

REGULAR MEETING COTTAGE GROVE CITY COUNCIL

March 21, 2007

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 Sandy Shiely encouraged persons to limit their remarks to two minutes per issue.

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Mark Grossklaus
Council Member Fred Luden
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Howard Blin, Community Development Director
Les Burshten, Public Works Director
Ron Hedberg, Finance Director
Jennifer Levitt, City Engineer
Corrine Thomson, City Attorney
Pete Koerner, Deputy Public Safety Director

Not Present: None.

Mayor Shiely opened the Open Forum at 7:15 p.m.

There being no speakers, Mayor Shiely closed the Open Forum at 7:15 p.m.

CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on Wednesday, March 21, 2007, at the Cottage Grove City Hall, 7516 80th Street South. Mayor Shiely called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Mark Grossklaus
Council Member Fred Luden
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Howard Blin, Community Development Director
Les Burshten, Public Works Director
Ron Hedberg, Finance Director

Jennifer Levitt, City Engineer
Corrine Thomson, City Attorney
Pete Koerner, Deputy Public Safety Director

Not Present: None.

ADOPTION OF AGENDA

MOTION BY RICE, SECONDED BY BAILEY, TO APPROVE THE AGENDA AS SUBMITTED.
MOTION CARRIED 5-0.

PRESENTATIONS

A. Parks and Open Space

The Recreation/Ice Arena Manager, Zac Dockter provided an update on the progression of Cottage Grove's Parks, Recreation, Trails and Open Space System that included system components, expansion, enhancements, trail system, park funding, public landscape initiative (goal to replant the urban forest and beautify the City), and future of the park system. He cited the mission statement and vision and displayed photos of active and passive parks, greenspace and open space, water features, public facilities, trail system, aerial photo of Cottage Grove in 1973 and 2003 that highlighted the City's growth, doubled trail and sidewalk miles as a result of the development and corridor railway system.

Mr. Dockter said the West Draw development is near completion and park additions over the years included Meadowgross Park in 2003, West Draw Park in 2003, Peter Thompson Park in 2004, and Hardwood Park in 2005. He listed numerous park upgrades since 2002 and 2007 projects including Highland Parks, Pine Tree Valley Park, Hidden Valley Park, Hamlet Park, Lamar Park, and Kingston Park. Mr. Dockter noted that park funding comes from park trust funds, general fund, and donations and grants. Mr. Dockter said Phase IV will include Jamaica Avenue and Highlands Park and the public landscape initiative will include the park and corridor projects, annual general fund allocation to assure financial support of program into the future, and continued opportunities for staff and community volunteers to beautify the City.

Mr. Dockter's final comments were that the Parks and Open Space expectations for the community have changed, residents have shown an appreciation for improvements to the system, and the focus of presentation, quality, and beauty should continue to be a goal for Cottage Grove.

Part Time Paramedic Program

Police Officer Gwen Martin made a presentation regarding the Part Time Paramedic Program that she is working on for a college project. She described the vision (increased number of paramedics to maintain the high quality Advanced Life Support Service we provide), casual Paramedic Program history, recent trend, mission statement, estimated start-up cost of \$23,485, \$47,181 estimated available funding from the EMS budget, and benefits. The timeline for the program is: April – advertising, May – interviewing and background checks, June hiring and training, and July – casual paramedic program up and running. Officer Martin cited the Cottage Grove Police Department's mission "To protect and serve with pride and honor" and the critical goal "to enhance ability to respond to requests for emergency medical assistance in the communities served."

Ms. Martin cited the need to increase the number of available casual paramedics and maintain the pool, noting that a casual paramedic has two years of paramedic experience on 911 Advanced Life Support ambulance service, provides ambulance service to patients, works in conjunction with Fire Department, works a minimum of ten hours a month, with ability to sign up for available shifts, and is accountable to the EMS Coordinator. She stated there would be a proposal for Council to consider regarding reallocation of funds from EMS budget to fill the stated need.

Council Member Grossklaus asked about the review process, and Officer Martin responded that it would be a six-month estimate.

Council Member Luden asked how long the Woodbury program had been in place, noted in the presentation, and Officer Martin responded that it was approximately ten years.

APPROVAL OF MINUTES

A. February 21, 2007, Regular Meeting

Mayor Shiely stated that the minutes stood approved as presented.

B. March 7, 2007, Regular Meeting

Mayor Shiely stated that the minutes stood approved as presented.

CONSENT CALENDAR

Council Member Grossklaus pulled Item C to thank the Grey Cloud Township Board for paying their debt to Cottage Grove and said he wished the other two communities would do the same.

Council Member Bailey pulled Item H to extend appreciation for the redesign of the trail and parking lot at the Pine Tree Valley Park. He said the neighborhood meeting had gone well and he hoped the project would come to fruition.

MOTION BY RICE, SECONDED BY LUDEN, TO:

- A. ACCEPT AND PLACE ON FILE THE FOLLOWING MINUTES:
 - I. PUBLIC WORKS COMMISSION MEETING MINUTES FROM FEBRUARY 12, 2007.
 - II. ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES FROM FEBRUARY 13, 2007.
- B. APPROVE CHANGE ORDER NO. 1 FOR THE WELL NO. 9 MAINTENANCE PROJECT, WHICH PROVIDES FOR ADDING A NEW PUMP BOWL AND NEW PITLESS ADAPTER.
- C. ADOPT RESOLUTION NO. 07-052, A RESOLUTION AUTHORIZING THE WRITE OFF OF THE COTTAGE GROVE EMS ACCOUNTS RECEIVABLES TOTALING \$680,193.
- D. AUTHORIZE ISSUANCE OF A SINGLE-OCCASION GAMBLING PERMIT TO HILLSIDE ELEMENTARY PTA TO CONDUCT A RAFFLE AT 8177 HILLSIDE TRAIL ON MAY 19, 2007.
- E. AUTHORIZE ISSUANCE OF A SINGLE-OCCASION GAMBLING PERMIT TO THE LEUKEMIA AND LYMPHOMA SOCIETY TO CONDUCT A RAFFLE AT 8091 INNSDALE AVENUE SOUTH ON MAY 19, 2007.
- F. ADOPT RESOLUTION NO. 07-053, A RESOLUTION AWARDED QUOTE FOR THE 2007 BITUMINOUS TRAIL MICRO RESURFACING PROJECT TO GOPHER STATE SEALCOAT, INC., FOR \$38,069.00

- G. ADOPT RESOLUTION NO. 07-054, A RESOLUTION AUTHORIZING MUNICIPAL STATE AID ROUTE DESIGNATION REVISIONS AS FOLLOWS: ADDITIONS – RAVINE PARKWAY FROM C.R. 74 TO KEATS AVENUE (1.82 MI), RAVINE PARKWAY FROM 85TH STREET TO INDIAN BOULEVARD (1.01 MI); REVOCATIONS – MSA 113 NONA AVENUE FROM 100TH AVENUE TO HADLEY AVENUE (1.90 MI).
- H. ADOPT RESOLUTION NO. 07-055, A RESOLUTION AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE PINE TREE VALLEY PARK IMPROVEMENTS PROJECT.
- I. AUTHORIZE STAFF TO NOTIFY MNDOT OF ACCEPTANCE OF THE FY 2008 MUNICIPAL AGREEMENT PROGRAM FUNDIGN VALUED AT \$135,041.00 FOR THE TH 95 AND LEHIGH ROAD SOUTH IMPROVEMENTS.
- J. ADOPT RESOLUTION NO. 07-056, A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS AND ESTABLISHING A BID DATE OF APRIL 26, 2007 AT 10:00 A.M., FOR THE 2007A STREET IMPROVEMENTS PROJECT.
- K. (1) APPROVE THE SELECTION AND APPOINTMENT PROCESS POLICY TO FILL VACANT SEATS AND FOR THE REAPPOINTMENT OF ADVISORY COMMISSIONS/COMMITTEE MEMBERS; (2) DIRECT STAFF LIAISONS TO ADVISE THE ADVISORY COMMISSION/COMMITTEES OF THE POLICY; AND (3) ACKNOWLEDGE RECEIPT OF THE SAMPLE LIST OF INTERVIEW QUESTIONS AND THE INTERVIEW EVALUATION SHEET.

MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED OPEN FORUM ISSUES

None.

PUBLIC HEARING

- A. Hold the Public Hearing on the Requested Vacation and Discontinuance of Certain Drainage and Utility Easements on Property Known as 7003 and 7025 Goodview Avenue South, and Consider Approving the Vacation and Discontinuance of Certain Drainage and Utility Easements

The Community Development Director Howard Blin reported that Robert Dufresne had made application to vacate and discontinue certain drainage and utility easements on property located at 7003 and 7025 Goodview Avenue South, illustrating the general location of the drainage and utility easement. He said it was due to a minor subdivision of property, in a lot split approved by the City of Cottage Grove on October 19, 2005. The Community Development Director stated that appropriate notification of the public hearing had been made and the recommendation was to approve the draft resolution approving the vacation and discontinuance of the drainage and utility easements described in the draft resolution.

Mayor Shiely opened the public hearing at 8:08 p.m.

There being no speakers, Mayor Shiely closed the public hearing at 8:08 p.m.

Mayor Shiely requested Council feedback.

MOTION BY BAILEY, SECONDED BY RICE, TO ADOPT RESOLUTION NO. 07-057, A RESOLUTION APPROVING THE VACATION AND DISCONTINUANCE OF CERTAIN DRAINAGE

AND UTILITY EASEMENTS ON PROPERTY KNOWN AS 7003 AND 7025 GOODVIEW AVENUE SOUTH. MOTION CARRIED 5-0.

BID AWARDS

None.

UNFINISHED AND NEW BUSINESS

- A. Consider approving: (1) A Zoning Amendment to Amend the Planned Unit Development (PUD) Ordinance for Almar Village; (2) A Conditional Use Permit to Allow a Drive-Through Bank; (3) A Site Plan Review of a 3,500 Square-Foot Bank Building to be Located at 7199 Jorgensen Lane; and 4) An Ordinance Summary Resolution

The Community Development Director reported that S&C Bank had applied for a zoning amendment, conditional use permit, site plan review, and ordinance summary resolution for a proposed 3,500 square-foot bank building located at 7199 Jorgensen Lane South in the Almar Village neighborhood shopping center. He described the background and reported that the Planning Commission had held a public hearing and recommended approval of the zoning amendment and site plan, noting that the Commission recommended additional brick be added to the exterior of the proposed building and discussed the alignment of the proposed drive-through lanes but did not recommend any changes to the plan.

Mayor Shiely asked if landscaping and speaker issues had been addressed, and the Community Development Director responded that they had.

Matt Frisbee of Frisbee Architects and Scott Johnson from S&C Bank were available to address Council concerns.

Council Member Bailey extended thanks to the architect for going back to redo the brick on the front of the building and said he'd done a great job.

MOTION BY RICE, SECONDED BY BAILEY, TO PASS ORDINANCE NO. 813, AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA, AMENDING CITY ORDINANCE NO. 698, WHICH APPROVED ALMAR VILLAGE, A PLANNED UNIT DEVELOPMENT AT 70TH STREET SOUTH AND KEATS AVENUE SOUTH; ADOPT RESOLUTION NO. 07-058, A RESOLUTION APPROVING THE SITE PLAN REVIEW AND CONDITIONAL USE PERMIT FOR A BANK WITH DRIVE-THROUGH LANES TO BE LOCATED IN ALMAR VILLAGE, 7199 JORGENSEN LANE SOUTH; AND ADOPT RESOLUTION NO. 07-059, A RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE NO. 813 BY TITLE AND SUMMARY. MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED COUNCIL COMMENTS AND REQUESTS

- A. Response to Council regarding Red Wing Department of Corrections Transitional Program.

A written update had been provided to Council regarding the March 7, 2007, reported escape and pursuit of 19-year-old Mitchell Zoah Zarzar in Cottage Grove that resulted in Sergeant Greg Rinzel being struck by a Cottage Grove unmarked squad and hospitalized. Warden Sanders from the Red Wing facility had expressed concern over what had occurred and provided a letter outlining the facility's transitional program and said they are reviewing security measures with regards to staff and

inmate ratios as a result of the incident. It had also been stated in the report that Warden Sanders has offered to personally appear and speak to any groups about the event.

Steve Hammer, Assistant Superintendent MCF Red Wing, said he was available to provide any information the Council wished to receive regarding the incident.

Council Member Grossklaus said he appreciated the information provided in both letters Council received.

Council Member Rice inquired about restraints and Mr. Hammer said within 60 days of release residents are not restrained.

Mayor Shiely asked if someone so close to reach the release level in the restorative justice program and offends again whether the resident goes back to square one. Mr. Hammer said the facility has the ability to hold a resident to age 21 and strives to release productive individuals.

Mayor Shiely expressed Council appreciation for his attendance.

COUNCIL COMMENTS AND REQUESTS

Council Member Bailey reported on spray paint vandalism totaling \$5,000 to date of over 50 stop signs over the last weekend and Crime Prevention was providing a \$500 cash reward for catching those responsible, noting contact numbers of 651-458-2850, Cottage Grove Police, and 651-458-2801, Tip Line. He stated that the paint cannot be taken off and so it has ruined all signs, costing taxpayers a considerable amount of money.

Assistant Public Safety Director Koerner said the vandalism locations began east of Hardwood to County Road 19, south of 80th Street to Hillside, making a giant "L" shape through the City. He said the first report was March 16, 8-10 were replaced immediately, and then over the weekend defaced again.

Council Member Bailey reported that he had received an email from a resident inquiring about new resident information, and the City Administrator responded that the City website offered a link to new residents, also noting that information could be provided with monthly water bills.

Council Member Bailey then thanked Mr. Dockter, his assistants, and Nancy Applebee for their work with the recent U16 hockey tournament. He noted both hockey and basketball players and supporters filled City hotels and restaurants, which ultimately helped the business community.

Mayor Shiely requested support for the upcoming April 28 first annual Cottage Grove Miss Cottage Grove golf tournament at the River Oaks Golf Course, raising money for a scholarship community service program. She recognized the efforts of Lori Olson and Julie Berg and stated registration is \$80 per person including dinner, just dinner costing \$15, and four-person teams were sought.

Mayor Shiely reassured residents that Council was discussing nearly daily the current drinking water situation and said a specific resolution with other communities would be upcoming, and an update would be provided in Thursday's Council Update. She said if residents feel comfortable purchasing bottled water or tap filters, to do so but not to invest in anything terribly expensive, that a reasonable option would be available at approximately \$40.

PAY BILLS

MOTION BY BAILEY, SECONDED BY GROSSKLAUS, TO APPROVE PAYMENT OF CHECK NUMBERS 149314 to 149496 FOR \$572,675.26. MOTION CARRIED 5-0.

The meeting adjourned to the Open Workshop session at 8:33 p.m.

Mayor Shiely opened the Open Workshop session at 8:33 p.m.

WORKSHOP SESSION – OPEN

A. Comprehensive Plan Update

Mayor Shiely commented that it is amazing to note the extensive amount of time volunteers are willing to put in on the Comprehensive Plan project.

The Community Development Director provided an update on the Comprehensive Plan planning process, stating that the Steering Committee had met for an introductory meeting and would be conducting the initial review of the plan elements. He stated that the Comprehensive Plan serves as a guide for all future development and redevelopment in the City and the Metropolitan Land Planning Act requires all metropolitan area communities to submit updated Comprehensive Plans to the Metropolitan Council by the end of 2008. The Community Development Director cited the plan elements as land use, transportation, utility, and parks and trails, and reported that the plan establishes the goals and policies used to guide development decisions.

Populations for Cottage Grove: 30,582 in 2000, 36,000 expected in 2010, 44,400 expected in 2020, and 53,000 expected in 2030; and for Washington County 201,130 in 2000, 258,502 expected in 2010, 316,043 expected in 2020, and 365,570 in 2030.

Mayor Shiely commented that there were several cities in Washington County that are protected from urban growth by the Metropolitan Council, which puts stress on other County cities. The Community Development Director agreed and said Woodbury, Stillwater, and Cottage Grove would be absorbing the majority of future County growth.

Proposed Comprehensive Plan Update Schedule:

- February 2007 – review past plans, define goals for plan process, and determine meeting schedule
- April 2007 – discuss land use objectives
- June 2007 – review draft land use element
- July 2007 – work sessions with City Council to discuss land use element
- August 2007 – finalize land use element, review utility element, and discuss transportation element
- October 2007 – review draft transportation element, discuss park and trails element, and discuss housing element
- December 2007 – review draft parks and trails element, review housing element, and discuss economic development element
- February 2008 – review draft plan update
- March 2008 – work session with City Council to discuss draft plan
- April 2008 – public hearing on plan amendment and recommend plan to City Council

- May 2008 – City Council action on plan and distribution of plan to surrounding communities for comment

Mayor Shiely thanked the Community Development Director and Steering Committee.

WORKSHOP SESSION – CLOSED

None.

ADJOURNMENT

MOTION BY RICE, SECONDED BY GROSSKLAUS, TO ADJOURN THE MEETING AT 8:50 P.M. MOTION CARRIED 5-0.

Respectfully submitted,

Mary Heintz
TimeSaver Off Site Secretarial, Inc.