



COTTAGE GROVE PARKS, RECREATION AND
NATURAL RESOURCES COMMISSION

May 13, 2024

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016

COUNCIL CHAMBER- 7:00 PM

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of Minutes
 - 4.A March 11, 2024 Minutes
5. Open Forum
6. Presentations
 - 6.A Local Option Sales Tax Education Campaign
7. Action Items
 - 7.A Mississippi Dunes Park Building
 - 7.B June Meeting
8. Action Updates
 - 8.A Mississippi Dunes Park Naming
 - 8.B Community Garden
 - 8.C Bike Park Project
 - 8.D CG Trailway Corridor Grant
 - 8.E Pine Coulee RC Track
 - 8.F Playground Installations
9. Donations
 - 9.A Memorial Benches, Ice Arena Party Lights, Pickleball Screens
10. Staff Reports and Materials
 - 10.A River Oaks Updates
 - 10.B Parks Maintenance Update
 - 10.C Recreation Update
 - 10.D Trending Sports Article
 - 10.E Cost of Youth Baseball Rises Article

11. Commission Comments
 - 11.A Washington County Parks & Open Spaces Commission 04.18.24
12. Council Comments
 - 12.A Council Agendas
13. Workshop
 - 13.A Commission Work Plan
14. Adjournment



Minutes

City of Cottage Grove

Parks, Recreation and Natural Resources Commission Meeting

March 11th, 2024

Pursuant to due call and notice thereof, a Cottage Grove Parks, Recreation and Natural Resources Commission Meeting was held on March 11th 2024.

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, Shane Waterman & David Olson

Members Absent: Samantha Crabtree, Justin Waterman

Others Present: Zac Dockter Parks & Recreation Director, Jim Fohrman Parks Supervisor, & Molly Pietruszewski Recreation Manager, Brad Muckenhirn Recreation/Ice Area Supervisor, Monique Garza-City Council Liaison

III. Approval of Agenda

A Motion to approve agenda made by Commissioner Brown & Seconded by Commissioner Glasford. Agenda approved.

IV. Approval of Minutes

A Motion to approve minutes from February 12th 2024 meeting made by Commissioner S. Waterman & Seconded by Commissioner Gustafson. Minutes approved.

V. Open Forum- None

VI. Presentations – None

VII. Action Items

a. Pickleball Program

- i. Brad Muckenhirn has been working with the old Pickleball Club advisory board to create a good plan for operations here in Cottage Grove for 2024 and beyond. Currently we have courts at four locations (Granada Park, Cedarhurst Meadows, Sunnyhill Park, & Glacial Valley Park). We have two “full time” locations with nets at Glacial Valley & Granada with a total of 9 courts between the two.
- ii. Brad Muckenhirn gave a brief overview of the history of the Pickleball Club. It is a volunteer group that began out of Granada Park with a 5-member advisory board that worked as a liaison with the club to implement changes and recommendations from members. The club has grown and evolved over the years as the need within Cottage Grove has changed. Because of the growth in the club and popularity of the sport, they were in search of handing over operations while working in partnership with the city to manage the club as it has become beyond their ability to handle registrations, promotions, etc. with upwards of 130 members.
- iii. The Glacial Valley expansion has given a huge advantage for communications for the Parks and Recreation to manage operations.
- iv. We have been partnering with members of the board and have researched our neighboring communities in what they offer for their programs. For reference Woodbury is bursting at the seams with 600+ members throughout various locations.
- v. We will be offering League Play at Glacial Valley Park. We will have Men’s, Women’s, & Mixed leagues at various levels and will have games Tues/Wed/Thur evenings.
- vi. Currently we are holding off on hosting tournaments for 2024 and will focus more on a fun, family friendly event. We have been approached by outside sources inquiring about rentals and we are also going to hold off for this first year and focus on our residents first.
- vii. Club registration began March 1st for Cottage Grove residents and March 8th for non-residents. The club maxed out fast at 200 members registering, and 10 on a waiting list. League registration has been a little low, but there is still plenty of time for promotions.

- viii. Zac wanted to clarify the following:
 - 1. The Pickleball Club reached out to us to help them.
 - 2. Even though the schedule looks overwhelming, there are always at least 3 courts open for public play throughout the community.
 - 3. This action request is to support the pickleball program as presented by the recreation department.
- ix. Commissioner Olson inquired about financial needs and compared this club to our relationship with other athletic associations.
 - a. Brad stated this is a structured recreation program run by the city that comes with a fee. Those fees collected will offset maintenance fees that are required. As for the comparison to other associations this is a city run program there is no relation.
 - b. Zac clarified that in comparison to the other athletic associations, the other associations do all the groundwork (registrations, fees, tournaments etc.) and our agreement is to allow them to use facilities. With this program we would handle all the operations but would ask and take any input from the advisory board members.
- x. Commissioner Brown inquired about parking and noise. Will Glacial Valley be able to accommodate parking?
 - a. Brad stated that according to the board there will be approximately 30 to 40 people playing at a time, so we will have to monitor the amount of parking available as we start the program.
- xi. Commissioner Larson asked for clarification between Granada/Glacial Valley and the other courts available for open play.
 - a. Brad explained that the other courts are a bring your own net. Zac added that the other courts are multi use courts so we can't utilize those courts as sole pickleball courts.

A motion was made by Commissioner Glasford to support the pickleball program. Commissioner Olson seconded. Motion carried.

VIII. Presentation of Information-None

IX. Action Updates

a. Mississippi Dunes Park Naming

- i. The official naming was approved by Council.

b. Mississippi Dunes Building

- i. We are working on a conceptual design so we can get that graphic to add to the local sales option tax initiative.

c. Community Garden

- i. Thanks to the help of the Washington County Gardener's Association, we received the Statewide Health Initiation Program Grant (\$23,000). Once Council approves the Grant, we will start working on hooking up to a water source, tilling the land, etc.

d. Bike Park Project

- i. The volunteer group is currently raising necessary funds and finding sponsors for their project.

e. CG Trailway Corridor Grant

- i. We received a (approximately) \$150,000 grant for the trailway restoration from Imperial west to Hinton Ave. We are currently working with residents that live along the trail and making sure they remove any structures that are encroaching or on the land. Another notice will be sent out to remind residents that there will be a lot of work being done to the area to be able to complete this restoration.

f. Strawberry Fest

- i. Jim Fohrman presented that Strawberry Fest will be held June 20th through June 23rd at Kingston Park. Brad will be running the softball tournament at Lamar during that time as well. Thursday will be family night once again. We are currently working with the athletic associations for activities. On Friday & Saturday there will be concerts in the evening. The parade will be on Saturday at 10:00am along Indian Blvd. The Strawberry Fest Association is looking for more ambassadors for their ambassador program for the 24/25 season. A representative reminded the commission that they do offer scholarships through this program and are looking for older participants as the age limit goes up to 21.

X. Donation and Acknowledgements

a. Memorial Benches

- i. Two benches were donated to Highlands Park.

b. AED Units

- i. Officially the safe station units (accessible 365 24/7) donated by Teddy's Heart Program & the CG Athletic Association are located at Kingston, Hamlet (2), Highlands, Woodridge, and one will be installed at Oakwood Park once we receive it. The Snowmobile Club also donated one for Lamar Park that will be installed. CGMS will also be getting multiple units around their athletic fields.

XI. Staff Reports & Educational Materials

- a. Impact Measures

XII. Commission Comments-None

XIII. Council Comments-None

XIV. Adjournment- Motioned by Commissioner Gustafson.

Seconded by Commissioner Olson. Meeting Adjourned at 7:28pm.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: April 26, 2024
Subject: Presentation – Local Option Sales Tax Referendum

Introduction/Background

Staff will present information and recent developments on the Local Option Sales Tax referendum.

Staff Recommendation

Receive information.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: April 26, 2024
Subject: Mississippi Dunes Building Concept Design

Introduction/Background

As active development plans for the former Mississippi Dunes Golf Course materialize, the park master plan for the site plays a critical role in the project's overall success. The 2021 Mississippi Dunes Park Master Plan does an excellent job of prioritizing and mapping recreational and natural amenities on the site. However, some site modifications have been proposed through development submittals. These modifications include a realignment of the entry road as well as an opportunity to acquire additional park property to the south and west of the original master planned site boundaries.

Because the building plays such a prominent role to the park site, staff (with Council direction) has been working on the development of building concept designs. These concept designs will set the focus of the park site so that any planned parking lots, trails, landscaping and supporting recreational features can be tied together using the building as the activity hub. As concept plans are finalized, they can be used to steer direction for any potential site development and/or public improvements.

The staff project team highlighted the following key directives to be considered during concept design:

1. Design focused on accentuating the natural and cultural history of the site.
2. Higher design standard than standard park inventory including accessibility designs.
3. Accentuate an adjacent picnic awning.
4. Public restrooms sized to serve smaller events and classroom style programs.
5. Standard multi-purpose room for year-round programming and rentals.
6. Small serving kitchen.
7. Natural and cultural interpretive elements inside the building.
8. Interpretive landscape design for beauty, education, functionality and habitat benefits.
9. Provision of options for environmentally friendly building features.

After a thorough review of multiple proposals, ISG, Inc. was chosen for Mississippi Dunes Park building concept plan development. The process launched in February and is intended to be complete by the end of June.

Concept plans are 80% complete at this time. Commissioner review and feedback at the May meeting is an important next step. Necessary revisions based on Commissioner feedback/concensus are welcomed as we attempt to finalize a concept plan for City Council review on June 5.

Staff Recommendation

Review Mississippi Dunes Park future building concept design and provide direction to City Council.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: April 26, 2024
Subject: June Meeting

Introduction/Background

For the June meeting, the Commission typically takes a bus tour of the parks. This year, the Glacial Valley Park Grand Opening event will be held the night of the Commission meeting from 5:30-6:30pm. We encourage Commissioners to attend that event if able as it will commemorate and celebrate our first community park opening in 20 years! Official invites to the event will be sent out at a later date.

Staff would like feedback from Commissioners on meeting format for June. There does not appear to be any time sensitive action items needing formal attention for June 10. Below are four options to consider.

1. Glacial Valley Park Grand Opening event with no formal meeting.
2. Glacial Valley Park Grand Opening with a short formal meeting after on site (not televised).
3. Glacial Valley Park Grand Opening with a bus tour departing at 6:30pm from the park; destinations determined by Commissioners.
4. Glacial Valley Park Grand Opening followed by self-driving or car-pooling to walking tours of Still Ponds Park, Mississippi Dunes Park and River Oaks Scenic Overlook (or others as determined by Commission).

Staff Recommendation

Provide staff direction for June meeting.



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: April 26, 2024
Subject: Action Updates

Introduction/Background

Staff will present on the following topics:

1. Mississippi Dunes Park Building
2. Community Garden
3. Bike Park Project
4. Cottage Grove Trailway Corridor Habitat Restoration Grant
5. Pine Coulee RC Track
6. Playground Installs

Staff Recommendation

Receive information.



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:	May 5, 2024
Subject:	River Oaks April 2024 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 250 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 – 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

April Update

Golf Reporting

April showed a 6% increase in sales for 2024 over 2023.

Update	2023	2024
April Revenue	\$156,923	\$166,755*
April Rounds	2,345	3,095
April Average Temperature	45.4	49.1
April Average Precipitation	2.9"	3.2"

*Number not official

Golf Summary

The weather has been a large factor this Spring with rounds of golf, but we see the weather changing soon. The nice days have been busy which is encouraging. We are working to get our leagues and lessons started for the season. Our vision going into 2024 will be to increase the customer experience and this is changing every day in what that will look like.

Event Center - Eagles Bar & Grill Reporting

April showed a 37% increase in sales for 2024 over 2023.

Update	2023	2024
April Revenue	\$59,095	\$80,874*

*Number not official

Event Center - Eagles Bar & Grill Summary

Over the past year we have worked to get our pricing more in line with other venues in the area. Our averages for events have been a focus to make them more profitable. Along with this initiative, we have been creating numerous events that we host ourselves such as wine, spirits, beer and cider dinners that have been popular, we want to get these back in 2024.

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.



To: Parks, Recreation and Natural Resources Commission
From: Jim Fohrman, Parks Superintendent
Date: May 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.

April 1-15

- Pickleball court net install
- Shed to Glacial Valley pickleball
- Tennis court net install
- inspect summer equipment
- Drinking fountains put together
- Down spouts at buildings
- remove tractor form Ice Arena/install drag
- RPZ's installed
- Ballfield prep and drag
- Trash run
- shade structures at Highlands
- install drags on tractors-inspect drags
- work on infields
- Lamar shelter
- Turn water on at dog park
- Clean splash pad equipment
- Paint fields
- Rock path at River Oaks overlook
- install goal standards soccer/lacrosse

April 16-30

- Playground inspections
- Ballfield dragging/grading
- Install garbage cans
- Arbor day planting 4/24
- Tennis/basketball nets
- Order new trailers
- Plows to old town
- 6-month seasonal staff start

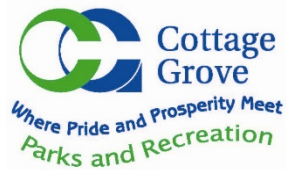
Crabgrass/fertilizing
Community garden-tilled
Sunscreen Hamlet # 2
Install Paddle boat Highlands
Shade structure installs Hamlet
shelters at Granada
Trash run

May 1-15

Water trees
Bocce ball court prep
Spring cleanup
Trash run
Playground removals-Granada, Nina's, and West Draw
irrigation
Seasonal Employee Training 5/13
Tennis poles at Hamlet
Finish fertilizing
ballfield maintenance
Spraying of parks
Backflow inspections and repair
Turf at ice arena
Dirt day

May 16-31

irrigation
Annual plantings
Turf spraying
Landscape bed maintenance/weeding
Goal mouths at Kingston
Yang rental
water trees
Splash pad start up
spray weeds in playgrounds
Kayak install
rough cutting (prairie and dog park)
wash shelters



Memo

To: Parks, Recreation and Natural Resources Commission

From: Molly Pietruszewski, Recreation Services Manager

Date: 5/1/2024

Re: 2024 Updates

Please feel free to call or email with any questions or comments, 651-458-3404.

Glacial Valley Park Building Rental Update

- There are 48 permits on the books already for room rentals at Glacial Valley in 2024.
- Although, we are early in the season, all aspects of the rentals have been used: Nano Walls open, kitchen, audio and visual equipment, key card locks, bonfire pit, etc.
- Each week we receive compliments on the amenities and suggestions for improvements.
- We have worked through a few glitches in key card management, garbage was more than was planned for, the need for a quick turn around carpet cleaner, and keeping windows clean.
- Parks and Recreation staff have very successfully managed opening a park of this nature, navigating renter requests, and the quick turnaround of back-to-back rentals each week.



Trending Sports to Watch

By Mary Helen Sprecher

While many sports remain popular year after year, like baseball and basketball, plenty of others are gaining players. Here are a few to put on your watch list.

Beach Volleyball

Beach volleyball is undoubtedly one of the fastest-growing sports nationwide, and courts are now being built in landlocked areas across the country. Consider this advice when determining whether to add beach volleyball courts to a park: Do-it-yourself projects often result in a facility that players won't use because it does not drain well or feel comfortable underfoot. A skilled builder will ascertain that the facility adheres to all necessary specifications, including having the correct type of sand, and that it drains efficiently and holds up well. Allow for adequate parking, particularly if you plan to host league play, and consider adding lighting for night play.

Flag Football

The announcement that flag football would be a showcase sport in the 2028 Olympic Games in Los Angeles was no surprise to its supporters since it is popular not only at youth levels, but also college levels. It is already offered as a women's sport by the National Association of Intercollegiate Athletics and the National Junior College Athletic Association.

If you are considering flag football, make sure your facilities can withstand the additional use. Women's flag football season begins in the spring. Although there

is less of a chance that it will be competing with tackle football for field time, the inevitable growth of the sport will mean a call for more field space for practices, particularly if this is a multi-line field that hosts other spring sports. While a regulation football field is often used, small-sided games, such as the 5-on-5 format, require a smaller playing area.

Grass Court Volleyball

Although grass court volleyball is often associated with backyard games, it is actually a popular professional tour sport. The Association of Volleyball Professionals (AVP) offers its AVP Grass Tour, considered the premier showcase for grass volleyball competition.

There are two configurations: short court, with dimensions similar to those of a standard beach volleyball court, and big court, with dimensions similar to those of an indoor volleyball court. Grass court volleyball requires very little set-up. Should the playing surface become too worn, the nets can be moved to allow the grass to recover.

Disc Golf

During the pandemic, many people spent more time outdoors, which buoyed sports like disc golf. One of the benefits of adding disc golf to a park is that it can be placed on land not suitable for other facilities;

disc golf players are challenged by rocks, hills, trees and other natural landscapes. The Professional Disc Golf Association supplies documents on its website (pdga.com) to help with course design, as well as other materials to assist with the implementation of the sport.

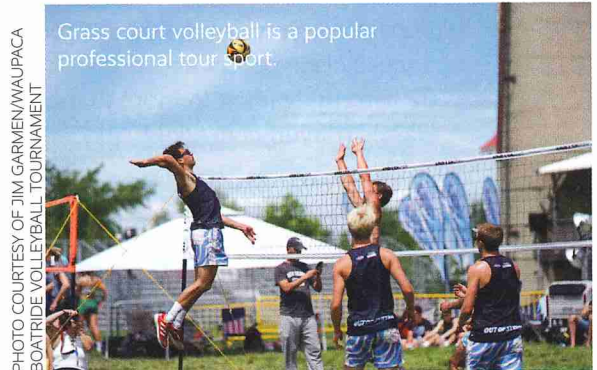


PHOTO COURTESY OF JIM GARMEN/WAUPACA BOATRIDE VOLLEYBALL TOURNAMENT

Grass court volleyball is a popular professional tour sport.

Ultimate

Once called Ultimate Frisbee, Ultimate is a noncontact sport that uses many of the same skills as football, such as passing and maintaining possession. It may be played in a mixed-gender format and relies on self-refereeing, known as "The Spirit of the Game," for fair play. The sport's playing area will depend upon the age of the players involved; more information can be obtained from its governing body, USA Ultimate.

For more information, the American Sports Builders Association offers its publication, *Courts & Recreational Surfaces: Construction and Maintenance Manual*, at sportsbuilders.org.

Mary Helen Sprecher is Technical Writer for American Sports Builders Association (maryhelen@sportsbuilders.org).

OPINION

Friday, April 26, 2024 » MORE AT FACEBOOK.COM/PIONEERPRESS A

'Can't pay?
Find somewhere else to play'

The cost of youth baseball rises and rises

By Adam Minter

This month, 21 current and former Major League Baseball players invested their own money in youth baseball. If that sounds like a feel-good story in which baseball's past paves the way for baseball's future, think again.

The MLB team invested in Perfect Game, a company that holds pricey tournaments and prospect showcases for college and professional scouts. But those events aren't for everyone. For example, at a recent weekend tournament for Houston-area 8-year-olds, the company charged a \$750 entry fee.

Can't pay? Find somewhere else to play. And good luck with that because free or cheaper options across the country, such as Little League, have been reporting shrinkage for years. Pay-to-play models have replaced them.

The new way of doing things is good for operators, investors and families who can afford them. However, a large group of kids come from households with budgets that can't accommodate the hefty prices or just want to play for fun.

The exclusion undermines the social and health benefits that youth sports have long offered.

There's a lot to lose. Kids who are physically active have lower rates of obesity, better mental health and improved academic performance.

For decades, youth baseball served as a community-based initiative that helped kids achieve these goals. Children played for free in neighborhood sandlots and backyards. If they wanted a more organized experience, their families paid fees that ranged from \$0 (or whatever they could afford) to \$300 to join a local Little League chapter staffed by volunteer coaches (oftentimes parents). Later, if an athlete had promise and interest, a high school team might beckon.

So long as a child and family had the time, baseball was accessible.

Not anymore — and it's not just baseball. According to a 2022 survey by Project Play and Utah State University, families pay an average of \$883 per season for one child's primary sport.

Higher costs are driven, in part, by the rise of privately run club and travel teams with more professional coaching. The New England Baseball Journal recently estimated that the average cost of travel baseball for kids between 8th and 12th grade in the Northeast is "north of \$5,000 per year." That's not including travel costs. Between 2021 and 2022, the share of youths playing in travel sports doubled to 29%.

Participants have their reasons. Unlike Little League, which welcomes anyone, club and travel teams tend to require tryouts to secure better athletes and competition.

For parents (and their kids) dreaming of college scholarships and the pros, the expense is worth it — assuming they can afford it.

Often, paying to join an actual team is just the start.

Using Perfect Game as an example: For those who want to spend more on preparation before they showcase their talents, there is no shortage of private coaching and video analysis

available. Aspen Institute data from 2022 shows that parents who make over \$150,000 spent 83% more on sports travel than parents earning under \$50,000.

That gap in spending doesn't only affect who gets the best coaching and competition. Along with Little League and other community-based baseball dwindling, the domination of pay-to-play youth sports also lowers opportunities for kids of different backgrounds to develop friendships. That consequence goes hand-in-hand with another one: exacerbation of long-standing health and achievement inequities.

For example, physical inactivity is strongly correlated with low income levels. Due in large part to the widening racial wealth gap that limits discretionary spending, Black children play sports at lower rates than white kids. (It's a problem made worse by long-standing issues with access to parks and other recreational facilities in urban neighborhoods.)

Ultimately that disparity shows up, among other places, in baseball at the college and professional level. The Racial and Gender Report Card study by the Institute for Diversity and Ethics in Sport at Central Florida found that in 2023, African Americans represented just 6.2% of Major League Baseball's opening-day rosters. It was the lowest level since the study was first done in 1991, when Black players represented 18% of

the rosters. If more Black kids played baseball, those numbers would certainly be higher. The drop correlates with the decline of high rates of Black youth participation in baseball in areas such as Oakland, California. A 2021 KTVU FOX 2 news report noted that in the '80s and '90s, the Oakland Babe Ruth League had 1,200 players, and 92% were Black. Nowadays, there are about 250 children, and 40% are Black.

Major League Baseball acknowledges the problem and has committed millions to providing access to higher-level scouts and coaching to Black children. Likewise, Perfect Game has a foundation to provide access to its elite events to underserved communities. Both programs are admirable. But they fail to provide the free-to-play community-based baseball that engages kids who don't aspire to the Big Leagues.

Private equity can help. For example, the baseball side of Unrivaled, a holding company for youth sports businesses purchased by investors Josh Harris and David Blitzer, has hosted community-based championships for free.

Still, that's a small part of what's necessary to make up for the shift to pay-to-play sports. What Unrivaled gets right — the need for community-based baseball and other sports — will ultimately require funding commitments from traditional sources. Think of schools, parks and recreation departments and other levels of government that see value in health and active communities.

Pay-to-play has a role in youth sports, but it's an unforced error to let it become the dominant player.

Adam Minter is a Bloomberg Opinion columnist covering the business of sports. He is the author, most recently, of "Secondhand: Travels in the New Global Garage Sale."

Washington County Parks and Open Spaces Commission

April 18, 2024

- A. Agenda attached - note agenda date of April 11 was the original date, but had to be postponed a week.
- B. March, 2024 unapproved minutes are below. These were approved with minor if any changes
- C. NEW BUSINESS

Land and Water Legacy Program Referendum Update - 3 documents below.

- 1. March 27, 2024 letter from the Mayors of Cottage Grove and Woodbury
- 2. April 9, 2024 Consultant (Trust for Public Land) recommendations to the Washington County Board of Commissioners
- 3. April 23, 2024 planned staff presentation for the Washington County Board of Commissioners outlining 2024-2026 Funding Options for the Land and Water Legacy Program

Dave comments:

Our vote, after a detailed discussion was unanimous support for Option A; Refer LWLP measure to the ballot in 2024 for a \$30M General Obligation Bond.

I was able to attend the April 23, 2024 Washington County Board meeting and the subsequent Workshop to discuss the funding options. As I am writing this report (4/29/24), the Board has not taken action, however, my sense is that they will decide to wait until the 2026 elections for a possible ballot initiative. There is broad support for the program. I believe that the board will pursue their view of the best strategy to make sure it continues.

- D. I will not be available to attend the next meeting, May 16, 2024.
- E. If you have any questions, please let me know.

Dave Olson



PUBLIC WORKS

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

PARKS AND OPEN SPACE COMMISSION AGENDA

Thursday, April 11, 2024 / 6:00 p.m.

**Lake Elmo Park Reserve Nordic Center
1515 Keats Ave. N, Lake Elmo, MN 55042**

- I. CALL TO ORDER
- II. ROLL CALL
- III. COMMENTS FROM THE PUBLIC
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES:
 - a. March 21, 2024
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - a. Land and Water Legacy Program Referendum Update Will Aberger 60 min.
- VIII. INFORMATION / UPDATES
- IX. NON-AGENDA ITEMS (GROUP DISCUSSION)
- X. ADJOURN

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**PARKS AND OPEN SPACE COMMISSION
DRAFT MEETING MINUTES
Thursday, March 21, 2024 / 6:00 P.M.
Historic Courthouse
101 Pine Street W., Stillwater, MN 55082**

CALL TO ORDER

Chair Anne Siess called to order the Parks and Open Space Commission (POSC) meeting at 6:01 p.m. The meeting was held at the Historic Courthouse, in Stillwater, Minnesota.

ROLL CALL

Members Present: Chair Anne Siess, Ben Meyer, Jyneen Thatcher, Gary Severson, Jim Kelly, Meri Danielson, Dave Olson, Tori Dupre, Kevin Smith

Members Absent: Michael Kramer, Corcoran Wicker

Staff present: Commissioner Michelle Clasen, Alex McKinney, Connor Schaefer, Serena Rath, Emily Jorgensen, Dan MacSwain

Others Present:

COMMENTS FROM THE PUBLIC

No comments

APPROVAL OF AGENDA

Dupre moves approval of the agenda with flexibility. Seconded by Kelly. McKinney request to strike item 7B from agenda. All in favor. Motion carried.

APPROVAL OF MINUTES

Edit requested to change name spelling and change motion to adjourn by. Motion by Dupre to approve the minutes with correction, seconded by Gary Severson. All in favor. Motion carried.

OLD BUSINESS

Connor Schaefer presented on the Glacial Hills Regional Trail Plan updates. A meeting was held earlier today with the Technical Advisory Committee where trail route alternatives were reviewed. Connor recommended waiting to get feedback from key stakeholders before showing new maps to this committee and the public. Connor will inform members of any upcoming engagement opportunities. More updates will be available at the next POSC meeting.

NEW BUSINESS

La Lake Intro

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Serena Raths, Planner for the Land and Water Legacy Program, provided an overview of the stewardship plan for the restoration and management of the 3-acre La Lake III Conservation Easement in Woodbury. The property is located at 6895 Baily Road, Woodbury on the shoreline of La Lake. The easement area was shown on a map in relation to the city owned area and already existing conservation easement called La Lake 1, which was established in 2014. This project is part of a larger seventy-seven acres that will be La Lake Park and a section of city owned land. This project shows the opportunity to expand on already existing open space and create an interconnected area of protection and contribute to the larger overall plan for the city to create a continual trail around the lake. The stewardship plan covers a larger area that includes the city owned land to the east.

Serena continued to explain the draft conservation easement terms and general restrictions. Overall, the Stewardship Plan is outlined as a five-year establishment plan for the ecological restoration and restoration and enhancement of the land units. The plan identifies three vegetative plant community units of focus: dry-mesic oak forest, mesic prairie, and fresh wet meadow. Management and maintenance strategies were outlined for each type of unit.

Serena requests that members read through the Stewardship Plan for the La lake property and submit comments to her via email by March 28th so that can be communicated to the City of Woodbury.

Dave Olson asked if or how the preservation easement will coincide with the stewardship plan of the larger area and a discussion was had about how the City of Woodbury is fully aware of the easement terms.

University of Minnesota Resilient Communities Project

Connor Schaefer introduced a project partnership with the University of Minnesota and the Met Council. Ashley Petel a University of Minnesota graduate student presented a resilience-based site assessment tool she created with County staff as a part of her graduate capstone project. The tool offers a data driven approach to land restoration and management and will be implemented this year as a assessment tool as land is acquired.

2024 CIP Projects

Alex McKinney reported on current Capital Improvement Projects.

The Lake Elmo Single Track Trail project was started about a year ago due to one of the most requested feedback items heard from people at the county fair. A study was completed a year and a half ago to design the trail, and an request for proposal (RFP) is being developed for final design and construction to begin next summer. The trail will be between eight and ten miles.

Square Lake is in the design phase for adding ADA improvements and shoreline restoration. Improvements include a new sidewalk that meets ADA standards, adding infiltration basins to help with water runoff into the lake, moving the fishing pier so that it can be maintained/moved easier, reducing the size of the beach, and adding logs for fish habitat.

St. Croix Bluffs Regional Park river trail, from the boat launch to a natural beach is in the process of being improved in partnership with the South Washington Watershed District. Once the erosion areas are stabilized, the goal is to have this .8 mile trail segment open by fall. This trail also connects to the campground and will provide a hiking loop along the river.

The maintenance facility project at Lake Elmo Park Reserve is in partnership with Community Corrections although most of the project is for park maintenance staff. This project includes an improved storage facility for Community Corrections. The existing building will become the new Natural Resources facility and the maintenance will move to a new building with storage, offices, showers, and lockers. The project is in the design phase.

The Lake Elmo Contact Station is being redesigned to offer more workstations and better efficiency. Changes include moving the point of sale desk, adding a walk-up window and changing how the offices are laid out. This will start the end of camping season and will involve staff moving to a temporary location.

The St. Croix Bluffs Hilltop area project includes a new play structure, a new bathroom facility and improvements to the Hilltop pavilion. Construction will start in the fall.

Pavement preservation projects will be focusing on Lake Elmo Park Reserve this year. We will be repaving the paved trails, the entrance road and the Eagle Point trail head.

Eagle Point Trail head improvement project is part of congressional directed budget spending recommended from Congresswoman Betty McCollum. The plan includes redesigning and expanding the parking lot to accommodate 50 more parking places. There will also be a year-long bathroom facility with an overhang structure for shade and drinking fountains. Design is underway and construction will be this summer and fall.

Big Marine Maintenance facility improvements include putting in a new modular building with bathroom and offices for the maintenance staff.

New ADA Kayak Launches to be installed at Lake Elmo Park Reserve and at Cottage Grove Regional Park. Funding for this came from a Grant from the Met Council and from the County CFP.

Campground Pet Policies

Alex McKinney provided an update on the campground pet policy discussion from November 2023. That meeting requested the recommendation of whether the POSC recommend leaving the current policy or changing the policy to allow pets. Alex explained the workshops held, the engagement strategies, engagement findings, liability issues and enforcement and survey results and financial ramifications. Alex proposed looking at allowing pets at twenty-four of the water and electric sites with a maximum of two pets per site at St. Croix Bluffs Campground only. Alex opened the floor for discussion.

Commissioner Clasen suggested five pet friendly sites as opposed to twenty-four, to maintain a safe and quiet campground. She also noted that public survey showed that 41% of people were not concerned about disruptions.

A discussion ensued about length time of the trial run would last, other alternative options, equity and inclusion perspectives and tracing data or instances to review after trial. If the change is made, it would go into effect in 2025.

Dave Olson motions recommend allowing pets at St. Croix bluffs regional campground. Seconded by Jyneen Thatcher. Motion fails 3 – 6 (Voting yes: Thatcher, Danielson, Olson; Voting no: Kelly, Meyer, Severson, Siess, Dupre, Smith)

Commissioner Updates

Commissioner Clasen reported that the \$300 incentive was approved for hiring lifeguards. The purchase of land in accordance with the Cottage Grove Ravine Regional long range plan has been approved. The property is located at the southern portion of the park and East Point Douglas Road. The 14-acre portion of vacant land is \$525,000 and will be funded by Land and Water Legacy Fund for the county's portion and then a request will be made to the Met Council for reimbursement of 75% of the acquisitions cost back to the fund. Best value bidding for design and construction of the Lake Elmo contract has been approved. A change order of \$69,000 for Greenway Project was approved and workshop was held about the tobacco cannabis laws. Work continues towards getting a grant for drainage issues at Cottage Grove Ravine Regional Park.

Siess asked about the opening of the commission District 5. Alex responded that after looking at park ordinances, one of the two at large positions can be changed to a different role geared towards representing underrepresented groups. Alex will be updating the POSC ordinance to reflect the change in 2025. Alex thanked commission member Tori Dupre for her service to the commission.

McKinney addressed a question from Olson regarding spending money out of the Land Water Legacy Fund for the acquisition of land at Cottage Grove Ravine Regional Park. Parks do long range planning, when this commission approves a master plan now known as a long-range plan, that approves the acquisition to complete the park, the features within the park.

Park and Legislative Updates

Emily Jorgensen updated the commission with results from a poll from the Trust Republic Land (TPL) to replenish the Land and Water Legacy Fund. TPL owns the results of that poll. Jorgenson asked this committee if they would like to have a meeting in April to go through the results.

Kelly moves to schedule an additional meeting to discuss the amendment and evaluation and provide support, seconded by Meyer, all in favor. Motion carried.

McKinney presented a letter of support to send to the delegation in support of the bonding request. Authors and coauthors from the house and senate have been sighted for the Hardwood Creek Regional Trail Project and Cottage Grove Ravine Regional Park lighting trail project.

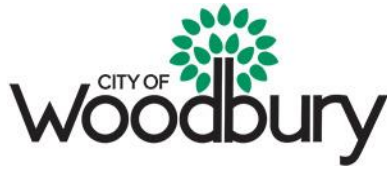
Non Agenda items / Group discussion

Sign up for the county fair is available or email McKinney with days and times.

ADJOURNMENT

Severson motions for adjournment, seconded by Olson. All in favor. Meeting adjourned 8:11 p.m..

Respectfully submitted,
Rebecca Denn, Acting Secretary



March 27, 2024

Washington County Board of Commissioners
Washington County Government Center
14949 62nd Street North
Stillwater, MN 55082

Re: Washington County Land and Water Legacy Program

To the Members of the Washington County Board of Commissioners:

Washington County has effectively partnered with communities, landowners and organizations to purchase land or interests in land to keep it in its natural condition since 2006, after the passage of a \$20 million voter-approved bond referendum for the preservation of water quality, woodlands, and other natural areas. The program known as the Washington County Land and Water Legacy Program has achieved its goals and has been of benefit to our individual communities. We support the County Board's continued commitment to the Land and Water Legacy Program and hope for its continuance.

With the proceeds of the \$20 million referendum fully committed, we understand the County Board is discussing returning to the voters for another advisory referendum to issue a new round of debt to support this program. Our primary message to the Board of Commissioners is one of unwavering support for the program. However, we urge you to refrain from presenting this referendum question to voters in 2024.

Here are the reasons why we advise having our referenda on different years:

- **Multiple referenda may be confusing to voters** – For voters, multiple major referenda on the same ballot can be confusing and may impact a voter's prioritization on where their valuable tax dollars should go. Moreover, the county referendum would impact property taxes, while Cottage Grove and Woodbury's referenda would impact sales taxes. These distinctions may be lost on the voter and could lead to misinterpretations on the impacts of each particular proposal.
- **Flexibility** - The county has complete flexibility on the timing of a Land and Water Legacy referendum. Cottage Grove and Woodbury, however, are statutorily obligated to hold our respective referenda on November 5, 2024. We have no choice on this date, given the legislative authorization. Moreover, we must go to the voters to get our funding authority, which is not required of the county for a Land and Water Legacy bond.
- **Population impacted** – We understand that a county-wide referendum initiative affects a broad population beyond our immediate communities. Nevertheless, it's crucial to recognize that collectively, Cottage Grove and Woodbury represent 43 percent of the total county population. This demographic significance should be factored into your deliberations, as any confusion or resistance to all referenda could potentially have adverse effects on all three jurisdictions.

Washington County Land and Water Legacy Program

March 27, 2024

Page 2

- **Referenda success** – Any referenda has an uncertain chance of success. Multiple referenda at the same time, or near to each other, diminishes each other's chance of success. This conflict is avoidable if the county would choose to adjust the timing of their question.
- **Time & Money** - Our cities have put substantial time and money to get the state's legislative approval for our respective local option sales tax referenda last year, and to develop an educational program and material for this year. Creating this ballot conflict puts our investments at risk.

As we each contemplate the significance of advancing our respective referenda initiatives, we urge the county to collaborate with us as best as possible for voter clarity and governmental effectiveness. We hope you will, in the end, defer the Land and Water Legacy referendum to a future year. Thank you for attentively considering our perspectives and best wishes throughout the decision-making process.

Sincerely,



Anne W. Burt
Mayor Woodbury



Myron Bailey
Mayor Cottage Grove

cc: Woodbury City Council Members
Cottage Grove City Council Members



Washington County Conservation Program Recommendations

Washington County Board of Commissioners

April 9, 2024

Washington County Program Recommendations

- Trust for Public Land – Conservation Finance
- Program Recommendations
- Next Steps



What is the Trust for Public Land's Conservation Finance Program?

We create and protect new public funding for land conservation, parks, and restoration through the research, design, and passage of ballot measures and legislation and serve as thought leaders in the field.

Our Track Record

- ✓ 654 wins
- ✓ 83% passage rate
- ✓ \$94 billion created
- ✓ Over 175 million “Yes” Votes



Trust for Public Land Ballot Measures in Minnesota

10 of 11 – 91% Passage Rate

Jurisdiction	Year	Finance Mechanism	% Yes	Amount
Rochester	2020	Property tax	61%	\$40,000,000
Brooklyn Park	2018	Bond	63%	\$26,000,000
Minneapolis	2016	Property tax	N/A	\$800,000,000
Minnesota	2008	Sales tax	56%	\$5,537,250,000
Andover	2006	Bond	54%	\$2,000,000
Plymouth	2006	Bond	64%	\$9,000,000
Washington County	2006	Bond	61%	\$20,000,000
Wayzata	2003	Bond	52%	\$3,135,000
Dakota County	2002	Bond	57%	\$20,000,000
Blaine	2000	Bond	54%	\$3,500,000
Washington County	2000	Bond	48%	-

Source: The Trust for Public Land's LandVote Database

Key Steps for Successful Ballot Measures

Feasibility Research



Public Opinion Survey



Program Recommendations



Ballot Language



Campaign

Water and Land Legacy Program RFP/Contract



Request for Proposals (RFP) for

Feasibility Study and Research for Land and Water Legacy Program 2024 Bond Referendum

RFP release date: March 27, 2023

Submission due date: April 17, 2023

Washington County Feasibility Study

Finance options

Conservation priorities

Fiscal capacity

Political profile

Election history

Election requirements

Ballot language
requirements

Pathways to ballot

Best practices



Washington County, MN

Public Finance Feasibility Study
November 2023



General Obligation/Capital Improvement Bonds (20yr)

Estimated Bond Financing Costs, Washington County, MN

Bond Issue	Interest Rate	Maturity (Years)	Annual Debt Service*	Taxable Net Tax Capacity	Property Tax Rate Increase	Annual Cost/Median Home**
\$20,000,000	5.00%	20	\$1,685,094	\$566,112,283	0.30%	\$12.41
\$25,000,000	5.00%	20	\$2,106,368	\$566,112,283	0.37%	\$15.52
\$30,000,000	5.00%	20	\$2,527,641	\$566,112,283	0.45%	\$18.62
\$35,000,000	5.00%	20	\$2,948,915	\$566,112,283	0.52%	\$21.72
\$40,000,000	5.00%	20	\$3,370,189	\$566,112,283	0.60%	\$24.82
\$45,000,000	5.00%	20	\$3,791,462	\$566,112,283	0.67%	\$27.93
\$50,000,000	5.00%	20	\$4,212,736	\$566,112,283	0.74%	\$31.03

*Collected at 105%.

**Based on tax capacity of \$4,170 for residential homestead with \$417,000 median pay 2024 home value

Property Tax – Voter-Approved

Estimated Revenue & Costs of Voter-Approved Property Tax Increase,			
Levy Amount/ Annual Revenue	Referendum Market Value	Property Tax Rate Increase	Annual Cost/Median Home**
\$1,000,000	\$51,699,060,100	0.0019%	\$8.07
\$2,500,000	\$51,699,060,100	0.0048%	\$20.16
\$5,000,000	\$51,699,060,100	0.0097%	\$40.33
\$7,500,000	\$51,699,060,100	0.0145%	\$60.49
\$10,000,000	\$51,699,060,100	0.0193%	\$80.66

**Referendum market value for residential homestead = estimated market value (Minnesota Dept. of Revenue 04.11 Referendum Market Value).*

***Estimated market value of median home = \$417,000 (Washington County).*

Step 2: Public Opinion Survey

Methodology: random, sample, voters, phones/text/email

Why poll?

- Reality test
- Messages
- Messenger

Polling goals?

- Affordable proposal
- Compelling purposes
- Accountability provisions

Public Opinion Survey

- Initial Ask & Support
- Impact on support with program costs
- Primary Election vs. General Election
- Higher Amounts vs. Lower Amounts
- Levy vs. Bonding
- Macroeconomic Trends

Program Recommendations

Funding Mechanism: general obligation/capital improvements bonds

Amount: \$30 million; approximately \$18.62 per year for twenty years for median residential property value

Purposes: protecting drinking water sources; protecting the St. Croix River; improving water quality of rivers, lakes and streams; protecting the Mississippi River; protecting wildlife habitat; preserving woodlands; preserving natural areas; protecting land along water bodies from development; protecting forest to improve air quality; acquiring parkland, and preserving wetlands

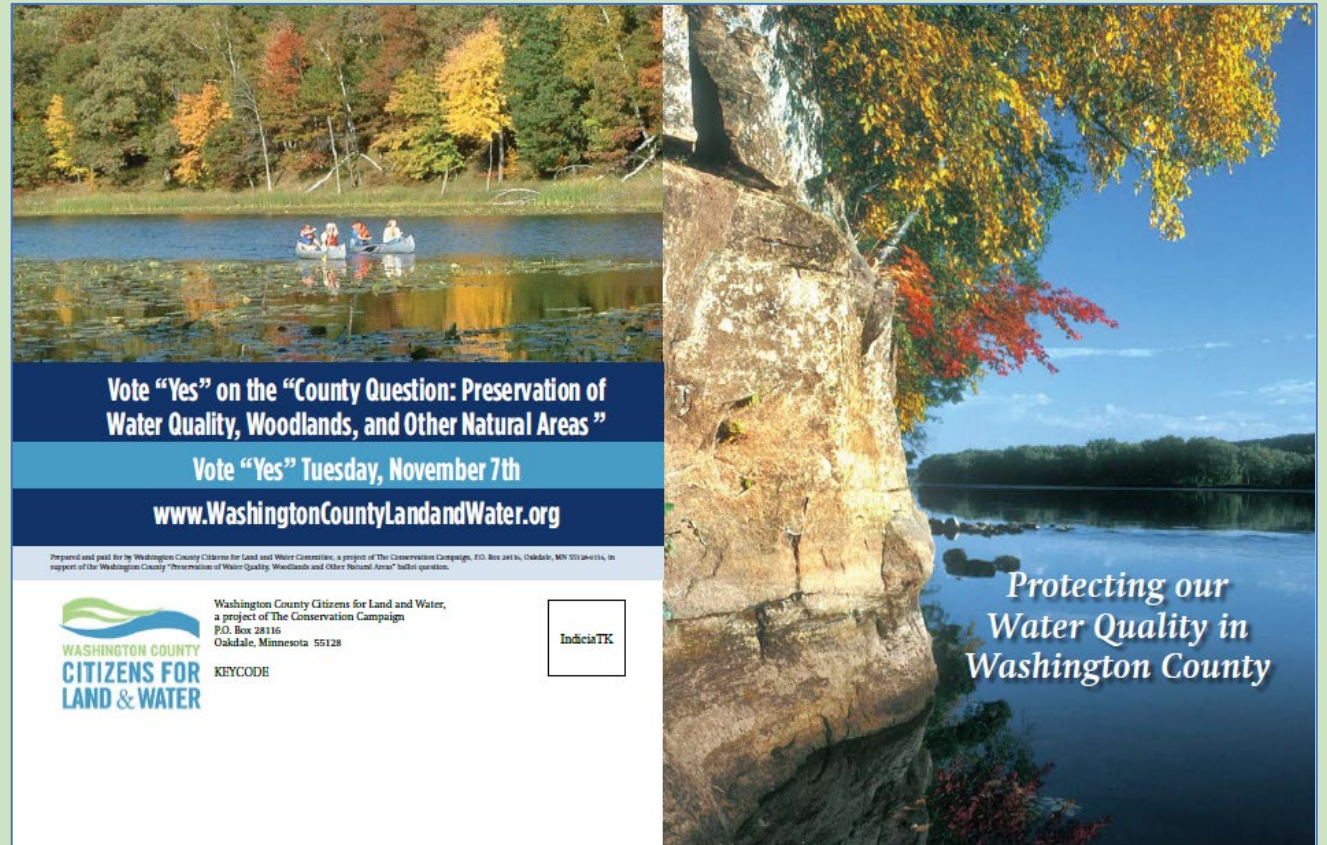
Program Recommendations

Accountability Measures: full public disclosure of all project spending; matched with state, federal, and private funds, an annual public audit of all project spending; proposal requires that the funds can only be used for the purposes stated in the proposal and cannot be used for other purposes.

Election Timing: November 5, 2024 general election.

Next Steps

- Request County staff works with TPL to prepare ballot language and resolution for May 14 meeting
- May 14 County Board meeting: final consideration to refer measure to the ballot




Vote "Yes" on the "County Question: Preservation of Water Quality, Woodlands, and Other Natural Areas"

Vote "Yes" Tuesday, November 7th

www.WashingtonCountyLandandWater.org

Prepared and paid for by Washington County Citizens for Land and Water Committee, a project of The Conservation Campaign, P.O. Box 28116, Oakdale, MN 55128-0116, in support of the Washington County "Preservation of Water Quality, Woodlands and Other Natural Areas" ballot question.

 Washington County Citizens for Land and Water,
a project of The Conservation Campaign
P.O. Box 28116
Oakdale, Minnesota 55128

KEYCODE

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*Protecting our
Water Quality in
Washington County*



Trust for Public Land (TPL) is a national nonprofit that works to connect everyone to the benefits and joys of the outdoors. As a leader in equitable access to the outdoors, TPL works with communities to create parks and protect public land where they are needed most.

Since 1972, TPL has protected more than 3 million acres of public land, created more than 5,000 parks, trails, schoolyards, and iconic outdoor places, raised \$84 billion in public funding for parks and public lands, and connected more than 9 million people to the outdoors.

Connecting everyone to the outdoors™

For More Information:

Will Abberger

Vice President

Director, Conservation Finance

C. 850-294-2006

will.abberger@tpl.org

Thank You!

A dark green silhouette of Washington County with a white, torn-paper-style border on its right side.

Land and Water Legacy Program Funding Options 2024-2026

Jan Lucke, Deputy County Administrator

April 23, 2024

Overview

- Program Overview
- Existing Bond
- Existing Program Commitments
- Current Program Opportunities
- Projected Program Needs
- Funding Options
- Recommendation
- Discussion



Land and Water Legacy Program Overview

- In November of 2006 Washington County voters approved a \$20 million land and water protection referendum
- 2024 is the 18th year of the County’s “Land and Water Legacy Program” implementation
 - 1,300+ acres protected
 - 46 projects completed
 - \$16.7 million in LWLP bond funds and \$24.9 million in partnership funds invested



Existing LWLP Bond Status

To date, LWLP has spent \$15,912,300 on conservation and parks acquisition projects. The program has an additional \$3,963,900 committed to current LWLP projects.

Project	Type	Location	Acres	County Amount
Kelly Farms Phase I	Parks	May Township	240 Acres	\$908,461
Kelly Farms Phase II	Parks	May Township	192 Acres	\$768,000 estimated
Kelly Farms Phase III	Parks	May Township	253 Acres	\$1,012,000 estimated
La Lake II	Conservation	Woodbury	3.2 Acres	\$251,000
Stewart	Parks	Cottage Grove	14 Acres	\$131,000
Herreid	Conservation	Afton	40 Acres	\$365,400*
Thomas	Conservation	Afton	5.3 Acres	\$197,500*
Cremens	Conservation	Afton	3.3 Acres	\$330,000*
Total Est. Commitment				\$3,963,900

* Projects were submitted to the DNR Scenic & Natural Areas grant program in early April 2024 for consideration

LWLP Commitment: Lessard-Sams Grant Deliverables



- In 2022, the Lessard Sams Outdoor Heritage Conservation Fund (LSOHC) awarded \$4.288M to the County and the Minnesota Land Trust for LWLP projects in Washington County
- A portion of the grant funding is for the conservation acquisition of **340 acres** of protection in collaboration with MLT
 - \$3,320,000 in funds awarded to MLT for acquisition
 - Requirement of a **\$720,000 match** for acquisition from the County
 - Grant deadline is **June 30, 2026**

Program Needs for 2024-2026

- Conservation – Up to \$4,000,000
 - Fulfill LSOHC Grant Deliverables
 - Protecting 340 Acres
 - Provide \$720,000 Grant Match
 - 40% of estimated easement values for current opportunities
- Parks – Up to \$400,000
 - Kelley Farms currently accounts for most of Met Council match opportunities through 2026
 - Provides flexibility for smaller projects within Met Council annual match limitations
- Total Program Needs –Up to \$4,400,000 for May 2024- November 2026

Program Funding Options

Referendum Bond

What is it?

- *Most common type of bond issued by counties, obligations which pledge the full faith and credit of the municipality to their payment*
- Refer LWLP measure to the ballot for a \$30M General Obligation Bond
 - Primary Election: August 13, 2024
 - General Election: November 5, 2024

What's the impact?

- Approximately \$18.63 per year for 20 years for the median residential property value
- Maintains current program operations

County Property Tax Levy

What is it?

Funds from the annual tax levied by Washington County and paid by the owners of real estate within its jurisdiction.

What's the impact?

Adding \$2.2M to the county levy results in a 1.7% levy increase or approximately a \$17 increase in property tax for a home with a median value of \$412,000 .

Interest Earnings

What is it?

Interest accrued on Washington County investments as authorized by Minnesota State Statute Chapter 118A. Deposit and Investment of Local Public Funds.

What's Available?

Interest Earnings 2024	
Projected	\$8M
Budgeted	\$1.6M
Available	\$6.4M

County Fund Balance

What is it?

A measure of the financial resources available in a governmental fund.

What's Available?

- \$80 million as of December 31, 2023
- Policy #2801 guidelines suggest unrestricted fund balance should fall between a minimum of 20% and a maximum of 50% of the following year's budgeted expenses

County-Wide Mission Directed Budget

What is it?

"The county adopted the Mission Directed Budget policy to reward departments for efficient management of funds by allocating a portion of the unassigned year-end excess revenues over expenses to fund special priority projects. This policy emphasizes the linkage of resources to programs and services that support the county's vision, mission, and goals. However, in times of fiscal stress the county board may elect to suspend the provisions of this policy in the interest of sound financial management" – Policy #2202

What's Available?

- 2024 MDB is excess revenue over expense from 2023 actuals
- \$1.96M MDB Pool available in 2024

County-Wide MBD 2024	
Total Available	\$7,859,200
Allocated to Depts	\$1,964,800
Allocated to Fund Balance	\$3,929,600
Allocated to MBD Pool	\$1,964,800

Recommended Options:

Option A:

- Refer LWLP measure to the ballot in 2024 for a \$30M General Obligation Bond

Option B:

- Target a LWLP ballot measure in 2026 for a General Obligation Bond.
- Obligate \$3.4M in 2024 interest earnings and \$1M in mission directed pooled funds (\$4.4M total) to support the program through 2026.

Note: Washington County Parks and Open Space Commission is considering these options on Thursday, April 18, and its feedback will be shared at the board workshop on April 23.



COTTAGE GROVE CITY COUNCIL

March 20, 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 Beyond the Yellow Ribbon
Staff Recommendation: Receive the Beyond the Yellow Ribbon Presentation
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (02/21/2024)
Staff Recommendation: Approve the February 21, 2024, Regular Meeting Minutes.
 - B City Council Special Meeting Minutes (02/21/2024)
Staff Recommendation: Approve the February 21, 2024, Special Meeting Minutes.
 - C Parks, Recreation and Natural Resources Meeting Minutes (2/12/2024)
Staff Recommendation: Approve the February 12, 2024, Parks, Recreation and Natural Resources Meeting Minutes.
 - D Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - E Joint Powers Agreement for Remote Monitoring of Outdoor Warning Siren Equipment
Staff Recommendation: Adopt Resolution 2024-044, approving the Joint Powers Agreement Providing for the Remote Monitoring of Outdoor Warning Siren Equipment.
 - F TargetSolutions Learning, LLC Agreement
Staff Recommendation: Approve the agreement with TargetSolutions Learning, LLC.
 - G State Fuel Contract
Staff Recommendation: Receive the 2024 fuel pricing under state contract number 242575.
 - H Stump Grinding Quote Award
Staff Recommendation: Adopt Resolution 2024-046 awarding the City Wide Stump Grinding Project to Haaven's Stump Removal for \$3.50 per inch and authorize execution of the Agreement for Contractor Services.

- I 2024 Streetlight Wire Replacement Project
Staff Recommendation: Adopt Resolution 2024-045 awarding the Streetlight Wire Replacement Project to Killmer Electric for the amount of \$93,900.00 and authorize the agreement for contracted services.
- J SHIP Grant Agreement
Staff Recommendation: Approve Statewide Health Improvement Partnerships Grant Agreement for \$23,000, to be used towards the implementation of the Meadowgrass Park Community Garden.
- K Woodridge Parks Sports Lighting Service Agreement
Staff Recommendation: Authorize a Service Agreement with Musco Sports Lighting, LLC for the installation of a sports lighting system at Woodridge Park in the amount of \$89,000.
- L Native Vegetation Management Service Agreement
Staff Recommendation: Authorize the Service Agreement with MN Native Landscapes for open space native vegetation management for the amount of \$6,660.
- M LZWTP & UEB Fiber Approve Plans & Specs, Set Bid Date
Staff Recommendation: Adopt Resolution 2024-025 approving the plans and specifications and establishing an April 18, 2024, bid date for the Low Zone Treatment Plant and Public Works Utility/Engineering Building Fiber Optic Cable Project.
- N South District Street & Utility Improvements – Amended Deferred Assessment Waiver Agreements
Staff Recommendation: Approve the amended deferred assessment waiver agreements for parcels owned by Zywiec’s as part of the South District Street & Utility Improvement Project.
- O Graymont Village Second Addition – Final Plat and Development Agreement
Staff Recommendation: Adopt Resolution 2024-047 rescinding Resolution 2024-030 and approving the Final Plat for Graymont Village Second Addition and the Development Agreement with U.S. Home, LLC and DRP MN 1, LLC.
- 8 Approve Disbursements
 - A Approve Disbursements
- 9 Public Hearings
 - A 2024 Pavement Management – Hold Public Hearing and Order Project
Staff Recommendation: Adopt Resolution 2024-050 ordering the 2024 Pavement Management Project.
- 10 Bid Awards
 - A 2024 Mill and Overlay Improvements – Bid Award and Joint Powers Agreement (JPA) with St. Paul Park
Staff Recommendation: 1) Adopt Resolution 2024-049 awarding the 2024 Mill and Overlay Project to Bituminous Roadways, Inc. for the base bid amount of \$1,207,693.20. 2) Approve the Joint Powers Agreement with St. Paul Park with minor modifications by the City Attorney.
- 11 Regular Agenda
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshop - Closed to the Public
- 15 Adjournment



COTTAGE GROVE CITY COUNCIL

April 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
 - A Beyond the Yellow Ribbon
Staff Recommendation: Receive the Beyond the Yellow Ribbon presentation.
 - B Autism Acceptance Month Proclamation
Staff Recommendation: Proclaim the month of April 2024 as Autism Awareness month.
 - C National Volunteer Month Proclamation
Staff Recommendation: Proclaim the month of April 2024 to be designated as National Volunteer Month.
- 7 Consent Agenda
 - A City Council Special Meeting Minutes (March 20, 2024)
Staff Recommendation: Approve the March 20, 2024, Special Meeting Minutes.
 - B City Council Regular Meeting Minutes (March 20, 2024)
Staff Recommendation: Approve the March 20, 2024, Regular Meeting Minutes.
 - C Planning Commission Meeting Minutes (February 24, 2024)
Staff Recommendation: Accept and place on file the minutes from the February 26, 2024, Planning Commission meeting.
 - D Public Services Commission Meeting Minutes (January 8, 2024)
Staff Recommendation: Approve the January 8, 2024, Public Services Commission Meeting Minutes.
 - E Temporary Liquor License - Cottage Grove Lions Club
Staff Recommendation: Approve a Temporary Liquor License for the Cottage Grove Lions Club to be used on June 20-22, 2024, at Kingston Park (9195 75th Street South) and Lamar Fields (7025 Lamar Avenue South) in conjunction with the Strawberry Fest Celebration.
 - F Temporary Liquor License - St Paul Park Lions Club
Staff Recommendation: Approve a Temporary Liquor License for the St Paul Park Lions Club to be used on June 21, 2024, and June 22, 2024, at Kingston Park (9195 75th Street South) in conjunction with the Strawberry Fest Celebration.

- G Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
- H Receive Fund Balance of General Fund as of 12-31-2023
Staff Recommendation: Receive information on the General Fund balance as of December 31, 2023.
- I Approve Interfund Transfers
Staff Recommendation: Adopt Resolution 2024-051 approving Interfund Transfers.
- J Ambulance Write-Offs
Staff Recommendation: Adopt Resolution 2024-053, approving the 2023 Ambulance Write-offs.
- K 2023 Budget Revision
Staff Recommendation: Adopt Resolution 2024-52, 2023 Budget Revision.
- L Vinco, Inc Final Payment
Staff Recommendation: Authorize resolution 2024-054 approving final payment to Vinco, Inc. in the amount of \$78,902.37 for the Glacial Valley Park Building Project.
- M Ice Arena Light System Service Agreement
Staff Recommendation: Authorize service agreement, subject to minor modifications by City Attorney, with Front Row Systems for the installation of party lights at the Cottage Grove Ice Arena for the amount of \$29,704.25.
- N Sale of Surplus Property
Staff Recommendation: Authorize Public Works to advertise and sell surplus property on Cranky Ape.
- O 2024 Washington County Grant Agreement for Municipal Recycling
Staff Recommendation: Approve the 2024 Grant Agreement for Municipal Recycling Grant Distribution in the amount of \$57,930.00.
- P 2024 EAB Trunk Injection Treatment Program Agreement
Staff Recommendation: Approve the 2024 EAB Trunk Injection Treatment Program Agreement with Rainbow Treecare.
- Q Dodge Nature Center Stormwater Management Facilities Agreement
Staff Recommendation: Approve the Stormwater Management Facilities Agreement with Dodge Nature Center.
- R Resolution Supporting Retention of City Zoning Authority
Staff Recommendation: Adopt Resolution 2024-056 supporting the City of Cottage Grove's retention of zoning and land use authority.
- 8 Approve Disbursements
 - A Approve Disbursements
- 9 Public Hearings
- 10 Bid Awards
 - A 2024 Pavement Management Project
Staff Recommendation: Adopt Resolution 2024-055 awarding the bid for the 2024 Pavement Management Project to OMG Midwest Inc., dba Minnesota Paving & Materials, in the total amount of \$903,739.48.
- 11 Regular Agenda
 - A Tobacco Compliance Check Violation - Hy-Vee Gas Station
*Staff Recommendation: 1. Allow the business representative an opportunity to respond to the City Council regarding tobacco compliance check violations occurring February 27, 2024.
2. If the representative admits to the violation or fails to attend, it is recommended to impose the scheduled penalty for the 2nd violation in a 36-month period of a \$600.00 fine.*

3. *If a representative denies the violation, it is recommended to schedule a contested-case hearing before an administrative law judge.*

B Liquor Compliance Check Violation - Junction 70 Grill

Staff Recommendation: 1. Allow the business representative an opportunity to respond to the City Council regarding liquor compliance check violations occurring February 26, 2024. 2. Waive the scheduled penalty for the 1st violation in a 24-month period of a \$500.00 fine and the one-day suspension since the staff participated in an educational program conducted by members of the Cottage Grove police department.

12 Council Comments and Requests

13 Workshops - Open to Public

A Zoning Code Amendments and Sign Code Update

Staff Recommendation: Provide direction on the specific items identified in the proposed zoning and sign code amendments.

14 Workshops - Closed to Public

15 Adjournment



COTTAGE GROVE CITY COUNCIL

April 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 2024 Arbor Day Proclamation
Staff Recommendation: Proclaim Friday, April 26, 2024, as Arbor Day in the City of Cottage Grove.
- 7 Consent Agenda
 - A Advisory Committee on Historic Preservation Minutes (2-13-2024)
Staff Recommendation: Accept and place on file the minutes from the February 13, 2024, meeting of the Advisory Committee on Historic Preservation.
 - B Massage Therapist License - Nicole A. Steenerson
Staff Recommendation: Authorize issuance of a Massage Therapist License to Nicole A. Steenerson at the location of Whole Health Massage (8800 East Pt Douglas Rd).
 - C Issuance of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
 - D Tree Planting Contract
Staff Recommendation: Approve resolution 2024-058 awarding the 2024 Tree Planting Contract to Hoffman and McNamara in the amount of \$47,571 for the material and labor to install 106 boulevard trees and authorize the service agreement between Hoffman and McNamara and the City of Cottage Grove.
 - E 2024 Crack Sealant Material Award
Staff Recommendation: Adopt Resolution number 2024-059 awarding the quote to White Cap to provide 49,500 pounds of Crafc0 34535 Roadsaver at \$.70 per pound for a total of \$34,650.
 - F Sale of Surplus Property
Staff Recommendation: Authorize Public Works to advertise and sell banquet chairs on an auction site.
 - G 2024 Sewer Cleaning Contract - Regular Maintenance
Staff Recommendation: Adopt resolution 2024-057 awarding the 2024 Sewer Cleaning Contract to Hydro-Vac, Inc in the amount of \$71,653.41 for the material and labor to clean sewer lines and authorize the service agreement between Hydro-Vac, Inc. and the City of Cottage Grove.
 - H Ford Squad #2065 Settlement
Staff Recommendation: Approve the settlement with Ford for Squad #2065 in the amount of \$37,950.03 and

authorize the City Administrator or her designee to execute all documents necessary to effectuate the settlement.

I Water Tower Antenna Lease Amendment - AT&T at Innsdale
Staff Recommendation: Approve 2nd Amendment to Water Tower Lease with AT&T at the Innsdale Water Tower.

J Glacial Valley Park - Vinco Final Payment
Staff Recommendation: Authorize Resolution 2024-060 repealing and replacing Resolution 2024-054 and issuing final payment to Vinco, Inc. in the amount of \$7,513.59 for the Glacial Valley Park Building Project.

K Easement Acquisition - East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project
Staff Recommendation: Approve the Stipulation of Settlement for Parcel 4 by and between Bryan Investments LLC and the City for the East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project and authorize payment of the balance of the settlement amount, \$15,200.00.

L Goodview Avenue Ravine Stabilization Project - Final Payment
Staff Recommendation: Adopt Resolution 2024-062 approving the final payment in the amount of \$2,444.26 paid to Pember Companies, Inc. for the Goodview Avenue Ravine Stabilization Project.

M 2024 Water Conservation Program, SWWD Cooperative Agreement, and Water in Motion Work Order
Staff Recommendation: 1) Approve the Residential Smart Irrigation Controller Program Cooperative Agreement with SWWD. 2) Approve expenditures from the Water Utility Fund of up to \$85,000 to supplement the SWWD contribution of \$15,000 for implementation of the 2024 Water Conservation Program. 3) Approve the work order from Water in Motion.

N Municipal State Aid Street System Revision
Staff Recommendation: Adopt Resolution 2024-061 approving the modifications to the Cottage Grove Municipal State Aid Street System.

O Shoppes of Cottage View Grant Signature Authorization
Staff Recommendation: Adopt Resolution 2024-065 authorizing Ryan Burfeind to sign all necessary forms related to the Shoppes at Cottage View CPF Grant as the Authorized Representative for the grant agreement process.

P Drainage and Utility Easement - 7560 Harkness Aveue & 7675 Hardwood Avenue
Staff Recommendation: Approve the Permanent Drainage and Utility Easement at 7675 Hardwood Avenue South.

Q Grant - Law Enforcement Mental Health & Wellness Act
Staff Recommendation: Authorize the Cottage Grove Police Department to apply for FY24 Law Enforcement Mental Health & Wellness Act Program Grant.

8 Approve Disbursements

A Approve Disbursements

9 Public Hearings

10 Bid Awards

A Jamaica Avenue Mill and Overlay Project - Bid Award
Staff Recommendation: Adopt Resolution 2024-063 awarding the bid for the Jamaica Avenue Mill and Overlay Project to Northwest Asphalt, Inc. in the total amount of \$1,446,878.71.

11 Regular Agenda

A Summer Valley - Zoning Amendment and Preliminary Plat
Staff Recommendation: 1) Adopt Ordinance No. 1080 approving the zoning amendment to change the zoning of property generally located south of the Woodbury Border, east of the Northwick Park

development, west of the Rolling Meadows development, and north of the Parkview Pointe development from AG-2, Agriculture, to R-3, Single Family Residential. 2) Adopt Resolution 2024-064 approving the Preliminary Plat for a subdivision to be called Summer Valley, which will consist of 71 lots for single-family homes.

12 Council Comments and Requests

13 Workshops - Open to Public

14 Workshops - Closed to Public

A Performance Evaluation - 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



To: Parks, Recreation and Natural Resources Commission
From: Zac Dockter, Parks and Recreation Director
CC:
Date: April 26, 2024
Subject: Work Plan Workshop

Introduction/Background

Staff utilizes the Parks, Recreation and Natural Resources Commission Work Plan to steer meeting agenda development. Doing so aims to assure that Commissioners and staff are working cooperatively on strategies that support the mission of creating and promoting policies, programs, and places that enable active living for a more vibrant community. Attached with this report is the most recent workplan which has been in place for two years.

Prior to the workshop, staff is asking Commissioners to ponder the following questions as it specifically relates to our parks and recreation system.

1. Five words that best describe our Parks and Recreation system in Cottage Grove.
2. What recreational changes/trends in the past five years need consideration for our community?
3. What recreational service gaps exist today?
4. What should we consider doing more of?
5. Anything we should do less of or eliminate?
6. If you had sole authorization on how to spend \$500,000, what project(s) would you invest into (up to three projects)?

By now you should have received an email link for survey responses to these questions. Please respond by May 12. Results will be brought to the Commission meeting to spur workshop discussion and plan development.

Staff Recommendation

Workshop to develop a draft of the 2024-2026 Parks, Recreation and Natural Resources Work Plan.



Cottage Grove Parks, Recreation and Natural Resources Commission 2022/2023 Work Plan

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

Mission

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

Work Plan

1. ***Construct and maintain high-quality athletic facilities that service the recreational needs of the community while also supporting the local economy by attracting larger tournaments and events:*** athletic fields, ice arena, river oaks, indoor/outdoor training areas.
2. ***Provide recreational programs, events and facilities that reach ALL people.:*** explore community demographics to find service gaps, work cooperatively with other programming organizations, consider all barriers to participation (financial, social, logistical, etc.), grow programming with community growth, add a natural-based playground.
3. ***Increase aquatic recreational opportunities:*** After aquatic park referendum failures in 2012 and 2021, identify any and all aquatic recreational opportunities that can be leveraged for our citizens. Aquatic recreation is not solely defined by swimming; seek alternative opportunities to experience the water. For example, splash pads, canoe/kayaking/boating, wading pools, paddleboats, fishing, etc. Work cooperatively with community education to identify opportunities to better market/utilize the two indoor pools in Cottage Grove.
4. ***Continue to make the trail system a point of pride in the community by planning for and constructing future trail networks while also improving the existing trail experiences.:*** Trail circuits, safe road/highway crossings, master planning, program development, interpretive signage/mapping, add more natural hiking trails. Use trails to access our precious and underutilized open spaces.
5. ***Take care of what we have:*** the maintenance and care for the oldest and newest park in the system should be equal, be diligent in capital asset replacement planning/funding, map out service gaps (trail links, drinking water access, trash, rest areas, bike fixing stations, amphitheater, etc.), enhance natural habitat and improve environmental practices in our open spaces.