

REGULAR MEETING COTTAGE GROVE CITY COUNCIL

January 18, 2006

OPEN FORUM – 7:15 p.m.

Open forum provides a person an opportunity to inform the Council of a problem or to request information related to City business not scheduled for Council action and on the Agenda. Mayor Shiely encouraged persons to limit their remarks to two (2) minutes per issue.

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Karla Bigham
Council Member Mark Grossklaus
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Ron Hedberg, Finance and Administrative Services Director
Howard Blin, Community Development Director
Michael Zurbey, Acting Public Safety Director
Les Burshten, Public Works Director
Corrine Thomson, City Attorney

No one stepped forward to speak during Open Forum.

CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota held a regular meeting on Wednesday, January 18, 2006, at the Cottage Grove City Hall, 7516 80th Street South. Mayor Sandy Shiely called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Karla Bigham
Council Member Mark Grossklaus
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Ron Hedberg, Finance and Administrative Services Director
Howard Blin, Community Development Director
Michael Zurbey, Acting Public Safety Director
Les Burshten, Public Works Director
Corrine Thomson, City Attorney

ADOPTION OF AGENDA

MOTION BY GROSSKLAUS, SECONDED BY BAILEY, TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 5-0.

PRESENTATIONS

NONE

APPROVAL OF MINUTES

A. November 2, 2005 Regular Meeting

Mayor Shiely stated that the minutes stand approved as presented.

CONSENT CALENDAR

Council Member Bailey asked to pull Items 4D and 4E. He stated that Item 4D is for the acceptance of a donation from Cogentrix/LSP to the Cottage Grove Economic Development Trust Fund. He stated that he would like to acknowledge and thank Cogentrix for the donation. He stated that Item 4E involves approving the 2006 Emergency Medical Services Contract between the City of Cottage Grove and the Township of Grey Cloud Island adding that he would like to mention that he is happy to see that the contract agreement clarifies that any shortfalls would be paid for by the township. He stated that it would be nice to see the Cities of St. Paul Park and Newport come to the table like Grey Cloud Island has. He stated that it would help alleviate the costs otherwise subsidized by the citizens.

Council Member Rice asked to pull Item 4C for a separate vote.

City Administrator Schroeder stated that Staff is close to completing the plans and plan to move forward in the near future.

ITEM 4C – CONSIDER ADOPTING A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ESTABLISHING A BID DATE FOR THE 97TH STREET EXTENSION PHASE 2 UTILITY, STREET AND STREET LIGHTING IMPROVEMENT PROJECT

MOTION BY RICE, SECOND BY BIGHAM, TO DENY THE ADOPTION OF A RESOLUTION REQUESTING APPROVAL OF THE PLANS AND SPECIFICATIONS AND THE ESTABLISHMENT OF A BID DATE FOR THE 97TH STREET EXTENSION PHASE 2 UTILITY AND STREET LIGHTING IMPROVEMENT PROJECT. MOTION TO DENY CARRIED 5-0.

Council Member Grossklaus asked to pull Item 4I. He explained that this is to approve a resolution increasing the ambulance rates for 2006 due to the increases in costs to operate the ambulance service. He expressed concerns stating that he does not believe that it is right that the citizens of Cottage Grove should be expected to subsidize and pay for other

Cities' use of the ambulance services. He asked the Cities of St. Paul Park and Newport to step forward and be responsible, help pay for their share of the services.

MOTION BY RICE, SECONDED BY BAILEY, TO:

- A. ACCEPT AND PLACE ON FILE THE FOLLOWING MINUTES:
 - i. PUBLIC WORKS COMMISSION OF NOVEMBER 14, 2005.
- B. AUTHORIZE THE ISSUANCE OF AN OFF-SALE 3.2 BEER LICENSE TO YOCUM OIL CO. INC. FOR THE HOLIDAY #3870 LOCATED AT 8610 EAST POINT DOUGLAS ROAD.
- C. REMOVED FOR A SEPARATE VOTE.
- D. ADOPT **RESOLUTION NO. 06-006** ACCEPTING THE DONATION FROM COGENTRIX/LSP-COTTAGE GROVE FOR THE ECONOMIC DEVELOPMENT TRUST FUND.
- E. APPROVE THE 2006 EMERGENCY MEDICAL SERVICES CONTRACT BETWEEN THE CITY OF COTTAGE GROVE AND THE TOWNSHIP OF GREY CLOUD ISLAND AND AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE CONTRACT.
- F. ADOPT **RESOLUTION NO. 06-007** APPROVING THE FINAL PAYMENT IN THE AMOUNT OF \$14,020.20 TO DANNER, INC. FOR THE THOMPSON GROVE PAVEMENT MANAGEMENT PROJECT.
- G. AUTHORIZE ISSUANCE OF A SINGLE-OCCASION GAMBLING PERMIT TO GREY CLOUD ELEMENTARY SCHOOL P.T.A., 9525 INDIAN BOULEVARD, TO CONDUCT A RAFFLE ON MARCH 10, 2006.
- H. APPROVE THE AMBULANCE BILLING CONTRACT WITH EXPERT T. BILLING, INC. FOR 2006-2007.
- I. ADOPT **RESOLUTION NO. 06-008** AMENDING CITY FEE TABLE.

MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED OPEN FORUM ISSUES

NONE

PUBLIC HEARINGS

NONE

BID AWARDS

NONE

UNFINISHED AND NEW BUSINESS

NONE

RESPONSE TO PREVIOUSLY RAISED COUNCIL COMMENTS AND REQUESTS

A. Response to Council Regarding Tobacco Violation Fees.

City Administrator Schroeder explained that Council Member Bigham asked Staff to survey the surrounding communities to find out what they are charging for Tobacco Compliance Check Violations. He stated that Staff sent surveys to the surrounding communities and received responses from the Cities of Oakdale, South St. Paul, St. Paul Park and Washington County. He stated that based on the responses received the City's fines are in line with what they charge, except for Washington County, whose fees are higher.

City Administrator Schroeder stated that Cottage Grove City Code and Minnesota Statutes establish the administrative penalties for licensees noting that Council does have the ability to vary from the Minnesota Statute by adoption of a City Ordinance. He stated that Staff recommends that the City Council direct Staff to give mailed notice to all licensees of a proposal to increase tobacco compliance check fines at the February 15, 2006 meeting to the same amount charged by Washington County. He provided Council with a brief overview of the fines established for each violation including suspension.

MOTION BY BIGHAM, SECOND BY RICE, TO DIRECT STAFF TO PULL TOGETHER INFORMATION FOR INCREASE IN FEES. MOTION CARRIED 5-0.

COUNCIL COMMENTS AND REQUESTS

Mayor Shiely stated that the Council should plan on a closed workshop at the February 1, 2006 City Council meeting for City Administrator Schroeder's annual review.

Council Member Bailey asked Staff to provide Council with an update on the replacement process for the Public Safety Director position.

City Administrator Schroeder stated that the position is currently being advertised noting that the deadline for applications is January 21, 2006. He indicated that they have already received 12 applications.

PAY BILLS

MOTION BY BIGHAM, SECONDED BY BAILEY, TO APPROVE PAYMENT OF CHECK NUMBERS 143303 THROUGH 143519 TOTALING \$706,078.17. (CHECKS 143303 – 143336 IN THE AMOUNT OF \$169,110.52 ISSUED PRIOR TO COUNCIL APPROVAL.) MOTION CARRIED 5-0.

Mayor Shiely called a break at 7:42 p.m.

Mayor Shiely called the meeting back to order at 7:50 p.m.

WORKSHOP SESSION – OPEN

A. Review the Preliminary 2005-2006 Goals and Accomplishments Document

Mayor Shiely reviewed the list of 2004 and 2005 City Council goals and the preliminary draft

for 2005 accomplishments and asked the Council for feedback and their suggestions to revise their goals for 2006.

Council Member Grossklaus asked if the Council has ever discussed the possibilities of bringing a corporate-type business campus to Cottage Grove. He asked if this would be the next phase for the City in upgrading the industrial park area. He suggested that Council consider directing Staff to research possible site locations that could accommodate a corporate business campus.

City Administrator Schroeder stated that Staff has done some research and has indicated that the area east of Jamaica would be an area that could fit the bill. He noted that 3M is a wholly owned, corporate business campus and indicated that Staff is planning to meeting with 3M to discuss several concerns including stormwater issues.

Mayor Shiely asked if Staff would be discussing the road issues in that area and the Langdon area. City Administrator Schroeder confirmed.

Mayor Shiely asked the Council if they would like to include working with 3M on the development of a corporate campus as one of their goals for 2006.

Council Member Rice stated that he would like to see something like this included as one of their goals. He suggested that Staff get out there and start researching areas and options.

Council Member Bailey referenced all of the Council's discussions over the last two years with respect to the Gateway North area, noting that Staff is now introducing roundabout options for the south gateway area and suggested that Council include the north and south gateways as 2006 goals.

Mayor Shiely agreed and confirmed that Council has agreed to include this item as a part of the Council goals as the "Jamaica Corridor."

City Administrator Schroeder clarified that the Council wants to start ramping up for the Jamaica/Cottage View area. He stated that Staff would put together verbiage for the Jamaica Corridor and the Corporate Campus for their review.

Council Member Bigham referenced the Jamaica Corridor and transportation/transit concerns and suggested that they work to encourage the State to provide funding assistance for improvement of the East Point Douglas Business District and the Jamaica Corridor.

Council Member Bailey referenced County Road 19 and asked Council if they would want to include discussions for Innovation Bridge and the frontage road that runs along the 3M property. Mayor Shiely agreed that Council should work on the issue this year.

City Administrator Schroeder stated that he met with Staff a couple of days ago and it is their plan to bring forward to Council a summarized scope of the work and what it would take, within that scope, to accomplish the amount of work required.

Mayor Shiely referenced the high-speed rail stating that it is essential that high-speed rail

come to Cottage Grove. She stated that if Cottage Grove loses the high-speed rail designation the City would have a very difficult time getting the Red Rock Corridor. She noted that the City of Rochester is the other City looking for a high-speed rail connection to Chicago.

Mayor Shiely asked for an update on Express Bus service.

Council Member Bigham stated that the frequency of the express bus route to St. Paul has been cut; the two routes to Minneapolis were kept due to gas and parking costs. Both routes leave at the same time each morning.

Council Member Grossklaus asked when they would be at the end of the Wakota Bridge project.

City Administrator Schroeder stated that the landscaping budget has been eliminated from the project in Newport and the State is currently using the highway maintenance budget to pay for the infrastructure projects.

Mayor Shiely suggested that the Council consider removing some of the smaller items and maintain a list of the major goals that should be addressed. Council agreed.

City Administrator Schroeder suggested removing the Wakota Bridge and including the enhancements for the overpass.

Council Member Rice suggested removing the senior housing.

Council Member Bailey stated that he initially thought the same thing but the City still does not have senior housing.

Council agreed to keep this as a goal for the current year.

Mayor Shiely asked for an update on where Staff is at with respect to working towards Council's goal to establish a canoe landing and boat launch in Cottage Grove. She asked if staff anticipates anything for 2006 on this issue.

City Administrator Schroeder explained that they did sounding of the river depths in various locations this past Spring 2005, which has provided them with some opinions as to where the canoe landing and boat launch should be located. He stated that Staff has had discussions with the current owner of the property for one potential location adding that there is also county land that might be available in this area. He explained that the County was left with six to eight issues to address during Staff's last visit with the County Board noting that the issues would have to be addressed before the discussion could continue. He stated that the City would have to go back to the County Board at some point to continue the discussions.

Community Development Director Blin explained that the County was looking to expand what they own in this area noting that Staff felt that this could be a wonderful opportunity and location to build a boat launch. He further explained that the area the County is considering expanding is the same area Staff has reviewed for the boat launch. He stated that they have

been told that the acquisition of the land has been put on the back burner while devoting their resources to another park.

Mayor Shiely stated that she is concerned about the lack of enforcement for various ordinance violations adding that one of her main preferences for personal goals would be to clean up A & F Auto Parts.

City Administrator Schroeder stated that Community Development Director Blin could provide the Council with an update on their progress with the clean up. He explained that funding the clean up has been part of the problem noting that the City would have to consider purchasing the property to fully clean the area.

Community Development Director Blin stated that since the abatement process Staff has been pushing for basic maintenance and keeping access points open. He explained that the main issue in getting the clean up done has been resources. He stated that Staff could give this issue a higher priority if this is a major issue for Council.

Council Member Bigham stated that she would be in support of creating the command center and possibly bringing a breakfast restaurant to the City. She suggested that they consider utilizing some of the City Park fees to help fund the creation of the command center.

Council Member Grossklaus stated that he agrees with the suggestion/goal to implement a raise for City Council members and the Mayor. He reviewed the extra responsibilities that have now become part of the job stating that a small raise for the Council would show that the City supports their efforts and work.

Mayor Shiely clarified that she would never benefit personally from an increase noting that the increases would go into effect two years from now. She further clarified that she is not suggesting an increase for her benefit but more so for those who are members of the Council that have responsibilities in addition to their current duties as a City Council member.

Council Member Bailey agreed that the Mayor should receive an increase due to the extra items that are now part of the Mayor's responsibilities. He stated that he also believes that the Mayor should also be compensated at a higher rate than Council Members due to the additional responsibilities.

Council Member Bailey referenced the public facilities and asked if it would be important to include bonding for the development at Camel's Hump.

City Administrator Schroeder stated that the enhancements would cover this area adding that he would include verbiage that would address this.

B. South Service Center Agreement

Community Development Director Blin stated that the first segment of the service center project would involve constructing the first segment of Ravine Parkway. He stated that Staff has developed a draft document that identifies who is responsible for various parts of the project and who would be responsible for funding each part of the construction. He explained

that the County would pay \$1.1 million of the \$1.6 million for that segment of the roadway. He stated that the County would also be responsible for installing the landscaping along the parkway and would maintain the medians.

City Engineer Levitt noted that the City would be installing the median treatments but the County would maintain all boulevards and medians until the native vegetation and plantings are established and the road is extended through the area.

Council Member Bigam asked if the City would have the discretion to decide on the type of vegetation that would be planted.

Community Development Director Blin explained that the City is deciding on the vegetation with the goal to have the vegetation as lush as possible with minimum maintenance.

Council Member Rice asked if the area would be irrigated.

City Engineer Levitt clarified that the area would not be irrigated. She explained that once they were able to decide on the type of plantings for the area it was determined that an irrigation system was not necessary.

Community Development Director Blin provided Council with an overview of the proposed Washington County funding for roadway improvements that include: Financing of the Ravine Parkway, Phase 1, Stage 1; Jamaica Avenue and Military Road Jurisdictional Transfer; County Road 74 (65th Street) Jurisdictional Transfer; and the CSAH 19 and Highway 61 Interchange. He indicated that City Engineer Levitt is working towards developing a scope of services that includes some of the design work adding that Staff would have a more accurate estimate available shortly for Council's review.

City Engineer Levitt stated that she would like to pursue Federal monies for Highway 61 noting that this is not currently on the list. She assured Council that Staff is aggressively pursuing this option and would provide Council with an update at a later date.

Council Member Rice referenced the scope of work for Innovation Road and clarified that the work would provide improvements for both sides of the road.

City Engineer Levitt reviewed the process used to determine the scope of work noting that Staff plans to research several options, choose the best scenario for both sides and move forward with the necessary repairs.

Community Development Director Blin indicated that MnDOT does not have any funds available for State projects and recommended that Council not expect a lot from MnDOT in the short term. He indicated that Staff would be back before Council on February 1, 2006 with a request for approval on the Ravine Parkway proposal.

Council Member Grossklaus asked where Staff plans to find the funding for the remaining \$5 million.

City Administrator Schroeder explained that future discussions would include whether the

City should have an expectation that developers wholly fund all collector streets or should they expect to contribute MSA funds to the balance. He stated that at this point in time they are not certain, at a Staff level, what the most appropriate approach should be. He indicated that this would come before the Council shortly for their review.

C. Comprehensive Plan Update

Community Development Director Blin explained that the recently amended Metropolitan Land Planning Act requires all metropolitan area communities to submit an updated Comprehensive Plan to the Metropolitan Council by the end of 2008. He stated that Staff is looking to Council for their guidance on the appropriate process for citizen involvement in preparation of the plan. He indicated that City Staff would perform much of the work on the plan update adding that consultant assistance is expected for work on the Transportation plan and for graphic assistance.

Community Development Director Blin stated that Staff has various models that could be used for citizen participation in developing the updated plan that include creating a citizens' task force, or utilizing the Planning Commission to help guide the update process, which would likely require special meetings of the Commission through the course of the project. This would also include participation from other Advisory Commissions who would review plan elements on a periodic basis, or create a Committee of Commissions that would include a group of existing members of City Commissions that would help guide the process. This could include members of the Planning Commission along with two to three members from each of the other Commissions. He indicated that the project could take 12 to 18 months to complete in order to accomplish the tasks at hand adding that they do not expect this to be a huge endeavor.

Community Development Director Blin stated that much of the information is already available noting that the water supply plan and utility plans have been recently updated or are now in the process of being developed. He stated that these items would be incorporated into the plan update. He indicated that much of the East Ravine Master Plan could be used for the new Comprehensive plan adding that the proposed Transportation plan would be a major element. He stated that the process would begin in the late spring/early summer timeframe and would be presented to Council for their review when completed.

The Council agreed on Option 3, where one representative from each Commission would work together with the citizens and Staff and report back to Council with their recommendations.

Council Member Rice asked if anything was included in the East Ravine Master Plan that would address the location and use of cell towers.

Community Development Director Blin stated that the plan is to follow the standard process for locating towers.

WORKSHOP SESSION – CLOSED

NONE

ADJOURNMENT

MOTION BY RICE, SECONDED BY BIGHAM, TO ADJOURN THE MEETING AT 8:56 P.M.
MOTION CARRIED 5-0.

Respectfully submitted,

Bonita Sullivan
TimeSaver Off Site Secretarial, Inc.