



**COTTAGE GROVE PUBLIC SERVICES
COMMISSION**

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016

COUNCIL CHAMBERS - 7:00 PM

March 16, 2026

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Approval of Minutes
 - A 2025-11-17 Minutes
6. Open Forum
7. Presentations
 - A Year In Review Police Department
8. Business Items
 - A E-Bike Diversion Program
9. Commission Comments
10. Staff Reports and Materials
11. Council Comments
 - A Council Agendas
12. Adjournment

COTTAGE GROVE PUBLIC SERVICES COMMISSION

November 17, 2025

**12800 Ravine Parkway South
Cottage Grove, Minnesota 55016
CITY COUNCIL CHAMBER**

1. CALL TO ORDER

Vice Chair Ron Kath called the Public Services Commission meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Kons asked everyone to stand and recite the Pledge of Allegiance.

3. ROLL CALL

Vice Chair Kath was advised that Roll Call had been taken, all commissioners were present.

4. APPROVAL OF THE AGENDA

Vice Chair Kath said we're going to add a presentation to tonight's agenda, 8 (B) for E-bikes. With that, I'll ask for a motion to approve the agenda with the addition of 8B, E-bikes.

Commissioner Jenny Olson made a motion to approve the agenda; second by Chair Lisa Kons. Motion carried: 7-0.

5. APPROVAL OF MINUTES

- A. Approve Minutes from the September 15, 2025 meeting.

Commissioner Tracy Jenson made a motion to approve the September 15, 2025 meeting minutes; second by Commissioner Kelsey Moyer. Motion carried: 7-0.

6. OPEN FORUM

Vice Chair Kath opened the Open Forum. As no one wished to speak, Vice Chair Kath closed the Open Forum.

7. BUSINESS ITEMS

- A. Snowmobile Club Map Approval

Vice Chair Kath said Ryan Burfeind, Public Works Director, will begin this presentation.

Director Burfeind said thank you, Chair, Members of the Commission. So, each year we like to connect with the local Snowmobile Club; this is our chance just to talk about what's going on in the City, if there are any changes in town that could affect the Snowmobile Trail, we just want to make sure we can preserve that ability to snowmobile in Cottage Grove. I think it's a good amenity to have access like we do to the Star Trail and the local trails as well, so we like to talk about what kind of development is coming up, how could that impact the trail, and how do we keep the Snowmobile Trails open. We also have on the screen the map of the Star Trail, specifically the Cottage Grove section, so each year we like to do and approval of that map as well. I will

say a couple of the key items for next year we're already working on with the staff is development potentially east of Keats Avenue, so making sure we can maintain that Snowmobile Trail along Keats Avenue and then as we get more development kind of in the south part of town as well. With that, Jeremy Goebel of our local Snowmobile Club is here, so I'll turn it over to him just to talk a little bit more about last year and any changes for this year.

Good Evening, I'm Jeremy Goebel, I'm the president of the East Cottage Grove Scramblers, I live up here on 70th Street, by the Lamar ballfields. Our Snowmobile Club has been around since before my time, and I just have become the president and they won't let me quit because I do such a good job, I guess.

So, I passed out a couple flyers, we put on the show called Dust 'Em Off, it's held right in my farm field, by Carbone's; it's a great event, we bring a lot of people to the community, it gets bigger and bigger each year. We work with the Lions Club, and we've worked with the P.D. before. We're actually putting up a heated tent this year so if it's cold, people have a place to go and warm up and get out of the wind. Like I said, it's a great event, it's getting bigger and bigger, and we're thrilled to have it here.

As far as the Snowmobile Trail, I am also a member of the Washington County Star Trail, and for MnUSA I'm on the Board of Directors, but I'm just for Region 6, so it's like from Forest Lake down to Dakota County. But on the Star Trail, I'm the area specialist for the Cottage Grove area, and that consists of everything south of Valley Creek Road. So, our club maintains and marks everything from Valley Creek Road south, all the way along 95, through Woodbury, on Bailey and 19, all the way down to the County Point, by the Holiday gas station down there. It comes back, down by Renewal by Andersen and then the VFW, and it comes along back through the park behind us here.

The only questions I have had, I know there's development along the Tanks, behind us here, and the trail does run through the middle of the field; it is a lot nicer running through a field than it is a ditch, and it's also safer to be in a field vs. a ditch. I also had heard possibly some development going in, maybe by Walmart, in that field. Right now, we currently run on top of there, there's a gas line easement, and we come in the back side to get to the VFW, and they love having the trail back in there because for years you couldn't get to it, so they're thrilled to have us back in there. I'd just kind of like to know how we're going to work on keeping that trail open for those areas, so if there's any comments on that, I'd like to hear them. Then there's one other thing, down by 100th Street and Hadley, we've been talking to our club members about the development on Grey Cloud Island; it would be nice to have some kind of trail go down along 103rd to give those residents access out to the trail. So, if that's something you can look into, probably not for this year because it's kind of getting late in the season, but that would be another option to get people out of town. Then, also, Junction 70 is on the Star Trail map as a sponsor, and they have a star on the map, and the trail used to go down there years ago and it got shut down. If there's another option for us to work around to get the trail back open to them, I don't know, that might be down the new Ravine Parkway or taking Military and coming down Hinton somehow, if there would be a way to work with the City on that to get that reopened, because I know they would be thrilled to get the business back as well.

Jeremy said so, with that, I don't know if you have any questions for me or any concerns. I also have the Star Trail Coordinator with us here tonight if you have any questions for him; he's newly appointed to the position, but he lives just over in Denmark, so he's familiar with the area and with the trails.

Vice Chair Kath thanked Jeremy and said we'll open it up to the commissioners in case they have any comments or questions. I think we'll put this in two buckets for Jeremy: Why don't we talk about the current map we have in front of us, to approve that, and then from there we can maybe have a quick discussion on maybe some of the other items you brought forward on the new developments coming forward if that seems reasonable.

Vice Chair Kath said, so, with that, are there any questions about the current map we have in front of us that we had a chance to review; there's really no changes to it that I could tell from last year. Jeremy replied no, everything's the same. Vice Chair Kath said so, if there are no questions, I'd ask for a motion to approve the Snowmobile Map for this year.

Chair Lisa Kons made a motion to approve the Snowmobile Map for this year; second by Commissioner Lise' Rediske.
Motion carried: 7-0.

Vice Chair Kath said with that, then, I'll open it to commissioners if you have any thoughts or maybe some comments that maybe can help Jeremy for some of the developments in keeping snowmobiling viable here in Cottage Grove.

Vice Chair Kath said and I know, Ryan, you had mentioned to me that there's already dialogue with the City and the club to try to work through and maybe work some things out. I don't know if you have anything you could help share first.

Director Burfeind replied yes, Members of Commission and Chair, just kind of in general, I think ever since we lost the 70th Street trail, we've tried to make a pretty concerted effort to maintain our trails in town, especially when roads are expanding,

like we did down on 100th Street where we actually widened that road and added trails and everything a couple years ago; we did that to make sure we had a route for the snowmobiles. I will say for Keats, there's a similar situation there, where the road itself isn't changing, but like Jeremy said, it does run more in the fields. So, I think that's something we have to look at, as there's still development, and there will be an extremely wide Right-of-Way and then there's also an easement with the Met Council sewer, that's actually even outside of that. So, there's going to be a lot of nice, open buffer space between Keats Avenue and the homes, so I think that's what we have to look at, and then just kind of setting the stage, right? You want that understanding that the snowmobile trails are there, we want to keep them there, and make sure people understand it's a positive, overall, for the City. So, that's just kind of an ongoing dialogue with our Planning staff, I would say as well.

Vice Chair Kath replied sure, okay. He asked Captain Petersen if there was any data for last year, did we have any citations from snowmobiles at all or any noise complaints that you can think of?

Captain Petersen replied I'll apologize, I didn't come prepared with the actual data, but I can tell you just anecdotally, there were very few incidents, and I can't think of any citations or arrests that were related to snowmobile offenses.

Vice Chair Kath thanked Captain Petersen, and said Jeremy, maybe if you could for the public give them a little sense on how often are the trails being used? Like, what time of day and how late into the evening? Because I would imagine that, from a residential, it's more about the noise at midnight when a snowmobile comes flying through my back yard type of thing.

Jeremy replied it's pretty much sun up and it's past sundown, I would say, but in all my years of experience, I don't ever see people out ripping around much after 9 o'clock or 10 o'clock anyway. We do a very good job of when there is enough snow, the last couple years we haven't had that, but we do a very good job of grooming to keep people on the trails instead of veering off into random places. So, we work really hard on that, but like I said, I don't see people running late; the weekends would probably be the busiest times or right when kids get out of school and they want to go rip around a little bit, but that's what I've been noticing. I do know a lot of people utilize the parking lot out at Lamar now because they used to park on 70th Street at the Highlands parking lot, and since we lost that section of trail, the City gave us the Lamar parking lot, so that's a nice area for everybody to come and the City plows it out so they've got places to park. Actually, one year we raised enough money that we put an AED out at the Lamar ballfields there for the City. I believe last year as well we donated to the K-9 Fund, and I think it went towards the wood boxes for the dogs for training, which are also out at Lamar.

Chair Kons said so, I grew up on snowmobiles, you could out our front yard and hop on the trails and go all the way to the County Point, so I appreciate this conversation. What I'm wondering is you mentioned Tanks and selling some of that property, and there might be some areas. Do you guys have suggestions, did you come with any ideas on how to expand your area?

Jeremy replied yes, just leave us a spot right through all the houses, and everybody laughed. No, like Ryan had said, the Met Council line runs through there and also the Northern Natural Gas line runs through there, so there are two lines that run through there; they come across my field and go kitty corner across Tanks. Basically, from like old 70th and it comes across the field at an angle, towards 80th and 19, so obviously they can't build anything on top of that, I'm assuming. So, that'd be another option, or if we can go further to the east, around it, with the drawing I had seen, they want to put Ravine Parkway through there, kind of on top of that new stormwater pipe they put in. If there's a wide enough easement there for us to run on, otherwise we'd have to move out further east, but then I saw a potential for development in that field as well, so I don't know. So, we've got three options probably, I mean, I'd prefer to keep it out in the country vs. in the ditch because once you get north of Cottage Grove, that's all it is, it's just pure ditches and driveways, and it's no fun. A lot of people like to trailer down here to go riding here because we have farm fields and you get to go through the woods and whatnot, so.

Vice Chair Kath said I know for me, I'm an avid snowmobiler, too, and I've always said I grew up in Inver Grove when like Highway 52 came in and expanded that, and my mom and dad were really active in their snowmobile club at the time; and that's the time to really get ahead of it, when the construction's not there already. So, the dialogue I think is good that we're doing it before any pavement goes down, and then if we can convince maybe not to plow our streets right down to the bottom; back in the day, I mean in Inver Grove we used to just leave from our house and go, too, and go all the way down to Dakota County and all that kind of stuff. So, I applaud your club for all the effort and all the work you do. I'm one that's been at the last couple shows that you guys have had out there, the Vintage Run and stuff, and it's just a hoot and it's a great time that you guys put on for it, so thank you for doing that. I'm excited to have you always come forward and bring this to the public for us. I think what I'm hearing from the commission is that we're definitely proponents, and we think it's an amenity for the community here, so it's another thing we can hang our hat on and say hey, we are one of the communities that still want that type of recreation because it is a fun recreation sport. So, with that then, thanks, Jeremy. I will look forward to coming to your event; on the flyer he handed out to us, folks, it's on January 10, 2026, from 10:00 a.m. to 4:00 p.m., and I know you'll probably have a lot more information out there, but we'll look forward to it.

Jeremy replied yep, thank you. Have a good night.

8. PRESENTATIONS

A. Fire Service Evaluation Study Presentation

Vice Chair Kath said I'll turn this over to Fire Chief Jon Pritchard to kick it off for us.

Chief Pritchard said Chairs, Commissioners, thank you for having us tonight to present our Fire Service Evaluation Study. Also, thank you, as some folks on the commission did attend our Focus Group, so you might hear some information you've heard, but we've also added additional pieces to it as well.

Earlier this year, we did an RFP process to do a Fire Service Evaluation Study; you'll also hear it be called Standards of Cover and Community Risk Assessment, and a lot of times we shorthand that to Standards of Cover.

With that, it was really based a lot on our Strategic Plan last year, we did a five-year Strategic Plan, which this commission had a lot of good feedback on and helped develop that. Then, how do we kind of match the resources and needs of our community to fulfill the vision of our Fire Department? One of the biggest precipitating pieces to this study was what do we do with Station 4; it's no longer a response station, so in order to do that, we really had to engage experts in the field to evaluate that. But on top of that, also evaluate as we're a rapidly-growing community, looking at how the Fire Department can best serve that rapid growth.

So, tonight we have B.J. Jungmann and Mike Mondor from Fitch & Associates, and they're going to share a Draft Report briefing of the report thus far, some of the findings in these, and also seek your feedback on that. Also, we're very fortunate through our RFP process, as Fitch is a national firm; however, Mike and B.J. both have extensive experience in the Twin Cities and also serve as Fire Chiefs in the Twin Cities. While they're not representing their departments tonight, they do know kind of the landscape of the Twin Cities and frankly, have both been leaders in both the State and the metro in advancing Fire and EMS services, so they are the experts I would say in our State and our metro. So, please, if you have questions about anything, please take this time to pick their brains because they truly have been instrumental in transforming EMS and Fire for the betterment in our area and our community. So, I'll turn it over to them, and they can walk you through this Draft Report briefing.

Good Evening, Commission, Chief, thanks for the introduction. My name is B.J. Jungmann, I'm a Senior Consultant for Fitch & Associates, and we're honored to be here to present to you tonight. I've been in the Fire service for 25 years, second-generation firefighter, I grew up in the metro here and, as Chief Pritchard said, I serve as a Fire Chief in the metro. I'm also a paramedic and have worked as a volunteer all the way up through career departments. So, I've worked in many different models, worked in private EMS, hospital-based EMS, and now Fire-based EMS. I also worked in a Dispatch Center for a while, so I've got some varying experience in the Public Safety realm, and I'll let Mike introduce himself.

Good Evening and thank you for having us. My name's Michael Mondor, I have 23 years in Fire EMS service, similar to B.J.; I started as a volunteer, and I've worked in parttime, fulltime combination models for the duration of my career. I have a Master's Degree in Organizational Leadership with a focus in Fire Science Administration, and both of us have our Executive Fire Officer and Chief Fire Officer designations from the Center for Public Safety Excellence. We're just happy to be here tonight.

Vice Chair Kath asked procedural wise, is it easier to go through the presentation first and questions after, or would you like questions as we go along?

B.J. replied feel free to ask questions as we go along. If we think we're going to answer it in a future slide, we'll just tell you that, but that way it's fresh in your mind and you're not trying to remember it. So, feel free to interrupt us along the way.

Vice Chair Kath said okay, fair enough, thank you; B.J. said thanks for asking.

B.J. said all right, we'll talk a little bit about the firm, talk about some substantive issues, then a little bit on Recommendations and Findings, and then answer any questions you might have. So, again, we're in the Draft stage, none of this is finalized, and we still have some more work to do to frame out some recommendations, but this gives you kind of a good backbone of what's coming with the Standards of Cover.

So, a little bit about Fitch & Associates: We're a consulting firm and we look at Fire and EMS systems and Dispatch Centers. We have multiple pieces of the firm, we've been in business for over 40 years, and we've consulted on all but one continent, all across this country, all across North America, and like I said, on other continents as well. We do a lot of Standards of Cover, we do a lot of Strategic Planning. We look at systems, and what I really like about our firm and why I chose to be part of this firm is

we ground a lot of our recommendations in data. We think that helps reduce bias, you don't need Mike and B.J.'s great opinion, you want to know why something is happening, and we ground ourselves in that data. So, we take a lot of pride in our recommendations that they're based in substantive issues that we can back up why they're issues. So, you'll see a lot tonight on the Data Analysis we do. We have Data Analysis and GIS Analysis, and then there's also the qualitative side that we do with stakeholder input and interviews with folks. So, that's a little bit about our firm, we're based in Kansas City, but our consultants are from all over the country. In my years, I've had the fortune of consulting all across the country, from the East Coast to the West Coast. So, that's a little bit about us.

Project Deliverables

B.J. said when you look at Project Deliverables, we really have this broken down in four phases:

Phase 1: Qualitative Data Analysis-That's always kind of the first phase because that seems to take us the longest. It's a bit challenging sometimes to get the data out of the systems and get it analyzed.

Phase 2: GIS and Station Location Analysis-We'll show you a little bit of that tonight.

Phase 3: Community Risk Assessment-At the end of the day, the Fire and EMS Department is really a risk mitigation tool, so you need to understand the risk in the community now and what it's going to be in the future in order to plan for what your future organization might look like.

Phase 4: Standards of Cover and Findings and Recommendations-So, we're in the middle of Phase 4 right now. The first three phases are pretty well wrapped up with Draft Reports on all those pieces, and then Phase 4 is what's coming forward here in the next month.

Key Considerations

- Improving Dispatch Time, Turnout Time, and Total Response Time: We'll show you a little bit on each of those buckets coming up here.
- Considerations for Fire Station Locations, Station 4, and a Regional Solution: This is what Chief Pritchard had talked about for Fire Station Locations, particularly Station 4, and our Regional Solution. As you likely know, you provide Fire service to the City of Cottage Grove and your EMS landscape goes beyond the borders of Cottage Grove to three other communities.
- Capital Planning for Fire Department Vehicles: We know Fire Department vehicles are not cheap, and they've gotten more expensive, but at the same time, you want to make sure that you have highly reliable vehicles that have modern technology in them to support your staff in providing service to the community.
- Stakeholder Feedback: We did some input from the stakeholders.
- Cost Recovery Considerations: We'll talk a little bit about that tonight.
- Add an additional dedicated EMS transport unit to deal with your increasing demand for EMS volume.

Improving Response Time - 2024: This is at the 90th percentile, so really quick. You're probably used to seeing average response times, those are very commonly reported. We will show in the Data Report the average response times, but if you think about an average, that's a coin flip. So, if you're the one calling 911, it's a coin flip on whether we get there in that amount of time: Half the time, we're going to get there in less than that time, and half the time we're going to get there in a longer period of time. So, it doesn't show you a great reliability on how the system operates, so this is what we call the 90th percentile time; so, this means that 9 times out of 10, we're going to perform at this level or better. So, it's a function of reliability. So, when you hear 90th percentile, that's really what it is, 9 times out of 10 we're going to be at this response time or better. Does that make sense? So, it's a different measure than average.

You see that we broke it down on the left column through EMS, and then we broke down all the cities: Cottage Grove, Newport, St. Paul Park, and Grey Cloud Island. Then you see on the Fire side, we have the Fire bucket, the HazMat bucket, and the Rescue bucket. So, you can kind of see by program the times. The first bucket there is the Dispatch Time: So, in theory, this is from the time the call picks up until the Fire Department knows there's a call going on, that's what we call Dispatch Processing Time, that's the first bucket. The second bucket is Turnout Time, from when the firefighters know there's a call until the truck is leaving the station to head towards the call, that is called the Turnout Time. That is the time that the Fire Department has the most control over is the Turnout Time. Then the Response Time is the time from when the truck leaves the station until it is at the doorstep of the address that they're calling from, so that is the travel time.

The Overall Response Time is all three of those buckets, but I want you to look at them as four different buckets because if you add up the 90th percentile of each individual bucket, they will not add up to the Total Response Time because you are having different measures of each of those, statistically. So, your Dispatch Time is 4.3; your Turnout Time is 3.1, overall; your Travel Time is 9.3, with a total 90th percentile of 14.3. I would tell you to look at the Response Time more than the individual buckets because there's a lot of nuance in how that data is captured and reported. So, really, from a Public Policy standpoint, the biggest number we want to focus on, on what's acceptable to the community or not, is that 14.3.

Commissioner Rediske said I did have a question, but maybe I'm just trying to understand on the Dispatch Time. So, you have an average of 4.3; is that 4.3 minutes from the time that a call comes in for the Dispatch to turn that around to the Cottage Grove Fire Department?

B.J. replied that is correct, that is how that is measured; Commissioner Rediske said I don't understand the 4 minutes then. B.J. said yeah, so there is some nuance in that. You have to remember the average is going to be much lower than that. So, the 4.3, and part of this is, the Chief and I were talking about this before we came over here, part of this is really technical in how they're dispatched. So, their individual units are not dispatched, but their station is. So, part of the Dispatch Time is also accounting for the Turnout Time. So, there's some bleed over between those two, that's why I'm trying to focus you on the Overall Response Time because it's a function of how they're dispatched, that the actual call processing time might be slightly lower than that.

Commissioner Rediske replied all right, thank you, it felt like a long time, and I wasn't understanding.

B.J. replied it is, and there's a function of when we get to the 90th percentile, we're encompassing a lot of calls, and there might be times, for instance, where we need language line, right? That might take longer because you've got to remember we're talking about 10% of the calls that are longer than that. So, we're hitting a pretty high subset of the calls at the 90th percentile or there could be multiple calls going on, not enough call takers due to the volume. There are a number of things that could get you up there.

Commissioner Rediske said hearing that side of it helps me understand better, thank you.

B.J. said so, if you look at kind of the center bottom there, Best Practices, established by the National Fire Protection Association, says that Dispatch Time should be about 2 minutes, the Turnout Time should be about 1.5 minutes, and then the Travel Time should be 4 minutes. Now, something to consider about the Travel Time is both the urban and suburban standards are the same, but yet the concentration is very different. Like the concentration across the entire Cottage Grove service area may not be urban, yet the standard in the industry is still 4 minutes.

So, just remember those are benchmarks, not anything you have to meet, but it's a point of reference, right? So, when you look at that, you're looking at a little over 7 minutes if you add all those pieces together. You're a little bit higher than that, I wouldn't say it's off the charts too high, it might be a little longer, but you have a bigger area you're covering from a single station, and we'll get into some of the geography coming up here.

But one of our Recommendations is to better align our Dispatch and Turnout Times and data collection with Best Practices. There's a way to parse through the data a little better and make sure that we got the right pieces of time in each bucket to make sure that we are clear on what is Dispatch Processing Time and what is Turnout Time.

And then the very bottom of that Recommendation is if we work on the Dispatch and the Turnout Time, that has an excellent return on our investment. Because when we start talking about Travel Time, the only way to really fix that is to put more physical plant facilities and more people in those facilities to take up the Travel Time. It's a function of distance, right? We can't get there any faster, we don't want to recommend people drive faster and reckless, as firefighters in big vehicles, it just doesn't, it's not a safe way to approach it, and the return on investment is so small. So, focusing on the Dispatch and Turnout Time, from an operational standpoint, is an important thing for the Chief and his staff to work on; we'll get into the Travel Time piece here in a minute.

Chair Kons said I have a quick question. And forgive me if you already mentioned this, but I know you said this is based on 90% of the 911 calls. What's the State EMS Response average?

B.J. replied oh, I couldn't tell you off the top of my head. Chair Kons said okay, and I just was wondering how close we are to that. B.J. replied yeah, and I would say I don't know that I would want to take the average of the State because you have so many rural areas, right? You might want to take the metro.

Chair Kons said or urban, yeah; B.J. said I don't know that anybody publishes that currently. It's a great question.

Commissioner Nate Lotts asked which department do you work for?

B.J. replied I work in a metro department. Commissioner Lotts said you don't have to say. B.J. replied it's all good, I work in a metro department. I would tell you our Travel Time is slightly less, but we have 2 stations and about the same geography, give or take a couple square miles, so.

Commissioner Lotts said so, that's a pretty good parallel in terms of keeping it metro style. Okay, cool, thank you.

B.J. replied so, if that's helpful, but EMS data is a little interesting just because there's private providers and public providers. So, the State has the data and some of it's public and some of it's not; so, trying to get a comparison on the EMS side is much more challenging than on the Fire side. So, unfortunately, I don't have an apples-to-apples comparison, but it's a great question.

Station Location Analysis

Mike said as part of Phase 2 of this study, we conducted a GIS Analysis, which uses a marginal utility model to help identify how are our current stations performing, what would the future look like if we moved things around on the map. Knowing that the Central Fire Station is a beautiful, new facility, we want to validate that that's in a good place. And, so, as part of that analysis, 93.5% of all of the calls in Cottage Grove can be responded to in Travel Time, so that's one of the response time elements that B.J. had alluded to, in 8 minutes or less. Then, when you factor in EMS and understanding that Newport, St. Paul Park, and Grey Cloud Island, similarly, 93.5% of all calls for EMS can be answered in 9 minutes or less from that current central location. So, in other words, the current Central Fire Station location is well positioned to meet the community's needs at that Travel Time performance standard.

With Station 4, the question is the most expensive cost is facilities and then putting staff in those facilities. So, if we wanted to operate out of two stations, what would that look like? What we found was that Station 4 is highly duplicative, there's a lot of overlap between the two fire stations. So, you're not really increasing the capacity of response and the customers' experience by staffing that facility. You can meet over 93% of the time with that one central location. So, we would recommend considering other options for that physical location where Station 4 is currently at, because the level of investment doesn't equate with the benefit. You have a diminishing return of value when you're operating that close in proximity.

While Station 4 was highly duplicative, in talking with Community Development staff and looking at the future of potential development in the southwest corner of Cottage Grove, we put together some hypothetical modeling of what future locations could look like where you would start to see return on investment and maintain that Travel Time over a period of time. So, we were able to model that out and build out potential locations where the City may want to consider purchasing land for the potential of future investment as that part of the area continues to develop.

When you're looking at St. Paul Park, Newport, and Grey Cloud Island, if the department would like to partner from an EMS response standpoint, they could cover those areas at about 95% in that 8-minute Travel Time. So, if the City's desire was to have another dedicated ambulance and just have that staffed as an ambulance partnerships with Newport and/or St. Paul Park, it could help that overall Travel Time that all customers are experiencing from an EMS standpoint.

Capital Replacement Plan for Mobile Assets

Mike said next we looked at the challenges around fleet and capital for the Fire industry have been extremely difficult post COVID. We used to see ambulance turnarounds of about 6 months to get an ambulance, and now you can look at 2-to-3 years. We used to be able to get a fire engine in a year to 18 months, and some manufacturers are out 4-to-5 years. So, planning is extremely important. As you see on this graph, the green line is ideal replacement and you can see that several of the department's vehicles are either approaching or have surpassed ideal replacement of vehicles. Ideal Replacement: Would be 7 years for a moderate-duty apparatus, such as ambulances, and then those can be held in reserve status for 3 additional years; 10 years replacement for light-duty apparatus, such as response SUVs and those types of vehicle; and then a 15-year replacement for heavy-duty apparatus, like fire engines, ladder trucks. In industry Best Practices, the National Fire Protection Association recommend that no apparatus should exceed 25 years from manufacture date and still be utilized in an emergency response capacity.

Future Fleet Recommendations

Looking at that and understanding that it's really difficult first, based on the current climate of procurement, and secondly, from a cost perspective, we established a Good, Better, Best Option for fleet replacement for the department:

The Good Option will be contained in the report, and I'll get into it a little bit further here in the next couple slides, but that would be a balanced replacement over time. So, we looked at what are the costs of these apparatus, what are the highest priorities, and how can we balance the fiscal impact of that over time, understanding that it's really hard when you have a limited fleet to balance the fiscal impact of a one-time cost for \$2 million for a ladder truck or \$1.3 million for an engine. But what's not stacked on a bunch of other replacement if we know that those high expenditures are coming. So, let's plan for this over time.

A Better Option would look at the combination of ideal and what we've recommended and to come up with a hybrid model, working with Finance staff, to say hey, you know what? This SUV is costing us \$12,000 a year in maintenance costs, so let's maybe bump that up here, we can absorb that in Year 3 or Year 4, instead of Year 6 or 7.

And then the Best Option would be to follow industry standards, so that ideal replacement will be laid out as an option. So, there are a couple different ways to frame it up, understanding that it's really difficult to wave a wand overnight and replace half of a department's fleet.

Replacement Options for Mobile Assets

This will be contained in the report, but you have basically an ideal replacement that's based on that 7-, 10-, and 15-year model that I discussed. Then we looked at what recommended replacement would be, looking at balanced costs over time, and so that's in the far right column.

The Fire Department also reports that it has reduced the size of its fleet as it's consolidated and transitioned to more of a fulltime staffing model, and there's additional apparatus that upon replacement could be considered for removal from the fleet and through some reprioritization of that fleet plan.

Mike said I'll pause there to see if there are any questions about the fleet or GIS.

Chair Kons said I have a quick question, and this is maybe more for Jon and company, but there's been talk about our Service Areas changing. If that happens, is that going to give us the ability, then, to reduce some of that data and have a better response time in addition to having a plan for demographic growth and potentially putting in a new Fire Station?

Chief Pritchard replied our consultants will actually cover that in the coming slides, so I'll defer to that. I'm happy to answer that, but I think they'll offer a lot of those answers to those questions. Chair Kons said thank you.

Mike said yeah, to the chief's point, we do have a slide in here that can kind of look at the different demands from Cottage Grove and then your other partner communities to talk about what that added demand or if it were to be decreased, what the level of investment would need to be.

We also analyzed transport rates. We want to see consistency across all communities served, right? So, there's a much higher number of incidents in the City of Cottage Grove, but you do see consistency if someone calls 911 and the percentage of times that they're transported, it's being equitable across all of the different communities served, which we would expect to see, and that aligns with national averages. Additionally, if you look at kind of the squiggly lines, the dark blue line and the light blue line, that's transport rates over a 24-hour period. So, you would not want to see a huge variation in transport rates, let's say at 3:00 a.m., because somebody wants to get back to doing whatever and not transport somebody, or during peak times, where they're just trying to turn calls. Everything that we analyzed within the transport rates was appropriate and aligns with national Best Practices, so that just reaffirms kind of the services that Cottage Grove Fire and EMS is providing.

Cost Recovery Considerations

B.J. said all right, so we know there's been discussion because you do provide ambulance services outside of your community, and there is a cost to providing that service. And just like any other clinic or any other health care provider, the reimbursement rate doesn't always cover the full cost. So, the question is how do we address that, right? So, there's a couple of ways to do that, we came up with four of those:

- 1) Cost Recovery for Uncompensated Care: When we look at the uncompensated care, you would take your net bill vs. your net collection, and we wouldn't use gross because there's mandatory write-offs; just like when you get your Explanation of Benefits after you go to a clinic, there's what they charge and then there's contractual adjustments. So, the contractual adjustments bring you down to a net amount, so what you would do is take the uncompensated care and then put it in the buckets based on which city was served, and then bill that difference to whatever city it might be.
- 2) Cost Recovery Allocation for Actual Costs: That would be done by figuring out your cost to provide ambulance service, what's your staff cost, what's your capital cost per hour, and then distribute it by the EMS Calls percent by city. So, Cottage Grove is 73% of the calls, so you would bear the 73% of the cost of uncompensated care, so, you would take what the deficit is from the revenue and distribute it: Newport is 13%, St. Paul Park is 12%, and Grey Cloud Island is 2%.
- 3) Cost Recovery for Allocation of Budget Deficit: Thinking about what you budget vs. what the cost is, and just straight up do it by call volume; just say your X% is Cottage Grove, this percent to St. Paul Park, Newport, and Grey Cloud Island.
- 4) Consideration of an EMS Taxing District: Minnesota State Statute, Chapter 144F, allows for a Taxing District, it would create a separate Board that would be appointed, elected officials, so it would have to be elected officials on the Board, and they would directly tax the communities through an apportionment model to pay for that service.

So, all four of those are options. We're going to talk a little bit about demand and resources. I would encourage any movement towards this to be collaborative, it can be easy to say we need to fill this void and that's good, but I think taking a long-term approach to make sure it's collaborative would be helpful in making sure that everybody has bought into whatever solution is pursued in this matter.

Resource Allocation to Meet Community Demands

B.J. said so, when you look at this, we looked at both Cottage Grove and all jurisdictions, and what you see is all 7 days here, by hour of day. What you see in the green vertical bars there is the demand; so, how many calls are we going to per hour? What you layer on top of that is the geography to meet that 9-minute Travel Time that we were talking about is the lighter blue area in there; and then on top of that, is the red line, the red line is the amount of vehicle staff. Currently, you're staffing 2 vehicles, and if we look at Cottage Grove only, you're bumping up against those 2 vehicles, not considering the other 3 cities, right? Now, if you take the other 3 jurisdictions and add them in, you're still bumping up against the lines. So, from a resource standpoint, although when you look at the numbers on paper, there's a gap in the revenue. When you look at the resources in the Sum Cost of Providing Fire and EMS to the City of Cottage Grove, the cost and the allocation is the same, whether you provide ambulance service to only Cottage Grove or to all 4 communities. So, I think it's important to understand the Sum Cost is already there with

the 2 resources that you have, and that demand wouldn't change whether you're doing 1 community or 4 communities, as those other 3 communities don't add that much demand that would tax your resources. Whether you tax your resources or not, in this next slide we're going to show you, you're going to need resources to maintain the service level, not even necessarily improve them.

Managing Future Growth in Call Volume

So, if you look at Cottage Grove only, and we look at a modest 5%, which is what most of us are seeing on call demand, and the majority of that we're seeing on the EMS side, within the next 4 years, you're going to need to add a second dedicated ambulance just to stay afloat with that 8-minute drive time. So, again, that can be accomplished by adding additional ambulance 12 hours a day because you see peaks and valleys, right? You see it goes down in overnight hours, daylight hours it is higher, and most communities see that same bell curve where 8:00 or 9:00 a.m. until about 9:00 p.m. is about the peak demand for the Fire Department and EMS Department. If you were to take that and take out Cottage Grove and just look at the other 3 cities independently, again, you see how small the demand that adds on top of what the City of Cottage Grove has by itself. So, those two compares feature 5 years with 5% growth and what Cottage Grove is vs. the other 3 communities.

Options for Current and Future Staffing

B.J. said so, when we look at staffing, currently they staff 4 personnel, so that's the first column there, in red. So there's 4 24-hour seats, the minimum per shift is 4. They don't run anybody on a 12-hour shift. You see the 3.72, that's a calculated relief staffing multiplier; so, all these staff have vacations, sick time, all that kind of stuff. To staff 1 seat 24 hours a day, 7 days a week, it takes 3.72 FTEs when you figure that out. Now, that is if everything happens perfectly; if we knew exactly when everybody's going to call in sick and the vacation was equitable across the entire year. It doesn't quite work that way, but that's how you plan for it. So, currently, you need 15 FTEs to cover that, they currently have 16, to cover that 4 personnel a day.

If they were to bump that up to 6 personnel a day, with the 12-hour shift as we were talking about, that would be 4 people, 24 hours a day or 2 people, 12 hours a day. That would get them 6 during the day, 4 at night. There's 2 different relief multipliers: The 3.72 is the 24-hour shifts, the 2.5 is the 12-hour shifts because they would accrue and work a different schedule. Your firefighters on 24-hour shifts work an average of 56 hours a week; your firefighters that work 12-hour shifts are an average of 42 hours a week. So, their vacation and sick time accrual and use would be on a different scale. In order to do that, you would need a total of 20 FTEs, so you're short of that by 4 in order to accomplish that 6 during the day, 4 overnight. If you were to invest and just say we're going to do 6 personnel, 24/7, and we're going to run 3 units 24/7, you would need 23 personnel and you would need an additional 7 personnel to make that happen.

So, again, your existing deployment really is 2 vehicles, 4 people per day. Future Recommendations: What we're building out right now, as we talked about, is a Good, Better, Best model, based on what you just saw in that graph. So, we will be coming back with that here relatively soon to the Council and to the staff with a Staffing Recommendation, but you can see that growth over the next 5 years really puts a strain on the current resources just to maintain a current level of service to the community.

Stakeholder Feedback

Mike said with our experience in both consulting and as being Fire Chiefs, the level of investment to staff and to adequately equip Fire Departments is significant. So, we spent a significant effort to try to get stakeholder feedback to see what the community thought about the different potential levels of investment. So, we had a survey at the Fire Department's Open House in early October, and then we hosted a Focus Group on October 20, with some of your familiar faces, and other people and stakeholders from the community. Vice Chair Kath said we actually had 3 of our commissioners that attended that: Myself, Nate, and Jenny, just for everybody's info.

- Overall, respondents were highly satisfied with Fire and EMS services.
- There are strong expectations for prompt service. A majority of the survey respondents expecting Response Times within 4 to 8 minutes, some were even wanting less than that.
- Most participants strongly expressed the desire for the department to participate in outreach, prevention, and engagement opportunities and initiatives.
- There were questions about the cost associated with some of these changes. There was conditional support on tax increases if that could be tied to value, such as improving Response Times, and slightly lower but still substantial support to fund prevention, outreach, and engagement initiatives.
- There was some conversation about Regional Service and cost sharing, concern about timely mutual aid and demand in neighboring communities. Concern about Cottage Grove residents subsidizing the response and just want a cautionary model that's fair across all jurisdictions; I think the key to that, as B.J. had mentioned, was that we would recommend having a collaborative approach in determining what that looks like. Overall, there was an interest in Regional Collaboration between the stakeholder feedback and the Focus Group.

- Primary themes: There is strong support and trust in the local Fire Department in Cottage Grove, with Fire and EMS. A desire for fast and reliable Response Times. There is a general willingness to invest more, especially among those residents and people that had identified as using the service, if they're tied to tangible, real service improvements. As I mentioned, there's concerns about financial equity, and there's openness to structural reforms, such as cost sharing or Regionalization of the Fire and EMS District.

Mike said with that, we will open it up to any questions or comments.

Vice Chair Kath said well, maybe you could expound a little bit because I remember at the meeting we were at, you guys talked about St. Paul Park, that their Fire Station right now has the capability of actually housing an ambulance right now, or did I mishear that?

Chief Pritchard replied their current facility wouldn't be able to support overnight staffing, and then there's also just the collaboration required, then how do we also respond to Fire calls simultaneously? In terms of like the geographic location, it does offer a prime location for serving Cottage Grove, Newport, and St. Paul Park; however, there are some logistical challenges with the actual station itself. So, you're correct, location is very good. However, there are some issues in terms of the operational pieces that would be comprised with that.

Mike added yes, the GIS location suggests opportunity, but there are local policy decisions and the fact that you're balancing Fire and EMS response with that. So, those are all operational things and policy level discussions that would need to be had. But, geographically, the geo analysis suggests that there's opportunity there.

Vice Chair Kath said so I'm curious on the Board you guys talked about, the Tax Board. How does that Board come together? You mentioned now it's an elected office vs. an appointed office, because that was always my concern, that if you have appointed people that are in charge of taxation, that didn't seem to feel very good to me.

B.J. replied so, its appointed, elected officials, it's a great question. So, it would have to be elected officials from the makeup of the community Councils. So, each Council would get X number of seats, and that's part of the development of that is what would the power share be on that, of how many seats would Cottage Grove get vs. St. Paul Park vs. Newport or Grey Cloud Island. But it would have to be elected officials from those City Councils that make up that EMS Taxing District Board. It could not be appointed community members, it would have to be appointed elected officials, to your point, someone with an election certificate that is making taxing decisions, not necessarily a community member.

Vice Chair Kath said okay, thanks. Are there any other questions?

Commissioner Rediske said just because I don't know, how many ambulances do we have today?

Chief Pritchard replied so, currently we have 2 ambulances; so, in terms of staffing or the actual physical ambulance themselves? I'll answer both. Currently, we have 3 ambulances and really, with any system, you need at least 1 backup because ambulances break down frequently, unfortunately. Secondly, we currently have 1.5 per day, and what I mean by that is we currently have 1 ambulance that is staffed with firefighter-paramedics; however, that second ambulance has to be cross-staffed with the Fire engine. So, if a Fire call comes out, they're no longer an ambulance, if an EMS call comes out, they're no longer a Fire apparatus. So, it's robbing Peter to pay Paul a lot of days with that, and then within our system, if we have 2 calls at any given time, we no longer have any sort of Fire EMS response coming from Cottage Grove, so we would have to rely on neighboring mutual aid to cover any calls with that.

Commissioner Rediske asked and would having another ambulance help fix those times, those Response Times?

Chief Pritchard said and that's kind of what's being suggested here, and I'll give it to them to offer a more succinct answer. I will share, though, within that, it would help solve that issue if we have 2 calls going on, we'd still most likely then reserve that third unit, then, as a fire engine so we always can provide a Fire response to the City. So, it would help coverage, and then I'll leave it to them to discuss the actual Response Times.

Commissioner Rediske replied sure, and I'm sorry I have questions because then I was thinking if you had another ambulance, do you have the staff to cover the other ambulance or would you have to increase that staff?

Chief Pritchard replied currently, no, and that's again, with what our current FTE thing is, we could not provide a third unit right now, reliably.

Commissioner Rediske said I realize that Cottage Grove is on both side of the railroad. We have over 80 trains that go back and forth a day; does any of that impact our Response Times?

Chief Pritchard replied no, fortunately. What happens is we are able to access southwest parts of the City both through St. Paul Park, which some of our largest apparatus has to go through there because of that train bridge; otherwise, it does not impact our Response Times. Hence, it may theoretically, if we run into one, we go around Holiday on Hadley instead of going out the other way, but no, not on a reliable or consistent basis does that hinder our Response Times. But it's a good question in

terms of that station placement; at one time, Station 4 was placed there not just to support a volunteer model but because its on the other side of the tracks where potentially it could get across the other side of the tracks.

Commissioner Rediske said thank you.

Chair Kons said so, this is amazing information with a lot of question marks. What is the plan moving forward, and what does that timeline look like to engage our community and make decisions?

B.J. replied, yeah, from our perspective, we are finishing up the Draft Report with Recommendations, and I believe it's December 3, it's coming up here in a couple weeks when we'll be presenting to the Council kind of a Final Draft with all the Recommendations. So, then our part will be kind of handing it off, and then I'm not sure what the plan is after that, but that will kind of conclude that Phase 4 of the Study and the Standards of Cover.

Chair Kons replied got it. And then strategically, the City Council will figure out strategically what works and the plan and the money and the budget over time, I would imagine. All right, thank you.

Commissioner Jenson said I have a question about the analysis around the Central Fire Station. As you look forward in the future, obviously, our City's continuing to grow, adding more households, adding more people. As you look forward, is there a point in time where that won't be sufficient to support the City, and do you have any sort of recommendation of what that would look like going out in 5, 10, 15 years?

Mike replied that is the beauty of this analysis is that it's focused, the GIS Analysis is focused on the current locations and Travel Time. So, today you can get to 93.5% today of calls in Cottage Grove in 8 minutes or less. And, so, that says that unless there's any major disruptions to your road network or they put train tracks in every other intersection, which is not likely, that from that location you will be able to respond in 8 minutes of Travel Time. And the only variable to that is as the demand continues to increase, it would look at future investments in the number of bodies or the staff that are required to respond from those areas. So, that does account for future planning and future growth. We met with Community Development and know that there's growth to the east and then to the southwest, and that's why we looked at that other hypothetical model. So, if you really started to see a boom, you would want more reliable service, and I'll just go to kind of the graph here: Down where it gets light green or is not highlighted, you would want more reliable service there if that area continues to grow, and the hypothetical modeling would say hey, now, if we have 2 stations, we can get there within that 8-minute Travel Time 90% of the time. So, it does account for future growth and allows for the plan to grow and the staffing plan to grow into that.

Commissioner Jenson asked so, is that Station 4, I'm sorry, or is that something else when you talk about a potential second location?

Mike said this one is the one I meant to scroll to, so this is the optimized location. And we can literally through the GIS Analysis, we can just take the parcel information and say like okay, 3M is here, we're not going to be able to build there. So, we just move it to a place that's potentially available. And then if the City gets to a point where they're like hey, we want to consider this location, this parcel became vacant, we can plug it in and say here's what you could expect from a system performance standpoint if you wanted to make that level of investment.

Chief Pritchard said and the other benefit to that point is our Central Fire Station, we're doing some scenarios that if Station 4 would be something that we no longer need and just to emphasize the point in which Station 4, to make it a useable response station with the amount of money, you're probably approaching over \$1 million just to get to that point. As we saw here, there's probably not much value because there's so much overlap. As we were looking at those pieces and possibilities, we also realized that our Central Fire Station, just with some remodeling, without like tearing down walls or getting like foundational pieces, that we could add an apparatus bay and even go up to 10 dorm rooms in there; so, it could theoretically house 10 firefighters 24 hours a day. So, it does have that potential for growth; however, to the point that we also have to be cognizant of the volume that also occurs in that southwest area. So, it gives us a great opportunity to plan for that; however, we still know we have a lot of growth we can do in that Central Fire Station while covering up to 94% of the City in that 8-minute drive time. So, frankly, we're in a really good spot while we can do deliver planning for the future, based upon what we've seen thus far. So, kudos to folks and everyone involved in selecting the Central Fire Station and putting it on that spot because it was a great selection for that.

Commissioner Olson said I have a quick question, maybe I missed it, you spoke a lot about the growth we would need in staff, and you just touched on a little bit, Jon, but what about actual apparatuses and things of that nature? Do we know what that need will be looking at that 5-year growth?

Mike replied in our analysis of your fleet, the current number of vehicles is well positioned to support any of the Good, Better, Best staffing recommendations that we would make. With some adjustments and understanding that over time, there might be small tweaks, but when we're looking at the level of investment for fire engines, ladder trucks, you're well positioned.

Ambulance, you're really well positioned, but you might be on the cusp of 1 additional, depending on its growth and staffing models.

Chief Pritchard said and that is one, I know it's a big change, and it's a monumental step when you kind of convert to more of a career, all fulltime model. One of the benefits of that is typically you need less Fire Stations, which we're seeing; many of you that grew up in this community, we used to have 4 Fire Stations, and now we're down to 1. But the other addition is you don't need those 4 Fire Stations in communities with like 3 or 4 Fire trucks a piece. So, just in the last 3 years, we've gotten rid of a fire engine that was essentially just sitting there, we've gotten rid of a brush truck, we've gotten rid of a UTV and a trailer. So, we've already made some of those cuts. So, as we look forward and as Mr. Mondor had pointed out, we're in a good position even if we added staff, all we're doing at that point is for example, like a 2-person fire engine, ideally, you have 4 people; so, if we add staff, all we're doing is just making that even more efficient and better because we already have the seats to put people in. So, it's really, we're in a really good position with the number of apparatus, and then if we replace the engine, we could get rid of that second ladder, which typically has a hefty replacement cost. So, actually, it's kind of one thing I think I'm really happy about thus far is we made a good decision to get rid of that excess apparatus, but it really does set us up for future growth with that as well. But thanks for the question, because we are proud of that, that we're making good, wise stewardship decisions for our community by not having excess apparatus.

Commissioner Moyer asked when it comes to staffing, is the need for staffing in a demand right now, like we're looking for people, or is it because we need to invest in having more people?

Chief Pritchard replied currently, we're in a good spot. We actually have a full complement of our fulltime people, and I appreciate the question because it is one thing we brought up, as we talked about Strategic Planning, especially around recruitment and retention, is getting good people in the door. So, we're there, we're still struggling with our parttime folks and hiring people, and that's again, across the market. Unfortunately, there's no magic wand to fix that, and again, I look to see it, but we're still struggling there. So, a lot of these additions for investment, to your point, would be fulltime staffing adds to that. So, it's not necessarily we need the people because we currently are fully staffed, in terms of our fulltime staff, so these additions would be that additional staff on top of the folks we already have.

Commissioner Moyer said so, then we would have to focus on how are we going to get that staff here and get them hired?

Chief Pritchard replied I think it's a good point, though. We still need to focus on that, and we can't lose sight of that because for example, we were just talking tonight, the metro is very fortunate to get some staffing grants from the Federal government, and I think we added, I think there's going to be at least probably 20+ open positions, probably in the next few weeks and months. And we're always going to be facing that, as other communities go through the same significant additions that we're seeing, is that we're always going to have to compete for good people. How can we be competitive? To your point, it's not just adding positions, but we still have to get them in the door, and I think that still deserves a lot of attention and a lot of innovative approaches to that.

Commissioner Moyer replied, okay, so it's something we can focus on, and Chief Pritchard said yes, yes.

Commissioner Lotts said Mike and B.J., I actually have to draw off your expertise, again. I won't put you on the spot and ask which departments you work for again, I was actually asking that to get around. But, so, this isn't a unique situation we're in, right? Across the metro, this probably happens somewhat frequently. Do you have any, I don't want to spoil the December 3rd suggestions, but do you have any summary you can provide in what some other departments across the metro have done while presented with this dynamic? Like, what did they do to solve this problem? Did they pass along any one of those 4 recommendations, or did they come up with a hybrid approach?

Mike replied I mean, it becomes and that's what B.J. mentioned of letting the data inform the decision, and then what level of service does the community expect? And, so, at that 8-minute Travel Time, if the community expects them to meet that at 90%, that requires investment. And, so, there's a lot of different policy decisions that are interweaved in that decision, but I think this gives some framework to say if we want an 8-minute Travel Time 90% of the time, and you're going to still look at the Overall Response Times and chip away at those individual pieces, then this is the level of investment we need today. As volume goes up, that gives us a benchmark to say hey, if we're not meeting that, that's going to require future investment. So, there is a way to look at alternatives and staircase it in. Really, it depends community to community how they decide, how they're going to do that. But there's a large variability in how they've been implemented.

Commissioner Lotts said yeah, because I would imagine like right now, if you were to go ask pretty much any Cottage Grove resident if they're willing to sacrifice Response Time to save a neighboring community from having to kick money in to support the service that they're used to, any Cottage Grove resident is going to say no, absolutely not. I'm more concerned about the Response Time for my house than I am for somebody down the street that doesn't pay taxes to support what we're currently used to. So, I am interested to see how this dynamic decision plays out, especially because like I said, the residents of Cottage

Grove get used to a service that is provided, and its stellar, right? So, to sacrifice anything, it's going to be a hard sell to the residents of Cottage Grove, that's for sure. And thanks for your presentation, again, this is the second time I've seen it, so, it's fantastic still. Thank you.

Chair Kons said I'm just going to throw out there that you might want to go to the mayor's Facebook page and check the comments. Commissioner Lots replied, yeah, I did.

Vice Chair Kath said well, that was going to lead me to a question. This data, because I've always believed, too, the data should help be a guide, right? How has the data been received? Because I know this presentation's been given to our partnering communities, correct? And what's the response been from them because, again, as Cottage Grove brought this forward, I'm curious how they interpret the data and what is going to happen. I don't know if you were all part of those presentations, or Jon, if it was Council that went and presented to our neighboring communities? I'm just curious to hear because again, to Lisa's point, obviously we're all seeing it on Facebook. We have mayors posting stuff all over the place, all the mayors. So, I'm more about okay, how are we going to keep everybody grounded on what are the true facts, that when we have to come to a decision point, that we're all kind of in agreement. Because once it gets out there, it's the old, I told you, you told him, and she told that, and the next thing you know, we've got 15 different stories out there. So, a lot right there, but I'm kind of curious how this data's been brought up to the other communities.

Chief Pritchard replied we shared it at the end of September with their City Administrators, and we had discussions. But in terms of like what we're specifically talking about, I would defer that to Mayor Bailey or a member of the Council to discuss like the political aspects of it. I think this data and the facts kind of are there, I can speak to that. But in terms of some of the other stuff, I would defer to our elected officials for that.

Vice Chair Kath said and I think it's hard right now, too, until the actual recommendation comes out, you know it's still a little bit of everybody making assumptions, too. I think if we all just stay grounded on at least what the facts are right now, and think that the recommendations are grounded in these facts, too, I think that'll go a long way. My personal opinion, and I shared it at that Focus Group, and I'll just share because I know Council Member Thiede is here: The one option that I'd be really nervous about, though, is that taxing authority, and the reason being is we have control right now. If you create a taxing authority, correct me if I'm wrong, we lose a little bit of control because now you have a number of different members that are all part of that. So, you've got that dynamic to work for, and especially, I spent a number of years on the School Board that was part of a collaborative that was really hard to manage, and we were the biggest district within that collaborative. And once you go into those collaboratives or taxing authorities or whatever you want to call it, you do lose control, and I think that's the one thing we have to really be cognizant of is the control part of it, too, and the decision has to come. So, I share that as my own personal opinion.

Vice Chair Kath asked if there were any other questions or comments, and there were none. He said thank you, gentlemen, for bringing the data for us. I appreciate, thank you. B.J. and Mike replied thank you.

B. E-bikes

Vice Chair Kath said we're going to move to our added agenda item, the E-bikes, and that's going to be presented this evening by Captain Petersen. I know as commissioners, we had a meeting with the Parks Commission, I think a little over a year ago, and we kind of discussed maybe some different things, and now it's come to a little bit more of a head and that's why Captain Petersen's bringing it forward to us tonight.

Captain Petersen said Good Evening, Commissioners. So, fortunately the issue we have to talk about now is not nearly as complex as the EMS and Fire issue and not nearly as politically charged, so you can all relax a little bit. So, let's talk a little bit about E-bikes, scooters, etc. We know that their popularity and growth has been skyrocketing in recent years, and along with that, it brings a lot of safety concerns and an increasing demand from our community to regulate these recreational devices to some degree so that our community is safer. The last thing anybody wants to see is an unfortunate outcome when a car and an E-bike collide and the kids is injured, right? Nobody wants to see that. So, there's been a lot of narrative on social media and in general throughout the community over this last summer about how do we make this safer for everybody involved. I can say, and I'll share the statistics with you in a little bit, we've been fortunate in that we haven't seen a huge uptick in crashes and injuries regarding these devices, but what we do know is that the safety risk is higher, the propensity for significant injuries is higher when E-bikes are involved vs. traditional pedal bikes or other non-motorized recreational vehicles.

So, the other thing that I want to talk about a little bit, before we get too far into the weeds on this topic, is I'm saying E-bike for the sake of simplicity, but in reality, there are all kinds of mobility devices that don't fit in that E-bike bucket; so, I want to talk

a little bit about that so we all have a common understanding of what is an E-bike, what is not an E-bike, and what should we do with those other mobility devices as well.

I'm going to run through some of these definitions and descriptions real quick, I'm not going to get too far in the weeds for the sake of time, but if you have any questions, raise your hand and I'll do my best to talk about it. I'll be the first to admit I'm not an expert on this, I thought I knew it pretty well until I started preparing this presentation, and then I realized, oh, my gosh, this is way more complex than I realized, and I didn't know what I didn't know, and now I know I don't know. So, and also State Statute has not been keeping up with this market, and so, there are some things I'm not sure whether this is a motorized bicycle or a motorcycle or an E-bike; I can't give you a definitive answer on what this thing is, and so it makes it really challenging to regulate those and enforce those things.

So, your Segways, whether it has handlebars or not, that's an electronic personal assistive mobility device. You've got your traditional foot scooters that can be motorized either with gas or electric power, and those may or may not have a seat. And then you've got micro mobility devices, which is really a catchall; so, those devices that you see that are like 1-wheel hoverboards all the way up to your motorized skateboards to these scooter-looking things. So, a scooter can only have 2 wheels, so if it looks like a scooter, but it has 3-or-4 wheels, I think that's a micro mobility device, that's my best guess as of today. And then you've got your E-bikes; so, you can see the definition before you, it can have 2-or-3 wheels, by Statute it has to have a seat, it has to have operational pedals, and in order to be considered an E-bike, the electric motor has to be 750 watts of output or less. And, so, it's really common to see what looks like an E-bike, but it's got a 1,000-watt motor on it; those aren't E-bikes, those are motorized bicycles.

Definitions:

- Class 1: Has pedals, the motor only engages when you're pedaling, and it can only go 20 MPH.
- Class 2: Still tops out at 20 MPH, but it has a throttle on it, so you can either pedal, engage the throttle, or both.
- Class 3: The motor only engages when you're pedaling, but the speed goes up to 28 MPH. Then, like I said, if it's over 750 Watts, that's a motorized bicycle.
- Motorized bicycles encompass a lot of things, it can be those little pocket rocket scooters, it can be a traditional bicycle with a gas engine on it, or it can be an E-bike with a larger electric motor on it.
- Traditional motorcycles includes everything from Harleys to dirt bikes to mopeds to these autocycles, which are your 3-wheeled vehicles that you're seeing more commonly now.
- One of the newest things is these neighborhood electric vehicles, or the medium speed electric vehicles. I'll be the first to admit I don't know much about these, but we are seeing them in our community now, I'm sure you've seen them on social media; there was a posting recently where you're seeing this driving on the road, and I know we've had some conversations with a resident who has a doctor's permission to drive these on our paths and trails. I don't know if that's legal yet or not, I've got to do some research and dig into that, so more to come on that.
- Then you've got that other bucket of just other stuff that we see on the roads occasionally: Utility vehicles, golf carts, etc.
- The last thing I want to note is there's a wide array of different wheelchair devices that can literally go anywhere. If they have a need for it, or some type of disability, it can literally go anywhere.

So, along with all of those definitions and classifications, it's important to understand all of those different categories because there's Statutory requirements tied to each of those different definitions. There's not a whole lot of uniformity across those different devices; so, I can't say that none of these devices can be on sidewalks, or the age requirement is the same across all of these devices, it's all over the map. Like I said, Statute is not keeping up with the market.

What I have done here and what is before you is I've summarized some of the common Statutes, most of them fall under 169.011, where you'll find your definitions and descriptions. The other definitions you'll see pertain to traditional bicycles and E-bikes, and some of that is applicable to those other devices.

One generality would be to say that the rules that apply to bicycles apply to E-bikes, for the most part, at least in the eyes of the State Statute, but that's not a universal statement, it's just a generality.

E-bikes: When we're talking about just E-bikes, none of this other stuff, there's a 15-year-old age requirement. There's no license, registration, or insurance requirement. Surprisingly, there's no helmet requirement for E-bikes anywhere in the State. They can go anywhere that a bicycle can go, but the exception to that would be they're not supposed to be on sidewalks in Business Districts. A Business District is considered a block that has over 50% of the addresses on that block that's listed as a business vs. a residence; so, areas like your Hy-Vee Business District, that would be a traditional Business District where E-bikes are not supposed to be, according to Statute.

On State trails and traditional recreational trails, they generally can travel there unless the local municipalities have regulated or prohibited their access to those trails.

Then I've got a bunch of our Ordinance copied and pasted onto this; the important thing to note is we haven't really regulated E-bikes or any of these other devices yet. If you remember as a commission, you visited this topic about 2 years ago, and at that point, we decided that we did not want to regulate E-bikes. So, most of what you'll see on our Ordinance pertains to bicycles, recreational vehicles, things of that nature.

Captain Petersen said with that, I'm going to pause for a minute and just open it up for questions because I've dumped a lot on your plates, and I'm sure there are questions. Once we get through those questions, I'm going to hopefully guide us through a discussion in terms of where does our community need to go next to enhance our safety, so I'll stand for your questions.

A female commissioner asked if Captain Petersen could go back a slide; the minimum age is at least 15, is that like a law or is that a recommendation? Captain Petersen replied that's a State law for an E-bike.

The same female commissioner said okay, so if you see kids riding around in the neighborhood that are 10 or 12, they're not allowed to be doing that?

Captain Petersen replied correct.

She said okay, so what is the recommendation? Do I call and say something, do I just let them drive? It's scary seeing them out there, riding those bikes, without helmets on.

Captain Petersen replied yeah, so, we're encouraging our residents to report that, or if you know the children, or you know the family well, talk to them, that's always our first recommendation. But if you don't, call us, and we'll deal with it. Enforcement becomes the hard part, like what do you do with a 12-year-old who shouldn't be riding an E-bike, right? Nobody wants to see them get ticketed and have to go to court and all that stuff. So, and that's a discussion that I'm going to ask us to push pause on for a minute, and at the tail end of this, I'm going to talk about what we're doing currently and what we plan to do in the future, in terms of enforcement.

Chair Kons said there are three significant pieces of legislation that are being worked on this year. Part of it is defining motorized vehicle and redefining in 169, so I think that that's something that we need to just keep in mind, although it is very short and it's going to be a very fast session, so who knows what policies will go through. We do have authors for a couple of them in addition to DWIs on these vehicles, because it's very hard to define if they're pedaling or if they're motorized, and we've had some pushback. So, stay tuned for that. The helmet suggestion says shall, in the Statute right now, wear a helmet vs. must wear a helmet. So, there's a lot of, and to your point then, how do you enforce? So, there are so many pieces to this puzzle that are out of control, and it's coming faster than we can do anything with. So, thank you for bringing this to our attention, and hopefully, we can find, we have cities every day who are looking for advice because it's a Statewide issue.

Captain Petersen replied I will say we're not alone in this dilemma, every community is struggling with this right now, and everybody's looking to their neighbors, to the left and right, to say what are you doing? And I'm going to share with you in a moment, well, you actually have the handouts in front of you. I did find three communities either have or are considering some Ordinance changes to regulate these devices a little bit more. So, feel free to reference those as we talk about what we should be doing here.

Commissioner Jensen asked is there any minimum age on motorized scooters? Captain Petersen replied 12.

Captain Petersen asked if there were any other questions before we move on, and none were asked.

Captain Petersen said so, I've unpacked a whole lot, and even after spending countless hours trying to educate myself on this, I'm still very confused on it. So, how do we expect our officers to go out and enforce this and educate the public if it's this difficult and confusing? One of the things that we did this spring, into the summer, as a department is we created this cheat sheet that you see on the screen before you; it's a quick reference guide to try to figure out what category this device is and what the rules are for it, and this incorporates our Ordinances and our State Statutes, so it's kind of a one-stop shop. We use this as an educational piece, too, so when we do make stops, rather than taking enforcement action, we're trying to educate the riders and their families. We're sharing this on social media and in schools and things like that. So, that's one approach that we've done.

Here are the stats that I promised. You can see that, fortunately, we have not had many incidents at all, and most of those were not very significant, but we all digest the news and we can see that in other communities it is happening with a fair amount of frequency where there are significant injuries and fatalities. So, our goal is to try and prevent that from happening here. Any questions on the incidents? None were asked.

Captain Petersen said so, my goal here tonight is to have a discussion about as a community, what approach do we want to take, and if we want to see more regulation, what does that look like? So, what I have shared with you is what Lakeville, Edina, and Excelsior either have done or are about to do. Then Lisa shared what the State is doing; I would caution everybody not to wait on the State because one of the things that we did in the past and we would likely do again is in our Ordinance we would adopt 169 as our baseline. So, whatever the State makes, we would just adopt that, and then if the State, if there are holes in the State Statute, that's where our Ordinance fills those gaps. For example, the State didn't come along and regulate helmets, right? We could say we're going to adopt 169 and we're going to require helmets, so that's the approach I would recommend. So, I'll open it up to you, what are your thoughts, comments on as a community, where should we go in terms of regulating E-bikes?

Commissioner Olson said I guess my biggest thought is whatever we implement, we obviously have to be able to enforce it, right? So, to me, that's the bigger question; do we have the resources, are we able to enforce anything of real substance at this point?

Captain Petersen replied yeah, absolutely. We've got the staffing and the equipment to go out and enforce any Ordinance changes.

Commissioner Olson said well, then my suggestion was we need something because I think it's gotten to the point where something bad is going to happen; it's a question of do you want to be reactive or proactive, and I always am a proponent of being proactive. So, I think we need to get something out there to be able to enforce and mitigate any loss of life.

Chair Kons said Brad, what is your suggestion when it comes to, I'm putting you on the spot, you're dealing with kids here, and so 15 is hard to judge, 12 is hard to judge, they don't have IDs, they don't have anything with them. You're going to pull them over, you're going to ask them a question, they're going to either be honest or not; how is that enforceable, then? Do you take the bike and the kid and say, show me where your house is, and it becomes a parent issue? That's the gray I'm confused with.

Captain Petersen replied yeah, so, when we make a traffic stop, it always needs to be rooted in reasonable suspicion, right? We have to have reasonable suspicion that there's a traffic violation or a crime, and so, seeing a kid that's questionable age on a bicycle or riding through the park or anywhere in town, that would give us reasonable suspicion to make the stop. Once we make that stop, we can require identification. If they're going to refuse to do that or they don't have an ID on them, then next logical step that is allowed by law is to hold them, contact a parent or a guardian so we can confirm their identity, their age, that type of thing. So, it's all within the scope and authority of our duties. Chair Kons replied okay, thank you.

Commissioner Moyer asked what if a child does not want to give that information at all, like where they live or anything like that? How would that situation be handled?

Captain Petersen replied so, we'd handle like we would any other instance, right? If we catch a 10-year-old shoplifting, and he doesn't want to tell us where he lives or tell us who his mom or dad or guardian is, we work through it. I'm not saying we're going to put the kid in jail, but we've got our ways of holding them, investigating them. The good thing is that we have a pretty robust RMS system, so generally speaking, we can figure out who this kid is, and we have other means, too, like an IBIS, where we can use their fingerprint to figure out who they are if they've ever given a fingerprint before. There's all kinds of ways, and I can't think of a time where a 10- or 12-year-old has refused to identify themselves, right? They're too scared to do that.

Commissioner Moyer said yeah, that's true. I'm more still thinking about teenagers, I have teenagers right now. So, I was just wondering how you guys would handle that.

Captain Petersen replied I'm joking, but once the threat of going to jail is put on the plate, they usually come around and tell us their name and who they are, so.

Vice Chair Kath said so, my thought's been it's even before the enforcement, it's more about the education. What can we do to get in front of, you know, I'm going back, and I don't know if you guys still even do this anymore, I remember when I was a kid, for bike safety, they had like bike roundup, and you would bring your bike and the officer would teach us some things, and then he'd give you a little sticker to put on your bike. You know, it would actually, it was good, too, if it got stolen and you had another thing of identification. So, I think there's opportunities for us to do that kind of stuff, instead of waiting for the State to give out licenses; you know, I'm thinking of kids that have to have snowmobile permits and ATV permits and gun safety permits, why can't Cottage Grove start a program to help educate our youth and have some type of an accreditation of some sort that they get an identification on their bike or their helmet, some kind of a sticker or something? I think we keep trying to do that, the education will be critical, and a little bit of, like these cheat sheets, give that out in front of adults I think would be just huge. So, I don't know if the School District's been open to working with you, that would be another option to get in front.

Captain Petersen replied yeah, in fact, I had a conversation with the Youth Service Bureau and the School District this week to see if we could collaborate on this to accomplish exactly what you were talking about. And, so, at a bare minimum, you're going to see a diversion program, so when we do find kids that are violating our Ordinances or our Statutes, rather than writing them

a ticket, we'll give them a referral to a diversion program where they go to a class, learn about safe use of E-bikes, and things like that. We're going to try to get an educational component into the Middle School this spring, so more to come on that. So, to your point, it's already being worked on, and one of the things that I have considered, and I don't know where I stand on this yet, but one of the things that I'm noodling on is the age requirement. Like what do we do with that 15-to-18-year old, who hasn't gone through driver's ed yet, doesn't know the rules of the road, right? Do we have some type of safety certification course as an offering? If you want to drive an E-bike in Cottage Grove, you have to attend this course, and you'll get a certification that lets that 15-, 16-, 17-year-old ride an E-bike. And I'm not saying I'm recommending that at this point, but it's something that we can talk about.

Chair Kons said one thing with education, too, I would highly recommend is finding a way to wrap those parents in, because kids, when you educate, don't normally go home and say hey, guess what? This is what I have to do to ride my E-bike, and parents don't know what they don't know. A child wants it for a holiday gift or a birthday present, and they go out and they purchase, and they don't realize the danger behind them. So, I think education is a great idea, it's just kind of a win-win.

Captain Petersen replied yep, I think you're going to start seeing some education on that topic this month, before Christmas, so cautioning parents don't go buy your kids an E-bike just yet, or at least if you do, consider these things, so.

Captain Petersen said so, I'm hearing that we at least want to consider some additional regulation. So, I'm going to try to guide us through some more specific stuff. What do we think the minimum age should be for riding an E-bike or these other devices? And if we do decide that it's younger, do we impose some additional safety certification or something like that? Or do we just defer to the State Statute and don't touch it?

Commissioner Moyer replied so, from my understanding, the State Statute is going to be 15, correct? Because this is the one that's more than the 750 watts. Captain Petersen replied correct. Commissioner Moyer said I mean, in my opinion, I think that the responsibility that comes with this, I think we should come up with some kind of a program that they could then graduate from to say, hey, I do know the rules of this; because it is, I don't want to say heavy machinery, but you know, it's motorized and like you said, how are they going to know the rules of the road if they haven't been through a permit class yet? So, I think that talking about your education piece as well, that's something that we should probably go through with.

Vice Chair Kath asked do we know, are the E-bikes being used on the Bike Park at all? Because the reason why I'm asking the question is because when you think about ages, younger ages, if they're off the road and they're at the Bike Park, would be okay in my mind, because parents might be there, but they're off out on a Bike Park. But on a road, then there could be a different age requirement, that's where my head goes to; depending on location, streets could be 15, if that's the number, it seems reasonable in my head because that's Middle School age at that point. But younger kids that are riding bikes, I can't see if they have an E-bike and they go to a park like that, not like Hamlet or something like that, but you know, a Bike Park, I couldn't see a problem with that.

Captain Petersen replied sure. To answer your question, I don't know. I would assume or guess that there probably are E-bikes on that course, but I can't say that I've ever seen one, but I've never looked either.

Vice Chair Kath asked if there were any other thoughts on age requirements?

Chair Kons said manufacturer guidelines are really a good way to start, they're listed, it's like a car seat, it has manufacturer guidelines, but it doesn't mean that our clarification can't be stronger in the level of safety.

Commissioner Jenson said maybe you're getting to this, but looking at the Edina, Excelsior, I don't see different age restrictions, it's just saying under the age of 18 that they shall wear a helmet or other protective headgear, so, that'd be another approach then, it's like changing the age but requiring that helmet. Maybe you're getting to that.

Captain Petersen replied yeah, that's my next slide; Commissioner Jenson said okay, is it? All right, okay. I kind of like that approach of just, at least imposing the helmet requirement.

Captain Petersen said I think to simplify this, at 18, you're a legal adult, you can do whatever you want, you can ride an E-bike. The State minimum age is 15, right? And, so, the challenging part is what do we do with a 16- and 17-year-old? What are your thoughts on imposing that safety certification?

Commissioner Lotts replied yeah, I am a huge fan; Ron, that was a fantastic example, suggestion, the certification aspect of things. Like you said, it's as simple as a sticker for your helmet or something. You know, as I read through all 3 of these cities, they mention things that when I was 15, I did not know, nor did I pay attention to, like when you're crossing the road, one of them suggests slowing down to a walking speed to cross the intersection. Now, I have personally seen some kids on scooters riding wheelies across the road without any regard to any traffic signal or, you know, if a car was coming. So, yeah, I would say

that teaching these kids and ensuring that they're taught the various rules of the road is probably paramount to their safety. I don't remember which city it was that actually mentioned that, but I think that that's a fantastic thing to teach kids. But, yeah, the certification program, you know it's probably also not far off that insurance is going to be required to even ride one of these things, right? If you've read about any of the accidents that have happened across the country, where somebody's hit by an E-bike, if it's somebody that doesn't have an umbrella policy, they don't have bike insurance, right? So, like when you run somebody over and they end up hospitalized, who's paying the hospital bill? So, that's going to get very interesting in the near term. I compare this E-bike situation most directly to like the AI boom, right? Nobody knows what they're doing, they don't know how to put the guardrails on it, they're being reactionary, and things are going off the rails quick. Now, with bikes, people are getting physically hurt, and you know, you have 3 examples of cities that have generated some fantastic policy, I think; like you said, if you're going to wait for the State, you're going to probably be waiting for a while. I would be impressed if they do come out with something sooner than later, but at least you have 3 solid examples that you could base some policy for the local area off of. Thank you for putting this together, too, because this is very comprehensive. Thank you.

Captain Petersen replied you're welcome.

Vice Chair Kath said and Brad, I go back to my snowmobile and ATV endorsements, you know, when you asked about 16- and 17-year-olds. Even if they have a valid driver's license, depending on their age of when their birthday was, they still have to go get that endorsement to add it to their license. If they get pulled over on a snowmobile and they don't have the endorsement, they're in trouble. So, I would think of it for that age group that you identified there, think of it in that capacity, that certification would be huge for them, then. Captain Petersen replied right.

Captain Petersen said all right, moving on to helmets. I think this will be an easy one, anybody under 18 requires a helmet; all commissioners agreed.

Captain Petersen said all right, and then where do we let these things ride, right? So, let's focus on the E-bikes first. Do we have an interest in prohibiting or restricting certain areas, and if so, what are your thoughts?

Commissioner Olson replied I would say looking at the motorized bicycle category, right now, those are just streets, but unfortunately, we're seeing them on trails; and, so, again that's that enforcement piece, but those absolutely should not be on sidewalks, trails, way too dangerous.

Captain Petersen replied right, and that's the equivalent of a motorcycle traveling on sidewalks and bike trails, so.

Commissioner Olson said I don't know, and I guess there's a big part of me that feels like even the Class 1-3 E-bikes don't necessarily belong on trails where people are walking.

Commissioner Lotts said I think, was it Edina?

Commissioner Moyer asked do they have speed gauges on these bikes? Captain Petersen replied I don't know.

Commissioner Lotts said, oh, actually the very first example, the Edina one, on the back page, where it talks about slowing when pedestrians are present, slowing to a walking pace, yeah, I don't think you need to restrict these areas as long as that's part of the policy, right? Slowing to a walking pace to cross an intersection or when pedestrians are present, that's kind of, even if they don't have speed gauges at that point, it's still something you can judge as a rider.

Commissioner Olson said I think my challenge with that, though, and working with kids every day is you can have rules in place all you want, it's whether they're going to choose to do them and when they don't, what goes along with that? So, that's a real concern because at that age, 16 and 15, 16 and 17, they're pretty, they think they're pretty invincible, and they just, they tend to do what they want to do when they want to do it, many times, especially when there's not a parent around. So, that would be a real concern of mine, theoretically, it sounds good on paper, but I don't know that that's what you're going to really get.

Captain Petersen replied right. The one thing I would ask everyone to consider is if we ban them from trails and sidewalks, now we're pushing them into the road, and so that might not be the direction we want to go. I appreciate everybody's concerns, and I know that's one source of frustration and safety concern in the community is that these bikes are whizzing past them on the trails or they're not clearing those intersections where a trail intersects with a street; but if we ban them from the sidewalks and trails, that puts them in the road, and is that what we really want to accomplish? So, just something to think about.

Commissioner Jenson said I also see a lot of older people riding E-bikes, too, so I don't know that we want to necessarily lump everybody together as being a problem rider; Captain Petersen said good point. Commissioner Jenson said because it is something that people, as they age, can do for leisure and recreation, so, I think sometimes they're used very responsibly on trails, so.

Commissioner Lotts said yeah, I don't even know, I would have to agree with you. I think I see statistically more older people riding E-bikes now, like in my neighborhood, than the younger kids.

Commissioner Jenson said yeah, and the ones that I see, like the younger kids I see riding them are down like in the Business Districts around the Hy-Vee and the Dairy Queen, and that's where I've been seeing them, and not necessarily on trails, so

Commissioner Lotts said yeah, I see them oftentimes down by the Walgreens intersection, going full send mode across that intersection, just no look, just full send. So, that's where my concern is, like they don't know the rules of the road.

Commissioner Jenson said they're in the high-traffic areas, and they're not paying attention, yeah.

Commissioner Lotts said nor are most drivers, either, so that's like just waiting for something to happen, unfortunately.

Commissioner Moyer said it's very scary, like, I don't know the name of that road, but it's kind of like, it's right across from the GROVE80 apartments, and it's kind of like that one that'll go back, but you can pull out, into 80th, and it's kind of awkward, you know, that there is; Commissioner Jenson said it's Hardwood, probably, maybe. Commissioner Moyer said maybe, I don't know, okay, but it straightens, and then because the cars can turn in when they're coming up 80th, they can turn into that one road right there. There's a lot of kids who come from the high school, and they're just like, I'm talking about, I will look right and I will look left, and I'll look right and I'll look left, and I'll start a little bit and all of a sudden, somebody's right there. And that's very scary and very hard, and I think that I would; is there a way that we can put signage up for them? I know that that's kind of something that we had talked about when we were talking about, before these became a big thing, and also marijuana, too, we were sitting in the room and we were talking about if we should put signage up and things like that. Is that something that?

Captain Petersen replied yeah, definitely that's an option.

Vice Chair Kath said that was always my thought, too, in the parks, for sure, to segregate with striping on the tarred paths, you certainly could use all kinds of different signage, you know, blind corners coming around, slow down; again, to the point, are they going to do it? At least we're trying, you know, where do they need to stop? You know, is there a pedestrian crosswalk type thing. But I think if we're going to let them in the parks, then it has to have some type of signage now for bikes at that point.

Director Burfeind said Members of the Commission, I can add, because we did talk a couple years ago about this, there were speed limit signs added of 15 MPH in the parks, but it is hard to enforce because how do you know that? And for the speedometer question, Class 3 E-bikes do have speedometers, for the ones that go 28 MPH, it's a requirement to have a speedometer. The ones that are Class 1 and 2, that go 20 MPH, they don't. But in terms of enforcement, they do know how fast they're going, and I will say 28 MPH, that's very fast on a trail.

Captain Petersen said so, we've covered some of this already, I can tell you that we've invested a lot of time and resources this past summer making a lot of educational stops, trying to educate the public. We did not do really any enforcement, we were trying to just educate the public so they're making smarter, safer decisions. Until we reach a point where we feel like the community is sufficiently educated, I don't feel that it's the right thing to do to start writing tickets, etc., especially when the Statute and Ordinances are lagging behind this market. So, my point being is that we have not done any enforcement yet, right? I know we've received a lot of criticism that we're not doing anything, that's simply not true. We're just trying to take a measured approach, we're trying to educate the public, we're trying to figure how we can reach these kids in the Middle School, because usually they start riding them around 12 years old. So, that's what we've been doing to date, officers are making stops every day, most of the time just casual stops, right? We're not flipping on the lights and sirens and taking those traditional high-visibility stops, but we're spending a lot of time in the parks, and when the kids ride by, we chat with them for a couple minutes, and encourage them to wear a helmet or say hey, you're too young for this, go home and talk to your parents about it, things like that. So, that's what we've been doing over the last several months. Moving forward, I already talked about working with the Youth Service Bureau to create a diversion program. We're going to get in the schools in the spring is my goal, and then hopefully, we'll be armed with some Ordinance changes before next summer rolls around. Of course, along with that, there'll be all kinds of social media messaging and things of that nature to educate the entire community. And, so, really what I'm hopeful is that we can leave here tonight with some suggestions from you, and along with the input from other stakeholders, package it up neatly for Council, to present that to them in December, and hopefully move forward with some Ordinance changes. At the very least, clean up some definitions, descriptions, and very clear guidelines on what is and is not allowed. Even if we don't take a more restrictive approach, those definitions and rules need to be cleaned up so we know this device fits into this bucket, and these are the rules for that type of vehicle. So, that's my goal.

Vice Chair Kath said hey, Brad, one other thought came to my mind about the education part. I don't think it always has to be falling on the Police Department either. From the standpoint of, again, I'm using my snowmobile and ATV analogy, that's all volunteers that put on those classes, and it's the local Snowmobile Club. Now, I don't know how organized E-bikes are, if they have their own associations or small groups or something, or maybe we have some ambassadors out there that we can start to educate, and they're the ones that actually host the class vs. always having to use staff to do that.

Captain Petersen said that's a great idea, I love it; Vice Chair Kath said you know, something like that, too. Captain Petersen said great idea. Vice Chair Kath said because that's the way all your snowmobile, your gun safety endorsements, most of that's all done by volunteer organizations, people giving up their time to teach kids, and they enjoy doing that kind of work. Captain Petersen asked so, you're volunteering to do that? Vice Chair Kath replied I don't know if you'd put me on an E-bike, but.

Commissioner Olson said the other piece would be like we talked about with the schools is I know every year, at the beginning of the school year, they do bus safety training, they have a video that's presented. I wonder if we couldn't use that same approach in the schools and have some type of video that we could show, not just E-bikes, but even on scooters and the importance of the helmets, and that type of thing, but to kind of tie that overall safety element together when they do that.

Commissioner Moyer said I think that's a good idea because then when they send out the newsletters and things like that as well to the parents, they can attach that video, so the parents can see it as well and help connect that educational piece.

Commissioner Olson said right, which is what they did with the bus safety training. They got that out to all the parents and so that might be a.

Chair Kons said I would recommend doing it in the spring and then again in the fall, because you are going to have a wild summer with kids out in force, and they're just going to grow; and I'm not trying to make things difficult for you, but if you have a suggestion for the Council, the Council approves, now you're talking about a certification program, developing a program, doing all the things, and then having an education campaign. It's doable, but I would recommend getting something into those schools before summer. Captain Petersen said yeah, that's the goal. Chair Kons said and then hitting and having a great, huge education campaign again going back to school because, you know, parents are thirsty for that information once the kids go back to school.

Commissioner Rediske said so, I have kids in school, and every Friday they send out a weekly newsletter, this is what we're doing, and it's probably a good add-on to that, you know, E-bike Safety. Because the parents, well, maybe the parents will read it, I read it, but it's just another avenue to share that.

Commissioner Jenson said I think the video's a great idea, to try to reach kids and parents without having a huge strain on your resources, too. So, it seems like a nice place to start and then maybe build from there.

Captain Petersen said all right, it's all great feedback, thank you. I'll just invite any of you, your recommendations, you know, if you feel strongly that hey, I don't want E-bikes on our trails or things like that, if there's anything that you feel really strongly about that I want to package up for Council, please share that with me now or in the near future.

Vice Chair Kath said all right, thanks, Brad, especially for having to put this together right away for us. Captain Petersen replied yeah, you're welcome. Vice Chair Kath said it was very nicely done.

9. COMMISSION COMMENTS

Vice Chair Kath said I do have a thank you to give to Captain Petersen. I brought forward from both, I looked at it from my bus-driving career and my commissioner hat and my resident hat, some of the issues that we have at Park High School right now. For those that don't know, people that have kids in Park know that it's under construction. And, so, all the traffic's been diverted, buses come out at a different angle, we're coming out of Crestview, and it just makes for quite a mess. And I was really worried about, in fact it was the E-bike part of it, as when you're coming out of Crestview, and you're trying to make a left turn onto 80th, it's pretty tough with the way traffic backs up. So, first of all, traffic is one thing, and then the E-bikes, all the kids are coming out of school, and they're coming down that sidewalk, and in these buses, you've got blind spots that are crazy, and you're looking left, you're looking right, and I'm just so fearful that we were going to have an accident. The Police Department met with me, and I shared some concerns over it, and they've actually come out and helped us with some traffic direction, which has been awesome. So, I can't thank you enough, Brad, and your staff for the support that you've shown us. I know as a bus driver, that's in "the belly of the beast" every day out there, it's certainly been very helpful and very much appreciated by our bus drivers, for sure, from a safety perspective. Then again, just to remind the public, that's hopefully just a one-year cure, and by next year, the whole bus route will be different going in, the parents going in and out of the school, it is going to be a lot more convenient than what it is today, right now, because of the construction that's going on. So, thank you to you and your staff, I very much appreciate it.

10. STAFF REPORTS AND MATERIALS

Director Burfeind said I'll go quick, it's been a good night with a lot of discussion. So, just a few of the key points:

It's the last time you'll hear me talk about it because it's up now, is the Hardwood and Hardwood Court signal was made operational today. Just a reminder that was put in, obviously traffic's been going, but the crash rate was much higher there, so that was part of the warrants and the justification for that signal. It is designed for basically a full buildout of Cottage Grove and looking at potential redevelopment in the area. We kind of wanted a worst-case scenario, I know it feels like it's very close to 80th Street, but we looked at that every which way, and I mean, never say never. If an ambulance goes through or a lot of

pedestrian activity, certainly things can back up and double cycle, but that was part of the plan for that area. Now, it's just getting used to that new signal, so it's good to see that operational.

Like Council Member Thiede mentioned, we do have the 80th Street project next year, reconstructing 80th from Ideal Avenue all the way to Highway 61, including redoing the entire interchange, that's kind of a MnDOT portion of the work, but we're doing it with our project. So, it's all very coordinated. 3) Then we're also redoing East Point Douglas Road from 80th Street down to like Arby's by Hy-Vee there.

A female commissioner asked is that just an overlay, or is it like in-depth building there.

Director Burfeind replied so, it is a full pavement replacement, commissioner, so it is a full pavement replacement, more of kind of a spot curb replacement, sidewalk, things like that. Not a lot of utility work, the utilities aren't that old in that area, but upgrading signals, doing like dual left-turn lanes at 80th and Hardwood, so that works much better. Adding an additional lane going through by Hy-Vee; right now, that lane ends and kind of two lanes go into Hy-Vee, and one ends, so there will be an extra lane going onto East Point Douglas, so a lot of improvements as well.

And like Council Member Thiede mentioned, we're being very careful at Park High School, so our intent is to have all the work done from Hinton to Ideal just in the summer. So, we're going to kind of fit that in, because that's the newest section of road, and it needs the least amount of work with the concrete; so, we'll fit all that in during the summer so we're really not impacting the school, and then we'll be adding the turn lanes that the school needs for the new entrances. So, it should time out well.

Other than that, the Low Zone Water Tower, if you're on Highway 61, you look behind the Park and Ride, you can see the concrete columns sticking up above, so you can kind of see where that tower's going to be. They're done with concrete, they'll be working now over the winter on the metal actual bowl, and then painting it next summer and getting that operational.

Lastly, the Intermediate Zone Water Treatment Plant, that's the big treatment plant going behind the Central Fire Station, we started pouring concrete, and we are going to pour 15,000 yards of concrete between now and next July, and that's all we'll be doing for about 8 months. Then you'll start to see the building itself go up, so a lot of work still to come, and the Fire staff have been a great partner because we kind of came in and we're working very close to them, but not impacting operations to the Central Fire Station, but they've worked well with us as well. So, I need to say thank you to them.

Gary Orloff, Superintendent of Streets, said with the weather changing, tomorrow could be our first time out, so something that we tested last year, on three trucks we used tested, treated salt, so it's a brown-colored salt. It worked so well we were able to get about a 20% cutback and probably even a little more yet. So, people might think we're putting down sand, but it's just a treated salt that's more effective in cold temperatures and with less amounts and warm temperatures, it'll clear off the roads.

A couple big things to remind, no parking 2:00 a.m. to 6:00 a.m., or anytime it interferes with snowplowing. So, good rule of thumb, if it's snowing out, get your cars off the road so we can get the roads plowed curb to curb.

One thing we're still having a big problem with is garbage cans in the street; the trucks can reach 5 feet up into the driveways, so if we could just somehow, even let your neighbors know if you see it, especially in the new developments, we have a hard time getting down the roads because their cans are sticking out in the road. That would be a big help to us.

There's a slight chance we could get a little accumulation tomorrow, nothing big, but we're prepared, we're ready, and with that, any questions? There were none asked. Gary said all right, thank you.

Vice Chair Kath said so, Ryan, quick question for you with East Point Douglas, didn't we have a discussion about the sidewalk going on the other side, too? Did they decide not to do that?

Director Burfeind asked commissioner, what sidewalk? Vice Chair Kath replied so you have the sidewalk on Highway 61 side, but didn't we have a discussion about when that gets redone to put the sidewalk on the residential side, too, so that they didn't have to cross? I thought we had a discussion about that.

Director Burfeind asked and you're speaking of on 80th Street?

Vice Chair Kath replied no, on East Point Douglas, that stretch to take you from like Applebee's down to the animal clinic?

Director Burfeind replied oh, I see, thank you. Sorry, I was focusing more, so next year, we are only redoing down to Arby's, so that little section, and then we are looking at sidewalks and pedestrian improvements; 2027 is when we'll redo that long stretch of East Point Douglas by all the homes. So, I apologize for that, I was thinking of the small section. But yes, that is something we are definitely looking at, so we're looking at additional sidewalks and pedestrian crossings as well on East Point Douglas Road.

Vice Chair Kath said okay, thank you.

Captain Petersen said in preparation for winter weather, we started our winter parking enforcement, so we're trying to get those cars off the street for you, Gary.

Some good news, we received a grant to do our Youth Academy again in 2026, so that was a huge success this year, it was the first-ever Youth Academy earlier this year. So, we'll be doing that again in 2026, so more to come on that.

A female commissioner asked what's the age for the Youth Academy? Captain Petersen replied I don't know, I'll have to get back to you on that. She asked but that's different than like the Citizen's Academy? Captain Petersen replied it's similar in format, but it caters to youth.

Captain Petersen said we just recently released our Quarter 3 Report, so if you're interested in seeing our progress report, look that up on social media or our website.

Then probably the biggest news coming from the Police Department is we're getting our third patrol K9, arriving in a couple weeks, so that'll be residing with Officer Whelan. So, we'll get to meet our new K9 in a couple weeks, so standby for that.

Vice Chair Kath said thank you, Brad. Any questions?

A female commissioner asked the other two K9s that we have, they're still good and young, and they're not scheduled to like retire or anything?

Captain Petersen replied no, it's just an addition. Our goal is to get to four K9s at some point, so each crew has a K9 assigned to it. So, that's a two-year plan, so this third one gets us three-quarters of the way there. The other two K9s, Odin and Scout, are right in the middle of their best years so we've got, fingers crossed, a handful of good years left to come with those dogs.

Chief Pritchard said I could say the same thing about Brad, too, but sorry, you set it up too well.

No, thank you for the engagement in our Standards of Cover Community Risk Assessment process. I know a lot of folks have had different parts in that, and then on top of our Strategic Plan last year; so, it has been a lot of stuff to adjust, and I'm very thankful for your engagement, it's really genuine.

Then, just a couple quick updates from our department, I'm very proud to share that last year, we hired folks that are Firefighter-EMTs, and then we send them to paramedic school. It's the first time our department's really engaged in that on the Fire side, our Police side did that years ago, and then they sign an agreement to stay with us 5 years. Our first person went through that program last year and obtained their paramedic, so we're very happy for that, and it goes to Commissioner Moyer's question of how do we get folks in the door and how to give people those opportunities; so, I think that's a great example of that.

Further on, it looks like we'll be starting our cadet next month, which again will be the first cadet we've had here; that gives somebody with very little or no experience and it gives them the opportunity to become a Fire professional, and I'm very biased on this from some of the best people in the business, they train them and teach them on how to become a firefighter. Hopefully, we'll be able to keep him one day as a fulltime firefighter.

Lastly, just an update, just on our response, and of course, I don't know how much more data I can inundate you with in one night; however, we are on pace to eclipse 5,000 calls this year, and we're actually on pace for 5,300, and that's just assuming the current pace, with December usually being one of our busiest months. Just to put it in perspective, we just crossed the 4,000 threshold in 2021. So, just a lot of growth in our City and really, Cottage Grove is growing about 9%-to-10% in that call volume; so, obviously, it's just a growing community, but we're happy and we're very proud of the services we provide to folks. So, barring any like pure prevention of all diseases, we will be eclipsing that 5,000 this year. So, thank you.

11. COUNCIL COMMENTS

A. Council Agendas

Council Member Thiede said you guys have the Council Agendas in your packets and so forth. If you scanned through those, did you have any questions or anything?

Commissioner Rediske said well, I missed the general comment/questions opportunity, sorry I missed that one, but what is going in where that SA was that was next to Las Margaritas?

Council Member Thiede replied I don't know if we're able to actually say yet; there's a couple different retail companies that are looking at that. There's one that's maybe a little bit stronger, but yeah, I don't know if we're able to actually.

Commissioner Rediske said I just didn't know if I missed it from like the.

Council Member Thiede said and for all I know, Myron may have already put in Facebook, but.

Commissioner Olson said no, I was wondering, too, good question. Commissioner Rediske said I thought maybe I just missed the Facebook update, okay. So, it's TBD.

Council Member Thiede replied right.

Commissioner Rediske said it's TBD or TBA, to be announced, okay.

Vice Chair Kath said all right, thank you. So, that ends our meeting, so I'll ask for a motion to adjourn.

12. ADJOURNMENT

Commissioner Rediske made a motion to adjourn the meeting; second by Commissioner Moyer. Motion passed: 7-0. The meeting was adjourned at 9:06 p.m.

Minutes transcribed by J. Graf and reviewed by Kari Reubish.



2025 ANNUAL REPORT

JAN 29, 2026





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Chief's Message

I'm honored to present CGPD's 2025 Annual Report showcasing CGPD as a premier law enforcement agency with a steadfast commitment to community safety. This annual report is intended to promote transparency, trust, and progress in accordance with 21st Century Policing Strategies. Community-oriented policing, innovation, and analytics are key to our strategic success as we strive to meet the evolving needs of our growing community. I'm also excited to share a few of our major accomplishments.

In 2025, we...

- launched a new CSO/Cadet Program and hired 6 police officers
- added Therapy K9 Riggs;
- added a grant-funded DWI-Traffic Safety Officer;
- trained and equipped our Crime Scene Team;
- implemented new technologies including ALPR cameras; and
- were recognized as a model agency for officer wellness.

CGPD values every citizen interaction. Our pursuit of excellence is reflected in the 2025 National Community Survey, in which 90% of residents reported feeling safe in the community and 89% rated CGPD's service as excellent or good. Our own polling shows a satisfaction rating of 93% speaking to the exceptional level of service provided on a daily basis by our dedicated team.

Our focus on crime prevention, traffic safety, and community engagement continue to make Cottage Grove a safe place where everyone can thrive.

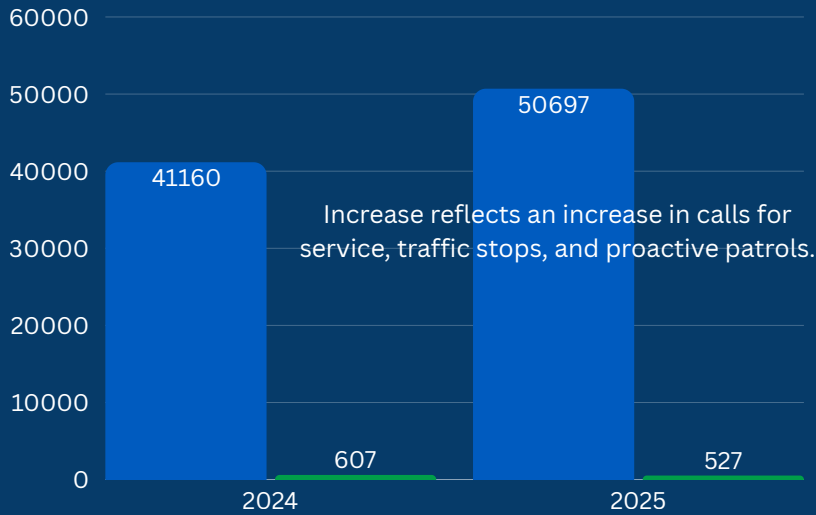
On behalf of CGPD, I thank you for the partnerships and support. We welcome your feedback and questions. We look forward to serving you with pride in 2026 and beyond.

Summary

- Cottage Grove is a remarkably safe community. Major violent crimes are rare, and crime rates have been trending down since 2019. The noticeable increase in Part 2 crimes in 2025 is explained by an almost twofold increase in DWI arrests, which was the outcome of adding a grant-funded DWI-Traffic Safety Officer to make our roads safer from impaired drivers. Secondly, we introduced an online crime reporting option in 2025, which has resulted in more reports from residents.
- As the city grows, we're experiencing an increased demand for police services.
- Due to some expected vacancies we started the year understaffed. Fortunately, we were able to quickly recruit new officers. Some overtime and organizational flexibility was required until we reached full staffing at the close of 2025. Despite the staffing shortage, the Patrol Division maintained a rapid response time and was intentional about crime prevention and traffic safety. Patrol officers logged significantly more proactive checks of our schools, parks, and businesses while making more traffic stops and issuing more citations in strategic and problematic areas. Also, we introduced technologies that enabled us to monitor, assess, and focus our enforcement efforts more efficiently. Comparatively, Cottage Grove's roads are very safe. However, we did witness a minor increase in traffic crashes which is likely attributed to the increase in traffic flow and distracted driving. While one fatal crash did occur on city streets, three fatalities occurred on state highways.
- The recent reorganization of the Investigative Division, which created the Community Impact Team, allowed us to maintain a very high closure and prosecution rate while simultaneously engaging the community to accomplish education, crime prevention, event planning, etc. The persistent problem of drug overdoses and mental health-related incidents remained a high priority.
- CGPD recognizes that a well trained and professional staff with proper oversight serves the community better. As such, we maintained a very high satisfaction rating. CGPD's training, emphasis on de-escalation and constitutional policing, and use of force oversight creates an environment in which our use of force is infrequent, necessary, reasonable, and just. In fact, CGPD officers used force only 91 times during +50,000 calls for service. The vast majority of this force was low level, often only a threat or display. There were no significant uses of force that involved major injury or deadly force. Each of the 91 incidents was reviewed and deemed reasonable and within policy. Although pursuits are sometimes necessary, we recognize they are inherently dangerous. Our efforts to mitigate this risk continues to reduce the frequency of pursuits while giving our officers the discretion to pursue criminals who pose a danger to the community.
- By all metrics and comparisons, CGPD continues to be a professional, high-performing, and efficient law enforcement agency that is keeping our community safe.

Patrol Division

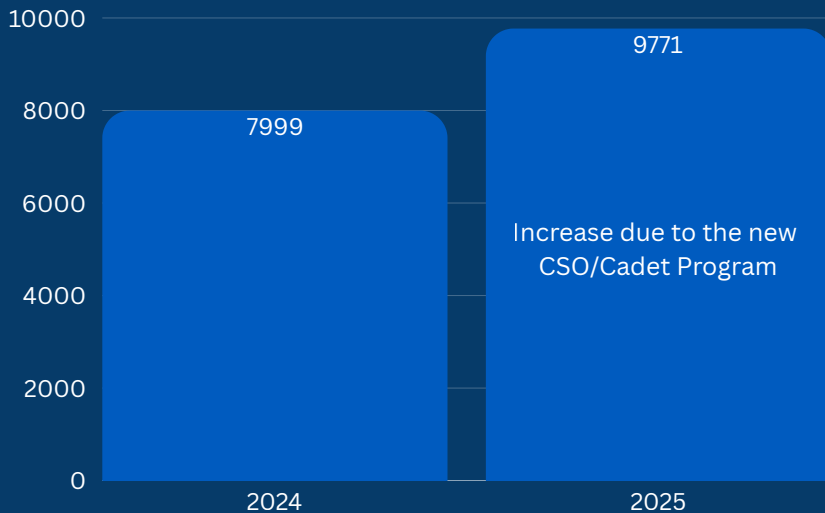
Calls For Service & Arrests



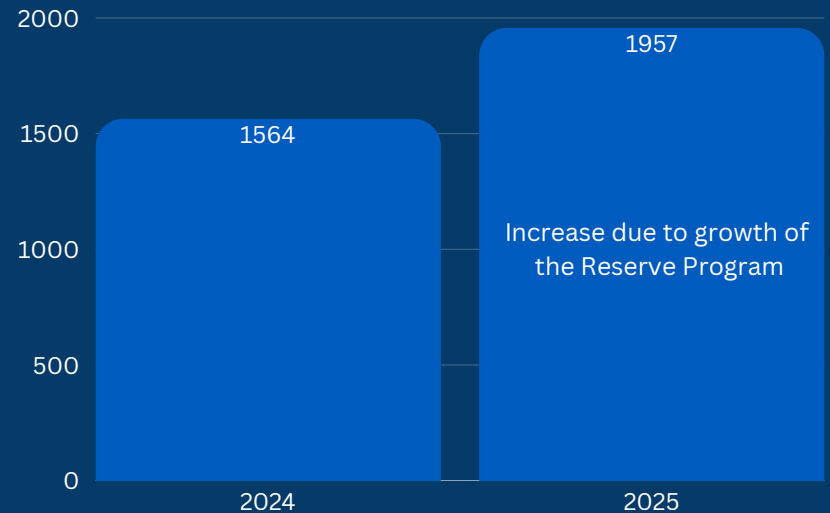
Average Priority 1 Response Time



Community Service Officer Hours

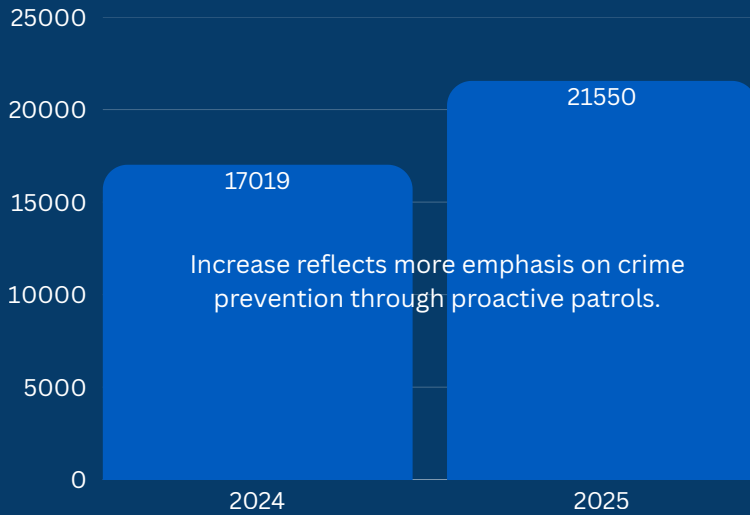


Reserve Officer Hours

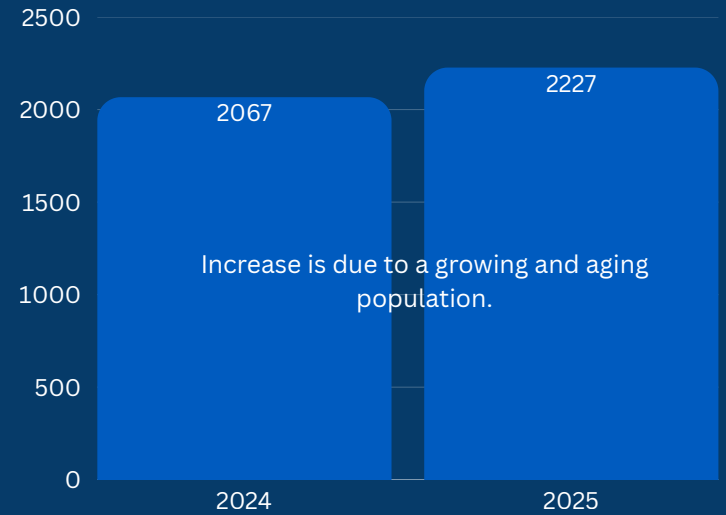


Patrol Division

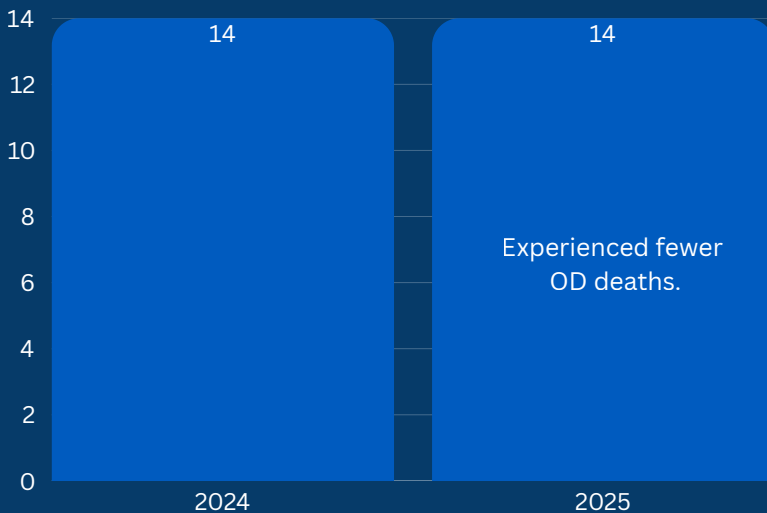
Proactive Checks



Medical Calls



Overdose Calls

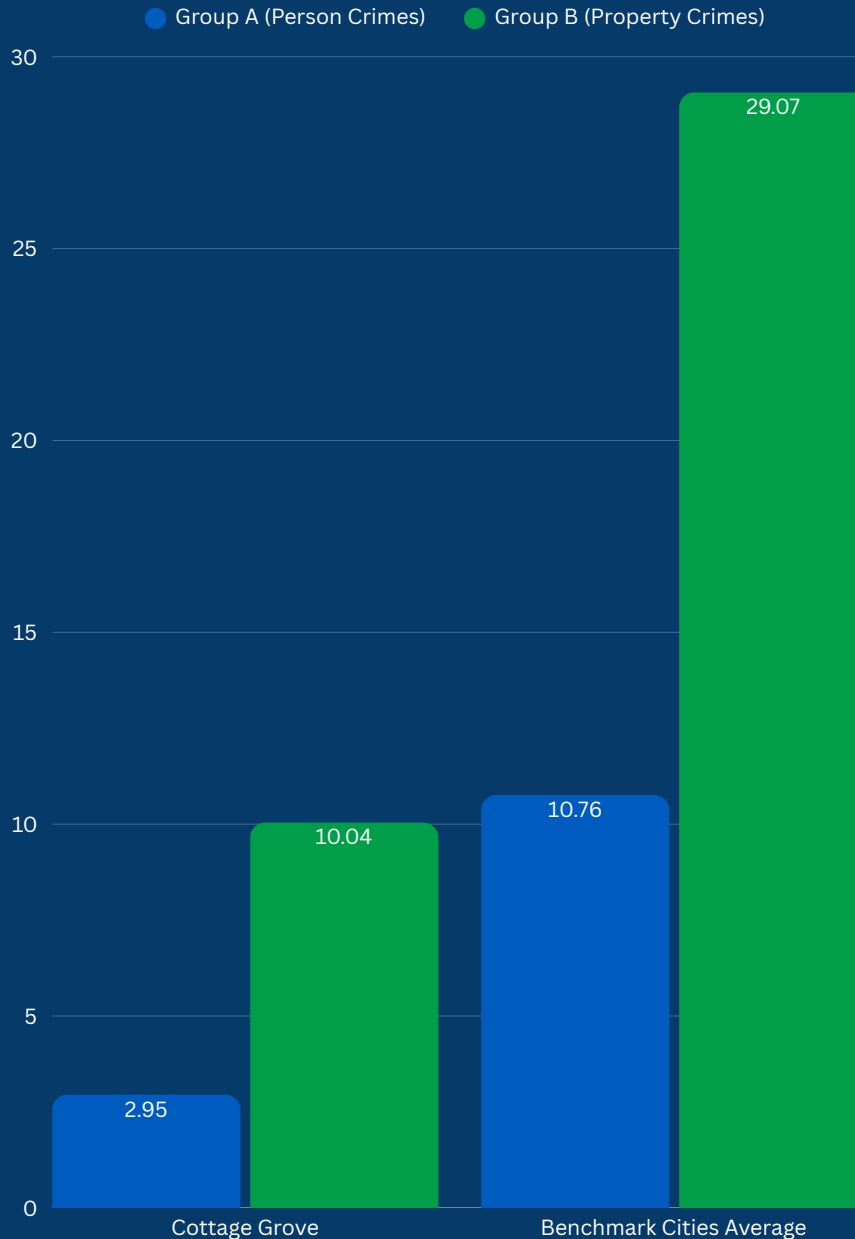


Mental Health Calls



Crime

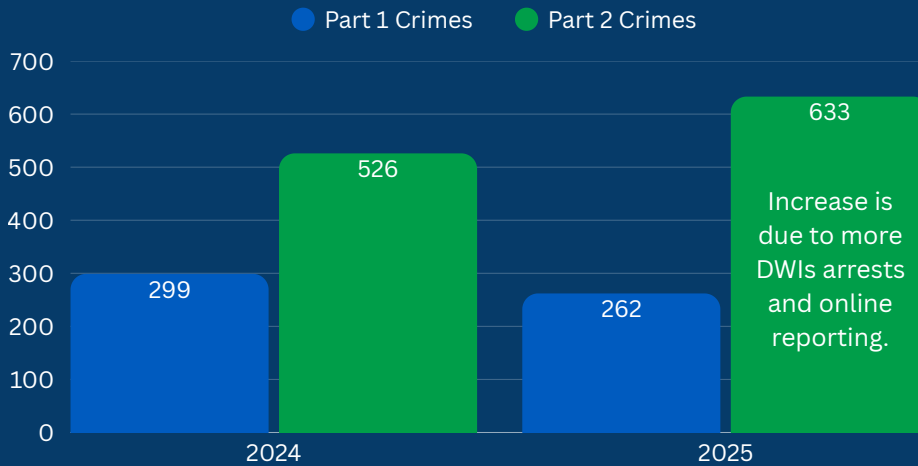
Crime Per 1000 Citizens



Offense		
Crime Category ±	Offense	
Assault Offenses	Simple Assault	76
	Intimidation	28
	Aggravated Assault	14
Sex Offenses	Fondling	7
	Rape	4
Kidnapping/Abduction	Kidnapping/Abduction	2
	Theft From Building	18
	Theft of Motor Vehicle Par..	10
	Pocket-picking	1
	Purse-snatching	1
Fraud Offenses	False Pretenses/Swindle/C..	46
	Identity Theft	25
	Credit Card/Automated Tel..	22
	Wire Fraud	4
Destruction/Damage/V..	Destruction/Damage/Vand..	54
Burglary/Breaking & En..	Burglary/Breaking & Enter..	17
Stolen Property Offenses	Stolen Property Offenses	14
Counterfeiting/Forgery	Counterfeiting/Forgery	13
Motor Vehicle Theft	Motor Vehicle Theft	12

Crime

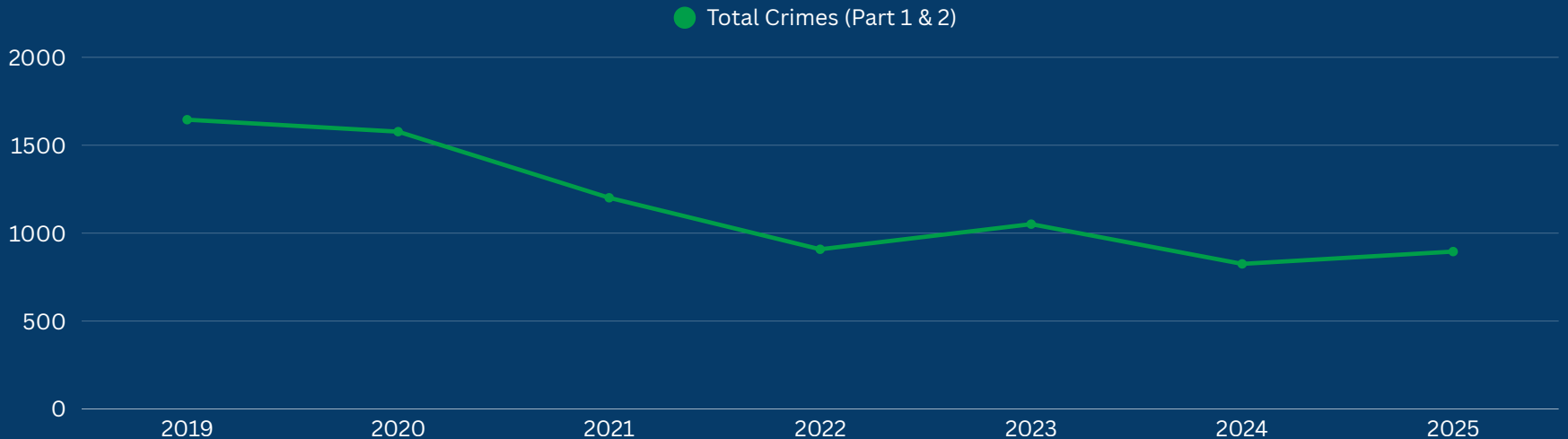
Reported Crimes



Part 1 Crimes
Murder
Forcible Rape
Robbery
Aggravated Assault
Burglary
Felony Theft
Vehicle Theft
Arson

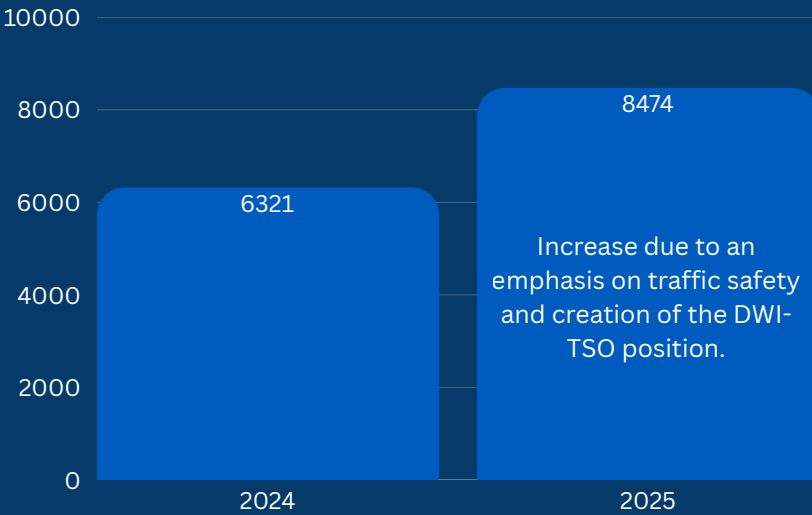
Part 2 Crimes
Assault
Fraud & Forgery
Financial Crimes
Drug Crimes
Sex crimes
Vandalism
Driving While Impaired
Disorderly Conduct
And More

Reported Crimes

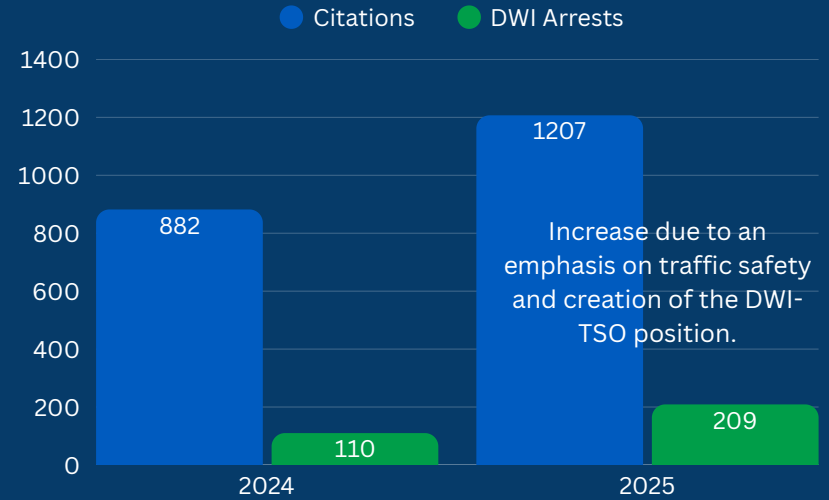


Traffic Safety

Traffic Stops



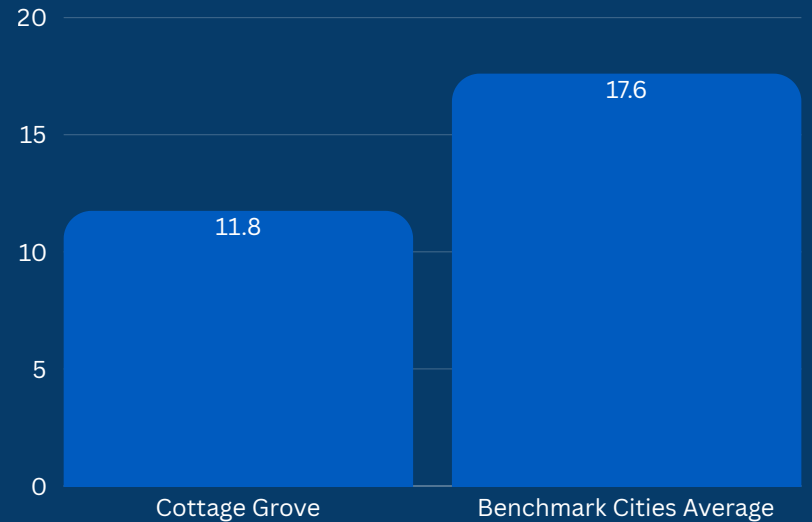
Citations



Crashes

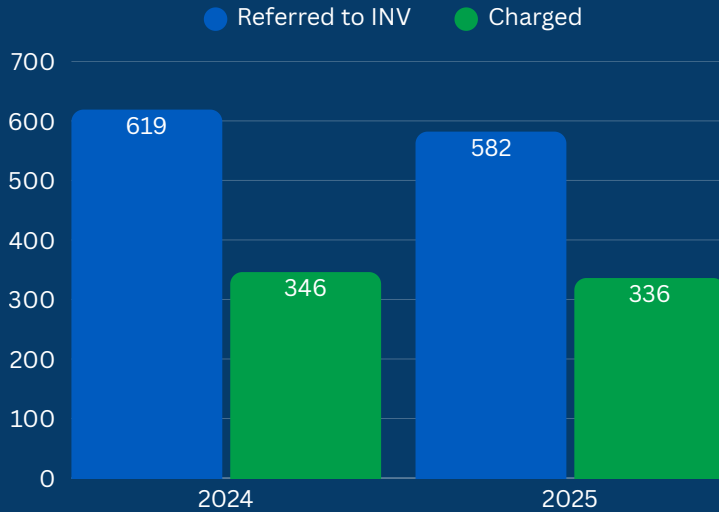


Traffic Crashes Per 1000 Citizens

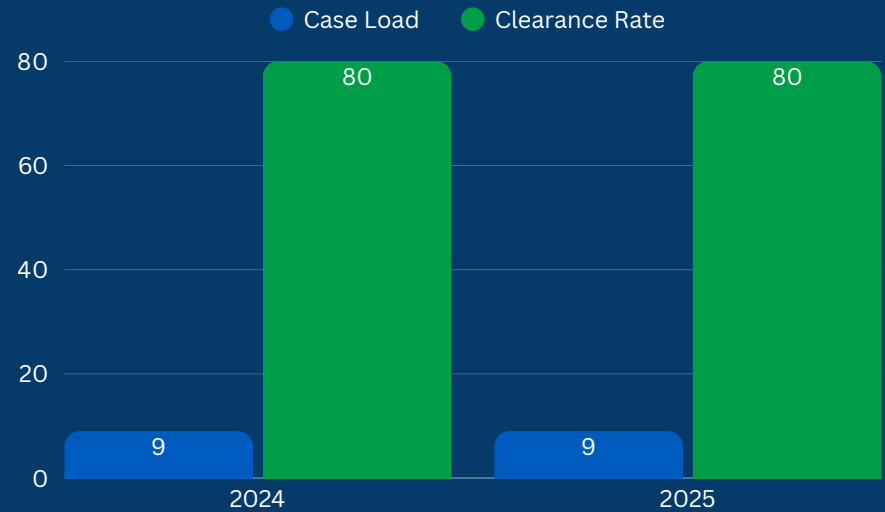


Investigative Division

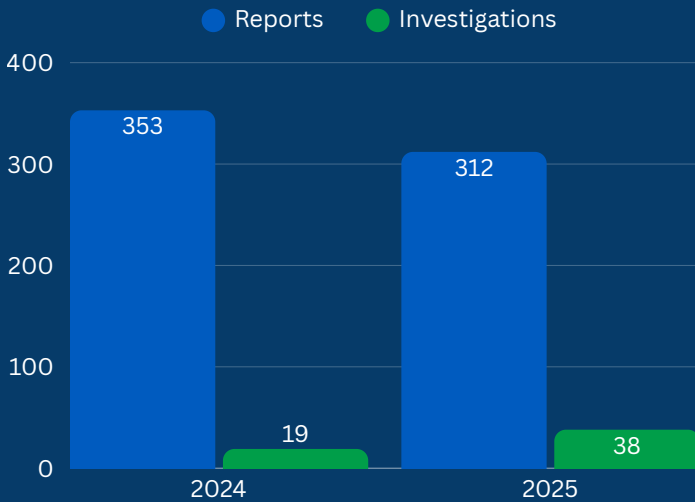
Criminal Case Referrals



Average Case Load & Clearance Rate



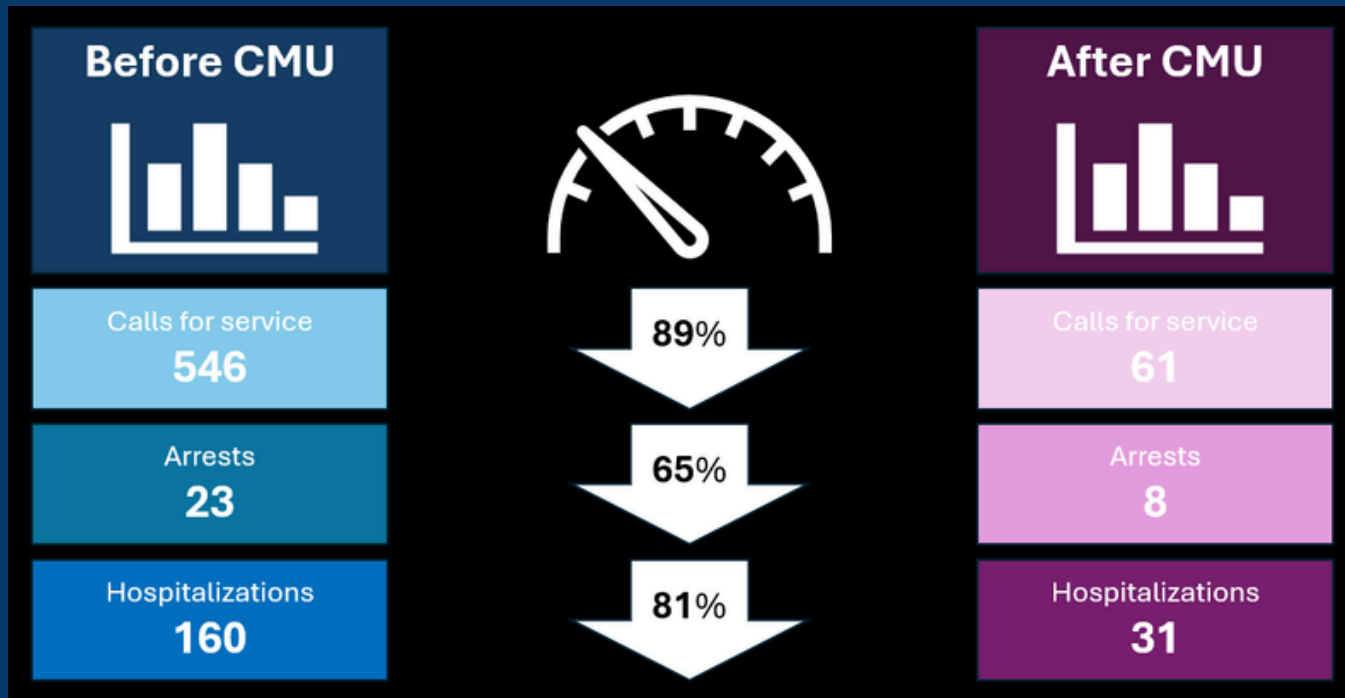
Abuse & Neglect Reports



Community Impact Team



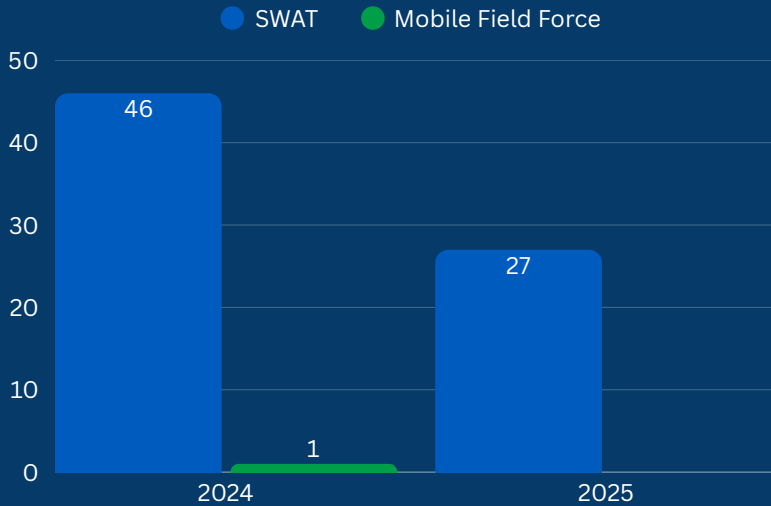
Case Management Unit



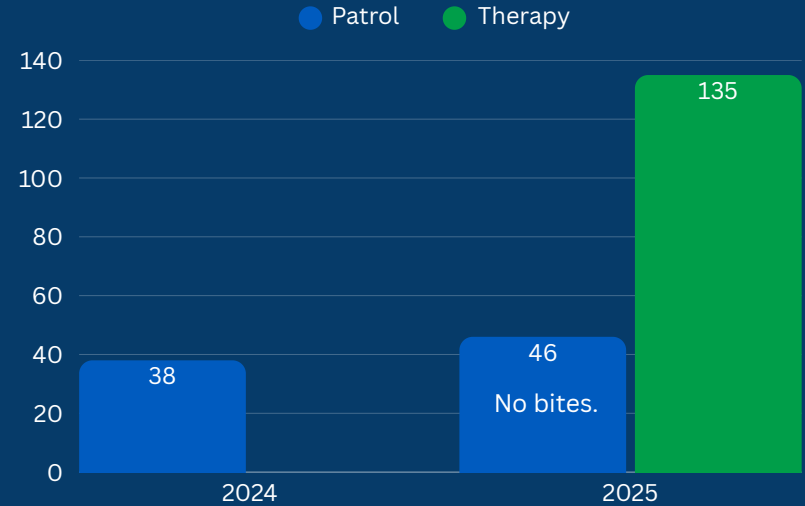
288 Subjects
47 Active cases

Special Services

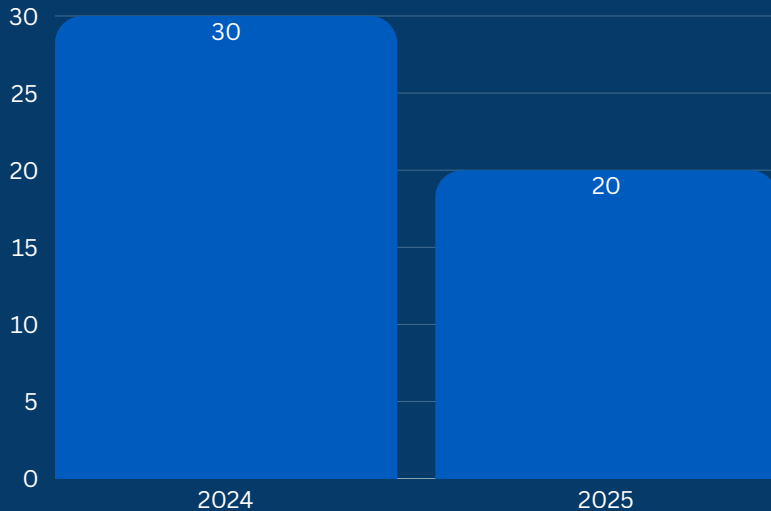
Tactical Missions



K9 Deployments



UAS Deployments

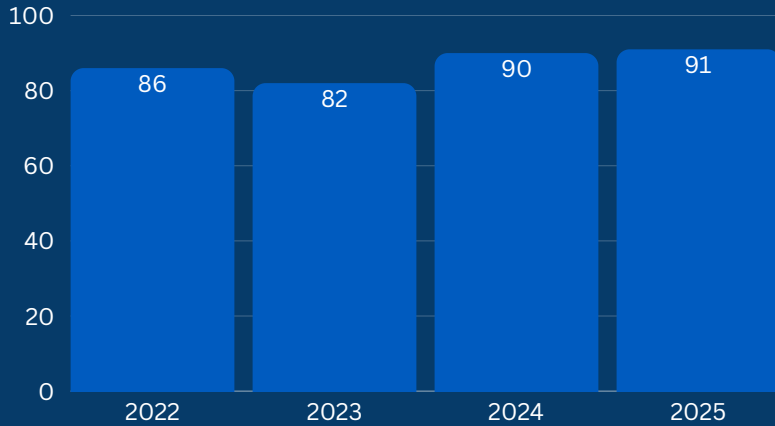


Crime Scene Team Deployments

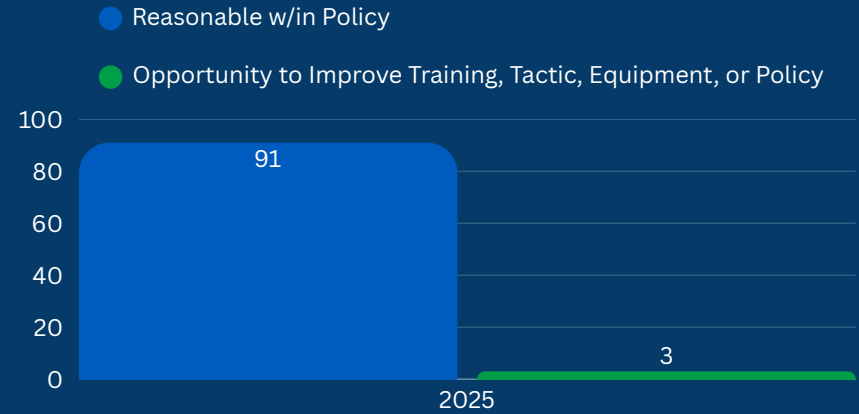


Use of Force

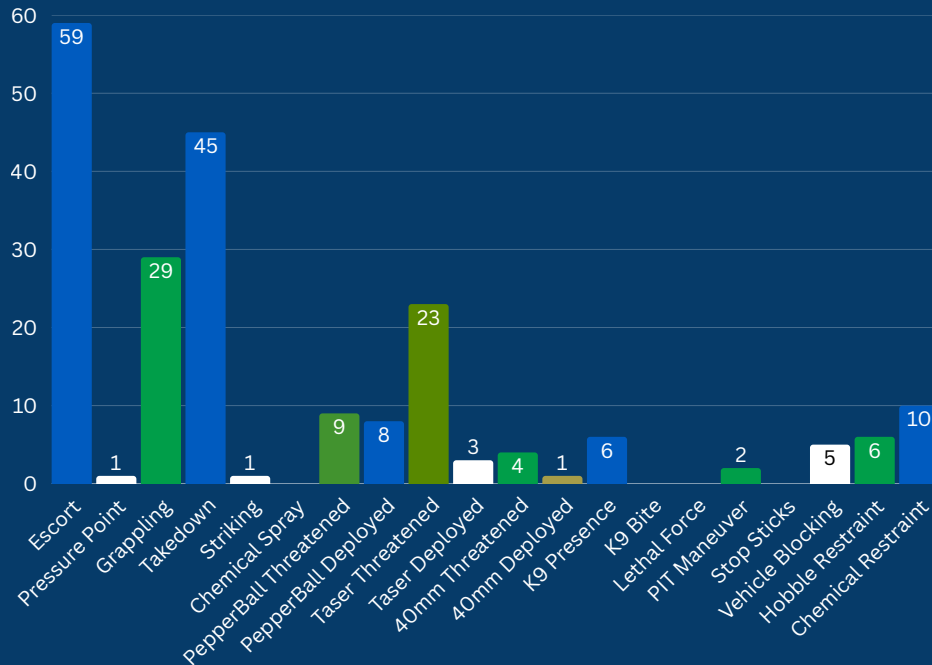
Reportable Use of Force Incidents



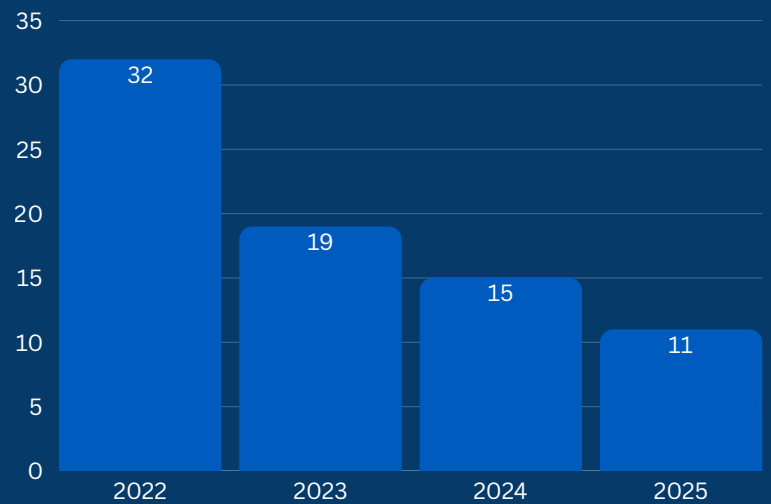
Review Determination



Force Options Reported

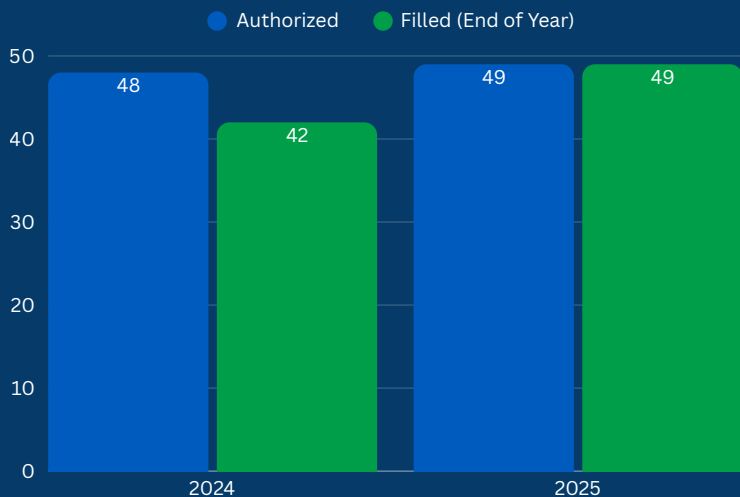


Pursuits



Sworn Staffing

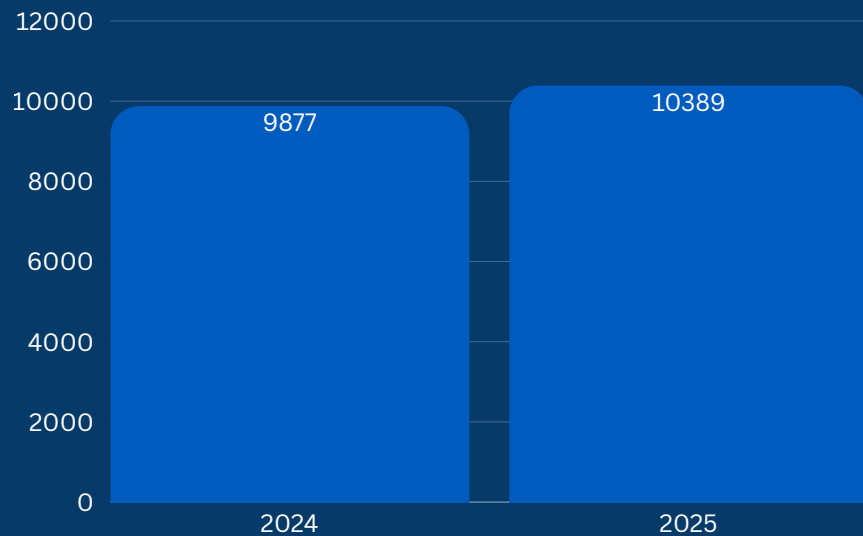
Sworn Officers



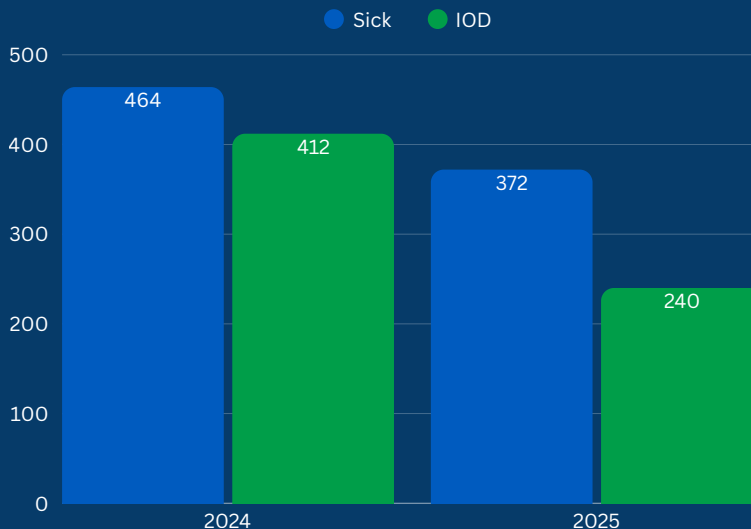
Sworn Officers per 1000 Citizens



Training Hours

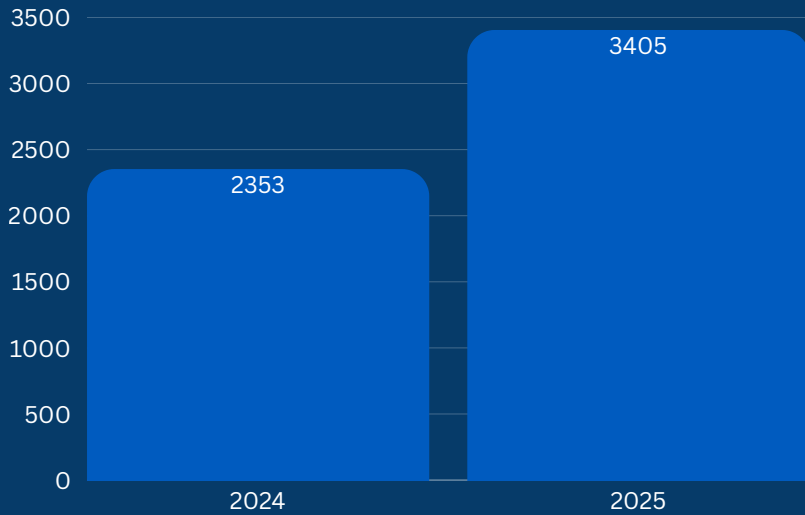


Sick & Injured Hours

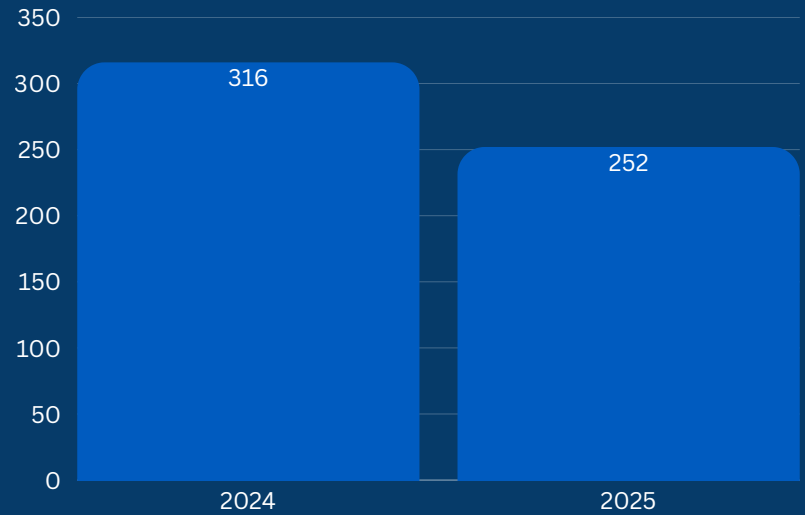


Admin Division

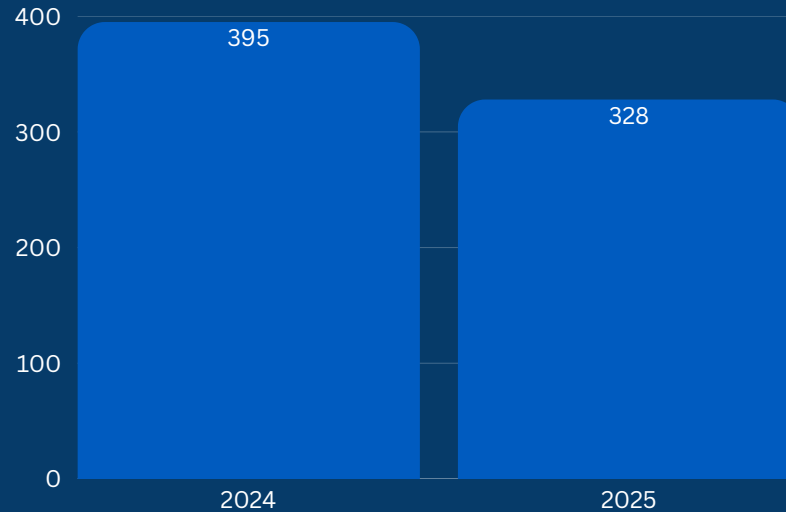
Data Requests



Firearm Permits



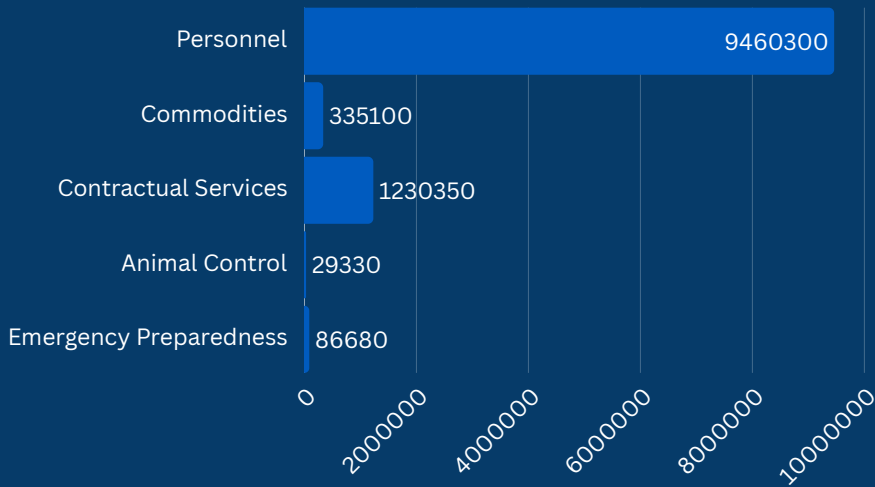
Fingerprinting



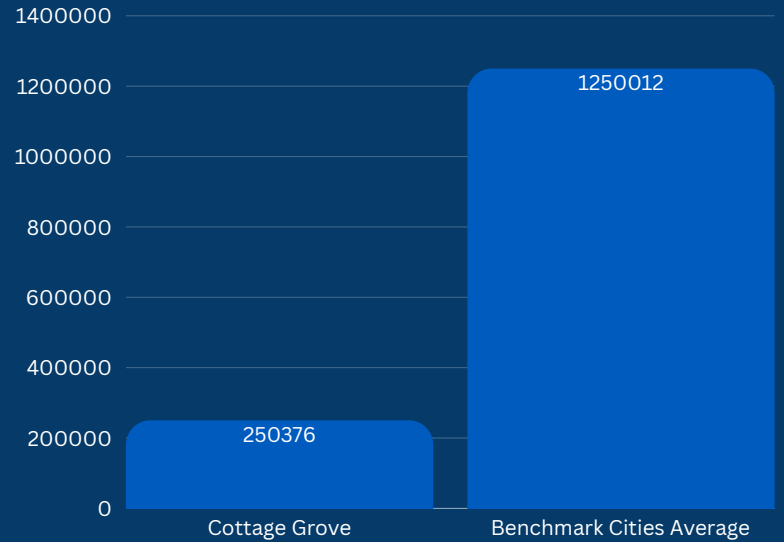
Budget

2025 Budget

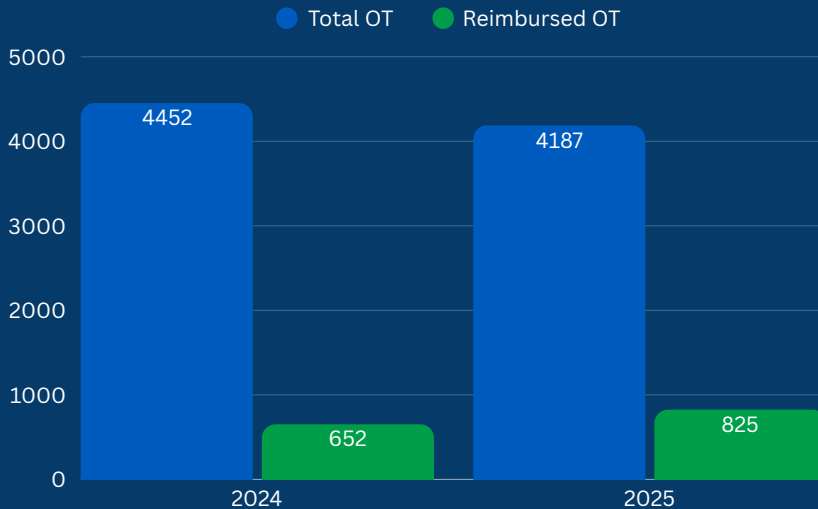
\$11.14M



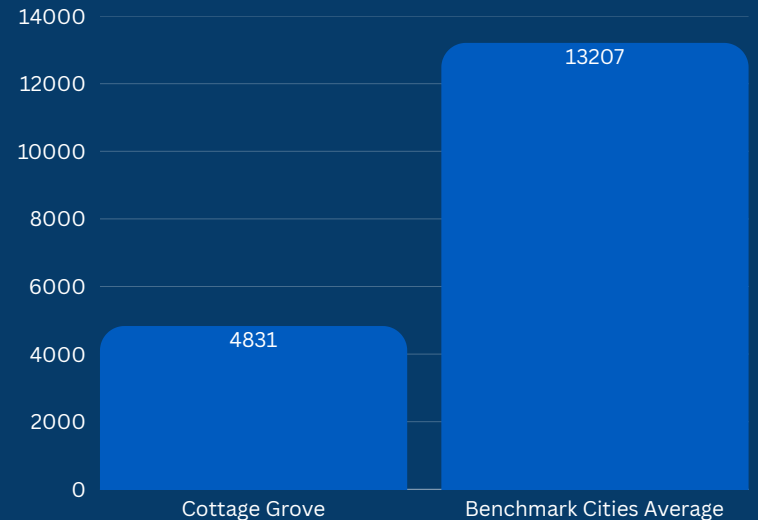
Budget per 1000 Citizens



Overtime Hours



Overtime Budget per 1000 Citizens



Awards

Employees of the Quarter



Det. Ryan Pierre



CPT Brad Petersen



Det. Jeff Rydeen



Aly Renschen

Volunteer of the Year



Chaplain Mark Wiggins

SWAT Tech Operator of the Year



Sam LeMay

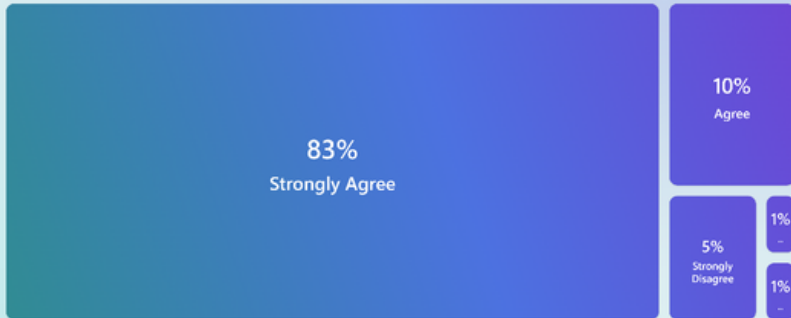
DWI Enforcer All Star



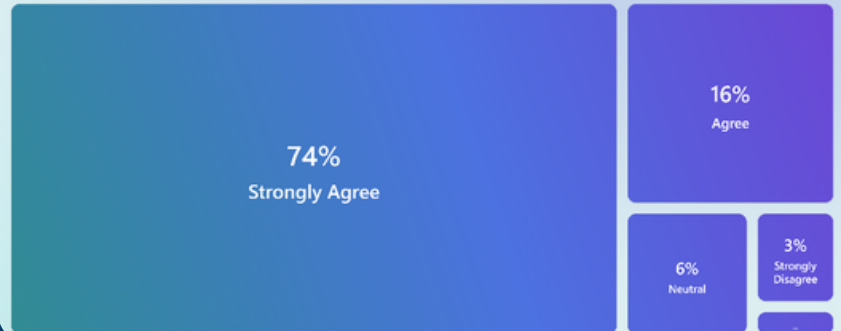
Lauden Rinzel

Police Services Survey

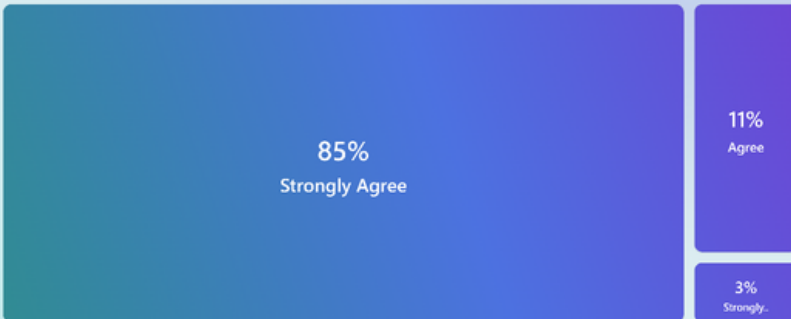
I was satisfied with the service that I received.



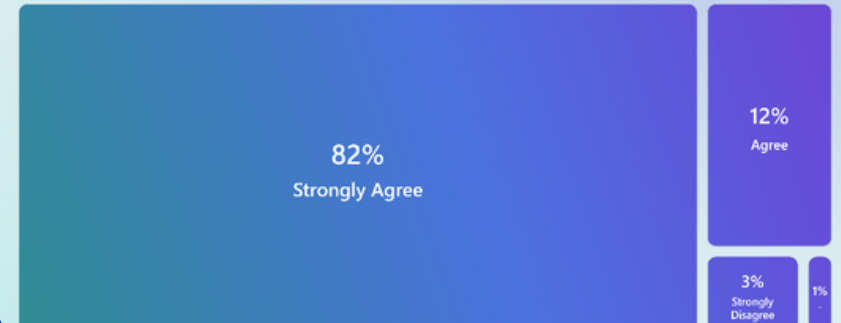
Police Arrived in a timely manner.



Police officer(s) were professional.



The officer(s) were knowledgeable and competent.



“The best experience I’ve ever had with police.”

“Very professional service. Concern for our safety was top-notch.”

“Excellent professionalism and promptness. Safe and protected feeling.”

“I’m proud to have CGPD serve my community.”

Vision

The Cottage Grove Police Department is dedicated to excellence through community-oriented policing and innovation. We'll provide safety and promote trust in our community using 21st century policing strategies. We'll invest in our culture, safety, wellness and training. We'll employ the best equipment, technology and practices. Our organization will be diverse and resilient. We'll plan, grow and adapt with our community. We'll collaborate with our community to create safe environments where everyone can thrive.

THANK YOU



COTTAGE GROVE POLICE

2026 STRATEGIC PRIORITIES

"Guardians Serving Our Community"



Core Values

Individual

Integrity
Humility
Respect
Courage
Honor
Professionalism
Initiative
Wellness

Team

Communication
Collaboration
Goal-oriented
Supportive
Adaptable
Problem-solving
Leadership

Organization

Safety
Training
Development
Shared mission
Diversity
Visionary
Innovative
Strategic
Excellence

Community

Service
Empathy
Accountability
Trust
Transparency
Engagement
Partnerships
Progress/Growth

Mission

The Cottage Grove Police Department proudly serves the community compassionately providing protection of life and property. We do this with honor, professionalism, empathy, and community partnerships.

Vision

The Cottage Grove Police Department is dedicated to excellence through community-oriented policing and innovation. We'll provide safety and promote trust in our community using 21st century policing strategies. We'll invest in our culture, safety, wellness and training. We'll employ the best equipment, technology and practices. Our organization will be diverse and resilient. We'll plan, grow and adapt with our community. We'll collaborate with our community to create safe environments where everyone can thrive.

PRIORITIES	STRATEGIES
1. Provide safety and security.	• Reduce crime through proactive, evidence-based policing, technology, and successful prosecutions. • Prevent crime and enhance quality of life through effective community engagement and case management. • Employ 21st Century Policing Strategies, deliver excellent customer service, and maintain effective communications.
2. Enhance traffic safety.	• Focus resources, technology, education, and enforcement on changing driving behaviors. • Amplify the Ride Safe Campaign, develop a diversion program, and allocate enforcement resources to improve e-bike and scooter safety.
3. Accelerate succession planning.	• Recruit and develop diverse talent to fill expected vacancies. • Train and mentor leaders. • Document and transfer organization knowledge.
4. Promote wellness and culture.	• Leverage the Positive Impact Team and community resources to expand wellness programming. • Promote a culture of excellence through core values, leadership, training, accountability, recognition, and organizational pride.

Electric Bicycles & Mobility Devices

March 4, 2026



COTTAGE GROVE POLICE DEPARTMENT



Electric bikes are changing how we move throughout our community, offering speed, convenience, and a more sustainable way to commute. But as their popularity grows, so do the safety concerns.

The National Transportation Safety Board (NTSB) found that e-bikes and scooters have higher crash risks than traditional bicycles.

The growth in e-bike popularity in conjunction with the community's growing safety concerns signal a need for dialogue to develop safety strategies.

We must consider the wide variety of electric mobility options, along with their unique safety concerns, in addition to e-bikes.



2025 (Jan-Nov) Incident Data

Electric Scooter Accident: 8
Electric Scooter Violations by officer contact: 10
Electric Scooter complaint: 2
Electric Scooter theft: 1
E-Bike violation by officer: 18
E-Bike accident: 5
E-Bike crash: 6
E-Bike complaint: 20
E-Bike theft: 4
E-Bike questions: 5
Mini-bike Complaint: 3
Dirt Bike Complaint : 2

COTTAGE GROVE POLICE DEPARTMENT

KNOW THE DIFFERENCE & RIDE SAFE

Reference MN Statute 169.011 for Definitions					
CATEGORY	Electric Personal Assistive Mobility Device	Motorized Foot Scooter	E-Bike (Classes 1-3)	Motorized Bicycle	Motorcycle
PHOTO					
PEDAL-ASSIST MOTOR	No	No	Yes	Maybe	No
MOTOR/ENGINE SIZE		100-750 watts	<750 watts	<1500 watts or <49cc	>1500 watts or >49cc
MAX SPEED	15	20	20 or 28 (Class 3)	30	>30
LICENSE REQUIRED	No	No	No	Yes	Yes
REGISTRATION REQUIRED	No	No	No	Yes	Yes
MINIMUM AGE	12	12	15	15	15
HELMET REQUIRED	No	<18	No	No	No
WHERE CAN I RIDE	Sidewalks Trails Streets (Limited) Private property	Trails Streets Private property	Sidewalk Trails Streets Private property	Streets Off-highway Private property	Streets Off-highway Private property
* Riding on private property requires permission from the property owner					
PASSENGER	No	No	No	If equipped with seat & footrests	If equipped with seat & footrests
NIGHTTIME	Reflectors	Headlight & taillight	Headlight & rear reflector	Headlight & taillight	Headlight & taillight
STATUTE	169.212	169.225	169.222	169.223	169.974

Ride Safe Tips:

- Know the laws and ordinances
- Wear a helmet
- Ride at a reasonable speed and be aware of your surroundings
- Ride in the same direction as traffic on the right side
- Warn pedestrians and pass cautiously on the left
- Signal turns and yield at intersections
- Use lights and extra caution after dusk

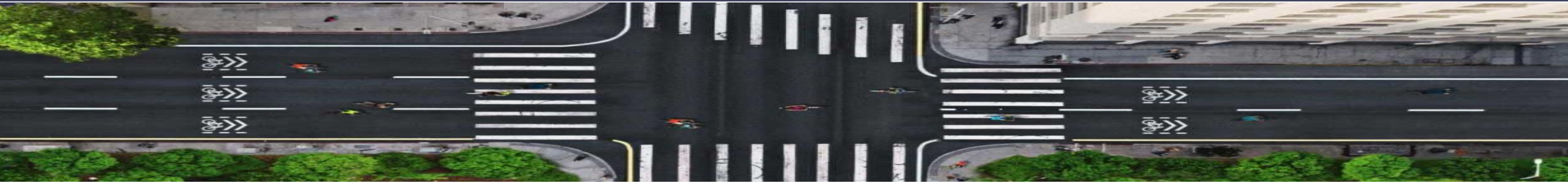
COTTAGE GROVE POLICE DEPARTMENT

Bicycle: every device capable of being propelled solely by human power upon which a person may ride, having two tandem wheels, and including any device generally recognized as a bicycle though equipped with two front or rear wheels.



Bicycle	
Statute(s)	169.011; 169.222
Ordinance	6-1-1
Age	No
License, registration, insurance	No
Helmet required	No
Where can I ride?	Roadway, bicycle lane, shoulder, sidewalk
Where can't I ride?	Sidewalk in business district
Speed limit	No
Passenger	1 (If properly equipped)

COTTAGE GROVE POLICE DEPARTMENT



Bicycle Statutes

- Every person operating a bicycle has all of the rights and duties applicable to the driver of any other vehicle.
- A person lawfully operating a bicycle while using a crosswalk has all the rights and duties applicable to a pedestrian under the same circumstances.
- No person may operate a bicycle while carrying more than the number of riders for which the bicycle is designed or equipped.
- Every person operating a bicycle on a road must ride as close to the right-hand curb or edge of the road as the bicycle operator determines is safe.
- If a bicycle is traveling on a shoulder of a roadway, the bicycle operator must travel in the same direction as adjacent vehicular traffic.
- Persons riding bicycles upon a roadway or shoulder must not ride more than two abreast and shall ride within a single lane on a laned roadway.
- A person operating a bicycle upon a sidewalk, or across a roadway or shoulder on a crosswalk, must yield the right-of-way to any pedestrian and give an audible signal when necessary before overtaking and passing any pedestrian. A person must not ride a bicycle upon a sidewalk within a business district unless permitted by local authorities.
- An individual operating a bicycle or other vehicle on a bikeway must (1) give an audible signal a safe distance prior to overtaking a bicycle or individual, (2) leave a safe clearance distance when overtaking a bicycle or individual proceeding in the same direction, and (3) maintain clearance until safely past the overtaken bicycle or individual.
- A bicycle operator who approaches a stop sign must slow to a speed that allows for stopping before entering the intersection or the nearest crosswalk. If there is not a vehicle in the vicinity, the operator may make a turn or proceed through the intersection without stopping.
- No person operating a bicycle shall carry any package, bundle, or article which prevents the driver from keeping at least one hand upon the handlebars or from properly operating the brakes of the bicycle.
- No person shall operate a bicycle at nighttime unless the bicycle or its operator is equipped with (1) a lamp which emits a white light visible to the front; and (2) a red reflector is visible to the rear.
- No person shall operate a bicycle unless it is equipped with a brake.

COTTAGE GROVE POLICE DEPARTMENT



Electric-assisted Bicycle-a bicycle with 2 or 3 wheels that has a **saddle**, operational **pedals** for human propulsion, and has an electric motor with an output of **≤750 watts**.

Class 1-an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

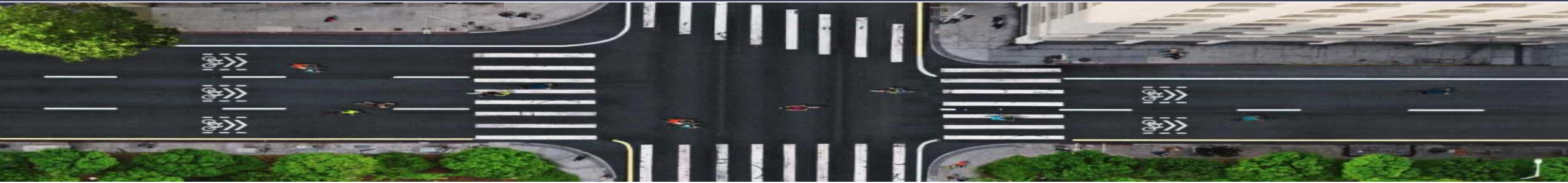
Class 2-an electric-assisted bicycle equipped with an electric motor that is capable of propelling the bicycle without the rider pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

Class 3-an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.



Electric-Assisted Bicycle	
Statute	169.011; 169.222
Ordinance	6-1-1
Age	15
License, registration, insurance	No
Helmet required	15-18
Where can I ride?	Roadway, bicycle lane, shoulder, sidewalk
Where can't I ride?	Sidewalk in business district
Statutory speed limit	20 (Class 1-2) 28 (Class 3)
Passenger	1(If properly equipped)

COTTAGE GROVE POLICE DEPARTMENT



Electric-assisted Bicycle Statutes

(a) The manufacturer or distributor of an electric-assisted bicycle must apply a label to the bicycle that is permanently affixed in a prominent location. The label must contain the class number, top assisted speed, and motor wattage of the electric-assisted bicycle, and must be printed in a legible font with at least 9-point type. A multiple mode electric-assisted bicycle must have labeling that identifies the highest class or each of the electric-assisted bicycle classes in which it is capable of operating.

(b) A person must not modify an electric-assisted bicycle to change the motor-powered speed capability or motor engagement so that the bicycle no longer meets the requirements for the applicable class, unless:

(1) the person replaces the label required in paragraph (a) with revised information; or

(2) for a vehicle that no longer meets the requirements for any electric-assisted bicycle class, the person removes the labeling as an electric-assisted bicycle.

(c) An electric-assisted bicycle must operate in a manner so that the electric motor is disengaged or ceases to function: (1) when the brakes are applied; or (2) except for a class 2 electric-assisted bicycle or a multiple mode electric-assisted bicycle operating in class 2 mode, when the rider stops pedaling.

(d) A class 3 electric-assisted bicycle or multiple mode electric-assisted bicycle must be equipped with a speedometer that displays the speed at which the bicycle is traveling in miles per hour.

(e) A multiple mode electric-assisted bicycle equipped with a throttle must not be capable of exceeding 20 miles per hour on motorized propulsion alone in any mode when the throttle is engaged.

Minnesota E-Bike Requirements by Class

Requirement	Class 1	Class 2	Class 3
License / registration / insurance	Not required	Not required	Not required
Minimum age	15+ statewide	15+ statewide	15+ statewide
Helmet	No statewide bicycle/e-bike helmet law (local rules may exist).		
Roads & bike lanes	Allowed (bicycle rules)	Allowed (bicycle rules)	Allowed (bicycle rules)
Sidewalks	Banned in business districts unless locally permitted; otherwise subject to local control.		
State trails	Class 1–3 allowed where bikes are allowed (MN DNR)	Class 1–3 allowed where bikes are allowed (MN DNR)	Class 1–3 allowed where bikes are allowed (MN DNR)

COTTAGE GROVE POLICE DEPARTMENT



Motorized Bicycle-a bicycle that is propelled by an electric or a liquid fuel motor (50 cubic centimeters or less), which is capable of a maximum speed of not more than 30mph.



Motorized Bicycle	
Statute	169.011; 169.223; 169.974
Ordinance	6-1-1
Age	15 w/ two-wheel instruction permit
License, registration, insurance	Drivers license, registration, insurance
Helmet required	<18
Where can I ride?	Roadway
Where can't I ride?	Sidewalk
Statutory speed limit	Posted
Passenger	No (<16 w/ permit may transport parent)

COTTAGE GROVE POLICE DEPARTMENT

Mini Motorcycle (Pocket Motorcycle)-Not defined in Minnesota statute. Generally, it's a small motorcycle with an electric or ≤ 49 cc engine and no pedals and does not exceed 30mph.



Mini Motorcycle	
Statute	NA
Ordinance	6-1-1; 7-3-2; 7-3-3; 7-3-4
Age	NA
License, registration, insurance	No
Helmet required	NA
Where can I ride?	Private property
Where can't I ride?	Roadway
Statutory speed limit	NA
Passenger	NA

COTTAGE GROVE POLICE DEPARTMENT

Motorcycle-every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels, including motor scooters and autocycles. Motorcycle does not include motorized bicycles or electric-assisted bicycles.



Motorcycle	
Statute	169.011; 169.974
Ordinance	6-1-1
Age	15 w/ motorcycle instructional permit
License, registration, insurance	MN driver's license, registration, insurance
Helmet required	<18
Where can I ride?	Roadways
Where can't I ride?	Sidewalks, bicycle paths
Statutory speed limit	Posted
Passenger	Yes (If properly equipped)

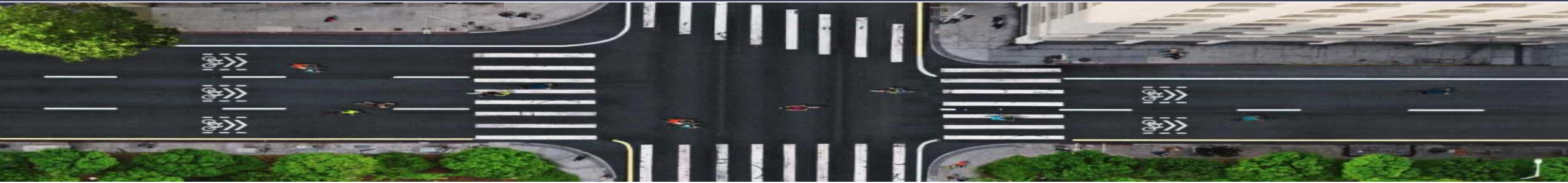
COTTAGE GROVE POLICE DEPARTMENT

Motorized Foot Scooter-a device with handlebars designed to be stood or sat upon by the operator, and powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion, and that has no more than two 12-inch or smaller diameter wheels and has an engine or motor that is capable of a maximum speed of 15mph.



Motorized Foot Scooter	
Statute	169.001; 169.225
Ordinance	6-1-1
Age	12
License, registration, insurance	No
Helmet required	≤18
Where can I ride?	Roadway, bicycle path, bicycle lane
Where can't I ride?	Sidewalk
Statutory speed limit	No
Passenger	No

COTTAGE GROVE POLICE DEPARTMENT



Motorized Foot Scooter Statutes

- Every person operating a motorized foot scooter shall have all rights and duties applicable to the operator of a bicycle, except in respect to those provisions relating expressly to motorized foot scooters and in respect to those provisions of law that by their nature cannot reasonably be applied to motorized foot scooters.
- No person may operate a motorized foot scooter upon a sidewalk, except when necessary to enter or leave adjacent property.
- No person may operate a motorized foot scooter that is carrying any person other than the operator.
- No person under the age of 12 years may operate a motorized foot scooter.
- No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of public safety.
- No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of public safety.
- A person operating a motorized foot scooter on a roadway shall ride as close as practicable to the right-hand curb or edge of the roadway.
- A person may operate a motorized foot scooter on a bicycle path, bicycle lane, bicycle trail, or bikeway that is not reserved for the exclusive use of nonmotorized traffic, unless the local authority or governing body having jurisdiction over that path, lane, trail, or bikeway prohibits operation by law.

COTTAGE GROVE POLICE DEPARTMENT

Electric Personal Assistive Mobility Device-a self-balancing device with two nontandem wheels, designed to transport not more than one person, and operated by an electric propulsion system that limits the maximum speed of the device to 15mph.

Electric Personal Assistive Mobility Device	
Statute(s)	169.011; 169.212
Ordinance	6-1-1
Age	No
License, registration, insurance	No
Helmet required	No
Where can I ride?	Roadway w/ speed limit <35mph, sidewalk, bicycle path
Where can't I ride?	NA
Statutory speed limit	Reasonable & prudent under the conditions
Passenger	1



COTTAGE GROVE POLICE DEPARTMENT

Micro-mobility Device-a vehicle that is capable of being powered solely by an electric motor, is not capable of exceeding 30mph, and has an unloaded weight less than 500lb. [May include a bicycle, foot scooter, or electric personal assistive mobility device.](#)



Micro-mobility Device	
Statute	169.011
Ordinance	6-1-1
Age	NA
License, registration, insurance	NA
Helmet required	NA
Where can I ride?	NA
Where can't I ride?	NA
Statutory speed limit	30
Passenger	NA

COTTAGE GROVE POLICE DEPARTMENT



Neighborhood Electric Vehicle-an electrically powered motor vehicle that has 3 or 4 wheels, and has a speed attainable in one mile of at least 20mph but not to exceed 25mph.

Medium-speed Electric Vehicle-an electrically powered 4-wheeled motor vehicle, equipped with a roll cage or crushproof body design, that can attain a max speed of 35mph, is fully enclosed and has at least 1 door for entry, has a wheelbase of 40 inches or greater and wheel diameter of 10 inches or greater



Neighborhood or Medium-speed Electric Vehicle	
Statute	169.011
Ordinance	6-1-1
Age	15 w/ instructional permit
License, registration, insurance	MN drivers license, registration, insurance
Helmet required	No
Where can I ride?	Roadways w/ speed limit <35mph
Where can't I ride?	Sidewalk, bicycle path
Statutory speed limit	35
Passenger	Yes

COTTAGE GROVE POLICE DEPARTMENT

Recreational Vehicles (Motorized Golf Cart, All-Terrain Vehicle, and Utility Task Vehicles)



Recreational Vehicles	
Statute	169.011; 169.045
Ordinance	6-1-1; 6-5-2
Age	NA
License, registration, insurance	No
Helmet required	NA
Where can I ride?	Private property, roadway w/ local permit
Where can't I ride?	Roadway, sidewalk, bicycle path
Statutory speed limit	NA
Passenger	Yes

COTTAGE GROVE POLICE DEPARTMENT

Wheelchair-any manual or motorized wheelchair, scooter, tricycle, or similar device used by a disabled person as a substitute for walking.



Recreational Vehicles	
Statute	169.011
Ordinance	NA
Age	NA
License, registration, insurance	NA
Helmet required	NA
Where can I ride?	Anywhere pedestrians are permitted
Where can't I ride?	NA
Statutory speed limit	NA
Passenger	NA

COTTAGE GROVE POLICE DEPARTMENT



§ 6-1-1: STATE HIGHWAY TRAFFIC REGULATION ACT ADOPTED; EXCEPTIONS:

Except for Statutes 169.04, 169.10, 169.11, 169.66, 169.78, 169.965, 169.966, and 169.98, Chapter 169 is hereby adopted as a traffic regulations ordinance for the City.

§ 6-5-1: DEFINITIONS:

RECREATIONAL MOTOR VEHICLE: Any motor vehicle designed for, used or capable of use for sport, amusement or recreation, whether or not eligible to be licensed for use upon streets and highways, including, but not limited to electric or liquid fuel powered scooters, minibikes, motorcycles, go-carts, hovercraft, snowmobiles converted to use with wheels, all-terrain vehicles or dune buggies, but not including motor vehicles designed for commercial, industrial or agricultural use, motorized foot scooters as defined by Minnesota Statutes Section 169.011, subdivision 46, electric-assisted bicycles as defined by Minnesota Statutes Section 169.011, subdivision 27, electric personal assistive mobility devices as defined by Minnesota Statutes Section 169.011, subdivision 26, and snowmobiles propelled by tracks.

§ 6-5-2: OPERATION RESTRICTIONS:

A. It shall be unlawful to operate a recreational motor vehicle within the City:

1. Upon private property without the written permission of the owner or person entitled to possession thereof. This restriction shall not apply to motor vehicles registered under Minnesota Statutes, Chapter 168 when operated by a driver licensed under Minnesota Statutes, Chapter 171 upon private driveways, roadways, lanes, ways, or parking lots where the operation of licensed motor vehicles is not expressly prohibited by posted notice.

2. Upon any school grounds, public park, playground, recreational area, golf course, or other public property, except at such times and places as the proper authorities may authorize or designate and subject to conditions imposed by such authorities. No operation whatsoever shall be allowed on the foregoing areas or places described in this subsection when the recreational motor vehicle does not bear a license plate evidencing registration as required under Minnesota Statutes, Chapter 168.

3. Upon any public sidewalk, walkway, or boulevard.

4. Upon the right of way of any public street or highway unless:

- The recreational motor vehicle is licensed under Minnesota Statutes, Chapter 168; and
- The operator is licensed under Minnesota Statutes, Chapter 171; and
- The vehicle is operated upon the improved portion of the right of way.

B. Exceptions: Recreational motor vehicles or other electric or motorized vehicles may be operated by a City employee or contractor in the performance of official duties.

C. It shall be unlawful to operate a motorized foot scooter within the City in locations identified in City Code 6-5-2.A.2 and 3. These devices may be operated upon any public right of way of any street or highway, in accordance with state law.

D. Electric personal assistive mobility devices are allowed on any public right of way or public property and must be operated in accordance with Minnesota Statutes Section 169.212.

COTTAGE GROVE POLICE DEPARTMENT



§ 6-5-6: HELMETS:

Persons operating a recreational motor vehicle within the City or riding upon such recreational motor vehicle shall wear a helmet that complies with standards established by the Minnesota Commissioner of Public Safety.

§ 7-3-2: DEFINITIONS:

MOTORIZED RECREATION VEHICLE: Any motorized self-propelled, off the road or all-terrain vehicle, including, but not limited to, any snowmobile, minibike, amphibious vehicle, motorcycle, go-cart, trail bike, dune buggy or all-terrain cycle.

§ 7-3-3: ACTIVITIES REQUIRING PERMIT:

No person shall engage in the following activities, except pursuant to a permit for the activity:

- H. Operate motorized vehicles and equipment on park and open space property, except in parking lots or designated areas.

§ 7-3-4: PROHIBITED ACTS:

The following acts are prohibited:

C. Vehicles:

1. Operate a bicycle or other motorized recreation vehicle, except as posted.
2. Operate a snowmobile except on designated trails.
3. Operate any vehicle in excess of twenty-five (25) miles per hour or other posted speed limits.
4. Park off of paved surfaces or in non-designated parking areas.

COTTAGE GROVE POLICE DEPARTMENT



Ordinance Considerations:

What are other communities and the state doing to enhance e-bike safety?

Should Cottage regulate a minimum age and qualification to ride?

Should helmets be required?

Where should riding be permitted or prohibited?

Should we impose speed limits?

COTTAGE GROVE POLICE DEPARTMENT



How should CGPD perform education and enforcement?

What are the next steps and timeline?



Recommendations:

- Maintain MN Traffic Code Ch. 169 as the backbone of our ordinance, and consider:
 - Require a helmet for all riders <18yo.
 - Permit motorized scooters on sidewalks and trails.
 - Impose a speed limit on sidewalks and trails.
- Implement a public awareness campaign with community partners.
- Collaborate with the Youth Service Bureau to create a juvenile diversion/elective safety course for youth and parents.
- Consider signage throughout the community.



COTTAGE GROVE CITY COUNCIL

January 7, 2026

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

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (2025-12-17)
Staff Recommendation: Approve the December 17, 2025, City Council Regular Meeting Minutes.
 - B Planning Commission Meeting Minutes (2025-11-24)
Staff Recommendation: Accept and place on file the minutes from the November 24, 2025, Planning Commission meeting.
 - C Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - D Single-occasion gambling permit and liquor permit - St. Rita's Church
Staff Recommendation: Authorize issuance of a single-occasion gambling permit and liquor permit to St. Rita's Church to serve alcohol and conduct bingo at 8694 80th Street, on February 14, 2026, from 6 pm to 9 pm.
 - E Designate a Newspaper
Staff Recommendation: Designate the St. Paul Pioneer Press as the official newspaper for the City of Cottage Grove for 2026.
 - F 2026 Business Licenses
Staff Recommendation: Approve Resolution 2026-008 approving the Business Licenses listed in Attachment A.
 - G Worksite Wellness Grant Application
Staff Recommendation: Authorize the Wellness Committee to apply for the Worksite Wellness Grant through Washington County.
 - H Compensation Study - Paypoint HR
Staff Recommendation: Approve the proposal for Paypoint HR to conduct a compensation study in 2026 in the amount of \$30,000.00.

- I 2026 Pay Plan and Benefits Non-Union - Revised
Staff Recommendation: Approve Resolution 2026-011 adopting the 2026 Pay Plan and Benefits for non-union employees.
- J Public Purpose Expenditure Policy
Staff Recommendation: Adopt Resolution 2026-001, approving the public purpose expenditure policy for 2026 as presented.
- K 3rd Quarter Donations 2025
Staff Recommendation: Approve Resolution 2026-010 approving the 3rd Quarter Donations for 2025.
- L Designate Depositories of City Funds
Staff Recommendation: Approve Resolution 2026-002, Designating Depositories of City Funds and Authorizing the Investment of Surplus Funds.
- M Delegate Authority to Pay Certain Claims and Allow Electronic Fund Transfers
Staff Recommendation: Approve Resolution 2026-003, Delegating authority to pay certain claims and allowing electronic fund transfer transactions.
- N Accept Donation - LSP
Staff Recommendation: Adopt Resolution 2026-004, Accepting donation from LSP Cottage Grove, LP to the Economic Development Trust Fund.
- O Community Garden SHIP Grant Application
Staff Recommendation: Approve Statewide Health Improvement Partnerships grant application to Washington County for \$3,700.
- P Electrical Inspection Professional Agreement
Staff Recommendation: Approve the Agreement for Professional Services with River Heights Inspections, LLC for electrical inspector services to include completion of plan reviews of electrical permits for commercial properties.
- Q Prioritized Bridge Replacement List
Staff Recommendation: Adopt Resolution 2026-007 creating a Prioritized Bridge Replacement List.
- R 80th St Rehabilitation Project - Approve Plans and Specifications and Authorize Bidding
Staff Recommendation: Adopt Resolution 2026-006 approving the plans and specifications and authorizing bidding for the 80th Street (TH 61 to Ideal Ave), East Point Douglas Road (80th Street south to tee intersection), and TH 61/80th Street Interchange Rehabilitation project.
- S Ravine Parkway 85th Street to Keats Avenue - Approve Feasibility Report
Staff Recommendation: Adopt Resolution 2026-009 approving the feasibility report for the Ravine Parkway – 85th Street to Keats Ave project.
- 8 Approve Disbursements
 - A Approve Disbursements
Staff Recommendation: Approve disbursements from 12-12-2025 through 01-01-2026 in the amount of \$5,774,660.08.
- 9 Public Hearings
 - A 2026 Pavement Management Public Hearing
Staff Recommendation: Adopt Resolution 2026-005 ordering the 2026 Pavement Management Project.
- 10 Bid Awards
- 11 Regular Agenda
- 12 Council Comments and Requests
- 13 Workshops - Open to Public



COTTAGE GROVE CITY COUNCIL

January 10, 2026

RIVER OAKS GOLF COURSE AND EVENT CENTER

11099 US 61 SOUTH

COTTAGE GROVE, MINNESOTA 55016

- 8:00 AM

- 1 Doors Open & Continental Breakfast (7:30 AM)
- 2 Welcome by Mayor Myron Bailey and City Administrator Jennifer Levitt (8:00 AM)
 - A 2025 Strategic Plan Update
- 3 Warm-up: Wins for the Year. (8:15 AM)
- 4 Discussion: Fund Balance Allocation and Future Revenue (8:45 AM)
- 5 15-minute Break (9:15 AM)
- 6 Community Development Strategic Plan (9:30 AM)
 - A Community Development Department Staffing Report
- 7 Discussion: City Development Update (10:15 AM)
 - A Economic Development Strategic Plan Report
- 8 City Landscaping (11:00 AM)
 - A 2025 Strategic Plan - Landscaping
- 9 Update: Public Works/Parks Building Relocation Project (11:15 AM)
 - A Public Works & Parks Building Relocation Project
- 10 Lunch and Discussion on City Communication Strategy (11:30 AM)
 - A 2026 Communications Priorities
- 11 Fire Department Standard of Cover Study Presentation (12:15 AM)
 - A Fire Safety Standard of Cover Study
- 12 Cottage Grove Parks, Today and Tomorrow (1:15 PM)
 - A East Ravine Park Planning
- 13 Break (1:45 PM)
- 14 Financial Management Plan (2:00 PM)
 - A Financial Management Plan Review
- 15 Recap and Closing (3:00 PM)
- 16 Adjournment (4:00 PM)



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

January 21, 2026

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Adoption of Agenda
- 5 Presentations
- 6 Consent Agenda
 - A City Council Regular Meeting Minutes (2026-01-07)
Staff Recommendation: Approve the January 7, 2026, City Council Regular Meeting Minutes.
 - B Gambling License — Public Safety Board
Staff Recommendation: Authorize issuance of a single-occasion gambling permit to the Cottage Grove Safety Board (Julieann Rice) to conduct a raffle at City Hall (12800 Ravine Parkway) on May 11, 2026, at 6:00 PM.
 - C Gambling License — Strawberry Fest
Staff Recommendation: Authorize issuance of a single-occasion gambling permit to the Cottage Grove Strawberry Fest (Loriann Olsen) to conduct a raffle at Oltman Middle School on June 22, 2026, at 6:00 PM.
 - D Transcription Agreement - Judith Graf
Staff Recommendation: Approve the 2026 transcription agreement with Judith Graf.
 - E Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - F Woodridge Park & Arbor Meadows Park Court Resurfacing
Staff Recommendation: Authorize resolution 2026-012 awarding the Woodridge Park and Arbor Meadows Park Court Resurfacing Project to Court Surfaces & Repair Inc in the amount of \$26,750 for Woodridge Park and \$3,750 for Arbor Meadows Park and authorize the service agreement between Court Surfaces & Repair Inc. and the City of Cottage Grove.
 - G Woodridge Park Pickleball Court Resurfacing
Staff Recommendation: Authorize resolution 2026-013 awarding the Woodridge Park Pickleball Court Resurfacing Project to C&H Sport Surfaces, Inc. in the amount of \$20,495 and authorize the service agreement between C&H Sport Surfaces, Inc. and the City of Cottage Grove.
 - H DEED Redevelopment Grant Application — Ross Home
Staff Recommendation: Approve Resolution 2026-014 authorizing the application for redevelopment grant funds through the Minnesota State Department of Employment and Economic Development.
 - I Nomination to South Washington Watershed District
Staff Recommendation: Nominate Sharon Doucette to the South Washington Watershed District Board of Managers.

- J Declaration of Intent to Bond for 2026 Projects
Staff Recommendation: Approve Resolution 2026-019, Declaring the official intent of the City of Cottage Grove to reimburse certain expenditures from the proceeds of bonds to be issued by the City.
- K Municipal State Aid Street Funds Advance Resolution
Staff Recommendation: Adopt resolution 2026-020 requesting Minnesota State Aid Street Funds Advance.
- L Van Meter - CUP for Exterior Storage at 7601 100th Street, Suite 100
Staff Recommendation: Adopt Resolution 2026-017 to approve a Conditional Use Permit for exterior storage of materials at 7601 100th Street South, Suite 100.
- M Van Meter Site Plan Review for Building Expansions and Variance Request
Staff Recommendation: A) Adopt Resolution 2026-016 to approve the variance to allow the proposed building addition for Expansion A to be 64 feet from the north property line when a 100-foot setback to the residential property line is required, located at 7450 95th Street South. B) Adopt Resolution 2026-015 to approve a site plan review for two building additions and associated site work for Van Meter Inc. located at 7450 95th Street South. C) Adopt Resolution 2026-023 rescinding, terminating, and releasing the Stormwater Management Agreement recorded July 16, 2015 as document number 4033928. D) Approve the Encroachment Agreements for items within the drainage and utility easements, Stormwater Management Agreement, and the Hydrant Access Easement Agreement for Van Meter Inc, located at 7450 95th Street South.
- 7 Approve Disbursements
 - A Approve Disbursements
Staff Recommendation: Approve disbursements from 01-02-2026 through 01-15-2026 in the amount of \$2,000,055.06.
- 8 Public Hearings
- 9 Bid Awards
- 10 Regular Agenda
- 11 Council Comments and Requests
- 12 Workshops - Open to Public
- 13 Workshops - Closed to Public
- 14 Open Forum
- 15 Adjournment



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

February 4, 2026

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Swearing-In and Badge Pinning Ceremony
Staff Recommendation: Perform the Swearing-in and Badge Ceremony for Rebecca Dziki, Timothy Gunderson, and Ryan Sheak.
 - B Proclamation - February 2026 Black History Month
Staff Recommendation: Proclaim February 2026 as Black History Month.
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (2026-01-21)
Staff Recommendation: Approve the January 21, 2026, City Council Regular Meeting Minutes.
 - B Commissioner Reappointments
Staff Recommendation: Approve the reappointment of the Commissioners detailed in the memo to their designated Commissions.
 - C Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the addresses listed in the attached table.
 - D 4th Quarter Donations
Staff Recommendation: Approve Resolution 2026-018, accepting the 4th Quarter Donations.
 - E 2026 Legislative Agenda
Staff Recommendation: Approve the City of Cottage Grove's 2026 Legislative Agenda.
 - F USPCA Reunite K9 COP Grant Acceptance
Staff Recommendation: Accept and approve the grant award in the amount of \$7,500.00 from the United States Police Canine Association.
 - G Authorize the Order of Replacement Ambulance
Staff Recommendation: Authorize the purchase of a Ford E-450 Road Rescue Ultramedic from Everest Emergency Vehicles with an estimated cost of \$299,627.00 and an estimated delivery of January 2027.
 - H Washington County SHIP Grant
Staff Recommendation: Authorize the Statewide Health Improvement Partnerships grant agreement for \$3,700 to be used for expansion of the existing Meadowgrass Park Community Garden.

- I LCCMR Grant for Mississippi Dunes Park
Staff Recommendation: Authorize staff to apply for the Minnesota LCCMR grant for funding to assist in the completion of the Mississippi Dunes Master Plan.
- J FEMA - Assistance to Firefighter Grant
Staff Recommendation: Authorize the Fire Department to apply for a FY25 FEMA Assistance to Firefighter Grant in the amount of \$380,585.
- K Ice Arena Remodel Plans & Specification Agreement
Staff Recommendation: Authorize service agreement with Oertel Architects for Ice Arena Remodeling Project final design services.
- L Recycle Surplus Equipment
Staff Recommendation: Staff recommends that the City Council authorize River Oaks to proceed with recycling the equipment listed in the memo.
- M 2026 Fuel Pricing
Staff Recommendation: Receive the fuel pricing for 2026 under state contract number 281983.
- N Forestry Bucket Truck - Budget Increase and Purchase Authorization
Staff Recommendation: Approve the increased budget amount of the bucket truck from \$210,000 to \$236,000 & authorize purchase.
- O Mississippi Landing 3rd Addition – Final Plat, Development Agreement, and Plans & Specs
Staff Recommendation: 1) Adopt Resolution 2026-024 approving the Mississippi Landing 3rd Addition final plat, which is an approximate 10.82-acre residential development with 66 single-family lots. 2) Approve the Mississippi Landing 3rd Addition Development Agreement with Rachel Development, Inc. and authorize execution of all easements, deeds, and agreements required for the plat and project. 3) Adopt Resolution 2026-025 approving the Mississippi Landing 3rd Addition Development Plans dated January 26, 2026, prepared by Alliant Engineering, and as modified by request of the City Engineer.
- P Front Desk Security Upgrade
Staff Recommendation: Adopt Resolution 2026-027 awarding the Front Desk Area Security Upgrade contract to RAK Construction in the amount of \$96,955, and authorize the service agreement between RAK Construction and the City of Cottage Grove
- Q County 19A/100th Street Realignment – BUILD Grant Application
Staff Recommendation: Adopt Resolution 2026-022 supporting the City's Better Utilizing Investments to Leverage Development (BUILD) grant application for the County 19A/100th Street Realignment Project.
- 8 Approve Disbursements
 - A Approve Disbursements
Staff Recommendation: Approve disbursements from 01-16-26 to 01-29-26 in the amount of \$5,489,440.95.
- 9 Public Hearings
 - A Cedarhurst Historic District Nomination to City Register of Historic Sites and Landmarks
Staff Recommendation: 1) Hold the public hearing for the nomination of the Cordenio Severance House (Cedarhurst) Mansion and the Gardener's Cottage to the City Register of Historic Sites and Landmarks. 2) Adopt Resolution 2026-026 to place the Cordenio Severance (Cedarhurst) Mansion and significant outbuildings located at 6940 Keats Avenue South, and the Gardener's Cottage located at 9912 70th Street South on the City Register of Historic Sites and Landmarks to be known as the "Cedarhurst Historic District."
- 10 Bid Awards
- 11 Regular Agenda
- 12 Council Comments and Requests
- 13 Workshops - Open to Public



COTTAGE GROVE CITY COUNCIL

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

February 18, 2026

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Proclamation - February 18, 2026, Tibetan New Year
Staff Recommendation: Proclaim February 18, 2026, as the Tibetan New Year, also known as LOSAR in Cottage Grove.
- 7 Consent Agenda
 - A Parks, Recreation and Natural Resources Commission Minutes (2025-11-10)
Staff Recommendation: Approve the November 10, 2025 Parks, Recreation and Natural Resources Commission Meeting Minutes.
 - B Strategic Planning Meeting Minutes and Strategic Directions (2026-01-10)
Staff Recommendation: Accept the 2026 Strategic Directions.
 - C Appointment to Parks, Recreation and Natural Resources Commission
Staff Recommendation: Appoint Jordan Dibich to the Parks, Recreation and Natural Resources Commission.
 - D Fee Table Amendment
Staff Recommendation: Approve Ordinance 1107, amending the City Fee Table.
 - E Assistant City Engineer Appointment — Alanna Sobattka
Staff Recommendation: Appoint Alanna Sobattka to the position of Assistant City Engineer, at Grade 22, Step 1 of the 2026 Non-represented Pay Plan, with a start date to be effective as soon as possible.
 - F Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - G SAFER Grant Application and Grant Writer Authorization
Staff Recommendation: 1) Authorize the fire department to apply for a FY26 AFG SAFER Grant to support the hiring of 8 full-time firefighters. 2) Authorize the fire department to retain Firehouse Grants to write a FY26 SAFER grant.
 - H 2026 Federal Lobbying Services Agreement
Staff Recommendation: Authorize entering into an agreement with Aurora Strategic Advisors for federal lobbying services in 2026.

- I Recreation Facility Use Policy Amendment
Staff Recommendation: Amend the Recreation Facility Use Policy to recognize Blazing Stars Special Olympics as a Priority 3 athletic association.
- J Construction Cost Share and Maintenance Agreements with Washington County for CR 74 Improvements
Staff Recommendation: 1) Approve the Cooperative Agreement between Washington County and the City of Cottage Grove for the Construction Costs of County Road (CR) 74 Improvements Project. 2) Approve the Cooperative Agreement between Washington County and the City of Cottage Grove for Maintenance of County Road (CR) 74 Improvements Project.
- K Authorization to Sell Ambulance
Staff Recommendation: Authorize the sale of a 2018 Dodge Ram 5500 ambulance (Unit Number 24-0833-18).
- L One-Year Lease Rental Agreement with MTI
Staff Recommendation: Approve the one-year rental agreement with MTI for a 16ft mower for \$15,750.
- 8 Approve Disbursements
 - A Approve Disbursements
Staff Recommendation: Approve disbursements from 01-30-26 through 02-12-26 in the amount of \$1,787,521.69.
- 9 Public Hearings
 - A Yellow Tree Development - Site Plan Review, Planned Unit Development, Preliminary and Final Plat, Tax Abatement
Staff Recommendation: 1) Hold a public hearing for the tax abatement request by Yellow Tree Development. 2) Adopt Resolution 2026-032 approving the sale of Outlot B, Frattalone's Southpoint Ridge to East Point Apartments LLC and the purchase agreement for Outlot B, Frattalone's Southpoint Ridge with East Point Apartments LLC. 3) Adopt Resolution 2026-030 approving the Preliminary Plat and Final Plat for Everwood 6th Addition. 4) Adopt Resolution 2026-031 approving the Planned Unit Development and Site Plan review for a 186-unit, six-story multi-family apartment building located on East Point Douglas Road South. 5) Approve the Stormwater Management Facilities Agreement; Encroachment Agreement, and Permanent Trail Access Agreement. 6) Adopt Resolution 2026-028 approving the Tax Abatement agreement between the City and East Point Apartments LLC.
- 10 Bid Awards
- 11 Regular Agenda
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshops - Closed to Public
- 15 Adjournment