

MINUTES

COTTAGE GROVE CITY COUNCIL

April 17, 2024

COUNCIL CHAMBER
12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016

REGULAR MEETING - 7:00 P.M **COUNCIL CHAMBER**

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on April 17, 2024, at Cottage Grove City Hall, 12800 Ravine Parkway. Mayor Bailey called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

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

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

4. OPEN FORUM

Mayor Bailey opened the Open Forum.

Bonnie Matter, 6649 Inskip Avenue South, spoke about Arbor Day. She had educational information: Old growth forests provide numerous important benefits. They are highly effective carbon syncs with the oldest and largest trees storing the most carbon. As the leaves and other organic matter from these forests decompose, much of the stored carbon is sequestered in the soil, rather than released into the atmosphere. Old growth forests support high levels of biodiversity, providing unique habitats and resources for a wide range of plant and animal species that cannot thrive in younger, more disturbed

forests. The complex structure of old growth forests with large trees, fallen logs, and multilayered canopies create diverse microclimate niches. These forests play crucial roles in regulating local hydrology, improving soil quality and drainage, and breaking down air pollutants. Their ecological services provide significant economic value to nearby communities through tourism, recreational, and natural resource provisioning. Many indigenous cultures have deep spiritual and cultural connections to old growth forests, relying on them for traditional practices and sustainable use of resources. However, old growth forests are increasingly rare globally due to natural disturbances and human activities. Protecting the remaining old growth forests is crucial for conserving biodiversity, mitigating climate change, and preserving important cultural and ecological values.

During the City of Cottage Grove Arbor Day ceremony, please take the time to remember that 2,536 trees that were destroyed as part of the Mississippi Dunes development. The City is going to replace 106 boulevard trees at \$47,571, or \$449 a piece. As part of the September 6, 2023 preliminary Development Agreement between the City Council and Rachel Development, the City eliminated the tree preservation requirement as a pod exception; 2,536 trees were cut down or ripped out of the ground. What the City so willingly offered for destruction was priceless. Thank you.

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

5. ADOPTION OF AGENDA

Motion by Council Member Olsen to approve the agenda; second by Council Member Thiede. Motion carried: 5-0.

6. PRESENTATIONS

A. 2024 Arbor Day Proclamation

Staff Recommendation: Proclaim Friday, April 26, 2024, as Arbor Day in the City of Cottage Grove.

Ryan Burfeind, Public Works Director, stated like we do each year, we proclaim and celebrate Arbor Day; it's kind of like a welcoming to spring, though we didn't have much of a winter last year. This event is always something we have, with different events for the public. I'll talk through those, and at the end we'll have the proclamation itself.

Arbor Day is nationally recognized, and it's really all about forestation and bringing new trees in, along with the trees that we have throughout our community. The first thing that we do with planting new trees is a Parks Department initiative, the volunteer tree-planting event. This year it will be at Sunnyhill Park, kind of on the north edge of town in the Pine Crest development, on Tuesday, April 23, at 1:00 p.m. We always welcome folks in the neighborhood to come join in on that tree-planting event that will happen that day. We're hoping for good weather. He showed a photo from last year, down in Strawberry Fields Park.

We also do an Arbor Day tree giveaway. This is a very popular thing we do every year, and people can still sign up for it; the registration is on the City website and we also had it on Facebook. I think it was also on the City newsletter with a QR code, so it would bring you right to the registration. People just need to register by Wednesday, April 24, 2024, at 8:00 a.m. to be entered into that drawing. We do a random drawing of all the names for 100 bareroot trees, and they're good, sizeable trees; sometimes the bareroot trees are kind of small, but these are good trees. As of today, there were 500 people signed up, and we typically get around 1,000 people to sign up for that giveaway. We'll deliver those trees on Arbor Day, Friday, April 26, between 7:00 a.m. and noon.

We also do buckthorn pickup; this is a little different initiative, but we're really trying to make our forests more healthy. If residents are removing buckthorn from their property, they just need to call us by this Friday, April 19, and then we will put them on a schedule to do that pickup. We'll pick it up next week, the week of April 22. We just ask that they put it out on their curb or in the boulevard area, out of the street, and we will pick that up. To reduce buckthorn is the goal of that, so if you have any on your property, big or small, we've had some larger properties where people do large cleanup projects, and we'll take all the buckthorn that you remove, no matter how much it is.

Director Burfeind stated next is the Arbor Day Proclamation.

Mayor Bailey asked Council Member Thiede to read the Arbor Day Proclamation, so Council Member Thiede read aloud the Arbor Day Proclamation.

Mayor Bailey shared that today he received in the mail notification that Cottage Grove is once again nominated as Tree City USA, which is kind of cool. It noted a variety of different things that we do in our community to preserve trees and add trees and manage the canopy, which obviously our Public Works team does with our forester. One of the other things it says in here is, *"If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resource, personal health and wellbeing, energy use, and extreme heat and flooding. Cottage Grove is doing its part to address these challenges for residents, both now and in the future."* I just thought that was kind of an interesting comment to be made, and there is a press release that I'll provide to the staff so that the press can see that we're being nationally recognized.

Motion by Council Member Garza to proclaim Friday, April 26, 2024, as Arbor Day in the City of Cottage Grove; second by Council Member Khambata. Motion carried: 5-0.

7. CONSENT AGENDA

- A. Accept and place on file the minutes from the February 13, 2024, meeting of the Advisory Committee on Historic Preservation.
- B. Authorize issuance of a Massage Therapist License to Nicole A. Steenerson at the location of Whole Health Massage (8800 East Point Douglas Road).

- C. Approve the issuance of rental licenses to the properties in the attached table.
- D. 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. Adopt Resolution 2024-059 awarding the quote to White Cap to provide 49,500 pounds of Crafcro 34535 Roadsaver at \$.70 per pound for a total of \$34,650.
- F. Authorize Public Works to advertise and sell banquet chairs on an auction sale.
- G. 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. 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. Approve 2nd Amendment to Water Tower Lease with AT&T at the Innsdale Water Tower.
- J. 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. 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. 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. 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. Adopt Resolution 2024-061 approving the modifications to the Cottage Grove Municipal State Aid Street System.
- O. 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. Approve the Permanent Drainage and Utility Easement at 7675 Hardwood Avenue South.
- Q. Authorize the Cottage Grove Police Department to apply for FY24 Law Enforcement Mental Health & Wellness Act Program Grant.

None of the Council Members wished to pull any items on the Consent Agenda for further discussion and/or approval.

Motion by Council Member Khambata to approve the Consent Agenda; second by Council Member Garza. Motion carried: 5-0.

8. APPROVE DISBURSEMENTS

- A. Approve payments for the period of 3-29-2024 through 4-11-2024 in the amount of \$1,266,102.30.

Motion by Council Member Olsen to approve disbursements; second by Council Member Thiede. Motion carried: 5-0.

9. PUBLIC HEARINGS - None.

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.

Amanda Meyer, City Engineer, stated this is the Jamaica Mill and Overlay Bid Award. We opened bids on April 4; just as a reminder, this is the section of Jamaica Avenue between 80th Street and 90th Street. You can see our Engineer's Estimate was at \$1.5M, The low bidder was Northwest Asphalt, Inc. at \$1,446,878.71. Northwest Asphalt is a contractor that works pretty frequently in Cottage Grove, we have good experience with them, and you can see with our Engineer's Estimate they fell kind of right in the middle of those bids, which is good to see.

Motion by Council Member Thiede to Adopt Resolution 2024-063, awarding the Jamaica Avenue Mill and Overlay Project to Northwest Asphalt, Inc. in the total amount of \$1,446,878.71; second by Council Member Khambata. Motion carried: 5-0.

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.

Conner Jakes, Associate Planner, stated the two applications before you this evening are a Preliminary Plat and Zoning Amendment for the proposed Summer Valley residential subdivision. Summergate Development is requesting approval of a Zoning Amendment and Preliminary Plat on 24.5 acres of land, located south of the Woodbury border. The property is currently zoned AG-2, Agriculture, and the applicant is proposing to rezone the subject site to R-3, Single-Family Residential, in order to plat 71 single-family lots for homes. Planner Jakes spoke about the following: Proposed Project: Consists of 24.5 acres, again adjacent to the Cottage Grove-Woodbury border on the northern edge of the City. It's surrounded by three existing residential developments: To the west is the existing Northwick Park development, to the south is the Parkview Pointe development, and to the east is the currently under construction Rolling Meadows development. The site is currently a tilled field with no existing trees or structures. Zoning Amendment: The applicant is requesting to rezone the subject property from AG-2 to R-3, Single-Family Residential, which would be in accordance with the long-term growth plan for the parcel. The low-density residential allows for 2-to-4 units per acre, and the applicant is proposing a density of 2.9 units per acre. Preliminary Plat: Consists of 71 single-family lots for homes. The applicant has not requested flexibility in terms of Planned Unit Development (PUD), and is intending to meet the standards of the R-3 Zoning District, which are on the screen. I wanted to note an HOA is not proposed as part of the development. The applicant has indicated they are still working with builders to determine who would be the builder within the development; so, at this point, there are no specifics on that. Access: Access to the proposed development is provided through the three developments: To the west would be Jeffery Avenue South, through the Northwick Park development. To the south would be Jensen Avenue South, and to the east would be 63rd Street South, through Rolling Meadows. The applicant is proposing a five-foot wide sidewalk that would connect the existing sidewalk stubs, as shown in orange on the screen before you. There is a future roadway extension on the northwest corner of the property at the Woodbury border; that extension would be extended at such time that the Woodbury parcel develops to the north, and that road would continue to the north. Stormwater Ponds: The applicant is proposing two stormwater ponds on site; one pond is proposed to be a dry pond, and the larger one would be extended from the Rolling Meadows pond to the east, and that would be the wet pond to serve both of those developments. Proposed Trail: I also want to note there's a proposed trail on the northeast corner of the site that would tie into the South Washington Watershed District's Regional Trail Section Plan; the proposed trail is highlighted in the red circle on the screen before you. I would note that the trail is proposed to extend north, up to the Glacial Valley interpretive area that would be provided by the County. The existing trail that's currently constructed does flow to the Glacial Valley Park that was recently constructed within the City. Landscaping: The applicant submitted a detailed landscape plan; there is no tree mitigation required as there are no trees on site. There are 77 boulevard trees proposed, and the landscape plan shows 4 trees per lot with 10 shrubs per lot. I want to note that the Zoning Code was updated in 2022, as you're well aware, and changed; so, any lot greater than 60

feet in width only requires 3 trees per lot. The applicant will be working to revise that landscape plan, as the previous Code required 4 trees per lot. Planning staff will exercise final approval of the landscape plan, so I'm working with the applicant on that revision. Neighborhood Meeting: The applicant hosted a Neighborhood Meeting on March 12, 2024, and there were 26 residents in attendance. Three major concerns were brought up, which related to the development process, construction traffic, and project buildout. However, I will note the primary concern was construction traffic, as traffic is proposed to flow through the existing residential developments. Due to the limited access to the site, the residents at the Neighborhood Meeting asked whether the applicant could work with the property owner to the north, along the Woodbury border, to utilize the existing driveway and farm field on site; that's indicated in red on the screen. The applicant investigated this, but the property owners weren't interested due to concerns related to liability, tree removal, and other various factors. Thus, the only remaining access options are through the existing residential neighborhoods. At this point, staff is not intending to designate an official construction traffic route; however, I wanted to note that this scenario isn't uncommon within the City. There are currently nine residential developments where traffic has to flow through an existing residential development into the currently under construction development. A few examples would be: Calarosa, where you're flowing from 1st Addition, 2nd, all the way to the 6th Addition; Settlers Bluff, flowing from 1st Addition, 2nd Addition; maybe a more prominent example would be flowing through Langdon Hills to Eastbrooke 2nd and 3rd Addition, as we have two different developments that are under construction there.

Planner Jakes stated the recommendations are on the screen before you, staff is available for any questions, and the applicant is also in attendance.

Council Member Thiede stated so I assume we talked to Woodbury and can coordinate it a little bit with them on that road going north. Do they already have some different proposals in place at all, platted out?

Planner Jakes replied at this point, we haven't received any information that they have any proposals. At such time that they would, they would notify us and then we could provide comment at that time. At this point, the only thing they commented was that the hammerhead was sufficient and to sign it for future road extensions.

Council Member Thiede stated so, they're okay with that, right, and they'll try to accommodate that as much as possible; Planner Jakes replied that's correct.

Council Member Olsen thanked Planner Jakes for the information. He asked about: 1) The comments related to the construction traffic. As I'm sure you're keenly aware, that seems to be an area of heartburn for residents throughout the City when situations like this arise where they have construction traffic that comes through their residential neighborhood. What I'm curious about is what can we do from a communications perspective, partnering with the developer, put in place to ensure that folks in the neighborhood are keenly aware of the activity that's going to take place, when that activity is going to take place, etc. so that we can hopefully put people's mind at ease to some degree. I think where the biggest challenge lies is the trucks start rolling, and

people look out their windows and think, what the heck's going on? I didn't know anything about it. Of course, we have the Neighborhood Meetings, we do all the things we're supposed to do, but people are busy and sometimes they don't even get the mail so they don't get the notice, or they don't have the ability to go to the meeting. 2) When we roll trucks like this through residential neighborhoods, we tend to see a little bit of wear and tear on some of those roads that aren't generally used for that purpose; so, they're not made for that purpose. Are we concerned at all about what this traffic through the neighborhood may do to the existing roadways? Have we thought that through and tried to figure out what can we do to mitigate that, whether it's a shorter term Mill and Overlay, things of that nature. I recognize both of those questions may be more for Director Burfeind or Engineer Meyer. So, what do you think, can we figure something out on the communication?

Planner Jakes replied we have been in direct communication with all of the residents that attended the Neighborhood Meeting, gathered their emails, phone numbers, etc. We continue to keep them informed as we move through this. The development schedule was clearly outlined at the Neighborhood Meeting and through contact afterward, talking through those concerns with the residents. One thing that also kind of helped put the residents at ease was that we're going to make clear with the contractor and subcontractors that construction-related traffic has to be cognizant that they're traveling through a residential area. They need to just be aware that there are homes there, there are children, and all the factors that play into that; they'll be asked to reduce their speed as much as possible. One way that we would do that would be to work with Public Safety and maybe put a speed trailer out there, just be in constant communication with them. I would defer the road question to our Engineer Meyer.

Council Member Olsen stated on your communication response, I would encourage that we have regular dialogue with the contractor and their subcontractors. I can speak from experience, and I'm sure Director Burfeind would agree with this, you can have that conversation almost every day and still have a subcontractor that doesn't pick up on what you're saying. So, we've got to be really clear about this is what the expectations are related to speed, time of day, etc. because those folks have a job to do and that's their focus. They're not really thinking about all the other things that we have to think about related to our residents. There will be a few of us out knocking on doors this summer, and I'm sure we'll hear about it if it's not done properly.

Engineer Meyer stated regarding the communication piece, some of the things that we've done with public projects are project websites where you can sign up for weekly updates or maybe there's mailers. So, I think there's probably an opportunity where we could work with the developer if there's some sort of platform that they have, or maybe they want to set something up; otherwise, we are able to work with them on specific mailers. At this point, we are a preliminary plat, so we're still a little ways away from having any sort of contractor on board with a specific schedule, so we've got some time to work through that. I think there are a lot of options that we can work through with the developer to come up with a good communication plan.

Council Member Olsen stated thank you. The further out we are the better time it is to start planning, I think. Engineer Meyer stated yes, absolutely. She stated in regard to our streets and the conditions, this is actually a really good area for an example. When Rolling Meadows was constructed, they moved through that Parkview Pointe development. We just recently completed the final streets project in that neighborhood, and I will say we didn't see a lot of early degradation in that roadway when we came through with that final streets project. The Northwick Park, I believe that's Jeffery Avenue, that still has the bit wedge, if you will, so we haven't completed the final streets; but we're very confident in how our roads are built, how we maintain our roadways. We don't have concerns with early degradation of our pavement. I think the other piece, as we think about construction phasing, the first phase is grading; so, that equipment gets dropped off, and there's a couple of workers who show up at the beginning of the day and they leave at the end of the day. So, that construction traffic, early on in development is a lot less than when we start seeing that home construction with all the trades. So, it will help us kind of ease into better figuring out what's the best communication plan, how are we seeing traffic routing through the neighborhoods, if we're seeing any concerns with the roadways, we have some time to kind of work through that as we get more into that construction.

Council Member Olsen stated thank you, excellent answers from both of you. I can see that you've given it a lot of thought; we continue to learn, as we continue to develop, ways in which we can maybe improve our service level to the residents. It sounds like you guys have had those conversations already, so I very much appreciate that. Thank you.

Mayor Bailey stated I'm just curious, from a staff standpoint, just for my knowledge, I see what's going to be up above, going into Woodbury, with the Glacial Valley Park, correct? Over to the east of that, which I assume is still Cottage Grove, just to the north there, in Woodbury, is Crossroads Church. There's a parcel there, so is that a buildable parcel? This isn't really so much for this project, I just wondered if that's something that's just going to be a remnant that's going to be sitting out there because it's not buildable. It would be south of the church. He was told that property was owned by 3M.

Mayor Bailey said you'd mentioned Woodbury. Do we know in their long-term plan, they may not have anything specific just to the north of us, where this development's going. Do you know if they're guiding that for single family, like R-2.5, is that the plan?

Engineer Meyer replied yes, that is my understanding. I'll just add in our conversations with Woodbury, we've also been communicating as it relates to the trail and access; to ensure that there is an access just north of our border onto that trail since you saw that there isn't any direct access through this neighborhood.

Mayor Bailey stated I knew that's why you were doing it there, so I was just curious, because half of this development is going to back up onto the Glacial Valley Park in Woodbury. With the rest of it, I just was curious if it was single family. That helps, thank you.

Council Member Thiede stated I'll follow along with what you were saying. Is it possible to come in from the Crossroads Church? That land is not too level. Because eventually

that will possibly be a road extension, I don't know. To come in from the east to the property, right along the top border there; part of it is watershed, if it gets repaired or whatever, I can't necessarily see the terrain from here.

Mayor Bailey stated I think I can answer that because I actually was out there when they did the area, and then we walked that. That is a very steep area; the intent is for water to flow in the event, so, I don't see that being a feasible solution.

Engineer Meyer stated if I may, much of that area is also in a conservation easement where there wouldn't be any pavement allowed, which is part of why we have sort of an odd jog in the trail. We had to get around that conservation easement with the paved trail.

Mayor Bailey stated this development looks fairly straightforward. I know we just want to make sure communication going through existing neighborhoods is clear. To me, this is almost kind of like an in-fill, if you will, it fits right into what's being built right around it.

Motion by Council Member Khambata to 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; second by Council Member Thiede. Motion carried: 5-0.

Motion by Council Member Garza to 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; second by Council Member Olsen. Motion carried: 5-0.

12. COUNCIL COMMENTS AND REQUESTS

Council Member Khambata stated I just want to remind everyone, as it gets warmer, to use our parks. I was out this last weekend with my kids, and I noticed some people aren't paying very close attention; so, everyone be safe out there and go enjoy our parks.

Council Member Garza stated River Oaks and their new menu is going to be amazing, so I hope that everyone gets out there and enjoys it. Mayor Bailey stated yes, we had a chance to sample a few things tonight and see the menu, so it's going to be a very nice event place down there.

Mayor Bailey stated the only thing I'll mention before we have our next Council Meeting, and this is always really popular in our community, just a reminder that Saturday, April 27, is the Chamber Community Showcase. It will be held at the Park High School fieldhouse, it starts at 10:00 a.m., and I believe it goes until about 2:00 or 3:00 p.m. I just encourage everybody to stop in there and patronize your local businesses and maybe check out some of the people or businesses you didn't know that are in Cottage Grove.

Mayor Bailey stated we have a workshop this evening, which is closed to the public, pursuant to MN Statute 13D.05, Subd. (3)a, which is a performance evaluation of our City Administrator Jennifer Levitt. We'll be adjourning this meeting from that workshop.

13. WORKSHOPS - OPEN TO PUBLIC - None

14. WORKSHOPS - CLOSED TO PUBLIC - CONFERENCE ROOM

- 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.

Motion by Council Member Olsen, seconded by Council Member Garcia to close the meeting at 7:37 p.m. Motion carried: 5-0.

Motion by Council Member Olsen, second by Council Member Thiede to open the meeting at 8:36 p.m. Motion carried: 5-0.

15. ADJOURNMENT

Motion by Council Member Olsen, second by Council Member Thiede, to adjourn the meeting at 8:37 p.m. Motion carried: 5-0.

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