



COTTAGE GROVE PARKS, RECREATION AND
NATURAL RESOURCES COMMISSION

February 12, 2024

12800 RAVINE PARKWAY

COUNCIL CHAMBERS- 7:00 PM

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of Minutes
 - 4.A December 11, 2023 Minutes
5. Open Forum
6. Presentations
7. Action Items
 - 7.A Mississippi Dunes Park Naming
 - 7.B E-Recreational Equipment Educational Messaging
 - 7.C Community Garden
 - 7.D Bike Park Project
 - 7.E Commissioner Terms/Officer Positions
8. Action Updates
 - 8.A Kingston Park Building
 - 8.B Mississippi Dunes Building
9. Donations
10. Staff Reports and Materials
 - 10.A Ice Arena Update
 - 10.B Parks Update
 - 10.C River Oaks Update
11. Commission Comments
 - 11.A Washington County Update
12. Council Comments
 - 12.A City Council Agendas
13. Workshop
14. Adjournment



Minutes

City of Cottage Grove Parks, Recreation and Natural Resources Commission Meeting December 11th, 2023

Pursuant to due call and notice thereof, a Cottage Grove Parks, Recreation and Natural Resources Commission Meeting was held on November 13th, 2023.

I. **CALL TO ORDER & READING OF MISSION**

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

II. **Roll Call**

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

Members Absent: Samantha Crabtree,

Others Present: Zac Dockter Parks & Recreation Director, Tony Khambata City Council Liaison, & Molly Petruszewski Recreation Manager

III. **Approval of Agenda**

A Motion to approve agenda made by Commissioner Olson. Seconded by Commissioner Waterman. Agenda approved.

IV. **Approval of Minutes**

A Motion to approve minutes from November 13th, 2023, meeting made by Commissioner Gustafson. Seconded by Commissioner Larson. Minutes approved.

V. **Open Forum-None - None**

VI. **Presentations**

a. **Winter Program & Events**

- i. Molly presented a brief update on upcoming winter program and events. We just finished up the 2023 Holiday Train, and we are still accepting registrations for the holiday lights home tour.

- ii. Molly wanted to remind everyone that parks, trails, skating rinks, sledding hills, cross country skiing, and snowshoe trails are all open year round, though most of these activities are delayed due to the warmer weather. Winter warming houses will be open 7 days a week once we have enough ice built by our park department. Our goal is to have these open by the day after Christmas, however, due to the warm weather we will not meet that goal, and we do not have an estimated time right now so when they will open is to be determined. If there is significant snow fall, we will open warming houses that are near the sledding hills.
- iii. We will be hosting our winter break supervised playground program at Peter Thompson Park December 26th-29th. Registration is currently full.
- iv. Snowshoe rentals are on hold due to the warm weather. We need a minimum of one foot of snow to get trails prepared. We are still planning on utilizing the Mississippi Dunes Reserve for the snowshoe rental program (weather dependent).
- v. The Glacial Valley Park building is 95% complete, with only furniture and other odds and ends that need to be installed. Glacial Valley will be available for rental applications (as will be our other facilities) in February. The cost to rent Glacial Valley will be \$450 for residents and \$550 for non-residents to rent the building from 10am-10pm.
- vi. Opening Day Details.
 - 1. Jan 17th Highway 61 Hockey registration opens.
 - 2. Feb 2nd Grizzly 3v3 Hockey registration opens.
 - 3. Feb 6th Park reservations opens.
 - 4. Feb 13th Supervised playground registration opens.
 - 5. Feb 28th Pickleball Club registration opens.
 - 6. March 15th Summer program registration opens.

VII. Action Items

a. Mississippi Dunes Park Naming

- i. Zac-Currently we are using “Mississippi Dunes Reserve” as the park name for the site.
- ii. Commissioner Brown liked that there are a variety of names that were submitted. Commissioner Brown spoke on the behalf of Commissioner Crabtree (who was not present) & wanted to express her desire to have more community input and was interested in seeing if we could put something on one of our social media pages or other ways to gather more input. Crabtree also wanted to try to stay away from names of previous ownership and try to have a fresh

start and positive influence for this area. Commissioner Olson asked if we had talked to the Communication department yet. Zac responded no, as we were going to table the conversation until the next meeting. Commissioner Olson agreed with Commissioner Crabtree as going in a new naming direction and does not have a preference of any current names. Commissioner Brown liked the idea of "Grey Cloud Channel Park" as that reflects the body of water we are connected to and is our access point. Brown would like to get closer to deciding on a name, as the park has more activity with the snowshoe rental program. Commissioner Larson inquired if Commissioner Crabtree wants to have a list that is sent out to the community or more of a "name your park" type of submission. Councilman Khambata recommended that the Commission is the representative of the community. The fear would be that folks would not be serious or sincere, similar to the new Minnesota state flag submissions. Given the experience we have with naming, some of the best park names that we have are commemorative of the location, history of the park, or the memorial of honoring someone who has been involved in the park. Commissioner Olson Respectfully disagreed with Councilman Khambata stating it would be odd that we would not want input from citizens of our city. The fact that it is controversial is even more reason to involve our citizens. Commissioner Brown addressed that the Commission had no name to put forward at this time. Commissioner Gustafson suggested that we narrow down the list to move the process forward, Commissioner Brown agreed. Zac stated that if the commission prefers, we could move this to a workshop after adjournment and put it on the next meeting. Commissioner Brown stated that by having a workshop, and having to wait until the next Commission meeting and then the next City Council meeting really bogs down the timeline when winter activities are picking up. She suggested that the Commission remove names that involve "Dunes" to begin to narrow down the list. Zac gave a brief history of the Mississippi Dunes Golf Course. Commissioner Olson stated that the word "landing" represents where the land meets the water, and the city owns this spot. The Commission narrowed down the list to the following: Mississippi Landing, Grey Cloud Channel, Harold Kernkamp Park. Commissioner Olson stated he has zero interest in being rushed in this decision and would still like to ask the fellow citizens for their input. Commissioner Glasford agreed with Commissioner Brown

that we need to come up with something before programming starts in February. Zac advised the Commission that having another meeting will not derail recognition of the park name, and if another meeting is wanted the Commission should do so. Commissioner Olson expressed that we should keep the name “Dunes” in the name. He also liked the idea of Zac’s suggestion of a workshop. Zac recommended amending the agenda & after the meeting hold a workshop. Commissioner Brown motioned to amend the agenda and hold a workshop to work on this further. Commissioner Olson seconded. Motion carried.

b. Kingston Park Building Design Concept

- i. Zac- recalled to the Commission that at the previous meeting we had large display boards and stakeholders were invited to see preliminary designs of the new building at Kingston Park. There were 6 primary goals given by Council for this project: Increase the number of restrooms, retain & expand the picnic shelter, add a large programming space, storage for events, serving kitchen/concession, and create a unique exterior design from our standard park buildings. Designs and site/floor plans are included in Commissions’ packets. Looking for direction and feedback to bring to Council. Currently this is an unbudgeted project that Council will discuss at their upcoming workshop. Commissioner Brown commented she appreciated a good turnout at the previous workshop. She stated that the pillar that says “Kingston Park” is not appealing to her, and it is inconsistent with the rock we have with all the other shelters. That being said, the exterior of the building looks very good. Commissioner Gustafson likes the ability to change colors on the exterior of the building. Commissioner S. Waterman inquired about the footprint of the new building compared to the old building and if there would be any impact on the playground. Zac stated that it is not much wider, but it is much longer, however it will not impact the playground, the courts, or the trail to the west, which we would tie into with a concrete patio. The parking lot might be slightly altered to accommodate accessibility. Commissioner Brown likes the current flagstones in the front garden and would like to keep that feature in perimeter work. Commissioner Larson asked if there will be enough storage for the picnic tables. Zac responded that we will not be storing the tables, and they will be out year-round. Looking for a recommendation to accept the Kingston Park building concept design with consideration for eliminating or redesigning the front entry sign/pillar, keeping a

flagstone path in the front entry landscaping, & addressing community concerns of the serving window, and serving logistics. Commissioner Olson Motioned. Commissioner S. Waterman seconded. Motion carried.

c. E-Recreational Equipment Educational Messaging

- i. Zac took feedback from last Commission meeting and tried to design educational signs that were a little more personalized. There are 5 signs that were created & presented to the Commission. Looking for feedback and engaging in conversation with the Commission to make sure the direction is to allow multi use trails and how to educate the public. Zac reminded the Commission that these images can be used for more than just signs. Commissioner Brown, Gustafson, & Glasford liked #3 and #5. Commissioner Olson likes #2 but would like the word “please” removed. He stated you should be told and not requested to follow the speed limit. Commissioner Brown inquired about location of the signs. Zac stated that placement would be strategic, and we would put them on our main trailway systems such as Hamlet, Woodridge, community parks, & transportation trails such as 80th & Jamaica & CG Trailway Corridor. Commissioner Olson liked the color schemes. Commissioner Brown still liked a piolet trail signage to help educate the public on speed since most bikes do not have speedometer on it. Zac explained that signage may not be the best way to do educate speed, but instead suggested to have something on the trail itself. Commissioner S. Waterman asked if we could combine #3 & #5, which can be done, and Zac also suggested combining #2 (base) & #4. These signs will be permanent. Zac will come back with the revisions at the next meeting.

VIII. Presentation of Information-None

IX. Action Updates

a. Community Garden

- i. Zac has had multiple follow ups with the community garden group. The group is now looking at a new location across from Public Works where there used to be a house and a small motor shop. In the site review, the pollution control agency went out and did testing which all passed. However, the group did send a soil sample to the UMN to ensure the quality. They will hold off for now on an official proposal and would like to take some more time to look for a different site. They will be attending the February meeting. Commissioner Brown asked why Meadowgrass did not work out. Zac stated that the space

by Public Works will offer at least triple if not quadruple in size and have easy access to water. Commissioner Olson expressed his excitement and support of our efforts for this in our community.

X. Donation and Acknowledgements

- a. Safe Stations (AED) have been installed at Woodridge Park, HSC (Woodbury), & Glacial Valley Park. The Athletic Association also purchased 6 additional units that are located at Lamar, Highland, Hamlet (2), & CGMS (2).

XI. Staff Reports & Educational Materials

- a. Zac submitted update from the Ice Areana for review.

XII. Commission Comments-None

XIII. Council Comments

- a. Councilman Khambata recapped the last two meetings. First big news, we did move forward with the local options sales tax application with the state. This will go on the November 2024 ballot. We also authorized a service agreement for installation of the new playground equipment at Nina's Park. The newest council member Monique Gaza was sworn in at the last meeting. Commissioner Olson inquired if Cottage Grove Public Safety has discussed social workers that would respond to calls that require special training to handle emotional & de-escalation situations. Councilman Khambata explained that between ourselves, Woodbury, and Washington County we have a dedicated group that specifically respond to high escalation calls. We do not have a dedicated social worker at this time.

XIV. Adjournment- Motioned by Commissioner Olson & seconded by Commissioner Larson. Meeting Adjourned at 8:30 pm to the Mississippi Dunes Reserve naming workshop.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
Cc:
Date: December 12, 2023
Subject: Park Naming Request – Mississippi Dunes Reserve

Introduction/Background

The City acquired a portion of the former Mississippi Dunes Golf Course and is recommending to start the process of officially naming the park. The City's Park Naming Policy is included with this report to aid Commissioners in processing the request. The Park Naming Policy advises that the Parks, Recreation and Natural Resources Commission discuss the merit of naming applications or a list of names as prepared by staff. No formal application for this site has been made.

At the August, September, November meetings, Commissioners reviewed the list of names and made no formal recommendation. The naming process may sequence as follows:

- August – Initial naming review
- September – Secondary review of name options
- November – Third review of name options
- December – Fourth review of name options and workshop to narrow list
- February - Commission park naming recommendation to City Council
- February/March – Council resolution approving name

At this time, Commissioners may make a formal recommendation to Council to name the park or table the item and request more time or information for the process. The following names were proposed from the December meeting:

1. Rivers Landing Park
2. Mississippi Dunes Park
3. Dunes Park on the Mississippi

Action Requested

Recommend a park name for the site currently referred to as Mississippi Dunes Reserve.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: December 12, 2023
Subject: E-Recreational Equipment Safety Measures

Introduction/Background

At its' November meeting, the Parks, Recreation and Natural Resources Commission discussed educational measures that could be used to increase safety of all trail users in our park system. A key part of the conversation was to identify messaging and signage that can be used to clearly articulate the usage expectations/rules. Staff used Commissioner feedback to create five draft images/messages that could be used for signage, social media postings, CG Connect emails, Newsletter, maps and more as part of an educational campaign. At the December meeting, Commissioner further modified the list and included recommend edits. Based on that recommendation, attached are the four signs for further review. Staff would recommend limiting production to three designs or less to start the program.

Staff Recommendation

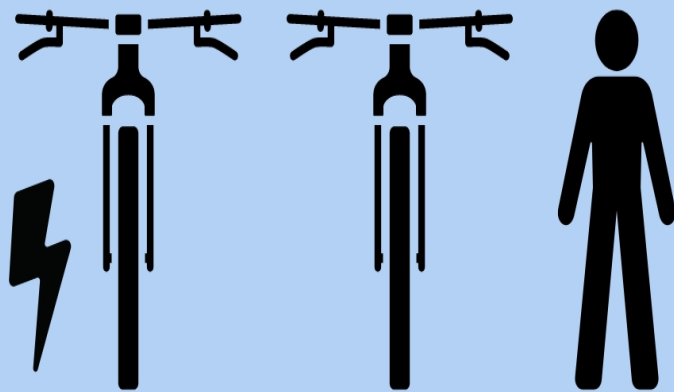
Provide feedback and/or direction on the draft signage/messaging.

**SELF MONITOR
YOUR SPEED**



DO NOT EXCEED

**SPEED
LIMIT
15 MPH**



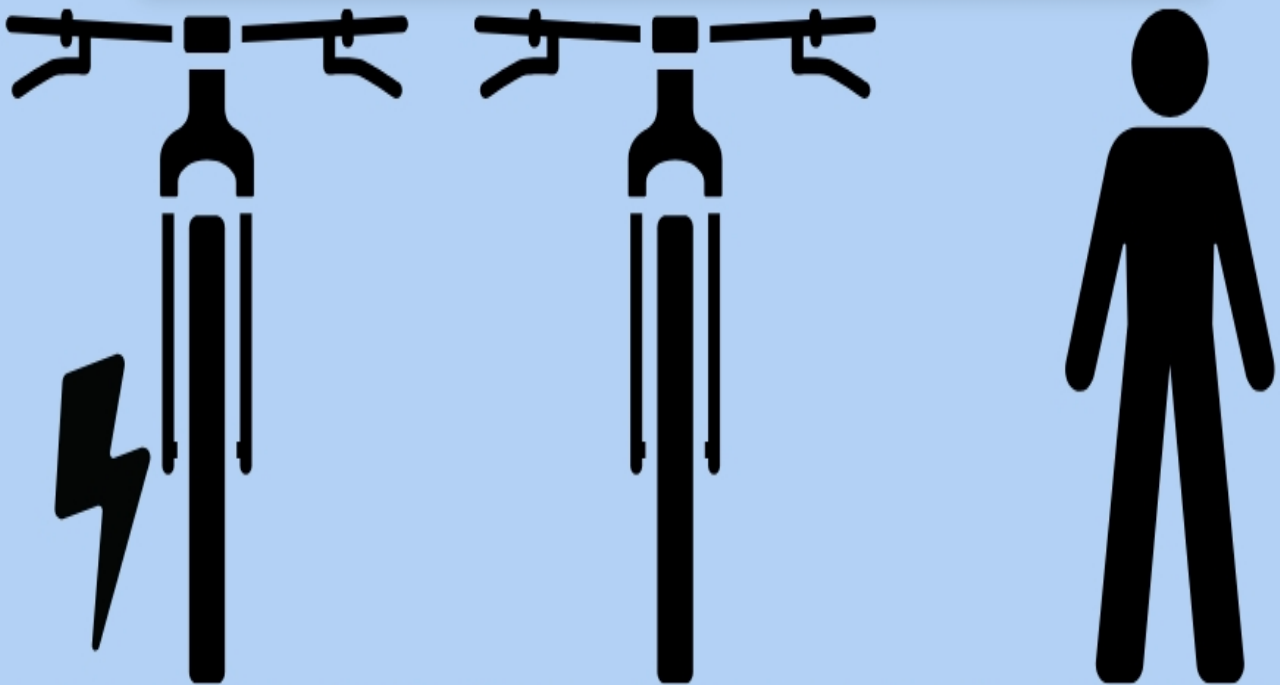
SHARE THE TRAIL



SLOW DOWN

&

SHARE THE TRAIL



- **PEDESTRIANS HAVE THE RIGHT OF WAY**
- **STAY RIGHT, PASS LEFT WITH CAUTION**
- **USE AUDIBLE SIGNAL**



SPEED

LIMIT

15 MPH

TRAIL SPEED



Where Pride and Prosperity Meet



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
Cc:
Date: January 25, 2024
Subject: Community Garden

Introduction/Background

The Hope Garden of Cottage Grove group approached the Parks, Recreation and Natural Resources Commission in November regarding interest in starting a community garden. They presented their proposal to Commissioners and received feedback. In response, attached with this report is the proposed plan which addresses many of the questions and comments from that meeting. The group plans to be in attendance at the February meeting to further dialogue with the Commission as necessary. Their goal is to receive approval from the Commission so that the volunteer group can begin grant writing and logistical planning as soon as possible in preparation for a May 2024 opening.

Staff sent the attached letter to adjacent residents notifying them of the potential park use change. Residents were invited to attend the meeting or contact me directly. I will bring any correspondence received (if any) to the Commission meeting.

Action Requested

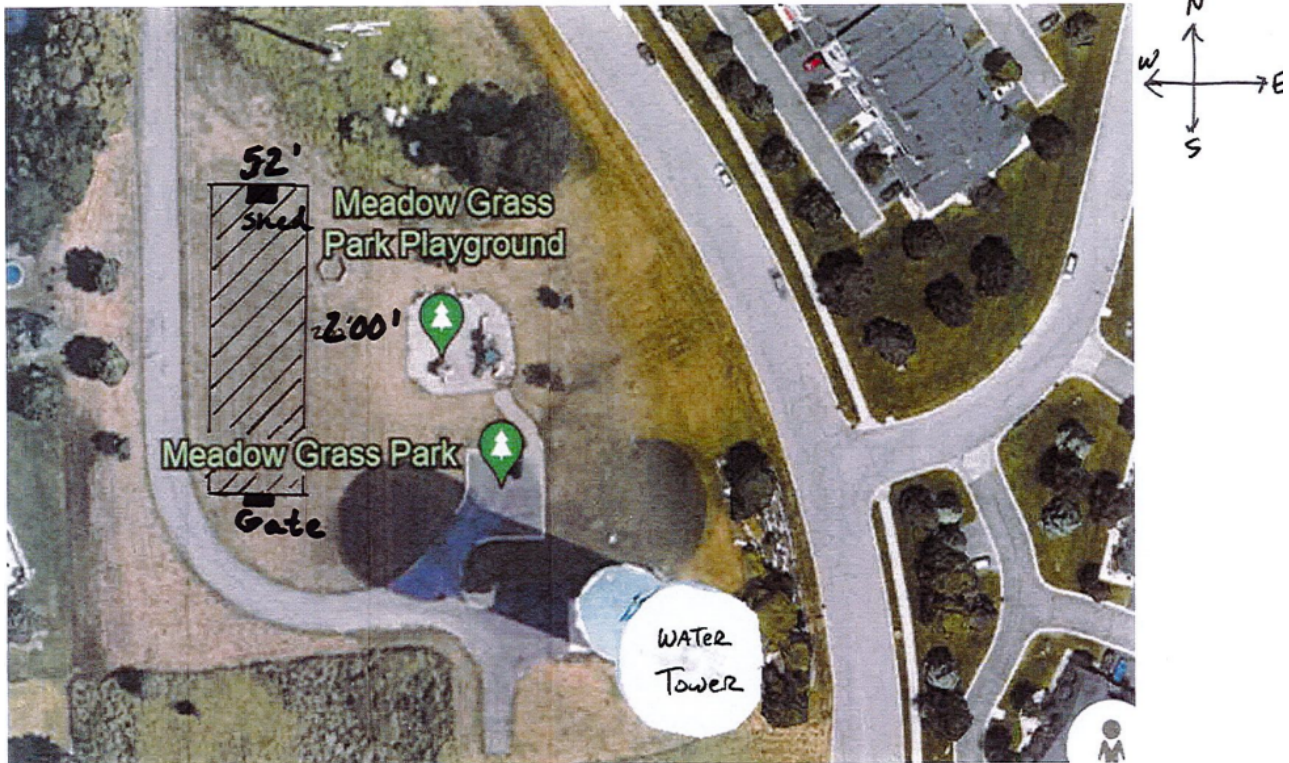
Receive information and provide staff direction on the Hope Garden of Cottage Grove proposal.

Community Garden Recommendation for City of Cottage Grove

Monday, February 12, 2024

Prepared by Committee: Ed Myatt, Washington County Master Gardener; Daryl Verhoeven, Woodbury Church of Christ Community Garden Manager; Eric Ini, Influencer Hotspot Founder; Murugi Mutiga, Washington County Community Engagement Team Supervisor; Alyssa Wolf, Washington County Public Health Community Specialist; Maggie Noubissie, Resident & Community Gardener

Location: Meadow Grass Park

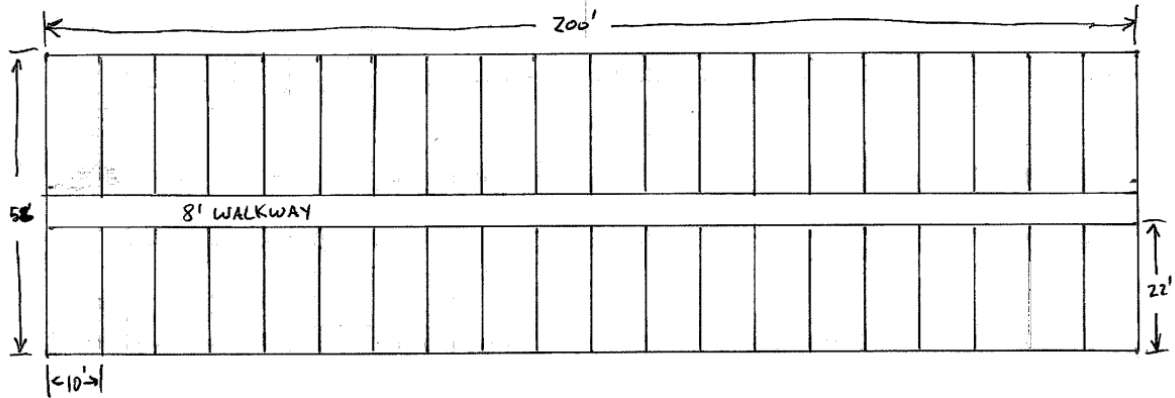


Garden Dimensions: 52' x 200'

Plots:

- 40 plots
- 10' x 22' each plot
- Walking paths with wood chips are included
- See next page for diagram

Meadow GRASS 52' X 200'
10 X 22' OPTION



40 - 10 X 22' BEDS

Fencing product:

[6 foot welded wire 2 inch X 4 inch](#) with chicken wire at the bottom to keep rabbits out. The post are 4x4 pressure treated (set in concrete) with iron t-post every 6 to 8 feet. Cost of materials is estimated at \$3,500 and will be funded through Washington County [SHIP](#) grant.



Image of the fence at Woodbury Garden that will be replicated.

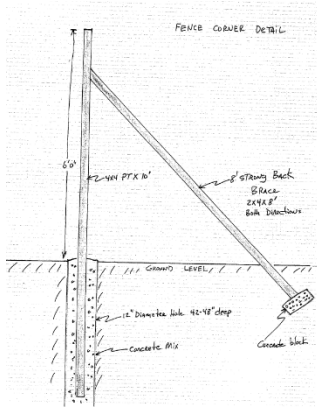


Image of fence corner detail.

Shed: [Dimensions 4' x 6' x 3'](#)

What will be visible to the public? The shed will be visible, but tools will be stored inside and not generally seen by the public. The hose/spigot will be visible and a tote bin may be placed next to the spigot to place hose inside when not in use (see tote bin in photo below). Cost of materials is estimated at \$2,000 and will be covered by Washinton County Master Gardeners.



Water access:

- Conversations with the Parks & Recreation Director indicate that there are two water sources available: from the street or from the fire hydrant
- For either option, underground high-density polyethylene pipe will be used
- If the water source is the fire hydrant, a valve cage will be installed
- Estimated cost is \$10,000-\$20,000 and funding will be through Washington County [SHIP](#)
- **Water access is requested by May 1** (prior to tilling)

Tilling:

The growing season is typically mid-May through mid-October. **Tilling will be needed in early May AND late October** (weather dependent).

Committee Contributions:

- Create and compile plan for community garden.
- Present to Parks Commission and propose Final Recommendation to the City of Cottage Grove.
- Erect fence and shed alongside volunteers from community organizations, such as Master Gardeners.
- Provide community garden description to the City and registration questions with garden rules/requirements listed.
- Provide outreach to underserved community groups and assist them with securing plots.
- Manage plot allocations.
- Manage conflict between gardeners and other issues that may arise.
- Answer questions from community members as they arise.
- Communicate and partner with the City of Cottage Grove.
- Apply for Parks Commission grant, if needed, to cover final expenses up to \$2,500.

Washington County Master Gardener Contributions:

- Provide grant funding through Washington County Master Gardeners to pay for shed and tools. Estimated cost \$2,000.
- Provide guidance to the City of Cottage Grove on fencing materials to purchase through SHIP grant (see below).
- Complete soil testing for nutrients and contaminants.
- Provide compost.
- Transport dead plants on behalf of community gardeners to compost in the Fall.
- Facilitate support from local groups, such as Boy Scouts, on projects such as a picnic table.
- Provide gardening tips and onsite support.

Washington County Public Health & Environment Contributions:

- Contract with the City to provide grant funding through [SHIP](#) to pay for fencing and water connection (including materials & contracted labor). Maximum funding available \$20,000.

Requests to the City of Cottage Grove (in-kind):

- Provide land access to create community garden.
- With funding through SHIP, provide access to water for the garden.
- Provide tilling of garden in spring and fall (see timeline above).
- Drill holes for 4' x 4' posts.
- Supply water to gardeners through-out the season.
- Provide onsite port-a-potty.
- Advertise garden through City communication channels, such as social media and newsletters.
- Post community garden to website that includes brief description, registration link and phone number for registration.
- Provide registration assistance:
 - Collect registrations (online and phone) and token fee of \$20 from gardens. Fees can go to Parks Department general operating fund. City will offer scholarship for participants who can't pay.
 - Reserve 30% of the plots for underserved community group participants (12 plots in 2024).
- Communicate and partner with the Community Garden Committee.

Plans for growth:

- There are currently no plans for growth, however, the committee is open to adding garden locations over time and with community need.
- The main objective of Meadow Grass Community Garden is to provide a successful experience for gardeners, the City of Cottage Grove, committee members and people in the community that interact with the shared space.

January 25, 2024

Dear Resident,

This letter is to inform you that a request for a community garden to be located at Meadow Grass Park will be considered at the February 12, 2024 Parks, Recreation and Natural Resources Commission meeting. The community garden is proposed to be 52' x 200' with six-foot wire perimeter fencing to keep rabbits, deer or other animals out of the gardens. The site location is pictured below.

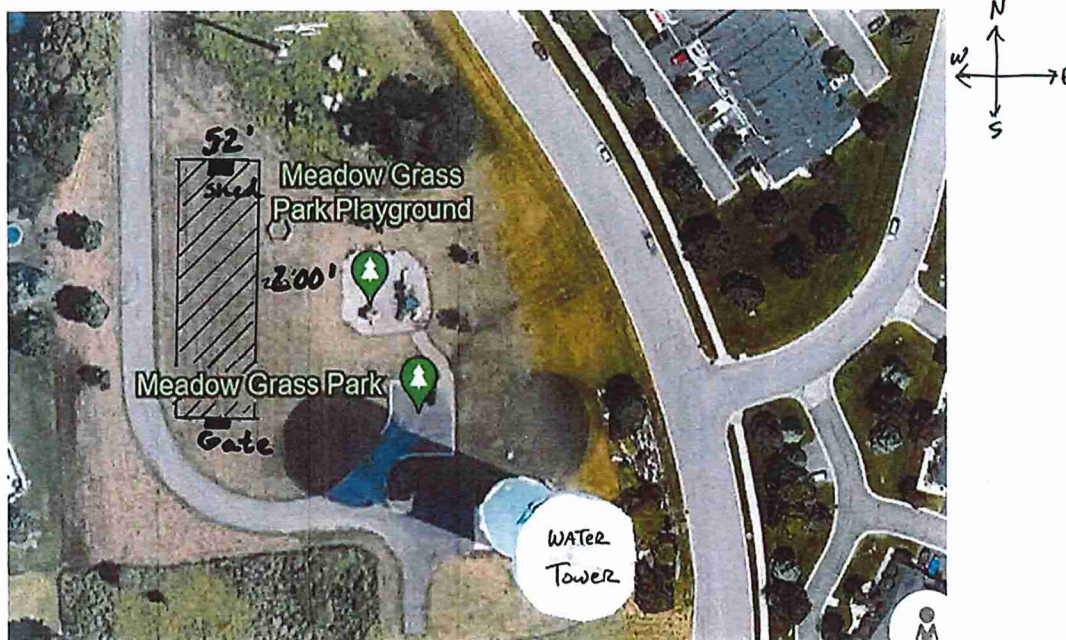
We expect this to be a low-impact use to the park. Individual gardeners will pay a small annual fee for a plot of garden space. Spaces would be made publicly available each spring. An organized group of volunteers are leading this initiative and would help manage and maintain operations with oversight by the City's Parks and Recreation Department.

Should you wish to express any concerns in support or objection to the project, you may address Commissioners and staff at the Monday, February 12th Parks, Recreation and Natural Resources Commission meeting at 7pm at City Hall. Or, you can call or email me directly if you are unable or uninterested in attending the meeting.

Sincerely,



Zac Dockter
Parks and Recreation Director
651-458-2847
zdockter@cottagegrovemn.gov





To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
Cc:
Date: January 25, 2024
Subject: Bike Park Improvements

Introduction/Background

The Bike Park volunteer group is requesting consideration for approval for modifications of the dirt pump track to a bike skills plaza. This modification would require the following construction activities:

1. Grading of the site to level (dirt would be used on site for other work)
2. Concrete slab pouring
3. Purchase of equipment and installation for bike skill plaza elements

The 2024-2028 Capital Improvements Plan has \$50,000 budgeted for improvements to this track in 2024 and could be utilized towards this project if approved by the Commission. The Bike Park volunteer group is also soliciting donations and/or sponsorships to help fund the project. Those donations/sponsorships would be recognized with signage similar to the current donation/sponsorship signage at the park.

Further, the volunteer group is requesting consideration by the Commission to approve \$2,500 from its Matching Funds program from the Park Improvement Fund. The Matching Funds program allows the Commission to directly authorize up to \$10,000 per year in matching funds towards project requests that include a minimum match of 100% of the request. Historically, the majority of matching requests are about \$2,500 per project but have gone higher based on the Commissions recommendation. A journal of the use of those funds is tabled below.

Park Commission Matching Funds Program Journal

Year	Project	Group	Value
2014	Bike Park Match to \$33,000 Grant	MN Off Road Cyclists/Bike Park Volunteers	\$3,000
2017	Dog Park Water Line/Fountain	WAG Farms Dog Park	\$2,500
2017	Hamlet Football/Soccer Scoreboard	CGAA	\$5,000
2019	Grey Cloud Softball Field Fencing	CGAA	\$2,500
2019	Kingston Soccer Nets	CGAA	\$2,500
2020	Bike Park Pump Track Paving	MN Off Road Cyclists/Bike Park Volunteers	\$2,500
2021	Bike Park Jump Line Improvements	MN Off Road Cyclists/Bike Park Volunteers	\$2,500
2021	Woodridge baseball field #1 scoreboard	CGAA	\$5,000
2022	Kingston soccer nets	CGAA	\$2,500
2022	Oakwood Disc Golf Baskets	Disc Golf Volunteer Group	\$2,500
2023	Oakwood Disc Golf Signage	Disc Golf Volunteer Group	\$2,500
2023	Pine Coulee RCA Track	RCA Track Volunteer Group	\$2,500
2023	Bike Park track realignments	MN Off Road Cyclists/Bike Park Volunteers	\$2,500

Action Requested

Receive information and provide staff direction for Bike Park improvements.

Dear Parks Commission,

We, the volunteers of the Cottage Grove Bike Park and representatives of MORC (Minnesota Off-Road Cyclists)) are applying for the Park Improvement Fund Grant. We are requesting a \$2,500 matching grant from the parks board to be used in the upcoming 2024 season. This money will be utilized for the purchase of materials in the form of lumber for the completion of a wood ramp addition to the park. The matching portion of this grant will be contributed by The Minnesota Off-Road Cyclists (MORC), in the form of volunteer labor to exceed \$2,500.

This addition to the park will consist of the replacement of the old dirt pump track, which is directly next to the existing paved pump track. That current section will be replaced with a new concrete slab that will have wooden ramps built on top. This addition to the park will not only decrease the maintenance burden on the volunteers but increase access to the park. This new section will be able to be ridden earlier and later in the season, as well as sooner following adverse weather conditions. In addition to the increased access for current uses, this section will open the park up to a wider audience of users, such as other bike riders, skateboarders, rollerbladers and scooter riders. There is currently no other public facility of this style in the Twin Cities or the State of Minnesota and because of this will continue to add to the attractiveness of the bike park to draw people to our community.

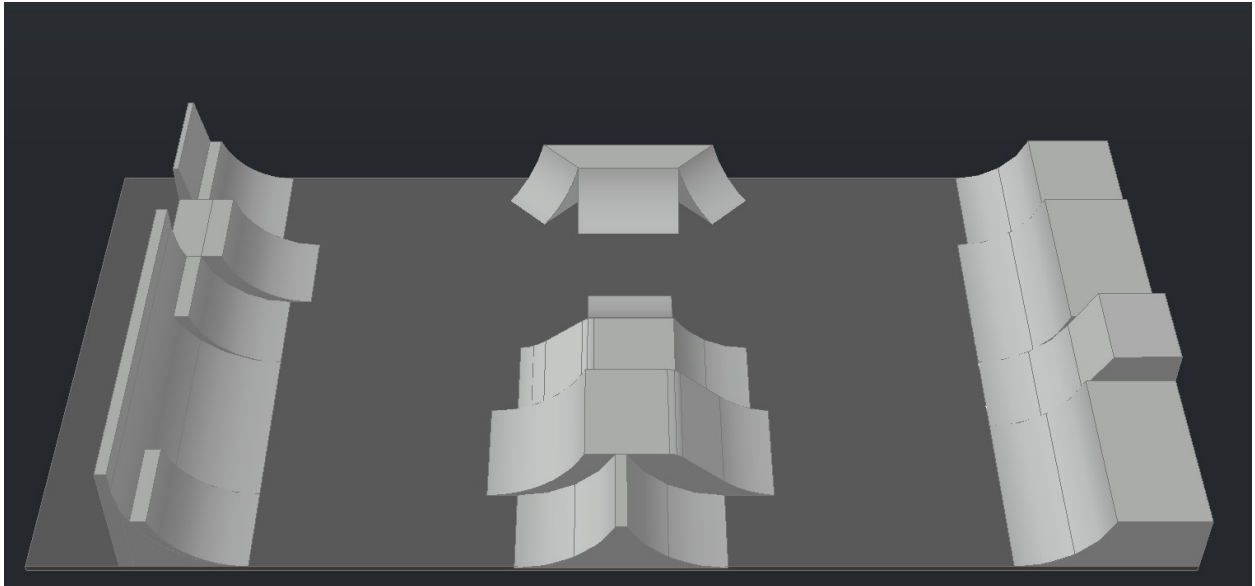
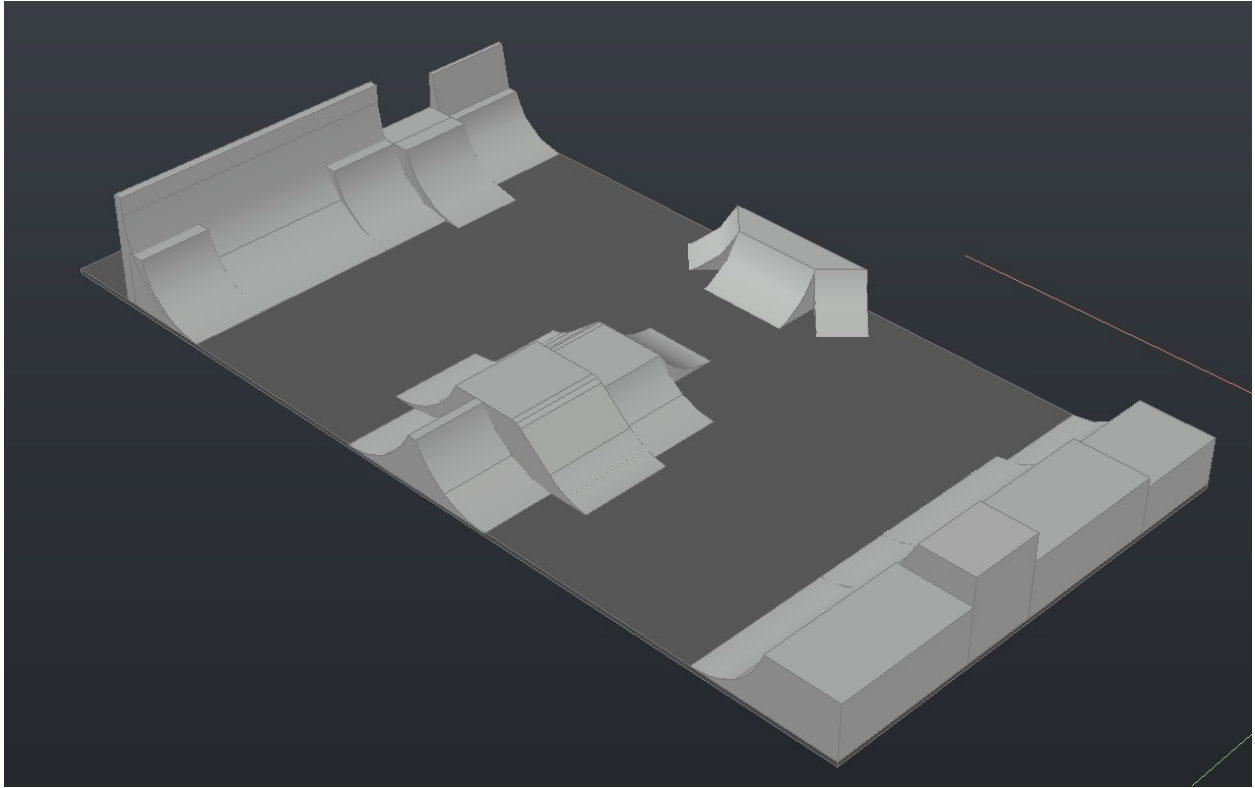
Please see the attached proposed design layout.

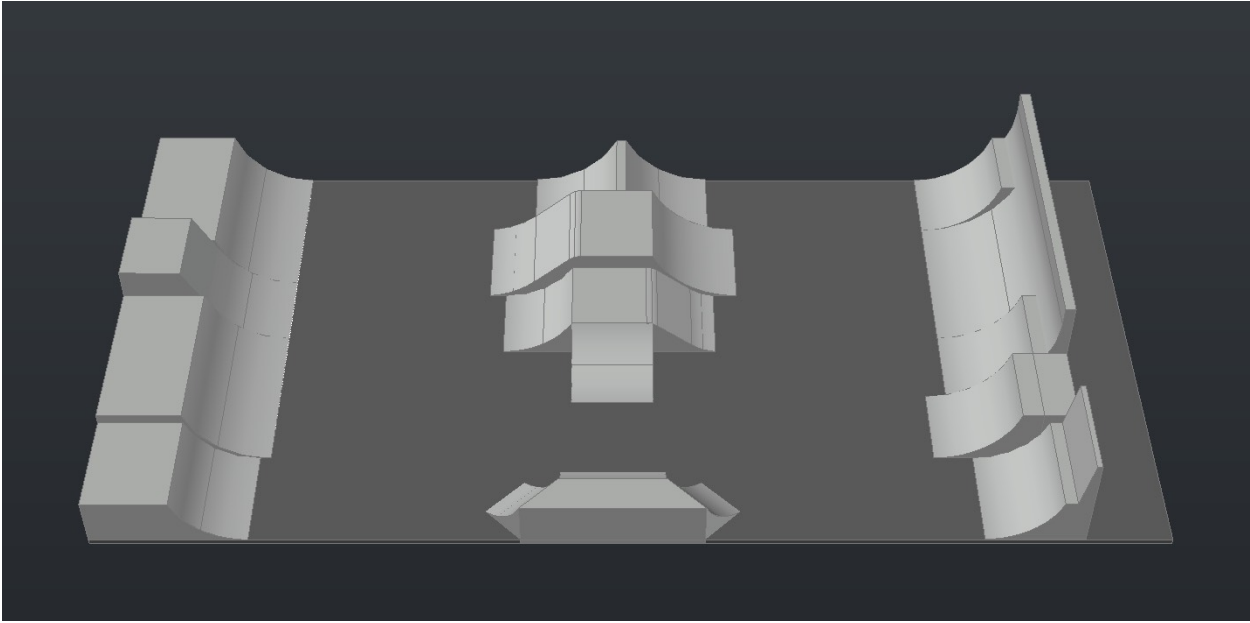
Thank you for your consideration and support,

Chance Glasford

Phone: 605-216-5676

Email: cglasford@gmail.com







To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: January 25, 2024
Subject: Officer Appointment

Introduction/Background

The Parks, Recreation and Natural Resources Commission has two officer positions; Chair and Vice Chair. The Chair position is appointed by the Council Liaison. Commissioner Chair Brown has requested a new Chairperson to assume her role. Councilman Khambata has recommended appointment of Commissioner Larson as Parks, Recreation and Natural Resources Commission Chair. The Council will take final action on that recommendation at its February 21 City Council meeting.

The Commission is responsible for appointing a Vice Chair. The current Vice Chair is Commissioner Crabtree and could retain the seat if so desired by Commission action. Nominations will be sought at the meeting followed by a vote (if necessary).

I am also happy to report that all Commissioners with expiring terms have offered to serve another term and will be officially appointed by Council in February. We look forward to another great year of work with our Commissioner team!

Staff Recommendation

Appoint Vice Chair position for the Parks, Recreation and Natural Resources Commission.



To: Parks, Recreation and Natural Resources Commission
From: Jordan Hirman, Facility Services Manager
CC:
Date: February, 2024
Subject: Update on Ice Arena Activities

Below is an overview of Ice Arena Activities that are complete, projects/programs we are working on, and upcoming projects/programs:

COMPLETED PROJECTS/PROGRAMS

- Completed over 25 home high school hockey games with over 11,000 people in attendance and over \$47,000 in concession revenue.
- Hosted our first ever First Responders night with Park vs East Ridge. We had local first responders recognized on the ice with over 760 people in attendance.
- Hosted CGHA JR Gold tournament January 27th and 28th with 12 teams and over \$4,000 in concession revenue.

CURRENT PROJECTS/PROGRAMS

- Scheduling ice time for outside user groups for Spring and Summer of 2024.
- Gathering proposals for 2024 budget item for party lights on both CG Logistics and West Rinks.
- Pre-planning CGHA Mite Jamboree hosted on December 8th-10th.
- Pre-planning CGHA End of Year Bash hosted on December 27th – 30th.
- Pre-planning hosting a High School hockey game each day between December 19th through December 23rd.

UPCOMING PROJECTS/PROGRAMS

- Mite Jamboree December 8th-10th with an anticipation of 52 teams registering.
- Year End Bash CGHA Bantam B2/Pewee B2 tournament December 27th through December 30th.
- Multiple home High School hockey games.
- Start of Winter Skate School.
- Spring Skate School lessons registration.



To: Parks, Recreation and Natural Resources Commission
From: Jim Fohrman, Parks Superintendent
Date: February 2024
Subject: Park Maintenance Activity Update

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

January 1-15

Ice rink flooding with tanker
Building maintenance
remove chair and mailbox at City Hall
Trash run
plowing
Install ice resurfacers blade
Tree cutting
Woodridge woods
Glacial Valley building prep
Hearing Test
equipment replacement
Chainsaw maintenance

January 16-31

Ice rink flooding/maintenance
Plowing
Building maintenance
Trash run
Tree cutting
remove hose reels from trucks
Chainsaw maintenance

February 1-15

Trash run
Building maintenance
Clean equipment and bay
Organize storage areas
Shed at Glacial Valley
Install tennis nets at Kingston
Install pickleball nets at Granada
Tree Cutting
remove hockey goals
remove mats from buildings
Post seasonal staff positions
Plowing
Order new trailers

February 16-28

trash run
Building maintenance: painting organizing
Plowing
building cleaning
Tree cutting
Order summer supplies



To: Honorable Mayor and City Council
Parks, Recreation and Natural Resources Commission

From: Dennis Neitz, River Oaks General Manager

CC: Zac Dockter, Parks and Recreation Director
Jennifer Levitt, City Administrator

Date: January 26, 2024

Subject: 2023 River Oaks Quarter 4 Update

Introduction

River Oaks Golf Course and Event Center is a municipally owned venture that provides the following main services to our community:

1. Golf – River Oaks offers a beautiful 18-hole golf course and practice venue. The golf course is one of the most highly rated municipal courses in the twin cities due to its playability and beauty. Customer service is of the highest priority for the golf course. Leagues, lessons, tournaments, and casual play are all welcome at River Oaks.
2. Event Center – The event center can accommodate up to 200 guests for weddings, parties, banquets, meetings or any other special events. Our venue can also be subdivided to provide smaller programming and/or simultaneous events. Food and beverage options are all prepared by the in-house Chef and his staff. Coordinated rentals by outside customers are a primary user group, but our staff is also vigilant in creating and promoting programs/events for the facility.
3. Bar and Grill – The Eagles Bar and Grill is for pop up restaurant events this winter and will open on a regular basis beginning in April. A full menu, bar, restaurant style seating and entertainment are available as well as a beautiful patio which has views of the golf course and Mississippi River Valley. Although revenue from golfers is the largest percentage of sales, Eagles is open and marketed to the public.

Quarter 4 Update

Golf Reporting

Q4 showed a 21% increase in sales for 2023 over 2022.

Q4 Update	2022	2023
October	\$124,160	\$114,615
November	\$23,407	\$60,624
December	\$9,757	\$15,150*

*Number not official

Golf Summary

Our goal is to build our programs going into 2024 along changing how our seasonal staffing looks to give a better customer experience. We have increased our marketing to reach avid, core, recreational and novice golfers, we are providing opportunities for all ages and abilities. Our vision in 2024 is to increase the customer experience through technology and service along with managing the implementation of our new irrigation system in order to maintain our rounds and price integrity.

Event Center - Eagles Bar & Grill Reporting

Q4 showed a 25% increase in sales for 2023 over 2022.

Q4 Update	2022	2023
October	\$78,033	\$85,297
November	\$44,768	\$71,076
December	\$32,153	\$37,146*

*Number not official

Event Center - Eagles Bar & Grill Summary

Our revenue has surpassed our expenses in the clubhouse. Our goal heading into 2024 is to increase that number and have an emphasis in the Spring of bringing more customers into the grill from off the street. Staffing is still a challenge in the hospitality industry.

Maintenance - Summary

Our golf course is a living, breathing facility. Creating a quality golf course does not end the day the construction crew leaves. Instead, it is a lifelong process, to which the great attention needs to be given. Our staff has done an amazing job maintaining and improving our course and has many long-term goals to make all customer experiences enjoyable regardless of age or ability. We have been working on implementation of our irrigation system.

Washington County Parks and Open Spaces Commission

January 18, 2024

Agenda attached - page 2

- A. November, 2023 unapproved minutes - pages 3-9
- B. NEW BUSINESS
 - 1. 2024 Commission Work Plan - page 10.
 - 2. Land Water Legacy Fund - this item was a presentation and discussion of plans to review 3 of the existing properties with conservation easements approximately 10 years old to determine level of compliance with the terms of the easements.
- C. INFORMATION / UPDATES
 - 1. County Board Updates - Legislative requests
 - a) Cottage Grove Ravine Park lighting - page 11
 - b) Hard wood Creek Regional Trail Extension - page 12
 - 2. Park Updates
- D. Next meeting March 21, 2024



PUBLIC WORKS

Wayne Sandberg, P.E., Director, County Engineer
Frank D. Ticknor, P.E., Deputy Director

PARKS AND OPEN SPACE COMMISSION AGENDA

Thursday, January 18, 2024 / 6:00 p.m.

Washington County Public Works

11660 Myeron Rd. N., Stillwater, MN 55082

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES:
 - a. November 16,2023
- V. OLD BUSINESS
- VI. NEW BUSINESS

a. Election of Chair and Vice Chair	Jim Kelley	(10 min)
b. Role of the Commission	Alex McKinney	(5 min)
c. 2024 Meeting Dates and Locations	Alex McKinney	(5 min)
d. 2024 Work Plan Discussion	Alex McKinney	(10 min)
e. Land Water Legacy Fund	Serena Rath	(20 min)
f. Natural Resource Updates	Theresa Friendshuh	(20 min)
g. Park Ordinance Approval	Connor Schaeffer	(20 min)
h. SHIP Funding Initiative	JJ Williams	(10 min)
- VII. INFORMATION / UPDATES

a. Commissioner Updates	Comm. Clasen	(10 min)
b. PFAS Priority 2 Work Funding	Jim Kelley	(5 min)
b. Parks Updates	Alex McKinney	(5 min)
- VIII. NON-AGENDA ITEMS
- IX. ADJOURN

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PUBLIC WORKS

Wayne Sandberg, P.E., Director, County Engineer
Frank D. Ticknor, P.E., Deputy Director

**PARKS AND OPEN SPACE COMMISSION
DRAFT MEETING MINUTES
Thursday November 11, 2023**

CALL TO ORDER

Chair Jim Kelly called to order the Parks and Open Space Commission (POSC) meeting at 6:13 p.m. The meeting was at the Public Works North Shop in Stillwater, Minnesota.

ROLL CALL

Members Present: Chair Jim Kelly, Ben Meyer, Jyneen Thatcher, Gary Severson, Michael Kraemer, Anne Siess, Mike Kazmerski, Meri Danielson, Corcoran "Cork" Wicker, Tori Dupre, Kevin Smith

Members Absent:

Staff present: Comm. Michelle Clasen, Alex McKinney, Connor Schaefer, Emily Jorgenson, Serena Rath, Dan MacSwain, Theresa Friendshu,

Others Present:

APPROVAL OF AGENDA

Motion by Tori Dupre to approve the agenda, seconded by Cork Wicker. All in favor. Motion carried.

APPROVAL OF MINUTES

Motion by Anne Siess to approve the agenda, seconded by Cork Wicker. All in favor. Motion carried.

OLD BUSINESS

Glacial Hills Regional Trails Update

Connor Schaefer gave an update on the Glacier Hills Regional Update and the open house that took place on 11/15/2023. There was great attendance and high-volume participation. If anyone wishes to give feedback or help with the final selection process, you can go to the Washington County Parks website and visit the project page to provide comments. Connor Schafer is also available for conversations.

Within the next few months, those narrowed down options will be selected and will be brought back to the POSC group.

NEW BUSINESS

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CIP/Operating Budget Updates

Connor Schaefer also gave an update on the CIP operating budget.

This presentation is given this time every year to preview the projects that are coming down the pipeline in the parks in the coming months. A CIP, or capital improvement plan, is a road map for the county's infrastructure in the next 5 years.

A review was given of the projects done within the last year. Lake Elmo Park Reserve Maintenance Facility blueprints and design, The Historic Courthouse truss, roof, and masonry repairs and lastly the St. Croix Bluffs Boat Launch and parking lot project. Projects Slated for next year include, The St. Croix Bluffs Hilltop shelter area design, Lake Elmo Park Reserve Swim Pond Play area and lastly The Central Greenway Regional Trail at the Eagle Point Trail Head. 2025 CIP Plans: Central Greenway Regional trail wayfinding between LEPR to CGRRP, Square Lake and Point Douglas will be getting a 'facelift'.

Mike Kazmerski asked if it would be possible to bring CIP plans to the POSC before finalization and board approval so that their impute can be included. Commissioner Clasen pointed out that the county board has not approved anything yet and feedback could be given at any time if necessary. Alex McKinney pointed out the 5-year CIP will not be changed at this point, but the 2028-2029 CIP can be discussed with the group early next year. Connor Schaefer will be providing the Bill Numbers associated with the funding the County received. There are bill tours that happen, and board members can join at any time.

Alex McKinney gives Operation Budget updates.

After reviewing operating costs and revenue, Alex McKinney brought up the discussion of looking into funds for a feasibility study surrounding county's vehicle permit requirements and find alternative funding sources. Currently county vehicle permits are one of the park's main sources of revenue with an average of \$1million a year.

Every County agency provides a different model, and each have their pros and cons. This feasibility study would not necessarily mean the removal of vehicle permits but understanding what the county's options are. Anne Siess asked, if we have received many complaints surrounding the vehicle permits. Yes, the parks staff does receive feedback around wanting the parks pass fee eliminated. Comm. Clausen asked if there was any thought on charging non-residents for entry to the park. Alex McKinney responded with all options are on the table and this feasibility study would tell us all our options.

Land Water Legacy Funds

Emily Jorgensen from Washington County Admin Team, Will Abberger and Andrew DuMoulin Presented on the Land Water Legacy Funds Finance Feasibility Study.

Will Abberger is the Vice President of Trust Republic who has been hired by County Admin to help get to the referendum and will present on the Feasibility report. This is an opportunity for the POSC to give feedback, suggestion, comments on the study. Trust Republic Land works at the state and local level to create new sources of public funding for parks and conservation and send questions to voters to establish the county's land and conservation program. Trust Republic land has been involved in over 650

ballots country wide that have 94 billion dollars in new funding towards state and local level land and water conservation efforts. Key steps for successful ballot measures: First is Feasibility Research; this is the step we are currently in Washington County. Next is Public Opinion Poll, followed by Program Recommendation, Ballot Language and lastly Campaigning. Assuming the County Board was to refer a measure to the ballot for funding to the land and water conservation program Trust Republic would work with private citizens to set up a campaign committee who would develop a campaign plan, raise funds, and educate voters on why they should be voting to pass funding towards conservation. At this first step, fundamentally this looking at the finance options available to the county and how much revenue they would generate. Andrew DuMoulin speaks more on the feasibility research, fiscal capacity, election history, election requirements, best practices and what other local agencies are doing. Public funding options such as general obligation bonds, CIB and Property Taxes increase that would be put to vote. Sales tax would need to go through legislative approval. Referendum Bond and Capital Improvement Bond based on a 20-year maturity with a 50-million-dollar bond would cost the average homeowner about \$31.00 a year. Bonds could only pay for capital improvements, so operations and maintenance budgets it would not be through this fund. Looking at a property tax increase, would be 5-million-dollar levee amount for annual revenue would be \$37.00 a year. This value could be used for operations and maintenance. Will Abberger asked for feedback on these key variables, funding mechanism, purpose of use for fund, timing and election choices and management and accountability. With feedback from the POSC and the County Board, the next step would be to do a poll. This poll would provide additional data on county resident income and information that would help get bonds passed in the 2024 election. At this point in time, the next step in the process is to go to the County Board workshop on November 28th and then will be pulling in December/January timeframe to bring recommendations back to the county staff project management team. If all goes according to plan, The Trust Republic will bring all information back to the County Board in January/February. If the County Board decides to refer measure to the ballot, The Trust Republic would be working with members of the community to put together a campaign strategy, a budget to raise money and to communicate with voters. The County Staff is not allowed to communicate with voters for a 'yes' vote, so volunteer community members will be facilitating these actions.

Panel open for POSC feedback.

Chair Jim Kelly proposed the route that allows for more flexibility to use funds towards maintenance and operations costs in addition to capital improvements. Emily Jorgenson pointed out that Washington County can choose any of these options at this point, at this moment the decision ultimately falls on the board and what they feel most comfortable with. POSC all agrees that they would love to hear public opinion on the matter and what the election polling will say. Agreed that it would be beneficial to pick whatever options gets the most votes to support the funding. Feasibility study is still very much in draft forms and any edits to the report can be added.

Natural Resource Updated

Dan MacSwain and Theresa Friendshu presented on Natural Resource updates.

Theresa Friendshu was introduced to the group. Theresa has been with the county for a little over a year and works at Lake Elmo Park Reserve as Natural Resource Coordinator and works directly with Dan MacSwain. Dan gave an update on all the projects happening within the parks system. Up at Big Marine Park Reserve, the largest project was working with the Greenly Marine Watershed District on the east

half of Big Marine Lake, at the DNR boat launch, where the gravel from the launch would wash into the lake and was cause issues. The Greenly Marine Watershed District lead this project and they are about 95% completed. Also at Big Marine, the natural resource team was able to see the newly acquired Kelly farms Property and create an overall natural resource plan for the land. Lastly at Big Marine, land north and south of Highway 4, formally known as the Nelson Property, which was originally purchased as agriculture land, is in conversations with conservation organizations such as Pheasants Forever to try and covert the land back to habitat. At Square Lake Park, the natural resource team is in conversations with the St. Croix Water Shed District for a water basin as apart of the CIP plan that Connor Shafer presented on earlier. The goal is to reduce the flows into the lake and reduce maintance crews' efforts who work on the washouts when they occur. Square Lake also receives some large new trees in the overflow parking lot. Pine Point Regional Park, Theresa is working on the East side of the park to convert 10 acres of former agriculture land to prairie. This has been an effort for the last two years and has been difficult because of the drought. Much of the area has been reseeded. Theresa is also working on restoring an oak savannah plot that had controlled burns done earlier this year. At Lake Elmo Park Reserve, two large portions of land where trails have been closed for ash tree removal. Lake Elmo is a park that is most impacted by ash tree and over the last 7 years, many trees have been removed. There are 300 trees left in the tuff grounds which will be handled by maintenance staff as time allows. On the finger loop, located on the southeast corner of the park reserve, had a considerable amount of ash trees as well as boxelder and buckthorn. The goal is to have the trees removed before snow flies and trails can be used for skiing and snowmobiling. Also in Lake Elmo Park Reserve, Theresa is working on oak savannah restoration and is selectively thinning out boxelder trees on the westside of the rustic campground. Volunteer events have been happening at both Lake Elmo and Pine Point where sees collection took place. At Cottage Grove Ravine Regional Park, Theresa is working closely with Friends of the Mississippi River who have helped with some oak savannah restoration. South Washington County Water Shed District has also been helping with curly pond leaf control within Cottage Grove Ravine Lake. At Point Douglas, there are many ash trees. Many trees will be removed this winter and new trees will be planted. A grant was submitted on the state level to fund this project but was denied. Natural Recourse staff will try again. At St. Croix Bluffs Regional Park, there are 3 grant applications submitted right now. One to help restore the plant community north of the campground formally known as the Roe property. The second is for clean water funding to address some of the gullies and ravines that lead down to the St. Croix River. The natural resource team is also assisting with preparation and restoration of the river trail on the east edge of the park.

Pets in Campgrounds

Alex McKinney practice presentation on Pets in the Campgrounds that will be presented to the County Board.

This is a review of a presentation that will be presented December 7th to the County Board that we would love impute form POSC to bring to the board. There are no formal votes on this matter. Alex McKinney will be going over current approaches to pets, metro agency comparisons, concerns/benefits, Park Ordinance proposed revisions and proposed options for pets. Currently in Washington County Parks we have two campgrounds at Lake Elmo Park Reserve and St. Croix Bluffs Regional Park. The current park policy states that "Pets are not allowed in Washington County campgrounds with the exception of trained service animals". During the summer months, our occupancy rates on weekends is between 98-100% full at the modern campsites. This number does fluctuate when you look at the other rustic, group and hike in sites we offer. Overall, there is more availability during the weekdays in the campground, but it should be noted that this is not a peak camping time for families who can not get away from work or other

obligations to come and camp. With weekdays included, Lake Elmo's modern campground is between 65-95% capacity. St. Croix Bluffs is in a 45-65% range. There is room for growth during the non-peak visitation time but during peak visitation time, the modern campground is at capacity. Alex McKinney will now go over our current approach to dogs in the Washington County Parks system. Please note, that at this time, the county parks are rated the number one feature in the county, people are happy with our parks system and the growth of services and opportunities we provide. Washington County Parks welcomes dog owners, and we provide miles of trails for people to experience. Washington County Parks staff have taken a three-legged approach to working with dog owners. This is through education, awareness campaigns and focused on enforcement with our deputies. This same presentation was brought to the POSC in September of 2020 for consideration at that time the POSC unanimously votes to maintain the current policy but asked to staff to increase awareness regarding pets, improve pet owner education and highlight the strengths of Washington Counties campgrounds as a peaceful and restorative space. We have talked with other agencies across the metro, and it must be noted that all other agencies do allow for dogs in their campgrounds. While dogs are allowed it must be noted that these agencies have added an extra element of support needed. The table listed in the presentation notes that most agencies have overnight security in their campgrounds, and Dakota County who does not provide security, pays their camp hosts to accommodate for evening disturbances, while our camp hosts are volunteers. The expansion to services to pets will require additional maintenance and enforcement support not currently budgeted for. Some agencies are in full support of dogs in their campgrounds and have adapted as needed and others who are adamite not to allow for dogs in the campgrounds due to bites and disturbances. William O'Brien State Park, who allows dogs, is trying to adopt the policy we currently have in place. Changing the policy does create a few challenges, one of the most common complaints we receive in the parks is dogs off leash. While staff continues to work on education and enforcement with the means we have available to us, it remains consistent that park users have concerns under the current policy. Expanding pets, particularly dogs in the campground, would bring additional needs to be addressed based on other agencies who have noted noise impacts, dogs left behind, dogs disturbing vegetation and digging holes in the campgrounds, aggression and intimidation towards other campers, disturbance of wildlife near the campground and needs for increased enforcement and increased maintenance. At this time, enforcement and maintenance are not budgeted for and if implemented, would require staff reallocation which will create holes elsewhere in the system. This past season, the Washington County Sheriff's department was only able to fill 60% of overtime shifts offered on weekends. In our parks system, we only have one parks deputy who is responsible for patrolling the entire parks system during peak usage the remaining 40% of the time. Lastly, staff as received positive feedback praising their pet-free experience while camping. This unique experience for visitor who are looking for a more peaceful and restorative camping experience. This is obviously a common complaint we do receive is that people cannot camp with their pets. In changing this policy will allow expand opportunities for pet owners. We are looking at changing our park ordinances updates that will be brought forward to County Board for approval. There are four options that we are interested in getting feedback on from the POSC group. The first is, maintaining our current policy, the second is allowing pets in all campgrounds, apart from the Lake Elmo Rustic campground due to horse activity, and lastly allowing pets at St. Croix Bluffs regional park campground for a minimum of a 3-year period to look at impacts. After 3 years, staff can bring findings back to the board for further consideration.

With that questions and comments will be taken from the POSC.

Gary Severson asked if service dogs are allowed in the campground and yes, they are. Cork Wicker commented on William O'Brien had such a negative impact and if the volume of their campers contributes to this. Alex is not sure of why they had so many incidents, but it could contribute. Anne does not recommend us changing our policy until we implement an off-leash dog park. She hopes to see a off leash dog park on the new Kelly Farms property. Mike Kazmerski commented on dog and owner behavior playing a significant role in the issues that could arise but because of these people, it limits individuals with well trained dogs to bring these members of their family to the park. He points out however our campgrounds are full, and does it really matter? He prefers option three to see how it goes. He is also wondering if security should be an aspect the parks department considers anyway for many other reasons. Comm. Clasen asked since we are reconsidering our park entrance fee, would we charge campers who wish to bring their dogs a pet camping fee. Alex responded how difficult it would be to charge those who bring dogs and how we would need to implement a base fee on all campers and campsites to accommodate this change. Mike Kazmerski asked if it could just be as simple as asking campers if they have a dog, but this would be difficult to anticipate how many users would come and if this would cover the cost of the changes we would be making. If we did add the fee it would have to be an expensive charge which may exclude pet owners from using the amenities. Kevin Smith comments that many things have not changed since the 2020 conversation and reminds everyone of a previous discussion that came up around this topic then; there are many other places to camp in the state that allow dogs and have the resources available to accommodate those users. Ben Myers commented that the last time they had this conversation we were just coming out of the pandemic and many people bought dogs and many owners have not trained their dogs well enough to be in a setting like a campground. He commented on the "pandora's box" that won't be closed. Chair Jim agrees that since we are not hurting for users, we so we do not need to change anything. Jyneen Thatcher also pointed out that at the county fair booth during the summer, many people brought up the point that they wanted pets in the campground but many of them were people who did not live in the county. As a olive branch to dog owners, Mike Kazmerski said we should offer more areas for dog owners to bring their dogs such as dog parks and other facilities. Michael Kraemer also commented that he had people approach the table at the county fair who thanked us for not having dogs in the park.

End of Year Potluck Discussion

Alex asked group if they wanted to have a potluck in December at the Public Works building since the Historic Courthouse is closed. Group decided no potluck but would like to have a meeting to further discuss further the ballot question.

Parks/Legislative Updates

Comm. Michelle Clasen and Alex McKinney gave Parks/Legislative Updates.

The board purchased on options on agreements for the Big Marine Parks Reserve. We are in talks with a landowner next to Cottage Grove Ravine Regional Park to purchase parcel. The County Board had a workshop to support using grant funding to do restoration on three properties that are apart of the Land Water Legacy Program, staff is working on RFP for contractors for deliverable services on restoration. The RFP closes on December 4th. They are looking at restoring three parks in Woodbury. October 24th, the board voted to approve the purchase options agreement for the Kelly Cattle land and property for inclusion to Big Marine Parks Reserve. this allows Washington County Parks to enter negotiations to purchase the parcel in phases and allows flexibility with timing. November 7th the board approved a 10 ten priorities map for the Land Water Legacy program. The Bench Donation program, the Central

Greenway Improvement Project, and the equity program Called Free Family Fun Time received both state and national awards. Dan McSwain also received an award from the St. Paul Area Chamber for his work in Natural Resources for Goats.

ADJOURNMENT

Chair Jim Kelly called for adjournment. Motion by Cork Wicker, seconded by Gary Severson to adjourn the meeting. All in favor. Meeting adjourned 8:11 p.m..

Respectfully submitted,
Gabrielle Freuler, Acting Secretary

DRAFT

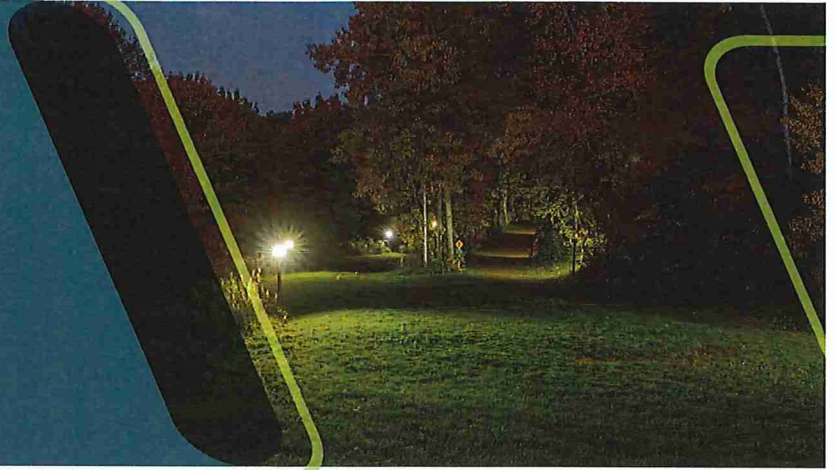
NEW BUSINESS
2024 POSC Work Plan

Target Date	Description
January	Natural Resource Initiatives (student RCP – assessing land acquisitions) Legislative Update Park Ordinance Updates SHIP PFAS POSC Elections Roles of the Commission 2024 Meeting Dates and Location 2024 Work Plan topics LWLF Update
February	No Meeting
March	Glacial Hills Long Range Plan LWLF Update Legislative Update Jack Nord – Pine Point Cemetery, Interpretive signage plan, etc. Historical/Cultural Study Update with Met Council Vehicle Permit Feasibility Study CIP Construction Impacts on Parks Pets in Campgrounds
May	Land and Water Legacy Program Update (30 min) 5 Year CIP Initiatives 2024-2025 Long Range Plan Legislative Update Parks Equity Update
June	No Meeting – Take Part in National Get Outdoors Day (June 8) Board Meeting (June 25) – Chair/Vice-Chair Present on National Parks and Recreation Month
July	Site Tour: CIP Project Tour
August	No Meeting
September	Land and Water Legacy Program Update Vehicle Permit Feasibility Study Long Range Plan Update County/Park Strategic Plan
October	No Meeting
November	Land and Water Legacy Program Update Proposed LEPR Single Track Annual Operating Revenues/Expenses and Reservation Information Social Media Engagement



Cottage Grove Ravine Regional Park Trail Lighting

Washington County requests
\$2 million in state funds for trail
lighting in Cottage Grove Ravine
Regional Park.



Issue At-A-Glance

- Cottage Grove Ravine Regional Park is in Cottage Grove and consists of 500-plus acres of hills and forested ravines. The most popular park feature is the 12 miles of trails. These trails provide access and recreation for walkers/hikers, bicyclists, skiers, snowshoers, and more.
- Trail lighting is proposed for specific segments of trails, including turf/natural trail loops.
- The proposed lighting will expand the park's year-round use and improve the visitor experience and safety. Trail lighting would allow the county to maximize the park's potential as a trail destination and allow for increased fall and winter use, particularly during the high school cross-country season and ski season. This park has the ideal terrain, elevation, and facilities to accommodate larger ski practices and meets, but as of now lacks the lighting necessary to safely meet the increasing demand.

Support

- City of Cottage Grove

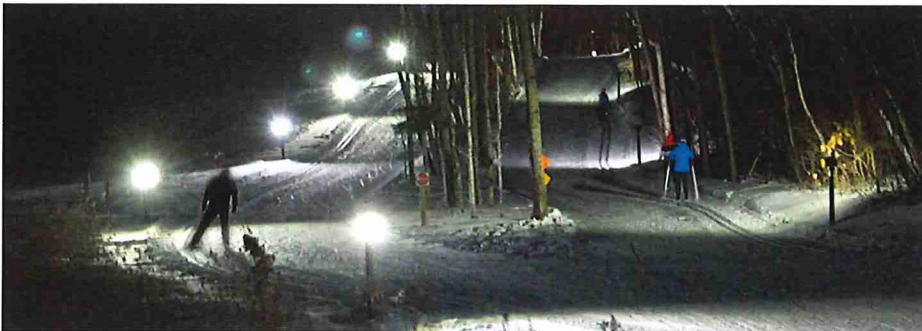
No Action

If the state funds are not provided, Washington County will have to seek other funding sources and the project may be delayed.

Financial Implications

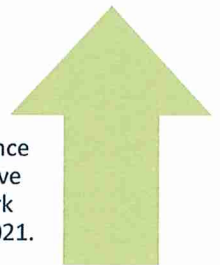
- Local agencies – \$150,000
- State of Minnesota – \$2 million

Total estimated
project cost = \$2.15 million



**2,440
increase**

in vehicle park entrance
visits at Cottage Grove
Ravine Regional Park
between 2022 and 2021.



Wayne Sandberg | Public Works Director
Washington County Public Works
651-430-4339 | wayne.sandberg@co.washington.mn.us



Hardwood Creek Regional Trail Extension

Washington County requests \$1 million in state funds for land acquisition, design, and construction to close a one-mile gap in the Hardwood Creek Regional Trail.



Issue At-A-Glance

- The Hardwood Creek Regional Trail is a north-south multiuse trail in northwestern Washington County. A trail master plan was developed in 2013; since then, the county has been working to fund and implement the plan's vision.
- The existing trail is constructed primarily on former railroad right-of-way. A one-mile gap in the trail exists within the City of Hugo where the rail line remains active.
- Addressing this gap will allow for a connection to Chisago County via the Sunrise Prairie Regional Trail to the north and Ramsey County via the Bruce Vento Regional Trail to the south; meaning a fully developed trail will connect 40-plus miles between downtown Saint Paul and downtown North Branch via a dedicated trail. Users can also access Anoka County's Rice Creek Chain of Lakes Park Reserve to the west.

Support

- City of Hugo

No Action

If the state funds are not provided, the trail connection will not be built and the gap in the trail system will remain.

Financial Implications

- Local funds – \$2 million
- State of Minnesota – \$1 million

Total estimated project cost = \$3 million

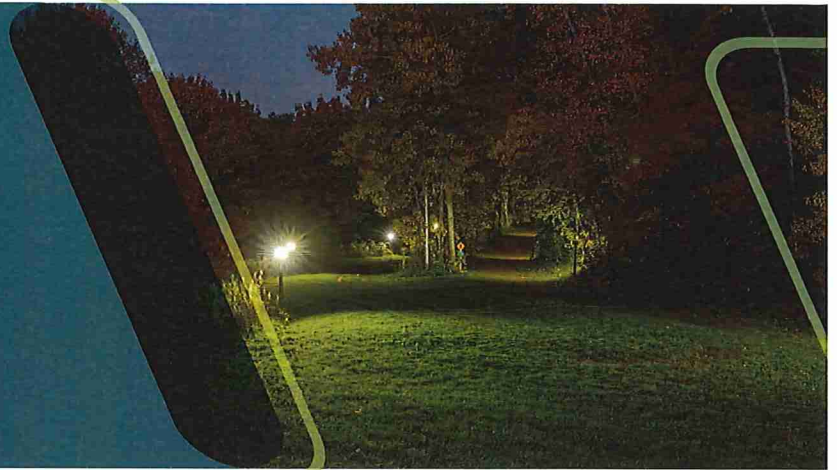


Wayne Sandberg | Public Works Director
Washington County Public Works
651-430-4339 | wayne.sandberg@co.washington.mn.us



Cottage Grove Ravine Regional Park Trail Lighting

Washington County requests **\$2 million in state funds** for trail lighting in Cottage Grove Ravine Regional Park.



Issue At-A-Glance

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Support

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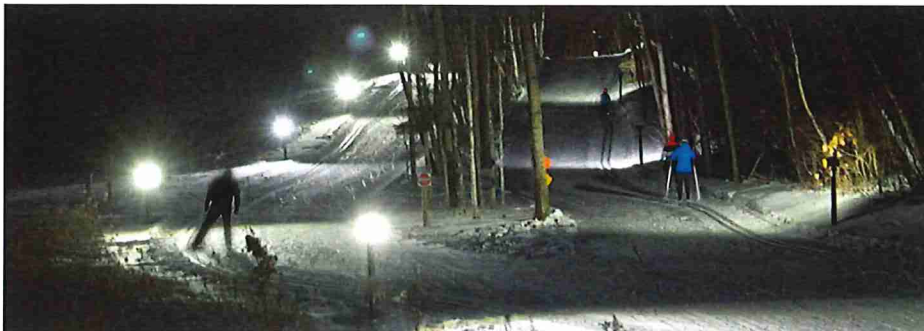
No Action

If the state funds are not provided, Washington County will have to seek other funding sources and the project may be delayed.

Financial Implications

- Local agencies – \$150,000
- State of Minnesota – **\$2 million**

Total estimated project cost = \$2.15 million



**2,440
increase**

in vehicle park entrance visits at Cottage Grove Ravine Regional Park between 2022 and 2021.



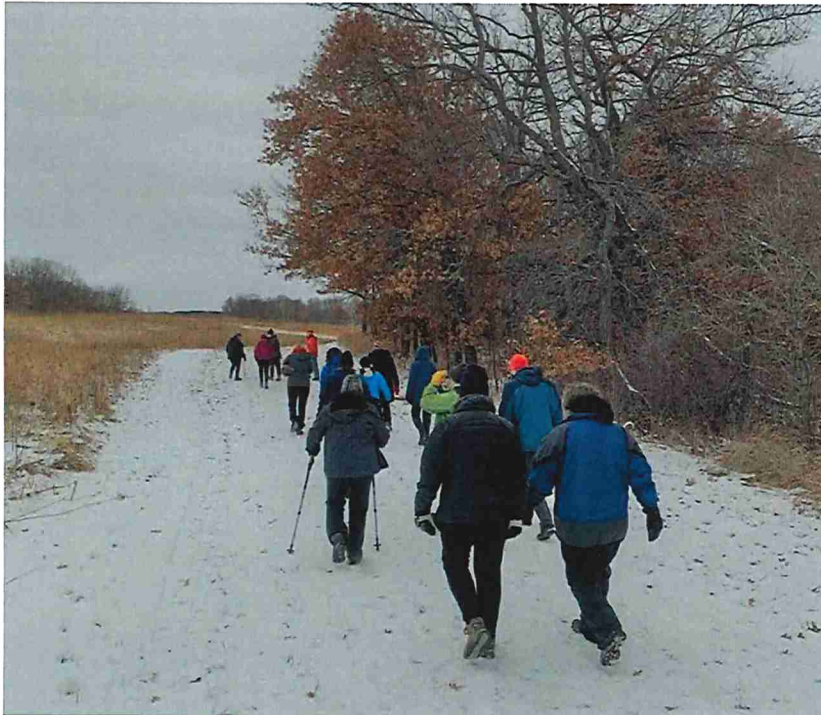
Wayne Sandberg | Public Works Director
Washington County Public Works
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A dark blue silhouette of Washington County with a white, torn-paper-like border on its right side.

Park Ordinance Update

Parks And Open Space Commission: 1/18/24

Focus Area: Designated Trails



- Update Winter Use
 - Ski pass
 - No hiking on designated ski trails
- Mountain Bikes
 - Allowed on designated trails, at designated times
- Focus on education and etiquette

Focus Area: Alcohol/Substances

- Updated in 2016-17
 - Improvements have been seen
- Unlawful for any person to: “Serve, possess, display or consume any alcoholic beverage”
- Behavior: “under the influence... to the point of intoxication, or loss of motor skills or consciousness, or other factors that may injure the party or adversely affect other park or conservation area visitors”
- Cannabis/THC
 - Not allowed - handled the same as Alcohol
 - Informed by input from stakeholders
 - Following other park systems



Focus Area: E-bike/e-scooters



- Consistency with other agencies
- Allowed on trails where bikes are allowed
- Must be < 1000 watts
- Operate safely, consistent with bike ordinance:
 - Abide by traffic laws
 - “as close as practical to the right-hand side of the authorized trail or roadway as conditions permit”
 - “prudent and careful manner or at a speed faster than is reasonable and safe”

Focus Area: Foraging

- Use permit required
 - Flora: fungi, berries, nuts, seeds, and oil.
- Foraging activities must be for personal use and in designated areas.
- Impacts caused by foraging must be able to be naturally restored.
- Firewood
 - Registered campers
 - Designated areas
 - Deadwood, on ground, 6" or less
 - Collection program: use permit



Focus Area: Pets



- The Director may designate areas (trails, campgrounds, facilities, etc.) – flexibility!
 - County Board workshop
- Service animal - State Statute
- 12-foot leash
- Not allow a pet to disturb, harass, endanger or interfere with any park visitor, park employee, property...
- Initiative in 2023 to educate park users

Focus Area: Camping

- Main Takeaway: Many existing ordinances are best suited for **Park Policies**
 - Ex: 8 people per site + 1 camping unit -> 6 people per site + 2 camping units
- Other ordinance apply:
 - Noise ordinance
 - Waste disposal/litter ordinance
 - Curfew/Park hours

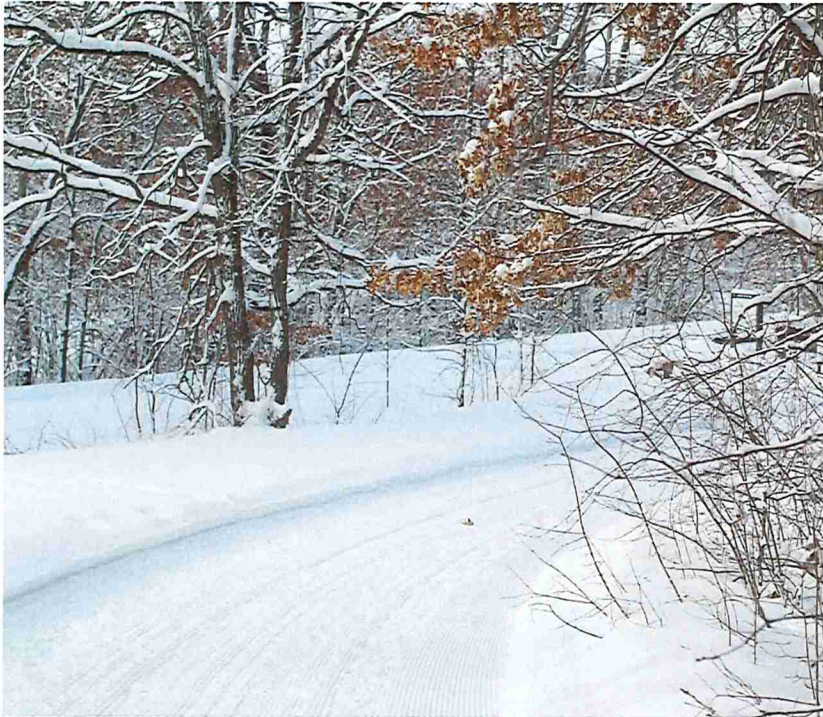


Focus Area: Swimming



- Adhere to beach policy, rules, and direction provided by Staff and Lifeguards
- Other ordinance applies
 - Park hours
 - Dogs
- Focus on education and etiquette

Parks and Open Space Commission - Consideration



Motion of Support

Support the updated Parks Ordinance and recommend approval from the Washington County Board of Commissioners



Connor Schaefer

Senior Planner

651-430-4303

connor.schaefer@co.washington.mn.us

Washington
County



COTTAGE GROVE CITY COUNCIL

December 20, 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
- 7 Consent Agenda
 - A 2024 Council Meeting Schedule
Staff Recommendation: Approve the 2024 City Council Meeting Schedule.
 - B 2024 City Fee Update
Staff Recommendation: Adopt the ordinance with the proposed fee changes/increases for 2023 effective January 1, 2024.
 - C Business License Renewals
Staff Recommendation: Adopt Resolution 2023-147 authorizing renewal of business licenses for 2024.
 - D Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - E 2024 Non-Rep Pay Plan & Benefits
Staff Recommendation: 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 Personnel Policy Update
Staff Recommendation: Adopt Resolution 2023-169 approving the updated Annual Leave policy and adding the earned safe and sick time policy to the Personnel Policy.
 - G Health and Dental Insurance Benefits
Staff Recommendation: 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 2024 Part-time Firefighter Pay Plan
Staff Recommendation: Approve Resolution 2023-168 adopting the 2024 Part-time Pay Plan.
 - I Compensation Study
Staff Recommendation: Approve the proposal for Paypoint HR to conduct a compensation study in 2024 in the amount of \$30,000.00.

- J Public Purpose Expenditure Policy
Staff Recommendation: Adopt Resolution 2023-167 approving the public purpose expenditure policy for 2024 as presented.
- K Accept Donation-Pancetral CGC Holdings LLC
Staff Recommendation: Approve Resolution 2023-165, accepting a donation from Pancetral CGC Holdings LLC
- L Funds Transfer
Staff Recommendation: Approve Resolution 2023-166, authorizing the transfer of funds from the ED Trust Fund (286) to the EDA Fund (285)
- M Service Agreement for Granada and West Draw Playground Installation
Staff Recommendation: 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 Glacial Valley Park Building - Change Order #3
Staff Recommendation: Approve Glacial Valley Park change order request in the amount of \$13,318.48
- O Glacial Valley Park Ice Rink Board System Service Agreement Amendment
Staff Recommendation: 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 Final Payment – Summers Landing 3rd and 4th Additions Final Streets
Staff Recommendation: Adopt Resolution 2023-170 approving the final payment of \$19,104.91 for the Summers Landing 3rd and 4th Additions Final Streets Project.
- Q Deputy Fire Chief Appointment
Staff Recommendation: Approve the appointment of Nicholas Arrigoni to the position of Deputy Fire Chief, effective Monday, March 25, 2024.
- 8 Approve Disbursements
 - A Payments for the period of November 30, 2023, through December 13, 2023.
- 9 Public Hearings
- 10 Bid Awards
- 11 Regular Agenda
 - A Commission and Committee Appointments
Staff Recommendation: Approve the 2024 Commission and Committee Appointments.
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshops - Closed to Public
- 15 Adjournment



COTTAGE GROVE CITY COUNCIL

January 3, 2024

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
- 7 Consent Agenda
 - A Regular Meeting Minutes - December 6, 2023
Staff Recommendation: Approve the December 6, 2023, Regular Meeting Minutes.
 - B Regular Meeting Minutes - December 20, 2023
Staff Recommendation: Approve the December 20, 2023 Regular Meeting Minutes.
 - C Planning Commission Meeting Minutes - October 23, 2023
Staff Recommendation: Accept and place of file the minutes from the October 23, 2023, Planning Commission Meeting.
 - D Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - E Business License Renewals
Staff Recommendation: Adopt Resolution 2024-001 authorizing the renewal of the attached business licenses for 2024.
 - F Designate Newspaper
Staff Recommendation: Designate the St. Paul Pioneer Press as the City of Cottage Grove's newspaper for official publication in 2024.
 - G Designate Depositories of City Funds
Staff Recommendation: Approve Resolution 2024-002, Designating Depositories for City Funds and Authorizing the Investment of Surplus Funds.
 - H Delegate Authority to pay certain claims and allowing electronic fund transfer transactions
Staff Recommendation: Approve Resolution 2024-003, Delegating authority to pay certain claims and allowing electronic fund transfer transactions.
 - I 2022-2024 MCES Water Efficiency Grant - Amendment to Agreement
Staff Recommendation: Accept the amendment to the 2022-2024 MCES Water Efficiency Grant to receive an additional award of \$10,000.

8 Approve Disbursements

- A Approve payments for the period of 12-14-2023 through 12/27/2023 in the amount of \$2,222,395.25.

9 Public Hearings

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

- A Viewpoint Project Discussion

Staff Recommendation:

- B Dowdle Puzzle

Staff Recommendation:

- C Kingston Park Building Design Workshop

Staff Recommendation: Receive information and give direction on Kingston Park building concept designs.

- D 2024 Project Bonding Workshop

Staff Recommendation: Receive information on the 2024 Pavement Management Project and 2024 Bonding Capacity, and provide direction on the final scope of work for the 2024 Pavement Management Project.

14 Workshops - Closed to Public

15 Adjournment



COTTAGE GROVE CITY COUNCIL

January 3, 2024

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016

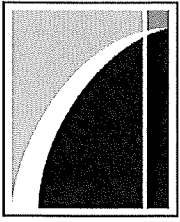
COUNCIL CHAMBER- 6:00 PM

1 Call to Order

2 Swearing-In Ceremony

A Swearing-in and Badge Ceremony - K9 Retirement

Staff Recommendation: Perform the Swearing-in and Badge Ceremony for Jon Pritchard, Fire Chief; Brad Peterson, Public Safety Captain; Dan Schoen, Public Safety Sergeant; Nick Bailey, Public Safety Sergeant; Pat Young, Public Safety Sergeant; and honor the retirement of Public Safety K9, Gunnar.



ETHICAL
LEADERS
IN ACTION



COTTAGE GROVE CITY COUNCIL

January 6, 2024

GLACIAL VALLEY PARK- 8:00 AM

9900 RAVINE PARKWAY SOUTH COTTAGE GROVE MN 55016

- 1 Welcome - 8:00 AM – Mayor Bailey & Jennifer Levitt
- 2 Opening Exercise - Achievements and Hopes – Weinstein & Fischer
 - A Opening Exercise – Achievements and Hopes
Staff Recommendation: Reflect on 2023 achievements and that which has yet to be achieved.
- 3 Staff Reports - Next Big Ideas - 8:45 AM – Department Heads
 - A Staff Reports – Next Big Ideas
- 4 Break - 10:30 AM
- 5 Values Exercise - 10:45 AM – James Fischer
 - A Values Exercise
- 6 Council Check-In - 11:15 AM – Weinstein & Fisher
 - A Council Check-In
Staff Recommendation: Facilitated discussion of elected officials to include and update of council norms and discussion of how this new council will approach the coming year of working together.
- 7 Lunch - 12:00 PM
- 8 Topical Discussion - 12:30 PM – Staff Leaders
 - A Topical Discussion *Staff Recommendation: Staff leaders will present topical updates and seek Council input on key topics:*
 - *Housing and Development*
 - *Shoppes at Cottage View*
 - *3M Land Development*
 - *Local Option Sales Tax for Parks and Recreation Projects*
- 9 Strategic Plan Updates - 2:00 PM – Jennifer Levitt
 - A Strategic Plan Updates
- 10 Adjourn - 4:00 PM



COTTAGE GROVE CITY COUNCIL

January 17, 2024

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 Retirement Presentation - Kevin Zittel
Staff Recommendation: Receive Kevin Zittel's retirement presentation honoring 30 years of service.
 - B Capture Cottage Grove Photo Contest Winners
Staff Recommendation: Receive presentation on the Capture Cottage Grove Winners.
- 7 Consent Agenda
 - A Economic Development Meeting Minutes - December 12, 2023
Staff Recommendation: Approve the December 12, 2023, Economic Development Meeting Minutes.
 - B Appointment of Election Judges - 2024 Presidential Nomination Primary
Staff Recommendation: Approve Resolution 2024-010 and the appointment of the election judges listed in Exhibit A for the Presidential Nomination Primary on March 5, 2024, and authorize the City Clerk to appoint additional election judges, as needed, to fill vacancies.
 - C Massage Therapist License - Mary Seifert
Staff Recommendation: Authorize issuance of a Massage Therapist license to Mary Denise Seifert for use at Whole Health Massage of Cottage Grove, 8800 East Point Douglas Road So.
 - D 2024 Legislative Agenda
Staff Recommendation: Adopt the 2024 Legislative Agenda.
 - E Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - F Lumbermen's Inc. – Outdoor Storage
Staff Recommendation: Adopt Resolution 2024-004 approving the Conditional Use Permit allowing for the outdoor storage of materials incidental to the principal use at 7601 100th Street South.
 - G Enhanced Sweeping Program Agreement with SWWD
Staff Recommendation: Approve the Enhanced Sweeping Program Agreement with SWWD and accept the CCIP grant in the amount of \$153,000 to cover 50% of the costs to replace the existing Elgin sweeper.

H Summer's Landing 5th Addition-Change Order # 1 & Final Payment
Staff Recommendation: Approve Change Order #1 and adopt resolution 2024-011 approving the final payment of \$93,367.59 for the Summers Landing 5th Addition project.

I 2024 Pavement Management – Approve Feasibility Report, Call for Public Improvement Hearing, and Authorize Preparation of Plans and Specifications
Staff Recommendation: Adopt Resolution 2024-008 approving the Feasibility Report, establishing a February 7, 2024, Public Hearing Date, and authorizing the preparation of Plans and Specifications for the 2024 Pavement Management Project.

J South District Street & Utility Improvements – Phase 2: Approve Plans & Specifications and Establish Bid Date
Staff Recommendation: Adopt Resolution 2024-009 approving the plans and specifications and establishing a February 8, 2024 bid date for the South District Street & Utility Improvements – Phase 2.

K Call for the sale of the 2024A Bonds
Staff Recommendation: Adopt Resolution 2024-12, Calling for the sale of the \$18,205,000 General Obligation Bonds, Series, 2024A.

L Trackless Vehicle Financing with Equipment Certificates
Staff Recommendation: Approve the financing of a trackless vehicle through equipment certificates.

8 Approve Disbursements

A Approve Disbursements

9 Public Hearings

A Roers Companies Cottage Grove Multi-Family Development
Staff Recommendation: 1) Adopt Resolution 2024-005 approving the purchase agreement for Outlots A, C, and D to Roers Cottage Grove Apartments LLC. 2) Adopt Resolution 2024-006 approving the preliminary plat and final plat for Camel's Hump Addition. 3) Adopt Resolution 2024-007 approving the planned unit development and site plan review for a 144-unit, six-story mixed-income multi-family apartment building located at 6850 East Point Douglas Road South. 4) Hold the public hearing for modification to Development Program for Development District No. 1 to include the establishment of Tax Increment Financing District No. 1-21 (Roers). 5) Adopt Resolution 2024-013 approving a modification to the Development program for Development District No. 1 and adopting a Tax Increment Financing Plan for Tax Increment Financing District No. 1-21 (Roers). 6) Authorize the contract for private development by and between the Cottage Grove Economic Development Authority and Roers Cottage Grove Apartments, LLC.

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

14 Workshops - Closed to Public

15 Adjournment



COTTAGE GROVE CITY COUNCIL

January 17, 2024

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016
COUNCIL CHAMBER- 4:45 PM

- 1 Call to Order
- 2 Roll Call
- 3 Agenda Item
 - A 2024 Legislative Agenda
- 4 Adjournment