CITY OF COTTAGE GROVE
Economic Development Authority

AGENDA
January 9, 2024, 7:30 AM

1. Call to Order
2. Roll Call
3. Approval of Minutes
   - 3.1 Approval of Meeting Minutes - 2023-12-12
     Staff Recommendation:
4. Business Items
   - 4.1 Beige Book Report
     Staff Recommendation:
   - 4.2 Development Update
     Staff Recommendation:
   - 4.3 TIF District Plan and Establishment of TIF (No. 1-21) for Roers Cottage Grove Apartments, LLC
     Staff Recommendation:
   - 4.4 Dowdle Art Program
     Staff Recommendation:
   - 4.5 Business Retention and Expansion Program – Draft Plan
     Staff Recommendation:
5. Public Hearings
6. Other Business
   1. EDA Calendar
   2. EDA Comments
   3. Response to Previous EDA Comments
7. Workshop
8. Presentations
9. Adjournment

City Council Action Request

6.A.

Meeting Date	3/19/2025
Department	Public Safety
Agenda Category	Presentation
Title	Introducing Riggs: Cottage Grove Public Safety's Therapy Dog
Staff Recommendation	Allow Case Management Detective Scott Shaver the opportunity to introduce Cottage Grove Public Safety's Therapy Dog Riggs.
Budget Implication	N/A
Attachments	None

City Council Action Request

7.A.

Meeting Date	3/19/2025
Department	Parks and Recreation
Agenda Category	Action Item
Title	Parks, Recreation and Natural Resources Meeting Minutes (2025-02-10)
Staff Recommendation	Approve the February 10, 2025, Parks, Recreation and Natural Resources Regular Meeting Minutes.
Budget Implication	N/A
Attachments	1. February Minutes

Minutes

City of Cottage Grove
Parks, Recreation and Natural Resources Commission Meeting
February 10, 2025

Pursuant to due call and notice thereof, a Cottage Grove Parks, Recreation and Natural Resources Commission Meeting was held on February 10, 2025.

I. CALL TO ORDER & READING OF MISSION
Meeting called to order at 7:00pm at City Hall

II. Roll Call
Members Present: Susannah Brown, Kelly Glasford, Adam Larson, Debra Gustafson, Shane Waterman, David Olson, & Justin Waterman

Members Absent: Samanthia Crabtree

Others Present: Zac Dockter Parks & Recreation Director, Jim Fohrman Parks Supervisor, Molly Pietruszewski Recreation Services Manager, Noah Ranem Recreational Specialist

III. Approval of Agenda
A Motion to approve agenda made by Commissioner Glasford & Seconded by Commissioner Olson. Agenda approved.

IV. Approval of Minutes
A Motion to approve minutes from December 9, 2024. Motion made by Commissioner Brown & Seconded by Commissioner Gustafson. Minutes approved.

V. Open Forum- None

VI. Presentations

a. Pickleball Programming

i. Noah Ranem Recreation Specialist presented information about Cottage Grove's Pickleball Advisory Board. They started a 20–30-member volunteer program back in 2019 at Granada Park, with the growing popularity of the sport they partnered with the city and 2024 was our first year having a city lead pickleball program. For the spring league we had 26 teams and for the fall league we had 49 teams. The city lead pickleball club's membership

comprised 230 individuals, with 150 residents and 80 nonresidents. Club members have access to priority court hours at both Glacial Valley & Granada Park. We had one tournament in 2024 in partnership with St. Paul Park & Newport Lions Club. Our plans for 2025 include increasing memberships to 300, shorten club windows to 3-hours, update signage, add a spring tournament, split level leagues, and youth and adult lessons. It was a very successful first year and we look forward to more growth and opportunities. Commissioner Gustafson inquired about lessons. Noah explained for adults we will bring in a certified trainer that will most likely be held mid-day. Youth lessons will be in house and split between 8-11 and 11-14 years old.

VII. Action Items

a. Peterson (Roger & Myra) Park Naming

i. Zac presented an application for a future park. Commissioner Brown asked about the location and if it was part of Michael's Pointe. Zac explained we currently own a very small portion of land on the south side of the lake in Michael's Pointe. The north side of the lake has a pending development and once that is approved, we will own all the land around the lake and will add trails and park. The park will be located on the north side of the lake.

b. Public Landscapes Initiative Program

i. Zac presented a guiding document that sets a 5–6-year plan that is submitted to City Council to add it to the CIP in the fall. Zac gave a brief explanation of how the Public Landscapes Initiative Program works. It has been a few years since this has been reviewed and Council would like feedback from Commission. Commissioner Larson asked about the current fund balance of $537,000 under the impression that developers choose to pay in to the program vs replant trees. Zac stated that yes developers have been paying more into this, and the balance does ebb, and flow based on projects. This current amount is higher then normal as we typically have a balance in the $350,000 range, which is what the commission was presented with last time this was reviewed. Commissioner Olson motioned to adopt the Public Landscapes Initiative and place on file. Commissioner Brown seconded motion.

c. East Ravine Park & Trail Master Plan

i. The Commission adopted this plan a few years back. Council had a strategic planning workshop recently and there was concern from staff there would be a funding shortage regarding the 6 neighborhood parks, trail, and community park. Unlike 15 years

ago, park dedication does not carry the same weight for the cost of the park and land acquisition. Council wanted the Commission to review the park and trail plan and affirm or edit the master plan to make sure we are on board the way the plan is now. There is quite a bit of overlap in the service radiuses, but as staff, when we look at future land acquisition we always want to plan for more then less as it's easier to subtract then add. Staff is looking for any comments or feedback from the Commission. We can leave the plan as is, we can adjust service radiuses and remove one or two parks, or we could study the natural resources of the area, or additional studies we could bring back. Commissioner Brown had questions after reviewing the plan. The idea of playgrounds disappearing from planning is scary as that is a great point of pride for our city and they provide many resources. Commissioner Brown wants to know more about the development; single family homes, townhomes, apartments, because when we have a higher density population, we need different sizes of parks to meet those needs. Commissioner Brown explained it's hard to anticipate what could move or be eliminated without knowing what types of development we might see. She is also curious about growth from the school district and would there potentially be a school built in this development as schools also have green space, ball fields, & playgrounds that could be shared as community use that could impact how we concentrate on certain amenities. Commissioner Brown would like to know the personality of the areas as they develop as our parks all offer different and unique things. Zac agreed with Commissioner Brown's concerns and stated we don't have any answers as of today regarding the types of developments. Commissioner Olson agreed with Commissioner Brown's comments and would like to better understand the natural resources of this property. The deepest lake in Cottage Grove is located on this property. The beginning of the ravine that goes into the county park is also on this property. So, as we begin to think about developing it, it falls to this group to understand the resources that are in the property and what can do to protect them and leverage them. Commissioner Olson is concerned that the focus is entirely on parks and no focus on recreation, nor is there anything (beyond the lake and ravine) relative to the actual natural resources in this area. Zac stated that we do have a natural resources inventory that does a pretty good job, but this study was

last done in1997. We could have a focus study for just this area, that we could potentially get grant funding for and update the natural resources inventory for this area. Commissioner Larson asked for a better clarification on what "closer" means for the development. Zac stated there a couple landowners that are actively engaged in selling and developing their land. Commissioner Larson asked without the Shops at Cottage Grove or the Community Center down on the south end, do we want to keep these mini parks as part of this plan. Zac stated that the primary focus is Ravine Park and 70th St to the north. Zac re stated his original request in feedback from the Commission. The Commission needs to discuss the priority of parks. For example, if the community park is the main focus, the neighborhood parks could be reprioritized. Commissioner Brown requested information on natural resources around the community park, and parks E, F, & G as these areas seem more timely in the next few meetings. Zac stated he will bring that information to the March meeting. Commissioner Brown also asked for access of proposed sales information for type of development that would be there (single family, multi family, mixed use). Mayor Myron Bailey stated that the entire area was master planned a few years ago and the majority of the area that would be near the community park would be single family homes. As you get closer to 70th St and Keats Ave you might see medium and higher density. Things can change, but as of yet the developer has only shown single family homes. Commissioner Brown motioned staff to bring back detailed plans of development, potential school, & proposal to update the 1997 inventory. Commissioner Gustafson seconded.

VIII. Presentation of Information

a. Commissioner Terms Review

i. February 28th is the last day of expiring terms.

IX. Action Updates

a. Denzer Park

i. Grading completed last fall, final grading completed this spring, playground and picnic shelter have been ordered. We are hoping to have the park up and functional by mid to late summer.

b. Granada Park Parking

i. Staff has a proposal for off-street perpendicular parking. This project will be completed that this summer using in house labor.

c. CG Trailway Corridor Grant

i. This is for the property under the power lines from Hinton to Imperial Ave. We removed a lot of tree species, underbrush, dead and dying boxelder and ash trees. We received a few calls, but after speaking with Zac he was able to explain this is for habitat restoration not demolition. We will be doing Arbor Day in the area this spring.

d. Oltman/Mississippi Dunes Park Grants

i. We received $350,000 grant for each. For Oltman Park we have plans and specs out for bid, so we expect that work to begin mid to late summer. Depending on the contractor this could be a one- or two-year project. We are sitting on the Mississippi Dunes Park grant (we have until 2026 to use this). Council is looking at accepting a fishing pier grant agreement with the DNR and Zac will be working with the Commission on a boat launch through the DNR Parks & Trails and Fishery program with the goal of having the boat launch installed in 2026, and pier installed in 2025. The 3M priority 2 settlement dollars request for proposal program have been released, so a proposal will be brought to the commission next month to review.

e. Kingston Park Building

i. The schedule is to finish the plans and specs and bring them to council in October. Next, go out for bid, and close the bid before Thanksgiving therefore getting a contractor on board to begin construction by 2026. The site power upgrades will be completed this year if not by Strawberry Fest, for sure by 4th of July.

f. Ice Areana Remodel

i. The original ice arena was built in 1974 addition and remodeled in 2008. The main area through the back addition is a very inefficient use of space, we have very little office space. The concession stand is also not a good layout and again an inefficient use of space. We have an architect reviewing plans.

X. Donation and Acknowledgements-None

XI. Staff Reports & Educational Materials-Submitted along with an article from Parks & Recreation magazine focusing on Economic Vitaliy.

XII. Commission Comments

a. Washington County Parks Board Meeting Notes

b. Commissioner Olson inquired about the vandalism at the disc golf park and if the group has reached out to us to see if we would be willing to help them.

Zac responded that they did reach out to us. Jim Fohrman stated that we have not yet fixed the basket. We either will have to replace it or will have to bring it in to weld it. To our knowledge it is only this one basket that has been damaged. Zac stated we will fix the basket (weather depending) before the first tournament in March.

XIII. Council Comments-David Clausen has been appointed Council Liaison.

XIV. Adjournment- Motioned by Commissioner Gustafson.
Seconded by Commissioner S Waterman. Meeting Adjourned at 7:50pm

City Council Action Request

7.B.

Meeting Date	3/19/2025
Department	Public Works
Agenda Category	Action Item
Title	Public Services Commission Meeting Minutes (2025-01-27)
Staff Recommendation	Approve the January 27, 2025, Public Service Commission Regular Meeting Minutes.
Budget Implication	N/A
Attachments	1. 1-27-2025 Public Services Commission Meeting

MINUTES

COTTAGE GROVE PUBLIC SERVICES COMMISSION

January 27, 2025

HERO CENTER, CLASSROOM B - 7:00 p.m.
10125 85th Street South, Cottage Grove, Minnesota, 55016

1. CALL TO ORDER

Chair Lisa Kons 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

Chair Kons was advised that Roll Call had been taken.

4. APPROVAL OF THE AGENDA

Vice Chair Kath made a motion to approve the agenda; Commissioner Tracy Jenson seconded. Motion carried: 7-0.

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM THE NOVEMBER 18, 2024 MEETING

Motion by Vice Chair Kath to approve the November 18, 2024 meeting minutes; Commissioner Jenny Olson seconded. Motion carried: 7-0.

6. OPEN FORUM

Chair Kons opened the Open Forum. As no one wished to speak on items not on tonight's agenda, Chair Kons closed the Open Forum.

7. PRESENTATIONS - None.

8. BUSINESS ITEMS

A. Hillside Trail Sidewalk

Ryan Burfeind, Public Works Director, said tonight we have Genevieve Tester, our Graduate Engineer, who will be presenting on this topic. She's got some follow-up information with her presentation here tonight.

Engineer Tester said tonight we're going to continue our discussion on the proposed Hillside Trail Sidewalk Project, last discussed in May, 2024. There will be time at the end for the commissioners and the public to make comments and ask questions.

Last Spring, staff brought routing options before the commission, seeking feedback regarding the installation of a sidewalk along the 600-foot stretch of Hillside Trail, east of Jamaica, near Woodridge Park. The commission requested additional

information and that now is at a final recommendation. The project has come as a result of inquiries from the community, wanting a pedestrian connection to the park from Jamaica and a segment being a missing link in our City's trail and sidewalk network.

Last May, we brought four alternatives to the table, and they varied based on what side of the roadway the sidewalk was placed; so, we had some north, some south, some varying between those two. Regardless of what was chosen, tree removal and sign relocation was necessary. Because of the additional crossing, the current storm sewer alignment, and some north side deeper grades, in addition to some private utility conflicts, the sidewalk on the south side alternatives was pursued further.

There was a back of curb alternative and then there's also a sidewalk with a boulevard alternative that was discussed. So, this back of curb sidewalk puts pedestrians closer to the roadway, compared to that with a boulevard. It also requires some additional coordination with snowplows in the winter, but it will provide less disturbance for adjacent properties, such as driveway, irrigation, etc. Staff is recommending this back of curb design to accommodate existing residents while also providing a non-street pedestrian route.

The clear zone is the area identified from which a motorist can recover from typical steering realignments or run-off-road events. It is a design recommendation to not construct immovable objects within this clear zone; based on speed and traffic along Hillside Trail, the clear zone in this segment is 12 feet. So, a sidewalk offset by 8 feet would remove pedestrians out of this clear zone; however, we don't have the public property to do this, so it's unfeasible. The current pedestrian situation is having the route on the road and its currently an unmarked shoulder. A reasonable solution, while weighing the pros and cons of property impacts, pedestrian safety improvement, and feasibility of construction, is a sidewalk off the back of curb. Shoulders are not substitutes for a well-designed pedestrian facility. There may occasionally be the need to design shoulders where walkways are either the roadside is constrained or where it's just not feasible to implement a sidewalk. There are no major feasibility concerns in a 600-foot stretch between Jamaica and the Woodridge Park trail. There is adequate public Right-of-Way space and no physical limitation or land use characteristics that render a sidewalk unsuitable.

This naturally is a portion of the City's trail and sidewalk network. Staff recognizes that the entirety of Hillside Trail does not have designed pedestrian facilities; the missing links in our network go beyond this area. In a perfect world, the City would have the resources to place sidewalks along all residential streets and bring them to ADA compliance, giving pedestrians the safest routing options. In new developments, this is our standard to have a sidewalk along residential streets, at least one side. So, in existing developments what we can do is field the concerns we're getting, kind of poke at those missing links over time, and make the greatest improvements with our funds available. The proposed route on Hillside Trail provides the connection for heavily used pedestrian facilities on Jamaica to the major destination of Woodridge Park.

It has been previously discussed that currently, pedestrians use both the north and south side of Hillside Trail, walking on the roadway. Installing a sidewalk would also pull foot traffic to the south side, creating more conflict at Janero Avenue and create challenges for residents pulling in and out of their driveway. Essentially, the value of enhanced pedestrian safety supersedes that of car traffic and comfortability. Janero onto Hillside Trail, going north, is stop controlled; so, a pedestrian crossing here, from an engineering perspective, is safe. The intention of the striped shoulders east of Jamaica was to provide some sort of designated pedestrian route. The 3,200-foot stretch to get to Hillside Elementary just currently is a less feasible project.

Additional pedestrian and vehicle counts were taken after the May meeting. The first table is our pedestrian count, and the limitation of this is it doesn't outline the destination, but rather the origin of pedestrians. What the data does show is that most pedestrians in this area are utilizing that City park. Table 2 is the vehicle count, and there's a greater concentration of vehicles in the segment nearest Jamaica, where we're proposing that sidewalk. So, the connection to a City park, and the notable foot traffic at that park, and the higher traffic volumes as one approaches Jamaica, support the addition of pedestrian infrastructure to link this segment of Hillside Trail to the City's trail and sidewalk network.

As sidewalks are retrofitted into existing neighborhoods, having a boulevard between the road and a sidewalk is not always achievable; in our history of retrofits, a back of curb is more common. So, the top photo is in Highland Hills, as you look west, towards the Bailey Woods development; the bottom photograph is on Meadow Grass, looking up to 65th, in the Pine Summit development. The back of curb sidewalk, when the street plow comes through, is where the snow and ice builds up, before those sidewalk machines can come through. Again, that's a coordination piece for Public Works to manage, and this isn't necessarily an out-of-the-ordinary situation, as I've mentioned it in other parts of the community. Having the sidewalk there in the walkable weather months is a positive safety upgrade.

With the initial cost estimate last Spring, we were at about $51,000. We're at the beginning stages, staff is doing the design for 2026 Pavement Management, which as you can see is west of Jamaica for mobilization and contractor coordination purposes. We're recommending that the adjacent segment of the proposed sidewalk is looped into the 2026 Pavement Management project. So, your timeframe for this project proposal is Spring and Summer 2026.

Ultimately, sidewalks are appropriate for urban areas. They provide a positive separation from traffic, they include an all-weather surface, and provide access for people with disabilities; they are readily identifiable for both pedestrians and motorists of where users are located.

City staff recommends a 2026 installation of a six-foot wide concrete sidewalk, placed at the back of curb, along Hillside Trail to connect Jamaica Avenue and Woodridge Park.

Chair Kons asked if there were any questions from the commissioners:

A female commissioner said maybe you mentioned it and I just didn't follow you, but the other side of Jamaica, the other side where the striped paint is, is there a future plan to do a sidewalk on that side?

Engineer Tester replied correct me if I'm wrong, but City Council has been talking about when pavement management comes through this main part of Hillside Trail, it's on their radar to look at constructing a sidewalk at the time the bulk of Hillside is reconstructed.

The female commissioner said right. So, when money is feasible, and you have the funds to do it, that is on the plan. So, what the ask is currently is a small portion of 600 feet, that's just the first part, that's like Phase 1 or whatever, and then future phases will incorporate a sidewalk on the other side.

Director Burfeind replied and that's like Genevieve said, it's looking probably next will be west of Jamaica. He said this is all about destinations, you know. Right here, if Woodridge Park wasn't there, you probably wouldn't see this item before you, right? Because we're not just going to build 600 feet of sidewalk to nowhere, it's overkill, from Jamaica to Woodridge Park. The next part is obviously west of Jamaica, which was visited I think in the mid-2000s, I don't know if the City Council was part of that, but I remember our City Administrator talking about that and it didn't move forward at the time, but it is something that's been discussed. You know we're doing a little bit of Hillside Trail reconstruction in 2026, but further down, it's either 2028 or 2029, we're looking at doing the remainder of it, all the way back to Hillside Elementary; and that's when we would visit that, which would obviously require similar public engagement, as it's obviously affecting many more property owners at that time. That will be our next step because of the destination of Hillside Elementary.

A female commissioner said I just want to thank staff for addressing those questions and concerns that we have on topics like these and the thoughtfulness of the plan and how to retrofit it into the neighborhood with the least amount of disruption.

Chair Kons asked if there were any other questions or comments from the commissioners; none were asked.

Chair Kons said I'll now open this up for public forum:

Brianna Mothes said I live at 8683 Janero Avenue South, and I'm right on the corner of Hillside and Janero. For those of you who are aware, I am the penguin house. So, I'd like to address, after looking over the issues that I and the neighbors had brought up back in May, and also the commission, that we had asked for numbers and research. We feel as though there were concerns that weren't addressed at all, and that others were not adequately addressed. So, first of all, while we understand that logically, research suggests that sidewalks are the safest option, that makes sense. However, in this situation, there have been no instances or accidents that warrant a sidewalk in this area. However, putting a sidewalk at this location, it does put three property owners at a disadvantage from the other 54 property owners on Hillside Trail South, and that's not including the property owners on Janero Avenue South. And then that's also, again, what wasn't addressed was the removal of green space and reducing the property values of these three property owners, compared to the other Hillside Trail South property owners. There are 54, I counted, there's 54 property owners on Hillside Trail South, between Jamaica and Johansen Avenue, which is where there are sidewalks. There are existing sidewalks on Johansen, at the top of Hillside, that the trail system could connect to.

And, so, moving on, this proposed sidewalk also doesn't address the bigger issue, which is the struggle of pedestrian travel along the rest of Hillside, which is the root of the problem. Putting a sidewalk on this one section without future plans in place for additional remediation of the actual problem is irresponsible, and it's an irresponsible use of government funds, and it's unnecessarily, you're targeting a small minority of City residents.

You know, another issue I thought about was bicyclists that are traveling down Hillside, on the east, that have to deal with the change of the terrain. If they're coming down Hillside on the road, with a bike lane, and then all of a sudden they cross Jamaica and they've got to go on a sidewalk, and then, all of a sudden, they have to go back on the street again. Typically, that can cause, I mean, that's something we'll have to really look at, you know, having that lack of continuity, you know, going from street to sidewalk to street. Again, it just doesn't make sense to have a whole stretch on Hillside of a designated, a central pedestrian lane, and then have 600 feet of sidewalk, and then have nothing for the rest of Hillside. And Hillside has issues, I mean, again, it's not just 600 feet, it's all of Hillside, all the way up to Johansen. And there are no plans in place for Hillside; correct me if I'm wrong,

there are no future plans in place to correct, to deal with pedestrian safety with the remaining part of Hillside. And I think they handed out, and I did make copies, so if you want to look, at the intersection of Hillside Trail South and Johansen Avenue, you can see there are existing paths. So, essentially, at the top of Hillside, if you look at, and again, there's a map on the first page, there's a map on the second page that show, and again, what I'm talking about, that there are better ways to do this; either allocating these funds for future development or allocating these funds towards a temporary solution of creating an extended, you know, using paint to create a temporary fix for all of Hillside to protect. And yes, we understand that yes, a sidewalk in a perfect world, a sidewalk is the safest option, but of course, that's really expensive for all of Hillside. So, again, that, so, going back to if safety and connecting our community's trails and sidewalk network is the reason for this project, instead of installing an expensive sidewalk that only connects a couple hundred feet of trails and sidewalks; Figure 1, a little orange, and that's again from the west side of Jamaica along Hillside, that little, little bit. You know, why wouldn't we utilize that money to create a larger fix? This can be achieved by extending the peace of mind option on Hillside from the west side of Jamaica along all of Hillside, up to Johansen Avenue South. That's in Figure 1, that's all the yellow, and that's where sidewalks already exist. Again, that's already a sidewalk network; it would be a larger connection and again, that's the green on Figure 1, and that's creating a true connection trail-sidewalk network. Again, that also has continuity in the trail system, and also that creates equality amongst all of the Hillside Trail residents.

An unknown female commissioner said so, I mean, I think we have some questions to understand this is to go from Jamaica to the Woodridge Park, which like she said, we haven't seen or heard of any plans to continue the other side of Hillside, on up the hill, around the curve and everything, all those residents. Where are they, they should be connected to the path; if connecting to this path is so important for pedestrian traffic, that this stretch needs to be taken care of right now, I don't know. It just seems like overkill, or even the volume of your street count on the one day at the end of May, this seems very expensive, #1; #2, if you're the resident there with a sidewalk running in front of your property vs. the sides, as on one of the properties, its on the side. The majority, even where it's an existing sidewalk, on this side of Jamaica, they run along the side of people's properties, not in front, or they're in the back. You know, along Jamaica, yes, there are sidewalks, and that's the fact.

An unknown female commissioner said and I would like to know, I think it makes it more challenging leaving, coming and going, and then you add snow removal, which, you know; are you going to coordinate, is this 600 feet going to be the big priority to snowplow? But now you're buried this high on the sidewalk before you're even to your driveway. It's just seems like overkill. I feel like we're reiterating everything we already shared with everybody.

Ms. Mothes said and I would like to make a note, my background's in research. I'd like to know the traffic numbers that took place, we're doing a heavy road construction time, the north and southbound lanes of Jamaica were under construction; and so, they were, you know, half was closed at the time, so, people were rerouting at the time. As well as East Point Douglas was under construction at the time, between Jamaica and 19, things were closed, so people were driving all over the place, trying to reroute; people were traveling more so or less so down Hillside, a lot of people were coming down Janero, trying to cut across, trying to detour Jamaica.

Chair Kons asked so, do you think traffic was much higher because of all that? Ms. Mothes replied I don't know, the problem is potentially.

Chair Kons said that's what we tend to see when we have this stuff going on, you'll see a lot more traffic then, okay.

Ms. Mothes said and the other issue is any research study, but again, with my background, you taking one day and then saying, this is fact is absolutely appalling to me. Like, you can't pick one day of numbers and say this is fact. And, so, that's where I'm, I couldn't believe that they said here's the traffic and then sending it to the researcher and saying, you know, all this is high traffic volume. So, that's where I wish that there was further numbers and being able to look at that further and saying; again, with the results also were extenuating circumstances, there was a lot of construction going on. So, I would have liked to see a few more days worth of research and also not during a time where there's heavy construction going around, literally every direction surrounding that area. I would be interested, and again, it very well could fall not in our favor; again, as a resident, I very much am seeking a resolution that's beneficial towards our community. I know that there's an issue with pedestrian safety on Hillside, I just don't think this is the solution.

Vice Chair Kath asked Chair Kons if he could ask for point of order. Chair Kons replied yes.

Vice Chair Kath said I think it's great that you shared your feedback, I think now and you've shared it before; I'd like to propose that we move into more of a deliberation now of us, as commissioners. Chair Kons absolutely, Ms. Mothes said okay. Vice Chair Kath said so we can provide staff either a recommendation to move forward or not.

Chair Kath said thank you, are there were any more comments or questions from any of the commissioners?

A female commissioner said, I have one question. So, I don't think there's any plans, is there plans for further up Hillside, so, from Woodridge on up to Johansen? Is that just wasn't part of this budget, or is this something that could potentially be postponed and do it all in one fell swoop versus if everyone's on board with that?

Director Burfeind replied I can speak to that. Chair Kons said thank you, I think you can help answer that one, go ahead.

Director Burfeind said I'm happy to answer that, as I was writing things down during the discussion. I do think, I do believe a lot of this was in Genevieve's presentations. With no action today, it would then be reactive and not proactive, and we're not waiting for an accident to occur, and we need these sidewalks to be installed.

In terms of it taking up green space and kind of singling out the three homeowners, this is in the public Right-of-Way, so this is not on the private property. Sidewalks are a standard amenity in urban areas. All new developments have them on one side of the road, and I can tell you developers charge no different for that lot versus the other side that does not have a sidewalk; it simply doesn't come into play because it's a standard feature to have in residential areas.

Why not connect it to Johansen? That is a great question. We talked through it in the presentation, more about the other side of Hillside. Like I said, if we did not have a destination of Woodridge Park, I don't think we'd have this discussion, right? We would not go in and arbitrarily place 600 feet of sidewalk next to three homes, right? It's always the destination, and we have the opportunity with this $50,000 to connect to an arterial roadway with sidewalks on both sides on Jamaica that connect to many, many residents to have a community feel and a Regional type park. We're not just simply placing a sidewalk here, this is $50,000, and if it was $1 million, we would have to join hands because the City doesn't have $1 million; I can tell you this is not a reason to not spend that money to provide that route for pedestrians.

Regarding the bicycle riders, so, that's also for bicycle riders and not necessarily just pedestrians. They certainly do ride on sidewalks and they ride on the trails, but I guess we would not expect it. I'm sure if there are kids out riding their bikes and they are riding all the way up Hillside, they may hop onto this sidewalk. But, technically, really bicycles do ride on the road, it's common, it's very standard, and in our community, they're actually supposed to walk when they're on the sidewalk; they're not supposed to ride their bikes on the sidewalk. So, I wouldn't expect bicycle riders to probably be on that, but if they would, we're talking about foot traffic pedestrians for this sidewalk.

On the traffic, I actually looked it up, because we did want to get a current count on that day, which was about 2,700. Actually, we do counts at these locations every two years; so, back in 2023, when we had our plans down, there was actually 3,700 cars per day, so it actually was lower. And maybe we could have had more of that information, but I just looked it up on our tracking count, so, actually, historically, it has been a little bit higher; why it was lower that day, I'm not sure, but it is pretty typical that we take a 48-hour count or a 24-hour count. You do want to watch for construction, that's important, right? If something has a planned detour or road closures, but outside of that, that tracker is very consistent on a day-to-day basis during the week, and that's when we want to do the counts.

There was some more discussion about why not the whole neighborhood? It's just kind of the fact of the matter, we have this opportunity to connect a destination to a major walking road, and that's what we're really talking about. In terms of the location of the sidewalk, so, I do agree on Jamaica, that's a main road, with no driveways, so that is the back yards of all those residences. But I will say 90% of our sidewalk is in the front-yard space, that's where it goes in all the new developments; and it will be on a side yard if there's like a corner lot, but the front yard is where it goes. I have a sidewalk in my front yard, and the other side of the street does not.

And snow removal, that I think is an issue. We are, I don't want to say unique, but we do plow all of our sidewalks in town, and I will say the majority of cities actually don't do that. So, in that discussion, these residents would not have to shovel that sidewalk, we actually do that because we have dedicated routes of dedicated staff; they don't plow streets, they don't plow cul-de-sacs, they only plow sidewalks. There are four machines and anytime it snows, they are out doing that. So, that is something that will happen, and residents will not be asked to shovel that sidewalk, so that's something Public Works is willing to take care of. Like Genevieve talked about, we're looking for coordination, right? We want to make sure the roads get plowed and the sidewalks get plowed. We don't want the sidewalks to get plowed and then we come plow the road and now we've got a pile of snow on that sidewalk being left; so, that's something that we deal with in many other areas of town and we will certainly be coordinating that effort.

In terms of snow on the driveway, you know, that actually won't change; the plows plow left to right, and everyone knows when you get home, you have that big pile of snow at the end of your driveway. Our sidewalk machines are different, they can fold their blades, like a street plow, so they'll generally as they go from the sidewalk to a driveway section, they'll kind of flatten that blade out so they can push through it and not dump their snow in the driveway. Then they keep going, or we use snowblowers, when the snow gets too deep, we use snowblowers. There's a little different way we can control that snow and make sure we're not dumping even more snow in the residents' driveways.

Chair Kons thanked Director Burfeind and asked if there is any other comment or deliberation.

Ms. Mothes said well, the whole thing.

Vice Chair Kath interrupted Ms. Mothes and said public comment is closed, I'm sorry. He said just to help you folks out, normally the way the meeting works is staff will present, and then they will open it up for comments from the public, and then that closes; then it's up to us now to dialogue, talk, and take your feedback, take their feedback, give our opinions, and ultimately, somebody will make a motion on whether it's moving forward or not. It's not like an open dialogue moving back and forth.

Ms. Mothes replied okay.

Vice Chair Kath said I just wanted to share my opinion of this, especially with the residents here just to give feedback to us commissioners. Again, I do want to thank staff for the work that they did; we did give them a laundry list of homework projects, and I think you did the best you could with the amount of research and stuff. It's interesting for me, my perspective is probably a little bit, I just live on the other side of 90th, so I've seen the curbing come in up 90th, I've seen the crosswalks come in, I've seen that park, just the amount of people that use that park now is just, it went out the roof. Ever since, I think it really was when the inclusive playground came in, that's just getting tons of use. And then my other job is driving a school bus, so, I've been up and down Hillside a ton; I have Hillside Elementary, so I'm in that neighborhood a ton and get to see the traffic. And I really believe, and I can appreciate if it was in my yard, I would support it, because I just feel getting kids off the street and giving them a safer place to walk is best. For a guy who drives a school bus and puts a Stop Arm with a red light, blinking, and people driving right through it is a scary thing; getting kids at least off the street I think would be a good thing. For me, the cost of $55,000 is pretty reasonable for what we're looking at here. So, I'm supportive of moving forward.

Chair Kons asked if there were any other comments.

Commissioner Jenson said I think that I should say, too, I'm a bike rider, and I use our trail system as much as I can, I love our trails, but this is a gap. And I do find myself on a regular basis coming through this stretch, and it is, there's a lot of traffic coming down the hill and going up the hill, and there's probably been more than a few times where I do think, oh-oh. Once I do get west of Jamaica, on Hillside, they have the painted trail that slows traffic, cars don't seem to go as fast. I don't feel it's as much danger as I do in here. So, I think it's a good plan and I appreciate the thoughtfulness being proactive, rather than waiting for an accident to happen, so.

Chair Kons said thank you, Commissioner Jenson. Okay, at this time, then is there a recommendation to move this project forward?

Motion by Vice Chair Kath to approve what staff has put before us on the Hillside Trail sidewalk and approve that proposal, moving it forward; Commissioner Jenson seconded. Motion carried: 7-0.

B. Police Department Annual Report

Captain Brad Petersen stated I'm grateful to have this opportunity to present the Police Department's 2024 Annual Report. Last year, we developed our Five-Year Plan, our Strategic Plan, and everything that came along with that; so now, fast forward a year and I can very proudly say that we made more progress on that plan than anybody had anticipated. According to nearly every metric, we're knocking it out of the park. As promised, we prepared for you an interim report that memorializes all of that change and progress, backed up by a lot of hard facts and data. So, it's one thing for me to say that we're doing great, but you'll see a lot of different metrics, community engagement and community feedback, which are backed up by a lot of other metrics.

Despite all that change, one thing that hasn't changed is our steadfast commitment to community engagement, community service, still maintaining excellent service, and being an innovative department.

One of the primary changes that we had to kick off this process was an organizational change; so, we reorganized the department and created a Community Impact Team (CIT) and created some new leadership positions. Really, it was more about how and why we put people in the teams that they're in now, knowing what the teams' goals are and the challenges, and we need to be adaptive to those new challenges. So, that organizational change has worked out very well. The decision to change, the idea behind that was put everybody in the same direction, and power everybody to just start driving the same direction, and inspire employees to start finalizing that goal, just start making progress, and that's what we've done.

Captain Petersen reviewed the Core Values for the organization, said everybody is familiar with those, and a lot of our conversations center around Core Values and giving permission needed to make decisions about promotions and specialty assignments.

I will remind you that our Strategic Plan wasn't just a plan; there were performance measures built into that plan, and we used the Benchmark Cities survey data as one of our comparable surveys. So, it's a collection of cities that's been identified as doing policing pretty well, so we use that as our benchmark and that's what we're comparing ourselves to.

There were a couple noteworthy things that happened throughout the year:

- It's really awesome that the Patrol Division saved four lives last year with the help of the EMS folks. That was attributed to rapid response, rapid deployment of AEDs and CPR. Four people walked out of the hospital, walking, talking, and functioning fine, and that's amazing. Fire Chief Jon Pritchard said I just want to say because I enter the cases into the national database, like the rate in which our police officers apply the AED is 100%. So, I think Brad is really underselling the effect our Police Department has on those four lives. I'm sure they've saved more lives than just four, but. Captain Petersen replied, well, there's four that I can point my finger to, that they left the hospital walking, talking, and fine.
- Our K9 team did amazing this year, placing at the national competition.
- We added a fulltime Traffic Safety Officer, possible with fulltime grant funding. If you're following those stats online, they're amazing. So, as of today, he had over 40 DWIs in the first quarter, he was actually #2 in the State.
- A huge win for us is our C.S.O. Cadet Program, as nationally, Police Departments are facing a crisis in terms of retention and recruiting and are really struggling with adequate numbers of staff to do their job well. We created this cadet program, as traditionally we wouldn't hire somebody until they had completed their schooling and POST certified before they'd start; now, we hire them really early in the educational pipeline. So, when we find a good person with the right qualities that we're looking for, we'll hire them, and help them get through school. It's helping us recruit talent and it also helps us specifically harvest diverse talent.
- The community survey is really popular, and we're getting a lot of great feedback from the community, a lot of affirmation that we're doing a really good job, along with a lot of good ideas and questions on how we can do it better.
- Online crime reporting is still a little bit underused at this point, so, we're still trying to advertise it and get more use out of that. It is really a great tool for community members who'd rather not have a police car show up at their house for a variety of reasons, or just for the sake of keeping it online instead of calling to report a crime or a nuisance. That case will be added just like it would if they had called us to go to their house.
- We made officer wellness a priority this year, in 2025 and 2026. There's a lot more progress made in that area; we know for our cops to service our community to their full potential, they need to be in a good mental and physical state, to come to work happy and provide better service.
- We did a better job of recognizing our employees; our employees are doing amazing work, and obviously, it helps a lot and truly means a lot, so, on a quarterly basis, we've identified officers as Employees of the Quarter and why they're successful. It's being very well received.

Crime Statistics: As you start to see some of this data, don't be afraid to ask what does that mean; I'm not going to go through each one of these things, I'm just going to point out some of the highlights. In some cases, these graphs will show our monthly and annual data; in our case, we're comparing it to that benchmark average.

You can see from that first graph we did a really good job of maintaining adequate staffing throughout the year; our response times are about half a minute faster than the average, so we're getting the officers to your door, delivering services about half a minute faster than the national average. That's an affirmation that our response level is working and there are enough cops on the road. We've even handled more Calls for Service, and it's a little bit deceiving because our officers do things that other cities wouldn't consider a Call for Service just because they wouldn't have the time; Minneapolis is busy with burglaries and assaults and other things, right? So, they're not worried about proactively checking a business door or getting a cat out of a tree. So, our officers are handling a lot more calls but they're not burglaries, assaults, and things of that nature.

Our crimes rates are super low compared to the averages, about 50% of the average when it comes to person crimes, and property crimes are an even lower percentage. So, when we look at Cottage Grove compared to other communities, we have a super low crime rate, it's a super safe community to live in. The mental health calls and overdose calls are really low, and I should say overdose calls specifically are trending downward, largely due to the progressive efforts that our Case Management Unit is doing. So, we're locating and identifying those people who are at risk and getting them connected to community resources that they need. I'm really proud of the progress that we've made.

Mental health calls, although if you look at our numbers, they're trending up, I think that's due to the fact that we're identifying more people, we're broadening our net, we're intentionally trying to identify those people to get them appropriate services. So, it might look like the calls are going up, but that's actually a good thing to see. If we neglect that population, then that drives our call volume up in a negative way, right? Because they're committing crimes and we're getting into those civil calls and things like that, and we don't want that happening.

Traffic: We don't conduct as many traffic stops, compared to other communities, and we definitely don't like writing tickets to the community; however, I feel like we're doing a really good job of educating the public and that's impacting safety in a new way. The reason I believe that is if you look at traffic crashes and fatalities, we've got much less crashes and we're right on par

with the number of fatalities; last year, we had one, possibly two crash fatalities. I know we don't want to minimize one-or-two deaths in our community, it's what we think about with the number of cars on the road and the potential for that.

Chair Kons said and when you think about the 470 people who lost their lives last year, and that's, we're doing good work. Captain Petersen replied yes, absolutely.

Pursuits: Captain Petersen said another thing I'm really proud of is how our pursuit numbers are coming way down, and we know that's a very dangerous activity, so we're minimizing our pursuits. We've about halved that in the last two years, and I'm really proud of that, but we've done that in a really responsible way. So, we approached this problem by saying thou shalt not pursue, right? And if we do, that gives criminals the green light to commit crime and run from the cops, and it protects our cops, though, too; they just don't like to drive like maniacs and put people at risk in the community. We figured out the best way to do this is to five the officers the power to make smart choices. If this is a shoplifting incident and we know who the person is, it makes no sense to chase them, right? If this is an ax murderer who's going to continue on and kill somebody else, then it makes sense to chase that person, right? It also includes smart decisions about why we're going to chase them.

Investigations: Have been really, really thin and not just necessarily in that classical sense where we think about solving all the crimes that would be referred to that division for charging and things like that. They do some of that, but thanks to the fact that we don't have a lot of crime in the City, they'll do other things, like the proactive Case Management Unit, and TAG, a Threat Assessment Group. We identify those situations or individuals in our community who need special oversight and investigation and preventative measures to prevent them from causing harm to themselves or family members, that's done by the Threat Assessment Group. That was pioneered by Captain Randy McAlister and some of the others, who specialize in that. It's really unique and we're really in the forefront, nationally, in this matter. So, we can point to a lot of cases where we intervened and saved lives and averted really tragic outcomes. This is not always where it's that intensive; sometimes these are people who are just not complying with their meds and have a psychiatric diagnosis, and they have the potential to convince others. So, we try to get them into this program and get them the resources they need to have favorable outcomes.

Some other things we're doing are MAARC Reports in investigation. You may or may not know that as complaints get filed through Social Services, we get copies of those, and we have to do a lot of that investigation as well for all of those.

We did a lot of background investigations last year because we're hiring a lot of people; the Fire Department did a big push, as did the Police Department, and we also do backgrounds for the City side. We do a lot of background investigations, and so we have a lot of serious time and resources invested on those.

The other thing I should mention is we have a clearance rate of 80%. Most departments are so overwhelmed that they have to prioritize which cases they invest their time and energy in when investigating. So, that means a lot of those low-level crimes or crimes that don't have several leads just get forgotten, with a really low clearance rate; whereas we have an 80% clearance rate, which means 80% of the cases that come in for our detectives end up being charged, they're solved.

Search Warrants: Another cool thing to know is there aren't any No Knock or nighttime search warrants. I know that's a hot topic these days, and we heard it loud and clear from our community that they don't want us doing those except in really necessary occasions. We had no nighttime, No Knock search warrants last year, but we had 130 search warrants, so, just planning a better, safer way to do them.

We had a lot of medicals.

S.W.A.T.: We had a handful of S.W.A.T. calls, there's only one S.W.A.T. mission, but our S.W.A.T. team gets used a lot. We just using great search tools and deterrent options, but we're not fighting people. We use the drone a fair amount and we're doing a ton of community impact; we did 61 community events, those were just the big ones, we're not counting the day-to-day stuff, like the visit at the State Fair or when we stop at a school. Those are Strawberry Fest, Holiday Train, the big-ticket items, 61 of those, that's a lot of resources and time and shows the dedication.

Support Staff: This shows all the work that our support staff is doing, there's a lot of typical stuff they do, like handling our records and things like that.

Use of Force: This past year is what I want to talk to you about, this year we took a little bit different stance in trying to give you a real high-level approach, but the endings are all the same. There's nothing new or concerning in this data; even though our call volume is trending up from year to year, our numbers of Uses of Force remained pretty stable. You would think that would trend upward, especially with the number of calls we're getting, but we're investing so much time and energy into carrying new tools that we're actually doing most things with less Uses of Force when we look at the call volume. Even when there is a Use of Force, it's usually a very low level, we use empty-hand techniques or simply displaying or threatening an action of Use of Force. Here's my PepperBall gun, and for our officers, we consider that a portable Use of Force, a very low level of force, and they're very stable over the last several years. They trend up and down, but our Use of Force level is very stable over the last 6, 7, 8 years. Again, our portable level is very low, that you might wonder, break this down, like why are we having 4 officers hurt and 5 citizens hurt in that quarter? That might just mean they had a scrape on their knee or my elbow hurts. Anything more than that, and we have a doctor examine. We didn't happen to have any significant injuries last year at all.

Demographics are largely unchanged from past years, it pretty closely represents the demographics of our community. We know that we can't make a strict comparison between the demographic data and our Use of Force, we can't make a strict comparison to the makeup of our community because 50% of the people that we arrest and use force on don't live in Cottage Grove. So, we know that our crime is probably up due to people from out of town, and they're here committing crimes, and then going back to wherever they come from; so, obviously, it's something that we want to keep our eye on, but we can't use this as it's not an apples to apples comparison. The other thing that's really cool is 100% of those Use of Force incidents were all deemed reasonable; there were no other issues that identified themselves. The officers involved are not getting an Internal Affairs investigation, they're not getting lawsuits, which means obviously we're doing a really good job with all Uses of Force.

Captain Petersen asked if there were any questions so far; I'm trying to do this as fast as I can, but it's all good stuff, so I want to share it all.

Chair Kons said it's good data.

Commissioner Lotts said so that ratio of Use of Force to service calls, I looked back and it was 40,000+ calls, that's in a year, and you used Use of Force 90 times? That's incredible, absolutely incredible. Captain Petersen replied yeah.

Chair Kons asked how do you compare to sister communities, you know, Woodbury, Oakdale, Inver Grove?

Captain Petersen replied so that's a data point, you usually can't compare to other communities because everybody tracks it differently. For example, I'm just making this up, Woodbury might say pulling your gun out during the course of a call isn't a reportable Use of Force, or pulling your PepperBall or using your PepperBall isn't a reportable Use of Force. Every agency tracks that quite differently, so, that's one area, unfortunately, where we can't make that comparison. Chair Kons said okay, I was just curious.

Commissioner Lotts said but in terms of call volume, like per population, 41,000 is incredible. Chair Kons agreed. Commissioner Lotts said especially with your officer-to-call ratio, that's like some of the highest I've ever heard of. And I have a lot of friends around in Wisconsin and Minnesota, and that's incredible, seriously.

Captain Petersen said and that just goes to show how much we've invested, including tools of deescalation and CIT and capitalization. We're willing to invest the time, to spend a few extra minutes to talk to somebody and gain compliance, to get a CIT training officer there, to prevent a Use of Force. We'll do whatever it takes to avoid that Use of Force, we'll invest that time and energy and explore all options, and we only use force as a last resort; unless, of course, there is somebody in harm's way and then we will.

We didn't have an IA last year, and I don't know of another department that didn't have an IA. It's not because we're sweeping them under the rug, it's just there were no legitimate complaints of policy violation that resulted in an IA. There were very few citizen complaints, and each one of those was personally investigated by myself; there were a times when a citizen complaint came in and I ended up just talking with the residents, to hear their concerns, and make an objective decision on whether there were policies violated. In each case, our officers did the right thing. Obviously, when you're on the receiving end of police services, sometimes they don't always agree with us. It is what it is sometimes, right? You can't please everybody, but I explain to them why things are the way they are; they usually walk away and maybe aren't 100% pleased, but at least they understand why we did that.

We handed out a handful of awards last year, several of those were life-saving awards. So, last Spring, we did an Awards Banquet and handed out 50 some awards; that was a combination of a couple years, during COVID, where we neglected our awards, and it was time to catch up. But this past year we had 10 awards handed out, and we'll be having another Awards Banquet coming up this Spring, so we'll be able to recognize everyone with these awards.

There were a handful of IODs (Injury on Duty) that impacted our operations a little bit, like when we have too many out, there's too much overtime dropped on our officers.

Chair Kons asked if IODs are different than injuries on the other one? Captain Petersen replied well, it could be represented in both places, so.

A female commissioner said I think the math might need to be looked at on the IOD one; Chair Kons agreed, said it's not adding up.

Captain Petersen replied, oh, I know why. So, for the Use of Force data, a little boo boo, right? If you have a little boo boo, that's not necessarily an IOD. An IOD would be something that you'd filled out a First Report of Injury and it involves some kind of medical care. So, that Use of Force data could be significantly higher than that, but this usually results in loss of officer's time.

Chair Kons asked, so, there's other metrics in that one? Just like a total of 400, but you're showing 2,200 as the total.

Captain Petersen replied that's hours; so, the IOD is in green, so, that totals 5, and that resulted in 2,000 lost work hours.

Chair Kons said, oh, okay, I wasn't following that, sorry. Captain Petersen said no problem, I understand.

Captain Petersen said the other thing that we're keenly aware of and devoting a lot of time and attention to is diversity in our officer ranks. So, you can see that according to the benchmarks, we had significantly less minorities, so, we're about on par with our female officers. That female number will actually be increased, as we just started three females today, so, we'll actually be just a little bit above the average. And the lack of minority officers is not for lack of trying, we have tried our darndest and almost hired a few; unfortunately, there were a few things in their backgrounds, and that's why they weren't hired last year. We were almost at the goal line with a few minority officers in 2024, but we're trying and we're getting out there to multiple job fairs, screening events, trying really hard to find somebody we want, and we will achieve that goal.

A lot of training hours, we have a lot more training hours than the whole country. All of our officers are CIT trained, which is Crisis Intervention Training. With S.W.A.T., most officers are getting above the required hours of training, and I know that's a huge investment, but I think it's a smart investment because of all the data I already shared with you this evening. Another thing we take a look, if you're interested in this stuff, is we look at how well rounded our training curriculum is; so, we're not spending 214 hours per officer per year shooting guns and wrestling and driving fast. We're spending time on crisis intervention and officer wellness and investigative tools and techniques, and things like that, so, we're very well rounded.

A lot of this stuff is maybe not too interesting to you, but I'll just say that although our Operating Budget is not $14M, our Operating Budget, comparatively, is lower than most agencies. Our overtime budget is significantly lower. I know the community puts a huge investment in us and we're doing a really good job of spending that money wisely; we're getting more out of those dollars than most agencies. Just for transparency sake, I put our forfeiture numbers up there: It's $1,600 sitting in forfeitures for last year, and that's almost nothing. Again, I know it's something that the communities' opinions changed on; in past years, that used to be a decent slice of our revenue, we used to buy vehicles and start trading up and doing things like that. That's not a thing anymore, and we won't be able to pursue it in the future. And the rest of these are pursuing grant funds, we're really looking for those creative ways to fund our operations, which won't be in this number, and if we secure a lot of grants, that won't be reflected until we see this year's data; we've got a lot of grants that are coming to fruition right now that we applied for last year.

Community Survey Data: This is a new survey that we started this year; so, we randomly send out 50 surveys per month, and we handed out business cards. So, as we're engaging with the public for any of our services, we're handing out business cards that has a QR Code on it. So, this is our analysis of who's filling out the survey; again, no incentive or bonus points for lies. You can see that's about a 95% satisfaction rate across all these different categories. To me, this is the most important metric, the other stuff is cool, but this is what really matters, what the public thinks of how we're doing our job; and this says it all, these quotes say it all, right? And that's what I like to hear about the most.

Commissioner Lotts said that actually is a very impressive metric, when you consider the whole point is you showing up, mostly at a time that is an unfortunate circumstance, but to have a 95% approval rating afterwards, I think that's pretty awesome.

Captain Petersen said it's our Police Department is just that incredible; so, and that's, the only thing I can do is contribute that to the quality of our officers, the culture in our organization. The amount of character with our officers is really remarkable every day, they deserve all of the credit for that.

A female commissioner said and I think that's huge. I mean, knowing that I've talked a lot with Pete, personally, I think you set the standard, he does, and he does a very good job, obviously. So, a good job by everybody, with what you guys do, day in and day out. Captain Petersen replied yep, absolutely.

Captain Petersen said I'll close with these are things that are coming and I'll share that we have six new police officers, and cadets start today. We've got three-or-four C.S.O.s starting next week, so, a lot of new faces, a lot of eager, dedicated people with a lot of talent that they want to share with the organizational community. I think they'll be coming at the end of February, then probably it's going to take a while for them to get through their training and actually start performing services, but that's going to be an awesome addition to our organization.

We have a Crime Scene Team coming. We have a lot of things that are under consideration right now, and those are our stationary cameras that read license plates; we need to plan how to strategically place those around town in different phases. So, we'll start out with a modest amount of cameras, and other communities that are doing this have had huge successes in solving forensic crimes. A typical example would be like your house is broken into, and the only thing we have to go on is a neighbor saw a white sedan yesterday, between the hours of 4:00 and 6:00 p.m. It'll literally do a search and not only does it

search our community, but it searches all the other communities nationally, just based on that little amount of data, it can give us some leads in a small amount of time.

Chair Kons asked so, where are these cameras? These are FLOCK cameras that you're talking about? Captain Petersen replied yes.

Chair Kons asked are they stationary cameras that you're going to put up?

Captain Petersen replied yeah, they're stationary cameras that generally go outside, but they can be mounted in businesses and commercial areas as well.

Chair Kons asked so would they be permanent or portable?

Captain Petersen replied think about a video camera mounted on a streetlamp. You could put them wherever we wanted to, but its more or less permanent. There are some mobile versions as well, but that's down the road; we're just trying to get a few strategic cameras placed so we can get them up and running.

Commissioner Lotts asked are there going to be any in-car license plate cameras?

Captain Petersen replied yes and no; so, we just finished a trial evaluation period last Fall, and it didn't go so well. Well, two things happened: We had some problems with their technology, and then they did a data switch on us and promised us one rate, and then when it came time for a contract, they jacked up the rates, so we said, no thanks. They just came to us last week, and offered us one year free for our entire fleet with that system; so, we'll probably not end up doing it and then we'll see what happens after that.

Vice Chair Kath said I guess I'm still not quite catching onto this FLOCK camera yet. So, there's tons of cameras already out there within our freeway systems, people have all kinds of cameras hooked up to their houses. Are you leveraging those first and then strategically going in to place these in different?

Captain Petersen replied so, all the other cameras out there don't read license plates.

Council Member Thiede said the FLOCK cameras interface to the internet and so forth; so, the data will actually read that and then go and find the location and things like that. It's not just taking pictures.

Captain Petersen replied, yeah, it's interactive with the DMV records, potentially, and it can search against that program.

Vice Chair Kath said well, it'll be interesting, obviously, you know that our school buses have the infrared cameras on the side to get license plates, and that funding was given from the State to Districts; but now there's a lot of talk whether that funding is going to be there and can Districts afford to have those cameras still installed on their buses. So, I don't know when we get ready to do that if we lose funding at the School District level, if you're going to leverage with some School District employees to talk about cameras within those buses that are running multiple routes throughout all of Cottage Grove.

Captain Petersen replied yeah, I would love to have that conversation, absolutely.

Captain Petersen there are a few other things that I could talk about, but that's a lot, and I don't want to take up all of your time. Do you have any questions or feedback?

Commissioner Lotts asked regarding the C.S.O.s, are those the Community Service Officers that work in the schools?

Captain Petersen replied not in the schools; they do transports, you know, patrol, run errands, things of that nature. Commissioner Lotts replied, okay, cool.

Chair Kons asked do we still have SROs?

Captain Petersen replied we do, we have one at Park High School.

A female commissioner asked what are the new Tasers? I think we went over this last time, but I just forgot some things.

Captain Petersen replied yeah, so, our officers are currently carrying Tasers; it's a little bit outdated technology, and unfortunately, Taser said in 2025, we're going to stop servicing that. So, we had to decide to keep that or go with the pro software guide, which is dead in the water, and there's no support system for the things that come along with a Taser, record keeping, training, and things like that. So, basically they just force your hand to upgrade to the newer version of Tasers; we just signed a five-year kind of like a lease-to-own option, just spread that payment out over five years, and we get new Tasers for all of our officers.

The unknown female commissioner replied okay, but is like the design of the new one work different, or it's just like more of an upgrade? So, they stopped making that kind of bridge, so you've got to get a different kind of bridge?

Captain Petersen replied yes, that's a good analogy. There are some subtle differences in its capabilities and things like that, but essentially, a Taser is a Taser.

A female commissioner said I think you had a statistic that, if I heard you right and maybe I'm wrong, you said 60% of the crimes committed in Cottage Grove are non-Cottage Grove residents? Captain Petersen replied correct.

So, is there any common thread, like where those people are coming from or why they're coming here? And is that being targeted in any way?

Captain Petersen replied no, that would be hard; anecdotally, I have some ideas, but to be truthful, I can't prove them. Yeah, we'll keep it that they don't live here.

Commissioner Lotts said they come looking for a soft target, and they actually realize very quickly that law enforcement in Cottage Grove doesn't mess around?

Captain Petersen replied we actually have the time to investigate. We hear that a lot, they're like hey, you're bringing me to jail for shoplifting? Yes, we are, dude.

A female commissioner said to me, that seems like a high statistic; is that normal in other communities, or do we?

Captain Petersen replied I don't know really know how to track that, those figures. So, one of the things that I'm telling the kids is we created these system capabilities to generate the data, and most communities don't do that. You'd think that this would be at our fingertips with all of our recordkeeping systems and tech stuff, but it's not; and sometimes it boils down to keeping Excel spreadsheets and creating E-forms, where after a call we're going in and punching in data. I'm a firm believer that if you don't measure it, you don't know if you're truly making progress or are successful. Sometimes the officers hate me for it, but I make them jump through the hoops so that I can track this data and report to you, whether we did good or not.

A female commissioner said I think a lot of it is I appreciate this transparency, not only in the sense but even the presence that you guys have on social media I think is very valuable, as a whole, to the community to realize the level of true investment, because that allows citizens to want to be invested in keeping the community safe as well.

Captain Petersen replied I'll be brutally honest, some of our officers don't appreciate that so much, it's not necessarily a priority thing, but they're private people, too, they don't want to be plastered all over social media; and they get a little bit apprehensive when we take this much data out of context and splash that on social media, right? That takes a lot of courage, but we're good at transparency, so we put it out there to see what happens. This is the first time we've ever taken our own report and just put it out there on our website, and it's largely been received really well. There was one person who started to comment negatively on it, but they were quickly corrected by a few community members, so that was pretty cool to see. And I'm confident that you'll see us continue to do that, even if it goes sideways on social media or whatever, because we're true to transparency.

Commissioner Lotts said speaking of transparency, Brad, do you guys track the amount of time your officers spend at just the documentation phase of things? You know, after a call, are they tracking that documentation piece, so that you can absolutely promise me that the general population has zero perception of the amount of time that officers actually spend documenting things?

Captain Petersen replied yes, so that is one metric I am dying to know, but I can't track. Our records management system just cannot do that; so, short of my officers keeping a log of their entire shift, I spent 10 minutes at the gas pump, I spent 30 minutes on a report, and I spent 10 minutes doing X, Y, and Z, that would be the only way that I could do it. Because if I did that, we'd have a mutiny.

Chair Kons said I was going to ask if they were doing that because that sounds a lot like.

Captain Petersen replied when I started, in 2002, we did that; we actually kept a log for everything we did for our entire shift, and it was horrible, and I won't do that to them.

Commissioner Lotts said yeah, it gets very involved, and any of the Police Departments that I worked at, it was much like that; they used to do it, and then they just stopped doing it eventually because it was just so involved.

Captain Petersen replied yeah, and you stop doing police work at a certain point because it's a deterrent; it's easier to just not do police work because it takes three hours to document this in an effective manner and accepted manner. It's one of the things that again, most of the population has no idea, they can't comprehend how much time they spend documenting, right? So, like, they show up to a domestic dispute, for example. It's not just one officer that writes a report, and spends three hours making sure that it's accurately documented; it's every officer that showed up also has to write a report, typically. So, it's not just one person, you have to multiply that out, and whenever you have an incident, like it's not five minutes writing a report because you have to spend the time to make sure it's accurate. Because afterward, it has to hold up in a court of law, right? If they have to go to court, that's the first thing that the lawyers look at, so, why does this guy's report say something that this guy's didn't mention? So, that's the hard part to quantify for the department, is how much time do you spend writing reports? And, it's, unfortunately, a ton. I literally know how much sick time, leave time, training time, and all other stuff, the one piece of the puzzle that's missing is that number. And, so, that's the one piece I need to make a better mousetrap when it comes to staffing and response times or

the amount of miles and things like that, it is puzzling. So, I would never be available to guess, unless the County invests millions of dollars to upgrade RMS, which actually just started not too long ago, and I can only hope.

Commissioner Lotts said even it was generalized, based on the calls. Each officer's going to have to spend 35 minutes documenting this type of call physically, you could maybe come close to some semblance of quantifying the time; but yeah, like you said, 2002, we don't want to go back to that. Captain Petersen replied no. Commissioner Lotts said you had to document every 5 minutes of your life. Captain Petersen replied no, nope.

Captain Petersen asked if there was anything else. There were no further questions by the commissioners; Commissioner Lotts said thank you, it was fantastic.

Captain Petersen said I just want to say the whole department appreciates your support so much, and we're happy to have this oversight committee, we really value that. We'll be back this year or next year. So, thank you so much for your support, and I'll see you in a couple months.

Chair Kons and the commissioners thanked Captain Petersen.

C. Commissioner Terms & Officer Appointments

Chair Kons said we will move on to Commissioner Terms and Officer Appointment; right now, we don't have anybody whose term is expiring. As long as everyone is planning on staying for another year, we don't have any changes this time around.

Commissioner Lotts said I was asked if I was going to stay until my last, and I don't know what that means. Chair Kons replied there you go, enough said. Commissioner Lotts said I'm still here, and so that answers that. Chair Kons said all right.

9. COMMISSION COMMENTS

Vice Chair Kath said just a quick question for Ryan, utilities, what were they running on top of the poles, along Jamaica there? Recently, they've been running a new line.

Director Burfeind replied they are, actually, so, Xcel was actually a little more involved with that. They ran a new line, and I'm trying to think, if that's actually in an area where they have to drop someone from a helicopter, and I don't know if they've started that yet. They actually hang from a helicopter to do some of that work, so, yeah, I believe it is a power line for Xcel, and that's a transmission line, so its actually a little bigger than like a distribution-level line, that's what we have, so. It's a new power line, so don't be surprised if you see someone hanging from a helicopter in the future.

Chair Kons said I hope we're videoing that.

Vice Chair Kath said, so, with all that utility work that happened out there on 102nd, you know, those residents were having problems with electric blackouts; Director Burfeind said yes. Vice Chair Kath asked with the utilities being moved, has that all been addressed for those residents through Xcel?

Director Burfeind asked which area of town was that, were you saying? Vice Chair Kath replied where the new, where you realigned 100th and where 102nd and all of that. Director Burfeind replied yep, so, they did run a new distribution line from the Chemolite substation, we call it, that's down by 3M. That whole area used to be served by like a single multiple-mile line from the substation at 70th and Keats; so, they did provide a redundant line down there now. So, the main feed is still 70th and Keats, but if that line died, instead of waiting for 12 hours to fix it, they can now take 30 minutes or so and switch everyone over to the other substation, so there's redundancy in that part of town now.

Vice Chair Kath said that's nice. I was just curious because I started seeing all the construction down there, and I'm like, okay, I wonder what that line's for.

Director Burfeind said and one other, thing, Chair, if I can jump in; Chair Kons replied sure.

Director Burfeind said just regarding the commissioner terms, just for the officer appointments, just as long as there was no changing, as long as everyone feels comfortable with the officer appointments, we can move forward with those for 2025 as well. So, I know I spoke with Chair Kons and Vice Chair Kath, I think, and are there any reservations with staying in those roles? Chair Kons said no. Director Burfeind said and I know Commissioner Moyer is our secretary, which is normally just Roll Call is the main thing, but we roll a little differently, so, this is your role, but it is still part of our commission. So, as long as you don't have any issues, that would be the recommendation to Council in February. Commissioner Moyer said accepted. Chair Kons said thank you.

Commissioner Lotts said Genevieve did a fantastic job with that presentation, by the way. I was going to get up and tell her that before she left, but if you can tell her for us, that would be fantastic. Director Burfeind said I will. Commissioner Lotts said one of the things that I did appreciate was quantifying the pedestrian count, and even if that is a slow day that they captured foot traffic, that's still 35,000 people each year, so, that's substantial. But I did appreciate the work she did, and it was a fantastic presentation from her.

Commissioner Lotts asked was the traffic count based on our speed sign data? Director Burfeind replied the traffic count was our traffic counting tubes. Commissioner Lotts said yeah, sorry, the 35,000 was just the pedestrian count that I was referring to. Director Burfeind said but you are right, we do use the traffic sign, each year we use the tubes for counting, but we obviously use the sign as well, as that correlates to that area for the study. Commissioner Lotts said I didn't know whether it was your tubes or the sign, because with that size, it could have been an average over time, not a single day. Director Burfeind said I don't know for sure, but that's a good question, so that could have been as well.

Commissioner Lotts said that's probably also why that average speed was 31 MPH, because you had your sign outside. A female commissioner said that's until they got six blocks in front of the halo effect, don't get me started.

10. STAFF REPORTS AND MATERIALS

Director Burfeind said first I want to give an update on a handful of different projects:

In the water world, we have our much larger Intermediate Zone Water Treatment Plant. It's kind of a funky name, but that's the area of the City that it's located in, but it's going to go right behind the Central Fire Station, in those big round storage tanks that are on 81st Street. So, there is kind of an existing park area on top of open space that we have to utilize. That's about a $10 million facility, paid for by the 3M Settlement. So, it's kind of exciting, we just submitted our draft plan to three different agencies, the Minnesota Pollution Control Agency (MPCA), the Minnesota Department of Health, and the Minnesota Department of Labor & Industry; so, that's our main step to get final approval, and then we'll be going to bid this Spring, so we're very excited for that. That's one that we started conceptually working on in 2017, when the full crisis hit, and we really got into it in 2021 when the settlement proceeds were finalized.

Chair Kons asked and where is that going to go? Director Burfeind replied so, where the Central Fire Station is on 80th Street, it'll be right behind it. So, it's kind of an open area.

Chair Kons asked is that going to have any effect on the walking path back there?

Director Burfeind replied not the actual walking path itself, no. And we're actually going to be adding an additional trail; Chair Kons said excellent. Director Burfeind said we're already using an existing park space, and the State will be reimbursing the value of that land, which is appraised at over $500,000. So, that will be paid to the City through the Settlement, and our Parks Director, Zac, has a plan to reimplement that right into Pine Tree Valley Park. Chair Kons said excellent.

Commissioner Lotts asked and it has a pond, too, right? Is that pond existing or are you adding one?

Director Burfeind replied we're adding a small pond for the treatment plant, and that'll treat all the water, the PFAS part of it, which is the stormwater. Yes, that will be exciting; that will be completed in the Fall of 2027, so about three years of construction, but when all is said and done, it's almost a 10-year project. So, we're very excited to be moving into the construction phase.

2025 Pavement Management: We met with the City Council since our last meeting, so that's in the Hidden Valley neighborhood; we've got a couple current Council Members, and one former Council Member, in that neighborhood.

Council Member Thiede said don't look at me, I don't know what the deal is. Director Burfeind said it's a total coincidence that we had one outgoing and one incoming and one's still current, all in the same project. So, that one's moving ahead in 2025.

There's a 2025 Mill and Overlay project that will be Hardwood Avenue, between 80th to 70th, and then some of the Timber Ridge neighborhood, going north of 70th. With that, we will be constructing a signal at Hardwood and Hardwood Court, so that is kind of right where the access is to Goodwill and like into Kohl's, there will be a traffic signal in there. So, that is the way that one was always set up.

I will say of all these questions I've fielded, this is a common one, are we building another East Point and Jamaica? I think for some folks that feels really close, but it is a lot different. On East Point and Jamaica, we just spent all that money to move a signal that was at East Point and Jamaica; that signal at Target was about 180 feet from Jamaica Avenue, this is like 400-to-500 feet away. So, it'll be basically a full standard City block.

Chair Kons asked so, where are you going to put it? You said Hardwood and Hardwood Court.

Director Burfeind replied yes, so, kind of where Hardwood, you go north of 80th, then you go left into Kohl's or a right to go kind of up that little hill, to turn into the Goodwill; so, right at that intersection right there. Yep, that's one that we've been watching closely, and we're right at the point of meeting warrants for a signal. I also am anticipating some redevelopment at US Bank as well, so that will further that traffic.

Chair Kons said I'm trying to picture it, but I can't; I can talk to you after the meeting. Director Burfeind said, oh, yeah, we can talk afterwards.

Chair Kons said I was just going to call it Ruby Tuesday's, but it's not anymore. Director Burfeind said, oh, the Muddy Cow. Chair Kons asked by Muddy Cow, right there?

Another female commissioner asked there will be a light right there? Director Burfeind a traffic signal, yep.

Chair Kons said it'll be this way, not this way, yeah. So you're going to come out of Kohl's and hit a light, and then you'll go a little bit further and you'll a hit a light, and then you'll go.

A female commissioner said I walk around there a lot and it's so dangerous; Chair Kons said there's a lot of traffic.

Director Burfeind said another big priority is pedestrian crosswalks there, so it's safer. A roundabout was looked at, but it really just doesn't, it's not in a good area, one, just to construct it, as you'd have to like close access to all those businesses, and it's not possible because they only have one access; and with a roundabout you want more balanced traffic all the way around, and there's a lot more traffic on Hardwood and the side streets, so a signal works a lot better there. So, that will be being built this year.

<u>80th and Keats</u>: County is working on a roundabout in 2026, so that's something the County is actively working on, the last all-way stop on Keats Avenue or Woodbury Drive, so, its just going all the way to 94. Chair Kons said oh, nice. Director Burfeind said that'll be good if we can get that out of there.

<u>New Developments</u>: Director Burfeind said two completely new developments on the Wolterstorff properties, that's west of Jamaica and north of that little lake there, we call Shepard Farm; the Planning Commission has that one for approval. And then there's a new plat south of 100th Street, called Prairie Dunes; that's going in kind of behind those new NorthPoint warehouse buildings. And then there are a couple of new phases of 3M development, so, we're staying busy in 2025.

Chair Kons said I'm glad you guys have nothing going on. Good report. But what about that person next to you that doesn't have a name tonight?

Gary Orloff, Streets Superintendent, said so, obviously, we're not out pushing snow, which I can take another year of that.

- So, we're out removing dead and diseased boulevard trees; we've got roughly 100 to take down.
- We also have a crew, our stormwater guys who are up in ponding areas, removing buckthorn, and there's a lot of dead Ash trees back in these wetlands; so, we're north of 65th right now.
- With this kind of weather, we're actually out looking where we're going to be doing our thin overlays, looking at cracks in roads, trying to figure out where our crack fill areas are, looking at striping conditions.
- The sign guy is out on the Grove side, so west of Highway 61, looking at signs, making sure that you can still see them.
- Other than that, we're just waiting for the next snowfall, the trucks are all clean and ready to go.

Chair Kons asked what happened on 80th Street this morning? Director Burfeind replied we had a watermain break there.

Vice Chair Kath asked and that was on what, Innsdale? Director Burfeind replied on Innsdale. Vice Chair Kath said I know, again, being a bus driver, when I saw that this morning, I'm like I've got to get up there this afternoon. So, I think you guys are all done now, it just has to get repaved, or?

Gary replied yeah, so, tomorrow morning we'll put a cold mix in, so it'll be good to drive on until we do a complete repair.

Fire Chief Jon Pritchard said so I'll be offering more data, kind of in the same coordinates as Brad, in our next coming up meeting. Just real quick, though, we had our all-time high year for call volume, which we expect to continue to see. We hit 4,930 calls, which is up 70% from a year before. So far this month, we're up 22% in call volume, and assuming someone's going to have an emergency tonight, which is a fair assumption, we'll reach our all-time monthly record with still four days left. So, yeah, the cold and flu season isn't any worse than normal, but our crews are awesome; like, kind of to Brad's point, compared to other cities, obviously, the other cities have more resources, but our folks continue to do the work and amazingly the best. Especially last year, we had a lot of short staffing due to promotions, retirements, and everything, and they still accomplished an all-time high total.

In that same vein, we have already put out a Request for Proposal (RFP) for what's called the Standards of Cover; it's a kind of fancy term, but it's a Fire Service Evaluation Study. So, a professional firm comes in and does a whole review: Everything from where we have stations, where should we have stations, to our staffing, how do they compare elsewhere; what does our apparatus look like, fire trucks, what do we need, what don't we need, and really up and down. So, we're currently in the evaluation stage for that, we hope to select a firm or finalize that in early March and get it to Council to approve that firm.

What really led to that is we are no longer using Station 4, off of Jamaica and 95th, as a response station. So, in our department, we don't just like empty spaces where we're spending money and we may not need that; so, we're looking at what can we do

with that area, whether the Fire Department needs it at all, or does another City department? Or should we just let it go, like put it up for sale? But we need to do a good study on that, and that's what prompted us for this study.

The goal is to come to this commission with that in September, or it might be even more in November, just because it always sounds good when it's exactly six months, but we know how the real world works. So, we'll come to this commission for evaluation and then go to our Council presentation. So, we hope to have all that complete by the end of this year; so, it's exciting for us to really take a look under the hood and have an outside firm do a really comprehensive study.

Chair Kons said excellent, anything else? Chief Pritchard replied no, that's it.

11. COUNCIL COMMENTS

A. Council Agendas

Chair Kons said I will defer to Council Member Thiede.

Council Member Thiede said hi, guys. Just a comment; actually the Fire Station 4 would make a great brewery.

Chief Pritchard replied I would be for anything, as long as its used and promotes the community forward vs. holding us back on apparatus right now. So, I would support any great use of that available space.

Council Member Thiede said there would be quite a discussion over that, as Hohenstein's had their grand opening and so forth.

Chief Pritchard replied from what I understand, there's a lot of interest in that spot right there, but it won't be a gas station from what I've heard from some other footholds.

Council Member Thiede said, yeah, and I know there's a Kwik Trip right across the street.

Chief Pritchard said and I just want to emphasize that, I mean, we will obviously vocalize or verbalize when we need resources, but when we no longer need resources, we want to be just stewards; and this is an opportunity in which we said we're not using this as a response station. And, again, maybe Ryan can use this to put a couple snowplows or something like that, but we don't want to just have something to have it. So, it's part of our steward initiative as well.

Council Member Thiede said so, in terms of Council, you probably all know that David Clausen actually won the election, and beat Tony out of it there. And some of you may or may not know that David was on the Public Safety Department years ago, and then he retired in 2020; so, he's a good guy, and he lives right around the corner from me, and then Tony lives right around the corner, so, we have a friend over there. And then Monique, she had been appointed for Steve Dennis' term, which was on the same time schedule as mine; so, she had to actually run, then, to actually get elected for another three years to finish out that term. So, her and I are on the same time plan; and then David Clausen and Justin and Mayor Bailey got elected for the next four years, so that's the Council now.

Council Member Thiede said so Council, this past Saturday we spent all day in Strategic Planning, and had some really good discussions about different things that we should focus on; everybody made recommendations, looking at all the departments, their accomplishments and goals, and we provided direction and things like that. So, that was a good meeting.

You have the agendas of the previous meetings, and if there's anything in particular that you have a question about those, or have any other questions, I'd be happy to try to answer them.

Vice Chair Kath said I don't know if I missed it or not, they had the vote for the Christmas decorations; did that ever get finalized of which one we're going to use?

Director Burfeind replied so it did get finalized, there were a few comments that came up, we didn't have like an official comments section, but actually the two winners were the ones that match the current ones, they actually tied. However, we had a different style up that's really just lots brighter; in the day, you can't see them, but at night they're really bright. And our current ones do go all over, and so they do look like something during the day, but they're not that bright at night. So, we wanted to have additional reviews, so we actually put up two of our current ones on Jamaica, right next to those new ones, to kind of compare the difference in day and night. But the winners were the tree and the snowflake, so. Either way, we justified buying new ones, as ours are old and tired and due for replacement. It's just are we going to keep the thin style or the new style, and we'll decide before next year.

Chair Kons is there anything else? There was nothing further.

12. ADJOURNMENT

Vice Chair Kath made a motion to adjourn the meeting; Commissioner Jenny Olson seconded. Motion carried: 7-0. The meeting was adjourned at 8:36 p.m.

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

City Council Action Request

7.C.

Meeting Date	3/19/2025
Department	Community Development
Agenda Category	Action Item
Title	Approval of Rental Licenses
Staff Recommendation	Approve the issuance of rental licenses to the properties listed in the attached table.
Budget Implication	N/A

Attachments

1.	Rental License Approvals CC Memo
2.	Rental License Approvals Table

TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

FROM: Samantha Drewry, Code Enforcement Officer

DATE: March 13, 2025

RE: Rental License Approvals

Background/Discussion

Rental licenses are required for nonowner-occupied residential properties (City Code Title 9-13, Property Maintenance, and Title 9-14, Rental Licensing) and are issued on a biennial basis. The licensing process includes submittal of the rental license application, payment of $180, and public criminal history report. Rental inspections are conducted on all rental properties as part of the licensing process. Once all information has been submitted and the inspection satisfactorily completed, the Council must approve the license prior to it being issued.

The properties listed in the attached table have completed the licensing process and are ready to have their licenses issued following Council approval.

Recommendation

Approve the issuance of rental licenses to the properties in the attached table.

2025 RENTAL LICENSES
CITY COUNCIL APPROVAL - MARCH 19, 2025

RENTAL LICENSE NUMBER	PROPERTY STREET #	PROPERTY STREET NAME	PROPERTY OWNER
RENT-001463-	6713	Pine Crest Trail South	Feon Tan
RENT-001471-	7355	Jocelyn Place South	Vivek Bharti
RENT-001472-	8906	92nd Street South	Alvin Ang, AD Rental Properties
RENT-001473-	8902	92nd Street South	Alvin Ang, AD Rental Properties
RENT-001516-	8757	75th Street South	Charles Burch
RENT-001523-	6882	Meadow Grass Lane South	Jennifer Aue
RENT-001568-	6886	Jewel Avenue South	HPA JV Borrower 2019-1 ML LLC
RENT-001572-	8821	Jody Circle South	HPA II Borrower 2020-2 LLC
RENT-001590-	8796	Ironwood Avenue South	Michael Ragan
RENT-001607-	7667	Jensen Avenue South	Luke Van Horn
RENT-001636-	7624	East Point Douglas Road South	Nikki Beaumia, Executive Realty
RENT-001637-	7620	East Point Douglas Road South	Nikki Beaumia, Executive Realty
RENT-001666-	8204	Grange Boulevard South	Washington County CDA
RENT-001672-	8151	Homestead Avenue South	Washington County CDA
RENT-001681-	6751	Geneva Avenue South	James Price
RENT-001733-	8432	Henna Avenue South	Michael Krebsbach
RENT-001773-	8251	62nd Street South	Maureen McGarry, Total Real Estate Success
RENT-001807	6935	99th Street South	Jacob Adrick
RENT-002585	6768	Meadow Grass Lane South	Ephrem Weldemariam
RENT-002591	8084	71st Street South	James & Teri Hunter
RENT-002608-	8591	Hamlet Avenue South	Roger & Ann Kerr
RENT-002709	10703	Heron Avenue South	Sheilla Ntambo
RENT-002719	6591	91st Alcove South	Peter Adebisi
RENT-002720	6906	Meadow Grass Lane South	TC Short Term Rentals

MULTI-FAMILY:

Bluestem, 7601 79th Street South: 1 Building, 52 Units

The Groves, 7752 Hemingway Avenue South: 18 Buildings, 71 Units

City Council Action Request

7.D.

Meeting Date	3/19/2025
Department	Public Safety
Agenda Category	Action Item
Title	Minnesota Chiefs of Police Foundation Community Partnerships Grant Award
Staff Recommendation	Accept the Grant Award in the amount of $2,500 from the Minnesota Chiefs of Police Foundation Community Partnerships Grant Program.
Budget Implication	N/A
Attachments	1. Memo - MCPF Community partnership Grant Program

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Peter J Koerner, Director of Public Safety

Date: March 5, 2025

Subject: **MN CHIEFS OF POLICE FOUNDATION COMMUNITY PARTNERSHIPS AWARD**

INTRODUCTION

This year, we're excited to launch our very first Youth Academy. After the success and popularity of our adult Citizens Academy, our department decided to create a similar program tailored specifically for the youth in our community. The curriculum will feature hands-on activities, informative tours, and engaging educational topics, all designed to inspire and educate the youth in our community.

Sergeant Michael McCormick identified the Minnesota Chiefs of Police Foundation (MCPF) Community Partnerships Grant Program to fund the Youth Academy. Sergeant McCormick submitted the grant application.

The MCPF set up a community partnership grant program designed to assist police departments in building trust and fostering strong relationships within their communities. The hope is the grant will empower departments to make a meaningful impact and further strengthen the mutual respect and collaboration between our agency and those we serve.

The MCPF presented the Cottage Grove Police Department with a check in the amount of $2,500.00 to support the Youth Academy.

RECOMMENDATION

Accept the grant in the amount of $2,500.00 from the Minnesota Chiefs of Police Foundation Community Partnerships Grant Program.

City Council Action Request

7.E.

Meeting Date	3/19/2025
Department	Public Safety
Agenda Category	Action Item
Title	Public Safety Grants - Authorization to Apply
Staff Recommendation	Authorize the Public Safety Department – Police Division to apply for the COPS Hiring, Law Enforcement Mental Health & Wellness, Pathway to Policing, Intensive Comprehensive Peace Officer Education & Training, and the Driving While Impaired/Traffic Safety Officer grants in 2025.
Budget Implication	N/A
Attachments	1. Authorization to Apply for Public Safety Grants 03072025

To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter J Koerner, Director of Public Safety

Date: March 7, 2025

Subject: **AUTHORIZATION TO APPLY FOR PUBLIC SAFETY GRANTS**

INTRODUCTION

In 2024, the Public Safety Department – Police Division presented our 5-year strategic plan at a Council workshop. During the workshop, Council recommended that the department actively pursue grant opportunities. Within our plan, we aim to obtain grant funds to support our strategic goals.

While actively seeking grant opportunities, we found that we are eligible to apply for the following grants to support our strategic goals:

1. FY25 Department of Justice – Community Oriented Policing Services (COPS) Hiring Grant to fund (75% salary and benefits) additional officers for 3 years.
2. FY25 Department of Justice – Law Enforcement Mental Health & Wellness Act grant to fund our wellness program.
3. FY25 Minnesota Office of Justice Programs – Pathway to Policing Grant to fund the CSO Cadet program.
4. FY25 Minnesota Office of Justice – Intensive Comprehensive Peace Officer Education & Training (ICPOET) Grant to fund the CSO Cadet program.
5. FY25-26 Minnesota Department of Public Safety – Driving While Impaired/Traffic Safety Officer Grant to continue funding of DWI/TSO position.

Once the grants become open, there is generally a shorter application window. We are requesting authorization to explore and submit for the listed grants. Prior to any grant awards, we will ensure within budget constraints and Council would have final approval to accept awards.

RECOMMENDATION

Authorize the Public Safety Department – Police Division to apply for the COPS Hiring, Law Enforcement Mental Health & Wellness, Pathway to Policing, Intensive Comprehensive Peace Officer Education & Training, and the Driving While Impaired/Traffic Safety Officer grants in 2025.

City Council Action Request

7.F.

Meeting Date	3/19/2025
Department	Public Safety
Agenda Category	Action Item
Title	Intrastate Mutual Aid Cooperative Agreement
Staff Recommendation	1.) Adopt Resolution 2025-031, approving the City of Cottage Grove's participation in the Minnesota Incident Command System (MNICS) Organization/Incident Management Team. 2.) Approve the Intrastate Mutual Aid Cooperative Agreement between the Minnesota Department of Public Safety, Homeland Security and Emergency Management and the City of Cottage Grove.
Budget Implication	N/A

Attachments

1.	MNICS Cooperative Agreement Memo to Council
2.	Resolution Approving Cooperative Agreement MNICS 2025-031
3.	Interstate Mutual Aid Cooperative Agreement 2025

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Peter J Koerner, Director of Public Safety
Gwen Martin, Deputy Director of Public Safety

Date: March 11, 2025

Subject: **INTRASTATE MUTUAL AID COOPERATIVE AGREEMENT**

INTRODUCTION

Beginning in late 2008, several local jurisdictions signed a Joint Powers Agreement (JPA) establishing the Regional All-Hazards Incident Management Organization (IMO), which created a joint powers entity that could deploy an All-Hazards Incident Management Team (AHIMT) comprised of employees of the various participants in the JPA who could be deployed to support incident management activities both within and outside of the State of Minnesota. In 2019, management of the IMO was moved from the City of Bloomington to Anoka County, and MN-1 AHIMT was formed. With this change the JPA was terminated, and all MN-1 AHIMT members' jurisdictions entered into new Cooperative Agreements that restructured the IMO (Cottage Grove City Council Resolution 2021-084).

Starting in 2021 when Minnesota experienced an unprecedented number of wildfires, several MN-1 AHIMT members began serving and continue to serve on one of the three Minnesota Incident Command System (MNICS) Incident Management Teams (IMTs) that specifically get deployed to wildfires. This year, the Minnesota Department of Public Safety, Homeland Security & Emergency Management (HSEM), who pursuant to Minnesota Statutes, Sections 12.27 coordinates emergency management and intrastate mutual aid for the State of Minnesota, has agreed to assist with the response and recovery missions of the MNICS IMTs. They are therefore requesting that all MN-1 AHIMT members who serve on one of these teams enter into an annual Intrastate Mutual Aid Cooperative Agreement with HSEM.

This Cooperative Agreement outlines the terms and conditions for HSEM to provide staffing and support to the MNICS teams. HSEM has requested that all jurisdictions/organizations review and approve the Intrastate Mutual Aid Cooperative Agreement and provide them with the appropriate signature page from their elected and/or appointed bodies. Last year, the Cooperative Agreement was forwarded to our City Attorney, Kori Land, who was comfortable with approving the agreement as written and Council approved it (Cottage Grove City Council Resolution 2024-038).

The City of Cottage Grove has a great opportunity to continue participating in the MNICS Organization by offering much needed leadership, experience, and support to the MNICS IMT with team member Gwen Martin, who has been serving on a MNICS IMT since 2021.

RECOMMENDATIONS

1. Adopt Resolution 2025-031, approving the City of Cottage Grove's participation in the Minnesota Incident Command System (MNICS) Organization/Incident Management Team.
2. Approve the Intrastate Mutual Aid Cooperative Agreement between the Minnesota Department of Public Safety, Homeland Security and Emergency Management and the City of Cottage Grove.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025 - 031

A RESOLUTION APPROVING THE INTRASTATE MUTUAL AID COOPERATIVE AGREEMENT FOR THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY HOMELAND SECURITY AND EMERGENCY MANAGEMENT

WHEREAS, the Minnesota Department of Public Safety, Homeland Security & Emergency Management (HSEM), pursuant to Minnesota Statutes, Sections 12.27, coordinates emergency management and intrastate mutual aid for the State of Minnesota; and

WHEREAS, in case of disaster too great to be dealt with unassisted, a local political subdivision may dispatch resources, such as equipment and personnel, as considered necessary to combat that emergency or disaster outside the political subdivision; and

WHEREAS, HSEM has identified experienced and qualified public/private/special jurisdiction/tribal employees who are available to deploy and have agreed to assist with the response and recovery missions within the requesting jurisdiction(s), who have made official requests through the Duty Officer and/or State Emergency Operations Center (SEOC) and whose mission has been approved by the Authorized Representative or their designee; and

WHEREAS, the City of Cottage Grove's participation in the Minnesota Incident Command System (MNICS) Organization/Incident Management Team will benefit the City and other governmental units and agencies in the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that:

1. The City of Cottage Grove's participation in the Minnesota Incident Command System (MNICS) Organization/Incident Management Team is hereby approved.

2. The Intrastate Mutual Aid Cooperative Agreement for the Minnesota Department of Public Safety, Homeland Security & Emergency Management is hereby approved, and the signature page shall be executed by the Mayor and City Clerk and delivered to **eoc.staff.logistic@state.mn.us** as provided in the Cooperative Agreement.

Passed this _____ day of _____, 2025.

_____
Myron Bailey, Mayor

Attest:

_____
Tamara Anderson, City Clerk

INTRASTATE MUTUAL AID

COOPERATIVE AGREEMENT

THIS INTRASTATE MUTUAL AID COOPERATIVE AGREEMENT ("AGREEMENT") IS ENTERED INTO BY AND BETWEEN:

MN Department of Public Safety Homeland Security and Emergency Management 445 Minnesota Street, Suite 223 St. Paul, MN 55101-6223	**AND**	Jurisdiction/ Organization City of Cottage Grove Address: 12800 Ravine Pkwy S Cottage Grove, MN 55016
Contact Person: Kara Behr Phone: 612-352-8384 Email: eoc.staff.logistic@state.mn.us		Contact Person: Gwen Martin Phone: 651-458-6011 E-mail: gmartin@cottagegrovemn.gov

INTRODUCTION:

The Minnesota Department of Public Safety, Homeland Security & Emergency Management ("HSEM"), pursuant to Minnesota Statutes, Section 12.27, coordinates emergency management and intrastate mutual aid for the State of Minnesota. In case of a disaster too great to be dealt with unassisted, a local political subdivision may dispatch equipment and personnel as considered necessary to combat that emergency or disaster outside their political subdivision to a requesting jurisdiction or agency. The assistance from other organizations may be in the form of personnel and/or other resources.

- Intrastate mutual aid has been implemented to assist the requesting jurisdiction or agency Dept. of Public Safety, Homeland Security and Emergency Management,
- In response to MNICS IMT Staffing/Support (disaster/event).
- HSEM has identified experienced and qualified public/private/special jurisdiction/tribal employees who are available to deploy and have agreed to assist with the response and recovery missions within the requesting jurisdiction, who have made official requests through the Duty Officer and/or State Emergency Operations Center ("SEOC") and the mission has been approved by the Authorized Representative or their designee.
- Working conditions for responders may be sub-standard and/or primitive, with the need to provide assistance for extended hours during the week, weekends, and holidays. In some instances, responders must be prepared to be self-sustained for several days. For each jurisdiction/organization (City/County/NGO/SJ/Tribe) participating in the response effort, the

following intergovernmental agreement, non-governmental and tribal agreement must be executed.

- **The employees of the responding jurisdiction/organization that will be subject to this Agreement are listed in Attachment 1 (page 6). HSEM may not request or have authority over any City of Cottage Grove employee not listed in Attachment 1 or this Agreement.**

TERMS AND CONDITIONS:

Authority:

Pursuant to Minnesota Statutes, Sections 12.27, 12.33, 12.331, and 12.351 HSEM and the City of Cottage Grove (jurisdiction/organization) hereby establish this Agreement for utilization of personnel and/or resources under intrastate mutual aid for emergency or disaster relief assistance.

The City of Cottage Grove (jurisdiction/organization), in the state of Minnesota, has agreed to assist HSEM with requesting jurisdiction/agency identified above.

The official period of deployment will commence on 03/11/2025 and ending on, or before, 12/31/2025.

No extensions of time will be granted without the written approval of both parties.

Employee status:

During the period of deployment, employee(s) listed in Attachment 1, shall remain employees of the City of Cottage Grove (jurisdiction/organization), on detail as an employee(s) of their respective home jurisdiction/organization for purposes of intrastate mutual aid through HSEM. Employee(s) will continue to be paid by their home jurisdiction/organization and will continue to receive the same benefits from their home jurisdiction/organization; and will carry with them all workers compensation and employee. Benefits as if working at their home jurisdiction/organization. HSEM assumes no responsibility for the City of Cottage Grove (jurisdiction/organization) employee(s) other than the obligation to coordinate activities through Minnesota Statutes Chapter 12, and to process expense reports through the reimbursement process. The employer or its employee(s), in consultation with HSEM, shall make and incur costs for all necessary logistical arrangements, including airline, lodging, per diem expenses and other necessary miscellaneous expenses.

Liability:

Employee(s) listed under this Agreement are deemed to be employees of their home jurisdiction/organization for the purposes of workers compensation and death benefits pursuant to Minnesota Statutes, Chapter 12.27, subd. 3(b) and 12.331.

Employee(s) listed under this Agreement shall be considered agents of the requesting jurisdiction for tort liability and immunity purposes; and no local jurisdiction, non-governmental organization, special jurisdiction, tribal officers or employees, or state employee rendering aid in the requesting jurisdiction pursuant to this Agreement shall be liable on account of any act or omission, performed in good faith on the part of such forces, while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. For purposes of this Agreement, "good faith" does not include willful misconduct, gross negligence, or recklessness.

Logistics:

The employee(s) will coordinate through HSEM on reporting locations, shifts, hours worked, mission status/changes, purchases, injury/accidents, and personal accountability reports. Employee(s) will also provide HSEM with emergency contact information. HSEM will provide the jurisdiction/organization updates, deployment contact information, and accountability reports throughout the period of deployment.

Command and Control:

While deployed, employee(s) of the City of Cottage Grove (jurisdiction/organization) come under the operation control of the requesting jurisdiction but will remain under the command/control of their home jurisdiction/organization at all times. If, at any time the City of Cottage Grove (jurisdiction/organization) wishes to recall their resources, they shall notify HSEM to coordinate withdrawal of resources and return to their respective home jurisdiction/organization.

Equipment:

Limited resources may be available in the affected area. Assistance requests assume that personnel deployed under this agreement will provide the necessary equipment needed to perform the assigned task(s).

Reimbursement:

If a cost amount is provided to the requesting jurisdiction in an initial offer of assistance, then it is to be used as an estimate only. The final amount may be higher or lower depending on actual costs.

Within 30 days of the termination/demobilization of an individual deployment, the City of Cottage Grove (jurisdiction/organization) shall complete and submit to HSEM a Form R-2 (reimbursement), a copy of the resource order, and all supporting documentation.

All wage calculations shall start at zero hours at the beginning of the deployment.

Reimbursement shall be requested for actual costs incurred under this deployment including compensation (to include overtime pay), benefits, travel, lodging, and expenses, subject to any and all limitations applicable to the employee under the (jurisdiction/organization) existing contracts, policies, and unions, government vehicle and equipment cost(s), including any uninsured loss/damage, or expense incurred in the operation of the equipment.

HSEM shall be responsible for requesting reimbursement for eligible expenses from the requesting jurisdiction through the MNCIS Master Cooperative Agreement and MNCIS Financial Operating Plan. Upon receipt of the reimbursement from the requesting jurisdiction, HSEM will provide reimbursement to the jurisdiction/organization in a final amount for the authorized expenses claimed on the Form R-2, within 30-days of receiving the reimbursement from the requesting jurisdiction.

Release of information relating to operations:

All information, directly or indirectly, associated with this deployment is the property of the state of Minnesota and falls under the control of HSEM. Any person(s), directly or indirectly, involved in any

operation **cannot release** information, documents, or direct statements to the public or news media unless authorized. All information **SHALL** be vetted and approved for release by a designated HSEM Authorized Representative or Public Information Officer from the Minnesota Department of Public Safety.

ALTERATIONS AND AMENDMENTS:

This Agreement may only be amended by mutual agreement of the parties. Amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION:

Either party may termination this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the day and year last specified below. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

BY: _____
(Sign)

Name: Kevin Reed

Title: Deputy Director

Homeland Security and Emergency Management
(agency/division)

DATE: _____

BY: _____
(Sign)

Name: Myron A. Bailey

Title: Mayor

City of Cottage Grove
(Agency/City/County/NGO/SJ/Tribe)

DATE: _____

BY: _____
(Sign)

Name: Tamara Anderson

Title: City Clerk

City of Cottage Grove
(Agency/City/County/NGO/SJ/Tribe)

DATE: _____

ATTACHMENT 1 – Authorized Employees

	First Name	Last Name	Rank/Title
1	Gwen	Martin	Deputy Director of Public Safety
2			
3			
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City Council Action Request

7.G.

Meeting Date	3/19/2025
Department	Public Safety
Agenda Category	Action Item
Title	School Resource Officer Services Agreement
Staff Recommendation	Approve the School Resource Officer Services Agreement between the City of Cottage Grove and Independent School District No. 833.
Budget Implication	N/A

Attachments

1.	SRO Agreement with Independent School District No. 833
2.	Cottage Grove SRO Contract 3-10-25

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Peter J Koerner, Director of Public Safety

Date: March 11, 2025

Subject: **SCHOOL RESOURCE OFFICER SERVICES AGREEMENT**

INTRODUCTION

The Cottage Grove Police Department (CGPD) and independent School District No. 833 (District) have had a formal relationship for many years with the School Resource Officer (SRO) program. The program has many benefits for all parties involved, such as building valuable relationships between the police and school staff, building lasting relationships between police and students, and allowing both police and the schools to access resources and skill sets from each other. And, of course, the SRO program helps increase the safety and security for our children in the schools.

DISCUSSION

The SRO program has been in place since 1999 when Cottage Grove Middle School opened. It was originally funded through a federal grant to improve student safety in our communities' schools. The initial grant has ended long ago, and the SRO costs were shared between the city and the district.

In late 2023, legislative changes were put into the Education Bill that posed numerous issues and concerns for the law enforcement community. The new law impacting SROs continued to be at the forefront of our daily meetings and discussions as we continued to work through these new law changes. The MN Chiefs of Police worked with the MN Attorney General and the League of Minnesota Cities on guidance. While the laws were being interpreted, we continued our commitment to the SRO program.

In the fall of 2024, representatives from Woodbury Public Safety, Cottage Grove Public Safety and South Washington County Schools (District) met to discuss updating the current agreement for School Resource Officers. Representatives included Assistant Superintendent Kristine Schaefer, Security and Emergency Preparedness Napoleon Genereux, Woodbury Commander Tom Erenberg, and Cottage Grove Deputy Director Greg Rinzel. The group discussed the new statutory requirements, training, duties, and compensation. After meeting, the group sent the identified items to City Attorney Kori Land to negotiate and draft a new agreement.

City Attorney Kori Land worked with Woodbury's Attorney Kevin Sandstrom to draft the agreement and work with the School District's attorney Mick Waldspurger.

The agreement has been agreed upon by all parties involved. The new agreement does the following:

- Terminates the old agreement and replaces it with this one.
- Term will begin upon execution by the last party to sign and termination will be June 30, 2026. It automatically renews for one-year periods unless terminated.
- The District will pay the City seventy-five percent (75%) of the total annual compensation that the City pays to a licensed peace officer who is assigned to perform SRO services during the school year. “Total compensation” includes the fully burdened rate of salary and benefits.
- Clarifies the payment section by separating the officer’s compensation from the portion of the equipment that they have now agreed to pay.
- Modifies the duties to include the new requirements of state law.
- Ensures specific SRO training that complies with Minnesota Statutes section 626.8482.

By continuing the SRO program, the department and school district desire to maintain a cooperative and coordinated approach, building positive relationships with students, deterring criminal activity, and addressing criminal activity on school property and at District sponsored events and activities.

RECOMMENDATION
Approve the School Resource Officer Services Agreement between the City of Cottage Grove and Independent School District No. 833.

SCHOOL RESOURCE OFFICER SERVICES AGREEMENT:
CITY OF COTTAGE GROVE

This School Resource Officer Services Agreement ("Agreement") is entered into by and between the City of Cottage Grove ("City"), a municipal corporation, and Independent School District No. 833 ("District"), a political subdivision of the State of Minnesota.

WHEREAS, the City and the District entered into a School Resource Officer Services Agreement on August 26, 2021, which does not terminate until December 31, 2025 ("2021 Agreement"); and

WHEREAS, certain changes in Minnesota Statutes section 626.8482 require additional services that must be provided by school resources officers, necessitating modifications to the 2021 Agreement; and

WHEREAS, the parties mutually agree to certain other modifications and to terminate the 2021 Agreement and enter into a new agreement; and

WHEREAS, the District and the City desire to maintain a cooperative and coordinated approach building positive relationships with students, deterring criminal activity, and addressing criminal activity on school property and at District sponsored events and activities; and

WHEREAS, Minnesota Statutes sections 126C.44, subdivision 4(a)(1) and 626.8482 authorizes the District to contract with the City to have licensed peace officers provide police liaison services in the District's schools; and

WHEREAS, Minnesota Statutes section 126C.44 further authorizes the District to levy for an appropriate portion of the costs the City incurs in paying wages, providing benefits, and providing transportation for peace officers who are assigned to perform police liaison officer duties in the District;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the District and the City agree as follows:

1. **Duration and Termination of Agreement.** This Agreement will take effect upon the last date the Agreement is executed by both parties and will remain in effect until June 30, 2026, unless either party terminates the Agreement earlier. This Agreement shall automatically renew thereafter on an annual basis until one or both parties terminates the Agreement. Either party may terminate this Agreement for any reason by providing written notice to the other party at least sixty calendar days before the effective date of termination.

2. **Definitions.** The following definitions apply to this Agreement:

    a. "**Exigent Circumstances"** mean circumstances under which the courts permit police officers to execute a warrantless search or seizure; circumstances under which a reasonable police officer would have reasonable suspicion that a person

presents an immediate and substantial risk of harm to self or others; circumstances under which urgent action is reasonably necessary in order to prevent the destruction of evidence of a crime; and circumstances in which a police officer is in hot pursuit of a suspect who is believed to have committed or to have attempted to commit a crime and is in the process of fleeing.

b. **"School Resource Officer"** or **"SRO"** means a licensed peace officer who is employed by the City and is assigned to provide SRO Duties pursuant to this Agreement and as set forth in Minnesota Statutes section 626.8482. The District and the City may further set forth additional policies or procedures for the SRO's performance in a separate policy manual, but to the extent of any conflicting terms, then this Agreement and the provisions of Minnesota Statutes section 626.8482 shall control and supersede any other policies or procedures.

c. **"School Day"** means a day on which school is in session and general student attendance is required, including any make-up days that are scheduled because school was canceled for any reason. School Days are identified on the District calendar, which is published on the District's website. Days on which students attend summer school are not School Days. For purposes of this Agreement, the "school day" begins at 8:00 a.m. and ends at 4:00 p.m. The SRO is generally expected to be performing SRO Duties when students are typically present.

d. **"School Property"** means: (1) any property owned, leased, or controlled by the District where an elementary school, middle school, secondary school, secondary vocational center, alternative learning program, or other school providing educational services is located or used for educational purposes, or where extracurricular or co-curricular activities are regularly provided; (2) the public areas surrounding School Property as described in the first clause of this paragraph to a distance of 300 feet or one city block, whichever distance is greater, beyond the School Property; and (3) the area within a school bus or other school vehicle when the bus or vehicle is being used to transport one or more elementary or secondary school students.

3. **Assignment of SRO.** The City will assign one full-time licensed peace officer to Park High School to perform SRO Duties forty hours each week during the school year, as designed by the school calendar, with the majority of the services being provided during the "School Day," as defined in this Agreement. To foster the building of positive relationships between the SRO and students, the City must use its best efforts to ensure that the same licensed peace officer regularly provides SRO services.

a. **Absences.** The SRO shall be entitled to utilize their regular city-issued PTO/vacation time during School Days each year in conformance with City policies for use of PTO/vacation. Unless an absence is caused by an emergency, the SRO will provide reasonable notice to the Principal or Principal's designee if the SRO will be absent from the District. The City will make reasonable attempts to schedule activities to minimize the SRO's absences from the School Property during a

School Day. The City reserves the right to remove an SRO from performance of SRO duties in the event of an emergency or extenuating circumstances that necessitate the SRO to perform other police activities for the City outside of School Property. If an SRO is absent from performing SRO Duties as a result of the city's other extenuating law enforcement needs, and the SRO is unable to provide 40 hours of services during a given week of School Days, then the payments owed from District to City will be adjusted accordingly on a pro rata basis to account for the missed SRO services.

b. **Extended Absences.** If an SRO is absent for more than two consecutive school days, the City will undertake reasonable efforts to assign another licensed peace officer to serve as a temporary replacement and perform the regular SRO's duties during any additional absences.

c. **Objections to Personnel.** The City will undertake reasonable efforts to assign SROs who are acceptable to the District. The District's Superintendent will notify the City's Public Safety Director in writing and with specificity of any concerns related to the SRO's performance of SRO Duties. Any request for reassignment of a peace officer who is working as an SRO must be made to the Public Safety Director. The City will have fifteen calendar days to demonstrate to the District's satisfaction that the concern has been addressed. If the concern has been objectively verified and has not been addressed to the District's satisfaction after fifteen calendar days, the City will assign a different licensed peace officer to serve as the regular SRO under this Agreement.

4. **Payment for SRO Services.**

a. The District will pay the City seventy-five percent (75%) of the total annual compensation that the City pays to a licensed peace officer who is assigned to perform SRO services during the school year. "Total compensation" includes the fully burdened rate of salary and benefits. The City will annually adjust the amount of "total compensation" to include changes to wages and benefits. On or before December 31 of each year, the City will notify the District of the amount of any increase in total compensation. In January of each year covered by this Agreement, the City will bill the District for the pro rata share of the SRO services provided during the prior fall semester from August to December of the previous year. In June of each year covered by this Agreement, the City will bill the District for the pro rata share of the SRO services that were provided during the spring semester from January to June of that year, unless the District has already paid for those services, in which case the invoice will be for the amount of the unpaid services. Within thirty calendar days after receipt of an invoice from the City for the compensation, the District will pay the City for the amount stated on the invoice, unless the District disputes the amount. If the District disputes the amount of an invoice, the District will pay the undisputed amount within the thirty calendar days.

b. The District shall pay one hundred percent (100%) of the cost of items outlined in Section 5 herein, and District shall either directly pay such costs or reimburse the City for such costs if incurred by the City.

5. **Responsibilities of the District.** The District will provide the following for the SRO:

a. Access to a secure office including a desk, chairs, filing space;

b. Access to a computer terminal or internet connection which may be wired or wireless;

c. Incidental office supplies;

d. Occasional access to conference and/or meeting space;

e. Equipment, and Training. The District shall provide an additional annualized payment to the City in the amount of $2,250 toward the cost of equipment and training for the SRO. Half of this payment shall be added to the January invoice and half of this payment shall be added to the June invoice, as outlined in Section 3.a. This annualized payment shall be increased by 3% each year of this Agreement.

f. Designated parking space.

6. **Responsibilities of the City.** The City will provide the following:

a. A sworn police officer employed by the City for up to 40 hours a week (excluding City holidays) starting up to two weeks before the first day of school each year until one week after the last day of the school year;

b. Computer, monitor and other peripheral technology items necessary;

c. A vehicle and all necessary law enforcement equipment, electronic devices, and materials specific to police operations;

d. General Police training for the SRO position, in accordance with the City's training policies;

e. Specific SRO training that complies with Minnesota Statutes section 626.8482, including but not limited to:

1) Fostering a positive school climate through relationship building and open communication;
2) Protecting students, staff and visitors to School Property or at a school-sponsored event or activity from criminal activity;
3) Serving as a liaison between law enforcement and school officials;
4) Providing advice on safety drills;

5) Identifying vulnerabilities in school facilities and safety procedures;
6) Educating and advising students and staff on law enforcement topics;
7) Enforcing criminal laws;
8) Other duties requested by the District.

f. Squad car and/or vehicle as needed.

7. Duties of SRO. **Liability and Indemnification.** Each party is solely responsible for any and all acts and omissions of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, each party agrees to indemnify the other party from any and all damages, liability, judgments, claims, expenses, attorney fees, and costs resulting from any act or omission of any of its officers, employees, officials, agents, or representatives. Each party's liability, if any, is limited under Minnesota Statutes Chapter 466, and nothing stated in this Agreement may be deemed to constitute a waiver of those limits.

8. **Execution of Arrest Warrants.** When executing an arrest warrant for a student on School Property, the SRO must make reasonable efforts to protect other students and staff members who are present and to avoid undue disruption of school operations if possible. This paragraph is not intended to prevent an SRO from taking immediate action to arrest a student who is engaged in criminal activity, fleeing, or who presents an imminent and substantial risk of harm to self, others, or property.

9. **Notices.** The District must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the City's Public Safety Director, at the City's official address. The City must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the District's Superintendent at 7362 East Point Douglas Road South, Cottage Grove, MN 55016. Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that it is delivered by mail is effective upon mailing. Notice that is delivered by email is effective upon transmission.

10. **Data Practices.** All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act ("MGDPA"). Data collected by an SRO are classified in accordance with the MGDPA. Educational data that are maintained by the District are protected under the MGDPA and the Family Educational Rights Privacy Act ("FERPA"), including its implementing regulations at 34 C.F.R. part 99. The parties acknowledge that unless the District is reporting a suspected crime or another statutory exception applies, the District may not disclose private educational data to the SRO without the written consent of the student's parent or guardian (or the written consent of the student if the student is eighteen years of age or older); a lawfully issued subpoena; or a court order. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.

11. **Background Checks.** The City must request, or must have previously obtained, a criminal history background check from the Bureau of Criminal Apprehension on the SROs assigned pursuant to this Agreement. The background check must be completed before the peace officer provides any service pursuant to this Agreement. A criminal history background check performed at the time the SRO originally commenced employment with the City shall satisfy this requirement.

12. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party. Each party is considered to be an independent contractor relative to the other party.

13. **City's Authority.** Although the SRO is anticipated to work collaboratively with the District's Superintendent, Principals, and their designees, the SRO will be supervised by the City and, more specifically, the Public Safety Director. The Public Safety Director is responsible for determining the SRO's work assignment and ensuring compliance with the Police Department's directives.

14. **SRO Employment Status.** At all times and for all purposes, the City is and will remain the exclusive employer of the SROs who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, educational service provider, or representative of the District, and no SRO may make any representation to the contrary. The City maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.

15. **Prohibited Actions.** An SRO may not formally interview a student on School Property about criminal activity or potential criminal activity unless: (a) the officer is conducting a maltreatment of minor investigation; (b) the crime has occurred, is alleged to have occurred, may have occurred, is occurring, or is reasonably expected to occur in the near future on School Property or at a school sponsored event or activity; (c) the officer has obtained prior permission from the building principal, from the student's parent or guardian, or from the student, if the student is eighteen (18) years of age or older; or (d) Exigent Circumstances exist. In addition, the SRO will not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential criminal activity. The SRO may not give a statement or participate in any interviews with news media regarding incidents that occur on District property.

16. **No Unlawful Discrimination.** The District and the City each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, religion, age, sex, disability, marital status, sexual orientation, gender identity, HIV status, public

assistance status, creed, or national origin. In addition, the District and the City each specifically agree not to discriminate unlawfully against any student in any program, service, activity, or decision based on race, color, religion, age, sex, disability, marital status, sexual orientation, gender identity, HIV status, public assistance status, creed, or national origin.

17. **Parties in Interest.** This Agreement is for the sole benefit of the City and District and no third party is intended to be a beneficiary of or have the right to enforce this Agreement.

18. **Waiver and Enforcement.** The failure to insist on compliance with any term, promise, or condition contained in this Agreement must not be deemed to be a waiver of that term, promise, or condition, nor will any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed to be a waiver or relinquishment of any right or power at any other time.

19. **Equal Drafting.** In the event that either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the Parties. Both parties have had the opportunity for administrative and legal review of this Agreement.

20. **Dispute Resolution**. In the event of any dispute arising under this Agreement, the parties shall first engage in good faith discussions and negotiations to resolve the dispute. Upon request of either party, the parties shall retain a mediator and engage in mediation to attempt to resolve the dispute. In the event that the dispute cannot be resolved by the parties, then the matter shall be subject to court action and jurisdiction in the state District Court of Washington County, Minnesota. In any dispute arising under this Agreement, the prevailing party will be entitled to an award against the non-prevailing party of all costs, disbursements, and reasonable attorneys' fees incurred in any action for damages, specific performance, or equitable relief.

21. **Choice of Law, Forum, and Severability.** This Agreement shall be governed by the laws of the State of Minnesota. This Agreement is intended to comply with all requirements upon SROs within Minn. Stat. Chapter 121A and related laws as amended, and to the extent any inconsistency exists, the statutory requirements shall apply. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.

22. **Entire Agreement, Changes, and Copies.** This Agreement reflects the entire agreement between the District and the City regarding SRO Duties and Additional Services. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements, or representations that are not stated in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by both parties. A copy of this Agreement has the same legal effect as the original.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signature. By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of the Agreement.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By:_____
Tamara Anderson, City Clerk

Date:_____

INDEPENDENT SCHOOL DISTRICT NO. 833

By:_____
Katie Schwartz, School Board Chair

By:_____
Melinda Dols, School Board Clerk

Date:_____

City Council Action Request

7.H.

Meeting Date	3/19/2025
Department	Administration
Agenda Category	Action Item
Title	Crisis Communication Plan
Staff Recommendation	Approve the Eckberg Lammers crisis communications proposal for $26,000, contingent upon an agreed-upon professional services agreement between Eckberg Lammers and the City of Cottage Grove.
Budget Implication	$11,000 from the community and employee program fund and $15,000 from the contingency fund.

Attachments

1.	3-19-25_Eckberg Lammers memo
2.	Eckberg Lammers Crisis Communications Proposal

To:	Honorable Mayor and City Council Jennifer Levitt, City Administrator
From:	Phil Jents, Communications Manager Gwen Martin, Deputy Director of Public Safety / Police Captain
Date:	March 19, 2025
Subject:	Crisis Communications Plan

Introduction

Considering the ever-evolving landscape of public communication and the importance of maintaining public trust during emergencies, and that developing a crisis communications plan is an identified priority in the City's strategic plan, the City of Cottage Grove recommends contracting with Eckberg Lammers to develop a comprehensive crisis communications plan.

Objective

The primary goal of this plan is to ensure the city has a clear, proactive strategy for managing communication during crises — whether they stem from natural disasters, public safety incidents, or reputational risks. A well-structured plan will empower city leadership to deliver timely, accurate, and transparent information to residents, businesses, and media outlets.

Why Eckberg Lammers

Eckberg Lammers has a strong reputation for providing legal and strategic counsel to municipalities. Their expertise in public sector crisis management will be invaluable in helping the city:

- Identify potential crisis scenarios specific to Cottage Grove.
- Establish communication protocols, including designated spokespersons and media response strategies.
- Develop pre-approved messaging templates for various situations.
- Ensure compliance with legal requirements surrounding public information dissemination.
- Conduct training sessions and simulations for city staff.

Next Steps

1. **Risk Assessment**: Conducting a thorough risk assessment to identify potential threats and evaluate their impact on the organization's ability to maintain trust with stakeholders.

2. **Policy and Procedure**: Ensuring that proper policies and procedures are in place to help guide stakeholders during a crisis and provide clear responsibilities and expectations for each organization.
3. **Primary Response Team**: Establishing a dedicated primary response team is needed immediately after a crisis.
4. **Crisis Response Team**: Establishing a dedicated crisis response team comprising key personnel from various departments to ensure a coordinated and efficient response.
5. **Communication Strategy**: Developing a clear communication plan to manage information flow and maintain stakeholder confidence during a crisis. This includes the strategic dissemination of information to the public as needed.
6. **Training and Tabletop Exercises**: Regular training sessions and tabletop exercises to ensure that all stakeholders are familiar with the crisis management plan and can execute it effectively.
7. **Evaluation and Improvement**: Continuously evaluating the crisis management plan and updating it based on lessons learned from past incidents and evolving risks.

Conclusion

In today's dynamic and interconnected environment, government agencies and businesses face a myriad of potential crises that could disrupt operations and impact reputation, financial stability, and community/stakeholder trust. These crises can range from natural disasters and technological failures to public relations, critical incidents involving law enforcement, immigration enforcement challenges and regulatory/legal changes. To effectively navigate such uncertainties, it is essential for organizations to develop a comprehensive crisis management plan that focuses on communications. With the complexities of a crisis itself, coupled with the changing legal landscape, both federally and in Minnesota, it is imperative that stakeholders manage and develop a crisis plan and follow through with precision. In a media-driven environment, amplified by the dominance of social media, having a strategic crisis communications plan allows organizations to build the right team of subject-matter experts and communications professionals who can help an organization create communications procedures, decrease liability, foster a better relationship with the communities and customers they serve.

Budget Impact

$11,000 from the community and employee program fund and $15,000 from the council contingency fund.

Staff Recommendation

Staff recommends the approval of the Eckberg Lammers crisis communications proposal in the amount of $26,000 pending an agreed upon professional services agreement between Eckberg Lammers and the City of Cottage Grove.

ECKBERG LAMMERS
ATTORNEYS AT LAW

CRISIS COMMUNICATION PLAN AND MANAGEMENT PROPOSAL

City of Cottage Grove, MN
February 18, 2025

SUBMITTED BY:

Eckberg Lammers, P.C.

Steve Linders
Crisis Communications Strategist
slinders@eckberglammers.com

Imran Ali
Shareholder, Attorney
iali@eckberglammers.com

www.eckberglammers.com

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Introduction

In today's dynamic and interconnected environment, government agencies and businesses face a myriad of potential crises that could disrupt operations and impact reputation, financial stability, and community/stakeholder trust. These crises can range from natural disasters and technological failures to public relations, critical incidents involving law enforcement, immigration enforcement challenges and regulatory/legal changes. To effectively navigate such uncertainties, it is essential for organizations to develop a comprehensive crisis management plan that focuses on communications. With the complexities of a crisis itself, coupled with the changing legal landscape, both federally and in Minnesota, it is imperative that stakeholders manage and develop a crisis plan and follow through with precision. In a media driven environment, amplified by the dominance of social media, having a strategic crisis communications plan allows organizations to build the right team of subject-matter experts and communications professionals who can help an organization create communications procedures, decrease liability, foster a better relationship with the communities and customers they serve.

Executive Summary

Eckberg Lammers was established in 1949. Since its founding, the firm has served as civil, prosecution, employment, business/corporation and special counsel for many municipalities throughout Minnesota and western Wisconsin. The firm's attorneys and staff value the relationships made with businesses in our communities, police departments, staff, elected officials, and residents in the municipalities the firm serves.

Eckberg Lammers 'focus has always been on partnering with our business and municipal clients by providing unparalleled service, coupled with a focus on training and education at all levels of municipal government and corporate structures. Each crisis management plan and consultation include both practical and legal considerations. They are customized based upon individual needs. Our training courses are tailored to provide participants with the appropriate tools for decision-making when a crisis presents itself.

There are many benefits of a crisis communications and management plan. Our team at Eckberg Lammers will identify and provide the following, through our consultation, training and creation of a crisis communication plan:

- *Risk Identification and Mitigation*: A crisis communications and management plan will strengthen the organization's ability to systematically identify potential risks and vulnerabilities, especially those with communications implications. By identifying and understanding these risks, the organization can implement measures to mitigate them, reducing the likelihood of the crises occurring.
- *Preparedness and Response*: Having a crisis communications and management plan helps ensure that the organization is prepared for various scenarios that have

the potential to harm its reputation. It identifies members of the crisis communications team and provides clear guidelines and protocols for responding to crises, ensuring that all team members understand their roles and responsibilities.

- *Communication and Coordination*: Effective communication is crucial during a crisis. A well-structured plan includes communication strategies to ensure timely and accurate information dissemination both internally and externally. This helps maintain transparency and trust with stakeholders.
- *Business Continuity*: A crisis communications and management plan supports business continuity by outlining communications procedures to ensure stakeholders have timely information and help maintain essential functions during disruptions. This minimizes operational downtime and helps the organization recover more quickly from crises.
- *Reputation Management*: By effectively managing crises, the organization can protect its reputation. A proactive approach demonstrates responsibility and commitment to stakeholders, enhancing credibility and trust.

Scope of Work

Relying on our 200 years of collective experience, our team will create and help implement a crisis communication plan for the City of Cottage Grove. This plan will ensure that the city can manage and deliver for their roughly 42,000 residents should a crisis arise. Our team has developed a *Seven Point Strategy* as follows:

1. **Risk Assessment**: Conducting a thorough risk assessment to identify potential threats and evaluate their impact on the organization's ability to maintain trust with stakeholders.
2. **Policy and Procedure**: Ensuring that proper policies and procedures are in place to help guide stakeholders during a crisis and provide clear responsibilities and expectations for each organization.
3. **Primary Response Team**: Establishing a dedicated primary response team is needed immediately after a crisis.
4. **Crisis Response Team**: Establishing a dedicated crisis response team comprising key personnel from various departments to ensure a coordinated and efficient response.
5. **Communication Strategy**: Developing a clear communication plan to manage information flow and maintain stakeholder confidence during a crisis. This includes the strategic dissemination of information to the public as needed.
6. **Training** and Tabletop Exercises: Regular training sessions and tabletop exercises to ensure that all stakeholders are familiar with the crisis management plan and can execute it effectively.
7. **Evaluation and Improvement**: Continuously evaluating the crisis management plan and updating it based on lessons learned from past incidents and evolving risks.

Eckberg Lammers will develop a comprehensive crisis communications plan for the City of Cottage Grove, ensuring the city is well-prepared to communicate effectively before, during, and after a crisis. The scope of work includes the following key tasks:

Assessment & Research

- Conduct a review of existing crisis communications policies, protocols, activities, and resources
- Identify potential crisis scenarios relevant to the City of Cottage Grove
- Interview key stakeholders to understand current capabilities and needs

Plan Development

- Draft a structured, practical crisis communications plan aligned with industry best practices
- Define roles, responsibilities, and decision-making processes for city leadership and staff
- Develop protocols for internal and external communications, including coordination with media, emergency responders, and stakeholders
- Create adaptable message templates for various crisis scenarios

Media & Public Relations Strategy

- Develop a proactive and reactive media response plan
- Establish guidelines for social media communication and public messaging during crises
- Provide recommendations for managing misinformation and controlling the narrative

Training & Implementation Support

- Conduct training sessions for city staff, leadership, and designated crisis communications personnel
- Facilitate scenario-based crisis communications exercises to test the plan's effectiveness
- Provide recommendations for maintaining and updating the plan over time.

Final Deliverables

- A finalized **Crisis Communications Plan** tailored to the City of Cottage Grove
- A training guide or toolkit for crisis communications preparedness
- A schedule for periodic plan reviews and updates

Proposal Costs

Each city, county and business are different and each faces different challenges that should arise. Our team at Eckberg Lammers is ready to customize each service we provide.

Cost of Core Services—Individual

Crisis Communications Plan – Our team, with the assistance of our attorney's, will draft and prepare a crisis communication plan which will include assessment/research, plan development, media and public relations strategy, training, and implantation support. The plan will be truly customized for each client, ensuring the plan can be used successfully immediately and well into the future with regular maintenance and training. Costs for the communication plan are based on the initial consultation and scope of crisis plan.
(Cost - $15,000-50,000)

Crisis Communications Training- In this 4-hour training, facilitators from our team will provide an in-depth overview of crisis communications theory and best practices, share real-world examples, and offer opportunities to practice developing key messages, writing on deadline, and conducting high-stakes media interviews and/or press conferences.
(Cost – $5000.00)

Spokesperson Communication Media Training- In this 8-hour training, facilitators from our team will prepare your leaders and spokespeople for media interviews and interactions. The session focuses on media literacy, interview techniques, managing difficult reporters, and mock interviews and news conferences.
(Cost: $9,000.00)

Standard Tabletop Exercise – In this 2-hour training, our team of facilitators will walk your Primary Response Team through a real-world scenario designed to get your team comfortable working together on a crisis communications challenge. The exercise takes place in a low stress, no-fault environment. As the scenario progresses, you'll have opportunities to talk about how you'd handle various situations, who would assume which roles, and what resources you need to ensure you're able to communicate clear, meaningful messages in a timely manner.
(Cost: $5000.00)

Intermediate Tabletop Exercise- In this 4-hour workshop, our team of facilitators presents your team with a scenario that culminates in a high-stakes news conference. As the scenario builds, your team will develop key messages, write a news release, and prepare for a moment when the media spotlight is on your organization. The exercise still takes place in a no-fault environment, but the stress level is amplified a bit.
(Cost: $7,500.00)

Advanced Tabletop Exercise- In this 8-hour workshop our team of facilitators with work with your team's ability to quickly gather and understand information, make informed decisions, and write on deadline will be put to the test in this fast-paced exercise. The scenario moves more quickly, requiring your team to manage several crisis communications challenges at once while preparing for either a high-stakes news conference or three one-on-one interviews.
(Cost: $10,000.00)

On-Call Service – Since every crisis is unique, our team provide 24/7 technical assistance onsite. This could include telephonic consultations, onsite consultation, press conference organization, media relations, and speech writing. As your team prepares, we will provide the guidance and information needed. Our team, at your direction will work with your crisis response team to ensure any deliverables are met.
(Cost: $500.00 blended hourly rate or $8,000.00 annual retainer for up to 20 hours of service)

Based on our experience in the creation, implementation and training regarding crisis communication plans, our team has created the following three tiers of bundled services at a discounted price.

Tier 1	Tier 2	Tier 3
Crisis Communication Plan	Crisis Communication Plan	Crisis Communication Plan
Crisis Communication Training	Crisis Communication Training	Crisis Communication Training
Standard Tabletop	Communication Media Spokesperson Training	Communication Media Training
	Intermediate Tabletop	Advanced Tabletop
		On-Call Service (20 hours)

Tier 1 Pricing: $19,000.00 (Value $25,000.00)
Tier 2 Pricing: $26,000.00 (Value $36,500.00)
Tier 3 Pricing $35,000.00 (Value $51,000.00)

Qualifications and Experience

Steve Linders—Communication Specialist

Steve is a strategic communications consultant who specializes in media relations, crisis communications, and public relations. Over the past 25 years, he's dedicated his career to helping many of Minnesota's most venerable public organizations tell their stories, protect their reputation, and build trust with the communities they serve.

Steve began his public relations career in book publishing but quickly pivoted himself to public service. Since then, he's led public relations, crisis communications, and marketing-communications for the University of Minnesota, Saint Paul Public Schools, Allina Health, Mitchell-Hamline School of Law, and the Saint Paul Police Department.

With a deep appreciation for those who dedicate their lives to the service of others, Steve has helped these organizations share their success stories, build community consensus and support, and navigate crises large and small.

Thanks to a combination of extraordinary mentors and organizations that trusted him with their reputations, Steve has developed a wealth of hard-earned, practical wisdom that he shares with other public information officers. He currently works with the Minnesota Bureau of Criminal Apprehension to train chief law enforcement officers and public information officers and has provided training for the Minnesota County Attorneys Association, the Council of Great City Schools, the League of Minnesota Cities, the City of St. Paul's Professional Development Institute and several business clients all over Minnesota.

Imran Ali—Attorney – Director of Training and Consulting

Imran is a shareholder with Eckberg Lammers and the Executive Director of Training, Consulting, and Investigation Services (LETAC). As a career long trial lawyer, he focuses his practice on Complex Litigation, Prosecution and Law Enforcement Training. Imran also serves as the General Counsel for the Minnesota Police and Peace Officers Association, Senior Advisor for the Minnesota Chiefs of Police Association, Communication Specialist for the Minnesota Sheriffs 'Association and Senior Advisor for the Indiana Sheriffs 'Association.

Imran has been a trial attorney for the past 20 years. His extensive experience is recognized both in the courtroom and the community. Working extensively with victims of crime has provided Imran with the passion needed to succeed in the courtroom. He has handled some of the most complex cases, including homicide, sexual assault, and human trafficking.

Imran has spent much of his career engaging those employed within the criminal justice profession. From training new judges in the State of Minnesota at the University of Minnesota law school, to teaching law students at the Mitchell Hamline Law School, Imran

enjoys engaging individuals as they chart their career path. Through this he has had the opportunity to train thousands of law enforcement professionals and prosecutors all over the country. As the Executive Director of LETAC, his team empowers participants in serving their communities with honor and integrity while being equipped with the appropriate tools in decision making.

Imran is nationally and locally recognized for his work, receiving the Minnesota Attorney of the Year in both 2016 and 2020. He has also received other accolades within the state and area communities.

Andy LeFevour—Attorney – Director of Risk Mitigation and Government Services

Andy is a shareholder attorney at Eckberg Lammers. He is dedicated to public service and engaging law enforcement to better communities through legal consultation, education, and facilitation of ensured legal standards. He is General Counsel for the Minnesota Chiefs of Police Association

Andy has spent most of his career working for the Hennepin County Attorney's Office. Most recently, he served as the Chief Deputy County Attorney overseeing and managing the daily operations of the criminal division, all while navigating difficult periods of unrest and management.

With over 33 years of criminal law experience prosecuting violent offenders, drug crime, homicide, environmental law, and mental health – Andy is a highly accomplished lawyer who has managed and prosecuted thousands of criminal cases, bringing an excess of 100 cases through trial. He has managed complex litigation, jury trials, 4th and 5th amendment litigation, as well as sentencing and post-conviction. His extensive experience led him to the implementation of organizational policies and procedures within the Hennepin County Attorney's Office that have been adopted by other local jurisdictions and recognized nationally as standard models, such as:

- 3rd Precinct Community Prosecution Initiative: Combat Chronic Offenders and Livability Crimes, recognized as a national model by the National Association of Counties (NACO)
- Community Prosecution Initiative to Minneapolis and Hennepin County, recognized by the U.S. Department of Justice as a National Leadership Site
- Public Nuisance Enforcement Model, recognized as a national model by the National Association of Counties

During his career, Andy developed educational programs and training focusing on community, policymaking, enforcement, and investigation. Training at both a local and national level, Andy provides law enforcement agencies with Crisis Management Solutions, Internal Investigations, Administrative Compliance, Diversity and Inclusion, and Special Prosecutor Services. Andy is also a Certified Teacher for the Federal Law Enforcement Training Center (FLETC), which provides training for all federal law enforcement agents in the United States.

Lida Bannink—Attorney – Labor and Employment Law

Lida is a shareholder with Eckberg Lammers and the lead attorney in our Labor & Employment as well as a litigator in our business and individual law groups. She places

a special emphasis on counseling employers, both businesses and municipalities, on how to manage the complex web of laws and regulations to support their entities ' human resource needs. When called upon to litigate, she is a strong advocate in the courtroom. She focuses in the following areas:

Labor & Employment

- Employee performance issues
- Family & Medical Leave Act (FMLA)
- American's with Disabilities Act (ADA)
- Separation/termination agreements
- Discrimination and harassment
- Noncompete/confidentiality agreements
- Wage & overtime/medical leave
- Whistleblowing & retaliation
- Employment handbooks
- Collective bargaining
- Families First Coronavirus Response Act (FFCRA)
- Telecommuting Agreements
- Worker Classification
- Workplace Investigations

Ret. Sheriff Bill Hutton – Director of Strategic Relations

Bill is an accomplished law enforcement and public safety leader with more than 40 years of experience. Currently providing subject matter expertise on law enforcement issues for a statewide Sheriffs 'association, collaborating with state officials and legislators to influence policy and advocate for public safety. Former Executive Director of the Minnesota Sheriffs 'Association, where he guided and supported Minnesota's 87 elected Sheriffs, advancing legislation and delivering educational programs statewide. Served three terms as the elected County Sheriff of Washington County, MN, managing a large and diverse team while spearheading major public safety projects. Prior experience includes roles as Police Captain and Executive Director of a youth service bureau, demonstrating a long-standing commitment to community service and public safety. Bill unique ability to work with all department leaders across a wide array of disciplines makes him a unique part of our team.

Ret. Director of Public Safety Lee Vague – Director of Leadership Development

Lee has over three decades 'experience in public safety, leadership and instruction. His passion is building culture, leading organizations through challenges and creating positive change. Before joining Eckberg Lammers, Lee was the public safety director and police chief for the City of Woodbury, MN. Prior to that, he worked 18 years as a police officer and patrol sergeant. Throughout his career, Lee has taught and developed curriculum for the Minnesota Bureau of Criminal Apprehension and has consulted and instructed on

numerous topics including coaching, emerging leadership, implicit bias and management and supervision.

Lee has presented locally, regionally and nationally as a keynote speaker and panelist for the University of Minnesota Humphrey School of Public Affairs, St. Cloud State University School of Public Affairs, Michigan State University and the National Homeland Security Association.

As a public safety leader, Lee has extensive experience in managing organizational change, navigating critical incidents, boosting employee engagement and implementing health and wellness strategies. Lee has shown that organizations thrive when leaders support their staff, prioritize culture and have an ongoing commitment to the principals of equity and inclusion.

Lee was recognized in 2021 as the Woodbury Area Chamber of Commerce Public Safety Officer of the Year. In 2022 he was awarded the Police Star. Upon retirement, he held a secret level clearance from the United States Department of Justice.

Rev. Dr. Shawn Moore – Director of Equity

Rev. Dr. Shawn Moore has over years of professional experience in the fields of Cultural Competency, Conflict Resolution, and Community Engagement. This has included, working as a community liaison in the Mounds View School District, a community and cultural coordinator for North St. Paul School District, Coordinating the Scholars Program at Century College, and Director of community engagement and service learning at Bethel University, and Metro State University. He has taught in this field as an adjunct professor, senior Mall of America training officer, and community-training liaison. Shawn is currently a Volunteer State Mediator for Hennepin County. Throughout all his work experience he has taught and conducted seminars in cross-cultural, conflict resolution, and community engagement workshops and training. He also gained experience from his time living abroad which included living in Guam for 4 years. Also, Shawn spent significant time in Japan, Korea, China, the Philippines, Australia, and South Africa.

References

Kathy Ross	Laura Perkins	Jill Oliveara
Minnesota Wild	Washington County	Minnesota BCA
612-605-6599	608-406-0119	651-503-5418

Conclusion

The development and implementation of an organizational crisis management plan are essential for safeguarding the organization against potential crises. By being prepared, the organization can respond swiftly and effectively, minimizing negative impacts and

ensuring long-term resilience. This proposal seeks to initiate the process of establishing a robust crisis management framework that aligns with the organization's objectives and enhances its ability to navigate challenging situations.

City Council Action Request

7.I.

Meeting Date	3/19/2025
Department	IT Department
Agenda Category	Action Item
Title	ACTIVE Net Connect App
Staff Recommendation	Approve the purchase of the Active Net Connect App in the amount of $5000 as reviewed by staff.
Budget Implication	The annual cost is $5,000. This will be fully offset by savings generated from shifting Supervised Playgrounds' technology and credit card processing fees to customers.
Attachments	1. CONNECT quote - Cottage Grove

TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

FROM: Brian Bluhm

DATE: March 19, 2025

RE: ACTIVE Net Connect App

Discussion

In February 2025, City Council approved an updated ACTIVE Net Master Agreement as reviewed by staff and city legal counsel. Cottage Grove Parks & Recreation team has been partnering with ACTIVE Network for activity and program management for approximately 20 years. As technology has changed and residents and staff have utilized online registrations and programming, Recreation continues to look at ways to further improve the efficiencies of utilizing the paperless process.

ACTIVE Network Connect App
ACTIVE Network is a technology company that provides software solutions for recreation management, including online registration, facility booking, program management, membership management, and payment processing. By adding the Active Network Connect App

- Enables staff users to check in kids to Supervised Playgrounds and check in participants to an activity using a portable tablet, instead of via paper.
- Provides a consolidated and efficient check-in and check-out workflow for Supervised Playgrounds, Registration programs, and activities.
- Has a modern and user-friendly interface and provides a better user experience.
- Helps staff users retrieve past attendance information.
- Reduces paper consumption.

Recommendation

Approve the purchase of the Active Net Connect App in the amount of $5000 as reviewed by staff.

Attachments

1.	CONNECT quote - Cottage Grove

Schedule

This is a Schedule pursuant to that certain COTTAGE GROVE RECREATION-MN (Agreement) entered into between (Active) and (Client) with an effective date as of .

Company Address	3400 N Central Expressway, Suite 300 Richardson, TX 75082 US
Created Date	3/3/2025
Quote Number	00135044
Currency	USD
Prepared By	Chad Corsentino
Opportunity Owner	Chad Corsentino
Owner Email	chad.corsentino@activenetwork.com
Schedule Signatory	Molly Pietruszewski
Phone	6514583400
Schedule Signatory Email	mpietruszewski@cottagegrovemn.gov
Billing Entity	COTTAGE GROVE RECREATION-MN
Billing Contact	Molly Pietruszewski
Billing Address	8020 80th Street South Cottage Grove, MN 55016 United States
Shipping Contact	Molly Pietruszewski
Shipping Address	8020 80th Street South Cottage Grove, MN 55016 United States

Product	Product Type	Quantity	Total Price*	Sales Price	Total Price
ACTIVENet Connect (invoiced annually)	SaaS	1	USD 5,000.00	USD 5,000.00	5,000.00

Total Price	USD 5,000.00
Annual Projected Contract Value	USD 5,000.00

Active reserves the right and may take additional measures to verify Client's account which may consist of reviewing publicly available data and/ confirmation of Client provided information. Such verification measures will be completed in advance of remittance.

All fees described herein are in consideration of the Products that Active provides. Active and Client acknowledge that certain credit card network rules and laws prohibit imposing a surcharge that is based on the type of payment method used (e.g., having a different fee for the use of a credit card vs. debit card), and therefore, each agree not to impose such a surcharge on any End User.

The payment options we offer may include MasterCard, Visa, American Express and Discover.

If your order includes hardware, please note that all hardware orders have a 30-day return policy, and it is recommended that you inspect your purchases upon delivery.

*Sales tax and shipping not included in total price. Sales tax and shipping, where applicable, will be added to your invoice.

Capitalized terms used in this Schedule and not defined have the meaning set forth in the General Terms or Product Terms, as applicable.

Quote Acceptance Information

Client

Signature: _____

Printed Name: _____

Title:

Active Network, LLC

Signature: _____

Name: _____

Title:

Schedule

_____ _____

Date: Date:

_____ _____

PO# (if applicable):

_____

City Council Action Request

7.J.

Meeting Date	3/19/2025
Department	Public Safety
Agenda Category	Action Item
Title	Automobile Theft Prevention Grant
Staff Recommendation	Authorize the Public Safety Department – Police Division to apply for the Automobile Theft Prevention Grant through the State of Minnesota.
Budget Implication	N/A Non-matching Grant
Attachments	1. Authorization to Apply for Automobile Theft Prevention Grant 03072025

To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter J Koerner, Director of Public Safety

Date: March 7, 2025

Subject: **AUTHORIZATION TO APPLY FOR AUTOMOBILE THEFT PREVENTION GRANT**

INTRODUCTION

In 2024, the Public Safety Department – Police Division presented our 5-year strategic plan at a Council workshop. During discussion, Council recommended that the department actively pursue grant opportunities. Within our plan, we aim to obtain grant funds to add staffing, enhance traffic safety, upgrade technology, and improve officer safety and wellness.

While actively seeking grant opportunities, the police department identified the Automobile Theft Prevention Grant through the State of Minnesota. This a non-matching grant for equipment and technology to prevent and reduce the rate of automobile theft and prosecutions related to stolen vehicles. We are currently researching Flock Safety cameras as a means to reduce crimes and to provide reliable evidence to solving crimes.

RECOMMENDATION

Authorize the Public Safety Department – Police Division to apply for the Automobile Theft Prevention Grant through the State of Minnesota.

City Council Action Request

7.K.

Meeting Date	3/19/2025
Department	Public Works
Agenda Category	Action Item
Title	Public Works Facility Mechanics Shop Remodel - Approve Plans and Specifications and Authorize Bidding
Staff Recommendation	Adopt Resolution 2025-030 approving the plans and specifications and authorize bidding for the Public Works Facility Mechanic Shop Remodel Project.
Budget Implication	$320,000 construction costs from municipal building funds. Total project cost estimated at $486,810.

Attachments

1.	Memo-Approve P&S and Authorize Bidding PW Facility Mechanics Shop Remodel
2.	Resolution- 2025-03-19 Approve P&S and Authorize Bidding PW Facility Mechanics Shop Remodel
3.	Final Plan Set

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Ryan Burfeind, Public Works Director
Adam Moshier, Fleet and Facilities Manager

Date: March 4, 2025

Re: Public Works Facility Mechanics Shop Remodel – Approve Plans and Specifications and Authorize Bidding

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Background

In the 2025 budget, City Council authorized the addition of a 5th mechanic to the shop. With the additional mechanic, staff needed more space. Also in the 2025 budget, City Council authorized $500,000 out of the municipal building fund to remodel the mechanic shop and add a portable hoist. This memo outlines approving plans and specifications and authorize bidding for the remodel part of the project.

Discussion

Staff worked with Stantec to develop plans and specifications for the Public Works Facility Mechanics Shop Remodel. Some of the focal points of the remodel include, tearing down half of the wash bay wall, enclosing the wash bay making it one stall, upgrading the lights to LED throughout the entire shop, and replacing the welding and exhaust fans. The list of all improvements are shown in Table 1 below. The plans and specifications have been prepared in accordance with City standards and are attached for Council approval. The engineer's estimate for the construction of these items is $320,000 and is proposed to be funded through the Municipal Building Fund.

1	Demolition of wash bay wall
2	Constructing new wall and enclosing current wall to ceiling for wash bay
3	Demo current and install new LED lighting throughout entire shop
4	Demo current and install new exhaust fan motor and components
5	Demo current and install new welding exhaust fan motor and components
6	Remove and place hotsy in new location with associated plumbing
7	Remove and install new infrared heating in wash bay
8	Remove and install new electrical in new shop bay
9	Install new fluid lines for new shop bay

Table 1: *Items included in the Bid Package for Council Approval.*

City staff recommends that Council authorize bidding of the project. The bid date will be set by City staff. Council authorization of a specific bid date is not required by state statute.

Budget

Below in Table 2 is the estimated budget for the entire project. The 2025 Budget and CIP include $500,000, and the Public Works Facility Mechanics Shop Remodel is estimated to be under that amount. City Staff will purchase the portable hoist and manage the garage door removal and installation separate from the construction project. With the savings from this project, a facility assessment for the City Hall and Central Fire buildings is proposed. The approval for that study is included in a separate memo for approval.

Total Project Cost	
Total Remodel Construction Costs	$320,000
Design Costs	$65,000
Hoist Purchase	$90,000
Garage Door Demo and Install	$15,000
Rebate From Xcel for LED Lights	-$3,190
Total Project Cost	**$486,810**
Budget Amount	$500,000
Savings	$13,190

Table 2: *Total Project Cost*

Recommendation

It is recommended the City Council adopt Resolution 2025-030 approving the plans and specifications and authorize bidding for the Public Works Facility Mechanics Shop Remodel.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-030

RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING BIDDING FOR THE PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

WHEREAS, plans and specifications have been prepared in accordance with the City Standards and Specifications for the Public Works Facility Mechanics Shop Remodel; and

WHEREAS, a bid date will be set by City staff; and

WHEREAS, the Public Works Director has presented such plans and specifications to the City Council for approval.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, approves the plans and specifications and authorizes bidding for the Public Works Facility Mechanic Shop Remodel.

Passed this 19th day of March 2025.

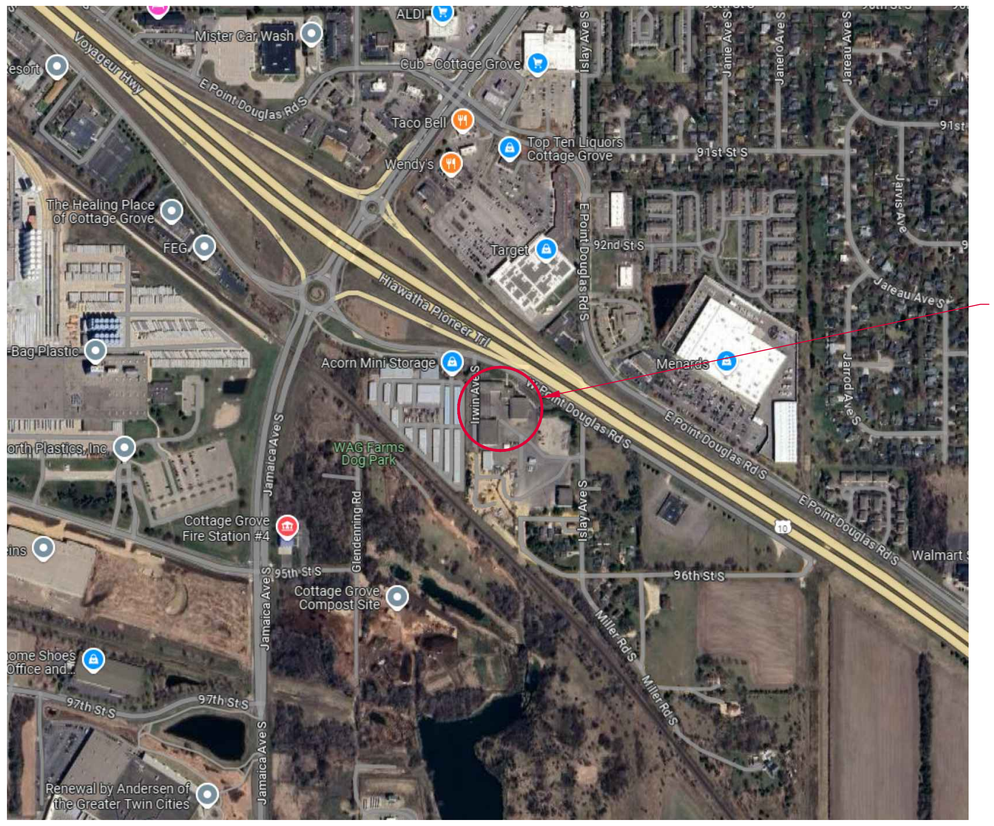
_____
Myron Bailey, Mayor

Attest:

_____
Tamara Anderson, City Clerk

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY DISCREPANCIES SHALL BE REPORTED TO STANTEC IMMEDIATELY. ALL REPRODUCTIONS OF THE COPYRIGHTS TO ALL DESIGNS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

PUBLIC WORKS FACILITY
MECHANICS SHOP REMODEL
COTTAGE GROVE, MINNESOTA



COTTAGE GROVE PUBLIC WORKS FACILITY
8635 W. POINT DOUGLAS ROAD

1 PROJECT LOCATION MAP
NO SCALE

PROJECT SHEET INDEX

GENERAL
G001 PROJECT TITLE SHEET AND SHEET INDEX
G002 ARCHITECTURAL ABBREVIATIONS, INDICATION OF MATERIALS, AND SYMBOLS

ARCHITECTURAL
A001 PARTIAL EXISTING MAIN LEVEL FLOOR PLAN
A002 PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN
J101 PARTIAL MAIN LEVEL DEMOLITION PLAN
A101 PARTIAL RENOVATED MAIN LEVEL FLOOR PLAN AND WALL SECTIONS
A102 PARTIAL RENOVATED MEZZANINE LEVEL PLAN AND DETAILS
A601 SCHEDULES AND DETAILS
A801 PARTIAL ROOF PLAN AND DETAILS

FIRE PROTECTION
FP101 PARTIAL RENOVATED MEZZANINE LEVEL FIRE PROTECTION PLAN

PLUMBING
P001 LEGEND, SYMBOLS, ABBREVIATIONS
P100 PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN-PLUMBING REMOVAL
P101 PARTIAL RENOVATED MEZZANINE LEVEL PLUMBING PLAN

MECHANICAL
M001 HVAC LEGENDS, SYMBOLS AND ABBREVIATIONS
M100 PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN-HVAC REMOVAL
M101 PARTIAL RENOVATED MEZZANINE LEVEL HVAC PLAN
M501 HVAC DETAILS AND SCHEDULES

ELECTRICAL
E001 ELECTRICAL SYMBOL LIST
E201 PARTIAL MAIN LEVEL DEMOLITION LIGHTING PLAN
E202 PARTIAL RENOVATED MAIN LEVEL LIGHTING PLAN
E203 PARTIAL MEZZANINE LEVEL DEMOLITION PLAN
E204 PARTIAL RENOVATED MEZZANINE LEVEL LIGHTING PLAN
E301 PARTIAL MAIN LEVEL DEMOLITION POWER PLAN
E302 PARTIAL RENOVATED MAIN LEVEL POWER PLAN
E303 PARTIAL MEZZANINE LEVEL DEMOLITION POWER PLAN
E304 PARTIAL RENOVATED MEZZANINE LEVEL POWER PLAN

2025 CITY OF COTTAGE GROVE OFFICIALS

MYRON BAILEY	MAYOR
MONIQUE GARZA	COUNCIL MEMBER
DAVID CLAUSEN	COUNCIL MEMBER
JUSTIN OLSEN	COUNCIL MEMBER
DAVE THIEDE	COUNCIL MEMBER
JENNIFER LEVITT	CITY ADMINISTRATOR
RYAN BURFEIND	PUBLIC WORKS DIRECTOR

Stantec
733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
www.stantec.com

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA
PRINT NAME: BRUCE P. PAULSON
SIGNATURE:
DATE: FEBRUARY 27, 2025
LIC. NO. 20210

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PROJECT TITLE SHEET AND SHEET INDEX

NO	REVISION	DATE

SURVEY	
DRAWN	BPP
DESIGNED	BPP
CHECKED	
APPROVED	
PROJ. NO.	193807340

SHEET NUMBER
G001

Plot Date: 03/03/2025 - 8:56am
Drawing: C:\Users\bruce.paulson\ACCDocs\Stantec\193807340\Project Files\CAD\Dwg\193807340-G001.dwg
Xrefs: gpr_193807340-BDR

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ARCHITECTURAL ABBREVIATIONS

&	AND
∠	ANGLE
@	AT
℄	CENTER LINE
	PHASE OR DIAMETER
#	POUND OR NUMBER

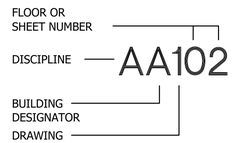
A	
AB	ANCHOR BOLT
ACFL	ACCESS FLOOR
ACOUS	ACOUSTICAL
ACT	ACOUSTICAL CEILING TILE
AD	AREA DRAIN
ADA	AMERICAN DISABILITIES ACT
ADD	ADDENDUM
ADDL	ADDITIONAL
ADJ	ADJUST/ABLE
ADJ	ADJACENT
ADMIN	ADMINISTRATION
AFF	ABOVE FINISH FLOOR
AHU	AIR HANDLING UNIT
ALT	ALTERNATE
ALUM	ALUMINUM
AMEND	AMENDMENT
ANUN	ANNUNCIATOR
AP	ACCESS PANEL
APC	ARCHITECTURAL PRECAST CONCRETE
APROX	APPROXIMATE
ARCH	ARCHITECTURAL
AUTO	AUTOMATIC
AWT	ACOUSTICAL WALL TREATMENT
B	
BA	BUILDING ACCESSORY
BBD	BULLETIN BOARD
BC	BRICK COURSES
BD	BOARD
BFE	BOTTOM FOOTING ELEVATION
BG	BUMPER GUARD
BIT	BITUMINOUS
BKT	BRACKET
BLDG	BUILDING
BLKG	BLOCKING
BLT	BORROWED LIGHT
BLW	BELOW
BM	BEAM
BO	BY OWNER
BOF	BY OWNER FUTURE
BOT	BOTTOM
BR	BRICK
BRG	BEARING
BRL	BRICK LEDGE
BSMT	BASEMENT
BTWN	BETWEEN
BULL	BULLETIN
BUR	BUILT-UP ROOFING
C	
C	CHANNEL
C DISP	CUP DISPENSER
CAB	CABINET
CG	CORNER GUARD
CH	COAT HOOK
CJT	CONTROL/CONTRACTION JOINT
CL	CENTER LINE
CCTV	CLOSED CIRCUIT TELEVISION
CD	COILING DOOR
CG	COILING GRILLE
CL	CLASS
CLG	CEILING
CLR	CLEAR
CM	CONSTRUCTION MANAGER
CMU	CONCRETE MASONRY UNIT
CO	CLEANOUT
CO	CASED OPENING
COL	COLUMN
COMB	COMBINATION/-ED
CONC	CONCRETE
CONF	CONFERENCE
CONN	CONNECT/-ED,/-ION
CONST	CONSTRUCTION
CONT	CONTINUE/OUS
CONTR	CONTRACT/OR
COORD	COORDINATE
CORR	CORRIDOR
CPT	CARPET
CT	CERAMIC TILE
CTR	CENTER
CTSK	COUNTERSUNK
CTOP	COUNTERTOP
CUH	CABINET UNIT HEATER
CW	CURTAIN WALL
CW	COLD WATER
CYL	CYLINDER
D	
D	DEPTH OR DEEP
DEMO	DEMOLITION
DEPR	DEPRESSION
DEPT	DEPARTMENT
DET	DETAIL/S
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL
DIFF	DIFFUSER
DIM	DIMENSION
DISP	DISPENSER
DIST	DISTRIBUTION
DIV	DIVISION
DJT	DUMMY JOINT
DN	DOWN
DP	DEMOUNTABLE PARTITION
DP	DATA PROCESSING
DR	DOOR
DS	DOWNSPOUT
DW	DUMBWAITER
DWG	DRAWING
DWLS	DOWELS
E	
E	EXISTING
EC	ELECTRIC CABINET
EF	EXHAUST FAN
EIFS	EXTERIOR INSULATION AND FINISH SYSTEM
EJT	EXPANSION JOINT
EL	ELEVATION
ELEC	ELECTRICAL
ELEV	ELEVATOR
EMERG	EMERGENCY
ENCL	ENCLOSURE
ENTR	ENTRANCE
EO	ELECTRICAL OUTLET
EQ	EQUAL
EQUIP	EQUIPMENT
ES	END SECTION
EWC	ELECTRIC WATER COOLER
EXA	EXHAUST AIR
EXC	EXCAVATE/-ED/-ION
EXH	EXHAUST HOOD
EXIST	EXISTING
EXP	EXPANSION
EXT	EXTERIOR
F	
FA	FIRE ALARM
FB	FIRE BLANKET
FBR	FACE BRICK
FD	FLOOR DRAIN
FDN	FOUNDATION
FDV	FIRE DEPARTMENT VALVE
FE	FIRE EXTINGUISHER
FGS	FOAM GASKET SEAL
FH	FIRE HOSE
FHP	FULL HEIGHT PARTITION
FHV	FIRE HOSE VALVE
FIN	FINISH
FIXT	FIXTURE
FL	FLOOR
FL	FLOW LINE
FLASH	FLASHING
FLEX	FLEXIBLE
FLG	FLANGE
FLUOR	FLUORESCENT
FP	FIRE PROOFING
FRMG	FRAMING
FS	FULL SIZE
FS	FLOOR SINK
FSTOP	FIRESTOPPING
FT	FOOT/FEET
FTG	FOOTING
FTR	FIN TUBE RADIATION
FURR	FURRING
FUT	FUTURE
G	
GA	GAUGE
GAL	GALLONS
GALV	GALVANIZED
GB	GRAB BAR
GB	GRADE BEAM
GC	GENERAL CONTRACTOR
GEN	GENERATOR
GEN	GENERAL
GL	GLASS
GMU	GLASS MASONRY UNIT
GR	GRADE
GYB	GYPSUM BOARD
GYP SHTG	GYPSUM SHEATHING
H	
H	HEIGHT
HB	HOSE BIB
HD	HAND DRYER
HDCP	HANDICAP
HDR	HEADER
HDW	HARDWARE
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HPT	HIGHPOINT
HR	HANDRAIL
HT	HEIGHT
HTR	HEATER
HVAC	HEATING, VENTILATING, AIR CONDITIONING
HW	HOT WATER
HWD	HARDWOOD
I	
IC	INTERCOM
ID	INSIDE DIAMETER
IM-FP	INTUMESCENT MASTIC FIREPROOFING
IN	INCH
INSUL	INSULATION
INT	INTERIOR
ISO	ISOLATION
J	
JAN	JANITOR
JB	JUNCTION BOX
JST	JOIST
JT	JOINT
K	
KO	KNOCK OUT
L	
L	ANGLE
L	LAVATORY
LAV	LAVATORY
LB	POUND
LCD	LINEAR CEILING DIFFUSER
LF	LINE FIGURED
LIN	LINEAR
LKR	LOCKER
LLH	LONG LEG HORIZONTAL
LLV	LONG LEG VERTICAL
LMC	LINEAR METAL CEILING
LOC	LOCATION OR LOCATE
LPT	LOW POINT
LS	LAWN SPRINKLING
LT	LIGHT
LTG	LIGHTING
LVR	LOUVER
LWC	LINEAR WOOD CEILING
M	
M	MIDDLE
MAN	MANUAL
MATL	MATERIAL
MAX	MAXIMUM
MBD	MARKER BOARD
MC	MEDICINE CABINET
MCU	MODULAR COOLING UNIT
MECH	MECHANICAL
MEMB	MEMBRANE
MET	METAL
MEZZ	MEZZANINE
MFR	MANUFACTURER
MH	MANHOLE
MHC	MATERIAL HANDLING CONVEYOR
MIN	MINIMUM
MIR	MIRROR
MISC	MISCELLANEOUS
MO	MASONRY OPENING
MONO	MONOLITHIC
MPC	METAL PAN CEILING
MPU	MULTI-PURPOSE UNIT
MTD	MOUNTED
MTR	MOTOR
MULL	MULLION
N	
NA	NOT APPLICABLE
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NRC	NOISE REDUCTION COEFFICIENT
NT	NOTE
NTS	NOT TO SCALE
O	
OC	ON CENTER
OD	OUTSIDE DIAMETER
OFF	OFFICE
OH	OVERHEAD
OP	OPERABLE PARTITION
OPER	OPERATOR
OPNG	OPENING
OPP	OPPOSITE
ORD	OVERFLOW ROOF DRAIN
P	
PART	PARTITION
PB	PUSH BUTTON
PC	PRECAST CONCRETE
PCD	PAPER CUP DISPENSER
PED	PEDESTAL
PL	PLATE
PL	PROPERTY LINE
PLAM	PLASTIC LAMINATE
PLBG	PLUMBING
PLS	PLASTER
PLW	PLYWOOD
PNL	PANEL
PR	PAIR
PRELIM	PRELIMINARY
PRES	PLASTIC RESIN
PRESS	PRESSURE
PRIM	PRIMARY
PROJ	PROJECTION
PRV	POWER ROOF VENTILATOR
PT	PAINT
PTC	PAPER TOWEL CABINET
PTR	PRINTER
PVC	POLYVINYL CHLORIDE
Q	
QT	QUARRY TILE
R	
R	RADIUS
R	RISER
RA	RETURN AIR
RAD	RADIATION
RB	RESILIENT BASE
RD	ROOF DRAIN
RE	RELOCATE EXISTING
REC	RECESSED
REF	REFERENCE
REFR	REFRIGERATOR
REG	REGISTER
REINF	REINFORCE/-ED/-ING
REM	REMOVE
REQD	REQUIRED
RET	RETAINING
REV	REVERSE
REV	REVISE
RF	RESILIENT FLOOR
RH	ROOF HATCH
RM	ROOM
RO	ROUGH OPENING
RS	ROUGH SLAB
RWC	RAIN WATER CONDUCTOR
S	
S	SINK
SCHED	SCHEDULE
SD	SHOWER DRAIN
SD	SMOKE DAMPER
SDISP	SOAP DISPENSER
SECT	SECTION
SECY	SECRETARY
SF	STORE FRONT
SF	SQUARE FOOT
SH	SHOWER
SHD	SHOWER HEAD
SHT	SHEET
SHTG	SHEATHING
SIM	SIMILAR
SL	SEALER
SLNT	SEALANT
SLV	SLEEVE
SM	SURFACE MOUNTED
SNC	SANITARY NAPKIN CABINET
SND	SANITARY NAPKIN DISPOSER
SOG	SLAB ON GRADE
SP	STANDPIPE
SPC	SPECIMEN PASS THROUGH CABINET
SPEC	SPECIFICATIONS
SPR	SINGLE PLY ROOF
SQ	SQUARE
SQ YD	SQUARE YARD
SR	SERVICE RECEPTOR
SS	SERVICE SINK
SST	STAINLESS STEEL
ST	STREET
ST	STONE TILE
STC	SOUND TRANSMISSION
STD	STANDARD
STL	STEEL
STN	STONE
STNL	STONE LEDGE
STOR	STORAGE
STRUCT	STRUCTURAL
STS	STEEL STRUCTURE
SUPV	SUPERVISOR
SUSP	SUSPENDED
SW	STEEL WINDOWS
SW	SWITCH
SWD	SOFTWOOD
SYM	SYMMETRICAL
T	
T	TOP
TAN	TANGENT
TBD	TACKBOARD
TC	TIME CLOCK
TCAB	TOWEL CABINET
TDISP	TISSUE DISPENSER
TDR	TRENCH DRAIN
TEL	TELEPHONE
TEMP	TEMPERATURE
TER	TERRAZZO
TG	TONGUE & GROOVE
THRES	THRESHOLD
TPH	TOILET PAPER HOLDER
TR	TREAD
TRANSF	TRANSFORMER
TS	TUBE SECTION
TV	TELEVISION
TYP	TYPICAL
U	
U	URINAL
UC	UNDERCUT
UFD	UNDER FLOOR DUCT
UG	UNDERGROUND
UH	UNIT HEATER
UNFIN	UNFINISHED
UNO	UNLESS NOTED OTHERWISE
US	UTILITY SHELF
UTIL	UTILITY
V	
VB	VAPOR BARRIER
VC	VALVE CABINET
VENT	VENTILATION
VERT	VERTICAL
VEST	VESTIBULE
VTR	VENT THROUGH ROOF
W	
W	WIDTH/WIDE
W	WIDE FLANGE
W/	WITH
W/O	WITHOUT
WC	WATER CLOSET
WC	WALL COVERING
WD	WOOD
WDW	WINDOW
WG	WALL GUARD
WH	WALL HYDRANT
WHCH	WHEELCHAIR
WHTR	WATER HEATER
WP	WATERPROOF
WR	WASTE RECEPTACLE
WS	WEATHERSTRIP
WSCT	WAINSCOT
WT	WINDOW TREATMENT
WT	WEIGHT
WW	WOOD WINDOW
WWF	WELDED WIRE FABRIC

INDICATION OF MATERIALS

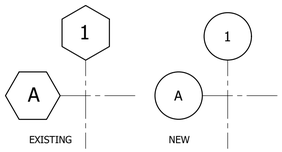
- GRADE
- EARTHWORK FILLS
- CONCRETE - CAST IN PLACE/PRECAST
- TERRAZZO
- BRICK
- STONE
- CONCRETE MASONRY UNIT
- TILE (CERAMIC OR QUARRY)
- PLASTER, SAND, GYPSUM BOARD, PARTICLE BOARD
- WOOD (FINISH)
- WOOD BLOCKING OR FRAMING
- PLYWOOD
- INSULATION
- METAL
- ACOUSTICAL MATERIAL
- EXPANSION MATERIAL
- CARPET

SYMBOLS

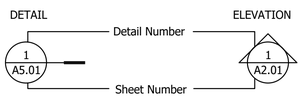
DRAWING SHEET NUMBERS



COLUMN GRID LINES



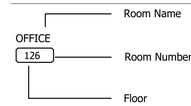
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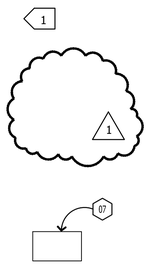


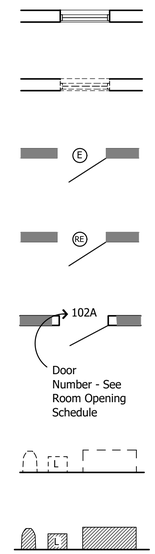
- Dimension Line
- Note Leaders
- Match Line
- Center Line-℄ Or Fin. Fl. Line
- Broken Line Line Above Or Below Or N.I.C. Or Future Equipment
- Existing Partitions To Be Removed.
- Existing Partitions To Remain.
- New Partition W/ Reference Bubble
- Existing Door And Frame To Be Removed.
- New Louver

ROOM IDENTIFICATION



MISC. IDENTIFICATION





Stantec
733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
www.stantec.com

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

PRINT NAME: BRUCE P. PAULSON

SIGNATURE: Bruce P. Paulson

DATE: FEBRUARY 27, 2025 LIC. NO. 20910

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
ABBREVIATIONS, INDICATION OF MATERIALS, AND SYMBOLS

NO	REVISION	DATE

SURVEY	
DRAWN	BPP
DESIGNED	BPP
CHECKED	
APPROVED	
PROJ. NO.	193807340

SHEET NUMBER
G002

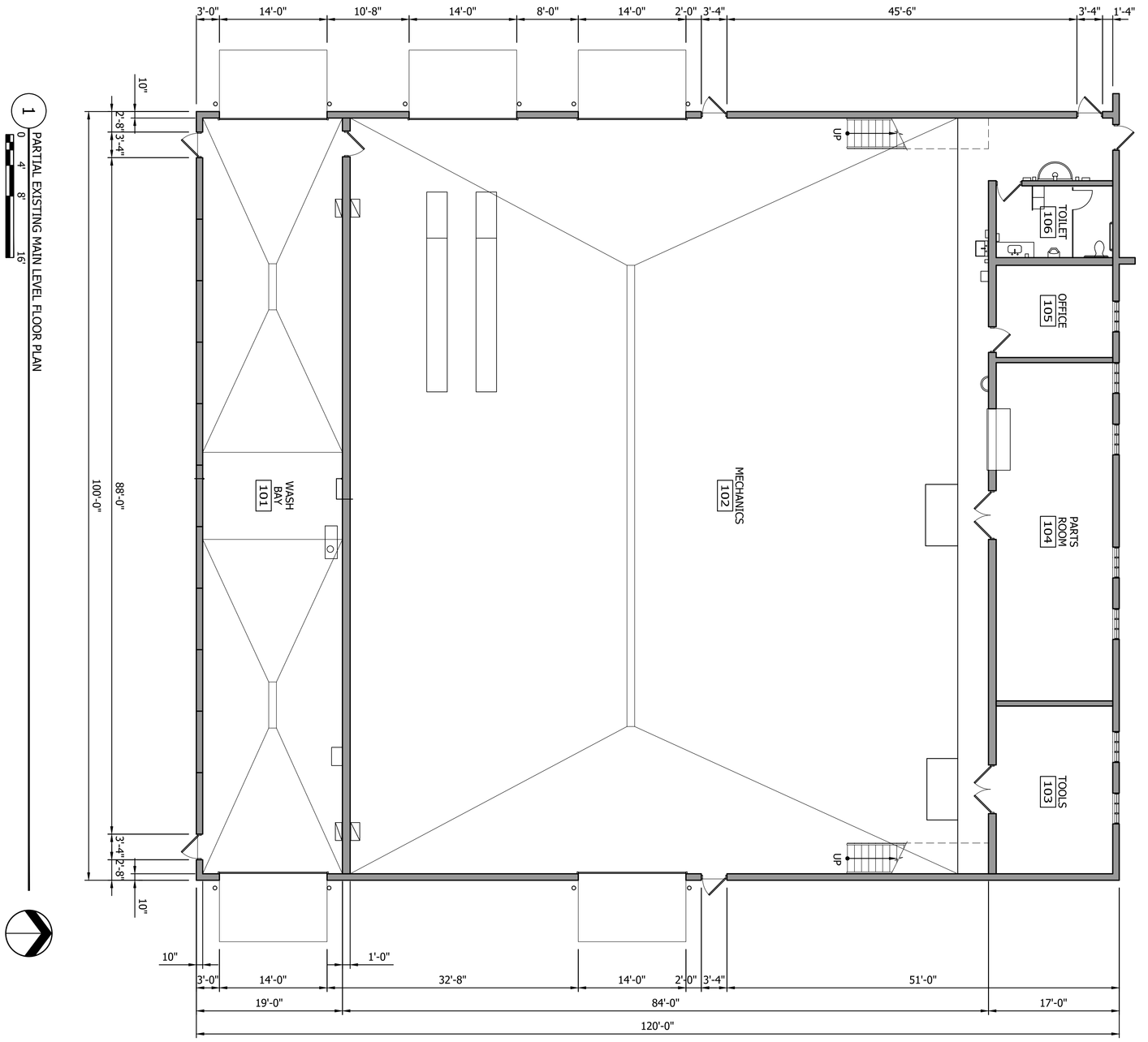
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Xrefs: BP_193807340-BDR

Plot Date: 03/03/2025 - 8:57am
Drawing name: U:\193807340\CAD\Dwg\193807340-A001.dwg
Xrefs:. 193807340-X1XA, 193807340-BDR, BPP

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1 PARTIAL EXISTING MAIN LEVEL FLOOR PLAN

0 4' 8' 16'



SHEET NUMBER	A001
PROJ. NO.	193807340
APPROVED	
CHECKED	
DESIGNED	
DRAWN	BPP
SURVEY	

NO.	REVISION	DATE

COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL EXISTING MAIN LEVEL FLOOR PLAN

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PRINT NAME: BRUCE P. PAULSON

SIGNATURE:

DATE: FEBRUARY 27, 2025 LIC. NO. 20910

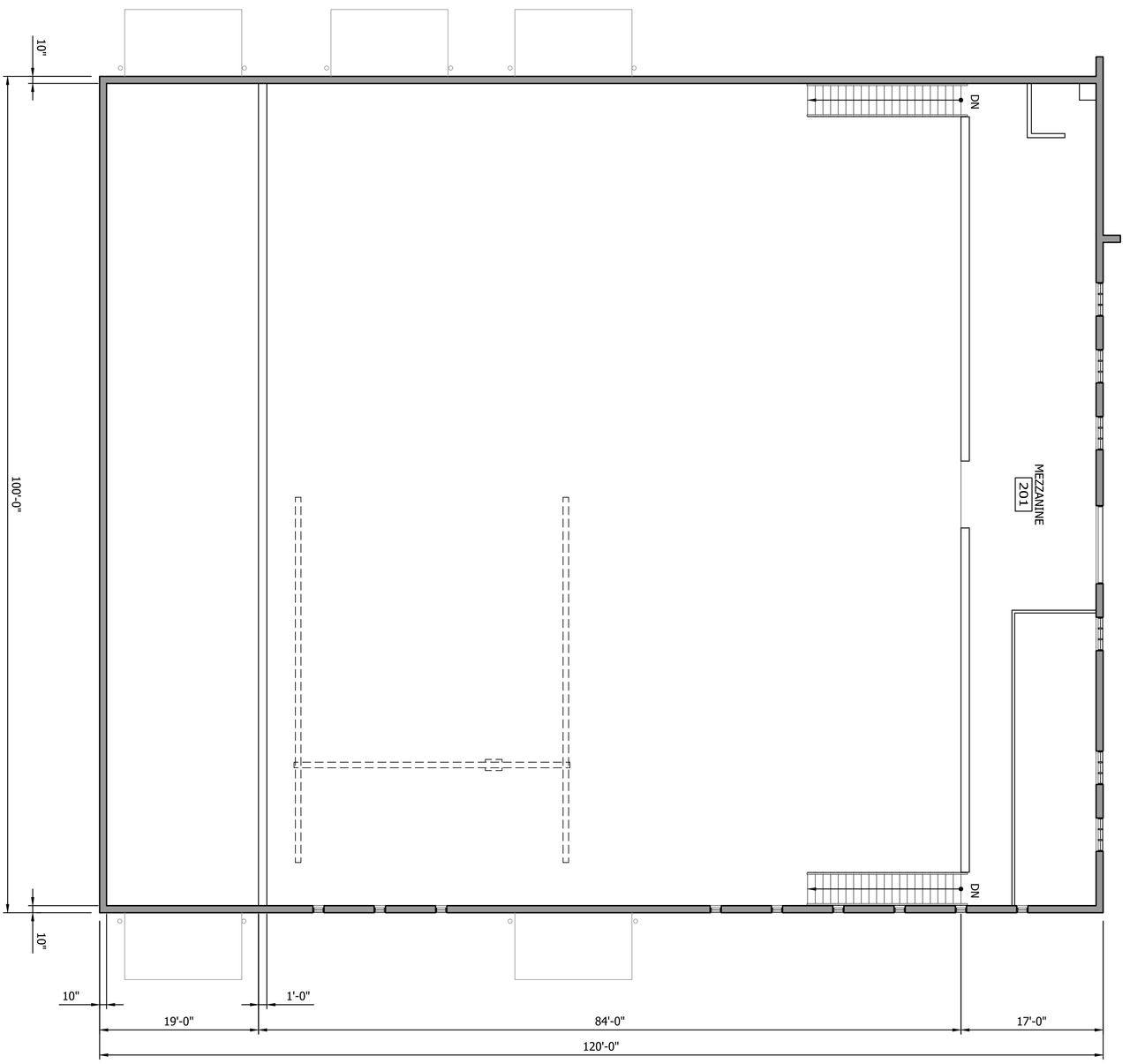
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Plot Date: 03/03/2025 - 8:57am
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Xrefs:, 193807340-BDR, 193807340-X2XA, BPP

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1 PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN

0 4' 8' 16'



A002

SHEET NUMBER

PROJ. NO. 193807340

APPROVED

CHECKED

DESIGNED

DRAWN BPP

SURVEY

NO	REVISION	DATE

COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN

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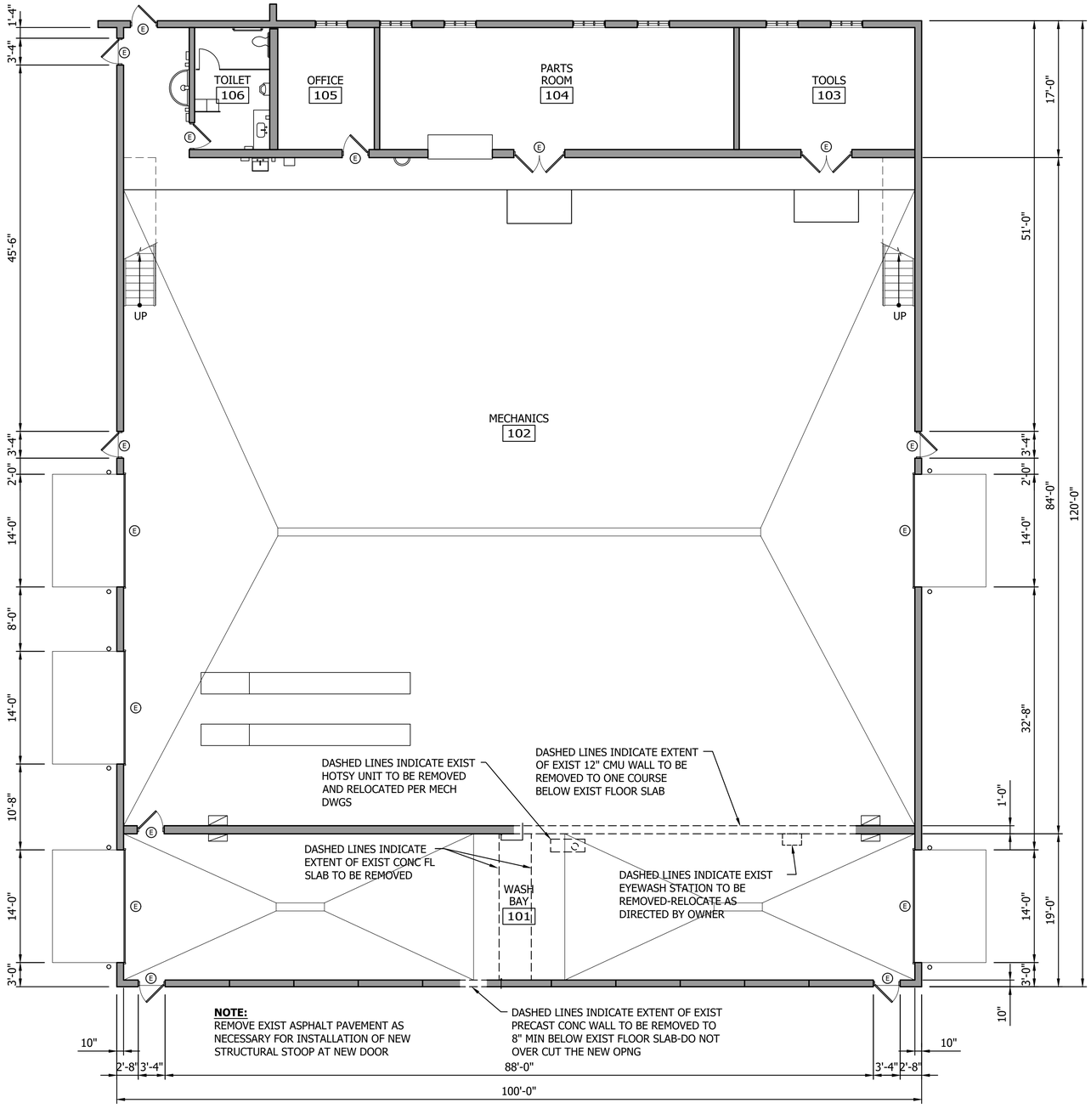
PRINT NAME: BRUCE P. PAULSON

SIGNATURE: Bruce P. Paulson

DATE: FEBRUARY 27, 2025 LIC. NO. 20910

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1 PARTIAL MAIN LEVEL DEMOLITION PLAN

0 4' 8' 16'

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PRINT NAME: BRUCE P. PAULSON

SIGNATURE: Bruce P. Paulson

DATE: FEBRUARY 27, 2025 LIC. NO. 20210

COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL MAIN LEVEL DEMOLITION PLAN

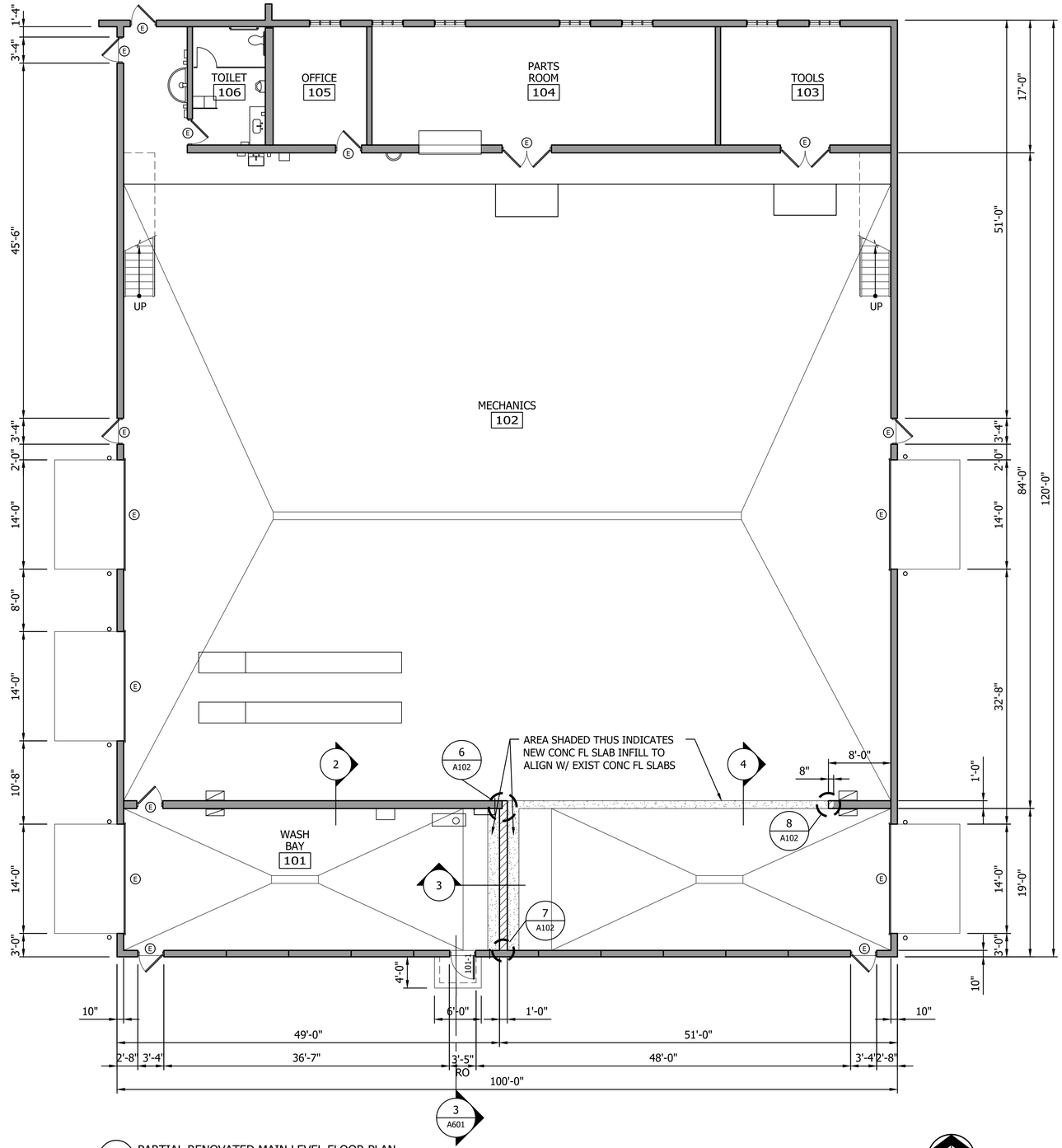
NO	REVISION	DATE

SURVEY	
DRAWN	BPP
DESIGNED	
CHECKED	
APPROVED	
PROJ. NO.	193807340

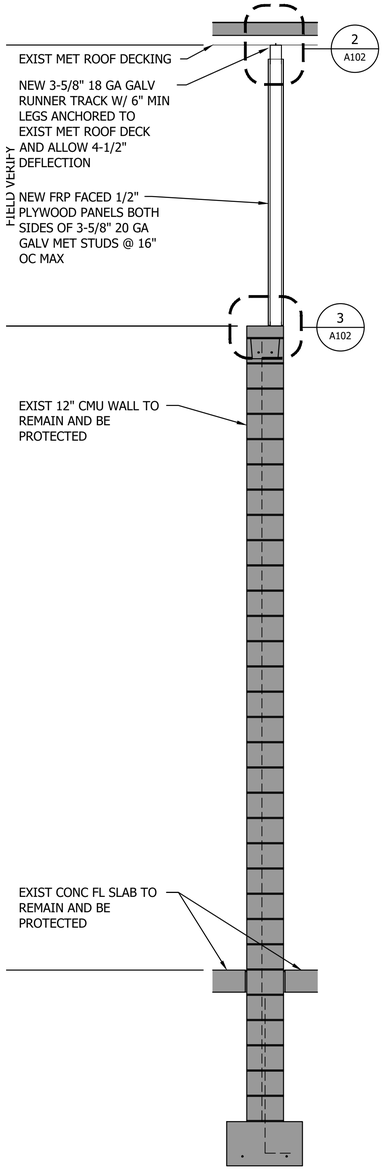
SHEET NUMBER
J101

Plot Date: 03/04/2025 - 3:03pm
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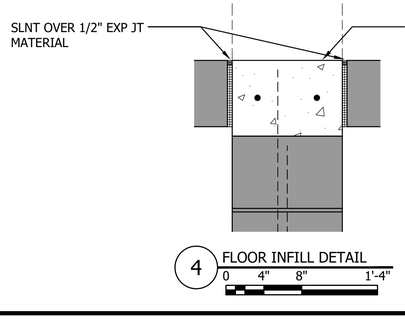
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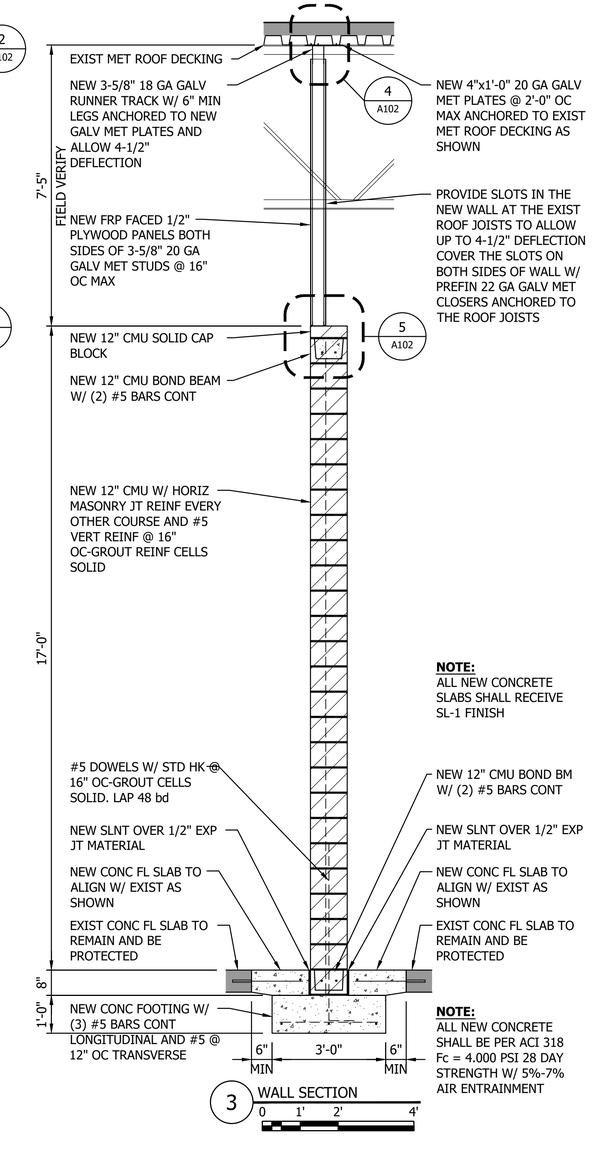
1 PARTIAL RENOVATED MAIN LEVEL FLOOR PLAN
0 4' 8' 16'



2 WALL SECTION
0 1' 2' 4'



4 FLOOR INFILL DETAIL
0 4" 8" 1'-4"



NOTE:
ALL NEW CONCRETE SLABS SHALL RECEIVE SL-1 FINISH

NOTE:
ALL NEW CONCRETE SHALL BE PER ACI 318 Fc = 4.000 PSI 28 DAY STRENGTH W/ 5%-7% AIR ENTRAINMENT

3 WALL SECTION
0 1' 2' 4'

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PRINT NAME: BRUCE P. PAULSON
SIGNATURE: Bruce P. Paulson
DATE: FEBRUARY 27, 2025 LIC. NO. 20210

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL RENOVATED MAIN LEVEL FLOOR PLAN AND WALL SECTIONS

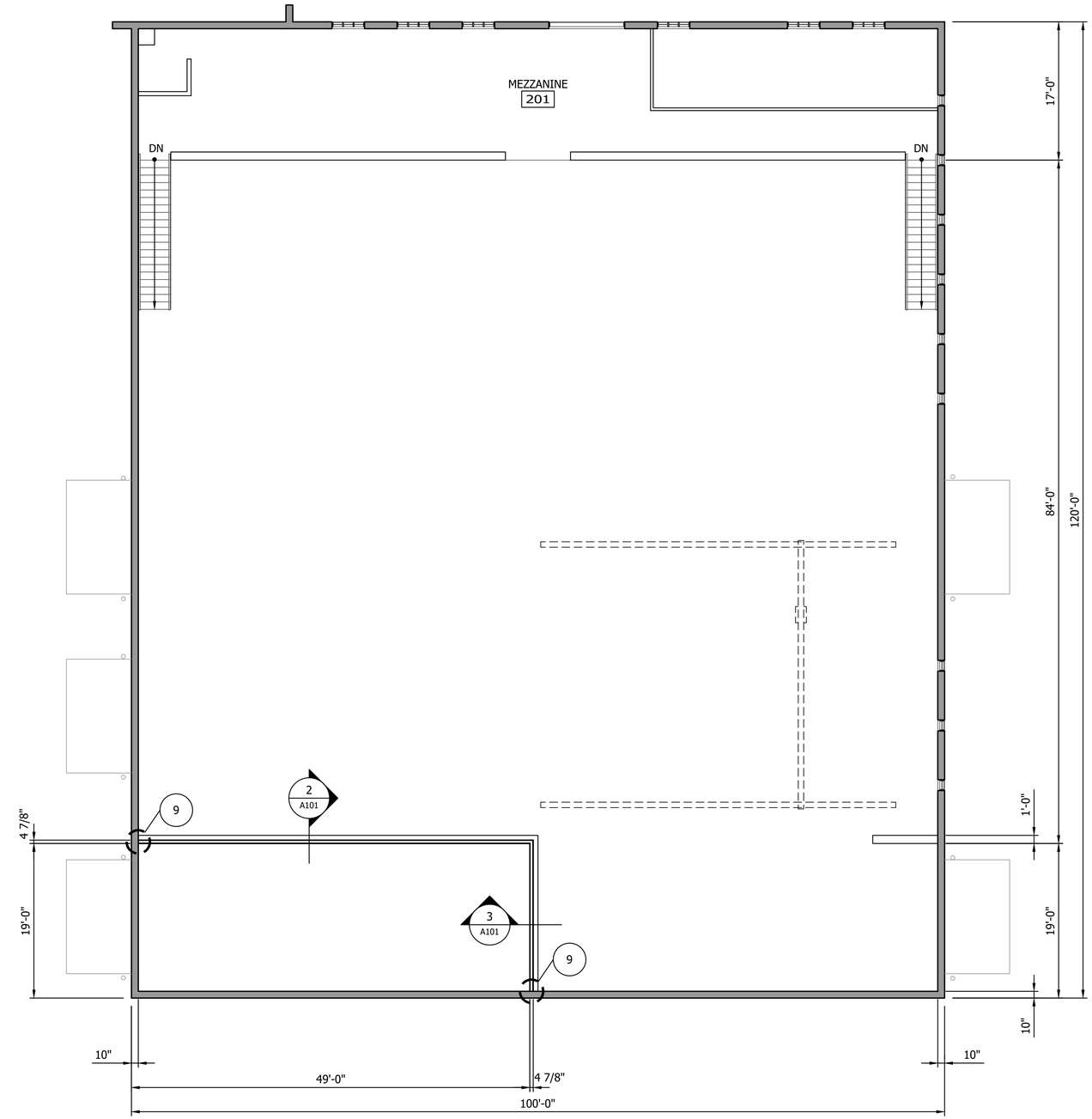
NO	REVISION	DATE

SURVEY	
DRAWN	BPP
DESIGNED	
CHECKED	
APPROVED	
PROJ. NO.	193807340

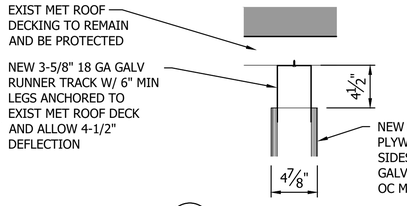
SHEET NUMBER
A101

Plot Date: 03/03/2025 - 3:02pm
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Xrefs: 193807340-X1XA, 193807340-B2R, 193807340-X5NA, BPP

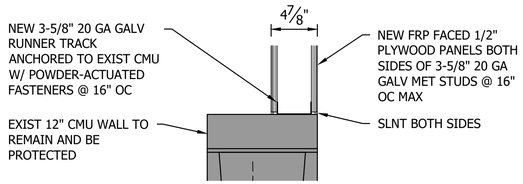
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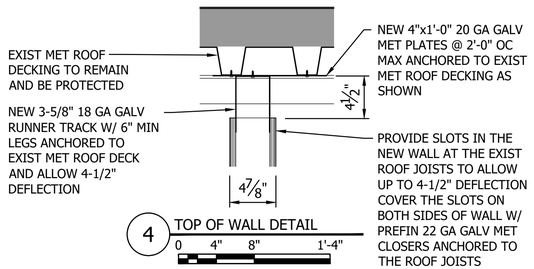
1 PARTIAL RENOVATED MEZZANINE LEVEL PLAN
0 4' 8' 16'



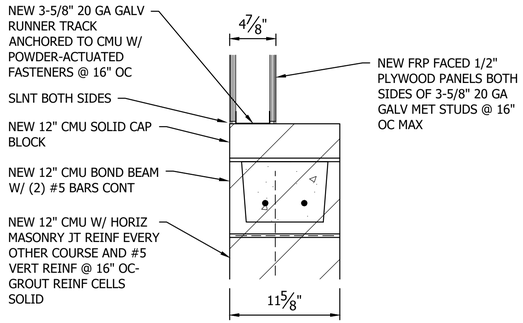
2 TOP OF WALL DETAIL
0 4" 8" 1'-4"



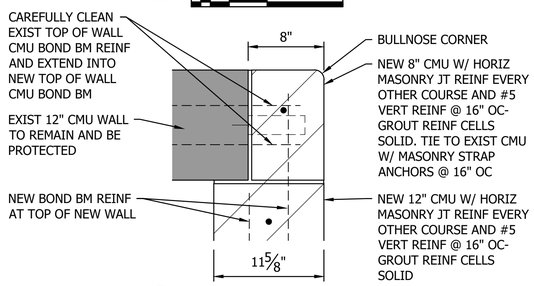
3 WALL DETAIL AT EXIST CMU
0 4" 8" 1'-4"



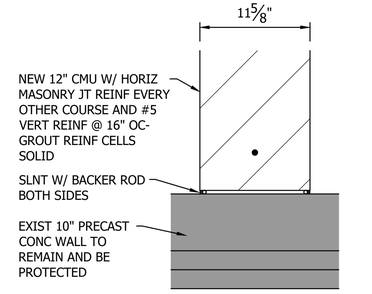
4 TOP OF WALL DETAIL
0 4" 8" 1'-4"



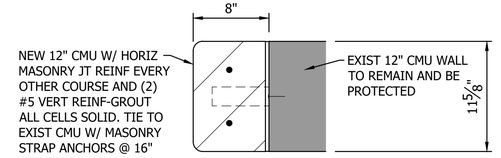
5 WALL DETAIL AT NEW CMU
0 4" 8" 1'-4"



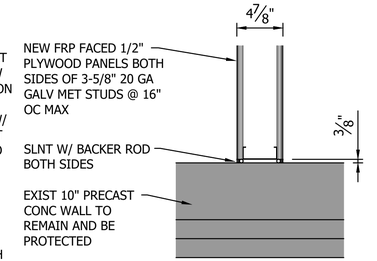
6 PLAN DETAIL AT NEW CMU
0 4" 8" 1'-4"



7 PLAN DETAIL AT NEW CMU
0 4" 8" 1'-4"



8 PLAN DETAIL AT NEW CMU
0 4" 8" 1'-4"



9 PLAN DETAIL AT NEW WALL
0 4" 8" 1'-4"

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PRINT NAME: BRUCE P. PAULSON
SIGNATURE:
DATE: FEBRUARY 27, 2025
LIC. NO. 20210

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL RENOVATED MEZZANINE LEVEL PLAN AND DETAILS

NO	REVISION	DATE

SURVEY	
DRAWN	BPP
DESIGNED	
CHECKED	
APPROVED	
PROJ. NO.	193807340

SHEET NUMBER
A102

Plot Date: 03/03/2025 - 9:03am
Drawing Name: I:\193807340\CAD\Dwg\193807340-A102.dwg
Xrefs: I:\193807340_BIM_193807340-XNA, I:\193807340\CAD\Dwg\193807340-A102-XNA, BPP

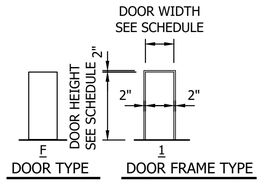
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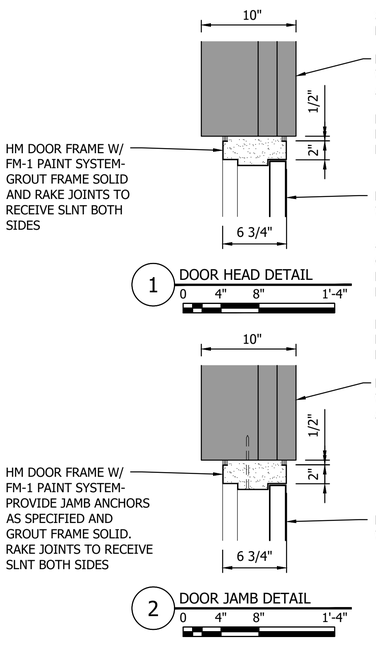
ROOM FINISH SCHEDULE

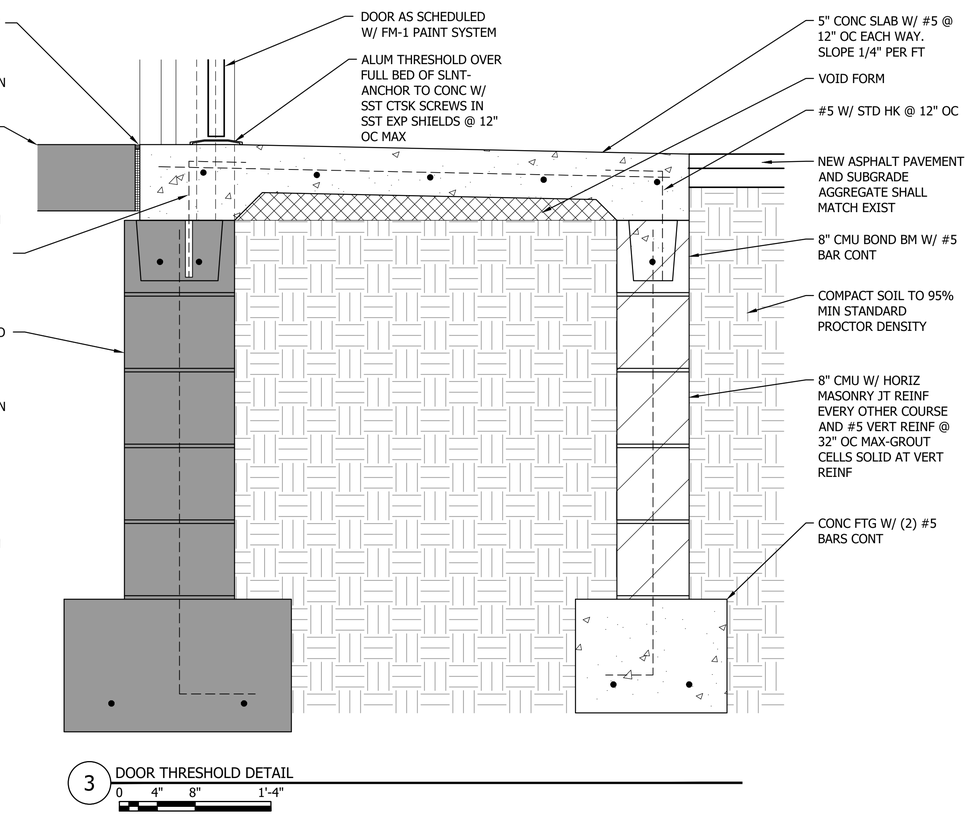
ROOM NO	ROOM NAME	FLOOR		BASE MATL	WALLS								CEILING			NOTES
		MATL	FIN		NORTH MATL	NORTH FIN	SOUTH MATL	SOUTH FIN	EAST MATL	EAST FIN	WEST MATL	WEST FIN	MATL	FIN	HEIGHT	
101	WASH BAY	EXIST/CONC	EXIST/SL-1	EXIST/CMU	EXIST/FRP	EXIST/FRP	EXIST CONC	EXIST/M-1	CMU/FRP	M-1/FRP	EXIST	EXIST	EXIST	EXIST	EXIST	-
102	MECHANICS	EXIST/CONC	EXIST/SL-1	EXIST	EXIST	EXIST	EXIST/CMU/FRP	EXIST/M-1/FRP	EXIST	EXIST	EXIST/CMU/FRP	EXIST/M-1/FRP	EXIST	EXIST	EXIST	-
103	TOOLS	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	NO WORK THIS ROOM
104	PARTS ROOM	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	NO WORK THIS ROOM
105	OFFICE	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	NO WORK THIS ROOM
106	TOILET	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	NO WORK THIS ROOM

DOOR AND FRAME SCHEDULE

NUMBER	DOOR SIZE WIDTH	DOOR SIZE HEIGHT	DOOR SIZE THICK	DOOR MATL	DOOR TYPE	DOOR GLAZ	FRAME MATL	FRAME TYPE	FRAME DETAIL HEAD	FRAME DETAIL JAMB	FRAME DETAIL SILL	FIRE RATING	HARDWARE GROUP	NOTES
101-1	3'-0"	7'-2"	1 3/4"	HM	F	-	HM	1	1/A601	2/A601	3/A601	-	101.0	-







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PRINT NAME: BRUCE P. PAULSON
SIGNATURE:
DATE: FEBRUARY 27, 2025 LIC. NO. 20210

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
SCHEDULES AND DETAILS

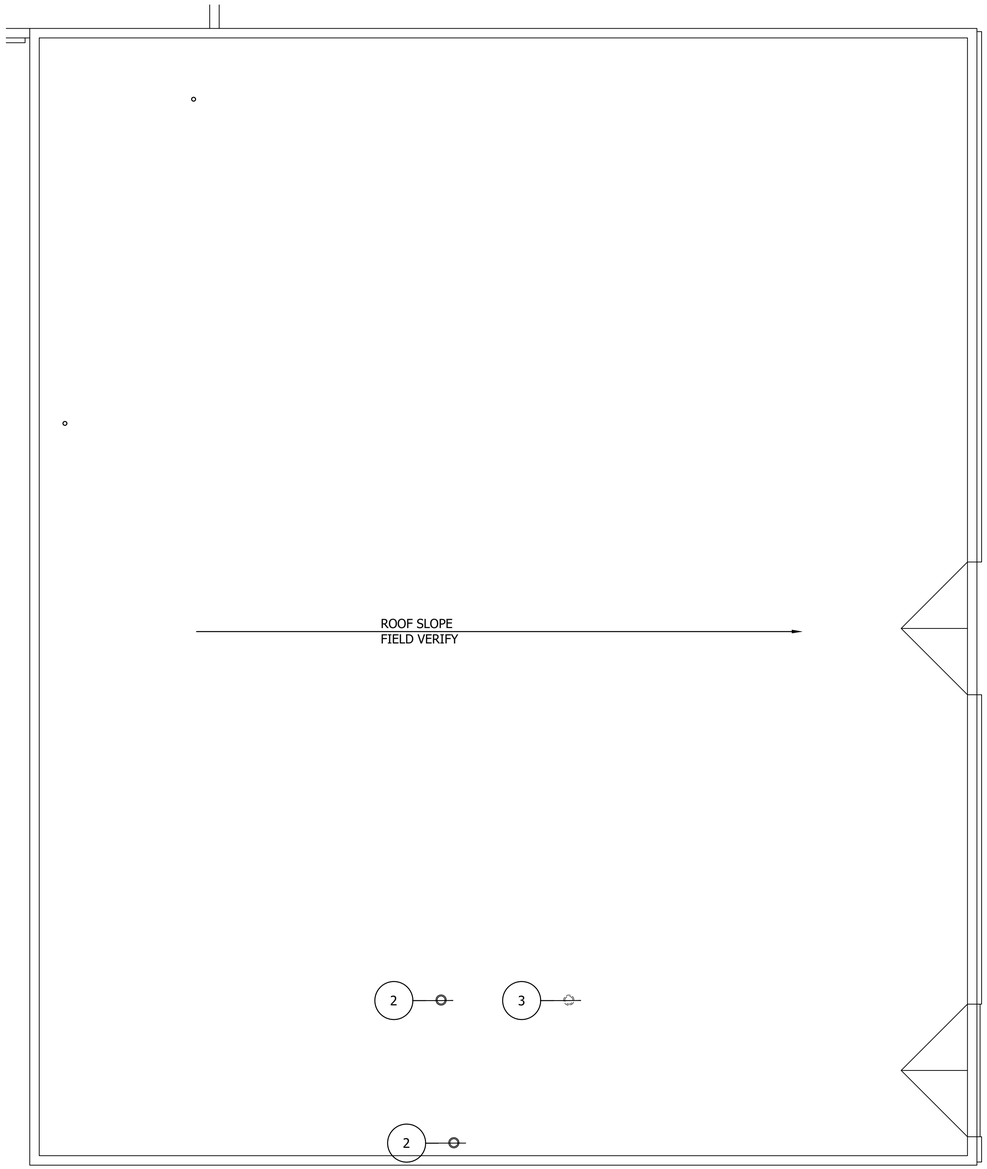
NO	REVISION	DATE

SURVEY	
DRAWN	BPP
DESIGNED	
CHECKED	
APPROVED	
PROJ. NO.	193807340

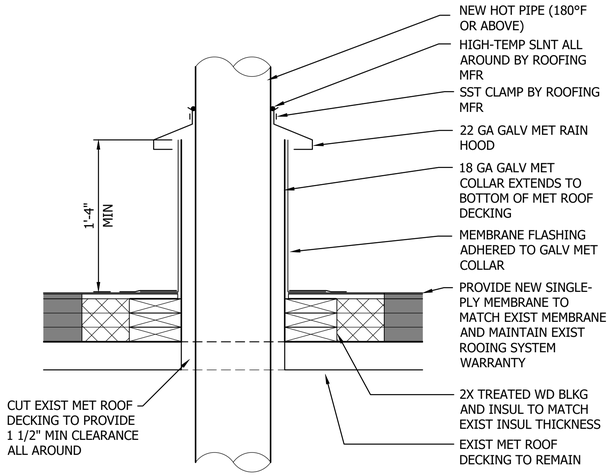
SHEET NUMBER
A601

Plot Date: 03/04/2025 - 5:07pm
Plotted by: Brandt Pierce
Xrefs: 193807340-X1A, 193807340-BDR, BPP

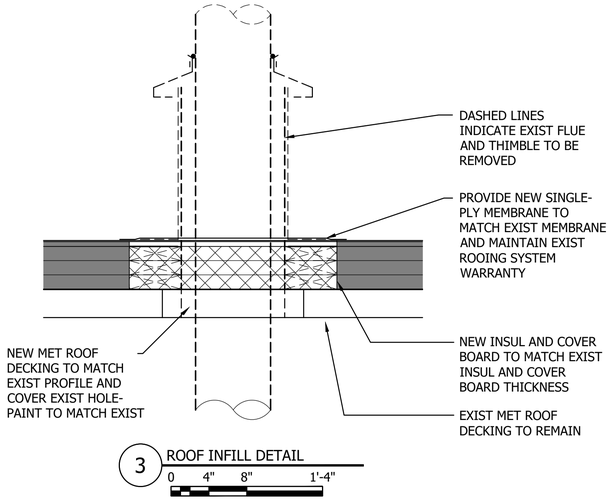
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1 PARTIAL ROOF PLAN
0 4' 8' 16'



2 HOT PIPE FLASHING DETAIL
0 4" 8" 1'-4"



3 ROOF INFILL DETAIL
0 4" 8" 1'-4"

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SIGNATURE: Bruce P. Paulson
DATE: FEBRUARY 27, 2025 LIC. NO. 20210

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
ROOF PLAN AND DETAILS

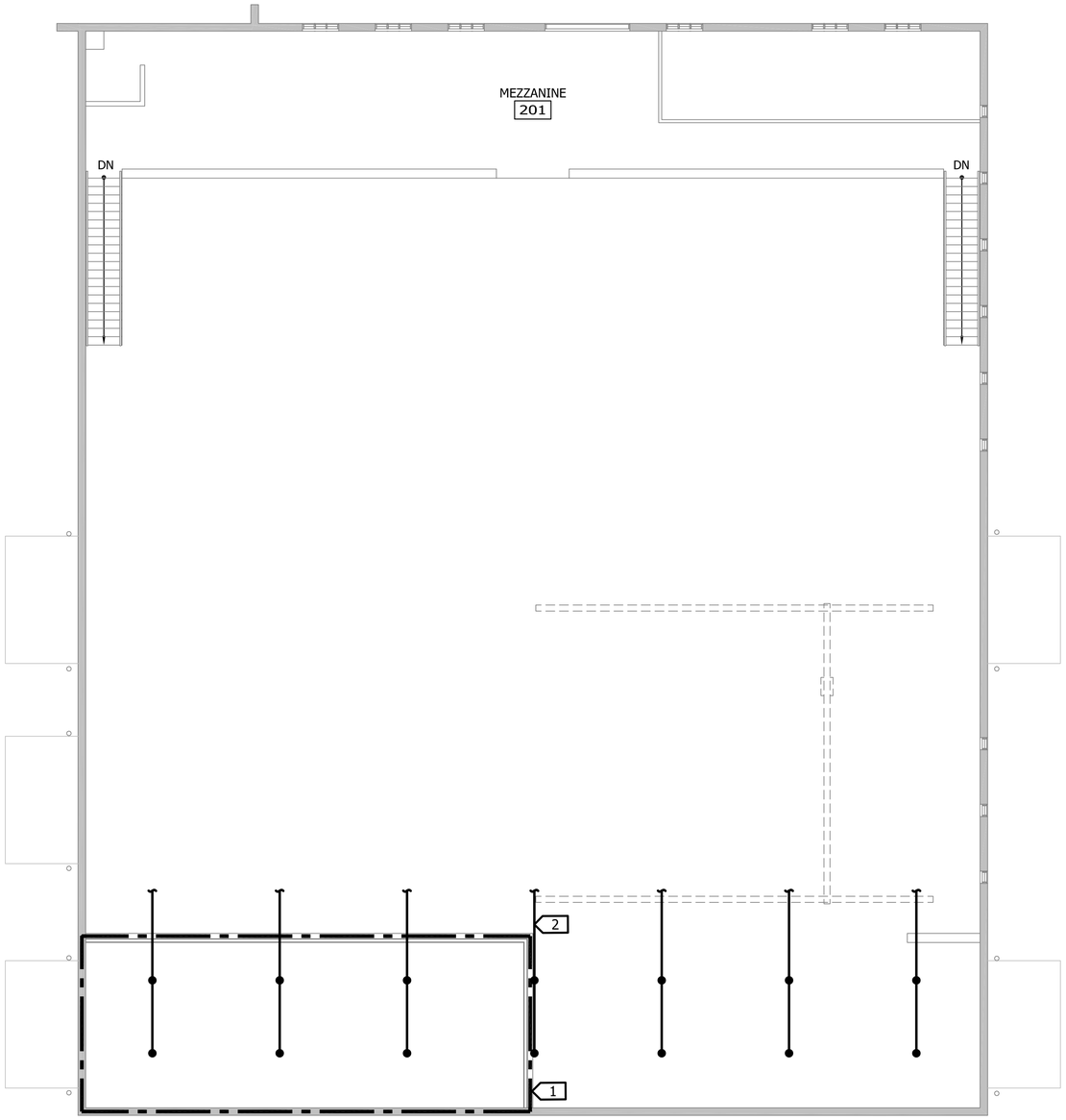
NO	REVISION	DATE

SURVEY	
DRAWN	BPP
DESIGNED	
CHECKED	
APPROVED	
PROJ. NO.	193807340

SHEET NUMBER
A801

Plot Date: 03/03/2025 - 9:04am
Plotted by: Brandon Pierce
Xrefs: 193807340-BDR, 193807340-XRVA, BPP

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1 PARTIAL RENOVATED MEZZANINE LEVEL FIRE PROTECTION PLAN

0 4' 8' 16'

GENERAL NOTES:

1. SPRINKLER LAYOUT CONVEYS INTENT OF SYSTEM. FINAL DESIGN MAY REQUIRE ADDITIONAL OR FEWER HEADS.

KEY NOTES:

1. ALTER EXISTING FIRE PROTECTION TO PROTECT NEW WASH BAY. HEADS TO BE 4' MINIMUM FROM WALLS. ADD OR REMOVE HEADS AS REQUIRED.
2. RELOCATE PIPE ON MECHANICAL ROOM SIDE OF NEW WALL AS REQUIRED TO PROVIDE PROPER CLEARANCES.

FIRE PROTECTION LEGEND

●?	CONCEALED PENDANT SPRINKLER HEAD
⊙?	PENDANT SPRINKLER HEAD
⊙?	UPRIGHT SPRINKLER HEAD
●?	RECESSED SPRINKLER HEAD
◆?	SIDEWALL SPRINKLER HEAD
GUIDE TO SPRINKLER LABELS (?)	
E	EXISTING SPRINKLER HEAD TO REMAIN
ER	EXISTING SPRINKLER HEAD TO BE RELOCATED
N	NEW SPRINKLER HEAD
R	RELOCATED POSITION OF EXISTING SPRINKLER HEAD
X	EXISTING SPRINKLER HEAD TO BE REMOVED
— x — x —	EXISTING SPRINKLER PIPE TO BE REMOVED
- - - - -	EXISTING SPRINKLER PIPE TO REMAIN
———	NEW SPRINKLER PIPE
PS	PRESSURE SWITCH
FS	SPRINKLER WATERFLOW ALARM SWITCH
	SIAMESE FIRE HYDRANT DEPARTMENT CONNECTION
	ALARM CHECK VALVE
	DRY PIPE VALVE WITH QUICK OPENING DEVICE
	PREACTION VALVE
	DELUGE VALVE
G	FIRE ALARM GONG
FE	FIRE EXTINGUISHER

NOTE: THIS IS A COMPOSITE SYMBOL LIST AND ALL SYMBOLS MAY NOT BE USED IN THIS PROJECT.

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PRINT NAME: JEROMY L. REED
SIGNATURE: Jeromy Reed
DATE: FEBRUARY 27, 2025
LIC. NO. 53856

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL RENOVATED MEZZANINE LEVEL FIRE PROTECTION PLAN

NO	REVISION	DATE

SURVEY	
DRAWN	CMS
DESIGNED	CMS
CHECKED	JLR
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PROJ. NO.	193807340

SHEET NUMBER
FP101

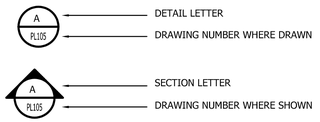
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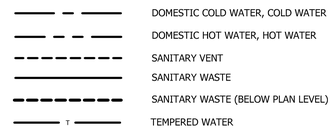
ABBREVIATIONS

A/E	ARCHITECT / ENGINEER
AD	AREA DRAIN
AFF	ABOVE FINISH FLOOR
AFG	ABOVE FINISH GRADE
AG	AIR GAP
AP	ACCESS PANEL
ASD	ADJUSTABLE SPEED DRIVES
ASHRAE	AMERICAN SOCIETY HEATING, REFRIGERATION, AIR CONDITIONING ENGINEERS
ASME	AMERICAN SOCIETY MECHANICAL ENGINEERS
ASPE	AMERICAN SOCIETY PLUMBING ENGINEERS
BFP	REDUCED PRESSURE BACKFLOW PREVENTER
BHP	BRAKE HORSEPOWER
BTU	BRITISH THERMAL UNIT
BTUH	BRITISH THERMAL UNIT PER HOUR
C	CELSIUS
CHW	CIRCULATING HOT WATER
CI	CAST IRON
CO	CLEANOUT
CW	COLD WATER
DCW	DOMESTIC COLD WATER
DHW	DOMESTIC HOT WATER
DN	DOWN
DS	DOWNSPOUT
DW	DISHWASHER
DWG	DRAWING
DWH	DOMESTIC WATER HEATER
DWR	DRINKING WATER RETURN
DWS	DRINKING WATER SUPPLY
DWV	DRAIN WASTE VENT
EL	ELEVATION
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPACT	ENERGY POLICY ACT
ESC	ESCUTCHEON
ESH	EMERGENCY SHOWER
ET	EXPANSION TANK
EWC	ELECTRIC WATER COOLER
EWH	ELECTRIC WATER HEATER
EWS	EYE WASH STATION
F	FAHRENHEIT
FCO	FLOOR CLEANOUT
FD	FLOOR DRAIN
FS	FLOOR SINK
FS	FLOW SWITCH
FU	FIXTURE UNITS
GAL	GALLON
GPD	GALLONS PER DAY
GPH	GALLONS PER HOUR
GPM	GALLONS PER MINUTE
GPR	GAS PRESSURE REGULATOR
GWH	GAS FIRED WATER HEATER
H&CW	HOT AND COLD WATER
HB	HOSE BIBB
HD	HUB DRAIN
HEX	HEAT EXCHANGER
HP	HORSEPOWER
HS	HAND SINK
HST	HOT WATER STORAGE TANK (DOMESTIC)
HWB	HOT WATER BOILER
HWCP	HOT WATER CIRCULATING PUMP
HWP	HOT WATER PUMP
HYD	HYDRANT
ICW	INDUSTRIAL COLD WATER
INV	INVERT
IPC	INTERNATIONAL PLUMBING CODE
IRW	IRRIGATION WATER
IW	INDIRECT WASTE
IWH	INSTANTANEOUS WATER HEATER
IWR	INDUSTRIAL WATER RETURN
IWS	INDUSTRIAL WATER SUPPLY
KW	KILOWATT
KWHR	KILOWATT-HOUR
L/S	LITER PER SECOND
LA	LABORATORY AIR
LAV	LAVATORY
LBS/HR	POUNDS PER HOUR
LCW	LABORATORY COLD WATER
LHW	LABORATORY HOT WATER
LNG	LIQUID NATURAL GAS
LOX	LIQUID OXYGEN
LV	LABORATORY VACUUM
LW	LOW WATER
MAV	MANUAL AIR VENT
MBH	1000 BTUH
MH	MANHOLE
MSB	MOP SERVICE BASIN
MV	MEDICAL VACUUM
N2	NITROGEN
N20	NITROUS OXIDE
NC	NORMALLY CLOSED
NG	NATURAL GAS
NIC	NOT IN CONTRACT
NO	NORMALLY OPEN
NOM	NOMINAL
NPW	NON POTABLE WATER
NTS	NOT TO SCALE
O2	OXYGEN
OC	ON CENTER
OD	OUTSIDE DIAMETER
OFD	OVERFLOW DRAIN
OR	OPERATING ROOM
OVFL	OVERFLOW
PD	PRESSURE DROP OR DIFFERENCE
PDI	PLUMBING AND DRAINAGE INSTITUTE
PG	PRESSURE GAGE
PPM	PARTS PER MILLION
PSI	POUNDS PER SQUARE INCH
PSIA	POUNDS PER SQUARE INCH ATMOSPHERE
PSIG	POUNDS PER SQUARE INCH GAUGE
PTRV	PRESSURE TEMPERATURE RELIEF VALVE
PW	POTABLE WATER
SAN	SANITARY SEWER
SCFM	STANDARD CUBIC FOOT/MINUTE
SQFT	SQUARE FEET
SS	STAINLESS STEEL
ST	STORAGE TANK
TD	TEMPERATURE DIFFERENCE
TD	TRENCH DRAIN
TDH	TOTAL DYNAMIC HEAD
TEMP	TEMPERATURE
TMV	THERMOSTATIC MIXING VALVE
TSTAT	THERMOSTAT
TYP	TYPICAL
UPC	UNIFORM PLUMBING CODE
V	VENT
VAC	VACUUM
VB	VACUUM BREAKER
VTR	VENT THROUGH ROOF
W	WASTE
WC	WATER CLOSET
WCO	WALL CLEANOUT
WG	WATER GAGE
WH	WALL HYDRANT
WH	WATER HEATER
WHA	WATER HAMMER ARRESTER
WL	WATER LINE
WM	WATER METER
WPD	WATER PRESSURE DROP
WS	WASTE STACK
YCO	YARD CLEANOUT

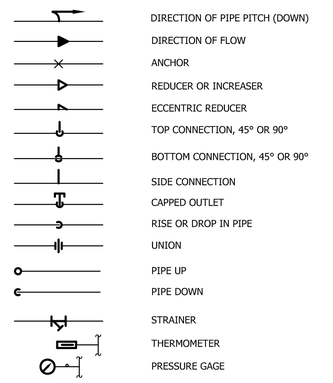
DRAWING SYMBOLS



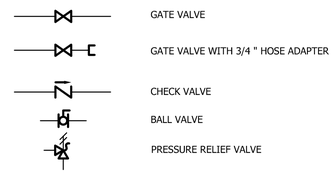
PLUMBING PIPING SYMBOLS



GENERAL PIPING SYMBOLS



VALVE SYMBOLS



GENERAL NOTES:

1. SYSTEMS AS INDICATED ON THE DRAWINGS, AS SPECIFIED AND AS REQUIRED BY CODE.
2. INSTALL EQUIPMENT AND APPURTENANCES IN ACCORDANCE WITH MANUFACTURERS' RECOMMENDATIONS, CONTRACT DOCUMENTS, APPLICABLE CODES AND REGULATIONS.
3. COORDINATE CONSTRUCTION OF WORK WITH OTHER TRADES.
4. PIPE OR DUCT UP AND DOWNSTREAM AS RECOMMENDED BY THE MANUFACTURER.
5. MSS STANDARDS. WELDING TO STRUCTURAL MEMBERS IS PROHIBITED.
6. FIRE STOP OPENINGS IN FIRE WALLS AT DUCTWORK, PIPING AND CONDUIT PENETRATIONS.
7. CAULK OPENINGS IN NON-RATED WALLS AT DUCTWORK, PIPING, AND CONDUIT PENETRATIONS.
8. REFER TO TYPICAL DETAILS FOR DUCTWORK, PIPING AND EQUIPMENT INSTALLATION.

PLUMBING NOTES:

1. REFER TO P50x FOR WATER PIPING DIAGRAM.

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PRINT NAME: JEROMY L. REED
SIGNATURE: Jeromy Reed
DATE: FEBRUARY 27, 2025
LIC. NO. 53856

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
LEGEND, SYMBOLS, ABBREVIATIONS

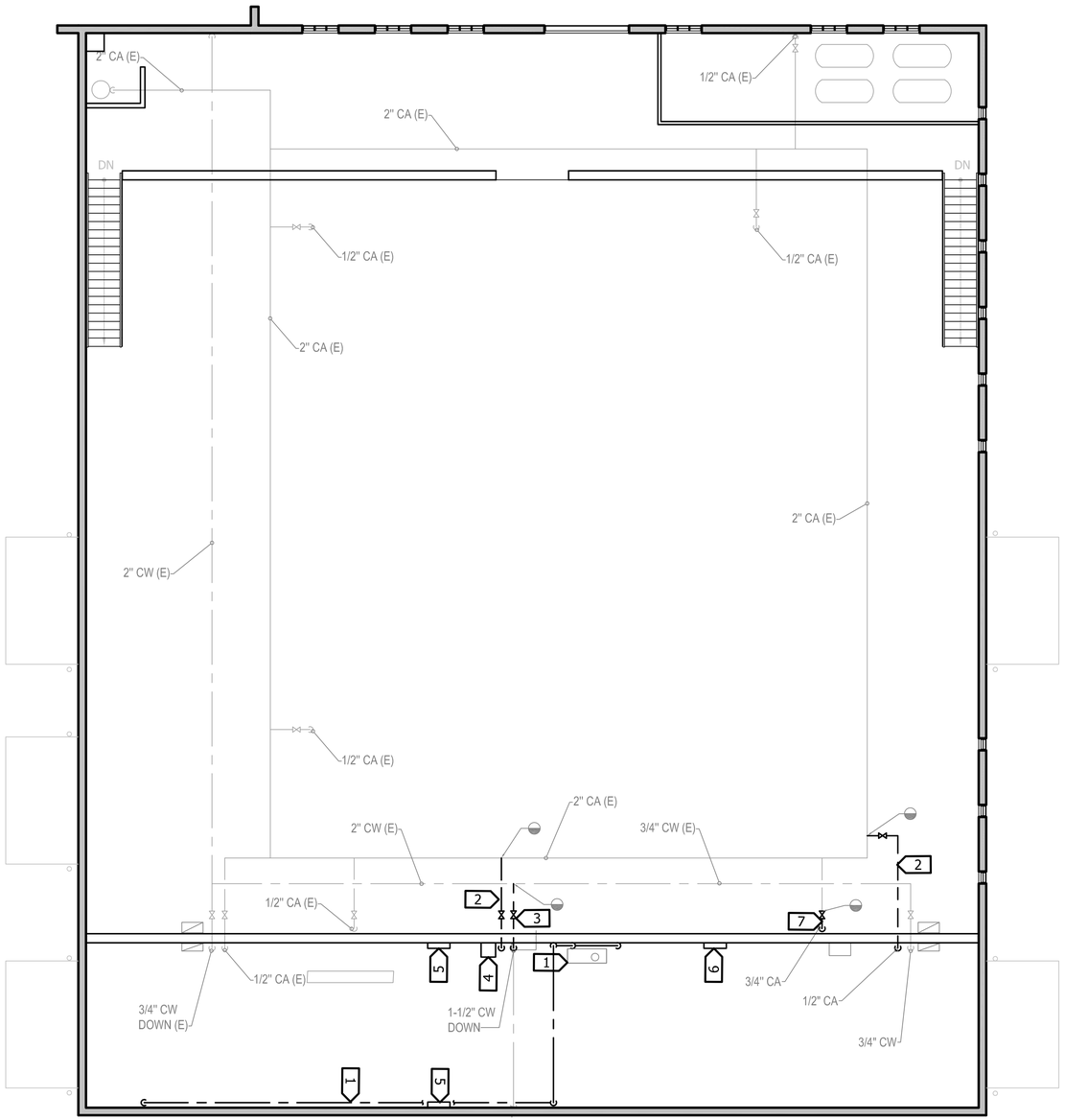
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APPROVED	JLR
PROJ. NO.	193807340

SHEET NUMBER
P001

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1 PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN-PLUMBING DEMO

0 4' 8' 16'

GENERAL NOTES:

1. EXISTING PLUMBING AND INDUSTRIAL PIPING AND ASSOCIATED PLUMBING EQUIPMENT/FIXTURES TO REMAIN IN PLACE UNLESS OTHERWISE NOTED.
2. CONTRACTOR TO VERIFY EXACT PIPE SIZE AND LOCATION IN THE FIELD.

KEY NOTES:

1. RELOCATE EXISTING HOTSY EQUIPMENT AND ASSOCIATED PIPING TO LOCATION SHOWN ON SHEET P101. PREPARE PIPING FOR RELOCATION.VERIFY EXACT LOCATION OF PIPING IN THE FIELD.
2. DEMOLISH EXISTING COMPRESSED AIR(CA) PIPING BACK TO MAIN. CAPPED AND SEALED AS REQUIRED.
3. DEMOLISH EXISTING COLD WATER (CW) PIPING BACK TO MAIN BRANCH. CAP AS REQUIRED.
4. DEMOLISH EXISTING ECOLAB DISPENSER EQUIPMENT AND ASSOCIATED PIPING AS SHOWN. CAP PIPING AT MAIN. VERIFY EXACT LOCATION OF PIPING IN THE FIELD.
5. RELOCATE EXISTING PRESSURE WANDS, HOLDERS AND ASSOCIATED PIPING TO LOCATION SHOWN ON SHEET P101.
6. REMOVE PRESSURE WAND AND DEMOLISH ASSOCIATED PIPING. PRESSURE WANT TO BE RETURNED TO OWNER.
7. DEMOLISH EXISTING COMPRESSED AIR(CA) UP TO CEILING. PREPARE PIPE TO BE EXTENDED TO SOUTH WALL.

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PRINT NAME: JEROMY L. REED
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DATE: FEBRUARY 27, 2025
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COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN - PLUMBING REMOVAL

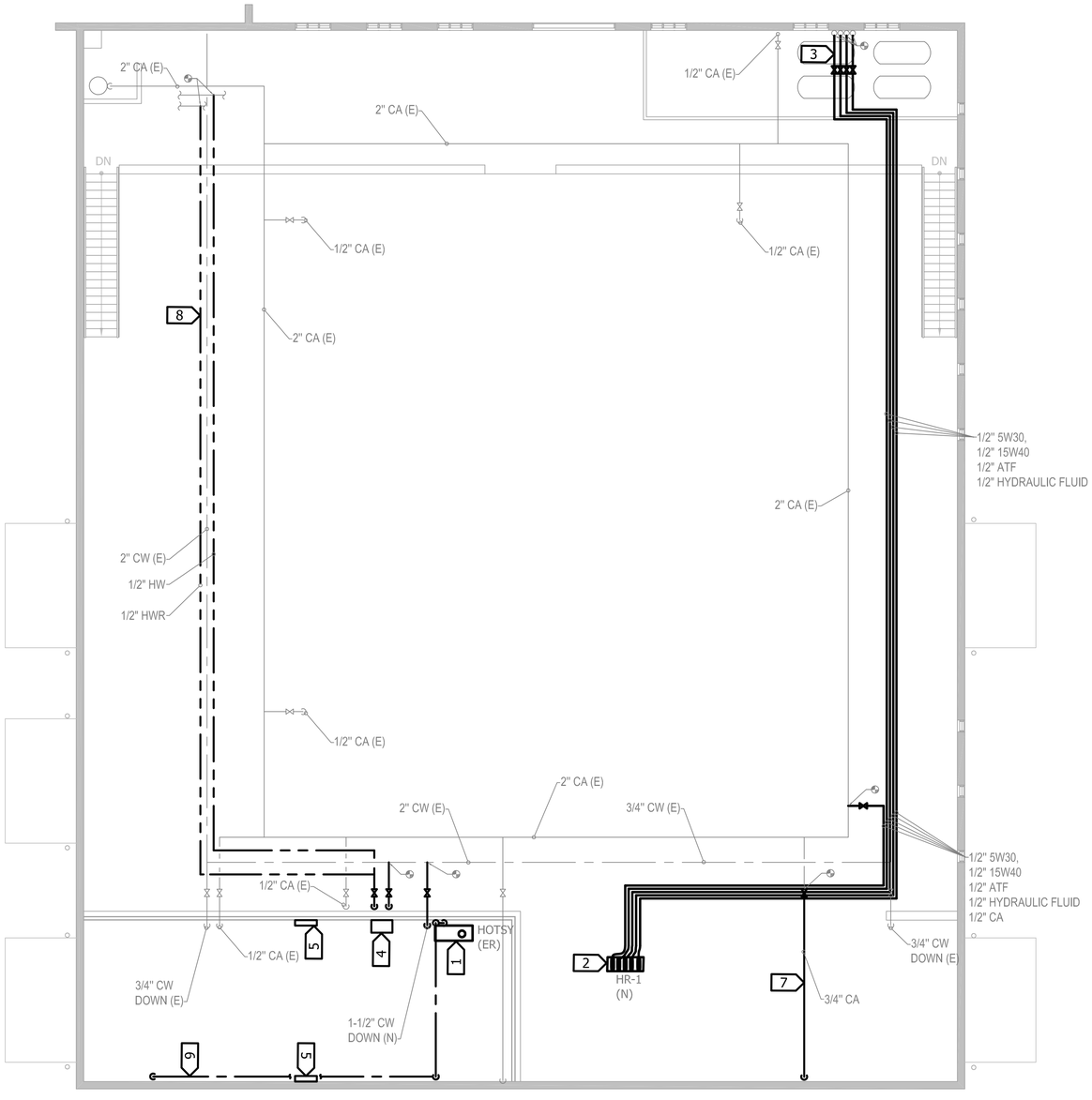
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PROJ. NO.	193807340

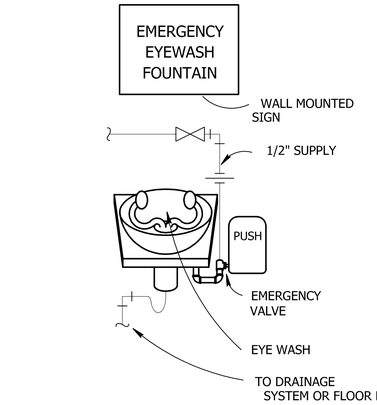
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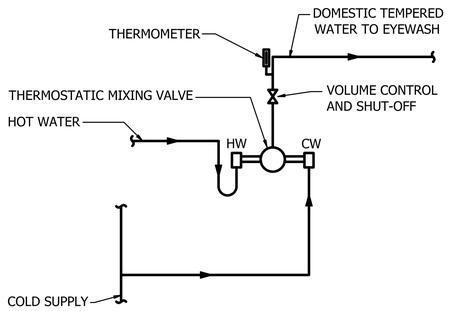
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1 PARTIAL RENOVATED MEZZANINE LEVEL PLUMBING PLAN
0 4' 8' 16'



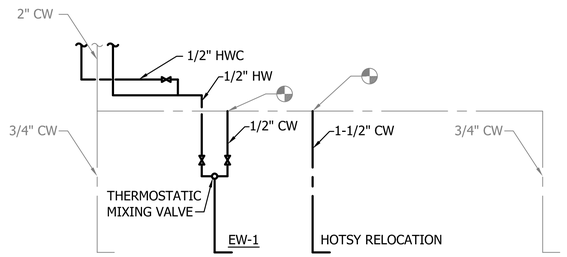
2 WALL MOUNTED EMERGENCY EYEWASH DETAIL
N.T.S.



3 MIXING VALVE DETAIL
N.T.S.

PLUMBING FIXTURE SCHEDULE

NO	TYPE	WASTE	VENT	CW	HW	TW	REMARKS
EW 1	EYEWASH	1-1/2	1-1/2	1/2	1/2	——	



4 PARTIAL CW/HW FLAT ISOMETRIC
N.T.S.

KEY NOTES:

1. RELOCATED EXISTING HOTSY EQUIPMENT AND ASSOCIATED PIPING. PROVIDE AND RECONNECT HOT WATER,COLD WATER AND GAS PIPING AS PER MANUFACTURER REQUIREMENTS AND RECOMMENDATIONS. CONTRACTOR TO VERIFY EXACT PIPING LOCATION IN THE FIELD. RELOCATE EXISTING RPZ TO WALL BETWEEN THE HOTSY AND THE ECOLAB DISPENSER. REFER TO MECHANICAL FLOOR PLAN FOR FLUE EXHAUST.
2. PROVIDE NEW "GRACO XD20" HOSE REELS(HR-1). CONNECT HOSE REELS TO ASSOCIATE PIPING 5W30,15W40,ATF,HYDRAULIC FLUIDS,CA. PROVIDE FLEX PIPING AS REQUIRED. COORDINATE EXACT LOCATION IN FIELD WITH OTHER TRADES. INSTALL AS PER MANUFACTURER RECOMMENDATIONS AND INSTALLATION INSTRUCTIONS.
3. CONNECT NEW 5W30,15W40,ATF,HYDRAULIC FLUIDS,CA PIPING WITH EXISTING PIPE RISERS LOCATED ALONG THE BACK WALL. CONTRACTOR TO VERIFY EXACT LOCATION IN THE FIELD. PROVIDE WITH ISOLATION VALVE FOR EACH INDIVIDUAL PIPE.
4. PROVIDE NEW EMERGENCY EYEWASH. ACORN MODEL S0430-PT1 IS THE BASIS OF DESIGN. SEE DETAIL 2/P101. 1/2" HW AND 1/2" CW TO AMERICAN STANDARD MODEL 605XTMV THERMOSTATIC MIXING VALVE. SEE DETAIL 3/P101.
5. RELOCATED PRESSURE WANDS AND ASSOCIATED PIPING. PROVIDE AND RECONNECT AS PER MANUFACTURER REQUIREMENTS AND RECOMMENDATIONS.
6. RELOCATED HOTSY HIGH PRESSURE HOT WATER PIPING AND HOSE. HOSE TO BE HOTSY MODEL R1, 4000 PSI AND 250 F AT A MINIMUM.
7. CONNECT TO EXISTING 3/4" CA PIPE. EXTEND AND DROP TO LIFT CONTROLS. CONNECT AS PER MANUFACTURER REQUIREMENTS AND RECOMMENDATIONS.
8. PROVIDE 1/2" HW AND HWR PIPING. CONNECT TO EXISTING UTILITIES AS SHOWN. VERIFY EXACT LOCATIONS IN THE FIELD.

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COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL RENOVATED MEZZANINE LEVEL PLUMBING PLAN

NO	REVISION	DATE

SURVEY	
DRAWN	CMS
DESIGNED	CMS
CHECKED	JLR
APPROVED	JLR
PROJ. NO.	193807340

SHEET NUMBER
P101

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MECHANICAL ABBREVIATIONS

ABV	ABOVE	D T	DRIP TRAP
AC	AIR CONDITIONING	DEMO	DEMOLITION
ACU	AIR CONDITIONING UNIT	DF	DRINKING FOUNTAIN
A D	AREA DRAIN	DFS	DRY FIRE SPRINKLER
A F C	ABOVE FINISHED CEILING	DG	DOOR GRILLE
A F F	ABOVE FINISHED FLOOR	DIA	DIAMETER
A L	ACOUSTICAL LINING	D I	DEIONIZED
AHU	AIR HANDLING UNIT	DMPR	DAMPER
AMU	AIR MEASURING UNIT	DN	DOWN
A P	ACCESS PANEL	E	EAST
APPROX	APPROXIMATE	EA	EACH
AR	ACID RESISTANT	EAT	ENTERING AIR TEMPERATURE
ARCH	ARCHITECT ARCHITECTURAL	EF	EXHAUST FAN
AS	AIR SEPARATOR	ELEC	ELECTRIC
BD	BLOWDOWN	ELEV	ELEVATION
B F F	BELOW FINISHED FLOOR	ENCL	ENCLOSURE
BFV	BUTTERFLY VALVE	ER	EXHAUST REGISTER
BFW	BOILER FEED WATER	ESP	EXTERNAL STATIC PRESSURE
BG	BELOW GRADE	ET	EXPANSION TANK
BHP	BRAKE HORSEPOWER	EWC	ELECTRIC WATER COOLER
BLW	BELOW	EWT	ENTERING WATER TEMPERATURE
B O D	BOTTOM OF DUCT ELEVATION A F F	EXH	EXHAUST
B O P	BOTTOM OF PIPE ELEVATION A F F	EXP	EXPANSION
BOT	BOTTOM	EXIST	EXISTING
BTU	BRITISH THERMAL UNIT	F T	FLOAT THERMOSTATIC
BTUH	BTU PER HOUR	F	PLUMBING FIXTURE
CA	COMPRESSED AIR	F A	FREE AREA
CC	COOLING COIL	FCO	FLOOR CLEANOUT
CD	CEILING DIFFUSER	F D	FLOOR DRAIN
CFH	CUBIC FEET PER HOUR	FD FS	FLOOR DRAIN WITH FUNNEL STRAINER
CFM	CUBIC FEET PER MINUTE	FD	FIRE DAMPER
C I	CAST IRON	FDV	FIRE DEPARTMENT VALVE
CG	CEILING GRILLE	F F E	FINISHED FLOOR ELEVATION
CFH	CUBIC FEET PER HOUR	FL	FLOOR
CHWR	CHILLED WATER RETURN	FMS	FLOW MEASURING STATION
CHWS	CHILLED WATER SUPPLY	FPM	FEET PER MINUTE
C L	CENTER LINE	FR	FUEL RETURN
CLG	CEILING OR COOLING	FRP	FIBERGLASS REINFORCED PIPE
CMPR	COMPRESSOR	FS	FUEL SUPPLY
CWR	CONDENSER WATER RETURN	F S	FIRE SPRINKLER
CWS	CONDENSER WATER SUPPLY	FSK	FLOOR SINK
C O	CLEAN OUT	FT	FOOT OR FEET
CONC	CONCRETE	FTR	FIN TUBE RADIATION
COND	CONDENSATE	FUT	FUTURE
CONN	CONNECTION	G	GAS PIPING
CONST	CONSTRUCTION	GA	GAUGE GAGE
CONT	CONTINUATION	GEN L	GENERAL
CONTR	CONTRACTOR	GF	GAS FURNACE
CONV	CONVECTOR	GPH	GALLONS PER HOUR
CP	CONDENSATE PUMP	GPM	GALLONS PER MINUTE
CU	CONDENSING UNIT	GRD	GRADE GROUND
CUH	CABINET UNIT HEATER	GR	GLYCOL RETURN
CW	COLD WATER DOMESTIC	GS	GLYCOL SUPPLY
D	DRAIN	GV	GRAVITY VENT
		H	HIGH
HB	HOSE BIBB	PHW	PROCESSED HOT WATER
HC	HEATING COIL	P H	PENTHOUSE
HDG	HEAVY DUTY GRILLE	PRV	POWER ROOF VENTILATOR
HG	REFRIGERANT HOT GAS	PRV	PRESSURE REGULATING VALVE
HORIZ	HORIZONTAL	PSI	POUNDS PER SQUARE INCH
HPR	HIGH PRESSURE CONDENSATE RETURN	PSIG	PSI GAUGE
HPS	HIGH PRESSURE STEAM	PVC	POLYVINYL CHLORIDE
HTR	HEATER	PW	PUMPED WASTE
H STAT	HUMIDISTAT	RA	RETURN AIR
HW	HOT WATER DOMESTIC	RAD	RETURN AIR DUCT
HWC	HOT WATER CIRCULATED	RAD	RADIATOR
HWR	HOT WATER RETURN	RCP	REFLECTED CEILING PLAN
HWS	HOT WATER SUPPLY	RCP	REINFORCED CONCRETE PIPE
HX	HEAT EXCHANGER OR CONVERTOR	RCVR	RECEIVER
I D	INSIDE DIMENSION	RCD	ROUND CEILING DIFFUSER
I B S	IN BEAM SPACE	R D	ROOF DRAIN
I J S	IN JOIST SPACE	RE	RETURN EXHAUST FAN
INV ELEV	INVERT ELEVATION	RECIRC	RECIRCULATING
I T S	IN TRUSS TEE SPACE	REQ D	REQUIRED
IW	INDIRECT WASTE	RF	RETURN FAN
L	REFRIGERANT LIQUID	RH	RELATIVE HUMIDITY
LAT	LEAVING AIR TEMPERATURE	RHC	REHEAT COIL
LAV	LAVATORY	RHW	RECIRCULATING HOT WATER
L D	LINEAR DIFFUSER	RG	RETURN GRILLE
L F	LINEAL FEET	RPM	REVOLUTIONS PER MINUTE
LG	LONG OR LENGTH	RPBP	REDUCED PRESSURE BACKFLOW PREVENTER
LP	LIQUID PROPANE	RPZ	REDUCED PRESSURE ZONE BACKFLOW PREVENTER
LPR	LOW PRESSURE CONDENSATE RETURN	RTU	ROOFTOP UNIT
LPS	LOW PRESSURE STEAM	RWL	RAINWATER LEADER
LSD	LINEAR SLOT DIFFUSER	S	REFRIGERANT SUCTION
L T	LAUNDRY TUB	S	SOUTH
MAU	MAKE UP AIR UNIT	SA	SUPPLY AIR
MAX	MAXIMUM	SAD	SUPPLY AIR DUCT
MBH	1000 BTU PER HOUR	SAN	SANITARY
MFG	MANUFACTURER	SD	SLOT DIFFUSER
M H	MANHOLE	SF	SUPPLY FAN
MIN	MINIMUM	SR	SUPPLY REGISTER
MOT	MOTORIZED	SP	STATIC PRESSURE
MS	MOP SINK	SPEC	SPECIFICATION
N	NORTH	SQ	SQUARE
N C	NORMALLY CLOSED	S S	STAINLESS STEEL
N O	NORMALLY OPEN	STD	STANDARD
NO	NUMBER	STM	STEAM
N T S	NOT TO SCALE	STS	STORM SEWER
O A	OUTSIDE AIR	SYS	SYSTEM
O D	OUTSIDE DIMENSION	ΔT	TEMPERATURE DIFFERENCE
OFRD	OVERFLOW ROOF DRAIN	TEMP	TEMPERATURE
OFRWL	OVERFLOW RAINWATER LEADER	TF	TRANSFER FAN
OPNG	OPENING	THRU	THROUGH
O S Y	OUTSIDE SCREW YOKE	T O	TAKE OFF
P	PUMP	T O D	TOP OF DUCT ELEVATION A F F
Δ P	PRESSURE DIFFERENCE	T O P	TOP OF PIPE ELEVATION A F F
PCD	PERFORATED CEILING DIFFUSER	T P	TEMPERATURE AND PRESSURE
PC	PUMPED CONDENSATE	T STAT	THERMOSTAT
PCW	PROCESSED COLD WATER	TSP	TOTAL STATIC PRESSURE
		TW	TEMPERED WATER
		TYP	TYPICAL
		U F	UNDERFLOOR
		UH	UNIT HEATER
		UR	URINAL
		V	VENT
		VAC	VACUUM
		VAV	VARIABLE AIR VOLUME
		VCP	VITRIFIED CLAY TILE PIPE
		VERT	VERTICAL
		VFD	VARIABLE FREQUENCY DRIVE
		V S	VENT STACK
		V T R	VENT THRU ROOF
		W	WATER SERVICE
		W	WEST
		WC	WATER CLOSET
		W C O	WALL CLEANOUT
		WG	WALL GRILLE
		W H	WALL HYDRANT
		WH	WATER HEATER
		WL	WALL LOUVER
		W S	WASTE STACK
		WT	WEIGHT
		W	WITH
		W O	WITHOUT
		W W ENC	WALL TO WALL ENCLOSURE
		WW	WELL WATER

GENERAL SYMBOLS

(3)	NUMBERED NOTE
103	ROOM NUMBER
1	REVISION NO 1
C	DIAMETER OR ROUND
@	AT
$\angle$	ANGLE

FIRE SPRINKLER HEAD SYMBOLS

•	UPRIGHT OR PENDENT HEAD
◉	SEMI RECESSED PENDENT
○	RECESSED OR CONCEALED HEAD
◀	FREEZEPROOF SIDEWALL HEAD
◁	SIDEWALL HEAD
⊕	PRE ACTION PENDENT

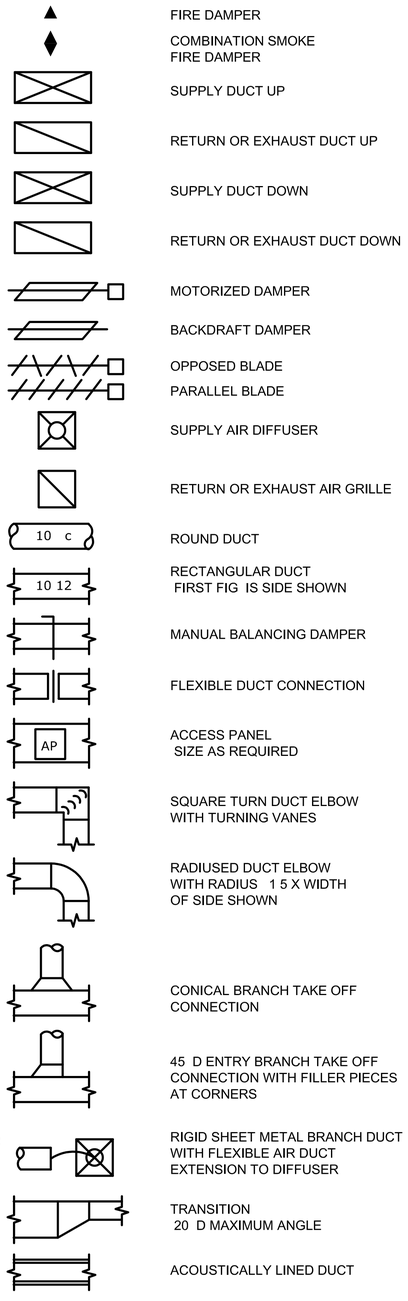
CONTROL SYMBOLS

(T)	THERMOSTAT OR TEMPERATURE SENSOR
(H)	HUMIDISTAT OR HUMIDITY SENSOR
(S)	TEMPERATURE SENSOR
(CO)	CARBON MONOXIDE SENSOR
$	TIMER SWITCH
(SP)	STATIC PRESSURE SENSOR

DIFFUSER DESIGNATION CODE

A-24X12 — INDICATES NECK SIZE DIAMETER IN INCHES
750 — INDICATES DIFFUSER TYPE

DUCTWORK SYMBOLS



FIRE DAMPER
COMBINATION SMOKE FIRE DAMPER
SUPPLY DUCT UP
RETURN OR EXHAUST DUCT UP
SUPPLY DUCT DOWN
RETURN OR EXHAUST DUCT DOWN
MOTORIZED DAMPER
BACKDRAFT DAMPER
OPPOSED BLADE
PARALLEL BLADE
SUPPLY AIR DIFFUSER
RETURN OR EXHAUST AIR GRILLE
ROUND DUCT
RECTANGULAR DUCT FIRST FIG IS SIDE SHOWN
MANUAL BALANCING DAMPER
FLEXIBLE DUCT CONNECTION
ACCESS PANEL SIZE AS REQUIRED
SQUARE TURN DUCT ELBOW WITH TURNING VANES
RADIUSED DUCT ELBOW WITH RADIUS 1 5 X WIDTH OF SIDE SHOWN
CONICAL BRANCH TAKE OFF CONNECTION
45 D ENTRY BRANCH TAKE OFF CONNECTION WITH FILLER PIECES AT CORNERS
RIGID SHEET METAL BRANCH DUCT WITH FLEXIBLE AIR DUCT EXTENSION TO DIFFUSER
TRANSITION 20 D MAXIMUM ANGLE
ACOUSTICALLY LINED DUCT

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PRINT NAME: JEROMY L. REED
SIGNATURE:
DATE: FEBRUARY 27, 2025
LIC. NO. 53856

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
HVAC LEGENDS, SYMBOLS AND ABBREVIATIONS

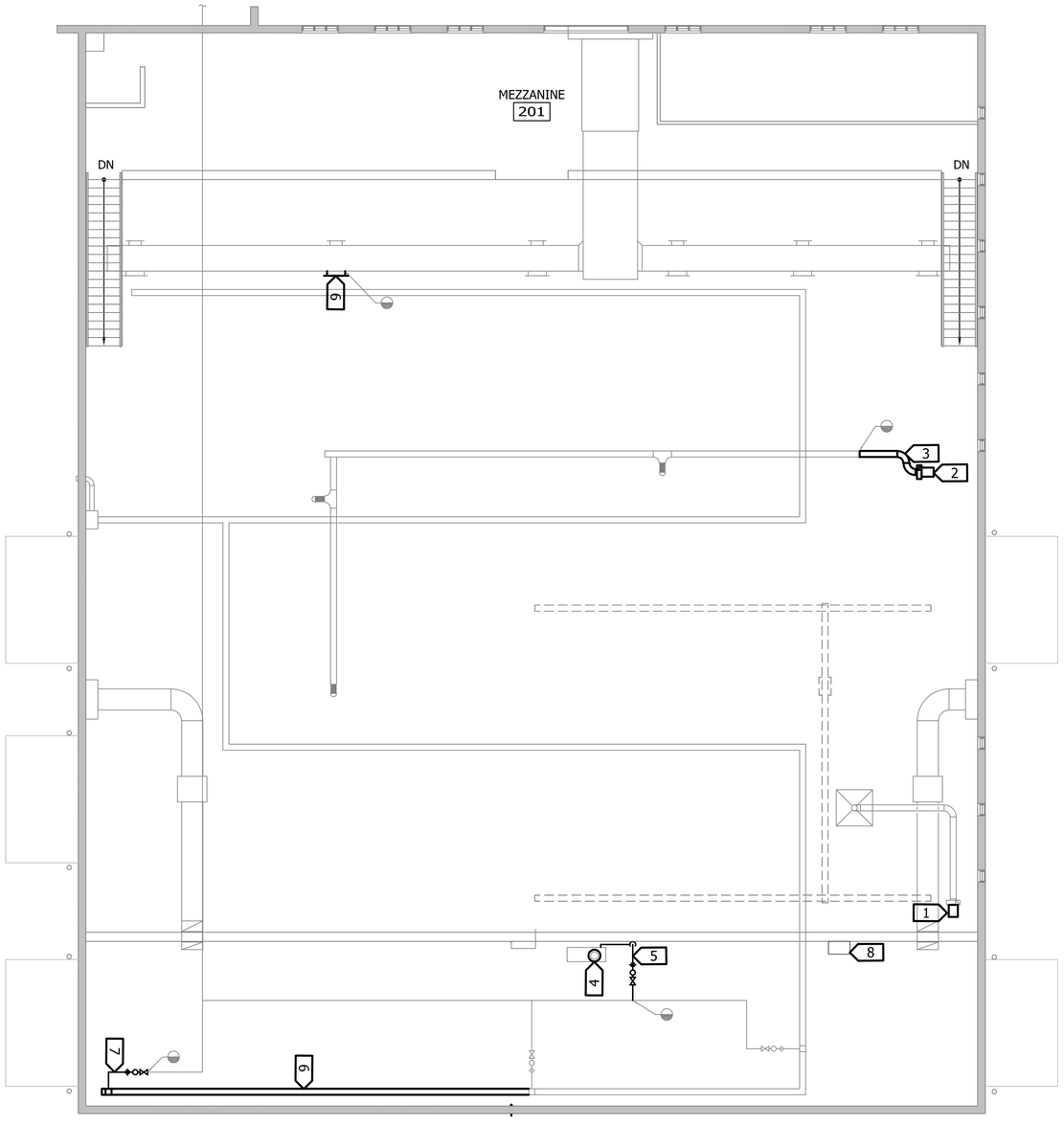
NO	REVISION	DATE

SURVEY	
DRAWN	CMS
DESIGNED	CMS
CHECKED	JLR
APPROVED	JLR
PROJ. NO.	193807340

SHEET NUMBER
M001

Plot Date: 03/04/2025 - 12:25pm
Drawing Name: n:\193807340-CAD\Dwg\193807340-M001.dwg
Xrefs: 193807340-ARCH, 193807340-CIVIL

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1 PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN-HVAC REMOVAL

0 4' 8' 16'

GENERAL NOTES:

1. EXISTING DUCTWORK, PIPING, ACCESSORIES AND ASSOCIATED HVAC EQUIPMENT/FIXTURES TO REMAIN IN PLACE UNLESS OTHERWISE NOTED.
2. CONTRACTOR TO VERIFY EXACT SIZES AND LOCATION IN THE FIELD.

KEY NOTES:

1. REPLACE MOTOR IN WELDING HOOD EXHAUST FAN. EXISTING MOTOR IS 3/4 HP 1PH 1725 RPM, USE 1 HP 1PH 1725 RPM TO FIT THE SAME NEMA 143T FRAME SIZE.
2. DEMOLISH VEHICLE EXHAUST FAN AS SHOWN ON DRAWING.
3. DEMOLISH FAN INLET DUCTWORK AS SHOWN. OUTLET DUCTWORK THROUGH ROOF TO REMAIN.
4. REMOVE HOTSY DRAFT HOOD AT THE LOCATION SHOWN. SAVE HOOD FOR REINSTALLATION. DEMO FLUE UP THRU ROOF AND PATCH OPENING, SEE ARCH.
5. DEMOLISH HOTSY GAS PIPE AND ACCESSORIES BACK TO MAIN. CAP PIPE AT MAIN.
6. DEMOLISH INFRARED HEATER IH-1 AND BURNER IN THE EXISTING WASH BAY AS SHOWN. CAP IH HEATER PIPING THAT REMAINS.
7. DEMOLISH GAS PIPING SERVING IH-1 AND CAP AT MAIN.
8. REMOVE EXISTING SURFACE MOUNT EYEWASH FROM THE LOCATION SHOWN.
9. REMOVE GRILLE AS SHOWN AND CAP DUCTWORK.

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SIGNATURE: Jeromy Reed
DATE: FEBRUARY 27, 2025
LIC. NO. 53856

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL EXISTING MEZZANINE LEVEL FLOOR PLAN - HVAC REMOVAL

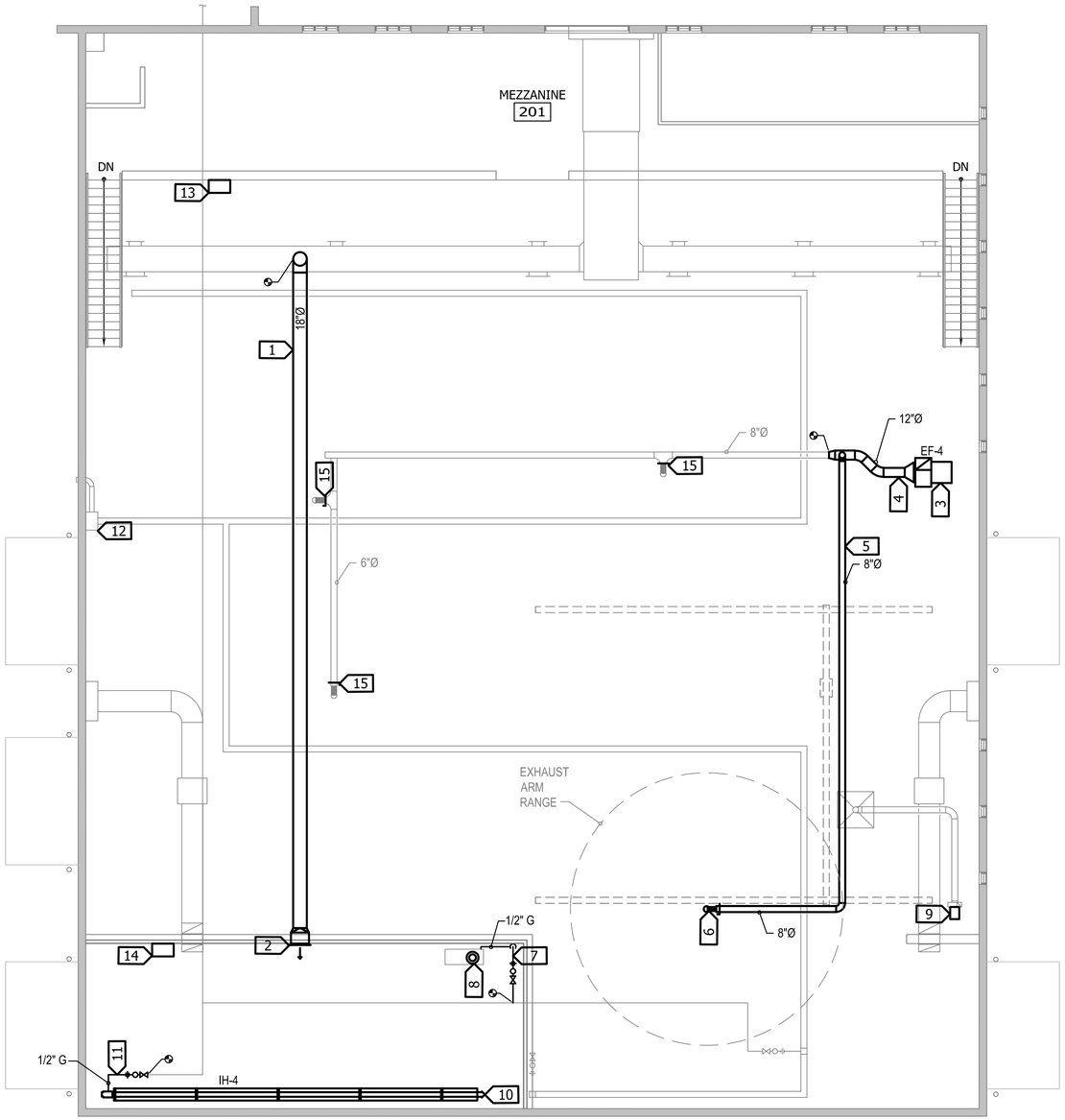
NO	REVISION	DATE

SURVEY	
DRAWN	CMS
DESIGNED	CMS
CHECKED	JLR
APPROVED	JLR
PROJ. NO.	193807340

SHEET NUMBER
M100

Plot Date: 03/04/2025 - 12:28pm
Drawing name: C:\Users\jeromy.reed\ACCDocs\193807340-A100.dwg
Xrefs: 193807340-ARCH.dwg, 193807340-A2XA, 193807340-A2XM, Xrefs-3 sheet

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1 PARTIAL RENOVATED MEZZANINE LEVEL HVAC PLAN

0 4' 8' 16'

KEY NOTES:

1. PROVIDE 18"Ø MAKE UP AIR DUCT CONNECTED TO THE EXISTING MAKE UP AIR DELIVERY DUCTWORK AS SHOWN. ROUTE DUCTWORK UP THROUGH TRUSS WEB.
2. PROVIDE NEW 24x16 MAKE UP AIR REGISTER AS SCHEDULED.
3. PROVIDE NEW EXHAUST FAN EF-4 AS SCHEDULED AND AT THE LOCATION SHOWN. SEE 4/M501. TIE FAN OUTLET INTO THE EXISTING DUCT PENETRATION THROUGH THE ROOF.
4. PROVIDE 12"Ø INLET DUCTWORK TO EXHAUST FAN EF-4. CONNECT TO EXISTING VEHICLE EXHAUST SYSTEM. PROVIDE 6 X DIAMETER STRAIGHT RUN (MIN) AT FAN INLET.
5. CONNECT 8"Ø DUCT TO EXISTING VEHICLE EXHAUST SYSTEM AS SHOWN. RUN DUCT UP THROUGH TRUSS WEB ABOVE BRIDGE CRANE.
6. PROVIDE 6"Ø VEHICLE EXHAUST ARM AND BALANCE TO 1600 CFM. FLEX PIPE TO BE 25 FEET LONG TO PROVIDE SHOWN RANGE OF MOTION. SEE 5/M501
7. RECONNECT 1/2" GAS LINE TO RELCATED HOTSY. SEE 1/M501
8. INSTALL RELOCATED HOTSY DRAFT HOOD AND 8" VENT. ROUTE UP THROUGH ROOF.
9. PROVIDE NEW 1 HP 3450 RPM MOTOR TO WELDING HOOD EXHAUST FAN.
10. PROVIDE NEW INFRARED HEATER IH-1 AS SCHEDULED AND SHOWN. ROUTE EXHAUST UP THROUGH ROOF. SEE 3/M501.
11. PROVIDE 1/2" GAS TO IH-1 BURNER. SEE 1/M501.
12. REBALANCE EXISTING VACUUM FOR RECONFIGURED IR SYSTEM.
13. EXISTING MAU CONTROL & GAS DETECTION.
14. ADD NO & CO SENSORS TO EXISTING MAU CONTROLS.
15. ADD DAMPERS TO EXISTING VEHICLE EXHAUST HOSES AS SHOWN. REBALANCE DROPS TO 450 CFM EACH.

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SIGNATURE:
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COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL RENOVATED MEZZANINE LEVEL HVAC PLAN

NO	REVISION	DATE

SURVEY	
DRAWN	CMS
DESIGNED	CMS
CHECKED	JLR
APPROVED	JLR
PROJ. NO.	193807340

SHEET NUMBER
M101

Plot Date: 03/04/2025 - 12:30pm
Drawing Name: C:\Users\cmsmith\Desktop\CAD\Dwg\193807340-M101.dwg
Xrefs: 193807340-ARCH.dwg, 193807340-A-ZNA.dwg, 193807340-ASNA.dwg, 193807340-X-ZNA.dwg, Jtag-D.dwg, sheet

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IR HEATER SCHEDULE

MARK	NUMBER	CAPACITY (MBH)	GAS		ELECTRICAL		CONTROL TYPE	OPERATING WEIGHT (LBS)	MANUFACTURER	MODEL NUMBER	NOTES
			MBH	NO OF STAGES	VOLTS	PH					
IH	4	100	150	1	120	1	LOCAL	-	SUPERIOR RADIANT PRODUCTS	UXR-100	1,2,3

NOTES:
1. FOR LENGTH AND CONFIGURATION SEE DWGS.
2. STAINLESS STEEL TUBE AND MARINE ALUMINUM REFLECTOR SUITABLE FOR WASHDOWN AREAS.
3. 1 AMP, 120 V.

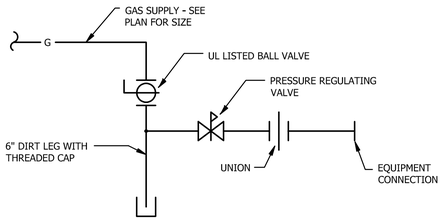
FANS

MARK	NUMBER	MAX AIRFLOW (CFM)	MIN AIRFLOW (CFM)	ESP (IN-WG)	FAN WHEEL			FAN MOTOR				ELECTRICAL		OPERATING WEIGHT (LBS)	MANUFACTURER	MODEL NUMBER	NOTES
					ARRANGE	SPEED (RPM)	MIN WHEEL DIA (IN)	BHP	HP	SPEED (RPM)	DRIVE	VOLTS	PHASE				
EF	4	3100	3100	10	UB	2602	20.00	6.5	7.5	2602	DIRECT	460	3	388	GREENHECK	USF-20-B6	1,2,3

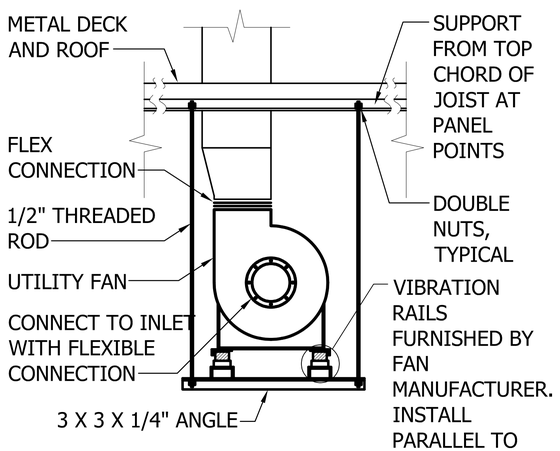
NOTES:
1. MOTORIZED BACKDRAFT DAMPER, FACTORY DISCONNECT
2. PROVIDE WITH VFD FOR BALANCING.
3. 13.8 MCA, 20 MOP.

GRILLES, REGISTERS & DIFFUSERS

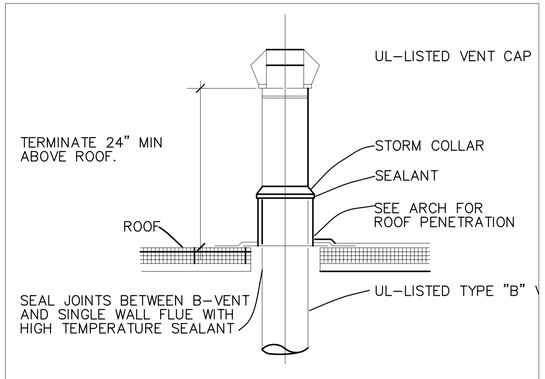
UNIT NO.	MANUFACTURER MODEL NO	TYPE	SIZE	VOLUME CONTROL	MOUNTING	REMARKS
SA REG	ANEMOSTAT X2H0	S.A. REGISTER	24"x16"	OBD	SURFACE	DOUBLE DEFLECTOR, ALUMINUM



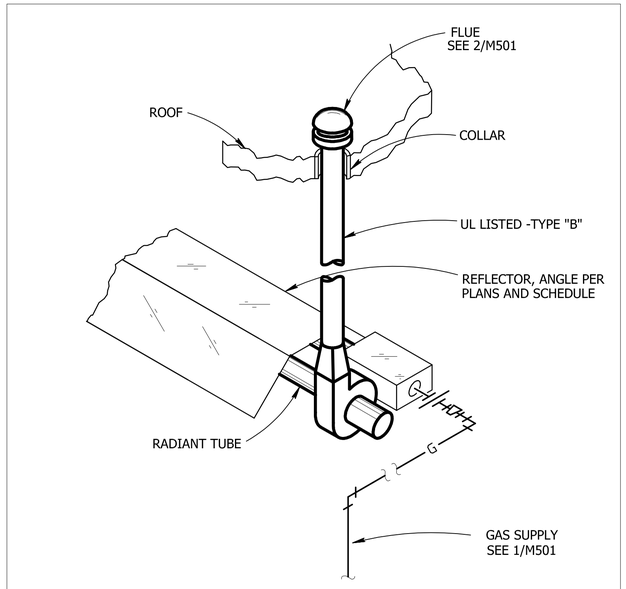
1 TYPICAL GAS CONNECTION
NTS



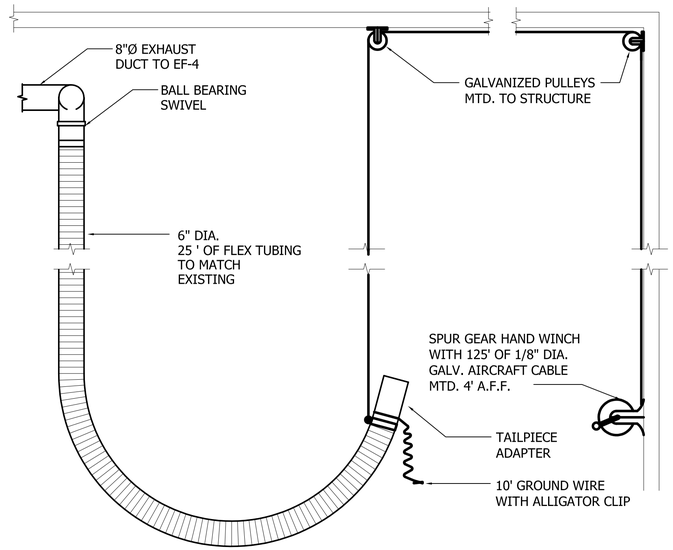
4 UTILITY FAN DETAIL
NO SCALE



2 FLUE THRU ROOF
N.T.S



3 RADIANT HEATER & FLUE PIPE DETAIL
N.T.S.



5 VEHICLE EXHAUST FAN DETAIL
N.T.S.

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PRINT NAME: JEROMY L. REED
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DATE: FEBRUARY 27, 2025
LIC. NO. 53856

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
HVAC DETAILS AND SCHEDULES

NO	REVISION	DATE

SURVEY	
DRAWN	CMS
DESIGNED	CMS
CHECKED	JLR
APPROVED	JLR
PROJ. NO.	193807340

SHEET NUMBER
M501

Plot Date: 03/04/2025 - 12:32pm
Drawing Name: n:\193807340-CHO\Dwg\193807340-M501.dwg
Xrefs: 193807340-ATR, 193807340-Sheet

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ONE-LINE DIAGRAM SYMBOLS

- INCOMING LINE
- POWER CIRCUIT BREAKER
- OCB — OIL CIRCUIT BREAKER
- CIRCUIT BREAKER
- DRAW-OUT CIRCUIT BREAKER
- LOAD BREAK INTERRUPTING SWITCH
- SINGLE THROW DISCONNECTING SWITCH
- DOUBLE THROW DISCONNECTING SWITCH
- FUSE
- DISCONNECTING FUSE
- SWITCH AND FUSE
- RESISTOR1
- RESISTOR2
- CURRENT TRANSFORMER
- POTENTIAL TRANSFORMER
- LA — LIGHTNING ARRESTER
- TRANSFORMER
- CAPACITOR
- M- — MOTOR
- G- — GENERATOR
- (*) — RELAY (* RELAY NO.)
- STRESS CONE
- FUSE CUTOUT
- ENCLOSED FUSE CUTOUT
- A — AMMETER
- AS — AMMETER SWITCH
- DM — DEMAND METER
- PF — POWER FACTOR METER
- V — VOLTMETER
- VS — VOLTMETER SWITCH
- W — WATTMETER
- WH — WATTHOUR METER
- WH DR — WATTHOUR METER WITH DEMAND REGISTER
- MM — MULTI-FUNCTION METER
- M — METER
- TVSS — TRANSIENT VOLTAGE SURGE SUPPRESSER
- K — KEY INTERLOCK
- AUTOMATIC TRANSFER SWITCH (A.T.S)

PANELBOARD NAMING CONVENTION

TYPICAL UNLESS INDICATED OTHERWISE

LPA1
- EQUIPMENT TYPE
- VOLTAGE
- EQUIPMENT NUMBER

EQUIPMENT TYPE:
- SE = SERVICE ENTRANCE PANELBOARD
- LP = LIGHTING AND APPLIANCE BRANCH-CIRCUIT PANELBOARD
- PP = POWER PANELBOARD
- L = LIGHTING CONTROL PANEL

VOLTAGE:
- A = 120/240 1ø
- B = 208/120 3ø
- C = 240/120 3ø
- D = 480/277 3ø

LIGHTING SYMBOLS

AE 1 / a
- FIXTURE TYPE
- EMERGENCY BALLAST
- CIRCUIT NUMBER
- FLUORESCENT FIXTURE
- SWITCH DESIGNATION
- MOUNTING HEIGHT

MOUNTING HEIGHT:
- CEILING RECESSED MOUNTED
- CEILING SURFACE MOUNTED
- X — PENDANT MOUNTED AT X" A.F.F.
- X — WALL MOUNTED AT X" A.F.F.
- WALL MOUNT FIXTURE
- FLUORESCENT OR INCANDESCENT RECESSED DOWNLIGHT
- FLUORESCENT OR INCANDESCENT RECESSED WALLWASHER
- WALL MOUNTED UNIT (NO BRACKET = CEILING MOUNT)
- EXIT LIGHT
- INDICATES ARROW DIRECTION (IF ANY)
- FACE(S) ON WHICH LETTERING APPEARS
- EXIT/BATTERY PACK LIGHT
- TRACK LIGHTING
- COVE LIGHT
- MISCELLANEOUS FIXTURES

POWER SYMBOLS

WP / 12 / GFI
- WEATHERPROOF
- DUPLEX RECEPTACLE
- CIRCUIT NUMBER
- GROUND FAULT TYPE
- PEDESTAL MOUNTED FLOOR BOX
- DOUBLE DUPLEX RECEPTACLE
- EMERGENCY POWER DUPLEX RECEPTACLE
- J — CEILING PENDENT RECEPTACLE DROP
- FLOOR MOUNTED RECEPTACLE OUTLET
- PSA — PLUG STRIP - LETTER DESIGNATES TYPE
- CONDUIT RUN: SURFACE MOUNT
- CONDUIT RUN: UNDER-GROUND OR IN-SLAB
- CEILING MOUNTED RECEPTACLE
- WELDING RECEPTACLE
- SPECIAL PURPOSE RECEPTACLE

POWER SYMBOLS (CONT)

- ISOLATES GROUND
- 5 / 1 / TVSS — DUPLEX RECEPTACLE
- CIRCUIT NUMBER
- TRANSIENT VOLTAGE SURGE SUPPRESSION
- SPLIT WIRE RECEPTACLE
- CLOCK OUTLET MOUNT AT AFF, OR AS NOTED ON DRAWINGS.
- REMOTE CONNECTION FOR CD / TAPE PLAYER
- V — MICROPHONE RECEPTACLE WITH VOLUME CONTROL
- $a — SINGLE POLE SWITCH SWITCH DESIGNATION
- $2 — DOUBLE POLE SWITCH
- $3 — THREE-WAY SWITCH
- $4 — FOUR-WAY SWITCH
- $D — DIMMER SWITCH
- $K — KEY OPERATED SWITCH
- $P — SWITCH AND PILOT LIGHT
- $M — MANUAL MOTOR STARTER
- WI — OCCUPANCY SENSOR (WALL MOUNTED)
- CI — OCCUPANCY SENSOR (CEILING MOUNTED)
- RECEPTACLE PANEL
- LIGHTING PANEL
- DISTRIBUTION PANEL
- DISCONNECT SWITCH
- F — FUSED DISCONNECT SWITCH
- B — WALL MOUNTED CIRCUIT BREAKER
- COMBINATION STARTER DISCONNECT
- MOTOR 3 PHASE
- MOTOR 1 PHASE
- M — METER SOCKET

TELEPHONE AND INTERCOM SYMBOLS

- TELEPHONE OUTLET
- W — WALL MOUNT TELEPHONE OUTLET
- FLOOR MOUNTED TELEPHONE OUTLET
- D — DATA COMMUNICATIONS OUTLET
- VOICE/DATA OUTLET
- POWER/DATA COMMUNICATIONS CEILING POLE DROP
- D — FLOOR MOUNTED DATA COMMUNICATIONS OUTLET
- TC — TELEPHONE TERMINAL CABINET
- IDS — INTERCOM DOOR STATION - WALL MOUNTED
- IMS — INTERCOM MASTER STATION WALL OR DESK MOUNTED
- IHS — INTERCOM HANDSET STATION WITH HANDSET AND SPEAKER AMPLIFIER
- IS — INTERCOM SPEAKER

FIRE ALARM SYMBOLS

- F — MANUAL PULL STATION - 48"AFF
- F / WP WG — FIRE ALARM HORN/ STROBE - 80"AFF (WP-WEATHERPROOF) (WG-WIRE GUARD)
- F — FIRE ALARM STROBE - 80"AFF
- FS — FLOW SWITCH
- TS — TAMPER SWITCH
- S P — SMOKE DETECTOR - PHOTOELECTRIC
- S I — SMOKE DETECTOR - IONIZATION
- S I/P — SMOKE DETECTOR - DUAL SENSOR IONIZATION & PHOTOELECTRIC
- S D — DUCT SMOKE DETECTOR
- S ER — SMOKE DETECTOR - ELEVATOR RECALL
- S H — HEAT DETECTOR
- H — DOOR HOLDER
- F H — FIRE ALARM HORN
- F — FIRE ALARM BELL
- F — FIREMANS TELEPHONE

SECURITY SYMBOLS

- GB — GLASS MOUNTED GLASS BREAK DETECTOR
- GB — GLASS BREAK DETECTOR SENSING DIRECTION
- MD — MOTION DETECTOR SENSING DIRECTION
- HB — HELP BUTTON
- KP — KEYPAD TYPE ARMING STATION - 48"AFF
- ET — EMERGENCY TELEPHONE
- DC — DOOR CONTACT
- EL — ELECTRIC LOCK
- ES — ELECTRIC STRIKE
- R — REQUEST TO EXIT (REX) MOTION SENSOR
- CR — CARD READER - 48"AFF
- CCTV CAMERA - FIXED MOUNT
- CCTV CAMERA - PANT/TILT/ZOOM
- DGP — DATA GATHERING PANEL - BURGLAR ALARM
- ACP — ACCESS CONTROL PANEL

CONTROL/MISC SYMBOLS

- J — WALL MOUNTED JUNCTION BOX
- J — CEILING MOUNTED JUNCTION BOX
- S — SOLENOID
- L — LEVEL TRANSDUCER
- F — FLOW METER
- E — EMERGENCY STOP SWITCH
- LS — LIMIT SWITCH
- FS — FLOW SWITCH
- P — PRESSURE SWITCH
- T — TEMPERATURE SWITCH
- S — SPEED SWITCH
- F — FLOOD SWITCH
- L — LEVEL (FLOAT) SWITCH
- D — DAMPER
- SS — SURGE SUPPRESSER
- PUSHBUTTON STATION
- PUSHBUTTON WITH ILLUMINATED STOP
- SELECTOR SWITCH
- SELECTOR SWITCH WITH INDICATING LIGHT
- BELL
- BUZZER
- HORN
- DOOR HOLDER
- PLUG

CONTROL/KEY NOTES SYMBOLS

- 1 — KEYNOTE
- 1 — KEYNOTE
- 1 — KEYNOTE
- 1 — KEYNOTE
- X X — KEYNOTE
- 1 — KEYNOTE
- XX — CONDUIT TAG

CONTROL SCHEMATIC SYMBOLS

- NORMALLY CLOSED PUSHBUTTON
- NORMALLY OPEN PUSHBUTTON

CONTROL SCHEMATIC SYM. (CONT)

- THREE - POSITION SELECTOR SWITCH
- TWO - POSITION SELECTOR SWITCH
- NORMALLY CLOSED LIMIT SWITCH - HELD OPEN
- NORMALLY OPEN LIMIT SWITCH
- NORMALLY OPEN LIMIT SWITCH - HELD CLOSED
- NORMALLY CLOSED LIMIT SWITCH
- OPEN SWITCH WITH TIME DELAY CLOSING
- CLOSED SWITCH WITH TIME DELAY OPENING
- OPEN SWITCH WITH TIME DELAY OPENING
- CLOSED SWITCH WITH TIME DELAY CLOSING
- FLOW SWITCH (CLOSES ON INCREASE IN FLOW)
- FLOW SWITCH (OPENS ON INCREASE IN FLOW)
- LEVEL SWITCH (CLOSES ON RISING LEVEL)
- LEVEL SWITCH (OPENS ON RISING LEVEL)
- PRESSURE SWITCH (CLOSES ON RISING PRESSURE)
- PRESSURE SWITCH (OPENS ON RISING PRESSURE)
- TEMPERATURE SWITCH (CLOSES ON RISING TEMP.)
- TEMPERATURE SWITCH (OPENS ON RISING TEMP.)
- NORMALLY OPEN CONTACTS
- NORMALLY CLOSED CONTACTS
- INDICATING LIGHT
  - * - A - AMBER, B - BLUE, C - CLEAR, G - GREEN, N - NEON, OP - OPAL, OR - ORANGE, P - PURPLE
- PUSH TO TEST INDICATING LIGHT
- CONTROL SYSTEM OUTPUT
- SOLENOID
- MANUAL STARTER
- CURRENT TRANSFORMER
- TR — TIMING RELAY
- CR OR R — RELAY
- M — OL'S — MOTOR STARTER COIL AND OVERLOAD CONTACTS
- GROUND
- CONTROL CIRCUIT TRANSFORMER
- OVERLOAD

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PRINT NAME: MICHAEL T. FITZPATRICK
SIGNATURE: Michael T. Fitzpatrick
DATE: FEBRUARY 27, 2025
LIC. NO. 53078

COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
ELECTRICAL SYMBOL LIST

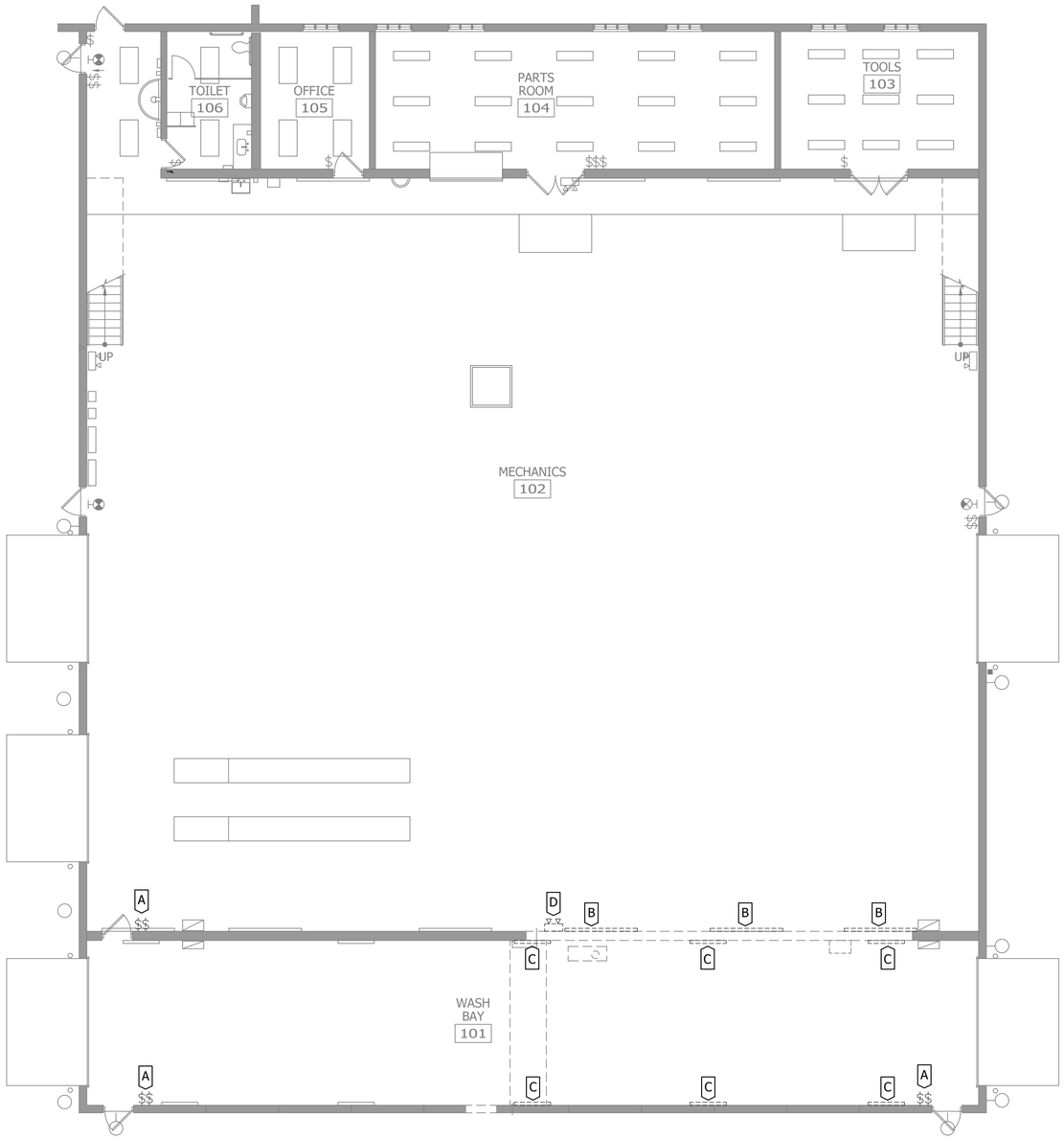
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SURVEY	
DRAWN	AM
DESIGNED	MTF/AM
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER
E001

Plot Date: 03/04/2025 - 3:23pm
Drawing name: n:\1938\07\193807340\CAD\Dwg\193807340-E001.dwg
Xrefs: 193807340-BIM

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ALL DIMENSIONS SHALL BE VERIFIED ON THE JOB. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK. THE COPYRIGHTS TO ALL DESIGNS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.



1 PARTIAL MAIN LEVEL DEMOLITION LIGHTING PLAN

0 4' 8' 16'

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
2. ELECTRICAL SHOWN DARK AND DASHED SHALL BE REMOVED AS NOTED. CONTRACTOR SHALL REMOVE WIRING BACK TO LAST EXISTING ELECTRICAL TO REMAIN. CONDUIT AND BOXES MAY REMAIN AND BE USED IF IN GOOD CONDITION AND WHERE IT DOES NOT INTERFERE WITH THE NEW WORK.

KEYED NOTES: *

A. EXISTING LIGHT SWITCHES SHALL BE RECONFIGURED FOR CONTROLS AS REQUIRED SHOWN ON E202 AND E204.

B. EXISTING LED STRIP LIGHT FIXTURE TYPICAL OF THREE (3) SHALL BE REMOVED, SALVAGED, AND RELOCATED AS SHOWN ON E202.

C. EXISTING FLUORESCENT VAPOR TIGHT FIXTURE TYPICAL OF SIX (6) SHALL BE REMOVED, SALVAGED, AND RELOCATED AS SHOWN ON E202.

D. EXISTING EMERGENCY LIGHTING UNIT SHALL BE REMOVED, SALVAGED, AND RELOCATED AS SHOWN ON E202.

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PRINT NAME: MICHAEL T. FITZPATRICK

SIGNATURE: Michael T. Fitzpatrick

DATE: FEBRUARY 27, 2025 LIC. NO. 53078

COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL MAIN LEVEL DEMOLITION LIGHTING PLAN

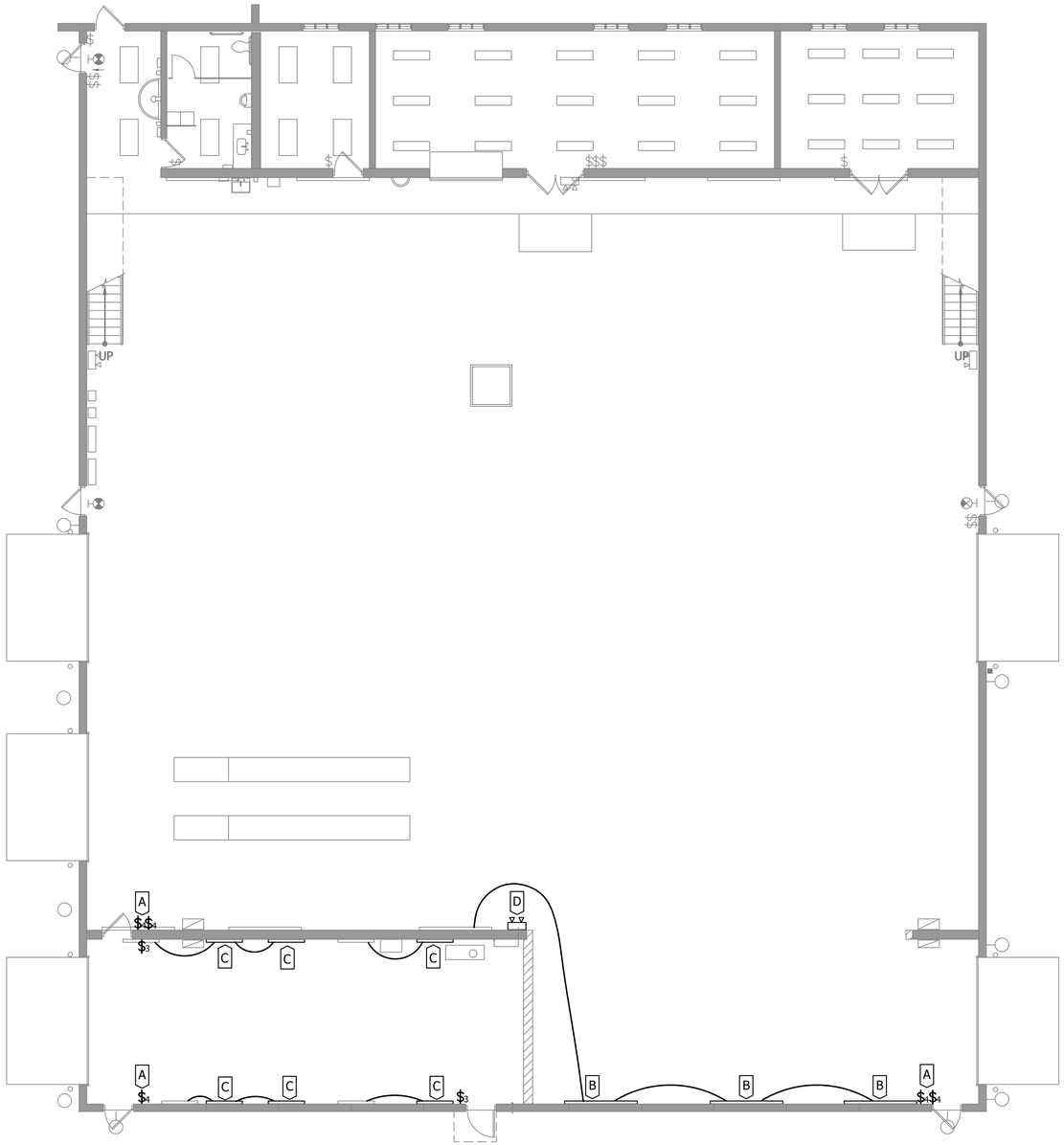
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SURVEY	
DRAWN	AM
DESIGNED	MTF/AM
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER
E201

Plot Date: 03/04/2025 - 4:54pm
Plan Name: C:\Users\mfitzpatrick\Desktop\193807340-E201.dwg
Xrefs: 193807340-X1.dwg, 193807340-C4-01.Dwg, 193807340-E201.dwg
Xrefs: 193807340-X1A.dwg, 193807340-B2R.dwg, 193807340-X1.ct

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1 PARTIAL RENOVATED MAIN LEVEL LIGHTING PLAN

0 4' 8' 16'

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
2. MECHANICS ROOM 102 AND WASH ROOM 101 ARE CLASS 1, DIVISION 2 HAZARDOUS LOCATIONS UP TO 18" ABOVE THE FLOOR AS DEFINED IN ARTICLE 511 OF THE NATIONAL ELECTRICAL CODE. PROVIDE RIGID STEEL CONDUIT AND SEAL OFF FITTINGS AS REQUIRED FOR ALL CONDUIT UNDER/ IN FLOOR.

KEYED NOTES: *

A. EXISTING LIGHT SWITCHES SHALL BE RECONFIGURED AND NEW LIGHT SWITCHES SHALL BE PROVIDED AS SHOWN IN ROOM 101-WASH BAY TO CONTROL ALL THE LIGHTING IN THE WASH BAY. LIGHTING IN 102-MECHANICS SHALL BE CONSIDERED EXISTING TO REMAIN. EXISTING SWITCHES SHALL BE CONSIDERED EXISTING TO REMAIN. THE FOUR (4) NEW SWITCHES SHOWN SHALL BE RECONFIGURED TO CONTROL THE TWO CONTROL ZONES IN THE MACHANICS ROOM BY BEING WIRED INTO THE EXISTING SWITCHES.

B. EXISTING LED STRIP LIGHT FIXTURE TYPICAL OF THREE (3) SHALL BE REMOVED, SALVAGED, AND RELOCATED AS SHOWN. FIXTURES SHALL BE FED FROM EXISTING LIGHT FIXTURE AS SHOWN AND CONTROLLED WITH THE EXISTING LIGHT FIXTURE. PROVIDE CONDUIT AND WIRE AS REQUIRED TO FEED LIGHTING UNIT.

C. EXISTING FLUORESCENT VAPOR TIGHT FIXTURE TYPICAL OF SIX (6) SHALL BE REMOVED, SALVAGED, AND RELOCATED AS SHOWN. FIXTURES SHALL BE FED FROM EXISTING LIGHT FIXTURE AS SHOWN AND CONTROLLED WITH THE EXISTING LIGHT FIXTURE. PROVIDE CONDUIT AND WIRE AS REQUIRED TO FEED LIGHTING UNIT.

D. EXISTING EMERGENCY LIGHTING UNIT SHALL BE REMOVED, SALVAGED, AND RELOCATED AS SHOWN. PROVIDE CONDUIT AND WIRE AS REQUIRED TO FEED EMERGENCY LIGHTING UNIT.

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SIGNATURE: Michael T. Fitzpatrick

DATE: FEBRUARY 27, 2025 LIC. NO. 53078

COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL RENOVATED MAIN LEVEL LIGHTING PLAN

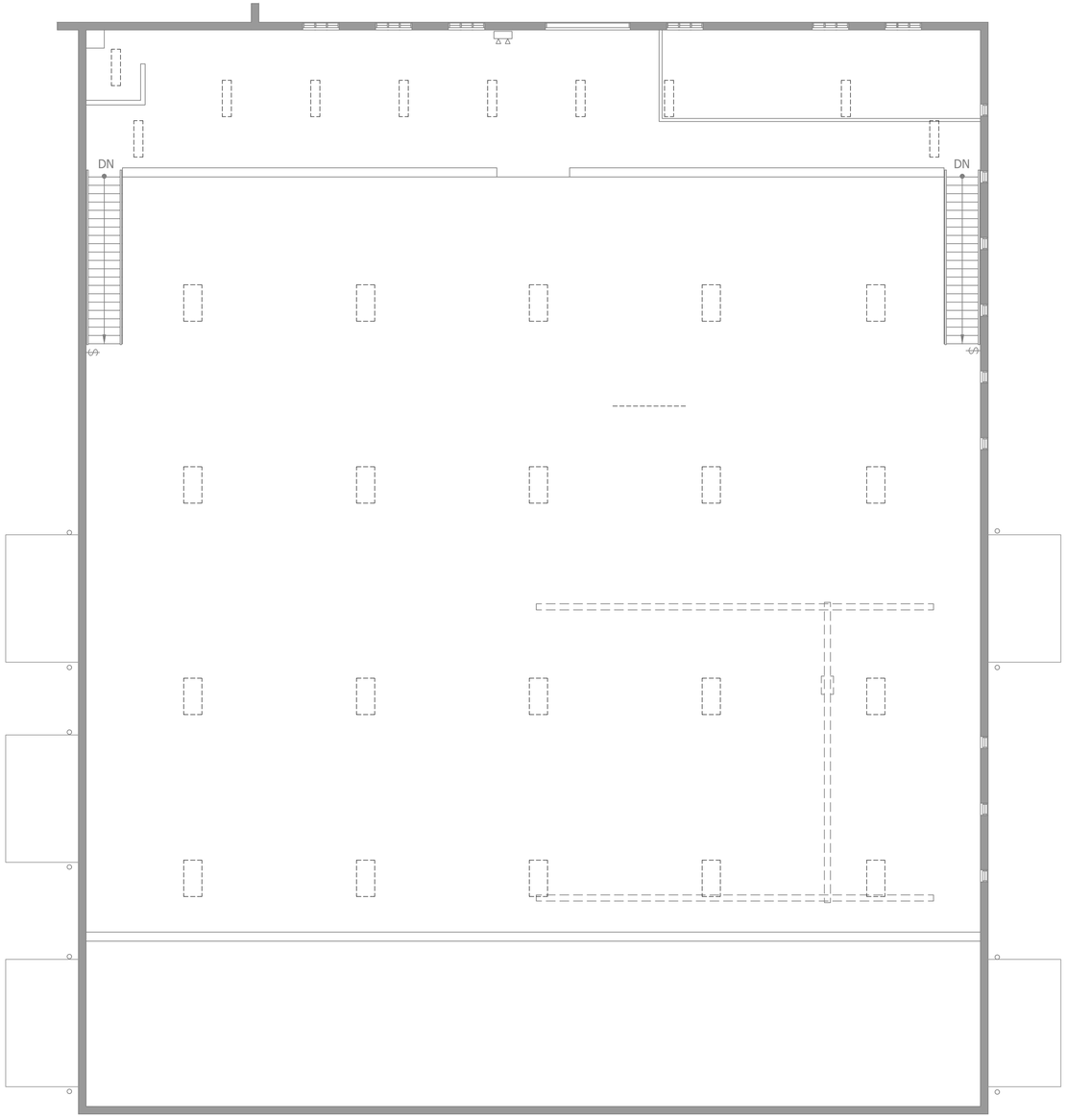
NO	REVISION	DATE

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DRAWN	MTF
DESIGNED	MTF
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER
E202

Plot Date: 03/04/2025 - 4:57pm
Plotted by: Michael.Fitzpatrick@stantec.com
Drawing: C:\Users\Michael.Fitzpatrick\Desktop\Cad\193807340-E202.dwg
Xrefs: 193807340-BDR, 193807340-XSNA, 193807340-X1AL, 193807340-X1NL, 193807340-X1NA

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1 PARTIAL MEZZANINE LEVEL DEMOLITION LIGHTING PLAN

0 4' 8' 16'

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
2. ELECTRICAL SHOWN DARK AND DASHED SHALL BE REMOVED AS NOTED. CONTRACTOR SHALL REMOVE WIRING BACK TO LAST EXISTING ELECTRICAL TO REMAIN. CONDUIT AND BOXES MAY REMAIN AND BE USED IF IN GOOD CONDITION AND WHERE IT DOES NOT INTERFERE WITH THE NEW WORK.

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SIGNATURE: Michael T. Fitzpatrick

DATE: FEBRUARY 27, 2025 LIC. NO. 53078

COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL MEZZANINE LEVEL DEMOLITION LIGHTING PLAN

NO	REVISION	DATE

SURVEY	
DRAWN	AM
DESIGNED	MTF/AM
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

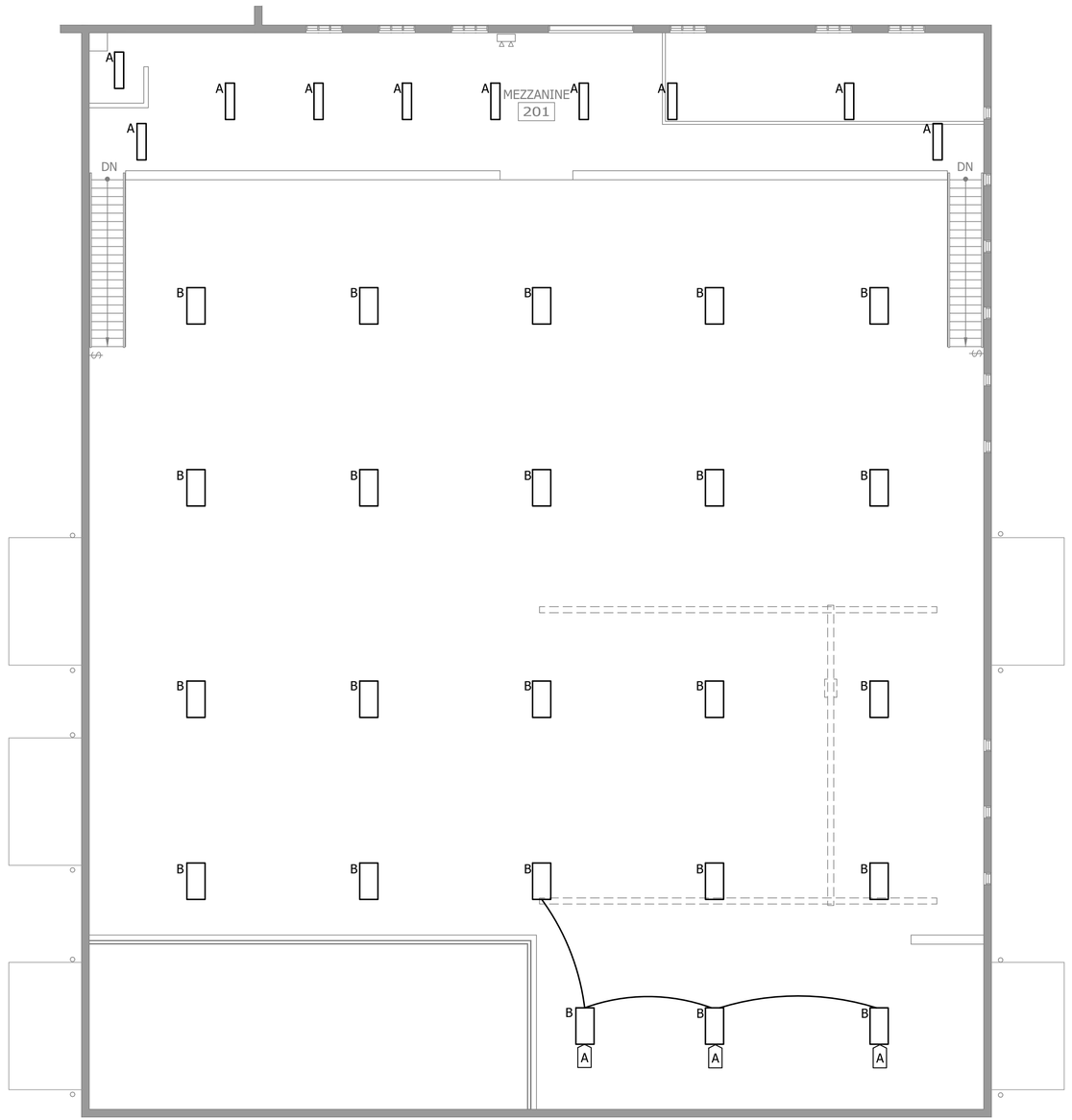
SHEET NUMBER
E203

Plot Date: 03/04/2025 - 4:57pm
Drawing: C:\Users\michael.fitzpatrick\Documents\193807340-CAD Drwg\193807340-E203.dwg
Xrefs: 193807340-BDR, 193807340-ZXA, 193807340-ZXX

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LIGHT FIXTURE SCHEDULE

FIXTURE TAG	DESCRIPTION	MANUFACTURER	BASIS OF DESIGN	HOUSING	DISTRIBUTION	LENS	OPTICS	BALLAST/ DRIVER	VOLTAGE	WATTS	LAMP TYPE	MOUNTING	LISTING	FINISH
A	4' LED STRIPLIGHT	LITHONIA LIGHTING	ZL1D	CODE-GAUGE COLD-ROLLED STEEL	N/A	SNAP ON/SNAP OFF LENSE	STANDARD DIFFUSED	LED DRIVER, 0-10V DIMMING, SURGE PROTECTION	120-277 VOLT	29.9 WATTS	3,000 LUMENS; 4,000K 80CRI	SUSPENDED, CHAIN HUNG	CSA LISTED DLC LISTED	FINISH SELECTED DURING SHOP DRAWINGS FROM STANDARD OPTIONS
		OR EQUAL	OR EQUAL											
B	1X2 LED HIGH BAY	LITHONIA LIGHTING	CPHB	EXTRUDED ALUMINUM	MEDIUM DISTRIBUTION	GLARE CONTROL ACRYLIC LENS	N/A	LED DRIVER, 0-10V DIMMING; SURGE PROTECTION	120-277 VOLT	174 WATTS	24,000 LUMENS; 4,000K 80CRI	SUSPENDED, CHAIN HUNG	CSA LISTING	FINISH SELECTED DURING SHOP DRAWINGS FROM STANDARD OPTIONS
		OR EQUAL	OR EQUAL											



1 PARTIAL RENOVATED MEZZANINE LEVEL LIGHTING PLAN

0 4' 8' 16'

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
2. FIXTURES LOCATED IN 102-MECHANICS SHALL BE CONTROLLED WITH EXISTING LIGHT SWITCHES SHOWN ON E202.
3. MECHANICS ROOM 102 AND WASH ROOM 101 ARE CLASS 1, DIVISION 2 HAZARDOUS LOCATIONS UP TO 18" ABOVE THE FLOOR AS DEFINED IN ARTICLE 511 OF THE NATIONAL ELECTRICAL CODE. PROVIDE RIGID STEEL CONDUIT AND SEAL OFF FITTINGS AS REQUIRED FOR ALL CONDUIT UNDER/ IN FLOOR.

KEYED NOTES: (*)

A. PROVIDE NEW FIXTURE TYPE CA1 TYPICAL OF TWO (2). NEW FIXTURES SHALL BE FED FROM THE EXISTING FIXTURE AS SHOWN. FIXTURE SHALL BE CONTROLLED WITH THE EXISTING FIXTURE. PROVIDE NEW CONDUIT AND WIRE AS REQUIRED TO FEED FIXTURE.

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PRINT NAME: MICHAEL T. FITZPATRICK

SIGNATURE: Michael T. Fitzpatrick

DATE: FEBRUARY 27, 2025 LIC. NO. 53078

COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL RENOVATED MEZZANINE LEVEL LIGHTING PLAN

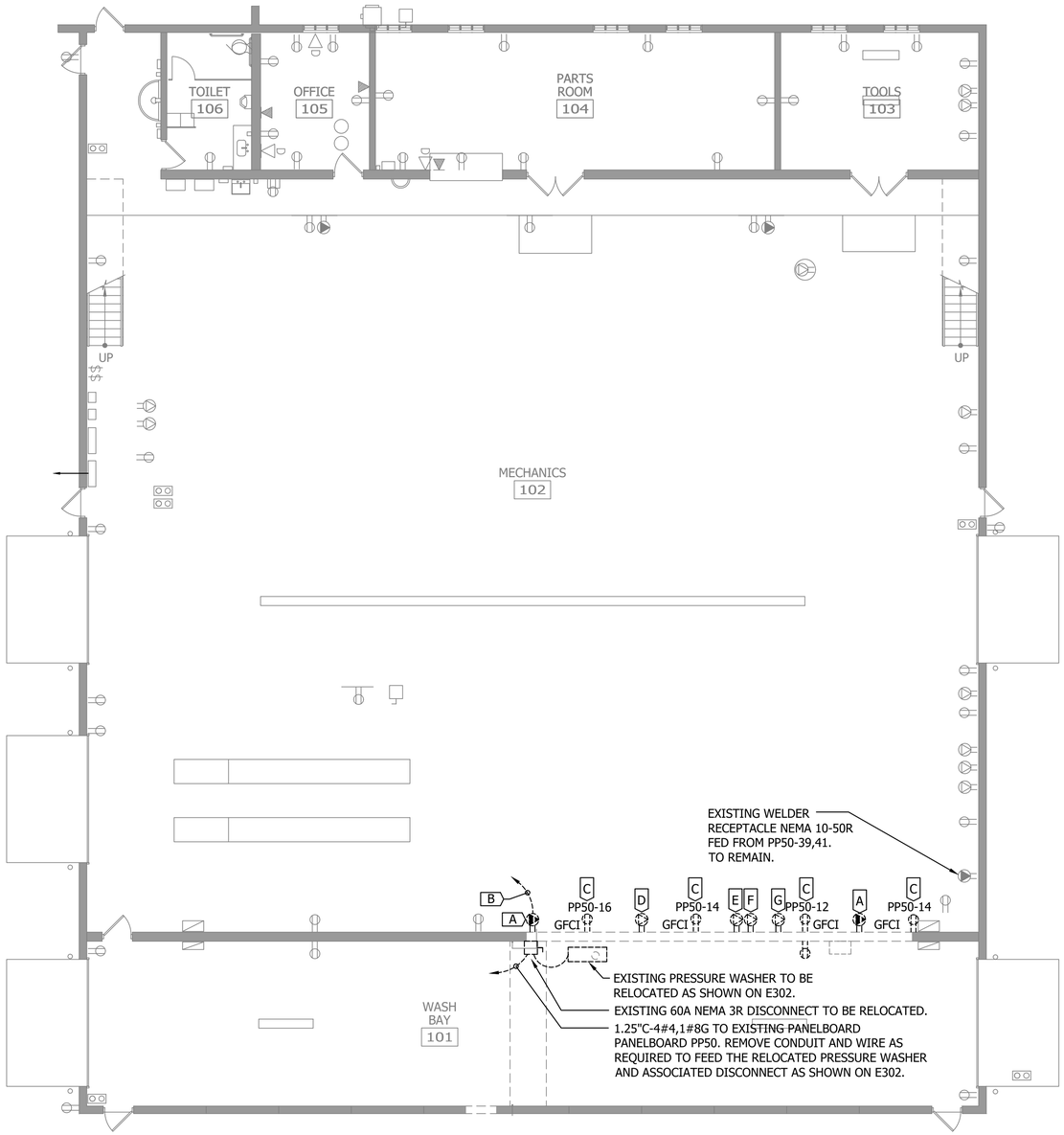
NO	REVISION	DATE

SURVEY	
DRAWN	AM
DESIGNED	MTF/AM
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER E204

Plot Date: 03/04/2025 - 4:58pm
Plotted by: Andrew Mueller
Drawing: n:\193807340\04-cad\01-arch\E204.dwg
Xrefs: 193807340-B2A, 193807340-V2HA, 193807340-V2HL, 193807340-V2XL

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1 PARTIAL MAIN LEVEL DEMOLITION POWER PLAN

0 4' 8' 16'

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
2. ELECTRICAL SHOWN DARK AND DASHED SHALL BE REMOVED AS NOTED. CONTRACTOR SHALL REMOVE WIRING BACK TO LAST EXISTING ELECTRICAL TO REMAIN. CONDUIT AND BOXES MAY REMAIN AND BE USED IF IN GOOD CONDITION AND WHERE IT DOES NOT INTERFERE WITH THE NEW WORK.

KEYED NOTES: (*)

A. EXISTING WELDER RECEPTACLE NEMA 10-50R. FED FROM PP50-39,41. RECEPTACLE SHALL BE REMOVED AND RELOCATED AS SHOWN ON E302.

B. EXISTING 1"C-2#6,1#6G TO PP50 SHALL BE REMOVED BACK TO LAST EXISTING DEVICE TO REMAIN TO FEED THE WELDER RECEPTACLE AT ITS RELOCATED LOCATION AS SHOWN ON E302.

C. EXISTING RECEPTACLE SHALL BE RELOCATED. REMOVE THE EXISTING CONDUIT AND WIRE BACK TO LAST EXISTING DEVICE TO REMAIN TO FEED THE RECEPTACLE AT ITS RELOCATED LOCATION AS SHOWN ON E302.

D. EXISTING BRAKE RECEPTACLE NEMA 10-50R. FED FROM PP50-31,33. RECEPTACLE AND ASSOCIATED CONDUIT AND WIRE SHALL BE REMOVED BACK TO LAST EXISTING ELECTRICAL TO REMAIN.

E. EXISTING DRILL PRESS RECEPTACLE NEMA 6-20R. RECEPTACLE AND ASSOCIATED CONDUIT AND WIRE SHALL BE REMOVED BACK TO LAST EXISTING ELECTRICAL TO REMAIN.

F. EXISTING MUFFLER CENTER RECEPTACLE NEMA 10-60R. RECEPTACLE AND ASSOCIATED CONDUIT AND WIRE SHALL BE REMOVED BACK TO LAST EXISTING ELECTRICAL TO REMAIN.

G. EXISTING IRON WORKER RECEPTACLE NEMA 10-60R. FED FROM PP50-34,36. RECEPTACLE AND ASSOCIATED CONDUIT AND WIRE SHALL BE REMOVED BACK TO LAST EXISTING ELECTRICAL TO REMAIN.

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COTTAGE GROVE, MINNESOTA

PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL

PARTIAL MAIN LEVEL DEMOLITION POWER PLAN

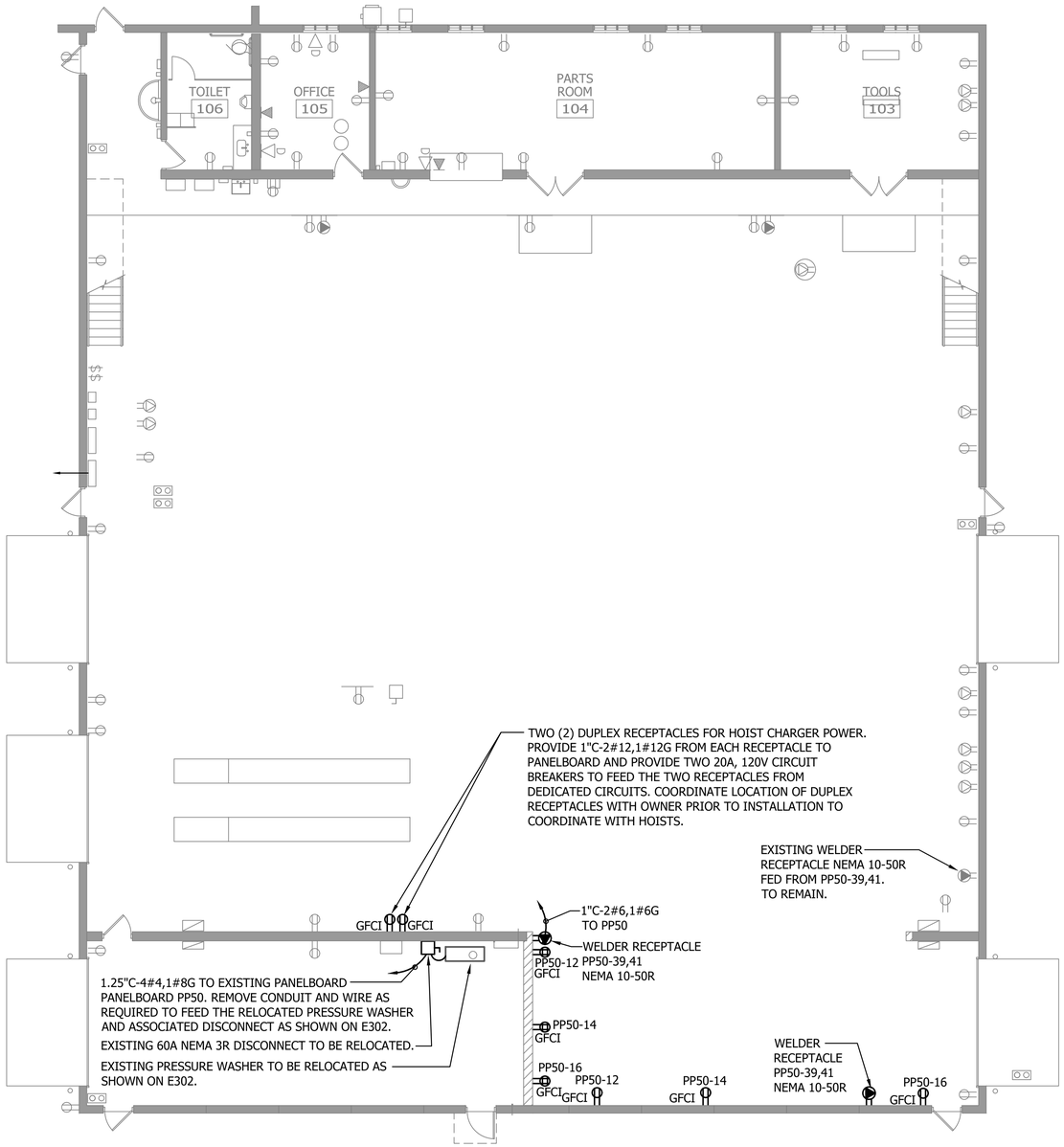
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DRAWN	AM
DESIGNED	MTF/AM
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER
E301

Plot Date: 03/04/2025 - 4:58pm
Drawing Name: C:\Users\michael.fitzpatrick\Stantec\Documents - Cad\Dwg\193807340-E301.dwg
Xrefs: 193807340-X1.ATA, 193807340-B2R, 193807340-X1.XE

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1 PARTIAL RENOVATED MAIN LEVEL POWER PLAN

0 4' 8' 16'

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
2. MECHANICS ROOM 102 AND WASH ROOM 101 ARE CLASS 1, DIVISION 2 HAZARDOUS LOCATIONS UP TO 18" ABOVE THE FLOOR AS DEFINED IN ARTICLE 511 OF THE NATIONAL ELECTRICAL CODE. PROVIDE RIGID STEEL CONDUIT AND SEAL OFF FITTINGS AS REQUIRED FOR ALL CONDUIT UNDER/ IN FLOOR.

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SIGNATURE: Michael T. Fitzpatrick

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COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL RENOVATED MAIN LEVEL POWER PLAN

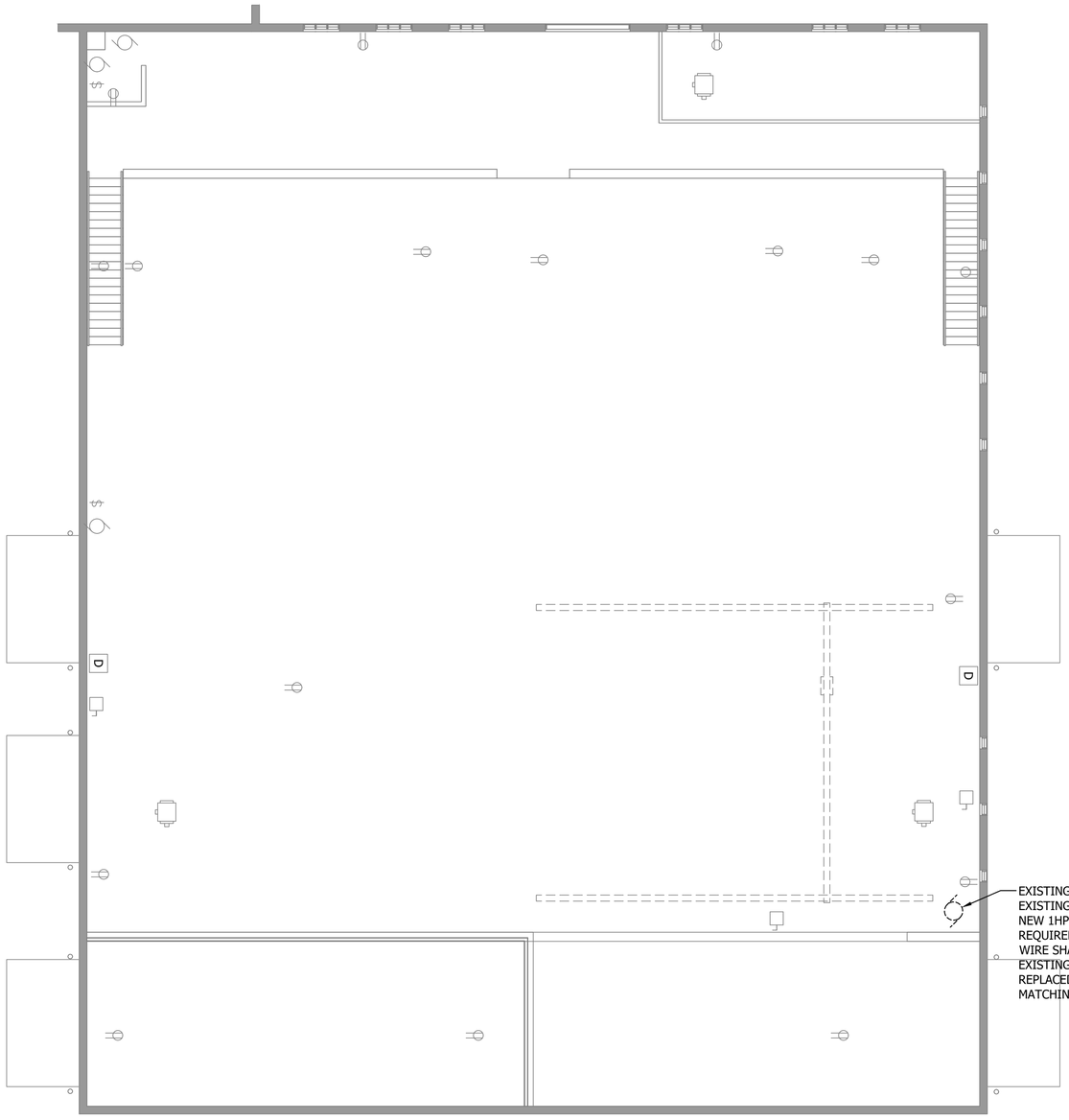
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DRAWN	AM
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CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER
E302

Plot Date: 03/04/2025 - 4:59pm
Plotted by: Anna.Mueller@stantec.com
Xrefs: 193807340-ARCH-E302.dwg, 193807340-X1HE, 193807340-X1HA, 193807340-X1XE

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EXISTING WELDING HOOD WITH A 3/4HP, 120V MOTOR. THE EXISTING MOTOR SHALL BE REMOVED AND REPLACED WITH A NEW 1HP MOTOR. ELECTRICAL CONTRACTOR SHALL MAKE ALL REQUIRED DISCONNECTIONS. THE EXISTING CONDUIT AND WIRE SHALL BE CONSIDERED EXISTING TO REMAIN. THE EXISTING CIRCUIT BREAKER SHALL BE REMOVED AND REPLACED WITH A 30A, 120V, SINGLE POLE BREAKER MATCHING THE EXISTING BREAKER TYPE.

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
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1 PARTIAL MEZZANINE LEVEL DEMOLITION POWER PLAN

0 4' 8' 16'

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PARTIAL MEZZANINE LEVEL DEMOLITION POWER PLAN

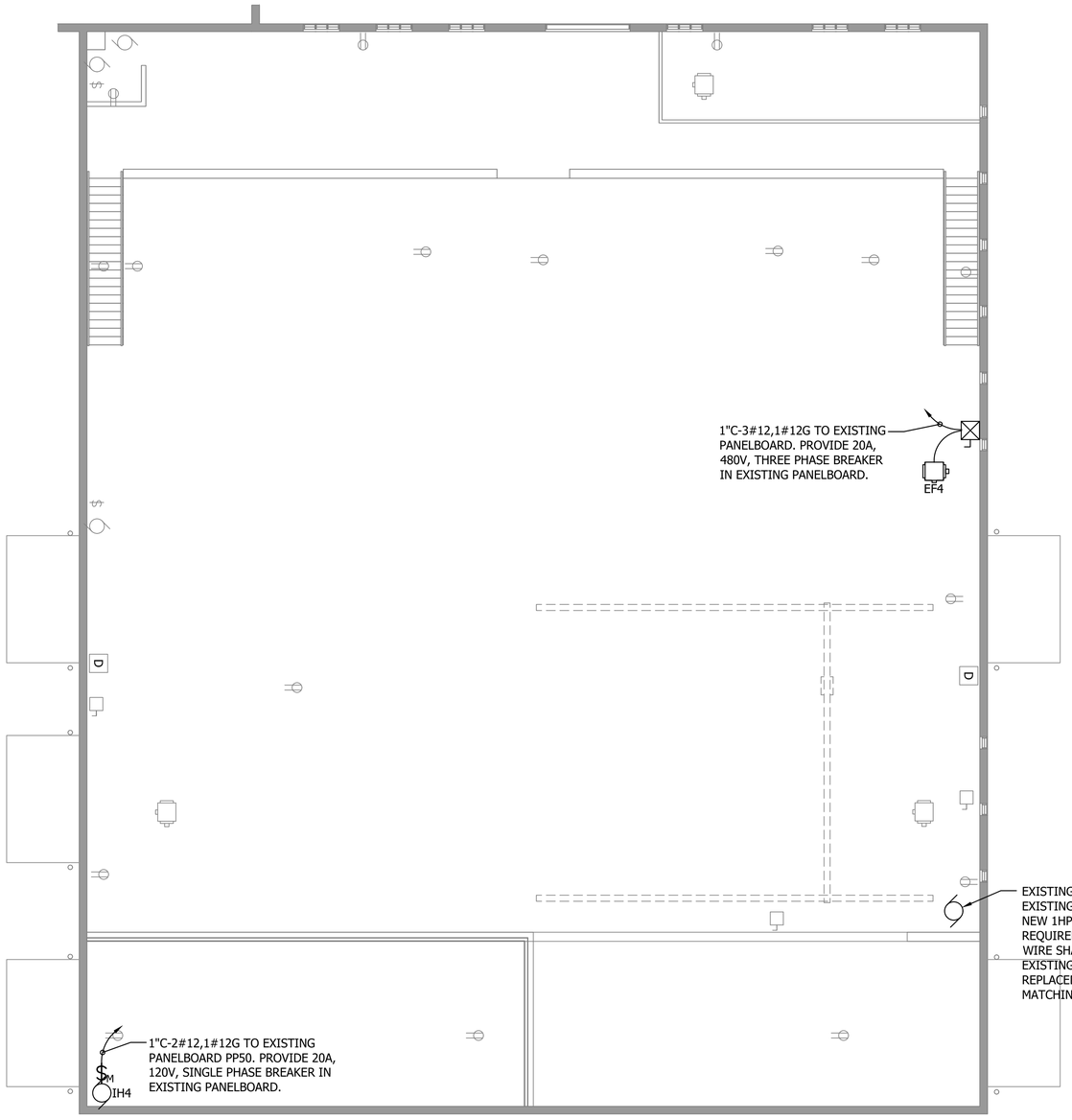
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DRAWN	AM
DESIGNED	MTF/AM
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APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER
E303

Plot Date: 03/04/2025 - 4:59pm
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Drawing No.: 193807340-E303
Xrefs: 193807340-BDR, 193807340-X2VA, 193807340-X2VE, 193807340-X2NM, 193807340-X2NA

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1 PARTIAL RENOVATED MEZZANINE LEVEL POWER PLAN

0 4' 8' 16'

KEYED NOTES:

1. EXISTING ELECTRICAL SHOWN GRAY SCALE SHALL BE CONSIDERED EXISTING TO REMAIN.
2. MECHANICS ROOM 102 AND WASH ROOM 101 ARE CLASS 1, DIVISION 2 HAZARDOUS LOCATIONS UP TO 18" ABOVE THE FLOOR AS DEFINED IN ARTICLE 511 OF THE NATIONAL ELECTRICAL CODE. PROVIDE RIGID STEEL CONDUIT AND SEAL OFF FITTINGS AS REQUIRED FOR ALL CONDUIT UNDER/ IN FLOOR.

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COTTAGE GROVE, MINNESOTA
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL
PARTIAL RENOVATED MEZZANINE LEVEL POWER PLAN

NO	REVISION	DATE

SURVEY	
DRAWN	AM
DESIGNED	MTF/AM
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193807340

SHEET NUMBER
E304

Plot Date: 03/04/2025 - 3:00pm
Plot Name: P:\2019\193807340\CAD\Dwg\193807340-E304.dwg
Drawing Name: 193807340-E304
Xrefs: 193807340-BDR, 193807340-X2VA, 193807340-X2HE

City Council Action Request

7.L.

Meeting Date	3/19/2025
Department	Public Works
Agenda Category	Action Item
Title	2025 Traffic Counting Program – Professional Services Agreement
Staff Recommendation	Approve the Professional Services Agreement with Quality Counts LLC for the 2025 Traffic Counting Program.
Budget Implication	$8,250.00 - Streets and Engineering Funds

Attachments

1.	Traffic Counting Program CC Memo
2.	Traffic Counting Program Agreement for Professional Services

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Genevieve Tester, EIT, Graduate Engineer

Date: March 4, 2025

Re: 2025 Traffic Counting Program – Professional Services Agreement

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Background

Traffic counting is an important municipal responsibility to understand traffic patterns, determine street system capacity, aid in planning and design of roadway infrastructure, and gauge the change in traffic over time.

Annually, the City of Cottage Grove is required to submit traffic counting data in the form of traffic volume counts to the Minnesota Department of Transportation "MnDOT". The State keeps a database of current traffic volume counts on a four-year cycle. Due to the more rapid development of Cottage Grove, the City's program operates on a two-year cycle—the north half of the City is counted in even years and the south half is counted in odd years.

Up until 2025, MnDOT has allowed a manual-type method of taking and submitting data. Public Works staff has collected and submitted all data in-house. In 2025, the MnDOT submission requirements have changed to only allow timestamped data collection which requires equipment beyond what the City owns and uses for traffic counting. As MnDOT and the City make this transition to a new system, the City is proposing to hire a consultant to take Cottage Grove's 2025 traffic counts.

Discussion

The City solicited a proposal from Quality Counts LLC and is recommending City Council approve the Professional Services Agreement. The City also worked with Bolton & Menk and Stantec to provide proposals, however they ultimately would have worked with Quality Counts to do the field work. The cost of the traffic counting service amounts to $8,250.00 and shall be funded through the streets and engineering funds. Quality Counts LLC will directly submit the data to MnDOT while providing a report to the City for record keeping and understanding.

It is expected that a small percentage of traffic volume counts are flagged by MnDOT upon submission and will require a recount. The City plans to purchase three sets of updated traffic counting equipment, using the Streets fund, to perform the recounts in-house. This will introduce City staff to the new product and process, with the intent of someday bringing the annual traffic counting program back in-house.

Recommendation

It is recommended that the City Council approve the Professional Services Agreement with Quality Counts LLC for the 2025 Traffic Counting Program.

AGREEMENT FOR PROFESSIONAL SERVICES
2025 Traffic Counting Program

THIS AGREEMENT ("Agreement") is made and executed this ___ day of _____, 20__, by and between the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, Minnesota 55016, ("City") and Quality Counts LLC, 15615 SW 74th Avenue Suite 100 Tigard, OR 97224 ("Consultant").

WHEREAS, the City has accepted the proposal of the Consultant for certain professional services; and

WHEREAS, Consultant desires to perform the services for the City under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed as follows:

1. SERVICES.

    a. City agrees to engage Consultant as an independent contractor for the purpose of performing certain professional Services ("Services"), as defined in the following documents:

        i. An estimate dated 3/4/2025 incorporated herein as Exhibit A.

        ii. Special Provisions incorporated herein as Exhibit B.

        (Hereinafter "Exhibits").

        iii. Where the terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.

    b. Consultant covenants and agrees to provide the Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 7 of this Agreement.

    c. Consultant agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement. Consultant represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

    a. City agrees to pay and Consultant agrees to receive and accept payment for Services as set forth in the Exhibits.
    b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Consultant shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.

    c. Consultant shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.

3. TERM. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as stated herein.

4. TERMINATION.

    a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party to the addresses listed in Section 13 of this Agreement. Upon termination under this provision, if there is no default by the Consultant, Consultant shall be paid for Services rendered and reimbursable expenses incurred until the effective date of termination.

    b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.

5. SUBCONTRACTORS. Consultant shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor.

6. STANDARD OF CARE. In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant's undertaking herein or its performance of Services.

7. DELAY IN PERFORMANCE. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.

8. CITY'S REPRESENTATIVE. The City has designated Genevieve Tester, EIT, Graduate Engineer to act as the City's representative with respect to the Services to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.

9. PROJECT MANAGER AND STAFFING. The Consultant has designated Dan Franz, Director of Operations to be the primary contacts for the City in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Consultant may not remove or replace these designated staff without the approval of the City.

10. INDEMNIFICATION.

    a. Consultant and City each agree to indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.

    b. Consultant shall indemnify City against legal liability for damages arising out of claims by Consultant's employees. City shall indemnify Consultant against legal liability for damages arising out of claims by City's employees.

11. INSURANCE. During the performance of the Services under this Agreement, Consultant shall maintain the following insurance:

    a. General Liability Insurance, with a limit of $2,000,000 for any number of claims arising out of a single occurrence.

b. Professional Liability Insurance, with a limit of $2,000,000 for any number of claims arising out of a single occurrence.

c. Workers' Compensation Insurance in accordance with statutory requirements.

d. Automobile Liability Insurance, with a combined single limit of $2,000,000.

Consultant shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The City shall be named as an additional insured on the General Liability Insurance policy.

12. OWNERSHIP OF DOCUMENTS. Professional documents, drawings, and specifications prepared by the Consultant as part of the Services shall become the property of the City when Consultant has been compensated for all Services rendered, provided, however, that Consultant shall have the unrestricted right to their use. Consultant shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property. Rights to proprietary intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of the Consultant.

13. NOTICES. Notices shall be communicated to the following addresses:

If to City:
City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016
Attention: City Administrator

Or emailed: jlevitt@cottagegrovemn.gov

If to Consultant:
Quality Counts LLC
15615 SW 74th Avenue Suite 100
Tigard, OR 97224
Attention: Dan Franz, Director of Operations

Or emailed: dfranz@qualitycounts.net

14. INDEPENDENT CONTRACTOR STATUS. All services provided by Consultant, its officers, agents and employees pursuant to this Agreement shall be provided as employees of Consultant or as independent contractors of Consultant and not as employees of the City for any purpose.

15. GENERAL PROVISIONS.

a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.

b. Waiver. A waiver by either City or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

c. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.

d. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.

e. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

f. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

g. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

[The remainder of this page is intentionally left blank]

CITY OF COTTAGE GROVE

By: _____
Myron Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

CONSULTANT

Signature: 

Name: **Dan Franz**

Its: **Quality Counts, Director of Operations**

Date: **3/11/2025**

EXHIBIT A

ESTIMATE

TRUE DATA TO IMPROVE MOBILITY

MSP:MN

BILL TO : City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove,MN 55016
(651) 458-2829

CLIENT PROJECT # : ESTIMATE DATE : 3/4/2025 ORDER DATE : 2/6/2025

ORDER No	PROJECT NAME	PAYMENT TERMS	ORDER BY
169160	MnDOT - 2025 - Cottage Grove, MN	PWP	Genevieve Tester

QTY	DESCRIPTION	RATE	TOTAL
55	**Bi-Directional 1-3 Lanes-Volume**	$150.00	$8,250.00
	55 Location(s) for time period(s): 2 Days (Volume)		
	-1 - 37318 - Kimbro Ave S north of E POINT DOUGLAS RD S, Cottage Grove, MN		
	-3 - 37326 - 80th St S east of CSAH19 (KEATS AVE S), Cottage Grove, MN		
	-4 - 37327 - 80th St S west of CSAH19 (KEATS AVE S), Cottage Grove, MN		
	-5 - 37331 - Jamaica Ave S south of MSAS102 (80th ST S), Cottage Grove, MN		
	-6 - 37332 - 80th St S east of MSAS110 (JAMAICA AV), Cottage Grove, MN		
	-7 - 37333 - 80th St S west of MSAS110 (JAMAICA AV), Cottage Grove, MN		
	-8 - 37337 - Jamaica Ave S north of MSAS108 (100th ST S), Cottage Grove, MN		
	-9 - 37338 - 100th St S west of MSAS110 (JAMAICA AVE S), Cottage Grove, MN		
	-10 - 37339 - 95th St S west of MSAS110 (JAMAICA AVE S), Cottage Grove, MN		
	-11 - 37340 - E Point Douglas Rd S west of MSAS110 (JAMAICA AVE S), Cottage Grove, MN		
	-12 - 37341 - E Point Douglas Rd S northwest of 90th ST S, Cottage Grove, MN		
	-13 - 37342 - Grey Cloud Tr north of MSAS106 (103rd ST S), Cottage Grove, MN		
	-14 - 37343 - 103rd St S south of MSAS107 (HADLEY AVE S), Cottage Grove, MN		
	-16 - 37345 - Hadley Ave S west of MSAS108 (100th ST S), Cottage Grove, MN		
	-17 - 37346 - Hadley Ave S south of 90th ST S, Cottage Grove, MN		
	-18 - 37347 - Hadley Ave S north of 85th ST S, Cottage Grove, MN		
	-19 - 37348 - Hadley Ave S southeast of CSAH39 (80TH ST/GRANGE BLVD), Cottage Grove, MN		
	-20 - 37349 - 80th St S west of MSAS112 (E PT DOUGLAS RD), Cottage Grove, MN		
	-21 - 37350 - 80th St S east of MSAS112 (E PT DOUGLAS RD), Cottage Grove, MN		
	-22 - 37357 - E Point Douglas Rd S northwest of HYDE AV, Cottage Grove, MN		
	-23 - 37358 - E Point Douglas Rd S southeast of MSAS112 (E PT DOUGLAS RD), Cottage Grove, MN		
	-24 - 37359 - E Point Douglas Rd S south of MSAS102 (80th ST S), Cottage Grove, MN		
	-25 - 37360 - 80th St S west of MSAS101 (HINTON AVE S), Cottage Grove, MN		

EXHIBIT A

QTY	DESCRIPTION	RATE	TOTAL
	-26 - 37361 - 80th St S east of MSAS101 (HINTON AVE S), Cottage Grove, MN		
	-27 - 37363 - 80th St east of IDEAL AVE S, Cottage Grove, MN		
	-28 - 39272 - Hillside Tr west of MSAS110 (JAMAICA AV), Cottage Grove, MN		
	-29 - 39273 - E Point Douglas Rd S east of MSAS110 (JAMAICA AV), Cottage Grove, MN		
	-30 - 39274 - 95th St S east of MSAS107 (HADLEY AV), Cottage Grove, MN		
	-31 - 39275 - E Point Douglas Rd S west of CSAH19 (INN0VATION RD), Cottage Grove, MN		
	-32 - 59722 - Hillside Tr north of MSAS112 (E PT DOUGLAS RD S), Cottage Grove, MN		
	-33 - 59723 - Jamaica Ave S south of MSAS114 (HILLSIDE TR), Cottage Grove, MN		
	-34 - 61677 - 103rd St S east of MSAS 105 (GREY CLOUD TRAIL) & east of BAILEY LOT 6 DRIVE, Cottage Grove, MN		
	-35 - 68608 - 90th St S west of INWOOD AVE S, Cottage Grove, MN		
	-36 - 68609 - Grey Cloud Island Dr S northeast of GREY CLOUDTR, Cottage Grove, MN		
	-37 - 68610 - Grey Cloud Tr south of 103RD ST S, Cottage Grove, MN		
	-38 - 68611 - 100th St S west of CR19A (INNOVATION RD), Cottage Grove, MN		
	-39 - 68612 - 85th St S west of MSAS107 (HADLEY AVE S), Cottage Grove, MN		
	-40 - 68613 - Grange Blvd S southwest of MSAS107 (HADLEY AVE S), Cottage Grove, MN		
	-41 - 68614 - Hyde Ave S north of MSAS114 (HILLSIDE TR), Cottage Grove, MN		
	-42 - 68618 - 100th St S east of GLENDENNING AVE S, Cottage Grove, MN		
	-43 - 68860 - 90th St S west of CSAH19 (KEATS AVE S), Cottage Grove, MN		
	-44 - 68861 - Ravine Pkwy east of CSAH19 (KEATS AVE S), Cottage Grove, MN		
	-45 - 68862 - 90th St S east of MSAS110 (JAMAICA AV), Cottage Grove, MN		
	-46 - 69645 - 85th St east of CSAH19 (Keats Ave S), Cottage Grove, MN		
	-47 - 74796 - 95th ST S west of MSAS 107, Cottage Grove, MN		
	-48 - 74800 - Grenadier Ave S south of MSAS 128, Cottage Grove, MN		
	-49 - 74801 - Mississippi Dunes Blvd S south of MSAS 111, Cottage Grove, MN		
	-50 - 74802 - 90th St S west of MSAS 107, Cottage Grove, MN		
	-51 - 75335 - Hillside Tr S east of MSAS 110, Cottage Grove, MN		
	-52 - 75346 - Joliet Ave S south of MSAS 102, Cottage Grove, MN		
	-53 - 75347 - Johansen Ave S north of M 113, Cottage Grove, MN		
	-54 - 75350 - 85th St S west of CSAH 19, Cottage Grove, MN		
	-55 - 75387 - 97th St S west of MSAS 110, Cottage Grove, MN		
	-15 - 37344 - 100th St S northeast of MSAS107 (HADLEY AVE S), Cottage Grove, MN		
	-2 - 37319 - Kimbro Ave S southwest of MSAS102 (80th ST S), Cottage Grove, MN		
		TOTAL	$8,250.00

Balances unpaid by end of Payment term (listed above) will be charged 1.5% interest per month

EXHIBIT A

Quality Counts, LLC
15615 SW 74th Ave #100
Tigard, OR 97224
(877) 580-2212
qualitycounts.net

2025 Traffic Counting Program

Exhibit B – Special Provisions

Professional Services Agreement with Quality Counts LLC

March 19, 2025

1. Quality Counts LLC shall provide volume data for all sites included in the scope of the project.

2. Quality Counts LLC shall attend the MnDOT traffic counting pre-season meeting scheduled for April 2, 2025.

3. Quality Counts LLC shall comply with MnDOT submission formatting requirements, including but not limited to the timestamped data file requirement and the file naming convention.

4. Quality Counts LLC shall provide the City with a report/spreadsheet that clearly shows the volume counts with field observation notes (in addition to the required MnDOT submission).

5. Quality Counts LLC shall provide ample field observation notes on the MnDOT submission (note 3) and the City submission (note 4). This would include notes such as school locations, events, and activities, housing development activities, road construction projects, etc.

6. Quality Counts LLC shall perform designated school traffic counts during the school year (pre-June or post-August).

7. Where possible, Quality Counts LLC shall set up all sites by direction, especially for higher volume locations.

City Council Action Request

7.M.

Meeting Date	3/19/2025
Department	Public Works
Agenda Category	Action Item
Title	City Hall/Central Fire Facility Condition Assessment Proposal Approval
Staff Recommendation	Approve the Facility Condition Assessment Proposal from Kraus-Anderson for City Hall/Public Safety and Central Fire Buildings in the amount of $13,500.
Budget Implication	$13,500 from municipal building funds.

Attachments

1.	Facility Assessment Memo
2.	City of Cottage Grove - Facility Condition Assessment Proposal-2-5-25

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Adam Moshier, Fleet and Facilities Manager

Date: March 4th, 2025

Re: Approve Facility Condition Assessment Proposal for City Hall/Public Safety and Central Fire Buildings

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Background

Staff is looking to create a long-term facility maintenance plan as it relates to building maintenance. Staff is focusing on the City Hall/Public Safety and Central Fire Buildings currently. Kraus-Anderson provides a facility condition assessment that will help staff understand the current status of the facility, assist in prioritizing immediate needs and provide a long-term budget plan. Kraus-Anderson provided the same report for the Hero Center and has been a huge asset for future budgeting.

Discussion

The Facility Condition Assessment will be an extensive report that will assist City Staff and City Council in budgeting for building maintenance costs. The report focuses on a 10 year plan but does provide items beyond that time frame. Some of the items that are evaluated include, site work, building structure, foundation, exterior enclosure, roof, interior construction, FF&E, elevators, fire protection, plumbing systems, HVAC, controls, electrical, a/v and technology. As both buildings age, staff would like to have a plan in place for replacement of these items. This report will be completed by June 1st which will serve as a tool for City Staff and the City Council during budget meetings in 2025.

Budget

This was not in the 2025 budget, however City Staff is estimating there will be savings from the Public Works Facility Mechanics Shop Remodel to cover the cost of this facility assessment for City Hall/Public Safety and Central Fire buildings. The cost is $13,500 and will be funded by the Municipal Building Fund.

Recommendation

It is recommended that the City Council approve the proposal with Kraus-Anderson for the Facility Condition Assessment for City Hall/Public Safety and Central Fire Buildings for $13,500.

KRAUS-ANDERSON®

Kraus-Anderson Construction Company
501 South Eighth Street, Minneapolis, MN 55404



Facility Condition Assessment Proposal for City of Cottage Grove

February 5, 2025

Office 612-332-7281 | www.krausanderson.com | Fax 612-332-8739

Building enduring relationships and strong communities

OBJECTIVE

City of Cottage Grove is seeking a proposal from Kraus-Anderson to provide a comprehensive facility condition assessments for two (2) of their city facilities.

After a brief discussion with City of Cottage Grove, Kraus-Anderson has been requested to provide a proposal to assist with the process of providing comprehensive Facility Condition Assessments on the specified facilities. This process will redevelop the current deferred maintenance needs for the facilities, develop a new long-term facility maintenance plan and provide prioritization of the current needs for their facilities.

The assessment will be provided on a digital platform and allow the city to keep the information on work completed, updated and refreshed and live. The final deliverable will help the staff understand the current status of the facility, prioritize immediate needs, and provide a long-term facility maintenance plan. This plan can be presented to the city's key stakeholders, council and acceptable for public review for full understanding of the city's upcoming needs.

SCOPE OF WORK

The Kraus-Anderson Facility Assessment team is pleased to submit our proposal to assist the City of Cottage Grove with providing a comprehensive Facility Condition Assessment. The FCA will be inclusive of the following facilities:

Facility	Approximate SF
City Hall/Public Safety/Fire/EMS - 12800 Ravine Pkwy S	68,000
Central Fire Station (AKA Fire Station 2) - 8641 80th Street S	32,000
Total SF	**97,779**

Facilities Condition Assessment

Kraus-Anderson's Facility Condition Assessments will provide the City of Cottage Grove with a full inventory of current and anticipated deferred maintenance and an approximation of costs for each line-item deferred maintenance identified. Our comprehensive review of the facilities includes the following:

- Complete site interviews of key facility personnel currently managing and maintaining the facility- gather all pertinent information regarding the facilities and surrounding property.
- Onsite visit: Complete a non-destructive visual inspection, a high-level site visits to review the property and existing building systems conditions inclusive of the following divisions:
    - *02-Site Work:* Site lighting, transformer, parking lots/structures, stormwater, curb, green space, etc.
    - *03- Building Structure:* Non-engineering review of structure- identify points of concern
    - *04- Foundation/Slab-on-Grade:* Basements, loading docks, slabs, etc.
    - *05- Exterior Enclosure:* Façades, exterior walls, exterior doors, windows, building penetrations
    - *06- Roofs:* Roof review, roof drainage, flashing, coping, etc.
    - *07- Interior Construction:* Phased replacement budgeting only
    - *08- FF&E:* Phase replacement budgeting only
    - *09- Special Construction:* Ice equipment areas, etc.
    - *10- Conveyance:* Elevators, escalators, chair lifts, etc.
    - *11- Fire Protection:* Protection, detection, panels
    - 12- *Plumbing Systems:* Water Heaters, softeners, sumps, sewer, med gas, etc.
    - *13- HVAC:* Heating, Ventilation, cooling, boilers, AHUs, etc.
    - *14- Controls:* DDC, Pneumatic, Lighting
    - *15- Electrical:* Switchgear, Generators, ATS, lighting
    - *16- A/V:* Provided by City of Cottage Grove
    - *17- Technology, Electronic Safety/Security:* Provided by City of Cottage Grove

- Identify all deferred maintenance and upcoming facility expenditures and digitize the findings into a consolidated and detailed report.
- Itemize and prioritize deferred maintenance and facility expenditure items and develop a comprehensive deferred maintenance list for the facilities.
- Identify cost estimates associated with either repair, replacement, or upgrades that coincide with each identified depreciable asset item that will either be a deferred maintenance item or upcoming facility expenditure.
- Analyze and consolidate cost estimate information and provide summary cost information on a 10-year plan basis (assessment will include items beyond the 10-year summary)
- Present and review itemized FCA and list of prioritization recommendations and review with key facility personnel and decision makers.
- Develop assessment report content.
- Present and review assessment report and FCA with City of Cottage Grove and/or various departments
- Modify/update final facilities condition assessment report based on the City of Cottage Grove input and prioritization direction.

In addition, Kraus-Anderson will provide high-level analysis and recommendations for the potential identification of harmful materials and possible indoor air-quality concerns. Detailed testing will need to be verified by third-party consultants (not included in this initial phase).

PROJECT APPROACH & WORK PLAN

Kraus-Anderson's Facility Assessment Service follows a detailed delivery assurance process to maintain the quality of the Facility Condition Assessments provided for our customers. Independent of the amount of information available, our team will provide a comprehensive review of the facilities and property, organize the gathered information and previously, and present the results of the facility condition assessment. All information will be digitized and consolidated into an online accessible portal. All information will be easily accessible and available for download.

Define Phase (Project initiation)

- Project proposal development and understanding of client goals and objectives.
- Project Award and Setup
- Internal Kickoff Meeting
- External Kickoff Meeting
    - Introduce team members.
    - Identify key stakeholders.
    - Identify and gather existing key documentation of the site that has not been provided.
    - Review proposed timelines and project schedule.

Collect Phase

- Site observation and walk-throughs (digitally documenting site walk-through)
- Review existing documentation.
- Interview with key personnel and stakeholders– identify key site dates, information about the site, critical information, anecdotal information that may be useful to understanding the status of equipment/materials/condition, transfer of knowledge.
- Complete inventory of all reviewed systems and assets
- Digitize information gathered from site interviews, walk-throughs, site visits, etc.

Develop Phase

- Development of comprehensive facility expenditures and deferred maintenance list on a 10-year basis
- Prioritize facility maintenance needs, energy efficiency, code compliance, and ADA issues identified.
- Estimate costs associated with facility improvements and upcoming expenditures.

- Develop phasing considerations for various projects that should be completed simultaneously or in conjunction.
- Incorporate previously completed assessments and estimated costs and confirm pricing for those items.

Refine Phase

- Collaboratively work with the owner through:
    - Concepts for facility maintenance items, site improvements, and remediation concepts
    - Iterative prioritization process and criticality of items
    - Potential costs savings for completing projects simultaneously.
    - Full understanding of remediation of costs
    - Presentation of data to executive committees
- Identify and understand the results of the data via the Facility Condition Index (FCI) measurement of the reviewed properties.

Present Phase

- Provide an executive summary of findings and ownership recommendations.
- Provide concepts and prioritization of remediation items.
- Provide estimation consolidate budgets on a 10-year plan, inclusive of cost escalation/inflation.
- Provide a full digitized package of site plans, concepts, results, estimates, a 10-year plan, and a final report.

PROJECT DELIVERABLES

At the conclusion of the project, City of Cottage Grove will be presented with access to KA's portal, inclusive of the following:

Name	Description
Executive report	Summary of the key findings from site visits, including client personnel interviewed
Digitized Site Report	Report of facility information, site walk-through, and deferred maintenance findings and site photography
KA FCA Dashboard	Detailed 10-year plan which includes the following items, prioritize and categories by condition, criticality, replacement timing, resolution, and funding mechanisms including the following: • Capital and deferred maintenance/facility deficiency items identified. • Project identification and phasing considerations • Equipment and Materials lifetime expectancy • ADA/Code Compliance considerations • Safety and security considerations • Energy efficiency considerations • Cost estimates based upon real-time market data from KA's current construction cost database.
Facility Condition Index	Following the IFMA standard for Facility measurement, the FCI score informs clients on the status of their overall facility and assists with strategy on level of investment required moving forward.

Site Interview Information	Document the anecdotal information available about the various facilities, document timeframes and phasing of the building, and current issues the facility teams are dealing with regarding the facility.
Meetings and Agendas	Inclusive of the kickoff meeting agenda and other regular meetings where information is gathered.

*Deliverables will be provided via Kraus-Anderson's online portal and accessible and downloadable for up to one (1) year from date of initiation of project.

SCHEDULE

Based upon the scope of services, we anticipate an FCA for the proposed facilities to require 6-8 Weeks from the date of the initial kickoff meeting.

FEE

We propose to furnish all labor, material, Workers' Compensation, all liability insurance, and to pay all state, federal and local taxes to provide this assessment for a lump sum fee of **$13,500.**

EXCLUSIONS

The following is a list of exclusions, not included in the scope of services.

- Bulk printing of reports and findings

CLIENT RESPONSIBLITIES

To deliver a successful project, the Client agrees to provide the following information in order to support this engagement.

- Designate a single point of contact (SPOC) who will be responsible for:
    - Identify, schedule, and confirm availability of Client subject matter experts, facilities staff, end-users, and management for onsite interviews and meetings.
    - Provide access to the facility as needed.
- Provide documentation as needed throughout the project, such as drawings, diagrams, inventories, current cost data, and various reports.
- Ensure client interviews and review meetings are attended to avoid project delays and costs.
- Provide information, decisions, and approvals within three (3) working days of the request or otherwise agreed upon.

ACCEPTANCE

This proposal will be deemed accepted as the Work Order for the project upon receipt of a signed original or copy thereof. If this proposal correctly states our agreement, please sign below:

In witness whereof, the parties hereto have caused their duly authorized representatives to enter into this agreement effective as of the date set forth below.

CITY OF COTTAGE GROVE	KRAUS-ANDERSON
By: _____	By: _____
Date: / / _____	Date: / / _____

PROJECT ASSUMPTIONS

- The purpose of this project is to define current facilities conditions, provide framework for space planning efforts and strategy, not to execute the strategy. The actual execution is expected to be a follow-on engagement to be discussed upon the presentation of the strategy and approval by the Client.
- The scope of work was proposed solely to meet the needs of KA's Client.
- KA's evaluations and opinions of cost estimates are only as of the date the walk-through performed, documentation reviewed, and interviews conducted. KA does not guarantee any cost estimates provided as part of the facilities assessment.
- Conditions at a property and the estimated costs to remedy them can change significantly over a relatively short period of time due to levels of maintenance, wear, and tear, acts of nature and other factors.
- KA shall not be liable for any unintended usage of this report by another party.
- No facility assessment can wholly eliminate uncertainty regarding the potential for physical deficiencies and the performance of a property's building.
- There is an inherent subjective nature of opinions as to such issues as original workmanship, quality of original installation, and estimating the remaining useful life of any given component or system.
- KA's facility assessment was designed to reduce, but not eliminate the uncertainty regarding the potential for component or system failure, within reasonable limits of time and cost, and no warranty is expressed or implied regarding the design, operation or safety of any building system or component by KA's performance of the facility assessment.
- The facility assessment is intended to be a non-intrusive assessment.
- No destructive testing will be completed and concealed areas, such as inside, plenums, behind walls or within machinery, were not accessed (unless specifically noted)
- KA makes no representations regarding exterior insulation and finishing systems (EIFS), curtain walls or other building skin conditions that would not be readily observable and, therefore, outside the scope of this assignment (unless specifically included).
- The facility assessment does not constitute a design, regulatory or code compliance audit of the building systems that may be present at the Property.
- KA is not performing the facilities assessment in the capacity of a design professional. Where any changes or repairs to existing building systems are contemplated, Client agrees to retain the services of a licensed design professional to evaluate/design any such changes or repairs.
- KA's fee for the facilities assessment includes a reasonable allowance for risk. Client agrees that KA's aggregate liability for all claims arising from the facilities assessment will not exceed the fee paid to KA or $50,000, whichever is greater, and Client agrees to indemnify KA from any liability in excess of such amount.
- Testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of work.

- Information in this report, concerning past and current physical concerns, maintenance and replacement activities, and condition of spaces not observed or viewable, is from sources deemed to be reliable, including, but not limited to interviews with property owners, operators and tenants, interviews with municipal agencies and vendors; however, no representation or warranty is made as to the accuracy thereof.
- KA will have no ongoing obligation to obtain and include information that was not reasonably ascertainable, practically reviewable or provided to KA in a reasonable timeframe to formulate an opinion and complete the assessment by the agreed upon due date.
- While the general environmental setting of the property is described, this assessment is not intended to be a formal flood plain or wetland determination, and no warranty with respect thereto is expressed or implied.
- Any fungi or mold reference included in the final report does not constitute a professional mold inspection and is not based upon any sampling, testing and/or abatement.
- KA merely notes the visual presence or absence of fungi or mold while in the course of preparing this report.

City Council Action Request

7.N.

Meeting Date	3/19/2025
Department	Public Works
Agenda Category	Action Item
Title	Utilities & Engineering Building HVAC Service Agreement
Staff Recommendation	Approve the Contractor Service Agreement with NOVA Fire Protection for the Utility and Engineering Building.
Budget Implication	$4,290 - Utilities & Engineering Building Fund

Attachments

1.	Memo - NOVA Fire Protection Contractor Services
2.	Agreement - NOVA Fire Protection Services
3.	Exhibit A

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

From: Adam Moshier, Fleet and Facilities Manager

Date: March 5th, 2025

Re: Approve Contractor Services Agreement with NOVA Fire Protection for the Utility and Engineering Building

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Background

The Utility and Engineering building was completed in January of 2025. This building has a fire suppression system. NOVA Fire Protection installed the fire suppression and fire protection equipment. In order to ensure this equipment works properly, it needs to be maintained on a yearly basis by an experienced company.

Discussion

The City of Cottage Grove contacted NOVA Fire Protection to provide a quote for yearly maintenance. NOVA Fire Protection submitted a quote for a three year plan at a cost of $1,430 per year for a total of $4,290. This agreement covers inspection and testing of the fire sprinkler system, backflow preventer and the special hazard systems. This was in the 2025 budget for the Utility and Engineering building. The contractor services agreement is the standard agreement that has been provided by the City Attorney.

Staff recommends NOVA Fire Protection as they were the company that installed the fire protection equipment in the building and are most familiar with the operation. A second quote is not required per the purchasing policy.

Recommendation

It is recommended that the City Council approve the contractor services agreement with NOVA Fire Protection for three years at a total cost of $4,290.

AGREEMENT FOR SERVICES

Fire Protection Service Agreement for Utility and Engineering Building

THIS AGREEMENT ("Agreement") is made and executed this ___ day of _____, 20__, by and between the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, Minnesota 55016, ("City") and NOVA Fire Protection, 1424 44th St N Fargo, ND, 58102 ("Contractor").

WHEREAS, the City has accepted the proposal of the Contractor for certain services; and

WHEREAS, Contractor desires to perform the services for the City under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed as follows:

1. SERVICES.

    a. City agrees to engage Contractor as an independent contractor for the purpose of performing certain Services ("Services"), as defined in the following documents:

        i. A proposal dated 2/18/2025, incorporated herein as Exhibit A.

        ii. Where the terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.

    b. Contractor covenants and agrees to provide the Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 9 of this Agreement.

    c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

a. City agrees to pay Contractor $4,290.00, and Contractor agrees to receive and accept payment for Services as set forth in the Exhibits.

b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.

c. Contractor shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.

d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.

3. TERM. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as herein stated.

4. BONDS. If the Services provided by the Contractor as set forth in the Exhibits and this Agreement exceeds $100,000, Contractor shall furnish performance and payment bonds covering faithful performance of all the Contractor's obligations, including, without limitation, warranty obligations and of all payment of obligations arising under this Agreement. The bonds shall each be issued in an amount equal to 100% of the stipulated sum identified in Section 2 of this Agreement.

5. TERMINATION AND REMEDIES.

a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 15 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses incurred through the effective date of termination.

b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.

c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event:

i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.

ii. Perform the Services, in which case, the Contractor shall within thirty (30) days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.

6. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.

7. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.

8. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.

9. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made

to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.

10. CITY'S REPRESENTATIVE. The City has designated Adam Moshier to act as the City's representative with respect to the Services to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.

11. PROJECT MANAGER AND STAFFING. The Contractor has designated Gena Wallraff to be the primary contacts for the City in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Contractor may not remove or replace these designated staff without the approval of the City.

12. INDEMNIFICATION.

    a. Contractor and City each agree to defend, indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and City, they shall be borne by each party in proportion to its own negligence.

    b. Contractor shall indemnify City against legal liability for damages arising out of claims by Contractor's employees or subcontractors, including all liens. City shall indemnify Contractor against legal liability for damages arising out of claims by City's employees or subcontractors.

13. INSURANCE. During the performance of the Services under this Agreement, Contractor shall maintain the following insurance:

    a. Commercial General Liability Insurance, with a limit of $2,000,000 for any number of claims arising out of a single occurrence.

    b. Workers' Compensation Insurance in accordance with statutory requirements.

    c. Automobile Liability Insurance, with a combined single limit of $2,000,000.

    Contractor shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The City shall be named as an additional insured on the Commercial General Liability Insurance policy.

14. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the final completion

date of all Services. Contractor warrants that all work will be free from defects and that all materials will be new and of first quality. If within one (1) year after final payment any work or material is found to be defective, Contractor shall promptly, without cost to the City, correct such defect.

15. NOTICES. Notices shall be communicated to the following addresses:

If to City: City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016
Attention: Adam Moshier

Or emailed: amoshier@cottagegrovemn.gov

If to Contractor: NOVA Fire Protection Inc
1630 91st Ave NE, Ste 103
Blaine, Mn 55449
Attention: Gena Wallraff

Or emailed:inspections@novafire.com

16. INDEPENDENT CONTRACTOR STATUS. All services provided by Contractor, its officers, agents and employees pursuant to this Agreement shall be provided as employees of Contractor or as independent contractors of Contractor and not as employees of the City for any purpose.

17. RESPONSIBLE CONTRACTOR.

a. In accordance with Minnesota Statutes, Section 16C.285, Contractor is hereby advised that the City cannot award a construction contract in excess of $50,000 unless Contractor is a "responsible contractor" as defined in Minnesota Statutes, Section 16C.285, subdivision 3. Contractor must complete a Responsible Contractor Certificate verifying compliance with the minimum criteria specified in Minnesota Statutes, Section 16C.285, subdivision 3, to be eligible to provide the Services outlined in this Agreement. A Responsible Contractor Certificate must be signed under oath by an owner or officer of Contractor. Contractor is responsible for obtaining the required verifications of compliance with Minnesota Statute, Section 16C.285, subdivision 3 from all subcontractors, using a form provided by the City. Contractor must submit signed verifications from subcontractors upon the City's request.

b. Contractor or subcontractor who does not meet the minimum criteria established in Minnesota Statutes, Section 16C.285, subdivision 3, or who fails to verify compliance with the minimum requirements of this statute, will not be considered

a "responsible contractor" and will be ineligible to provide the Services under this Agreement or otherwise work on the project in any capacity. Contractor and any subcontractor are advised that making any false statements verifying compliance with Minnesota Statutes, Section 16C.285 will render the Contractor or subcontractor ineligible to perform the Services of this Agreement and may result in termination of this Agreement by the City.

c. Contractor shall not sublet, sell, transfer, delegate or assign the Services or any portion of the Services of this Agreement without abiding by the applicable provisions of the Minnesota Department of Transportation Standard Specifications for Construction, Section 1801.

18. GENERAL PROVISIONS.

a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.

b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.

d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.

e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.

f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By:_____
Tamara Anderson, City Clerk

Date:_____

CONTRACTOR

Signature: Eric Halv

Name: Eric Halvorson

Its: Minneapolis Manager

Date: 3/4/2025

NOVA
FIRE PROTECTION, INC.

1630 91st Ave NE, Ste 103
Blaine, MN 55449
P. 763-785-9345
F. 763-231-0445
novafire.com

2/18/2025

Attn: ADAM MOSHIER
CITY OF COTTAGE GROVE
12800 RAVINE PARKWAY S
COTTAGE GROVE, MN 55016

Ph: 651-458-2844
Fax:
E: AMOSHIER@COTTAGEGROVEMN

FPSA #: 14504-29801

Fire Protection Service Agreement

Scope: Provide service(s) checked below for the building(s) listed. Services will be provided at the frequency listed and for the term of this agreement. Fire sprinkler systems require additional testing every three and five years (referred to as "3-Yr Tests" and "5-Yr Tests"), depending on systems installed, which is above and beyond normal testing conducted yearly. The additional cost for these tests will be added to the Annual Cost in the year when they are required.

Building(s): COTTAGE GROVE ENGINEERING BUILDING
10875 IDEAL AVE S
COTTAGE GROVE, MN 55016
Site Contact: Maintenance @

Services Provided:
- ☑ Inspection & Testing (see Systems below)
- ☐ Central Station Fire Alarm Monitoring

Systems & Equipment Inspected/Tested:
- ☑ Fire Sprinkler System - *Frequency: Annual - Yearly Cost $685*
- ☑ Backflow Preventer Pressure Test - *Frequency: Annual - Yearly Cost $350*
- ☐ Fire Alarm System
- ☐ Fire Extinguishers
- ☐ Emergency Lights
- ☑ Special Hazard Systems - *Frequency: Annual - Yearly Cost $395*
- ☐ Fire Hydrants

Term: ☐ 1-Yr (1/1/2025 - 12/31/2025) ☑ 3-Yr (1/1/2025 - 12/31/2027)

3-Yr Tests Year Required/Cost:	N/A	Annual Inspection Cost:	$1,430.00
5-Yr Tests Year Required/Cost:	2030/$1,750.00	City Charged Reporting Fee:	$0.00
		2025 Annual Cost:	**$1,430.00**

Email inspection reports to: **amoshier@cottagegrovemn.gov**

This Fire Protection Service Agreement (the "Agreement") sets forth the Terms and Conditions for the services to be provided by NOVA Fire Protection, Inc. ("Company") to CITY OF COTTAGE GROVE. All invoices are due upon receipt.

Customer Acceptance: **By signing this Agreement, the Customer acknowledges and agrees to the Terms and Conditions outlined herein.**

Accept/renew this agreement online at www.novafire.com/fpsa-renew

NOVA Fire Protection		CITY OF COTTAGE GROVE	
Signature:	Gena Wallraff	Signature:	
Print Name:	Gena Wallraff	Print Name:	
Title/Date:	Inspection Coordinator / 2/18/2025	Title/Date:	
Email:	inspections@novafire.com	Email:	AP@COTTAGEGROVEMN.GOV

Terms and Conditions

1. SCOPE: This agreement is for inspection and testing services only. These Terms and Conditions apply to all services provided by Systems Technology and/or NOVA Fire Protection, Inc. (together "NOVA") under the Agreement except as indicated otherwise in the Agreement. This Agreement contains the entire understanding of the parties and supersedes and replaces any and/or all previous agreements, promises or representations between the parties. This Agreement may be amended only in writing signed by both parties. The parties explicitly agree they have the authority to enter into the Agreement.
2. TERM OF AGREEMENT/RENEWALS: The initial term of this Agreement shall commence on the date of this agreement and continue for the proposal term indicated in this Agreement. After the initial term of this agreement has been met, this agreement shall automatically renew on a yearly basis under the same terms and conditions, unless thirty (30) days prior to expiration either party gives written or email notice (inspections@novafire.com) or if the agreement is cancelled as described in the below CANCELLATION section.
3. PAYMENTS: Payment for all invoices is due within thirty (30) days of receipt or per the timeline on the Fire Protection Service agreement, whichever is sooner. NOVA reserves the right to render invoices on a progress basis for work completed by the date of each such invoice.
4. CANCELLATION: This agreement may be terminated by either party without incurring any penalty fees or costs, provided thirty (30) days written or email notice (inspections@novafire.com) is given to the other party. Any prepaid services not utilized will be refunded to the Client within thirty (30) days of termination. NOVA reserves the right to terminate the agreement immediately, without prior notice, in the event of non-payment by the Client or breach of contract.
5. INSPECTIONS: All work performed by NOVA will be performed during normal business hours. NOVA does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the agreement Scope. Inspections shall be completed on NOVA's current inspection report form, which shall be given to Client, and where applicable, NOVA will submit a copy thereof to the local Authority Having Jurisdiction (AHJ). The questions and tests listed on the fire sprinkler inspection report are primarily from NFPA 25 and other sources, but the report is not a comprehensive compilation of all NFPA 25 requirements. Inspections, performed from floor level, of visible heads, pipe, and hangers are performed in common and accessible areas only and scope does not include the following: 3-year dry and preaction system full trip tests, deluge full trip tests, fire hoses, hose cabinets/storage devices, hose nozzles, private fire service mains, underground pipe, diesel fire pumps, water storage tanks, water spray fixed systems, foam systems, water mist systems, hydrostatic testing of standpipes, or hydrostatic testing of fire department connection piping; these can be completed, at the Client's request, on a Time and Material Basis outside of this Agreement. Inspection scope does not include verification that system equipment and components are installed in accordance with manufacturers' guidelines, nor do they encompass maintenance of the equipment as per manufacturers' guidelines. Inspections do not include an engineering review for compliance with hydraulic design standards for the building hazard as it may exist. Clients should make themselves aware of NFPA 25 and other applicable codes/standars to ensure that contracted scope fulfills all their applicable requirements. The inspection report and recommendations by NOVA are only advisory in nature and are intended to assist Client in reducing the risk of loss to property by indicating obvious defects or impairments noted in the inspection report. They are not intended to imply that no other defects or conditions exist. Client acknowledges that the AHJ may establish additional requirements and/or fees (including excessive water fees) for compliance with local codes/requirements. Costs to comply with additional requirements shall be completed on a Time and Material Basis outside of this Agreement. Client acknowledges they bear ultimate responsibility for the condition of the system(s), equipment, and components, including the periodic inspection of low point drains, especially before cold weather, and maintaining a minimum temperature of 40 degrees Fahrenheit in areas with water-filled piping and control valves.
6. LIMITATION OF LIABILITY AND WARRANTIES: CLIENT UNDERSTANDS AND AGREES THAT NOVA LIMITS ITS LIABILITY UNDER THIS AGREEMENT. UNDER NO CIRCUMSTANCES SHALL NOVA'S LIABILITY FOR ANY CLAIM, CAUSE OF ACTION, COST OR EXPENSE (INCLUDING, WITHOUT LIMITATION, ANY CLAIMS FOR BODILY INJURY, WRONGFUL DEATH, PROPERTY DAMAGE, PROPERTY LOSS AND/OR ATTORNEY'S FEES) ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL COMPENSATION RECEIVED BY NOVA UNDER THIS AGREEMENT. IT IS INTENDED THAT THIS LIMITATION APPLY TO ANY AND ALL LIABILITY OR CAUSE OF ACTION HOWEVER ALLEGED OR ARISING, UNLESS OTHERWISE PROHIBITED BY LAW. THE CLIENT UNDERSTANDS AND AGREES THAT NOVA HEREBY DISCLAIMS ALL IMPLIED WARRANTIES OF ANY KIND OR TYPE INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY AND ANY IMPLIED WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE. THE CLIENT FURTHER UNDERSTANDS AND AGREES THAT NOVA MAKES NO EXPRESS WARRANTIES AS TO THE SERVICES RENDERED OR EQUIPMENT LEASED AND THAT NO REPRESENTATIVE OF NOVA HAS ANY AUTHORITY TO MAKE ANY WARRANTIES OR OTHERWISE VARY THE TERMS OF THIS AGREEMENT UNLESS DONE SO IN WRITING AND SIGNED BY BOTH PARTIES.
7. NO WARRANTIES OR REPRESENTATIONS: NOVA does not represent nor warrant that any of the work completed by NOVA as part of this Agreement will (A) prevent any loss, damage or injury arising directly or indirectly to person or property, by any reason including burglary, theft, hold-up, fire or other cause; (B) that the work completed by NOVA will in all cases provide the protection for which it is installed or intended; (C) that the work is free of all defects and deficiencies; and (D) is in compliance with all applicable codes. Client agrees that it has not retained NOVA to make these assessments, which such work is expressly excluded. NOVA shall not be responsible for equipment failure occurring during the inspection.
8. WORK OF OTHERS AND EXISTING FIRE PROTECTION SYSTEM: NOVA makes no warranty as to the quality of work performed by others or the functionality and design of the originally installed fire protection/security system(s) that are subject to this Agreement. NOVA assumes existing system is in good working condition and has been maintained by the Client per applicable codes and standards. NOVA makes no warranties, express or implied, regarding the adequacy, performance or condition of any fire protection or notification equipment.
9. WAIVER OF SUBROGATION: Client shall obtain all insurance policies, property, bodily injury, etc., which are required or relate to the work done under this Agreement. Client agrees obtaining insurance is the Client's sole responsibility. Client agrees to rely exclusively on Client's insurer to recover for bodily injuries or property damage in the event of any loss or injury to the premises or property therein. Client does hereby, for itself and all others claiming by or through it under this Agreement, release and discharge NOVA from and against all damages, costs or expenses covered by Client's insurance, it being expressly agreed and understood that no insurance company, insurer, surety or other entity/individual will have any right of subrogation against NOVA or any team member, agent, officer, director, shareholder, affiliate or independent contractor of NOVA.
10. INDEMNIFICATION: Client assumes the entire responsibility and liability, to the fullest extent permitted by law, for all suits, claims, damages, losses and expenses, including but not limited to attorneys' fees, (collectively "Claims"), arising out of or resulting from NOVA's work completed under the Agreement ("Work"), provided that such Claim is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property. Client agrees, to the fullest extent permitted by law, to defend and indemnify NOVA from and against such Claims only to the extent caused by Client's acts or omissions, and the foregoing duty of indemnification applies even if the Claims are caused in part by NOVA. Client's duty to indemnify NOVA includes all Claims that arise either during the work or after completion of Work. Client agrees to undertake obligations regardless of whether the injured party asserting a Claim is an employee of Client and Client's obligation hereunder may not be limited by the operation of a workers' compensation act, any disability act, or other employee benefit act.
11. REPAIRS/DEFICIENCIES: Client authorizes NOVA to repair and/or correct deficiencies, if NOVA chooses, for amounts less than $1,000 without prior permission or approval. Repairs and/or deficiencies greater than $1,000 shall require additional written authorization from Client. All repairs/deficiencies will be documented and provided to Client. The amounts added to the Agreement through this clause are due and owed upon receipt of a related invoice.
12. CENTRAL OFFICE MONITORING & FALSE ALARMS: Client acknowledges that signals transmitted from Client's premises directly to emergency authorities are not monitored by personnel of NOVA. NOVA's designee communication center and NOVA do not assume any responsibility for the manner in which such signals are monitored or the response, if any, to such signals. NOVA shall not be responsible for any failure which prevents transmission signals from reaching the central monitoring center or damages arising therefrom. Client agrees to furnish NOVA with a written name list and telephone numbers of those persons Client wishes to receive signal notifications; these persons are designated as the Client's Responsible Parties and the Responsible Parties shall be available 24 hours/day. All changes shall be supplied to NOVA in writing. NOVA may, without prior notice, suspend or terminate its services, in central station's sole discretion, in event of Client's default in performance of this Agreement or in event central station facility or communication network is nonoperational or Client's alarm system is sending excessive false alarms. Central station is authorized to record and maintain all transmissions and data and shall be the exclusive owner of such property. It is understood that by engaging NOVA for fire alarm monitoring services, the Client assumes all obligations NOVA owes to its monitoring provider, CMS. Client can review CMS's terms and conditions by requesting a copy by contacting inspections@novafire.com. NOVA shall have no liability for false alarms, including the following which may be associated therewith: fines, excessive or "heavy" usage fees, fire response, any damage to personal or real property or personal injury caused by police or fire department responses to alarms, whether false alarm or otherwise, or the refusal of the fire department to respond.
13. SEVERABILITY: If any provisions of the entire Agreement shall be invalid or unenforceable under the laws of the jurisdiction applicable to the Agreement, such invalidity or unenforceable provision(s) shall be severed from the Agreement and the Agreement shall be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligations of NOVA and the Client shall be construed and enforced accordingly.

City Council Action Request

7.O.

Meeting Date 3/19/2025

Department Community Development

Agenda Category Action Item

Title Northpoint LLC – Outdoor Storage (Lumberman's)

Staff Recommendation Adopt Resolution 2025-032 approving the Conditional Use Permit allowing for the outdoor storage of materials incidental to the principal use at 7701 100th Street South.

Budget Implication N/A

Attachments

1.	NorthPoint-Lumbermans Outdoor Storage CC Memo
2.	NorthPoint-Lumbermans Outdoor Storage Resolution
3.	NorthPoint-Lumbermans Applicant Narrative
4.	NorthPoint-Lumbermans Site Plan
5.	NorthPoint-Lumbermans Building 2 Fence Stormwater
6.	NorthPoint-Lumbermans Fence Detail
7.	NorthPoint-Lumbermans Rendering With & Without fence

TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

FROM: Max Erickson, Planner

DATE: March 13, 2025

RE: Northpoint LLC. – Outdoor Storage

Proposal

Northpoint BGO Cottage Grove Logistics Park, LLC (Property Owner) has applied for a Conditional Use Permit (CUP) to allow for the outdoor storage of materials incidental to the principal use at 7701 100th Street South. The materials will be fully screened by a 10-foot-tall privacy fence that will enclose 54,500 square feet of the western parking area to be used for material storage by the future tenant, Lumberman's.



Site Location

Review Schedule

Application Received: January 29, 2025
Application Accepted: January 29, 2025
Planning Commission Meeting: February 24, 2025
City Council Meeting: March 19, 2025
60-Day Review Deadline: March 30, 2025

Planning Commission

The Planning Commission Reviewed the request at their February 24 meeting. The Commission asked for clarification on the following:

- Will the original fence found at 7601 be completely removed and materials reused from the removal?
    - The property owner stated that the original fence will be removed in its entirety and some materials will be used to construct the newly proposed fence. All damage and modifications of the original paved area will be repaired and reverted to its original developed state.

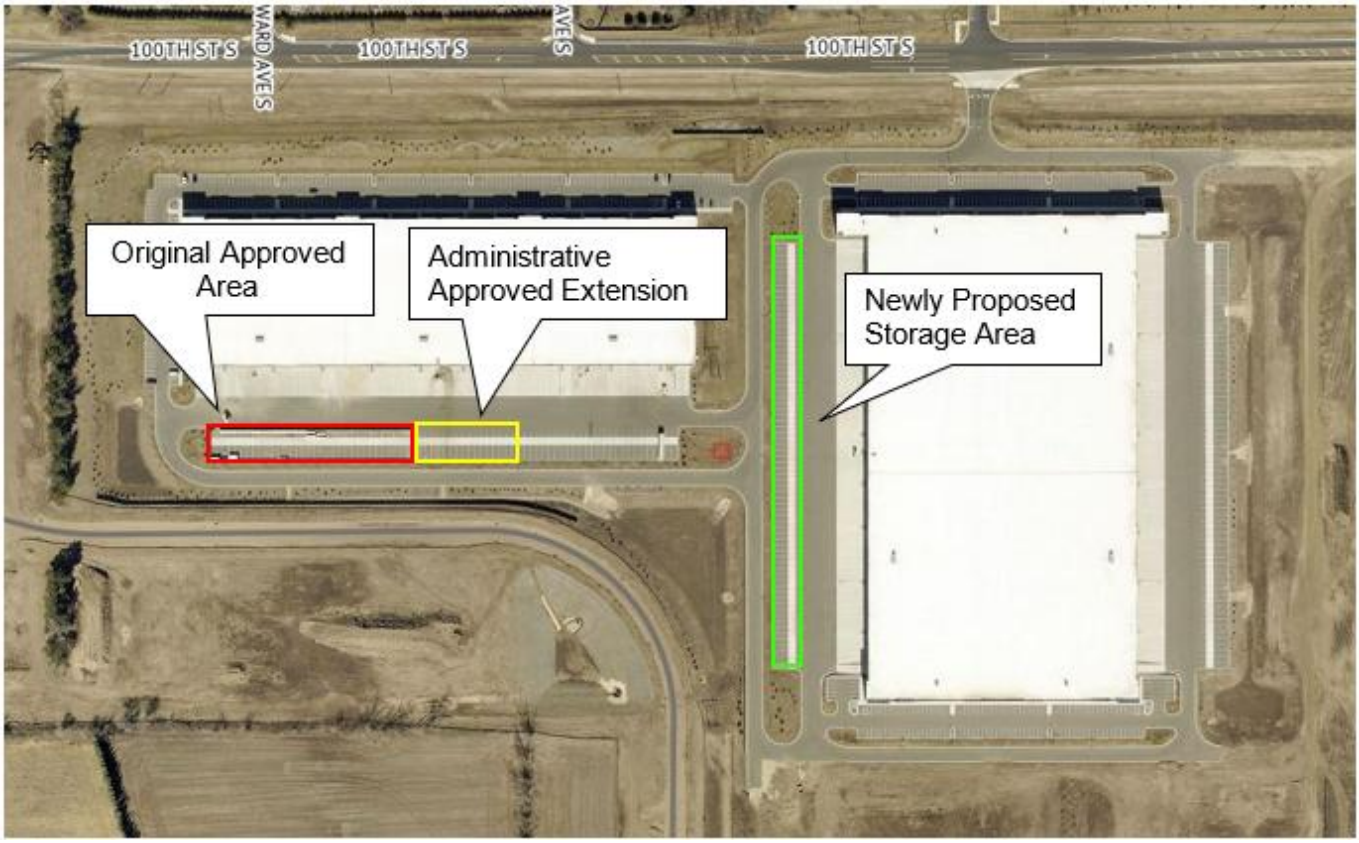
- As the tenant is moving to a larger space, what is the reason for the additional outdoor storage to be required?
    - A representative of Lumberman's Inc. has explained grown significantly within the timeframe of their original lease and anticipate more significant growth during the coming years. This additional space will allow them to keep up with demand of the current and projected market.

No residents participated in the public hearing. The Planning Commission unanimously (6-to-0 vote) recommended approval of the application.

Background

The subject site is located within the Master Site Plan for the Cottage Grove Logistics Park, which was approved by the City Council at their December 8, 2021, meeting and included approximately 252 total acres of land. In 2022, NorthPoint Development submitted an application for a Site Plan Review that was approved for the Phase 1 development, which allowed for the construction of two buildings (approximately 700,000 square feet) for warehouse, manufacturing, distribution, and office space.

The applicant and property owner, Northpoint, has applied on behalf of the future tenant Lumbermen's, Inc. Lumberman's is a building materials distributor that is headquartered in Grand Rapids, Michigan, and is currently occupying the western portion of space at 7601 100th Street South. In 2023, Lumberman's obtained CUP approval (CUP2023-021) to utilize a portion of the southern parking lot at 7601 100th St South as storage and staging areas for their business. An Administrative CUP (ACUP 2024-001) was later granted to expand the original proposed staging area that follows the conditions of Resolution 2024-004. The additional area had an increased fence height from 6 feet to 10 feet. Lumberman's is currently working with Northpoint on expanding into the western half of 7701 100th Street South. The tenant space (approximately 249,949 square feet) will be utilized for material storage and office space. In addition to the interior space, the Applicant is proposing to fence in an exterior area (approximately 54,500 square feet) for the outdoor storage of materials. The range of materials to be stored in the exterior area includes composite and PVC decking, engineered wood siding and trim, PVC trim, asphalt shingles, and various exterior sheathing products.



Current Site Layout



Existing Site Conditions

Planning Considerations

Land Use and Zoning

The subject site is currently zoned I-1, General Industrial, and is guided as Industrial in the 2040 Comprehensive Plan. The proposed use of the property is consistent with permitted and conditional uses allowed within this zoning district.

Conditional Use Permit

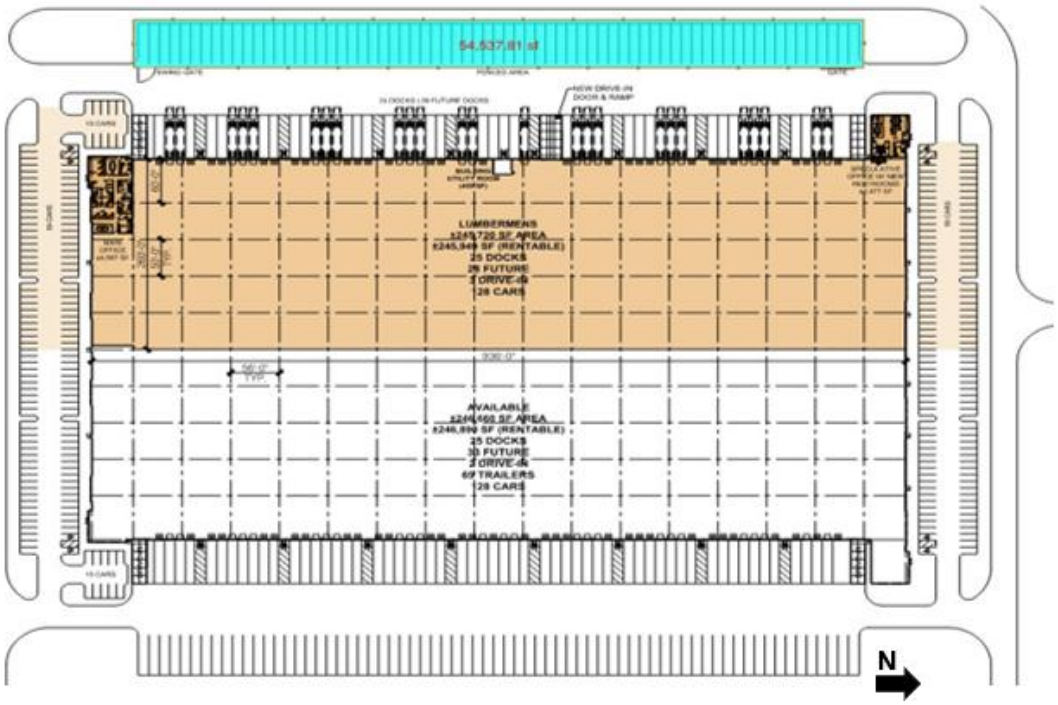
City Code Title 11-9-2 requires a CUP for any outdoor storage areas incidental to the principal use exceeding 5,000 square feet and that the area be fully screened. The Applicant is proposing to construct a 10-foot-tall privacy fence to enclose approximately 54,500 square feet of the southwest parking area to be used for outdoor storage. The criteria for issuance of a CUP are as follows:

1. *Compliance with and effect upon the Comprehensive Plan, including public facilities and capital improvement plans.*
2. *The establishment, maintenance, or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals, or comfort.*
3. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*
4. *The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
5. *Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.*
6. *The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*
7. *The conditional use complies with the general and specific performance standards as specified by the Zoning Code.*

Upon review, the proposal meets the forementioned criteria.

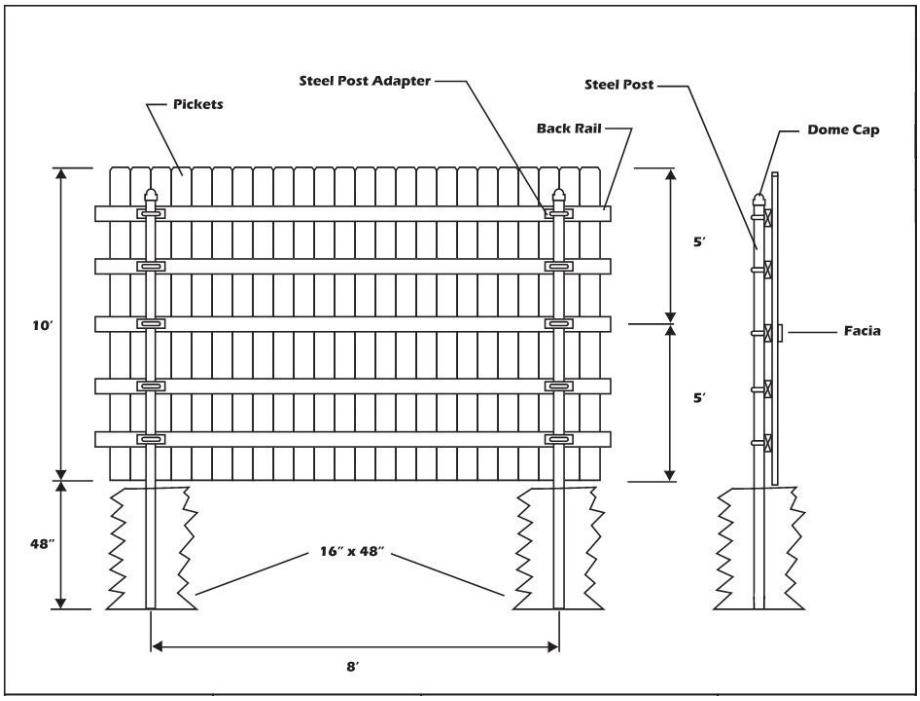
Fence Detail

The Applicant is proposing to erect a 10-foot-tall cedar plank fence to enclose approximately 54,500 square feet of space to be used for the outdoor storage of materials that are incidental to the principal use. City Code Title 11-3-6 allows for fences in industrial districts to be a maximum of 10 feet in height. The fence is proposed to be constructed entirely within the west trailer parking area. There will be one “sliding gate” on the north end and one “swing gate” on the south end of the storage area. Both gates open to the east. The proposed fence as constructed may not impede on the approved drainage patterns within the site, and the storm sewer infrastructure within the enclosure must be protected from any stored materials washing into the storm sewer system.



Site Plan

The proposed fence will be comprised of cedar boards that will match the same materials and design of the previously approved fence. A condition of approval will require that the exterior storage of materials not be permitted outside of the approved area, that no materials be visible from public view, and that no materials exceed the height of the fence. In addition, a condition will also require that the exterior surface of the fence be maintained in sound and good condition, and that exterior wood surfaces shall be protected from the elements and decay by paint or other treatment.



Proposed Fence Detail



Visual Rendering from Public Path West of Proposed Site

Parking

Parking requirements for Phase 1 of the Cottage Grove Logistics Park were satisfied at the time of Site Plan Review approval by the City Council at their April 6, 2022, meeting. For the subject building site, the Property Owner proposed 256 total parking stalls when 244 parking stalls were required. The proposed fence encloses 72 semi-trailer parking stalls that will be unavailable for trailer storage due to being used for material storage. The Applicant has indicated that the stalls are not necessary for site operations and the provided onsite parking is sufficient for the proposed use. Truck and/or truck and trailer parking and idling within the right-of-way of 100th Street, 105th Street, is prohibited per Condition 15 of Resolution 2021-166. The proposed tenant space and use meets current parking requirements as the Property Owner intends to allocate 128 parking spaces to the Applicant. City Code Title 11-3-4 states one parking space is required 2,000 square feet of storage facilities. The tenant space will consist of approximately 245,720 square feet in which 7,474 square feet will be office space.

Proposed Use	Square Footage	Parking Spaces Required
Storage Facility	245,720	123

Public Hearing Notices

The public hearing notice for the February 24, 2025, Planning Commission meeting was published in the *Saint Paul Pioneer Press* and mailed on February 12, 2025, to 14 property owners that are within 500 feet of the proposed project property boundary. Staff has not received any comments at the time of writing this report.

Recommendation

That the City Council adopt Resolution 2025-032 approving the Conditional Use Permit allowing for the outdoor storage of materials incidental to the principal use at 7701 100th Street South.

Attachments

A. Applicant & Property Owner Narrative
B. Site Plan
C. Stormwater Layout
D. Rendering – Exterior West of Site
E. Proposed Fence Detail

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-032

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OUTDOOR STORAGE OF MATERIALS INCIDENTAL TO THE PRINCIPAL USE TO BE LOCATED AT 7701 100TH STREET SOUTH

WHEREAS, Lumbermen's, Inc. applied for a Conditional Use Permit to allow for the outdoor storage of materials incidental to the principal use at 7701 100th Street South, at the property legally described below:

Lot 2, Block 1, Cottage Grove Logistics Center, according to the recorded plat thereof, Washington County, Minnesota.

Commonly known as 7701 100th Street South, Cottage Grove, Washington County, State of Minnesota.

WHEREAS, public hearing notices were mailed to property owners within 500 feet of the property and a public hearing notice was published in the St. Paul Pioneer Press; and

WHEREAS, a planning staff report, which detailed specific information on the property, and the application request was prepared and presented; and

WHEREAS, the public hearing was open for public testimony. No public testimony was received. The applicant attended the public hearing and staff answered questions from the Planning Commission; and

WHEREAS, the Planning Commission unanimously (6-to-0 vote) recommended that the City Council approve the Conditional Use Permit application for the proposed outdoor storage of materials incidental to the principal use at their February 24, 2025, meeting.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves the Conditional Use Permit for the outdoor storage of materials incidental to the principal use at the property legally described above, subject to the following conditions:

1. All applicable permits (i.e., building, electrical, grading, mechanical) must be completed, submitted, and approved by the City prior to the commencement of any construction activities.

2. The exterior surface of the fence shall be maintained in sound and good condition. Exterior wood surfaces shall be protected from the elements and decay by paint or other treatment. Peeling, flaking, chipped, or fading paint and/or stain shall be eliminated and surfaces repainted/re-stained.

3. The exterior surface of the fence shall complement and be similar in color to the principal structure and site.

4. The fence shall be 100 percent opaque with boards, if applicable, abutting each other without any gaps.

5. The fence shall not impede drainage patterns as they have been proposed and approved as part of the original site development, unless otherwise approved by the City Engineer.

6. Signage is not permitted on the fence.

7. Exterior storage of materials shall not be permitted outside of the approved area. Material storage shall not be visible from public view and shall not exceed the height of the fence.

8. The placement, movement, and/or stockpiling of materials in the approved exterior storage area shall be limited to 6:30 a.m. to 7:30 p.m.

9. No liquids or hazardous substances shall be stockpiled within the enclosed outdoor storage area.

10. The storm sewer infrastructure encompassed within the enclosure shall be protected from stored materials being washed into the storm sewer system. Inspections should be completed by property owner/tenant to ensure stored materials and packaging are in sound condition and will not wash into the storm sewer system.

11. The standard City and State noise rules shall be applicable to the outdoor storage area. If the City receives complaints related to noise, the property owner shall bring the noise onsite into compliance upon notification by the City.

12. Any substantial changes to the fence (i.e., height, material, etc.) shall be reviewed and approved by planning staff prior to the commencement of any onsite construction. Fences exceeding 7 feet in height require a building permit per State Building Code. If the proposed changes substantially alter site operations, planning staff may refer the proposal to the Planning Commission and City Council for review.

13. If the approved outdoor storage area is unused for material storage for a period of 12 months or more, the fence shall be removed upon notification by the City.

14. Repeat violations related to exterior storage outside of the approved areas, noise, unsightliness, or permit criteria will require additional review of the CUP by the City Council, with possible revocation of the CUP as a remedy.

Passed this 19th day of March 2025.

Myron Bailey, Mayor

Attest:

_____

Tamara Anderson, City Clerk

Subject: Request for Approval of Outdoor Storage and Fencing at Cottage Grove Logistics Park

Lumbermen's Inc. is excited to continue its growth in the Cottage Grove Logistics Park, further solidifying its success and commitment to the community. Initially, Lumbermen's leased 89,800 square feet in NorthPoint's Building 1, with an expansion in progress for them to occupy the remainder of Building 1. This included approval for 35,300 square feet of outdoor storage, enhanced with 6' and 10' cedar-screened fencing and sliding gates.

Lumbermen's is now interested in relocating and expanding into Building 2 for 245,949 square feet, which is roughly half of Building 2. This strategic move would significantly reduce vacancy in the park. This would also provide Lumbermen's with more space and the opportunity to grow further, with an additional 246,000 square feet available for future expansion within the same building.

As part of the potential Building 2 relocation and expansion, we are seeking approval for outdoor storage on behalf of Lumbermen's. We are seeking approval to furnish and install 10' cedar-screened fencing and sliding gates—of the same materials and design previously approved at Building 1—in the west truck court of Building 2, as outlined in the enclosed site plan. The proposed outdoor storage area will encompass approximately 54,500 square feet. In conjunction with this request, NorthPoint will remove the existing fencing at Building 1 and restore the asphalt to its original condition.

This application includes a site plan detailing the outdoor storage location, a write-up summarizing the request, and a rendering to help visualize the final result.

Importantly, we would like to note that the truck court/proposed fenced outdoor storage would largely not be visible from the northern sightline due to the berm, landscaping, sound wall, and building bump out that we constructed for measures such as this.

We appreciate your time and consideration in supporting Lumbermen's as they continue to thrive in your market, contributing to the success of both the community and the park.

Respectfully,

Charlie Cannon
Development Associate

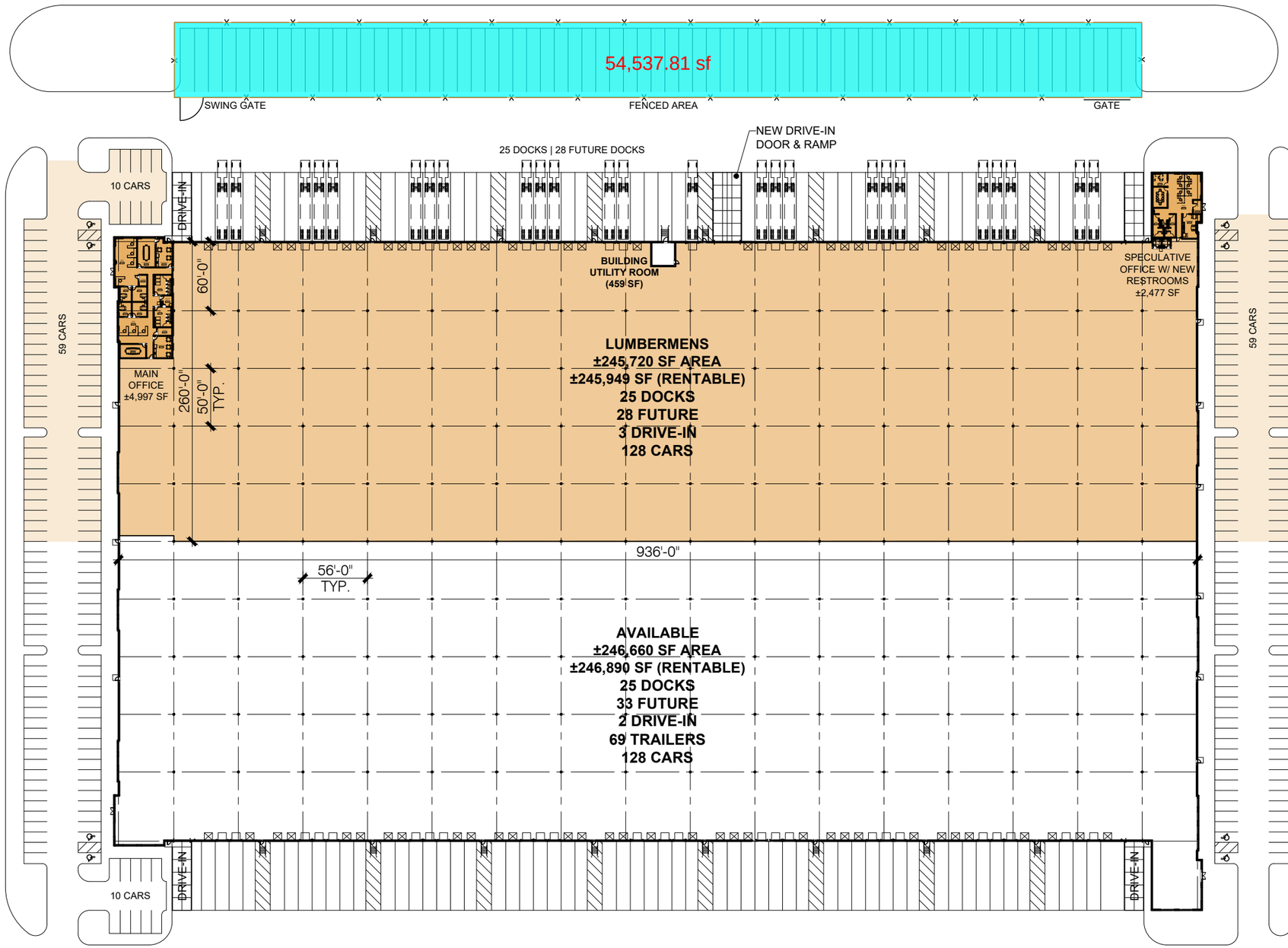
C 630.312.9155
www.BeyondTheContract.com

CHICAGO OFFICE
3010 Highland Parkway, Suite 440, Downers Grove, IL 60515
CORPORATE OFFICE
3315 N. Oak Trafficway | Kansas City, MO 64116

Outdoor Storage Area

Reference:





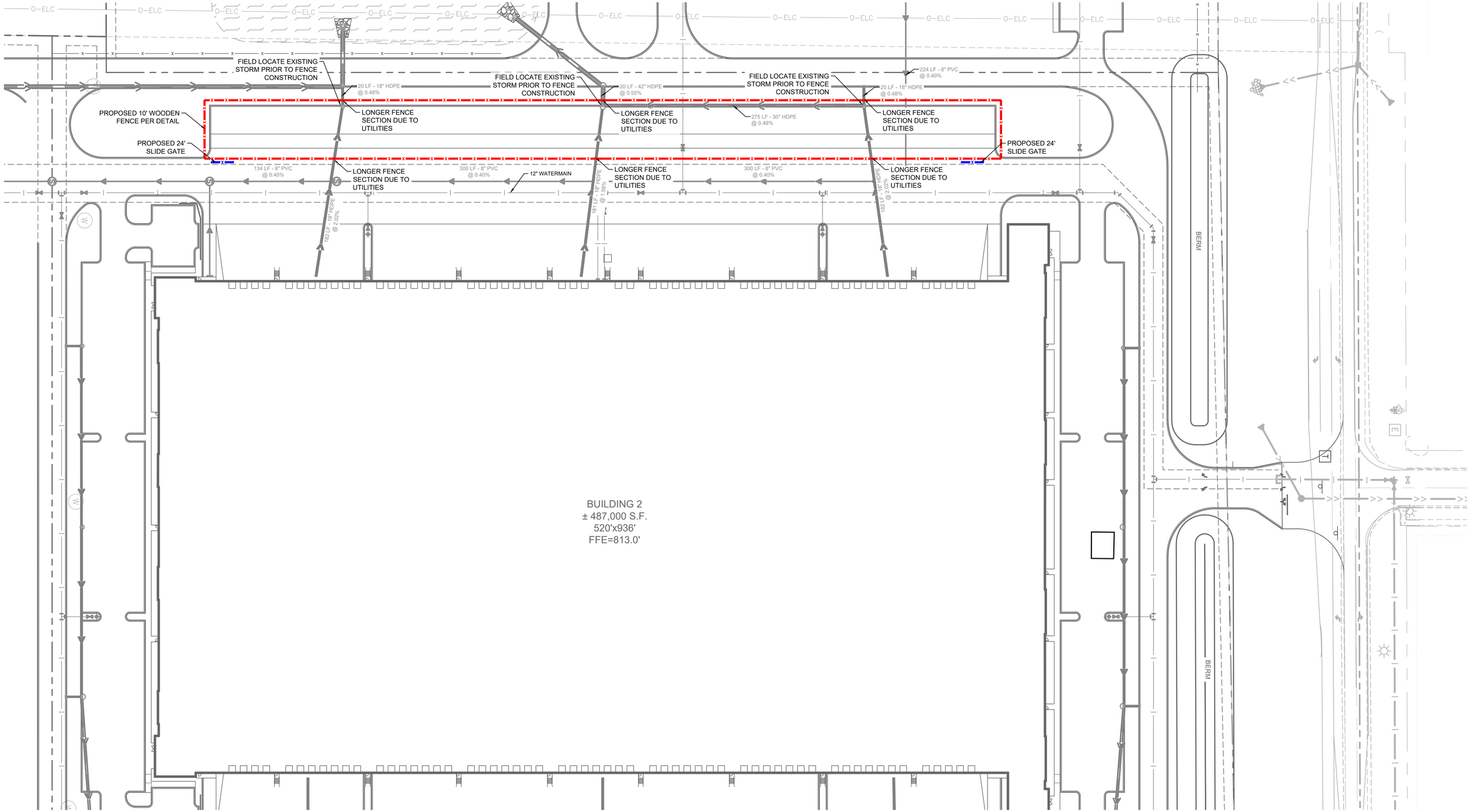
Initial Building Data

Building Area:	± 492,839 SF
Building Clear Height:	40' clear
Drive-In Doors:	4 doors
Docks:	50 docks
Future Docks:	63 docks
Trailer Parking:	138 spaces
Car Parking:	256 spaces

NorthPoint DEVELOPMENT

Lumbermens Premises Plan Option D • Cottage Grove - Building 2 • Minneapolis, MN • 12.09.2024 • 1" = 100'-0"

studioNorth ARCHITECTURE



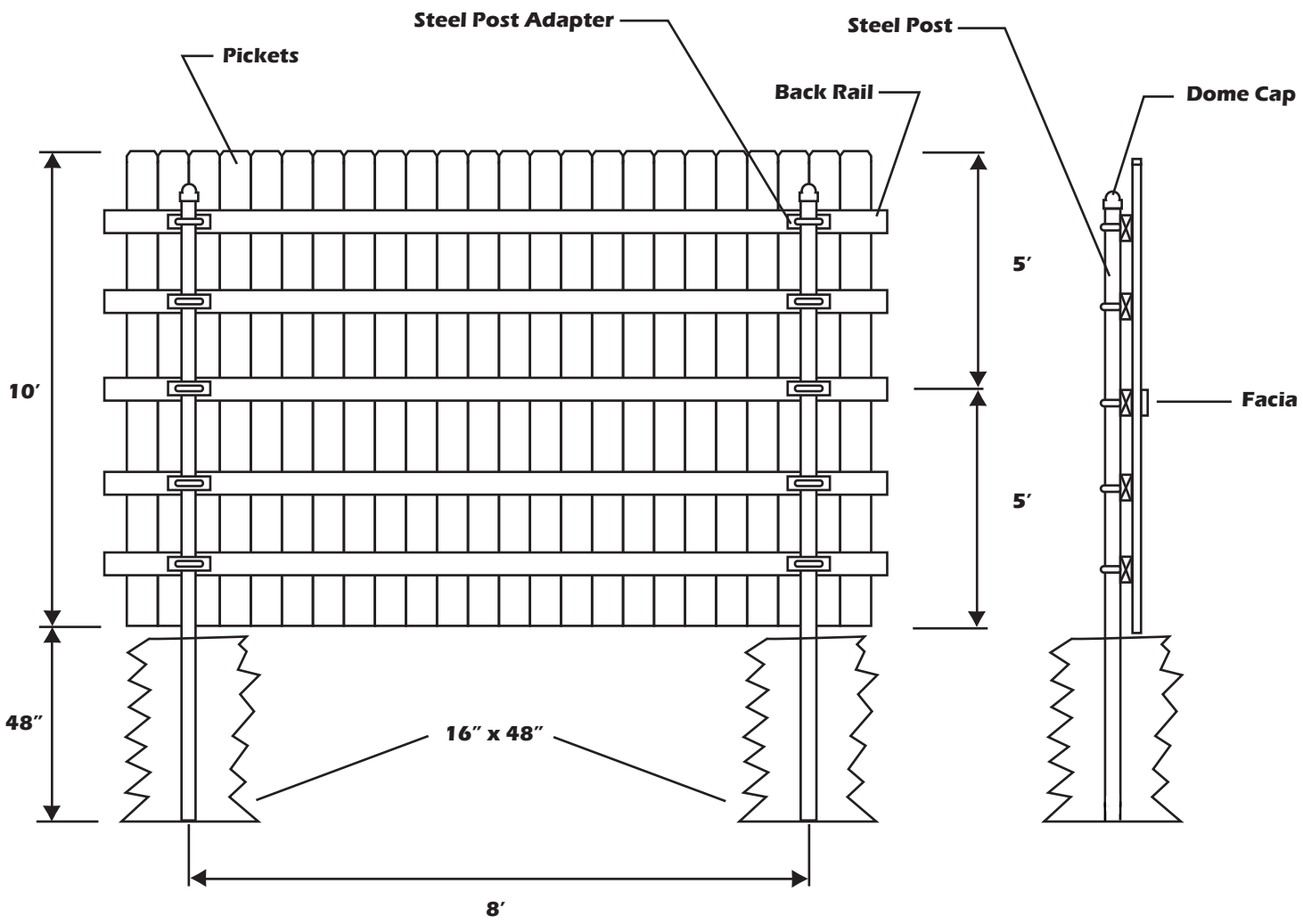
COTTAGE GROVE LOGISTICS PARK | Building 2 Fence Exhibit

Cottage Grove, MN

Project #168590010 February 6, 2025

Kimley»Horn

2025 KIMLEY-HORN AND ASSOCIATES, INC.



JOB SPECIFICATIONS

COMPONENTS	SIZE	GRADE
POSTS	4" o.d.	40 weight
RAILS	2" x 4"	Cedar
BOARDS	1"x6"x5'	Cedar
TOP DESIGN	Dog Ear	
WOOD SPECIES	Western Red Cedar	

NOTES:

5' high boards are stacked to achieve 10' height

Seam is covered on the outside with a 1" x 4" facia board

Not to scale

SUBMITTED BY:

Midwest Fence

SUBMITTED TO:

Lumbermen's

TYPICAL ELEVATION
SOLID BOARD FENCE
COMBINATION PIPE / WOOD FRAME

JOB / PROJECT

Outside Storage Expansion

CONTRACTOR

ARCHITECT

ENGINEER

STANDARD DETAIL

COMPLETED BY

DWG. NO.

DATE

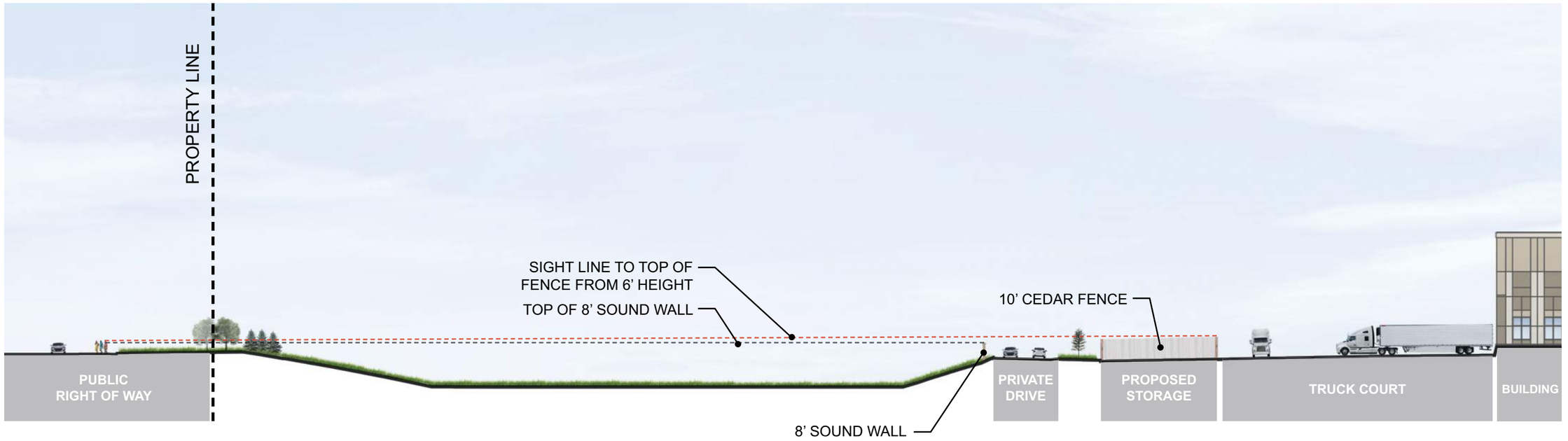
SHT_____OF_____

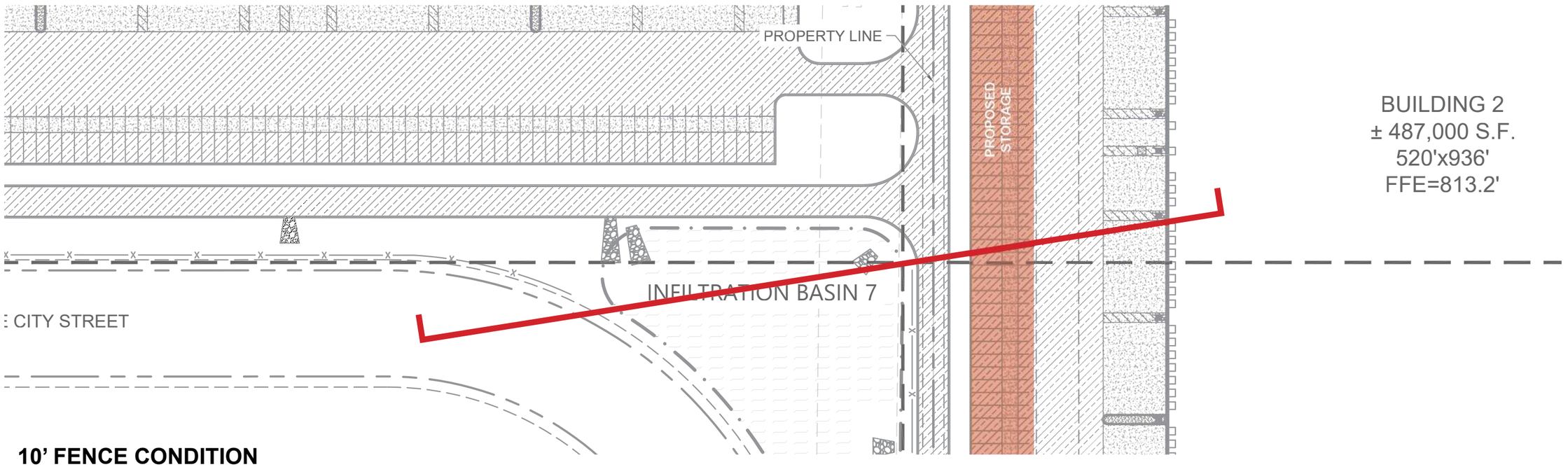


EXISTING CONDITION



10’ FENCE CONDITION





10’ FENCE CONDITION

City Council Action Request

7.P.

Meeting Date	3/19/2025
Department	Administration
Agenda Category	Action Item
Title	2023 Pavement Management Final Payment - MN Paving and Materials
Staff Recommendation	Adopt Resolution 2025-035 authorizing final payment in the amount of $125,248.00 to be made to Minnesota Paving and Materials for the 2023 Pavement Management Project.
Budget Implication	Included in the budget.

Attachments

1.	Memo - Pay Application #6 & Final Package
2.	Resolution 2025-035 - Final Payment 2023 PM
3.	Pay Application #6 & Final Package

BOLTON & MENK
Real People. Real Solutions.

3507 High Point Dr. N
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: [651] 704-9970
Fax: [651] 704-9971
Bolton-Menk.com

March 3, 2025

Ryan Burfeind, PE
Public Works Director/City Engineer
City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016

RE: Contractor's Pay Request No. 6 and Final
2023 Pavement Management Project

Dear Mr. Burfeind:

Attached is the signed copy of the Contractors Pay Request No. 6 and Final for the 2023 Pavement Management Project. Also included are the IC 134 forms, Lien Waivers, and Warranty Bond as submitted by the Contractor. The Contractor for this project is Minnesota Paving and Materials.

REVIEW OF PROJECT HISTORY

The contractor began this project in June 2023 and the project was substantially completed on September 12, 2023. The contractor returned in spring and summer of 2024 to complete the remaining punch list work.

CONSTRUCTION COST OVERVIEW

As indicated on the final request for payment, the original contract amount was $2,939,954.36. The final construction cost as shown is $2,763,520.35, which is $176,434.01 less than the contract amount. The overall project underrun was due to underruns in estimated subgrade corrections of $53,722.34, concrete driveway replacement of $62,463.11, and other minor quantity discrepancies.

RECOMMENDATION

Minnesota Paving and Materials in accordance with the contract plans and specifications has satisfactorily completed the work. Therefore, it is recommended that final payment of $125,248.00 be made and the City of Cottage Grove accept the project. After acceptance, please distribute all requests for payments as appropriate.

If you have any questions or require further information, please contact me.

Sincerely,
Bolton & Menk, Inc.

Jeffrey P Toutant
Sr. Construction Manager

Bolton & Menk is an equal opportunity employer.

CITY OF COTTAGE GROVE
CITY COUNCIL
RESOLUTION NO. 2025-035

RESOLUTION APPROVING THE FINAL PAYMENT IN THE AMOUNT OF $125,248.00 TO OMG MIDWEST dba MINNESOTA PAVING & MATERIALS FOR THE 2023 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City Engineer has certified that work has been satisfactorily completed; and

WHEREAS, the original total contract amount was $2,939,954.36. The final construction cost was $2,763,520.35, which is $176,434.01 less than the contract amount. The reduced construction cost was primarily due to reduction in quantities for subgrade correction and concrete driveway replacement; and

WHEREAS, the project has been satisfactorily completed in accordance with the contract plans and specifications.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that $125,248.00 is paid to OMG Midwest dba Minnesota Paving and Materials for the final payment for the 2023 Pavement Management Project.

Passed this 19th day of March 2025.

_____
Myron Bailey, Mayor

Attest:

_____
Tamara Anderson, City Clerk

CONTRACTOR'S PAY REQUEST
2023 PAVEMENT MANAGEMENT PROJECT

BOLTON & MENK
Real People. Real Solutions.

CITY OF COTTAGE GROVE -
BMI PROJECT NO. 0N1.128111

DISTRIBUTION:
CONTRACTOR (1)
OWNER (1)
ENGINEER (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$2,939,954.36
TOTAL, COMPLETED WORK TO DATE	$2,763,520.35
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$2,763,520.35
RETAINED PERCENTAGE (0.0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$2,763,520.35
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$2,638,272.35
PAY CONTRACTOR AS ESTIMATE NO. 6& FINAL	$125,248.00

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: OMG MIDWEST, INC dba MINNESOTA PAVING & MATERIALS
15001 HUDSON RD N
LAKELAND, MN 55043

By _____ Area Manager
Name Title

Date 2-26-25

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 3507 HIGH POINT DRIVE NORTH, BLDG 1 - STE E130, OAKDALE, MN 55128

By _____, CONSULTING ENGINEER

Date 3/3/2025

APPROVED FOR PAYMENT:
OWNER:

By _____
Name Title Date

And _____
Name Title Date

Pay Request No.: *6& FINAL*

2023 PAVEMENT MANAGEMENT PROJECT

BOLTON & MENK
Real People. Real Solutions.

CITY OF COTTAGE GROVE
BMI PROJECT NO. 0N1.128111
WORK COMPLETED THROUGH SEPTEMBER 27, 2024

ITEM NO.	ITEM	UNIT PRICE	AS BID			PREVIOUS ESTIMATE			COMPLETED TO DATE		
			ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
1	MOBILIZATION	$105,000.00	1.00	LS	$105,000.00	1.00	LS	$105,000.00	1.00	LS	$105,000.00
2	TRAFFIC CONTROL	$25,000.00	1.00	LS	$25,000.00	1.00	LS	$25,000.00	1.00	LS	$25,000.00
3	REMOVE BITUMINOUS STREET PAVEMENT	$3.40	65,150.00	SY	$221,510.00	65,150.00	SY	$221,510.00	65,150.00	SY	$221,510.00
4	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	$31.80	50.00	SY	$1,590.00	65.00	SY	$2,067.00	65.00	SY	$2,067.00
5	REMOVE AND REPLACE CONCRETE CURB AND CUTTER	$43.12	5,900.00	LF	$254,408.00	5,491.00	LF	$236,771.92	5,491.00	LF	$236,771.92
6	REMOVE AND REPLACE CONCRETE VALLEY GUTTER	$175.56	30.00	SY	$5,266.80	91.60	SY	$16,081.30	91.60	SY	$16,081.30
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	$25.56	380.00	SY	$9,712.80	64.20	SY	$1,640.95	64.20	SY	$1,640.95
8	REMOVE CONCRETE SIDEWALK OR PEDESTRIAN RAMP	$11.19	90.00	SF	$1,007.10	32.00	SF	$358.08	32.00	SF	$358.08
9	SAWING BITUMINOUS PAVEMENT (STREET OR TRAIL)	$4.00	250.00	LF	$1,000.00	446.00	LF	$1,784.00	446.00	LF	$1,784.00
10	SAWING BITUMINOUS DRIVEWAY PAVEMENT	$4.00	375.00	LF	$1,500.00	50.00	LF	$200.00	50.00	LF	$200.00
11	EXCAVATION - COMMON (EV)	$6.70	1,200.00	CY	$8,040.00	233.50	CY	$1,564.45	233.50	CY	$1,564.45
12	EXCAVATION - SUBGRADE (EV)	$6.70	2,180.00	CY	$14,606.00	33.00	CY	$221.10	33.00	CY	$221.10
13	AGGREGATE BACKFILL - MODIFIED	$3.77	4,300.00	TN	$16,211.00	0.00	TN	$0.00	0.00	TN	$0.00
14	AGGREGATE BASE, VIRGIN CLASS 5	$7.28	6,000.00	TN	$43,680.00	3,712.79	TN	$27,029.11	3,712.79	TN	$27,029.11
15	AGGREGATE BASE, VIRGIN CLASS 5 - DRIVEWAY OR WALK	$19.74	136.00	TN	$2,684.64	132.84	TN	$2,622.26	132.84	TN	$2,622.26
16	MIX AND FINISH GRADE AGGREGATE BASE - STREET	$1.00	65,150.00	SY	$65,150.00	65,150.00	SY	$65,150.00	65,150.00	SY	$65,150.00
17	7" CONCRETE DRIVEWAY PAVEMENT (COMMERCIAL)	$123.84	15.00	SY	$1,857.60	12.50	SY	$1,548.00	12.50	SY	$1,548.00
18	6" CONCRETE DRIVEWAY PAVEMENT (RESIDENTIAL)	$80.52	700.00	SY	$56,364.00	24.50	SY	$1,972.74	24.50	SY	$1,972.74
19	6" CONCRETE PEDESTRIAN CURB RAMP	$16.19	90.00	SF	$1,457.10	32.00	SF	$518.08	32.00	SF	$518.08
20	TRUNCATED DOME PANELS	$80.22	10.00	SF	$802.20	10.00	SF	$802.20	10.00	SF	$802.20
21	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	$90.00	14,400.00	TN	$1,296,000.00	14,117.24	TN	$1,270,551.60	14,117.24	TN	$1,270,551.60
22	BITUMINOUS INCENTIVE	$39,000.00	1.00	LS	$39,000.00	0.84	LS	$32,760.00	0.84	LS	$32,760.00
23	BITUMINOUS MATERIAL FOR TACK	$1.00	4,550.00	GAL	$4,550.00	2,698.00	GAL	$2,698.00	2,698.00	GAL	$2,698.00
24	PATCH BITUMINOUS DRIVEWAY	$46.48	205.00	SY	$9,528.40	85.00	SY	$3,950.80	85.00	SY	$3,950.80
25	STORM DRAIN INLET PROTECTION (ERO-9)	$149.91	56.00	EA	$8,394.96	56.00	EA	$8,394.96	56.00	EA	$8,394.96
26	EROSION CONTROL SUPERVISOR	$644.97	1.00	LS	$644.97	1.00	LS	$644.97	1.00	LS	$644.97
27	STREET SWEEPER WITH OPERATOR	$140.00	65.00	HR	$9,100.00	40.00	HR	$5,600.00	40.00	HR	$5,600.00
28	SKIDSTEER WITH OPERATOR	$1.00	65.00	HR	$65.00	4,400.00	HR	$4,400.00	4,400.00	HR	$4,400.00
29	HYDRAULIC MATRIX TYPE MULCH	$1.55	2,550.00	SY	$3,952.50	1,509.00	SY	$2,338.95	1,509.00	SY	$2,338.95
30	SEEDING, MNDOT MIX 25-151	$10.03	105.00	LB	$1,053.15	27.00	LB	$270.81	27.00	LB	$270.81
31	PREMIUM TOPSOIL BORROW MODIFIED	$5.01	1,000.00	CY	$5,010.00	132.00	CY	$661.32	132.00	CY	$661.32
32	APPLICATION OF WATER FOR TURF ESTABLISHMENT	$50.14	110.00	MGAL	$5,515.40	0.00	MGAL	$0.00	0.00	MGAL	$0.00
33	REMOVE SIGN AND POST	$25.07	47.00	EA	$1,178.29	47.00	EA	$1,178.29	47.00	EA	$1,178.29
34	SALVAGE AND REINSTALL SIGN	$195.54	21.00	EA	$4,106.34	8.00	EA	$1,564.32	8.00	EA	$1,564.32
35	INSTALL SIGN PANEL, TYPE C	$45.13	223.00	SF	$10,063.99	223.00	SF	$10,063.99	223.00	SF	$10,063.99
36	4" DOUBLE SOLID LINE MULTI COMP GROUND IN	$3.01	855.00	LF	$2,573.55	825.00	LF	$2,483.25	825.00	LF	$2,483.25
37	24" SOLID LINE MULTI COMP GROUND IN	$10.03	50.00	LF	$501.50	16.00	LF	$160.48	16.00	LF	$160.48
38	PAVEMENT MESSAGE MULTI COMP GROUND IN - "SLOW SCHOOL	$842.34	1.00	LS	$842.34	1.00	LS	$842.34	1.00	LS	$842.34
39	ADJUST SANITARY MANHOLE CASTING (INCL RINGS)	$951.92	93.00	EA	$88,528.56	96.00	EA	$91,384.32	96.00	EA	$91,384.32
40	ADD 1' SECTION, 4' DIA SANITARY STRUCTURE	$1,412.19	3.00	EA	$4,236.57	3.00	EA	$4,236.57	3.00	EA	$4,236.57
41	ADD 2' SECTION, 4' DIA SANITARY STRUCTURE	$1,412.17	1.00	EA	$1,412.17	1.00	EA	$1,412.17	1.00	EA	$1,412.17
42	PATCH SANITARY STRUCTURE	$435.94	12.00	EA	$5,231.28	11.00	EA	$4,795.34	11.00	EA	$4,795.34
43	REMOVE AND REPLACE SANITARY SEWER WYE	$2,494.63	2.00	EA	$4,989.26	2.00	EA	$4,989.26	2.00	EA	$4,989.26
44	4' CIPP, 9" VCP	$2,991.80	32.00	EA	$95,737.60	34.00	EA	$101,721.20	34.00	EA	$101,721.20
45	8' CIPP, 9" VCP	$3,503.22	1.00	EA	$3,503.22	2.00	EA	$7,006.44	2.00	EA	$7,006.44
46	LATERAL SERVICE T-LINER	$4,347.06	13.00	EA	$56,511.78	13.00	EA	$56,511.78	13.00	EA	$56,511.78

Pay Request No.: *6& FINAL*

2023 PAVEMENT MANAGEMENT PROJECT

BOLTON & MENK
Real People. Real Solutions.

CITY OF COTTAGE GROVE
BMI PROJECT NO. 0N1.128111
WORK COMPLETED THROUGH SEPTEMBER 27, 2024

ITEM NO.	ITEM	UNIT PRICE	AS BID			PREVIOUS ESTIMATE			COMPLETED TO DATE		
			ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
47	REMOVE AND REPLACE CONE SECTION (4' DIA MH)	$1,551.76	11.00	EA	$17,069.36	11.00	EA	$17,069.36	11.00	EA	$17,069.36
48	REMOVE AND REPLACE CASTING (27" R-1642 SANITARY)	$1,351.03	1.00	EA	$1,351.03	1.00	EA	$1,351.03	1.00	EA	$1,351.03
49	REMOVE AND REPLACE STEP	$435.94	3.00	EA	$1,307.82	1.00	EA	$435.94	1.00	EA	$435.94
50	PATCH GRAVEL STREET	$32.95	375.00	SY	$12,356.25	482.00	SY	$15,881.90	482.00	SY	$15,881.90
51	HYDRANT RECONDITIONING AND PAINTING	$410.00	36.00	EA	$14,760.00	37.00	EA	$15,170.00	37.00	EA	$15,170.00
52	6 INCH CONCRETE HYDRANT ACCESS PAD	$20.80	710.00	SF	$14,768.00	299.50	SF	$6,229.60	299.50	SF	$6,229.60
53	EXTEND HYDRANT BARREL	$1,612.06	2.00	LF	$3,224.12	2.00	LF	$3,224.12	2.00	LF	$3,224.12
54	ADJUST GATE VALVE	$450.58	28.00	EA	$12,616.24	28.00	EA	$12,616.24	28.00	EA	$12,616.24
55	REMOVE AND REPLACE TOP SECTION OF VALVE BOX	$125.35	5.00	EA	$626.75	18.00	EA	$2,256.30	18.00	EA	$2,256.30
56	REHABILITATE PRESSURE REDUCING VALVE AND MANHOLE	$34,554.11	1.00	EA	$34,554.11	1.00	EA	$34,554.11	1.00	EA	$34,554.11
57	REMOVE PIPE - 6 INCH CIP	$30.08	25.00	LF	$752.00	25.00	LF	$752.00	25.00	LF	$752.00
58	REMOVE HYDRANT	$595.06	1.00	EA	$595.06	1.00	EA	$595.06	1.00	EA	$595.06
59	REMOVE GATE VALVE AND BOX	$595.06	1.00	EA	$595.06	2.00	EA	$1,190.12	2.00	EA	$1,190.12
60	CONNECT TO EXISTING WATER MAIN	$1,696.82	1.00	EA	$1,696.82	3.00	EA	$5,090.46	3.00	EA	$5,090.46
61	HYDRANT	$7,645.56	1.00	EA	$7,645.56	1.00	EA	$7,645.56	1.00	EA	$7,645.56
62	6" VALVE AND BOX	$3,907.78	1.00	EA	$3,907.78	2.00	EA	$7,815.56	2.00	EA	$7,815.56
63	RECONSTRUCT VALVE BOX	$320.49	40.00	LF	$12,819.60	16.80	LF	$5,384.23	16.80	LF	$5,384.23
64	WATER MAIN EVALUATION EXCAVATION	$1,219.18	5.00	EA	$6,095.90	5.00	EA	$6,095.90	3.00	EA	$3,657.54
65	WATER MAIN EVALUATION EXCAVATION AND FITTING BOLT REPL	$1,219.18	2.00	EA	$2,438.36	1.00	EA	$1,219.18	1.00	EA	$1,219.18
66	WATER MAIN EVALUATION EXCAVATION, VALVE REPAIR AND VAL	$3,200.99	2.00	EA	$6,401.98	0.00	EA	$0.00	1.00	EA	$3,200.99
67	PATCH GRAVEL STREET	$32.33	100.00	SY	$3,233.00	242.00	SY	$7,823.86	242.00	SY	$7,823.86
68	REMOVE AND REPLACE 12" RC STORM SEWER PIPE	$98.40	16.00	LF	$1,574.40	24.00	LF	$2,361.60	32.00	LF	$3,148.80
69	REMOVE AND REPLACE 18" RC STORM SEWER PIPE	$122.41	40.00	LF	$4,896.40	34.00	LF	$4,161.94	40.00	LF	$4,896.40
70	REMOVE CATCH BASIN OR MANHOLE INCL CASTING	$378.15	10.00	EA	$3,781.50	10.00	EA	$3,781.50	10.00	EA	$3,781.50
71	TELEVISE STORM SEWER	$5.11	64.00	LF	$327.04	0.00	LF	$0.00	64.00	LF	$327.04
72	2' X 3' CB, INCL R-3067-V/VB CSTG AND HDPE ADJ RINGS (STO-7)	$1,513.44	19.00	LF	$28,755.36	13.19	LF	$19,954.71	12.54	LF	$18,978.54
73	4' DIA STORM SEWER CBMH, INCL R-3067-V/VB CSTG AND HDPE A	$2,241.13	6.00	LF	$13,446.78	4.00	LF	$8,964.52	10.39	LF	$23,285.34
74	4' DIA STORM SEWER MH, INCL R-1642-B CSTG AND HDPE ADJ RI	$1,294.29	6.00	LF	$7,765.74	4.00	LF	$5,177.16	6.91	LF	$8,943.54
75	5' DIA STORM SEWER CBMH, INCL R-3067-V/VB CSTG AND HDPE A	$2,906.79	3.00	LF	$8,720.37	2.00	LF	$5,813.58	1.61	LF	$4,679.93
76	LINE STRUCTURE - 4' DIAMETER	$196.38	83.00	LF	$16,299.54	69.10	LF	$13,569.86	69.10	LF	$13,569.86
77	LINE STRUCTURE - 5' DIAMETER	$196.38	14.00	LF	$2,749.32	12.60	LF	$2,474.39	12.60	LF	$2,474.39
78	CONNECT TO EXISTING PIPE	$848.41	18.00	EA	$15,271.38	18.00	EA	$15,271.38	18.00	EA	$15,271.38
79	CONNECT TO EXISTING STRUCTURE	$1,928.75	1.00	EA	$1,928.75	1.00	EA	$1,928.75	1.00	EA	$1,928.75
80	ADJUST STORM MANHOLE CASTING (INCL RINGS)	$951.92	2.00	EA	$1,903.84	4.00	EA	$3,807.68	4.00	EA	$3,807.68
81	ADJUST CATCH BASIN CASTING (INCL RINGS)	$120.33	30.00	EA	$3,609.90	21.00	EA	$2,526.93	21.00	EA	$2,526.93
82	HIGH CAPACITY CONCRETE APRON	$752.09	2.00	EA	$1,504.18	2.00	EA	$1,504.18	2.00	EA	$1,504.18
83	PATCH AND SPRAY RINGS	$701.95	25.00	EA	$17,548.75	23.00	EA	$16,144.85	23.00	EA	$16,144.85
84	REMOVE AND REPLACE CATCH BASIN CASTING	$699.94	1.00	EA	$699.94	2.00	EA	$1,399.88	2.00	EA	$1,399.88
85	RECONSTRUCT INVERT	$603.01	18.00	EA	$10,854.18	18.00	EA	$10,854.18	18.00	EA	$10,854.18
86	RECONSTRUCT DOGHOUSE	$731.54	13.00	EA	$9,510.02	13.00	EA	$9,510.02	13.00	EA	$9,510.02
87	PATCH STORM STRUCTURE	$469.35	20.00	EA	$9,387.00	18.00	EA	$8,448.30	18.00	EA	$8,448.30
88	REMOVE AND REPLACE STEP	$603.03	1.00	EA	$603.03	3.00	EA	$1,809.09	3.00	EA	$1,809.09
89	HYDRAULIC MATRIX TYPE MULCH	$12.03	71.00	SY	$854.13	35.00	SY	$421.05	35.00	SY	$421.05
90	SEEDING, MNDOT MIX 25-151	$100.28	3.00	LB	$300.84	1.50	LB	$150.42	1.50	LB	$150.42
91	PREMIUM TOPSOIL BORROW MODIFIED	$93.46	12.00	CY	$1,121.52	14.00	CY	$1,308.44	14.00	CY	$1,308.44
92	APPLICATION OF WATER FOR TURF ESTABLISHMENT	$50.14	5.00	MGAL	$250.70	0.00	MGAL	$0.00	0.00	MGAL	$0.00
93	PATCH GRAVEL STREET	$25.56	325.00	SY	$8,307.00	174.00	SY	$4,447.44	174.00	SY	$4,447.44

Pay Request No.: *6& FINAL*

2023 PAVEMENT MANAGEMENT PROJECT

CITY OF COTTAGE GROVE
BMI PROJECT NO. 0N1.128111
WORK COMPLETED THROUGH SEPTEMBER 27, 2024

ITEM NO.	ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
94	HORIZONTAL DIRECTIONAL DRILLING (HDD) - 1.5" CONDUIT	$15.88	3,700.00	LF	$58,756.00	3,700.00	LF	$58,756.00	3,700.00	LF	$58,756.00
95	UNDERGROUND WIRE 1 C/6 AWG	$1.83	7,400.00	LF	$13,542.00	7,602.30	LF	$13,912.21	7,602.30	LF	$13,912.21
96	UNDERGROUND WIRE 1 C/8 AWG	$1.48	3,700.00	LF	$5,476.00	3,700.00	LF	$5,476.00	3,700.00	LF	$5,476.00
97	SALVAGE AND REINSTALL LIGHT POLE	$498.73	5.00	EA	$2,493.65	10.00	EA	$4,987.30	10.00	EA	$4,987.30
98	CONNECT TO EXISTING HANDHOLE	$569.98	5.00	EA	$2,849.90	5.00	EA	$2,849.90	5.00	EA	$2,849.90
99	CONNECT TO EXISTING LIGHT	$203.56	16.00	EA	$3,256.96	17.00	EA	$3,460.52	17.00	EA	$3,460.52
100	HANDHOLE -TYPE B	$1,119.61	19.00	EA	$21,272.59	20.00	EA	$22,392.20	20.00	EA	$22,392.20
101	LOCATE STREET LIGHTING SYSTEM	$2,442.78	1.00	LS	$2,442.78	1.00	LS	$2,442.78	1.00	LS	$2,442.78
	TOTAL AMOUNT:				**$2,939,954.36**			**$2,744,931.64**			**$2,763,520.35**

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-513-796-320
Submitted Date and Time:	19-Feb-2025 2:51:53 PM
Legal Name:	OMG MIDWEST INC
Federal Employer ID:	33-1189877
User Who Submitted:	Rachel_Weidenbacher
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**284569600**
Minnesota ID:	9215290
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	0N1.128111
Project Begin Date:	08-May-2023
Project End Date:	15-Nov-2023
Project Location:	COTTAGE GROVE 2023 PMP
Project Amount:	$2,763,520.35

Subcontractor Summary

Name	ID	Affidavit Number
COLLONS ELECTRICAL CONSTRUCTION CO	5896211	1446498304
CURB MASTERS INC	2207114	1000091648
INTEGRATED CITY SOLUTIONS	***-**-5553	794046464
MID STATE RECLAMATION INC	1719563	399101952
MILLER EXCAVATING INC	9363164	1069142016
MUSSON BROS INC	1132056	2066468864
PREMIER TECH OF MN INC	8691429	353587200
SAFETY SIGNS LLC	5139558	497405952
VIKING RESTORATION LLC	6836508	1684025344
VISU SEWER INC	3042816	1446236160

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-790-120-672
Submitted Date and Time:	14-Oct-2024 4:25:41 PM
Legal Name:	COLLINS ELECTRICAL CONSTRUCTION CO
Federal Employer ID:	41-1385244
User Who Submitted:	Kcullinan1948
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1446498304**
Minnesota ID:	5896211
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	633991
Project Begin Date:	28-Mar-2023
Project End Date:	14-Jul-2023
Project Location:	COTTAGE GROVE, MN 55016
Project Amount:	$114,068.00

Subcontractor Summary

Name	ID	Affidavit Number
JORDAN DRILLING SOLUTIONS LLC	2687883	231591936

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-788-334-816
Submitted Date and Time:	14-Oct-2024 1:16:06 PM
Legal Name:	JORDAN DRILLING SOLUTIONS LLC
Federal Employer ID:	45-4477545
User Who Submitted:	JordanDrilling
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**231591936**
Minnesota ID:	2687883
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	633991
Project Begin Date:	22-May-2023
Project End Date:	24-May-2023
Project Location:	COTTAGE GROVE
Project Amount:	$33,250.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $117,113.32

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) ___X__ as payment for all labor, skill and material furnished or to be furnished (except the sum of $3,044.95 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Collins Electrical Const. Co

By_____

VP
(Title)

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-260-134-112
Submitted Date and Time:	20-Dec-2024 4:02:31 PM
Legal Name:	CURB MASTERS INC
Federal Employer ID:	41-1606037
User Who Submitted:	Linda H
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1000091648**
Minnesota ID:	2207114
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	633991
Project Begin Date:	24-May-2023
Project End Date:	03-Aug-2023
Project Location:	COTTAGE GROVE 2023 PMP
Project Amount:	$185,823.94
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please print this page for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 12/20/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $185,823.94

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) ___X__ as payment for all labor, skill and material furnished or to be furnished (except the sum of $16,480.11 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Curb Masters, Inc.

By _____

President
(Title)



Confirmation

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-503-898-848
Submitted Date and Time:	16-Jan-2025 11:08:58 PM
Legal Name:	INTEGRATED CITY SOLUTIONS
Social Security Number:	***-**-5553
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**794046464**
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	633991
Project Begin Date:	01-Sep-2023
Project End Date:	06-Sep-2023
Project Location:	COTTAGE GROVE
Project Amount:	$10,203.55
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $10,786.61

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) ___X__ as payment for all labor, skill and material furnished or to be furnished (except the sum of $280.45 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Integrated City Solutions

By _____

Owner
(Title)

Weidenbacher, Rachel (Minnesota Paving & Materials)

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Thursday, October 10, 2024 7:45 AM
To: Julia Ohmann
Subject: Your Recent Contractor Affidavit Request

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-130-620-640
Submitted Date and Time:	10-Oct-2024 7:44:50 AM
Legal Name:	MID STATE RECLAMATION INC
Federal Employer ID:	39-1727526
User Who Submitted:	Juliao
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**399101952**
Minnesota ID:	1719563
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	633991
Project Begin Date:	01-Jun-2023
Project End Date:	03-Aug-2023
Project Location:	COTTAGE GROVE, MN
Project Amount:	$49,670.52
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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51234

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $49,670.52

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) _____ as payment for all labor, skill and material furnished or to be furnished (except the sum of $0.00 retainage or holdback).

3) __X___ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Midstate Reclamation, Inc.

By _____

GM
(Title)

$ 49,670.52

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-557-033-184
Submitted Date and Time:	9-Oct-2024 11:26:42 AM
Legal Name:	MILLER EXCAVATING INC
Federal Employer ID:	41-0951547
User Who Submitted:	pmillerexc
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1069142016**
Minnesota ID:	9363164
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	223044
Project Begin Date:	08-May-2023
Project End Date:	03-Sep-2024
Project Location:	COTTAGE GROVE 2023 PMP
Project Amount:	$224,446.15

Subcontractor Summary

Name	ID	Affidavit Number
MORTY CONST INC	3033203	1616859136

Important Messages

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Contact Us

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Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-953-821-536
Submitted Date and Time:	23-Apr-2024 8:04:39 AM
Legal Name:	MORTY CONSTRUCTION INC
Federal Employer ID:	46-1918632
User Who Submitted:	jmort511
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1616859136**
Minnesota ID:	3033203
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	223044
Project Begin Date:	08-May-2023
Project End Date:	06-Oct-2023
Project Location:	COTTAGE GROVE 2023 PMP
Project Amount:	$140,973.91
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $224,446.15

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) __X___ as payment for all labor, skill and material furnished or to be furnished (except the sum of $26,814.40 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Miller Excavating, Inc.

By Steve St Claire

President
(Title)

CONDITIONAL RECEIPT AND WAIVER OF MECHANICS' LIEN RIGHTS

Dated: 4/22/24

The undersigned hereby acknowledges upon receipt of payment, the sum of: $140,973.91
One Hundred Forty-Thousand Nine Hundred Seventy-Three Dollars and 91/100

FROM: Miller Excavating Inc

CHECK ONE OF THE FOLLOWING:

1.)_____as partial payment for labor, skill, and material furnished.
2.)_____ as payment for all labor, skill, and material furnished or to be furnished (except the sum of $ for retainage)
3.) ___X___ as full and final payment for all labor, skill, and material furnished or to be furnished to the following described real property;

Job No: 223044

Job Name: Cottage Grove 2023 PMP

SAP/SP:

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill, or material furnished to said real property (only for the amount paid if box 1 is checked, and except for retainage shown if box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Morty Construction Inc

Signed: Josh Morty

Print: Justin Mortensen

Title: CEO

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-413-211-360
Submitted Date and Time:	20-Dec-2024 9:47:29 AM
Legal Name:	MUSSON BROS. INC.
Federal Employer ID:	39-0880737
User Who Submitted:	MussonBros1
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**2066468864**
Minnesota ID:	1132056
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	JOB 633991
Project Begin Date:	24-Jul-2023
Project End Date:	28-Aug-2023
Project Location:	COTTAGE GROVE, MN
Project Amount:	$71,145.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $71,145.00

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) __X___ as payment for all labor, skill and material furnished or to be furnished (except the sum of $1,849.77 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Musson Bros Inc.

By _____

PRESIDENT

(Title)

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-376-473-952
Submitted Date and Time:	27-Dec-2023 9:19:01 AM
Legal Name:	PREMIER TECH OF MN INC
Federal Employer ID:	92-3115866
User Who Submitted:	Premiertech23@yahoo.com
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**353587200**
Minnesota ID:	8691429
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	ON1.128111
Project Begin Date:	30-Aug-2023
Project End Date:	31-Aug-2023
Project Location:	COTTAGE GROIVE
Project Amount:	$4,475.00

Subcontractor Summary

Name	ID	Affidavit Number
GROOVE TECH OF MN, INC.	7542467	2128924672

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-643-153-760
Submitted Date and Time:	27-Dec-2023 9:11:09 AM
Legal Name:	GROOVE TECH OF MINNESOTA INC
Federal Employer ID:	20-2012812
User Who Submitted:	GrooveTech
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**2128924672**
Minnesota ID:	7542467
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	ON1.128111
Project Begin Date:	30-Aug-2023
Project End Date:	30-Aug-2023
Project Location:	COTTAGE GROVE
Project Amount:	$2,117.50
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $4,475.00

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) __X___ as payment for all labor, skill and material furnished or to be furnished (except the sum of $116.35 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Premier Tech of MN Inc.

By _____

Steve Cherry, Vice President
(Title)

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-978-003-680
Submitted Date and Time:	9-Oct-2024 2:37:55 PM
Legal Name:	SAFETY SIGNS LLC
Federal Employer ID:	41-1991774
User Who Submitted:	beth novak
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**497405952**
Minnesota ID:	5139558
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	0N1.128111 ; MPM NO. 633991
Project Begin Date:	08-May-2023
Project End Date:	26-Oct-2023
Project Location:	COTTAGE GROVE 2023 PAVEMENT MANAGEMENT PROJECT - COTTAGE GROVE, MN
Project Amount:	$26,053.75
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $26,053.75

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) _____ as payment for all labor, skill and material furnished or to be furnished (except the sum of $_____ retainage or holdback).

3) ___X__ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

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NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Safety Signs, LLC

By Beth Novak

Controller
(Title)

Weidenbacher, Rachel (Minnesota Paving & Materials)

From: Hall, Dan (Minnesota Paving & Materials)
Sent: Monday, December 23, 2024 9:22 AM
To: Weidenbacher, Rachel (Minnesota Paving & Materials)
Subject: FW: [EXT] Fw: Your Recent Contractor Affidavit Request

Dan Hall
Project Manager

Minnesota Paving and Materials
A CRH COMPANY
14475 Quiram Dr.
Rogers, MN 55374

C +1 (612) 490-9693
O +1 (763) 428-8886
F +1 (763) 428-8868
E dan.hall@minnpm.com

www.minnpm.com

From: Matt Vickerman <mattvickerman@viking-restoration.com>
Sent: Monday, December 23, 2024 8:33 AM
To: Hall, Dan (Minnesota Paving & Materials) <Dan.Hall@minnpm.com>
Subject: [EXT] Fw: Your Recent Contractor Affidavit Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and know the contents are safe. If you believe this email may be phishing or malicious, please use the Report Phish button.

I will send the lien waiver shortly.

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Monday, December 23, 2024 8:27 AM
To: Matt Vickerman <mattvickerman@viking-restoration.com>
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary	
Confirmation Number:	0-314-447-072
Submitted Date and Time:	23-Dec-2024 8:27:39 AM
Legal Name:	VIKING RESTORATION LLC
Federal Employer ID:	84-2225349
User Who Submitted:	Viking59
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1684025344**
Minnesota ID:	6836508
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	COTTAGE GROVE 2023 PMP
Project Begin Date:	01-Jun-2023
Project End Date:	23-Dec-2024
Project Location:	COTTAGE GROVE
Project Amount:	$3,578.95
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $3,578.95

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) __X___ as payment for all labor, skill and material furnished or to be furnished (except the sum of $93.05 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Matthew Richard Vickerman (Viking Restoration, LLC)

By _____

Owner

(Title)

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-108-885-216
Submitted Date and Time:	15-Oct-2024 4:16:59 PM
Legal Name:	VISU SEWER INC
Federal Employer ID:	39-1219110
User Who Submitted:	ValPace
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1446236160**
Minnesota ID:	3042816
Project Owner:	CITY OF COTTAGE GROVE
Project Number:	633991
Project Begin Date:	22-Jun-2023
Project End Date:	31-Aug-2023
Project Location:	COTTAGE GROVE
Project Amount:	$124,625.78
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS
CONDITIONAL UPON RECEIPT OF PAYMENT

DATED 10/9/2024

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $124,625.78

CHECK ONLY ONE:

1) _____ as partial payment for labor, skill and material furnished

2) __X___ as payment for all labor, skill and material furnished or to be furnished (except the sum of $3,491.65 retainage or holdback).

3) _____ as full and final payment for all labor, skill, and material furnished or to be furnished to the following:

JOB # 633991
JOB NAME: Cottage Grove 2023 PMP
CONTRACT # n/a

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Visu-Sewer Clean & Seal, Inc.

By _____
Keith M. Alexander
President / CEO
(Title)

City Council Action Request

7.Q.

Meeting Date	3/19/2025
Department	Administration
Agenda Category	Action Item
Title	Single Occasion Gambling Permit - Loriann Olsen
Staff Recommendation	Authorize issuance of a single-occassion gambling permit to Loriann Olsen on behalf of the Cottage Grove Strawberry Fest to conduct a raffle at Park High School, 8040 80th Street South on June 23, 2025, at 6:00 PM.
Budget Implication	N/A
Attachments	1. Memo - Public Safety

Cottage Grove
Where Pride and Prosperity Meet

Department of Public Safety
Police • Fire • EMS

To: City Administrator Jennifer Levitt

From: Director of Public Safety Peter J. Koerner

Date: March 18, 2025

Subject: **GAMBLING LICENSE APPLICATION – SINGLE OCCASION**

INTRODUCTION

Under State Statutes, four types of nonprofit organizations are eligible to conduct lawful gambling in Minnesota (fraternal, religious, veteran, and other nonprofit) and most events, with the exception of certain raffles, require obtaining either an exempt or an excluded permit from the Minnesota Gambling Control Board. Permits issued by the Minnesota Gambling Control Board require approval of the local government authority where the event will be held.

The Public Safety Department investigates single-occasion gambling permit applications and provides the City Council with a recommendation on whether a permit should be issued. If the City Council authorizes issuance of a permit, the City Clerk signs off on the application and forwards it to the Minnesota Gambling Control Board or issues the permit itself if none is required by the Gambling Control Board.

BACKGROUND

Pursuant to City Ordinance, Loriann Olsen, on behalf of the Cottage Grove Strawberry Fest, P.O. Box 512, Cottage Grove, MN 55016 has submitted an application for a Temporary Single Occasion gambling permit to be held at Park High School, 8040 80th Street S, Cottage Grove, MN 55016 on June 23, 2025, at 6:00pm. The Department of Public Safety is required to conduct a police investigation of the applicants.

DISCUSSION

The application as submitted is complete, in compliance with our ordinance and is exempt from the licensing requirements of the Minnesota Charitable Gambling Control Board.

We have investigated the applicants and have not found any facts which would constitute a basis for denial of this application, under the provisions of the City's Gambling Ordinance.

RECOMMENDATION

Recommend that the City Council approve the single occasion Gambling Permit application for the Cottage Grove Strawberry Fest.

Peter J. Koerner – Director of Public Safety 03/18/2025

City Council Action Request

8.A.

Meeting Date	3/19/2025
Department	Finance
Agenda Category	Action Item
Title	Approve Disbursements
Staff Recommendation	Approve disbursements from 02-28-2025 through 03-13-2025 in the amount of $2,118,578.15.
Budget Implication	N/A

Attachments

1.	Expense Approval Report 03-19-2025 Council Meeting
2.	Payroll Check Register 03-19-25 Council Meeting

City Council Action Request

10.A.

Meeting Date	3/19/2025
Department	Public Works
Agenda Category	Action Item
Title	2025 Pavement Management Project
Staff Recommendation	Adopt Resolution 2025-034 awarding the bid for the 2025 Pavement Management Project to McNamara Contracting, Inc. in the total amount of $2,739,406.95.
Budget Implication	$2,739,406.95 - Assessments, Utility Funds, General Levy

Attachments

1.	2025 PM Bid Results Letter
2.	2025 PM Bid Award Resolution
3.	2025 PM Abstract of Bids

BOLTON & MENK
Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: (651) 704-9970
Bolton-Menk.com

March 13, 2025

Honorable Mayor and City Council
City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016

Re: Bid Results
2025 Pavement Management Project
BMI Project No. 24X.135777

Dear Honorable Mayor and City Council:

Bids for the 2025 Pavement Management Project were opened on Thursday, March 13, 2025. A total of four (4) bids were received. Below is the summary of bids:

	Contractor	Base Bid
1.	McNamara Contracting, Inc.	$2,739,406.95
2.	Bituminous Roadways, Inc.	$2,797,313.00
3.	Northwest Asphalt, Inc.	$2,829,024.41
4.	OMG Midwest, Inc. dba Minnesota Paving & Materials	$2,931,703.58

The low Bidder on the Project was McNamara Contracting, Inc. with a Total Base Bid Amount of $2,739,406.95, which was under the Engineer's Estimate of $3,100,000. If the City Council decides to award the Project to the low bidder, then McNamara Contracting, Inc. should be awarded the Project on the Total Base Bid Amount of **$2,739,406.95.**

If you have any questions, please feel free to contact me at (651) 968-7674.

Sincerely,
Bolton & Menk, Inc.

Michael Boex, PE

Bolton & Menk is an equal opportunity employer.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-034

RESOLUTION AWARDING THE BID FOR THE 2025 PAVEMENT MANAGEMENT PROJECT TO MCNAMARA CONTRACTING, INC. IN THE TOTAL AMOUNT OF $2,739,406.95

WHEREAS, plans and specifications for the 2025 Pavement Management Project were completed according to City standards; and

WHEREAS, bids were requested to provide the necessary work; and

WHEREAS, four firms submitted bids; and

WHEREAS, it appears that McNamara Contracting, Inc. provided the lowest responsible bid; and

WHEREAS, it is the recommendation of the City Engineer that the bid be awarded to McNamara Contracting, Inc. in the total amount of $2,739,406.95.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, the bid for the 2025 Pavement Management Project is awarded to McNamara Contracting, Inc. in the total amount of $2,739,406.95.

Passed this 19th day of March, 2025.

_____
Myron Bailey, Mayor

Attest:

_____
Tamara Anderson, City Clerk

ABSTRACT OF BIDS

2025 PAVEMENT MANAGEMENT PROJECT
CITY OF COTTAGE GROVE, MINNESOTA
PROJECT NO. 24X.135777

Bid: March 13, 2025 at 9:00 a.m.

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	1 McNamara Contracting, Inc. Rosemount, MN		2 Bituminous Roadways, Inc. Mendota Heights, MN		3 Northwest Asphalt, Inc. Shakopee, MN		4 OMG Midwest, Inc. dba Minnesota Paving & Materials Rogers, MN	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
	PART 1 - STREETS										
1	MOBILIZATION	1	LS	$32,000.00	$32,000.00	$135,000.00	$135,000.00	$125,940.00	$125,940.00	$68,000.00	$68,000.00
2	TRAFFIC CONTROL	1	LS	$6,500.00	$6,500.00	$10,000.00	$10,000.00	$31,925.00	$31,925.00	$12,000.00	$12,000.00
3	REMOVE BITUMINOUS STREET PAVEMENT	53,900	SY	$2.25	$121,275.00	$1.50	$80,850.00	$1.89	$101,871.00	$4.00	$215,600.00
4	REMOVE AND REPLACE BITUMINOUS DRIVEWAY	180	SY	$66.00	$11,880.00	$40.00	$7,200.00	$48.90	$8,802.00	$44.71	$8,047.80
5	REMOVE AND REPLACE BITUMINOUS TRAIL	85	SY	$69.00	$5,865.00	$40.00	$3,400.00	$48.90	$4,156.50	$51.24	$4,355.40
6	REMOVE CONCRETE CURB AND GUTTER	8,300	LF	$8.00	$66,400.00	$5.50	$45,650.00	$7.45	$61,835.00	$10.35	$85,905.00
7	REMOVE AND REPLACE CONCRETE VALLEY GUTTER	25	SY	$135.00	$3,375.00	$135.00	$3,375.00	$132.50	$3,312.50	$147.71	$3,692.75
8	REMOVE AND REPLACE 6 INCH CONCRETE DRIVEWAY PAVEMENT	380	SY	$155.00	$58,900.00	$95.00	$36,100.00	$102.85	$39,083.00	$93.06	$35,362.80
9	REMOVE CONCRETE SIDEWALK OR PEDESTRIAN RAMP	965	SF	$1.85	$1,785.25	$1.50	$1,447.50	$2.77	$2,673.05	$4.78	$4,612.70
10	SALVAGE AND REINSTALL COMMUNITY MAILBOX	9	EA	$800.00	$7,200.00	$1,300.00	$11,700.00	$1,200.00	$10,800.00	$1,381.03	$12,429.27
11	SAWING BITUMINOUS PAVEMENT (STREET OR TRAIL)	230	LF	$2.00	$460.00	$3.00	$690.00	$2.50	$575.00	$3.02	$694.60
12	EXCAVATION - COMMON (EV)	900	CY	$25.00	$22,500.00	$7.00	$6,300.00	$28.28	$25,452.00	$25.00	$22,500.00
13	EXCAVATION - SUBGRADE (EV)	1,800	CY	$25.00	$45,000.00	$16.00	$28,800.00	$28.28	$50,904.00	$25.00	$45,000.00
14	AGGREGATE BACKFILL - MODIFIED	3,600	TN	$12.00	$43,200.00	$16.00	$57,600.00	$11.72	$42,192.00	$8.74	$31,464.00
15	AGGREGATE BASE, VIRGIN CLASS 5	5,200	TN	$15.00	$78,000.00	$19.00	$98,800.00	$15.05	$78,260.00	$17.43	$90,636.00
16	MIX AND FINISH GRADE AGGREGATE BASE - STREET	53,900	SY	$1.50	$80,850.00	$1.25	$67,375.00	$1.37	$73,843.00	$2.15	$115,885.00
17	SURMOUNTABLE CONCRETE CURB AND GUTTER (HAND PLACED)	4,270	LF	$32.00	$136,640.00	$30.00	$128,100.00	$28.20	$120,414.00	$28.63	$122,250.10
18	SURMOUNTABLE CONCRETE CURB AND GUTTER (MACHINE PLACED)	3,410	LF	$19.80	$67,518.00	$20.00	$68,200.00	$19.05	$64,960.50	$19.34	$65,949.40
19	B618 CONCRETE CURB AND GUTTER (HAND PLACED)	550	LF	$31.05	$17,077.50	$32.00	$17,600.00	$30.15	$16,582.50	$30.61	$16,835.50
20	CONCRETE MEDIAN APPROACH NOSE	85	SY	$115.00	$9,775.00	$145.00	$12,325.00	$134.55	$11,436.75	$136.62	$11,612.70
21	6 INCH CONCRETE SIDEWALK	15	SY	$107.50	$1,612.50	$81.00	$1,215.00	$88.05	$1,320.75	$77.22	$1,158.30
22	6 INCH CONCRETE PEDESTRIAN CURB RAMP	1,000	SF	$15.55	$15,550.00	$14.00	$14,000.00	$14.40	$14,400.00	$13.30	$13,300.00
23	TRUNCATED DOME PANELS	132	SF	$50.00	$6,600.00	$64.00	$8,448.00	$60.00	$7,920.00	$60.92	$8,041.44
24	6 INCH CONCRETE MAILBOX PAD	450	SF	$13.25	$5,962.50	$10.00	$4,500.00	$10.95	$4,927.50	$9.80	$4,410.00
25	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	11,900	TN	$72.00	$856,800.00	$86.00	$1,023,400.00	$84.98	$1,011,262.00	$81.00	$963,900.00
26	BITUMINOUS INCENTIVE	1	LS	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00
27	BITUMINOUS MATERIAL FOR TACK	3,750	GAL	$3.00	$11,250.00	$1.00	$3,750.00	$4.00	$15,000.00	$2.01	$7,537.50
28	EROSION CONTROL SUPERVISOR	1	LS	$500.00	$500.00	$6,000.00	$6,000.00	$500.00	$500.00	$7,315.74	$7,315.74
29	STORM DRAIN INLET PROTECTION (ERO-9)	52	EA	$150.00	$7,800.00	$100.00	$5,200.00	$150.00	$7,800.00	$209.19	$10,877.88
30	WATER FOR DUST CONTROL	100	MGAL	$65.00	$6,500.00	$55.00	$5,500.00	$0.01	$1.00	$47.53	$4,753.00
31	STREET SWEEPER WITH OPERATOR	50	HR	$225.00	$11,250.00	$225.00	$11,250.00	$200.00	$10,000.00	$185.52	$9,276.00
32	SKIDSTEER WITH OPERATOR	50	HR	$125.00	$6,250.00	$200.00	$10,000.00	$150.00	$7,500.00	$0.01	$0.50
33	HYDRAULIC MATRIX TYPE MULCH	2,700	SY	$2.00	$5,400.00	$1.50	$4,050.00	$2.00	$5,400.00	$1.34	$3,618.00
34	SEEDING, MNDOT MIX RT	105	LB	$7.00	$735.00	$5.00	$525.00	$5.00	$525.00	$4.19	$439.95
35	PREMIUM TOPSOIL BORROW MODIFIED	1,150	CY	$50.00	$57,500.00	$40.00	$46,000.00	$27.48	$31,602.00	$20.00	$23,000.00
36	APPLICATION OF WATER FOR TURF ESTABLISHMENT	200	MGAL	$50.00	$10,000.00	$70.00	$14,000.00	$50.00	$10,000.00	$70.58	$14,116.00
37	REMOVE SIGN AND POST	30	EA	$26.25	$787.50	$27.00	$810.00	$25.00	$750.00	$25.07	$752.10
38	SALVAGE AND REINSTALL SIGN	16	EA	$160.00	$2,560.00	$165.00	$2,640.00	$155.00	$2,480.00	$155.44	$2,487.04
39	SIGN PANEL, TYPE C	100	SF	$57.75	$5,775.00	$59.00	$5,900.00	$55.00	$5,500.00	$55.16	$5,516.00
40	INSTALL SIGN PANEL	32	EA	$105.00	$3,360.00	$107.00	$3,424.00	$100.00	$3,200.00	$100.28	$3,208.96
41	12 INCH SOLID LINE PAINT GROUND IN	160	LF	$5.25	$840.00	$5.00	$800.00	$5.00	$800.00	$13.04	$2,086.40
	TOTAL PART 1 - STREETS				**$1,863,233.25**		**$2,021,924.50**		**$2,045,906.05**		**$2,088,627.83**

ABSTRACT OF BIDS

2025 PAVEMENT MANAGEMENT PROJECT
CITY OF COTTAGE GROVE, MINNESOTA
PROJECT NO. 24X.135777

Bid: March 13, 2025 at 9:00 a.m.

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	1 McNamara Contracting, Inc. Rosemount, MN UNIT PRICE	1 AMOUNT	2 Bituminous Roadways, Inc. Mendota Heights, MN UNIT PRICE	2 AMOUNT	3 Northwest Asphalt, Inc. Shakopee, MN UNIT PRICE	3 AMOUNT	4 OMG Midwest, Inc. dba Minnesota Paving & Materials Rogers, MN UNIT PRICE	4 AMOUNT
	PART 2 - SANITARY SEWER										
42	CLEARING AND GRUBBING	3	EA	$525.00	$1,575.00	$750.00	$2,250.00	$750.00	$2,250.00	$1,504.23	$4,512.69
43	6' CONIFEROUS TREE, "TANNENBAUM MUGO PINE"	2	EA	$900.00	$1,800.00	$1,100.00	$2,200.00	$800.00	$1,600.00	$1,704.79	$3,409.58
44	ADJUST SANITARY MANHOLE CASTING (INCL RINGS)	94	EA	$1,000.00	$94,000.00	$1,000.00	$94,000.00	$903.00	$84,882.00	$1,074.73	$101,024.62
45	ADD 12 INCH SECTION, 4' DIA SANITARY STRUCTURE	4	EA	$1,600.00	$6,400.00	$1,200.00	$4,800.00	$2,040.00	$8,160.00	$2,471.35	$9,885.40
46	ADD 16 INCH SECTION, 4' DIA SANITARY STRUCTURE	2	EA	$1,800.00	$3,600.00	$1,300.00	$2,600.00	$2,290.00	$4,580.00	$2,488.57	$4,977.14
47	ADD 24 INCH SECTION, 4' DIA SANITARY STRUCTURE	1	EA	$2,050.00	$2,050.00	$1,400.00	$1,400.00	$3,040.00	$3,040.00	$2,488.57	$2,488.57
48	REMOVE 16 INCH MANHOLE SECTION, 4' DIA SANITARY	1	EA	$1,100.00	$1,100.00	$500.00	$500.00	$1,850.00	$1,850.00	$3,095.26	$3,095.26
49	PATCH SANITARY STRUCTURE	3	EA	$2,625.00	$7,875.00	$600.00	$1,800.00	$300.00	$900.00	$405.14	$1,215.42
50	REMOVE AND REPLACE CASTING, SANITARY MANHOLE (R-1642)	3	EA	$1,345.00	$4,035.00	$1,500.00	$4,500.00	$1,386.00	$4,158.00	$1,651.45	$4,954.35
51	INSTALL STEP	1	EA	$300.00	$300.00	$120.00	$120.00	$229.00	$229.00	$354.50	$354.50
52	REMOVE AND REPLACE STEP	1	EA	$300.00	$300.00	$200.00	$200.00	$450.00	$450.00	$455.78	$455.78
	TOTAL PART 2 - SANITARY SEWER				**$123,035.00**		**$114,370.00**		**$112,099.00**		**$136,373.31**
	PART 3 - WATER MAIN										
53	HYDRANT RECONDITIONING AND PAINTING	36	EA	$1,475.00	$53,100.00	$1,400.00	$50,400.00	$700.00	$25,200.00	$315.89	$11,372.04
54	6 INCH CONCRETE HYDRANT ACCESS PAD	660	SF	$16.50	$10,890.00	$10.00	$6,600.00	$11.41	$7,530.60	$9.75	$6,435.00
55	ADJUST GATE VALVE AND BOX	36	EA	$1,350.00	$48,600.00	$450.00	$16,200.00	$525.00	$18,900.00	$505.90	$18,212.40
56	REMOVE AND REPLACE VALVE BOX TOP SECTION AND COVER	9	EA	$685.00	$6,165.00	$600.00	$5,400.00	$708.75	$6,378.75	$765.19	$6,886.71
57	RECONSTRUCT VALVE BOX	10	LF	$325.00	$3,250.00	$350.00	$3,500.00	$257.14	$2,571.40	$389.95	$3,899.50
58	EXTEND HYDRANT BARREL	5	LF	$1,425.00	$7,125.00	$1,800.00	$9,000.00	$2,003.00	$10,015.00	$506.42	$2,532.10
59	CLEAN VALVE BOX	22	EA	$350.00	$7,700.00	$300.00	$6,600.00	$225.00	$4,950.00	$202.57	$4,456.54
60	REHABILITATE PRESSURE REDUCING VALVE AND MANHOLE (DETAIL A)	1	EA	$55,000.00	$55,000.00	$45,000.00	$45,000.00	$46,050.00	$46,050.00	$41,575.35	$41,575.35
61	REHABILITATE PRESSURE REDUCING VALVE AND MANHOLE (DETAIL B)	1	EA	$55,000.00	$55,000.00	$45,000.00	$45,000.00	$46,350.00	$46,350.00	$41,860.94	$41,860.94
62	WATER MAIN EVALUATION EXCAVATION	4	EA	$1,625.00	$6,500.00	$1,500.00	$6,000.00	$1,000.00	$4,000.00	$2,911.94	$11,647.76
63	WATER MAIN EVALUATION EXCAVATION AND FITTING BOLT REPLACEMENT	2	EA	$3,200.00	$6,400.00	$2,500.00	$5,000.00	$4,150.00	$8,300.00	$3,114.51	$6,229.02
64	WATER MAIN EVALUATION EXCAVATION, VALVE REPAIR AND VALVE BOX REPLACEMENT	2	EA	$3,900.00	$7,800.00	$4,500.00	$9,000.00	$4,150.00	$8,300.00	$4,791.35	$9,582.70
	TOTAL PART 3 - WATER MAIN				**$267,530.00**		**$207,700.00**		**$188,545.75**		**$164,690.06**
	PART 4 - STORM SEWER										
65	REMOVE CATCH BASIN OR MANHOLE	3	EA	$1,750.00	$5,250.00	$600.00	$1,800.00	$850.00	$2,550.00	$354.50	$1,063.50
66	REMOVE AND REPLACE 12" RC STORM SEWER PIPE	32	LF	$95.00	$3,040.00	$200.00	$6,400.00	$140.00	$4,480.00	$231.94	$7,422.08
67	REMOVE AND REPLACE 18" RC STORM SEWER PIPE	8	LF	$105.00	$840.00	$360.00	$2,880.00	$153.00	$1,224.00	$456.79	$3,654.32
68	REMOVE AND REPLACE 24" RC STORM SEWER PIPE	16	LF	$125.00	$2,000.00	$450.00	$7,200.00	$172.00	$2,752.00	$378.80	$6,060.80
69	REMOVE AND REPLACE 12" FLARED END SECTION	1	EA	$2,325.00	$2,325.00	$2,200.00	$2,200.00	$2,266.00	$2,266.00	$3,552.06	$3,552.06
70	SALVAGE AND REINSTALL 48" FLARED END SECTION	1	EA	$3,100.00	$3,100.00	$1,800.00	$1,800.00	$4,850.00	$4,850.00	$3,291.75	$3,291.75
71	4' CIPP, 12" RCP	4	EA	$3,675.00	$14,700.00	$3,800.00	$15,200.00	$3,500.00	$14,000.00	$3,580.06	$14,320.24
72	8' CIPP, 12" RCP	2	EA	$4,200.00	$8,400.00	$4,300.00	$8,600.00	$4,000.00	$8,000.00	$4,091.50	$8,183.00
73	8' CIPP, 24" RCP	1	EA	$6,825.00	$6,825.00	$6,800.00	$6,800.00	$6,500.00	$6,500.00	$6,648.69	$6,648.69
74	SPRAY LINE LINE STORM STRUCTURE - 48" DIAMETER	8	LF	$850.00	$6,800.00	$800.00	$6,400.00	$795.00	$6,360.00	$813.19	$6,505.52
75	TELEVISE STORM SEWER	56	LF	$10.50	$588.00	$69.00	$3,864.00	$20.00	$1,120.00	$66.49	$3,723.44
76	2'X3' CB, INCL CSTG AND HDPE ADJ RINGS	6.5	LF	$1,300.00	$8,450.00	$1,300.00	$8,450.00	$1,547.00	$10,055.50	$1,033.82	$6,719.83
77	4' DIA STORM SEWER CBMH, INCL CSTG AND HDPE ADJ RINGS	3.5	LF	$2,955.00	$10,342.50	$1,400.00	$4,900.00	$1,694.00	$5,929.00	$1,422.39	$4,978.37
78	CONNECT TO EXISTING PIPE	4	EA	$2,400.00	$9,600.00	$1,300.00	$5,200.00	$2,500.00	$10,000.00	$1,645.88	$6,583.52
79	ADJUST STORM MANHOLE CASTING (INCL RINGS)	31	EA	$1,000.00	$31,000.00	$1,000.00	$31,000.00	$903.00	$27,993.00	$1,084.76	$33,627.56
80	ADJUST CATCH BASIN CASTING (INCL RINGS)	41	EA	$390.00	$15,990.00	$250.00	$10,250.00	$477.71	$19,586.11	$509.66	$20,896.06

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				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
81	PATCH AND SPRAY RINGS	8	EA	$840.00	$6,720.00	$1,000.00	$8,000.00	$1,000.00	$8,000.00	$911.56	$7,292.48
82	HIGH CAPACITY CONCRETE APRON	1	EA	$750.00	$750.00	$2,000.00	$2,000.00	$1,000.00	$1,000.00	$2,030.71	$2,030.71
83	REMOVE AND REPLACE CASTING, CATCH BASIN (R-3067V OR VB)	21	EA	$1,080.00	$22,680.00	$900.00	$18,900.00	$1,170.75	$24,585.75	$1,173.25	$24,638.25
84	REMOVE AND REPLACE CASTING, STORM MANHOLE (R-1642)	5	EA	$1,885.00	$9,425.00	$1,400.00	$7,000.00	$960.75	$4,803.75	$1,711.22	$8,556.10
85	REMOVE AND REPLACE CASTING, STORM MANHOLE (R-2541)	1	EA	$3,355.00	$3,355.00	$1,000.00	$1,000.00	$1,161.00	$1,161.00	$1,656.82	$1,656.82
86	REMOVE AND REPLACE 4' DIA TOP SLAB	3	EA	$1,800.00	$5,400.00	$1,400.00	$4,200.00	$1,850.00	$5,550.00	$1,920.36	$5,761.08
87	REMOVE 12-15 INCH MANHOLE SECTION, 48 INCH DIA STORM	3	EA	$950.00	$2,850.00	$500.00	$1,500.00	$3,000.00	$9,000.00	$1,080.71	$3,242.13
88	ADD 12 INCH SECTION, 4' DIA STORM STRUCTURE	5	EA	$1,175.00	$5,875.00	$1,300.00	$6,500.00	$2,040.00	$10,200.00	$2,659.74	$13,298.70
89	ADD 24 INCH SECTION, 4' DIA STORM STRUCTURE	2	EA	$1,675.00	$3,350.00	$1,400.00	$2,800.00	$2,290.00	$4,580.00	$2,886.61	$5,773.22
90	ADD 12 INCH SECTION, 5' DIA STORM STRUCTURE	1	EA	$1,700.00	$1,700.00	$1,700.00	$1,700.00	$2,487.00	$2,487.00	$3,393.04	$3,393.04
91	RECONSTRUCT INVERT	1	EA	$1,975.00	$1,975.00	$1,600.00	$1,600.00	$1,100.00	$1,100.00	$759.64	$759.64
92	PATCH STORM STRUCTURE	9	EA	$350.00	$3,150.00	$800.00	$7,200.00	$250.00	$2,250.00	$607.71	$5,469.39
93	CLEAR DEBRIS AT FES	1	EA	$500.00	$500.00	$600.00	$600.00	$650.00	$650.00	$1,519.27	$1,519.27
94	RANDOM RIP RAP CLASS 3	38	CY	$135.00	$5,130.00	$155.00	$5,890.00	$130.00	$4,940.00	$133.75	$5,082.50
	TOTAL PART 4 - STORM SEWER				**$202,110.50**		**$191,834.00**		**$207,973.11**		**$225,704.07**
	PART 5 - STREET LIGHTING										
95	REMOVE LIGHTING SERVICE CABINET AND EQUIPMENT PAD	3	EA	$1,900.00	$5,700.00	$1,800.00	$5,400.00	$1,810.00	$5,430.00	$1,815.00	$5,445.00
96	REMOVE AND REPLACE LUMINAIRE	56	EA	$200.00	$11,200.00	$200.00	$11,200.00	$198.00	$11,088.00	$200.00	$11,200.00
97	REMOVE AND REPLACE STREET LIGHT POLE	1	EA	$1,675.00	$1,675.00	$1,600.00	$1,600.00	$1,596.00	$1,596.00	$1,600.00	$1,600.00
98	REMOVE AND REPLACE LIGHT BASE COVER	28	EA	$100.00	$2,800.00	$98.00	$2,744.00	$98.00	$2,744.00	$98.00	$2,744.00
99	UNDERGROUND WIRE 1 C/6 AWG	2,600	LF	$2.50	$6,500.00	$2.50	$6,500.00	$2.46	$6,396.00	$2.50	$6,500.00
100	UNDERGROUND WIRE 1 C/8 GROUND	1,300	LF	$2.15	$2,795.00	$2.10	$2,730.00	$2.10	$2,730.00	$2.11	$2,743.00
101	1.5" NON-METALLIC CONDUIT	1,300	LF	$19.15	$24,895.00	$18.25	$23,725.00	$18.25	$23,725.00	$18.30	$23,790.00
102	LIGHTING SERVICE CABINET	3	EA	$10,225.00	$30,675.00	$9,800.00	$29,400.00	$9,740.00	$29,220.00	$10,000.00	$30,000.00
103	EQUIPMENT PAD	3	EA	$1,655.00	$4,965.00	$1,600.00	$4,800.00	$1,577.00	$4,731.00	$1,600.00	$4,800.00
104	HANDHOLE (TYPE B)	3	EA	$1,150.00	$3,450.00	$1,100.00	$3,300.00	$1,085.00	$3,255.00	$1,100.00	$3,300.00
	TOTAL PART 5 - STREET LIGHTING				**$94,655.00**		**$91,399.00**		**$90,915.00**		**$92,122.00**
	PART 6 - HIDDEN VALLEY PARK										
105	REMOVE CONCRETE CURB AND GUTTER	35	LF	$28.00	$980.00	$6.00	$210.00	$10.00	$350.00	$21.20	$742.00
106	REMOVE CONCRETE SIDEWALK OR PEDESTRIAN RAMP	10	SY	$1.50	$15.00	$38.00	$380.00	$24.93	$249.30	$75.68	$756.80
107	REMOVE BITUMINOUS TRAIL PAVEMENT	1,160	SY	$3.50	$4,060.00	$6.00	$6,960.00	$3.69	$4,280.40	$7.01	$8,131.60
108	EXCAVATION COMMON (EV) (P)	130	CY	$36.00	$4,680.00	$21.00	$2,730.00	$28.28	$3,676.40	$116.03	$15,083.90
109	EXCAVATION SUBGRADE TRAIL OR SIDEWALK(EV)	250	CY	$29.00	$7,250.00	$16.00	$4,000.00	$28.28	$7,070.00	$52.23	$13,057.50
110	AGGREGATE BACKFILL - MODIFIED TRAIL OR SIDEWALK	425	TN	$15.00	$6,375.00	$16.00	$6,800.00	$11.72	$4,981.00	$14.42	$6,128.50
111	AGGREGATE BASE, VIRGIN CLASS 5 TRAIL OR SIDEWALK	200	TN	$26.00	$5,200.00	$24.00	$4,800.00	$15.05	$3,010.00	$31.73	$6,346.00
112	FINISH GRADING TRAIL OR SIDEWALK	1,300	SY	$2.75	$3,575.00	$2.00	$2,600.00	$1.00	$1,300.00	$1.96	$2,548.00
113	FINISH GRADING STREET (BASKETBALL COURT)	130	SY	$16.00	$2,080.00	$4.50	$585.00	$1.00	$130.00	$10.49	$1,363.70
114	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE, TRAIL (2,C)	230	TN	$90.00	$20,700.00	$106.00	$24,380.00	$99.20	$22,816.00	$111.26	$25,589.80
115	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE, SPECIAL BASKETBALL COURT (3,C)	30	TN	$215.00	$6,450.00	$135.00	$4,050.00	$129.41	$3,882.30	$185.43	$5,562.90
116	BITUMINOUS MATERIAL FOR TACK COAT	10	GAL	$3.00	$30.00	$10.00	$100.00	$15.00	$150.00	$2.01	$20.10
117	6 INCH CONCRETE SIDEWALK	130	SY	$94.25	$12,252.50	$80.00	$10,400.00	$88.05	$11,446.50	$77.22	$10,038.60
118	6 INCH CONCRETE PEDESTRIAN RAMP	64	SF	$15.55	$995.20	$14.00	$896.00	$14.40	$921.60	$13.30	$851.20
119	TRUNCATED DOME PANEL	8	SF	$50.00	$400.00	$64.00	$512.00	$60.00	$480.00	$60.92	$487.36
120	6 INCH CONCRETE LANDSCAPING BORDER	110	LF	$80.00	$8,800.00	$26.00	$2,860.00	$24.65	$2,711.50	$25.03	$2,753.30

ABSTRACT OF BIDS

2025 PAVEMENT MANAGEMENT PROJECT
CITY OF COTTAGE GROVE, MINNESOTA
PROJECT NO. 24X.135777

Bid: March 13, 2025 at 9:00 a.m.

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	1 McNamara Contracting, Inc. Rosemount, MN UNIT PRICE	1 AMOUNT	2 Bituminous Roadways, Inc. Mendota Heights, MN UNIT PRICE	2 AMOUNT	3 Northwest Asphalt, Inc. Shakopee, MN UNIT PRICE	3 AMOUNT	4 OMG Midwest, Inc. dba Minnesota Paving & Materials Rogers, MN UNIT PRICE	4 AMOUNT
121	SURMOUNTABLE CONCRETE CURB AND GUTTER (HAND PLACED)	25	LF	$39.45	$986.25	$30.00	$750.00	$28.20	$705.00	$28.63	$715.75
122	BASKETBALL POLE AND BACKBOARD INCL FOOTING	1	EA	$8,000.00	$8,000.00	$6,800.00	$6,800.00	$5,825.00	$5,825.00	$7,019.73	$7,019.73
123	SHADE STRUCTURE, 12 FOOT X 20 FOOT	1	EA	$28,750.00	$28,750.00	$30,000.00	$30,000.00	$52,250.00	$52,250.00	$29,081.75	$29,081.75
124	INSTALL PARK BENCH	1	EA	$2,100.00	$2,100.00	$350.00	$350.00	$2,000.00	$2,000.00	$2,005.64	$2,005.64
125	INSTALL TRASH CAN	2	EA	$1,575.00	$3,150.00	$350.00	$700.00	$1,250.00	$2,500.00	$802.26	$1,604.52
126	INSTALL PICNIC TABLE	3	EA	$2,100.00	$6,300.00	$1,800.00	$5,400.00	$2,250.00	$6,750.00	$5,766.21	$17,298.63
127	ACRYLIC COURT SURFACING INCLUDING COURT STRIPING	135	SY	$21.55	$2,909.25	$42.00	$5,670.00	$52.50	$7,087.50	$75.00	$10,125.00
128	PREPARE ROCK MULCH BED - INSTALLATION BY CITY	1	LS	$800.00	$800.00	$600.00	$600.00	$750.00	$750.00	$1,814.48	$1,814.48
129	SEEDING, TYPE SB	115	LB	$7.00	$805.00	$5.50	$632.50	$5.00	$575.00	$5.21	$599.15
130	HYDRAULIC MATRIX TYPE MULCH	3,600	SY	$2.00	$7,200.00	$1.00	$3,600.00	$2.00	$7,200.00	$1.02	$3,672.00
131	PREMIUM TOPSOIL BORROW (LV) MODIFIED	600	CY	$50.00	$30,000.00	$40.00	$24,000.00	$27.48	$16,488.00	$51.71	$31,026.00
132	APPLICATION OF WATER FOR TURF ESTABLISHMENT	280	MGAL	$50.00	$14,000.00	$69.00	$19,320.00	$50.00	$14,000.00	$70.58	$19,762.40
	TOTAL PART 6 - HIDDEN VALLEY PARK				**$188,843.20**		**$170,085.50**		**$183,585.50**		**$224,186.31**
	TOTAL BID:				**$2,739,406.95**		**$2,797,313.00**		**$2,829,024.41**		**$2,931,703.58**

City Council Action Request

13.A.

Meeting Date	3/19/2025
Department	Administration
Agenda Category	Action Item
Title	Yellow Tree Proposed Multifamily Project and Abatement Subsidy
Staff Recommendation	Provide feedback and direction related to the proposed project, proposed materials, and requested tax abatement by Yellow Tree.
Budget Implication	N/A

Attachments

1.	Memo - 2025-3-19 CC Workshop SR
2.	Memo - Ehlers YT Final 3-12-25
3.	YellowTree Equity
4.	Cottage Grove Plans

TO: The Honorable Mayor Bailey and Members of the City Council
Jennifer Levitt, City Administrator

FROM: Samantha Pierret, Senior Planner
Gretchen Larson, Economic Development Director

DATE: March 13, 2025

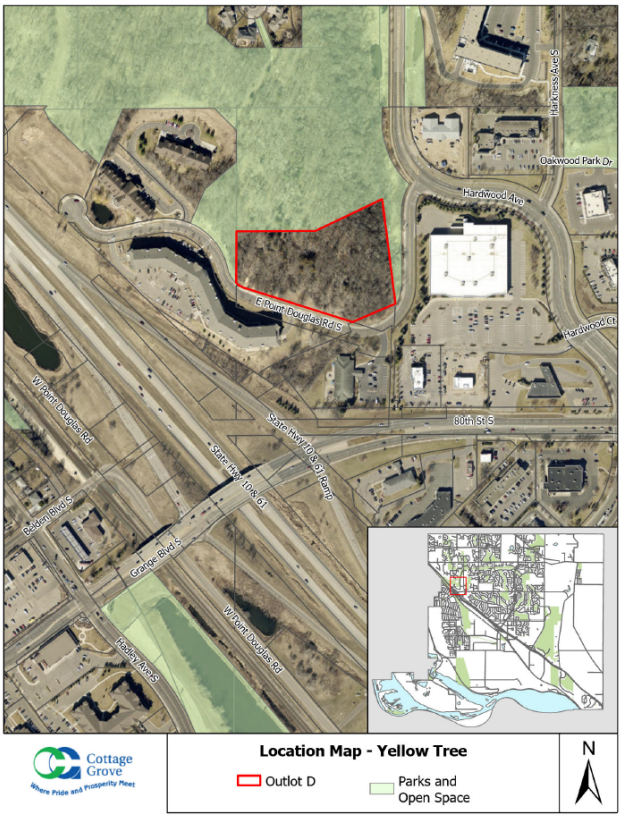
RE: Yellow Tree Proposed Multifamily Project and Abatement Subsidy in Support of Housing

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Introduction

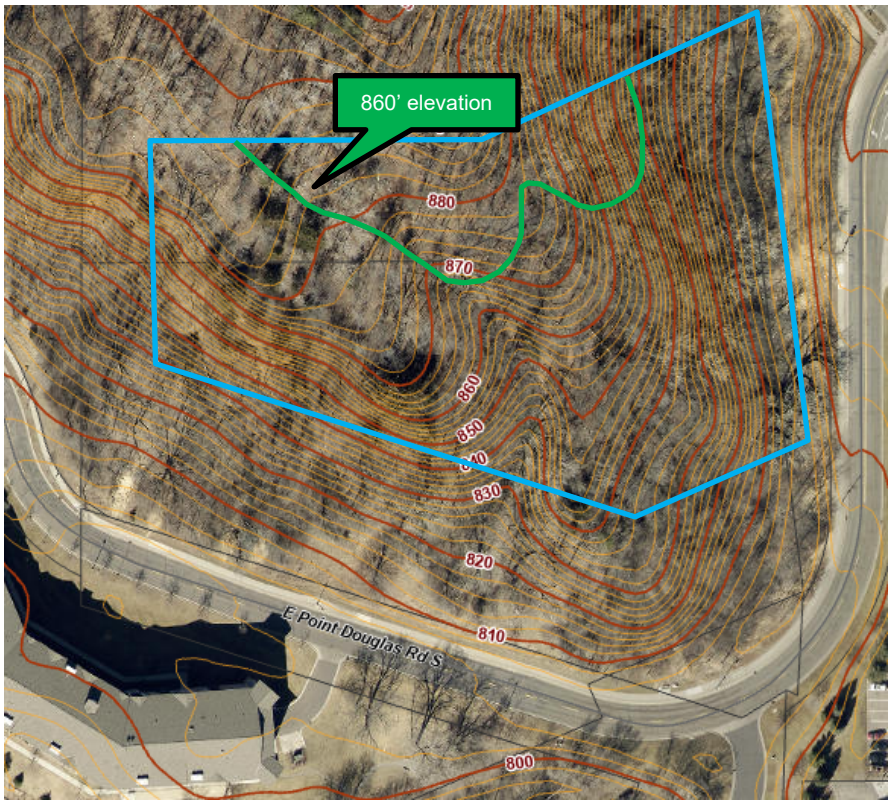
In August 2024, the development group at Yellow Tree presented a 164-unit multi-family building to the city's planning department proposed on Outlot D, Everwood along East Point Douglas Road. The subject site consists of one vacant parcel, Outlot D of the Everwood plat which was approved in 2007. The subject site is zoned MU, Mixed Use, and guided as Mixed Use on the Land Use Plan. The site has had previous development proposals over the years, however, given the challenges to the site, none of them have come to fruition.

Yellow Tree, founded in 2017, is a Minneapolis based real estate development, construction, and property management firm, specializing in design-build multi-family housing. Since 2018, Yellow Tree has completed over 2,500 units and 30 buildings around the Twin Cities.



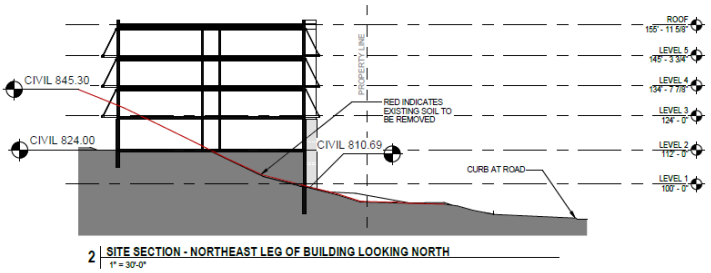
Existing Conditions

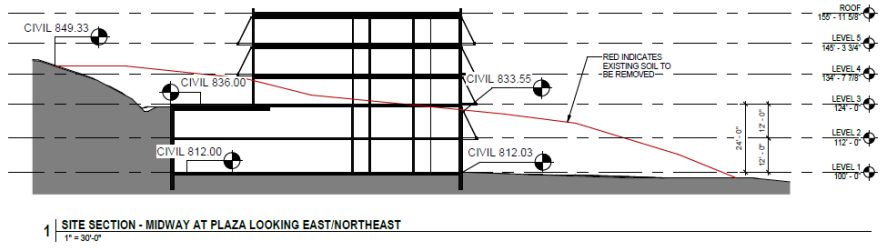
The site is steeply sloped and wooded, increasing in elevation from East Point Douglas Road South running north. The property is located at a curve in the road with right of way on three sides of the property. Due to a restrictive covenant that was established in favor of the Minnesota Land Trust in 2007, no grading may occur on the site beyond the 860-foot elevation point on the property as well as required preservation of a future trail corridor and overlook.



Existing Conditions

The Applicant has prepared a site plan including structure and parking design that avoids grading beyond this point. The proposed structure works with existing grades by shaping the structure complimentary to the site contours in an L shape and designing the building in a staggered elevation to preserve site grades. Site grades also significantly impact accessibility from East Point Douglas Road. The Applicant has proposed to incorporate two levels of covered parking and two surface parking lots with separate accesses from East Point Douglas. Each surface parking lot would have access to a covered parking garage.





Building Sections

Proposal

The Applicant is proposing a multi-family apartment building consisting of 164 units with 129 enclosed and 89 surface parking stalls. Enclosed stalls would be located on the two lowest levels of the structure with some stalls on the second level that would be covered by a patio located on the third level. With 218 parking stalls there would be approximately 1.3 spaces per unit which does not meet the City's minimum parking requirement of 1.6 spaces per unit (262 spaces required). The Applicant has been made aware of parking requirements and given the site's topographical and buildable area restrictions, discussion may be warranted on parking reductions.



The project is proposed to be entirely market rate. The 2024 Maxfield Research and Consulting Housing Study completed for the City of Cottage Grove indicates that today many households rent by choice. Currently, Cottage Grove has an overall rental vacancy rate of approximately 2.7%. A 5% vacancy rate is commonly seen as the “equilibrium rate” for rental turnover. There is a demand for rental housing in Cottage Grove of all types and demand is expected to remain strong until 2030. Maxfield Consulting recommended holding off on placing more units into the market until 2026 or later given projects that have already been permitted. The Yellow Tree project would meet this recommended timeline if approved. One of the permitted projects considered by Maxfield was the Norhart project with 160 market-rate units. That project has since been withdrawn and will not be constructed therefore; future projects will be needed to fill that gap.

Discussion

Section 11-1-3 of the City Code defines building height as “The vertical distance from the average elevation of the adjoining ground level, or the established grade adjacent to the building, whichever is lower, to the top of the roof.” The maximum permitted height in the Mixed-Use District is 55 feet. The proposed building will be approximately 55 feet at its highest point from adjacent grade. The Legends of Cottage Grove and Roers projects each exceeded maximum height requirements at 67 and 73 feet respectively.

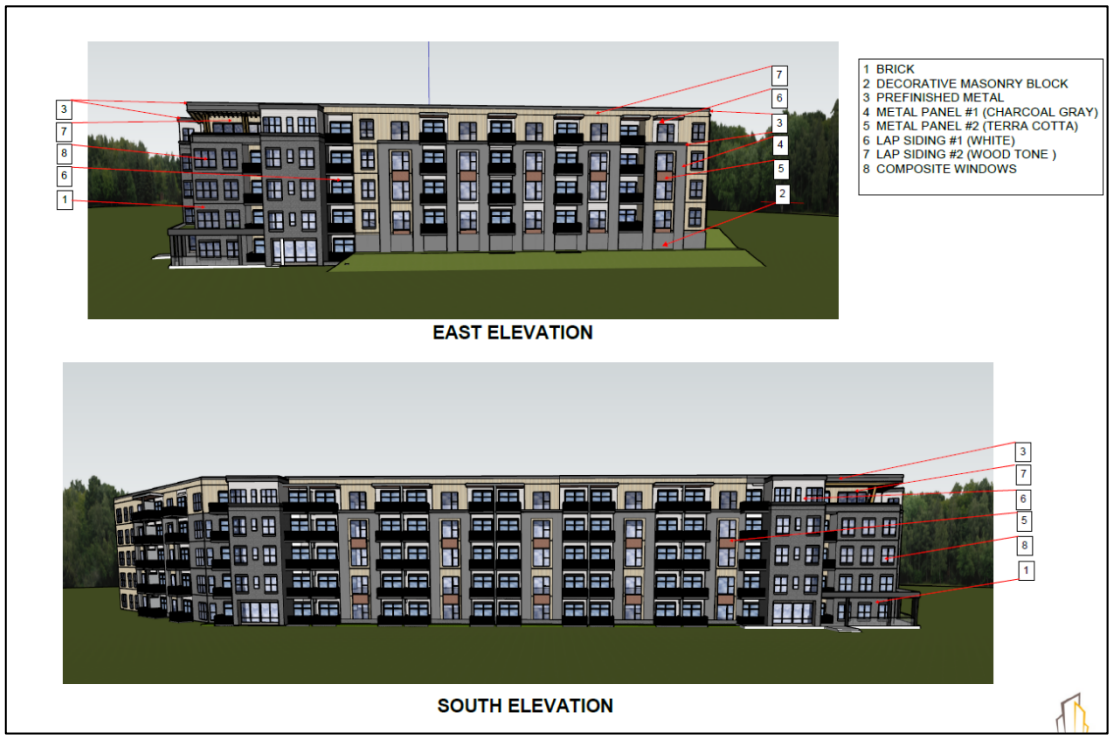


East Elevation

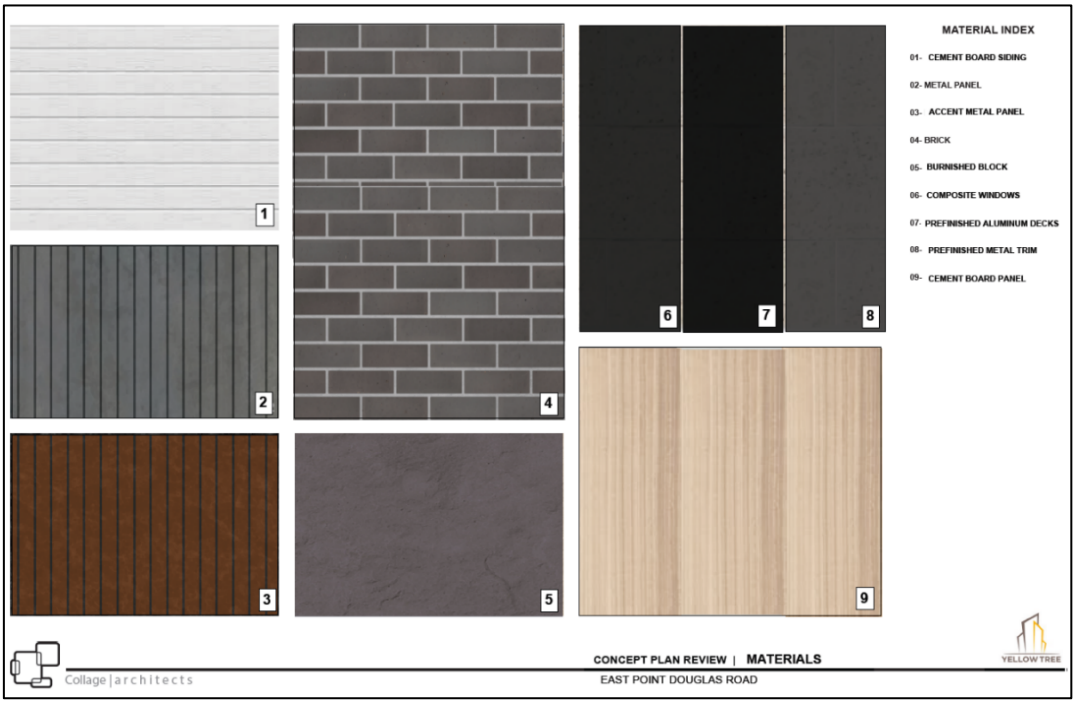


West Elevation

City Code requires 65 percent of an apartment building exterior materials to be Class 1 or 2 materials and three different Class 1 materials must be used. The submitted concept elevations show the proposed building using only two Class 1 materials (brick and glass). Class 2 materials proposed include specialty concrete block. A variety of Class 3 materials are proposed including metal panels and lap siding. The Applicant has been made aware of these architectural requirements.



Exterior Materials Elevaions



Exterior Materials

Financial Assistance Request – Tax Abatement in Support of Housing

The City received a public financial assistance request from Yellow Tree Development for their proposed development project at East Point Douglas Road South and Hardwood Ave South. Since the project does not qualify for Tax Increment Financing because they are building market rate units and the site is vacant, with no blighted buildings, it would not qualify as a redevelopment project so they are requesting assistance in the form of an Abatement of the City's portion of taxes.

Construction is anticipated to cost approximately $40.8 million or $255,000 per unit. The Developer cited a financial gap in their financial projections for the project and requested that the City abate 15 years of their portion of taxes. The present value of 15 years of abatement is $1.18 million.

The Developer is continuing to review the site and development costs. They are working with their engineers to assess the geotechnical condition of the site, including the extent of needed rock excavation and retaining walls to mitigate slopes. Ehlers has reviewed all other costs and have refined those to be within industry standards so their recommended Abatement amount may change based upon final underwriting.

The proposed structure of the Abatement is to have higher amounts of the gross abatement being dedicated to the development in the earlier years and tapering off in the later years. Based on a review of the current budget, proforma, and abatement projections, the proposed development would require 10 years of Abatement with a principal or present value of the Abatement would be no more than $848,800.

A lookback provision is also recommended to ensure the public assistance was set at an appropriate level and to be adjusted if the lookback determines that more assistance was provided than necessary. A lookback on the total development costs (TDC) should be included for the Project. This cost-based lookback would include a dollar-for-dollar reduction in Abatement assistance principal if the actual TDC is below the cost presented by the Developer.

If the project moves forward a development agreement will be drafted and include a lookback on the TDC. Ultimately if the TDC of the project were to come in lower than anticipated (savings to the developer) some or all of the Abatement might not be warranted which is why lookback provisions are an important part of any agreement.

Council Discussion

Provide feedback and direction related to the proposed project, proposed materials, and requested tax abatement by Yellow Tree.

Attachments
Concept Site Plan
Yellow Tree Company Profile
Ehlers Analysis of Request

MEMORANDUM

TO: Gretchen Larson – Economic Development Director
FROM: Schane Rudlang & Stacie Kvilvang – Ehlers
DATE: March 12, 2025
SUBJECT: Yellowtree Housing Development - Analysis of Financial Request

The City of Cottage Grove received a public financial assistance request from Yellowtree Development ("Developer") for their proposed redevelopment at East Point Douglas Road South and Hardwood Ave South (PID: 802721330053). Since the project does not qualify for Tax Increment Financing ("TIF") because they are not providing affordable units (Housing TIF District) and the site is vacant, with no blighted buildings (Redevelopment TIF District), they are requesting abatement of the City's portion of taxes ("Abatement"). The Developer has proposed to construct a 160-unit, market rate, multi-family apartment project with a unit mix as shown in the table below.

Unit Mix		
Type	**Count**	**Area (sf)**
Studio	12	580
1BR Tetris	48	630
1BR	63	720
1BR+Den	7	830
2BR	26	1,125
2BR+Den	4	1,275
Total	**160**	

Construction would commence in 2025 and is anticipated to cost approximately $40.8 million or $255,000 per unit. The Developer cited a financial gap in their financial projections for the project ("Proforma") and requested that the City abate 15 years of their portion of taxes. The present value of 15 years of abatement is $1.18 million. Ehlers undertook a review of the project to determine how much Abatement is warranted to make the project feasible. The review included comparison to industry standards for construction, land, overall project costs, market rate rents, operating expenses, developer fees, underwriting and financing criteria, return on investment, and extraordinary site costs.

Preliminary Status of Project Review

The Developer is continuing to review site and development costs. They are working with their engineers to assess the geotechnical condition of the site, including the extent of needed rock excavation and retaining walls to mitigate slopes. We have reviewed all other costs and have refined those to be within industry standards so our recommended Abatement amount may change based upon final underwriting. The current sources and uses for the project are shown in the table below.

SOURCES	Amount	Pct.	Per Unit
First Mortgage	28,556,500	70%	178,478
Equity	12,238,500	30%	76,491
TOTAL SOURCES	**40,795,000**	**100%**	**254,969**

USES	Amount	Pct.	Per Unit
Acquisition Costs	1,675,000	4%	10,469
Construction Costs	34,340,000	84%	214,625
Professional Services	1,155,000	3%	7,219
Financing Costs	2,100,000	5%	13,125
Developer Fee	1,225,000	3%	7,656
Cash Accounts/Escrows/Reserves	300,000	1%	1,875
TOTAL USES	**40,795,000**	**100%**	**254,969**

Return on Investment Analysis

Developers use different return on investment metrics based on the requirements of the type of debt and equity, and the requirements sought by those investors and banks. This Developer is using Yield on Cost as their primary metric, which is common in the industry. Yield on Cost is calculated by dividing the project's annual net operating income by the total development costs (TDC) less any grants. The Developer is targeting a stabilized Yield on Cost return of 6.5%. In order to raise the Yield on Cost to an acceptable level in the stabilized year and the years immediately after stabilization, Ehlers proposes the following structure of the Abatement, with higher amounts of the gross abatement being dedicated to the development in the earlier years and tapering off in the later years. Regardless, the principal or present value of the Abatement would be no more than $848,800.

Tax Abatement Estimates		City Abatement	
Year	Tax Year	Percent to Developer	Annual Abatement
1	2027	100%	37,101
2	2028	100%	112,171
3	2029	100%	149,706
4	2030	95%	142,221
5	2031	85%	127,250
6	2032	85%	127,250
7	2033	85%	127,250
8	2034	75%	112,279
9	2035	75%	112,279
10	2036	75%	112,279
Total Gross (Future Value)			**1,159,786**
Present Value @ 5.50%			**848,808**

Ehlers also reviews other return metrics such as Cash on Cash (annual cashflow after debt service divided by equity) and Internal Rate of Return (discount rate of all cash flows after debt service assuming a sale in year 10). These are within acceptable limits with the Abatement.

Based on a review of the current budget, proforma, and abatement projections, the proposed development would require only 10 years of Abatement. As noted above, the costs of the project are still in a variable state, and the Abatement recommendation could change based on a change in the Proforma.

Lookback Provision

Lookbacks are financial reviews after the project is built to ensure the public assistance was set at an appropriate level. They require the assistance to be adjusted if the lookback determines that more assistance was provided than necessary. A lookback on TDC should be included for the Project. This cost-based lookback would include a dollar-for-dollar reduction in Abatement assistance principal if the actual TDC is below the cost presented by the Developer.

Recommendation

Based on our review of the Developer's current Proforma and under current capital market conditions, the proposed development may not reasonably be expected to occur solely through private investment within the near future. We conclude that Abatement in the principal amount of $848,800 is warranted. The abatement would be provided as outlined in the table above, over 10 years and financed at the lesser rate of 5.5% or the Developer's first mortgage financing. We also recommend a development agreement include a lookback on total development costs.

Please contact either of us at 651-697-8500 with any questions.

COMPANY PROFILE PRESENTATION



YELLOW TREE

www.yellowtreecorp.com

COMPANY PROFILE PRESENTATION

Table of Content

- ABOUT US
- OUR TEAM
- OUR SERVICE
- PROJECTS
- AWARDS
- TESTIMONIALS
- CONTACT US





Introduction to Yellow Tree

Yellow Tree is an award-winning Minneapolis-based real estate development, construction, and property management firm, specializing in design-build multi-family housing.

With over 30 buildings and 2,500 units completed since 2018, our experienced team thrives on community-focused projects, and has invested over $504MM in the Twin Cities.

The Number

30
New Builds

14
Developments

237MM
Development Portfolio

13
Awards Received



About Us

Navigating complex urban builds is our forte. As owner, developer, manager, and builder, we guide you from project inception to occupancy, offering our unique real estate expertise. We partner with like-minded investors to develop and manage a diverse $237MM portfolio of commercial and residential properties, all with emphasis on long-term profitability.

Our leadership team has over 100 years of combined experience, adept at managing projects of any scale. We collaborate with top architects, engineers, and subcontractors to ensure quality-focused, visually captivating commercial builds and renovations. Our specialized design-build process offers a single point of contact, which streamlines efficiency and reduces fees, resulting in faster delivery and maximized project value.

Milestones

2017

Yellow Tree is founded by Bryan Walters, Robb Lubenow & Kirk Pennings

2020

Kolo Apartments wins Finance & Commerce Top 2020 Projects Award

2021

Odie Apartments wins MADACS 2021 Best Innovation Award

MN46 & Odie Apartments are Real Estate Journal 2021 Multifamily Finalist

2022

The Abbey wins CoStar's 2022 Multifamily Development of the Year

Wakpada and The Abbey win Finance & Commerce Top 2022 Projects Award

2023

The Abbey wins Minneapolis Preservation Award and CoStar's 2023 Impact Award

Our Team



BRYAN WALTERS

Bryan has over 15 years of experience in executive oversight of the company's development, construction and property management divisions. He is responsible for day-to-day operations and is a member of the NAR & Minneapolis Association of Realtors.



ROBB LUBENOW

Robb has over 15 years of development & investment experience, and 20 years of commercial construction experience. He focuses on strategic planning, real estate investment strategies and capital formation.



KIRK PENNINGS

Kirk has over 20 years of experience in the construction industry and has served in leadership positions at Opus Group and Target Corp. Kirk oversees project management, field staff, client acquisition, and preconstruction efforts.

Our Team



DON BROWN

Don joined Yellow Tree in 2019 after building the foundations as the Vice President of Residential Management for Doran. With over 20 years of experience, he provides senior leadership, asset management and operational oversight for YTPM.



VISHAL DUTT

Vishal Dutt joined the Yellow Tree team in 2023, taking a key role in shaping and implementing Yellow Tree's development business strategy. His responsibilities include identifying new investment prospects and sourcing project debt & equity.



TIFFANY LAVINGE

Tiffany Lavigne joined Yellow Tree in 2023 as the Financial Controller. She is responsible for all accounting matters of Yellow Tree Construction, Yellow Tree Development, and Yellow Tree Property Management (YTPM).



DEVELOPMENT SERVICES

As owners, developers, managers, and builders, we support you from project inception to occupancy, leveraging our unique real estate expertise. We collaborate with like-minded investors to develop and manage a diverse portfolio of commercial and residential properties valued at $237MM, all focused on ensuring long-term profitability.

We identify prime locations for multifamily properties that address community needs, employing a strategy centered on community engagement, innovation, and strategic financing. Once a site is identified, we conduct thorough viability analyses, evaluating unit saturation, market demand, and risk to deliver appealing, risk-mitigated returns. As long-term owner-developers, we prioritize building relationships with key stakeholders to secure essential project approvals.



CONSTRUCTION SERVICES

Our construction team has a wide range of experience from skilled nursing facilities, clinics and laboratories, to high rise condominium towers and of course mid-rise multifamily and mixed use developments. The common bond among our team is deep roots in the design-build delivery method. While we are happy to competitively bid fully designed projects, we add the most value while partnering with the owner and design team at the conceptual phase.

Often starting with an idea and napkin sketch, we develop a schedule and a budget that the team can execute. Our goal is to eliminate surprises and leverage our technical expertise to solve problems. Our approach is “hands-on.” The person that estimates your project will be the same person that manages buy-out and construction through completion.



COMPANY PROFILE PRESENTATION

PROPERTY MANAGEMENT SERVICES

As a premier full-service property management company, Yellow Tree oversees a diverse portfolio encompassing multifamily, commercial, and mixed-use properties valued at over $330MM throughout the Twin Cities. Whether managing properties owned by Yellow Tree or those under third-party ownership, we are dedicated to ensuring success and maximizing potential.

Our dedicated team of property managers, leasing consultants, and maintenance technicians are committed to enhancing community occupancy rates, enriching the resident experience, and maximizing profitability. We strive to deliver unparalleled service that exceeds our client’s expectations.

Project List

Yellow Tree Developments

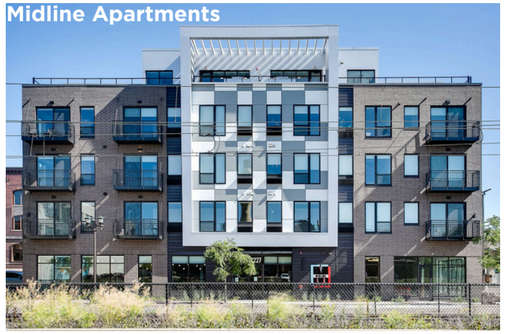
Project Name	Units	Year Built	Contract Value
The Central	49	2018	$8.3MM
The Whit	74	2018	$13.5MM
Jax	65	2019	$10.8MM
Nico East	147	2019	$27.8MM
Overland	63	2020	$11.3MM
Odie	67	2020	$14MM
29 Bryant	91	2020	$17.9MM
Lumos	74	2021	$15.3MM
Nox	84	2021	$17.5MM
Alexander	77	2021	$14.5MM
Midline	156	2022	$28.3MM
Nico West	126	2022	$26.9MM
The Abbey	126	2022	$27.2MM
Juliette	113	2023	$27.2MM
Farmington*	168	2025	$39.5MM

3rd Party Developments

Project Name	Units	Year Built	Contract Value
MN46	54	2020	$7.6MM
Kolo	41	2020	$6.4MM
Sawyer	49	2021	$7.2MM
Verso	29	2021	$5.3MM
Aubrey	47	2022	$8.6MM
Cityline	102	2022	$13.6MM
Deco265	100	2022	$16MM
Marshall St Townhomes	7	2022	$2.9M
Volo at TexaTonka	111	2023	$20.6MM
Wakpada	126	2023	$19.1MM
Akin	204	2023	$33MM
Huck	83	2023	$14.4MM
1000 Main St	49	2023	$8.6MM
7th Street Lofts	12	2024	$2.5MM

Project Gallery


Kolo Apartments


Midline Apartments


Juliette Apartments


Akin Apartments

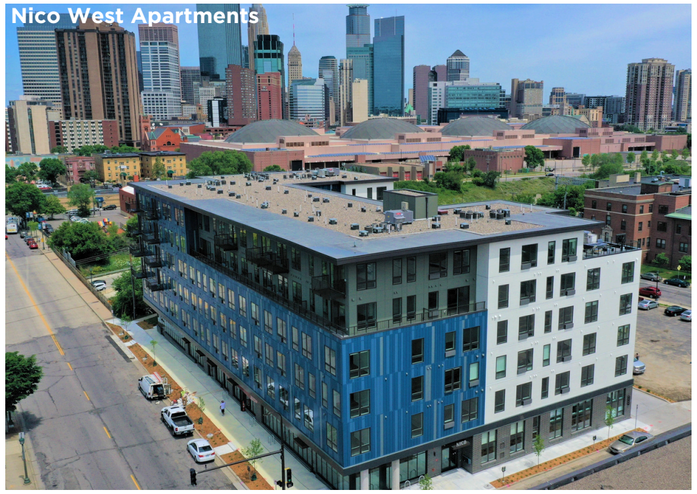

Odie Apartments



Wakpada Apartments



Nico East Apartments


Nico West Apartments







Rye Apartments Spotlight

Opening November 2025 in Farmington, MN

Studio, 1, 2 & 3 bedrooms available
Amenities include pool, cabana lounge, outdoor patio kitchen, speakeasy, game room and fitness center

COMPANY PROFILE PRESENTATION

Upcoming Developments

Location	Contract Value	Units	Start Date
Farmington	$39.5MM	168	Fall 2024
Inver Grove Heights	$60MM	242	Summer 2025
New Prague	$40MM	165	Spring 2025
Cottage Grove	$40MM	160	Fall 2025

Awards

The Abbey



CoStar's 2023
Impact Award

2023 Minneapolis
Preservation Award

Finance & Commerce
Top 2022 Projects

CoStar's 2022 Multifamily
Development of the Year

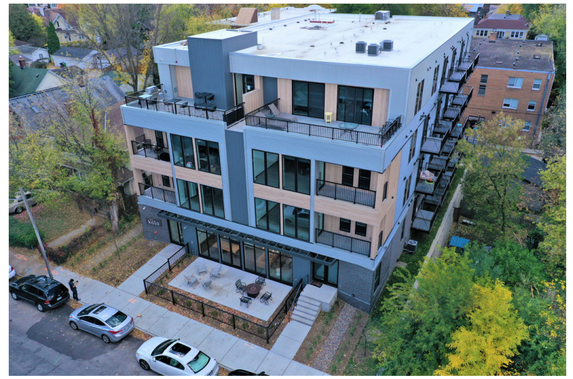
Odie Apartments



MADACS 2021 Best Innovation

2020 Real Estate Journal
Multifamily Finalist

Kolo Apartments



Top 2020 Projects

2020 Real Estate Journal
Multifamily Finalist

Wakpada Apartments



Top 2022 Projects

MN46 Apartments



2020 Real Estate Journal
Multifamily Finalist

Testimonials

"It's been a pleasure to work with Yellow Tree throughout each phase of the construction process. Their development expertise is incredibly valuable, they offer open and clear communication in providing solutions to unexpected issues, and they deliver a quality product on a timeline. In an industry where integrity and honesty are so critically important to the end results, it's clear that Yellow Tree upholds these values within all levels of the company. I look forward to working with Yellow Tree on more projects in the future. "

Chad Tepley
CDT Realty Corporation

"Yellow Tree's commitment to excellence, unwavering professionalism, and attention to detail have made my construction experience truly outstanding. From the initial consultation to the final nail, Yellow Tree demonstrated a level of expertise that surpassed my expectations. Their team of skilled professionals exhibited a rare combination of efficiency and precision, turning our vision into a reality. I wholeheartedly recommend Yellow Tree to anyone seeking a construction partner. Their professionalism, expertise, and client-centric approach set them apart in the industry. Working with them has been a pleasure, and I am grateful for the exceptional service they provided."

Daniel Perkins
Perkins | Levin Real Estate Development

"I have had the pleasure of banking Yellow Tree for over 15 years. In that time, they have grown from single-family rehabs and rentals to one of the most respected multi-family developers and builders in the Twin Cities, winning several industry awards for excellence. They have proven themselves to be smart, organized, dedicated and visionaries. Like all great developers they address the inevitable problems head on and solve them effectively and efficiently. It's a relationship that we are proud of and plan to continue into the distant future."

Tom Johnson
Sr. VP Construction Lending of Bridgewater Bank

"The Yellow Tree team is composed of exceptional individuals and outstanding problem solvers. Their deep expertise in construction development and management enables them to deliver valuable solutions tailored to our needs. Their contributions have been instrumental in the successful completion of numerous projects. The YT team stands out for their knowledge, collaborative spirit, and positive attitude, making every interaction a pleasure. I appreciate how they value design and overall outcomes and look forward to working with them on more successful developments."

Pete Keely, AIA
President Collage Architects



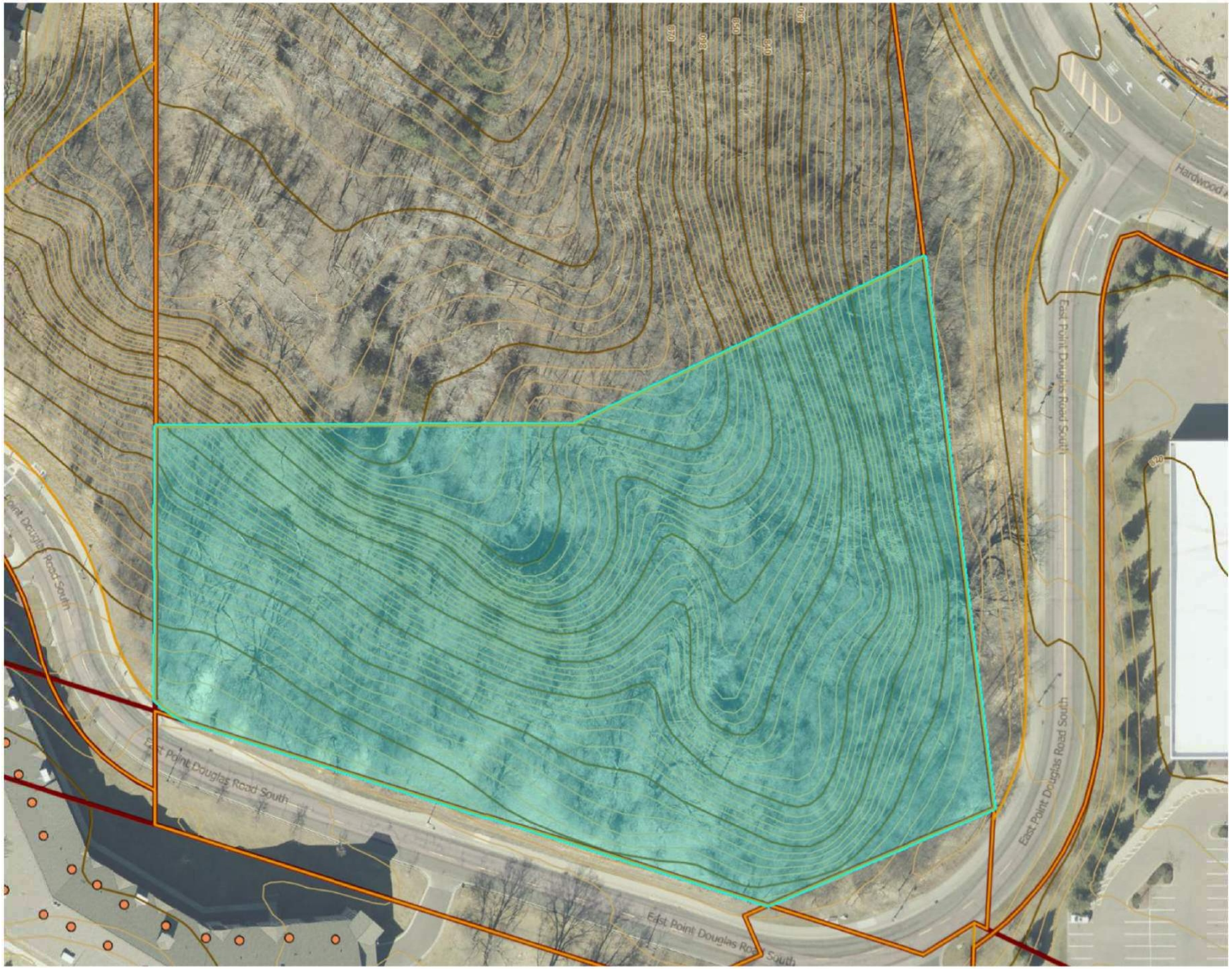
Connect With Us!

+651-206-4087

vishal@yellowtreecorp.com

www.yellowtreecorp.com

Thank you for your consideration
We look forward to working with you


East Point Douglas Road South
East Point Douglas Road South
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East Point Douglas Road South
Hardwood
650
640
630



BUILDING TOTAL AREA

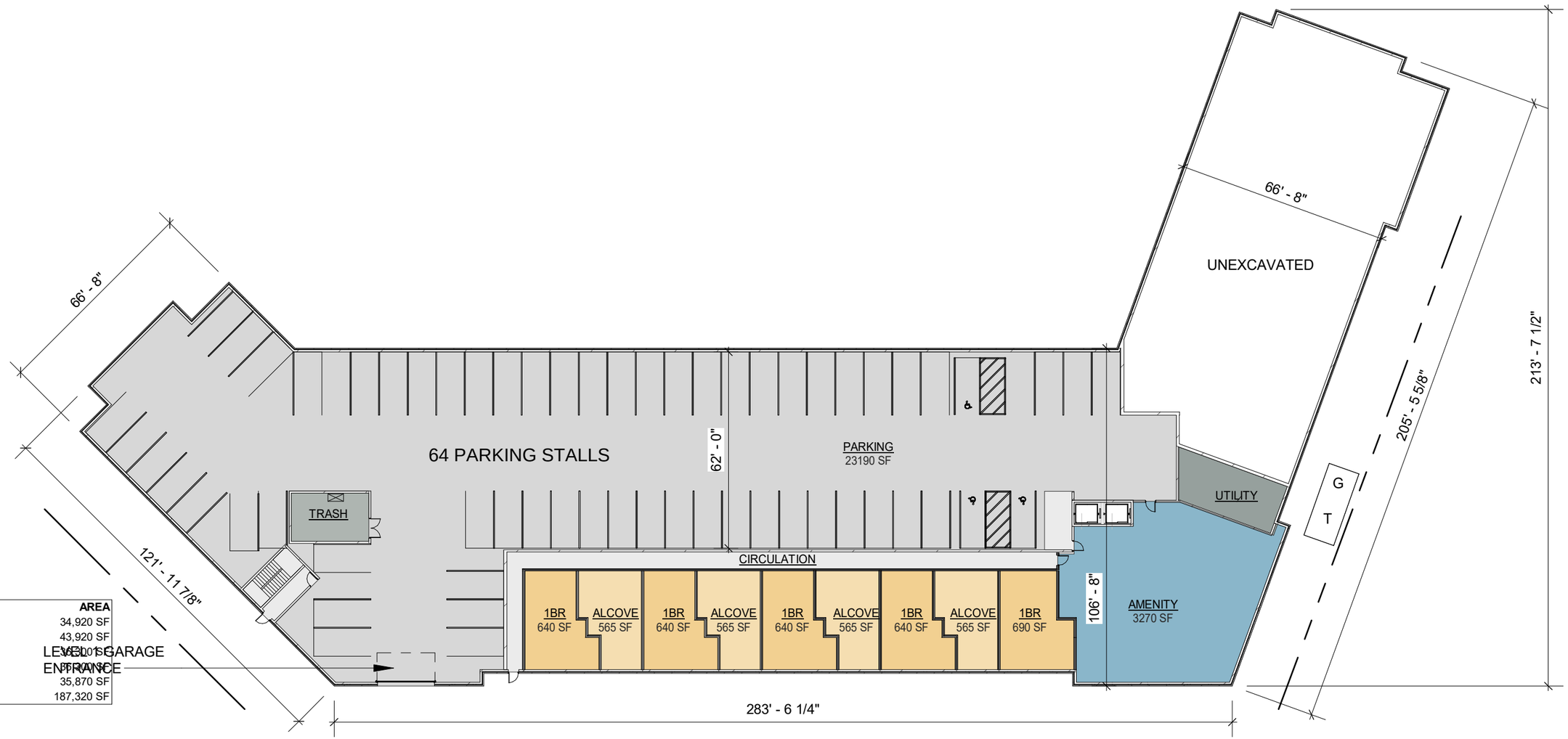
LEVEL	AREA
LEVEL 1	34,920 SF
LEVEL 2	43,920 SF
LEVEL 3	36,300 SF
LEVEL 4	36,300 SF
LEVEL 5	35,870 SF
GRAND TOTAL	187,320 SF

UNIT COUNT BY TYPE

UNIT TYPE	#	%	AREA*
1BR	79	48%	53820 SF
1BR+D	9	5%	7120 SF
2BR	24	15%	26450 SF
3BR	4	2%	5120 SF
ALCOVE	38	23%	22105 SF
STUDIO	10	6%	4900 SF
UNITS TOTAL	164		119515 SF

164 UNITS

89 SURFACE STALLS
129 ENCLOSED STALLS
218 TOTAL STALLS

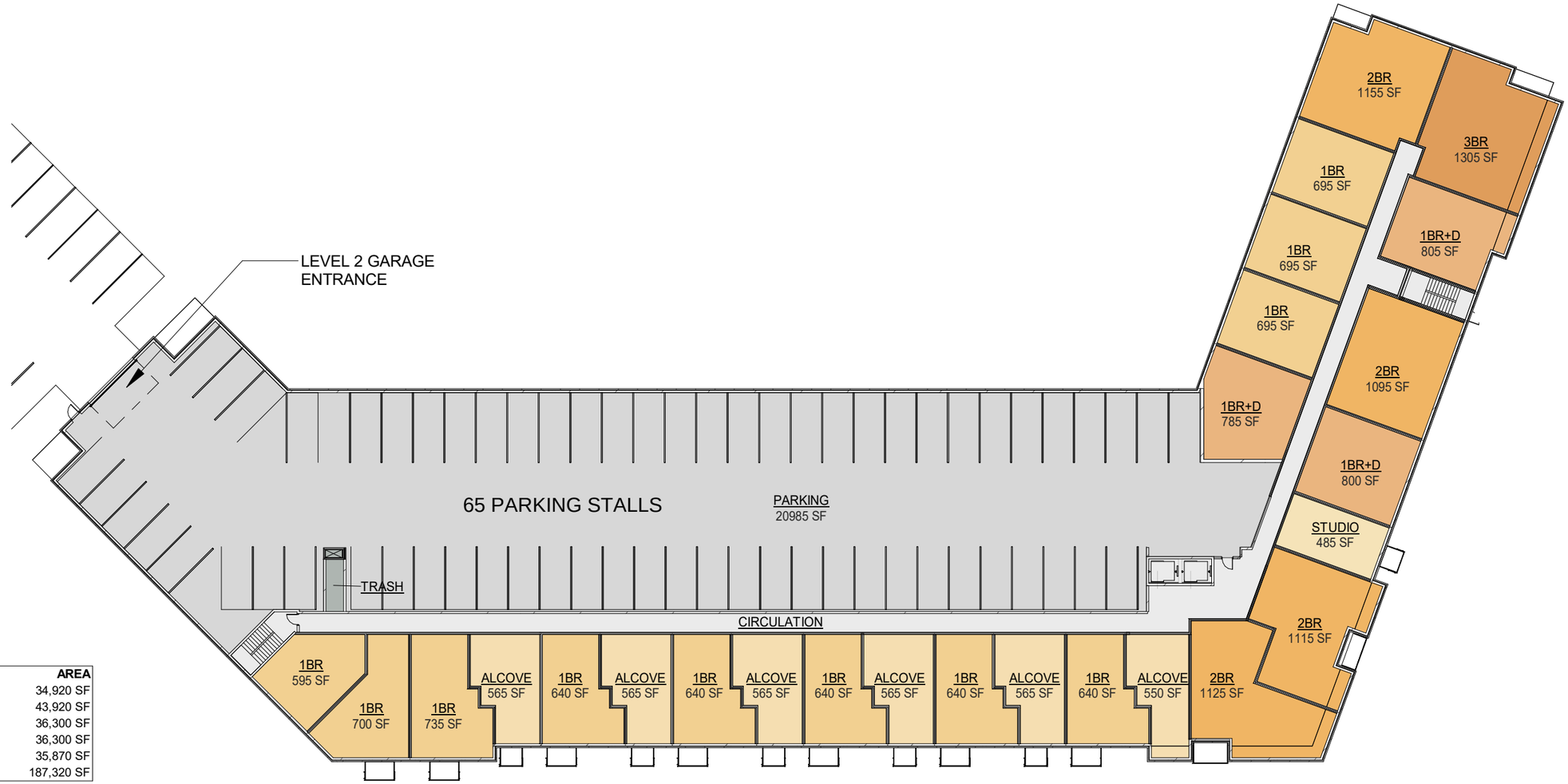


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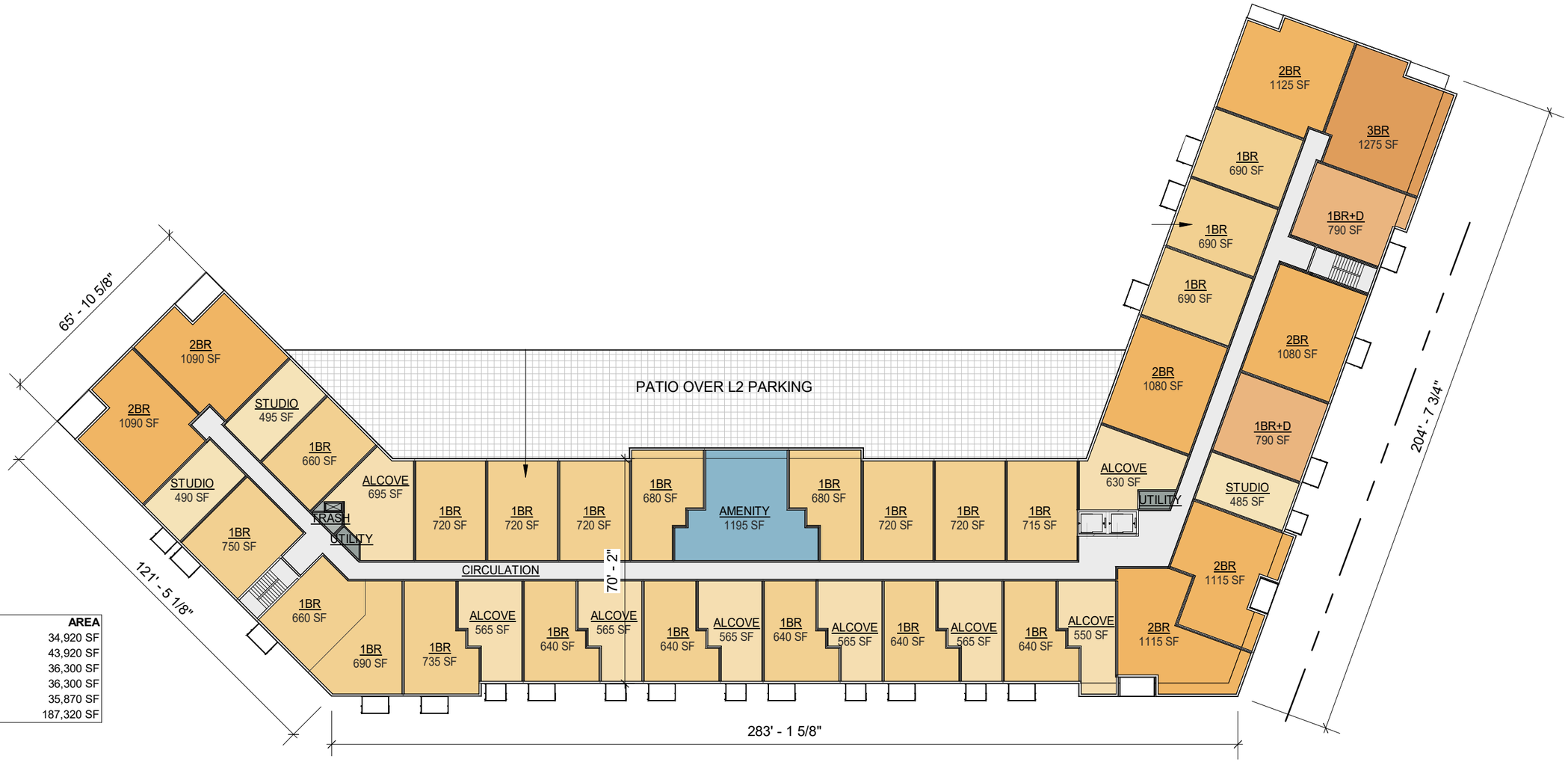


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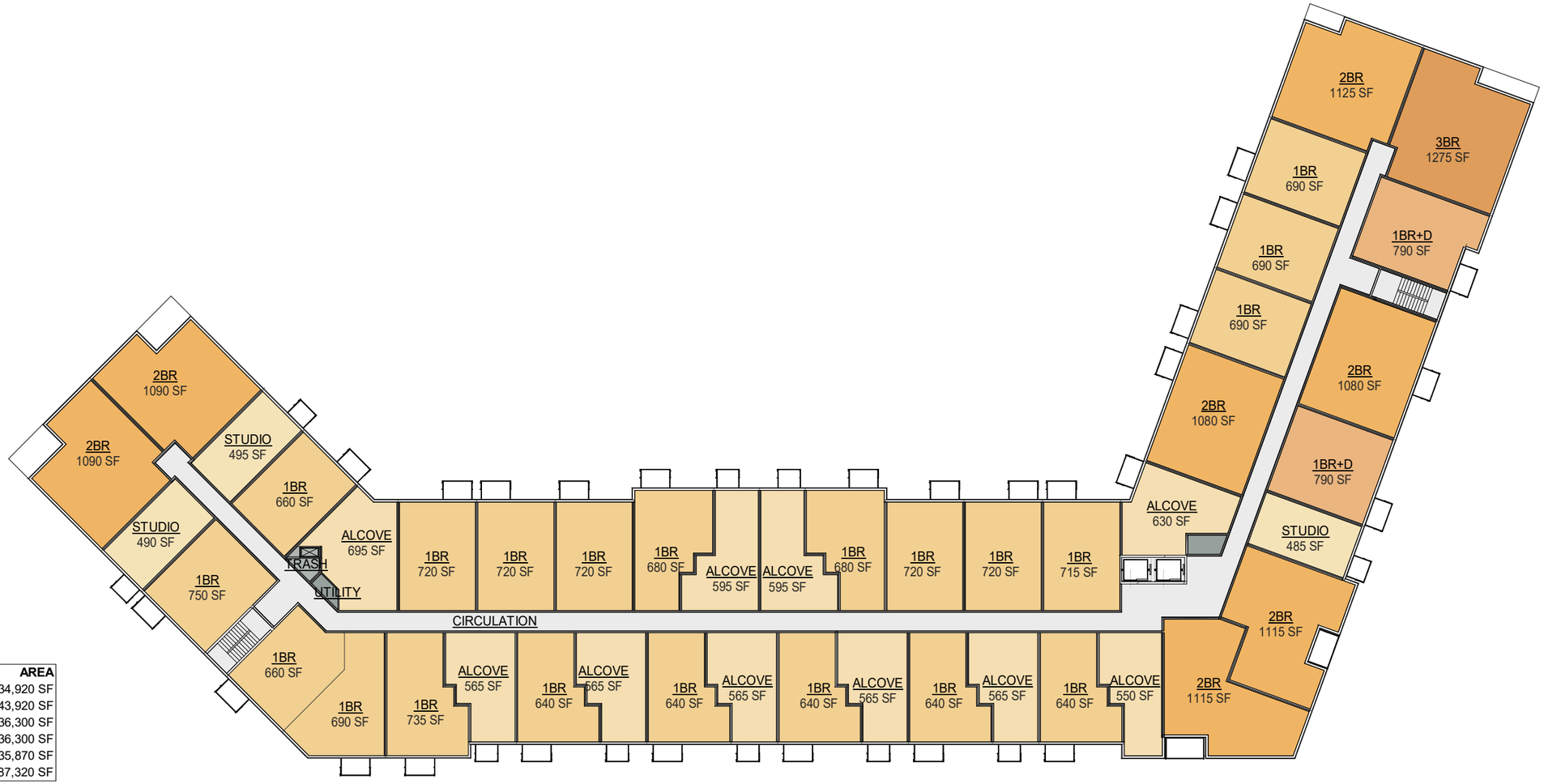


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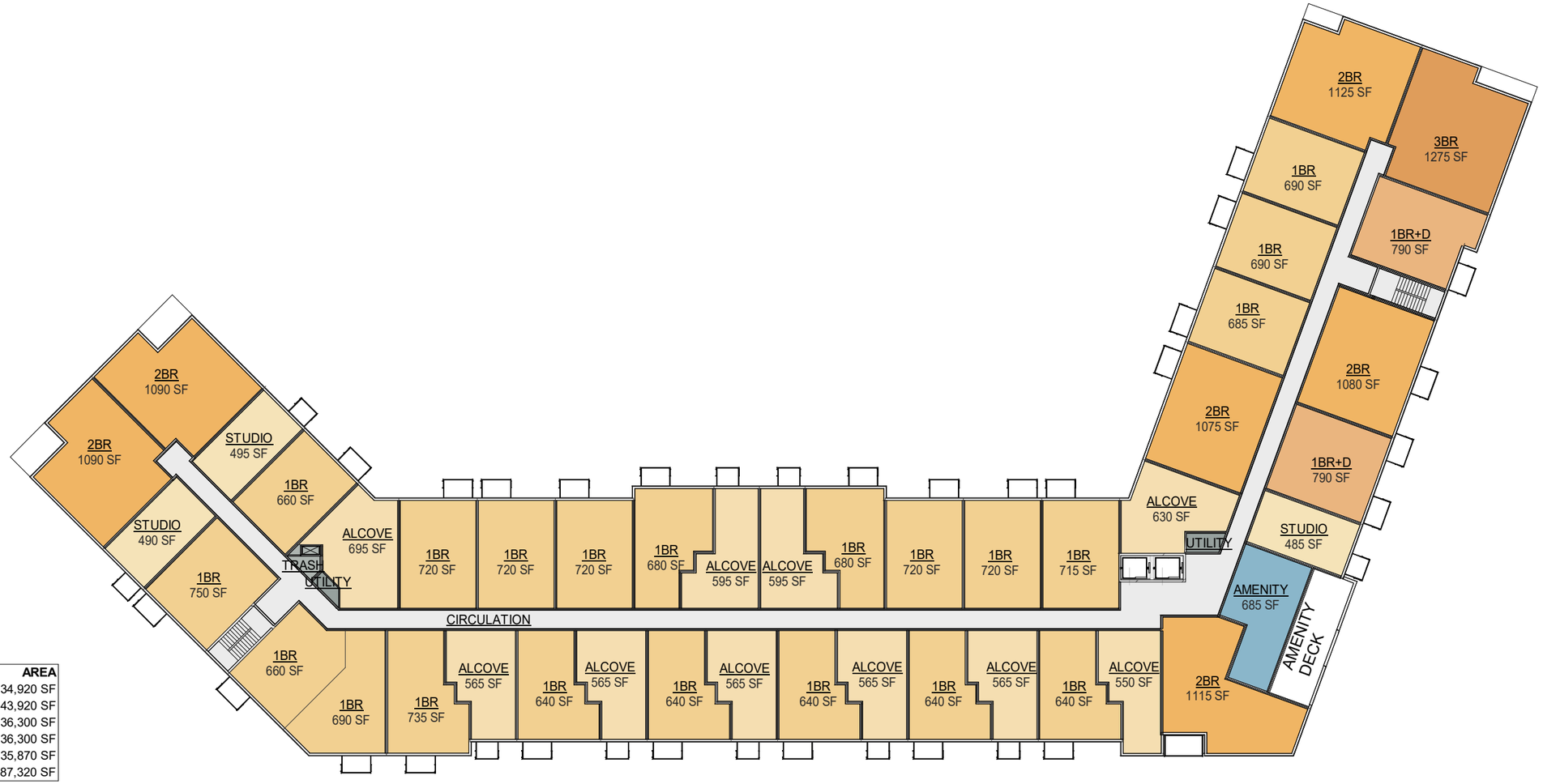


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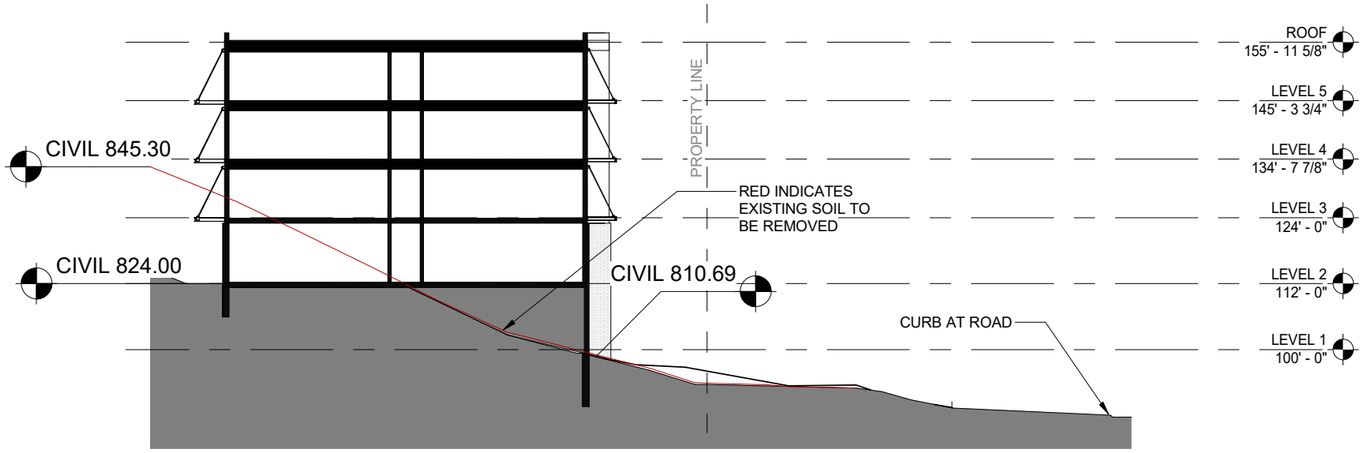
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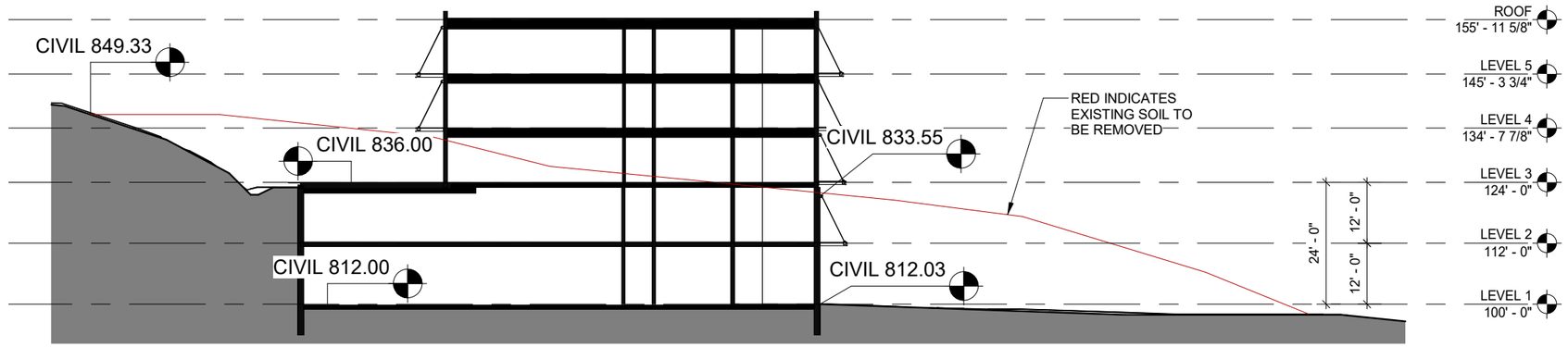








2 **SITE SECTION - NORTHEAST LEG OF BUILDING LOOKING NORTH**
1" = 30'-0"



1 **SITE SECTION - MIDWAY AT PLAZA LOOKING EAST/NORTHEAST**
1" = 30'-0"

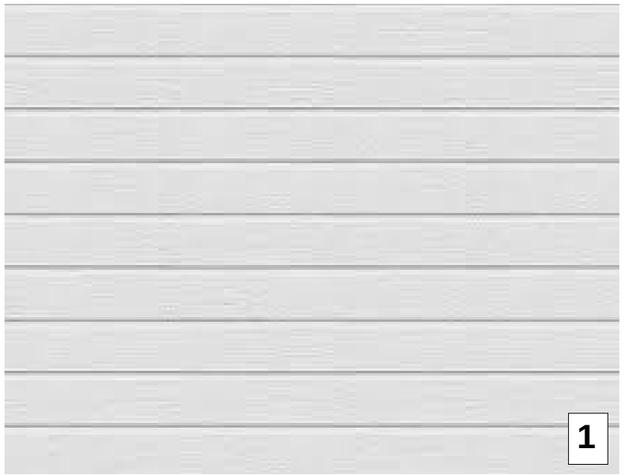


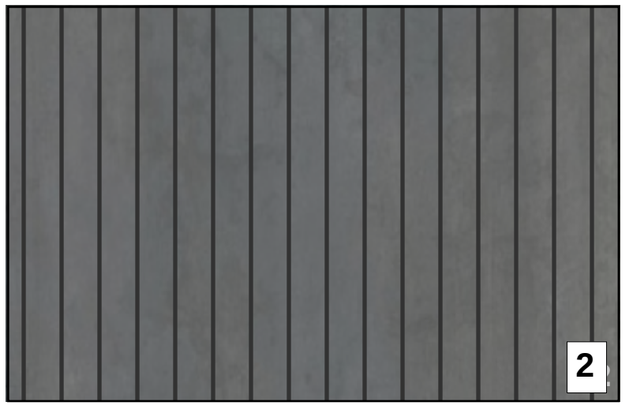
1 BRICK
2 DECORATIVE MASONRY BLOCK
3 PREFINISHED METAL
4 METAL PANEL #1 (CHARCOAL GRAY)
5 METAL PANEL #2 (TERRA COTTA)
6 LAP SIDING #1 (WHITE)
7 LAP SIDING #2 (WOOD TONE)
8 COMPOSITE WINDOWS

EAST ELEVATION

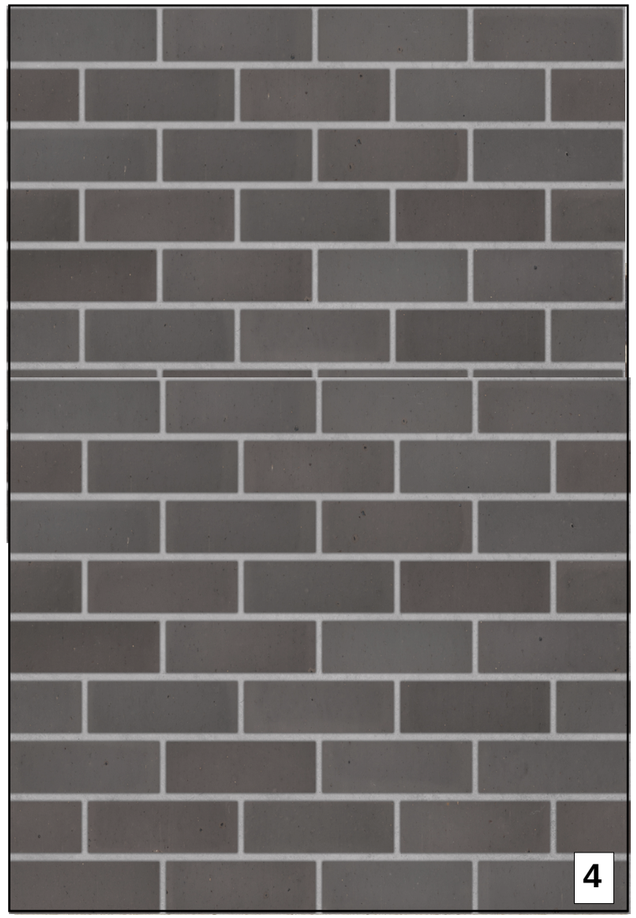


SOUTH ELEVATION

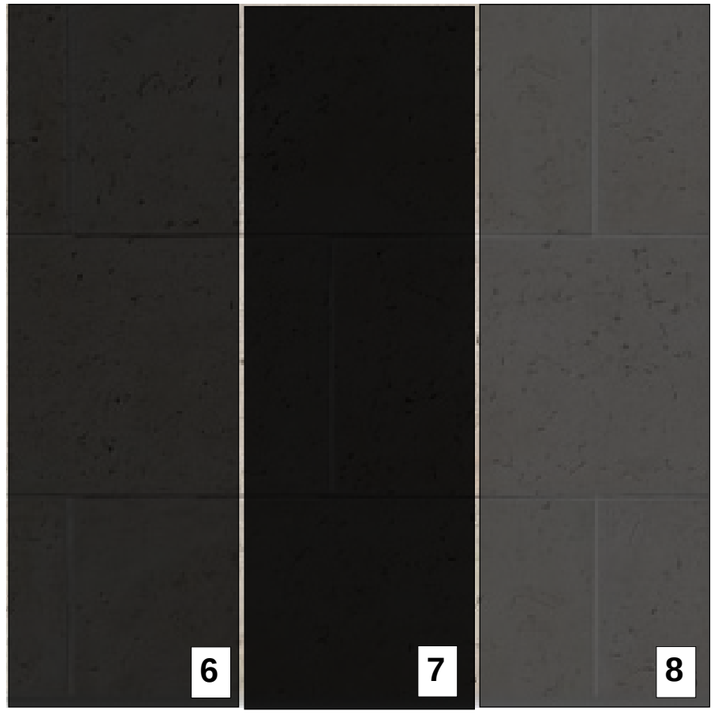














MATERIAL INDEX

01- CEMENT BOARD SIDING

02- METAL PANEL

03- ACCENT METAL PANEL

04- BRICK

05- BURNISHED BLOCK

06- COMPOSITE WINDOWS

07- PREFINISHED ALUMINUM DECKS

08- PREFINISHED METAL TRIM

09- CEMENT BOARD PANEL