



COTTAGE GROVE CITY COUNCIL

December 4, 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 Public Safety Board Presentation
Staff Recommendation: Recognize Panamint Capital for their support of the K-9 Program.
 - B Eagle Scout Award - Cameron Rekstad
Staff Recommendation: Recognize Cameron Rekstad's accomplishment of Eagle Scout and award him with a plaque.
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (2024-11-06)
Staff Recommendation: Approve the November 6, 2024, City Council Regular Meeting Minutes.
 - B Public Services Commission Meeting Minutes (2024-10-21)
Staff Recommendation: Approve the October 21, 2024, Public Services Commission Meeting Minutes.
 - C Planning Commission Meeting Minutes (2024-10-28)
Staff Recommendation: Accept and place on file the minutes from the October 28, 2024, Planning Commission meeting.
 - D Response Letter to Open Forum Question (2024-11-20)
Staff Recommendation: Receive the Response Letter.
 - E Single-Occassion Gambling Permit - St. Rita's Church
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to St. Rita's Church to conduct bingo at 8694 80th Street South, Cottage Grove on February 21-22, 2025.
 - F Temporary Liquor License - St. Rita's Church
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to St. Rita's Church for their Cabin Fever Bingo event held on February 21 & 22, 2025, at 8694 80th Street South, Cottage Grove.
 - G Temporary Liquor License - Cottage Grove Lions Club
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to Kaitlyn Tobritzhofer, on behalf of the Cottage Grove Lions Club, for the Dust 'Em Off Vintage Snowmobile Show to be held at the corner of 70th Avenue So. and Keats Ave So. on January 4, 2025.

- H **Certify Delinquent Utility Accounts**
Staff Recommendation: Adopt Resolution 2024-164 certifying delinquent utility bills to the property tax rolls payable in 2025.
- I **2025-2029 Capital Improvement Plan**
Staff Recommendation: Approve the 2025-2029 Capital Improvement Plan and adopt Resolution 2024-178, Resolution Approving a Comprehensive Plan Amendment to the City's Comprehensive Plan 2040 to Incorporate the Capital Improvement Plan.
- J **Rental License Approvals**
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
- K **Business Licenses 2025**
Staff Recommendation: Adopt Resolution 2024-172 authorizing renewal of business licenses for 2025.
- L **2025 Fee Table**
Staff Recommendation: Adopt Ordinance 1091, authorizing the implementation of fee changes, increases, and additions for the year 2025, effective January 1, 2025.
- M **2025 Part-time Firefighters Pay Plan**
Staff Recommendation: Approve Resolution 2024-167 adopting the 2025 Part-time Firefighters Pay Plan.
- N **2025 Part-time Pay Plan**
Staff Recommendation: Adopt resolution 2024-168 approving the 2025 Part-time Pay Plan.
- O **2025 Non-Represented Pay Plan & Benefits**
Staff Recommendation: Approve Resolution 2024-166 adopting the 2025 Pay Plan and Benefits for employees not covered by a labor contract for the City of Cottage Grove.
- P **Personnel Policy Amendment**
Staff Recommendation: Adopt Resolution 2024-165 approving the updated Personnel Policy.
- Q **Cannabis & Lower Potency Hemp Edibles**
Staff Recommendation: Approve the adoption of Ordinance 1088 for the Zoning Ordinance amendments regarding Cannabis and Lower-Potency Hemp Edibles, Ordinance 1089 for the Registration Ordinance Amendments regarding Cannabis and Lower-Potency Hemp Edibles, and Ordinance 1090 Enacting an Odor Ordinance.
- R **Adoption of the City of Cottage Grove All-Hazard Plan**
Staff Recommendation: Adopt Resolution 2024-169 receiving and approving the City of Cottage Grove All-Hazard Plan.
- S **Authorization to Apply for FY2024 Assistance to Firefighters Grant**
Staff Recommendation: Authorize the Fire Department to apply for a FY24 FEMA AFG for \$367,656.80 which requires a match for 10 percent of the total cost of \$36,765.68.
- T **Letter of Understanding for Impound Housing Services**
Staff Recommendation: Approve the Letter of Understanding for Impound Housing Services 2025 between Animal Humane Society and City of Cottage Grove.
- U **Lease Agreement to Use the Cottage Grove Armory Parking Lot for Holiday Train Attendees**
Staff Recommendation: Approve the lease agreement with the Minnesota National Guard to use the Cottage Grove Armory parking lot for Holiday Train attendees.
- V **Public Facility Outdoor Maintenance Contract**
Staff Recommendation: Approve the First Amendment to the service agreement through December 31, 2028 with Valdes Lawn Care & Snow Removal to provide outdoor maintenance services to City Hall, HERO Center, Central Fire Station and Fire Station #4.

- W Cintas Uniform and Floor Coverings Service Agreement**
Staff Recommendation: Accept the one year service agreement with Cintas to provide rented floor mats and uniforms for the facilities owned by the City of Cottage Grove.
- X High Zone Raw Water Main Project - Easement Agreement and MOU**
Staff Recommendation: Approve executing the Memorandum of Understanding with compensation for the easement in the amount of \$3,100, and the Permanent Utility Easement agreement with Jason and Jessica Sadek, to accommodate the water main to be installed on 8532 Indian Boulevard South, as part of the High Zone Raw Water Main Project.
- Y Denzer Park Service Agreement to Install and Purchase Playground Equipment**
Staff Recommendation: Authorize service agreement with Webber Recreational Design, Inc. for the purchase and installation of playground equipment at Denzer Park for \$83,845.85.
- Z Denzer Park Grading Project Quote Award**
Staff Recommendation: Adopt Resolution 2024-175 awarding the Denzer Park Grading Project to the quote supplied by Miller Excavating, Inc. in the amount of \$24,245.00 and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- AA DNR No Child Left Inside Grant**
Staff Recommendation: Authorize staff to apply for the Minnesota Department of Natural Resources No Child Left Inside Grant to purchase archery program supplies in the amount of \$4,940.00.
- BB MemberSports Agreement - River Oaks Golf**
Staff Recommendation: Staff recommends the approval of the MemberSports 5-year software agreement as reviewed by the City Attorney and City staff based on the payment terms as outlined in the attached memo.
- CC Rental License Ordinance Amendment – Short Term Rental Exemptions**
Staff Recommendation: Adopt Ordinance No. 1085 amending City Code Title 3-15-3 and 3-15-9 to add language exempting short-term rental properties from requiring a crime-free lease addendum for tenants and the unrelated persons maximum.
- DD 2025 Pavement Management – Approve Feasibility Report, Call for Public Improvement Hearing, and Authorize Preparation of Plans and Specifications**
Staff Recommendation: Adopt Resolution 2024-174 approving the Feasibility Report, establishing a December 18, 2024, Public Hearing date, and authorizing the preparation of Plans and Specifications for the 2025 Pavement Management Project.
- EE Street Name Change – Preserve at Prairie Dunes and Pine Glen 7th Addition**
Staff Recommendation: Adopt Resolution 2024-173 approving the street name change for the segment of 100th Street South depicted on the Street Name Change Exhibit to Hamlet Avenue South in the Preserve at Prairie Dunes and Pine Glen 7th Addition.
- FF Joint Powers Agreement For Maintenance of Century/Geneva Ave. So.**
Staff Recommendation: Approve of the Joint Powers Agreement between the City of Cottage Grove and the City of Newport for Joint Responsibilities of Century/Geneva Avenue South.
- GG Cottage Grove Logistics Park (NorthPoint Development) – Master Site Plan Amendment, Zoning Amendment, Conditional Use Permit (Data Center)**
Staff Recommendation: 1) Adopt Ordinance No. 1086 approving the Zoning Amendment to rezone 38.85 acres of land from AG-2, Agricultural, to I-1, General Industrial District, and amend an existing PUD to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC. 2) Adopt Resolution 2024-176 rescinding Resolution 2021-166 and approving an amendment to the Cottage Grove Logistics Park Master Site Plan to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC, and approving a Conditional Use Permit (CUP) for a Data Center use over the Cottage Grove Logistics Park Master Site Plan under NP BGO Cottage Grove Logistics Park, LLC ownership.
- HH Cottage Grove Convention and Visitors Bureau Meeting Minutes (2024-02-26)**
Staff Recommendation: Approve the February 26, 2024, Regular Meeting Minutes.

- II Cottage Grove Convention and Visitors Bureau Meeting Minutes (2024-06-04)
Staff Recommendation: Approve the June 4, 2024, Regular Meeting Minutes.
- JJ 2025 Cottage Grove Convention and Visitors Bureau Budget
Staff Recommendation: Approve the Cottage Grove Convention and Visitors Bureau 2025 Budget.
- KK Rassmussen University Tuition Reduction MOU
Staff Recommendation: Approve the Memorandum of Understanding between Rassmussen University and the City of Cottage Grove, providing a 20% tuition reduction (corporate grant) for city employees.
- LL Desotec GAC Vessel Rental Agreement
Staff Recommendation: Approve the Vessel Rental agreement with Desotec for GAC treatment vessels at Wells 3, 8 and 10 temporary treatment plants.
- 8 Approve Disbursements
 - A Approve Disbursements
Staff Recommendation: Approve disbursements from 11-15-2024 through 11-28-2024 in the amount of \$2,716,222.73.
- 9 Public Hearings
 - A Property Tax Levy Payable in 2025 and Adoption of the 2025 Budget
Staff Recommendation: 1) Adopt Resolution 2024-170, Resolution adopting the 2024 Property Tax Levy Collectible in 2025. 2) Adopt Resolution 2024-171, Resolution adopting the 2025 Budget. 3) Adopt Resolution 2024-179, Resolution adopting the Housing and Redevelopment Authority Property Tax Levy.
- 10 Bid Awards
- 11 Regular Agenda
 - A Park High School – Site Plan Review
Staff Recommendation: 1) Adopt Resolution 2024-177 approving the site plan review for two additions to Park High School located at 8040 80th Street South totaling approximately 35,000 square feet and additional site improvements to property located at 8040 80th Street South and 7830 80th Street South. 2) Approve drainage and utility easements, right-of-way easement, encroachment agreement, and a stormwater maintenance agreement on property located at 8040 and 7830 80th Street South.
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshops - Closed to Public
 - A Performance Evaluation - Jennifer Levitt, City Administrator
Staff Recommendation: Close the meeting pursuant to MN Statute 13D.05 subd.(3)a to conduct a performance evaluation of City Administrator, Jennifer Levitt.
- 15 Adjournment