

MINUTES

COTTAGE GROVE CITY COUNCIL

December 20, 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 December 20, 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 Garza - Here. Council Member Khambata - Here; Council Member Olsen - Absent; 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; 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 Thiede made a motion to approve the agenda; second by Council Member Garza. Motion carried: 4-0.

6. PRESENTATIONS - None.

7. CONSENT AGENDA

- A. Approve the 2024 City Council Meeting Schedule.
- B. Adopt the ordinance with the proposed fee changes/increases for 2023 effective January 1, 2024.
- C. Adopt Resolution 2023-147 authorizing renewal of business licenses for 2024.
- D. Approve the issuance of rental licenses to the properties listed in the attached table.
- E. Approve Resolution 2023-164 adopting the 2024 Pay Plan and Benefits for employees not covered by a labor contract for the City of Cottage Grove.
- F. Adopt Resolution 2023-169 approving the updated Annual Leave policy and adding the earned safe and sick time policy to the Personnel Policy.
- G. Approve the Delta Dental of Minnesota Group Dental Plan Risk Contract and the Medica Master Group Contract for 2024. The Delta Dental Contract is attached. The Medica Summary of Benefits and Coverage (SBC) is attached. The formal Medica contract will be issued later this month or early next month.
- H. Approve Resolution 2023-168 adopting the Part-time Pay Plan.
- I. Approve the proposal for Paypoint HR to conduct a compensation study in 2024 in the amount of \$30,000.00.
- J. Adopt Resolution 2023-167 approving the public purpose expenditure policy for 2024 as presented.
- K. Approve Resolution 2023-163, accepting a donation from Pancentral CGC Holdings, LLC.
- L. Approve Resolution 2023-166, authorizing the transfer of funds from the ED Trust Fund (286) to the EDA Fund (285).
- M. 1) Authorize purchase of Granada Park playground equipment for the amount of \$59,925. 2) Authorize purchase of West Draw playground equipment for the amount of \$53,832. 3) Authorize a service agreement with Michael Basich, Inc. for the installation of playground equipment at Granada and West Draw Parks for the amount of \$37,476.
- N. Approve Glacial Valley Park Change Order Request in the amount of \$13,318.48.
- O. Authorize service agreement amendment with Becker Arena Products for the production and installation of acrylic glass and protective netting at Glacial Valley Park ice rink for the amount of \$45,439.00.
- P. Adopt Resolution 2023-170 approving the final payment of \$19,104.91 for the Summers Landing 3rd and 4th Additions Final Streets Project.
- Q. Approve the appointment of Nicholas Arrigoni to the position of Deputy Fire Chief, effective Monday, March 25, 2024.

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

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

8. APPROVE DISBURSEMENTS

- A. Approve payments for the period of 11-30-2023 through 12-13-2023 in the amount of \$6,764,529.90.

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

9. PUBLIC HEARINGS - None.

10. BID AWARDS - None.

11. REGULAR AGENDA

- A. Commission and Committee Appointments
Staff Recommendation: Approve the 2024 Commission and Committee Appointments.

Mayor Bailey stated the Commission and Committee Appointments had been sent to the Council previously, but to inform the public, he read aloud the appointments:

- Mayor Pro Tem: Council Member Olsen
- Beyond the Yellow Ribbon: Council Member Olsen
- Cottage Grove Chamber of Commerce: Mayor Bailey noted Council Member Garza is already on the Chamber, so he will be another City representative
- Convention and Visitors Bureau: Council Member Olsen & Council Member Khambata
- East Metro Strong: Council Member Garza
- Economic Development Authority: Mayor Bailey and Council Member Olsen
- Great River Rail Commission: Council Member Garza
- Historic Preservation Advisory Committee: Council Member Thiede
- Holiday Train Committee: Mayor Bailey
- Investment Committee: Council Member Khambata and Council Member Thiede
- Parks, Recreation and Natural Resources Commission: Council Member Garza
- Planning Commission: Council Member Khambata
- Public Services Commission: Council Member Thiede
- Red Rock Corridor Commission: Council Member Garza
- South Washington County Telecommunications Commission: Council Member Thiede and Council Member Garza (he noted Council Member Garza is Council Member Thiede's backup)
- South Washington Watershed District: Council Member Thiede

- Strawberry Festival Committee: Council Member Thiede

Mayor Bailey stated those are the appointments for 2024. If there are no questions, he'll look for a motion to approve.

Motion by Council Member Garza to approve the Commission and Committee Appointments for 2024; second by Council Member Khambata. Motion carried: 4-0.

12. COUNCIL COMMENTS AND REQUESTS

Council Member Khambata thanked staff for all their hard work at year end. He knows we'll be doing Strategic Planning, and right after that will be budgets again, so, it's a vicious cycle. He hopes everyone has a safe and happy holiday.

Council Member Thiede stated let's all maybe wish for some snow, but he thinks we're going to have a brown Christmas this year; maybe we'll get some snow one of these days this winter. He wished everyone happy holidays, be safe out there, and if you're traveling, hopefully you will make it to your destination okay. Be careful.

Council Member Garza said it seems like the time since the last Council Meeting just flew by; she thanked everyone, and wished all of them a happy holiday.

Mayor Bailey stated at the end of our last Council Meeting, we did a performance review of our City Administrator, Jennifer Levitt. He noted it was a very, very good performance review, with great feedback from the Council to Administrator Levitt and from Administrator Levitt to the Council in the sharing of ideas. On behalf of the Council, he stated we really appreciate all of the great things that she's doing in the City, we want to continue to see her do that in the years ahead, and he thanked her.

Mayor Bailey wished all City staff and his fellow partners on the Council a very Merry Christmas and a very prosperous New Year, however you celebrate it. Whether or not it's a brown Christmas, his yard looks a little brown, but he has lights on it, so we're all good.

He appreciates all the work that the staff has done over the last year, and obviously, we have a lot of great things happening that are in the queue for 2024. He looks forward to our Strategic Planning session in early January.

He told everybody to have a very safe and prosperous holiday season.

13. WORKSHOPS - OPEN TO PUBLIC - None.

14. WORKSHOPS - CLOSED TO PUBLIC - None.

15. ADJOURNMENT

Motion by Council Member Thiede, second by Council Member Garza, to adjourn the meeting at 7:08 p.m. Motion carried: 4-0.

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