

# REGULAR MEETING COTTAGE GROVE CITY COUNCIL

April 2, 2008

## 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.

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

Also Present: Ryan Schroeder, City Administrator  
Les Burshten, Public Works Director  
Corrine Heine, City Attorney  
Jennifer Levitt, City Engineer  
Craig Woolery, Public Safety Director

Not Present: Council Member Pat Rice

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, April 2, 2008, at the Cottage Grove City Hall, 7516 80<sup>th</sup> 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

Also Present: Ryan Schroeder, City Administrator  
Howard Blin, Community Development Director  
Les Burshten, Public Works Director  
Corrine Heine, City Attorney  
Jennifer Levitt, City Engineer

Craig Woolery, Public Safety Director

Not Present: Council Member Pat Rice

ADOPTION OF AGENDA

MOTION BY BAILEY, SECONDED BY GROSSKLAUS, TO APPROVE THE AGENDA AS SUBMITTED.

MOTION CARRIED 4-0.

PRESENTATIONS

None.

APPROVAL OF MINUTES

A. March 5, 2008, Regular Meeting

Mayor Shiely stated that the minutes stood approved as submitted.

B. March 12, 2008, Special Meeting

Mayor Shiely stated that the minutes stood approved as submitted.

CONSENT CALENDAR

Council Member Grossklaus pulled Item E, Write-off EMS Accounts Receivables, to thank Grey Cloud Island Township for payment to Cottage Grove for services rendered.

Council Member Bailey pulled Item B to thank the Cottage Grove Fire Auxiliary for their donation of \$900.00 to the Public Safety Department, Fire Division, to be used to purchase materials to build a hose rack. He also pulled Item D to thank the Cottage Grove Crime Board for their donation for the purchase of a taser that will be assigned to the K9 Officer.

Mayor Shiely pulled Item F to note that it is City staff's recommendation that Council approve the part-time wage resolution.

She also pulled Item G, Review the Storm Damage Clean-Up Policy, to request explanation regarding differential between a city-wide event and local storm damage. The City Administrator provided clarification that it is the Mayor who determines whether a state of emergency exists within the City after consultation with staff; a city-wide event would cover a large portion of the City where mass clean-up operations would need to be coordinated, whereas localized storm damage would be confined to, as an example, localized neighborhoods. He stated that downed trees in City parks or on City right-of-ways following a non-citywide emergency would be taken care of by the City, to alleviate potential hazard to

the traveling public.

Mayor Shiely pulled Item J, 2008 City Council Goals, and stated that Council had met a couple weeks ago and reviewed the goals. She commented that she believes the most important part of the governance goal is to designate that business will be conducted in a professional way and that it be done with civility and respect, requesting that the verbiage be added. The City Administrator added, for clarification, that specific yearly goals are identified within the document and more general government business is found on the back page.

Council Member Grossklaus requested that specific 2008 working goals be identified on the webpage.

MOTION BY GROSSKLAUS, SECONDED BY BAILEY, TO:

- A. ACCEPT AND PLACE ON FILE THE FOLLOWING MINUTES: NONE SUBMITTED.
- B. ADOPT **RESOLUTION NO. 08-072** TO ACCEPT THE DONATION OF \$900.00 FROM THE COTTAGE GROVE FIRE AUXILIARY TO THE PUBLIC SAFETY DEPARTMENT, FIRE DIVISION, TO BE USED TO PURCHASE MATERIALS TO BUILD A HOSE RACK.
- C. PASS **ORDINANCE NO. 839** AMENDING THE CITY FEE TABLE BY ADDING COTTAGE GROVE IMPOUND LOT AND ADMINISTRATIVE FEES.
- D. AUTHORIZE THE PURCHASE OF A TASER TO BE ASSIGNED TO THE K9 OFFICER IN THE AMOUNT OF \$1,059.56 USING FUNDS DONATED BY THE COTTAGE GROVE CRIME BOARD THAT COUNCIL ALREADY ACCEPTED BY RESOLUTION.
- E. ADOPT **RESOLUTION NO. 08-073** TO WRITE OFF COTTAGE GROVE EMS ACCOUNTS RECEIVABLES IN THE AMOUNT OF \$805,485.00.
- F. ADOPT **RESOLUTION NO. 08-074** APPROVING PART-TIME WAGES.
- G. RECEIVE INFORMATION ON STORM DAMAGE CLEAN-UP POLICY.
- H. APPROVE THE KRAUS-ANDERON CONSTRUCTION MANAGEMENT SERVICES CONTRACT FOR THE ICE ARENA EXPANSION PROJECT.
- I. AUTHORIZE ISSUANCE OF A SINGLE-OCCASION GAMBLING PERMIT TO THE COTTAGE GROVE ROYALTY SCHOLARSHIP PROGRAM TO HOLD A BUTTON RAFFLE AT KINGSTON PARK ON JUNE 14, 2008, IN CONJUNCTION WITH THE COTTAGE GROVE STRAWBERRY FEST.
- J. APPROVE 2008 CITY COUNCIL GOALS.

MOTION CARRIED 4-0.

RESPONSE TO PREVIOUSLY RAISED OPEN FORUM ISSUES

None.

PUBLIC HEARINGS

None.

BID AWARDS

None.

UNFINISHED AND NEW BUSINESS

- A. Consider adopting the requested sign changes in the Traffic Control Analysis Report for Timber Ridge 3<sup>rd</sup> and 5<sup>th</sup> Additions to meet the current City policy.

The City Engineer identified the study area on the map and pointed out the three uncontrolled intersections being recommended for stop signs: Timber Ridge Trail at intersection of 74<sup>th</sup> Street, Timber Ridge Trail at intersection of Meadow Grass Avenue, 74<sup>th</sup> Street at intersection of Meadow Grass Avenue; and two recommended pedestrian crossing signs: trail crossing on Meadow Grass Avenue north of Timber Ridge Trail and trail crossing on Burr Oak Avenue north of 74<sup>th</sup> Street. The Public Works Commission met on March 10 for review and discussion and recommends Council approval.

Council Member Grossklaus asked when the changes would occur, and the City Engineer stated that the earliest would be May 5 but dependent upon weather conditions and the Public Works workload.

Mayor Shiely thanked Public Works Commissioners for their review of the report and recommendations.

MOTION BY LUDEN, SECONDED BY BAILEY, TO ADOPT THE REQUESTED SIGN CHANGES IN THE TRAFFIC CONTROL ANALYSIS REPORT FOR TIMBER BRIDGE THIRD AND FIFTH ADDITIONS, TO MEET THE CURRENT CITY POLICY.

MOTION CARRIED 4-0.

RESPONSE TO PREVIOUSLY-RAISED COUNCIL COMMENTS AND REQUESTS

None.

COUNCIL COMMENTS AND REQUESTS

Mayor Shiely announced that residents have the opportunity to discuss property taxes with Washington County on April 10 at Cottage Grove City Hall.

The Public Works Director reported that street sweeping will begin April 9 and hazardous waste collection will be held on May 3 from 7:00 a.m. to 4:30 p.m. at the Public Works facility.

PAY BILLS

MOTION BY GROSSKLAUS, SECONDED BY BAILEY, TO APPROVE PAYMENT OF

CHECK NUMBERS 154435 TO 154631 IN THE AMOUNT OF \$403,163.08.

MOTION CARRIED 4-0.

### WORKSHOP SESSION – OPEN

#### A. Southwest Area Transportation Study

The City Engineer provided an overview of the study that included a study area outline, study process, goals, traffic forecast results, traffic forecast conclusions, roadway concept alignments, roadway alignment objectives, continuity, interchange options, other future items to address, study conclusions, and next steps.

#### Key points of the study

- Assess future traffic needs in area southwest of highway 61
- Develop future concept layout for highway 61/Keats Avenue (CSAH 19) interchange
- Determine role of future roadways based on traffic needs, design and operation

#### Study process

- Developed partnership between Cottage Grove and Washington County
- Selected SEH Inc to perform traffic analysis and develop alternatives
- Formed Project Management Team (PMT) – County, City, Grey Cloud Island township, St. Paul Park, MnDOT and 3M Company (meetings in July 2007)

#### Goals

- Examine future traffic needs for southwest area
- Develop concept level roadway alignment
- Determine appropriate role/function for future roadways
- Develop concept layout for a new interchange at Highway 61 and CSAH 19

#### Study conclusions

- Traffic needs would best be served by a four-lane roadway
- Concept alignment has been developed and agreed upon by PMT
- Roadway would be able to function as county road
- Interchange would be skewed and include loop ramps

### Council Feedback

Council Member Luden complimented the task force on doing a nice job. He commented that the project is a large one at \$30 million and far out into the future but asked whether it would come before Council again for approval if it was in the Comprehensive Plan and was an official map. The City Administrator said, in a “perfect storm,” the County would provide 100% funding if there was no local or federal funding involved and that there would be a commitment for local input. He also provided clarification that an official map by itself does not change anything in ownership, is just a notice document, and that any plat that abuts

County roads would have to be reviewed by the County. He said when the City and County disagree about road layout, there is discussion and a process that has to take place. There is also a process in place for mapping and no one can build in an area that is mapped for transportation purposes.

City Attorney Heine said the term Official Mapping is used in a couple different ways. One way is where a county lays out a road right-of-way, and it is intended to be a notification document. Another process uses the same or similar terminology, but once an Official Mapping is completed and approved, no one can build in an area that is mapped for transportation purposes. A City can deny an application based on the mapping, but that denial starts a process whereby the City must begin steps to acquire the identified land within 6 months or they must reverse the denial of building rights. One mapping scenario has implications, though reversible, while the other is informational.

Mayor Shiely asked whether consultants determine how many future homes and/or how much industrial or commercial development there might be from the 3M property to Grey Cloud Island and 103<sup>rd</sup> Street and, if so, how the City could get the numbers. The City Engineer stated that the City used the adopted land use plan on page nine of the report and the socioeconomic data for each area that was provided by the Met Council. Mayor Shiely then asked how much was attributed to development in St. Paul Park, and the City Administrator responded by stating that St. Paul Park density was used but there was nothing specific and that most traffic is generated in the industrial park area.

Mayor Shiely commented that she would be more comfortable with a wording change in the report from “redevelopment” to “development” when describing the review site.

Council Member Grossklaus commented that it would be a waste of taxpayer money to widen the 95<sup>th</sup> Street road (the Burlington Northern project) after only 20 years. The City Administrator stated that whoever would be developing end users on that road would provide access from the park to the highway.

Mayor Shiely asked whether St. Paul Park or another developer had been asked to be a financial partner. The City Administrator said the City has not talked to any developers but said Grey Cloud and St. Paul Park had been invited to both task force meetings and that the County had been asked to provide data on miles of roadway in each city within the county.

Mayor Shiely commented that she understands the motivation but is not happy with the discrepancies and said the City would get more County roads but it would cost the City. She said that she can't see building a road if it is not needed.

Council Member Luden referenced the 2030 projections for Highway 61 and wants to make sure people have access, noting the restrictions.

Council Bailey inquired as to whether the plan is to have four lanes down to Grey Cloud Island, and the City Administrator responded yes but that it wouldn't happen in one instance. Council Member Bailey then asked if there would be four lanes on County Road 19, and the

City Administrator responded yes, all the way to Woodbury, but that there is no particular timeframe. Council Member Bailey said he would want a master plan for this area to make sure densities correspond sufficiently to traffic accesses. The City Administrator stated that the Red Rock Board approved master station planning and it is his understanding that they will do a transit plan for different sites. Council Member Luden added that not all station will be equal, that each will be based on volume and demand.

Council Member Luden asked that City staff review the Comprehensive Plan, reiterating his concern that he would hate for the City to lose what control it may now have.

WORKSHOP SESSION – CLOSED

None.

ADJOURNMENT

MOTION BY BAILEY, SECONDED BY MAYOR SHIELY, TO ADJOURN THE MEETING AT 8:44 P.M.

MOTION CARRIED 4-0.

Respectfully submitted,

Mary Heintz  
*TimeSaver Off Site Secretarial, Inc.*