

The following actions were taken at the Sept. 7, 2016, City of Cottage Grove Council meeting

City Historical Records Transferred to Washington County Historical Society

City Council authorized an agreement to transfer historical records from the City to the Washington County Historical Society and to the Minnesota Historical Society/State Archives. The historical records date as far back as the mid-1800s and range from Certificates of Birth/Death/Stillbirth, Court Records, Road Books, Audit Reports, Election Registers, and Town Minutes. The historical society will catalog and preserve the documents and will eventually be available for public use during normal business hours.

City Supports Habitat for Humanity's Application to Washington County HDA

The City Council approved a letter in support of Twin Cities Habitat for Humanity's application to the Washington County Housing and Redevelopment Authority for Community Development Block Grant Funds was approved by Council.

Twin Cities Habitat for Humanity is looking to purchase two vacant homes targeting the Red Rock Transit Corridor, which includes Cottage Grove with plans to remodel to homes in order to provide affordable homeownership opportunities to two low-to-moderate income households.

Donation from Gardenworld Accepted

The City Council accepted a donation of 700 perennial plants, valued at \$3,500, from Gardenworld. The plants were donated in July and used in City parks. Gardenworld is one of the new businesses located in the business park.

2016 - 2017 Designated Hunting Zones Set

The City Council passed a motion to accept and approve the 2016-2017 maps designating boundaries for discharge of firearms and archery equipment for hunting. The maps are available on the City's website.

Council Approves District Program Center's FUNTASTIC Fall Fest Raffle Permit

City Council approved a single occasion gambling permit application for the South Washington County Senior Center for their FUNTASTIC Fall Fest being held Oct. 21 at the DPC Community. The proceeds are used for their Angel Fund, which pays for lunch meals for those who cannot afford them, for their Intergenerational Programming Volunteer Recognition, and for equipment and supplies that are not otherwise covered in the budget.

Second Quarter Donations Accepted

Second quarter donations totaling \$4,135 were accepted. \$1,485 was donated for the Inclusive Playground at Woodridge (from New Park Lions Club, funds collected at the Business Chamber event, funds collected at the Volunteer Recognition banquet, funds collected at Night to Unite events, Park Grove Pet Hospital and Dennis Brothers Liquor). \$2,650 was donated for Safety Camp (LSP Cottage Grove, Dunn Orthodontics, John Germs Agency, Andersen Corporation, Advanced Sportswear, Lions Club of Cottage Grove, Werner Electric, Custom One Homes, JD Bobcat Service, A-Doorable Garage Door Co, and Dennis Brothers Liquor).

Business Retention and Expansion Program Approved

City Council approved a Business Retention and Expansion (BR&E) Program timeline and agreement with the University of Minnesota program. A successful BR&E program will produce more jobs, as it is estimated that up to 86 percent of new jobs come from existing businesses. The program will also help to build better relationships between the City and existing businesses. Work will begin right away with Economic

Development staff attending training courses to become certified as BR&E Coordinators through Business Retention & Expansion International.

Lease Agreements for the Dog Park and Compost Site Approved

The City Council accepted the Dog Park and Compost Site Lease Agreements and the Option Agreement and Right of Entry with WAG Farms, Inc. with the following conditions: It be reviewed and accepted by WAG Farms, Inc. and The City attorney would be allowed to make minor changes to all agreements when necessary.

The Dog Park Lease Agreement was extended to Dec. 31, 2026; the City has the first option to purchase the land if the owner was to sell; the City will continue to maintain the site; and the City can make any improvements to the site to improve overall use of the site and are not required to restore it to its natural state if it was to be sold to another party.

The Compost Site Lease Agreement was extended to Dec. 31, 2016; the City has the first option to purchase the land if the owner was to sell; the City will continue to sublease the property to Rumpca for the composting of yard waste; and if the Rumpca lease would be terminated, Rumpca would be responsible for returning the site to its original condition.

The Option Agreement and Right of Entry will allow City and EDA to do use tax increment financing (TIF) to recapture the City's public improvement costs by reselling the land to a developer. In addition the agreement also provides the EDA exclusive option to purchase all or some of the property in one or more transactions; agreement is in place until all land is sold or the EDA wishes to terminate the agreement; the EDA can enter into a purchase agreement with a buyer at any time and no subsequent costs to the landowner; Landowner grants City any drainage or utility easements that might be needed for storm water basins; the landowner is responsible for any real estate broker fees or commissions that may be charged with the purchase of any property; and the landowner allows the EDA and its consultant's access to the property, with reasonable notice, for site investigation work.

Certified Local Government Grant from Minnesota Historical Society Accepted

Council accepted a \$221 Certified Local Government Grant from the Minnesota Historical Society. The grant compensates the City for required attendance at the Annual Statewide Historic Preservation Conference, on Sept. 8-9, 2016, in Hastings. John Burbank is the City's Historic Preservation Office and he will attend the training which is a requirement of being a Certified Local Government with the State Historic Preservation Office.

City Council Received Update on the Strategic Plan

City Council received an update on the Strategic Plan as of the end of second quarter.

Reforming Organizational Culture

- Strategy #1: Training and Travel Committee (Tuition Reimbursement): the training and travel committee is in the process of being developed; training dollars were increased in the proposed 2017 budget.
- Strategy #2: Evaluate Benefits for 2017 Budget: the proposed 2017 budget includes an increase in the city contribution to employees' health savings accounts (HSA) and includes having city contributions deposited twice a year (instead of four times per year) so employees would have more funding in their HSA earlier in the year.

- Strategy #3: Health and Wellness Committee: the Wellness Committee submitted a budget request of \$2,500 for FY2017 and has sponsored several challenges and events including a walking challenge in June, a park cleanup day in August, and a veggie challenge during September.
- Strategy #4: Emphasize Career Path Options During Annual Reviews: completed
- Strategy #5: Compensation Plan for 2018: the RFP has been developed and will be finalized once the preliminary levy is adopted in September; Administration department included a budget add of \$25,000 for the 2017 budget for the compensation study.
- Strategy #6: 2017 Budget for 3 Firefighters/Paramedics: Public Safety staff included a budget add for three firefighters/paramedics in the 2017 budget to help with the anticipated 5 to 10 percent call increase per year due to expected growth. (These positions are dependent on the final 2017 budget to be adopted in December.)
- Strategy #7: Employee Survey: During the summer, an employee survey was distributed to staff with 99 employees completing the survey; overall response and feedback indicate that most employees agree that the City is a good employer; with the survey results, the City now has more defined direction to continue reforming organizational culture.

Make Cottage Grove a Recreation Destination

- Strategy #1: Park Improvement Plan; no action at this time
- Strategy #2: River Oaks Business Plan: Council adopted the final business plan and authorized necessary budget adjustments in anticipation of an Oct. 1, 2016 launch of the new Eagles Bar and Grill.
- Strategy #3: Create Mississippi River Access: 1) River Oaks scenic overlook park design: Due to the small scope of the project, staff worked with the Parks Commission to design a Master Plan rather than utilizing a consulting firm; staff is also working with Friends of the Mississippi River as a resource for a natural resources management plan. 2) Boat Launch on Mississippi River; staff had a phone conversation with the Gibson Family about reacquiring access to the former boat launch site. Although the owners seem open to the idea of selling, they are deferring discussion until they meet with the City on future land development issues regarding the island.

Engaging the Community and Forming the Vision

- Strategy #1: Hire Facilitator for Community Engagement: NEXT Generation Consulting was hired to facilitate the project; plans are underway for a kick-off meeting, town hall meetings and focus groups; Steering Committee members were appointed at the Sept. 7 meeting.
- Strategy #2: Develop Communications Plan: the community engagement project is being promoted through the City website, newsletter, social media, press releases and videos with SWCTC; a community engagement section on the website is being developed.
- Strategy #3: Develop Engagement Strategies/Gather Community Input: "One Wish" chalkboards, social media campaigns, online surveys, town halls, and focus groups will be used to engage with the community.
- Strategy #4: Develop Community Plan: no action at this time.

Positioning for Growth

- Strategy #1: Hire ED Director: the BR&E agreement was signed and sent to the University of Minnesota for approval; in September, Economic Development staff will begin the online prep class for the BR&E process.

- **Strategy #2: Develop Successful Business Park Plan:** more than 20 acres in the business park are graded and going through the DEED Shovel Ready Certification and Xcel Energy's Site Certification Program. Cottage Grove's business park will be one of only 10-12 sites Xcel will market to large energy users; the EDA and Council approved revisions to the EDA bylaws and enabling resolution in order to comply with State Statute; Economic Development staff conducted an Urban Land Institute: Navigating Your Competitive Future Workshop to gain feedback into the marketability of Cottage Grove from professionals in the private sector; staff continues to work with Washington County to finalize the BRT stations.
 - **Continuing Action Steps:** Stantec will help update the Comprehensive Plan, through which the boundaries of the business park will be reviewed; a plan was drafted for the expedited review of development project proposals providing a consistent point of contact throughout the development process; business subsidy policies continue to be reviewed with recommendations going to the EDA in September; City ordinances requiring Class I building materials in Industrial zoning are being reviewed.
- **Strategy #3: Space Needs Study for PW & Parks:** a meeting was held with consultant, Short Elliot Hendrickson Inc. (SEH), to discuss the overall proposal and cost with a cost estimate expected soon; equipment, storage, and staffing needs related to future growth and a full build out continue to be evaluated.
- **Strategy #4: Conference with Developers, Real Estate Brokers, and Land Owners:** approval was received from the Department of Commerce for three continuing education credits for the City's Realtor Forum, scheduled for Oct. 6.
 - **Continuing Actions Steps:** the effectiveness of continuing with a Business Appreciation Event such as a golf tournament or River Boat Cruise is being evaluated.
- **Strategy #5: Finalize RRCC BRT Stations:** BRT Station Plans will be sent out to the RRC Technical Advisory Committee with public comment on the draft of the final plan in September.

Canadian Pacific Rail Watermain Improvement Payment Authorized

City Council approved final payment in the amount of \$38,420.11 to Minger Construction for the CP Rail Watermain improvements.

Final Payment for Business Park Grading Authorized

City Council approved final payment in the amount of \$444,933.90 to Enebak Construction for the successful completion of the Business Park Grading project.

Seventeen People Appointed to Community Engagement Steering Committee

The Cottage Grove City Council appointed 17 people to serve on a steering committee for the City's community engagement project. The Cottage Grove residents who will serve on the steering committee are Regina Boston, Jess Davison, Suzanne Elliot, Bart Fischer, Erik Holtan, Melissa Jungbauer, Joe Kovarik, Michael Laverdure, Lisa Maxwell, Jennifer Nedry, Tod Oswald, Eric Radel, Sandi Scott, Lisa Studiner, Dan Sullivan, Nicole Toni, and Jessica Vadnais. Each expressed a strong interest in helping to shape the future of Cottage Grove. The committee member's diverse backgrounds, experience, and length of time in the community will be valuable as the community engagement visioning process moves forward.

2016 Pavement Management Project Costs Approved

City Council adopted a resolution declaring the costs of the 2016 Pavement Management project be assessed and set a public hearing for Oct. 5 to consider the assessments. The 2016 Pavement Management project consisted of District F3/F5, District D2 and 80th Street (from Ideal Avenue to Jamaica Avenue).

Project costs for District F3/F5 are \$1,580,060 with a proposed assessment amount of \$2,618.00 per residential buildable lot equivalent (RBLE). This compares to the original projected assessment amount based on the engineer's estimate of \$3,619.52.

Project costs for District D2 are \$1,904,822 with a proposed assessment amount of \$3,987.72 per residential buildable lot equivalent (RBLE). This compares to the original projected assessment amount based on the engineer's estimate of \$4,757.02.

Project costs for 80th Street are \$1,157,847 with a proposed assessment amount of \$2,618. This compares to the original projected assessment amount based on the engineer's estimate of \$3,619.52.

2017 Pavement Management Project

A public hearing for the 2017 Pavement Management Project was held Sept. 7. After the public hearing City Council ordered the 2017 Pavement Management Project and authorized the preparation of plans and specifications for Districts B1 and F3. District B1 is a residential area (Rolling Hills) generally bound by streets north of Crestview Elementary and Park High School, east of Hinton Avenue, west of North Ideal Park and Nina's Park, and south of 75th Street. District F3 is a residential area (Jamaica Ridge) generally bound by streets north of East Meadow Cliff Ravine, east of Jamaica Ave, south of 80th Street, and west of Jeffery Ave.

Multifamily Housing Revenue Bonds

The City Council authorized the issuance, sale, and delivery of multifamily housing revenue bonds. Cottage Grove Leased Housing Associates I, LLLP, (aka Dominion) is in the process of acquiring land to construct the 184-unit rental housing facility to be located on East Point Douglas Road South near the intersection of Highway 61 and 80th Street. To finance this project, they requested the City issue multifamily housing revenue obligations, in one or more series, as taxable or tax-exempt obligations in the estimated aggregate principal amount not to exceed \$25,000,000.