTICS	221621	11/29/2023	20231107	RETURN ESCROW - 9480 JAMAICA AVE S	22,500.00
Vendor VEN29460 - UP NORTH PLASTICS Total:					22,500.00
Vendor: VEN21640 - US BANK					
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PROCLAMATION FRAME- LEVITT	32.21
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	REFRESHMENTS FOR LOW ZONE WATER TREATMENT GROUNDBR	62.09
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	REFRESHMENTS FOR LOW ZONE WATER TREATMENT GROUNDBR	38.63
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL AT ICMA CONFERENCE- LEVITT	1,414.52
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BAGGAGE FEES-LEVITT	30.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH WHILE TRAVELING- MANN	24.06
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BAGGAGE FEES-LEVITT	30.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH AT ICMA CONFERENCE -LEVITT	19.64
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH AT ICMA CONFERENCE -LEVITT	19.62
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH ON 09-30-2023-MANN	20.64
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BREAKFAST AT AIRPORT-LEVITT	13.48

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US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH WHILE TRAVELING-MANN	18.40
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	AWWA CONFERENCE PRESENTOR-LEVITT	31.59
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	TAXI FROM AIRPORT TO HOTEL-MANN	53.50
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LEVITT & MANN CAB TO AIRPORT-LEVITT	49.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL IN AUSTIN, TX, DISPUTED-LEVITT	4.33
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LEVITT & MANN DINNER AT ICMA CONFERENCE -LEVITT	63.94
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	AWWA CONFERENCE PRESENTOR-LEVITT	10.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL IN AUSTIN, TX, DISPUTED-MANN	4.33
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL IN AUSTIN, TX-MANN	1,414.52
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PARKING AT AIRPORT DURING TRIP-MANN	144.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH WHILE TRAVELING-MANN	6.90
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BREAKFAST WHILE TRAVELING-MANN	9.20
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	DINNER FOR TRAVELING-MANN	6.50
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CYBERSECURITY CLASS - BRENDA-L MALINOWSKI	85.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	2023 MN GFOA LODGING - BRENDA-L MALINOWSKI	408.63
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	2023 MN GFOA LODGING - MICHAEL-L MALINOWSKI	408.63
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	INTERMEDIATE GOVT. ACCOUNTING - GFOA CLASS MICHAEL	20.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ADVANCED GOVT. ACCOUNTING - GFOA COURSE MICHAEL-L	20.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SWEARING IN CEREMONY REFRESHMENTS-MANN	59.80
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SWEARING IN CEREMONY REFRESHMENTS-MANN	52.28
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MILESTONE ANNIVERSARY LUNCH DESSERTS-MANN	34.38
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONSTANT CONTACT 8/22-9/22-LARSON	81.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	REGISTRATION MN WATER RESOURCES CONFERENCE JOE FOX	325.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	REGISTRATION REFUND MN WATER RESOURCES CONFERENCE-	-275.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	POST PANDEMIC CITIES - JAKES - ROONEY-R SCHMITZ	144.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LODGING RESERVATIONS FOR PRESERVATION CONFERENCE -	334.86
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PERMIT SPECIALIST CERTIFICATION RENEWAL-DILLON	100.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL FOR GIS CONFERENCE - HAUSE-MEYER	386.60
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ASSOCIATION OF MN EMERGENCY MANAGERS MEMBERSHIP-MA	200.00

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US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	METROPOLITAN EMERGENCY MANAGERS ASSOCIATION DUES-M	50.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CLEANING SUPPLIES-LINDEEN	4.73
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CLEANING SUPPLIES-LINDEEN	12.27
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LOGITECH PROFESSIONAL PRESENT-MARTIN	54.24
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CHARGER FOR DRONE-PETERSEN	114.76
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BATTERIES FOR DRONE-PETERSEN	277.02
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	128G USB-RENSCHEN	22.42
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MONTHLY UPGRADE-KOERNER	50.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	UNIFORM ALLOWANCE - BADGES-KOERNER	370.74
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	1X3 PLATES SILVER W/ BLACK LETTERS-RENSCHEN	240.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BADGES FOR DEPARTMENT DISPLAY-KOERNER	741.18
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PRIORITY MAIL TO OKLAHOMA CITY, OKLAHOMA-RENSCHEN	10.65
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CRITICAL THINKING COURSE - LANDGRAF-NICKLE	115.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR TRAINING -NICKLE	43.08
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-PETERSEN	41.92
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-PETERSEN	32.69
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR DEPARTMENT TRAINING-COFFEY	10.68
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CRITICAL THINKING COURSE - BOBICK-NICKLE	115.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	2023 MNORCA ANNUAL CONFERENCE - ZIEBARTH-NICKLE	120.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-PETERSEN	93.68
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-L SORGAARD	44.07
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH FOR CLEO MEETING-KOERNER	33.17
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-L SORGAARD	48.02
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR TRAINING - SQUAD 1660-NICKLE	63.35
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH FOR DEPARTMENT TRAINING-PETERSEN	16.35
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH FOR LEADERSHIP ASSESSMENT-MCCORMICK	19.47
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-PETERSEN	24.66
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BCA CRIME SCENE COURSE FOR MN LAW ENFORCEMENT - SW	375.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-L SORGAARD	31.47
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FUEL FOR SWAT WEEK-L SORGAARD	34.69
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL FOR TRAINING-NICKLE	270.54
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH FOR DEPARTMENT TRAINING-PETERSEN	224.14
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH FOR CLEO MEETING-KOERNER	160.96

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US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BCA TRAINING - MULVIHILL-NICKLE	275.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL FOR TRAINING - BAILEY-NICKLE	405.81
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BCA TRAINING - TORNING-NICKLE	400.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PAINTBALLS FOR OPEN HOUSE-PETERSEN	95.99
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	DRY DOG FOOD-GRAFF	109.99
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR ODIN-L SORGAARD	89.99
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FIRE SPRINKLER WRENCHES-REDENIUS	190.61
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	GROUP ROOM RESERVATIONS-REDENIUS	326.10
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MIXED GAS - STREETS-ORLOFF	112.53
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MINNESOTA FALL MAINTENANCE EXPO-BURFEIND	360.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MINNESOTA FALL MAINTENANCE EXPO-BURFEIND	30.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	APPOINTMENT BOOKS 2024-BURFEIND	87.20
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PW OPEN HOUSE FOOD-ALT	165.96
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	JOINT COMMISSION MEETING REFRESHMENTS-BURFEIND	39.87
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PW OPEN HOUSE EMPLOYEE LUNCH-DOCKTER	28.35
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LUNCH FOR PUBLIC WORKS DURING SMART SALTING TRAINI	96.64
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PW OPEN HOUSE FOOD-ALT	160.78
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PW OPEN HOUSE FOOD-ALT	213.56
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MINNESOTA FALL MAINTENANCE EXPO-BURFEIND	30.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MINNESOTA FALL MAINTENANCE EXPO-BURFEIND	30.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	NATL CONFERENCE UBER FROM AIRPORT TO HOTEL-PIETRUS	9.39
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	NATL CONFERENCE UBER FROM AIRPORT TO HOTEL-PIETRUS	46.95
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FALL EXPO REGISTRATION: SCHROEDER, HONCHARENKO, WA	120.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	TABLE CLOTHS/FOIL-MUCKENHIRN	32.75
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PW/PARKS & REC OPEN HOUSE CAMPAIGN-PIETRUSZEWSKI	2.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PW/PARKS & REC OPEN HOUSE CAMPAIGN-PIETRUSZEWSKI	50.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FISHING CAMP RESERVATION LAKE ELMO RESERVE-MUCKENH	50.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR TOURNAMENT RCPT #1162669-MUCKENHIRN	60.04
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR TOURNAMENT RCPT #1162655-MUCKENHIRN	60.04
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SPIDERWEB-MUCKENHIRN	16.25
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION/EVENT REFRESHMENTS-MUCKENHIRN	37.20

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US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MINNESOTA FALL MAINTENANCE EXPO- BURFEIND	90.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	DEPOSIT BAGS-HIRMAN	42.94
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MOP HEADS-HIRMAN	66.56
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FLOOR SCRUBBER PADS- HIRMAN	49.11
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BACKUP REMOTE FOR PARTY LIGHTS SOUTH RINK-HIRMAN	23.62
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR STAFF TRAINING- HIRMAN	90.07
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	JACKET FOR JORDAN-HIRMAN	90.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	RETURN BATTERIES FOR EDGER-MUCKENHIRN	-501.15
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BATTERIES FOR EDGER- MUCKENHIRN	501.15
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ICE EDGER BATTERIES RETURNED-MUCKENHIRN	-589.46
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ICE EDGER BATTERIES, RETURNED-MUCKENHIRN	589.46
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HALLOWEEN SKATE SUPPLIES- PIETRUSZEWSKI	26.15
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HALLOWEEN SKATE SUPPLIES- HIRMAN	75.71
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HALLOWEEN SKATE SUPPLIES- PIETRUSZEWSKI	74.96
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ICE ARENA VENDING ITEMS- MUCKENHIRN	109.75
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION/EVENT REFRESHMENTS-MUCKENHIRN	23.78
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION/EVENT REFRESHMENTS-MUCKENHIRN	146.84
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION SCRUBBING PADS-HIRMAN	7.51
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION RAGS-HIRMAN	43.34
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CANDY RACK DISPLAY-HIRMAN	75.85
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION RAGS RETURNED- HIRMAN	-42.94
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION THERMOMETER- HIRMAN	14.92
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	TOWELS FOR CONCESSIONS- HIRMAN	42.94
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FRYER FILTER-MUCKENHIRN	251.60
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION WATER FILTER- MUCKENHIRN	105.99
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONCESSION/EVENT REFRESHMENTS-MUCKENHIRN	6.34
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ICE MACHINE FILTER - DOUBLE CHECK PRICE ON INVOICE	86.83
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ASSORTED PUMPKINS AND GOURDS-NEITZ	200.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ZOOMSHIFT SUBSCRIPTION- NEITZ	58.69
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	GOOGLE ADVERTISEMENTS- NEITZ	423.64
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	2023 GOLF BUSINESS TECHCON REGISTRATION FEE-NEITZ	599.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HIGH PERFORMANCE LARGE ANGLE GRINDER-HUESMAN	272.01
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ZOOMSHIFT SUBSCRIPTION- NEITZ	58.69
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FALL PLANTERS-HANSON	145.95
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ZOOMSHIFT SUBSCRIPTION- NEITZ	58.69

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US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FACEBOOKS	58.81
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ADVERTISEMENTS-NEITZ	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PROFESSIONAL ALL VENUE	576.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	GROUP MINNEAPOLIS REGION- JO	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR CLUBHOUSE-NEITZ	61.61
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BALANCE FOR INFLATABLES	89.68
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	RENTAL FOR FOOD TRUCK FEST	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CG JOURNAL ANNUAL	95.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SUBSCRIPTION-LARSON	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MINNESOTA	623.82
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	TRANSPORTATION ALLIANC...	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SCOTCH TAPE-LARSON	11.79
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	PASTRY FOR PARTNERS	16.06
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	MEETING-LARSON	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD TRUCK FESITVAL PROP	18.40
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR VIDEO-LARSON	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD TRUCK FESITVAL PROP	14.63
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR VIDEO-LARSON	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD TRUCK FESITVAL PROP	5.18
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOOD FOR VIDEO-LARSON	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ONLINE STAMPS ACCOUNT	4.99
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FEE-ANSELMMENT	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ONLINE RANGE WAIVERS-	37.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ANSELMMENT	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	ADVERTISEMENTS-ANSELMMENT	94.50
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HOTEL FOR MNIA-ANSELMMENT	448.32
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CLEANER FOR FLOOR	19.23
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SCRUBBERS-ANSELMMENT	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	WATER EFFICIENT SHOWER	2,031.20
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HEADS PW OPEN HOUSE-	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BURFEIN	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	WATER EFFICIENT SHOWER	507.80
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	HEADS PW OPEN HOUSE-	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	BURFEIN	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SHOP SUPPLY-MOSHIER	30.32
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	SUBSCRIPTION FOR SCAN	50.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	TOOL-MOSHIER	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	FOR FALL EXPO - ANDY &	60.00
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CRAIG-MOSHIER	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	GRAND CASINO HINCKLEY	-217.56
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	REFUND-MOSHIER	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	REFUND LODGING FOR	-326.34
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	CONFERENCE-MOSHIER	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LODGING FOR CONFERENCE,	326.34
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	REFUNDED-MOSHIER	
US BANK	16955	11/09/2023	4246 0445 5570 3929-OCT23	LIGHTSPEED RESTERAUNT-	407.00
				BLUHM	
				Vendor VEN21640 - US BANK Total:	21,867.55
Vendor: VEN35692 - VAN METER INC					
VAN METER INC	221563	11/21/2023	S013008770.001	PVC - COND COUPLING - WELL	63.37
				# 1	
VAN METER INC	221563	11/21/2023	S013008918.001	PHILIPS LIGHTS & PARTS - CITY	311.08
				HALL	
				Vendor VEN35692 - VAN METER INC Total:	374.45
Vendor: VEN22353 - VERIZON WIRELESS					
VERIZON WIRELESS	17008	11/15/2023	9947969767	EMERGENCY MANAGEMENT	40.01
				DATA CARDS 10/29 - 11/28/23	
VERIZON WIRELESS	17008	11/15/2023	9947969767	POLICE DATA CARDS 10/29 -	1,189.93
				11/28/23	
VERIZON WIRELESS	17008	11/15/2023	9947969767	FIRE DATA CARDS 10/29 -	40.01
				11/28/23	

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
VERIZON WIRELESS	17008	11/15/2023	9947969767	STREETS DATA CARDS 10/29 - 11/28/23	102.68
VERIZON WIRELESS	17008	11/15/2023	9947969767	PW ADMIN DATA CARDS 10/29 - 11/28/23	35.01
VERIZON WIRELESS	17008	11/15/2023	9947969767	PARKS DATA CARDS 10/29 - 11/28/23	575.95
VERIZON WIRELESS	17008	11/15/2023	9947969767	GOLF DATA CARDS 10/29 - 11/28/23	40.01
VERIZON WIRELESS	17008	11/15/2023	9947969767	WELL 7 DATA CARDS 10/29 - 11/28/23	35.01
VERIZON WIRELESS	17008	11/15/2023	9947969767	WATER DATA CARDS 10/29 - 11/28/23	455.74
VERIZON WIRELESS	17008	11/15/2023	9947969767	SEWER DATA CARDS 10/29 - 11/28/23	55.62
VERIZON WIRELESS	17008	11/15/2023	9947969767	FIRE/EMS DATA CARDS 10/29 - 11/28/23	105.03
VERIZON WIRELESS	17008	11/15/2023	9947969767	FLEET DATA CARDS 10/29 - 11/28/23	10.31
VERIZON WIRELESS	17008	11/15/2023	9947969767	FACILITIES DATA CARDS 10/29 - 11/28/23	50.31
VERIZON WIRELESS	17008	11/15/2023	9947969767	IT DATA CARDS 10/29 - 11/28/23	120.03
Vendor VEN22353 - VERIZON WIRELESS Total:					2,855.65
Vendor: VEN33358 - VERTIV SERVICES, INC.					
VERTIV SERVICES, INC.	221564	11/21/2023	13263037	Vertiv UPS Maintenance	7,960.00
Vendor VEN33358 - VERTIV SERVICES, INC. Total:					7,960.00
Vendor: VEN30818 - VISUAL COMPUTER SOLUTIONS, INC					
VISUAL COMPUTER SOLUTION...	17047	11/22/2023	19894	ANNUAL SUPPORT/HOSTING/LICENSING - 12/1/23 -11/1/24	5,029.65
Vendor VEN30818 - VISUAL COMPUTER SOLUTIONS, INC Total:					5,029.65
Vendor: VEN35366 - VW GOLF INC					
VW GOLF INC	17009	11/15/2023	74453	PROSHOP MERCHANDISE	102.45
Vendor VEN35366 - VW GOLF INC Total:					102.45
Vendor: VEN23139 - WASHINGTON COUNTY PUBLIC HEALTH & ENVIRONMENT DEPT					
WASHINGTON COUNTY PUBLI...	17010	11/15/2023	20231012	2024 WASH.CO. FOOD,POOLS & LODGING LICENSE RENEWAL	161.00
WASHINGTON COUNTY PUBLI...	17010	11/15/2023	20231012-A	2024 WASH.CO. FOOD,POOLS & LODGING LICENSE RENEWAL	1,906.00
WASHINGTON COUNTY PUBLI...	17049	11/22/2023	20231113	OCTOBER 2023 ENVIRONMENTAL CHARGES	183.43
Vendor VEN23139 - WASHINGTON COUNTY PUBLIC HEALTH & ENVIRONMENT DEPT Total:					2,250.43
Vendor: VEN23157 - WASHINGTON COUNTY					
WASHINGTON COUNTY	17048	11/22/2023	20231101	DOCUMENT RECORDING	276.00
Vendor VEN23157 - WASHINGTON COUNTY Total:					276.00
Vendor: VEN34963 - WASTE MANAGEMENT OF MINNESOTA INC					
WASTE MANAGEMENT OF MI...	221622	11/29/2023	8984544-2282-2	COMPOST DUMPSTER SVC	380.00
Vendor VEN34963 - WASTE MANAGEMENT OF MINNESOTA INC Total:					380.00
Vendor: VEN29141 - WATSON COMPANY INC.					
WATSON COMPANY INC.	17011	11/15/2023	137955	SNACKS FOR ICE ARENA	56.78
WATSON COMPANY INC.	17011	11/15/2023	137955	SNACKS FOR ICE ARENA	977.76
WATSON COMPANY INC.	17050	11/22/2023	138106	SNACKS FOR ICE ARENA	490.72
WATSON COMPANY INC.	17050	11/22/2023	138106	SNACKS FOR ICE ARENA	593.72
WATSON COMPANY INC.	17097	11/29/2023	138238	SNACKS FOR ICE ARENA	1,470.42
Vendor VEN29141 - WATSON COMPANY INC. Total:					3,589.40
Vendor: VEN23122 - WEATHER WATCH INC					
WEATHER WATCH INC	17051	11/22/2023	12322	WEATHER SERVICE -	220.00
Vendor VEN23122 - WEATHER WATCH INC Total:					220.00

Expense Approval Report

Payment Dates: 11/9/2023 - 11/29/2023

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
Vendor: VEN35666 - WEX INC					
WEX INC	221565	11/21/2023	93027870	FUEL PURCHASES 10/09 - 10/30/2023	29.48
WEX INC	221565	11/21/2023	93027870	FUEL PURCHASES 10/09 - 10/30/2023	84.93
WEX INC	221565	11/21/2023	93027870	FUEL PURCHASES 10/09 - 10/30/2023	79.09
WEX INC	221565	11/21/2023	93027870	FUEL PURCHASES 10/09 - 10/30/2023	-2.39
Vendor VEN35666 - WEX INC Total:					191.11
Vendor: VEN30736 - WOLD ARCHITECTS AND ENGINEERS, INC					
WOLD ARCHITECTS AND ENGI...	221566	11/21/2023	89310	GLACIAL VALLEY 95% OF CONSTRUCTION ADMIN	4,297.57
WOLD ARCHITECTS AND ENGI...	221566	11/21/2023	89423	NEW PW UTILITY FACILITY	21,701.37
WOLD ARCHITECTS AND ENGI...	221623	11/29/2023	90178	NEW PW UTILITY FACILITY	28,868.31
Vendor VEN30736 - WOLD ARCHITECTS AND ENGINEERS, INC Total:					54,867.25
Vendor: VEN24065 - XCEL ENERGY					
XCEL ENERGY	221567	11/21/2023	851747535	7751 70TH ST S FEEDPOINT- 10/04 - 11/01/23	90.26
XCEL ENERGY	221567	11/21/2023	851822932	XCEL STREET LIGHTS- 10/03 - 11/02/23	7,502.95
XCEL ENERGY	221567	11/21/2023	851965253	RAVINE PKWY LIGHTS- 10/05- 11/05/23	200.60
XCEL ENERGY	221567	11/21/2023	851965832	PSCH ELECTRICITY & GAS- 10/05-11/05/23	8,274.75
XCEL ENERGY	221567	11/21/2023	852091869	HERO CENTER GAS- 10/05- 11/05/23	1,493.67
XCEL ENERGY	221567	11/21/2023	852106277	6044 IDEN AVE S FEEDPOINT- 10/05-11/05/23	23.38
XCEL ENERGY	221567	11/21/2023	852109052	8503A JENSEN AVE S FEEDPOINT- 10/05 - 11/05/23	128.64
XCEL ENERGY	221567	11/21/2023	852112958	OAKWOOD PARK- 10/05- 11/05/23	76.15
XCEL ENERGY	221567	11/21/2023	852125025	6459 JENSEN AVE S FEEDPOINT- 10/05-11/05/23	98.12
XCEL ENERGY	221567	11/21/2023	852126312	7863 JEFFERY AVE S FEEDPOINT- 10/05 - 11/05/23	11.75
XCEL ENERGY	221567	11/21/2023	852140395	6790 PINE ARBOR BLVD LIGHTS - 10/05-11/05/23	229.93
XCEL ENERGY	221567	11/21/2023	852143765	8490A EPD RD S UNIT TEMP SIGNAL- 10/05-11/05/23	91.12
XCEL ENERGY	221567	11/21/2023	852158148	6384 HIGHLAND HILLS CURVE FEEDPOINT-10/05-11/05/23	9.47
XCEL ENERGY	221567	11/21/2023	852171448	8490A E POINT DOUGLAS UNIT TRAFFIC-10/05-11/05/23	77.09
XCEL ENERGY	221567	11/21/2023	852253875	80TH/JAMAICA LIGHTS- 10/05 - 11/05/23	1,151.23
XCEL ENERGY	221567	11/21/2023	852451185	TRAFFIC SIGNALS- 10/05- 11/05/23	857.11
XCEL ENERGY	221567	11/21/2023	852820090	LIFT STATION- 10/11 ...	180.34
XCEL ENERGY	221567	11/21/2023	852863877	SEWER LIFT STATION- 10/11 - 11/09/23	33.07
XCEL ENERGY	221567	11/21/2023	852875863	BOOSTER BYPASS- 10/11 - 11/08/23	31.31
XCEL ENERGY	221624	11/29/2023	852899181	8500 95TH ST S UNIT TRAFFIC SIGNAL- 10/11 - 11/09	77.44
XCEL ENERGY	221624	11/29/2023	852905553	7064 W PT DOUGLAS RD S FEEDPOINT- 10/11 - 11/09/23	65.62
XCEL ENERGY	221624	11/29/2023	852906324	HERO CENTER ELEC- 10/11 - 11/09/2023	5,616.63
XCEL ENERGY	221624	11/29/2023	852906601	9750 65TH ST S FEEDPOINT - 10/11 - 11/09/2023	93.10

Expense Approval Report

Payment Dates: 11/9/2023 - 11/29/2023

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Item)	Amount
XCEL ENERGY	221567	11/21/2023	852911411	SETTLERS BLUFF LS/10294A	15.74
XCEL ENERGY	221624	11/29/2023	852911784	GREYSTONE -10/11-11/08/23 6497 INSPIRE CIR S FEEDPOINT- 10/11 - 11/09/2023	46.44
XCEL ENERGY	221624	11/29/2023	852912327	8311 60TH ST S UNIT ST LIGHTS- 10/11 - 11/09/2023	84.07
XCEL ENERGY	221567	11/21/2023	852914019	8193 GRANGE BLVD UNIT SIREN- 10/11 - 11/08/23	18.48
XCEL ENERGY	221624	11/29/2023	852922940	9200 GRANADA AVE S FEEDPOINT- 10/11 - 11/09/2023	62.15
XCEL ENERGY	221624	11/29/2023	852931383	6527 GENEVIEVE TRL FEEDPOINT- 10/11 - 11/09/2023	27.02
XCEL ENERGY	221567	11/21/2023	852937091	8540 81ST ST S UNIT WELL 7 - 10/23 - 11/09/2023	489.38
XCEL ENERGY	221624	11/29/2023	852947665	6490 IDSEN AVE S FEEDPOINT- 10/11 - 11/09/2023	133.12
XCEL ENERGY	221624	11/29/2023	852959061	10500A IDEAL AVE S - 10/11 - 10/09/23	54.75
XCEL ENERGY	221567	11/21/2023	852963308	8031 80TH ST S FEEDPOINT- 10/11 - 11/08/23	181.04
XCEL ENERGY	221624	11/29/2023	852964895	6424 HARKNESS AVE S FEEDPOINT - 10/11 - 11/09/2023	51.33
XCEL ENERGY	221624	11/29/2023	852970651	9900 JAMAICA AVE S- 10/11 - 11/09/2023	130.67
XCEL ENERGY	221624	11/29/2023	853193666	PINE COULEE LIGHTS- 10/11 - 11/09/2023	85.37
XCEL ENERGY	221624	11/29/2023	853215848	PRO SHOP - 10/09 - 11/07/2023	431.24
XCEL ENERGY	221624	11/29/2023	853215848	PUMPHOUSE - 10/09 - 11/07/2023	597.99
XCEL ENERGY	221624	11/29/2023	853215848	MAINT BLDG - 10/09 - 11/07/2023	178.25
XCEL ENERGY	221624	11/29/2023	853215848	CLUBHOUSE - 10/09 - 11/07/2023	1,839.10
XCEL ENERGY	221624	11/29/2023	853256660	SOUTHPOINT- 10/11 - 11/09/2023	156.53
XCEL ENERGY	221624	11/29/2023	853331880	GLENDENNING - 10/14 - 11/13/2023	20.50
XCEL ENERGY	221624	11/29/2023	853230130	WATER- 10/11 - 11/08/2023	29,041.44
XCEL ENERGY	221624	11/29/2023	853450881	ICE ARENA- 10/11 - 11/09/2023	21,890.47
Vendor VEN24065 - XCEL ENERGY Total:					81,948.81
Vendor: VEN32213 - YOLEISY VALDES-GONZALES					
YOLEISY VALDES-GONZALES	17098	11/29/2023	33912	MOWING ABATEMENT - 9322 64TH ST S	281.25
Vendor VEN32213 - YOLEISY VALDES-GONZALES Total:					281.25
Vendor: VEN26201 - ZIEGLER INC.					
ZIEGLER INC.	17099	11/29/2023	IN001234186	GAS SPRING KIT - 8204/36673	66.87
ZIEGLER INC.	17099	11/29/2023	IN001244182	FILTERS - 8710/36698	54.70
ZIEGLER INC.	17099	11/29/2023	IN001250528	PUMP ASSEMBLY, GASKET - 4006/36717 & 4007/36726	315.36
Vendor VEN26201 - ZIEGLER INC. Total:					436.93
Vendor: VEN33052 - ZOHO CORPORATION					
ZOHO CORPORATION	17052	11/22/2023	2386883	ManageEngine Additional Device Add-on	1,440.00
Vendor VEN33052 - ZOHO CORPORATION Total:					1,440.00
Grand Total:					3,007,604.19

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	145,959.25
215 - RECYCLING	944.35
230 - SURFACE WATER MANAGEMENT	2,512.72
240 - FORFEITURE & SEIZURE	3,186.25
250 - ICE ARENA	37,934.19
255 - GOLF COURSE SPECIAL REVENUE FUND	199,398.53
265 - CG CONVENTION & VISITORS BUREAU	204.68
285 - ECONOMIC DEVELOPMENT AUTHORITY	2,200.88
286 - ECONOMIC DEVELOPMENT TRUST	4,793.69
290 - HERO CENTER OPERATIONS	9,406.64
300 - CLOSED DEBT	2,500.00
455 - 3M SETTLEMENT - MPCA	370,265.79
510 - FUTURE PROJECTS	3,909.09
515 - PARK CAPITAL IMPROVEMENT FUND	26,242.20
520 - MSA CONSTRUCTION	32,824.07
526 - ICE ARENA CAPITAL FUND	24,447.00
560 - PAVEMENT MANAGEMENT	311,851.88
568 - DEVELOPER PETITIONED PROJECTS	3,291.52
570 - PARK TRUST	213,466.39
610 - WATER OPERATING	345,376.97
620 - SEWER OPERATING	385,067.20
630 - STREET LIGHTS	31,796.06
660 - SOUTH WASHINGTON COUNTY AMBUL	5,819.74
700 - SELF INSURANCE	52,929.95
710 - FLEET MAINTENANCE	62,148.02
720 - INFORMATION TECHNOLOGY	157,449.33
810 - DEVELOPER LETTER OF CREDIT	140,848.85
990 - PAYROLL FUND	430,828.95
Grand Total:	3,007,604.19

Account Summary

Account Number	Account Name	Payment Amount
100-00-9100-2034	COBRA INSURANCE	4,766.32
100-01-0010-4210	OP SUPPLY-OTHER	32.21
100-02-0110-4210	OP SUPPLY-OTHER	100.72
100-02-0110-4403	TRAVEL/TRAIN/CON	4,988.17
100-03-0150-4302	LEGAL SERVICE	14,229.19
100-04-0200-4300	PROF SERVICES	259.81
100-04-0200-4302	LEGAL SERVICE	1,696.00
100-04-0200-4341	ADVER/PUBLISH	20.09
100-05-0300-4341	ADVER/PUBLISH	41.16
100-05-0300-4403	TRAVEL/TRAIN/CON	942.26
100-08-0395-4210	OP SUPPLY-OTHER	211.46
100-08-0395-4311	POSTAGE	2,712.66
100-08-0395-4340	PRINTING	2,818.00
100-08-0395-4401	DUES & SUBS	81.00
100-08-0395-4434	SPECIAL EVENTS	1,760.00
100-09-2500-4200	OFFICE SUPPLIES	296.41
100-09-2500-4210	OP SUPPLY-OTHER	50.00
100-09-2500-4272	OP SUP-BUILDINGS	1,013.86
100-09-2500-4360	UTILITIES	8,274.75
100-09-2500-4370	MAINT-REPAIR/EQ	503.79
100-09-2500-4372	MAINT-REPAIR/BLD	1,006.07
100-09-2500-4380	RENTAL/LEASE	343.85
100-09-2500-4405	CLEAN/WASTE REMV	113.52
100-10-1100-4300	PROF SERVICES	108.33
100-10-1100-4305	FEES FOR SERVICE	276.00

Account Summary

Account Number	Account Name	Payment Amount
100-10-1100-4341	ADVER/PUBLISH	90.65
100-10-1100-4403	TRAVEL/TRAIN/CON	478.86
100-13-1000-2041	SURCHARGE PAYABL	8,522.21
100-13-1000-3110	CONTRACT LICENSE	10.00
100-13-1000-3139	ELECTRICAL PERMITS	120.00
100-13-1000-3140	BUILDING PERMIT	432.70
100-13-1000-3141	HTG/REFR PERMIT	55.00
100-13-1000-3519	OTHER CHARGE SVS	-170.38
100-13-1000-4300	PROF SERVICES	10,200.84
100-13-1000-4305	FEES FOR SERVICE	10.56
100-13-1000-4375	CHARGE-FLEET MNT	10.00
100-13-1000-4403	TRAVEL/TRAIN/CON	100.00
100-13-1045-4300	PROF SERVICES	281.25
100-13-1045-4341	ADVER/PUBLISH	76.44
100-14-2040-4403	TRAVEL/TRAIN/CON	386.60
100-15-0400-4310	COMMUNICATION	40.01
100-15-0400-4360	UTILITIES	18.48
100-15-0400-4401	DUES & SUBS	250.00
100-21-0500-4200	OFFICE SUPPLIES	246.99
100-21-0500-4210	OP SUPPLY-OTHER	558.41
100-21-0500-4211	MOTOR FUELS	29.48
100-21-0500-4217	CLOTHING/UNIFORM	405.74
100-21-0500-4272	OP SUP-BUILDINGS	981.18
100-21-0500-4280	CAPITAL OUTLAY <\$5,000	15,960.00
100-21-0500-4300	PROF SERVICES	4,500.00
100-21-0500-4305	FEES FOR SERVICE	487.02
100-21-0500-4310	COMMUNICATION	1,189.93
100-21-0500-4311	POSTAGE	45.41
100-21-0500-4340	PRINTING	92.58
100-21-0500-4370	MAINT-REPAIR/EQ	130.00
100-21-0500-4403	TRAVEL/TRAIN/CON	3,207.50
100-21-0500-4434	SPECIAL EVENTS	443.82
100-21-0500-4530	MACH & EQUIPMENT	6,890.00
100-21-0537-4210	OP SUPPLY-OTHER	279.22
100-21-0537-4300	PROF SERVICES	534.29
100-21-0537-4305	FEES FOR SERVICE	200.00
100-26-0800-4217	CLOTHING/UNIFORM	62.87
100-26-0800-4272	OP SUP-BUILDINGS	39.04
100-26-0800-4300	PROF SERVICES	3,600.00
100-26-0800-4305	FEES FOR SERVICE	476.09
100-26-0800-4310	COMMUNICATION	40.01
100-26-0800-4360	UTILITIES	915.19
100-26-0800-4370	MAINT-REPAIR/EQ	1,373.74
100-26-0800-4372	MAINT-REPAIR/BLD	4,873.12
100-26-0800-4403	TRAVEL/TRAIN/CON	1,502.44
100-26-0800-4405	CLEAN/WASTE REMV	125.23
100-26-0800-4434	SPECIAL EVENTS	210.00
100-31-1200-4210	OP SUPPLY-OTHER	937.04
100-31-1200-4211	MOTOR FUELS	112.53
100-31-1200-4217	CLOTHING/UNIFORM	1,702.64
100-31-1200-4271	OP SUP-OTHER IMP	4,586.29
100-31-1200-4310	COMMUNICATION	102.68
100-31-1200-4371	MAINT-REPAIR/OTH	198.68
100-31-1200-4380	RENTAL/LEASE	695.00
100-31-1200-4403	TRAVEL/TRAIN/CON	2,533.80
100-31-1200-4405	CLEAN/WASTE REMV	531.32
100-32-1260-4210	OP SUPPLY-OTHER	1,235.71
100-32-1260-4403	TRAVEL/TRAIN/CON	30.00

Account Summary

Account Number	Account Name	Payment Amount
100-34-1290-4210	OP SUPPLY-OTHER	3,773.15
100-35-2005-4200	OFFICE SUPPLIES	202.09
100-35-2005-4210	OP SUPPLY-OTHER	802.73
100-35-2005-4305	FEES FOR SERVICE	574.40
100-35-2005-4310	COMMUNICATION	35.01
100-35-2005-4372	MAINT-REPAIR/BLD	96.62
100-35-2005-4380	RENTAL/LEASE	60.00
100-35-2005-4403	TRAVEL/TRAIN/CON	30.00
100-35-2005-4405	CLEAN/WASTE REMV	253.52
100-35-2009-4360	UTILITIES	20.50
100-36-2200-4210	OP SUPPLY-OTHER	11.99
100-36-2200-4231	SMALL TOOLS	12.99
100-36-2200-4403	TRAVEL/TRAIN/CON	30.00
100-41-1500-4210	OP SUPPLY-OTHER	2,387.59
100-41-1500-4211	MOTOR FUELS	84.93
100-41-1500-4217	CLOTHING/UNIFORM	388.90
100-41-1500-4270	OP SUP-VEH/EQ	163.94
100-41-1500-4271	OP SUP-OTHER IMP	635.92
100-41-1500-4300	PROF SERVICES	36.71
100-41-1500-4310	COMMUNICATION	575.95
100-41-1500-4360	UTILITIES	266.94
100-41-1500-4380	RENTAL/LEASE	2,058.98
100-41-1500-4403	TRAVEL/TRAIN/CON	176.34
100-41-1500-4405	CLEAN/WASTE REMV	1,460.15
100-51-2300-4210	OP SUPPLY-OTHER	463.21
100-51-2300-4341	ADVER/PUBLISH	52.00
100-51-2300-4434	SPECIAL EVENTS	1,680.85
215-54-1900-4210	OP SUPPLY-OTHER	116.35
215-54-1900-4302	LEGAL SERVICE	448.00
215-54-1900-4405	CLEAN/WASTE REMV	380.00
230-60-3200-4210	OP SUPPLY-OTHER	129.43
230-60-3200-4217	CLOTHING/UNIFORM	212.25
230-60-3200-4403	TRAVEL/TRAIN/CON	90.00
230-61-3260-4305	FEES FOR SERVICE	302.63
230-61-3260-4311	POSTAGE	534.71
230-61-3260-4321	DATA PROCESSING	954.00
230-61-3260-4340	PRINTING	289.70
240-21-0554-4280	CAPITAL OUTLAY <\$5,000	3,186.25
250-77-3700-4200	OFFICE SUPPLIES	42.94
250-77-3700-4209	OP SUPPLIES-CLEN	229.18
250-77-3700-4210	OP SUPPLY-OTHER	310.32
250-77-3700-4211	MOTOR FUELS	663.88
250-77-3700-4217	CLOTHING/UNIFORM	90.00
250-77-3700-4270	OP SUP-VEH/EQ	0.00
250-77-3700-4272	OP SUP-BUILDINGS	1,192.59
250-77-3700-4300	PROF SERVICES	660.00
250-77-3700-4305	FEES FOR SERVICE	64.01
250-77-3700-4310	COMMUNICATION	37.83
250-77-3700-4360	UTILITIES	21,890.47
250-77-3700-4370	MAINT-REPAIR/EQ	115.00
250-77-3700-4372	MAINT-REPAIR/BLD	3,365.24
250-77-3700-4405	CLEAN/WASTE REMV	76.23
250-77-3700-4434	SPECIAL EVENTS	176.82
250-77-3700-4436	PROSHOP RESALE	1,274.83
250-77-3700-4438	VENDING RESALE	1,323.71
250-77-3740-4210	OP SUPPLY-OTHER	83.76
250-77-3740-4438	CONCESSIONS RESALE	6,337.38
255-53-2100-4210	OP SUPPLY-OTHER	410.63

Account Summary

Account Number	Account Name	Payment Amount
255-53-2100-4305	FEES FOR SERVICE	2,513.95
255-53-2100-4310	COMMUNICATION	1,003.29
255-53-2100-4341	ADVER/PUBLISH	423.64
255-53-2100-4360	UTILITIES	500.33
255-53-2100-4403	TRAVEL/TRAIN/CON	599.00
255-53-2100-4438	PRO/MISC RESALE	3,710.54
255-53-2100-4510	BUILD & STRUC	3,237.80
255-55-2105-4210	OP SUPPLY-OTHER	2,306.91
255-55-2105-4216	FERTILIZER/CHEM	320.63
255-55-2105-4231	SMALL TOOLS	272.01
255-55-2105-4270	OP SUP-VEH/EQ	975.35
255-55-2105-4271	OP SUP-OTHER IMP	16.99
255-55-2105-4305	FEES FOR SERVICE	885.47
255-55-2105-4310	COMMUNICATION	214.81
255-55-2105-4370	MAINT-REPAIR/EQ	1,116.27
255-55-2105-4380	RENTAL/LEASE	120.00
255-55-2105-4405	CLEAN/WASTE REMV	275.00
255-55-2105-4449	OTHER CONTRACT	145.95
255-55-2110-4310	COMMUNICATION	40.01
255-55-2110-4360	UTILITIES	835.97
255-55-2115-4550	PROJECT-CONTRACT	161,538.94
255-56-2140-4210	OP SUPPLY-OTHER	1,066.71
255-56-2140-4305	FEES FOR SERVICE	706.67
255-56-2140-4341	ADVER/PUBLISH	58.81
255-56-2140-4360	UTILITIES	2,407.74
255-56-2140-4370	MAINT-REPAIR/EQ	97.16
255-56-2140-4372	MAINT-REPAIR/BLD	119.65
255-56-2140-4401	DUES & SUBS	2,067.00
255-56-2140-4405	CLEAN/WASTE REMV	315.82
255-56-2140-4434	SPECIAL EVENTS	576.00
255-56-2140-4436	CONCESSION RESAL	9,092.64
255-56-2140-4438	PRO/MISC RESALE	213.46
255-56-2140-4439	LIQUOR - RESALE	1,213.38
265-00-1150-4305	FEES FOR SERVICE	115.00
265-00-1150-4434	SPECIAL EVENTS	89.68
285-12-1135-4302	LEGAL SERVICE	1,416.00
285-12-1135-4401	DUES & SUBS	95.00
285-12-1135-4403	TRAVEL/TRAIN/CON	623.82
285-12-1135-4434	SPECIAL EVENTS	66.06
286-00-6700-4551	PROJECT-ENGINEER	4,793.69
290-00-2900-4210	OP SUPPLY-OTHER	39.95
290-00-2900-4302	LEGAL SERVICE	928.00
290-00-2900-4305	FEES FOR SERVICE	368.72
290-00-2900-4311	POSTAGE	83.03
290-00-2900-4321	DATA PROCESSING	37.00
290-00-2900-4341	ADVER/PUBLISH	94.50
290-00-2900-4360	UTILITIES	7,110.30
290-00-2900-4372	MAINT-REPAIR/BLD	277.59
290-00-2900-4403	TRAVEL/TRAIN/CON	448.32
290-00-2900-4405	CLEAN/WASTE REMV	19.23
300-00-9300-4300	PROF SERVICES	2,500.00
455-00-7210-4559	PROJECT-OTHER	765.00
455-00-7221-4551	PROJECT-ENGINEER	77,557.61
455-00-7222-4551	PROJECT-ENGINEER	11,862.36
455-00-7232-4550	PROJECT-CONTRACT	73,899.86
455-00-7232-4551	PROJECT-ENGINEER	4,413.07
455-00-7233-4551	PROJECT-ENGINEER	306.00
455-00-7252-4380	RENTAL/LEASE	104,000.00

Account Summary

Account Number	Account Name	Payment Amount
455-00-7252-4551	PROJECT-ENGINEER	5,678.25
455-00-7252-4559	PROJECT-OTHER	41,016.53
455-00-7255-4551	PROJECT-ENGINEER	220.30
455-00-7260-4551	PROJECT-ENGINEER	50,546.81
510-00-6574-4551	PROJECT-ENGINEER	3,909.09
515-00-9515-4300	PROF SERVICES	13,026.20
515-00-9515-4302	LEGAL SERVICE	656.00
515-00-9515-4305	FEES FOR SERVICE	1,000.00
515-00-9515-4540	OTHER CAP OUTLAY	11,560.00
520-00-6552-4301	ENGINEERING SVS	26,545.00
520-00-6552-4551	PROJECT-ENGINEER	5,591.25
520-00-6552-4552	PROJECT-LEGAL	519.61
520-00-6552-4559	PROJECT-OTHER	168.21
526-00-9526-4559	PROJECT-OTHER	24,447.00
560-00-6575-4341	ADVER/PUBLISH	92.12
560-00-6575-4550	PROJECT-CONTRACT	307,166.06
560-00-6578-4551	PROJECT-ENGINEER	4,593.70
568-00-6625-4551	PROJECT-ENGINEER	2,851.52
568-00-6625-4552	PROJECT-LEGAL	440.00
570-00-9570-4300	PROF SERVICES	843.50
570-00-9570-4301	ENGINEERING SVS	4,500.25
570-00-9570-4302	LEGAL SERVICE	96.00
570-00-9570-4540	OTHER CAP OUTLAY	15,855.90
570-00-9570-4550	PROJECT-CONTRACT	154,145.17
570-00-9570-4559	PROJECT-OTHER	38,025.57
610-00-7261-4551	PROJECT-ENGINEER	77,249.93
610-70-3000-4210	OP SUPPLY-OTHER	16,408.12
610-70-3000-4211	MOTOR FUELS	79.09
610-70-3000-4216	FERTILIZER/CHEM	3,455.24
610-70-3000-4231	SMALL TOOLS	27.99
610-70-3000-4271	OP SUP-OTHER IMP	614.70
610-70-3000-4300	PROF SERVICES	201,036.71
610-70-3000-4301	ENGINEERING SVS	724.50
610-70-3000-4305	FEES FOR SERVICE	480.88
610-70-3000-4310	COMMUNICATION	455.74
610-70-3000-4360	UTILITIES	29,072.75
610-70-3000-4371	MAINT-REPAIR/OTH	550.00
610-70-3000-4372	MAINT-REPAIR/BLD	3,515.00
610-70-3000-4380	RENTAL/LEASE	1,650.00
610-70-3000-4405	CLEAN/WASTE REMV	531.32
610-70-3000-4449	OTHER CONTRACT	1,200.00
610-71-3060-4305	FEES FOR SERVICE	1,211.00
610-71-3060-4311	POSTAGE	2,141.00
610-71-3060-4321	DATA PROCESSING	3,816.00
610-71-3060-4340	PRINTING	1,157.00
620-00-9620-1191	A/R-UTILITY	1,360.45
620-00-9620-2042	SAC	151,585.00
620-80-3100-3739	MISC UTIL	-1,515.85
620-80-3100-4210	OP SUPPLY-OTHER	1,617.02
620-80-3100-4217	CLOTHING/UNIFORM	244.09
620-80-3100-4310	COMMUNICATION	55.62
620-80-3100-4360	UTILITIES	229.15
620-80-3100-4363	MWCC SERVICE	220,634.72
620-80-3100-4372	MAINT-REPAIR/BLD	2,532.00
620-81-3160-4305	FEES FOR SERVICE	1,211.00
620-81-3160-4311	POSTAGE	2,141.00
620-81-3160-4321	DATA PROCESSING	3,816.00
620-81-3160-4340	PRINTING	1,157.00

Account Summary

Account Number	Account Name	Payment Amount
630-75-1400-4210	OP SUPPLY-OTHER	259.80
630-75-1400-4217	CLOTHING/UNIFORM	87.45
630-75-1400-4231	SMALL TOOLS	173.88
630-75-1400-4305	FEES FOR SERVICE	18,030.96
630-75-1400-4311	POSTAGE	535.00
630-75-1400-4321	DATA PROCESSING	953.25
630-75-1400-4340	PRINTING	289.00
630-75-1400-4360	UTILITIES	1,520.86
630-75-1400-4361	NSP STREET LIGHT	7,502.95
630-75-1430-4360	UTILITIES	934.55
630-75-1440-4360	UTILITIES	1,151.23
630-75-1450-4360	UTILITIES	357.13
660-24-0330-4305	FEES FOR SERVICE	4,481.73
660-24-0600-4210	OP SUPPLY-OTHER	1,008.75
660-24-0600-4217	CLOTHING/UNIFORM	134.96
660-24-0600-4310	COMMUNICATION	105.03
660-24-0600-4403	TRAVEL/TRAIN/CON	89.27
700-00-9700-4144	HEALTH INSURANCE	1,192.16
700-00-9700-4146	DISABILITY	5,244.18
700-00-9700-4148	WORKERS COMP	41,432.00
700-00-9700-4300	PROF SERVICES	2,708.75
700-00-9700-4733	CLAIM-NONCITY PR	729.00
700-00-9700-4734	AUTO CLAIMS	10.99
700-00-9700-4737	MEDICAL DEDUCTIBLE	1,612.87
710-33-1700-4210	OP SUPPLY-OTHER	159.01
710-33-1700-4212	LUB/ADD	270.51
710-33-1700-4217	CLOTHING/UNIFORM	413.77
710-33-1700-4231	SMALL TOOLS	133.11
710-33-1700-4270	OP SUP-VEH/EQ	14,991.15
710-33-1700-4300	PROF SERVICES	36.71
710-33-1700-4305	FEES FOR SERVICE	57.00
710-33-1700-4310	COMMUNICATION	10.31
710-33-1700-4370	MAINT-REPAIR/EQ	24,531.20
710-33-1700-4401	DUES & SUBS	50.00
710-33-1700-4405	CLEAN/WASTE REMV	681.32
710-33-1710-4211	MOTOR FUELS	20,894.98
710-33-1720-4217	CLOTHING/UNIFORM	26.20
710-33-1720-4310	COMMUNICATION	50.31
710-33-1720-4403	TRAVEL/TRAIN/CON	-157.56
720-07-0380-4210	OP SUPPLY-OTHER	109.50
720-07-0380-4280	CAPITAL OUTLAY <\$5,000	22,041.98
720-07-0380-4310	COMMUNICATION	8,684.65
720-07-0380-4321	DATA PROCESSING	117,983.26
720-07-0380-4370	MAINT-REPAIR/EQ	7,960.00
720-07-0380-4371	MAINT-REPAIR/OTH	645.00
720-07-0380-4403	TRAVEL/TRAIN/CON	24.94
810-00-8217-2310	DEPOSITS PAYABLE	22,550.00
810-00-9810-2310	DEPOSITS PAYABLE	118,298.85
990-05-9990-2010	PERA	243,899.84
990-05-9990-2032	GROUP INS-WTHHLD	114,368.98
990-05-9990-2033	DENTAL INS-WITH	10,918.22
990-05-9990-2035	LIFE INS-WITHHLD	3,285.70
990-05-9990-2037	CHILD SUPPORT	1,992.29
990-05-9990-2038	UNION DUES	550.00
990-05-9990-2043	DEFERRED COMP	51,540.07
990-05-9990-2044	ROTH 457	1,130.00
990-05-9990-2047	LONG TERM DISABILITY	3,143.85
Grand Total:		3,007,604.19

Project Account Summary

Project Account Key	Payment Amount
None	2,291,410.11
01-23-015-ESC	24.00
02-23-006-ADV	92.12
02-23-006-CON	307,166.06
02-23-011-ENG	77,249.93
02-24-001-ENG	4,593.70
05-23-007-CON	1,439.00
05-23-007-OTH	38,025.57
05-23-007-PRO	843.50
23-PD-2369S	3,445.00
23-PD-2370S	3,445.00
7210-00-OTH	765.00
7221-03-ENG	77,557.61
7233-02-ENG	306.00
7252-03-ENG	5,372.25
7252-03-OTH	39,662.75
7252-04-ENG	306.00
7252-04-OTH	1,353.78
7252-04-REN	104,000.00
7260-03-ENG	50,546.81
Grand Total:	3,007,604.19

PAYROLL CHECK REGISTER

BIWEEKLY – PE 11/19/2023 – CK 11/30/2023 - \$431,177.58



City Council Action Request

9.A.

Meeting Date 12/6/2023

Department Community Development

Agenda Category Action Item

Title 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.

Budget Implication N/A

Attachments

1.	Lake Flora 2nd CC Memo
2.	Lake Flora 2nd Resolution - Vacating Easements
3.	Lake Flora 2nd Partial and Full Vacations
4.	Lake Flora 2nd Resolution - Final Plat
5.	Lake Flora 2nd Final Plat
6.	Lake Flora 2nd Resolution - Approving Termination of P.A.
7.	Lake Flora 2nd Termination of PA
8.	Lake Flora 2nd Resolution - Approving New Purchase Agreement
9.	Lake Flora 2nd Purchase Agreement

10.	Lake Flora 2nd Yardwaste Agreement Amendment
11.	Lake Flora 2nd Temporary Drainage and Utility Easement
12.	Lake Flora 2nd Memorandum of Understanding
13.	Lake Flora 2nd Right of Entry Agreement

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

FROM: Emily Schmitz, Community Development Director

DATE: November 29, 2023

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

Background

Historically, land owned by the WAG Farms Trust within the City's Business Park has been sold to the EDA (Economic Development Authority) and then sold to the end user. The City has coordinated multiple sales over the years and created several shovel ready sites for development. Given the continued interest in the City's business park, the City of Cottage Grove has proposed a plat to be called Lake Flora Second Addition for the area located south of Highway 61, east of Jamaica Avenue, and north of 100th Street South. The plat creates developable parcels and potential future ponding areas on land currently owned by the WAG Trust Farms.



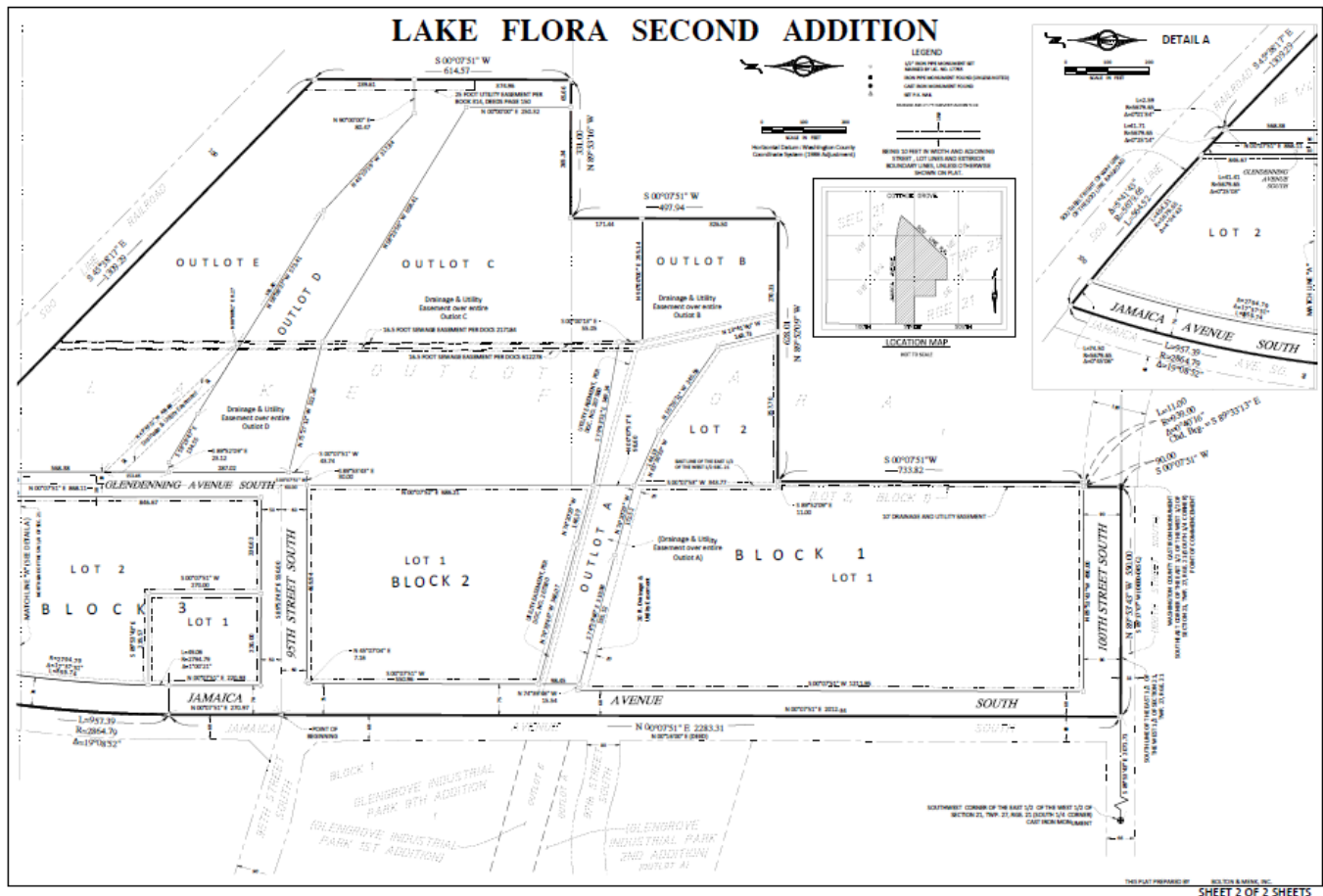
Site Location

The proposed preliminary plat was reviewed by the Planning Commission on February 27, 2023, and recommended approval. The City Council reviewed and approved the preliminary plat at their meeting on September 6, 2023.

Final Plat

The proposed Lake Flora Second Addition final plat encompasses approximately 69.77 acres. The entire area of the plat is guided Industrial in the Comprehensive Plan and is currently zoned I-1, General Industry. The proposed plat would allow for the continued expansion of the City's Business Park towards the east side of Jamaica Avenue as well as the expansion of the City's Regional Stormwater system. L-P3.

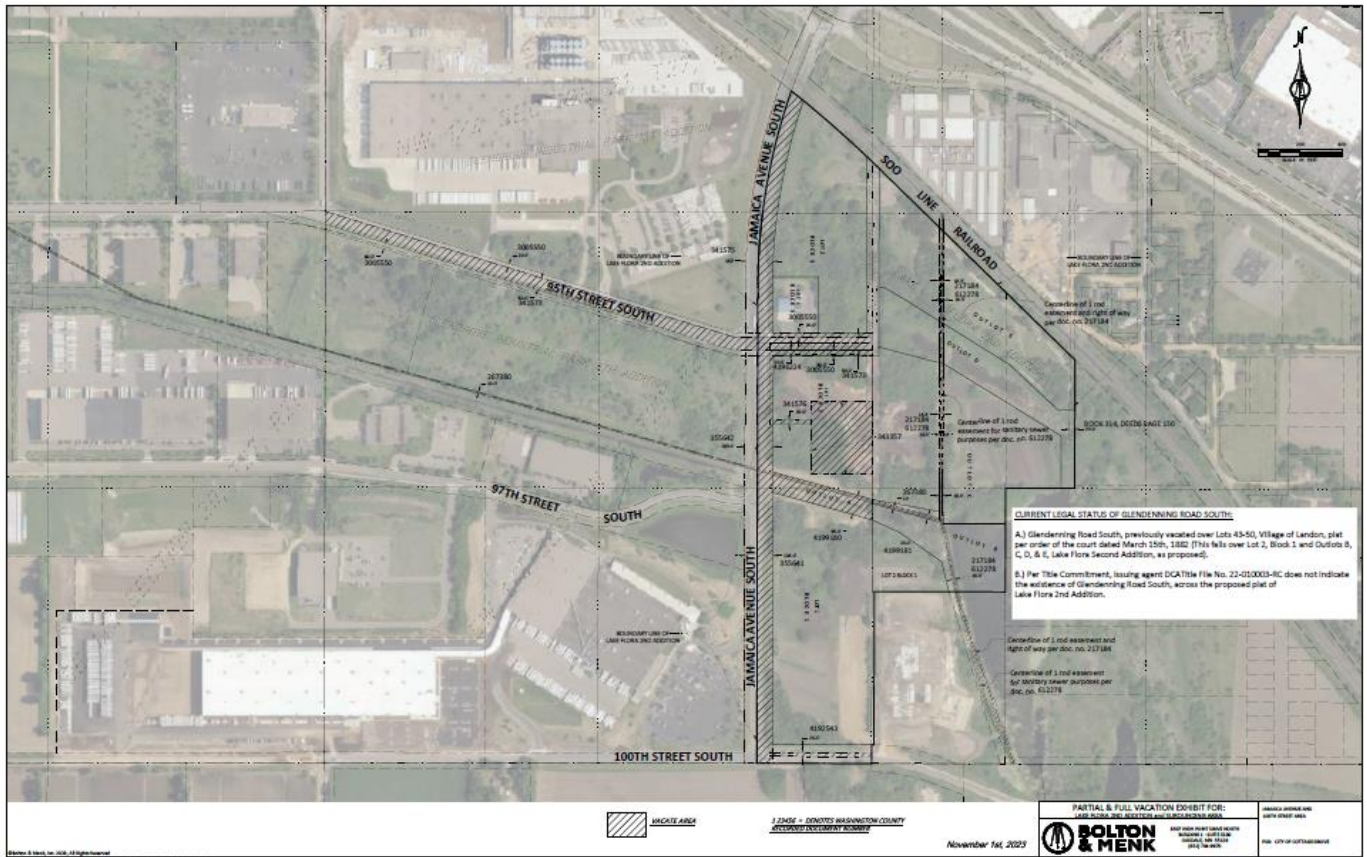
The preliminary plat, as approved by the Council in September, created four lot and block parcels, nine outlots, and dedicated appropriate right-of-way adjacent to public streets as well as standard drainage and utility easements. Since that time, additional interest in the parcels to be created by the Lake Flora Second Addition Plat required adjustment to lot lines and proposed right of way to support the required infrastructure to develop those parcels. The outlots originally created to expand the regional pond (L-P3) have also been expanded with the second addition final plat.



Lake Flora Second Addition Final Plat

Existing historic easements will encompass several of the proposed parcels (hatched areas shown below); therefore, easement vacations will be required prior to the recording of the final

plat. These easements include ROW easements that will be encompassed by platted ROW, so paper easements are no longer required.



Easements to be Vacated

One of the current easements on the proposed Lot 1, Block 2 of the Lake Flora Second Addition plat covers the stormwater, which is directed to the parcel from an outlet on the east side of Jamaica Avenue. Until such time this parcel is developed, and additional infrastructure installed to route the water to the flume south of Lot 1, Block 2, the City requires the area to continue to be covered by a temporary drainage and utility easement. The easement will cover the same area as the existing easement; however, it will terminate at such time the parcel is improved and the required infrastructure to route the water is installed.

Regional Stormwater – L-P3

Included in the City's stormwater management system is an existing regional pond, L-P3 (Langdon Pond #3). This pond is located east of Jamaica Avenue and the compost site and north of 100th Street; the pond area is outlined in blue in the figure below. L-P3 receives runoff from nearly all land in Cottage Grove west of Keats Avenue and north of 100th Street. Water exits the pond under 100th Street and then flows through a DNR public stream down to the Mississippi River.



L-P3 – Langdon Pond #3

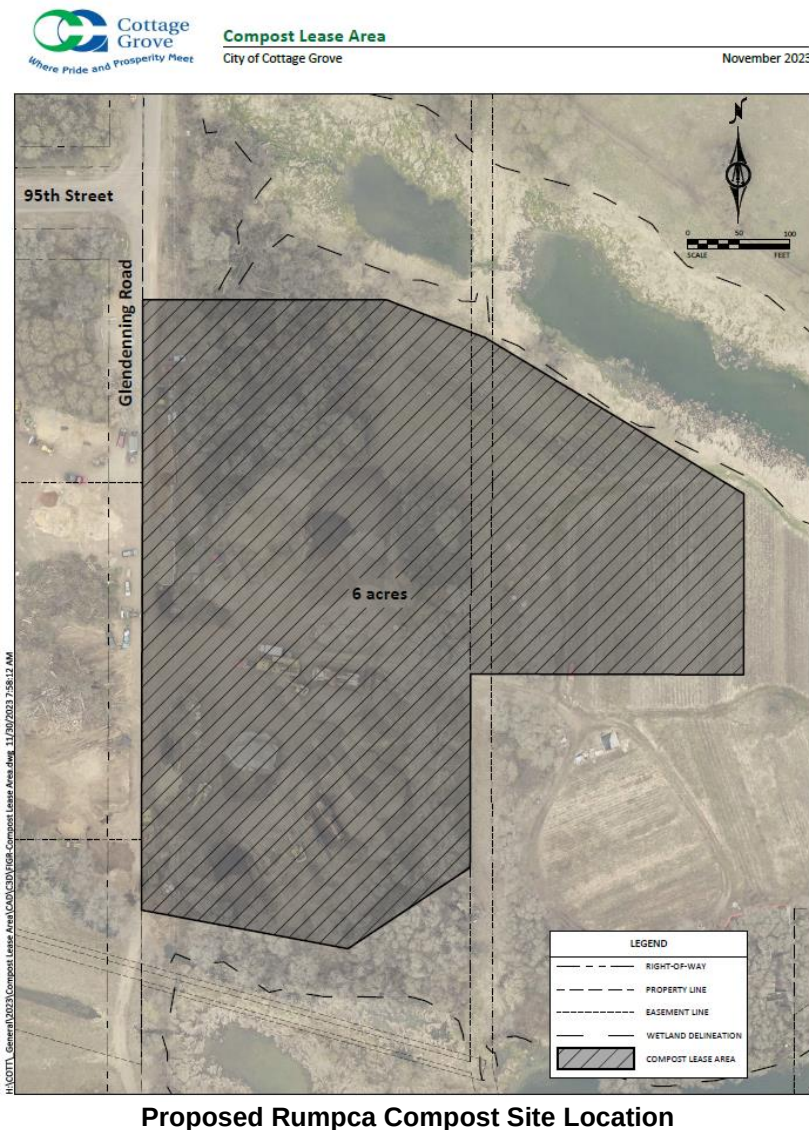
As part of the City's Surface Water Management Plan (SWMP), expansion of this pond is planned to provide additional stormwater runoff control and flood storage. The SWMP includes costs for the purchase of land to allow for this expansion, which is funded by Stormwater Area Charges that are collected through development projects. The original agreement between the City and WAG Farms Trust indicated the City would purchase Outlot F for expansion of the ponding to continue to meet the goals of the City's SWMP. The amended plat labels the area to be purchased by the City for expansion of the regional pond as Outlots A, B, C, and D. The purchase agreement has been amended to reflect the appropriate outlots.

Compost Site Agreement

Rumpca Companies, Inc. currently operates on the parcel adjacent to Jamaica Avenue. With the proposed plat and purchase agreements between the City for the outlots for the pond expansion to the east and for the purchase agreement for the newly created Lot 1, Block 2 with Kwik Trip, the activity on the existing site must be removed.

The City has proposed to shift all of the Rumpca compost site activity off of Lot 1, Block 2 to the newly created Outlot C. The City would own the outlot and would enter into an agreement with Rumpca to allow for the compost site activity. This use could remain on Outlot C until such time the work to create the ponds by removal of material needs to be completed. Given the City does

not yet own Outlot C, Lake Flora Second Addition, an agreement is required between the current property owner (WAG Farms, Inc.) and Rumpca Companies, Inc. to allow their operations to move to the future Outlot C, Lake Flora Second Addition Plat before the City purchases the outlot.



MOU and Right of Entry

The City shall enter into a memorandum of understanding (MOU) for the benefit of WAG Farms, LLC that the City will diligently pursue a buyer for Lot 2, Block 1, Lake Flora Second Addition. If the lot has not been sold by 2027, the City shall purchase the lot. To provide WAG Farms, LLC access to the lot (Lot 2, Block 1) under their ownership, the City shall enter into a right of entry allowing WAG Farms access across the City-owned Outlots A and C to Lot 2, Block 1.

Development Fees

Development fees will be evaluated at such time any of the proposed lot and block parcels are purchased or a planning application received for development of either of the parcels. No development fees are required as part of this plat.

Recommendation

That the City Council take the following actions:

1. Hold the public hearing and adopt Resolution 2023-149 for vacation of easements as outlined on 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 yard waste 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.

Attachments

- Partial and Full Vacation Exhibit dated November 1, 2023
- Lake Flora Second Addition Final Plat
- Termination of Purchase Agreement
- Purchase Agreement for Outlots A, B, C, and D, Lake Flora Second Addition
- Yard Waste Agreement between City and Rumpca Companies
- Temporary Drainage and Utility Easement over Lot 1, Block 2, Lake Flora Second Addition
- Memorandum of Understanding for Lot 2, Block 1, Lake Flora Second Addition
- Right of Entry for Lot 2, Block 1, Lake Flora Second Addition

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-149

**A RESOLUTION VACATING CERTAIN EASEMENTS
LOCATED WITHIN THE CITY OF COTTAGE GROVE, MINNESOTA**

WHEREAS, pursuant to Minn. Stat. § 412.851, the City Council may vacate any street, alley, public grounds, public way or any part thereof within the City by Resolution; and

WHEREAS, by that certain Drainage and Utility Easement recorded as Document No. 341576 on January 29, 1976 in the Washington County Recorder's Office, a public utility easement was granted as legally described and depicted on Exhibit A ("Easement No. 1"); and

WHEREAS, by that certain Drainage and Utility Easement recorded as Document No. 343357 on April 5, 1976 in the Washington County Recorder's Office, the following public utility easement was granted as legally described and depicted on Exhibit B ("Easement No. 2"); and

WHEREAS, by that certain Drainage and Utility Easement recorded as Document No. 4192543 on May 9, 2019 in the Washington County Recorder's Office, the following public utility easement was granted as legally described and depicted on Exhibit C ("Easement No. 3"); and

WHEREAS, by that certain Right-of-Way and Drainage and Utility Easement recorded as Document No. 4196224 on June 11, 2019 in the Washington County Recorder's Office, the following public utility easement was granted as legally described and depicted on Exhibit D ("Easement No. 4"); and

WHEREAS, by that certain Drainage and Utility Easement recorded as Document No. 4199180 on July 5, 2019 in the Washington County Recorder's Office, the following public utility easement was granted as legally described and depicted on Exhibit E ("Easement No. 5"); and

WHEREAS, by that certain Right-of-Way and Drainage and Utility Easement recorded as Document No. 341573 on January 29, 1976 in the Washington County Recorder's Office, the following public utility easement was granted as legally described and depicted on Exhibit F ("Easement No. 6"); and

WHEREAS, by that certain Drainage and Utility Easement recorded as Document No. 4199181 on July 5, 2019 in the Washington County Recorder's Office, the following public utility easement was granted as legally described and depicted on Exhibit G ("Easement No. 7"); and

WHEREAS, by that certain Right-of-Way and Drainage and Utility Easement recorded as Document No. 355641 on March 7, 1977 in the Washington County Recorder's Office, the following portion of the public utility easement was granted as legally described and depicted on Exhibit H ("Easement No. 8"); and

WHEREAS, by that certain Right-of-Way and Drainage and Utility Easement recorded as Document No. 341575 on January 29, 1976 in the Washington County Recorder's Office, the following portion of the public utility easement was granted as legally described and depicted on Exhibit I ("Easement No. 9"); and

WHEREAS, by that certain Right-of-Way and Drainage and Utility Easement recorded as Document No. 3005550 on October 5, 1998 in the Washington County Recorder's Office, the following portion of the public utility easement was granted as legally described and depicted on Exhibit J ("Easement No. 10"); and

WHEREAS, Easements No. 1-10 shall be hereinafter referred to individually and collectively as "Easements;" and

WHEREAS, the City of Cottage Grove wishes to vacate the Easements; and

WHEREAS, the 95th Street South dedication in that certain plat of Glengrove Industrial Park 1st Addition recorded as Document No. 3126133 on October 20, 2000 in the Washington County Recorder's Office shall remain and is not to be affected by this vacation; and

WHEREAS, the drainage and utilities dedicated in that certain plat of Glengrove Industrial Park 9th Addition recorded as Document No. 4353044 on December 28, 2021 in the Washington County Recorder's Office shall remain and is not to be affected by this vacation; and

WHEREAS, a notice of a public hearing on said vacation was duly published and posted in accordance with applicable Minnesota Statutes and a public hearing was held on said vacation; and

WHEREAS, the City Council of Cottage Grove then proceeded to hear all persons interested in said vacation and all persons interested were afforded an opportunity to present their views and objections to the granting of said vacation; and

WHEREAS, the City Council of Cottage Grove has determined that the vacation would be in the public interest.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove:

1. That the City of Cottage Grove, pursuant to Minn. Stat. § 412.851, hereby vacates the Easements situated in the City of Cottage Grove, County of Washington, State of Minnesota, legally described and depicted on the attached Exhibits A, B, C, D, E, F, G, H, I and J.

2. That said vacation has no relationship to the City's Comprehensive Plan and therefore the Cottage Grove City Council has dispensed with the requirements of Minn. Stat. § 462.356, Subd. 2, that may require the Cottage Grove Planning Commission to perform a Comprehensive Plan compliance review of said vacation that may constitute a disposal of real property pursuant to § 462.356, Subd. 2.
3. That said Vacation shall be recorded in the Washington County Recorder's Office against the affected properties, reflecting the completion of the proceedings herein.

Passed this 6th day of December, 2023.

Myron Bailey, Mayor

Attest:

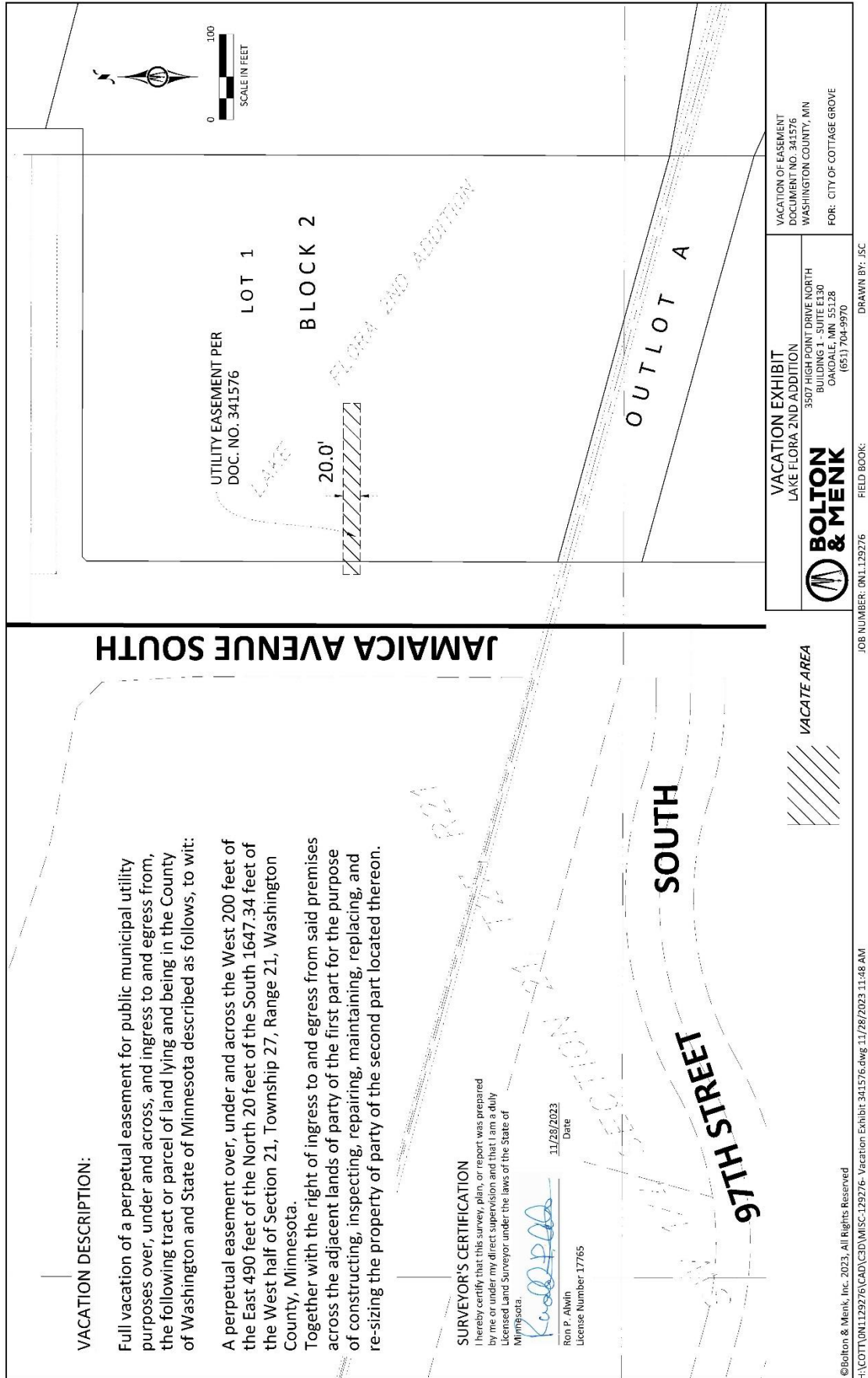
Tamara Anderson, City Clerk

EXHIBIT A
LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 1 TO BE VACATED

Full vacation of a perpetual easement for public municipal utility purposes over, under and across, and ingress to and egress from, the following tract or parcel of land lying and being in the County of Washington and State of Minnesota described as follows, to wit:

A perpetual easement over, under and across the West 200 feet of the East 490 feet of the North 20 feet of the South 1647.34 feet of the West half of Section 21, Township 27, Range 21, Washington County, Minnesota.

Together with the right of ingress to and egress from said premises across the adjacent lands of party of the first part for the purpose of constructing, inspecting, repairing, maintaining, replacing, and re-sizing the property of party of the second part located thereon.



VACATION DESCRIPTION:

Full vacation of a perpetual easement for public municipal utility purposes over, under and across, and ingress to and egress from, the following tract or parcel of land lying and being in the County of Washington and State of Minnesota described as follows, to wit:

A perpetual easement over, under and across the West 200 feet of the East 490 feet of the North 20 feet of the South 1647.34 feet of the West half of Section 21, Township 27, Range 21, Washington County, Minnesota.

Together with the right of ingress to and egress from said premises across the adjacent lands of party of the first part for the purpose of constructing, inspecting, repairing, maintaining, replacing, and re-sizing the property of party of the second part located thereon.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Ron P. Alwin
 Ron P. Alwin
 License Number 17765

11/28/2023
 Date

VACATE AREA

VACATION EXHIBIT
 LAKE FLORA 2ND ADDITION



3507 HIGH POINT DRIVE NORTH
 BUILDING 1 - SUITE E130
 OAKDALE, MN 55128
 (651) 704-9970

VACATION OF EASEMENT
 DOCUMENT NO. 341576
 WASHINGTON COUNTY, MN
 FOR: CITY OF COTTAGE GROVE

DRAWN BY: JSC

FIELD BOOK:

JOB NUMBER: 0N1.129276

EXHIBIT B

LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 2 TO BE VACATED

Full vacation of a flowage easement for public storm water purposes over and across the following tract or parcel of land lying and being in the County of Washington and State of Minnesota, described as follows, to-wit:

The East 290 feet of the North 350 feet of the South 1737.34 feet of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota.

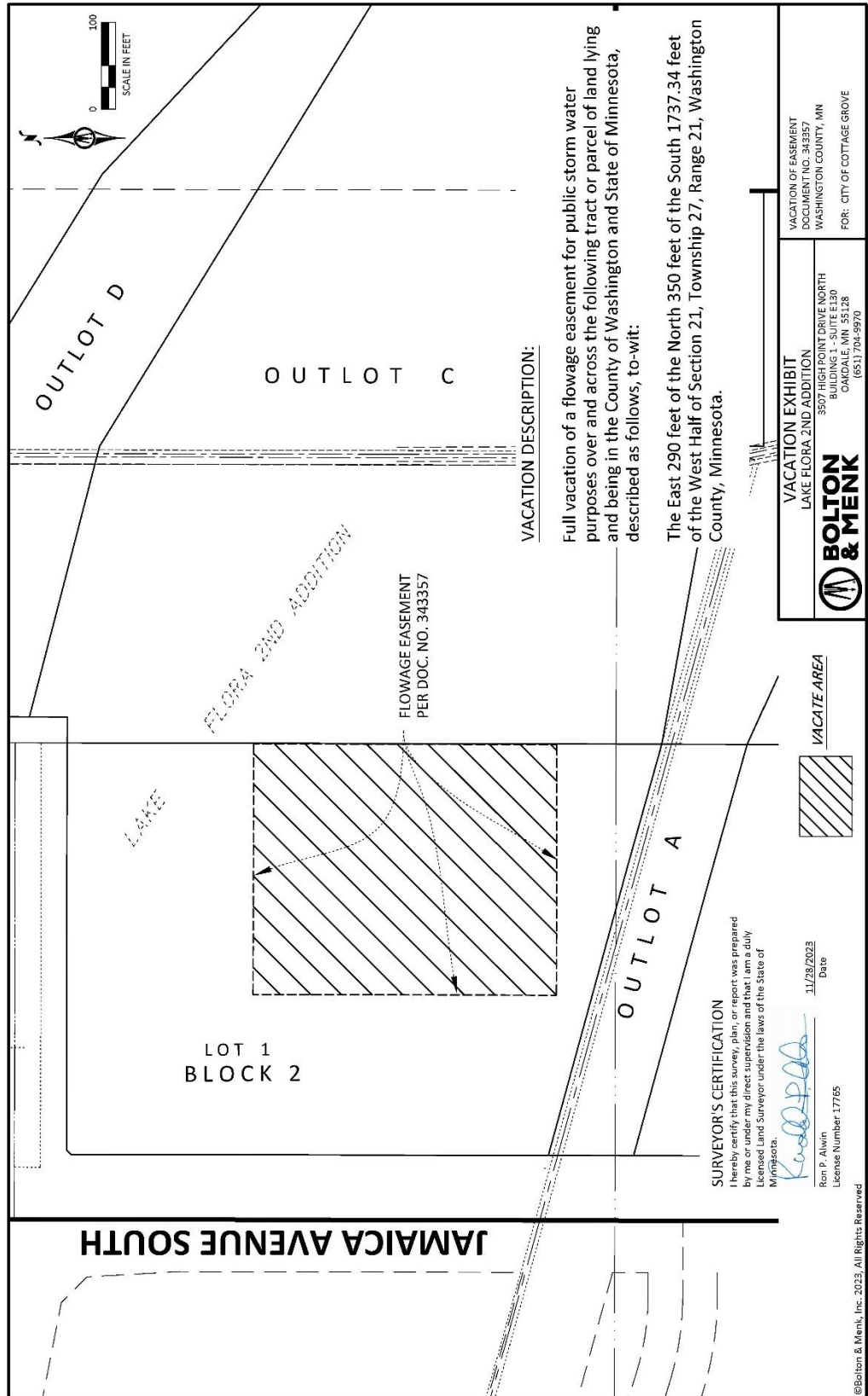


EXHIBIT C

LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 3 TO BE VACATED

A permanent easement for utility and drainage purposes and all such purposes ancillary, incident or related thereto (“Permanent Easement”) under, over, across through and upon that real property as described per document 4192543, described as follows:

A perpetual drainage and utility easement over, under, and across the North 20.00 feet of the South 53.00 feet, of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota, lying easterly of the easterly right of way line of Jamaica Ave South, as described in document number 355641, on file and of record in the Office of the County Recorder, Washington County, Minnesota.

VACATION DESCRIPTION: A permanent easement for utility and drainage purposes and all such purposes ancillary, incident or related thereto ("Permanent Easement") under, over, across through and upon that real property as described per document 4192543, described as follows: A perpetual drainage and utility easement over, under, and across the North 20.00 feet of the South 53.00 feet, of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota, lying easterly of the easterly right of way line of Jamaica Ave South, as described in document number 355641, on file and of record in the Office of the County Recorder, Washington County, Minnesota.		100TH STREET SOUTH	
VACATE AREA 		VACATION EXHIBIT LAKE FLORA 2ND ADDITION 3507 HIGH POINT DRIVE NORTH BUILDING 1 - SUITE E130 OKDALE, MN 55128 (651) 704-9970	
SURVEYOR'S CERTIFICATION I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  Ron P. Alwin License Number 17765 11/28/2023 Date		LOT 1 BLOCK 1 LAKE FLORA 2ND ADDITION 20.0' EASEMENT PER DOC. NO. 4192543	
JAMAICA AVENUE SOUTH		BOLTON & MENK VACATION OF EASEMENT DOCUMENT NO. 4192543 WASHINGTON COUNTY, MN FOR: CITY OF COTTAGE GROVE	

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H:\COTT\01129276\CAD\129276- Vacation Exhibit 4192543.dwg 11/28/2023 11:24 AM

JOB NUMBER: 0N1.129276 FIELD BOOK: DRAWN BY: JSC

EXHIBIT D
LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 4 TO BE VACATED

Full vacation of the highway right of way and utility easement described in Document No. 4196224, described as followed:

A perpetual highway right of way and utility easement over, under, and across the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota that lies easterly of the easterly right of way line of Jamaica Avenue South, as described in document number 341575, on file and of record in the Office of the County Recorder, Washington County, Minnesota, that lies southerly of the southerly right of way line of 95th Street South, as described in document number 341573, on file and of record in the Office of the County Recorder, Washington County, Minnesota, and lies northerly of the following describe line:

Commencing at the southeast corner of said West Half; thence on an assumed bearing of North 89 degrees 53 minutes 43 seconds West along the south line of said West Half, a distance of 550.00 feet to the centerline of Jamaica Avenue South, as described in said document number 341575; thence North 00 degrees 07 minutes 51 seconds East along said centerline, a distance of 2042.34 feet to the northeast corner of GLENGROVE INDUSTRIAL PARK 1ST ADDITION, according to the recorded plat thereof, Washington County, Minnesota and the northerly right of way line of 95th Street South, as described in said document number 341575; thence South 89 degrees 53 minutes 43 seconds East along said northerly right of way line, a distance of 60.00 feet to the east right of way line of said Jamaica Ave South; thence South 00 degrees 07 minutes 51 seconds West along said east right of way line, a distance of 60.00 feet to the south right of way of said 95th Street South as described in document number 341573; thence continuing South 00 degrees 07 minutes 51 seconds West along said east right of way line, a distance of 50.00 to the point of beginning; thence North 45 degrees 07 minutes 04 seconds West a distance of 42.44 feet to a line drawn parallel with and 20.00 feet southerly of, as measured at a right angle to the south right of way of said 95th Street South; thence South 89 degrees 53 minutes 43 seconds East along said parallel line, a distance of 460.00 feet to the east line of said West Half and there terminating.

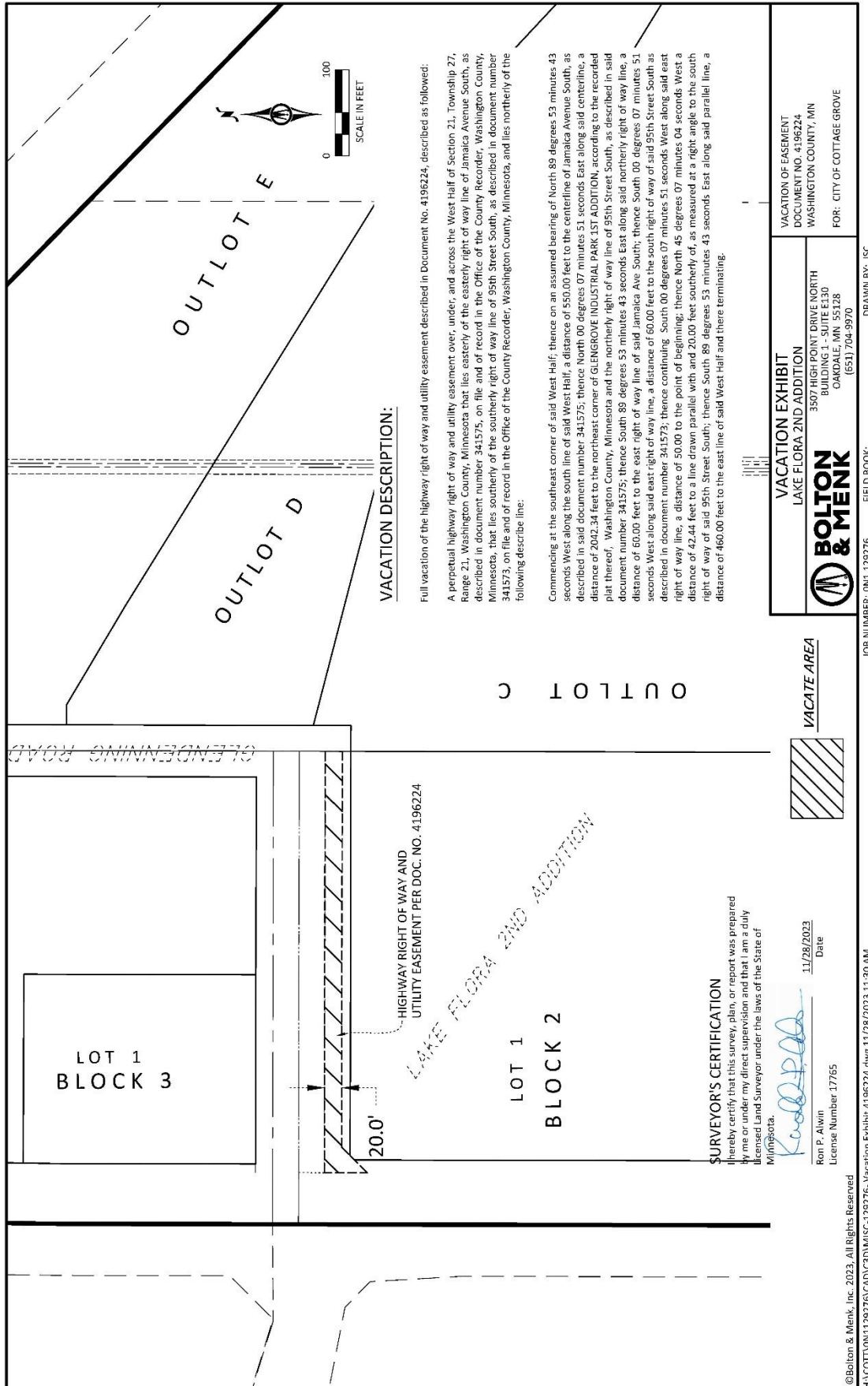


EXHIBIT E
LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 5 TO BE VACATED

A full vacation of the drainage and utility easement and all such purposes ancillary, incident or related thereto (“PERMANENT EASEMENT”) under, over, across through and upon that real property legally described in Document No. 4199180 as follows:

A 95.00 foot wide perpetual easement for drainage and utility purposes over, under and across that part of the East Half of the Southeast Quarter of Section 21, Township 27, Range 21, Washington County, Minnesota, which lies to the right of the following described line:

Commencing at the southeast corner of said East Half of the Southeast Quarter; thence on an assumed bearing of North 00 degrees 07 minutes 51 seconds East along the east line of said East Half of the Southeast Quarter, a distance of 1167.53 feet to beginning of the line to be described; thence North 74 degrees 20 minutes 29 seconds West, a distance of 172.52 feet; thence North 74 degrees 39 minutes 46 seconds West, a distance of 350.00 feet and said line there terminating.

The sidelines of said easement are prolonged and shortened to terminate on the easterly right of way line of Jamaica Avenue and said east line of the east half of the Southeast Quarter.

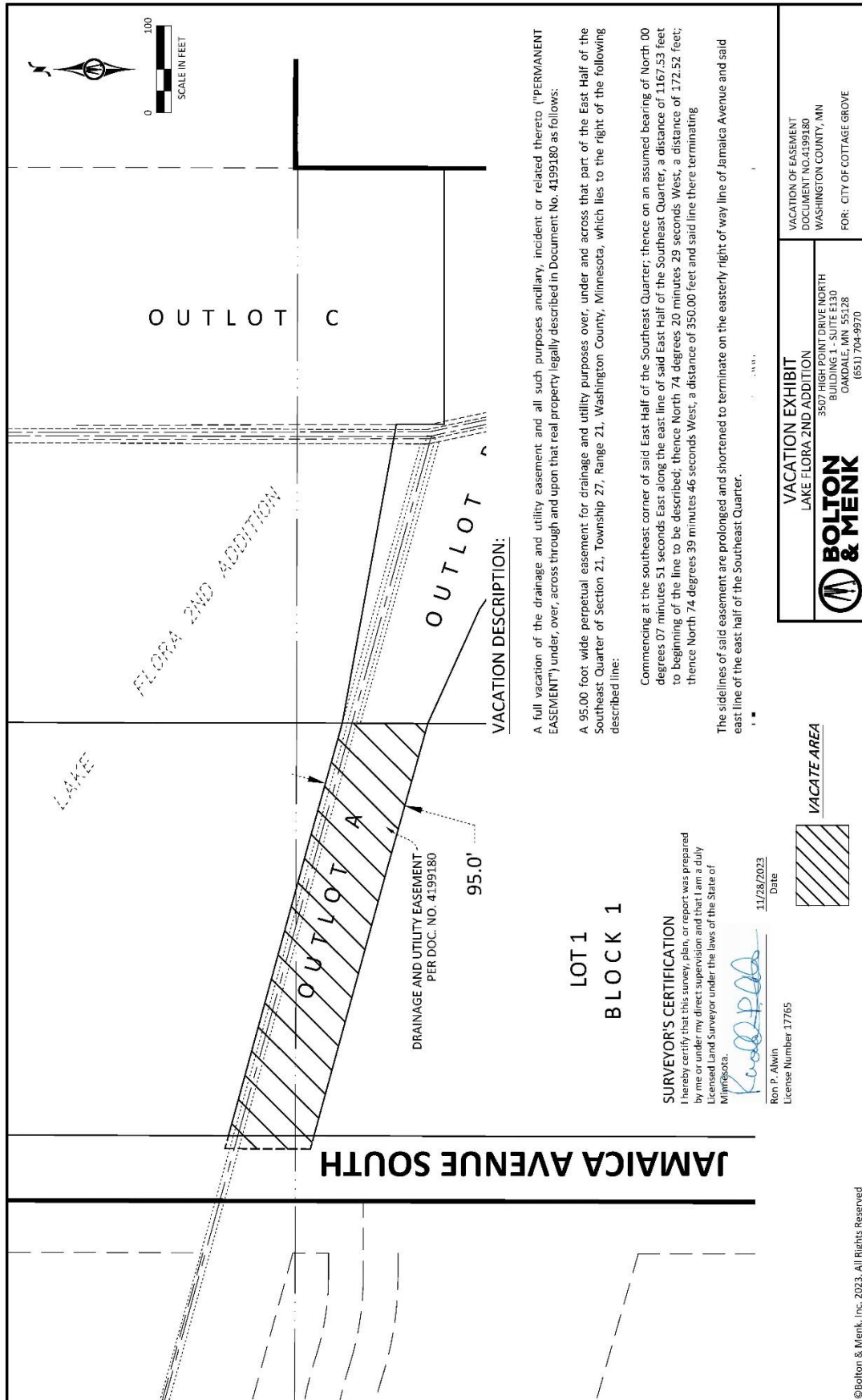


EXHIBIT F

LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 6 TO BE VACATED

Vacation of the easement described in Document No. 341573, described as follows:

A perpetual easement 60 feet in width for public roadway and utility purposes, over, under and across the West half of Section 21; Township 27, Range 21, Washington County, Minnesota; The North line of said easement being described as beginning at the Southwest Corner of the Northwest quarter of said Section 21 from which the Northwest corner of said Northwest quarter bears North 0° 15' 15" East (assumed bearing), thence South 72° 43' 38" East 2049.63 feet; thence South 89° 44" East, 112.53 feet, more or less to a point on the West line of the East 550 feet of said West distant 2042.34 feet North from the South line of said West half; thence East parallel with the South line of said West half to the East line of said West half and there terminating.

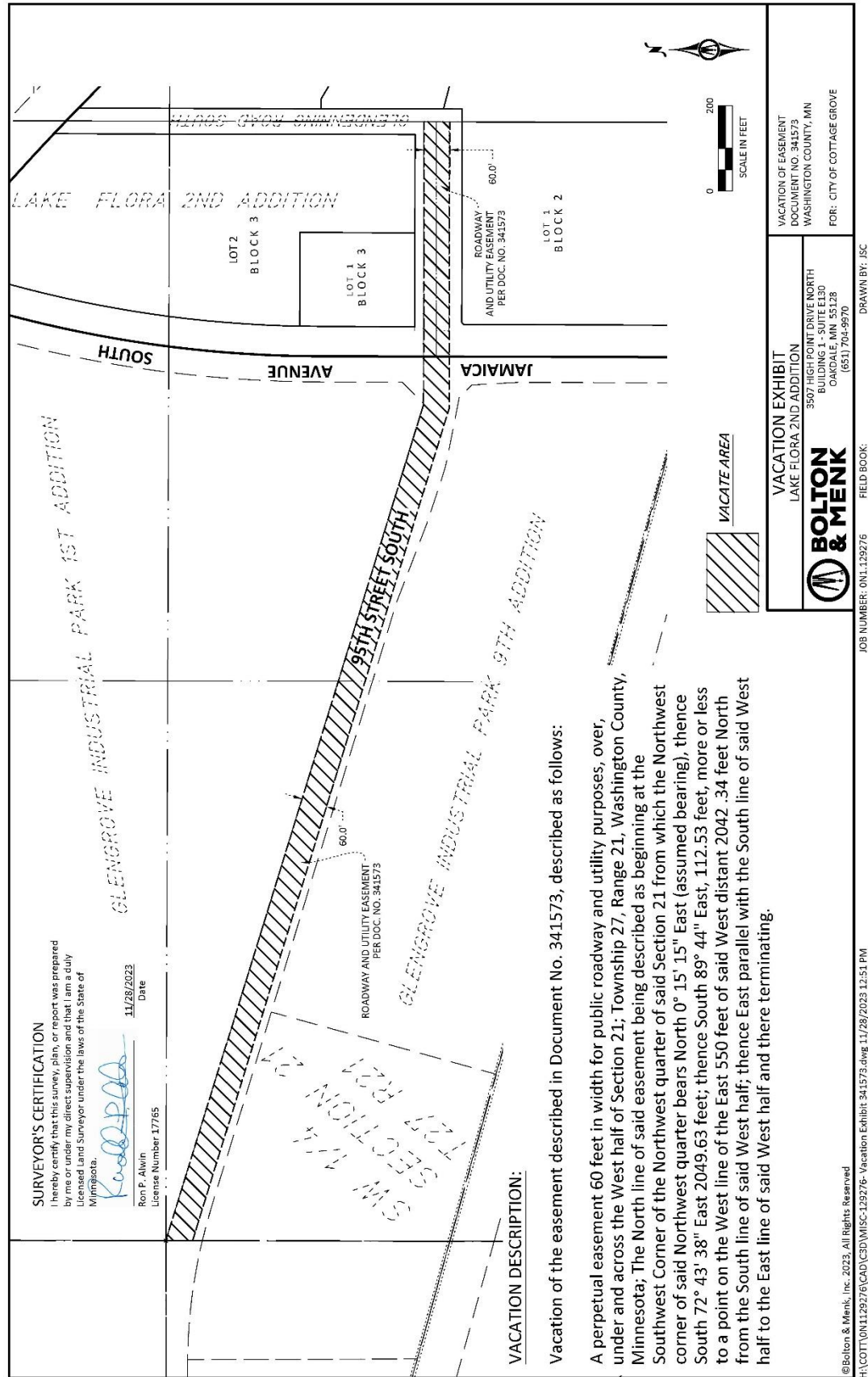


EXHIBIT G
LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 7 TO BE VACATED

Vacation of the drainage and utility easement as described in Document No. 4199181, described as follows:

A 20.00 foot wide perpetual easement for drainage and utility purposes over, under and across that part of Outlot A, LAKE FLORA, according to the recorded plat thereof, Washington County, Minnesota, which lies to the left of the following described line:

Commencing at the southwest corner of the Southeast Quarter of Section 21, Township 27, Range 21, Washington County, Minnesota; thence on an assumed bearing of North 00 degrees 07 minutes 51 seconds East along the west line of said Southeast Quarter, a distance of 1245.37 feet to the beginning of the line to be described; thence South 74 degrees 20 minutes 29 seconds East, a distance of 345.13 feet and said line there terminating.

The sidelines of said easement are prolonged to terminate on said west line of the Southeast Quarter.

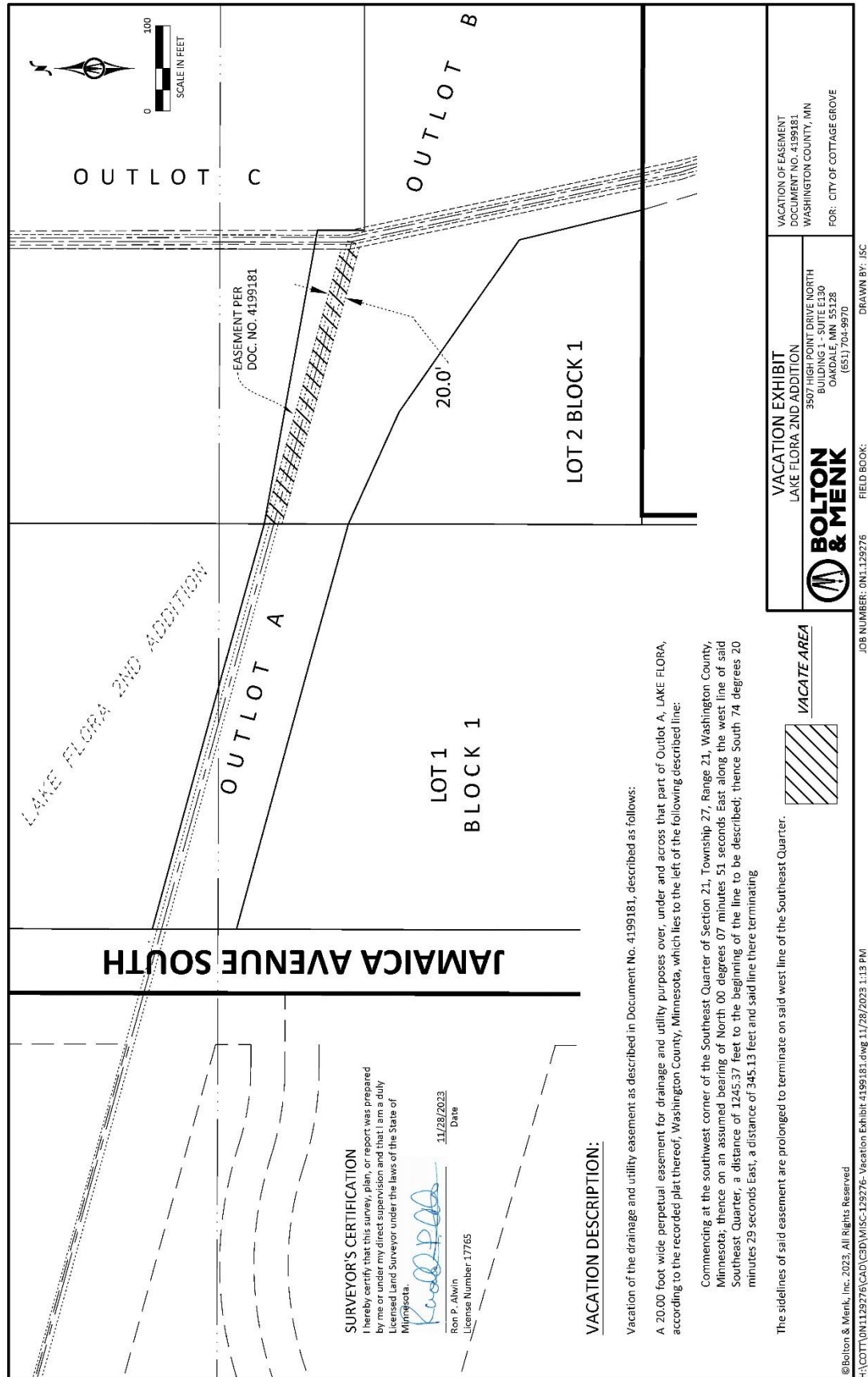


EXHIBIT H
LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 8 TO BE VACATED

Partial vacation of the public roadway and municipal utility easement per Document No. 355641, described as follows:

A strip of land 120 feet in width over, under and across the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota, the centerline of said strip being described as follows:

Beginning at a point on the South line of said West Half 550.00 feet Westerly from the Southeast corner of said West Half; thence Northerly along a line parallel with the East line of said West Half, 1380.00 feet and there terminating.

Which lies within the following described property:

That part of the East Half of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota lying south of the Chicago, Milwaukee, St. Paul and Pacific Railroad and east of a line described as beginning at a point on the south line of said East Half of West half distant 550 feet west from the southeast corner of said East Half of West Half; thence on an assumed bearing of North 0 degrees 16 minutes 00 seconds East and parallel with the east line of said East Half of West Half 2283.31 feet; thence northerly along a tangential curve concave to the east having a radius of 2864.79 feet, an arc distance of 957.86 feet more or less to the southerly right of way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad and there terminating.

EXCEPT that part thereof described as follows:

Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

And

That part of the East half of the Southwest Quarter of Section 21, Township 27, Range 21, Washington County, Minnesota, describes as follows:

Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

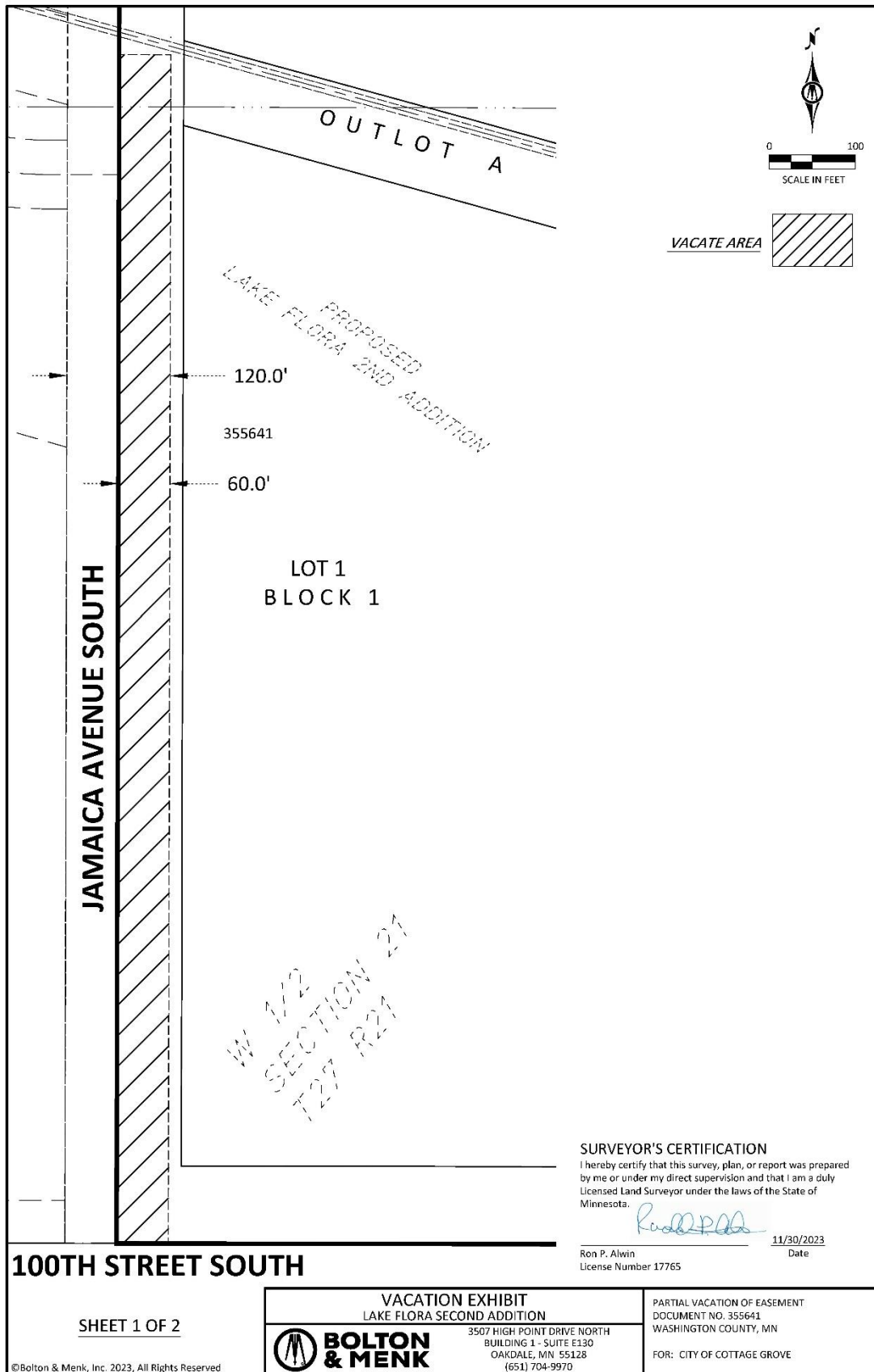


EXHIBIT I
LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 9 TO BE VACATED

Partial vacation of the public roadway and municipal utility easement per Document No. 341575, described as follows:

A strip of land 120 feet in width over, under and across the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota.

The centerline of said strip being described as commencing at a point on the South line of said West Half distant 550 feet West from the Southeast corner of said West Half; thence on an assumed bearing of North 0° 16' 00" East and parallel with the East line of said West half a distance of 1380 feet to the actual point of beginning of the centerline to be hereinafter described; thence North 0° 16' 00" East 903.31 feet; thence Northerly along a tangential curve concave to the East having a radius of 2864.79 feet and a central angle of 20° 12' 49" an arc distance of 1010.68 feet and there terminating.

Which Lies within the following described property:

That part of the East Half of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota lying south of the Chicago, Milwaukee, St. Paul and Pacific Railroad and east of a line described as beginning at a point on the south line of said East Half of West half distant 550 feet west from the southeast corner of said East Half of West Half; thence on an assumed bearing of North 0 degrees 16 minutes 00 seconds East and parallel with the east line of said East Half of West Half 2283.31 feet; thence northerly along a tangential curve concave to the east having a radius of 2864.79 feet, an arc distance of 957.86 feet more or less to the southerly right of way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad and there terminating. EXCEPT that part thereof described as follows: Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

And

That part of the East half of the Southwest Quarter of Section 21, Township 27, Range 21, Washington County, Minnesota, describes as follows:

Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

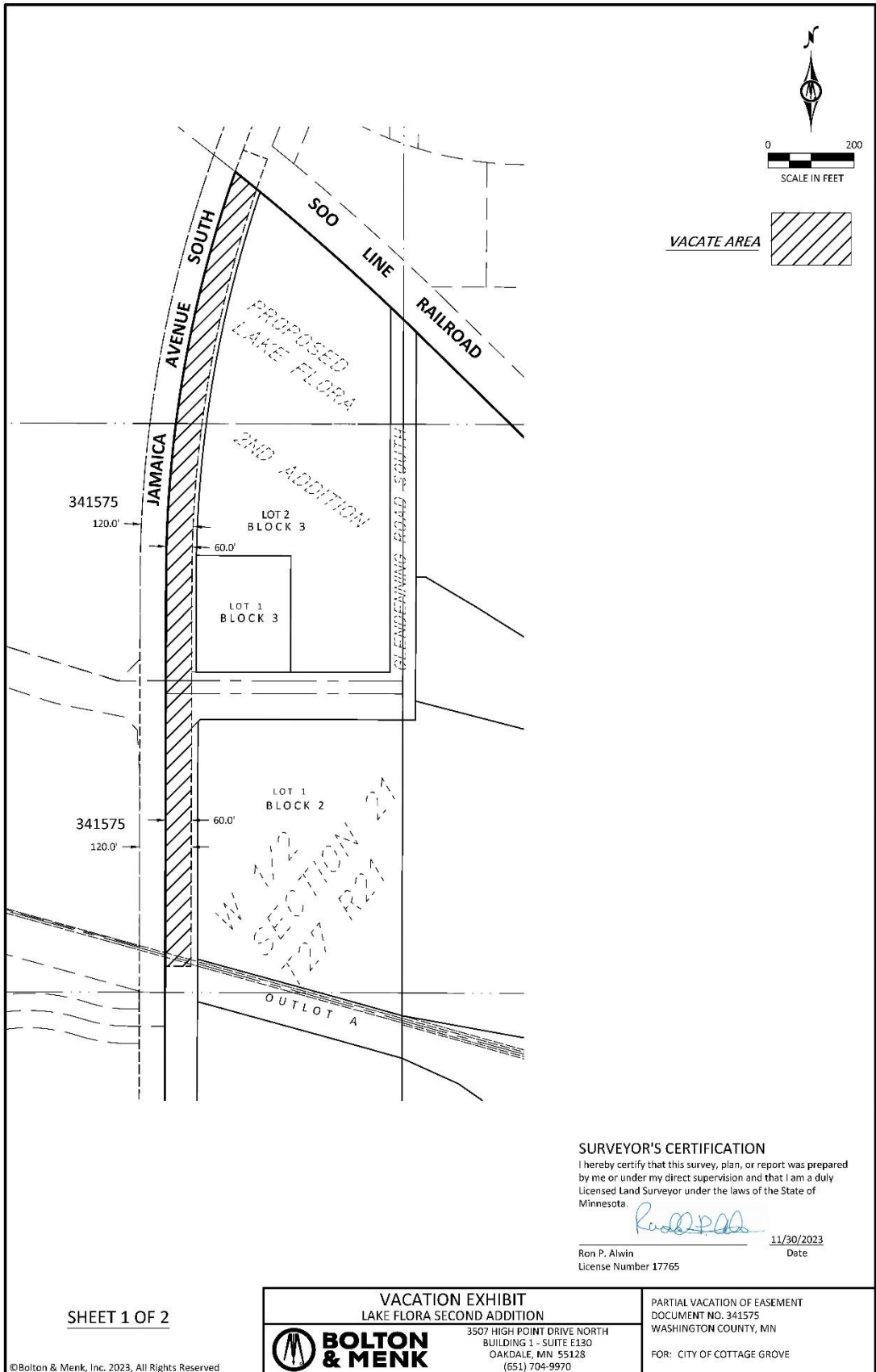


EXHIBIT J
LEGAL DESCRIPTION AND DEPICTION OF EASEMENT NO. 10 TO BE VACATED

Partial vacation of the public roadway and municipal utility easement per Document No. 3005550, described as follows:

That part of the following described property:

The North 96 feet of the East 346 feet of the Southeast Quarter of Section 20, Township 27, Range 21, Washington County, Minnesota.

AND

Together with that part of the Southwest Quarter of Section 21, Township 27, Range 21, Washington County, Minnesota lying 20 feet northerly of and adjoining the northerly right of way of the roadway easement as described in Document Number 341573 as recorded in the office of the County Recorder in and for Washington County, Minnesota.

AND

Together with that part of said Southwest Quarter lying 30 feet southerly of and adjoining the southerly right of way of the roadway easement described in said Document Number 341573.

Which lies within the following described property:

That part of the East Half of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota lying south of the Chicago, Milwaukee, St. Paul and Pacific Railroad and east of a line described as beginning at a point on the south line of said East Half of West half distant 550 feet west from the southeast corner of said East Half of West Half; thence on an assumed bearing of North 0 degrees 16 minutes 00 seconds East and parallel with the east line of said East Half of West Half 2283.31 feet; thence northerly along a tangential curve concave to the east having a radius of 2864.79 feet, an arc distance of 957.86 feet more or less to the southerly right of way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad and there terminating. EXCEPT that part thereof described as follows:

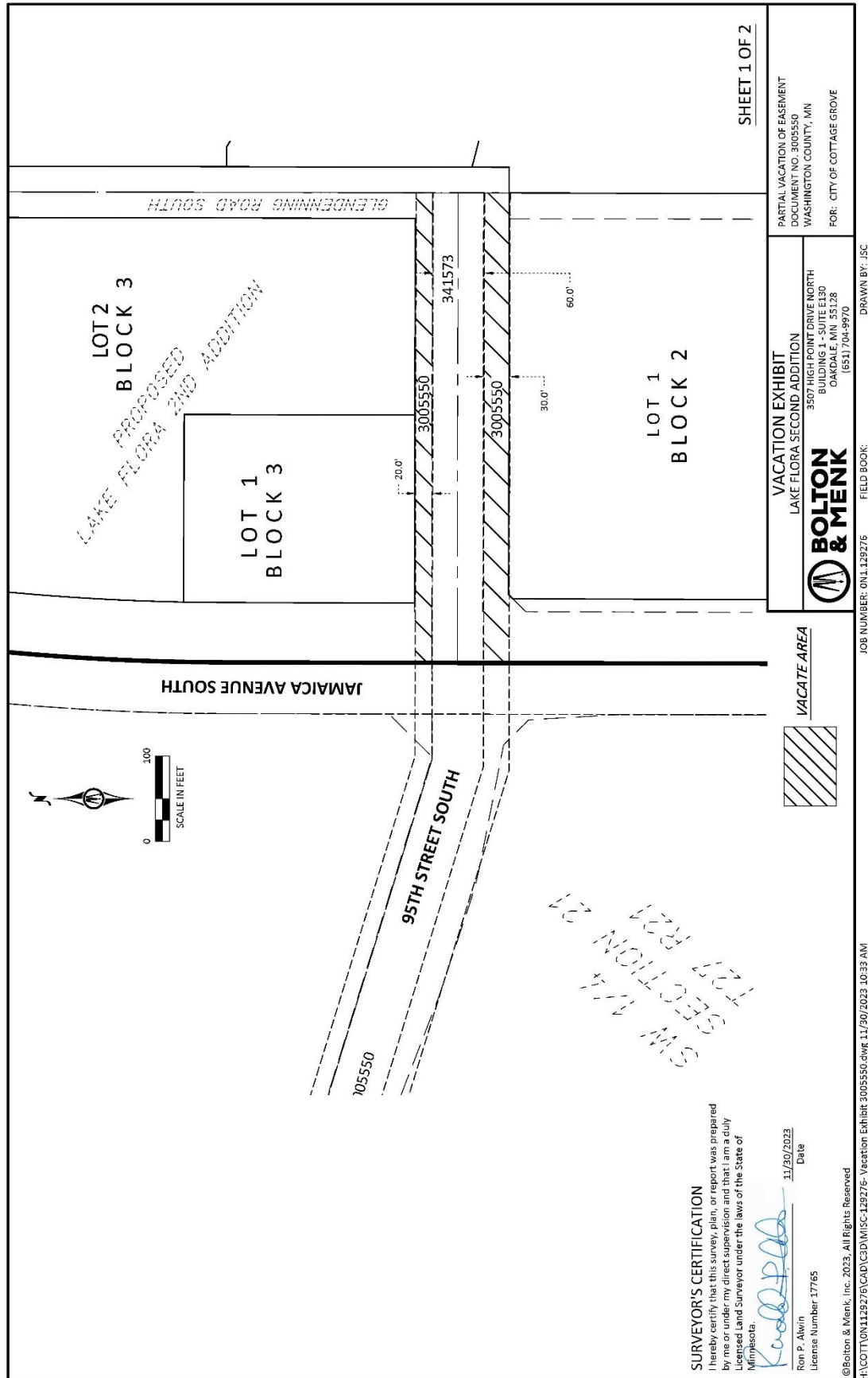
Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50

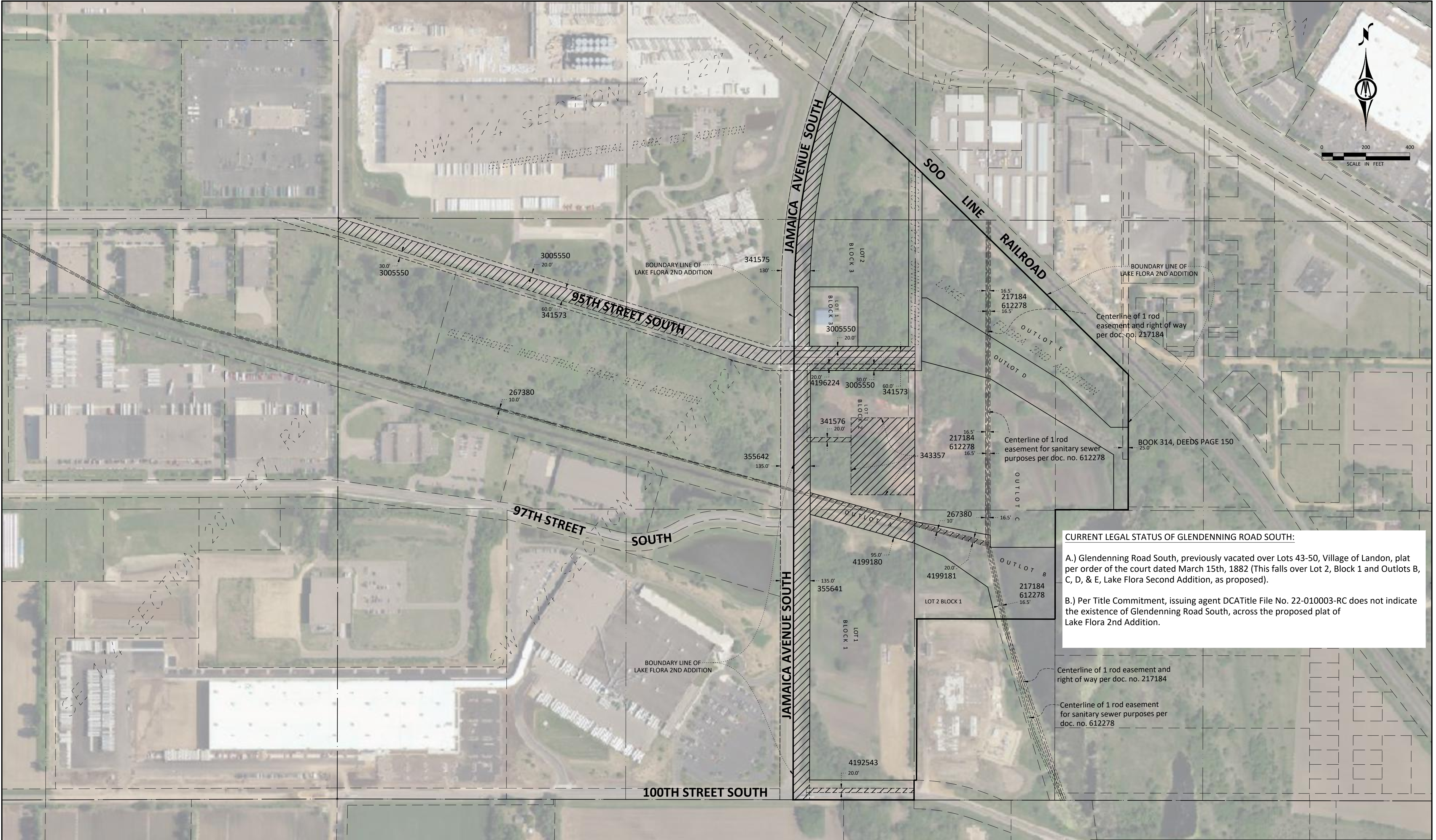
seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

And

That part of the East half of the Southwest Quarter of Section 21, Township 27, Range 21, Washington County, Minnesota, describes as follows:

Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

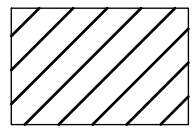




CURRENT LEGAL STATUS OF GLENDENNING ROAD SOUTH:

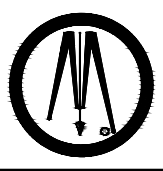
A.) Glendenning Road South, previously vacated over Lots 43-50, Village of Landon, plat per order of the court dated March 15th, 1882 (This falls over Lot 2, Block 1 and Outlots B, C, D, & E, Lake Flora Second Addition, as proposed).

B.) Per Title Commitment, issuing agent DCATitle File No. 22-010003-RC does not indicate the existence of Glendenning Road South, across the proposed plat of Lake Flora 2nd Addition.

 VACATE AREA

1 23456 = DENOTES WASHINGTON COUNTY
RECORDED DOCUMENT NUMBER

November 1st, 2023

PARTIAL & FULL VACATION EXHIBIT FOR: LAKE FLORA 2ND ADDITION AND SURROUNDING AREA		JAMAICA AVENUE AND 100TH STREET AREA
 BOLTON & MENK	3507 HIGH POINT DRIVE NORTH BUILDING 1 - SUITE E130 OAKDALE, MN 55128 (651) 704-9970	FOR: CITY OF COTTAGE GROVE

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-156

**RESOLUTION APPROVING THE FINAL PLAT
NAMED LAKE FLORA SECOND ADDITION**

WHEREAS, the City of Cottage Grove, on behalf of WAG Farms, Inc., has applied for a final plat to be called Lake Flora Second Addition, which creates five lots and five outlots on property located east of Jamaica Avenue South and south of Highway 61, legally described as:

That part of the East Half of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota lying south of the Chicago, Milwaukee, St. Paul and Pacific Railroad and east of a line described as beginning at a point on the south line of said East Half of West half distant 550 feet west from the southeast corner of said East Half of West Half; thence on an assumed bearing of North 0 degrees 16 minutes 00 seconds East and parallel with the east line of said East Half of West Half 2283.31 feet; thence northerly along a tangential curve concave to the east having a radius of 2864.79 feet, an arc distance of 957.86 feet more or less to the southerly right of way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad and there terminating.

EXCEPT that part thereof described as follows:

Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota,

And

EXCEPT that part of said East Half of the West Half which lies northerly of the North line of the Southwest Quarter of said Section 21.

And

Lot 2, Block 1, LAKE FLORA, according to said plat on file and of record in the office of the County Recorder, in and for, Washington County, Minnesota.

And

Outlot A, said LAKE FLORA.

That the City of Cottage Grove, a Minnesota municipal corporation, fee owners of the following described property: Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

WHEREAS, the Planning Commission held the public hearing on the preliminary plat for Lake Flora Second Addition on February 27, 2023, and unanimously (6-to-0 vote) recommended approval of the preliminary plat, subject to certain conditions; and

WHEREAS, the City Council subsequently accepted the Planning Commission's recommendation and approved the preliminary plat (Resolution No. 2023-112) on September 6, 2023; and

WHEREAS, City staff found the Lake Flora Second Addition final plat substantially consistent with the approved preliminary plat.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves the final plat for Lake Flora Second Addition, which creates five lots and five outlots on property located east of Jamaica Avenue South and south of Highway 61, located on the property legally described above. Approval of this final plat is subject to the following conditions:

1. All development must comply with all City ordinances and policies.
2. Development must abide by the conditions stipulated in Resolution No. 2023-112, which approved the Lake Flora Second Addition preliminary plat, except as hereafter modified.
3. The final plat must be recorded with the Washington County Recorder's Office before any building permits can be issued.
4. The final plat shall include easements of all public and private utility lines serving all planned development of the parent parcel.

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

LAKE FLORA SECOND ADDITION

KNOW ALL BY THESE PRESENTS: That Glendenning Farms, L.P., a Minnesota limited partnership, and Joan Glendenning Kennedy Family Limited Partnership, a Minnesota Limited Partnership and WAG Farms, Inc., a Minnesota Corporation, fee owners of the following described property:
That part of the East Half of the West Half of Section 21, Township 27, Range 21, Washington County, Minnesota lying south of the Chicago, Milwaukee, St. Paul and Pacific Railroad and east of a line described as beginning at a point on the south line of said East Half of West half distant 550 feet west from the southeast corner of said East Half of West Half; thence on an assumed bearing of North 0 degrees 16 minutes 00 seconds East and parallel with the east line of said East Half of West Half 2283.31 feet; thence northerly along a tangential curve concave to the east having a radius of 2864.79 feet, an arc distance of 957.86 feet more or less to the southerly right of way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad and there terminating.
EXCEPT that part thereof described as follows:
Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West Half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

And
Lot 2, Block 1, LAKE FLORA, according to said plat on file and of record in the office of the County Recorder, in and for, Washington County, Minnesota.
And
Outlot A, said LAKE FLORA.

And
That The City of Cottage Grove, a Minnesota municipal corporation, fee owners of the following described property:
Commencing at the southeast corner of said East half of West Half; thence South 89 degrees 17 minutes 07 seconds West, assumed bearing, along the south line of said East half of West Half a distance of 550.00 feet; thence North 0 degrees 41 minutes 09 seconds West, parallel with the east line of said East half of West half 2012.34 feet to the point of beginning of the tract to be herein described; thence continue North 0 degrees 41 minutes 09 seconds West, parallel with said east line 270.97 feet; thence northerly 49.03 feet along a tangential curve concave to the east, having a radius of 2864.79 feet and a central angle of 0 degrees 58 minutes 50 seconds; thence North 89 degrees 17 minutes 07 seconds East, not tangent to said curve and parallel with said south line, 289.58 feet; thence South 0 degrees 41 minutes 09 seconds East, parallel with said east line 320.00 feet to the intersection with a line drawn parallel with the south line of said East half of West Half from the point of beginning; thence South 89 degrees 17 minutes 07 seconds West, along said last described parallel line 290 feet to the point of beginning, Washington County, Minnesota.

Have caused the same to be surveyed and platted as LAKE FLORA SECOND ADDITION and do hereby dedicate the public ways as shown on the plat and also dedicate the drainage and utility easements as created by this plat.

In witness whereof said Glendenning Farms, L.P., A Minnesota limited partnership, has caused these presents to be signed by William G. Glendenning, its General Partner, this ____ day of _____, 202__.

Signed: Glendenning Farms, L.P., a Minnesota limited partnership

By: _____, its General Partner
William G. Glendenning

STATE OF MINNESOTA, COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 202__, by William G. Glendenning, General Partner of Glendenning Farms, L.P., a Minnesota limited partnership, on behalf of the limited partnership.

_____(SIGNATURE)
_____(PRINTED NAME)

Notary Public, _____ County, _____
My Commission Expires _____

In witness whereof said Joan Glendenning Kennedy Family Limited Partnership, a Minnesota Limited Partnership has caused these presents to be signed by William S. Kennedy, Jr., its General Partner, this ____ day of _____, 202__.

Signed: Joan Glendenning Kennedy Family Limited Partnership, a Minnesota Limited Partnership

By: _____, its General Partner
William S. Kennedy, Jr.

STATE OF MINNESOTA, COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 202__, by William S.Kennedy, Jr., General Partner of Joan Glendenning Kennedy Family Limited Partnership, a Minnesota Limited Partnership, on behalf of the limited partnership.

_____(SIGNATURE)
_____(PRINTED NAME)

Notary Public, _____ County, _____
My Commission Expires _____

In witness whereof said WAG Farms, Inc., A Minnesota corporation, has caused these presents to be signed by William G. Glendenning, its President, this ____ day of _____, 202__.

Signed: WAG Farms, Inc., A Minnesota corporation

By: _____, its President
William G. Glendenning

STATE OF MINNESOTA, COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 202__, by William G. Glendenning, President of WAG Farms, Inc., a Minnesota corporation, on behalf of the corporation

_____(SIGNATURE)
_____(PRINTED NAME)

Notary Public, _____ County, _____
My Commission Expires _____

In witness whereof said City of Cottage Grove, a Minnesota municipal corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officials this ____ day of _____, 202__.

CITY OF COTTAGE GROVE

By: _____, Mayor
Myron Bailey

By: _____, Clerk
Tamara Anderson

STATE OF MINNESOTA, COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 202__, by Myron Bailey, Mayor and Tamara Anderson, Clerk of the City of Cottage grove, a Minnesota municipal corporation under the laws of the State of Minnesota, on behalf of the city.

_____(SIGNATURE)
_____(PRINTED NAME)

Notary Public, _____ County, _____
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Ronald P. Alwin, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, existing as of the date of this certificate are shown and labeled on this plat; and all public ways are shown, and labeled on this plat.

Dated this ____ day of _____, 202__.

Ronald P. Alwin, Licensed Land Surveyor
Minnesota License No. 17765

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 202__, by Ronald P. Alwin, Licensed Land Surveyor.

_____(SIGNATURE)
_____(PRINTED NAME)
Notary Public, _____ County, _____
My Commission Expires _____

CITY OF COTTAGE GROVE APPROVAL

This plat of LAKE FLORA SECOND ADDITION, was approved by the City Council of the City of Cottage Grove, Minnesota, this ____ day of _____, 202__, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subdivision 2.

_____, Mayor
Myron Bailey

_____, City Clerk
Tamara Anderson

COUNTY SURVEYOR

Pursuant to Chapter 820, Laws of Minnesota, 1971, and in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 202__.

By _____
Washington County Surveyor

By _____

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9 and Section 272.12, taxes payable in the year 202__ on real estate hereinbefore described, have been paid; and there are no delinquent taxes, and transfer has been entered on this ____ day of _____, 202__.

By _____
Washington County Auditor/Treasurer

By _____
Deputy

COUNTY RECORDER

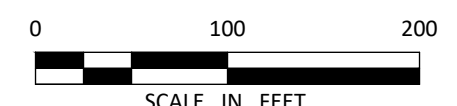
Document Number _____

I hereby certify that this instrument was recorded in the Office of the County Recorder for record on this ____ day of _____, 202__, at _____ o'clock _____.M., and was duly recorded in Washington County Records.

By _____
Washington County Recorder

By _____

LAKE FLORA SECOND ADDITION

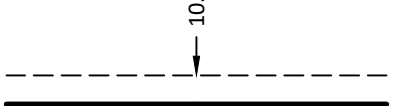


Horizontal Datum: Washington County
Coordinate System (1986 Adjustment)

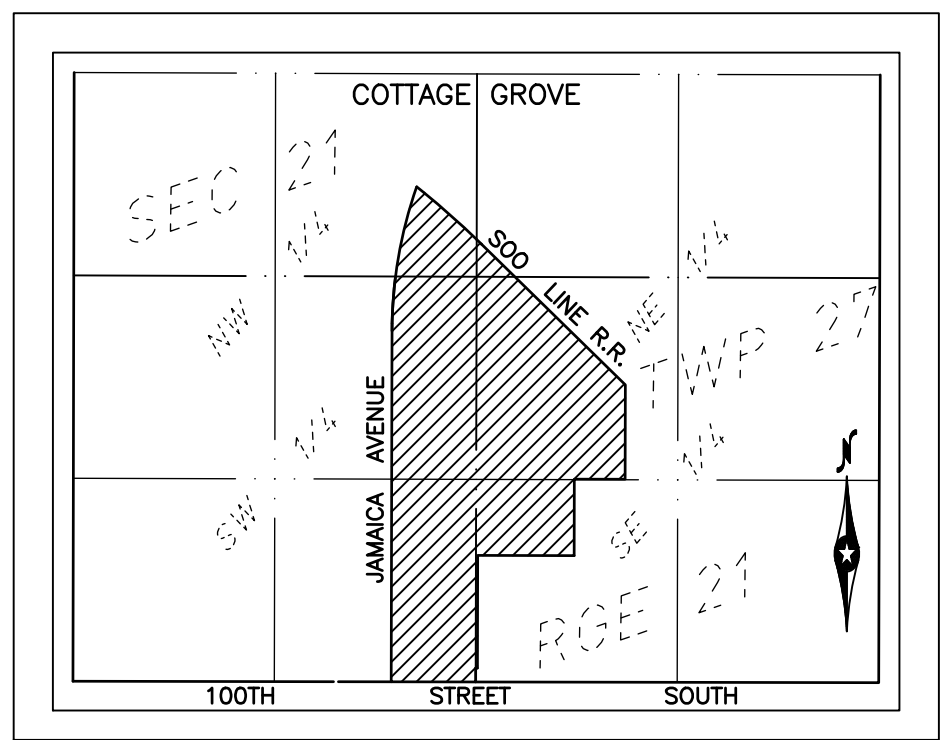
LEGEND

- 1/2" IRON PIPE MONUMENT SET
MARKED BY L.C. NO. 17765
- IRON PIPE MONUMENT FOUND (UNLESS NOTED)
- CAST IRON MONUMENT FOUND
SET P.K. NAIL

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:

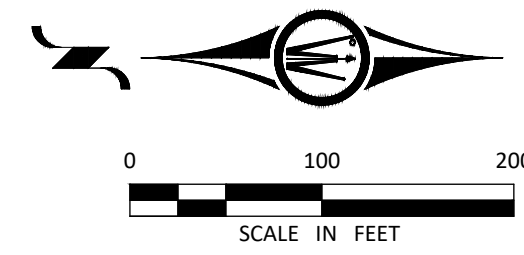


BEING 10 FEET IN WIDTH AND ADJOINING
STREET, LOT LINES AND EXTERIOR
BOUNDARY LINES, UNLESS OTHERWISE
SHOWN ON PLAT.

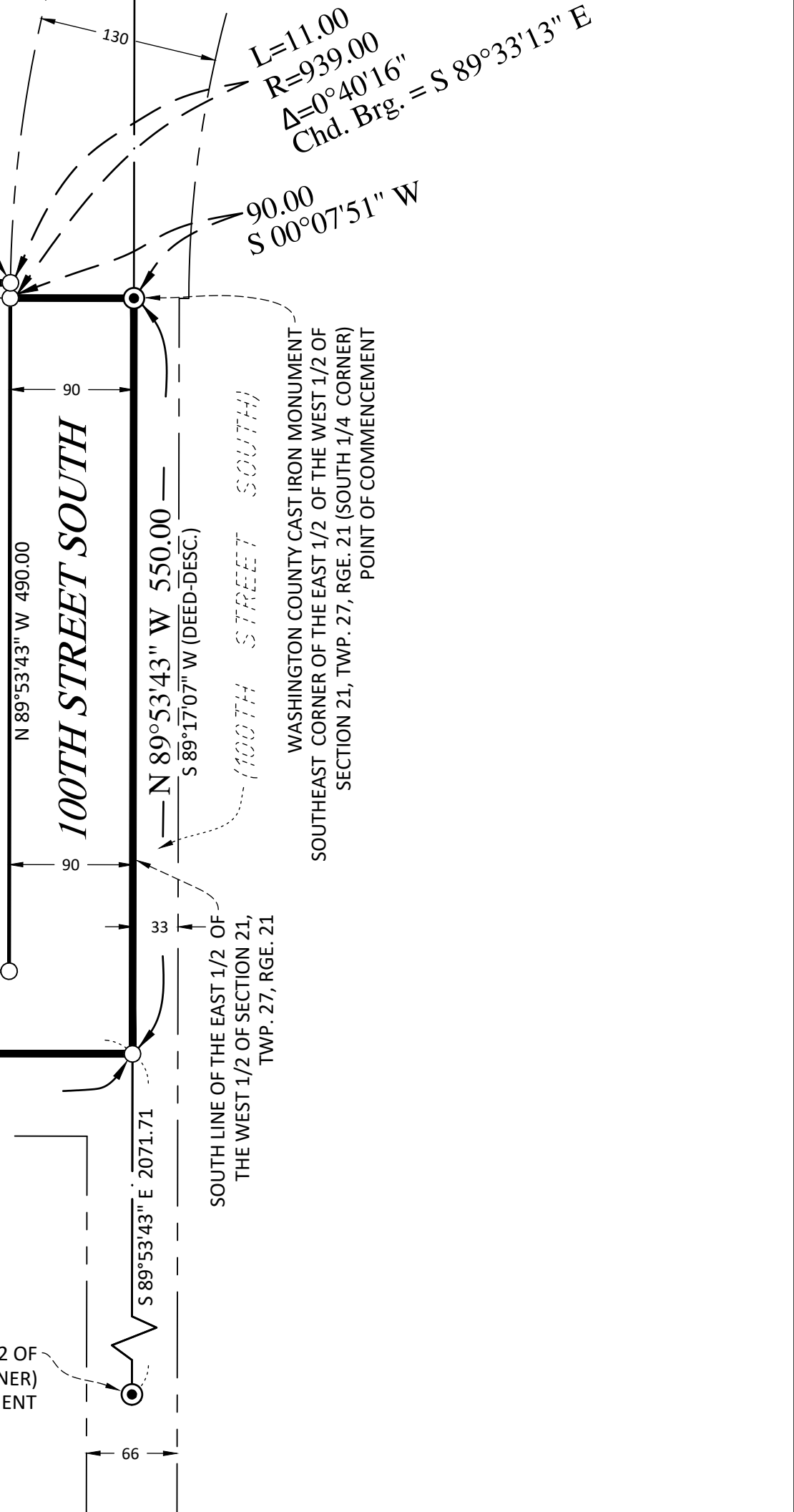
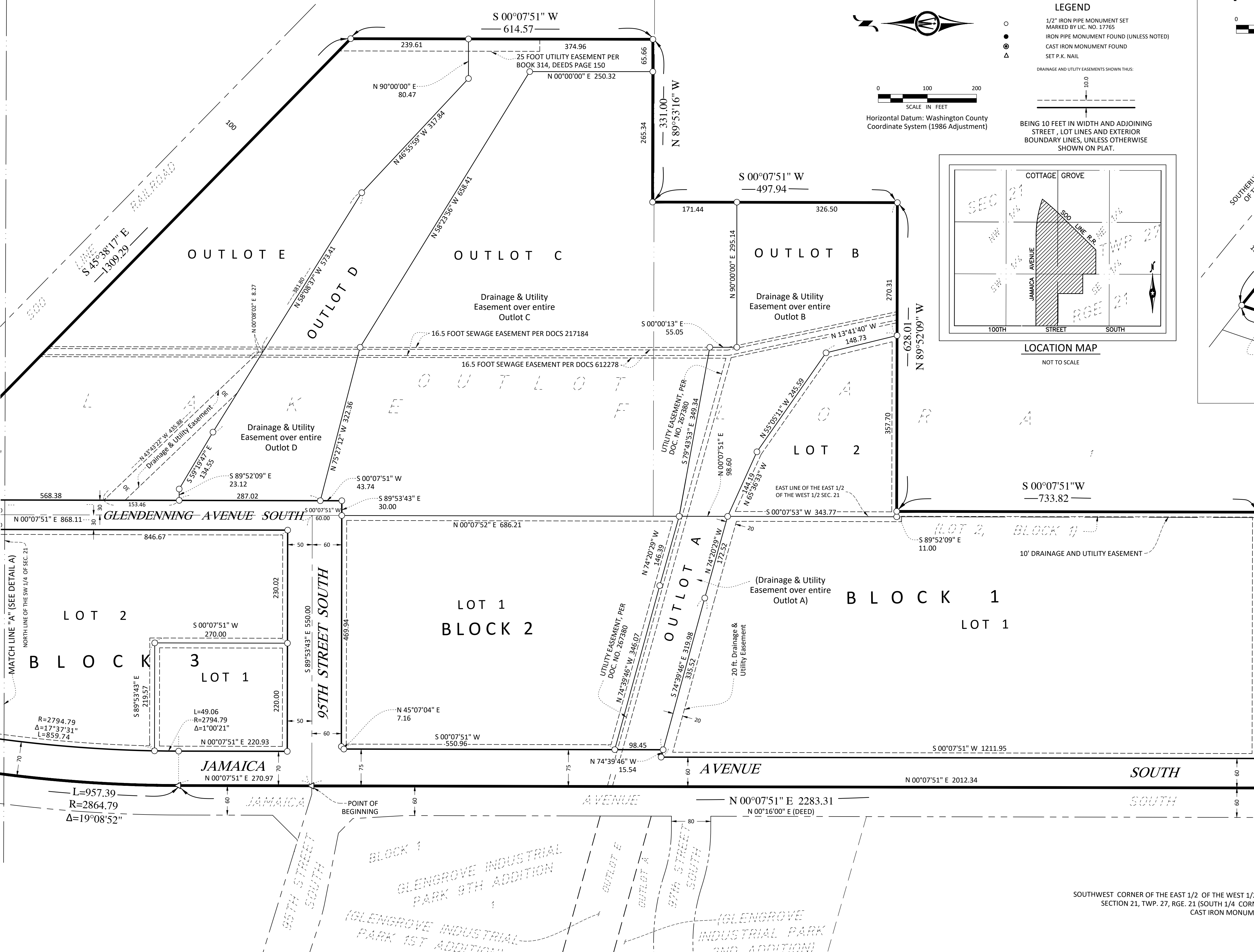
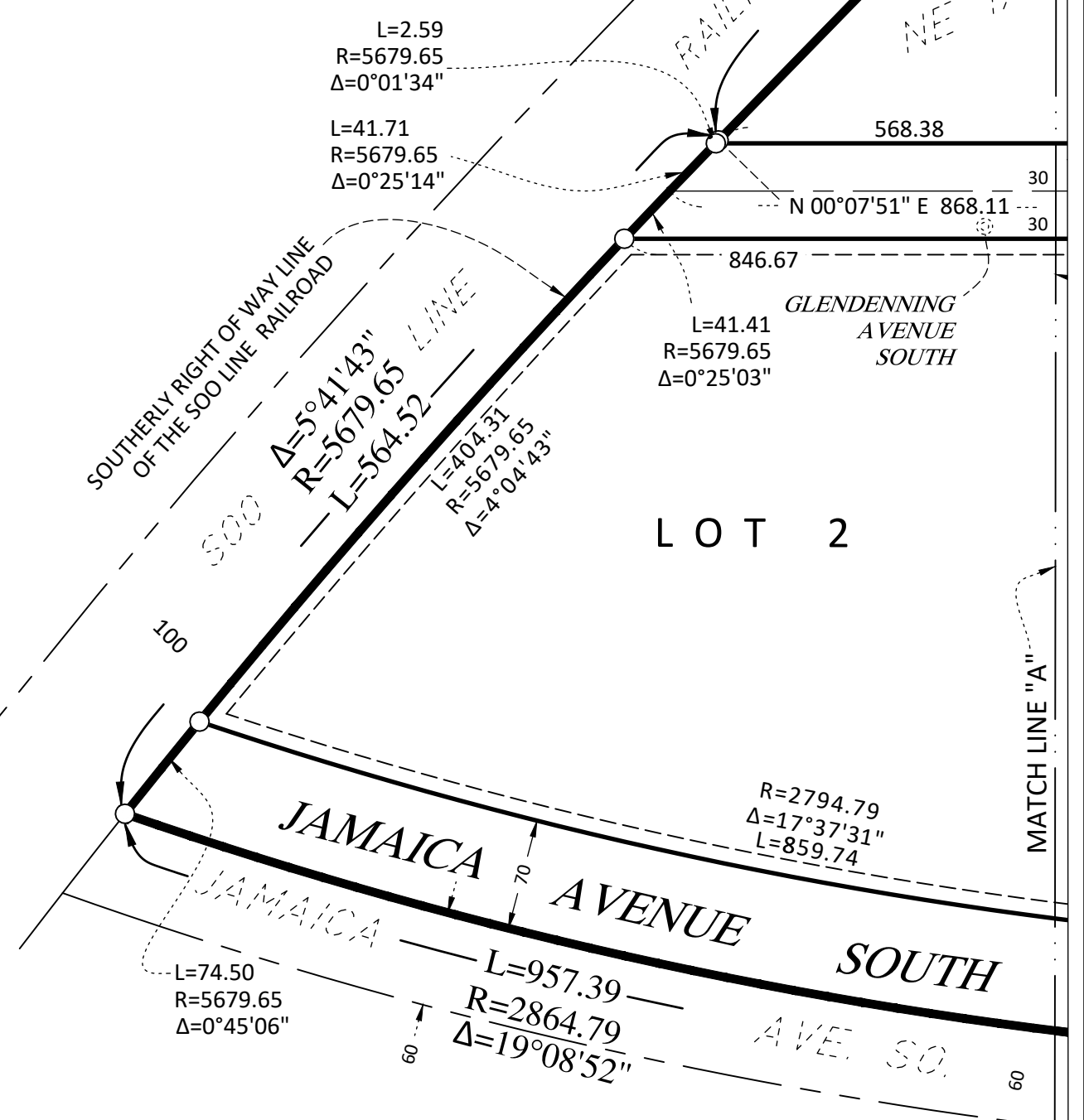
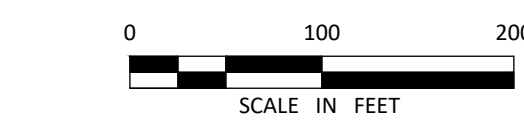


LOCATION MAP

NOT TO SCALE



DETAIL A



CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-157

**A RESOLUTION APPROVING THE TERMINATION OF PURCHASE AGREEMENT
WITH GLENDENNING FARMS, L.P., JOAN GLENDENNING KENNEDY FAMILY
LIMITED PARTNERSHIP AND WAG FARMS, INC.**

WHEREAS, Glendenning Farms, L.P., a Minnesota limited partnership, Joan Glendenning Kennedy Family Limited Partnership, a Minnesota limited partnership, and WAG Farms, Inc., a Minnesota corporation (“WAG”) and the Cottage Grove Economic Development Authority (“EDA”) entered into a Purchase Agreement dated September 6, 2023 (“Purchase Agreement”) for approximately 12.07 acres of unimproved real property, located in the City of Cottage Grove, Minnesota, legally described as follows:

Outlot C, Lake Flora Second Addition

Part of PID: 21.027.21.42.0009
Abstract Property

(the “Property”); and

WHEREAS, the parties mutually desire to terminate the Purchase Agreement.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby does the following:

1. Approves the Termination of Purchase Agreement by and between WAG and City for the Property; and the appropriate officials are authorized to take such action so as to effectuate such termination.

Passed this 6th day of December, 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

TERMINATION OF PURCHASE AGREEMENT
BY AND BETWEEN GLENDENNING FARMS, L.P., JOAN GLENDENNING
KENNEDY FAMILY LIMITED PARTNERSHIP AND WAG FARMS, INC.
AND THE CITY OF COTTAGE GROVE

THIS TERMINATION OF PURCHASE AGREEMENT BY AND BETWEEN GLENDENNING FARMS, L.P., JOAN GLENDENNING KENNEDY FAMILY LIMITED PARTNERSHIP AND WAG FARMS, INC. AND THE CITY OF COTTAGE GROVE (this “Termination”) is entered into and made this ____ day of _____, 2023 (“Effective Date”), by and between the Glendenning Farms, L.P., a Minnesota limited partnership, Joan Glendenning Kennedy Family Limited Partnership, a Minnesota limited partnership, and WAG Farms, Inc., a Minnesota corporation (individually and collectively “Seller”), and the City of Cottage Grove, a Minnesota municipal corporation (“City”).

WHEREAS, the Seller and City entered into a Purchase Agreement dated September 6, 2023 (“Agreement”) for approximately 12.07 acres of unimproved real property, located in the City of Cottage Grove, Minnesota, depicted and legally described on the attached Exhibit A (the “Property”), attached hereto and incorporated herein by reference; and

WHEREAS, City desires to purchase additional property from Seller; and

WHEREAS, the parties mutually desire to terminate the Agreement and enter into a new Purchase Agreement.

NOW, THEREFORE, in consideration of the above recitals and One Dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby declare that:

1. The Agreement is hereby terminated in its entirety effective as of the Effective Date of this Termination.
2. The parties shall enter into a new Purchase Agreement by separate instrument.
3. Governing Law. This Termination shall be construed in accordance with the laws of the State of Minnesota.

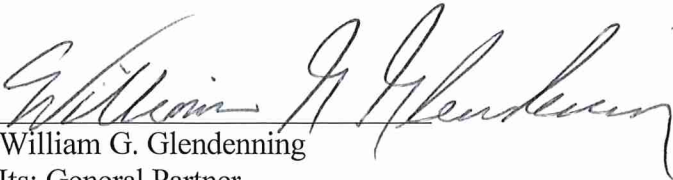
4. Severability. The invalidity of any covenant, restriction, condition, limitation, provision, paragraph or clause of this Termination, or any part of the same, or the inapplicability thereof to any person or circumstance, shall not impair or affect in any manner the validity, enforceability, or effect of the rest of this Termination, or the inapplicability of any such covenant, restriction, condition, limitation, provision, paragraph or clause to any other person or circumstance.
5. Binding Effect. This Termination shall run with the Property and is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.
6. Counterparts. This Termination may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

[Remainder of this page has been intentionally left blank]

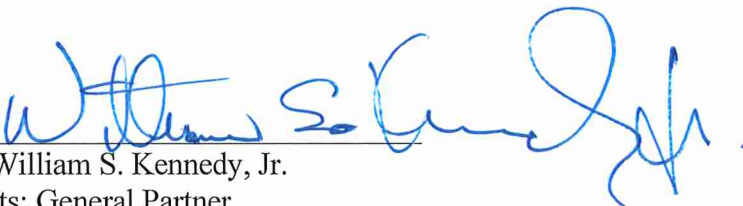
IN TESTIMONY WHEREOF, the parties have caused this Termination to be executed as of the day and year first above written.

SELLER:

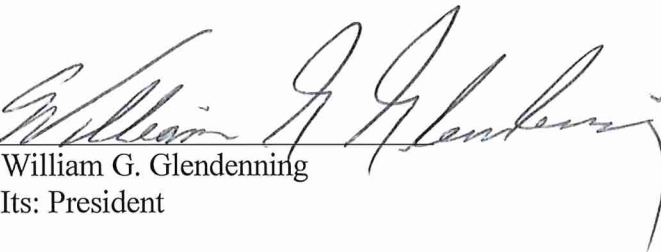
GLEDENNING FARMS, L.P.

By: 
William G. Glendenning
Its: General Partner

JOAN GLEDENNING KENNEDY FAMILY LIMITED PARTNERSHIP

By: 
William S. Kennedy, Jr.
Its: General Partner

WAG FARMS, INC.

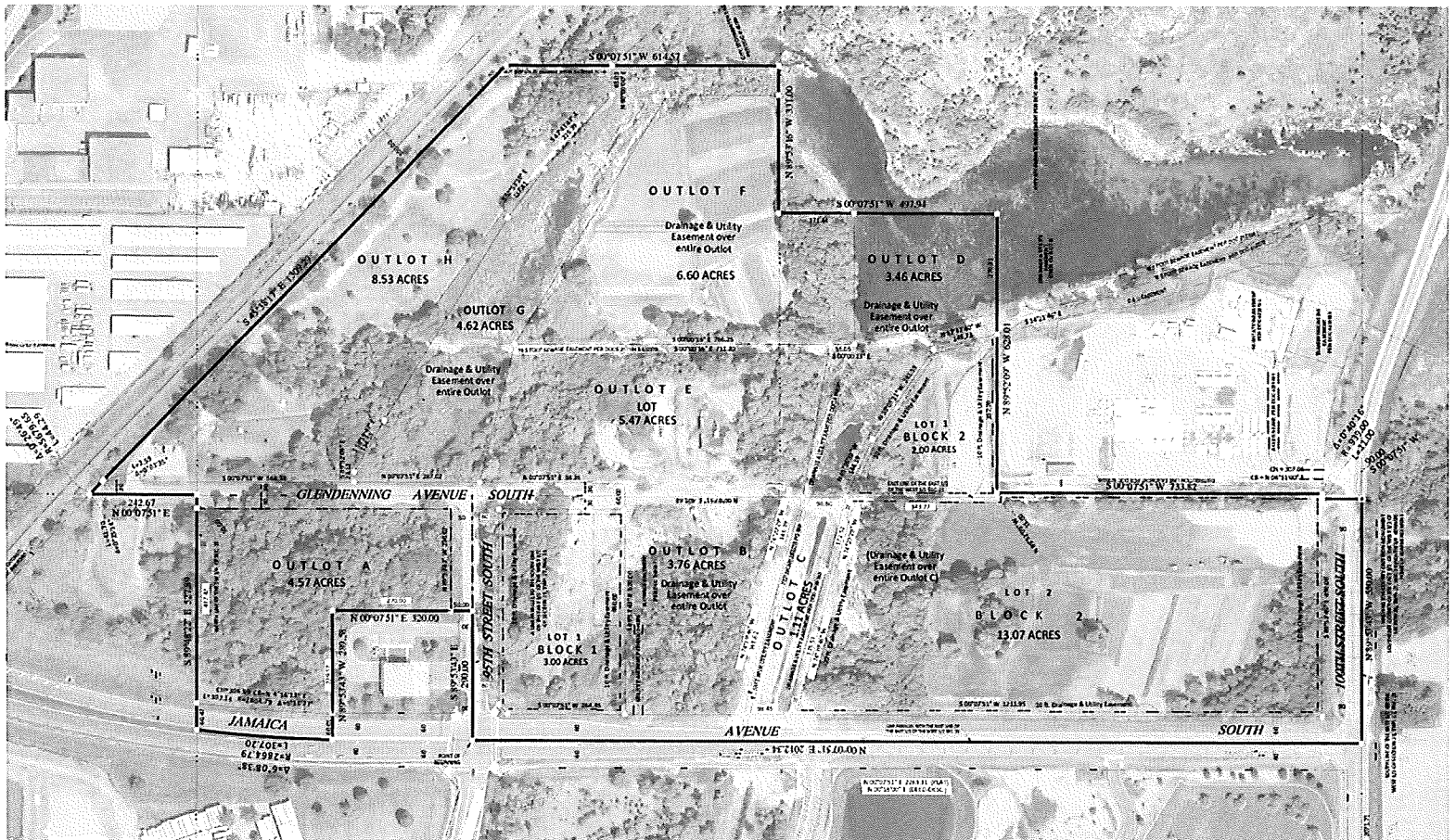
By: 
William G. Glendenning
Its: President

**CITY
CITY OF COTTAGE GROVE**

By: _____
Myron Bailey
Mayor

By: _____
Tamara Anderson
City Clerk

EXHIBIT A LEGAL DESCRIPTION OF PROPERTY



Real property located in Washington County, Minnesota, to be platted and legally described as follows:

Outlot C, Lake Flora Second Addition

Part of PID: 21.027.21.42.0009

Abstract Property

[Commitment legal description to govern]

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-158

A RESOLUTION APPROVING PURCHASE AGREEMENT WITH GLENDENNING FARMS, L.P., JOAN GLENDENNING KENNEDY FAMILY LIMITED PARTNERSHIP AND WAG FARMS, INC.

WHEREAS, Glendenning Farms, L.P., a Minnesota limited partnership, Joan Glendenning Kennedy Family Limited Partnership, a Minnesota limited partnership, and WAG Farms, Inc., a Minnesota corporation (“WAG”) and the Cottage Grove Economic Development Authority (“EDA”) desire to enter into a Purchase Agreement for approximately 21.38 acres of unimproved real property, located in the City of Cottage Grove, Minnesota, legally described as follows:

Outlots A, B, C, D, Lake Flora Second Addition

(the “Property”); and

WHEREAS, City desires to purchase property from WAG; and

WHEREAS, the Purchase Agreement describes and articulates the purchase of the Property from WAG and WAG agrees to accept the terms of the sale.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby does the following:

1. Approves the purchase of the Property from WAG; and the appropriate officials are authorized to take such action so as to effectuate such purchase.
2. Approves the Purchase Agreement, subject to minor modification as approved by the City Attorney, and the appropriate officials are authorized to take such action as to effectuate its execution and implementation.

Passed this 6th day of December, 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (“Agreement”) is made and entered into as of _____, 2023 (“Effective Date”), by and between Glendenning Farms, L.P., a Minnesota limited partnership, Joan Glendenning Kennedy Family Limited Partnership, a Minnesota limited partnership, and WAG Farms, Inc., a Minnesota corporation (individually and collectively “Seller”), and the City of Cottage Grove, a Minnesota municipal corporation (“City”).

RECITALS

- A. Seller is the fee owner of approximately _____ acres of unimproved real property, located in the City of Cottage Grove, Minnesota, depicted and legally described as follows:

Outlots A, B, C, D, Lake Flora Second Addition

(the “Property”).

- B. City desires to purchase the Property from Seller, and Seller desires to sell the same to City, all on the terms and conditions of this Agreement.

NOW, THEREFORE, Seller and City agree as follows:

1. **Sale.**

- 1.1. **Sale.** Subject to the terms and provisions of this Agreement, Seller shall sell to City, and City shall purchase from Seller, the Property.

- 1.2. **Purchase Price.** The purchase price to be paid by the City to WAG for the Property shall be Zero Dollars and 51.15/100 (\$0.5115) multiplied by approximately 931,151.101 square feet, (approx. 21.376 acres), calculated using the following square footages of each outlet:

Outlot A: 46,785.881

Outlot B: 150,713.207

Outlot C: 534,520.997

Outlot D: 199,131.016

as determined by the Survey (the “Purchase Price”). There shall be no setoff to the Purchase Price for a loss of square footage of the Property caused by wetland dedication, easement or roadway dedication or the like which may cause a portion of the Property to become unusable for the Proposed Use as herein defined. The Purchase Price of Four Hundred Seventy-Six Thousand, Two Hundred Eighty-Three and 79/100 Dollars (\$476,283.79) shall be paid on the Closing Date (as defined in Section 6), subject to those adjustments, prorations and credits described in this Agreement, in certified funds or by wire transfer pursuant to instructions

from WAG or Title. The Closing will occur at DCA Title, 750 Main Street, Suite 208, Mendota Heights, MN 55118 ("Title"), unless otherwise agreed to by the parties.

2. **Available Surveys, Tests, and Reports.** Within five (5) days of the Effective Date, Seller shall cause to be delivered to City to the extent same are in the possession and control of Seller: (a) copies of any surveys, soil tests and environmental reports previously conducted on the Property; (b) copies of leases associated with the Property, (c) copies of existing title work for the Property (the "Due Diligence Materials"). Seller makes no representations or warranties regarding the accuracy or completeness of the Due Diligence Materials. City acknowledges that the sale of the Property is "AS-IS", "WHERE IS," and "WITH ALL FAULTS", and that it is the obligation of City to conduct and complete its due diligence and investigations relating to the Property.
3. **City's Investigations.** For a period up to the Contingency Date, Seller shall allow City and City's agents access to the Property without charge and at all times for the purpose of City's investigation and testing of the Property, including surveying and testing of soil and groundwater ("City's Investigations"); provided, however, City shall not perform any invasive testing unless (a) Seller gives its prior approval of City's consultant that will perform the testing, which approval shall not be unreasonably withheld, conditioned or delayed, and (b) City gives Seller reasonable prior notice of such testing. City shall pay all costs and expenses of the City's Investigations and shall indemnify and hold Seller and the Property harmless from all costs and liabilities, including but not limited to mechanics' liens, relating to activities on the Property related to City's Investigations, however, City shall not be responsible for liens, liability, loss, expense or costs arising out of the discovery or presence of Hazardous Substances (as such term is defined in Section 9.1.8) on the Property or otherwise arising out of Seller's noncompliance with any Environmental Law (as such term is defined in Section 9.1.8) or other law or regulation. Seller shall have the right to accompany City during any of City's Investigations of the Property. If requested by Seller, City shall provide to Seller copies of all third-party, non-confidential written test results and reports conducted as part of City's Investigations. City shall pay all of the costs and expenses associated with City's Investigations, to cause to be released any lien on the Property arising as a result of City's Investigations and to repair and restore, at City's expense, any damage to the Property caused by City's Investigations. The indemnification obligations set forth herein shall survive termination or cancellation of this Agreement.
4. **Insurance; Risk of Loss.** Seller assumes all risk of destruction, loss, or damage to the Property prior to the Closing Date. If, prior to the Closing Date, all or any portion of the Property or access thereto is condemned, taken by eminent domain, or damaged by cause of any nature, or the Property is rendered untenable, Seller shall immediately give City notice of such condemnation, taking, or damage. After receipt of notice of such condemnation, taking or damage (from Seller or otherwise), City shall have the option (to be exercised within thirty (30) days after Seller's written notice) either (a) to require Seller to (i) convey the Property at Closing (as defined in Section 6) to City in its damaged condition, upon and subject to all of the other terms and conditions of this Agreement without reduction of the Purchase Price, (ii) assign to City at Closing all of Seller's right,

title and interest in and to any claims Seller may have to insurance proceeds, condemnation awards and/or any causes of action with respect to such condemnation or taking of or damage to the Property or access thereto, and (iii) pay to City at Closing by certified or official bank check all payments made prior to the Closing Date under such insurance policies or by such condemning authorities, or (b) to terminate this Agreement by giving notice of such termination to Seller, whereupon this Agreement shall be terminated, any amount previously paid by City to Seller shall be refunded to City and thereafter neither party shall have any further obligations or liabilities to the other. If the right to terminate this Agreement is not exercised within such thirty (30) day period, such right shall be deemed to have been waived. Seller shall not designate counsel, appear in, or otherwise act with respect to the condemnation proceedings without City's prior written consent, which consent shall not be unreasonably withheld.

5. **Contingencies.**

5.1. **City's Contingencies.**

5.1.1. Unless waived by City in writing, City's obligation to proceed to Closing shall be subject to (a) performance by Seller of its obligations hereunder, (b) the continued accuracy of Seller's representations and warranties provided in Section 9.1, and (c) City's satisfaction, in City's sole discretion, as to the contingencies described in this Section 5.1:

5.1.1.1. On or before the Contingency Date, City shall have determined, in its sole discretion, that it is satisfied with (a) the results of and matters disclosed by City's Investigations, physical inspection, surveys, soil tests, engineering inspections, hazardous substance and environmental reviews of the Property, and all other inspections and due diligence regarding the Property, including any association rules or regulations applicable to any of the Property or any Due Diligence Materials. If City has not terminated this Agreement on or before the Contingency Date, the contingency set forth in this paragraph shall be deemed waived.

5.1.1.2. On or before the Contingency Date, City shall have received from Title an irrevocable commitment to issue a title insurance policy for the Property in a form and substance satisfactory to City in City's sole discretion, not disclosing any encumbrance not acceptable to City in City's sole discretion. If City has not terminated this Agreement on or before the Contingency Date, the contingency set forth in this paragraph shall be deemed waived.

5.1.1.3. On or before the Contingency Date, City may obtain, at its own expense, a Survey for the Property certified to City and Title.

5.1.1.4. On or before the Closing Date, Seller shall have obtained releases

of the Property from any and all mortgages or other monetary liens affecting any of the Property.

- 5.1.1.5. On or before the Closing Date, Seller shall have obtained all valid, necessary and sufficient waivers, assignments, subordinations, non-disturbance, attornments, approvals, authorizations, estoppel certificates and consents of each and every party whose waiver, subordination, non-disturbance, attornment, approval, authorization, estoppel certificate or consent shall be required to transfer the Property and consummate the transactions contemplated by this Agreement.
- 5.1.1.6. On or before the Closing Date, Seller shall execute an assignment and assumption of surviving contracts, permits and licenses, warranties, and intangible property conveying to City with warranties the surviving contracts, permits and licenses, warranties and intangible property, free and clear of all encumbrances, together with the consent of all parties having the right to consent to such assignment, if necessary.
- 5.1.1.7. On or before the Closing Date, Seller shall execute a Bring-Down Certificate certifying that all of the warranties and representations made by Seller in this Agreement remain true as of the date of closing.
- 5.1.1.8. On or before the Closing Date, the termination or elimination of any and all option to purchase rights, Rights of First Refusal, or Rights of First Offer related to the Property to the satisfaction of the City.
- 5.1.1.9. Within five (5) days of the Effective Date, Seller has executed a Right of Entry for the City to have complete access to the Property.
- 5.1.1.10. Within five (5) days of the Effective Date, Seller has executed a Right of Entry from the Property to Lot 1, Block 2, Lake Flora Second Addition.
- 5.1.1.11. On or before Closing Date, City, at the expense of the City, shall have received Final Plat approval of Lake Flora Second Addition (the "Plat").
- 5.1.1.12. On or before the Closing Date, Seller shall remove all personal property from the Property.

The foregoing contingencies are for City's sole and exclusive benefit and one (1) or more may be waived in writing by City in its sole discretion, or by the passage

of time as set forth hereinabove. Seller shall reasonably cooperate with City's efforts to satisfy such contingencies, at no out of pocket cost to Seller or assumption of any obligation or liability by City. City shall bear all cost and expense of satisfying City's contingencies. If any of the foregoing contingencies have not been satisfied on or before the applicable date, then this Agreement may be terminated, at City's option, by written notice from City to Seller. If City terminates this Agreement as a result of a failure of a City contingency prior to the applicable date, neither Seller nor the City shall be liable to the other for any further obligations under this Agreement (except for such obligations as survive termination of this Agreement). Such written notice must be given on or before the applicable date set forth herein above for such contingency, or City's right to terminate this Agreement pursuant to such contingency shall be waived. Upon termination, neither party shall have any further rights or obligations against the other regarding this Agreement or the Property, except for such obligations that survive termination of this Agreement.

5.1.2. If City elects not to exercise any of the contingencies set out herein, such election may not be construed as limiting any representations or obligations of Seller set out in this Agreement. Further, City shall not be deemed to have waived any of the foregoing contingencies on account of its execution of this Agreement.

5.1.3. As used in this Agreement, the "Contingency Date" shall mean the Closing Date.

5.2. **Seller's Contingencies.** Seller's obligation to proceed to Closing shall be subject to the satisfaction, on or prior to the Closing Date, of each of the following conditions:

5.2.1. City shall have performed and satisfied all agreements, covenants and conditions required pursuant to this Agreement to be performed and satisfied by or prior to the Closing Date.

5.2.2. All representations and warranties of City contained in this Agreement shall be accurate as of the Closing Date.

5.2.3. There shall be no uncured default by City of any of its obligations under this Agreement as of the Closing Date, not otherwise waived by Seller.

If any contingency contained in this Section 5.2 has not been satisfied on or before the date described herein, and if no date is specified, then the Closing Date, then this Agreement may be terminated by written notice from Seller to City. If termination occurs all documents deposited by City shall be immediately returned to City, and all documents deposited by Seller shall be immediately returned to Seller and neither party will have any further rights or obligations with respect to this Agreement or the Property, except for such obligations that survive termination

of this Agreement. All the contingencies in this Section 5.2 are specifically for the benefit of Seller, and Seller shall have the right to waive any contingency in this Section 5.2 by written notice to City.

6. **Closing.** The Closing of the purchase and sale contemplated by this Agreement (“Closing”) shall occur on or before December 31, 2023 (“Closing Date”). Seller agrees to deliver legal and actual possession of the Property to City on the Closing Date.

- 6.1. **Seller’s Closing Documents and Deliveries.** On the Closing Date, Seller shall execute and/or deliver, as applicable, to City the following:

6.1.1. **Deed.** A warranty deed, with state deed tax paid, conveying title to the Property to City, free and clear of all encumbrances, except the Permitted Encumbrances (the “Deed”).

6.1.2. **Assignment and Assumption of Contracts, Permits and Licenses.** Seller shall execute an assignment and assumption of surviving contracts, permits and licenses, warranties, and intangible property conveying to City with warranties the surviving contracts, permits and licenses, warranties and intangible property, free and clear of all encumbrances, together with the consent of all parties having the right to consent to such assignment, if necessary.

6.1.3. **FIRPTA Affidavit.** An affidavit of Seller certifying that Seller is not a “foreign person”, “foreign partnership”, foreign trust”, “foreign estate” or “disregarded entity” as those terms are defined in Section 1445 of the Internal Revenue Code of 1986, as amended.

6.1.4. **Seller’s Affidavit.** A standard owner’s affidavit (ALTA form) from Seller which may be reasonably required by Title to issue an owner’s policy of title insurance with respect to the Property with the so-called “standard exceptions” deleted.

6.1.5. **Bring-Down Certificate.** A certificate dated as of the Closing Date, signed by an authorized officer of Seller, certifying that the representations and warranties of Seller contained in this Agreement are true as of the Closing Date (“Bring-Down Certificate”).

6.1.6. **Settlement Statement.** A settlement statement with respect to this transaction.

6.1.7. **General Deliveries.** All other documents reasonably determined by Title to be necessary to transfer the Property to City and to evidence that Seller (a) has satisfied all indebtedness with respect thereto, (b) has obtained such termination statements or releases from such secured creditors as may be necessary to ensure that the Property is subject to no liens or encumbrances, (c) has obtained all consents from third parties necessary to effect the terms

of this Agreement, including, without limitation, the consents of all parties holding an interest in the Property, (d) has provided such other documents as are reasonably determined by Title to be necessary to issue policies of title insurance to City with respect to the Property with the so-called "standard exceptions" deleted, and (e) has duly authorized the transactions contemplated hereby.

6.2. **City Closing Documents and Deliveries.** On the Closing Date, City shall execute and/or deliver, as applicable, to Seller the following:

6.2.1. **Payment of Purchase Price.** The Purchase Price, in accordance with the terms of Section 1.2.

6.2.2. **FIRPTA Affidavit.** An affidavit of City certifying that City is not a "foreign person", "foreign partnership", foreign trust", "foreign estate" nor a "disregarded entity" as those terms are defined in Section 1445 of the Internal Revenue Code of 1986, as amended.

6.2.3. **City's Affidavit.** A standard owner's affidavit (ALTA form) from City which may be reasonably required by Title to issue an owner's policy of title insurance with respect to the Property with the so-called "standard exceptions" deleted.

6.2.4. **Bring-Down Certificate.** A certificate dated as of the Closing Date, signed by an authorized officer of City, certifying that the representations and warranties of City contained in this Agreement are true as of the Closing Date.

6.2.5. **Settlement Statement.** A settlement statement with respect to this transaction.

6.2.6. **General Deliveries.** All other documents reasonably determined by Title to be necessary to evidence that City has duly authorized the transactions contemplated hereby and evidence the authority of City to enter into and perform this Agreement and the documents and instruments required to be executed and delivered by City pursuant to this Agreement, or may be required of City under applicable law, including any purchaser's affidavits or revenue or tax certificates or statements.

7. **Prorations.** Seller and City agree to the following prorations and allocation of costs regarding this Agreement:

7.1. **Title Evidence, Survey and Closing Fee.** Seller will pay all costs of the Commitment with respect to the Property. City will pay all costs of the Survey, if any, and all premiums for any title insurance policy it desires with respect to the Property. City and Seller shall each pay one half (1/2) of any reasonable closing fee

or charge imposed by Title.

- 7.2. **Transfer Taxes.** Seller shall pay all state deed tax and conservation fee regarding the Deed.
- 7.3. **Recording Costs.** Seller will pay the cost of recording all documents necessary to place record title to the Property in Seller including, but not limited to, costs of recording any documents necessary to cure any Objections, as hereinafter defined. Seller will pay all costs to prepare the Deed. City will pay all recording costs with respect to the recording of the Deed and Plat.
- 7.4. **Real Estate Taxes and Special Assessments.** General real estate taxes applicable to any of the Property due and payable in the year of Closing shall be prorated between Seller and City on a daily basis as of 12:00 a.m. CT on the Closing Date based upon a calendar fiscal year, with Seller paying those allocable to the period prior to the Closing Date and City being responsible for those allocable to the Closing Date and subsequent thereto. Except as set forth herein with regard to special assessments associated with City's development of the Property, Seller shall pay in full all special assessments (and charges in the nature of or in lieu of such assessments) levied, pending, postponed or deferred with respect to any of the Property as of the Closing Date. City shall be responsible for any special assessments that are levied or become pending against the Property after the Closing Date. Notwithstanding anything to the contrary set forth herein, in the event that there are special assessments levied against the Property after the Effective Date, which special assessment relate to City's development of the Property, such special assessments shall be assumed by City at Closing.
- 7.5. **Attorneys' Fees.** Seller and City shall each pay its own attorneys' fees incurred in connection with this transaction.
- 7.6. **Survival.** The obligations set forth in this Section 7 survive the Closing.
8. **Title Examination.** Within a reasonable time following the Effective Date, City shall obtain the following: (i) a commitment for an owner's title insurance policy (ALTA Form 2006) issued by Title for the Property, and copies of all encumbrances described in the commitment ("Commitment"); and, if it desires, (ii) an ALTA-certified survey bearing the legal description of the Property, and showing the area, dimensions and location of the Property ("Survey") (the Survey together with the Commitment shall be known as the "Title Evidence").
 - 8.1. **City's Objections.** Within twenty (20) calendar days after City's receipt of the last of the Title Evidence, City may make written objections ("Objections") to the form or content of the Title Evidence. The Objections may include without limitation, any easements, restrictions or other matters which may interfere with City's intended use of the Property or matters which may be revealed by the Survey. Any matters reflected on the Commitment which are not objected to by City within such

time period shall be deemed to be permitted encumbrances ("Permitted Encumbrances"). City shall have the renewed right to object to the Commitment as the same may be revised or endorsed from time to time.

- 8.2. **Seller's Cure.** Seller shall be allowed twenty (20) calendar days after the receipt of City's Objections to cure the same but shall have no obligation to do so. If such cure is not completed within said period, or if Seller elects not to cure such Objections, City shall have the option to do any of the following:

8.2.1. Terminate this Agreement with respect to all of the Property.

8.2.2. Waive one (1) or more of its Objections and proceed to Closing.

If City so terminates this Agreement, neither Seller nor City shall be liable to the other for any further obligations under this Agreement and any amount previously paid by City to Seller shall be refunded to City.

9. **Warranties and Representations.**

- 9.1. **By Seller.** Seller warrants and represents the following to City, and acknowledges that City has relied on such representations and warranties in agreeing to enter into this Agreement:

9.1.1. Glendenning Farms, L.P. is a limited partnership, Joan Glendenning Kennedy Family Limited Partnership is a limited partnership and WAG Farms, Inc. is a corporation, and all are duly organized and in good standing under the laws of the state of Minnesota and is not in violation of any provisions of its company documents or its operating agreement.

9.1.2. This Agreement has been duly executed and delivered and constitutes the legal, valid and binding obligation of Seller enforceable in accordance with its terms. Seller has the requisite power and authority to enter into and perform this Agreement and the documents and instruments required to be executed and delivered by Seller pursuant hereto. This Agreement and the documents and instruments required to be executed and delivered by Seller pursuant hereto have each been duly authorized by Seller and such execution, delivery and performance does and will not conflict with or result in a violation of any judgment or order.

9.1.3. The execution, delivery and performance by Seller of this Agreement will not (a) violate any provision of any law, statute, rule or regulation or any order, writ, judgment, injunction, decree, determination or award of any court, governmental agency or arbitrator presently in effect having applicability to Seller, or (b) result in a breach of or constitute a default under any indenture, loan or credit agreement or any other agreement, lease or instrument to which Seller is a party or by which it or any of its

properties may be bound.

- 9.1.4. To Seller's knowledge, except as contemplated herein, no order, consent, approval, license, authorization or validation of, or filing, recording or registration with, or exemption by, any governmental or public body or authority, or any other entity, is required on the part of Seller to authorize, or is required in connection with, the execution, delivery and performance of, or the legality, validity, binding effect or enforceability of, this Agreement.
- 9.1.5. To Seller's knowledge, there are no actions, suits or proceedings pending or threatened against or affecting Seller or the Property, before any court or arbitrator, or any governmental department, board, agency or other instrumentality which in any of the foregoing (a) challenges the legality, validity or enforceability of this Agreement, or (b) if determined adversely to Seller, would have a material adverse effect on the ability of Seller to perform its obligations under this Agreement.
- 9.1.6. To Seller's knowledge, there are no wells or sewage treatment systems located on any portion of the Property. To Seller's knowledge, there has been no methamphetamine production on or about any portion of the Property. To Seller's knowledge, the sewage generated by the Property, if any, goes to a facility permitted by the Minnesota Pollution Control Agency and there is no "individual sewage treatment system" (as defined in Minnesota Statutes § 115.55, Subd. 1(g)) located on the Property.
- 9.1.7. Seller is not a "foreign person," "foreign corporation," "foreign trust," "foreign estate" or "disregarded entity" as those terms are defined in Section 1445 of the Internal Revenue Code.
- 9.1.8. To Seller's knowledge, except as may be disclosed as part of the Due Diligence Materials, (i) no condition exists on the Property that may support a claim or cause of action under any Environmental Law (as defined below) and there are no Hazardous Substances (as defined below) on the Property, (ii) there has been no release, spill, leak or other contamination or otherwise onto the Property, and (iii) there are no restrictions, clean ups or remediation plans regarding the Property. To Seller's knowledge, except as may be disclosed as part of the Due Diligence Materials, there is no buried waste or debris on any portion of the Property. "Environmental Law" shall mean (a) the Comprehensive Environmental Response Compensation and Liability Act of 1980, 42 U.S.C. § 9601-9657, as amended, or any similar state law or local ordinance, (b) the Resource Conservation and Recovery Act of 1976, 42 U.S.C. § 6901, et seq., (c) the Federal Water Pollution Control Act, 33 U.S.C. § 1251 et seq., (d) the Clean Air Act, 42 U.S.C. § 7401, et seq., (e) the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., (f) the Safe

Drinking Water Act, 42 U.S.C. § 300(f) et seq., (g) any law or regulation governing aboveground or underground storage tanks, (h) any other federal, state, county, municipal, local or other statute, law, ordinance or regulation, including, without limitation, the Minnesota Environmental Response and Liability Act, Minn. Stat. § 115B.01, et seq., (i) all rules or regulations promulgated under any of the foregoing, and (j) any amendments of the foregoing. "Hazardous Substances" shall mean polychlorinated biphenyls, petroleum, including crude oil or any fraction thereof, petroleum products, heating oil, natural gas, natural gas liquids, liquefied natural gas or synthetic gas usable for fuel, and shall include, without limitation, substances defined as "hazardous substances," "toxic substances," "hazardous waste," "pollutants or contaminants" or similar substances under any Environmental Law.

- 9.1.9. There are no unrecorded contracts of any nature or type relating to, affecting or serving the Property, to which the Seller is a party.
- 9.1.10. There will be no indebtedness attributable to the Property which will remain unpaid after the Closing Date.

The representations, warranties and other provisions of this Section 9.1 shall survive Closing for a period of one (1) year from the Closing Date; provided, however that Seller shall have no liability with respect to a breach of the representations and warranties set forth in this Agreement if City has actual knowledge of Seller's breach thereof prior to Closing and City consummates the acquisition of the Property as provided herein.

City acknowledges and agrees that, except as expressly specified in this Section 9 of this Agreement, Seller has not made, and Seller hereby specifically disclaims, any representation, warranty or covenant of any kind, oral or written, expressed or implied, or rising by operation of law, with respect to the Property, including but not limited to, any warranties or representations as to the habitability, merchantability, fitness for a particular purpose, title, zoning, tax consequences, physical or environmental condition, utilities, valuation, governmental approvals, the compliance of the Property with governmental laws, the truth, accuracy or completeness of any information provided by or on behalf of Seller to City, or any other matter or item regarding the Property. City agrees to accept the Property and acknowledges that the sale of the Property as provided for herein is made by Seller on an "AS IS," "WHERE IS," and "WITH ALL FAULTS" basis. The limitations set forth in this paragraph shall survive the Closing and shall not merge in the deed.

- 9.2. **By City.** City warrants and represents the following to Seller, and acknowledges that Seller has relied on such representations and warranties in agreeing to enter into this Agreement:

- 9.2.1. City has all requisite authority to enter into this Agreement and to perform

all of its obligations under this Agreement.

- 9.2.1. The execution, delivery and performance by City of this Agreement will not (a) violate any provision of any law, statute, rule or regulation or any order, writ, judgment, injunction, decree, determination or award of any court, governmental agency or arbitrator presently in effect having applicability to City, (b) violate or contravene any provision of the articles of incorporation or bylaws of City, or (c) result in a breach of or constitute a default under any indenture, loan or credit agreement or any other agreement, lease or instrument to which City is a party or by which it or any of its properties may be bound.

The representations, warranties and other provisions of this Section 9.2 shall survive Closing; provided, however, City shall have no liability with respect to any breach of a particular representation or warranty if Seller shall fail to notify City in writing of such breach within one (1) year after the Closing Date.

10. **Additional Obligations of Seller.**

- 10.1. **Licenses and Permits.** Seller shall transfer to City all transferable rights, if any, in any permits or licenses held by Seller with respect to the Property.
- 10.2. **Condition of Property at Closing.** On the Closing Date, Seller shall deliver to City exclusive vacant possession of the Property, as-is and where is, and shall have no obligation to remove or cause to be removed any personal Property, building material, or any other items incidentally located upon, at, or within the Property.
- 10.3. **Further Assurances.** From and after the Closing Date, Seller agrees to execute, acknowledge and deliver to City such other documents or instruments of transfer or conveyance as may be reasonably required to carry out its obligations pursuant to this Agreement.
- 10.4. **Non-Assumption of Contracts or Other Obligations.** The parties understand and agree that City is only acquiring certain of Seller's real Property assets and that this Agreement and any related agreements shall not be construed to be in any manner whatsoever an assumption by City of any agreements, indebtedness, obligations or liabilities of Seller which are owing with respect to the operation of the Property prior to the Closing Date.
- 10.5. **Mortgages.** On or before the Closing Date, Seller shall satisfy all mortgage and/or lien indebtedness with respect to all or any portion of the Property and shall obtain recordable releases of the Property from any and all such mortgages or other liens affecting all or any portion of the Property. Notwithstanding the foregoing, Seller shall not be obligated to satisfy any liens that result from the City's Investigations.
- 10.5. **Marketing.** At all times prior to the Closing Date, Seller shall not negotiate in any

manner for the sale or transfer of the Property with any third party.

11. **Broker.** It is acknowledged that there is not a broker for either party.
12. **Notice.** Any notice to be given by one party hereto shall be personally delivered (including messenger delivery) or be sent by registered or certified mail, or by a nationally recognized overnight courier which issues a receipt, in each case postage prepaid, to the other party at the addresses in this Section (or to such other address as may be designated by notice given pursuant to this Section), and shall be deemed given upon personal delivery, three (3) days after the date postmarked or one (1) business day after delivery to such overnight courier.

If to City: City of Cottage Grove
Attn: Jennifer Levitt, City Administrator
12800 Ravine Parkway South
Cottage Grove, MN 55016

with a copy to: Korine L. Land
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121

If to Seller: Glendenning Farms, L.P. and
WAG Farms, Inc.
1941 Ford Parkway #304
St. Paul, MN 55116
Attn: Gordon Glendenning

Joan Glendenning Kennedy Family Limited Partnership
7437 Queensland Lane North
Maple Grove, MN. 55311
Attn: William S. Kennedy, Jr.

13. **Default; Remedies.** If either Seller or City fails to perform any of their respective obligations under this Agreement in accordance with its terms, and such failing party does not cure such failure within thirty (30) days after written notice thereof from the other party (provided that no notice or cure period shall be required for obligations to be performed at Closing), then the other party shall have the right to terminate this Agreement by giving the failing party written notice of such election. In the case of any default by City, Seller's sole and exclusive remedy shall be termination of this Agreement as provided above. City shall also have the right to specifically enforce this Agreement. In any action or proceeding to enforce this Agreement or any term hereof, the prevailing party shall be entitled to recover its reasonable costs and attorneys' fees.
14. **Cumulative Rights.** No right or remedy conferred or reserved to Seller or City is intended to be exclusive of any other right or remedy herein or by law provided, but each shall be cumulative in and in addition to every other right or remedy existing at law, in equity or by statute, now or hereafter.
15. **Entire Agreement; Modification.** This written Agreement constitutes the complete agreement between the parties with respect to this transaction and supersedes any prior oral or written agreements between the parties regarding this transaction. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in a writing executed by the parties.
16. **Binding Effect; Survival.** This Agreement binds and benefits the parties and their respective successors and assigns. All representations and warranties, and indemnification obligations of the parties hereto shall survive the Closing.

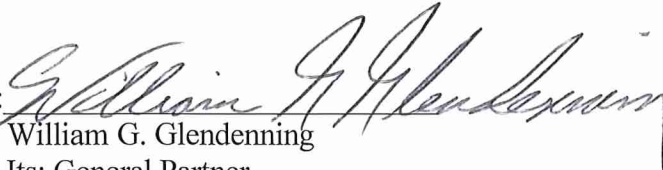
17. **City's Assignment.** Following the occurrence of the Contingency Date, City may assign this Agreement without the prior written consent of the Seller (but with written notice to Seller). No assignment shall relieve City from its obligations under this Agreement.
18. **Governing Law.** The provisions of this Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any legal action related to this Agreement shall be venued in Washington County District Court.
19. **Rules of Interpretation.** The words "herein" and "hereof" and words of similar import, without reference to any particular section or subdivision, refer to this Agreement as a whole rather than any particular section or subdivision hereof. References herein to any particular section or subdivision hereof are to the section or subdivision of this Agreement as originally executed.
20. **Titles of Sections.** Any titles of the sections, or any subsections, of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
21. **Counterparts; Facsimiles.** This Agreement may be executed in any number of counterparts, and all of the signatures to this Agreement taken together shall constitute one and the same agreement, and any of the parties hereto may execute such agreement by signing any such counterpart. Facsimile or "PDF" signatures on this Agreement shall be treated as originals.
22. **Represented by Counsel.** Each party confirms that it has had the opportunity to be represented and advised by counsel in this transaction.
23. **Time of the Essence.** Time is of the essence of this Agreement.

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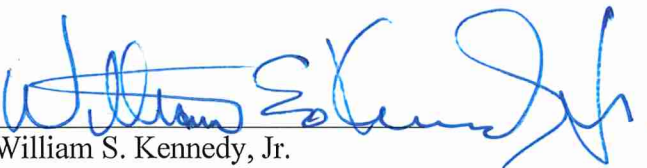
IN AGREEMENT, the parties hereto have hereunto set their hands as of the date hereinbefore first written.

SELLER:

GLENDENNING FARMS, L.P.

By: 
William G. Glendenning
Its: General Partner

JOAN GLENDENNING KENNEDY FAMILY LIMITED PARTNERSHIP

By: 
William S. Kennedy, Jr.
Its: General Partner

WAG FARMS, INC.

By: 
William G. Glendenning
Its: President

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its: Mayor

By: _____
Tamara Anderson
Its: City Clerk

EXHIBIT A
Legal Description

Real property located in Washington County, Minnesota, to be platted and legally described as follows:

Outlots A-D, Lake Flora Second Addition

Abstract Property

[Commitment legal description to govern]

FIRST AMENDMENT TO YARDWASTE FACILITY AGREEMENT

THIS FIRST AMENDMENT TO YARDWASTE FACILITY AGREEMENT (this “First Amendment”) is entered into as of _____, 2023 (the “Effective Date”), by and between the City of Cottage Grove, a Minnesota municipal corporation (“City”), and Rumpca Companies, Inc., a Minnesota corporation (“Rumpca”).

RECITALS

Recital No. 1. City and Rumpca entered into that certain Agreement Between the City of Cottage Grove and Rumpca Companies, Inc. for Operation and Maintenance of Yardwaste Facility, dated August 17, 2022, to allow Rumpca to operate and maintain a site for receiving, storage, debuggging, composting, transferring, and processing of Yardwaste and other materials (“Agreement”), located on real property controlled by the City and depicted and described on Exhibit A to the Agreement (“Original Property”).

Recital No. 2. The City sent a termination notice to Rumpca on October 17, 2023, that required Rumpca to remove all of its personal property, including any finished compost, unprocessed materials, equipment, tools, supplies and other materials necessary to operate its business (“Personal Property”) from the Original Property no later than February 1, 2024.

Recital No. 3. In lieu of termination, the parties have agreed upon a new location for the Yardwaste Facility, which is depicted and legally described on a new Exhibit A, attached hereto.

Recital No. 4. Rumpca agrees to remove all of its Personal Property from the Original Property no later than March 1, 2024.

Recital No. 5. The City agrees that Rumpca may begin moving its Personal Property from the Original Property to the new property on Exhibit A beginning December 7, 2023.

NOW, THEREFORE, in consideration of the mutual promises and covenants of each to the other contained in this First Amendment and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto do covenant and agree as follows:

1. The entire Agreement is hereby incorporated into this First Amendment, except as modified below.
2. The Recitals are hereby incorporated into this First Amendment.
3. Exhibit A of the Agreement shall be removed and replaced in its entirety with the attached Exhibit A.
4. Except as provided for above, the terms and provisions of the Agreement shall remain in full force and effect.

5. This First Amendment and all disputes or controversies arising out of or relating to this First Amendment, or the transactions contemplated hereby shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota, without regard to the laws of any other jurisdiction that might be applied because of the conflicts of laws principles of the State of Minnesota.
6. Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Developer or its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statutes, Chapter 466.
7. This First Amendment may be executed in two or more counterparts, all of which shall be considered one and the same instrument and shall become effective when one or more counterparts have been signed by the parties and delivered to the other parties.
8. This First Amendment shall not be amended, modified or supplemented, except by a written instrument signed by an authorized representative of each party.

[remainder of page intentionally blank]

IN AGREEMENT, the parties hereto have hereunto set their hands as of the Effective Date.

CITY OF COTTAGE GROVE

By _____
Myron Bailey
Its Mayor

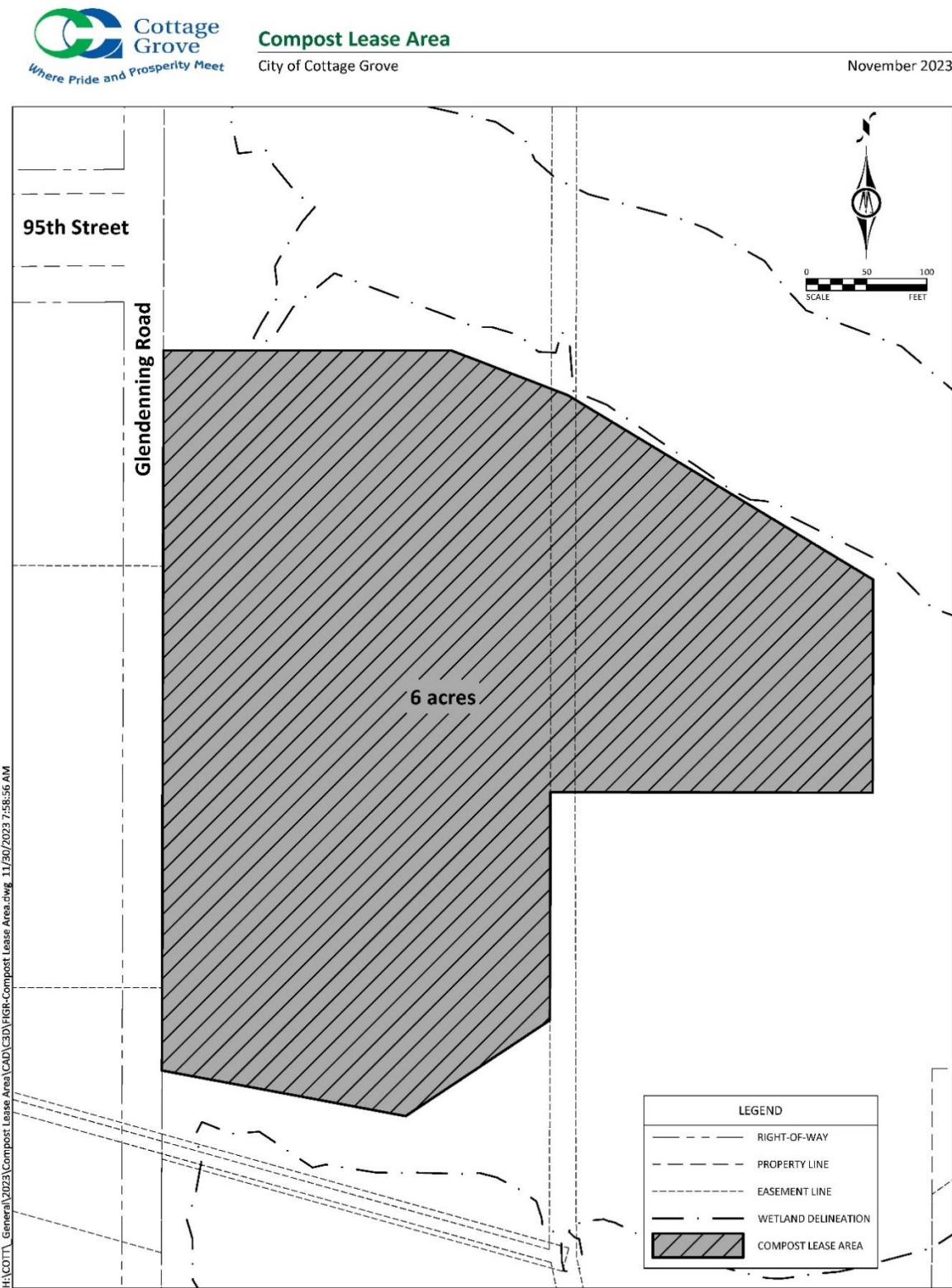
By _____
Tamara Anderson
Its City Clerk

RUMPCA COMPANIES, INC.

By _____
Raymond Rumpca
Its Vice President

EXHIBIT A
DEPICTION AND LEGAL DESCRIPTION OF PROPERTY

To be platted as Outlot C, Lake Flora Second Addition



TEMPORARY DRAINAGE AND UTILITY EASEMENT

THIS TEMPORARY DRAINAGE AND UTILITY EASEMENT AGREEMENT (“Easement”) is made, granted and conveyed this _____ day of _____, 2022, by and between Glendenning Farms, L.P., a Minnesota limited partnership, Joan Glendenning Kennedy Family Limited Partnership, a Minnesota limited partnership, and WAG Farms, Inc., a Minnesota corporation (individually and collectively “Landowner”), and the City of Cottage Grove, a Minnesota municipal corporation (“City”).

PROPERTY DESCRIPTION

Landowner owns real property in Washington County, Minnesota legally described as follows:

Lot 1, Block 2, Lake Flora Second Addition

Abstract Property

(the “Landowner’s Property”).

TEMPORARY DRAINAGE AND UTILITY EASEMENT DESCRIPTION

The Landowner in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the City, its successors and assigns the following:

A temporary easement for utility and drainage purposes and all such purposes ancillary, incident or related thereto (“Temporary Easement”) under, over, across, through and upon the real property identified and legally described on Exhibit A and depicted on Exhibit B (“Temporary Easement Area”), attached hereto and incorporated herein by reference.

EXEMPT FROM STATE DEED TAX

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Temporary Easement Area at all reasonable times for the purposes of reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Temporary Easement; and
- (b) To maintain the Temporary Easement Area, any City improvements and any underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Temporary Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, maintenance of the utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Temporary Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Temporary Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and contaminants which may have existed on, or which relate to, the Temporary Easement Area or the Landowner's Property prior to the date hereof.

This Easement shall terminate upon removal of the public infrastructure from the Temporary Easement Area.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statutes, Chapter 466.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that it is well seized in fee of the Landowner's Property described above and the Temporary Easement Area described on Exhibit A and depicted on Exhibit B and has good right to grant and convey the Temporary Easement herein to the City.

This Easement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

This Easement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

IN TESTIMONY WHEREOF, the parties have caused this Easement to be executed as of the day and year first above written.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Mayor

By: _____
Tamara Anderson
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this ____ day of _____, 2023, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and the City Clerk of the City of Cottage Grove, the Minnesota municipal corporation named in the foregoing instrument, and that it was signed on behalf of said municipal corporation by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

LANDOWNER:
WAG Farms, Inc.

By: _____
William G. Glendenning
Its: President

[illegible]

The foregoing instrument was executed this ____ day of _____, 2023,
by William G. Glendenning, the President of WAG Farms, Inc., a Minnesota corporation, on
behalf of the corporation.

Notary Public

Glendenning Farms, L.P.

By: _____
William G. Glendenning
Its: General Partner

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was executed this ____ day of _____, 2023, by William G. Glendenning, the General Partner of Glendenning Farms, L.P, a Minnesota limited partnership, on behalf of the partnership.

Notary Public

Joan Glendenning Kennedy Family Limited Partnership

By: _____
William S. Kennedy, Jr.
Its: General Partner

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was executed this ____ day of _____, 2023,
by William S. Kennedy, Jr., the General Partner of Joan Glendenning Kennedy Family Limited
Partnership, on behalf of the partnership.

Notary Public

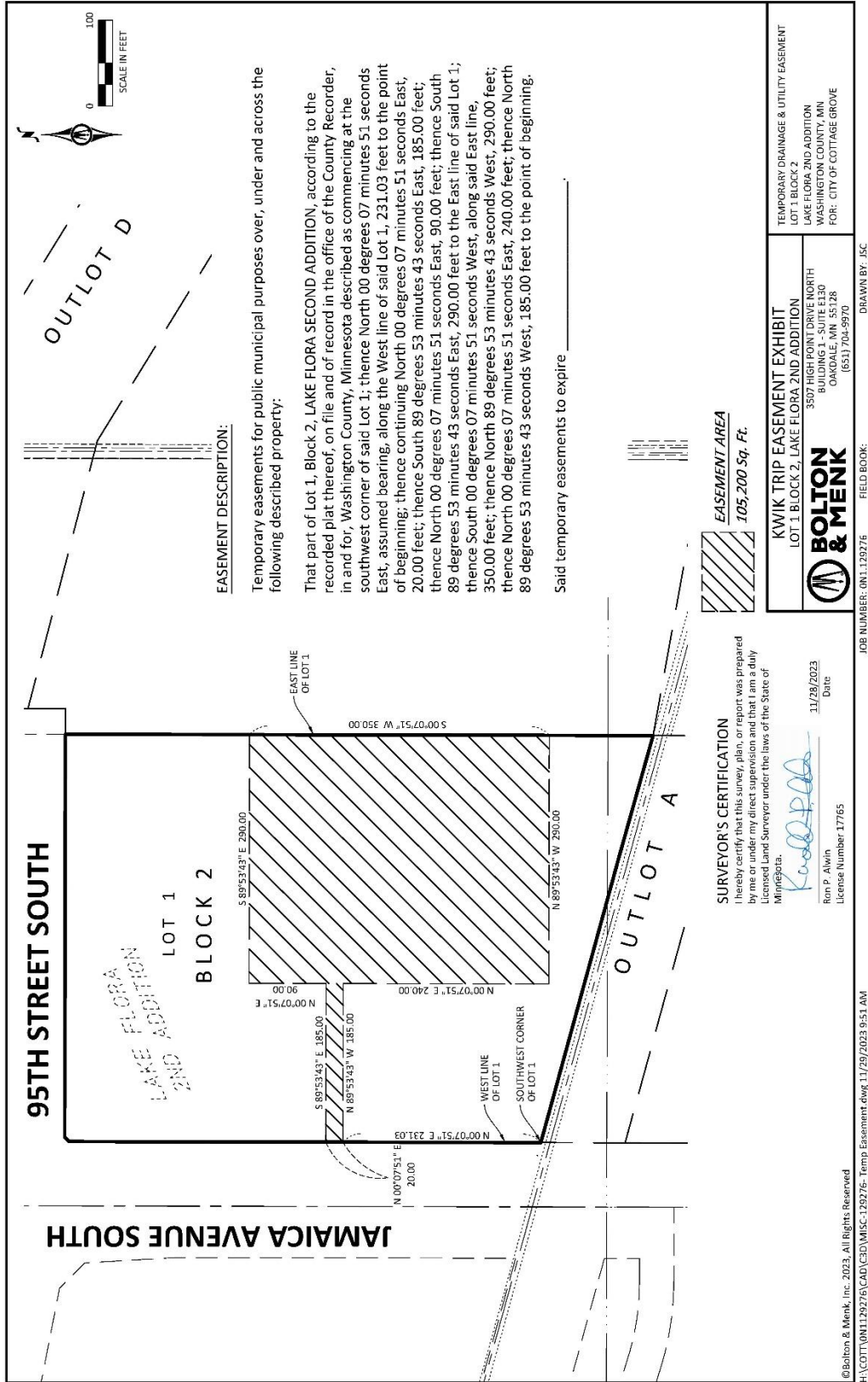
**THIS INSTRUMENT DRAFTED BY AND
AFTER RECORDING PLEASE RETURN TO:**

Korine Land, #262432
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121
(651) 451-1831

EXHIBIT A
LEGAL DESCRIPTION OF TEMPORARY EASEMENT AREA

Temporary easements for public municipal purposes over, under and across that part of Lot 1, Block 2, LAKE FLORA SECOND ADDITION, according to the recorded plat thereof, on file and of record in the office of the County Recorder, in and for, Washington County, Minnesota described as commencing at the southwest corner of said Lot 1; thence North 00 degrees 07 minutes 51 seconds East, assumed bearing, along the West line of said Lot 1, 231.03 feet to the point of beginning; thence continuing North 00 degrees 07 minutes 51 seconds East, 20.00 feet; thence South 89 degrees 53 minutes 43 seconds East, 185.00 feet; thence North 00 degrees 07 minutes 51 seconds East, 90.00 feet; thence South 89 degrees 53 minutes 43 seconds East, 290.00 feet to the East line of said Lot 1; thence South 00 degrees 07 minutes 51 seconds West, along said East line, 350.00 feet; thence North 89 degrees 53 minutes 43 seconds West, 290.00 feet; thence North 00 degrees 07 minutes 51 seconds East, 240.00 feet; thence North 89 degrees 53 minutes 43 seconds West, 185.00 feet to the point of beginning.

EXHIBIT B **DEPICTION OF TEMPORARY EASEMENT AREA**



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this ____ day of _____, 2023, by the City of Cottage Grove, a Minnesota municipal corporation (“City”), and Glendenning Farms, L.P. a Minnesota limited partnership, Joan Glendenning Kennedy Family Limited Partnership, a Minnesota limited partnership and WAG Farms, Inc., a Minnesota corporation (individually and collectively “WAG”).

WHEREAS, WAG is the fee owner of the real property located in the City of Cottage Grove, County of Washington, State of Minnesota, legally described as:

To be platted as Lot 2, Block 1, Lake Flora Second Addition

Abstract Property

(“WAG’s Property”); and

WHEREAS, the City desires to sell WAG’s Property and the parties desire to enter into this Memorandum of Understanding to memorialize the terms.

NOW THEREFORE, it is hereby acknowledged and agreed upon by the parties that:

1. The City will aggressively pursue securing a buyer for WAG’s Property.
2. If the City is unable to secure a buyer for WAG’s Property, as evidenced by a purchase agreement or as consummated in a sale, by December 1, 2027, then the City shall enter into a Purchase Agreement and purchase WAG’s Property for \$0.90/square foot.

It is understood and agreed that the entire agreement of the parties is contained in this Memorandum of Understanding and that this document and agreements include all oral agreements, representations, and negotiations between the parties.

[The remainder of this page was intentionally left blank.]

CITY:

CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Mayor

By: _____
Tamara Anderson
City Clerk

WAG:

WAG Farms, Inc.

By: _____
William G. Glendenning
Its: President

Glendenning Farms, L.P.

By: _____
William G. Glendenning
Its: General Partner

Joan Glendenning Kennedy Family Limited Partnership

By: _____

William S. Kennedy, Jr.

Its: General Partner

RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY AGREEMENT (“Agreement”), is entered into this _____ day of _____, 2023, by the City of Cottage Grove, a Minnesota municipal corporation (“City”) and Glendenning Farms, L.P. a Minnesota limited partnership, Joan Glendenning Kennedy Family Limited Partnership, a Minnesota limited partnership and WAG Farms, Inc., a Minnesota corporation (individually and collectively “Landowner”).

WHEREAS, Landowner owns that certain plots, parcels or tracts of land, together with all rights and privileges arising in connection therewith, located in the City of Cottage Grove, County of Washington, State of Minnesota, legally described as:

To be platted as Lot 1, Block 2 and Outlot C, Lake Flora Second Addition

Abstract Property (“Landowner Property”)

WHEREAS, the City and Landowner entered into a Lease Agreement for Compost Site on September 7, 2016, for a 10-year term, expiring on December 31, 2026, which was amended on or about August 2, 2022 (“Lease”), to allow the City to use portions of Landowner Property as a Compost Site, which are identified on Exhibit A to the Lease; and

WHEREAS, the City will be purchasing Outlot C, Lake Flora Second Addition (“Outlot C”), which is a portion of Landowner Property from Landowner and desires to expand the Compost Site on Outlot C until such closing occurs.

NOW THEREFORE, for mutual consideration, which is hereby acknowledged, the parties agree as follows:

1. **Consent.** Landowner does hereby grant permission to City and its agents, employees, consultants and representatives to enter onto all of Outlot C for the purpose of utilizing any portions of Outlot C as a Compost Site (“Approved Activities”) at the sole cost of City.
2. **Termination.** The right to enter granted herein shall terminate upon notice given by the City to the Landowner that it no longer needs it or April 1, 2024, whichever comes first.
3. **Hold Harmless.** The City shall hold Landowner harmless for any claims of third parties as a result of the Approved Activities.
4. **Assumption of Risk.** Landowner shall not be responsible for the actions of City’s employees or contractors while they are on the Property. City assumes the risk that may occur while on the Property and assumes and accepts full responsibility for injury or death to City’s employees or contractors, or damage to or destruction of its own personal property while on the Property as a result of the Approved Activities.

5. **License.** Landowner hereby grants City a License for the sole purpose of conducting the Approved Activities. City agrees that this License creates a Right of Entry only and that City has no Property interest in the Property. City shall exercise all reasonable efforts to undertake the Approved Activities in a workmanlike manner.
6. **Authority.** The individuals executing this Agreement on behalf of each party represent to the others that such individuals are authorized to do so by requisite action of the party.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed
as of this _____ day of _____, 2023.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its Mayor

By: _____
Tamara Anderson
Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this _____ day of _____, 2023, before me a Notary Public within and for
said County, personally appeared Myron Bailey and Tamara Anderson to me personally known,
who being each by me duly sworn, each did say that they are respectively the Mayor and the City
Clerk of the City of Cottage Grove, the Minnesota municipal corporation named in the foregoing
instrument, and that it was signed on behalf of said municipal corporation by authority of its City
Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed
of said municipal corporation.

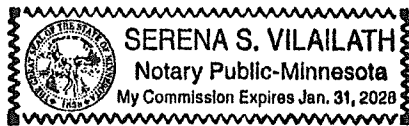
Notary Public

LANDOWNER
WAG Farms, Inc.

By: William G. Glendenning
William G. Glendenning
Its: President

STATE OF MINNESOTA)
) ss
COUNTY OF Ramsey)

The foregoing instrument was executed this 22nd day of November, 2023, by William G. Glendenning, the President of WAG Farms, Inc., a Minnesota corporation, on behalf of the corporation.



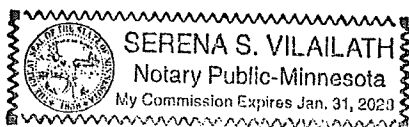
[Signature]
Notary Public

Glendenning Farms, L.P.

By: William G. Glendenning
William G. Glendenning
Its: General Partner

STATE OF MINNESOTA)
) ss
COUNTY OF Ramsey)

The foregoing instrument was executed this 22nd day of November, 2023, by William G. Glendenning, the General Partner of Glendenning Farms, L.P, a Minnesota limited partnership, on behalf of the partnership.



[Signature]
Notary Public

By: William S. Kennedy, Jr.

Its: General Partner

STATE OF MINNESOTA)
) SS
COUNTY OF HENNEPIN)


Notary Public





City Council Action Request

10.A.

Meeting Date	12/6/2023												
Department	Public Works												
Agenda Category	Action Item												
Title	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.												
Budget Implication	Funding from the utility funds and utility revenue bonds will cover the \$13,409,837 project costs.												
Attachments	<table><tr><td>1.</td><td>1_2023-12-6 Award Bid memo</td></tr><tr><td>2.</td><td>CC Memo Utilities Building</td></tr><tr><td>3.</td><td>2_Utility and Engineering Division Building Award Bids Resolution 2023-12-6</td></tr><tr><td>4.</td><td>2023-163 Reimbursing Resolution Utilities Building</td></tr><tr><td>5.</td><td>3_CGUEB Bid Tabs</td></tr><tr><td>6.</td><td>4_Guaranteed Maximum Price Contract</td></tr></table>	1.	1_2023-12-6 Award Bid memo	2.	CC Memo Utilities Building	3.	2_Utility and Engineering Division Building Award Bids Resolution 2023-12-6	4.	2023-163 Reimbursing Resolution Utilities Building	5.	3_CGUEB Bid Tabs	6.	4_Guaranteed Maximum Price Contract
1.	1_2023-12-6 Award Bid memo												
2.	CC Memo Utilities Building												
3.	2_Utility and Engineering Division Building Award Bids Resolution 2023-12-6												
4.	2023-163 Reimbursing Resolution Utilities Building												
5.	3_CGUEB Bid Tabs												
6.	4_Guaranteed Maximum Price Contract												



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

From: Ryan Burfeind, P.E., Public Works Director/City Engineer

Date: November 30, 2023

Re: Utilities and Engineering Division Building – Award Bids and Approve Guaranteed Maximum Price Contract

Background

The Utilities and Engineering building design was approved by City Council and authorized for bid at the October 18, 2023, meeting. The Council established a bid date of November 21, 2023.

Discussion

The Utilities and Engineering Division building is sized for the full buildout of the utilities and engineering divisions current and future staff/equipment needs. The north side of the building and access/parking is designed to easily connect with the future full Public Works Building project. The grading for the building, and the sewer, water and storm sewer extensions from the north needed to serve the building, are all being completed with the Low Zone Water Treatment Plant project that is being constructed to the south on the same property.

Bid Review

The City received 107 bids across 22 divisions on November 21, 2023. The bids were publicly read and received. All bids were verified for accuracy, bid bond, certificate of insurance and addendum recognition by Kraus Anderson (KA).

Results of bidding is as follows:

<i>Construction Manager Bid Estimate (10/18 Council Meeting)</i>	<i>\$10,200,000</i>
<i>Total Value of All Bids Received</i>	<i>\$9,427,817</i>

The current project budget is as follows:

<i>Construction Costs</i>	<i>\$11,207,837</i>
<i>Soft Costs</i>	<i>\$2,202,000</i>
<i>Total Project Costs</i>	<i>\$13,409,837</i>

The project cost table from KA (dated 11/27/23) is included with this report for further detail on the project summary above. It is worth noting that the total project costs allow contingency

budgets for construction (\$500,000), owner adjustments (\$214,000), and furnishing/equipment (\$400,000). Use of these contingencies is at the direction of the City.

Kraus Anderson has previously entered into an At-Risk Contract Construction Management Contract with the City for the construction of the Utilities and Engineering Building. As part of the contract, the next step is to assign the bids to KA for the construction of the building and approve the Guaranteed Maximum Price Contract.

The Maximum Price Guarantee contract with Kraus Anderson is for a total value of \$8,720,425.

Project Funding

The project will be funded with a combination of utility funds on hand and utility revenue bonds as outlined in previous communications to Council.

Project Timeline

The project timeline is anticipated as follows:

December 2023 Council Review/Award of Bids

April 2024 Construction Begins

Winter 2024/2025 Construction Completion

Recommendation

It is recommended that the City Council 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.



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

From: Brenda Malinowski, Finance Director

Date: December 6, 2023

Subject: Utility Building Bond Issuance

Background

A reimbursement resolution is required to issue tax exempt bonds per regulations adopted by the Secretary of the Treasury of the United States of America when costs are to be reimbursed with the bond issue. The City intends to issue debt for the building of the Utility Building in 2024 as identified in the Capital Improvement Plan. The bond issue will occur in 2024 and expenditures may happen before the issuance of the debt, so a reimbursing resolution is needed. At this time, the resolution lists the entire amount of the project but the exact amount of the debt issue will be determined in 2024.

Recommendation

Approve 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.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-154

**RESOLUTION AWARDING AND ASSIGNING CERTAIN CONTRACTS TO
KRAUS ANDERSON FOR THE UTILITIES AND ENGINEERING DIVISION
BUILDING PROJECT**

WHEREAS, plans and specifications for the Utilities and Engineering Division Building Project were completed in accordance with the City Standards and Specifications; and

WHEREAS, bids were publicly advertised to solicit work for the Project; and

WHEREAS, the City received bids for all divisions of the Project, and all bids were publicly read and received, and

WHEREAS, Exterior Building Services, Inc. and Kremer Davis, Inc., in bidding for Work Scope 07-D: Weather Barrier, failed to submit the required bid bond, and

WHEREAS, it was confirmed that the next low bidder for Work Scope 07-D: Weather Barrier, Swanson & Youngdale, Inc., did submit the required bid bond, Swanson & Youngdale, Inc. is recommended to be awarded that portion of the Project, and

WHEREAS, Kraus Anderson, the Construction Manager for the project, entered into an At-Risk Construction Management Contract with the City for the construction of the Utilities and Engineering Building; and

WHEREAS, following the public bidding process, Kraus Anderson is required to submit a Guaranteed Maximum Price proposal (as defined in the Construction Management Agreement) for the City's review and acceptance; and

WHEREAS, the At-Risk Construction Management Contract with Kraus Anderson provides that the City shall assign certain contracts to Kraus Anderson following execution of the Guaranteed Maximum Price proposal by the City, while retaining other contracts.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, authorizes the following:

1. Awarding the following bids, authorizing execution of the Guaranteed Maximum Price upon verification by the City Administrator, and following

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-154

such execution, authorizing the assignment of the following contracts to Kraus Anderson:

Axel H. Ohman, Inc.	\$958,316.00
Molin Concrete Products Company	\$1,114,740.00
Construction Systems, Inc.	\$489,975.00
Swanson and Youngdale, Inc	\$28,550.00
Bredemus Hardware Co., Inc.	\$137,282.00
Crawford Door Sales Company Twin Cities, Inc.	\$91,100.00
Northern Glass and Glazing, Inc.	\$249,778.00
Commercial Drywall, Inc.	\$234,795.00
Commercial Flooring Services, LLC	\$99,568.00
Twin City Acoustics, Inc.	\$33,400.00
Steinbrecher Painting Company	\$116,175.00
NOVA Fire Protection, Inc.	\$123,585.00
St. Cloud Refrigeration, Inc. dba SCR, Inc.	\$2,446,770.00
Miller Excavating, Inc.	\$568,371.00
McNamara Contracting, Inc.	\$248,000.00

2. Awarding the following bids and authorize entering into contracts with the following:

Spartan Steel Erectors, Inc.	\$88,600.00
Ebert, Inc. dba Ebert Companies	\$412,200.00
Jackson & Associates, LLC	\$562,427.00
M.C.I. Inc. dba Multiple Concept Interiors	\$95,455.00
Fobbe Electric, Inc.	\$933,250.00
Ebert, Inc. dba Ebert Companies	\$146,000.00
Autumn Ridge Landscaping, Inc.	\$249,480.00

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-154

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
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**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Cottage Grove Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax-exempt bonds; and

WHEREAS, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTAGE GROVE, MINNESOTA AS FOLLOWS:

1. The City proposes to undertake the Utilities Building Project within the City (the “Project”).
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$13,800,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the Project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted by the City Council of the City of Cottage Grove, Minnesota, this 6th day of December 2023.

Myron Bailey, Mayor

ATTEST:

Tamara Anderson, City Clerk



BID TABULATIONS

WORK SCOPE 01-J: CONSTRUCTION FINAL CLEANING

[illegible]



BID TABULATIONS

WORK SCOPE 03-A: CONCRETE AND MASONRY

[illegible]



BID TABULATIONS

WORK SCOPE 03-B: STRUCTURAL PRECAST

[illegible]



BID TABULATIONS

WORK SCOPE 05-A: STRUCTURAL STEEL - MATERIAL ONLY

[illegible]



KRAUS-ANDERSON®
Construction Company

**CITY OF COTTAGE GROVE
NEW UTILITY & ENGINEERING BUILDING**

BID TABULATIONS

NOVEMBER 21, 2023 AT 2:00 PM

OWNER: City of Cottage Grove

ARCHITECT: Wold Architects and Engineers

WORK SCOPE 05-B: STRUCTURAL STEEL - ERECTION

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Spartan Steel Erectors, Inc.	Guided Steel Erectors, Inc.	KMH Erectors, Inc.	Industrial Construction Specialists, LLC	Amerect, Inc.	High Five Erectors II, Inc.
BID SECURITY	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond
ADDENDA REC'D.	1,2	1,2	1,2	1,2	1,2	1,2
BASE BID	\$88,600.00	\$113,400.00	\$139,200.00	\$147,500.00	\$149,950.00	\$178,700.00
Alternate No. 1: Snow Melt at Front Entry Walkway	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



BID TABULATIONS

WORK SCOPE 05-B: STRUCTURAL STEEL - ERECTION

[illegible]



BID TABULATIONS

OWNER: City of Cottage Grove

WORK SCOPE 07-D: WEATHER BARRIER

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Exterior Building Services, Inc.	Kremer Davis, Inc.	Swanson & Youngdale, Inc.	Henkemeyer Coatings, Inc.	Spec 7 Group, LLC	
BID SECURITY	No	No	Bid Bond	Bid Bond	Bid Bond	
ADDENDA REC'D.	1,2	1,2	1,2	1,2	1,2	
BASE BID	\$17,871.00	\$19,700.00	\$28,550.00	\$40,596.00	\$45,648.00	
Alternate No. 1: Snow Melt at Front Entry Walkway	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



BID TABULATIONS

WORK SCOPE 07-H: ROOFING

[illegible]



BID TABULATIONS

WORK SCOPE 08-A: DOORS, FRAMES, AND HARDWARE - MATERIAL ONLY

[illegible]



BID TABULATIONS

WORK SCOPE 08-D: SPECIALTY DOOR

[illegible]



BID TABULATIONS

WORK SCOPE 08-F: EXTERIOR GLASS AND GLAZING

[illegible]



BID TABULATIONS

WORK SCOPE 09-A: DRYWALL

[illegible]



BID TABULATIONS

WORK SCOPE 09-B: TILE

[illegible]



BID TABULATIONS

WORK SCOPE 09-C: CEILING AND ACOUSTICAL TREATMENT

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Twin City Acoustics, Inc.	Acoustics Associates, Inc.	Kirk Acoustics, Inc.	Sonus Interiors, Inc.	Architectural Sales of Minnesota, Inc.	
BID SECURITY	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond	
ADDENDA REC'D.	1,2	1,2	1,2	1,2	1,2	
BASE BID	\$33,400.00	\$39,300.00	\$41,500.00	\$44,755.00	\$47,500.00	
Alternate No. 1: Snow Melt at Front Entry Walkway	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



BID TABULATIONS

WORK SCOPE 09-D: FLOORING - RESILIENT & CARPET

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	St. Paul Linoleum & Carpet Company	M.C.I. Inc. dba Multiple Concepts Interiors	Acoustics Associates, Inc.	Commercial Flooring Services, LLC	Sonus Interiors, Inc.	Pro Maintenance, Inc.
BID SECURITY	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond
ADDENDA REC'D.	1,2	1,2	1,2	1,2	1,2	1,2
BASE BID	\$23,660.00	\$95,455.00	\$97,329.00	\$102,913.00	\$114,470.00	\$119,986.35
COMBINED BASE BID	\$138,079.00	N/A	N/A	N/A	N/A	N/A
	096813/096700					
Alternate No. 1: Snow Melt at Front Entry Walkway	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



BID TABULATIONS

WORK SCOPE 09-D: FLOORING - RESILIENT & CARPET

[illegible]



BID TABULATIONS

WORK SCOPE 09-K: WALL COVERING AND PAINTING

[illegible]



BID TABULATIONS

WORK SCOPE 09-K: WALL COVERING AND PAINTING

[illegible]



**CITY OF COTTAGE GROVE
NEW UTILITY & ENGINEERING BUILDING**

BID TABULATIONS

NOVEMBER 21, 2023 AT 2:00 PM

OWNER: City of Cottage Grove

ARCHITECT: Wold Architects and Engineers

WORK SCOPE 21-A: FIRE SUPPRESSION

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	NOVA Fire Protection, Inc.	Viking Automatic Sprinkler Co.	Summit Fire Protection Co.	Ahern Fire Protection, a Division of J.F. Ahern Co.	Gilber Mechanical Contractors, LLC	Frontier Fire Protection, Inc.
BID SECURITY	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond
ADDENDA REC'D.	1,2	1,2	1,2	1,2	1,2	1,2
BASE BID	\$123,585.00	\$181,900.00	\$184,000.00	\$185,275.00	\$188,438.00	\$194,860.00
Alternate No. 1: Snow Melt at Front Entry Walkway	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



BID TABULATIONS

WORK SCOPE 23-B: COMBINED MECHANICAL

[illegible]



BID TABULATIONS

NOVEMBER 21, 2023 AT 2:00 PM

ARCHITECT: Wold Architects and Engineers

WORK SCOPE 23-B: COMBINED MECHANICAL

[illegible]



BID TABULATIONS

OWNER: City of Cottage Grove

WORK SCOPE 26-A: ELECTRICAL

[illegible]



KRAUS-ANDERSON®
Construction Company

CITY OF COTTAGE GROVE NEW UTILITY & ENGINEERING BUILDING

BID TABULATIONS

NOVEMBER 21, 2023 AT 2:00 PM

OWNER: City of Cottage Grove

ARCHITECT: Wold Architects and Engineers

WORK SCOPE 31-A: SITE CLEARING, EARTHWORK, AND SITE UTILITIES

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Miller Excavating, Inc.	Frattalone Companies, Inc.	Belair Sitework Services	Kevitt Excavating, LLC	PWS, Inc.	Max Steininger, Inc.
BID SECURITY	Bid Bond	Bid Bond	Bid Bond	Bid Bond	No	Bid Bond
ADDENDA REC'D.	1,2	1,2	1,2	1,2	1,2	1,2
BASE BID	\$562,955.00	\$691,910.00	\$777,148.00	\$782,255.00	\$835,000.00	\$928,116.00
Unit Price No. 1: Excavation/Haul Unsuitable Soils Offsite	\$12.50/CY	\$23.94/CY	\$21.90/CY	\$18.00/CY	\$45.00/CY	\$35.00/CY
Unit Price No. 2: Backfill Soils Import	\$16.50/CY	\$24.05/CY	\$23.20/CY	\$24.00/CY	\$30.00/CY	\$35.00/CY
Unit Price No. 3: Excavation Unsuitable Soils	\$11.35/CY	\$6.89/CY	\$6.30/CY	\$8.00/CY	\$6.00/CY	\$12.00/CY
Alternate No. 1: Snow Melt at Front Entry Walkway	\$5,415.90	\$6,257.00	\$10,067.00	\$500.00	\$0.00	\$3,500.00



KRAUS-ANDERSON®
Construction Company

CITY OF COTTAGE GROVE NEW UTILITY & ENGINEERING BUILDING

BID TABULATIONS

NOVEMBER 21, 2023 AT 2:00 PM

OWNER: City of Cottage Grove

ARCHITECT: Wold Architects and Engineers

WORK SCOPE 31-A: SITE CLEARING, EARTHWORK, AND SITE UTILITIES

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Urban Companies, LLC					
BID SECURITY	Bid Bond					
ADDENDA REC'D.	1,2					
BASE BID	\$1,020,000.00					
Unit Price No. 1: Excavation/Haul Unsuitable Soils Offsite	\$30.00/CY					
Unit Price No. 2: Backfill Soils Import	\$30.00/CY					
Unit Price No. 3: Excavation Unsuitable Soils	\$30.00/CY					
Alternate No. 1: Snow Melt at Front Entry Walkway	\$1.00					



BID TABULATIONS

WORK SCOPE 32-A: ASPHALT PAVING

[illegible]



BID TABULATIONS

WORK SCOPE 32-B: CONCRETE PAVING

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Ebert, Inc. dba Ebert Companies	Pember Companies, Inc.	North Country Concrete, Inc.	Curb Masters, Inc.		
BID SECURITY	Bid Bond	Bid Bond	Bid Bond	Bid Bond		
ADDENDA REC'D.	1,2	1,2	1,2	1,2		
BASE BID	\$142,200.00	\$156,850.00	\$167,000.00	\$195,200.00		
Alternate No. 1: Snow Melt at Front Entry Walkway	\$3,800.00	\$0.00	\$2,000.00	\$800.00		



KRAUS-ANDERSON®
Construction Company

CITY OF COTTAGE GROVE NEW UTILITY & ENGINEERING BUILDING

BID TABULATIONS

NOVEMBER 21, 2023 AT 2:00 PM

OWNER: City of Cottage Grove

ARCHITECT: Wold Architects and Engineers

WORK SCOPE 32-F: IRRIGATION AND LANDSCAPE

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Autumn Ridge Landscaping, Inc.	Urban Companies, LLC	Peterson Companies, Inc.	Hoffman & McNamara Company	Cedar Ridge Landscaping, Inc.	
BID SECURITY	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond	
ADDENDA REC'D.	1,2	1,2	1,2	1,2	1,2	
BASE BID	\$249,480.00	\$252,000.00	\$290,825.00	\$335,837.00	\$499,695.00	
Unit Price No. 1: Excavation/Haul Unsuitable Soils Offsite	\$0.00/CY	\$30.00/CY	\$0.00/CY	\$0.00/CY	\$0.00/CY	
Unit Price No. 2: Backfill Soils Import	\$0.00/CY	\$30.00/CY	\$0.00/CY	\$0.00/CY	\$0.00/CY	
Unit Price No. 3: Excavation Unsuitable Soils	\$0.00/CY	\$30.00/CY	\$0.00/CY	\$0.00/CY	\$0.00/CY	
Alternate No. 1: Snow Melt at Front Entry Walkway	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	



AIA® Document A133® – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the Twenty-Seventh day of November in the year 2023, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the Ninth day of June in the year 2023 (the "Agreement")
(In words, indicate day, month, and year.)

for the following **PROJECT:**
(Name and address or location)

Cottage Grove Utility and Engineering Building
10875 Ideal Avenue South
Cottage Grove, MN 55016

THE OWNER:
(Name, legal status, and address)

City of Cottage Grove
12800 Ravine Parkway South
Cottage Gove, MN 55016

THE CONSTRUCTION MANAGER:
(Name, legal status, and address)

Kraus-Anderson Construction Company
501 South 8th Street
Minneapolis, MN 55404

TABLE OF ARTICLES

- A.1 GUARANTEED MAXIMUM PRICE**
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed (\$), subject to additions and deductions by Change Order as provided in the Contract Documents.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.
(Provide itemized statement below or reference an attachment.)

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Glacial Valley Park Building dated November 27, 2023

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023	

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023		

§ A.1.1.6 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

- ☐ The date of execution of this Amendment.
- ☒ Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

☒ Not later than 8 months or (175) calendar days from the date of commencement of the Work.

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
N/A	

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023			

§ A.3.1.2 The following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

Section	Title	Date	Pages
---------	-------	------	-------

§ A.3.1.3 The following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

Number	Title	Date
--------	-------	------

§ A.3.1.4 The Sustainability Plan, if any:
(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title
N/A

Date

Pages

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price
See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023	

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:

(List name, discipline, address, and other information.)

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

This Amendment to the Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

CONSTRUCTION MANAGER (Signature)

(Printed name and title)

Additions and Deletions Report for

AIA® Document A133® – 2019 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 11:08:24 CT on 11/29/2023.

PAGE 1

This Amendment dated the Twenty-Seventh day of November in the year 2023, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the Ninth day of June in the year 2023 (the "Agreement")

...

Cottage Grove Utility and Engineering Building
10875 Ideal Avenue South
Cottage Grove, MN 55016

...

City of Cottage Grove
12800 Ravine Parkway South
Cottage Gove, MN 55016

...

Kraus-Anderson Construction Company
501 South 8th Street
Minneapolis, MN 55404

PAGE 2

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Glacial Valley Park Building dated November 27, 2023

...

See Exhibit A.1 – Kraus-Anderson GMP
Booklet for the City of Cottage Grove
Utility and Engineering Building dated
November 27, 2023

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for
the City of Cottage Grove Utility and Engineering
Building dated November 27, 2023

...

[**X**] Established as follows:

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

PAGE 3

[**X**] Not later than 8 months or (175) calendar days from the date of commencement of the Work.

[~~—~~] By the following date:

...

N/A

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

PAGE 4

N/A

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023

...

See Exhibit A.1 – Kraus-Anderson GMP Booklet for the City of Cottage Grove Utility and Engineering Building dated November 27, 2023



Exhibit A-1

Kraus Anderson Guaranteed Maximum Price (GMP) Booklet
11/27/2023

City of Cottage Grove Utility & Engineering Building

City of Cottage Grove, Minnesota



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
501 South Eighth Street, Minneapolis, MN 55404

November 27, 2023

Jennifer Levitt
City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016

**RE: City of Cottage Grove – Utility & Engineering Building
Guaranteed Maximum Price (GMP) Submittal**

Dear Ms. Levitt,

Kraus-Anderson Construction Company is pleased to submit our GMP Submittal dated November 27, 2023 for construction of the City of Cottage Grove – Utility & Engineering Building

Kraus-Anderson proposes to furnish all labor, material, workmen's compensation, public liability insurance, performance & payment bonds, and all state, federal and local taxes, including sales tax to construct your building addition, renovation, and site work per the Agreement and per plans and specifications prepared by Wold Architects & Engineers as referenced in Exhibit A04: Contract Document List and as modified by our list of Assumptions and Clarifications in Exhibit A03, for the Guaranteed Maximum Price of **Eight Million Seven Hundred Twenty Thousand Four Hundred and Twenty Five Dollars (\$8,720,425.00)**.

We propose to construct this project on a not to exceed basis for the above quoted amount with any and all savings accruing to the Owner, utilizing the Standard AIA A133 CMc – 2019 Contract Agreement dated June 9th, 2023 previously executed.

The enclosed Guaranteed Maximum Price Amendment reflects anticipated costs which are based upon an eight month project schedule, with a proposed start date on or about May 6th, 2024 with substantial completion on or about January 3rd, 2025.

We appreciate the opportunity and look forward to working with you on this project. Please let us know if you require additional information or clarifications during your review of this GMP Submittal.

Sincerely,
KRAUS-ANDERSON® CONSTRUCTION COMPANY

Dustin Phillips,
Senior Project Manager

cc. Pat Mulcahey, Kraus-Anderson® Construction Company
Dan Kjellberg, Kraus-Anderson® Construction Company

Sent Via Email & Hard Copy to follow Via Mail

City of Cottage Grove Utility & Engineering Building

Cottage Grove, MN

GMP Booklet
November 27, 2023

TABLE OF CONTENTS

INTRODUCTORY COVER LETTER

GMP SUMMARYEXHIBIT A01

ALLOWANCESEXHIBIT A02

ASSUMPTIONS & CLARIFICATIONS.....EXHIBIT A03

LIST OF DRAWINGS & SPECIFICATIONS.....EXHIBIT A04



GUARANTEED MAXIMUM PRICE SUMMARY Cottage Grove - Utility & Engineering Building 11/27/2023				
WORK SCOPE	Work Scope Description	BID WITH ALTERNATE 1	Contractor	Remarks
1J	FINAL CLEANING	\$0	Future Bid Package	
03A	COMBINED CONCRETE AND MASONRY	\$958,316	Axel H. Ohman, Inc.	
03B	STRUCTURAL PRECAST	\$1,114,740	Molin Concrete Products Company	
05A	STRUCTURAL STEEL MATERIALS	\$489,975	Construction Systems, Inc.	
05B	STRUCTURAL STEEL ERECTION	\$0	Spartan Steel Erectors, Inc.	CM Agency Contract held by Owner
06A	CARPENTRY	\$0	Ebert, Inc. dba Ebert Companies	CM Agency Contract held by Owner
07A	WATERPROOFING	\$28,550	Swanson & Youngdale, Inc.	
07H	ROOFING	\$0	Jackson & Associates, LLC	CM Agency Contract held by Owner
08A	DOOR/FRAME/HARDWARE	\$137,282	Bredemus Hardware Company, Inc.	
08D	SPECIALTY DOORS	\$91,100	Crawford Door Sales Company Twin Cities, Inc.	
08F	ENTRANCE/STOREFRONT/CURTAIN WALL	\$249,778	Northern Glass & Glazing, Inc.	
09A	DRYWALL	\$234,795	Commercial Drywall, Inc.	
09B	TILE	\$99,568	Commercial Flooring Services, LLC	
09C	CEILING & ACOUSTICAL TREATMENT	\$33,400	Twin City Acoustics, Inc.	
09D	FLOORING	\$0	M.C.I. Inc. dba Multiple Concepts Interiors	CM Agency Contract held by Owner
09K	PAINTING & WALL COVERING	\$116,175	Steinbrecher Painting Company	
21A	FIRE PROTECTION	\$123,585	NOVA Fire Protection, Inc.	
23B	COMBINED MECHANICAL	\$2,446,770	St. Cloud Refrigeration, Inc. dba SCR, Inc.	
26A	ELECTRICAL	\$0	Fobbe Electric, Inc.	CM Agency Contract held by Owner
31A	SITE CLEARING & EARTHWORK	\$568,371	Miller Excavating, Inc.	
32A	ASPHALT PAVING	\$248,000	McNamara Contracting, Inc.	
32B	CONCRETE PAVING	\$0	Ebert, Inc. dba Ebert Companies	CM Agency Contract held by Owner
32F	LANDSCAPE & IRRIGATION	\$0	Autumn Ridge Landscaping, Inc.	CM Agency Contract held by Owner
Subtotal: Subcontractor Bids		\$6,940,405		
KA Project Requirements				
	KA General Conditions	\$200,000		
	KA CM Site Services, Reimbursables and Bonds	\$705,853		
	Building Permit/Plan Review Allowance	\$112,540		
	Builders Risk Insurance Allowance	\$15,000		
	CMr Contingency	\$500,000		
	Subtotal - Cost of the Work	\$8,473,798		
	KA CM Fee	\$246,627		
GUARANTEED MAXIMUM PRICE TOTAL		\$8,720,425		
There will be a separate owner construction contingency in the amount of \$214,000 that is tracked on the overall project budget that is not included in the amounts above. This contingency will be for any scope changes the owner wishes to make outside of the project documents.				

SUMMARY OF WORK SCOPE ALLOWANCES VALUES BELOW ARE INCLUDED IN CONTRACTS		
WORK SCOPE	DESCRIPTION	VALUE
01J	FINAL CLEAN	\$ -
03A	CONCRETE AND MASONRY	\$ 10,000.00
03B	STRUCTURAL PRECAST	\$ 5,000.00
05A	STRUCTURAL STEEL - MATERIAL	\$ 5,000.00
05B	STRUCTURAL STEEL - ERECTION	\$ 2,000.00
06A	CARPENTRY	\$ 5,000.00
07D	WEATHER BARRIER	\$ 3,000.00
07H	ROOFING	\$ -
08A	DOORS FRAMES & HARDWARE - MATERIAL ONLY	\$ -
08D	SPECIALTY DOOR	\$ -
08F	EXTERIOR GLASS AND GLAZING	\$ 5,000.00
09A	DRYWALL	\$ 10,000.00
09B	TILE	\$ -
09C	CEILING AND ACOUSTICAL TREATMENT	\$ -
09D	FLOORING - RESILIENT & CARPET	\$ -
09K	WALLCOVERING AND PAINTING	\$ 10,000.00
21A	FIRE SUPPRESSION	\$ -
23B	COMBINED MECHANICAL	\$ 10,000.00
26A	ELECTRICAL	\$ 10,000.00
31A	SITE CLEARING AND EARTHWORK	\$ 20,000.00
21A	ASPHALT PAVING	\$ -
23B	CONCRETE PAVING	\$ 5,000.00
26A	IRRIGATION AND LANDSCAPE	\$ 5,000.00
Total Allowances		\$ 105,000.00

General

- A. The following contracts are to be carried by the Owner: Spartan Steel Erectors, Inc. Their bid of \$88,600.00 is not included in the GMP. Ebert, Inc. (Carpentry) Their bid of \$412,200.00 is not included in the GMP. Jackson and Associates, LLC. Their bid of \$562,427.00 is not included in the GMP. M.C.I., Inc. Their bid of \$95,455.00 is not included in the GMP. Fobbe Electric, Inc. Their bid of \$933,250.00 is not included in the GMP. Ebert, Inc. (Site Concrete) Their bid of \$146,000.00 is not included in the GMP. Autumn Ridge Landscaping, Inc. Their bid of \$249,480.00 is not included in the GMP. A future quote will be procured for future work scope 01-J Final Cleaning.
- B. Alternate #1, as described in the Contract Documents is included.
- C. Performance and Payment Bond costs are included.
- D. Builder's Risk is included.
- E. Hazardous Material removal and handling are excluded,
- F. Includes Minnesota Sales Tax on all applicable materials and services.
- G. Building permit plan review fee, Building Permit fee, and state of Minnesota Surcharge costs are included.
- H. Sewer Access Charge (SAC), Sewer Residential Equivalency Charge (SREC), Water Access Charge (WAC), and Water Residential Equivalency Charge (WREC) costs are excluded.
- I. Special Inspections and testing costs are excluded.
- J. Costs for power, water, and gas consumption are excluded. The Construction Manager shall use the existing services provided by the Owner.
- K. Costs for Commissioning are excluded.
- L. Fixtures, Furniture and Equipment (FF&E) and Technology costs (supply and install) are excluded, except as specifically included in the Contract Documents.
- M. The individual Warranty articles within Part 1 of the individual specification sections require special or extended manufacturer's product warranties. Because manufacturers will not modify their standard warranties, KA will provide those warranties that are commercially available as written at the time of the GMP Estimate, and will not require modifications to the manufacturer's standard warranty language to align with the requirements within the project specifications.
 - a. These warranties are considered manufacturer's "pass-through warranties" and are between the Owner and the specific product manufacturer per the terms and conditions determined by the product manufacturer.
 - b. Costs have not been included to modify the terms and conditions of the manufacturer's standard warranties to align with specific requirements within the project specifications. If there are specific areas where the Owner may want to consider requiring the manufacturer to modify their standard warranty language, KA will assist the Owner with those discussions, but cannot guarantee the manufacturers will agree to modify their standard language.
- N. Schedule may be subject to change pending final award of contracts, permitting that is to be completed by the design team or any item outside of Kraus-Anderson's control including delivery and install of new transformer.

Interior Construction

EXHIBIT A03
GMP SUMMARY SUBMITTAL
Assumptions and Clarifications

- A. Natural Wood Exclusion: This project has extensive use of natural woods. The Architectural Woodwork Institute (AWI) recommends relative humidity for indoor spaces containing woodwork between 25 and 55%. This shall be continuously applicable for the life of the interior woodwork. Per AWI: **“Without considerations made to properly regulate the relative humidity in any space containing architectural woodwork, some degree of failure of the woodwork can be expected.”** We therefore do not warrant against natural wood shrinkage or expansion. This movement should be expected and anticipated.

Electrical Systems

- A. Utility company costs are excluded.
- B. Temporary generators are excluded.
- C. Audio visual and safety components are provided by owner and excluded as part of this GMP

Civil/Site

- A. Soil corrections as noted in geotechnical report are included but additional corrections are not anticipated and are not included in GMP
- B. Owner will provide benchmark surveying

Contract Documents List:

The Contract Documents include, without limitation, the following:

1. Specifications:

Wold Specifications Book 1 of 2 dated October 26, 2023
Wold Specifications Book 2 of 2 dated October 26, 2023

2. Addendums:

Addendum #1 dated November 14, 2023
Addendum #2 dated November 15, 2023

3. Drawings:

<u>Sheet Name:</u>	<u>Description:</u>	<u>Date Issued:</u>
COVER SHEET	COVER SHEET	10/26/2023
G001	CIVIL TITLE SHEET	10/26/2023
G002	CIVIL LEGEND	10/26/2023
G003	CONSTRUCTION, STAGING, AND GENERAL NOTES	10/26/2023
G004	LAND TITLE SURVEY	11/14/2023
C001	SITE PLAN	10/26/2023
C002	SITE PLAN	10/26/2023
C003	DEMOLITION PLAN	10/26/2023
C101	TYPICAL SECTIONS	11/14/2023
C201	EROSION CONTROL PLAN	10/26/2023
C202	PERMENANT EROSION CONTROL PLAN	10/26/2023
C301	GRADING PLAN	11/14/2023
C302	GRADING PLAN	11/14/2023
C401	SANITARY SEWER& WATERMAIN PLANS& PROFILES	11/14/2023
C501	DRAINAGE PLANS& PROFILES	10/26/2023
C502	DRAINAGE PLANS& PROFILES	10/26/2023
C503	DRAINAGE PLANS& PROFILES	10/26/2023
C601	STREETS PLAN	11/14/2023
C602	STREETS PLAN	11/14/2023
C603	STREETS PLAN	11/14/2023
C604	STREETS PLAN	11/14/2023
C801	PEDESTRAIN CURB RAMP DETAILS	10/26/2023
C802	PEDESTRAIN CURB RAMP DETAILS	10/26/2023
C803	PEDESTRAIN CURB RAMP DETAILS	10/26/2023
C804	PEDESTRAIN CURB RAMP DETAILS	10/26/2023

EXHIBIT A04
GMP SUMMARY SUBMITTAL
Drawings and Specifications

C805	PEDESTRAIN CURB RAMP DETAILS	10/26/2023
C806	PEDESTRAIN CURB RAMP DETAILS	10/26/2023
C807	STANDARD DETAILS	10/26/2023
C808	STANDARD DETAILS	10/26/2023
C809	STANDARD DETAILS	10/26/2023
C810	STANDARD DETAIL	10/26/2023
C811	STANDARD DETAILS	11/14/2023
E001	SYMBOLS SHEET	10/26/2023
E101	ELECTRICAL SITE PLAN	10/26/2023
E102	ELECTRICAL SITE PLAN	10/26/2023
E701	LUMINAIRE SCHEDULE	10/26/2023
E801	ELECTRICAL DETAILS	10/26/2023
IR101	IRRIGATION PLAN	10/26/2023
IR102	IRRIGATION PLAN	10/26/2023
IR103	IRRIGATION PLAN	10/26/2023
IR104	IRRIGATION PLAN	10/26/2023
IR801	IRRIGATION LEGEND AND NOTES	10/26/2023
IR802	IRRIGATION DETAILS	10/26/2023
L101	OVERALL PLANTING PLAN	11/14/2023
L102	ENLARGED PLANTING PLAN	10/26/2023
L501	PLANTING DETAILS	10/26/2023
L502	LANDSCAPING DETAILS	10/26/2023
A0.000A	SITE PLAN	11/14/2023
A0.001	CODE PLAN	11/14/2023
A2.01a	MAIN LEVEL FLOOR PLAN- AREAA	11/14/2023
A2.01b	MAIN LEVEL FLOOR PLAN- AREAB	11/14/2023
A2.02a	MEZZANINE LEVEL FLOOR PLAN- AREAA	11/14/2023
A2.02b	MEZZANINE LEVEL FLOOR PLAN- AREAB	10/26/2023
A2.095a	ROOF PLAN- AREAA	11/14/2023
A2.095b	ROOF PLAN- AREAB	11/14/2023
A2.901	OPENING TYPES	10/26/2023
A3.01a	MAIN LEVEL REFLECTED CEILING PLAN- AREAA	10/26/2023
A3.02a	MEZZANINE LEVEL REFLECTED CEILING PLAN- AREAA	10/26/2023
A3.02b	MEZZANINE LEVEL REFLECTED CEILING PLAN- AREAB	10/26/2023
A4.101	DETAILS- GENERAL	11/14/2023
A4.103	ENLARGED TOILET PLANS AND DETAILS	10/26/2023
A4.201	DETAILS- VERTICAL CIRCULATION	11/14/2023
A4.203	DETAILS- VERTICAL CIRCULATION AND RAILING DETAILS	10/26/2023
A4.451	DETAILS- CASEWORK ELEVATIONS	11/14/2023
A4.701	DETAILS- INTERIOR WALL TYPES	11/14/2023
A4.705	DETAILS- FLOOR AND WALL DETAILS	10/26/2023
A4.706	DETAILS- INTERIOR WALL DETAILS	10/26/2023
A4.710	DETAILS- INTERIOR CASEWORK SECTIONS	10/26/2023

EXHIBIT A04
GMP SUMMARY SUBMITTAL
Drawings and Specifications

A4.801	DETAILS- INTERIOR OPENING DETAILS	10/26/2023
A5.101	EXTERIOR ELEVATIONS- AREA A	10/26/2023
A5.102	EXTERIOR ELEVATIONS- AREA B	10/26/2023
A5.201	WALL SECTIONS	10/26/2023
A5.202	WALL SECTIONS	10/26/2023
A5.203	WALL SECTIONS	11/14/2023
A5.401	EXTERIOR ASSEMBLIES- WALLS	10/26/2023
A5.501	DETAILS- EXTERIOR WALL	11/14/2023
A5.502	DETAILS- EXTERIOR WALL	11/14/2023
A5.503	DETAILS- EXTERIOR WALL	11/14/2023
A5.601	DETAILS- EXTERIOR OPENINGS	11/14/2023
A5.602	DETAILS- EXTERIOR OPENINGS	10/26/2023
A5.603	DETAILS- EXTERIOR OPENINGS	10/26/2023
A5.701	DETAILS- EXTERIOR ROOF	11/14/2023
A5.702	DETAILS- EXTERIOR ROOF	10/26/2023
S0.000	STRUCTURAL TITLE SHEET	10/26/2023
S2.01a	FOOTING AND FOUNDATION PLAN- AREA A	10/26/2023
S2.01b	FOOTING AND FOUNDATION PLAN- AREA B	10/26/2023
S2.02a	MEZZANINE AND LOW ROOF FRAMING PLAN- AREA A	10/26/2023
S2.03a	ROOF FRAMING PLAN- AREA A	11/14/2023
S2.03b	ROOF FRAMING PLAN- AREA B	10/26/2023
S5.201	SECTIONS AND DETAILS	10/26/2023
S5.211	SECTIONS AND DETAILS	10/26/2023
S5.221	SECTIONS AND DETAILS	10/26/2023
S5.301	BRACED FRAME ELEVATIONS	10/26/2023
S6.201	SCHEDULES AND DETAILS	10/26/2023
M0.00	MECHANICAL TITLE SHEET	10/26/2023
M1.00a	PLUMBING PLAN- UNDERGROUND AREA 'A'	10/26/2023
M1.00b	PLUMBING PLAN- UNDERGROUND AREA 'B'	10/26/2023
M1.01a	PLUMBING PLAN- MAIN LEVEL AREA 'A'	10/26/2023
M1.01b	PLUMBING PLAN- MAIN LEVEL AREA 'B'	11/14/2023
M1.02a	PLUMBING PLAN- MEZZANINE LEVEL AREA 'A'	10/26/2023
M2.01a	HYDRONIC PLAN- MAIN LEVEL AREA 'A'	11/14/2023
M2.01b	HYDRONIC PLAN- MAIN LEVEL AREA 'B'	11/14/2023
M2.02a	HYDRONIC PLAN- MEZZANINE LEVEL AREA 'A'	10/26/2023
M3.01a	HVAC PLAN- MAIN LEVEL AREA 'A'	10/26/2023
M3.01b	HVAC PLAN- MAIN LEVEL AREA 'B'	10/26/2023
M3.02a	HVAC PLAN- MEZZANINE LEVEL AREA 'A'	10/26/2023
M4.01	FIRE PROTECTION PLAN- MAIN AND MEZZANINE LEVEL	11/14/2023
M5.10	ROOF PLAN	10/26/2023
M5.20	MECHANICAL AND BOILER ROOM PLANS	10/26/2023
M6.100	SUPPLY RISERS	10/26/2023
M6.200	WASTE RISERS	11/14/2023

EXHIBIT A04
GMP SUMMARY SUBMITTAL
Drawings and Specifications

M7.100	MECHANICAL DETAILS	10/26/2023
M7.200	MECHANICAL DETAILS	10/26/2023
M7.300	MECHANICAL DETAILS& SCHEMATICS	11/14/2023
M7.400	MECHANICAL DETAILS	10/26/2023
M7.500	MECHANICAL DETAILS	10/26/2023
M7.600	SCHEDULES	11/14/2023
M7.700	SCHEDULES	10/26/2023
E0.00	ELECTRICAL SYMBOLS AND ABBREVIATIONS	10/26/2023
E0.02	ELECTRICAL SITE PLAN	10/26/2023
E1.11a	MAIN LEVEL LIGHTING PLAN- AREA 'A'	10/26/2023
E1.11b	MAIN LEVEL LIGHTING PLAN- AREA 'B'	10/26/2023
E1.21a	UPPER LEVEL LIGHTING PLAN- AREA 'A'	10/26/2023
E1.21b	UPPER LEVEL LIGHTING PLAN- AREA 'B'	10/26/2023
E2.11a	MAIN LEVEL POWER PLAN- AREA 'A'	11/14/2023
E2.11b	MAIN LEVEL POWER PLAN- AREA 'B'	11/14/2023
E2.21a	UPPER LEVEL POWER PLAN- AREA 'A'	11/14/2023
E3.11a	MAIN LEVEL SYSTEMS PLAN- AREA 'A'	10/26/2023
E3.11b	MAIN LEVEL SYSTEMS PLAN- AREA 'B'	10/26/2023
E3.21a	UPPER LEVEL SYSTEMS PLAN- AREA 'A'	10/26/2023
E4.10	ROOF PLAN- ELECTRICAL	11/14/2023
E5.00	RISER DIAGRAM	11/14/2023
E5.01	PANEL SCHEDULES	11/14/2023
E6.10	LUMINAIRE SCHEDULE	11/14/2023
E6.20	MOTOR SCHEDULE	11/14/2023
E7.00	ELECTRICAL DETAILS	10/26/2023
E7.10	ELECTRICAL DETAILS- SYSTEMS	10/26/2023
E7.11	ELECTRICAL DETAILS- SYSTEMS	10/26/2023



City Council Action Request

11.A.

Meeting Date	12/6/2023				
Department	Public Safety				
Agenda Category	Action Item				
Title	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.				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>Incident Report CG23038364</td></tr><tr><td>2.</td><td>Letter.to.Hy-Vee 11162023</td></tr></table>	1.	Incident Report CG23038364	2.	Letter.to.Hy-Vee 11162023
1.	Incident Report CG23038364				
2.	Letter.to.Hy-Vee 11162023				



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

FROM: Pete Koerner

DATE: December 6, 2023

RE: Tobacco Compliance Check Violation - Hy-Vee

Discussion

On November 7, 2023, the Cottage Grove Public Safety Department conducted tobacco compliance checks of Cottage Grove businesses holding tobacco licenses by using an underage buyer. The following business failed the compliance check.

Hy-Vee, Inc. DBA: Cottage Grove Hy-Vee Gas. This is the business's first violation in a 36-month period.

A letter was delivered to Hy-Vee gas station requesting the presence of a representative to attend the December 6, 2023, City Council Meeting and respond to the allegation that their business sold tobacco to an underage buyer. They were informed that staff would request Council to impose the scheduled fine as outlined in our City Fee Table, and in the event they deny the allegation, staff would request that a contested-case hearing be scheduled before an administrative law judge.

Presentation

Staff will provide a brief overview of the compliance process and the violation that occurred on November 7, 2023.

Summary of Compliance Process

Cottage Grove Public Safety conducts two tobacco compliance checks per calendar year, which has been our practice for decades. During COVID and mask mandates, we suspended the checks and re-implemented them in November of 2021. We believe hiring, training, and supervising responsible staff is essential to keeping businesses in compliance with State Laws and City Ordinances regulating the sale of tobacco. We appreciate the effort businesses have put into this important part of their operations. Responsible tobacco sales are a respected part of our business community, and their efforts to help us keep tobacco out of the hands of youth are commendable. We will continue to regularly use tobacco compliance checks as a tool in our efforts to keep the City of Cottage Grove safe. Through cooperation in working together, we can make a difference.

Sergeant Michael McCormick currently oversees the Compliance Check Officer and provided the summary on the procedure.

To conduct these compliance checks, Cottage Grove Police Officers recruit volunteers from the community that have an interest in public safety and want to help keep their community safe. The volunteer assists Officers by entering licensed establishments to verify they are complying with local and state laws. They are at least 18-years old, but under the age of 21. They must have a valid MN State-issued identification card or driver's license that is current and has a picture.

Volunteer decoys are given the following instructions and actions are taken.

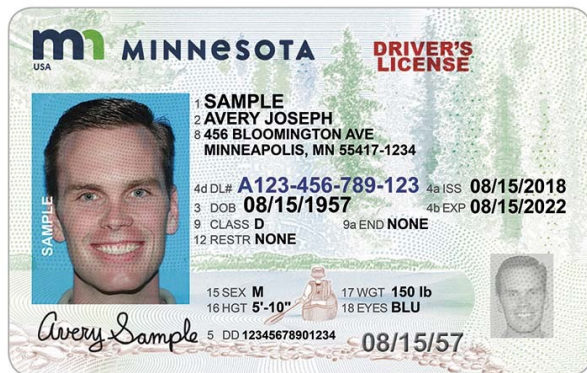
- Arrive at the police department at a pre-determined date and time in normal, everyday, clothing that they wear.
- Do not change their appearance in any way from their normal everyday appearance.
- Pictures of their appearance are taken prior to conducting the compliance checks and saved for any case file that may be established from a violation.
- Volunteers are instructed that if asked, they are to state their real age.
- They are instructed that under no circumstances are they authorized to lie to an employee about who they are.
- Volunteers are instructed to provide their MN State-issued identification (ID) or driver's license (DL) that has their true age and identity only if asked for.
- This ID or DL is reviewed and photographed by Officers prior to conducting the compliance checks.
- A photo of the ID or DL is taken and uploaded to any case file that may be established from a violation.
- The volunteer is then provided with a monetary note for payment.
- This monetary note is photographed and saved for any violations that may occur to confirm a violation has occurred.

The Minnesota Driver's License added a new orientation for Under-21 Cards.

A vertical driver's license or identification card is issued to anyone under the age of 21. This provides a quick reference that the cardholder is a minor. Vertical licenses and ID cards are currently used in 46 other states.

- Under-18 and Under-21 indicators display below the portrait.
- UNDER 18 UNTIL, with appropriate date, displays as black text in a yellow bar.
- UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar.

Examples of both Minnesota driver's licenses:



Driver's license to the left is the "UNDER 21" example and the driver's license to the right is the "Over 21".

Officers then leave the Police Department in an unmarked police department vehicle and visit establishments that have licenses to sell tobacco within Cottage Grove. A list of forms is obtained through the Washington County Department of Public Health and Environment prior to conducting the checks. A form is completed for every establishment that is visited for the day with date, time, who went in, and descriptors of the employee.

Upon arriving at an establishment, Officers instruct the volunteer to enter the establishment by themselves and try to purchase a tobacco product. Volunteers are not advised on a specific product to purchase due to the variety of products at different establishments.

Volunteers are instructed to come directly back out the Officers in the vehicle and notify them of the sale. Volunteers are also instructed to obtain a receipt for the sale, if possible.

If a sale occurs, Officers go into the establishment with the volunteer and ask them who sold them the tobacco. Once the volunteer identifies the person who conducted the sale, Officers identify themselves as Cottage Grove Police Department Compliance Check Officers. Officers ask the employee if they sold tobacco to the volunteer. Officers then ask for the employee to get the manager or person in charge at the time to notify them of the violation. The employee

is asked what happened and why they sold tobacco to the underage buyer. They are asked whether they asked for age or identification. After that, the employee is notified that they will be receiving a citation via the mail for a misdemeanor offense of sale of tobacco to a person under 21. It is standard operating procedure to charge the employee under Cottage Grove City Code 3-5-8. Officers ask the employee to provide them with the monetary note that was prerecorded from their case till, which is documented as evidence. Officers return the change that the volunteer received back for the monetary note. This confirms that the volunteer provided a monetary note in exchange for the tobacco that they brought to the Officers. Officers always ask if there are any questions for them from the employee or management prior to exiting the establishment. If there is any issue with what the volunteer did at the time of the transaction, this is the time when it would be brought up to Officers.

Currently, Cottage Grove is following best practices that are consistent with other communities/agencies in Washington County.

Cottage Grove Hy-Vee Gas Violation Facts

The following is a summary of the compliance violation that occurred on November 7, 2023 at approximately 4:33 p.m. at the Hy-Vee gas station, 7280 East Point Douglas Road, South.

Officer Mulvihill and Officer Foster conducted compliance checks with all tobacco license establishments. The underage decoys were a female born June 26, 2005, making her 18 years of age, and another female born on March 24, 2003 making her 20 years of age. The employee was identified as 18-year-old Jesse Meyer.

The following is the officer's summary of the encounter with the decoys and employee:

Decoys walked into the Hy-Vee gas station, located at 7280 East Point Douglas Road South, and walked to the counter. Decoys asked for a JUUL, which is a cartridge-based e-cigarette containing nicotine. The decoys then produced cash that they were given by Officers and presented it to the employee, Meyer. Decoys stated that they were not asked their age, but Meyer requested to see one of their driver's license, which was produced. Decoy advised that the manager, Adrein Willette, DOB 06/26/1985, who was next to the Meyer behind the counter, advised him to check both decoys driver's license, but he only checked one. Decoys stated that Meyer took her driver's license and scanned it and then told decoy that they were "good to go". The decoys then exited the store and reported to Officers Foster and Mulvihill outside the store.

Officers then went into the gas station, after being advised of the sale to the decoys, and, after positively identifying Meyer, spoke to him about the incident. Officers asked Meyer if he sold tobacco products to two young females, at which time he stated, "yes". Officers then asked Meyer if he knew that both were underage, at which time Meyers stated that he thought the decoy was born in 2002. Meyer later advised that he scanned decoy's driver's license and that it went through showing she was of age. After speaking with Meyer, he later stated that he did scan decoy's driver's license and something did pop up on the screen, but that he pressed okay and pushed the transaction through.

Officers advised Meyer that he served an underage decoy and would receive a citation for selling tobacco to a person under 21. Officers also spoke with the manager, Willette,

explaining that the employee failed the tobacco compliance check, and they would receive a letter outlining the next steps.

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.

Attachments

1.	Incident Report CG23038364
2.	Letter.to.Hy-Vee 11162023

INCIDENT REPORT NIBRS

COTTAGE GROVE POLICE DEPARTMENT

12800 Ravine Pkwy S
Cottage Grove, MN 55016
651-458-2850



CASE#	WHEN REPORTED	EVENT LOCATION
CG23038364	11/07/2023 16:48:45 REC'D BY: OTHER	7200 EAST POINT DOUGLAS RD S COTTAGE GROVE, MINNESOTA 55016

EVENT DETAILS	
Description: COMPLIANCE CHECK VIOLATIONS	Exceptional Clearance: NOT APPLICABLE

OFFENSE(S)		
Offense Level	Description	UCR/NIBRS Code
	3.6.10.A CG-Selling or Furnishing Tobacco or Tobacco Products to a Minor	90Z All Other Offenses

OFFICERS ASSIGNED (1)		
Involvement Date	Name	Type
11/07/2023 16:33:00	Foster, CG0118	Reporting

PARTIES INVOLVED (5)

SUMMARY

Suspect #1 Meyer , Jesse Alexander
Person #1 Harris , Kayla Drew
Person #2 Springborn , Mckenzie Thea
Person #3 Willette , Adrien Marie
Business #1 Hyvee Gas (Cg)

Suspect

SUSPECTS (1)	Last Name	First Name	Middle Name	Suffix
	MEYER	JESSE	ALEXANDER	
	Address	City	State	Zip
	8606 JENNER LN S	COTTAGE GROVE	MN	55016
	Country			
DOB: 03/24/2005	Gender	Phone		
Age at time of incident: 18	M	(P) 651-502-8636		
Additional Information				
Related Offenses			Arrested?	
3.6.10.A CG-Selling or Furnishing Tobacco or Tobacco Products to a Minor (90Z)			No	

Person 1 (MISC ASSOCIATED NAMES)

PERSONS (3)	Last Name	First Name	Middle Name	Suffix
	Harris	Kayla	Drew	
	Address	City	State	Zip
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	Country			
DOB: [REDACTED]	Gender	Phone		
Age at time of incident: 20	F	[REDACTED]		
Additional Information				

Person 2 (MISC ASSOCIATED NAMES)

Last Name	First Name	Middle Name	Suffix
SPRINGBORN	MCKENZIE	THEA	

INCIDENT REPORT NIBRS

COTTAGE GROVE POLICE DEPARTMENT

12800 Ravine Pkwy S
Cottage Grove, MN 55016
651-458-2850

CASE# CG23038364 cont'd



Address [REDACTED]		City [REDACTED]	State [REDACTED]	Zip [REDACTED]	Country
DOB: [REDACTED]	Gender F	Phone [REDACTED]			
Age at time of incident: 18					
Additional Information					
Person 3 (MISC ASSOCIATED NAMES)					
Last Name WILLETTE		First Name ADRIEN	Middle Name MARIE	Suffix	
Address 6 HOLMAN AVE		City Inver Grove Heights	State MN	Zip 55076	Country
DOB: 06/26/1985		Gender F	Phone (P) 763-297-0177 (P) 651-417-3036		
Age at time of incident: 38					
Additional Information					
ORGS (1)	Org				
	Name HyVee Gas (CG)		Address 7200 East Point Douglas Rd S COTTAGE GROVE, MN		Phone
	Related Offenses 3.6.10.A CG-Selling or Furnishing Tobacco or Tobacco Products to a Minor (90Z)				

OFFICER COMMENTS

During tobacco compliance checks, HyVee gas failed.

INCIDENT REPORT NIBRS

COTTAGE GROVE POLICE DEPARTMENT

12800 Ravine Pkwy S
Cottage Grove, MN 55016
651-458-2850

CASE# CG23038364 cont'd



NARRATIVES (1)

Initial Report

Foster CG0118

11/07/2023 18:49:45

On November 7th, 2023, I Officer Foster along with Officer Mulvihill conducted tobacco compliance checks throughout the City of Cottage Grove. The decoys that were used can be identified by Minnesota picture driver's license as MCKENZIE THEA SPRINGBORN, DOB 06/26/2005, an eighteen-year-old and Wisconsin picture driver's license KAYLA DREW HARRIS, DOB 03/24/2003 a twenty-year-old. MCKENZIE was provided with a two (2) twenty-dollar American currency bill that would be used in attempt to make purchases from businesses that sell tobacco. Photographs of MCKENZIE and KAYLA were taken separately along with their driver's license. A photograph of the twenty-dollar bills was taken and added to the case.

Officers completed compliance checks at several stores with them passing before going to the HyVee Gas Station, located at 7200 East Point Douglas Road South at approximately 1633 hours. MCKENZIE and KAYLA walked through the front doors and went up to the registers, where the tobacco is located behind the counter. A few minutes later MCKENZIE and KAYLA came out of the gas station, with KAYLA holding the JUUL she just bought. It should be noted that on the front packaging of the JUUL it states Virginia Tobacco, 3.0% nicotine strength, and designed for adult smokers. On the side of the packaging it says that there are two (2) JUULpods in the container. On the side there is also a 21+ symbol on it.

KAYLA advised that she and KAYLA walked into the store and went up to the cash register, where she asked for a JUUL. KAYLA was then produced the two twenty-dollar bills that she was given by Officers and gave it to the employee. KAYLA stated that she was not asked her age but the male employee requested to see her driver's license, which she produced. KAYLA advised that the manager, ADRIEN MARIE WILLETTE, DOB 06/26/1985 who was next to the male employee advised him to check both KAYLA and MCKENZIE's driver's license, but he only checked KAYLA's. KAYLA stated that the male employee took her driver's license and scanned it and then told KAYLA that she was good to go. During the transaction, KAYLA stated that the male employee talked about how he painted his fingernails black while he was drunk. The male employee also made a comment to MCKENZIE and KAYLA about he is never really sober.

KAYLA advised Officers that the cashier's name was JESSE. Officers went into the gas station and spoke to JESSE who was identified verbally as JESSE ALEXANDER MEYER, DOB 03/24/2005. DVS web photo confirmed his identity. I asked JESSE if he sold tobacco products to two young females, at which time he stated, "yes". I then asked JESSE if he knew that both of them were underage, at which time JESSE stated that he thought KAYLA was born in 2002. JESSE later advised that he scanned KAYLA's driver's license and that it went through showing she was of age. After speaking with JESSE, he later stated that he did scan KAYLA's driver's license and something did pop up on the screen, but that he pressed okay and pushed the transaction through.

After identifying JESSE and admitting that he had sold to KAYLA, Officers spoke to ADRIEN who was standing next to JESSE. JESSE opened up the cash register and attempted to find the original twenty-dollar bills that KAYLA gave to him during the transactions. It should be noted that the store was busy. After looking through both cash registers it was determined that the original twenty-dollar bills were given to someone for cash back. JESSE and ADRIEN gave Officers two new twenty-dollar bills. The new twenty-dollar bills were photographed and added to the case. The JUUL pods were given back to the HyVee gas station.

JESSE was advised that he would be receiving a citation in the mail at a later time and that they city would be in contact with the business for possible charges.

After speaking to JESSE, Officers returned to the police department where I filled out and completed a citation for JESSE for misdemeanor selling or furnishing tobacco or tobacco products to a minor. The citation will be mailed to JESSE's listed address.

Body worn camera along with photographs was uploaded to the case.

JESSE's driving history, a copy of the citation and the tobacco compliance check form was added to the case file. It should be noted that JESSE does not have a criminal history.

There is nothing further at this time.

November 16, 2023

Cottage Grove Hy-Vee Gas
7280 East Point Douglas Road South
Cottage Grove, MN 55016

RE: Tobacco License Violation — Cottage Grove Hy-Vee Gas

This letter is to request the presence of a representative of Cottage Grove Hy-Vee Inc., to attend the December 6, 2023, regular Cottage Grove City Council meeting. The City Council will ask your representative to admit or deny the allegation that your business location in Cottage Grove sold tobacco to an underage person during a Public Safety Department compliance check on November 7, 2023. The City Council meeting will take place at 7:00 p.m. at Cottage Grove City Hall, 12800 Ravine Parkway, Cottage Grove, MN 55016.

If your representative admits to the allegation or does not attend the meeting, the City Council will be asked to impose the scheduled penalty:

1. If the representative admits to the violation or fails to attend, impose the scheduled penalty for the 1st violation in a 36-month period of a \$300.00 fine.

If your company's representative denies the allegation, staff will recommend that a contested case hearing be scheduled before an administrative law judge.

If you have any questions, please call me at (651) 458-6018.

Sincerely,

Michael McCormick
Detective Sergeant

CC: Peter J. Koerner – Director of Public Safety



City Council Action Request

11.B.

Meeting Date 12/6/2023

Department Public Safety

Agenda Category Action Item

Title 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.

Budget Implication N/A

Attachments

1.	Incident Report CG23038238
2.	Letter.to.Business.Walmart.Violation.11.16.2023



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

FROM: Pete Koerner

DATE: December 6, 2023

RE: Liquor Compliance Check Violation - Walmart

Discussion

On November 6, 2023, the Cottage Grove Public Safety Department conducted liquor compliance checks, of Cottage Grove businesses holding liquor licenses, by using an underage buyer. The following business failed the compliance check:

Walmart Inc., DBA Walmart #2448

This is the business's first violation in a 24-month period.

A letter has been delivered to Walmart requesting the presence of a representative to attend the December 6, 2023, City Council Meeting and respond to the allegation that their business sold liquor to an underage buyer. They were informed that if they admitted to the violation or failed to attend, staff will request Council to impose the scheduled fine as outlined in our City Fee Table, and in the event they deny the allegation, staff would request that a contested-case hearing be scheduled before an administrative law judge.

Presentation

Staff will provide a brief overview of the compliance process and the violation that occurred on November 6, 2023.

Summary of compliance process

Cottage Grove Public Safety conducts two liquor compliance checks per calendar year which has been our practice for decades. We believe hiring, training, and supervising responsible staff is essential to keeping businesses in compliance with State Laws and City Ordinances regulating the sale of alcohol. We appreciate the effort businesses have put into this important part of their operations. Responsible alcohol sales are a respected part of our business community, and their efforts to help us keep alcohol out of the hands of youth are commendable. We will continue to regularly use alcohol compliance checks as a tool in our efforts to keep the City of Cottage Grove safe. Through cooperation in working together, we can make a difference.

Sgt Michael McCormick currently oversees the Compliance Check Officer and provided the summary on the procedure.

To conduct these compliance checks, Cottage Grove Police Officers recruit volunteers from the community that have an interest in Law Enforcement and want to help keep their community safe. The volunteers assist Officers by entering licensed establishments to verify they are complying with local and state laws. They are at least 18-years old, but under the age of 21. They must have a valid MN State-issued identification card or driver's license that is current and has a picture. During the alcohol compliance checks, the volunteer is accompanied by two Officers.

Volunteer decoys are given the following instructions and actions are taken.

- Arrive at the police department at a pre-determined date and time in normal, everyday clothing that they wear.
- Do not change their appearance in any way from their normal everyday appearance.
- Pictures of their appearance are taken prior to conducting the compliance checks and saved for any case file that may be established from a violation.
- Volunteers are instructed that if asked, they are to state their real age.
- They are instructed that under no circumstances are they authorized to lie to an employee about who they are.
- Volunteers are instructed to provide their MN State-issued identification (ID) or driver's license (DL) that has their true age and identity only if asked for.
- This ID or DL is reviewed and photographed by Officers prior to conducting the compliance checks.
- A photo of the ID or DL is taken and uploaded to any case file that may be established from a violation.
- The volunteer is then provided with a monetary note for payment in establishments.
- This monetary note is photographed and saved for any violations that may occur to confirm a violation has occurred.

The Minnesota Driver's License added a new orientation for Under-21 Cards.

A vertical driver's license or identification card is issued to anyone under the age of 21. This provides a quick reference that the cardholder is a minor. Vertical licenses and ID cards are currently used in 46 other states.

- Under-18 and Under-21 indicators display below the portrait.
- UNDER 18 UNTIL, with appropriate date, displays as black text in a yellow bar.
- UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar.

Examples of both Minnesota driver's licenses:



Driver's license to the left is the "UNDER 21" example and the driver's license to the right is the "Over 21".

Officers then leave the Police Department in an unmarked police department vehicle and visit establishments that have licenses to sell alcohol within Cottage Grove. A list of forms is obtained through the Washington County Department of Public Health and Environment prior to conducting the checks. A form is completed for every establishment that is visited for the day with date, time, who went in, and descriptors of the employee.

Upon arriving at an establishment, Officers instruct the volunteer to enter the establishment by themselves and try to purchase alcohol. Volunteers are not advised on a specific product to purchase due to the variety of products at different establishments.

Volunteers are instructed if it is an alcohol sale at a restaurant, to send a message via cell phone to Officers that they were served an alcoholic beverage. If it is a liquor store sale, volunteers are instructed to come directly back to the Officers in the vehicle and notify them of the sale. Volunteers are also instructed to obtain a receipt for the sale, if possible.

If a sale occurs, Officers go into the establishment with the volunteer and ask them who sold them the alcohol. Once the volunteer identifies the person who conducted the sale, Officers identify themselves as Cottage Grove Police Department Compliance Check Officers. Officers ask the employee if they sold alcohol to the volunteer. Officers then ask for the employee to get the manager or person in charge at the time to notify them of the violation. The employee is asked what happened and why they sold alcohol to a minor. They are asked whether they asked for age or identification. After that, the employee is notified that they will be receiving a citation via the mail for a misdemeanor offense of sale of alcohol to a minor. It is standard operating procedure to charge the employee under Cottage Grove City Code 3-12-13 instead of a gross misdemeanor charge under Minnesota Statue 340A.702.1. This is due to compliance checks being seen as an educational experience, and it is the Public Safety Department's goal for every establishment to be compliant with State, County and City Codes. Officers ask the employee to provide them with the monetary note that was prerecorded from their case till, which is documented as evidence. Officers return the change that the volunteer received back for the monetary note. This confirms that the volunteer provided a monetary

note in exchange for the alcohol that they brought to the Officers. Officers always ask if there are any questions for them from the employee, or management, prior to exiting the establishment. If there is any issue with what the volunteer did at the time of the transaction, this is the time when it would be discussed with the Officers.

Currently, Cottage Grove is following best practices that are consistent with other communities/agencies in Washington County.

Cottage Grove Walmart Violation Facts

The following is a summary of the compliance violation that occurred on November 6, at approximately 5:08 p.m. at Walmart, in the liquor store section of the store, at 9300 East Point Douglas Road South.

Officer Mulvihill and Officer Foster conducted compliance checks with all licenses establishments that sell alcohol in Cottage Grove. The underage decoys were a male born July 30, 2005, making him 18 years of age, and a female born on March 24, 2003 making her 20 years of age. The employee was identified as 19 years of age, Theo Xiong.

The following is the officer's summary of the encounter with the decoys and employee: Decoys were transported to Walmart by Officers Mulvihill and Foster. Once at the location, the decoys proceeded to the front entrance through the liquor store section of Walmart and entered together. The male decoy approached the checkout counter with a six-pack of Cayman Jack, which is a canned beverage containing, and displaying, 5.8% alcohol. The male decoy then paid for the alcohol using the twenty-dollar bill that he was provided by officers. Employee, Xiong, took the cash and provided change. The decoys then exited the store with the alcohol. The male decoy advised that at no time did the cashier, and only employee in the store, ask their age or identification. After the decoys advised officers of the sale and a description of the clerk, officers went into the store, and identified Xiong by his Minnesota picture instruction permit.

Officers asked Xiong if he had recently sold to two people. Xiong asked, "the kid and the woman?" Officers then asked Xiong if he knew that they were under 21, at which time he stated, "no". Xiong was then asked if he ever asked the decoys their age or asked for their identification, at which time he stated, "no". Xiong then stated, "they looked like they knew they were comfortable drinking and went straight back to what they wanted, so I was like hey they must be used to drinking." Xiong stated that he had been working at Walmart for a year and eight months and then stated that he got "complacent." It should be noted that next to the cash register there is a warning sign. The warning sign reads, "This establishment is prohibited by law from selling or serving alcoholic beverages to: anyone under 21 years of age. Anyone obviously intoxicated."

Officers then requested, and spoke to, the store manager, Bucky Geib, and advised him of the violation. The alcohol was then given back to Walmart. Xiong was advised that we would receive a citation for furnishing/selling alcohol to a minor under the Cottage Grove ordinance.

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.

Attachments

1.	Incident Report CG23038238
2.	Letter.to.Business.Walmart.Violation.11.16.2023

INCIDENT REPORT NIBRS

COTTAGE GROVE POLICE DEPARTMENT

12800 Ravine Pkwy S
Cottage Grove, MN 55016
651-458-2850



CASE#	WHEN REPORTED	EVENT LOCATION
CG23038238	11/06/2023 17:12:08 REC'D BY: OTHER	9300 EAST POINT DOUGLAS RD S COTTAGE GROVE, MINNESOTA 55016

EVENT DETAILS	
Description: COMPLIANCE CHECK VIOLATIONS	Exceptional Clearance: NOT APPLICABLE

OFFENSE(S)		
Offense Level	Description	UCR/NIBRS Code
MISDEMEANOR	3.12.13.a Selling alcohol to a minor	90G Liquor Law Violations

OFFICERS ASSIGNED (1)		
Involvement Date	Name	Type
11/06/2023 17:10:00	Foster, CG0118	Reporting

PARTIES INVOLVED (5)

SUMMARY

Suspect #1 Xiong , Theo Lao Toua
Person #1 Stumpf , Daniel Joseph
Person #2 Harris , Kayla Drew
Person #3 Geib , Bucky Allen
Business #1 Walmart (Cg)

Suspect

SUSPECTS (1)	Last Name	First Name	Middle Name	Suffix
	XIONG	THEO	LAO TOUA	
	Address	City	State	Zip
	1211 4TH ST	SAINT PAUL PARK	MN	55071-1614
	DOB: 03/10/2004	Gender	Phone	
	Age at time of incident: 19	M	763-336-2080	
Additional Information				
Related Offenses				Arrested?
3.12.13.a Selling alcohol to a minor (90G)				No

Person 1 (MISC ASSOCIATED NAMES)

PERSONS (3)	Last Name	First Name	Middle Name	Suffix
	STUMPF	DANIEL	JOSEPH	
	Address	City	State	Zip
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	DOB: [REDACTED]	Gender	Phone	
	Age at time of incident: 18	M		
Additional Information				

Person 2 (MISC ASSOCIATED NAMES)

INCIDENT REPORT NIBRS

COTTAGE GROVE POLICE DEPARTMENT

12800 Ravine Pkwy S
Cottage Grove, MN 55016
651-458-2850

CASE# CG23038238 cont'd



Last Name Harris	First Name Kayla	Middle Name Drew	Suffix
Address [REDACTED]	City [REDACTED]	State MN	Zip 55017
DOB: 03/28/1969	Gender F	Phone [REDACTED]	Country
Age at time of incident: 20			
Additional Information			

Person 3 (MISC ASSOCIATED NAMES)

Last Name GEIB	First Name BUCKY	Middle Name ALLEN	Suffix
Address 20 COUNTY ROAD C W	City LITTLE CANADA	State MN	Zip 55117-1303
DOB: 03/28/1969	Gender M	Phone	Country
Age at time of incident: 54			
Additional Information			

Org ORGS (1)	Name WalMart (CG)	Address 9300 EAST POINT DOUGLAS RD S COTTAGE GROVE, MN 55016	Phone 651-846-2831
Related Offenses 3.12.13.a Selling alcohol to a minor (90G)			

OFFICER COMMENTS

During alcohol compliance checks, Walmart failed.

INCIDENT REPORT NIBRS

COTTAGE GROVE POLICE DEPARTMENT

12800 Ravine Pkwy S
Cottage Grove, MN 55016
651-458-2850

CASE# CG23038238 cont'd



NARRATIVES (1)

Initial Report

Foster CG0118

11/06/2023 17:51:33

On November 6th, 2023, I Officer Foster along with Officer Mulvihill conducted alcohol compliance checks throughout the City of Cottage Grove. The decoys that were used can be identified by Minnesota picture driver's license as DANIEL JOSEPH STUMPF, DOB 07/30/2005, an eighteen-year-old and Wisconsin picture driver's license KAYLA DREW HARRIS, DOB 03/24/2003 a twenty-year-old. DANIEL was provided with a twenty-dollar American currency bill that would be used in attempt to make purchases from businesses that sell alcohol. Photographs of DANIEL and KAYLA were taken separately along with their driver's license. A photograph of the twenty-dollar bill was taken and added to the case.

While conducting compliance checks, all of the other stores through the city had passed. Walmart was the last store of the night. DANIEL and KAYLA were brought to Walmart located at 9300 East Point Douglas Road South at approximately 1708 hours. DANIEL and KAYLA walked through the Walmart liquor store front entrance together. After a couple minutes, DANIEL and KAYLA came walking out the liquor store entrance. DANIEL carried out a white plastic bag containing a six pack of Cayman Jack Margarita. It should be noted on the Cayman Jack cardboard packaging it states that it is 5.8% Alc. vol and contains alcohol. DANIEL advised that he and KAYLA walked into the liquor store, he then grabbed the six pack of Cayman Jack, paid for the alcohol using the twenty-dollar bill that he was provided by Officers, took the change and then walked out of the store with the alcohol. DANIEL advised that at no time did the cashier and only employee in the store ask for his age or his driver's license. DANIEL told Officers that the cashier's name was THEO. THEO was later identified by his Minnesota picture instruction permit as THEO LAO TOUA XIONG, DOB 03/10/2004.

Officers then walked into the store and spoke to THEO. I asked THEO if he had recently sold to two people. THEO asked, "the kid and the woman". I then asked THEO if he knew that they were under 21, at which time he stated, "no". THEO was then asked if he ever asked DANIEL and or KAYLA their age or asked for their driver's license, at which time he stated, "no". THEO then stated, "they looked like they knew where comfortable with drinking and went straight back to what they wanted, so I was like hey they must be use to drinking." THEO stated that he had been working at Walmart for a year and eight months and then stated that he got complacent. It should be noted that next to the cash register there is a warning sign. The warning sign reads, "This establishment is prohibited by law from selling or serving alcohol beverages to: Anyone under 21 years of age. Anyone obviously intoxicated."

After identifying THEO and admitting that he had sold to DANIEL, Officers asked for a manager. THEO notified a manager that was working and had him come into the liquor store. The manager was identified as BUCKY ALLEN GEIB, DOB 03/28/1969. BUCKY was advised of the violation.

THEO and BUCKY opened up the cash register and handed the original twenty-dollar bill that DANIEL gave to him during the transaction. The alcohol was given back to Walmart. THEO was advised that we would be receiving a citation in the mail at a later time and that the city would be in contact with the business for possible charges.

After speaking to THEO and BUCKY, Officers returned to the police department where I filled out and completed a citation for THEO for misdemeanor selling alcohol to a minor City of Cottage Grove ordinance 3.12.13.a. The citation will be mailed to THEO's listed address.

Body worn camera footage was uploaded to the case.

THEO's driving history, a copy of the citation and the Alcohol Compliance Check Form was added to the case file. It should be noted that THEO does not have a criminal history.

There is nothing further at this time.

November 16, 2023

Walmart Inc., DBA Walmart #2448-Liquor
9300 East Point Douglas Road
Cottage Grove, MN 55016

RE: Liquor License Violation — Walmart Inc., DBA Walmart #2448

This letter is to request the presence of a representative of Walmart Inc., DBA Walmart #2448, to attend the December 6, 2023, regular Cottage Grove City Council meeting. The City Council will ask your representative to admit or deny the allegation that your business location in Cottage Grove sold liquor to a minor during a Public Safety Department compliance check on November 7, 2023. The City Council meeting will take place at 7:00 p.m. at Cottage Grove City Hall, 12800 Ravine Parkway, Cottage Grove, MN 55016.

If your representative admits to the allegation or does not attend the meeting, the City Council will be asked to impose the scheduled penalty:

1. 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 (plus 1-day suspension) or, in lieu of the suspension and the fine, at the City Council's discretion, participation of all employees in an educational program approved by the Public Safety Director.

If your company's representative denies the allegation, staff will recommend that a contested case hearing be scheduled before an administrative law judge.

If you have any questions, please call me at (651) 458-6018.

Sincerely,

Michael McCormick
Detective Sergeant

CC: Peter J. Koerner – Director of Public Safety



City Council Action Request

11.C.

Meeting Date 12/6/2023

Department Finance

Agenda Category Action Item

Title 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

Budget Implication

Attachments

1.	Council Memo Final Levy Adoption 12062023
2.	2023-152 Resolution Adopting Final Tax Levy
3.	2023-153 Resolution Adopting 2024 Budget
4.	2024 Annual Budget

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

From: Brenda Malinowski, Finance Director

Date: December 6, 2023

Subject: Property Tax Levy and Budget

Introduction:

The City is required to adopt a final 2024 Property Tax Levy and 2024 Budget by December 28th. The final levy may be lower but may not be higher than the preliminary property tax levy that was approved on September 6th. The preliminary levy was certified to Washington County and used to prepare proposed 2024 property tax notices for taxpayers. These notices, which were mailed in November, included the date of this meeting as a budget meeting where the budget will be discussed. At tonight's meeting,

1. Staff will present information regarding the levy and budget.
2. Council will approve the 2024 Property Tax levy and 2024 Budget.

The annual budget process is guided by policies, ordinances, and the Strategic Plan which have been adopted by the City Council. Four Strategic Initiatives have been used throughout the budget process.

- Managing Sustainable Growth
- Reforming Organizational Culture
- Recreational Destination
- Engaging Community

A ten-year Financial Management Plan (FMP) was developed last fall and presented to Council at a workshop in January. The FMP included all current and future operating costs, the capital improvement plan, existing and future debt, and tax base growth. Based on the feedback from Council, the FMP was revised to incorporate the feedback. The revised FMP targeted an average \$100 property tax increase for the Median Home/Sample Property 1, although an increase of \$110 was needed in 2024.

Property Tax Impact

Home #1

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Average
Home Value	\$329,600	\$336,200	\$342,900	\$349,800	\$356,800	\$363,900	\$371,200	\$378,600	\$386,200	\$393,900	N/A
Tax Increase – ORIGINAL	\$114	\$128	\$122	\$66	\$92	\$102	\$100	\$87	\$76	\$60	\$95
Tax Increase - REVISED	\$114	\$110	\$100	\$100	\$100	\$100	\$100	\$99	\$98	\$72	\$99

Departments prepared departmental budget requests in June and departmental budget meetings were held with the Budget Team in June. Based on the budget requests, the City Administrator submitted a budget for City Council review. Three workshops to review the budget and property tax levy were held

in July. The preliminary budget and property tax levy that was approved on September 6th were based on the discussion and direction from City Council at those meetings. The preliminary levy was certified to Washington County and used to prepare proposed 2024 property tax notices that were mailed to all taxpayers.

Discussion:

PROPERTY TAX LEVY

The Property Tax Levy is as follows:

	Certified 2023	Proposed 2024
General Operating Levy	—	
General Fund	\$17,485,270	\$18,567,010
PSCH Interfund Loan/bldg. repairs	250,000	300,000
Economic Development	125,000	275,000
Equipment Levy		\$319,100
Total General Operating Levy	\$17,860,270	\$19,461,110
Total Debt Levy	\$2,789,440	\$3,664,490
Total Gross Levy	\$20,649,710	\$23,125,600
Levy Increase		11.99%

PROPERTY VALUES

Estimated taxable values received from Washington County will have a positive impact on the property tax rate due to new construction and increases in values.

Tax Capacity Value			
	Payable 2023	Estimated 2024	% Change
Real Estate	\$57,416,628	\$68,490,789	
Personal Property	654,114	766,487	
Subtotal Tax Capacity Value	58,070,742	69,257,276	19.26%*
Less: Tax Increment	(1,829,912)	(3,098,149)	
Less: Fiscal Disparity Contribution	(3,354,994)	(3,600,281)	
Net Tax Capacity Value	\$52,885,836	\$62,558,846	18.29%

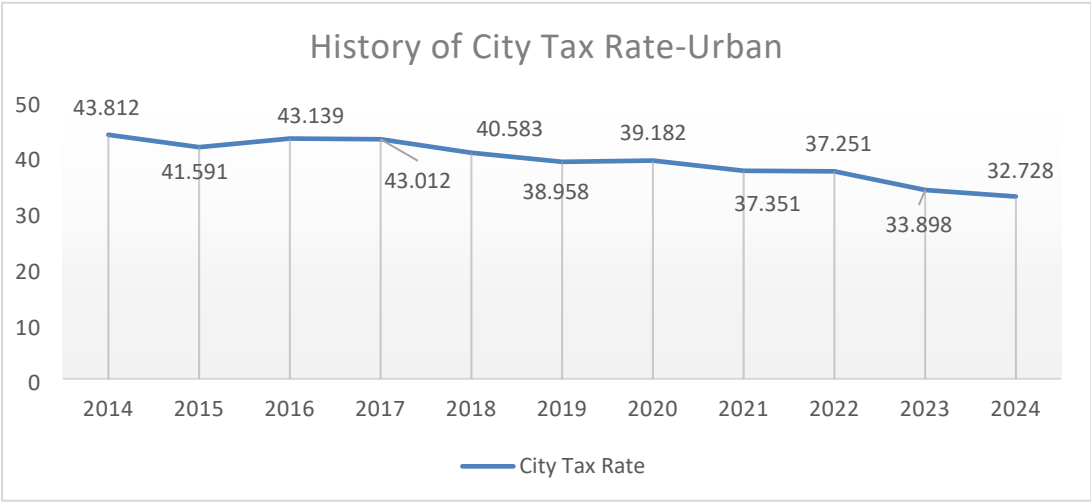
*5% of the increase is due to new construction and the remainder is due to taxable market value changes.

TAX RATE AND CITY PROPERTY TAX

The City’s Property tax rate is calculated by dividing the Net Tax Levy (Gross Levy less Fiscal Disparities Distribution) by the Net Tax Capacity Value. Based on the changes to the Property Tax Levy, and the increases in the Taxable Values, the Proposed Property Tax Rate is proposed to decrease from 33.898% in 2023 to 32.728% in 2024.

	2019	2020	2021	2022	2023	2024
Urban Tax Rate	38.959%	39.182%	37.351%	37.251%	33.898%	32.728%
Rural Tax Rate*	28.451%	29.089%	27.782%	27.780%	25.100%	24.904%

*Rural tax rate is 70% of urban tax rate plus levy for bonds.



Based on the proposed property tax rate, the median home and four sample properties will experience the following change in city property taxes.

Property	2023		2024		% Increase Market Value	City Property Tax Change
	Market Value	City Property Tax	Market Value	City Property Tax		
Median Home	\$332,400	\$1,102	\$363,000	\$1,173	9.2%	\$71
Property 1	329,600	1,091	371,400	1,203	12.68%	112
Property 2	373,600	1,254	417,900	1,368	11.86%	114
Property 3	463,300	1,570	519,700	1,717	12.17%	147
Property 4	414,300	1,404	441,200	1,444	6.49%	40
Average						\$97

The Median Home in Cottage Grove compares favorably to other cities in Washington County and other growing cities in the Metro area with a population over 40,000. There is only one city in Washington County and only two growing cities in the Metro, that will pay less in City property taxes for 2024 based on preliminary levies and the median home in each community.

Cities in Washington County

	Median Value Home	Tax Rate	2024 City Property Tax
Stillwater	\$416,100	46.73%	\$1,944
Afton	\$680,900	23.50%	\$1,707
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Cottage Grove	\$363,000	32.73%	\$1,173
Saint Paul Park	\$279,500	35.91%	\$960

Growing Metro Cities over 40,000 in Population

	Median Value Home	Tax Rate	2024 City Property Tax
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Woodbury	\$458,600	27.53%	\$1,263
Maple Grove	\$451,300	27.05%	\$1,221
Cottage Grove	\$363,000	32.73%	\$1,173
Blaine	\$338,525	34.89%	\$1,158
Shakopee	\$338,400	27.46%	\$911

BUDGET ACCOMPLISHMENTS

The 2024 proposed budget accomplishes several important objectives:

- Continues to provide the same exceptional level of city services including but not limited to police, fire, street, snowplowing, parks, and recreation services.
- Demonstrates stewardship of capital assets by including the replacement of capital equipment and city infrastructure that have been identified in the Financial Management Plan and Capital Improvement Plan.
- Maintains the distinction to be an employer of choice by maintaining the commitments outlined in the various bargaining contracts.
- Provides managed growth in staffing positions needed for a growing community, by including new positions in the 2024 budget.
- Meets the debt service requirements for all existing debt by funding these requirements with the property tax levy.
- Increases funds for economic development and redevelopment with a 120% increase to the EDA levy.

2024 OPERATING BUDGETS

Factors affecting the Budget

Changes due to 2023 Legislative Actions

- The City will receive \$54,060 in Local Government Aid in 2024. These funds have been included in the 2024 budget.
- The City will receive \$1,733,080 in one-time public safety funds. These funds will be used over the next two to three years to fund police and fire personnel, Toughbooks, WatchGuard, and SCBA's. If the fire department is successful in securing grant funds for the SCBA's, the remaining public safety funds may be used to fund a Deputy Fire Chief.

Personnel

- Union contracts are settled through 12/31/24 at 3% per year. These contracts have been incorporated into the 2024 budget. A compensation study is included in the 2024 budget to be used for 2024 negotiations.
- The 2024 budget includes the following positions.
 - Police Officer
 - Police Officer
 - Firefighter/Paramedic -Start 4/1
 - Firefighter/Paramedic -Start 4/1
 - Firefighter/Paramedic -Start 4/1
 - Management Analyst-Parks
 - IT Technician
 - Recreation Coordinator at 20 hours per week (revenue neutral)
 - Utility Accounting Technician (funded in the Water/Sewer Fund)

- The Public Service Worker position that is currently funded 50% Parks and 50% Ice Arena will be split into two positions. One will be funded 100% by Parks and one will be funded 100% by the Ice Arena. The additional 50% of the parks position is revenue neutral in the General Fund. The additional 50% of the ice arena position is funded by the Ice Arena revenues.

Commodities and Contractual

- Commodities and Contractual Services have been included in the budget at a 3% increase except for the Internal Service Fund allocation expenditures. Internal Service Fund expenditures have been increased to cover current operating costs that have not been recovered in recent budgets. In addition, utility costs have been increased to the actual costs that were experienced in 2022 which was an approximate 22% increase over 2021 actual costs.

Contingency

- During the development of the FMP, a contingency amount was included in the General Fund budget for unforeseen events that can occur during the year. As per the FMP, \$200,000 is included in the 2024 budget. In addition, the contingency can be utilized to meet the goals of the fund balance policy which states that the unassigned fund balance for the General Fund shall be between 45% and 55% of the subsequent General Fund operating expenditures.

General Fund

The General Fund revenue and expenditures are budgeted at \$25,152,640. This is an 8.96% increase from the prior year budget. The personnel category increase of 10.69% is due to the addition of new personnel positions and increases in the worker's compensation/health insurance allocations to recover the current costs of these premiums. There is a 34.52% increase to the IT allocation, a 50.27% increase to the property insurance allocation, and a 40% increase to the fleet allocation to cover current operating costs in the Internal Service Funds. A weather warning siren at the 9500 block of Military has been included in the budget for \$39,500. The police squad purchases that had been included in the General Fund in that past, are included for 2024 in the Equipment Replacement Fund per recommendations from the FMP.

Budgeted Special Revenue and Capital Funds

Recycling

The revenue is the recycling grant amount expected to be received from Washington County. Expenditures meet but do not exceed the amount of the grant funding.

Stormwater

Rates are proposed to increase by 3% per the Stormwater Utility Rate Plan. Expenditures include stormwater maintenance activities. There is a transfer out to the Pavement Management fund for stormwater activities that will be completed as part of the 2024 Pavement Management project.

Roadway and Trailway Maintenance

The primary source of revenue in this fund are the franchise fees. Phase three of the mill and overlay project in the Thompson Grove neighborhood will continue in 2024. In addition, the mill and overlay portion of the East Point Douglas project by Menards will be done in 2024. There are sufficient funds for the 2024 projects.

Forfeiture

This fund accounts for the associated costs related to forfeiture activities. The revenues for 2024 will fund the expenditures for 2024.

Ice Arena

Revenues are budgeted at \$102,080 over expenditures. The Public Service Worker position is increased in the 2024 budget by .50 FTE. This will bring the fulltime FTEs at the arena to 3 FTEs. As in the past, a transfer out of \$200,000 is included in this fund to partially fund the debt service payment for the 2016A Bonds which were issued for ice arena capital.

Golf Course

Revenues are budgeted at \$105,480 over expenditures in the 2024 budget. Revenue is based on 41,000 rounds of golf. An internal fund loan payment of \$183,000 is included in the budget. The loan is for the replacement of the irrigation system.

CG CVB (Cottage Grove Convention and Visitors Bureau)

Revenues in this fund are the lodging taxes and ARPA funds. The revenues will be sufficient to cover the expenditures of this fund in 2024. 2024 will be the final year of the ARPA funds that have been used to partially fund the Marketing/Communications Specialist position.

EDA

The property tax levy for this fund has increased from \$125,000 in the 2023 budget to \$275,000 in the 2024 budget. These funds can be used for economic or redevelopment activity.

Equipment Replacement

Equipment and vehicles totaling \$983,890 are included in the Equipment Replacement fund for 2024. The purchases include:

- Police Squads \$472,560 (replacement)
- Police Administration vehicles (2) \$100,000 (replacement)
- Fire radios \$30,330 (replacement)
- Streets mower \$68,000 (replacement)
- Parks trailers (2) \$32,000 (replacement)
- Parks utility vehicle with sprayer \$125,000 (replacement)
- Parks mower \$116,000 (replacement)
- Streets utility vehicle with attachments \$40,000-lease (replacement)

Enterprise Funds

Water and Sewer

A 3% increase in water rates and a 5% increase in sewer rates is included in the 2024 budget per the rate study that was done in the fall of 2022. These revenues are sufficient to cover these operations in 2024.

Street Light

A rate increase of 8% is included in the street light budget to fund current of the street light system and traffic signals. Due to the higher operating costs and necessary replacement costs for the street light infrastructure, further analysis of the street light fund will need to be done in the near future.

Ambulance

A rate increase of 3% is necessary to fund the expenditures in the fund for 2024. Three new Firefighter/Paramedics positions are included in the budget with an allocation of 75% General Fund and 25% Ambulance fund. Allocations for the existing firefighter/paramedic positions are 25% General Fund and 75% Ambulance fund. The new allocation for the three positions is based on analysis during the FMP process regarding the expenditures that the Ambulance fund could support in the future.

Internal Service Funds

Internal service funds are used to allocate costs within the city's operations to promote efficiency or effectiveness of a shared activity.

Insurance

The Insurance Fund accounts for the health insurance, worker's compensation, and property insurance coverages throughout the city. Charges to other funds for these coverages will be increasing 20.26% to cover current operating costs.

Fleet

The Fleet fund accounts for the fuel purchases, fleet maintenance of the vehicles & equipment, and building maintenance activities for the municipal buildings. Charges to other funds for these activities will be increasing by 23.28% to cover current operating costs.

IT

The IT Fund accounts for IT software, services, and computer equipment purchased throughout the city. Charges to other funds for IT services will be increasing 9% to cover current operating costs in the fund. In addition, \$188,000 in one-time public safety funds will be utilized to fund Toughbooks and the Watch Guard system for public safety.

Action Requested:

1. Adopt Resolution 2023-152, Adopting the 2023 Property Tax Levy Collectible in 2024.
2. Adopt Resolution 2023-153, Adopting 2024 Budget.

**CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-152
RESOLUTION ADOPTING THE 2023 PROPERTY TAX LEVY
COLLECTIBLE IN 2024**

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the following amounts are the proposed to be levied for the current year, collectible in 2024, upon the taxable property in the City of Cottage Grove for the following purposes:

	Total
General Levies	
General Fund	\$18,567,010
Public Safety/City Hall Interfund Loan & maintenance	300,000
Economic Development	275,000
Equipment Levy	319,100
Total General Levies	19,461,110
Debt Levies	
2016A GO Refunding Bonds (Ice Arena)	220,000
2017A GO Capital Improvement Plan Bonds (Fire Station)	610,000
2019A GO Capital Improvement Plan Bonds (HERO)	250,000
2019B GO Equipment Certificates (Ice Arena)	350,000
2015A GO Improvement Bonds (Pavement Management)	300,000
2016B GO Improvement Bonds (Pavement Management)	200,000
2018A GO Improvement bonds (Ravine Parkway)	250,000
2021B GO Improvement Refunding Bonds (PM & Hinton)	531,240
2021A GO Improvement Bonds (Pavement Management)	230,000
2023A GO Improvement & Abatement Bonds (PM & Glacial Valley)	540,950
Future Street Debt (EPD)	182,300
Total Debt Levies	3,664,490
Total Property Tax Levy	\$23,125,600

BE IT FURTHER RESOLVED that there are sufficient sums of money in the Debt Service funds of the City which are irrevocably pledged, together with the above Debt levies to pay principal and interest in 2024 on all outstanding bond issues and internal loan obligations established by previous City Council resolutions and the deferred annual tax levies previously certified to the County Auditor are hereby cancelled and replaced by the above debt service levies.

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

**CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2023-153
ADOPTING THE 2024 BUDGET
FOR THE CITY OF COTTAGE GROVE**

WHEREAS the City of Cottage Grove is required to annually adopt a budget that includes projected revenues and sources and all proposed expenditures to be made and obligations to be incurred by the City in the forthcoming fiscal year; and

WHEREAS the recommended 2024 budget has been reviewed by the City Council at various public workshops and City Council meetings: and

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the 2024 operating budget shall be adopted as follows:

	<u>2024 Budget</u>
General Fund	
<u>Revenue</u>	
General Property Tax	\$18,567,010
Licenses & Permits	2,371,670
Intergovernmental	1,637,810
Charges for Services	1,567,910
Fines	150,000
Miscellaneous	208,915
Transfers In	649,325
Total	<u>\$25,152,640</u>
 <u>Expenditures</u>	
General Government	
Mayor & Council	\$116,370
Administration	919,620
Professional services	492,600
City Clerk & Elections	236,785
Finance	676,130
City Hall	574,260
Community & Employee Programs	181,335
Community Development	
Planning, Zoning & Historic Preservation	590,600
Building inspection & Code Enforcement	1,370,805

	<u>2024 Budget</u>
<u>Expenditures (continued)</u>	
Public Safety	
Police	9,893,825
Animal Control	30,710
Emergency Preparedness	114,560
Fire	1,931,190
Public Works	
Engineering	628,570
Street Maintenance	2,048,280
Signage	259,840
Snow Plowing	1,019,000
Forestry	416,340
Public Works Admin	485,530
Parks & Recreation	
Park Maintenance	2,305,300
Recreation	658,990
Transfers Out	0
Total	<u>\$25,152,640</u>

Other Governmental Funds

<u>Revenue</u>	
Equipment Replacement	\$567,090
Recycling	57,500
Surface Water Management	1,208,360
Roadway & Trailway Maintenance	1,937,000
Forfeiture & Seizure	24,000
Ice Arena	1,550,000
River Oaks Golf Course	2,999,180
HERO Center	958,593
CVB	153,565
EDA	275,000
Total	<u>\$9,730,288</u>

<u>Expenditures</u>	
Equipment Replacement	\$1,000,690
Recycling	62,720
Surface Water Management	1,020,365
Roadway & Trailway Maintenance	1,794,640
Forfeiture & Seizure	31,900
Ice Arena	1,447,920
River Oaks Golf Course	2,893,700
HERO Center	1,003,180
CVB	148,460
EDA	566,325
Total	<u>\$9,969,900</u>

Enterprise & Internal Service Funds2024
BudgetRevenue

Water Utility	\$3,690,910
Sewer Utility	4,223,200
Streetlights	1,228,850
Cottage Grove EMS	2,982,480
Insurance	3,556,090
Fleet	2,110,640
Information Technology	1,812,600
Total	<u>\$19,604,770</u>

Expenditures

Water Utility	3,403,025
Sewer Utility	4,046,770
Streetlights	1,107,420
Cottage Grove EMS	3,286,295
Insurance	3,541,100
Fleet	2,162,300
Information Technology	1,794,565
Total	<u>\$19,341,475</u>

Passed this 6th day of December 2023.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Annual Budget 2024



CITY OF COTTAGE GROVE, MN
FINANCE DEPARTMENT

12800 Ravine Parkway S, Cottage Grove, MN 55016

651-458-2800 | CottageGroveMN.gov

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To: Honorable Mayor and City Council

From: Jennifer Levitt, City Administrator

Date: November 20, 2023

Subject: 2024 Budget Transmittal

The following is the 2024 Budget for the City of Cottage Grove municipal operations during the 2024 fiscal year. The document includes all major operating funds of the City and concludes nearly a year's worth of planning, evaluation, and discussion by the Council and staff. The budget, along with the capital improvement plan, provides direction to staff to carry out community and Council initiatives throughout the year.

The annual budget process was guided by policies, ordinances, and the Strategic Plan which have been adopted by the City Council. Four Strategic Initiatives have been used throughout the budget process.

- Managing Sustainable Growth
- Reforming Organizational Culture
- Recreational Destination
- Engaging Community

A Ten-Year Financial Management Plan (FMP) that received Council consensus in February 2023 was utilized throughout the budget process. The FMP included all current and future operating costs, the capital improvement plan including pavement management and street projects, equipment replacement, existing and future debt, and tax base growth. The FMP targeted an average \$100 city property tax increase for the Median Home/Sample Property 1, although an increase of \$110 was needed in 2024 to maintain the same excellent level of services including police, fire, street, snow plowing, parks, and recreation services that the community enjoys today.

Budget Process and Timeline

The budget process follows the timeline established by the State of Minnesota. Minnesota Statutes require that the preliminary budget and the proposed tax levy be approved by the City Council before September 30th each year. The proposed levy must be certified to Washington County by September 30th, as required by Statute. The preliminary levy may be decreased before final adoption in December, but it may not be increased.

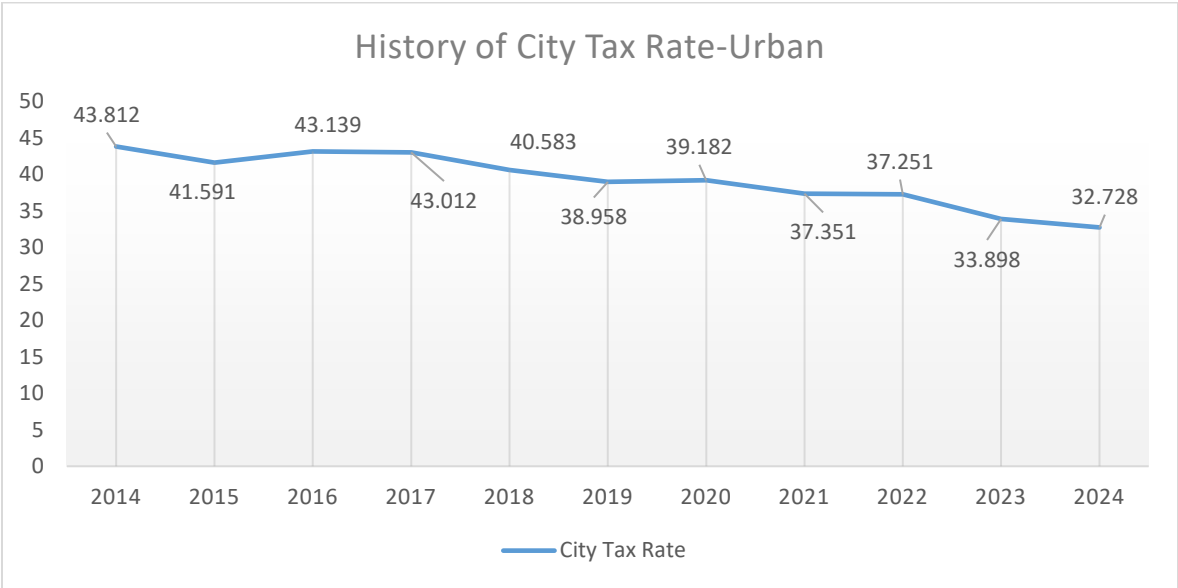
State law also requires that the City must announce by September 30th the time and place of a future meeting at which the budget and levy will be discussed, and public input allowed, before the final budget adoption and levy determination. This is also known as the Truth in Taxation Hearing.

The City is required to adopt the final property tax levy and certify amount to Washington County on or before December 28th of each year.

The 2024 budget process began in February with the preparation of the FMP. Based on the FMP, department directors and city staff prepared budget requests. From these requests, a City Administrator recommended budget was presented to City Council. City Council reviewed the budget in numerous workshops in July and adopted a preliminary budget and property tax levy on September 6th. The proposed levy of \$23,125,600 was certified to Washington County by September 30th. The Truth in Taxation Hearing will be held at 7:00 pm on December 6th, 2023.

Property Tax Rate

The City’s property tax rate is calculated by dividing the Net Tax Levy (Gross Levy less Fiscal Disparities Distribution) by the Net Tax Capacity Value. Based on higher increases in the net tax capacity value due to new construction as compared to the net tax levy, the 2024 property tax rate is proposed to decrease from 33.898% to 32.728%.



Property Tax Levy

The various components of the 2024 Property Tax Levy are summarized below:

	2023	2024
General Operating Levy		
General Fund	\$17,485,270	\$18,567,010
PSCH Interfund Loan/bldg. repairs	250,000	300,000
Economic Development	125,000	275,000
Equipment Levy*		\$319,100
Total General Operating Levy	\$17,860,270	\$19,461,110
Total Debt Levy	\$2,789,440	\$3,664,490
Total Gross Levy	\$20,649,710	\$23,125,600
Levy Increase		11.99%

*Equipment levy had been included in General Fund prior to 2024.

Property Values

The total taxable value of property within the City as determined by the Washington County Assessor will increase by 19.26%. Approximately 5% of this increase is due to new construction and the remainder is due to taxable market value changes to existing properties.

Tax Capacity Value			
	Payable 2023	Payable 2024	% Change
Real Estate	\$57,416,628	\$68,490,789	
Personal Property	654,114	766,487	
Subtotal Tax Capacity Value	58,070,742	69,257,276	19.26%
Less: Tax Increment	(1,829,912)	(3,098,149)	
Less: Fiscal Disparity Contribution	(3,354,994)	(3,600,281)	
Net Tax Capacity Value	\$52,885,836	\$62,558,846	18.29%

Impact on Taxpayers

For an owner of a median valued home in Cottage Grove at \$329,600 which increased in taxable market value by 9.2%, the estimated annual property tax bill from the City, based on the 2024 budget and property tax levy, will be \$1,161 per year – an increase of \$71 from the 2023 amount. This is below the amount identified in the FMP.

Property	2023		2024		% Increase Market Value	City Property Tax Change
	Market Value	City Property Tax	Market Value	City Property Tax		
Median Home	\$332,400	\$1,102	\$363,000	\$1,173	9.2%	\$71
Property 1	329,600	1,091	371,400	1,203	12.68%	112
Property 2	373,600	1,254	417,900	1,368	11.86%	114
Property 3	463,300	1,570	519,700	1,717	12.17%	147
Property 4	414,300	1,404	441,200	1,444	6.49%	40
Average						\$97

Comparison of City Property Tax with other similar communities

The following tables reflect the 2024 city portion of property taxes on the median home in each city based on the preliminary tax rates in each community. The median home in each community means that 50% of the homes in the community are valued more and 50% are valued less. Cottage Grove compares favorably to other cities in Washington County and other growing cities in the Metro area with a population of over 40,000. There is only one city in Washington County that pays less in City Property Taxes and there are only two growing cities in the Metro area that pay less in City Property Taxes when comparing the median homes in each community.

Cities in Washington County

	Median Value Home	Tax Rate	2024 City Property Tax
Stillwater	\$416,100	46.73%	\$1,944
Afton	\$680,900	23.50%	\$1,707
Oak Park Heights	\$334,800	48.17%	\$1,579
Mahtomedi	\$445,700	33.89%	\$1,510
Hugo	\$410,000	36.37%	\$1,490
Lake Elmo	\$580,400	24.55%	\$1,474
Newport	\$322,100	46.25%	\$1,452
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Oakdale	\$347,400	38.34%	\$1,309
Woodbury	\$463,300	27.53%	\$1,276
Cottage Grove	\$363,000	32.73%	\$1,173
Saint Paul Park	\$279,500	35.91%	\$960

Source: Washington County Taxpayer Services

Growing Metro Cities over 40,000 in Population

	Median Value Home	Tax Rate	2024 City Property Tax
Edina	\$700,600	28.37%	\$2,130
Minnetonka	\$496,600	34.51%	\$1,714
Eden Prairie	\$536,400	28.35%	\$1,546
Lakeville	\$446,500	30.55%	\$1,364
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Maple Grove	\$451,300	27.05%	\$1,221
Cottage Grove	\$363,000	32.73%	\$1,173
Blaine	\$338,525	34.89%	\$1,158
Shakopee	\$338,400	27.46%	\$911

Sources: Washington, Dakota, Hennepin, Anoka, and Scott County Taxpayer Services

2024 Budget

The City has over 50 individual funds in various categories such as general, special revenue, debt service, capital projects, and enterprise. A fund is a self-balancing set of accounts and resources which are dedicated to a specific purpose.

The City establishes budgets for the General Fund, special revenue funds, enterprise funds, and internal service funds. The debt service fund activity is based on bond agreements and the capital project funds are based on projects established in the Capital Improvement Plan.

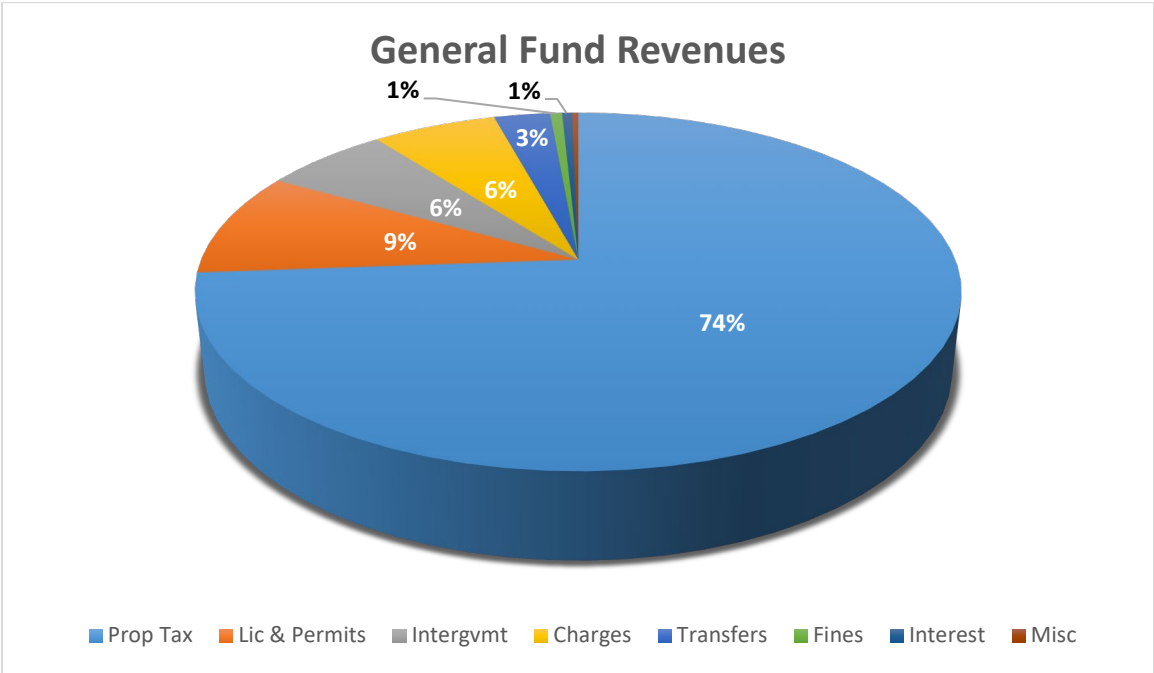
In the budget document, the budgets are organized by department. In addition, the special revenue, enterprise, and internal service funds are included within the department that oversees these functions. For example, the Recycling Fund is included in the Public Works Department.

Budget Organization

Governmental Funds	
General Fund • Mayor & Council • Administration Department (Admin) • Finance Department (Finance) • Community Development Department (CD) • Public Safety Department (PS) • Public Works Department (PW) • Parks & Recreation (Parks)	Special Revenue Funds • Recycling (PW) • Stormwater (PW) • Roadway & Trailway Maintenance (PW) • Forfeiture/Seizure (PS) • Ice Arena (Parks) • Golf Course (Parks) • Economic Development Authority (Admin) • Convention & Visitors Bureau (Admin) • Equipment Replacement (PW)
Proprietary Funds	
Enterprise Funds • Water Utility (PW) • Sewer Utility (PW) • Street Light Utility (PW) • Ambulance (PS)	Internal Service Funds • Self Insurance (Finance) • Fleet (PW) • Information Technology (Admin)

General Fund

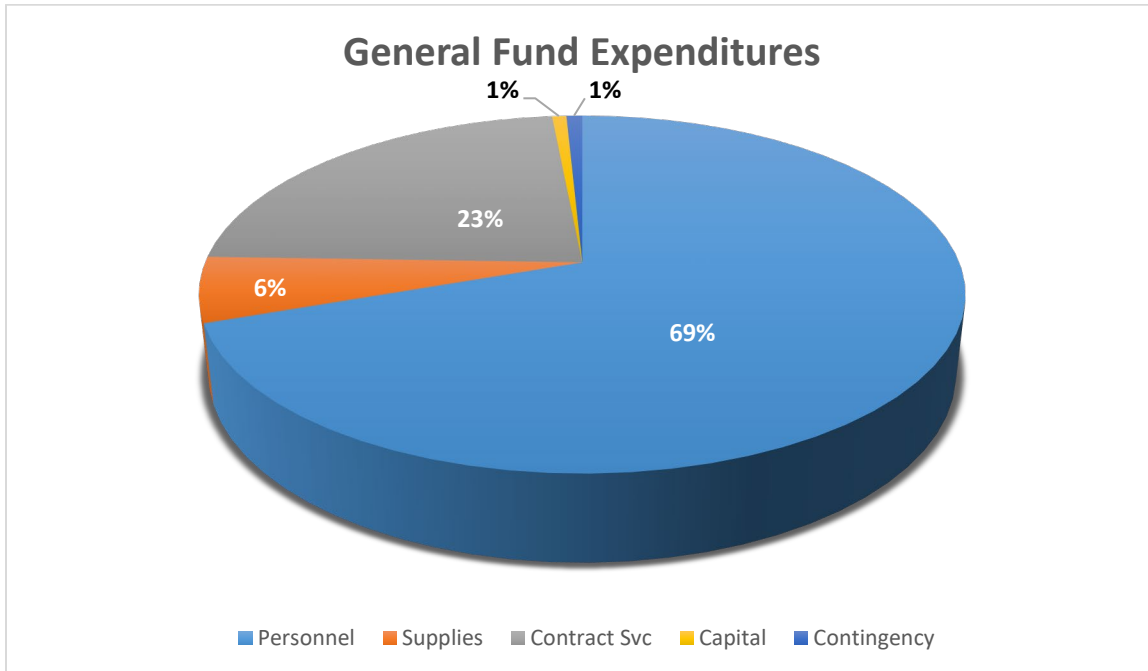
The General Fund is the chief operating fund for the City. The General Fund accounts for activities that are not required to be accounted for in any other fund. Included in this fund are general government, police, fire, streets, snow plowing, parks, and recreation activities. These activities are primarily funded by property taxes. Total General Fund revenues and expenditures are estimated at \$25,152,640. This is an increase of 8.96%. The largest source of revenue for the General Fund is property taxes.



All Minnesota communities received one-time public safety funds based on a per capita basis in 2023 to be utilized for public safety expenditures. The City received \$1,733,090 in these funds and will utilize these funds as follows:

Description	2024 Budget	2025 Budget	2026 Budget
Police Officers (2 FTE's)	\$205,600	116,000	\$63,800
Firefighter/Paramedics (3 FTE's)	222,750	156,750	86,214
Fire staffing plan	100,000		
Toughbook computers and watchguard	188,000	71,000	69,966
SCBA's for fire		450,000	
Total	\$716,350	\$793,750	\$219,980

*fund new Deputy Chief if grant is received for SCBA's



2024 Expenditures are proposed to increase due to the following:

- Personnel Costs – The budget includes a 3% cost of living increase for salaries based on bargaining unit contracts that have been settled for 2024. Benefits include an increase for worker’s compensation costs due to continued premium increases for worker’s compensation.
- Staffing – The 2024 budget includes the addition of the following positions needed to maintain or enhance levels of service to the community.
 - Police Officer (use of one-time Public Safety Funds)
 - Police Officer (use of one-time Public Safety Funds)
 - Firefighter/Paramedic (use of one-time Public Safety Funds)-Start 4/1
 - Firefighter/Paramedic (use of one-time Public Safety Funds)-Start 4/1
 - Firefighter/Paramedic (use of one-time Public Safety Funds)-Start 4/1
 - Management Analyst-Parks (identified in FMP)
 - IT Technician (funded in the IT fund and identified in FMP)
 - Recreation Coordinator at 20 hours per week (revenue neutral)
 - Utility Accounting Technician (funded in the Water/Sewer Fund)
 - The Public Service Worker position that is currently funded 50% Parks and 50% Ice Arena will be split into two positions. One will be funded 100% by Parks and one will be funded 100% by the Ice Arena. The additional 50% of the parks position is revenue neutral in the General Fund. The additional 50% of the ice arena position is funded by the Ice Arena revenues.

- Commodities and Contractual Services - Commodities and Contractual Services are included at 3% increase except for the Internal Service Fund allocation expenditures. Internal Service Fund expenditures have been increased to cover current operating costs that have not been recovered in recent budgets. In addition, utility costs have been increased to the actual costs that were experienced in 2022.
- Capital – A weather warning siren at the 9500 block of Military has been included in the budget for \$39,500.

Special Revenue Funds

Recycling

The revenue in this fund is the recycling grant amount expected to be received from Washington County. Expenditures meet but do not exceed the amount of the grant funding.

Stormwater

Rates are proposed to increase by 3% per the Stormwater Utility Rate Plan. Expenditures include stormwater maintenance activities. There is a transfer out to the Pavement Management fund for stormwater activities that will be completed as part of the 2024 Pavement Management project.

Roadway and Trailway Maintenance

The primary source of revenue in this fund are franchise fees. Phase three of the mill and overlay project in the Thompson Grove neighborhood will continue in 2024. In addition, the mill and overlay portion of the East Point Douglas project by Menards will be done in 2024. There are sufficient funds for the 2024 projects.

Forfeiture/Seizure

This fund includes the associated costs related to forfeiture activities. The revenues for 2024 will fund the expenditures for 2024.

Ice Arena

Revenues are budgeted at \$102,080 over expenditures. The Public Service Worker position is increased in the 2024 budget by .50 FTE. This will bring the full-time FTEs at the arena to 3 FTEs. As in the past, a transfer out of \$200,000 is included in this fund to partially fund the debt service payment for the 2016A Bonds which were issued for ice arena capital.

Golf Course

Revenues are budgeted at \$105,480 over expenditures in the 2024 budget. Revenue is based on 41,000 rounds of golf. An internal fund loan payment of \$183,000 is included in the budget. The loan is for the replacement of the irrigation system.

CG CVB (Cottage Grove Convention and Visitors Bureau)

Revenues in this fund are lodging taxes and ARPA funds. The revenues will be sufficient to cover the expenditures of this fund in 2024. 2024 will be the final year of ARPA funds for this fund so additional revenues or fewer expenditures will need to be identified in future years.

EDA Fund

The property tax levy for this fund has increased from \$125,000 in the 2023 budget to \$275,000 in the 2024 budget. These funds can be used for economic or redevelopment activity.

Equipment Replacement Fund (Capital Project Fund)

Equipment and vehicles totaling \$983,890 are included in the Equipment Replacement fund for 2024. The purchases include:

- Police Squads \$472,560 (replacement)
- Police Administration vehicles (2) \$100,000 (replacement)
- Fire radios \$30,330 (replacement)
- Streets mower \$68,000 (replacement)
- Parks trailers (2) \$32,000 (replacement)
- Parks utility vehicle with sprayer \$125,000 (replacement)
- Parks mower \$116,000 (replacement)
- Streets utility vehicle with attachments \$40,000-lease (replacement)

Utility and Enterprise Funds

Water and Sewer Funds

A 3% increase in water rates and a 5% increase in sewer rates is included in the 2024 budget per the rate study that was done in the fall of 2022. These revenues are sufficient to cover these operations in 2024.

Street Light Fund

A rate increase of 8% is included in the street light budget to fund current of the street light system and traffic signals. Due to the higher operating costs and necessary replacement costs for the street light infrastructure, further analysis of the street light fund will need to be done in the near future.

Ambulance Fund

A rate increase of 3% is necessary to fund the expenditures in the fund for 2024. Three new Firefighter/Paramedics positions are included in budget with an allocation of 75% General Fund and 25% Ambulance fund. The General Fund portion of these three positions will be funded with the one-time public safety funds. Allocations for the existing firefighter/paramedic positions are 25% General Fund and 75% Ambulance fund. The new allocation for the three positions is based on analysis during the FMP process regarding the expenditures that the Ambulance fund could support in the future.

Internal Service Funds

Insurance

The Insurance Fund accounts for the health insurance, worker's compensation, and property insurance coverages throughout the city. Charges to other funds for these coverages will be increasing 20.26% to cover current operating costs.

Fleet

The Fleet Fund accounts for the fuel purchases, fleet maintenance of the vehicles & equipment, and building maintenance activities for the municipal buildings. Charges to other funds for these activities will be increasing by 23.28% to cover current operating costs.

IT

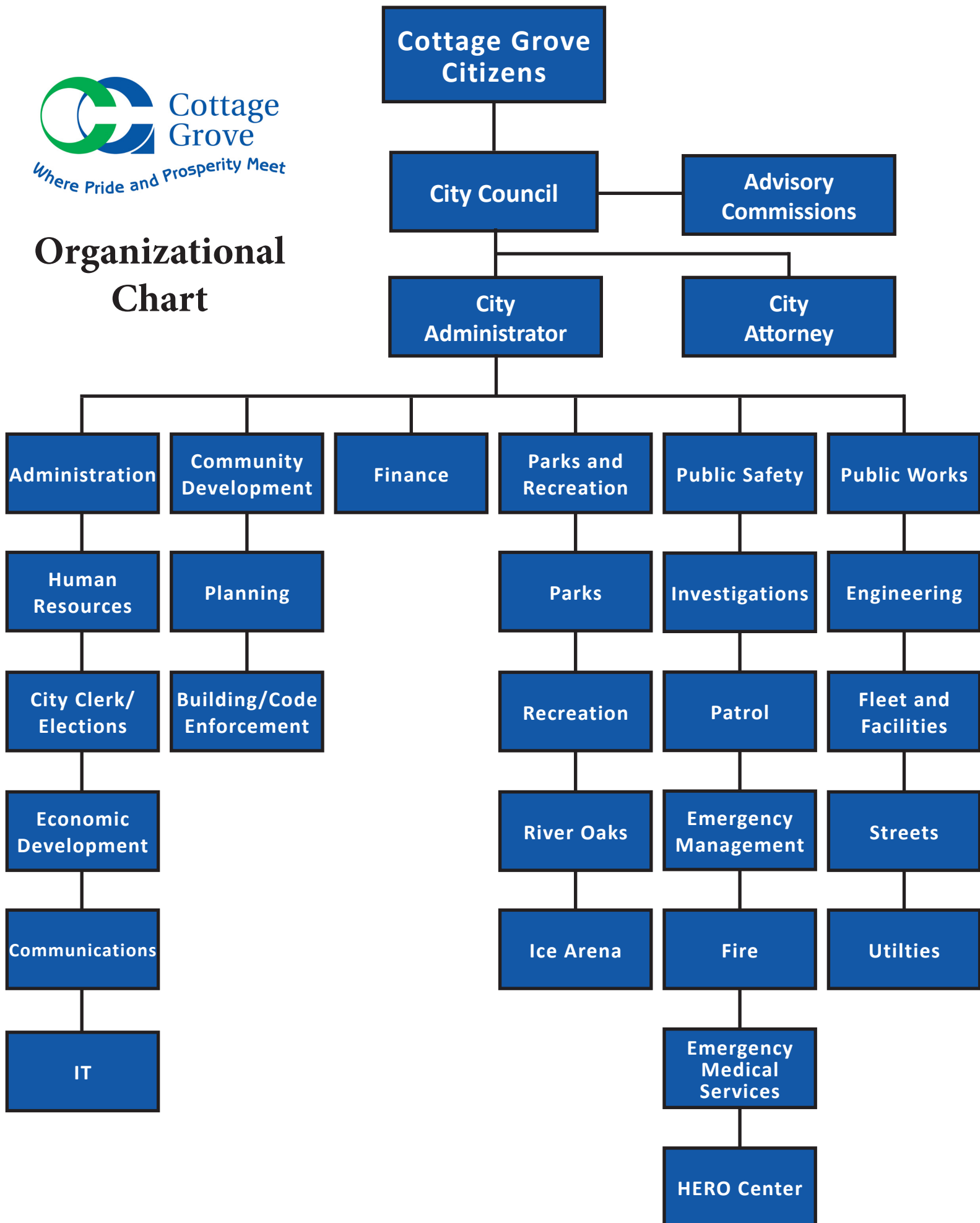
The IT Fund accounts for IT software, services, and computer equipment purchased throughout the city. Charges to other funds for IT services will be increasing 9% to cover current operating costs in the fund. In addition, \$188,000 in one-time public safety funds will be utilized to fund Toughbooks and the Watch Guard system for public safety.

Conclusion

The city continues to be well positioned to respond to whatever economic growth and change will come. The City Council maintains a stated goal of ensuring the fiscal health of the organization while strategically planning for economic cycles. The City Council and staff consistently focus on fiscal opportunities, potential challenges, and fund balance growth. We continually evaluate systems and operations to discover efficiencies and improve the delivery of City services.

The city continues to strive for fiscal stability. Like the fourteen budgets before it, the 2024 budget was created in concert with a draft 2024 budget to see the impact initiatives have on the long-term budget, assuring that current initiatives did not create future budget imbalances. This model provides the base for long-term financial planning necessary for a well-managed and fiscally stable municipality. Long-term planning and fiscal conservatism have situated the City of Cottage Grove with strong fund balances and cash reserves. This solid base provides the city with not only the ability to face economic challenges, but also the wherewithal to take advantage of economic development opportunities. All the planning and financial stability is nothing, however, without quality City services provided to residents and businesses in a timely, responsive manner. Cottage Grove City employees provide these services to the community in good times and bad. It is my honor to call these dedicated workers my colleagues.

Organizational Chart



PRINCIPAL CITY OFFICIALS



Elected City Officials

Mayor:

Myron Bailey

Term Expires December 31, 2024

City Council:

Tony Khambata

Term Expires December 31, 2024

Justin Olsen

Term Expires December 31, 2024

Dave Thiede

Term Expires December 31, 2026

Vacant*

Term Expires December 31, 2024

*Monique Garza will be sworn in on December 6, 2023 to fill this vacant seat.

Appointed Officials

City Administrator

Jennifer Levitt

Finance Director

Brenda Malinowski

Public Safety Director

Pete Koerner

Public Works Director

Ryan Burfeind

Parks & Recreation Director

Zac Dockter

Community Development Director

Emily Schmitz

City Clerk

Tamara Anderson

COMMUNITY PROFILE



Overview

Cottage Grove was organized as a village on July 13, 1965 and was incorporated as a city on January 1, 1974. Cottage Grove is a suburban community located on the southern border of Washington County, sixteen miles southeast of Downtown St. Paul. The City currently occupies 34 square miles of land.

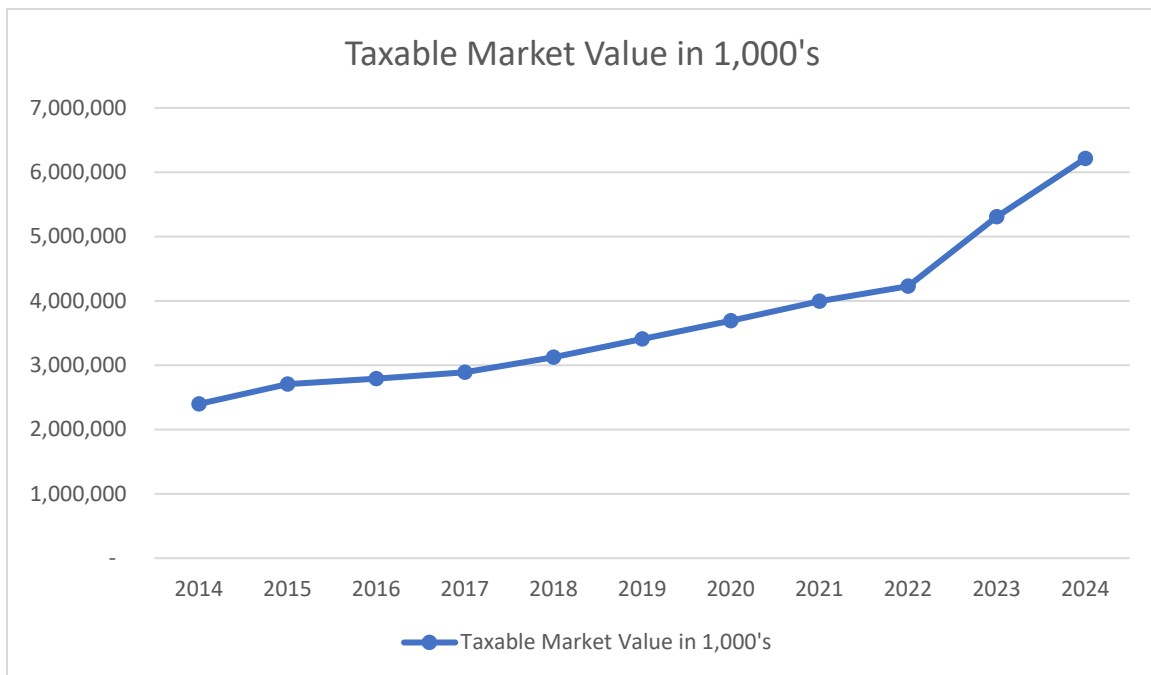
With a population of 41,027 according to the Metropolitan Council, Cottage Grove is the second largest city in Washington County. Most of the population of the City concentrates in two age groups: 0-14 years at 28.8% and 25-54 years at 41.8%. According to the 2020 census, the average age is 36.5 years and the median family income is \$102,600.

Bond Rating

The City achieved a bond rating upgrade to AAA by Standard & Poor's in 2023. This is the highest rating available from Standard & Poor's.

Tax Base

Cottage Grove's tax base is comprised of 84% residential properties and 16% commercial/industrial property. The total taxable market value of all City properties is \$6.2 billion, an increase of 68% since 2020 due to new construction and market value appreciation. Estimates from Washington County reflect an increase of 17% in taxable value for the 2024 budget year.



COMMUNITY PROFILE



Development and Redevelopment

The City's business park is home to 2,853,249 square feet of industrial and manufacturing businesses, including Renewal by Andersen, Van Meter, NorthPoint, American Logistics, North Star Sheets, and Up North Plastics. In 2022 and 2023, the City actively purchased and sold land within the City's business park. Numerous deals were struck with companies eager to locate to the business park including Ryan Companies, Hohenstein's, and NorthPoint.

The City's commercial areas include four community shopping centers which are home to many prominent retailers including Hy-Vee, PetSmart, Target, TJ-Maxx, Walgreens, Kohl's, Chipotle, Aldi, Cub Foods, Menards, and Walmart.

Parks

Cottage Grove has over 2,297 acres of parkland which is developed into 37 parks, playgrounds, and fields. The City recently acquired 20 acres of a former golf course property adjacent to the Mississippi River at 10351 Grey Cloud Trail. This property includes 1,900 feet of shoreline and 1.5 miles of paved and natural trails and will serve as a great resource for the future city park while also adding additional recreation and habitat protection adjacent to the 250-acre Grey Cloud Dunes Scientific and Natural Area.

The City also operates an Ice Arena with three sheets of ice and an 18-hole golf course, River Oaks, which overlooks the Mississippi.

Public Safety

The City's public safety services includes a police department with 46 sworn officers, a fire department with 22 part-time firefighters and 15 full-time firefighter/paramedics who also staff the Cottage Grove Emergency Medical Service (EMS) Ambulance.

Public Utilities

Cottage Grove's water and sewer public utility provides water service to over 13,800 residential and commercial customers. The City operates 12 wells. Wastewater treatment and disposal (sanitary sewer) are provided by the Metropolitan Council Environmental Services (MCES).

PROPERTY TAX LEVY



2024 Property Tax Levy by Type

General Levies

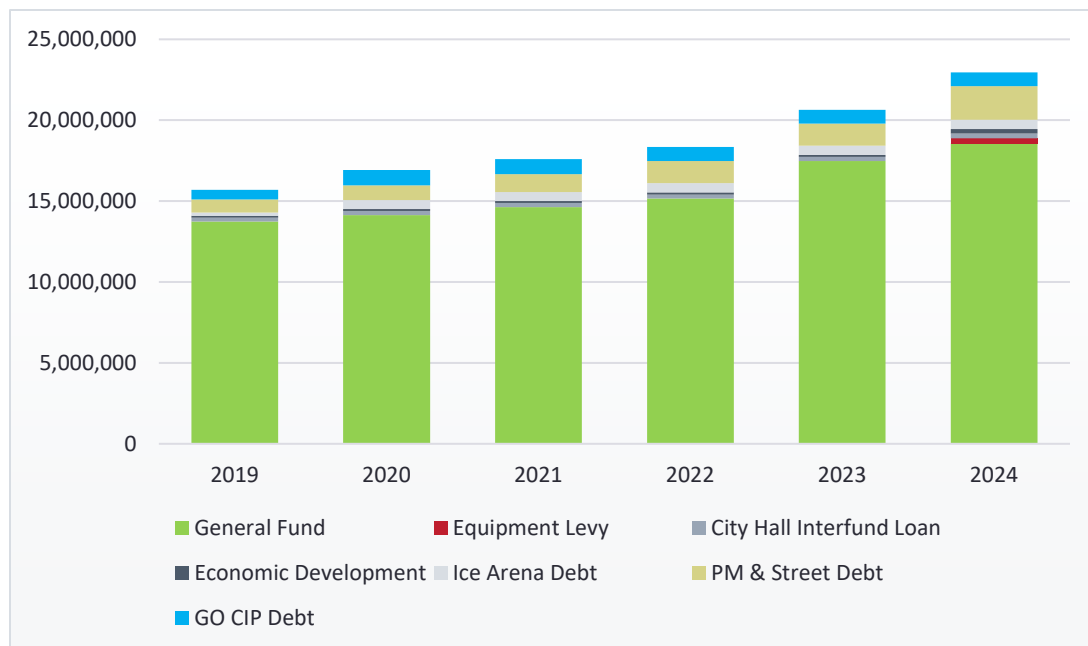
General Fund	\$18,567,010
Public Safety/City Hall Interfund Loan	300,000
Economic Development	275,000
Equipment Levy	319,100
Total General Levies	19,461,110

Debt Levies

2016A GO Refunding Bonds (Ice Arena)	220,000
2017A GO Capital Improvement Plan Bonds (Fire Station)	610,000
2019A GO Capital Improvement Plan Bonds (HERO)	250,000
2019B GO Equipment Certificates (Ice Arena)	350,000
2015A GO Improvement Bonds (Pavement Management)	300,000
2016B GO Improvement Bonds (Pavement Management)	200,000
2018A GO Improvement Bonds (Ravine Parkway)	250,000
2021B GO Improvement Refunding Bonds (PM & Hinton)	531,240
2021A GO Improvement Bonds (Pavement Management)	230,000
2023A GO Improvement & Abatement Bonds (PM & Glacial Valley)	540,950
Future Street Debt (EPD)	182,300
Total Debt Levies	3,664,490

Total Property Tax Levy \$23,125,600

Property Tax History



City of Cottage Grove-Annual Budget
Personnel Schedule by Department

	2023 Budget	2024 Budget	2025 Budget
Administration Department			
City Administrator	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Communications Manager	1.00	-	-
Assistant to City Administrator	0.75	0.75	0.75
City Clerk	1.00	1.00	1.00
Human Resources/Payroll Specialist	1.00	1.00	1.00
Marketing/Communications Specialist	-	1.00	1.00
Administration Specialist	1.00	1.00	1.00
EDA Director	1.00	1.00	1.00
Assistant to City Administrator	0.25	0.25	0.25
Marketing/Communications Specialist	1.00	1.00	1.00
IT Manager	1.00	1.00	1.00
IT System Administrator	-	2.00	2.00
IT Specialist	2.00	1.00	1.00
	<u>12.00</u>	<u>13.00</u>	<u>13.00</u>
Community Development Department			
Community Development Director	1.00	1.00	1.00
Senior Planner	2.00	1.00	1.00
Associate Planner	1.00	2.00	2.00
Community Development Assistant	1.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00
Building Inspector	4.00	3.00	4.00
Seasonal Building Inspector	0.50	0.50	0.50
Code Enforcement Officer	1.00	1.00	1.00
Building Permit Technician	2.00	2.00	2.00
Office Assistant II	0.63	0.63	0.63
	<u>14.13</u>	<u>13.13</u>	<u>14.13</u>
Finance Department			
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00
Finance Assistant II	0.50	0.50	0.50
Utility Billing Specialist	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00
Utility Accounting Technician	-	1.00	1.00
	<u>6.50</u>	<u>7.50</u>	<u>7.50</u>
Public Safety Department			
Public Safety Director	1.00	1.00	1.00
Police Captain	3.00	3.00	3.00
Sergeant	7.00	9.00	9.00
Police Officer	33.00	33.00	33.00

**City of Cottage Grove-Annual Budget
Personnel Schedule by Department**

	2023 Budget	2024 Budget	2025 Budget
Management Analyst	1.00	1.00	1.00
Records Manager	1.00	1.00	1.00
Records Coordinator	1.00	1.00	1.00
Records Specialist	2.00	2.00	2.00
Criminal Analyst	1.00	1.00	1.00
Investigative Aid	0.72	0.72	0.72
CSOs (FTE Equivalent)	3.05	4.25	4.25
Fire Chief	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00
Fire Captain	4.00	4.00	4.00
Firefighter/Paramedic	8.00	11.00	11.00
Administrative Assistant	1.00	1.00	1.00
Volunteer Firefighters	23.00	-	-
PT Firefighters	-	23.00	23.00
HERO Center Manager	1.00	1.00	1.00
Administrative Training Coordinator	1.00	1.00	1.00
HERO Maintenance Specialist	1.00	1.00	1.00
	<u>95.77</u>	<u>101.97</u>	<u>101.97</u>
Public Works Department			
Public Works Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	11.00	11.00	11.00
City Forester	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Seasonals (FTE) 10-560 hr. & 2-1040 hr.	3.69	3.69	3.69
City Engineer	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Graduate Engineer	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Lead Worker	2.00	2.00	2.00
Public Service Workers	10.00	10.00	10.00
Secretary	1.00	1.00	1.00
Seasonals (FTE) 2-560 hr. & 2-1040 hr.	1.54	1.54	1.54
Fleet & Facilities Manager	1.00	1.00	1.00
Working Foreman-Fleet	1.00	1.00	1.00
Lead Worker-Fleet and Facilities	2.00	2.00	2.00
Mechanic	2.00	2.00	2.00
Public Service Worker	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
	<u>49.23</u>	<u>49.23</u>	<u>49.23</u>

**City of Cottage Grove-Annual Budget
Personnel Schedule by Department**

	2023 Budget	2024 Budget	2025 Budget
Parks and Recreation Department			
Parks			
Parks & Recreation Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	7.50	8.00	8.00
Management Analyst	-	1.00	1.00
Seasonals (FTE equivalent) 9,070 hours	4.50	4.50	4.50
Recreation			
Recreation Services Manager	1.00	1.00	1.00
Recreation/Arena Supervisor	1.00	1.00	1.00
Office Assistant II	0.50	0.50	0.50
Seasonals (FTE equivalent)	4.50	5.50	5.50
Ice Arena			
Recreation Facilities Manager	1.00	1.00	1.00
Recreation/Arena Supervisor	1.00	1.00	1.00
Public Service Worker	0.50	1.00	1.00
Seasonals (FTE equivalent)	3.50	3.50	3.50
Golf			
General Manager	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Executive Chef	1.00	1.00	1.00
Golf Professional	1.00	1.00	1.00
Events Manager	1.00	1.00	1.00
Grill Manager/Line Cook	1.00	1.00	1.00
Seasonals (FTE equivalent)	16.00	16.00	16.00
	51.00	54.00	54.00
Total FTE's	228.63	238.83	239.83
FT Employees	166.00	174.00	175.00
Regular PT Employees (FTE's)	2.35	25.35	25.35
Seasonal Employees (FTE's)	60.28	39.48	39.48

Summary of Changes from 2023 Budget to 2024 Budget

IT Specialist	1.00
Building Inspector (add back in 2025)	(1.00)
Utility Accounting Technician	1.00
CSO's FTE	1.20
Police Officer	2.00
Firefighter/Paramedic	3.00
Management Analyst	1.00
Public Service Worker	1.00
Recreation seasonals FTE	1.00
	<u>10.20</u>

**City of Cottage Grove Annual Budget
Governmental Funds
Summary of Revenues & Expenditures**

	General Fund	Recycling Fund	Storm- Water Fund	Roadway Maintenance Fund	Forfeiture/ Seizure Fund
Category: REVENUE					
3010 - PROPERTY TAXES	18,567,010	0	0	22,000	0
3020 - FRANCHISE FEES	0	0	0	1,905,000	0
3030 - SPECIAL ASSESSMENTS	3,060	0	0	0	0
3110 - LICENSES AND PERMITS	2,371,670	0	0	0	0
3310 - INTERGOVERNMENTAL	1,637,810	57,000	0	0	0
3400 - CHARGES FOR SERVICES	1,567,910	0	0	0	24,000
3610 - FINES AND PENALTIES	150,000	0	0	0	0
3710 - ENTERPRISE CHARGES FOR SERVICES	0	0	1,198,360	0	0
3809 - INVESTMENT INTEREST	126,250	500	10,000	10,000	0
3812 - MISCELLANEOUS	79,605	0	0	0	0
3960 - OTHER FINANCING SOURCE	0	0	0	0	0
3999 - TRANSFERS IN	649,325	0	0	0	0
Total Category: REVENUE	25,152,640	57,500	1,208,360	1,937,000	24,000
Category: EXPENDITURES					
4100 - PERSONAL SERVICES	17,513,420	43,600	518,960	0	0
4200 - COMMODITIES	1,481,405	5,000	25,425	0	4,880
4300 - CONTRACTUAL SERVICES	5,778,315	14,120	429,530	390,640	21,990
4500 - CAPITAL OUTLAY	179,500	0	0	1,404,000	5,030
4600 - OTHER FINANCING USES	0	0	0	0	0
4730 - MISCELLANEOUS	0	0	0	0	0
4999 - TRANSFERS OUT	200,000	0	46,450	0	0
Total Category: EXPENDITURES	25,152,640	62,720	1,020,365	1,794,640	31,900
REVENUES OVER (UNDER) EXPENDITURES	0	(5,220)	187,995	142,360	(7,900)

**City of Cottage Grove Annual Budget
Governmental Funds, Continued
Summary of Revenues & Expenditures**

Opioid Settlement Fund	Ice Arena Fund	Golf Course Fund	Hero Center Fund	CVB Fund	EDA Fund	Equipment Replacement Fund	Total Budgeted Governmental Funds
0	0	0	0	0	275,000	319,100	19,183,110
0	0	0	0	0	0	0	1,905,000
0	0	0	0	0	0	0	3,060
0	0	0	0	0	0	0	2,371,670
0	57,000	0	0	64,695	0	0	1,816,505
0	543,000	2,999,180	898,793	13,845	0	0	6,046,728
0	0	0	0	0	0	0	150,000
0	0	0	0	0	0	0	1,198,360
0	0	0	0	0	0	7,990	154,740
0	950,000	0	59,800	75,025	0	0	1,164,430
0	0	0	0	0	0	240,000	240,000
0	0	0	0	0	0	0	649,325
0	1,550,000	2,999,180	958,593	153,565	275,000	567,090	34,882,928
0	570,960	1,362,900	449,200	83,325	212,875	0	20,755,240
0	53,530	212,361	54,910	360	1,510	0	1,839,381
0	623,430	914,830	463,270	64,775	351,940	0	9,052,840
0	0	220,609	0	0	0	983,890	2,793,029
0	0	183,000	0	0	0	16,800	199,800
0	0	0	0	0	0	0	0
0	200,000	0	35,800	0	0	0	482,250
0	1,447,920	2,893,700	1,003,180	148,460	566,325	1,000,690	35,122,540
0	102,080	105,480	(44,587)	5,105	(291,325)	(433,600)	(239,612)

**City of Cottage Grove Annual Budget
Proprietary Funds
Summary of Revenues & Expenditures**

	Water Fund	Sewer Fund	Streetlight Fund	EMS Fund	Insurance Fund
Category: REVENUE					
3010 - PROPERTY TAXES	0	0	0	0	0
3020 - FRANCHISE FEES	0	0	0	0	0
3030 - SPECIAL ASSESSMENTS	0	2,500	0	0	0
3110 - LICENSES AND PERMITS	0	0	0	0	0
3310 - INTERGOVERNMENTAL	0	0	0	0	66,000
3400 - CHARGES FOR SERVICES	30,000	0	167,000	2,982,480	3,440,090
3610 - FINES AND PENALTIES	0	0	0	0	0
3710 - ENTERPRISE CHARGES FOR SERVICES	3,606,910	4,164,700	1,041,850	0	0
3809 - INVESTMENT INTEREST	50,000	56,000	0	0	10,000
3812 - MISCELLANEOUS	4,000	0	20,000	0	40,000
3960 - OTHER FINANCING SOURCE	0	0	0	0	0
3999 - TRANSFERS IN	0	0	0	0	0
Total Category: REVENUE	3,690,910	4,223,200	1,228,850	2,982,480	3,556,090
Category: EXPENDITURES					
4100 - PERSONAL SERVICES	1,139,200	440,160	174,600	1,810,725	2,956,700
4200 - COMMODITIES	249,720	17,020	95,230	99,260	12,900
4300 - CONTRACTUAL SERVICES	1,660,365	3,385,850	784,590	532,540	441,500
4500 - CAPITAL OUTLAY	150,000	0	0	305,000	0
4600 - OTHER FINANCING USES	0	0	0	0	0
4730 - MISCELLANEOUS	0	0	0	434,945	130,000
4999 - TRANSFERS OUT	203,740	203,740	53,000	103,825	0
Total Category: EXPENDITURES	3,403,025	4,046,770	1,107,420	3,286,295	3,541,100
REVENUES OVER (UNDER) EXPENDITURES	287,885	176,430	121,430	(303,815)	14,990

**City of Cottage Grove Annual Budget
Proprietary Funds, Continued
Summary of Revenues & Expenditures**

Fleet Fund	Information Technology Fund	Total Budgeted Proprietary Funds
0	0	0
0	0	0
0	0	2,500
0	0	0
0	0	66,000
2,110,640	1,812,600	10,542,810
0	0	0
0	0	8,813,460
0	0	116,000
0	0	64,000
0	0	0
0	0	0
2,110,640	1,812,600	19,604,770
921,000	491,300	7,933,685
808,200	238,795	1,521,125
433,100	1,064,470	8,302,415
0	0	455,000
0	0	0
0	0	564,945
0	0	564,305
2,162,300	1,794,565	19,341,475
(51,660)	18,035	263,295

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Revenues & Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 100 - GENERAL FUND						
Category: PROPERTY TAXES						
3011 - CURRENT PROP TAX	14,603,771	15,094,134	8,999,884	17,485,270	18,567,010	20,487,430
3012 - DEL PROP TAXES	24,219	48,898	48,539	0	0	0
3013 - NON LEVY PROPERTY TAX	63,282	67,613	32,307	60,000	0	0
Total Category: PROPERTY TAXES	14,691,273	15,210,645	9,080,731	17,545,270	18,567,010	20,487,430
Category: SPECIAL ASSESSMENTS						
3030 - S.A. - CURRENT	3,200	4,056	1,046	3,000	3,060	3,120
3031 - S.A. - DELINQ	602	1,158	0	0	0	0
3041 - S.A. - NEW ROLL	364	0	0	0	0	0
3044 - MISC PEN & INT	53	407	0	0	0	0
Total Category: SPECIAL ASSESSMENTS	4,219	5,622	1,046	3,000	3,060	3,120
Category: LICENSES & PERMITS						
3110 - CONTRACT LICENSE	36,582	32,350	20,887	25,000	25,500	23,800
3112 - SOLID WASTE LIC	0	5,850	5,300	5,850	5,970	6,090
3113 - CIGARETTE LIC	375	5,000	15,596	4,000	7,000	7,000
3115 - LIQUOR LICENSE	2,200	48,400	47,317	52,000	50,000	50,000
3117 - ALARM LICENSE	870	2,179	2,075	1,000	1,000	1,000
3119 - GAMBLING ENFORCE	700	800	1,150	1,000	1,000	1,000
3125 - LAWN CARE LIC	1,275	3,638	0	2,500	0	2,600
3127 - PEDDLER TEMP	100	100	200	100	100	100
3129 - MISCELLANEOUS LICENSE	500	2,200	6,300	200	3,000	3,000
3130 - MASSAGE THERAPY	363	900	975	500	800	800
3138 - ENGINEERING PERMITS	10,546	95,276	14,831	30,000	13,000	13,000
3139 - ELECTRICAL PERMITS	201,169	229,042	135,762	150,000	150,000	140,000
3140 - BUILDING PERMIT	1,930,752	2,262,482	1,110,497	1,250,000	1,250,000	1,166,200
3141 - HTG/REFR PERMIT	178,046	362,538	104,892	125,000	125,000	116,600
3142 - PLBG PERMIT	83,813	246,889	82,092	250,000	138,000	128,100
3143 - REINSPECTION FEE	50	7,000	0	1,000	1,000	1,000
3144 - ANNL PLANT INSP	0	32,261	16,131	13,500	13,800	13,800
3145 - BUILDING PLAN REVIEW	645,559	1,015,768	389,617	475,000	500,000	466,000
3146 - RENTAL LICENSE	65,040	57,890	44,690	65,000	66,300	66,300
3147 - BUILDING PERMITS DENMARK TOWNSH	450	(44,186)	0	0	0	0
3150 - ANIMAL LICENSE	10,558	13,243	10,690	10,000	10,200	10,400
3159 - MISC NON-BUS LIC	12,792	7,200	6,585	21,250	10,000	10,600
Total Category: LICENSES & PERMITS	3,181,739	4,386,820	2,015,586	2,482,900	2,371,670	2,227,390
Category: INTERGOVERNMENTAL						
3310 - FEDERAL GRANTS	110,523	43,226	10,249	73,400	30,000	31,000
3321 - MVHC	9,085	4,440	0	0	0	0
3322 - LGA	0	0	0	0	54,060	54,060
3324 - STATE GRANTS	310	19,087	53,736	0	0	0
3325 - MN STREET MAINT	48,285	49,470	49,500	45,000	50,000	51,000
3327 - MN PUBLIC SAFETY AID	0	0	0	0	716,350	801,700
3328 - MN POLICE AID	379,193	432,376	477,320	380,000	410,000	418,200
3329 - MN FIRE AID	233,524	258,668	0	206,000	225,000	255,000
3339 - OTHER MN AID	74,655	64,422	82,709	50,200	137,800	139,830

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 100 - GENERAL FUND						
3349 - COUNTY AID	43,531	17,378	49,069	15,500	14,600	14,890
3359 - OTHER GOV AID	0	0	795	0	0	0
Total Category: INTERGOVERNMENTAL	899,106	889,067	723,378	770,100	1,637,810	1,765,680
Category: CHARGES FOR SERVICES						
3510 - MAPS/DOC SALES	0	65	10	100	100	100
3511 - ASSESS SEARCH	100	20	0	100	0	0
3514 - PLANNING FEE	21,994	33,219	8,700	20,000	20,400	20,810
3517 - ADM CHARGE-CONST	0	4,022	0	0	0	0
3518 - ENGINEERING CHG-PRIVATE CONSTRUC	475,260	214,180	176,964	250,000	200,000	275,000
3519 - OTHER CHARGE SVS	274,375	61,364	2,923	19,000	19,380	19,770
3522 - INVEST FEES	100	0	0	1,000	1,000	1,020
3523 - D.A.R.E. REIMB	166,663	98,880	104,564	99,000	100,980	103,000
3524 - ENGINEERING CHARGE - PUBLIC PROJEC	298,732	872,688	610,725	525,000	730,000	575,000
3530 - TOWING & STORAGE	5,375	5,020	2,655	5,300	5,460	5,600
3532 - FALSE ALARM FEES	0	0	0	5,000	3,500	3,570
3533 - LOCK OUT FEE	4,200	5,444	3,968	5,100	5,250	5,410
3536 - ANIMAL POUND CHG	0	0	185	0	0	0
3537 - OUT POLICE EMPL	363,562	16,200	17,600	20,000	20,000	20,400
3539 - MISC PUB SAFETY	44,821	31,790	19,107	20,200	25,000	25,300
3547 - ST OPEN PERMIT	6,760	6,565	5,695	7,500	7,500	7,650
3548 - RIGHT OF WAY PERMITS	53,905	47,519	43,216	45,000	48,000	48,000
3549 - MISC PUBLIC WORK	16,084	15,443	4,291	20,000	15,000	10,000
3561 - ADMISSIONS	13,417	18,503	13,901	15,000	29,000	30,200
3563 - SUPERVISED PLAYGROUNDS	113,417	130,148	135,472	135,000	193,800	206,460
3567 - LESSONS	4,600	7,925	8,050	6,500	8,500	9,000
3568 - FEE FOR SERVICE	1,402	4,108	5,659	2,000	2,040	2,080
3569 - LEAGUE FEE	6,185	4,721	3,500	7,000	13,000	13,160
3571 - CONCESSION SALES	3,769	(691)	0	500	0	0
3575 - PROGRAMS-SPECIAL	4,044	22,223	21,261	15,000	23,000	24,000
3580 - FACILITY USE	16,558	60,532	67,989	44,000	97,000	117,840
Total Category: CHARGES FOR SERVICES	1,895,324	1,659,888	1,256,435	1,267,300	1,567,910	1,523,370
Category: FINES & PENALTIES						
3610 - COURT FINES	148,726	142,770	108,682	150,000	150,000	153,000
Total Category: FINES & PENALTIES	148,726	142,770	108,682	150,000	150,000	153,000
Category: INVESTMENT INTEREST						
3810 - INVEST INTEREST	(63,605)	(486,954)	293,110	125,000	126,250	128,780
Total Category: INVESTMENT INTEREST	(63,605)	(486,954)	293,110	125,000	126,250	128,780
Category: MISCELLANEOUS						
3812 - DONATE & CONTRI	61,554	46,893	78,849	0	0	0
3813 - SALE OF GOODS	25,732	9,328	32,905	6,000	6,000	6,000
3814 - RENTAL INCOME	29,410	5,091	6,390	15,000	7,000	7,500
3816 - REFUND & REIMBRS	67,537	52,883	48,828	25,000	59,465	26,000
3829 - MISC - OTHER	26,112	3,517	10,800	7,000	7,140	7,280
Total Category: MISCELLANEOUS	210,345	117,712	177,773	53,000	79,605	46,780

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 100 - GENERAL FUND						
Category: TRANSFERS IN						
3899 - TRANSFER IN	616,890	575,230	470,539	687,390	649,325	669,060
Total Category: TRANSFERS IN	616,890	575,230	470,539	687,390	649,325	669,060
Category: OTHER FINANCING SOURCES						
3965 - LEASE PROCEEDS	0	20,070	0	0	0	0
Total Category: OTHER FINANCING SOURCES	0	20,070	0	0	0	0
Total Category: REVENUE:	21,584,016	22,520,870	14,127,280	23,083,960	25,152,640	27,004,610
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	14,005,360	15,077,184	11,599,212	15,821,710	17,513,420	18,550,345
4200 - COMMODITIES	1,081,349	1,304,322	1,161,586	1,404,379	1,481,405	1,526,455
4300 - CONTRACTUAL SERVICES	4,603,807	5,198,701	4,089,272	5,012,871	5,778,315	5,919,790
4500 - CAPITAL OUTLAY	229,787	330,938	413,489	435,000	179,500	490,690
4999 - TRANSFERS OUT	833,211	400,000	307,500	410,000	200,000	275,000
Total Category: EXPENDITURES	20,753,513	22,311,145	17,571,059	23,083,960	25,152,640	26,762,280
FUND BALANCE, BEGINNING OF YEAR	12,275,376	13,105,879		13,315,603	13,315,603	13,315,603
NET INCREASE (DECREASE)	830,503	209,724	(3,443,779)	0	0	242,330
FUND BALANCE, END OF YEAR	13,105,879	13,315,603		13,315,603	13,315,603	13,557,933

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Expenditures by Department**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
ADMINISTRATION						
MAYOR/COUNCIL	91,497	104,208	91,621	106,590	116,370	118,170
ADMINISTRATION	673,638	880,389	612,996	950,500	919,620	968,745
CITY CLERK/ELECTIONS	87,185	244,432	98,698	110,600	236,785	247,055
PROFESSIONAL SERVICES	437,844	463,872	425,538	458,800	492,600	506,400
COMMUNITY & EMPL PROG	115,288	137,913	114,159	153,300	181,335	140,355
CITY HALL BUILDINGS	424,526	551,732	420,785	473,100	574,260	605,770
TRANSFERS	833,211	400,000	307,500	410,000	200,000	275,000
ADMINISTRATION TOTAL	2,663,189	2,782,547	2,071,296	2,662,890	2,720,970	2,861,495
FINANCE						
FINANCE	653,971	602,514	445,141	649,030	676,130	711,850
FINANCE TOTAL	653,971	602,514	445,141	649,030	676,130	711,850
COMMUNITY DEVELOPMENT						
PLANNING & ZONING	584,357	669,343	342,450	592,025	590,600	622,250
PROTECTIVE INSPECTION	1,343,099	1,435,966	1,034,801	1,362,460	1,372,805	1,557,975
COMMUNITY DEVELOPMENT TOTAL	1,927,456	2,105,309	1,377,251	1,954,485	1,963,405	2,180,225
PUBLIC SAFETY						
POLICE PROTECTION	8,169,854	8,600,416	6,831,541	9,073,300	9,893,825	10,028,720
ANIMAL CONTROL	23,886	25,790	7,811	29,340	30,710	31,760
FIRE PROTECTION	1,501,433	1,719,684	1,054,162	1,669,220	1,931,190	2,457,420
EMERGENCY PREPAREDNESS	87,341	115,658	266,917	98,580	114,560	119,060
PUBLIC SAFETY TOTAL	9,782,514	10,461,548	8,160,431	10,870,440	11,970,285	12,636,960
PUBLIC WORKS						
ENGINEERING	401,798	476,618	397,649	587,610	628,570	661,210
STREET MAINTENANCE	1,591,039	1,617,746	1,484,460	1,800,745	2,048,280	2,193,880
TRAFFIC SIGNS	200,334	212,586	180,608	241,710	259,840	272,310
SNOWPLOWING	636,513	892,650	750,818	869,500	1,019,000	1,073,220
PUBLIC WORKS ADMINISTRATION	416,132	469,020	402,527	477,110	485,530	486,125
FORESTRY	377,671	341,444	251,760	394,670	416,340	433,550
PUBLIC WORKS TOTAL	3,623,487	4,010,064	3,467,821	4,371,345	4,857,560	5,120,295
PARKS & RECREATION						
PARKS MAINTENANCE	1,670,092	1,841,219	1,605,883	2,048,220	2,305,300	2,557,000
RECREATIONAL PROGRAMS	432,805	507,944	443,235	527,550	658,990	694,455
PARKS & RECREATION TOTAL	2,102,897	2,349,162	2,049,119	2,575,770	2,964,290	3,251,455
GENERAL FUND TOTAL	20,753,513	22,311,145	17,571,059	23,083,960	25,152,640	26,762,280

Department Overview

Composed of five elected officials, the City Council meets the first and third Wednesday each month to consider adoption of policies and administration measures providing services to residents. They also meet periodically in workshops for in-depth discussion of other potential actions to be taken.

Mission Statement

Provide excellence in the delivery of public services to community residents, businesses and owners of property.

Service Areas

- Adopt local ordinances and policies
- Provide strategic direction

2022–2023 Department Accomplishments

- Achieved AAA bond rating.
- Diversified Cottage Grove’s housing stock.
- Acquired park land along the Mississippi River.

2024 Department Goals

- Develop the Shoppes at Cottage View.
- Maintain a AAA bond rating.
- Secure funding to build 100th Street from TH61 to Jamaica Avenue.
- Be an employer of choice.

Budgetary Commentary

The wage increase that began in 2023 is included in the 2024 Budget.

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Regular Council Meetings	23	23	23	23	23
Special Council Meetings	13	10	20	20	20

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 01 - MAYOR/COUNCIL						
Category: PERSONAL SERVICES						
4120 - SAL-P.T./TEMP	43,196	43,536	37,879	43,600	50,510	50,510
4141 - PERA	1,292	1,360	1,183	1,500	1,580	1,580
4142 - FICA	1,703	1,644	1,431	1,830	1,910	1,910
4148 - WORKERS COMP	140	150	120	160	170	170
Total Category: PERSONAL SERVICES	46,330	46,690	40,613	47,090	54,170	54,170
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	44	0	0	0	0
4210 - OP SUPPLY-OTHER	141	481	828	1,520	1,800	1,800
Total Category: COMMODITIES	141	525	828	1,520	1,800	1,800
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	5,250	13,500	7,500	6,800	7,000	7,200
4305 - FEES FOR SERVICE	0	0	0	780	700	700
4340 - PRINTING	0	55	0	100	0	0
4350 - INSURANCE CHARGE	1,450	1,510	1,200	1,600	2,400	2,600
4401 - DUES & SUBS	37,148	38,435	40,523	40,700	42,000	43,200
4403 - TRAVEL/TRAIN/CON	275	2,016	435	5,000	5,200	5,300
4434 - SPECIAL EVENTS	903	1,477	522	3,000	3,100	3,200
Total Category: CONTRACTUAL SERVICES	45,026	56,993	50,180	57,980	60,400	62,200
Total Department: 01 - MAYOR/COUNCIL	91,497	104,208	91,621	106,590	116,370	118,170

ADMINISTRATION DEPARTMENT



Department Overview

The City Administrator and department staff provide general administrative services for management of the City to ensure that all Council policies and directives are implemented. The City Administrator consults with the Mayor and City Council in their responsibilities as the community's elected decision makers. Department support includes managing Council agendas and directing information flow and action requests to the Council. The department provides general oversight and supervision of all City operating departments and consultants who provide the direct delivery of services to the community.

Mission Statement

The Administration Department facilitates the connection of Cottage Grove residents, elected Mayor and City Council, Economic Development, and the City's operating departments with a goal of delivering superior municipal services through employee empowered community decision-making.

Service Areas

- Strategic Plan Management
- City Clerk
- Human Resources
- Agenda Management
- Community Programs
- Convention and Visitors Bureau (CVB)
- Community Engagement Facilitation
- Marketing and Communications
- Implement and Administer Policies
- Professional Services
- Record Keeping
- Provide City Direction and Guidelines

2022–2023 Department Accomplishments

- Enacted CBD regulations for licensing and zoning which authorized retail establishments to sell CBD products (low potency cannabis) in certain zoning districts and set the performance standards with the community.
- Successfully hosted the inaugural Cottage Grove Food Truck Festival under the direction of the Convention and Visitor's Bureau.
- Implemented the new Cottage Grove Connect e-newsletter to provide another avenue of communication with residents in the community.
- Implemented CivicClerk software for Council and Commission packets for user friendly access.
- Completed a deeply affordable apartment housing project with Trellis.
- Completed the Phase I and II ESA for the 80th Street redevelopment project which included the former post office site and the Village Greens Shopping Center.

2024 Department Goals and Strategic Initiatives

- Work to create an open workplace environment committed to excellence in all aspects of operations where excellent service is provided.
- Maintain the Strategic Plan and assist departments as needed to achieve the objectives for each direction.

ADMINISTRATION DEPARTMENT



- Increase diversity, equity and inclusion efforts throughout the organization and community.
- Continue to market the City of Cottage Grove as a tourist destination and complete our third Visitor's Guide for distribution.
- Finalize and implement brand guidelines to retain consistency in City communications.
- Improve licensing accessibility and allow residents to submit applications online.
- Create a strategic communications plan and calendar, a crisis communications action plan, and a media relations plan.
- Complete a compensation study and negotiate union contracts.
- Determine the best strategy to address development of The Shoppes at Cottage View Property.
- Finalize the requirements of the approved 2023 Washington County Brownfield Grant for the Phase I and II site assessments for the EDA owned property and Majestic Ballroom site.

Budget Commentary

Personnel costs for City Clerk were transitioned from the Administration cost category to the City Clerk cost category to recognize the hiring of a City Clerk in 2022. In the recent past, the city clerk duties were shared by the Human Resources manager and Deputy City Clerk. The Community and Employee Programs cost center includes a compensation study that will be completed in 2024. The City Hall cost center includes increased cost for utilities and building maintenance based on inflationary and increased costs the past several years.

Personnel Schedule

	2023 Budget	2024 Budget	2025 Budget
General Fund:			
City Administrator	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Communications Manager	1.00	0.00	0.00
Assistant to City Administrator	.75	.75	.75
City Clerk	1.00	1.00	1.00
Human Resources/Payroll Specialist	1.00	1.00	1.00
Marketing/Communications Specialist	0.00	1.00	1.00
Administration Specialist	1.00	1.00	1.00
Special Revenue Funds (EDA & CVB):			
EDA Director	1.00	1.00	1.00
Assistant to City Administrator	.25	.25	.25
Marketing/Communications Specialist	1.00	1.00	1.00
Internal Service Fund:			
IT Manager	1.00	1.00	1.00
IT System Administrator	0.00	2.00	2.00
IT Specialist	2.00	1.00	1.00
	12.00	13.00	13.00

ADMINISTRATION DEPARTMENT



Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Actual	Projected
Item	2020	2021	2022	2023	2024
Regular Council Meetings	22	23	23	23	23
Special Council Meetings	23	10	20	19 as of 11/15	20
Total Full Time Employees	156	155	160	168	177
Total Employee Retention	98%	98%	98%	98%	98%

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 02 - ADMINISTRATION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	502,661	637,634	429,768	677,300	648,500	680,800
4141 - PERA	35,993	45,418	30,238	50,800	48,600	51,100
4142 - FICA	35,578	44,428	30,599	51,700	49,700	52,200
4144 - HEALTH INSURANCE	47,940	73,915	54,675	72,900	69,000	75,900
4148 - WORKERS COMP	3,340	4,980	3,000	4,000	4,600	4,500
Total Category: PERSONAL SERVICES	625,512	806,375	548,280	856,700	820,400	864,500
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	504	308	0	0	400	400
4210 - OP SUPPLY-OTHER	243	1,986	965	500	900	900
Total Category: COMMODITIES	747	2,293	965	500	1,300	1,300
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	3,125	6,677	9,305	10,500	10,800	11,200
4302 - LEGAL SERVICE	300	1,139	0	0	0	0
4305 - FEES FOR SERVICE	500	2,560	0	2,100	2,200	2,200
4310 - COMMUNICATION	2,544	3,676	1,944	2,700	3,120	3,120
4321 - DATA PROCESSING	16,415	20,500	31,875	42,500	45,600	47,900
4340 - PRINTING	140	138	55	800	800	800
4341 - ADVER/PUBLISH	956	160	144	2,300	500	500
4350 - INSURANCE CHARGE	10,890	11,300	9,225	12,300	18,500	20,400
4401 - DUES & SUBS	3,287	4,837	2,044	3,200	2,625	2,700
4403 - TRAVEL/TRAIN/CON	7,600	13,991	8,854	14,800	11,575	11,925
4434 - SPECIAL EVENTS	1,622	6,743	305	2,100	2,200	2,200
Total Category: CONTRACTUAL SERVICES	47,379	71,720	63,750	93,300	97,920	102,945
Total Department: 02 - ADMINISTRATION	673,638	880,389	612,996	950,500	919,620	968,745

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 04 - CITY CLERK/ELECTIONS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	(200)	56,146	65,178	0	94,700	99,400
4120 - SAL-P.T./TEMP	42,671	49,717	230	0	0	0
4141 - PERA	186	4,211	4,845	0	7,100	7,500
4142 - FICA	2,260	4,611	4,250	0	7,200	7,600
4144 - HEALTH INSURANCE	0	0	0	0	12,000	13,200
4148 - WORKERS COMP	0	0	0	0	600	600
Total Category: PERSONAL SERVICES	44,918	114,685	74,504	0	121,600	128,300
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	65	25	26	0	0	0
4210 - OP SUPPLY-OTHER	31	0	(13)	500	0	0
Total Category: COMMODITIES	96	25	13	500	0	0
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	3,541	4,199	3,179	59,500	61,300	63,200
4302 - LEGAL SERVICE	25,158	114,828	8,340	38,600	39,800	41,000
4305 - FEES FOR SERVICE	20	79	715	0	0	0
4340 - PRINTING	2,598	0	0	0	0	0
4341 - ADVER/PUBLISH	999	242	50	500	520	530
4370 - MAINT-REPAIR/EQ	9,810	10,110	10,935	11,500	11,800	12,200
4401 - DUES & SUBS	45	21	120	0	275	275
4403 - TRAVEL/TRAIN/CON	0	244	842	0	1,490	1,550
Total Category: CONTRACTUAL SERVICES	42,171	129,723	24,181	110,100	115,185	118,755
Total Department: 04 - CITY CLERK/ELECTIONS	87,185	244,432	98,698	110,600	236,785	247,055

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 03 - PROFESSIONAL SERVICES						
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	203,106	218,239	235,847	221,800	248,500	255,000
4302 - LEGAL SERVICE	234,738	245,633	189,691	237,000	244,100	251,400
Total Category: CONTRACTUAL SERVICES	437,844	463,872	425,538	458,800	492,600	506,400
Total Department: 03 - PROFESSIONAL SERVICES	437,844	463,872	425,538	458,800	492,600	506,400

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 08 - COMMUNITY & EMPL PROG						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	6,081	1,075	2,000	10,000	10,300	10,610
4120 - SAL-P.T./TEMP	670	275	1,400	0	0	0
4141 - PERA	342	0	0	0	0	0
4142 - FICA	349	0	0	0	0	0
Total Category: PERSONAL SERVICES	7,441	1,350	3,400	10,000	10,300	10,610
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	0	3,410	6,429	2,000	6,350	6,570
Total Category: COMMODITIES	0	3,410	6,429	2,000	6,350	6,570
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	14,000	10,000	26,790	50,000	5,200
4311 - POSTAGE	265	265	25,374	35,000	36,050	37,150
4340 - PRINTING	73,553	79,824	28,031	42,460	44,800	45,500
4375 - CHARGE-FLEET MNT	0	0	0	1,000	1,400	1,540
4401 - DUES & SUBS	0	0	2,778	0	3,955	3,955
4403 - TRAVEL/TRAIN/CON	2,573	14	1,500	10,300	605	605
4434 - SPECIAL EVENTS	31,456	39,050	36,647	25,750	27,875	29,225
Total Category: CONTRACTUAL SERVICES	107,847	133,153	104,330	141,300	164,685	123,175
Total Department: 08 - COMMUNITY & EMPL PRC	115,288	137,913	114,159	153,300	181,335	140,355

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021	2022	2023 YTD	2023	2024	2025
	Actual	Actual	as of 9/30	Budget	Budget	Budget
Department: 09 - CITY HALL BUILDINGS						
Category: PERSONAL SERVICES						
4110 - OVERTIME F. T.	277	0	0	0	0	0
4141 - PERA	21	0	0	0	0	0
4142 - FICA	17	0	0	0	0	0
Total Category: PERSONAL SERVICES	315	0	0	0	0	0
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	6,712	7,974	4,167	8,900	9,200	9,400
4210 - OP SUPPLY-OTHER	3,092	2,362	3,322	3,500	3,600	3,700
4211 - MOTOR FUELS	3,967	0	0	1,500	3,000	0
4231 - SMALL TOOLS	90	0	0	0	0	0
4270 - OP SUP-VEH/EQ	1,332	669	436	1,000	0	1,300
4272 - OP SUP-BUILDINGS	7,202	6,136	5,747	7,200	7,500	8,200
Total Category: COMMODITIES	22,395	17,141	13,672	22,100	23,300	22,600
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	445	0	0	500	500	600
4305 - FEES FOR SERVICE	31,875	26,832	23,620	31,000	32,000	33,000
4311 - POSTAGE	10,436	14,656	5,000	12,000	12,000	12,000
4321 - DATA PROCESSING	13,990	15,000	18,975	25,300	30,600	32,100
4340 - PRINTING	831	0	1,079	1,000	500	500
4350 - INSURANCE CHARGE	40,000	41,520	33,975	45,300	68,000	74,800
4360 - UTILITIES	104,730	134,475	101,228	105,000	135,000	140,000
4370 - MAINT-REPAIR/EQ	4,367	5,055	2,102	9,000	6,000	6,100
4371 - MAINT-REPAIR/OTH	0	41	0	0	0	0
4372 - MAINT-REPAIR/BLD	119,833	203,022	158,230	146,500	180,000	188,700
4375 - CHARGE-FLEET MNT	0	4	84	400	560	620
4380 - RENTAL/LEASE	11,512	16,920	12,813	12,000	12,000	18,000
4401 - DUES & SUBS	120	0	0	0	0	0
4405 - CLEAN/WASTE REMV	63,676	56,996	50,007	63,000	73,800	76,750
Total Category: CONTRACTUAL SERVICES	401,816	514,521	407,113	451,000	550,960	583,170
Total Department: 09 - CITY HALL BUILDINGS	424,526	551,732	420,785	473,100	574,260	605,770

ECONOMIC DEVELOPMENT AUTHORITY



Department: Administration (Fund #: 285)

Program: Economic Development (Program #: 1135)

Program Description

The Economic Development Authority is led by a seven-member board that provides public support of various activities promoting economic growth in the City. It is the business development entity of the City. Activities include strategic planning, program implementation, financial program management, and business park development.

Budget Commentary

The property tax levy for the EDA Fund was increased from 125,000 in the 2023 Budget to 275,000 in the 2024 Budget. This is the first increase in the property tax levy for the EDA Fund since 2018. The Ten-Year Financial Management Plan identified the need to fund economic and redevelopment activities in the community. The additional property tax levy funds will be used for the following purposes:

- Promote and facilitate commercial and industrial development that enhances the tax base and creates higher paying jobs within the city.
- Maintain financial incentives to enhance economic development, including a facade improvement program and DARTS bus loop circulator to serve Cottage Grove's senior population.
- Continue to market Cottage Grove as a community that is positioned for business growth.
- Represent the community in county and regional economic development initiatives.

City of Cottage Grove Annual Budget
Fund 285 - Economic Development Authority
Summary of Revenues & Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 285 - ECONOMIC DEVELOPMENT AUTHORITY						
Category: REVENUE						
3011 - CURRENT PROP TAX	124,710	124,439	64,339	125,000	275,000	275,000
3012 - DEL PROP TAXES	220	384	382	0	0	0
3310 - FEDERAL GRANTS	32,690	68,590	0	0	0	0
3324 - STATE GRANTS	2,250	10,000	0	0	0	0
3574 - ADVERTISING SALES	0	6,290	0	0	0	0
3809 - INTERFUND INTRST	600	307	43	0	0	0
3810 - INVEST INTEREST	(2,471)	0	35	0	0	0
3812 - DONATE & CONTRI	0	250	0	0	0	0
3816 - REFUND & REIMBRS	0	27,234	12,024	0	0	0
3840 - LODGING TAX	57,987	74,447	0	0	0	0
3899 - TRANSFER IN	75,000	100,000	75,000	100,000	0	0
Total Category: REVENUE	290,985	411,941	151,822	225,000	275,000	275,000
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	167,275	215,887	161,081	198,700	212,875	224,510
4200 - COMMODITIES	1,747	4,457	3,422	2,990	1,510	1,610
4300 - CONTRACTUAL SERVICES	315,922	274,185	240,760	336,945	351,940	362,530
4700 - MISCELLANEOUS	182,418	0	0	0	0	0
4999 - TRANSFERS	0	0	40,144	0	0	0
Total Category: EXPENDITURES	667,363	494,530	445,406	538,635	566,325	588,650
FUND BALANCE, BEGINNING YEAR	12,666	(363,712)		(446,300)	(759,935)	(1,051,260)
NET INCREASE (DECREASE)	(376,378)	(82,588)	(293,584)	(313,635)	(291,325)	(313,650)
FUND BALANCE, END OF YEAR	(363,712)	(446,300)		(759,935)	(1,051,260)	(1,364,910)

City of Cottage Grove Annual Budget
Fund 285 - Economic Development Authority
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 12 - EDA						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	134,567	172,823	129,220	157,425	168,200	176,575
4141 - PERA	9,999	13,729	9,578	11,775	12,600	13,275
4142 - FICA	9,644	12,395	9,158	12,000	12,925	13,600
4144 - HEALTH INSURANCE	12,075	15,700	12,150	16,200	17,550	19,460
4148 - WORKERS COMP	990	1,240	975	1,300	1,600	1,600
Total Category: PERSONAL SERVICES	167,275	215,887	161,081	198,700	212,875	224,510
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	419	167	0	210	210	210
4210 - OP SUPPLY-OTHER	1,328	4,290	3,352	2,780	1,300	1,400
4217 - CLOTHING/UNIFORM	0	0	70	0	0	0
Total Category: COMMODITIES	1,747	4,457	3,422	2,990	1,510	1,610
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	42,432	47,670	24,445	50,000	95,000	55,000
4301 - ENGINEERING SVS	60,132	34,753	65,822	9,550	40,000	61,500
4302 - LEGAL SERVICE	6,174	16,168	25,474	5,800	20,000	21,000
4305 - FEES FOR SERVICE	144,816	43,087	41,601	103,000	68,750	93,750
4310 - COMMUNICATION	540	1,103	720	900	975	1,000
4311 - POSTAGE	0	982	0	0	0	0
4321 - DATA PROCESSING	10,930	17,000	22,575	30,100	32,000	33,600
4340 - PRINTING	293	11,025	390	0	0	0
4341 - ADVER/PUBLISH	10,187	21,850	3,357	5,250	5,000	5,150
4350 - INSURANCE CHARGE	1,000	1,040	803	1,070	1,700	1,900
4401 - DUES & SUBS	7,061	7,135	7,579	11,445	6,775	7,000
4403 - TRAVEL/TRAIN/CON	565	10,009	3,761	47,330	6,400	6,600
4407 - PROPERTY TAXES	6,417	7,866	5,952	9,450	9,740	10,030
4434 - SPECIAL EVENTS	25,375	54,496	38,281	63,050	65,600	66,000
Total Category: CONTRACTUAL SERVICES	315,922	274,185	240,760	336,945	351,940	362,530
Category: MISCELLANEOUS						
4732 - LOSS-FIXED ASSET	182,418	0	0	0	0	0
Total Category: MISCELLANEOUS	182,418	0	0	0	0	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	0	0	40,144	0	0	0
Total Category: TRANSFERS	0	0	40,144	0	0	0
Total Department: 12 - EDA	667,363	494,530	445,406	538,635	566,325	588,650

CONVENTION & VISITORS BUREAU



Department: Economic Development (Fund #: 265)

Program: Visitors Bureau (Program #: 1150)

Program Description

The vision of the Cottage Grove Convention and Visitors Bureau is to promote Cottage Grove as a premier destination for leisure travelers, weddings, and outdoor enthusiasts, a recognized and successful host city for meetings and conventions, and a prominent and respected venue for sporting events.

Budget Commentary

Prior to 2023, the Convention and Visitors Bureau (CVB) was included in the EDA Fund. A new fund for the CVB was created in 2023 to provide a more robust accounting of the expenditures and revenues related to CVB activities. Those activities include the following:

- Continue to position the Cottage Grove area as a “must visit” through marketing and promotion of the community.
- Develop strategies designed to feature and enhance tourism opportunities for Cottage Grove businesses.
- Strengthen the integration and cooperative efforts of the CGCVB in association with individual businesses, regional tourism and state tourism activities.

City of Cottage Grove Annual Budget
Fund 265 - Convention & Visitors Bureau
Summary of Revenues & Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 265 - CONVENTION & VISITORS BUREAU						
Category: REVENUE						
3310 - FEDERAL GRANTS	0	0	0	76,200	54,695	0
3324 - STATE GRANTS	0	0	14,000	0	10,000	0
3574 - ADVERTISING SALES	0	0	5,095	6,290	5,095	5,095
3575 - SPECIAL EVENTS	0	0	8,050	0	8,750	8,750
3810 - INVEST INTEREST	0	0	30	0	0	0
3812 - DONATE & CONTRI	0	0	1,000	0	2,750	2,750
3840 - LODGING TAX	0	0	34,438	66,350	72,275	72,275
3899 - TRANSFER IN	0	0	40,144	0	0	0
Total Category: REVENUE	0	0	102,757	148,840	153,565	88,870
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	0	0	42,977	76,200	83,325	87,790
4200 - COMMODITIES	0	0	0	920	360	360
4300 - CONTRACTUAL SERVICES	0	0	57,674	70,000	64,775	70,375
Total Category: EXPENDITURES	0	0	100,651	147,120	148,460	158,525
FUND BALANCE, BEGINNING YEAR	0	0		0	1,720	6,825
NET INCREASE (DECREASE)	0	0	2,106	1,720	5,105	(69,655)
FUND BALANCE, END OF YEAR	0	0		1,720	6,825	(62,830)

City of Cottage Grove Annual Budget
Fund 265 - Convention & Visitors Bureau
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 00 - CVB						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	0	0	32,375	59,175	64,200	67,425
4141 - PERA	0	0	2,132	4,425	4,800	5,025
4142 - FICA	0	0	2,395	4,500	4,875	5,100
4144 - HEALTH INSURANCE	0	0	6,075	8,100	9,450	10,240
Total Category: PERSONAL SERVICES	0	0	42,977	76,200	83,325	87,790
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	0	0	420	120	120
4210 - OP SUPPLY-OTHER	0	0	0	500	240	240
Total Category: COMMODITIES	0	0	0	920	360	360
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	0	2,548	20,520	21,020	21,020
4302 - LEGAL SERVICE	0	0	956	0	0	0
4305 - FEES FOR SERVICE	0	0	3,535	4,130	1,380	1,380
4310 - COMMUNICATION	0	0	202	0	0	0
4311 - POSTAGE	0	0	576	475	720	720
4340 - PRINTING	0	0	7,162	11,000	8,000	8,000
4341 - ADVER/PUBLISH	0	0	23,555	29,050	16,905	16,905
4401 - DUES & SUBS	0	0	390	325	325	325
4403 - TRAVEL/TRAIN/CON	0	0	456	1,500	1,750	1,750
4434 - SPECIAL EVENTS	0	0	18,294	3,000	14,675	20,275
Total Category: CONTRACTUAL SERVICES	0	0	57,674	70,000	64,775	70,375
Total Department: 00 - CVB	0	0	100,651	147,120	148,460	158,525

Department: Administration (Fund #: 720)

Program: Information Technology (Program #: 0380)

Program Description

This division develops and coordinates information technology solutions that provide easy, secure access to information and operating/processing software and resources. Division staff support all city departments in implementing technology systems including phone, data center, cloud management, surveillance and networks/internet. IT staff are responsible for information and building access security, as well as continuing training for city staff for all things related to information technology.

Service Areas

- Cyber and Physical Security
- Information Technology Training
 - Security Education and Training Awareness (SETA)
- Information Technology Support
- Data Center Infrastructure
- End-point Management
- Regulatory Audit including
 - Criminal Justice Information Technology (CJIS)
 - National Institute of Standards and Technology (NIST) Framework
 - Payment Card Industry (PCI) Compliance

2022–2023 Department Accomplishments

- Redesigned and began the buildout of city networks to ensure security and efficiency of city information systems.
- Updated policy and procedures to enhance the cyber security initiatives for protecting city data and systems through better training and compliance reporting.
- Responded and closed over 1300 requests for assistance from end-users.

2024 Department Goals and Strategic Initiatives

- Work to create an open workplace environment committed to excellence in all aspects of operations where excellent service is provided.
- Maintain the Strategic Plan and assist departments as needed to achieve the objectives for each direction.

Budget Commentary

Included in the 2024 Budget is the addition of an IT Technician position to respond to the increasing IT requests from the city departments and to allow for other department staff to concentrate on other

INFORMATION TECHNOLOGY



focus areas including cyber security. The 2024 Budget also includes security initiatives to further enhance identity and access controls.

**City of Cottage Grove Annual Budget
Fund 720 - Information Technology
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 720 - INFORMATION TECHNOLOGY						
Category: REVENUE						
3519 - OTHER CHARGE SVS	1,079,609	1,167,226	1,109,371	1,490,400	1,812,600	1,781,000
3810 - INVEST INTEREST	0	0	376	0	0	0
3816 - REFUND & REIMBRS	0	226	0	0	0	0
3829 - MISC - OTHER	0	198,450	201,855	0	0	0
Total Category: REVENUE	1,079,609	1,365,901	1,311,601	1,490,400	1,812,600	1,781,000
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	309,121	369,728	273,005	369,000	491,300	517,600
4200 - COMMODITIES	98,142	144,206	70,773	156,305	238,795	176,875
4300 - CONTRACTUAL SERVICES	623,640	815,300	782,058	927,665	1,064,470	1,146,820
4720 - DEPRECIATION	7,289	3,410	0	0	0	0
4730 - MISCELLANEOUS	16,479	0	0	0	0	0
Total Category: EXPENDITURES	1,054,671	1,332,644	1,125,836	1,452,970	1,794,565	1,841,295
FUND BALANCE, BEGINNING OF YEAR	(399,509)	(374,571)		(341,314)	(303,884)	(285,849)
NET INCREASE (DECREASE)	24,938	33,257	185,765	37,430	18,035	(60,295)
FUND BALANCE, END OF YEAR	(374,571)	(341,314)		(303,884)	(285,849)	(346,144)

City of Cottage Grove Annual Budget
Fund 720 - Information Technology
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 07 - IT						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	260,280	280,959	215,885	290,900	406,900	427,200
4116 - O/T -P/T REG. STATUS	765	876	0	0	0	0
4140 - PENSIONS	(13,228)	24,366	0	0	0	0
4141 - PERA	19,350	20,713	15,962	21,800	23,000	24,100
4142 - FICA	18,662	19,994	15,582	22,200	23,400	24,700
4144 - HEALTH INSURANCE	21,893	20,560	24,300	32,400	36,000	39,600
4148 - WORKERS COMP	1,400	2,260	1,275	1,700	2,000	2,000
Total Category: PERSONAL SERVICES	309,121	369,728	273,005	369,000	491,300	517,600
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	927	26	252	105	110	115
4210 - OP SUPPLY-OTHER	4,954	7,152	2,186	6,000	6,180	6,560
4211 - MOTOR FUELS	42	136	86	200	200	200
4280 - CAPITAL OUTLAY <\$5,000	92,220	136,892	68,250	150,000	232,305	170,000
Total Category: COMMODITIES	98,142	144,206	70,773	156,305	238,795	176,875
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	77,694	84,185	81,371	120,000	122,700	127,310
4301 - ENGINEERING SVS	0	37,200	0	0	19,570	0
4310 - COMMUNICATION	94,427	110,893	65,332	110,000	125,900	130,000
4311 - POSTAGE	275	0	151	0	0	0
4321 - DATA PROCESSING	436,079	541,919	598,940	580,260	676,400	615,600
4350 - INSURANCE CHARGE	1,600	0	1,200	1,600	1,600	1,600
4370 - MAINT-REPAIR/EQ	10,870	24,529	22,782	58,000	100,200	270,000
4371 - MAINT-REPAIR/OTH	902	9,184	21	41,305	0	0
4375 - CHARGE-FLEET MNT	774	0	267	1,500	2,100	2,310
4403 - TRAVEL/TRAIN/CON	1,020	7,370	11,995	15,000	16,000	0
4449 - OTHER CONTRACT	0	19	0	0	0	0
Total Category: CONTRACTUAL SERVICES	623,640	815,300	782,058	927,665	1,064,470	1,146,820
Category: MISCELLANEOUS						
4732 - LOSS-FIXED ASSET	16,479	0	0	0	0	0
Total Category: MISCELLANEOUS	16,479	0	0	0	0	0
Category: DEPRECIATION						
4721 - DEPRECIATION-PURCHASED	7,289	3,410	0	0	0	0
Total Category: DEPRECIATION	7,289	3,410	0	0	0	0
Total Department: 07 - IT	1,047,382	1,329,235	1,125,836	1,452,970	1,794,565	1,841,295

BUDGET CONTINGENCY/ TRANSFERS OUT



Department: Administration (Fund #: 100)

Program: Budget Contingency/Transfers Out (Program #: 9100)

Program Description

This budget line item accounts for budget contingency and transfers out of the General Fund to the Equipment Replacement fund and other Special Revenue, Debt service and Capital project funds at year end in accordance with the City's Fund Balance policy.

Budget Commentary

A budget contingency is included in the 2024 budget in the amount of \$200,000. This is the first year for the contingency in recent budgets. The contingency is per a recommendation in the Ten-Year Financial Management Plan that identified the need to include a budget contingency for unforeseen events that can occur in the city.

Prior to the 2024 Budget, the General Fund held equipment replacement revenues as a property tax, along with a transfer out. Starting with the 2024 Budget, the amount of the equipment replacement property tax levy is included in the Equipment Replacement Fund. This will eliminate the need for the transfer out and will provide additional transparency in the budget document.

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 00 - TRANSFERS						
Category: TRANSFERS						
4700 - TRANSFERS OUT	833,211	400,000	307,500	410,000	0	0
4701 - CONTINGENCY	0	0	0	0	200,000	275,000
Total Category: TRANSFERS	833,211	400,000	307,500	410,000	200,000	275,000
Total Department: 00 - TRANSFERS	833,211	400,000	307,500	410,000	200,000	275,000

FINANCE DEPARTMENT



Department Overview

The Finance Department oversees the daily financial operations of the City and prepares the City's budget, Annual Comprehensive Financial Report (ACFR) and five-year capital improvement plan for the benefit of residents and all interested parties, including the State Auditor's Office and bond rating agencies. The department is also responsible for debt management and investments.

Mission Statement

The Finance Department supports all City departments by providing financial management, accounting, and treasury services.

Service Areas

- Debt management
- Treasury operations
- Fixed Assets
- Payroll
- Accounts Payable
- Revenue Collection
- Audit of Financial Records
- Financial Reporting
- Budget and CIP Compilation

2022–2023 Department Accomplishments

- Achieved an AAA stable bond rating upgrade from S&P
- Completed ten-year Financial Management Plan
- Successful hiring and on-boarding of four positions within the department
- Received GFOA Certificate of Achievement award for the 33rd consecutive year
- Electronic processing of journal entries and other accounting processes to maximize accuracy, internal controls, and efficiencies

2024 Department Goals and Strategic Initiatives

- Begin and complete Implementation of a new utility billing software.
- Identify and implement accounts payable electronic processing while strengthening internal controls.
- Explore and provide necessary financial information to City departments and stakeholders.
- Further strengthen Cybersecurity & training.
- Explore the implementation of performance measurements.

Budgetary Commentary

4.18% budget increase for 2024 reflects increased health insurance and workers compensation costs that are based on actual cost incurred in recent years. A utility billing technician is included in the budget to assist in the utility billing process. This position is necessary due to the conversion of the

FINANCE DEPARTMENT



new utility billing software. The previous software company provided utility billing support services. These services will now be provided by the City in order to enhance the customer service experience.

Full-time Equivalent Positions	2023 Budget	2024 Budget	2025 Budget
General Fund:			
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00
Finance Assistant II	.50	.50	.50
Enterprise Fund:			
Utility Billing Specialist	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00
Utility Accounting Technician	0.00	1.00	1.00
	6.50	7.50	7.50

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Accounts payable checks	2,996	2,904	2,952	3,000	3,000
Payments by EFT (A/P)	2,524	2,570	2,455	2,500	2,550
Payroll ACH notices	7,092	7,689	7,752	7,700	7,800
W-2's issued	587	537	580	550	560
Outcome Measures					
Personnel costs per accounts payable check transaction	\$11.03	\$12.42	\$12.64	\$17.39	\$18.27
Personnel cost per payroll transactions	\$11.85	\$9.84	\$9.50	\$12.96	\$13.46
Number of reportable findings by independent auditor	None	1	None	None	None

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 05 - FINANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	463,044	428,179	286,555	430,900	436,400	458,200
4110 - OVERTIME F. T.	0	328	0	0	0	0
4115 - REGULAR-P/T REG STATUS	0	0	0	26,400	28,400	29,800
4120 - SAL-P.T./TEMP	7,976	13,880	22,397	0	0	0
4141 - PERA	34,967	29,031	22,659	34,300	34,800	36,500
4142 - FICA	33,437	32,519	22,654	34,900	35,600	37,300
4144 - HEALTH INSURANCE	48,000	37,905	34,425	45,900	60,000	66,000
4148 - WORKERS COMP	2,880	3,575	2,025	2,700	3,100	3,200
Total Category: PERSONAL SERVICES	590,303	545,417	390,714	575,100	598,300	631,000
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	318	188	0	0	0	0
4210 - OP SUPPLY-OTHER	124	630	345	900	900	900
Total Category: COMMODITIES	442	818	345	900	900	900
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	27,252	31,844	25,374	29,000	31,050	32,000
4305 - FEES FOR SERVICE	164	109	467	0	0	0
4309 - CREDIT CARD FEES	13,871	0	0	0	0	0
4310 - COMMUNICATION	1,868	1,035	428	1,800	585	600
4311 - POSTAGE	0	27	0	0	0	0
4321 - DATA PROCESSING	15,070	20,500	25,800	34,400	36,000	37,800
4340 - PRINTING	1,884	1,237	0	1,000	1,300	1,300
4341 - ADVER/PUBLISH	0	0	685	200	0	0
4401 - DUES & SUBS	460	610	210	630	725	750
4403 - TRAVEL/TRAIN/CON	2,658	918	1,118	6,000	7,270	7,500
Total Category: CONTRACTUAL SERVICES	63,226	56,279	54,081	73,030	76,930	79,950
Total Department: 05 - FINANCE	653,971	602,514	445,141	649,030	676,130	711,850

INSURANCE FINANCE



Department: Finance (Fund #: 700)

Program: Insurance (Program #: 9700)

Program Description

The Insurance activity accounts for property, liability and Workers Compensation insurance premiums paid by the City, along with claims, losses and deductibles incurred. This activity also provides funding for safety and wellness activities.

Budget Commentary

Insurance fund revenues charged to other funds in the City are increasing 21.63% in an attempt to recover increased current operating expenses that have occurred in the fund related to workers compensation and property insurance. The City receives workers compensation and property insurance through the League of Minnesota Cities Insurance Trust which is a self-insured member cooperative that provides cost-effective coverage designed for the unique needs of cities. Like many communities in Minnesota, workers compensation premiums for the City doubled in amount from 2020 to 2022 due to high levels of post-traumatic stress disorder claims for public safety. In addition, the City contracted with a new insurance broker for property insurance. During a review of the coverage amounts for city property, it was noted that the coverage amounts needed to increase for City-owned property. Due to this, property insurance is increasing 22%.

**City of Cottage Grove Annual Budget
Fund 700 - Self-Insurance
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 700 - SELF-INSURANCE						
Category: REVENUE						
3339 - OTHER MN AID	7,173	8,773	0	0	66,000	66,000
3519 - OTHER CHARGE SVS	2,195,554	2,520,820	2,168,944	2,860,600	3,440,090	3,732,090
3810 - INVEST INTEREST	(9,249)	(49,169)	14,211	15,000	10,000	10,000
3815 - INSURANCE RECOVERY	48,137	57,835	47,879	20,000	20,000	20,000
3816 - REFUND & REIMBRS	76,123	48,186	7,012	20,000	20,000	20,000
Total Category: REVENUE	2,317,737	2,586,445	2,238,047	2,915,600	3,556,090	3,848,090
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	2,248,769	2,593,070	2,448,900	2,570,700	2,956,700	3,118,300
4200 - COMMODITIES	1,216	5,431	2,460	11,900	12,900	12,900
4300 - CONTRACTUAL SERVICES	327,866	406,611	419,897	375,500	441,500	461,400
4730 - MISCELLANEOUS	145,677	186,168	126,057	60,000	130,000	130,000
Total Category: EXPENDITURES	2,723,528	3,191,280	2,997,314	3,018,100	3,541,100	3,722,600
FUND BALANCE, BEGINNING OF YEAR	1,609,113	1,203,322		598,487	495,987	510,977
NET INCREASE (DECREASE)	(405,791)	(604,835)	(759,267)	(102,500)	14,990	125,490
FUND BALANCE, END OF YEAR	1,203,322	598,487		495,987	510,977	636,467

City of Cottage Grove Annual Budget
Fund 700 - Self-Insurance
Detail of Expenditures

	2021	2022	2023 YTD	2023	2024	2025
	Actual	Actual	as of 9/30	Budget	Budget	Budget
Department: 00 - SELF-INSURANCE						
Category: PERSONAL SERVICES						
4139 - DENTAL	0	0	3,453	0	0	0
4144 - HEALTH INSURANCE	1,572,247	1,737,446	1,450,280	1,683,200	1,875,200	1,986,000
4146 - DISABILITY	0	0	50,546	45,000	66,000	66,000
4147 - UNEMPLOYMENT	57,427	0	0	0	0	0
4148 - WORKERS COMP	619,095	855,624	944,041	842,500	1,015,500	1,066,300
4149 - LTD/LIFE INSURANCE	0	0	580	0	0	0
Total Category: PERSONAL SERVICES	2,248,769	2,593,070	2,448,900	2,570,700	2,956,700	3,118,300
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	1,216	5,431	2,460	11,900	12,900	12,900
Total Category: COMMODITIES	1,216	5,431	2,460	11,900	12,900	12,900
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	65,376	98,090	47,179	49,100	42,600	42,600
4302 - LEGAL SERVICE	0	0	2,176	0	0	0
4352 - GENERAL LIABILIT	262,448	307,531	369,537	326,400	398,900	418,800
4434 - SPECIAL EVENTS	42	990	1,005	0	0	0
Total Category: CONTRACTUAL SERVICES	327,866	406,611	419,897	375,500	441,500	461,400
Category: MISCELLANEOUS						
4733 - CLAIM-NONCITY PR	6,392	17,128	14,059	20,000	20,000	20,000
4734 - AUTO CLAIMS	153,729	86,844	54,049	40,000	40,000	40,000
4735 - WORKERS COMP MED DEDUCTIBLE	100	200	0	0	50,000	50,000
4736 - PROPERTY LOSS CLAIMS	(60,208)	(35,290)	0	0	20,000	20,000
4737 - MEDICAL DEDUCTIBLE	45,664	117,286	57,949	0	0	0
Total Category: MISCELLANEOUS	145,677	186,168	126,057	60,000	130,000	130,000
Total Department: 00 - SELF-INSURANCE	2,723,528	3,191,280	2,997,314	3,018,100	3,541,100	3,722,600

Department Overview

The Community Development Department is responsible for Planning, Building Inspections, and Code Enforcement. The Department assists and supports the Planning Commission, Committee on Historic Preservation, and the City Council.

Mission Statement

The Community Development Department provides quality municipal planning, inspections, and property services to residents and businesses seeking to build or redevelop in Cottage Grove.

Service Areas

- Building permits
- Building inspections and maintenance
- Zoning and land use
- Historic preservation
- Code enforcement
- Rental licensing

2022–2023 Department Accomplishments

- Completed a complete rewrite of the City’s zoning code.
- Residential Development:
 - Four final plats approved in 2022 – 305 total number of lots platted
 - 5,572 building permits issued in 2022 and approximately 15,000 building inspections conducted in 2022
 - Approval for a 299-unit market rate apartment project south of 100th street (Norhart Apartments)
- Industrial Development – approximately 1 million square feet approved in 2022:
 - Renewal by Andersen 300,000 square foot expansion
 - RJ Schinner – 127,000 square feet
 - Hemmingway Industrial – 240,000 square feet
 - Leafline Labs 134,000 square foot expansion
 - NorthPoint Phase 1 construction – 700,000 square feet
 - Hohenstein Distribution – 160,000 square feet
- Commercial Development:
 - Pizza Ranch
 - O2B Kids! Daycare
 - Chase Bank
 - Dunkin Donuts/Baskin Robbins

COMMUNITY DEVELOPMENT DEPARTMENT



- New permit software has been implemented providing all building permit applications online creating a more efficient building permit process. Residents and contractors can now apply for any building permit online, receive an invoice, and pay for the permit online.

2024 Department Goals and Strategic Initiatives

- Continue long range planning for growth and development south of 100th Street and east of Keats Avenue.
- Continue to find ways to provide a high level and efficient level of customer service to residents and contractors.
- Explore home improvement programs for existing housing stock.
- Promote development opportunities and identify areas for redevelopment.
- Continue to educate residents regarding ordinances to help maintain the health, safety, and welfare of the community.

Budget Commentary

One building inspector position will be kept vacant in the 2024 Budget. This supports the trending permit numbers from 2023 as the market continues to correct. It is included in the 2025 Budget and will be dependent on the market.

Personnel Schedule

	2023 Budget	2024 Budget	2025 Budget
Community Development Director	1.00	1.00	1.00
Senior Planner	2.00	1.00	1.00
Associate Planner	1.00	2.00	2.00
Community Development Assistant	1.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00
Building Inspector	4.00	3.00	4.00
Seasonal Building Inspector	.50	.50	.50
Code Enforcement Officer	1.00	1.00	1.00
Building Permit Technician	2.00	2.00	2.00
Office Assistant	.63	.63	.63
Total	14.13	13.13	14.13

COMMUNITY DEVELOPMENT DEPARTMENT



Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Zoning Applications	53	79	73	46	
Residential Rental Licenses	201	270		270	270
Planning Commission Meetings	10	12	12	10	10
Historic Preservation Meetings	6	5	4	4	4
Council Action Items (Res, Ord, Approvals)	164	165			
Construction Inspections	12,608	15,362	21,886	13,000	
Property Maintenance Inspections	666 ¹	771	597	600	650
Rental Property Inspections	210 ¹	391	423	450	450
Contract Inspections ²	3,247	2,833	1,834	500	100
Plan Reviews	1,325	1,858	1,500	1,200	
Permits	4,466	5,655	5,559	4,476	
New Dwelling Units	382	574	550	248	250
Building Valuation – New Residential (mil \$)	101,983,793	155,998,356	130,682,867	102,074,070	114,000,000
Building Valuation – Other Residential (mil \$)	19,156,993	32,380,012	37,677,259	27,634,928	15,000,000
Building Valuation – Commercial/Industrial (mil \$)	34,415,871 ¹	36,444,802	201,938,617	45,423,336	50,000,000
Building Valuation – Other Projects (mil \$)	6,814,489	7,046,786	12,334,903	11,822,974	12,000,000
Total Building Valuation (mil \$)	162,371,146	231,869,956	373,439,534	186,955,308	191,000,000

¹ Impacted by Covid-19

² Includes Cottage Grove, Newport, St. Paul Park, & Denmark Township

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 10 - PLANNING & ZONING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	359,095	341,696	237,286	409,000	398,600	418,340
4110 - OVERTIME F. T.	7,195	5,786	0	7,500	7,500	7,960
4120 - SAL-P.T./TEMP	13,744	69,757	2,849	8,400	8,400	8,800
4141 - PERA	27,165	26,951	18,010	31,200	30,500	32,100
4142 - FICA	26,493	30,122	17,782	32,500	31,700	33,300
4144 - HEALTH INSURANCE	57,000	55,280	36,450	48,600	54,000	59,400
4148 - WORKERS COMP	1,710	2,600	1,800	2,400	3,100	3,100
Total Category: PERSONAL SERVICES	492,401	532,192	314,177	539,600	533,800	563,000
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	208	0	8	0	0	0
4210 - OP SUPPLY-OTHER	62	6	35	0	0	0
4217 - CLOTHING/UNIFORM	50	0	0	309	250	250
Total Category: COMMODITIES	320	6	43	309	250	250
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	47,910	95,768	476	3,960	4,078	4,100
4301 - ENGINEERING SVS	13,459	15,413	0	2,060	2,122	2,125
4305 - FEES FOR SERVICE	2,541	1,582	362	2,871	2,865	2,865
4310 - COMMUNICATION	1,350	1,148	968	560	1,755	1,760
4321 - DATA PROCESSING	15,840	18,000	24,300	32,400	35,400	37,200
4340 - PRINTING	52	110	0	0	100	100
4341 - ADVER/PUBLISH	1,332	1,767	329	2,575	1,900	1,900
4350 - INSURANCE CHARGE	1,000	1,040	825	1,100	1,700	1,900
4401 - DUES & SUBS	250	370	250	1,440	1,325	1,350
4403 - TRAVEL/TRAIN/CON	7,670	1,114	625	4,635	4,775	5,150
4434 - SPECIAL EVENTS	232	834	96	515	530	550
Total Category: CONTRACTUAL SERVICES	91,636	137,145	28,231	52,116	56,550	59,000
Total Department: 10 - PLANNING & ZONING	584,357	669,343	342,450	592,025	590,600	622,250

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 13 - PROTECTIVE INSPECTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	643,353	720,754	521,010	739,300	694,800	826,100
4110 - OVERTIME F. T.	11,331	20,495	562	10,000	10,000	10,500
4115 - REGULAR-P/T REG STATUS	0	0	0	33,000	35,500	37,300
4120 - SAL-P.T./TEMP	76,553	42,002	31,899	31,200	31,200	32,800
4141 - PERA	51,458	55,954	40,630	58,800	55,600	65,500
4142 - FICA	53,242	55,381	38,198	62,200	58,900	69,300
4144 - HEALTH INSURANCE	79,750	91,770	68,850	91,800	90,000	112,200
4148 - WORKERS COMP	4,000	5,840	4,050	5,400	6,000	6,900
Total Category: PERSONAL SERVICES	919,686	992,197	705,199	1,031,700	982,000	1,160,600
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	211	453	423	500	500	500
4210 - OP SUPPLY-OTHER	592	353	571	0	400	400
4211 - MOTOR FUELS	6,844	9,348	5,197	7,800	8,700	9,000
4217 - CLOTHING/UNIFORM	1,311	135	0	700	700	700
4231 - SMALL TOOLS	0	0	0	70	75	75
Total Category: COMMODITIES	8,958	10,289	6,191	9,070	10,375	10,675
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	155,456	219,147	120,612	123,600	125,000	125,000
4302 - LEGAL SERVICE	0	0	856	0	0	0
4305 - FEES FOR SERVICE	8,444	174	62	4,120	100	100
4309 - CREDIT CARD FEES	171,290	131,283	114,216	82,400	130,000	130,000
4310 - COMMUNICATION	6,312	6,983	4,268	7,240	7,460	7,460
4321 - DATA PROCESSING	45,840	47,000	65,475	87,300	96,500	101,300
4340 - PRINTING	1,352	1,199	396	1,030	1,060	1,060
4341 - ADVER/PUBLISH	274	0	0	0	0	0
4350 - INSURANCE CHARGE	700	730	600	800	1,200	1,300
4375 - CHARGE-FLEET MNT	16,657	22,765	13,316	9,800	13,720	15,090
4401 - DUES & SUBS	1,407	1,211	345	400	390	390
4403 - TRAVEL/TRAIN/CON	6,519	2,835	3,266	4,800	4,800	4,800
4434 - SPECIAL EVENTS	204	18	0	200	200	200
4449 - OTHER CONTRACT	0	135	0	0	0	0
Total Category: CONTRACTUAL SERVICES	414,455	433,480	323,411	321,690	380,430	386,700
Total Department: 13 - PROTECTIVE INSPECTION	1,343,099	1,435,966	1,034,801	1,362,460	1,372,805	1,557,975

PUBLIC SAFETY POLICE DEPARTMENT



Department Overview

The Cottage Grove Public Safety Department's vision has always been to provide the highest quality community-based services, while finding creative ways to better deliver those services. The department has an authorized strength of 46 sworn officers, 7 non-sworn staff, and 9 part-time Community Service Officers. In addition to a proactive and call-for-service patrol division, the department has specialty personnel in criminal investigations, computer forensics, narcotics, community engagement, case management unit, and a school resource officer assignment. The department is focused on building community trust through regular outreach efforts and by participation in community events.

Mission Statement

Cottage Grove Public Safety collectively serves our community compassionately, providing protection of life and property. We do this with honor, pride, and professionalism.

Service Areas

- Patrol
- Investigations
- Records
- Animal Control
- Property and Evidence
- Community Affairs
- School Resource Officer
- Narcotics Task Force
- Crime Prevention
- Emergency Management

2022–2023 Department Accomplishments

- Implementation of Peer Support Group
- Traffic Safety utilizing TZD, speed signs, enforcement, and education
- Transitioned to advanced sighting system for improved accuracy of handguns
- Replaced outdoor warning siren
- Additional K9 Officer trained
- Outfitted squad cars with AEDs through grant proceeds
- Joined Fencing Consortium
- Camera trailer purchased with grant proceeds
- Case Management Unit (CMU) – mental health, domestic violence, threat management

2024 Department Goals and Strategic Initiatives

- Recruitment and retention of police officers, emphasizing additional CSO hours
- Focused policing priorities and targeting resources to known problem areas
- Continue regular technology schedules (toughbooks, body-worn cameras, UAVs, computer forensics)

PUBLIC SAFETY POLICE DEPARTMENT



- Explore neighborhood crime prevention strategies (Ring doorbell, automatic license plate readers)
- Employee wellness initiatives and resiliency

Budget Commentary

The 2024 budget includes the addition of two sworn officers in order to continue providing the same high level of service. These positions will be funded with the one-time public safety aid that was received from the State in 2023. The one-time public safety aid will also be used to fund needed upgrades to the in-car and body-worn cameral systems and toughbooks for individual patrol officers. Toughbooks were previously shared between officers, but new BCA security requirements require each officer to have their own Toughbook. The budget also includes increasing Community Service Officer hours. The Emergency Management budget includes an outdoor warning siren in the 9500 block of Military Road. This a new location for the outdoor warning siren and will cover current gaps in coverage.

Personnel Schedule

	2023 Budget	2024 Budget	2025 Budget
Public Safety Director	1.00	1.00	1.00
Police Captains	3.00	3.00	3.00
Sergeants	7.00	9.00	9.00
Police Officers	33.00	33.00	33.00
Sworn Personnel	44.00	46.00	46.00
Management Analyst	1.00	1.00	1.00
Records Manager	1.00	1.00	1.00
Records Coordinator	1.00	1.00	1.00
Records Specialist	2.00	2.00	2.00
Criminal Analyst	1.00	1.00	1.00
Investigative Aid	.72	.72	.72
CSOs (FTE Equivalent)	3.05	4.25	4.25
	53.77	56.97	56.97

PUBLIC SAFETY POLICE DEPARTMENT



Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Population ¹	37,970	38,534	40,871	42,097	43,360
Total Calls for Service ⁵	32,288	28,933	28,145	36,428	37,520
Outcome Measures					
Population ¹	37,970	38,534	40,871	42,097	43,360
Part I Crimes ^{2,4}	616	459	409	392	404
Crimes/100,000 Population	1,576	1,191	1,001	960	989
Part II Crimes ^{3,4}	961	738	517	600	618
Crimes/100,000 Population	2,475	1,915	1,265	1,468	1,512
Total Calls for Service ⁵	32,288	28,933	28,145	36,428	37,520
Total Animals Unrestrained	277	64	103	60	62
Total Animals Impounded	53	48	51	40	41
Total Animals Returned to Owner	53	17	29	17	18
Total Citations	1,949	2,092	1,295	1,658	1,708
Total Residential Alarms	132	100	94	80	82
Total Business Alarms	234	277	260	172	177
Full Time (Sworn Officers)	42	44	44	44	46
Total Calls per Full Time (Sworn Officers)	769	658	639	827	816
Straight Time Hours Worked ⁶ : Sworn Police Officers	71,800	75,300	78,070	79,360	N/A
Overtime Hours Worked ^{7,8} : Sworn Police Officers	4,564	7,635	3,600	1,590	N/A
Expenditures ⁸ : Sworn Officers Overtime (no benefits)	\$277,445	\$504,413	\$236,100	\$110,095	N/A
Training Hours Worked ⁶ : Sworn Police Officers	5,442	7,228	10,508	4,678	N/A
Reimbursements ⁹ (TZD, Extra Duty, SRO, Narcotics)	\$728,085	\$1,201,085	\$850,615	\$749,660	N/A

¹ Population based on MN BCA Records

² Part I Crimes are defined as "serious" crimes. The eight crimes represented include murder, rape, aggravated assault, robbery, burglary, larceny, motor vehicle theft and arson. These crimes are included due to the uniformity of definition, total volumes, and probability of being reported. Based on MN BCA statistics.

³ Part II Crimes are generally less serious in nature and include all other crime classifications other than those listed in Part I crimes. Examples could include narcotics, other assaults, and liquor violations. Based on MN BCA statistics.

⁴ In comparing FTE's, Part I – Part II Crimes and/or Incidents routinely require the presence of two police officers, and often more than two are required to respond due to the serious and potentially dangerous nature of requests for service.

⁵ Total calls for service estimated high in 2023 due to increased park and business checks.

⁶ Training hours worked overlap with straight time hours worked and 2023 hours based on YTD 6-15-23.

⁷ Overtime hours worked includes both compensation time and paid time.

⁸ 2023 Overtime hours worked & expenditures based on YTD 6-15-23.

⁹ Reimbursements includes all revenue for the department, only a few are listed and estimated as of 6-15-23.

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 21 - POLICE PROTECTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	4,810,029	5,112,272	3,845,874	5,241,000	5,650,200	6,013,500
4110 - OVERTIME F. T.	434,389	205,679	163,114	200,000	200,000	210,000
4115 - REGULAR-P/T REG STATUS	71,152	69,761	34,283	90,500	48,300	50,700
4116 - O/T -P/T REG. STATUS	508	272	0	0	0	0
4120 - SAL-P.T./TEMP	128,651	117,056	114,270	93,700	181,300	132,600
4121 - O.T. - P.T./TEMP	825	632	431	0	0	0
4141 - PERA	850,333	958,252	662,503	846,100	980,380	928,900
4142 - FICA	112,413	115,977	89,056	123,400	129,600	135,000
4144 - HEALTH INSURANCE	454,614	475,470	358,470	477,960	634,800	671,900
4148 - WORKERS COMP	178,300	300,000	340,050	453,400	473,400	483,700
Total Category: PERSONAL SERVICES	7,041,214	7,355,371	5,608,051	7,526,060	8,297,980	8,626,300
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	2,835	3,753	1,509	4,640	4,780	4,920
4210 - OP SUPPLY-OTHER	52,917	46,710	53,888	75,000	78,920	81,110
4211 - MOTOR FUELS	91,836	101,708	87,541	114,300	117,730	121,270
4217 - CLOTHING/UNIFORM	45,411	73,062	113,151	107,150	83,500	86,000
4272 - OP SUP-BUILDINGS	2,628	918	1,320	3,000	3,000	3,000
4280 - CAPITAL OUTLAY <\$5,000	17,630	43,420	27,716	24,720	25,460	26,230
Total Category: COMMODITIES	213,256	269,573	285,125	328,810	313,390	322,530
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	4,500	31,376	22,919	18,020	22,560	23,240
4305 - FEES FOR SERVICE	22,560	23,382	22,323	26,570	27,370	28,190
4309 - CREDIT CARD FEES	0	2,554	1,582	0	2,000	0
4310 - COMMUNICATION	76,786	76,117	59,478	73,770	75,980	78,260
4311 - POSTAGE	472	508	370	410	420	430
4321 - DATA PROCESSING	397,628	315,940	293,535	386,100	595,200	503,300
4340 - PRINTING	793	2,281	502	1,230	1,270	1,300
4341 - ADVER/PUBLISH	0	0	0	110	110	120
4350 - INSURANCE CHARGE	45,000	46,710	38,175	50,900	76,400	84,000
4370 - MAINT-REPAIR/EQ	9,977	22,362	21,959	28,530	29,390	30,270
4372 - MAINT-REPAIR/BLD	0	505	9,046	7,000	8,900	8,900
4375 - CHARGE-FLEET MNT	115,037	123,658	104,061	105,500	147,700	162,470
4380 - RENTAL/LEASE	9,906	8,160	5,206	20,400	13,000	13,000
4401 - DUES & SUBS	1,789	3,161	2,463	3,910	4,030	4,150
4403 - TRAVEL/TRAIN/CON	50,009	46,681	35,870	60,630	110,095	113,400
4405 - CLEAN/WASTE REMV	504	677	582	1,750	1,800	1,860
4434 - SPECIAL EVENTS	10,422	10,025	11,000	16,640	17,000	17,500
4449 - OTHER CONTRACT	8,593	3,676	3,273	8,960	9,230	9,500
Total Category: CONTRACTUAL SERVICES	753,975	717,773	632,344	810,430	1,142,455	1,079,890
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	161,410	257,699	306,022	408,000	140,000	0
Total Category: CAPITAL OUTLAY	161,410	257,699	306,022	408,000	140,000	0
Total Department: 21 - POLICE PROTECTION	8,169,854	8,600,416	6,831,541	9,073,300	9,893,825	10,028,720

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 23 - ANIMAL CONTROL						
Category: PERSONAL SERVICES						
4120 - SAL-P.T./TEMP	15,000	15,000	0	15,000	15,450	15,920
4142 - FICA	1,100	1,100	0	1,100	1,140	1,170
4148 - WORKERS COMP	100	100	83	110	120	120
Total Category: PERSONAL SERVICES	16,200	16,200	83	16,210	16,710	17,210
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	105	0	0	200	200	210
4210 - OP SUPPLY-OTHER	0	370	16	1,030	1,060	1,090
4211 - MOTOR FUELS	0	0	0	400	420	430
4217 - CLOTHING/UNIFORM	1,715	3,188	3,497	3,300	3,400	3,500
Total Category: COMMODITIES	1,820	3,558	3,513	4,930	5,080	5,230
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	0	0	310	320	330
4305 - FEES FOR SERVICE	5,866	6,032	4,102	6,390	6,580	6,780
4340 - PRINTING	0	0	113	200	200	210
4375 - CHARGE-FLEET MNT	0	0	0	1,300	1,820	2,000
Total Category: CONTRACTUAL SERVICES	5,866	6,032	4,215	8,200	8,920	9,320
Total Department: 23 - ANIMAL CONTROL	23,886	25,790	7,811	29,340	30,710	31,760

FORFEITURES/SEIZURE

PUBLIC SAFETY



Department: Public Safety (Fund #: 240)

Program: Forfeitures/Seizure (Program #: 0552, 0554)

Program Description

Under the authority of Federal and State statutes, the police department initiates asset forfeiture actions against those who commit designated felony offenses, controlled substance violations, and designated DUI violations. Forfeiture activities are classified as DUI or Criminal: each has specific regulated uses.

Budget Commentary

- Purchased admin vehicle out of criminal forfeiture funds in 2022 (\$31,900)
- Using DUI forfeiture funds to purchase \$50,000 worth of in-car and body-worn camera systems for squads in 2023

**City of Cottage Grove Annual Budget
Fund 240 - Forfeiture/Seizure
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 240 - FORFEITURE/SEIZURE						
Category: REVENUE						
3349 - COUNTY AID	0	26,000	0	0	0	0
3538 - CRIMINAL FORFEITURE	18,799	18,135	9,736	7,500	8,000	8,000
3540 - DUI FORFEITURE REVENUE	12,599	12,675	475	7,500	8,000	8,000
3541 - CRIMINAL STIPULATION	0	1,500	0	0	0	0
3541 - DUI STIPULATION	11,912	3,369	3,775	15,000	8,000	8,000
3810 - INVEST INTEREST	(450)	(3,241)	2,019	1,000	0	0
3816 - REFUND & REIMBRS	0	806	104	0	0	0
Total Category: REVENUE	42,861	59,244	16,108	31,000	24,000	24,000
Category: EXPENDITURES						
4200 - COMMODITIES	25,120	9,350	25,453	4,740	4,880	5,030
4300 - CONTRACTUAL SERVICES	34,440	19,669	3,580	15,530	21,990	16,470
4500 - CAPITAL OUTLAY	0	31,906	0	10,710	5,030	11,360
Total Category: EXPENDITURES	59,560	60,925	29,034	30,980	31,900	32,860
FUND BALANCE, BEGINNING YEAR	89,411	72,711		71,031	71,051	63,151
NET INCREASE (DECREASE)	(16,700)	(1,680)	(12,925)	20	(7,900)	(8,860)
FUND BALANCE, END OF YEAR	72,711	71,031		71,051	63,151	54,291

City of Cottage Grove Annual Budget
Fund 240 - Forfeiture/Seizure
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 21 - FORFEITURE/SEIZURE						
Category: COMMODITIES						
4280 - CAPITAL OUTLAY <\$5,000	25,120	9,350	25,453	4,740	4,880	5,030
Total Category: COMMODITIES	25,120	9,350	25,453	4,740	4,880	5,030
Category: CONTRACTUAL SERVICES						
4302 - LEGAL SERVICE	7,920	1,851	579	8,750	6,010	9,280
4305 - FEES FOR SERVICE	652	50	0	100	100	110
4310 - COMMUNICATION	0	0	0	410	420	430
4341 - ADVER/PUBLISH	0	0	0	620	640	660
4370 - MAINT-REPAIR/EQ	2,440	0	0	0	0	0
4390 - VICTIM/WITNESS	1,851	1,914	959	0	3,000	0
4391 - COUNTY DEFENDENT	7,251	6,636	1,918	4,120	4,240	4,370
4403 - TRAVEL/TRAIN/CON	0	0	0	1,020	1,060	1,080
4449 - OTHER CONTRACT	14,327	9,217	125	510	6,520	540
Total Category: CONTRACTUAL SERVICES	34,440	19,669	3,580	15,530	21,990	16,470
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	31,906	0	0	0	0
4540 - OTHER CAP OUTLAY	0	0	0	10,710	5,030	11,360
Total Category: CAPITAL OUTLAY	0	31,906	0	10,710	5,030	11,360
Total Department: 21 - FORFEITURE/SEIZURE	59,560	60,925	29,034	30,980	31,900	32,860

OPIOID SETTLEMENT

PUBLIC SAFETY



Department: Public Safety (Fund #: 245)

Program: Opioid Settlement (Program #: 0572)

Program Description

The State of Minnesota and numerous Minnesota cities and counties joined with thousands of local governments across the country to file lawsuits against opioid manufacturer and pharmaceutical distribution companies for their misconduct. The State of Minnesota received a share of funds that have been distributed to individual governments, including the City of Cottage Grove, from settlements in the national opioid litigation.

Budget Commentary

- Work with community groups to provide classes for awareness and naloxone administration to save lives.
- Expanded Naloxone training to our Public Works and Parks and Recreation staff in addition to equipping them with Naloxone kits.
- Cottage Grove Fire/EMS recently created a community paramedic program. Cottage Grove has the primary service area (PSA) for Cottage Grove, St. Paul Park, Newport, and Grey Cloud Island. With the recent addition of the community paramedic program, we are looking at ways of providing services without always needing to bring people to the hospital.
- Cottage Grove police has a case management unit with a full-time member and 5 patrol officers that assist. The unit's primary responsibility is mental health along with substance abuse. We are exploring an embedded social worker.

**City of Cottage Grove Annual Budget
Fund 245 - Opioid Settlement
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 245 - OPIOID SETTLEMENT						
Category: REVENUE						
3615 - SETTLEMENTS	0	0	147,429	0	0	0
3810 - INVEST INTEREST	0	76	2,592	0	0	0
Total Category: REVENUE	0	76	150,020	0	0	0
FUND BALANCE, BEGINNING YEAR	0	0		76	76	76
NET INCREASE (DECREASE)	0	76	150,020	0	0	0
FUND BALANCE, END OF YEAR	0	76		76	76	76

PUBLIC SAFETY FIRE DEPARTMENT



Department Overview

The Cottage Grove Public Safety Department's vision has always been to provide the highest quality community-based services, while finding creative ways to better deliver those services. The Fire Department utilizes a Duty Crew response system twenty-four hours a day. This Duty Crew is responsible for station duties, EMS and fire calls, building preplans, inspections, identification of life safety hazards, as well as public education. Emergency Medical Services are delivered 24/7 to the citizens of Cottage Grove, St. Paul Park, Newport, and Grey Cloud Island Township. The Department is made up of 18 full-time staff, 1 non-sworn, and a core of 23 part-time staff members. The service is also supported by Police Officer First Responders.

Mission Statement

Cottage Grove Public Safety collectively serves our community compassionately, providing protection of life and property. We do this with honor, pride, and professionalism.

Service Areas

- Fire Suppression
- Life Safety Inspections
- Fire Prevention Education
- Community Outreach
- Pre-hospital Emergency Medical Care
- Hazardous Material Response
- Emergency Management Planning
- Rescue Services
- Community Risk Reduction

2022–2023 Departmental Accomplishments

- Established Fire/EMS staffing plan
- Implemented Community Paramedic Program
- Significant progress towards Heart Safe Community Designation
- Upgraded fire radios
- Awards for EMS excellence
- Transitioned to new EMS billing company
- Full time Fire Marshal position
- Proactive in fire prevention, public education, and community risk reduction

2024 Departmental Goals

- Firefighter wellness checks/Peer Support Group
- Update fleet replacement plan for ambulances and fire apparatus based upon best practice, NFPA, and industry standards

PUBLIC SAFETY FIRE DEPARTMENT



- Expand Community Paramedic Program
- Achieve Heart Safe Community Designation
- Provide annual life safety inspections
- Develop special rescue operations capacity (water, low-angle)
- Recruitment and retention of firefighters
- Research grant opportunities (SCBA's)

Budget Commentary

The 2024 budget includes the addition of three firefighter/paramedics in order to continue to provide the same high level of service. These positions will be funded with the one-time public safety aid that was received from the State in 2023. Neck up checks for fire department personnel has been added for the first time in the 2024 budget to foster a healthy working environment. Other changes in the budget are inflationary and increased operating expenses realized in recent years for utilities and building maintenance services. In addition, staff will actively pursue grant opportunities for replacement of SCBA's.

Personnel Schedule

	2023 Budget	2024 Budget	2025 Budget
Fire Chief	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00
Fire Captains ¹	4.00	4.00	4.00
Firefighter/Paramedics ¹	8.00	11.00	11.00
Administrative Assistant	1.00	1.00	1.00
PT Firefighters ²	23.00	23.00	23.00
	39.00	42.00	42.00

¹ Total FTE's between Fire and EMS.

² PT based on 36 per month minimum qualification.

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Population	38,839	39,605	41,027	42,258	43,525
Fire Incidents ¹	696	811	1,016	1,073	1,133
EMS Incidents	2,630	3,324	3,502	3,698	3,905
Total Incidents	3,326	4,135	4,518	4,771	5,038
Avg EMS Response Times (CG Only)	6:28	5:07	6:29	6:50	7:00
Total Fire Loss	1,085,327	1,245,500	1,700,670	2,125,800	2,657,250
Fire Incidents (NFIRS 100)	61	66	58	70	75

PUBLIC SAFETY FIRE DEPARTMENT



Outcome Measures					
Total Fire (all)/Rescue/Good Intent/Incidents ¹	696	811	1,016	1,073	1,133
Average Fire Response Times to Calls	10:31	6:58	9:43	10:00	10:15
FIRE INSPECTIONS					
# of Plan Reviews	12	15	24	30	31
# of Fire Inspections	438	600	622	600	618
# of Safety/First Aid/CPR Presentations	27	33	44	70	50
Daycare/Senior Inspections	8	12	10	10	10
EMS Population ²	48,024	49,788	51,142	52,373	53,640
EMS Incidents	2630	3,324	3,502	3,698	3,905
Total Incidents	3,324	4,135	4,518	4,771	5,038

¹ Fire incidents include incidents that were dispatched but canceled enroute

² EMS population includes Newport, St. Paul Park, and Grey Cloud Township (10,115) in addition to Cottage Grove

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 26 - FIRE PROTECTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	366,276	447,996	374,215	546,700	732,600	916,100
4110 - OVERTIME F. T.	59,141	63,823	28,390	31,000	31,000	32,600
4120 - SAL-P.T./TEMP	166,499	139,421	87,590	165,000	265,000	173,300
4121 - O.T. - P.T./TEMP	17,124	16,474	13,259	0	0	0
4141 - PERA	73,161	76,743	58,611	91,200	120,875	99,700
4142 - FICA	21,002	22,929	17,636	22,300	24,950	23,600
4144 - HEALTH INSURANCE	44,255	46,080	43,350	57,800	84,450	70,600
4147 - UNEMPLOYMENT	0	2,372	0	0	0	0
4148 - WORKERS COMP	44,900	51,755	36,900	49,200	73,475	62,300
Total Category: PERSONAL SERVICES	792,357	867,594	659,951	963,200	1,332,350	1,378,200
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	249	140	1,440	1,480	1,530
4210 - OP SUPPLY-OTHER	9,807	5,881	3,834	10,090	10,400	10,700
4211 - MOTOR FUELS	11,410	14,257	12,131	13,400	14,200	14,800
4217 - CLOTHING/UNIFORM	27,663	30,776	14,668	47,280	48,700	50,160
4270 - OP SUP-VEH/EQ	1,881	3,478	277	5,360	5,520	5,690
4272 - OP SUP-BUILDINGS	3,487	3,478	2,244	3,710	3,820	3,940
4280 - CAPITAL OUTLAY <\$5,000	15,802	6,026	2,200	10,300	10,600	10,930
Total Category: COMMODITIES	70,050	64,146	35,493	91,580	94,720	97,750
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	2,928	9,809	6,125	18,750	24,710	25,300
4305 - FEES FOR SERVICE	17,557	20,212	18,344	24,170	24,900	25,640
4310 - COMMUNICATION	28,583	27,908	20,457	28,840	29,700	30,600
4311 - POSTAGE	30	72	0	100	100	110
4321 - DATA PROCESSING	42,010	46,000	44,400	59,200	87,400	91,800
4340 - PRINTING	29	62	55	200	200	210
4350 - INSURANCE CHARGE	15,250	15,830	12,975	17,300	26,000	28,600
4360 - UTILITIES	64,885	84,476	60,821	51,500	70,000	75,000
4370 - MAINT-REPAIR/EQ	82,675	35,990	42,214	66,330	68,320	70,370
4372 - MAINT-REPAIR/BLD	70,754	170,700	51,330	68,100	73,650	78,500
4375 - CHARGE-FLEET MNT	28,494	68,265	50,403	31,000	43,400	47,740
4380 - RENTAL/LEASE	3,207	2,811	1,771	4,120	4,240	4,370
4401 - DUES & SUBS	770	870	960	1,030	1,060	1,090
4403 - TRAVEL/TRAIN/CON	30,509	29,503	31,175	21,840	22,500	23,170
4405 - CLEAN/WASTE REMV	16,787	15,392	17,497	15,240	25,200	26,200
4434 - SPECIAL EVENTS	800	1,100	0	720	2,740	2,770
4449 - OTHER CONTRACT	233,759	258,946	191	206,000	0	0
Total Category: CONTRACTUAL SERVICES	639,026	787,944	358,718	614,440	504,120	531,470
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	0	0	0	0	450,000
Total Category: CAPITAL OUTLAY	0	0	0	0	0	450,000
Total Department: 26 - FIRE PROTECTION	1,501,433	1,719,684	1,054,162	1,669,220	1,931,190	2,457,420

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 15 - EMERGENCY PREPAREDNESS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	33,623	35,865	71,798	36,200	37,300	39,100
4110 - OVERTIME F. T.	507	654	30,097	0	0	0
4141 - PERA	5,929	6,338	10,382	5,800	6,000	6,300
4142 - FICA	469	497	5,608	500	500	500
4144 - HEALTH INSURANCE	2,350	2,580	2,025	2,700	3,000	3,300
4148 - WORKERS COMP	1,800	2,600	2,025	2,700	3,300	3,500
Total Category: PERSONAL SERVICES	44,678	48,533	121,935	47,900	50,100	52,700
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	135	550	3,290	100	100	100
4211 - MOTOR FUELS	332	357	225	1,700	1,760	1,810
Total Category: COMMODITIES	467	907	3,514	1,800	1,860	1,910
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	800	800	800	1,030	1,100	1,100
4301 - ENGINEERING SVS	0	0	2,507	0	0	0
4305 - FEES FOR SERVICE	2,719	2,719	4,039	4,120	3,500	3,500
4310 - COMMUNICATION	3,524	3,944	2,456	3,600	3,710	3,820
4311 - POSTAGE	0	408	0	0	0	0
4360 - UTILITIES	674	785	515	510	1,030	1,040
4370 - MAINT-REPAIR/EQ	1,459	190	7,529	9,680	9,970	10,270
4375 - CHARGE-FLEET MNT	0	5,517	13,248	1,400	1,960	2,160
4380 - RENTAL/LEASE	0	0	1,768	0	0	0
4401 - DUES & SUBS	225	300	199	200	450	450
4403 - TRAVEL/TRAIN/CON	820	1,816	941	1,340	1,380	1,420
Total Category: CONTRACTUAL SERVICES	10,220	16,479	34,001	21,880	23,100	23,760
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	31,976	49,739	107,467	27,000	39,500	40,690
Total Category: CAPITAL OUTLAY	31,976	49,739	107,467	27,000	39,500	40,690
Total Department: 15 - EMERGENCY PREPAREDNI	87,341	115,658	266,917	98,580	114,560	119,060

EMS/AMBULANCE

PUBLIC SAFETY



Department: Public Safety (Fund #: 660)

Program: EMS/Ambulance (Program #: 0600)

Program Description

To provide Emergency Medical Services, including emergency medical treatment and transport, participate in public education and community awareness efforts to promote first aid skills, healthy living, and accident reduction.

Budget Commentary

An ambulance was ordered in 2022 and it is anticipated that it will arrive in 2024. It has been included in the 2024 budget for \$305,000. The lease for cardiac monitors/AEDs/ventilators is included in the budget.

**City of Cottage Grove Annual Budget
Fund 660 - EMS/Ambulance
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 660 - EMS/AMBULANCE						
Category: REVENUE						
3310 - FEDERAL GRANTS	58,919	0	0	0	0	0
3349 - COUNTY AID	54,064	6,750	0	0	0	0
3534 - SOWASHCO SERVICE	5,892,266	5,546,504	4,619,486	4,920,540	6,213,500	6,525,250
3550 - NON-DISCRETIONARY WRITE OFFS	(2,581,566)	(3,758,492)	(2,759,705)	(2,430,000)	(3,231,020)	(3,393,130)
3810 - INVEST INTEREST	(1,392)	(72)	0	0	0	0
3812 - DONATE & CONTRI	0	500	500	0	0	0
3813 - SALE OF GOODS	1,116	0	0	0	0	0
3816 - REFUND & REIMBRS	78,969	70,142	6,804	0	0	0
Total Category: REVENUE	3,502,375	1,865,331	1,867,084	2,490,540	2,982,480	3,132,120
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	1,523,489	1,790,345	1,246,385	1,761,800	1,810,725	1,915,400
4200 - COMMODITIES	147,402	93,778	59,250	94,800	99,260	100,480
4300 - CONTRACTUAL SERVICES	241,791	260,588	289,344	363,520	532,540	551,050
4500 - CAPITAL OUTLAY	0	0	0	0	305,000	0
4720 - DEPRECIATION	79,339	91,071	0	0	0	0
4730 - MISCELLANEOUS	919,743	480,000	47,695	300,000	434,945	456,770
4999 - TRANSFERS	95,000	97,850	75,600	100,800	103,825	106,940
Total Category: EXPENDITURES	3,006,764	2,813,632	1,718,273	2,620,920	3,286,295	3,130,640
FUND BALANCE, BEGINNING OF YEAR	1,285,660	1,781,270		832,970	702,590	398,775
NET INCREASE (DECREASE)	495,611	(948,301)	148,811	(130,380)	(303,815)	1,480
FUND BALANCE, END OF YEAR	1,781,270	832,970		702,590	398,775	400,255

City of Cottage Grove Annual Budget
Fund 660 - EMS/Ambulance
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 24 - EMS/AMBULANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	830,691	860,047	676,917	1,011,900	1,103,800	1,177,200
4110 - OVERTIME F. T.	166,211	184,425	79,525	81,800	37,500	39,400
4115 - REGULAR-P/T REG STATUS	975	0	0	0	0	0
4120 - SAL-P.T./TEMP	252,465	239,431	186,826	270,000	214,500	225,000
4121 - O.T. - P.T./TEMP	13,021	12,946	5,639	0	0	0
4140 - PENSIONS	(110,975)	97,341	0	0	0	0
4141 - PERA	170,830	175,744	133,170	174,600	198,650	193,700
4142 - FICA	35,801	33,832	25,483	38,400	39,000	41,500
4144 - HEALTH INSURANCE	112,770	109,578	85,050	113,400	132,750	148,500
4148 - WORKERS COMP	51,700	77,000	53,775	71,700	84,525	90,100
Total Category: PERSONAL SERVICES	1,523,489	1,790,345	1,246,385	1,761,800	1,810,725	1,915,400
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	191	0	100	0	0
4210 - OP SUPPLY-OTHER	107,803	56,734	30,405	54,380	56,010	57,690
4211 - MOTOR FUELS	22,203	30,713	21,805	26,000	28,500	27,600
4217 - CLOTHING/UNIFORM	11,067	5,641	7,040	14,320	14,750	15,190
4280 - CAPITAL OUTLAY <\$5,000	6,328	500	0	0	0	0
Total Category: COMMODITIES	147,402	93,778	59,250	94,800	99,260	100,480
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	13,537	17,568	18,865	27,920	28,760	29,620
4302 - LEGAL SERVICE	0	2,632	630	0	0	0
4305 - FEES FOR SERVICE	87,644	83,735	78,956	52,420	149,990	151,610
4309 - CREDIT CARD FEES	3,808	4,632	1,561	5,240	6,000	6,000
4310 - COMMUNICATION	15,918	15,586	11,148	16,380	16,870	17,380
4311 - POSTAGE	0	380	37	0	0	0
4321 - DATA PROCESSING	41,060	45,000	81,300	108,400	100,100	105,100
4340 - PRINTING	0	28	0	0	0	0
4350 - INSURANCE CHARGE	8,000	8,300	6,750	9,000	13,500	14,900
4370 - MAINT-REPAIR/EQ	2,982	20,097	17,605	36,770	37,870	39,010
4372 - MAINT-REPAIR/BLD	7,166	0	25,497	37,600	38,730	39,890
4375 - CHARGE-FLEET MNT	35,402	41,623	36,872	42,800	59,920	65,910
4380 - RENTAL/LEASE	0	0	0	0	53,000	53,000
4401 - DUES & SUBS	3,051	2,902	1,796	5,150	5,300	5,460
4403 - TRAVEL/TRAIN/CON	23,224	18,106	8,325	21,840	22,500	23,170
Total Category: CONTRACTUAL SERVICES	241,791	260,588	289,344	363,520	532,540	551,050
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	0	0	0	305,000	0
Total Category: CAPITAL OUTLAY	0	0	0	0	305,000	0
Category: MISCELLANEOUS						
4732 - LOSS-FIXED ASSET	55,064	0	0	0	0	0
4738 - BAD DEBTS	864,679	480,000	47,695	300,000	434,945	456,770
Total Category: MISCELLANEOUS	919,743	480,000	47,695	300,000	434,945	456,770

**City of Cottage Grove Annual Budget
Fund 660 - EMS/Ambulance
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 24 - EMS/AMBULANCE						
Category: DEPRECIATION						
4721 - DEPRECIATION-PURCHASED	79,339	91,071	0	0	0	0
Total Category: DEPRECIATION	79,339	91,071	0	0	0	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	95,000	97,850	75,600	100,800	103,825	106,940
Total Category: TRANSFERS	95,000	97,850	75,600	100,800	103,825	106,940
Total Department: 24 - EMS/AMBULANCE	2,927,426	2,722,561	1,718,273	2,620,920	3,286,295	3,130,640

PUBLIC WORKS DEPARTMENT



Department Overview

The Public Works Department is responsible for operating and maintaining City infrastructure. The department is made up of fifteen divisions, including Engineering, Streets, Signs, Snow Removal, Public Works Administration, Forestry, Stormwater, Sewer, Water, Streetlights, Building Maintenance, Sealcoating, Recycling, Equipment Replacement, and Fleet.

Mission Statement

To provide necessary services to residents, businesses, and visitors by delivering well-planned, cost-effective support that promotes public health, personal safety, and economic vitality in a manner that preserves the City's infrastructure for future generations.

Service Areas

- Streets
- Signs
- Snow Removal
- Public Works Administration
- Forestry
- Building Maintenance
- Recycling Program
- Equipment Replacement
- Stormwater
- Sewer
- Water
- Streetlights
- Engineering
- Fleet
- Sealcoating

2022-2023 Department Accomplishments

- Continued to deliver quality drinking water to all customers.
- Kept up with the numerous construction projects, both residential, commercial and in the industrial park.
- Completed design plans for the Low Zone Water Treatment Plant and the Low Zone Water Tower.
- Completed construction of the Well #2 and Well #7 interim GAC treatment plants.
- Added trunk water main on Westside of Hwy 61 to assist with volume issues in the area.
- Re-organized plow routes to be more efficient.
- Repaired potholes before June 1.
- Paved over 2,500 tons of asphalt by end of August.
- Plowed 56 times, had 90.3 inches of snow, making the winter of 2022-2023 the 3rd highest snowfall on record.
- Completed 1,244 work orders in fleet and building maintenance throughout 2022.
- Hired and trained a new mechanic in the fall of 2022.
- Hired a new Lead employee for the Building Maintenance Division.
- Completed an RFP for Janitorial Services for City buildings.

2024 Department Goals and Strategic Initiatives

- Start construction of the Low Zone Water Treatment Plant/Utility Engineering Building.
- Continue to operate temporary water treatment plants to provide safe drinking water to our customers.
- Continue implementing the 5-7 year sanitary sewer maintenance program, through in house cleaning, contracted cleaning and root foaming.
- Add additional utility staff to handle operation of the interim GAC treatment plants.
- Continue to maintain and operate the street lighting and traffic signal systems.
- Complete the upgrade to the City's SCADA system.
- Implement the 14th snowplow route.
- Clean all stormwater sumps out before Oct 1.
- Inspect and tuckpoint 20% of catch basins to prevent costly failures.
- Pave over 2,300 tons of asphalt by end of August and repair potholes before June 1.
- Revise and update the city boulevard tree trimming schedule to six years.
- Continue to evaluate inhouse installation of vehicle equipment compared to outsourcing.
- Utilize equipment manufacture's training opportunities.
- Continue to develop a capital improvement plan for each City owned facility.

Budget Commentary

Streets – Continue the thin overlay program with 2,300 tons of asphalt paving planned for 2024. Maintaining safe roads for the city.

Snow – Due to ongoing growth and the addition of streets, a 14th plow route will be added in 2023-2024. Along with the additional plow route, the cost of salt has increased by 49.9% percent since 2020-2021 season. 2023-2024 state contract price will be \$94.88 per ton which is an increase of 15.2% from last year. Budget add was needed to cover difference in price increase.

Signs – Start first half of State Aid Traffic counts to be completed in 2024.

Forestry – Staff will continue to treat 600 boulevard trees per year for Emerald Ash Borer. Starting in 2024 Forestry will add account code 2200-4216 Fertilizer/Chemicals expense account for chemicals used to treat EAB. Funds from 2200-4449 will be moved into 2200-4305 for stump grinding, tree trimming/removal, and tree planting to simplify the accounting of contractual services.

Engineering – With the addition of a dedicated City Engineer position in 2023, there are no significant changes to the engineering budget for 2024.

PUBLIC WORKS DEPARTMENT



Personnel Schedule

	2023 Budget	2024 Budget	2025 Budget
General Fund:			
Public Works Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	11.00	11.00	11.00
City Forester	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Graduate Engineer	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00
Seasonals (FTE) 10-560 hr & 2-1040 hr	3.69	3.69	3.69
Utility Funds:			
Superintendent	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Lead Worker	2.00	2.00	2.00
Public Service Workers	10.00	10.00	10.00
Secretary	1.00	1.00	1.00
Seasonals (FTE) 2-560 hr & 2-1040 hr	1.54	1.54	1.54
Fleet and Facilities Fund:			
Fleet & Facilities Manager	1.00	1.00	1.00
Working Foreman-Fleet	1.00	1.00	1.00
Lead Worker-Fleet and Facilities	2.00	2.00	2.00
Mechanic	2.00	2.00	1.00
Public Service Worker	1.00	1.00	1.00
Admin Tech-Fleet	1.00	1.00	1.00
	49.23	49.23	49.23

Impact/Outcome Measures

	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Streets					
Right-of Way Permits	119	127	143	186	195
Street PASER Rating	n/a	n/a	7.1	7.1	7.2
Miles-Sidewalks/Trails	88.79	89.00	91.24	97.00	103.00
Number of cul-de-sacs	358	364	395	410	430
Miles-Plowed Roads	174.62	176.0	181.46	184.0	186.0

PUBLIC WORKS DEPARTMENT



Miles-Painted Roads	10.75	10.75	11.15	12.26	13.5
Miles- Curb &Gutter	263.65	274.45	281.89	287.89	293.89
Road Salt/tons	2,817	2,817	3,450	3,300	3,300
Tons of Treated Salt	608	680	600	600	600
Tons of Sand	220	0	180	0	0
Average Salt per Call- Out/tons	73	92	72	72	74
Miles of Storm Sewer	116.96	122.53	128.06	133.00	135.00
Streets Work Orders	485	489	526	807	847
Forestry					
Tree Related Work Orders	454	612	480	681	715
Utilities					
Miles of Sanitary Sewer	146.87	153.29	157.69	160.00	162.00
Miles of Watermains	175.4	182.34	191.84	195.00	27.00
Utilities Work Orders	1,421	1,052	1,247	1,070	1,124
New Construction	493	452	590	316	332
OPUS Service Orders	1,654	1,840	1,874	1,279	1,342
CBI/PF/SF Inspections	921	1,175	1,498	1,051	1,103
Number of Streetlights	2,968	3,071	3,153	3,228	3,300
Streetlight Work Orders	377	496	502	522	548
Fleet & Facilities Maintenance					
Fleet Work Orders	984	1,041	1,102	1,200	1,250
Direct Hours Charged to Fleet	4,961	4,476	4,669	6,000	6,000
Facility Maintenance Service Requests	274	261	480	485	500
Facility Maintenance Hours Charged	1,665	3,617	4,795	4,300	4,200

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 14 - ENGINEERING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	236,969	250,808	241,007	394,400	418,600	439,500
4120 - SAL-P.T./TEMP	6,510	0	0	8,400	8,400	8,800
4141 - PERA	17,509	18,476	17,895	29,600	31,400	33,000
4142 - FICA	17,616	18,194	16,938	30,800	32,600	34,200
4144 - HEALTH INSURANCE	29,400	30,800	29,550	39,400	43,800	48,200
4148 - WORKERS COMP	1,610	1,800	1,800	2,400	2,900	2,900
Total Category: PERSONAL SERVICES	309,614	320,078	307,190	505,000	537,700	566,600
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	130	56	31	0	0	0
4211 - MOTOR FUELS	2,067	2,542	1,302	2,600	2,800	2,900
4217 - CLOTHING/UNIFORM	51	0	193	0	250	250
Total Category: COMMODITIES	2,247	2,598	1,525	2,600	3,050	3,150
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	247	0	50	0	0	0
4301 - ENGINEERING SVS	67,103	129,113	60,535	38,000	39,070	40,250
4305 - FEES FOR SERVICE	0	0	62	0	0	0
4310 - COMMUNICATION	1,485	1,553	1,445	2,210	2,280	2,350
4321 - DATA PROCESSING	14,765	18,000	20,850	27,800	32,700	34,300
4340 - PRINTING	26	0	55	0	0	0
4375 - CHARGE-FLEET MNT	2,742	1,787	1,887	3,800	5,320	5,850
4401 - DUES & SUBS	0	897	931	2,200	2,270	2,340
4403 - TRAVEL/TRAIN/CON	3,570	2,534	3,119	6,000	6,180	6,370
4449 - OTHER CONTRACT	0	58	0	0	0	0
Total Category: CONTRACTUAL SERVICES	89,937	153,942	88,934	80,010	87,820	91,460
Total Department: 14 - ENGINEERING	401,798	476,618	397,649	587,610	628,570	661,210

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 31 - STREETS MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	681,974	663,401	508,626	700,200	763,900	825,900
4110 - OVERTIME F. T.	25,643	24,008	28,868	31,400	31,400	33,000
4120 - SAL-P.T./TEMP	65,809	77,845	69,576	78,000	85,700	90,000
4141 - PERA	52,741	51,324	39,923	54,950	59,700	62,700
4142 - FICA	53,299	52,744	42,262	61,900	67,500	71,100
4144 - HEALTH INSURANCE	72,000	75,330	89,850	119,800	136,200	149,900
4147 - UNEMPLOYMENT	0	9,902	0	0	0	0
4148 - WORKERS COMP	55,500	65,000	44,400	59,200	74,800	78,600
Total Category: PERSONAL SERVICES	1,006,966	1,019,555	823,505	1,105,450	1,219,200	1,311,200
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	8,066	10,952	6,969	10,900	11,300	11,600
4211 - MOTOR FUELS	47,399	73,365	56,141	61,400	66,100	68,000
4212 - LUB/ADD	219	0	441	200	200	200
4216 - FERTILIZER/CHEM	8,969	7,313	5,250	9,500	9,800	10,100
4217 - CLOTHING/UNIFORM	11,768	8,446	3,160	9,100	9,400	9,600
4231 - SMALL TOOLS	1,650	2,766	0	2,700	2,800	2,900
4270 - OP SUP-VEH/EQ	0	153	151	0	0	0
4271 - OP SUP-OTHER IMP	179,061	164,400	178,359	203,700	206,600	214,100
Total Category: COMMODITIES	257,132	267,395	250,470	297,500	306,200	316,500
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	1,287	4,798	1,307	4,200	4,300	4,500
4301 - ENGINEERING SVS	5,136	7,305	612	8,900	9,200	9,400
4305 - FEES FOR SERVICE	5,089	23,076	1,406	23,600	24,300	25,000
4310 - COMMUNICATION	9,330	9,537	6,702	9,100	9,600	9,700
4341 - ADVER/PUBLISH	0	0	0	400	400	400
4350 - INSURANCE CHARGE	12,000	12,460	10,200	13,600	20,400	22,400
4370 - MAINT-REPAIR/EQ	79	0	0	0	0	0
4371 - MAINT-REPAIR/OTH	3,357	1,741	4,044	8,400	9,600	8,900
4375 - CHARGE-FLEET MNT	240,736	217,903	336,465	280,700	392,980	432,280
4380 - RENTAL/LEASE	13,609	22,397	14,832	26,600	27,400	28,200
4401 - DUES & SUBS	48	172	833	800	800	800
4403 - TRAVEL/TRAIN/CON	6,493	7,936	8,702	17,795	20,100	20,700
4405 - CLEAN/WASTE REMV	29,777	22,855	25,381	3,100	3,200	3,300
4449 - OTHER CONTRACT	0	616	0	600	600	600
Total Category: CONTRACTUAL SERVICES	326,941	330,796	410,485	397,795	522,880	566,180
Total Department: 31 - STREETS MAINTENANCE	1,591,039	1,617,746	1,484,460	1,800,745	2,048,280	2,193,880

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021	2022	2023 YTD	2023	2024	2025
	Actual	Actual	as of 9/30	Budget	Budget	Budget
Department: 32 - TRAFFIC SIGNS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	58,743	66,455	45,519	81,500	86,900	91,300
4110 - OVERTIME F. T.	682	1,056	2,457	1,400	1,400	1,500
4120 - SAL-P.T./TEMP	8,475	18,514	14,284	16,800	17,900	18,800
4141 - PERA	4,457	4,453	3,592	6,200	6,500	6,800
4142 - FICA	4,247	5,355	4,451	7,600	8,200	8,600
4144 - HEALTH INSURANCE	16,970	17,850	9,750	13,000	14,400	15,800
4148 - WORKERS COMP	8,700	9,000	5,400	7,200	8,900	9,300
Total Category: PERSONAL SERVICES	102,274	122,683	85,453	133,700	144,200	152,100
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	21,675	29,153	15,639	29,200	30,100	30,100
4211 - MOTOR FUELS	2,314	2,572	1,729	3,400	3,400	3,500
4217 - CLOTHING/UNIFORM	316	458	252	620	640	650
4231 - SMALL TOOLS	641	240	116	1,200	1,300	1,900
Total Category: COMMODITIES	24,946	32,423	17,736	34,420	35,440	36,150
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	34	516	0	0	0	0
4305 - FEES FOR SERVICE	966	44,059	53,045	59,400	61,000	63,000
4310 - COMMUNICATION	540	180	24	540	540	570
4350 - INSURANCE CHARGE	1,000	1,040	825	1,100	1,700	1,900
4371 - MAINT-REPAIR/OTH	63,380	0	0	0	0	0
4375 - CHARGE-FLEET MNT	6,859	10,892	22,953	10,900	15,260	16,790
4403 - TRAVEL/TRAIN/CON	336	736	573	1,650	1,700	1,800
4449 - OTHER CONTRACT	0	58	0	0	0	0
Total Category: CONTRACTUAL SERVICES	73,115	57,481	77,419	73,590	80,200	84,060
Total Department: 32 - TRAFFIC SIGNS	200,334	212,586	180,608	241,710	259,840	272,310

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 34 - SNOWPLOWING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	62,757	104,172	118,376	144,700	144,720	153,860
4110 - OVERTIME F. T.	75,125	101,461	70,861	89,300	91,980	94,740
4141 - PERA	10,331	15,402	14,167	17,600	17,800	18,700
4142 - FICA	9,522	14,199	13,073	17,800	18,000	19,000
4144 - HEALTH INSURANCE	18,380	18,500	0	0	0	0
4148 - WORKERS COMP	17,600	23,000	10,350	13,800	16,000	16,800
Total Category: PERSONAL SERVICES	193,715	276,734	226,826	283,200	288,500	303,100
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	210,002	307,985	253,855	264,400	304,280	306,500
4211 - MOTOR FUELS	41,572	53,248	56,386	62,900	64,900	66,700
4271 - OP SUP-OTHER IMP	4,266	0	0	0	0	0
Total Category: COMMODITIES	255,840	361,233	310,241	327,300	369,180	373,200
Category: CONTRACTUAL SERVICES						
4305 - FEES FOR SERVICE	0	0	0	600	600	600
4350 - INSURANCE CHARGE	7,650	7,940	6,525	8,700	13,100	14,400
4375 - CHARGE-FLEET MNT	177,307	246,708	205,425	244,300	342,020	376,220
4380 - RENTAL/LEASE	0	0	0	2,600	2,700	2,700
4403 - TRAVEL/TRAIN/CON	2,000	34	1,800	2,800	2,900	3,000
Total Category: CONTRACTUAL SERVICES	186,957	254,682	213,750	259,000	361,320	396,920
Total Department: 34 - SNOWPLOWING	636,513	892,650	750,818	869,500	1,019,000	1,073,220

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 35 - PUBLIC WORKS ADMIN						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	153,742	178,729	139,692	186,700	212,520	206,200
4110 - OVERTIME F. T.	6,405	9,014	7,726	6,100	10,000	10,500
4120 - SAL-P.T./TEMP	0	5,509	2,616	4,900	0	0
4141 - PERA	11,779	13,858	10,843	14,500	16,800	16,400
4142 - FICA	10,750	13,086	10,276	15,200	17,440	17,000
4144 - HEALTH INSURANCE	32,550	34,180	15,450	20,600	25,200	25,000
4148 - WORKERS COMP	1,100	1,470	825	1,100	1,400	1,400
Total Category: PERSONAL SERVICES	216,326	255,845	187,428	249,100	283,360	276,500
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	2,960	4,114	2,926	4,500	4,600	4,700
4210 - OP SUPPLY-OTHER	7,115	4,712	6,799	7,000	7,200	7,300
4217 - CLOTHING/UNIFORM	0	0	155	150	150	160
4270 - OP SUP-VEH/EQ	0	41	562	0	0	0
4272 - OP SUP-BUILDINGS	1,801	1,944	4,298	4,600	4,600	4,900
4280 - CAPITAL OUTLAY <\$5,000	0	611	0	0	0	0
Total Category: COMMODITIES	11,876	11,421	14,740	16,250	16,550	17,060
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	340	180	110	210	210	220
4301 - ENGINEERING SVS	0	0	0	1,030	1,060	1,100
4305 - FEES FOR SERVICE	15,947	20,903	13,345	18,200	15,000	15,500
4310 - COMMUNICATION	1,253	1,298	1,170	1,000	1,030	1,060
4311 - POSTAGE	552	740	17	1,130	1,000	1,200
4321 - DATA PROCESSING	49,901	20,000	28,575	38,100	39,800	41,800
4340 - PRINTING	52	80	55	210	210	220
4341 - ADVER/PUBLISH	12	0	0	110	110	120
4350 - INSURANCE CHARGE	7,650	7,940	6,525	8,700	13,100	14,400
4360 - UTILITIES	48,196	64,761	51,780	46,300	22,000	22,335
4370 - MAINT-REPAIR/EQ	534	0	602	5,150	5,300	5,400
4372 - MAINT-REPAIR/BLD	33,302	60,606	73,674	59,700	61,500	62,500
4375 - CHARGE-FLEET MNT	0	0	0	4,900	6,860	7,550
4380 - RENTAL/LEASE	12,612	11,111	6,623	6,200	6,300	6,600
4401 - DUES & SUBS	578	269	378	720	740	760
4403 - TRAVEL/TRAIN/CON	186	407	1,999	3,700	3,800	3,900
4405 - CLEAN/WASTE REMV	16,817	13,460	15,505	16,400	7,600	7,900
Total Category: CONTRACTUAL SERVICES	187,931	201,754	200,358	211,760	185,620	192,565
Total Department: 35 - PUBLIC WORKS ADMIN	416,132	469,020	402,527	477,110	485,530	486,125

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 36 - FORESTRY						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	51,694	62,962	49,594	85,300	91,900	96,600
4110 - OVERTIME F. T.	841	22	335	3,000	3,000	3,200
4120 - SAL-P.T./TEMP	15,178	16,955	18,320	15,700	15,700	16,500
4141 - PERA	3,816	4,717	3,745	7,800	8,200	8,600
4142 - FICA	4,539	5,642	4,887	7,900	8,500	8,900
4144 - HEALTH INSURANCE	9,310	9,750	9,750	13,000	14,400	15,800
4148 - WORKERS COMP	4,400	5,600	4,650	6,200	7,700	8,100
Total Category: PERSONAL SERVICES	89,777	105,647	91,282	138,900	149,400	157,700
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	7,115	31,043	25,281	10,300	30,600	30,900
4211 - MOTOR FUELS	1,548	1,104	2,654	1,800	1,860	1,910
4217 - CLOTHING/UNIFORM	1,495	560	438	620	640	660
4231 - SMALL TOOLS	1,379	1,546	0	1,750	1,800	1,900
Total Category: COMMODITIES	11,537	34,253	28,374	14,470	34,900	35,370
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	278	125	137	200	200	210
4305 - FEES FOR SERVICE	141,311	70,825	101,122	104,000	212,600	219,500
4310 - COMMUNICATION	893	938	600	1,000	1,000	1,100
4350 - INSURANCE CHARGE	1,000	1,040	825	1,100	1,700	1,900
4375 - CHARGE-FLEET MNT	4,599	8,636	28,710	8,100	11,340	12,470
4380 - RENTAL/LEASE	0	0	0	2,700	2,800	2,900
4401 - DUES & SUBS	204	0	0	400	400	400
4403 - TRAVEL/TRAIN/CON	975	698	710	1,800	2,000	2,000
4449 - OTHER CONTRACT	127,097	119,282	0	122,000	0	0
Total Category: CONTRACTUAL SERVICES	276,357	201,543	132,104	241,300	232,040	240,480
Total Department: 36 - FORESTRY	377,671	341,444	251,760	394,670	416,340	433,550

RECYCLING PUBLIC WORKS



Department: Public Works (Fund #: 215)

Program: Recycling (Program #: 1900)

Program Description

This function seeks to create an environmentally focused and sustainable organization that maintains an active presence in the community to educate about alternatives for disposing of household items that could be recycled, reduced, or reused. The program expenditures are fully funded through an annual grant from Washington County.

Budget Commentary

The 2024 recycling budget is based on the anticipated annual recycling grant from Washington County. Through these grant funds, the City will continue to promote recycling throughout the community through educational and incentive programs. The City foods scraps program will continue to be operated as the County fully implements food scraps recycling through residential waste service.

**City of Cottage Grove Annual Budget
Fund 215 - Recycling
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 215 - RECYCLING						
Category: REVENUE						
3349 - COUNTY AID	55,734	56,210	56,734	56,040	57,000	57,000
3810 - INVEST INTEREST	(223)	(2,244)	2,651	1,000	500	500
3816 - REFUND & REIMBRS	0	21,000	0	0	0	0
Total Category: REVENUE	55,511	74,966	59,385	57,040	57,500	57,500
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	22,538	34,439	26,905	36,500	43,600	46,100
4200 - COMMODITIES	10,501	2,629	1,559	5,740	5,000	6,100
4300 - CONTRACTUAL SERVICES	23,093	16,196	19,269	14,800	14,120	15,670
Total Category: EXPENDITURES	56,132	53,264	47,734	57,040	62,720	67,870
FUND BALANCE, BEGINNING YEAR	73,845	73,224		94,926	94,926	89,706
NET INCREASE (DECREASE)	(621)	21,702	11,651	0	(5,220)	(10,370)
FUND BALANCE, END OF YEAR	73,224	94,926		94,926	89,706	79,336

City of Cottage Grove Annual Budget
Fund 215 - Recycling
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 54 - RECYCLING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	19,483	29,782	23,282	31,500	34,000	35,700
4141 - PERA	1,415	2,234	1,745	2,400	2,600	2,800
4142 - FICA	1,441	2,214	1,728	2,400	2,600	2,800
4144 - HEALTH INSURANCE	0	0	0	0	4,200	4,600
4148 - WORKERS COMP	200	210	150	200	200	200
Total Category: PERSONAL SERVICES	22,538	34,439	26,905	36,500	43,600	46,100
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	10,501	2,629	1,559	5,740	5,000	6,100
Total Category: COMMODITIES	10,501	2,629	1,559	5,740	5,000	6,100
Category: CONTRACTUAL SERVICES						
4302 - LEGAL SERVICE	0	1,088	0	0	0	0
4305 - FEES FOR SERVICE	5,057	48	0	3,000	2,600	3,180
4311 - POSTAGE	3,925	0	0	2,000	1,640	2,120
4340 - PRINTING	0	0	3,300	0	0	0
4341 - ADVER/PUBLISH	1,700	1,551	0	1,000	1,030	1,060
4380 - RENTAL/LEASE	7,000	7,000	11,060	7,000	7,000	7,400
4405 - CLEAN/WASTE REMV	4,061	6,508	4,909	0	0	0
4434 - SPECIAL EVENTS	1,349	0	0	1,800	1,850	1,910
Total Category: CONTRACTUAL SERVICES	23,093	16,196	19,269	14,800	14,120	15,670
Total Department: 54 - RECYCLING	56,132	53,264	47,734	57,040	62,720	67,870

STORMWATER PUBLIC WORKS



Department: Public Works (Fund #: 230)

Program: Stormwater (Program #: 3200)

Program Description

The Stormwater Utility manages the planning, maintenance, and infrastructure of the storm/surface water system. Maintenance activities preserve existing infrastructure including but not limited to ponds, drainage ditches, pipes, and outlets. Expenditures are also made for infrastructure requirements of the existing system including the replacement of existing pipe and expansion of existing ponds. Revenues are generated from charges to properties based on their portion/contribution to the storm/surface water run-off. These fees are determined by an evaluation of the operational costs of supporting the stormwater system, planned infrastructure repair and reconstruction, and response to catastrophic storm handling events.

Budget Commentary

The stormwater budget includes funds used in general maintenance of the storm sewer system. Public Works inspects numerous structures, outfall, ponds each year and performs routine maintenance as required. In 2024, a catch basin lining program will begin to prolong longevity and prevent future failures and costly rebuilds. Cost is \$24,000 per year and is within current budget limits.

**City of Cottage Grove Annual Budget
Fund 230 - Storm Water
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 230 - STORM WATER						
Category: REVENUE						
3349 - COUNTY AID	0	27,130	0	0	0	0
3359 - OTHER GOV AID	204,395	159,714	165,084	0	0	0
3615 - SETTLEMENTS	0	0	17,414	0	0	0
3727 - PENALTIES-UTIL	5,857	6,019	5,293	4,000	5,000	5,000
3735 - STORMWATER UTILITY	1,014,656	1,077,670	773,304	1,142,550	1,193,360	1,246,120
3810 - INVEST INTEREST	(12,076)	(98,612)	51,214	10,000	10,000	10,000
3816 - REFUND & REIMBRS	95,000	0	0	0	0	0
Total Category: REVENUE	1,307,832	1,171,921	1,012,309	1,156,550	1,208,360	1,261,120
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	305,688	400,896	334,271	462,200	518,960	525,000
4200 - COMMODITIES	17,108	26,063	14,972	20,090	25,425	26,350
4300 - CONTRACTUAL SERVICES	432,395	393,997	233,806	384,980	429,530	443,110
4500 - CAPITAL OUTLAY	33,181	244,426	0	55,000	0	0
4999 - TRANSFERS	221,475	394,046	33,822	153,100	46,450	47,850
Total Category: EXPENDITURES	1,009,848	1,459,428	616,871	1,075,370	1,020,365	1,042,310
FUND BALANCE, BEGINNING YEAR	2,049,769	2,347,753		2,060,247	2,141,427	2,329,422
NET INCREASE (DECREASE)	297,985	(287,507)	395,438	81,180	187,995	218,810
FUND BALANCE, END OF YEAR	2,347,753	2,060,247		2,141,427	2,329,422	2,548,232

City of Cottage Grove Annual Budget
Fund 230 - Storm Water
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 60 - SW MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	219,256	303,344	223,870	322,500	360,400	361,400
4110 - OVERTIME F. T.	10,417	6,928	14,367	9,000	9,000	9,500
4120 - SAL-P.T./TEMP	5,174	0	14,128	16,800	17,920	18,800
4141 - PERA	17,131	22,255	17,776	25,000	27,800	28,000
4142 - FICA	16,109	21,779	17,630	26,900	29,640	29,900
4144 - HEALTH INSURANCE	19,600	26,590	28,800	38,400	45,000	46,800
4148 - WORKERS COMP	18,000	20,000	17,700	23,600	29,200	30,600
Total Category: PERSONAL SERVICES	305,688	400,896	334,271	462,200	518,960	525,000
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	5,949	9,592	5,697	5,300	10,000	10,300
4211 - MOTOR FUELS	3,291	4,031	2,962	3,900	4,200	4,400
4217 - CLOTHING/UNIFORM	0	1,015	449	1,870	1,925	1,950
4231 - SMALL TOOLS	1,422	181	656	620	700	800
4271 - OP SUP-OTHER IMP	6,446	2,884	5,207	8,400	8,600	8,900
4280 - CAPITAL OUTLAY <\$5,000	0	8,361	0	0	0	0
Total Category: COMMODITIES	17,108	26,063	14,972	20,090	25,425	26,350
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	5,303	2,936	33,509	6,800	7,000	7,200
4301 - ENGINEERING SVS	65,363	108,718	17,669	54,590	56,200	58,000
4302 - LEGAL SERVICE	0	0	1,058	0	0	0
4305 - FEES FOR SERVICE	33,044	19,421	6,518	20,200	20,800	21,400
4310 - COMMUNICATION	124	728	719	540	600	600
4321 - DATA PROCESSING	8,948	0	0	0	0	0
4341 - ADVER/PUBLISH	287	214	0	200	300	300
4371 - MAINT-REPAIR/OTH	27,963	149,737	69,482	210,700	209,000	214,300
4372 - MAINT-REPAIR/BLD	20,646	0	0	0	0	0
4375 - CHARGE-FLEET MNT	8,849	12,302	25,121	10,200	14,280	15,710
4380 - RENTAL/LEASE	0	0	1,834	1,100	5,000	5,000
4403 - TRAVEL/TRAIN/CON	1,374	991	2,572	4,750	5,400	5,400
4449 - OTHER CONTRACT	187,482	39	0	1,100	1,100	1,200
Total Category: CONTRACTUAL SERVICES	359,382	295,085	158,482	310,180	319,680	329,110
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	33,181	0	0	55,000	0	0
4550 - PROJECT-CONTRACT	0	244,426	0	0	0	0
Total Category: CAPITAL OUTLAY	33,181	244,426	0	55,000	0	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	221,475	394,046	33,822	153,100	46,450	47,850
Total Category: TRANSFERS	221,475	394,046	33,822	153,100	46,450	47,850
Total Department: 60 - SW MAINTENANCE	936,834	1,360,516	541,547	1,000,570	910,515	928,310

City of Cottage Grove Annual Budget
Fund 230 - Storm Water
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 61 SW ADMINISTRATION						
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	872	921	694	800	1,000	1,100
4305 - FEES FOR SERVICE	3,764	3,534	2,380	3,600	3,600	3,700
4309 - CREDIT CARD FEES	25,483	29,205	24,937	15,000	30,000	31,000
4311 - POSTAGE	5,502	5,815	4,007	6,000	6,250	6,500
4321 - DATA PROCESSING	33,653	56,003	41,224	44,700	64,300	66,900
4340 - PRINTING	3,739	3,433	2,082	4,700	4,700	4,800
Total Category: CONTRACTUAL SERVICES	73,013	98,912	75,324	74,800	109,850	114,000
Total Department: 61 SW ADMINISTRATION	73,013	98,912	75,324	74,800	109,850	114,000

ROADWAY MAINTENANCE

PUBLIC WORKS



Department: Public Works (Fund #: 235)

Program: Roadway Maintenance (Program #: 1217)

Program Description

This program accounts for the activities related to mill & overlaying and crack sealing City streets, replacement and seal coating of trails, as well as replacing damaged concrete curb & gutter and sidewalk. These funds partially support the City's ongoing ADA transition plan. Funding for these activities comes from franchise fees charged to property owners on their electric and natural gas utility bills. Expenditures from this program include the commodities, professional services, and contractual services related to the maintenance program only. Wages for City staff time are not included.

Budget Commentary

This budget was increased for 2024 based on the approval of new Franchise Fee Agreements with Xcel Energy and CenterPoint Energy. These additional funds will be used to expand the City's mill & overlay program and begin an active trail replacement program. All other programs previously included in this fund will continue as well. Phase 3 of the mill & overlay project in the Thompson Grove neighborhood will be completed in 2024, along with the mill & overlay of East Point Douglas Road from Carlson Auto to Menards.

**City of Cottage Grove Annual Budget
Fund 235 - Roadway Maintenance
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 235 - ROADWAY MAINTENANCE						
Category: REVENUE						
3017 - AGGREGATE TAX	23,467	33,044	13,311	22,000	22,000	22,000
3020 - FRANCHISE FEES	615,326	642,584	325,735	633,500	1,905,000	1,994,400
3549 - MISC PUBLIC WORK	30,766	27,829	0	0	0	0
3810 - INVEST INTEREST	(5,207)	(31,816)	4,704	10,000	10,000	10,000
3962 - DEPOSIT	104,157	26,081	31,624	0	0	0
Total Category: REVENUE	768,510	697,723	375,373	665,500	1,937,000	2,026,400
Category: EXPENDITURES						
4200 - COMMODITIES	31,134	34,585	45,675	36,800	0	0
4300 - CONTRACTUAL SERVICES	256,642	269,770	199,459	234,320	390,640	409,500
4500 - CAPITAL OUTLAY	551,756	1,159,043	302,259	373,600	1,404,000	1,474,000
Total Category: EXPENDITURES	839,533	1,463,398	547,392	644,720	1,794,640	1,883,500
FUND BALANCE, BEGINNING YEAR	1,067,417	996,394		230,719	251,499	393,859
NET INCREASE (DECREASE)	(71,023)	(765,674)	(172,020)	20,780	142,360	142,900
FUND BALANCE, END OF YEAR	996,394	230,719		251,499	393,859	536,759

**City of Cottage Grove Annual Budget
Fund 235 - Roadway Maintenance
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 00 - ROADWAY MAINTENANCE						
Category: COMMODITIES						
4271 - OP SUP-OTHER IMP	31,134	34,585	45,675	36,800	0	0
Total Category: COMMODITIES	31,134	34,585	45,675	36,800	0	0
Category: CONTRACTUAL SERVICES						
4301 - ENGINEERING SVS	106,918	127,725	48,462	0	150,000	157,500
4302 - LEGAL SERVICE	0	0	3,662	0	0	0
4311 - POSTAGE	0	0	20	0	0	0
4341 - ADVER/PUBLISH	162	436	461	620	640	0
4371 - MAINT-REPAIR/OTH	149,352	141,608	146,854	233,700	240,000	252,000
4374 - SEALCOATING	210	0	0	0	0	0
Total Category: CONTRACTUAL SERVICES	256,642	269,770	199,459	234,320	390,640	409,500
Category: CAPITAL OUTLAY						
4540 - OTHER CAP OUTLAY	0	0	0	0	480,000	504,000
4550 - PROJECT-CONTRACT	551,756	1,159,043	302,259	373,600	924,000	970,000
Total Category: CAPITAL OUTLAY	551,756	1,159,043	302,259	373,600	1,404,000	1,474,000
Total Department: 00 - ROADWAY MAINTENANCE	839,533	1,463,398	547,392	644,720	1,794,640	1,883,500

WATER

PUBLIC WORKS



Department: Public Works (Fund #: 610)

Program: Water (Program #: 3000)

Program Description

The Water Division provides a safe potable supply of drinking water for our customers and ensures the water distribution system and related facilities are managed and maintained in the most efficient and cost-effective way. This includes the general maintenance/repair of the City's water distribution system and all related equipment including 12 municipal wells, 8 pump houses, 6 water storage facilities with a storage capacity of 7.15 million gallons, 1 booster station control center with a pumping capacity of 12,000 GPM and 5 granular activated carbon (GAC) treatment plants. All operational and maintenance costs associated with the treatment of PFAS are reimbursed to the City by the MPCA.

Budget Commentary

Water utility funds will be used to complete a full upgrade to the existing SCADA system in 2024. A new Utility & Engineering Division building is included in the Capital Improvement Plan in 2024, which will be funded in part through the water utility fund. Finally, a new service body truck will be replaced (#1509) that has reached its 12-year service life.

**City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 610 - WATER OPERATIONS						
Category: REVENUE						
3324 - STATE GRANTS	11,162	0	0	0	0	0
3339 - OTHER MN AID	0	10,239	28,870	0	0	0
3359 - OTHER GOV AID	23,549	24,299	0	0	0	0
3519 - OTHER CHARGE SVS	40,675	40,975	21,400	30,000	30,000	30,000
3549 - MISC PUBLIC WORK	846	338	5,733	0	0	0
3720 - WATER SALES	3,300,038	3,364,771	2,797,402	3,296,830	3,474,910	3,676,660
3723 - WATER METER SALE	222,210	157,003	110,876	100,000	100,000	100,000
3727 - PENALTIES-UTIL	41,496	41,728	18,385	30,000	30,000	30,000
3739 - MISC UTIL	42,084	16,508	35,621	2,000	2,000	2,000
3809 - INTERFUND INTRST	138	0	0	0	0	0
3810 - INVEST INTEREST	(46,384)	(346,706)	219,615	50,000	50,000	50,000
3813 - SALE OF GOODS	715	0	0	0	0	0
3814 - RENTAL INCOME	0	2,710	1,350	0	0	0
3816 - REFUND & REIMBRS	120	445	760	2,000	2,000	2,000
3829 - MISC - OTHER	978	0	0	0	2,000	2,000
3900 - CAPITAL CONTRIBUTIONS	10,828,078	9,024,667	0	0	0	0
Total Category: REVENUE	14,465,704	12,336,977	3,240,013	3,510,830	3,690,910	3,892,660
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	721,502	932,941	768,992	1,035,500	1,139,200	1,180,100
4200 - COMMODITIES	238,787	164,464	123,123	243,710	249,720	256,755
4300 - CONTRACTUAL SERVICES	1,044,809	1,338,786	1,237,230	1,108,410	1,660,365	1,701,095
4500 - CAPITAL OUTLAY	0	0	1,188	110,000	150,000	0
4999 - TRANSFERS	245,601	467,138	148,350	197,800	203,740	209,850
Total Category: EXPENDITURES	2,250,698	2,903,330	2,278,883	2,695,420	3,403,025	3,347,800
FUND BALANCE, BEGINNING OF YEAR	48,493,167	60,708,173		70,141,821	70,957,231	71,245,116
NET INCREASE (DECREASE)	12,215,006	9,433,647	961,130	815,410	287,885	544,860
FUND BALANCE, END OF YEAR	60,708,173	70,141,821		70,957,231	71,245,116	71,789,976

City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures

	2021	2022	2023 YTD	2023	2024	2025
	Actual	Actual	as of 9/30	Budget	Budget	Budget
Department: 70 - WATER DISTRIBUTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	447,918	526,529	463,350	590,500	619,020	633,000
4110 - OVERTIME F. T.	64,406	76,742	63,759	70,000	72,100	75,700
4120 - SAL-P.T./TEMP	25,126	21,349	17,866	30,600	32,640	34,200
4140 - PENSIONS	(52,119)	62,808	0	0	0	0
4141 - PERA	37,945	44,405	39,182	51,800	54,300	55,800
4142 - FICA	36,558	42,439	37,562	53,000	55,340	57,100
4144 - HEALTH INSURANCE	56,443	55,504	64,725	86,300	98,300	105,500
4147 - UNEMPLOYMENT	0	403	0	0	0	0
4148 - WORKERS COMP	19,500	24,000	15,525	20,700	24,400	25,700
Total Category: PERSONAL SERVICES	635,776	854,180	701,969	902,900	956,100	987,000
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	0	140	0	0	0
4210 - OP SUPPLY-OTHER	119,260	70,167	48,272	119,900	123,500	127,200
4211 - MOTOR FUELS	18,510	27,559	20,302	23,500	25,200	26,200
4212 - LUB/ADD	225	0	441	0	0	0
4216 - FERTILIZER/CHEM	31,066	24,364	25,271	21,650	22,300	22,900
4217 - CLOTHING/UNIFORM	4,490	4,007	4,013	4,040	4,160	4,290
4231 - SMALL TOOLS	460	1,497	200	2,000	2,060	2,120
4270 - OP SUP-VEH/EQ	0	153	151	0	0	0
4271 - OP SUP-OTHER IMP	62,093	36,663	19,048	50,000	51,500	53,045
4272 - OP SUP-BUILDINGS	124	0	0	15,000	12,000	12,000
4280 - CAPITAL OUTLAY <\$5,000	2,472	0	5,285	7,620	9,000	9,000
Total Category: COMMODITIES	238,699	164,410	123,123	243,710	249,720	256,755
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	35,915	58,679	229,810	36,600	37,700	38,800
4301 - ENGINEERING SVS	39,843	48,114	116,151	67,980	70,000	72,100
4302 - LEGAL SERVICE	0	496	0	1,750	1,800	1,810
4305 - FEES FOR SERVICE	100,148	71,100	12,537	48,700	50,160	51,665
4310 - COMMUNICATION	11,352	11,680	7,999	9,860	10,155	10,460
4311 - POSTAGE	2,250	0	7,764	0	0	0
4340 - PRINTING	1,485	0	0	310	320	330
4341 - ADVER/PUBLISH	0	603	0	515	530	540
4350 - INSURANCE CHARGE	10,000	10,380	8,475	11,300	17,000	18,700
4360 - UTILITIES	369,655	427,263	355,942	267,160	443,260	456,410
4370 - MAINT-REPAIR/EQ	4,672	735	0	4,740	4,880	5,030
4371 - MAINT-REPAIR/OTH	76,317	189,880	69,274	169,300	174,400	179,600
4372 - MAINT-REPAIR/BLD	33,172	42,303	36,334	52,500	54,100	55,700
4375 - CHARGE-FLEET MNT	29,342	42,129	50,613	38,700	54,180	59,600
4380 - RENTAL/LEASE	7,590	7,590	12,658	8,000	8,240	8,500
4401 - DUES & SUBS	2,427	2,615	2,680	2,700	2,780	2,800
4403 - TRAVEL/TRAIN/CON	6,809	9,561	9,550	16,300	18,840	17,200
4405 - CLEAN/WASTE REMV	3,192	2,067	2,548	1,240	8,770	8,800
4434 - SPECIAL EVENTS	0	0	0	0	305,200	305,170
4438 - PRO/MISC RESALE	0	111,283	120,993	0	0	0
4449 - OTHER CONTRACT	65,728	34,530	43,140	103,000	106,090	109,280

**City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 70 - WATER DISTRIBUTION						
Total Category: CONTRACTUAL SERVICES	799,896	1,071,008	1,086,467	840,655	1,368,405	1,402,495
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	0	0	110,000	150,000	0
Total Category: CAPITAL OUTLAY	0	0	0	110,000	150,000	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	245,601	467,138	148,350	197,800	203,740	209,850
Total Category: TRANSFERS	245,601	467,138	148,350	197,800	203,740	209,850
Total Department: 70 - WATER DISTRIBUTION	1,919,972	2,556,735	2,059,909	2,295,065	2,927,965	2,856,100

City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 71 - WATER ADMINISTRATION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	63,045	51,472	46,286	100,500	137,500	144,300
4120 - SAL-P.T./TEMP	0	4,600	1,037	0	0	0
4141 - PERA	4,729	4,235	3,550	7,500	10,400	10,800
4142 - FICA	4,392	4,125	3,550	7,800	10,400	10,800
4144 - HEALTH INSURANCE	13,160	13,830	12,150	16,200	24,000	26,400
4148 - WORKERS COMP	400	500	450	600	800	800
Total Category: PERSONAL SERVICES	85,726	78,762	67,023	132,600	183,100	193,100
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	88	54	0	0	0	0
Total Category: COMMODITIES	88	54	0	0	0	0
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	872	921	694	1,545	1,600	2,000
4305 - FEES FOR SERVICE	16,776	15,853	11,245	19,670	20,260	20,900
4309 - CREDIT CARD FEES	25,483	29,205	24,937	15,000	30,000	30,000
4311 - POSTAGE	21,481	23,267	16,028	23,000	24,000	24,000
4321 - DATA PROCESSING	165,327	184,817	89,519	190,000	197,100	202,700
4340 - PRINTING	14,974	13,715	8,340	18,540	19,000	19,000
Total Category: CONTRACTUAL SERVICES	244,913	267,778	150,763	267,755	291,960	298,600
Category: CAPITAL OUTLAY						
4554 - PROJECT-ROW/EASE	0	0	1,188	0	0	0
Total Category: CAPITAL OUTLAY	0	0	1,188	0	0	0
Total Department: 71 - WATER ADMINISTRATION	330,726	346,594	218,974	400,355	475,060	491,700

SEWER PUBLIC WORKS



Department: Public Works (Fund #: 620)

Program: Sewer Maintenance (Program #: 3100)

Program Description

The Sewer Division ensures a trouble-free, well maintained wastewater collection system for our customers. This includes cutting tree roots and maintaining invasive growth, jetting and vacuuming for grease and debris buildup, televising sewer lines to identify problems, monitoring sewer line flows to identify possible inflow and infiltration, maintaining and repairing all related sanitary sewer mains & structures, maintaining lift station facilities, and manhole rehabilitation.

Budget Commentary

The City will continue to root foam sewer lines in 2024 to prevent tree root growth that can cause back-ups internally and externally. The cost to maintain operations of a new temporary lift station and increased wastewater charges from MCES impact the 2024 sewer budget. Additionally, in 2025 purchase of a new vac truck is included in the budget. Staff is working on a grant with the South Washington Watershed District to assist in funding this, each contributing approximately \$350,000.

**City of Cottage Grove Annual Budget
Fund 620 - Sewer Operations
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 620 - SEWER OPERATIONS						
Category: REVENUE						
3030 - S.A. - CURRENT	0	0	124,189	0	0	0
3031 - S.A. - DELINQ	0	0	8,286	0	0	0
3044 - MISC PEN & INT	3,207	3,038	1,503	2,500	2,500	2,500
3724 - SEWER SERVICE	3,296,088	3,522,807	2,396,093	3,753,550	4,133,700	4,511,100
3727 - PENALTIES-UTIL	37,671	41,252	18,176	30,000	30,000	30,000
3739 - MISC UTIL	16,028	96,757	(4,746)	1,000	1,000	1,000
3809 - INTERFUND INTRST	27,413	25,450	0	26,000	26,000	26,000
3810 - INVEST INTEREST	(17,401)	(140,961)	78,437	30,000	30,000	30,000
3900 - CAPITAL CONTRIBUTIONS	2,539,951	9,881,103	0	0	0	0
Total Category: REVENUE	5,902,957	13,429,447	2,621,938	3,843,050	4,223,200	4,600,600
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	315,894	307,817	199,606	357,700	440,160	442,400
4200 - COMMODITIES	8,964	21,920	7,344	16,585	17,020	17,420
4300 - CONTRACTUAL SERVICES	2,539,211	3,001,620	2,588,834	3,210,870	3,385,850	3,517,005
4500 - CAPITAL OUTLAY	0	0	1,852	0	0	350,000
4999 - TRANSFERS	243,412	418,313	148,350	197,800	203,740	209,850
Total Category: EXPENDITURES	3,107,481	3,749,669	2,945,985	3,782,955	4,046,770	4,536,675
FUND BALANCE, BEGINNING OF YEAR	32,477,889	35,273,365		44,953,142	45,013,237	45,189,667
NET INCREASE (DECREASE)	2,795,476	9,679,777	(324,047)	60,095	176,430	63,925
FUND BALANCE, END OF YEAR	35,273,365	44,953,142		45,013,237	45,189,667	45,253,592

City of Cottage Grove Annual Budget
Fund 620 - Sewer Operations
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 80 - SEWER DISTRIBUTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	162,809	172,155	96,129	167,300	189,920	182,400
4110 - OVERTIME F. T.	2,518	17,516	2,255	3,500	3,500	3,700
4140 - PENSIONS	21,341	(4,896)	0	0	0	0
4141 - PERA	12,279	13,976	7,350	12,900	14,600	14,200
4142 - FICA	11,328	13,130	6,895	13,200	14,940	14,500
4144 - HEALTH INSURANCE	13,770	10,577	17,775	23,700	28,600	28,700
4148 - WORKERS COMP	5,500	6,600	3,375	4,500	5,500	5,800
Total Category: PERSONAL SERVICES	229,546	229,057	133,778	225,100	257,060	249,300
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	2,015	9,037	2,538	3,710	3,820	3,900
4211 - MOTOR FUELS	4,491	6,303	4,071	4,500	5,100	5,300
4216 - FERTILIZER/CHEM	0	1,137	625	3,400	3,500	3,600
4217 - CLOTHING/UNIFORM	0	165	110	1,245	1,300	1,320
4231 - SMALL TOOLS	0	349	0	730	800	800
4271 - OP SUP-OTHER IMP	2,370	4,874	0	3,000	2,500	2,500
Total Category: COMMODITIES	8,876	21,866	7,344	16,585	17,020	17,420
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	20,770	12,212	11,228	11,700	12,050	12,400
4301 - ENGINEERING SVS	38,303	15,905	5,388	26,780	27,590	28,400
4302 - LEGAL SERVICE	0	0	988	0	0	0
4305 - FEES FOR SERVICE	726	525	100	105	110	110
4310 - COMMUNICATION	624	667	515	640	660	680
4350 - INSURANCE CHARGE	15,000	15,570	12,750	17,000	25,500	28,100
4360 - UTILITIES	2,386	2,703	2,390	2,400	23,980	25,550
4363 - MWCC SERVICE	1,995,516	2,403,451	2,206,347	2,650,000	2,752,570	2,862,675
4370 - MAINT-REPAIR/EQ	2,554	0	0	0	0	0
4371 - MAINT-REPAIR/OTH	176,220	231,724	142,321	197,000	202,900	208,900
4372 - MAINT-REPAIR/BLD	21,918	22,452	22,389	28,400	29,250	30,100
4375 - CHARGE-FLEET MNT	10,187	30,670	13,998	11,100	15,540	17,090
4403 - TRAVEL/TRAIN/CON	1,260	422	673	1,600	2,000	2,500
4449 - OTHER CONTRACT	0	58	0	0	0	0
Total Category: CONTRACTUAL SERVICES	2,285,464	2,736,357	2,419,087	2,946,725	3,092,150	3,216,505
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	0	0	0	0	350,000
4550 - PROJECT-CONTRACT	0	0	240	0	0	0
4554 - PROJECT-ROW/EASE	0	0	1,187	0	0	0
4559 - PROJECT-OTHER	0	0	425	0	0	0
Total Category: CAPITAL OUTLAY	0	0	1,852	0	0	350,000
Category: TRANSFERS						
4700 - TRANSFERS OUT	243,412	418,313	148,350	197,800	203,740	209,850
Total Category: TRANSFERS	243,412	418,313	148,350	197,800	203,740	209,850
Total Department: 80 - SEWER DISTRIBUTION	2,767,298	3,405,592	2,710,410	3,386,210	3,569,970	4,043,075

City of Cottage Grove Annual Budget
Fund 620 - Sewer Operations
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 81 - SEWER ADMINISTRATION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	63,045	51,472	46,286	100,500	137,500	144,300
4120 - SAL-P.T./TEMP	0	4,600	0	0	0	0
4141 - PERA	4,728	4,234	3,471	7,500	10,400	10,800
4142 - FICA	4,391	4,124	3,470	7,800	10,400	10,800
4144 - HEALTH INSURANCE	13,785	13,830	12,150	16,200	24,000	26,400
4148 - WORKERS COMP	400	500	450	600	800	800
Total Category: PERSONAL SERVICES	86,348	78,760	65,828	132,600	183,100	193,100
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	88	54	0	0	0	0
Total Category: COMMODITIES	88	54	0	0	0	0
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	872	921	694	1,545	1,000	1,000
4305 - FEES FOR SERVICE	15,060	14,137	9,529	16,600	17,000	17,000
4309 - CREDIT CARD FEES	25,483	29,205	24,937	15,000	30,000	30,000
4311 - POSTAGE	21,481	23,267	16,028	23,000	24,000	24,000
4321 - DATA PROCESSING	175,877	184,017	110,219	190,000	202,700	209,500
4340 - PRINTING	14,974	13,715	8,340	18,000	19,000	19,000
Total Category: CONTRACTUAL SERVICES	253,747	265,263	169,747	264,145	293,700	300,500
Total Department: 81 - SEWER ADMINISTRATION	340,183	344,077	235,575	396,745	476,800	493,600

STREETLIGHTS

PUBLIC WORKS



Department: Public Works (Fund #: 630)

Program: Streetlights (Program #: 1400)

Program Description

The Streetlights Division maintains all city-owned streetlights, provides underground location services as required, supervises streetlight installation including maintenance and operation, repairs traffic signals, and performs monthly inspections of all traffic signals and crossing signals. This includes repair of inoperable streetlights resulting from accidents, vandalism, equipment failure and normal aging, locating streetlight wires for utility companies as required, repairing wires damaged by construction or natural causes, and providing regular inspection and maintenance of traffic signals.

Budget Commentary

The current supply of the High-Pressure Sodium (HPS) light bulbs is extremely low and difficult to order, as this style of light has been phased out of the industry. While all new lights are LED, the City has a large inventory of HPS lights. The cost to convert an existing light to LED upon failure of the HPS bulb is very expensive and is resulting in growing maintenance costs each year. The city will need to consider all options for conversion of HPS lights to LED in the most cost-effective manner.

**City of Cottage Grove Annual Budget
Fund 630 - Streetlight Operations
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 630 - STREETLIGHT OPERATIONS						
Category: REVENUE						
3549 - MISC PUBLIC WORK	297,097	116,144	69,567	175,000	167,000	172,000
3727 - PENALTIES-UTIL	4,866	5,252	4,341	3,000	3,000	3,000
3729 - STREET LIGHT	604,159	866,338	641,161	942,500	1,038,850	1,144,650
3730 - ST LIGHT MAINTENANCE FEE	138,949	12	0	0	0	0
3810 - INVEST INTEREST	(3,293)	(22,309)	9,684	10,000	0	0
3816 - REFUND & REIMBRS	10,006	23,437	6,624	0	0	0
3829 - MISC - OTHER	60,434	27,027	9,441	20,000	20,000	20,000
3900 - CAPITAL CONTRIBUTIONS	460,202	637,390	0	0	0	0
Total Category: REVENUE	1,572,420	1,653,292	740,817	1,150,500	1,228,850	1,339,650
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	179,255	134,621	109,260	167,000	174,600	184,500
4200 - COMMODITIES	55,984	114,367	88,127	77,755	95,230	97,400
4300 - CONTRACTUAL SERVICES	810,019	626,979	425,081	697,990	784,590	805,977
4999 - TRANSFERS	48,650	217,960	38,625	93,500	53,000	56,000
Total Category: EXPENDITURES	1,093,907	1,093,927	661,094	1,036,245	1,107,420	1,143,877
FUND BALANCE, BEGINNING OF YEAR	6,955,032	7,433,545		7,992,910	8,107,165	8,228,595
NET INCREASE (DECREASE)	478,512	559,365	79,724	114,255	121,430	195,773
FUND BALANCE, END OF YEAR	7,433,545	7,992,910		8,107,165	8,228,595	8,424,368

City of Cottage Grove Annual Budget
Fund 630 - Streetlight Operations
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 75 - STREETLIGHTS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	140,293	113,849	79,515	123,500	127,900	134,300
4110 - OVERTIME F. T.	3,030	5,493	2,163	3,000	3,000	3,200
4140 - PENSIONS	1,662	(14,146)	0	0	0	0
4141 - PERA	10,747	8,993	6,126	9,500	9,700	10,300
4142 - FICA	9,432	8,037	5,481	9,700	10,000	10,600
4144 - HEALTH INSURANCE	9,941	8,244	13,275	17,700	19,600	21,500
4148 - WORKERS COMP	4,150	4,150	2,700	3,600	4,400	4,600
Total Category: PERSONAL SERVICES	179,255	134,621	109,260	167,000	174,600	184,500
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	11,834	82,435	37,688	11,750	27,100	27,400
4211 - MOTOR FUELS	3,988	4,961	3,475	5,200	5,500	5,500
4217 - CLOTHING/UNIFORM	0	0	421	935	965	990
4231 - SMALL TOOLS	0	1,398	0	850	875	900
4270 - OP SUP-VEH/EQ	178	0	0	0	0	0
4271 - OP SUP-OTHER IMP	27,959	25,572	42,524	55,000	56,650	58,350
4280 - CAPITAL OUTLAY <\$5,000	12,025	0	4,020	4,020	4,140	4,260
Total Category: COMMODITIES	55,984	114,367	88,127	77,755	95,230	97,400
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	1,742	921	731	1,650	1,700	1,750
4301 - ENGINEERING SVS	23,246	20,354	8,838	5,450	5,600	5,800
4305 - FEES FOR SERVICE	62,458	22,229	9,917	19,000	19,570	20,160
4309 - CREDIT CARD FEES	25,483	29,205	24,937	10,000	30,000	30,000
4310 - COMMUNICATION	0	0	17	0	0	0
4311 - POSTAGE	5,370	5,816	4,007	5,560	6,000	6,000
4321 - DATA PROCESSING	48,697	35,407	43,552	50,000	51,900	54,500
4340 - PRINTING	3,743	3,428	2,087	4,630	4,770	4,900
4350 - INSURANCE CHARGE	8,000	8,300	6,750	9,000	13,500	14,900
4360 - UTILITIES	162,478	189,630	139,213	135,000	191,000	192,000
4361 - NSP STREET LIGHT	79,749	90,943	59,416	85,000	87,550	90,177
4371 - MAINT-REPAIR/OTH	99,512	74,697	6,483	172,000	177,160	182,475
4372 - MAINT-REPAIR/BLD	13,934	21,122	20,628	27,500	13,300	14,200
4375 - CHARGE-FLEET MNT	7,919	7,071	9,560	11,200	15,680	17,250
4401 - DUES & SUBS	800	0	0	0	0	0
4403 - TRAVEL/TRAIN/CON	579	416	416	1,300	1,340	1,380
4438 - PRO/MISC RESALE	266,311	117,421	88,530	160,700	165,520	170,485
4449 - OTHER CONTRACT	0	19	0	0	0	0
Total Category: CONTRACTUAL SERVICES	810,019	626,979	425,081	697,990	784,590	805,977
Category: TRANSFERS						
4700 - TRANSFERS OUT	48,650	217,960	38,625	93,500	53,000	56,000
Total Category: TRANSFERS	48,650	217,960	38,625	93,500	53,000	56,000
Total Department: 75 - STREETLIGHTS	1,093,907	1,093,927	661,094	1,036,245	1,107,420	1,143,877

FLEET & FACILITIES

PUBLIC WORKS



Department: Public Works (Fund #: 710)

Program: Fleet & Facilities Maintenance (Program #: 1700 & 1720)

Program Description

The Fleet Division provides maintenance and repair to all City vehicles and equipment in an organized, timely, and cost-effective way. The division also maintains the City fueling system and prepares specifications for all Public Works vehicles and equipment for purchase and re-sale.

The Facility Maintenance Division maintains the City's buildings, so they function as designed and constructed. This includes planned, preventative, and emergency maintenance. The goals of the Facility Maintenance Division are to reduce repairs, prevent unscheduled shutdowns, extend equipment life, realize life-cycle cost savings, and provide safe, functional systems and facilities that meet the design intent.

The Facility Maintenance Division is responsible for managing contracts and working with contractors regarding janitorial services, pest control, uniform and mat service, generator maintenance, HVAC and building automation.

Budget Commentary

A capital improvement plan was built for each city building and will be enhanced in the coming years. A new cleaning vendor increased the cost of services to Hero Center, City Hall, Public Works and the Fire Stations.

The average age of the City fleet increased to 10.4 years in 2023 which continues to lead to more break-downs and repairs. This requires additional outsourcing of repairs to ensure all equipment and vehicles are operational for their intended use. Inflation for both parts and labor, along with new subscriptions for vehicle diagnosing drove an increase in the funds budget.

**City of Cottage Grove Annual Budget
Fund 710 - Fleet Maintenance
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 710 - FLEET MAINTENANCE						
Category: REVENUE						
3549 - MISC PUBLIC WORK	0	141	0	0	0	0
3568 - FEE FOR SERVICE	1,354,081	1,702,302	1,657,950	1,712,100	2,110,640	2,258,460
3813 - SALE OF GOODS	1,468	531	0	0	0	0
3816 - REFUND & REIMBRS	63	1,457	1,161	0	0	0
Total Category: REVENUE	1,355,613	1,704,431	1,659,111	1,712,100	2,110,640	2,258,460
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	823,641	878,117	638,842	903,800	921,000	971,800
4200 - COMMODITIES	603,242	790,757	602,888	704,600	808,200	845,455
4300 - CONTRACTUAL SERVICES	218,555	356,007	459,447	218,500	433,100	445,100
4720 - DEPRECIATION	45,971	37,757	0	0	0	0
Total Category: EXPENDITURES	1,691,409	2,062,638	1,701,177	1,826,900	2,162,300	2,262,355
FUND BALANCE, BEGINNING OF YEAR	591,047	255,250		(102,957)	(217,757)	(269,417)
NET INCREASE (DECREASE)	(335,797)	(358,207)	(42,066)	(114,800)	(51,660)	(3,895)
FUND BALANCE, END OF YEAR	255,250	(102,957)		(217,757)	(269,417)	(273,312)

City of Cottage Grove Annual Budget
Fund 710 - Fleet Maintenance
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 33 - FLEET MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	597,114	628,246	466,660	658,500	678,200	711,900
4110 - OVERTIME F. T.	11,762	13,465	12,341	14,000	14,000	14,800
4120 - SAL-P.T./TEMP	0	11,554	7,521	17,700	0	0
4140 - PENSIONS	53,187	51,538	0	0	0	0
4141 - PERA	44,674	47,030	36,453	50,600	52,200	54,800
4142 - FICA	41,561	44,975	33,293	52,900	53,000	55,600
4144 - HEALTH INSURANCE	60,344	55,308	64,800	86,400	96,000	105,600
4148 - WORKERS COMP	15,000	26,000	17,775	23,700	27,600	29,100
Total Category: PERSONAL SERVICES	823,641	878,117	638,842	903,800	921,000	971,800
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	12,931	17,084	12,731	26,900	22,300	28,320
4211 - MOTOR FUELS	272,345	378,368	302,354	382,400	402,600	421,400
4212 - LUB/ADD	20,959	8,209	14,779	20,000	21,000	21,630
4217 - CLOTHING/UNIFORM	4,934	4,349	3,089	6,800	7,300	7,210
4231 - SMALL TOOLS	14,341	23,959	11,753	16,000	15,000	16,895
4270 - OP SUP-VEH/EQ	277,733	358,774	258,181	252,500	340,000	350,000
4272 - OP SUP-BUILDINGS	0	15	0	0	0	0
Total Category: COMMODITIES	603,242	790,757	602,888	704,600	808,200	845,455
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	450	707	172	500	600	620
4305 - FEES FOR SERVICE	9,051	6,813	1,230	3,000	8,200	3,300
4310 - COMMUNICATION	5,767	6,078	4,730	6,100	6,300	6,490
4311 - POSTAGE	16	0	60	0	0	0
4321 - DATA PROCESSING	52,237	52,571	46,725	62,300	68,500	71,900
4350 - INSURANCE CHARGE	1,400	1,450	1,200	1,600	2,400	2,600
4370 - MAINT-REPAIR/EQ	135,111	270,394	384,220	124,000	313,000	335,780
4371 - MAINT-REPAIR/OTH	525	500	1,069	1,100	600	1,235
4372 - MAINT-REPAIR/BLD	466	40	0	0	200	0
4380 - RENTAL/LEASE	802	0	0	0	1,700	1,750
4401 - DUES & SUBS	371	1,667	1,759	500	4,000	515
4403 - TRAVEL/TRAIN/CON	4,229	5,277	9,782	11,000	16,500	11,740
4405 - CLEAN/WASTE REMV	2,181	4,302	3,278	2,000	4,300	2,165
4445 - SALES TAX	5,948	6,099	5,222	6,400	6,600	6,800
4449 - OTHER CONTRACT	0	109	0	0	200	205
Total Category: CONTRACTUAL SERVICES	218,555	356,007	459,447	218,500	433,100	445,100
Category: DEPRECIATION						
4721 - DEPRECIATION-PURCHASED	45,971	37,757	0	0	0	0
Total Category: DEPRECIATION	45,971	37,757	0	0	0	0
Total Department: 33 - FLEET MAINTENANCE	1,645,438	2,024,881	1,701,177	1,826,900	2,162,300	2,262,355

PARKS AND RECREATION DEPARTMENT



Department Overview

The Parks and Recreation Department provides leisure services and facilities to the community of Cottage Grove. Areas of focus include park/open space management, forestry, horticulture, natural resource/habitat management, recreational services, and facility management.

Mission Statement

To create and promote policies, programs, and places that enable active living to improve the health, well-being, education, and vitality of our community.

Service Areas

- Parks
- Open space
- Trails
- Horticulture
- Natural Resource/Habitat
- Ice Arena
- River Oaks Golf Course
- Eagles/Event Center
- Recreation Services

2022–2023 Department Accomplishments

- Glacial Valley Park construction
- Managed natural resource and habitat restoration efforts at six park sites
- Playground replacements at six parks
- Managed a 25% increase of park facility rentals
- Increased recreational program participation by 30%
- Managed a 20% increase of Ice Arena facility rental and 20% increase for Skate School
- Achieved net operating income of \$86,000 at River Oaks and established irrigation replacement construction and financial plan
- Received legislature support for a local option sales tax

2024 Department Goals and Strategic Initiatives

- Restore 21 acres of Cottage Grove Trailway Corridor to native prairie, wetland, and woodland
- Manage River Oaks and Ice Arena facilities and Recreation services to be adaptable and sustainable by following the guiding principles of the 2021-2025 business plans
- Launch programming and rental marketing at Glacial Valley Park
- Guide Local Option Sales Tax discussion with City Council
- Achieve 45% cost recovery of recreation programming/events while seeking to implement new trends in programming and capitalizing on staple programs
- Work with existing and future developments to build out park, trail, and open space areas such as Still Ponds Park, Denzer Park, Michael's Point, and McHattie's Landing neighborhoods
- Work with local groups to incorporate publicly accessible AED's in active park spaces
- Continue conversion of aged sports lighting to LED for increased energy and lighting efficiencies

PARKS AND RECREATION DEPARTMENT



Budget Commentary

The Parks and Recreation Department will increase the split-time parks/ice arena maintenance position to a full-time position for parks and a full-time position for the Ice Arena in response to increased service needs. The majority of these expenses will be recovered through service revenues.

Recreation is adding a part-time/seasonal staffing to operate a playground program out of the new Glacial Valley Park building. New program revenue is expected to neutralize the expense increase.

River Oaks will upgrade the Event Center décor with new chairs, tables, dance floor, and carpet to respond to customer concerns. Trail improvements to the golf course continue to be a priority with the poorest quality of trails being replaced as able. The maintenance of a quality fleet of equipment allows the golf course to be kept in immaculate shape. Investment into repair and replacement of equipment remains a priority. The replacement of an aged rough cutting mower is proposed for 2024.

The Ice Arena has had increased success with the Cosmic Skate program on the south rink. In response to that success, the Ice Arena will add similar lighting/event features to the north rink while adding to the skate rental inventory to drive increased attendance and revenue from this popular public program. Both requests are expected to achieve a return on investment of less than three years.

Personnel Schedule

	2023 Budget	2024 Budget	2025 Budget
Parks Maintenance			
Parks & Recreation Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	7.50	8.00	8.00
Management Analyst	0.00	1.00	1.00
Seasonals (FTE equivalent) 9,070 hours	4.50	4.50	4.50
Recreation			
Recreation Services Manager	1.00	1.00	1.00
Recreation/Arena Supervisor	1.00	1.00	1.00
Office Assistant II	.50	.50	.50
Seasonals (FTE equivalent)	4.50	5.50	5.50
Ice Arena			
Recreation Facilities Manager	1.00	1.00	1.00
Recreation/Arena Supervisor	1.00	1.00	1.00
Public Service Worker	.50	1.00	1.00
Seasonals (FTE equivalent)	3.50	3.50	3.50
Golf			
General Manager	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00

PARKS AND RECREATION DEPARTMENT



Assistant Superintendent	1.00	1.00	1.00
Executive Chef	1.00	1.00	1.00
Golf Professional	1.00	1.00	1.00
Events Manager	1.00	1.00	1.00
Grill Manager/Line Cook	1.00	1.00	1.00
Seasonals (FTE equivalent)	19.00	16.00	16.00
	54.00	54.00	54.00

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Parks	34	35	36	37	39
Athletic Fields	87	87	88	90	93
Winter Skating Rinks	12	12	12	13	13
Courts (tennis, pickleball, basketball, sand volleyball)	35	35	36	42	44
Park Buildings	10	10	12	13	14
Park Shelters	22	27	28	31	33
Irrigation Zones	549	586	610	630	650
Trail/Sidewalk Miles	82	90	91	95	100
Landscape Beds	300	302	310	315	320
Supervised Playground Registrations	0	5,922	7,300	9,000	9,000
Program Registered Participants	289	1,644	2,200	2,400	2,600
Community Events	2	24	24	25	26
Facility Rental Permits	193	290	355	400	425
Facility Rental Revenue	14,215	16,310	60,800	70,000	80,000
Recreation Program Cost Recovery	15%	44%	49%	50%	50%
Ice Rental Hours	3,400	4,800	5,500	5,600	5,700
Indoor Turf/Dry Floor Rental Hours	50	109	173	185	200
Skating School Registrations	157	500	650	700	750
Ice Arena Net Operating Income	\$21,500	\$236,700	\$250,000	\$250,000	\$250,000
Net Golf Rounds	40,100	41,000	41,000	41,000	41,000
Golf Lesson Programs	221	200	200	200	200
Golf Leagues	10	12	13	14	14
Golf Tournaments	30	54	55	55	55
Banquet/Event Rentals	77	135	170	185	200
Special Events/Programs Offered	5	16	22	30	36
River Oaks Net Operating Income	\$107,600	\$78,000	\$86,300	\$100,000	\$100,000

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 41 - PARK MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	719,797	771,045	628,194	847,825	946,420	1,127,800
4110 - OVERTIME F. T.	30,432	40,007	36,316	22,400	22,400	23,500
4115 - REGULAR-P/T REG STATUS	2,061	2,289	1,152	0	0	0
4120 - SAL-P.T./TEMP	121,208	153,065	136,057	164,900	164,920	173,200
4121 - O.T. - P.T./TEMP	0	0	51	0	0	0
4141 - PERA	57,717	62,453	49,154	72,000	79,100	79,400
4142 - FICA	60,516	67,138	55,480	79,150	86,540	87,200
4144 - HEALTH INSURANCE	65,910	75,250	88,725	118,300	142,800	147,800
4148 - WORKERS COMP	32,800	50,800	47,344	63,125	83,500	79,500
Total Category: PERSONAL SERVICES	1,090,441	1,222,046	1,042,473	1,367,700	1,525,680	1,718,400
Category: COMMODITIES						
4209 - OP SUPPLIES-CLEN	49	884	102	1,850	1,900	2,000
4210 - OP SUPPLY-OTHER	90,287	74,629	72,346	100,530	103,500	106,600
4211 - MOTOR FUELS	36,303	50,754	39,778	44,000	47,000	48,410
4212 - LUB/ADD	219	97	441	210	200	200
4216 - FERTILIZER/CHEM	33,323	45,677	32,081	47,380	48,800	59,100
4217 - CLOTHING/UNIFORM	6,058	6,980	3,226	6,290	6,500	6,700
4231 - SMALL TOOLS	1,737	2,485	255	1,135	1,100	1,200
4270 - OP SUP-VEH/EQ	1,583	729	1,522	8,445	8,700	9,000
4271 - OP SUP-OTHER IMP	15,401	12,848	12,640	18,130	18,700	19,200
4272 - OP SUP-BUILDINGS	4,072	7,190	4,669	5,350	5,500	5,700
4280 - CAPITAL OUTLAY <\$5,000	1,452	8,143	4,960	3,000	3,100	3,200
Total Category: COMMODITIES	190,484	210,417	172,019	236,320	245,000	261,310
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	983	1,361	7,307	2,400	2,500	2,500
4301 - ENGINEERING SVS	0	0	0	2,160	2,200	2,300
4305 - FEES FOR SERVICE	20,940	22,053	19,952	31,100	32,000	33,000
4310 - COMMUNICATION	9,663	10,476	8,245	8,000	8,200	8,500
4311 - POSTAGE	14	13	12	0	0	0
4321 - DATA PROCESSING	37,375	50,000	41,325	55,100	65,300	68,600
4340 - PRINTING	0	141	0	0	0	0
4350 - INSURANCE CHARGE	33,500	34,770	28,425	37,900	56,900	62,600
4360 - UTILITIES	41,566	42,594	32,727	44,600	45,900	47,300
4370 - MAINT-REPAIR/EQ	79	3,073	1,722	11,700	12,000	12,400
4371 - MAINT-REPAIR/OTH	24,995	9,440	17,557	25,000	25,700	36,000
4372 - MAINT-REPAIR/BLD	7,692	29,837	17,003	18,800	19,400	19,900
4375 - CHARGE-FLEET MNT	109,811	124,786	149,559	119,800	167,720	184,490
4380 - RENTAL/LEASE	42,265	47,703	43,121	50,890	52,400	54,000
4401 - DUES & SUBS	325	1,443	376	725	700	700
4403 - TRAVEL/TRAIN/CON	6,163	11,147	8,478	14,525	21,600	22,200
4405 - CLEAN/WASTE REMV	17,397	15,911	15,584	20,000	20,600	21,200
4449 - OTHER CONTRACT	0	578	0	1,500	1,500	1,600
Total Category: CONTRACTUAL SERVICES	352,768	405,325	391,392	444,200	534,620	577,290

Category: CAPITAL OUTLAY

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 41 - PARK MAINTENANCE						
4540 - OTHER CAP OUTLAY	36,400	3,430	0	0	0	0
Total Category: CAPITAL OUTLAY	36,400	3,430	0	0	0	0
Total Department: 41 - PARK MAINTENANCE	1,670,092	1,841,219	1,605,883	2,048,220	2,305,300	2,557,000

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 51 - RECREATIONAL PROGRAMS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	179,396	181,765	137,022	185,100	199,000	208,900
4115 - REGULAR-P/T REG STATUS	9,185	10,302	9,180	13,200	54,200	54,900
4116 - O/T -P/T REG. STATUS	0	121	149	0	0	0
4120 - SAL-P.T./TEMP	114,691	144,796	147,438	141,500	194,670	209,055
4121 - O.T. - P.T./TEMP	1,575	7,407	7,567	0	0	0
4141 - PERA	13,979	14,092	10,939	14,800	16,100	16,900
4142 - FICA	22,357	25,357	22,381	26,000	28,700	30,100
4144 - HEALTH INSURANCE	20,710	24,150	19,425	25,900	28,800	31,700
4147 - UNEMPLOYMENT	0	0	98	0	0	0
4148 - WORKERS COMP	13,000	20,000	13,950	18,600	26,200	26,600
Total Category: PERSONAL SERVICES	374,893	427,990	368,149	425,100	547,670	578,155
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	242	194	656	900	900	900
4210 - OP SUPPLY-OTHER	5,399	6,444	5,800	5,700	5,900	6,100
4211 - MOTOR FUELS	1,638	1,786	989	1,700	1,760	1,900
4217 - CLOTHING/UNIFORM	896	1,148	926	1,200	1,200	1,300
4280 - CAPITAL OUTLAY <\$5,000	421	2,318	1,977	2,000	2,000	2,000
Total Category: COMMODITIES	8,596	11,890	10,347	11,500	11,760	12,200
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	1,139	1,263	3,200	3,000	3,000
4305 - FEES FOR SERVICE	0	16	305	0	0	0
4309 - CREDIT CARD FEES	10,031	12,212	14,128	8,900	12,000	13,000
4310 - COMMUNICATION	2,728	2,328	1,258	2,300	2,300	2,300
4311 - POSTAGE	59	60	12	50	0	0
4321 - DATA PROCESSING	12,315	19,695	21,825	29,100	34,900	36,600
4340 - PRINTING	0	0	0	2,000	0	0
4341 - ADVER/PUBLISH	24	0	25	500	500	500
4350 - INSURANCE CHARGE	1,000	1,040	825	1,100	1,700	1,900
4370 - MAINT-REPAIR/EQ	130	0	0	0	0	0
4375 - CHARGE-FLEET MNT	3,687	3,712	1,734	2,400	3,360	3,700
4380 - RENTAL/LEASE	1,311	1,130	809	2,600	2,700	2,800
4401 - DUES & SUBS	1,481	1,019	1,140	1,300	1,400	1,400
4403 - TRAVEL/TRAIN/CON	3,449	5,143	1,282	3,000	3,000	3,100
4434 - SPECIAL EVENTS	7,553	14,664	16,184	25,000	26,000	27,000
4435 - LEAGUE PROGRAMS	3,587	3,976	2,840	3,600	3,700	3,800
4436 - CONCESSION RESAL	1,961	1,891	1,109	500	0	0
4449 - OTHER CONTRACT	0	39	0	5,400	5,000	5,000
Total Category: CONTRACTUAL SERVICES	49,316	68,063	64,738	90,950	99,560	104,100
Total Dept: 51 - RECREATIONAL PROGRAMS	432,805	507,944	443,235	527,550	658,990	694,455

ICE ARENA

PARKS AND RECREATION



Department: Parks and Recreation (Fund #: 250)

Program: Ice Arena (Program #: 3700)

Program Description

Cottage Grove Ice Arena is a clean, safe, well-maintained recreation facility that serves the hockey, figure skating, recreational skating, and indoor turf needs of the community and surrounding areas. Revenue-generating services for the business include ice/turf rental, skating school programming, public sessions, tournaments/events, concession stand, vending, skate sharpening, and advertising. Key independent partners to the operation include the Cottage Grove Hockey Association, Park/East Ridge High School Hockey, and the Cottage Grove Figure Skating Booster Club.

The Ice Arena operates under the direction of a 5-year business plan. That plan is Council approved and available to the public to provide guidance on all aspects of the operation.

Budget Commentary

The current half-time position shared with Parks is being converted into a full-time position in 2024. Considering the consistent usage increase at the arena, this addition is necessary to maintain adequate operations for the customers and maintenance of the facility. This position increase is projected to be fully covered by new revenue. This change would bring the Ice Arena to 3.0 FTE which is equivalent to where Ice Arena operations were from 1982-2016.

The Ice Arena has found success in expanding and growing public skating sessions on the south rink with the use of a party lighting system and quality music. Unfortunately, attendance is capped for many sessions due to the limited size of the south rink (small rink). \$30,000 is included in the budget to install a similar lighting system on the north rink. Doing so will triple the capacity for these sessions. Increased public session revenue is expected to offset this expense within three years. In support of this effort, \$5,000 is included to increase our skate rental inventory because we continue to run out of size-appropriate skates for customers. Skate rental revenue is expected to pay for this expense within two years.

City of Cottage Grove Annual Budget
Fund 250 - Ice Arena
Summary of Revenues & Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 250 - ICE ARENA						
Category: REVENUE						
3359 - OTHER GOV AID	57,000	57,000	57,500	57,000	57,000	57,000
3561 - ADMISSIONS	26,339	93,612	71,699	78,000	90,000	95,000
3563 - PUNCH CARDS	6,071	13,372	11,338	15,000	15,000	15,000
3564 - H.S. GAME ADMISSIONS	18,264	0	0	0	0	0
3567 - LESSONS	76,479	75,620	87,572	90,000	90,000	95,000
3567 - SKATING LESSONS	45,708	49,574	31,200	40,000	50,000	55,000
3569 - 3v3 HOCKEY LEAGUE	0	150	74,930	75,000	75,000	80,000
3569 - LEAGUE FEE	0	50	700	0	0	0
3570 - SKATE SHARPENING	11,399	16,203	11,553	12,000	15,000	18,000
3571 - CONCESSION SALES	57,083	140,144	83,553	120,000	140,000	150,000
3572 - VENDING SALE	9,166	22,050	15,834	25,000	25,000	25,000
3573 - PRO SHOP SALE	3,625	5,533	2,663	4,500	5,000	5,500
3574 - ADVERTISING SALES	29,467	43,080	29,932	35,000	40,000	45,000
3575 - SPECIAL EVENTS	0	0	1,074	0	0	0
3576 - TURF RENTALS	8,565	12,696	18,975	25,000	20,000	20,000
3812 - DONATE & CONTRI	0	1,281	0	0	0	0
3813 - SALE OF GOODS	5	0	0	0	0	0
3814 - NORTH RINK ICE RENTAL	363,223	353,309	225,303	375,000	400,000	425,000
3814 - RENTAL INCOME	204	1,579	11,740	0	0	0
3814 - SOUTH RINK ICE RENTAL	177,975	192,956	115,422	200,000	225,000	250,000
3814 - WEST RINK ICE RENTAL	273,189	304,010	166,575	275,000	325,000	350,000
3816 - REFUND & REIMBRS	25,200	20,981	0	0	0	0
3829 - MISC - OTHER	0	1,189	394	0	0	0
3830 - CASH OVER	(623)	(123)	(259)	0	0	0
Total Category: REVENUE	1,188,338	1,404,264	1,017,699	1,426,500	1,572,000	1,685,500
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	391,751	494,053	367,502	494,390	570,960	594,960
4200 - COMMODITIES	45,186	73,236	41,548	46,132	53,530	49,460
4300 - CONTRACTUAL SERVICES	471,213	649,634	510,770	508,308	645,430	667,505
4500 - CAPITAL OUTLAY	43,373	0	79,368	67,000	0	0
4999 - TRANSFERS	220,000	200,000	150,000	200,000	200,000	200,000
Total Category: EXPENDITURES	1,171,523	1,416,924	1,149,188	1,315,830	1,469,920	1,511,925
FUND BALANCE, BEGINNING YEAR	(594,107)	(577,292)		(589,952)	(479,282)	(377,202)
NET INCREASE (DECREASE)	16,816	(12,660)	(131,489)	110,670	102,080	173,575
FUND BALANCE, END OF YEAR	(577,292)	(589,952)		(479,282)	(377,202)	(203,627)

City of Cottage Grove Annual Budget
Fund 250 - Ice Arena
Detail of Expenditures

	2021	2022	2023 YTD	2023	2024	2025
	Actual	Actual	as of 9/30	Budget	Budget	Budget
Department: 77 - ICE ARENA						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	179,871	226,941	167,212	254,700	304,900	316,100
4110 - OVERTIME F. T.	0	704	0	0	0	0
4115 - REGULAR-P/T REG STATUS	9,185	10,302	9,180	13,200	14,200	14,900
4120 - SAL-P.T./TEMP	121,788	157,076	116,353	126,990	130,800	134,730
4121 - O.T. - P.T./TEMP	5,736	7,603	3,201	2,000	2,060	2,130
4141 - PERA	17,813	21,695	17,031	23,000	27,100	28,500
4142 - FICA	22,988	29,107	21,451	30,400	34,300	36,000
4144 - HEALTH INSURANCE	27,870	28,225	23,475	31,300	40,800	44,900
4148 - WORKERS COMP	6,500	12,400	9,600	12,800	16,800	17,700
Total Category: PERSONAL SERVICES	391,751	494,053	367,502	494,390	570,960	594,960
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	736	408	622	618	640	0
4209 - OP SUPPLIES-CLEN	2,587	4,821	4,204	2,781	5,000	5,150
4210 - OP SUPPLY-OTHER	14,627	9,835	12,809	14,000	12,000	12,500
4211 - MOTOR FUELS	6,684	8,343	4,714	7,000	8,500	8,750
4212 - LUB/ADD	864	194	131	515	530	548
4217 - CLOTHING/UNIFORM	1,454	1,579	117	1,442	1,490	1,530
4231 - SMALL TOOLS	456	0	70	309	320	328
4270 - OP SUP-VEH/EQ	9,292	18,804	10,016	7,622	7,850	8,087
4272 - OP SUP-BUILDINGS	8,488	13,275	8,865	11,845	12,200	12,567
4280 - CAPITAL OUTLAY <\$5,000	0	15,978	0	0	5,000	0
Total Category: COMMODITIES	45,186	73,236	41,548	46,132	53,530	49,460
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	5,233	15,637	11,316	7,310	7,530	7,756
4301 - ENGINEERING SVS	0	330	0	0	0	0
4302 - LEGAL SERVICE	0	7,618	756	0	0	0
4303 - INSTRUCTORS	45,231	44,796	52,856	47,170	48,590	50,043
4305 - FEES FOR SERVICE	8,522	8,980	9,190	25,750	15,000	15,450
4309 - CREDIT CARD FEES	11,433	18,637	22,573	11,227	18,000	18,000
4310 - COMMUNICATION	3,050	3,462	1,907	3,811	3,925	4,044
4311 - POSTAGE	4	0	0	309	318	328
4312 - 3v3 HOCKEY LEAGUE	0	43	13,405	0	22,000	22,660
4321 - DATA PROCESSING	40,775	41,560	35,850	47,800	53,700	56,400
4340 - PRINTING	0	28	0	1,030	200	200
4341 - ADVER/PUBLISH	1,289	11,864	2,802	3,296	3,395	3,497
4350 - INSURANCE CHARGE	11,000	11,420	9,300	12,400	18,600	20,500
4360 - UTILITIES	228,861	277,598	213,357	178,911	275,000	283,250
4370 - MAINT-REPAIR/EQ	33,325	53,155	54,191	34,711	35,750	36,825
4372 - MAINT-REPAIR/BLD	26,195	54,531	33,892	38,690	39,850	41,475
4375 - CHARGE-FLEET MNT	6,415	9,783	161	4,300	6,020	6,620
4380 - RENTAL/LEASE	1,311	2,611	2,299	4,120	4,245	4,371
4401 - DUES & SUBS	5,638	4,470	4,098	6,000	6,180	6,366
4403 - TRAVEL/TRAIN/CON	970	1,698	1,781	1,751	3,900	4,000
4405 - CLEAN/WASTE REMV	489	791	456	824	850	875
4434 - SPECIAL EVENTS	1,075	1,072	493	824	1,200	1,236

City of Cottage Grove Annual Budget
Fund 250 - Ice Arena
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 77 - ICE ARENA						
4436 - PROSHOP RESALE	4,260	5,013	2,055	4,120	5,000	5,150
4438 - CONCESSIONS RESALE	30,700	64,218	34,305	61,800	63,655	65,564
4438 - VENDING RESALE	5,435	10,219	3,730	11,948	12,310	12,676
4449 - OTHER CONTRACT	0	100	0	206	212	219
Total Category: CONTRACTUAL SERVICES	471,213	649,634	510,770	508,308	645,430	667,505
Category: CAPITAL OUTLAY						
4540 - OTHER CAP OUTLAY	43,373	0	79,368	67,000	0	0
Total Category: CAPITAL OUTLAY	43,373	0	79,368	67,000	0	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	220,000	200,000	150,000	200,000	200,000	200,000
Total Category: TRANSFERS	220,000	200,000	150,000	200,000	200,000	200,000
Total Department: 77 - ICE ARENA	1,171,523	1,416,924	1,149,188	1,315,830	1,469,920	1,511,925

GOLF COURSE PARKS AND RECREATION



Department: Parks and Recreation (Fund #: 255)

Program: Golf Course (Program #: 2100, 2105, 2140)

Program Description

River Oaks is a municipal golf course that appeals to golfers of all skill levels, with outstanding turf conditions, great customer service, and food and beverage options. It is an 18-hole course with Toptracer practice range and golf shop. Leagues, lessons, and events are programmed regularly to market to all demographics. Cross Country ski and snowshoe trails are groomed for free use to the public in winter months.

The River Oaks Event Center is a multi-purpose banquet facility that is designed to host programs and events of all sizes. The Eagles Bar and Grill is full-service and caters to both golfers and casual diners. With the upgrade of the event center, grill, and outdoor wedding area and the addition of four bocce ball courts and an outdoor bar, River Oaks is growing toward becoming an outdoor recreation destination for the citizens of Cottage Grove and surrounding communities.

River Oaks operates under the direction of a 5-year business plan. That plan is Council approved and available to the public to provide guidance on all aspects of the operation.

Budget Commentary

\$90,000 is included to upgrade the event center with new carpet, banquet chairs and a dance floor to increase event and facility rental appeal is included in the budget. The dated décor of the facility was identified as a concern in the business plan and this budget addition aims to address it.

Maintenance of the golf course is a key element of success of River Oaks. Two requests are being included in the budget to address golf-related maintenance concerns. \$20,000 is included to improve cart trail sections that have deteriorated and \$100,000 is included for replacement of the existing rough-cut mower which manicures a majority of the turf across the course daily.

As in the past, if revenues are insufficient to cover the capital outlay requests, the capital will be moved into a future year.

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Summary of Revenues & Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 255 - RIVER OAKS GOLF COURSE						
Category: REVENUE						
3324 - STATE GRANTS	0	0	4,519	0	0	0
3400 - GREEN FEES	791,233	797,696	778,686	800,000	917,351	954,045
3402 - PCC MEMBERSHIPS	83,987	76,797	69,013	85,000	88,316	91,848
3418 - HANDICAPS	12,201	10,670	9,460	10,400	12,270	12,760
3420 - RENTAL CLUBS	5,327	4,932	5,327	5,000	5,672	5,898
3421 - GOLF CARTS	359,931	348,906	386,083	380,400	401,242	417,291
3428 - LESSONS	16,125	16,399	16,735	20,000	18,860	19,612
3429 - RANGE	142,498	145,523	160,727	175,000	167,352	174,046
3431 - GOLF CLUB MEMBERSHIP	119,744	126,136	120,722	120,000	145,056	150,858
3434 - CIGARS	1,839	1,089	1,610	1,000	1,252	1,302
3435 - NON-ALCOHOLIC BEVERAGE	49,128	48,659	45,161	55,000	55,957	58,195
3436 - ALCOHOLIC BEVERAGE	303,997	326,653	319,467	310,000	375,651	390,677
3441 - FOOD	169,971	189,500	197,333	199,000	217,924	226,640
3442 - POLICE SECURITY	0	0	0	1,000	1,000	1,000
3443 - CLUBHOUSE RENTALS	14,850	52,302	40,773	35,000	60,147	62,552
3444 - MANDATORY GRATUITY	85,607	106,710	116,280	92,000	122,717	127,625
3445 - BANQUET FOOD	183,054	239,769	258,779	238,000	275,735	286,764
3446 - BANQUET NA BEVERAGES	2,425	15,919	7,200	4,000	18,306	19,038
3447 - BANQUET ALCOHOLIC BEVERAGES	21,534	9,924	25,888	43,000	11,412	11,868
3451 - GOLF ACCESSORIES	48,366	30,809	31,457	50,000	35,430	36,847
3453 - CLOTHING - TAX	0	16,569	13,922	0	19,054	19,816
3454 - CLOTHING-NONTAX	20,414	36,336	26,002	30,000	41,786	43,457
3455 - GIFT CERTIFICATE	6,247	(1,470)	0	1,000	1,690	1,757
3465 - GOLF CLUB REPAIR	317	0	260	5,000	5,000	5,200
3810 - INVEST INTEREST	(1,310)	(4,277)	3,918	0	0	0
3813 - SALE OF GOODS	4,429	956	791	0	0	0
3816 - REFUND & REIMBRS	1,278	1,399	1,322	0	0	0
3829 - MISC - OTHER	3,860	5,336	1,268	0	0	4
3830 - CASH OVER	168	(336)	18	0	0	0
Total Category: REVENUE	2,447,219	2,602,908	2,642,724	2,659,800	2,999,180	3,119,100
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	1,216,684	1,321,081	1,184,946	1,257,500	1,362,900	1,435,400
4200 - COMMODITIES	220,107	269,125	208,982	198,163	212,361	217,702
4300 - CONTRACTUAL SERVICES	750,970	827,055	819,529	838,207	914,830	944,930
4500 - CAPITAL OUTLAY	169,782	377,568	741,738	126,350	220,609	280,928
4600 - OTHER FINANCING USES	0	0	0	183,000	183,000	183,000
Total Category: EXPENDITURES	2,357,543	2,794,829	2,955,195	2,603,220	2,893,700	3,061,960
FUND BALANCE, BEGINNING YEAR	46,461	136,137		(55,785)	795	106,275
NET INCREASE (DECREASE)	89,676	(191,921)	(312,471)	56,580	105,480	57,140
FUND BALANCE, END OF YEAR	136,137	(55,785)		795	106,275	163,415

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 53 - ADMINISTRATION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	62,028	90,584	99,305	98,700	178,400	187,300
4120 - SAL-P.T./TEMP	198,639	247,002	181,558	188,300	138,300	145,200
4121 - O.T. - P.T./TEMP	6,353	9,213	3,552	2,000	2,000	2,100
4141 - PERA	4,678	6,709	7,467	12,100	18,000	18,900
4142 - FICA	20,111	26,061	21,470	22,200	24,500	25,700
4144 - HEALTH INSURANCE	7,250	7,550	8,100	10,800	24,000	26,400
4147 - UNEMPLOYMENT	0	16,027	11,270	0	0	0
4148 - WORKERS COMP	2,800	2,300	2,850	3,800	6,700	7,100
Total Category: PERSONAL SERVICES	301,859	405,446	335,572	337,900	391,900	412,700
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	35	368	1,030	1,060	1,093
4210 - OP SUPPLY-OTHER	18,393	20,129	13,516	8,549	9,805	9,070
4217 - CLOTHING/UNIFORM	612	5,749	5,524	1,751	1,800	1,858
4280 - CAPITAL OUTLAY <\$5,000	15,877	2,049	0	5,150	5,305	5,464
Total Category: COMMODITIES	34,882	27,962	19,409	16,480	17,970	17,485
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	11,310	2,437	1,751	1,800	1,858
4302 - LEGAL SERVICE	0	896	1,656	0	0	0
4305 - FEES FOR SERVICE	51,612	78,102	66,610	54,000	55,620	57,289
4309 - CREDIT CARD FEES	46,670	49,423	50,279	30,000	60,000	61,800
4310 - COMMUNICATION	11,435	11,895	8,237	11,930	12,290	12,657
4311 - POSTAGE	20	94	34	103	110	110
4321 - DATA PROCESSING	33,000	33,700	66,525	88,700	96,400	101,200
4340 - PRINTING	0	0	1,778	2,780	2,860	2,950
4341 - ADVER/PUBLISH	13,305	9,456	5,389	13,390	13,790	14,206
4350 - INSURANCE CHARGE	5,000	5,200	4,275	5,700	8,600	9,500
4360 - UTILITIES	7,724	11,588	8,627	9,270	9,550	9,835
4370 - MAINT-REPAIR/EQ	1,233	1,491	3,922	1,545	1,600	1,639
4371 - MAINT-REPAIR/OTH	9,154	415	0	0	0	0
4372 - MAINT-REPAIR/BLD	20,583	6,448	5,723	13,000	6,500	6,695
4380 - RENTAL/LEASE	48,996	44,411	47,402	56,650	14,000	14,420
4401 - DUES & SUBS	1,336	2,150	835	2,060	2,120	2,186
4403 - TRAVEL/TRAIN/CON	1,166	96	0	4,375	3,000	3,090
4405 - CLEAN/WASTE REMV	1,387	1,190	1,475	1,648	1,700	1,749
4407 - PROPERTY TAXES	1,091	1,091	1,091	1,030	1,060	1,093
4436 - CONCESSION RESAL	732	0	0	0	0	0
4438 - PRO/MISC RESALE	57,970	65,462	75,918	60,000	61,800	63,654
Total Category: CONTRACTUAL SERVICES	312,413	334,417	352,213	357,932	352,800	365,931
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	5,484	0	0	0	0	0
4540 - OTHER CAP OUTLAY	23,780	0	0	10,300	10,609	10,928
Total Category: CAPITAL OUTLAY	29,263	0	0	10,300	10,609	10,928
Category: OTHER FINANCING USES						

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 53 - ADMINISTRATION						
4600 - PRINCIPAL	0	0	0	183,000	183,000	183,000
Total Category: OTHER FINANCING USES	0	0	0	183,000	183,000	183,000
Total Department: 53 - ADMINISTRATION	678,418	767,825	707,193	905,612	956,279	990,044

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 55 - MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	165,729	168,200	132,309	180,100	192,000	201,600
4120 - SAL-P.T./TEMP	177,722	170,693	172,530	168,000	168,000	176,400
4121 - O.T. - P.T./TEMP	1,830	2,263	3,136	3,100	3,100	3,300
4141 - PERA	15,559	16,393	12,659	18,200	19,100	20,000
4142 - FICA	25,022	24,675	22,475	26,900	27,800	29,200
4144 - HEALTH INSURANCE	21,690	22,600	16,200	21,600	24,000	26,400
4148 - WORKERS COMP	5,100	4,000	3,600	4,800	5,600	5,900
Total Category: PERSONAL SERVICES	412,652	408,823	362,908	422,700	439,600	462,800
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	533	638	429	515	530	547
4210 - OP SUPPLY-OTHER	28,044	31,213	23,062	28,943	29,815	30,706
4211 - MOTOR FUELS	28,479	43,340	31,290	28,700	29,561	30,450
4212 - LUB/ADD	1,713	2,732	3,552	3,193	3,290	3,388
4216 - FERTILIZER/CHEM	31,279	34,261	42,736	41,200	42,435	43,709
4217 - CLOTHING/UNIFORM	688	1,852	1,472	1,648	1,700	1,749
4231 - SMALL TOOLS	1,534	1,822	1,495	1,957	2,020	2,076
4270 - OP SUP-VEH/EQ	25,224	42,636	34,066	30,000	30,900	31,827
4271 - OP SUP-OTHER IMP	12,672	8,877	5,092	8,446	8,700	8,961
4272 - OP SUP-BUILDINGS	1,990	590	871	1,957	2,020	2,080
4280 - CAPITAL OUTLAY <\$5,000	4,083	0	9,660	5,150	5,305	5,464
Total Category: COMMODITIES	136,239	167,960	153,725	151,709	156,276	160,957
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	278	990	1,050	515	530	547
4301 - ENGINEERING SVS	0	3,251	0	0	0	0
4305 - FEES FOR SERVICE	10,147	6,980	25,365	13,493	20,000	20,600
4310 - COMMUNICATION	4,100	4,080	2,926	4,320	4,450	4,583
4350 - INSURANCE CHARGE	1,000	1,040	1,451	1,100	1,700	1,900
4360 - UTILITIES	21,239	23,214	19,255	22,248	22,915	23,603
4370 - MAINT-REPAIR/EQ	2,249	1,220	1,029	6,489	6,690	6,884
4371 - MAINT-REPAIR/OTH	27,625	5,073	2,598	5,150	5,305	5,464
4372 - MAINT-REPAIR/BLD	778	6,059	6,264	5,200	5,356	5,617
4375 - CHARGE-FLEET MNT	94	0	1,997	1,300	1,820	2,000
4380 - RENTAL/LEASE	840	3,753	1,775	4,000	28,120	28,225
4401 - DUES & SUBS	935	1,200	1,031	927	955	984
4403 - TRAVEL/TRAIN/CON	2,507	1,258	2,816	2,800	3,450	3,554
4405 - CLEAN/WASTE REMV	3,351	5,661	5,220	6,901	7,108	7,321
4449 - OTHER CONTRACT	942	6,412	5,909	1,545	6,000	6,180
Total Category: CONTRACTUAL SERVICES	76,084	70,193	78,688	75,988	114,399	117,462
Category: CAPITAL OUTLAY						
4510 - BUILD & STRUC	8,876	0	0	0	0	0
4530 - MACH & EQUIPMENT	95,594	90,158	9,108	80,000	120,000	170,000
4550 - PROJECT-CONTRACT	0	0	610,850	0	0	0
4557 - PROJECT-PROF SVS	0	274,410	103,961	0	0	0
Total Category: CAPITAL OUTLAY	104,470	364,568	723,919	80,000	120,000	170,000

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 55 - MAINTENANCE						
Total Department: 55 - MAINTENANCE	729,445	1,011,544	1,319,240	730,397	830,275	911,219

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 56 - CLUBHOUSE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	164,397	145,609	158,850	154,800	221,200	232,200
4120 - SAL-P.T./TEMP	255,303	269,243	254,845	257,500	207,500	217,900
4121 - O.T. - P.T./TEMP	5,730	7,801	2,430	3,700	3,700	3,900
4141 - PERA	18,081	16,030	17,869	21,700	22,900	24,100
4142 - FICA	31,611	31,401	31,035	31,900	33,200	34,900
4144 - HEALTH INSURANCE	21,050	15,100	16,200	21,600	36,000	39,600
4147 - UNEMPLOYMENT	0	16,497	962	0	0	0
4148 - WORKERS COMP	6,000	5,130	4,275	5,700	6,900	7,300
Total Category: PERSONAL SERVICES	502,173	506,812	486,466	496,900	531,400	559,900
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	0	0	515	530	547
4210 - OP SUPPLY-OTHER	28,330	37,787	35,145	23,588	24,295	25,025
4217 - CLOTHING/UNIFORM	441	1,451	0	3,193	3,290	3,388
4280 - CAPITAL OUTLAY <\$5,000	20,214	33,965	704	2,678	10,000	10,300
Total Category: COMMODITIES	48,986	73,203	35,849	29,974	38,115	39,260
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	604	2,010	2,111	1,854	1,910	1,967
4305 - FEES FOR SERVICE	23,544	42,901	21,286	26,265	27,050	27,865
4310 - COMMUNICATION	1,485	1,035	1,463	1,670	1,720	1,772
4311 - POSTAGE	0	0	0	103	110	109
4340 - PRINTING	302	0	0	1,545	1,600	1,639
4341 - ADVER/PUBLISH	5,388	7,145	3,969	5,253	10,000	10,300
4350 - INSURANCE CHARGE	4,200	4,360	3,600	4,800	7,200	7,900
4352 - GENERAL LIABILIT	2,545	2,824	3,172	3,914	4,030	4,153
4360 - UTILITIES	32,475	42,607	29,522	35,020	36,070	37,153
4370 - MAINT-REPAIR/EQ	7,821	1,923	13,151	10,712	11,035	11,365
4371 - MAINT-REPAIR/OTH	345	2,515	0	0	0	0
4372 - MAINT-REPAIR/BLD	22,559	19,444	25,864	22,000	22,660	23,340
4380 - RENTAL/LEASE	7,589	7,053	6,075	5,798	5,970	6,151
4401 - DUES & SUBS	210	1,955	1,950	2,678	2,760	2,841
4403 - TRAVEL/TRAIN/CON	1,423	0	75	3,193	7,500	7,725
4405 - CLEAN/WASTE REMV	2,257	2,105	1,372	2,678	2,758	2,841
4434 - SPECIAL EVENTS	5,763	7,802	10,002	5,253	10,000	10,300
4436 - CONCESSION RESAL	138,058	167,583	151,752	159,650	180,000	185,400
4438 - PRO/MISC RESALE	24,479	23,701	29,338	25,000	25,750	26,523
4439 - LIQUOR - RESALE	74,977	79,030	83,927	80,000	82,400	84,872
4449 - OTHER CONTRACT	6,450	6,450	0	6,901	7,108	7,321
Total Category: CONTRACTUAL SERVICES	362,473	422,445	388,628	404,287	447,631	461,537
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	36,049	13,000	17,819	36,050	90,000	100,000
Total Category: CAPITAL OUTLAY	36,049	13,000	17,819	36,050	90,000	100,000
Total Department: 56 - CLUBHOUSE	949,681	1,015,460	928,762	967,211	1,107,146	1,160,697

EQUIPMENT REPLACEMENT



Department Overview

Equipment Replacement funds the purchase of City equipment and vehicles which cost more than \$5,000 and have an estimated life greater than 5 years. Financing is provided through General Fund revenue and the Property Tax Levy.

Mission Statement

To provide for a systematic method of replacing equipment and vehicles by setting aside reserve funds in anticipation of future expenses.

2022–2023 Department Accomplishments

- Prepared ten-year equipment replacement schedule to be included in the ten-year Financial Management Plan
- Evaluated the effectiveness of leasing certain city vehicles

2024 Department Goals

- Continue to review the effectiveness of leasing certain City vehicles.

2024 Capital Outlay

Description	Unit to Replace	Budgeted Price
2013 Ford Explorer	21-1247-13	\$50,000
2016 Ford Interceptor	21-1660-16	\$50,000
Fire Radios	n/a	\$30,330
Squad Cars, Six	Multiple	\$472,560
John Deere Mower	31-8509-14	\$68,000
Enclosed Trailer	41-7010-06	\$10,000
Redi-Haul Trailer	41-7013-05	\$22,000
Utility Vehicle w/Sprayer	41-8705-05	\$125,000
Toro Groundsmaster Mower	41-8504-15	\$116,000
Utility Vehicle w/Attachments	New	\$40,000
		\$983,890

**City of Cottage Grove Annual Budget
Fund 210 - Equipment Replacement
Summary of Revenues & Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Fund: 210 - EQUIPMENT REPLACEMENT						
Category: REVENUE						
3011 - CURRENT PROP TAX	0	0	0	0	319,100	384,297
3810 - INVEST INTEREST	(8,453)	(60,787)	43,848	0	7,990	3,657
3813 - SALE OF GOODS	3,267	9,687	2,969	0	0	0
3899 - TRANSFER IN	647,415	400,000	307,500	410,000	0	0
3960 - BOND ISSUANCE	0	0	0	0	240,000	1,880,000
Total Category: REVENUE	642,229	348,899	354,317	410,000	567,090	2,267,954
Category: EXPENDITURES						
4200 - COMMODITIES	0	1,548	0	0	0	0
4300 - CONTRACTUAL SERVICES	1,792	0	0	0	0	98,474
4500 - CAPITAL OUTLAY	614,105	55,026	469,986	621,550	983,890	2,700,350
4600 - OTHER FINANCING USES	0	0	0	0	16,800	37,600
Total Category: EXPENDITURES	615,897	56,574	469,986	621,550	1,000,690	2,836,424
FUND BALANCE, BEGINNING YEAR	1,317,210	1,343,542		1,635,867	1,424,317	990,717
NET INCREASE (DECREASE)	26,332	292,325	(115,669)	(211,550)	(433,600)	(568,470)
FUND BALANCE, END OF YEAR	1,343,542	1,635,867		1,424,317	990,717	422,247

**City of Cottage Grove Annual Budget
Fund 210 - Equipment Replacement
Detail of Expenditures**

	2021 Actual	2022 Actual	2023 YTD as of 9/30	2023 Budget	2024 Budget	2025 Budget
Department: 00 - EQUIPMENT REPLACEMENT						
Category: COMMODITIES						
4280 - CAPITAL OUTLAY <\$5,000	0	1,548	0	0	0	0
Total Category: COMMODITIES	0	1,548	0	0	0	0
Category: CONTRACTUAL SERVICES						
4370 - MAINT-REPAIR/EQ	1,792	0	0	0	0	0
4380 - RENTAL/LEASE	0	0	0	0	0	98,474
Total Category: CONTRACTUAL SERVICES	1,792	0	0	0	0	98,474
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	614,105	55,026	469,986	621,550	983,890	2,700,350
Total Category: CAPITAL OUTLAY	614,105	55,026	469,986	621,550	983,890	2,700,350
Category: OTHER FINANCING USES						
4630 - OTHER PAYMENTS	0	0	0	0	16,800	37,600
Total Category: OTHER FINANCING USES	0	0	0	0	16,800	37,600
Total Department: 00 - EQUIPMENT REPLACEMENT	615,897	56,574	469,986	621,550	1,000,690	2,836,424



City Council Action Request

14.A.

Meeting Date	12/6/2023
Department	Administration
Agenda Category	Action Item
Title	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.
Budget Implication	N/A
Attachments	None