



COTTAGE GROVE CITY COUNCIL
12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016
COUNCIL CHAMBER - 7:00 PM

January 22, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A 2024 Annual Photo Contest Winners
Staff Recommendation: Receive presentation on Capture Cottage Grove winners.
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (2024-11-20)
Staff Recommendation: Approve the November 20, 2024, Regular Meeting Minutes.
 - B City Council Regular Meeting Minutes (2024-12-4)
Staff Recommendation: Approve the December 4, 2024, Regular Meeting Minutes.
 - C City Council Regular Meeting Minutes (2024-12-18)
Staff Recommendation: Approve the December 18, 2024, Regular Minutes.
 - D City Council Regular Meeting (2025-01-08)
Staff Recommendation: Approve the January 8, 2025, Regular Meeting Minutes.
 - E Temporary Single Occasion Gambling Permit - Accacia Lodge No. 51
Staff Recommendation: Authorize issuance of a single-occasion gambling permit to David Gene Martin, on behalf of the Accacia Lodge No. 51, to conduct a raffle at 11094 70th Street South on October 4, 2025.
 - F Massage Business and Massage Therapist License - Savannah Marie Koenig
Staff Recommendation: Authorize issuance of a massage business license and massage therapist license to Savannah Marie Koenig at the location of Salons by JC (7240 East Point Douglas Road South Suite 160 #36).
 - G Authorize entering into an agreement with Judith Graf for transcription services for 2025.
Staff Recommendation: Approve the agreement with Judith Graf for transcription services for 2025.
 - H Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - I Convention and Visitors Bureau Member Appointment - Khambata
Staff Recommendation: Appoint Tony Khambata to fill the vacant seat on the Convention and Visitors Bureau Board of Directors to a three-year term ending on 12/31/2028.

- J Non-criminal Justice Agency Joint Powers Agreement with the MN BCA
Staff Recommendation: Approve and execute the non-criminal justice agency Joint Powers Agreement (NCJA JPA) with the Minnesota Bureau of Criminal Apprehension.
- K Pay Equity Report
Staff Recommendation: Accept the Pay Equity Report to be submitted to the State of Minnesota.
- L Abatement of Utility Billing Certification
Staff Recommendation: Adopt resolution 2025-09, authorizing the abatement of utility billing certification in the amount of \$4,049.09.
- M Fee Table Revision - Credit Card Fees
Staff Recommendation: Adopt Ordinance 1092, amending the City Fee Table.
- N Parks Trailer Purchase
Staff Recommendation: Approve the increased budget amount of the parks trailer from \$22,000 to \$23,898.88.
- O Polco National Community Survey
Staff Recommendation: Approve the Polco Confluence Inc. software subscription and support agreement in the amount of \$29,300.
- P FlowMSP Pre-planning Software
Staff Recommendation: Staff recommends the approval for the purchase of FlowMSP SaaS in the amount of \$2000 annually.
- Q KnowBe4 Security Awareness Add-on
Staff Recommendation: Staff recommends the approval of the KnowBe4 Security Awareness solution in the amount of \$11,298.
- R 2nd Draft 3M NPDES Permit – Public Comments
Staff Recommendation: Approve the 3M Draft NPDES Permit Comments.
- S HERO Center – Range Re-Roof Project Final Payment
Staff Recommendation: Adopt Resolution 2025-010 authorizing final payment of \$13,868.95 to Diverse Construction Services, LLC for the HERO Center Range Re-Roof project.
- T County Road 19A & 100th Street Realignment – Final Design MOU
Staff Recommendation: Approve the Memorandum of Understanding with Washington County for the County 19A & 100th Street Project related to final design, environmental documentation, and municipal consent.

8 Approve Disbursements

- A Approve Disbursements

9 Public Hearings

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

- A Future Park Projects (LOST)

Staff Recommendation: Receive information and provide direction on future park projects.

B New Development Boulevard Tree Requirements

Staff Recommendation: Approve the removal of boulevard trees adjacent to homes in new developments and allow staff to begin the process of updating City ordinances to reflect this change.

C Modifications to the Issuing of Temporary Certificates of Occupancy

Staff Recommendation: Review and provide direction on the proposed clarification of the TCO process limiting the issuance of a TCO between June 1 and October 1. Issuance of a TCO between June 1 and October 1 requires \$8,000 escrow prior to issuance.

14 Workshops - Closed to Public

15 Adjournment