



COTTAGE GROVE PUBLIC SERVICES
COMMISSION

March 18, 2024

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016

TRAINING ROOM - 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Approval of Minutes
 - 5.A 01.08.24 Minutes
6. Open Forum
7. Presentations
8. Business Items
 - 8.A Fire Department 2023 year in review.
 - 8.B CGPD's 5-year strategic plan proposal
9. Commission Comments
10. Staff Reports and Materials
11. Council Comments
 - 11.A Council Agendas
12. Adjournment
13. Workshops - Open to Public

**City of Cottage Grove
Public Services Commission Meeting
Cottage Grove City Hall Council Chambers
January 8, 2024, 7:00 p.m.**

The Regular Meeting of the Public Services Commission Meeting was held at Cottage Grove City Hall, 12800 Ravine Parkway South, Cottage Grove, Minnesota, on Monday, January 8, 2024, in the Council Chamber and telecast on Local Government Cable Channel 16.

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

Roll Call had been taken. Commissioner Moyer arrived late, after Roll Call was taken.

4. Approval of the Agenda

Commissioner Tracy Jenson made a motion to approve the agenda; Commissioner Nate Lotts seconded. Motion carried: 6-0.

5. Approval of Minutes

A. Approve minutes from the November 20, 2023 meeting.

Motion by Vice Chair Ron Kath to approve the November 20, 2023 meeting minutes; Commissioner Jenson seconded. Motion carried: 6-0.

6. Presentation - Ravine Parkway Rectangular Rapid Flashing Beacons

Staff Recommendation: Receive information on the Ravine Parkway RRFB requests and provide feedback to staff on recommended installations.

Ryan Burfeind, Public Works Director, spoke about a handful of requests that they've gotten on Ravine Parkway, for some enhancements to crosswalks. This is the section of Ravine Parkway, from Jamaica Avenue to Keats Avenue. That was the park that was built in 2018 and opened in 2019. The specific request is for Rectangular Rapid Flashing Beacons (RRFB). We have these at a few different locations around town and displayed a photo of the one at Woodridge Park, 90th Street and Keats Avenue. There's also one at Hinton Avenue, off of 70th Street, and on Jamaica Avenue and 80th Street as well. This is an enhanced version of a crosswalk, just to draw more attention and make drivers obey the law of stopping when a pedestrian is in the crosswalk. The RRFBs are fairly expensive, can range between \$10,000-\$20,000 per installation; that depends upon what the existing concrete pedestrian ramps are like. Once you put in a RRFB, there are specific ADA requirements that have to be met; sometimes we find the pedestrian ramps don't meet those, so we have to do all the concrete work, in addition to buying and installing the device. They have gotten a lot easier over the years because now they're solar and Bluetooth, so they

have to be connected and they need power. We used to have to run power to them and then have a wire under the road to connect them, so that new technology has been a good improvement, but they still come with quite a cost. When we find locations and get a request, there's an initial staff review to see if MnDOT recommends something like this be considered. If it is recommended, we want to bring it to the Commission to get more feedback. Typically, the next step would be to bring it to City Council at budget time, trying to budget for something like this if the Commission has a recommendation to move forward with one or both of these. Usually, we look to do about one per year; obviously, if something is very important and necessary, we can always talk to the Council about more than one, but that's what we'd look to do.

Director Burfeind stated when we look at how we install these, it's all about the roadway characteristics. On Ravine Parkway, the traffic count actually isn't extremely high, it's about 1,000 vehicles per day. For a neighborhood collector, that's a little bit on the lower end, but we know it's going to grow over time, the area is developing, and that's definitely not the highest it will get. Other roads in town, like Hillside Trail and Indian Boulevard, those range from 2,000 to 4,000 for a collector roadway. So, that's getting to be more of the higher traffic amounts, it is a higher speed limit; a lot of our collectors when there are homes on them, which Ravine Parkway doesn't have, have a speed limit of 30 and Ravine Parkway has a 40 MPH posted speed limit. It is a two-lane design, just one lane in each direction with that median, and there are turn lanes at every intersection. He displayed an updated aerial photo to show the two locations that have been requested:

1) The first one is by the new Glacial Valley Park, and that park will actually be under construction this summer. Some of the driving factors for those requests have been twofold:

- There are townhomes to the south being built, and there are even more homes south of that, so, probably several hundred units of housing that may want to walk there. Especially because townhomes don't have as much room around their homes to play, so residents may want to go to the park instead.
- The parking lot at Glacial Valley Park, even though its as big as we could fit with all the amenities, there's concern that if you have overlap of a bigger rental at the new building, and maybe a tournament, there may need to be some parking on Joliet Avenue. So, actual users of the park would potentially cross Ravine Parkway on those busy times.

2) The second one is two locations by Military Trail that crosses Ravine Parkway. That's a trail corridor that will run from Keats Avenue up to where Military Road and Jamaica Avenue come together; its that kind of historic Military Trail corridor that we're developing as Military Road is removed.

One of the tools used by staff is from the MnDOT Traffic Engineering Manual for Pedestrian Facility Treatments. That looks at what's the speed limit, what's the vehicle ADT (average daily trips), how many lanes are crossing, and that's where it talks about considering doing something like an RRFB; it doesn't mean you shall put it in, but MnDOT says you can consider it. So, that's what we look at.

Location #1-Glacial Valley Park: He displayed a photo of that area. You can see its got a median, but being at an intersection, it has a marked crosswalk today. State law says at an intersection, pedestrians can cross. So, you don't see the signs here because its already a legal crossing point, and we typically don't do those signs at intersections. There are four lanes to cross, technically, because there are two turn lanes; this kind of acts like a three-lane section in terms of having two turn lanes and a through lane each direction, but there are four lanes of traffic to cross here. Based on that MnDOT guidance and the traffic counts, it says that an RRFB could be considered. That would be something that would work here and could be justified. If the speed limit is 45 MPH or greater, MnDOT says not to install that type of device.

One unique thing is the park isn't fully open yet, but it will be this year; so, we don't know what that use is going to be and we don't know if there will need to be parking on the south side; there is a lot of thought that there will be, but that hasn't happened yet. So, this is sort of trying to be proactive instead of reactive if something like this were installed.

Location #2-Trail Crossing: He displayed one photo, noted the other side is very similar to this. This is what we call a mid-block crossing, so its not at an intersection. It has the markings and one sign showing that the crosswalk is there. Because it is only one lane in each direction, MnDOT guidance wouldn't necessarily recommend an RRFB. It's not that you couldn't put one there, but as its only one lane, that might be a little too much. Its more than what you need at this type of location, but we have gotten several requests and questions about it, so he wanted to bring it to the Commission to consider. Another option would be a pedestal-style sign; those are quite often put on a centerline of a road so you can see the sign and you can see the markings. We could also possibly add another pedestrian sign on the other side so they'd see two signs pointing down, instead of one.

Director Burfeind stated he'd be happy to get any feedback or discussion from the Commission.

Commissioner Jenson asked when is the planned connection for Ravine Parkway to connect over to Hinton.

Director Burfeind stated that's a good question, we're asked that a lot. So, there are two undeveloped parcels there, but this is all development driven. So, you'll see that Right-of-Way obtained and the road built when they develop. There's always been a lot of interest in the Wolterstorff parcel over the last ten years, but there's a lot of bedrock in it and other challenges that have made it difficult to develop.

Commissioner Jenson stated she assumed the traffic volume would definitely increase at that point, which Director Burfeind confirmed.

Vice Chair Kath stated he can definitely see having the one by the park for sure. For the other one, first of all, we have the MnDOT recommendation that it really isn't needed. His fear is if we were to put one there, there's a lot more crossings as you continue west on Ravine that are kind of similar to that. So, we're going to get more and more requests, and you're going to have them all along Ravine, the whole way then. So, he would not recommend one at that second crossing, but certainly would support the one at the park as he can see the need there.

Director Burfeind stated one thing he should have mentioned was if you chose the trail crossing, we'd actually have to install two RRFBs, to serve this one section of road.

Commissioner Jenny Olson stated she thought installing a second pedestrian sign at the trail crossing would be very helpful. It would definitely draw more attention to that. Also, its one lane, you're not worrying about any passing traffic; she thought there was a lot less risk there, if you will, than the other location. She agrees with Vice Chair Kath that the first location would definitely be an area where we're going to see a lot of traffic at that park.

Chair Kons stated she liked the idea of being proactive as well. There's going to be more housing and more people, and it's going to take time to be implemented and budgeted for, so she thinks it's a good idea.

Commissioner Nate Lotts stated he's going to be biased because he lives right by it. One of the things with the second intersection is if you're coming left to right on that trail, oftentimes traffic, either direction, doesn't look for you. So, if you're running, they don't stop. He asked how much is a stationary sign, like the one that's there.

Director Burfeind replied the stationary signs we actually do ourselves; so, the sign is actually not a huge cost, probably about \$100 in material, and then we install that with our own staff.

Commissioner Lotts stated he would still say putting a stationary sign in there, at a minimum, should be done. But the park, the parking lot is smaller than we wanted it to be, he thinks we're going to have a lot of people parking on the other side of the road. So, he thinks that one is probably the primary marking that you should do.

Chair Kons stated we like the State Law signs, they prove to be effective because the pedestrian law, quite frankly, is very hard to interpret. As a pedestrian and as a driver, it just means different things, at the liberty of who is reading it. So, when you see a sign like that, she thinks it reinforces that okay, I need to yield if I see a pedestrian.

Director Burfeind stated that is hard, he gets a lot of calls from the public who say they stood back on the trail for three minutes and no one stopped. Technically, State law is you have to be in the crosswalk. It's hard because cars need to be stopping if you're in the crosswalk, but how many people do you see on their phones these days where maybe they're just waiting there for a minute to send an email or something; we obviously don't want cars stopping on a road for no reason, so, it's tough.

Commissioner Olson stated we also have people who choose to let traffic go, she sees that a lot driving bus. They'd rather stop and have you go before they go, even though they do have the right-of-way, which also can create confusion and misinterpretation.

Director Burfeind stated yes, that's a good point. He stated one of the most risky situations is when you have two lanes in each direction; because if you have one car stop and one car not, they can't see the pedestrian. That's where these single lane in each direction, but even with the turn lanes, is a much safer situation.

Commissioner Lotts stated the park is the first priority. The trail one he thinks you're probably going to have an issue down the road, once that connection is built, once traffic increases; that was something he wanted to bring up, too. Down the road maybe we'd need to have the flashing ones, but presently, he's not sure that's required.

Director Burfeind stated one thing we can definitely do is keep this area in mind, not just cast it off to the side, but let's monitor it. We do the traffic counts every other year, at a minimum, just for our State Aid funds that we get; we'll just kind of monitor everything as well.

Vice Chair Kath stated it's interesting because he lives on this side, over here on Jensen Avenue. He knows it's a County road, but talk about an issue where we have 55 MPH and we've got a crossing for a park, getting from Woodridge up to Ravine, and there's people coming along there all the time. It's interesting, we have a lot of opportunities throughout our community to find safer ways, especially as these parks develop and developments start coming in, like the new development just off of County Road 19 and 90th.

Chair Kons asked if anyone else had questions or comments, but no one did.

Director Burfeind stated he thinks based on that, we can refine these costs, and once we have numbers, we'll go to the City Council. They actually just approved our last budget, and before we know it, we'll start on the next budget at a staff level. So, we can kind of move it forward. He thanked the commissioners for their input.

7. Business Items

7.1 Commission Terms

Director Burfeind stated this is really just more of an FYI. Kari had reached out and let commissioners know where they were at in their term. This just shows commissioners who are in their first or second term; obviously, you can serve up to four terms. So, at this point, no one is terming out and everyone will be moving ahead. That actually goes to the City Council; he thinks at our next meeting or the first meeting in February, the Council will reaffirm the appointment of commissioners. So, everyone on this commission will be reappointed for another year.

7.2 Officer Appointments

Director Burfeind stated obviously last year we had a Chair and Vice Chair who had termed out, so, we had the voting and determined a new Chair and Vice Chair. He spoke with Council Member Thiede; what we typically do is as long as Chair Kons and Vice Chair Kath are still interested in doing that, you can serve another term in that role unless either of you has concerns. They indicated they were good.

Director Burfeind stated you can both keep those roles in 2024 and discuss it again in a year. Chair Kons stated that sounds good.

8. Commission Comments and Requests

Commissioner Lotts asked if anybody attended that snowmobile event on Saturday.

Vice Chair Kath stated yes, he was there, and it was well attended again. For a snowmobiler, this is not very good weather, but for the people who were there, it was actually a nice day and they got to enjoy it. He had a really nice time.

Chair Kons stated it was kind of weird to see everyone in sweatshirts, but it was well attended. The Snowmobile Club donated an AED to Lamar, and good things just really came out of it.

Vice Chair Kath stated yes, they did a good job.

Vice Chair Kath said thank you, but he doesn't know if it was Public Works or Parks who did it, but he knows that where he lives, by Woodridge Park, they came into that woods that goes along 90th Street, and really did a nice job of cleaning that up. It looks like they might have still a little bit more to go, but it's like night and day now when you drive by that, so, well done.

Director Burfeind stated it was our Parks people who were in there and did that.

9. Staff Updates/Reports

Director Burfeind stated he'll touch on some Engineering and Public Works projects. Probably always the biggest one is thinking about PFAS and PFAS contamination of our wells. He's given some random updates, as there are two new things coming out; there's Federal standards that'll be coming out, that were supposed to come out in December 2023, but they've been delayed until probably February or March, 2024. Those are what we call MCLs, that's like a hard number, a Maximum Contaminant Limit, that we can't be over. It's going to be set very low, so, it's going to be very, very restrictive for two different types of PFAS that have been looked at for many, many years. That will be the first time that there will be a new rule like that at a Federal level in a long, long time, so, it's a big deal. Cities have three years to be in compliance with that level.

We're obviously actively doing that with our permanent Water Treatment Plants, since we broke ground on one in September, south of 100th Street, and they just started pouring footings this past week; that was very exciting to see. The weather's been pretty cooperative, so, they could actually

get all their grading done, and now they'll pour footings actually all winter long. They'll actually have to pour concrete almost all the way through fall, as there's so much concrete in that facility, and that will be operational in 2025.

Our second, larger one will actually be behind the Central Fire Station; that will essentially serve all the homes north of the highway. Our goal for that one is to have it operational by the end of 2026 or early 2027. We have the temporary treatment plants, of course, that still serve the entire community. He always likes to make sure people know that even while that first permanent Water Treatment Plant is being built, all those temporary treatment plants are in place, and we're actually providing 100% treated water to our residents even today. He thinks that's a really big deal.

He stated the State's also going to come out with some new values, and we assume that will be any day now. They don't ever really give any notice of that, but there's been a lot of talk about it. So, we're actually building two more temporary treatment plants this Spring, which is kind of hard to hear because we're building permanent treatment plants, too. With the new values, we have to have more temporary treatment to do that. What's nice is once again, they're very small, very cost effective, and the big treatment vessels that actually do the work will be moved into that new permanent treatment plant behind the Central Fire Station. So, that's not any kind of waste of money; it's 100% paid for by the 3M Settlement, so, our residents don't pay a dime for that. We're very cost effective in how we reuse the treatment tanks for that.

So, that's another big deal; we actually got some quotes a few weeks ago, and those came in good, so we'll be looking to move ahead here soon and have those operational before summer.

Chair Kons asked Director Burfeind if the State typically mirrors the Feds or if they're a little stricter than the Feds, or how does that work.

Director Burfeind replied the anticipation is, based on some different comments at public meetings, they'll be even stricter than the Feds. The State's Rules aren't typically a mandate, they're technically a guidance, but every city follows them. We follow them, and that's technically what caused the watering restriction in 2017. So, we anticipate those to come out soon, and we do want to follow those; that's always been our goal and it's been the Council's strong goal and kind of our standard that we meet those State Rules, so that's what we continue to do.

Chair Kons stated so then you're ready for the Feds. Director Burfeind replied we are, yes, we'll be pretty well set.

Director Burfeind stated that's the big one, and you'll probably see that on the news; it's going to affect a lot of communities, more than just Cottage Grove, because it's so restrictive. We'll be providing 100% treated water, which is a really big deal with all of the work that's been put into that.

Director Burfeind stated from a construction standpoint, we met last in November, and really a lot of construction had wrapped up by then. We had a couple developments finish up some work: One right across the street here by County Road 19, and also Graymont Village, south of 100th Street, by the new 105th Street we built, by Ideal Avenue.

There's not a lot of work happening right now, but he'll let Gary Orloff speak about our streets, although it's been different than last year, not as much plowing.

Gary stated it's not been a good winter for snowmobilers, but it's been a nice break for our snowplow drivers. We have been out about five times, but just for salting; we haven't dropped a blade yet this year.

So, that brings us to tree removal, as we have 85 dead or diseased boulevard trees that we're in the process of removing. Parks had a hard time with their rink, so, they've been out in our parks, cleaning out a lot of trees with dead fall. We're in our ponds, a big one we just completed was over

by Hardwood and 70th Street. If you look down by the townhomes, you can see they're pretty clear. It was a disaster in there, and now it looks nice and clean.

We had one of our Streets guys transfer over to Utilities. So, we interviewed 14 people, we have it narrowed down to two. We had one second-round interview today, one tomorrow, so hopefully we can make a decision by the end of the week and get one on within the next month or so.

With development, we're making a lot of new street name blades; we've been making them, installing them, and replacing some damaged signs.

Other than that, we're a big group of foresters, taking care of a bunch of trees in town.

Director Burfeind stated our new Fire liaison is Fire Chief Jon Pritchard, who was at the last meeting. Because we moved the meeting, he had a conflict with the schedule, but he will be here at the next meeting. However, he sent some updates that he asked me to pass along:

Now that we're into 2024, Fire is preparing their yearend statistics:

- They had just over 4,600 calls last year, which is a 43% increase in the last five years, since 2018.
- They had 445 Calls for Service in December 2023, which is the busiest month ever for the Fire Department.
- They're working on their yearend statistics overall, which Chief Pritchard plans to present to the Commission at our next meeting.
- They're also recruiting five firefighter-paramedic positions, and they have three vacancies to fill for additional positions being added in April 2024.

Police Captain Brad Petersen stated he's the newly-promoted Patrol Captain, so would start with some updates on personnel because we've had a lot of change in the last few months:

- Captain McAlister announced his retirement a few months back, and so we started the process of replacing him.
- With my promotion, that opened up a new sergeant position, so we started the process to promote the new sergeant.
- In the middle of that process, we decided to implement some organizational changes. We wanted to add two additional sergeants and move some other chess pieces around; we wanted to really take a look at the entire organization and see how we could best provide the services given the current staffing we have of 46 authorized officers. We shook things up and promoted those three additional sergeants; they had their swearing in this past week, Sergeants Schoen, Bailey, and Young were promoted.
- From there, it was even more of a trickle-down effect because they vacated speciality positions, which then needed to be backfilled. So, we filled our Community Engagement Officer, Case Management Officer, some rotating detective positions, and probably some others that he's forgetting. There are a lot of officers in new positions, so we spent the last couple weeks of 2023 and the first week of 2024 just getting everybody acclimated to their new positions, learning their new responsibilities and roles. That's going to take a little bit of time, but we're still delivering excellent service.
- One of the big changes he commented on was how we restructured our Investigations Division. Previously, we had a Captain, who oversaw the Division, underneath him was a Sergeant, and then underneath that Sergeant were ten detectives. As you know, that's too many people to supervise effectively. So, we've now broken that up into two branches in the Investigations Division: 1) General Investigations, which handles traditional investigative work, case follow up, charging, some of our Task Force operations. 2) Our Community Impact Team, which is more of our community-oriented, problem-solving unit, which includes

our School Resource Officer, Community Engagement Officer, Case Management Officer, additional sergeants and some others. They've each got their own lane, but in reality, they're going to operate as a team to accomplish multiple missions to get out in the community, form relationships, address quality of life issues, solve problems, be proactive and try to prevent a lot of problems before they even happen. So, we're really excited to see that come to fruition and start to address some problems before they even become problems, for that matter.

- We've started work on a new five-year Strategic Plan. We've got a really good start on it, he'd say we've got a solid 90% solution on that. We're excited about that because we're finally going to have a document that we can use to bring everybody together with a shared mission and clearly define our roles and our vision for the future. By the time we meet next, he's hoping he can share that with you; he just doesn't want to put the cart before the horse and let the cat out of the bag before the Council and the rest of the leadership team has had a chance to see that and approve that. So, he's looking forward to sharing that with you.

Chair Kons asked if that's something that's new; Captain Petersen replied very new, yes. He stated we've had a Strategic Plan in the past, but it was the kind of document that sat on the shelf, and this is a vision that will be entirely different.

Captain Petersen stated the end of that trickle-down effect is we had to hire four patrol officers; so, we've offered four conditional job offers. Two of them are laterals, so, they're currently police officers working for other departments. The other two are C.S.O.s, so they come with some prior law enforcement experience, so the train up should be pretty quick and easy with them. They'll be starting on February 5, and he's confident that all four of them will be on solo patrol probably by early summer, if not before.

Chair Kons stated there's a lot cooking. Captain Petersen stated, yes, there's a lot of stuff in the hopper, and he'll have even more to share with you at the next meeting. Unless there are questions, that's all he has tonight.

Commissioner Olson asked where are we at, community wise, with the School Resource Officers; do we just have one in the high school? Captain Petersen replied that's correct. She said so, there's not one at the middle school, correct? Captain Petersen confirmed that.

Captain Rinzel stated that's the School District's choice; we used to have three.

Commissioner Olson asked if they had recently removed one from Woodbury and East Ridge.

Captain Rinzel replied no, Woodbury chose to come out due to the new legislation, which is still murky, to say the least, in regards to the School Resource Officer and the liability surrounding Use of Force. So, Woodbury requested their City Attorney's Office remove the School Resource Officers due to liability, and then the Attorney General had two or three different recommendations in regard to his interpretation of the law. Each one was a little bit different, so, the law is still murky, and we're still working through that, but we as a Department and City chose to stay in that. We would be more than happy at any point in time, that the School District wanted, to engage in conversation to add School Resource Officers back into the middle schools. That's something we would do, but there's staffing increases that we would have to accommodate to get that done; at our current staffing, we don't have enough officers to fill those roles, and there's a financial obligation.

Commissioner Olson stated long term, she thinks that's something they're going to have to seriously look at; today alone, there were issues at one of the middle schools, and it's not something that long term she thinks is going to work.

Captain Rinzel stated we're willing and able whenever they want to engage in that conversation.

Commissioner Lotts asked in the absence of an SRO in the school right now, is there any stopgap, like a security guard, or?

Captain Rinzel replied that's what some School Districts did, they hired some internal security measures. As far as law enforcement, if they have an immediate 911 service that comes through the Patrol Division, like any other call for service, there's no direct radio communication between either of the middle schools or the elementary schools. Unlike at the high school where it's direct, there's someone there, so their radio is internal; they talk to our officer and on our radio system, so, there's a sequenced transmission of information and that doesn't occur at the other schools at this point.

Commissioner Lotts stated it sounds like the School Board needs to develop a Task Force for this; Captain Rinzel stated he'll let that be a Commission question that's raised.

Captain Petersen stated with all the change that's on the horizon, one of the things that we're considering is following suit with a lot of other communities, who already have a Civilian Oversight Committee in place for their Public Safety Departments. So, the idea we're kicking around is using the Commission as our sounding board and our mechanism for soliciting community feedback on all these different ideas that we have in the hopper. So, if that's something that you are willing and able to do, we can have that discussion; not necessarily tonight, but maybe at a future meeting that's something we could put on the agenda to discuss.

Chair Kons stated she thinks that would be a great agenda item, and other commissioners agreed.

10. Council Comments

Council Member Thiede stated he's glad to be back. He sees some familiar faces, some new that he hasn't really met too much before. He felt they've been well informed with some of the things he's been hearing.

We had some lights out along East Point Douglas because we had some theft of copper wire out of the streetlights, so that's why they're out. That's being taken care of and being followed up on; so, if anybody asks, that's what happened.

Just this past Saturday we got together with a lot of the staff and had our annual Strategic Planning meeting at the new Glacial Valley Park building. It's a very nice building and everything worked well, too, which is a good thing. He'd say there's not going to be anything drastically new in terms of vision or direction; we're talking about different things, reinforcing some of the things that we're already working toward and looking at. We talked some about the focus on pavement management and looking at Jamaica and all the ruts, etc. and comparing that to some of the other areas. It was just some of the reiterations, too, of most of the comments we get from people, especially this year, about the snowplowing being great. Every year, though, people are commenting on how good the snowplowing happens here in the winter, and just the service level of Public Safety, and things like that. So, it's a real pleasure to really get some of that feedback, and it all comes back to all of us, because everybody's part of that effort in bringing back that feedback from citizens. It helps the Council and it helps the City make things happen safely and comfortably; we're accommodating and nice with our services and everything like that.

Council Member Thiede stated that's about it from him for now. He asked the commissioners if there were any questions that they had for him.

Commissioner Lotts asked what's the damage on the streetlight copper theft. Obviously, copper is expensive, but it's not that, it's rewiring the entire light.

Director Burfeind replied we know the extent of the damage, but we're still working with our insurance and looking at what the cost is going to be. Even though the price of copper has gone up significantly, the price has apparently doubled in the past few months, you've probably seen that St. Paul has gotten hit a lot. If the damage is \$50,000, the value they took in scrap is probably only a couple thousand. So, we don't quite know yet, but we have some messaging on Facebook just to have the public help look out for this. Basically, our staff only works on streetlights during the day; there's never usually a streetlight emergency, so, if a light's out, a light's out, and we fix it the next day. So, anytime you see anyone by a streetlight, especially at night, call that in because that really shouldn't be happening. He'd rather err on the side of caution and have the police come up on Tyler or Jeff in Utilities and give them a hard time rather than wait, so.

Captain Rinzel stated it's not just a St. Paul or Cottage Grove issue, this is a metro-wide issue. It's the newest precious metal; catalytic converters kind of got stamped on a little bit, and he thinks our friends that are in the salvage business, if you want to call it that, are finding new ways to salvage from operational equipment. At the State Fair, the entire road was stripped of all copper, so they're talking about \$250,000 or so. They stole the copper from that entire area, and that was a big safety concern with the fair. It's a big ring, word continues to spread, and somehow they found us on Highway 61.

Captain Rinzel stated one thing before he leaves this Commission completely, we'd like to get your feedback on recruitment and retention. As you know, this last go round we did well with initially having 30 applicants, which is good. He talked about this at the last meeting, that's good for this day and age, but in general, it's horrible in law enforcement for recruitment and retention. So, if you're talking with your neighbors or anybody, what is it that we can do to recruit and retain officers, and how far is the City willing to go? Just kind of think of those other things, and Captain Petersen will eventually come to you and say hey, we're kind of looking at this or this. So, just kind of put that on your radar right now, what do we do as the City of Cottage Grove to recruit, and then not only recruit, but then to obtain the best possible law enforcement officers that we can.

It's not just about new hires; if somebody were to leave, we're talking about hundreds of thousands of dollars, so, it's also retention of the people that we currently have. If an officer has been here for three-to-five years and leaves, that officer is walking out the door with \$200,000 of training, education, and equipment, and that's not replaced that easily. We're trying to think of new initiatives, so try to think about that with your friends, family, and neighbors. That's going to be his push before he leaves; he has some ideas, but these are internal and this is the Commission that we use.

What are other organizations doing? He's been steadfastly against bonuses to get people in the door because then the 46 people who have been here, diligently working on a daily basis, will think that the people who are coming on are more important than the ones who are already here. Then we end up paying, now that we're replacing, and we're losing all this additional money. So, it's just the retention, the culture, the wellness, the benefits, the equipment; what is it that we have here that people want to stay? We do a good job, don't get me wrong, but the minute you relax and you decide that mediocrity or just a little bit above is good, someone's going to come by and they're going to steal your talent. We need to stay at the cutting edge and at the very forefront of how we keep our people. How do we keep them happy, how do we keep them safe, and then how do we get the new ones in the door for replacement, because we're going to have internal changes; in and of itself, there's a succession plan and this is going to be a constant with people leaving with retirement. So, how do you fill those vacancies.

Captain Rinzel asked Captain Petersen what's the average in the last ten years, how many did we hire every year? Captain Petersen replied three per year, and that's with our growth. So, as our growth continues to increase, it will be more.

Chair Kons asked what's the retirement projection?

Captain Rinzel replied we have one probably in 2024 and then a number in 2025, higher than that.

Chair Kons stated in addition to growth, so, that's a lot of turnover.

Captain Rinzel said especially looking at a city of our size; he started in 1995, and he was the 33rd officer. We have 46 officers now, so, we went from 33 to 46, it's not that many. So, if on average we hired three every year in the last ten years, that's 30 people in ten years. Remember, we only have 46 and he was the 33rd. So, it's a constant grind, and the numbers aren't getting any better. The Skills Department for Rasmussen he thinks filled this last time, which, knock on wood, we've had a little transition where hopefully people are getting back into it. He thinks the military kind of picked up a little bit, too, so in five years it might not be an issue, but if we don't arrange our cards right for the next five years, we could have a serious problem. There are cities not far away from us, just north, that are short over ten people, and they can't get more. They hire as many as they get, and they still can't fill the ranks. We're very fortunate, but he wants to keep that fortune. So, we hope this Commission can come up with new and exciting ways of keeping people we have here, without giving people money to start here.

Commissioner Olson asked if there was a portion of the budget specifically set aside for that piece.

Captain Rinzel replied yes and no; we're doing a very good job with equipment, but we're looking for other ways of doing that. So, we don't have a line item for retention, per se, but it's definitely something we need to consider. On the recruitment end, he thinks we do a pretty good job with lateral transfers and/or our C.S.O.s and Reserve Officers. Over the last 30 years, basically half have come from C.S.O.s and half have come from Reserves; we very rarely have someone without any law enforcement background who comes here, and that goes back to his time. So, those are the two categories, we either steal from another agency, or we get them from our Reserves and C.S.O.s., from within. If you want diversity in other candidates, you still have to look further. How do we recruit the young ones, how do we get to that area where we have cadets, who might be from our community?

Commissioner Lotts stated one of the things we've done in the military is first of all, asking the people why they came there, and also why they're staying. Because we can use that to our advantage to appeal to new people, and also to keep the people we have, and quite possibly, lure some people from other departments. He doesn't know what that looks like for us, but it seems to be a pretty valuable tool, to the military anyway.

Captain Rinzel stated he thinks when you see the five-year plan, Captain Petersen has done a really nice job of laying out those specifics; what is your purpose for being here, and how do you keep people that want to be a part of your community. The big thing is we say work-life balance. He thinks there's a lot of people right now, about half, that currently live in the City, and at least that many are originally from Cottage Grove, graduated from Park High School, this community.

Council Member Thiede stated a big part of it that he hears, too, is just some of the community involvement, the respect, and some of those kinds of things. He thinks that's what would draw officers and things like that into our community, whereas some places' attitudes really stink. He's not a big social media person, but more of the message getting out to squelch negative comments out there and continuing to promote some of the great things that our City staff and Public Safety do definitely helps, too.

Captain Rinzel stated DOJ just put out a paper on recruitment and retention; we do 90% of everything they say you should do for recruitment and retention, so, we're already there. There's a

few of the other things, anomalies, that we have to look at, and maybe those would work, maybe they wouldn't. Money's not always the shining object that people are looking for, but nowadays, we also can't pay \$10,000 less than another agency and expect people not to leave. Especially when there are many agencies right now who offer \$10,000 to start, they're paying lateral pay, and they have all the other things. This generation is not afraid to hop around, where in the past that's not how it happened. He doesn't want to be just like every other agency and just expect people to come and go; he wants to be the landing place where people will stay.

11. Adjournment

Vice Chair Kath made a motion to adjourn the meeting; Commissioner Olson seconded. Motion carried: 7-0. The meeting was adjourned at 7:50 p.m.

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

Cottage Grove Fire Department 2023 Summary

March 2024



COTTAGE GROVE PUBLIC SAFETY

2023 Fire Department Overview

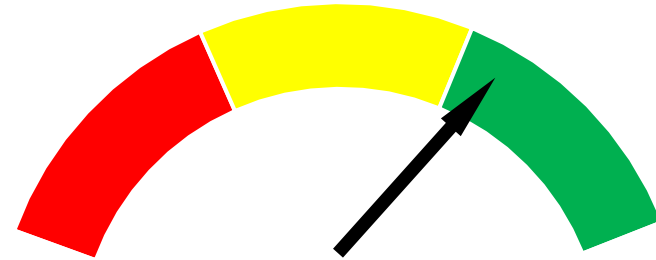
- Response review
- Call volume
- Types of calls
- EMS Mutual aid
- Response times
- Training hours
- Community Risk Reduction Activities (fire prevention)



COTTAGE GROVE PUBLIC SAFETY

Total calls for service

- 4603 calls for service
- Predicted 5.6 percent increase from 2023
- Actual: 1.9 percent
 - -3.5 percent from predicted
- Factors: staffing, mutual aid decrease



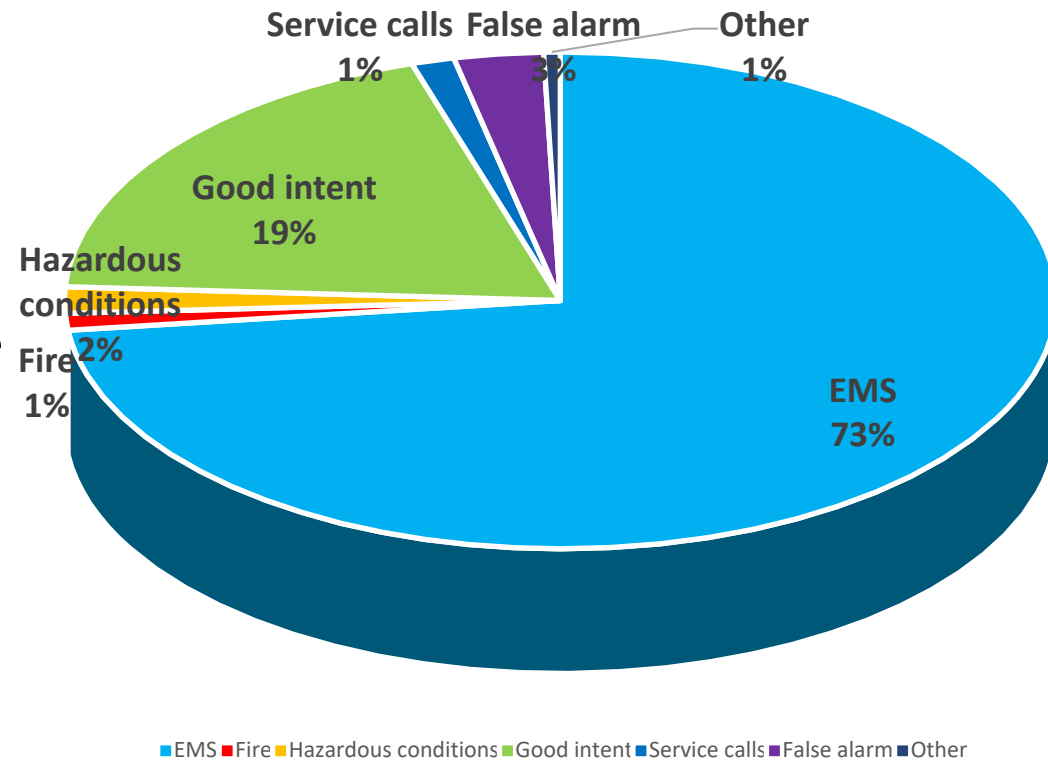
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: -5 to +5 percent of goal



COTTAGE GROVE PUBLIC SAFETY

Call volume breakdown

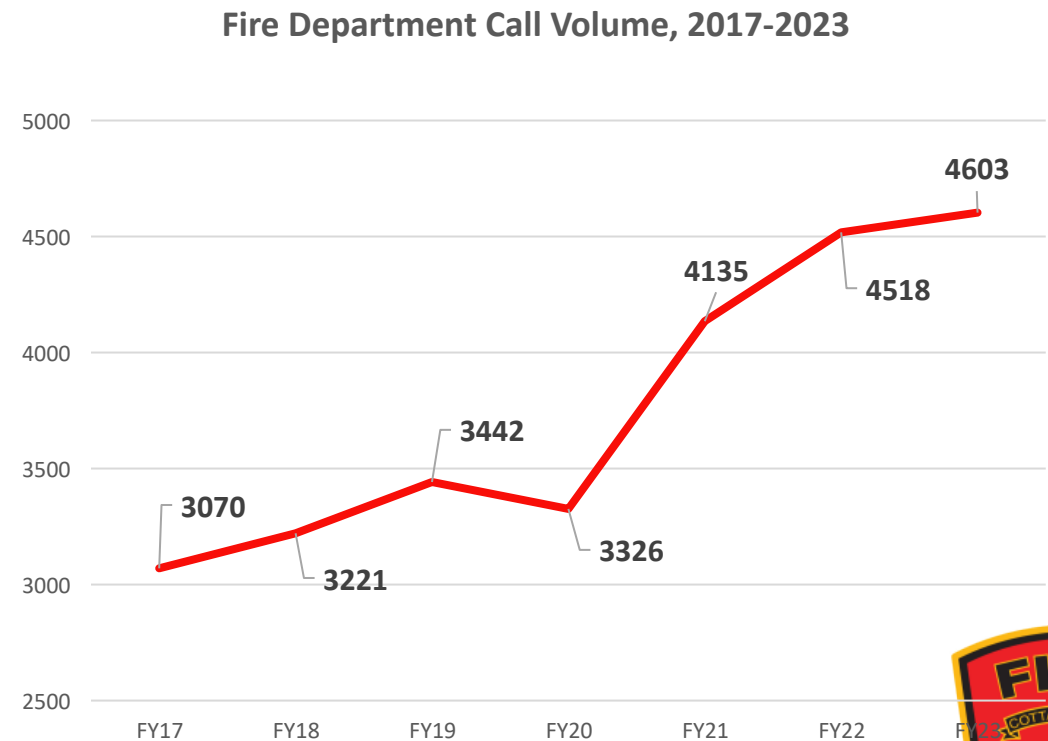
- Fire: 50
 - We put out the fire
- EMS: 3364 (73 percent)
 - Patient contact/care
- Good intent: 887
 - Includes “canceled” prior to arrival, smoke scare
- Service calls: 64
 - Smoke odor, assist police, mutual aid
- False calls: 134
 - Fire alarms, no fire
- Other: 25



COTTAGE GROVE PUBLIC SAFETY

Fire Department Call Volume

- Significant increasing call volume since 2017
- 50 percent increase since 2017
- Same staffing levels since 2017



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid

- We provide ambulances to other communities when they do not have one available
- They provide coverage for us when we do not have one available
- We have traditionally provided much more than we needed
- Large source of revenue for EMS historically
- We bill patient for service (we received funds to provide response)



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid

Provided (we helped other communities)

2019: 263 (~\$263,700)

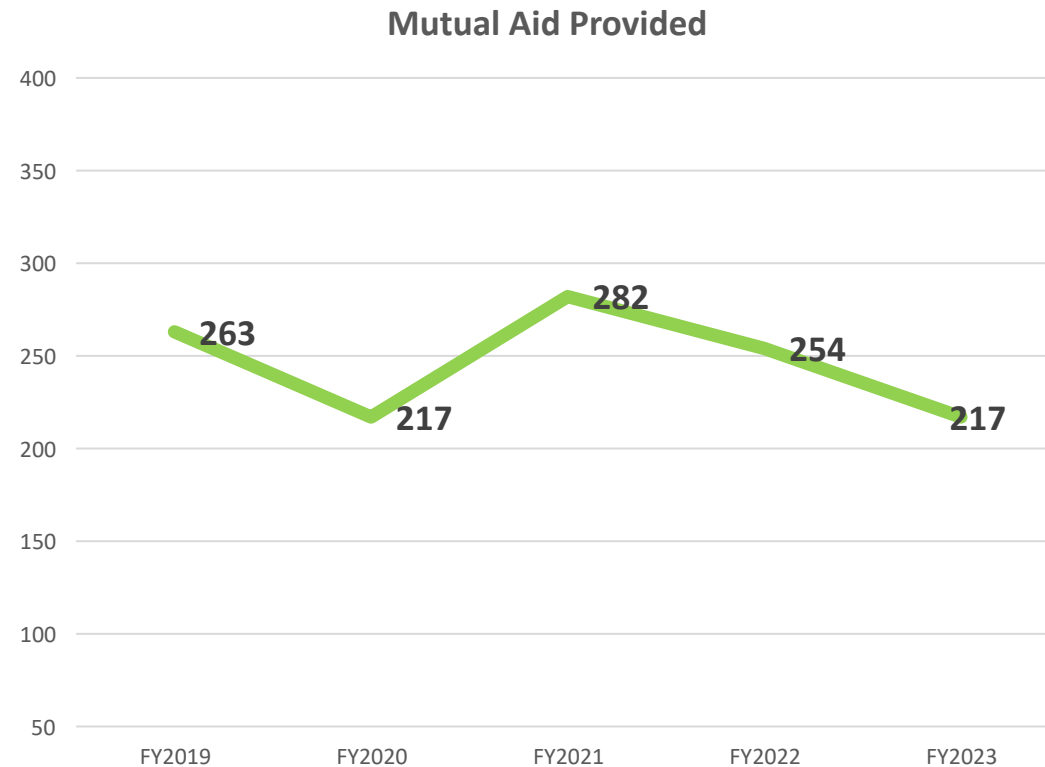
2020: 217 (~\$195,300)

2021: 282 (~\$253,800)

2022: 254 (~\$228,600)

2023: 217 (~\$195,300)

(estimated revenue)



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid Received

- Another ambulance provided to our community

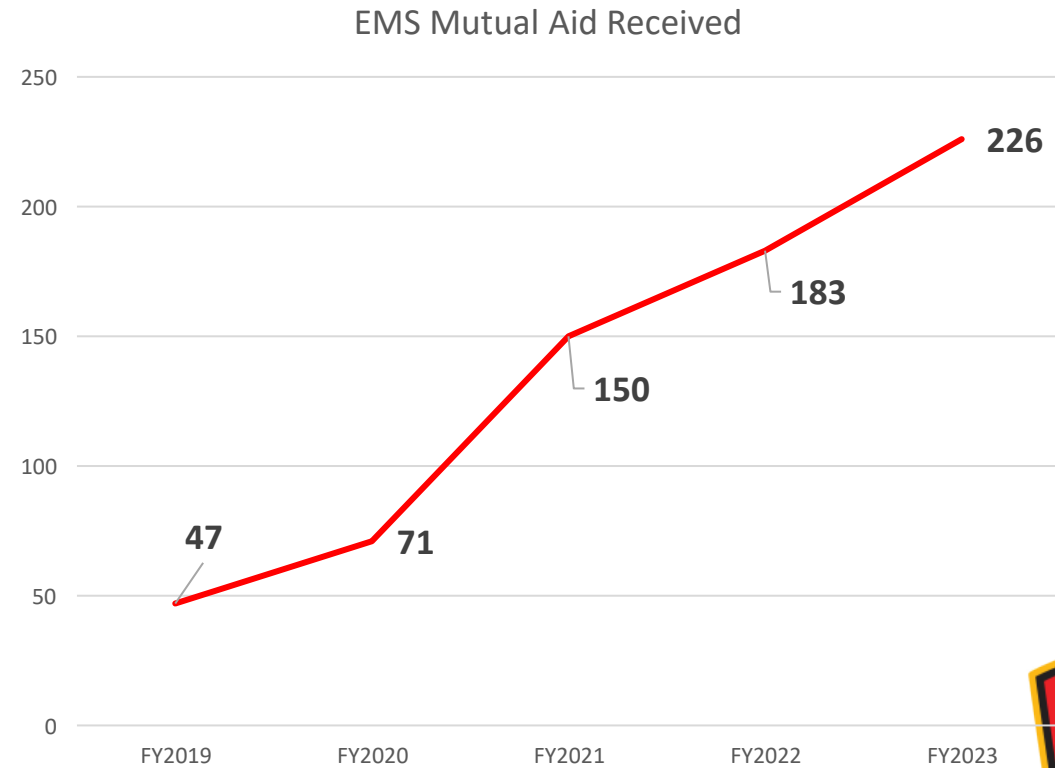
2019: 47

2020: 71

2021: 150

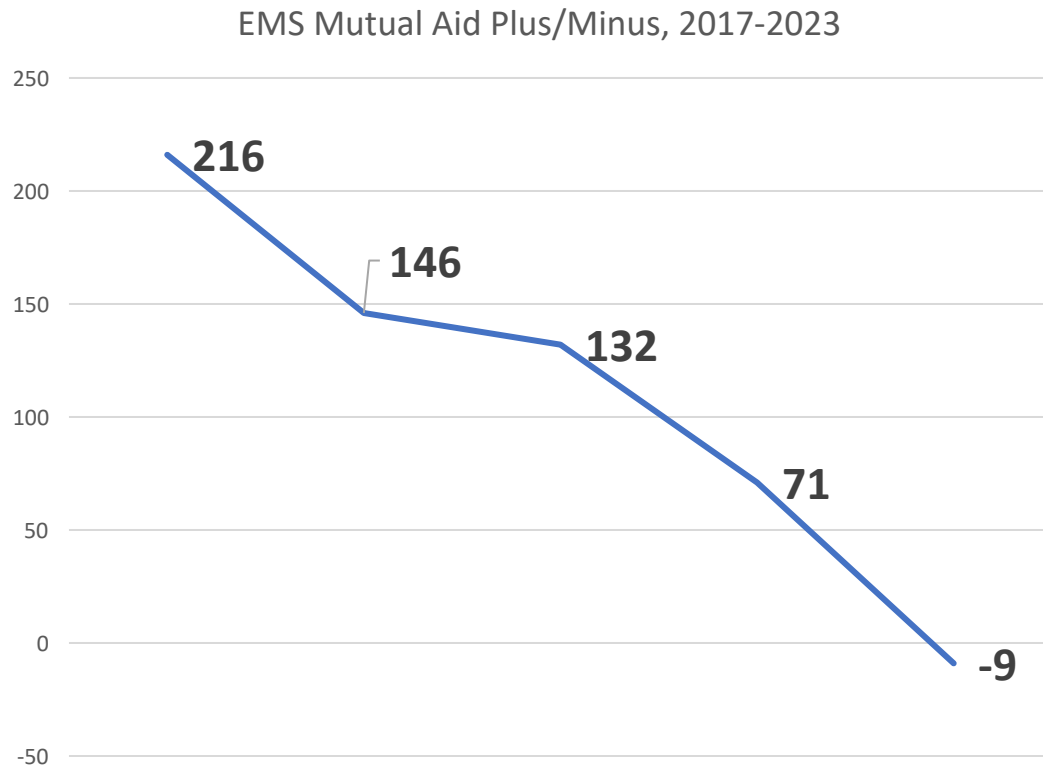
2022: 183

2023: 226



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid Plus/Minus



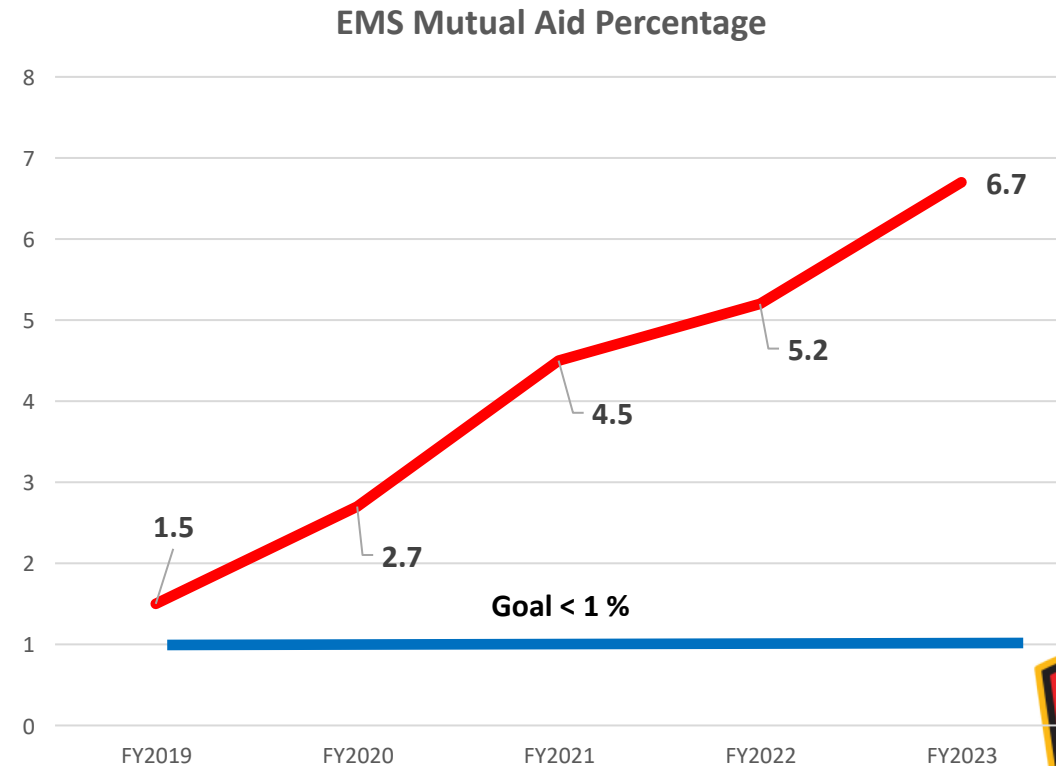
Needed help more help than we could provide



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid percentage

- Overall percentage of EMS calls that require mutual aid
- Goal is less than one percent

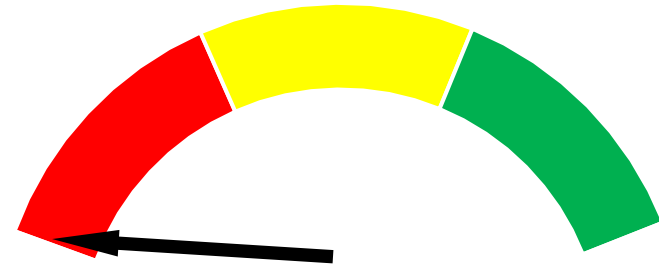


COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid

2023: 6.7 percent

Goal is < 1 percent



Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: -5 to +5 percent of goal



COTTAGE GROVE PUBLIC SAFETY

Out of Service Time

- Time when all staffed fire crews are on other calls
- No immediate truck available
- Rely on mutual aid to response (two-to-four-fold increase in response time)
- Started measuring in 2019
- Goal is less than one percent



COTTAGE GROVE PUBLIC SAFETY

Out of Service Time

2019: 72 hours

2020: 120 hours

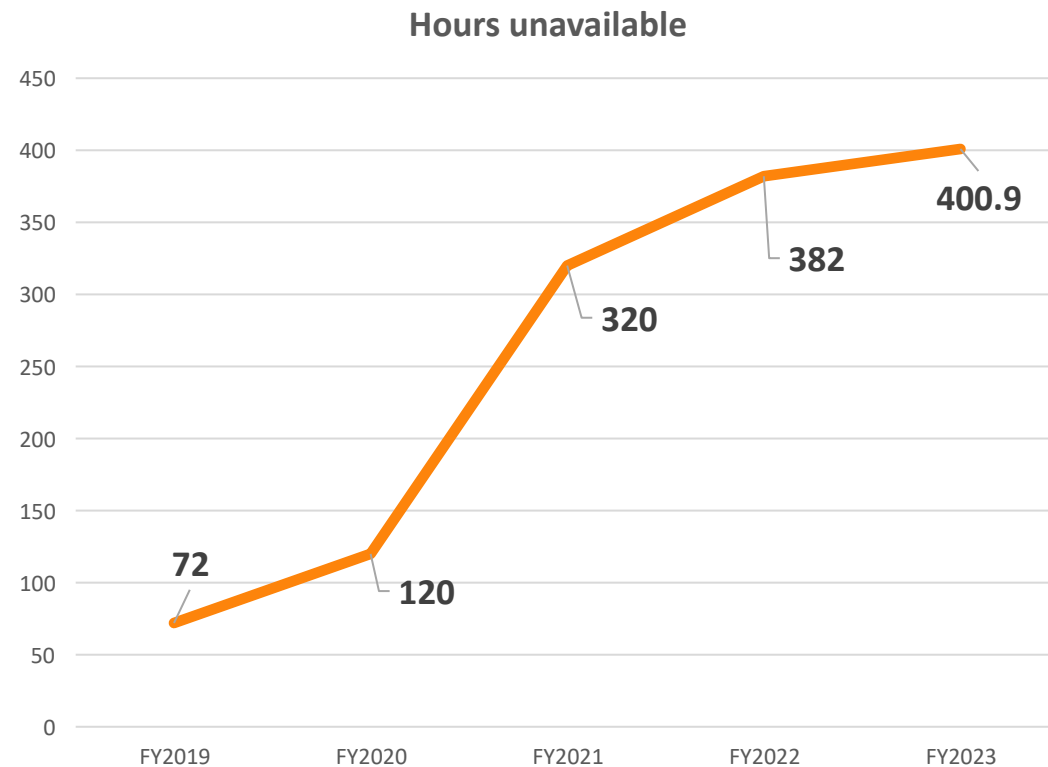
2021: 320 hours

2022: 382 hours

2023: 400.9 hours

- 4.6 percent of the time
- Equivalent to 16.7 days

456 percent increase since 2019



COTTAGE GROVE PUBLIC SAFETY

Response Times

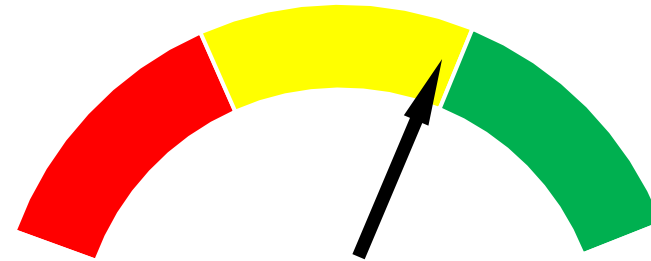
- Response times are for “lights and sirens” calls only (“emergency calls”)
- We evaluate EMS calls and fire calls separately (due to need to get into fire gear when responding)



COTTAGE GROVE PUBLIC SAFETY

EMS Response Times

- Average: 6:06
 - Goal <6 minutes
- 90th percentile: 8:50
 - Goal <8 minutes
- Does not include mutual aid response times (2-4 times increase)
- Factors: overlapping calls, more response from hospitals, cross-staffing*



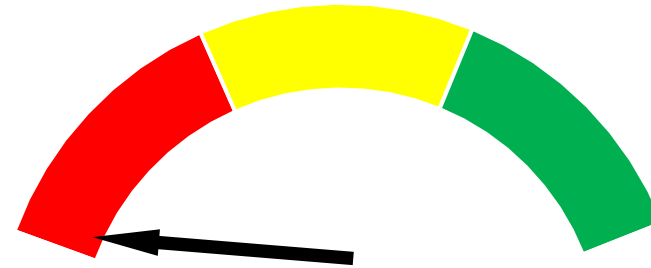
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: -5 to +5 percent of goal



COTTAGE GROVE PUBLIC SAFETY

Fire Response Time

- Average: 6:59
 - Goal <6 minutes
- 90th percentile: 10:12
 - Goal <8 minutes
- Factors: overlapping calls, cross-staffing*, no “dedicated” fire engine, competing priorities (on fire inspections/public education)



Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: -5 to +5 percent of goal



COTTAGE GROVE PUBLIC SAFETY

Public Events

- Over 80 public events
- Thousands of residents and visitors
- Strawberry Fest, Holiday Train, Nite 2 Unite, Safety Camp, CPR training
- Trained over 1600 in CPR/AED in 2023!



COTTAGE GROVE PUBLIC SAFETY

Firefighter Training and Education

- Critical to professionalism, firefighter safety and customer outcomes
- Currently Over 100 certifications
- Basic to advanced certifications (EMS, firefighter, fire officer, live burn instructor)
- 2023 Training hours
 - Over 3500 hours for fire/rescue training
 - Almost 1200 hours for EMS training



COTTAGE GROVE PUBLIC SAFETY

Fire Prevention/Community Risk Reduction

- Over 360 Inspections
 - Over 50 life and safety inspections
 - Over 120 sprinkler inspections
 - 75 new construction inspections
 - Other inspections childcare inspections, burning permits, fire alarms
- Launched Older Adult Fire and Fall Prevention – Community Paramedic
- Youth Fire Prevention Intervention with Youth Services Bureau



COTTAGE GROVE PUBLIC SAFETY

Next steps

- Completed and presented staffing plan in July 2023 for future needs
 - Currently in “stabilization phase”
- 5-year Strategic plan in progress





COTTAGE GROVE POLICE DEPARTMENT

5-YEAR STRATEGIC PLAN

2024 - 2029



Contents

5-Year Strategic Plan



- Message from Public Safety Director Koerner
- Mission and Vision
- Core Values
- CGPD's Brand of Policing: "Guardians Serving Our Community"
- Organizational Overview
- Strategic Goals
 - Goal #1: Safety & Security
 - Goal #2: Community
 - Goal #3: Employees
 - Goal #4: Equipment, Technology & Practices
 - Goal #5: Growth
- CGPD in Action
- Appendices



Message From: Public Safety Director, Pete Koerner

5-Year Strategic Plan



“I am pleased to introduce Cottage Grove Police Department’s Five-Year Strategic Plan. As one of the premier law enforcement agencies in the state of Minnesota, we maintain a clear vision for providing a safe and secure community.

This community and employee driven plan establishes a vision for the future and outlines the goals, strategies, and performance measures to fulfill our mission effectively and efficiently. These measures will be reported each year in CGPD’s Annual Report.

CGPD employees are honored to serve and protect our community. Our strategic plan stresses the importance of community wide cooperation to accomplish each goal. It also demonstrates how deeply committed CGPD is to its residents, businesses, organizations and employees.

During the last decade, the City of Cottage Grove experienced many exciting changes. As Cottage Grove continues to grow and change, the next five years will be equally exciting. We promise to maintain professionalism, increase levels of service, use our resources effectively, be fiscally responsible, encourage teamwork, and preserve a community-oriented approach.

I encourage you to review this plan as it is our roadmap to success. We look forward to the future and we are excited to continue our partnerships in the community to create environments that are safe and secure and where everyone can thrive.”

- **Pete Koerner**, Public Safety Director

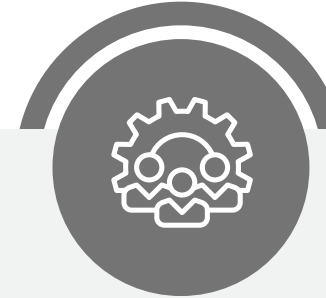
Mission And Vision

5-Year Strategic Plan



Mission

Cottage Grove Public Safety proudly serves the community compassionately providing protection of life and property. We do this with honor, integrity, pride, professionalism, and community partnerships.



Vision

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

Core Values

5-Year Strategic Plan



Individual

Integrity
Humility
Respect
Appreciation
Professionalism
Resilience
Ownership
Outward mindset

Team

Communication
Collaboration
Goal oriented
Supportive
Leadership

Organization

Wellness
Safety
Training
Development
Shared mission
Diversity
Adaptable
Visionary
Innovative
Strategic
Excellence

Community

Empathy
Accountability
Transparent
Engagement
Partnerships
Service

CGPD's Brand of Policing

5-Year Strategic Plan



Our motto is “Guardians serving our community.” Above all else, we will protect our community with honor. Everyday, we strive for progress and promote pride, trust, and safety in our organization and our community. CGPD’s maintains the highest standards of professionalism and service. Our newly adopted vision is a unique way of leading and serving people. It is why and how we do what we do. Our 5-Year Strategic Plan is paramount to our mission of providing a safe and secure community.

Our commitment to serving others starts within our organization. We promote our core values, communication, trust, teamwork, wellness, safety, and training so our employees can thrive. We provide the best equipment, technology, and practices so our employees are well prepared to serve the community.

CGPD has transformed from a traditional model of policing that relies heavily on enforcement after a crime has occurred to one that centers on holistic problem-solving. We emphasize crime prevention, community-based solutions, and the pillars of procedural justice. We treat people with dignity and respect, give citizens a voice, strive to be neutral, and convey trustworthy motives. We partner with the stakeholders in our community to build relationships, encourage communication, promote safety, and create a sense of security. We strive to deliver excellent service with every citizen contact.

CGPD is a growing, evolving, and resilient organization. Our mindset, tactics, and strategies are progressive and rooted in best practices. We solve problems upstream as we adapt to the changing needs and expectations of our community and position our organization for continued growth. CGPD is committed to being a better organization tomorrow and into the future. We’ll collaborate with stakeholders to create environments where everyone can thrive.

Organizational Overview

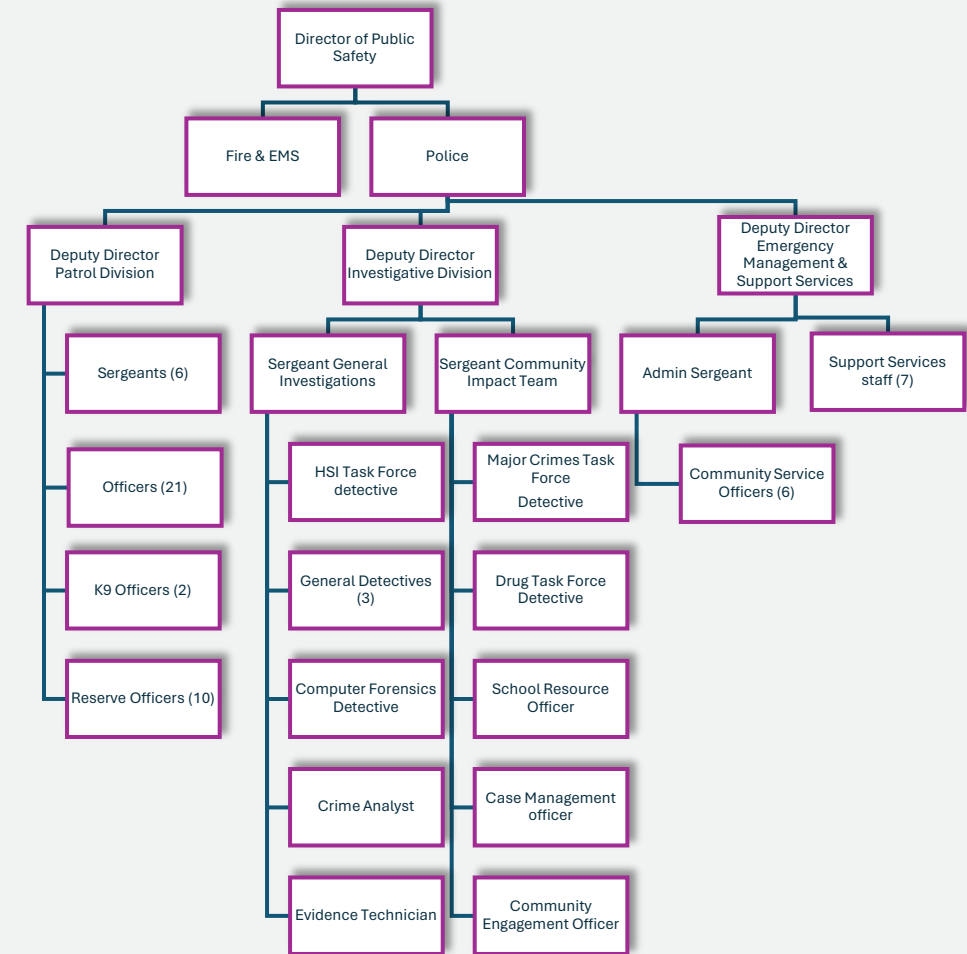
5-Year Strategic Plan



The Cottage Grove Police Department proudly serves the City of Cottage Grove, Minnesota. Cottage Grove is a suburban community located along the Mississippi River in the southeast Twin Cities metropolitan area. Cottage Grove has a rapidly growing population exceeding 42,000 residents and covers 37.5 square miles.

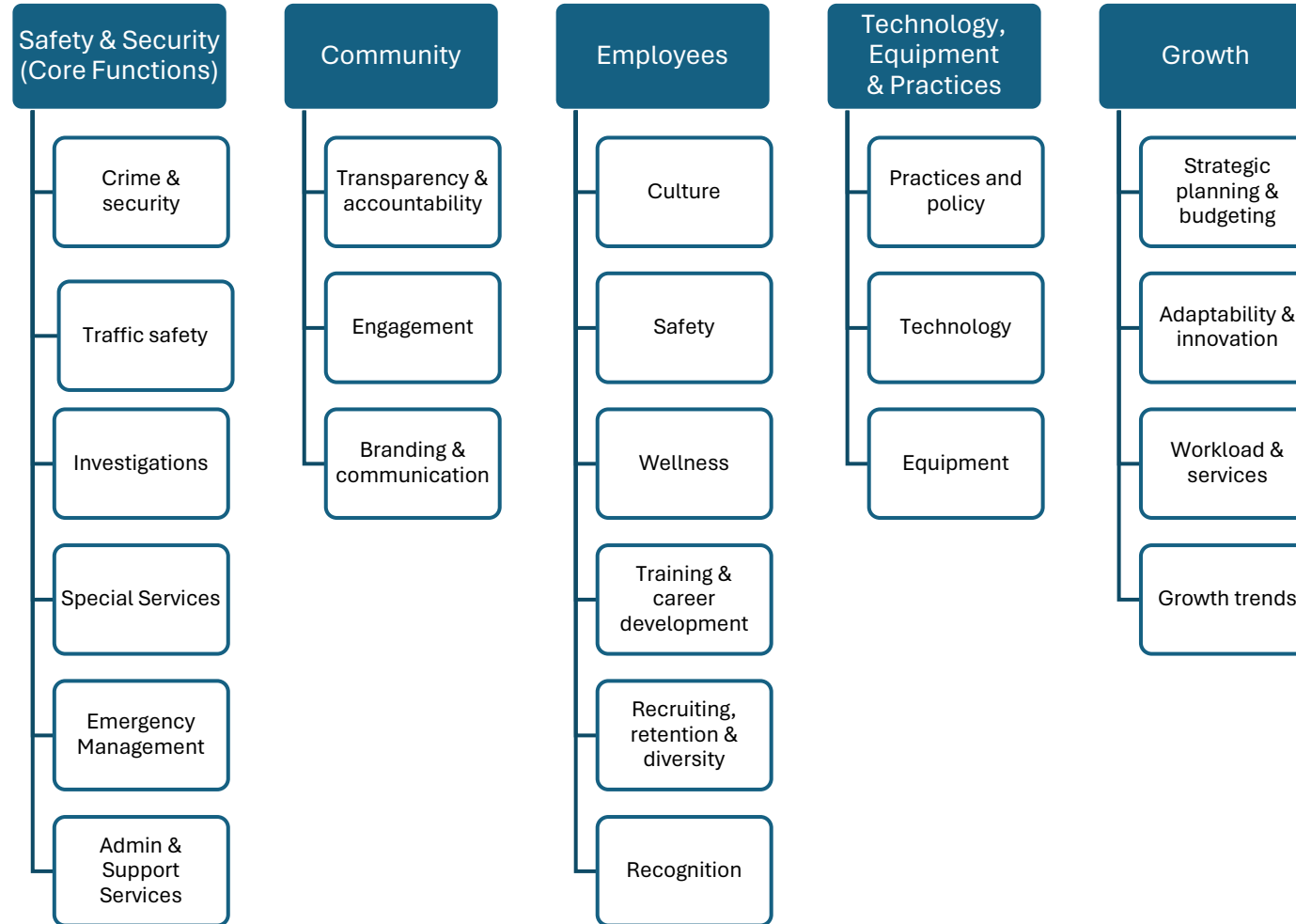
Cottage Grove police and fire/EMS departments operate under a public safety model. CGPD remains a progressive and innovative law enforcement agency with a focus on providing excellent service to the community.

In 2024, the police department was comprised of 70 employees and volunteers. The organizational structure is divided into 3 divisions: Patrol, Investigative and Emergency Management & Support Services.



2024-2029 Strategic Goals

5-Year Strategic Plan



Priority #1: Safety & Security (Crime)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 1.1.1** Use intelligence and data analysis to deploy resources.
- **Strategy 1.1.2** Crime prevention through proactive policing, community engagement, and public education.
- **Strategy 1.1.3** Increase patrol staffing levels to meet the demands for service.
- **Strategy 1.1.4** Develop, promote, and maintain an online crime reporting function.
- **Strategy 1.1.5** Develop and maintain a crime mapping function.
- **Strategy 1.1.6** Consider a desk officer assignment.

Success will be measured by:

- **UCR crime rate:** Maintain crime rates at or below the Benchmark Cities' average.
- **Priority #1 response time:** At or below the Benchmark Cities' average.
- **Community survey:** maintain or improve police services as measured by community survey(s).
- **Staffing:** 5-year staffing plan

Priority #1: Safety & Security (Traffic)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 1.2.1** Conduct traffic studies and monitor traffic enforcement and crash trends.
- **Strategy 1.2.2** Improve traffic safety through traffic enforcement and public education.
- **Strategy 1.2.3** Consider a traffic enforcement assignment.
- **Strategy 1.2.4** Utilize grant funding to support traffic enforcement and safety initiatives.

Success will be measured by:

- **Traffic safety:** Maintain or reduce the rates of traffic crashes, fatalities, and driving while impaired.
- **Community survey:** maintain or improve police services as measured by community survey(s).

Priority #1: Safety & Security (Investigations)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 1.3.1** Conduct effective criminal investigations that support successful prosecution.
- **Strategy 1.3.2** Maintain law enforcement partnerships and enhance investigative capabilities.
- **Strategy 1.3.3** Maintain effective crime and intelligence analysis.
- **Strategy 1.3.4** Maintain the LAP, Threat Assessment, and TAG functions.
- **Strategy 1.3.5** Maintain an effective property and evidence function.
- **Strategy 1.3.6** Maintain or increase investigative staffing levels to meet the demands for service.

Success will be measured by:

- **UCR crime rate:** At or below the Benchmark Cities' average.
- **Clearance rates:** Meet or exceed the Benchmark Cities' average.
- **Recovered stolen property:** Meet or exceed the Benchmark Cities' average recovery percentage.
- **Property and evidence storage:** Conduct an accurate property and evidence storage audit annually.
- **Community survey:** Maintain or improve police services as measured by community survey(s).

Priority #1: Safety & Security (Special Services)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 1.4.1** Maintain an effective multi-jurisdictional SWAT team with crisis negotiator and tech support capabilities.
- **Strategy 1.4.2** Maintain an effective multi-jurisdictional MFF team.
- **Strategy 1.4.3** Maintain and upgrade CGPD's tactical response vehicles and equipment to include our armored vehicle, body armor, tools, and UAS and robots.
- **Strategy 1.4.4** Maintain an effective K9 program and consider adding a therapy K9.
- **Strategy 1.4.5** Develop and maintain an Emergency Medical Responder certification program for patrol officers.
- **Strategy 1.4.6** Develop and maintain a crime scene response team.
- **Strategy 1.4.7** Deploy Special Services resources in a proactive manner to engage the community and promote security.

Success will be measured by:

- **SWAT & MFF:** Maintain a Tier-2 SWAT team and an Intermediate Public Order Unit (MFF team) per NTOA guidelines.
- **K9:** Maintain at least two USPCA certified narcotics detective/Patrol PD1 K9s in the patrol division.
- **Emergency Medical Responder:** Maintain an EMR certification program per NREMT guidelines.
- **Effective evidence collection:** Maintain effective evidence collection capability by providing a trained crime scene team.
- **Community survey:** maintain or improve police services as measured by community survey(s).

Priority #1: Safety & Security (Emergency Mgmt.)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 1.5.1** Engage City personnel, external stakeholders, and the whole community in Emergency Management.
- **Strategy 1.5.2** Develop, review, and maintain emergency operations plans.
- **Strategy 1.5.3** Validate policies, plans, and procedures through exercises and real events.
- **Strategy 1.5.4** Train directors and key supervisory personnel to the ICS300 level.
- **Strategy 1.5.5** Organize a Community Emergency Response Team.
- **Strategy 1.5.6** Improve the capabilities of our mobile command center.
- **Strategy 1.5.7** Obtain dedicated technology to operate an EOC.
- **Strategy 1.5.8** Build strong relationships with local, county, and state EM personnel and organizations for planning and response to potential and/or actual disasters.

Success will be measured by:

- **Emergency management:** Maintain effective emergency management preparedness.
- **Community survey:** maintain or improve police services as measured by our annual community survey.

Priority #1: Safety & Security (Admin & Support Services)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 1.6.1** Maintain efficient administration of departmental operations to include records management, data requests and retention, firearm permits, etc.
- **Strategy 1.6.2** Maintain an effective CSO program which performs vital support and recruiting functions.
- **Strategy 1.6.3** Consider a full-time CSO and additional CSO coverage hours.
- **Strategy 1.6.4** Use the CSO division to address livability issues and ordinance enforcement.
- **Strategy 1.6.5** Continue to provide animal control, vehicle lockout, fingerprinting and records check services.

Success will be measured by:

- **Community survey:** maintain or improve police services as measured by community survey(s).

Priority #2: Community (Transparency & Accountability)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 2.1.1** Emphasize constitutional policing.
- **Strategy 2.1.2** Effectively review all uses of force.
- **Strategy 2.1.3** Develop and maintain plans, reports, and dashboards for public viewing.
- **Strategy 2.1.4** Use the Public Service Commission as a citizen oversight committee.
- **Strategy 2.1.5** Use surveys, meetings, and community engagement events to provide opportunities for community input.

Success will be measured by:

- **Use of force review:** Metrics and trends in the UoF Review quarterly and annual reports will reflect effective training and use of best practices.
- **Community survey:** maintain or improve police services as measured by community survey(s).

Priority #2: Community (Engagement)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 2.2.1** Maintain an effective presence and build relationships in our high school(s).
- **Strategy 2.2.2** Effectively use the Community Impact Team to partner with diverse groups throughout our community to prevent and solve problems in our community.
- **Strategy 2.2.3** Develop and maintain an embedded social worker co-response program.
- **Strategy 2.2.4** Host and partner in community engagement and public education events that facilitate community interaction and input.
- **Strategy 2.2.5** Provide crime prevention programs to residents, businesses, and organizations.
- **Strategy 2.2.6** Maintain effective Explorer and Reserve Officer programs.
- **Strategy 2.2.7** Actively participate in the planning and implementation of special events.
- **Strategy 2.2.8** Collaborate with other CG departments to ensure the highest quality of citywide services.

Success will be measured by:

- **Community survey:** maintain or improve police services as measured by community survey(s).

Priority #2: Community (Branding & Communication)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 2.3.1** Develop and employ an effective branding and communication campaign.
- **Strategy 2.3.2** Amplify and leverage online communications through multiple media platforms.
- **Strategy 2.3.3** Develop and maintain an enhanced CGPD website that promotes transparency and accountability with branding, links, dashboards, crime mapping, online reporting, etc.
- **Strategy 2.3.4** Effectively use the Community Impact Team (CIT) to communicate and partner with diverse groups throughout our community.
- **Strategy 2.3.5** Effectively communicate with the community when emergencies and critical incidents happen. Consider adding a PIO.

Success will be measured by:

- **Community survey:** maintain or improve police services as measured by community survey(s).
- **Media:** Monitoring online and social media analytics.

Priority #3: Employees (Culture)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 3.1.1** Develop and instill a set of core values .
- **Strategy 3.1.2** Develop and maintain a shared mission, vision, and strategic plan.
- **Strategy 3.1.3** Create a culture of excellence in which employees are valued and motivated to deliver excellent service.

Success will be measured by:

- **Surveys & assessments:** Maintain or improve metrics as measured by the retention data, annual employee survey, exit interviews, performance evaluations, etc.

Priority #3: Employees (Safety)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 3.2.1** Maintain effective field training and in-service training programs that emphasize safety.
- **Strategy 3.2.2** Provide annual OSHA training.
- **Strategy 3.2.3** Develop and enforce safety practices and policies.
- **Strategy 3.2.4** Acquire and maintain equipment and technology that promotes safety.
- **Strategy 3.2.5** Develop and maintain a safety recognition & incentive program.
- **Strategy 3.2.6** Maintain a Safety Committee to review incidents and recommend policy, practice, and equipment changes.

Success will be measured by:

- **Wellness:** Maintain or improve safety metrics including safety incident reports, sick leave hours, IOD data, retention data, and employee surveys.

Priority #3: Employees (Wellness)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 3.3.1** Maintain effective training program that promotes wellness.
- **Strategy 3.3.2** Maintain a Peer Support Team and Wellness Committee that promote wellness.
- **Strategy 3.3.3** Provide annual mental health check-ins and provide free counseling.
- **Strategy 3.3.4** Provide a comprehensive benefits package that address all aspects of wellness.
- **Strategy 3.3.5** Promote work-life balance.
- **Strategy 3.3.6** Maintain a healthy organizational culture and positive workplace environment.

Success will be measured by:

- **Wellness:** Maintain or improve wellness metrics including sick leave hours, IOD data, retention data, and employee surveys.

Priority #3: Employees (Training & Development)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 3.4.1** Maintain effective field training and in-service training programs.
- **Strategy 3.4.2** Offer access to external training, certification courses, and conferences.
- **Strategy 3.4.3** Assess the current and future needs of the organization and invest in succession planning.
- **Strategy 3.4.4** Provide career development rotations and specialty assignments to promote professional growth.
- **Strategy 3.4.5** Provide regular career development counseling.
- **Strategy 3.4.6** Maintain the HERO Center to support CGPD's training plan.

Success will be measured by:

- **Training standards:** A comprehensive training program developed by the UoF Review & Training Committee will exceed the Minnesota POST Board's standards. Officers who are assigned to specialized roles will complete certification courses, and officers will have access to career development training.

Priority #3: Employees (Recruiting & Retention)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 3.5.1** Collaborate with leaders and HR to ensure our pay and benefits are attractive.
- **Strategy 3.5.2** Build a culture of excellence and equip our officers with the best equipment, practices, and policies.
- **Strategy 3.5.3** Develop and maintain a recruiting team, strategies, and incentives to recruit talent and diversity.
- **Strategy 3.5.4** Develop and maintain retention programs and incentives.
- **Strategy 3.5.5** Recruit and develop talent in our CSO, Reserve, and Explorer programs.
- **Strategy 3.5.6** Consider a +3 staffing model.

Success will be measured by:

- **Pay & benefits:** Pay and benefits will exceed the average of peer agencies.
- **Recruiting & retention:** Maintain > 90% staffing levels that permits effective delivery of all essential services accomplishment of our strategic goals.

Priority #3: Employees (Recognition)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 3.6.1** Recognize desirable traits, decisions, and behaviors.
- **Strategy 3.6.2** Maintain an impactful awards program and host an annual awards ceremony.
- **Strategy 3.6.3** Promote and select based on merit.

Success will be measured by:

- **Wellness:** Maintain or improve recognition/award metrics.

Priority #4: Equipment, Technology & Practices

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 4.1.1** Encourage innovation
- **Strategy 4.1.2** Research and implement emerging technologies to improve efficiency, effectiveness, and safety.
- **Strategy 4.1.3** Maintain the Use of Force Review & Training Committee.
- **Strategy 4.1.4** Equip our officers with the best protective equipment, tools, control devices, and vehicles to promote effectiveness and safety.
- **Strategy 4.1.5** Develop and maintain an assigned squad program.
- **Strategy 4.1.6** Implement and maintain ALPR in patrol squads and consider stationary LPR (FLOCK).
- **Strategy 4.1.7** Develop and maintain best practices. Consider accreditation.
- **Strategy 4.1.8** Enhance cyber and physical security.

Success will be measured by:

- **Asset management:** Maintain an asset management program that provides for maintenance, replacement, and upgrade of technology and equipment.
- **Policy and procedures:** Maintain policy and procedure manuals that meet or exceed the MN POST Board and Lexipol standards.
- **Best practices:** Maintain the Community Impact Team; mental health, de-escalation, and CIT training; threat assessment program; wellness program; use of force review; and in-service training program.
- **Social worker:** Develop and maintain an embedded social worker co-response model.
- **Online reporting and crime mapping:** Develop and maintain online reporting and crime mapping systems.

Priority #5: Growth (Planning & Budgeting)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 5.1.1** Implement and review/refine our 5-year strategic plan annually.
- **Strategy 5.1.2** Develop and maintain annual training plans.
- **Strategy 5.1.3** Develop and maintain a succession plan.
- **Strategy 5.1.4** Maintain the All-Hazard Emergency Operations Plan.
- **Strategy 5.1.5** Develop and maintain an asset management plan for maintenance, replacement, and upgrade of vehicles, equipment, and technology.
- **Strategy 5.1.6** Develop and maintain an annual budget and conduct long-range budget planning.

Success will be measured by:

- **Strategic plan:** successfully implement and refine our 5-year strategic, annual training, succession, and All-Hazards Emergency Operations plans annually.
- **Budget:** successfully plan and implement a fiscally responsible budget that supports continuity of services and progress.

Priority #5: Growth (Adaptability & Innovation)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 5.2.1** Implement and maintain a shift relief factor.
- **Strategy 5.2.2** Maintain organizational flexibility, discretionary funds, and LE partnerships.
- **Strategy 5.2.3** Maintain communication with all stakeholders.
- **Strategy 5.2.4** Encourage innovation.
- **Strategy 5.2.5** Engage in professional stewardship.
- **Strategy 5.2.6** Offer programs and incentives for officers to learn a second language.
- **Strategy 5.2.7** Provide cultural awareness training and engagement opportunities.

Success will be measured by:

- **Adaptability:** maintain staffing, organizational, and budget flexibility that enables flexibility.
- **Stewardship:** Participate in professional associations, conferences, legislative committees, and community organizations.

Priority #5: Growth (Workload, Services & Facilities)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 5.3.1** Analyze number of calls volume, response times, staffing levels, etc. to determine workload.
- **Strategy 5.3.2** Determine if other staffing models or work schedules may be more effective.
- **Strategy 5.3.3** Maintain or increase staffing levels to meet the demands for service.
- **Strategy 5.3.4** Monitor developing crime, security, and livability trends; and consider new response models and strategies.
- **Strategy 5.3.5** Consider a workplace study.
- **Strategy 5.3.6** Consider a satellite storage facility.
- **Strategy 5.3.7** Plan and budget for increased space needs as our workforce grows.

Success will be measured by:

- **Workload:** Calls for service per patrol officer will not exceed the Benchmark Cities' average.
- **Response time:** Patrol response time will not exceed the Benchmark Cities' average.
- **Investigative case load:** The case load per detective will not exceed the Benchmark Cities' average.

Priority #5: Growth (Growth Trends)

5-Year Strategic Plan



We will utilize the following strategies:

- **Strategy 5.4.1** Determine forecasted residential and commercial growth.
- **Strategy 5.4.2** Analyze growth trends to determine future resource demands.
- **Strategy 5.4.3** Add additional personnel, resources, and facilities to meet the growing demands for service.
- **Strategy 5.4.4** Consider organizational and response models, technologies, and initiatives to meet emerging or evolving demands.

Success will be measured by:

- **Staffing:** Maintain or exceed 1.15 sworn officers per 1000 citizens. Follow the Rule of 60 Guidelines. Follow CGPD's 5-Year Staffing Plan.

Community Policing in Action

5-Year Strategic Plan



Cottage Grove
Where Pride and Prosperity Meet

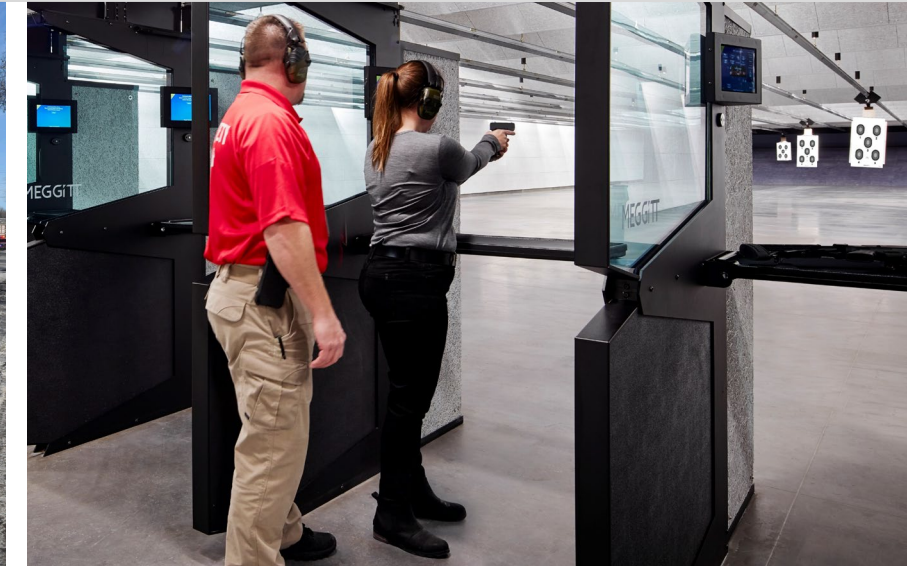


CGPD in Action

5-Year Strategic Plan



Cottage Grove
Where Pride and Prosperity Meet



Hero Center

5-Year Strategic Plan



The HERO Center, which opened in 2020, is shared by Cottage Grove and Woodbury police departments. It provides classrooms, firearms ranges, mat room, simulator, and reality-based and outdoor training areas. In addition to supporting CGPD's robust in-service training program, the HERO Center hosts numerous continuing education and certification courses throughout the year. The HERO Center is also home to Rasmussen College's Minnesota Law Enforcement Certificate Program. The HERO Center is vital to the success of CGPD's 5-Year Strategic Plan.

Appendix A: Services & Programs

5-Year Strategic Plan



Patrol

- K9
- SWAT
- Mobile field force
- Drone
- Instructors (Firearms, tactics, EVOC)
- Field training officers
- Snowmobile & ATV patrol
- Community service officers
- Reserve officers
- Police Explorer Post

Investigations

- General investigation detectives
- Task force detectives
(Narcotics, major crime, Homeland Security)
- Case management unit
- Threat assessment group
- Lethality assessment program
- Predatory offender registry
- School resource officer
- Community engagement officer
- Alcohol, tobacco, & THC compliance checks
- Business liaison
- Crime Free Multi-Family Housing
- Community & special events planning

Special Services

- Emergency management
- Use of force review & training committee
- Peer support group
- Chaplain program
- Wellness program
- Recruiting & retention program
- Beyond the Yellow Ribbon liaison
- Public Safety Board liaison
- MN-LESO (1033) program
- Safety committee
- Public Service Commission

Administrative

- Fingerprinting
- Licensing & permits
- Background checks
- Records & data requests

Appendix B: 5-Year Staffing Plan

5-Year Strategic Plan



Director of Public Safety								
Patrol Division-Deputy Director				Investigative Division-Deputy Director		Emergency Management & Administrative Division-Deputy Director		
Team A		Team B		General	Community Impact	Administrative	Professional Standards	Records
0600-1630	1630-0300	0600-1630	1630-0300	Sergeant	Sergeant	Sergeant	Sergeant	Manager
Sergeant	Sergeant	Sergeant	Sergeant	Detective	Detective (DTF)	CSO (6)		Coordinator
Officer	Officer	Officer	Officer	Detective (Forensic)	Detective (Major crime)	CSO(2)		Coordinator
Officer	Officer	Officer	Officer	Detective (HSI)	School resource officer			Specialist
Officer	Officer (K9)	Officer	Officer (K9)	Detective (Rotating)	Community engagement ofc.			Specialist
0900-1930	1930-0600	0900-1930	1930-0600	Detective (Rotating)	Case management ofc.			Specialist
Officer	Sergeant	Officer	Sergeant	Analyst	Case management ofc.			
Officer	Officer	Officer	Officer	Investigative aide	Social worker			
Officer	Officer	Officer	Officer					
Officer	Officer	Officer	Officer					
Officer	Officer	Officer	Officer					
Officer	Officer	Officer	Officer					

		Patrol %
Current	46	65
Priority	49	67
Future-Based on need	53	66

Appendix C: Recruiting & Retention Plan

5-Year Strategic Plan



Recruiting

- Streamlined hiring process
- CSO program
- Police Explorer Post
- Reserve officer program
- Lateral hires
- Recruiting & retention data tracking
- Social media presence
- Organizational pride & reputation
- Supportive community and leaders
- Culture of excellence
- Progressive policies & best practices
- Robust and supportive field training program
- Ample training opportunity
- Career development & opportunity
- Fleet, equipment, & technology
- Competitive benefits package
- Comprehensive wellness program
- Fitness centers & on-duty workouts
- Paid parental leave
- Work schedule that promotes work-life balance

Under Consideration or Development

- Employee referral incentive
- Shift relief factor
- Daycare
- DEI initiatives
- Assigned (take-home) squads
- Night shift relief rotations
- Sabbaticals
- Recruiting video
- Enhanced CGPD webpage
- Cadet program

Retention

- Longevity pay increases
- Anniversary bonuses
- Employee satisfaction survey
- Regular counseling & feedback
- Career development planning
- Career development rotations
- Tuition assistance
- Leadership courses and conferences
- Recognition & awards
- Rosetta Stone
- Good idea proposals
- Wellness program
- Peer support group
- Annual mental health check-ins
- Free counseling
- Critical incident debriefs
- Work-life balance

Appendix D: Wellness Plan

5-Year Strategic Plan



Current Initiatives

- Wellness, Safety, Recruiting/Retention Committee
- Wellness awareness & education
- Comprehensive benefits package
- Annual medical screening
- EAP benefits
- Fitness centers & on-duty workouts
- Annual mental health check-ins & free counseling
- Critical incident debriefs
- Peer support team & policy
- Paid parental & bereavement leave
- Chaplain program
- Tuition assistance
- Training & career development opportunity
- Financial & retirement planning
- Recognition & awards
- Social events
- PPE & safety initiatives
- Schedule that promotes work-life balance
- Community engagement & support
- Supportive leadership & positive work environment



Under Consideration

- Assigned squads
- Internal leadership development curriculum
- Night shift relief rotations
- Sabbaticals
- Daycare assistance
- Mindfulness training
- Annual fitness incentive
- Dietician
- Fitness coach
- Spouse/SO retreat

Appendix E: Annual Training Plan

5-Year Strategic Plan



- CGPD places a high value on training and professional development.
- Upon hire, sworn officers will complete CGPD’s academy training, CIT, and pursuit/PIT trainings. Probationary sworn officers will complete 14 weeks of field training. Field training may be abbreviated for lateral hires.
- CGPD’s annual in-service training plan is a multi-faceted and comprehensive approach intended to:
 - Exceed Minnesota POST Board Standards;
 - Promote wellness, professionalism, and professional development;
 - Ensure proficiency in all duties, knowledge, and skills required of a CGPD officer;
 - Ensure compliance with relevant laws, policy, and community expectations; and
 - Promote best practices to provide the highest quality service to our citizens.
 - Provide 94 hours of in-service training per year.
- CGPD’s SWAT officers will meet the NTOA’s Tier-2 annual training requirements.
- CGPD’s MFF officers will meet the NTOA’s annual training requirements for an Intermediate Public Order Unit.
- CGPD’s K9 officers will train monthly and complete USPCA certification annually.
- Officers who are assigned to specialty assignments (Detective, FTO, instructor, etc.) will complete requisite professional development and/or certification courses.
- Additionally, CGPD officers will have opportunities to attend discretionary external continuing education courses, certification courses, and conferences to promote their professional development.
- Annually, officers and supervisors will complete career counseling and develop individual training plans. These training plans will prioritize training requests to promote fair access to training while ensuring the department’s training needs are met.

TRAINING	HOURS
Monthly In-Service	56
On-duty firearms	6
On-duty simulator	4
On-duty virtual (Patrol Online)	23
On-duty policy (Lexipol)	3
Total	92

Appendix F: Fleet Plan

5-Year Strategic Plan



Coming Soon!

Appendix G: G-Metrics & Reports

5-Year Strategic Plan



Cottage Grove
Where Pride and Prosperity Meet

- CGPD will track, trend, and report on metrics that reflect upon our mission, vision, services, and strategic goals.
- CGPD will produce quarterly and annual reports for its members and leaders. An annual report will be produced and made available to the public.

COTTAGE GROVE POLICE DEPARTMENT

Peter Koerner
Director of Public Safety

12800 Ravine Pkwy S
Cottage Grove, Mn 55016
651-458-2850

Q1 2024 (Apr 1, 2024)

Contents

Community events

Department updates

Statistics

Patrol operations

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Community Impact Team

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Employee of the quarter

Recognition & awards

Training

Wellness

Equipment & technology

Policy & practices

Photos

COMMUNITY EVENTS

Strawberry Fest, June 19-21

Night to Unite, August 1

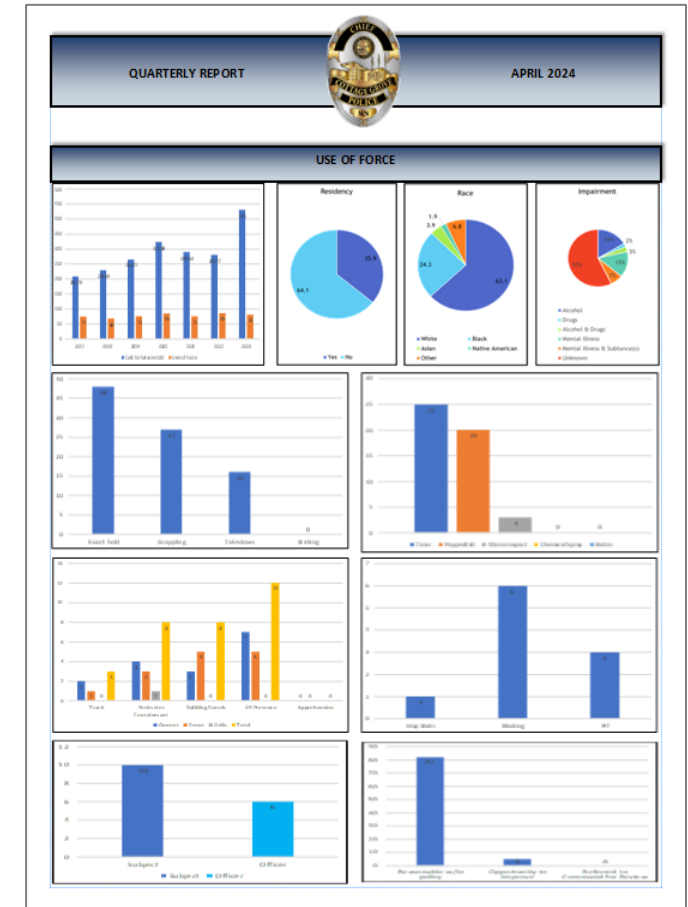
CGPD Open House, October 19

DEPARTMENT UPDATES

CGPD 5-Year Strategic Plan will be presented to Council on April 15th.

Our annual department wide meeting and awards ceremony is May 15th.

VISIT CGPD ON SOCIAL MEDIA FOR CURRENT PHOTOS, COMMUNITY EVENTS, AND BULLETINS.





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

January 17, 2024

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Retirement Presentation - Kevin Zittel
Staff Recommendation: Receive Kevin Zittel's retirement presentation honoring 30 years of service.
 - B Capture Cottage Grove Photo Contest Winners
Staff Recommendation: Receive presentation on the Capture Cottage Grove Winners.
- 7 Consent Agenda
 - A Economic Development Meeting Minutes - December 12, 2023
Staff Recommendation: Approve the December 12, 2023, Economic Development Meeting Minutes.
 - B Appointment of Election Judges - 2024 Presidential Nomination Primary
Staff Recommendation: Approve Resolution 2024-010 and the appointment of the election judges listed in Exhibit A for the Presidential Nomination Primary on March 5, 2024, and authorize the City Clerk to appoint additional election judges, as needed, to fill vacancies.
 - C Massage Therapist License - Mary Selfert
Staff Recommendation: Authorize issuance of a Massage Therapist license to Mary Denise Seifert for use at Whole Health Massage of Cottage Grove, 8800 East Point Douglas Road So.
 - D 2024 Legislative Agenda
Staff Recommendation: Adopt the 2024 Legislative Agenda.
 - E Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - F Lumbermen's Inc. – Outdoor Storage
Staff Recommendation: Adopt Resolution 2024-004 approving the Conditional Use Permit allowing for the outdoor storage of materials incidental to the principal use at 7601 100th Street South.
 - G Enhanced Sweeping Program Agreement with SWWD
Staff Recommendation: Approve the Enhanced Sweeping Program Agreement with SWWD and accept the CCIP grant in the amount of \$153,000 to cover 50% of the costs to replace the existing Elgin sweeper.

- H Summer's Landing 5th Addition-Change Order # 1 & Final Payment
Staff Recommendation: Approve Change Order #1 and adopt resolution 2024-011 approving the final payment of \$93,367.59 for the Summers Landing 5th Addition project.
- I 2024 Pavement Management – Approve Feasibility Report, Call for Public Improvement Hearing, and Authorize Preparation of Plans and Specifications
Staff Recommendation: Adopt Resolution 2024-008 approving the Feasibility Report, establishing a February 7, 2024, Public Hearing Date, and authorizing the preparation of Plans and Specifications for the 2024 Pavement Management Project.
- J South District Street & Utility Improvements – Phase 2: Approve Plans & Specifications and Establish Bid Date
Staff Recommendation: Adopt Resolution 2024-009 approving the plans and specifications and establishing a February 8, 2024 bid date for the South District Street & Utility Improvements – Phase 2.
- K Call for the sale of the 2024A Bonds
Staff Recommendation: Adopt Resolution 2024-12, Calling for the sale of the \$18,205,000 General Obligation Bonds, Series, 2024A.
- L Trackless Vehicle Financing with Equipment Certificates
Staff Recommendation: Approve the financing of a trackless vehicle through equipment certificates.
- 8 Approve Disbursements
 - A Approve Disbursements
- 9 Public Hearings
 - A Roers Companies Cottage Grove Multi-Family Development
Staff Recommendation: 1) Adopt Resolution 2024-005 approving the purchase agreement for Outlots A, C, and D to Roers Cottage Grove Apartments LLC. 2) Adopt Resolution 2024-006 approving the preliminary plat and final plat for Camel's Hump Addition. 3) Adopt Resolution 2024-007 approving the planned unit development and site plan review for a 144-unit, six-story mixed-income multi-family apartment building located at 6850 East Point Douglas Road South. 4) Hold the public hearing for modification to Development Program for Development District No. 1 to include the establishment of Tax Increment Financing District No. 1-21 (Roers). 5) Adopt Resolution 2024-013 approving a modification to the Development program for Development District No. 1 and adopting a Tax Increment Financing Plan for Tax Increment Financing District No. 1-21 (Roers). 6) Authorize the contract for private development by and between the Cottage Grove Economic Development Authority and Roers Cottage Grove Apartments, LLC.
- 10 Bid Awards
- 11 Regular Agenda
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshops - Closed to Public
- 15 Adjournment



COTTAGE GROVE CITY COUNCIL

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016

COUNCIL CHAMBER- 4:45 PM

January 17, 2024

- 1 Call to Order
- 2 Roll Call
- 3 Agenda Item
 - A 2024 Legislative Agenda
- 4 Adjournment



COTTAGE GROVE CITY COUNCIL

February 7, 2024

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016

COUNCIL CHAMBER- 7:00 PM

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Part-time Fire Department Recognition
Staff Recommendation: Receive a presentation and recognize the Fire Department's years of service.
 - B February 2024: Black History Month Proclamation
Staff Recommendation: Receive a presentation and recognize Black History month.
- 7 Consent Agenda
 - A January 3, 2024, Special Meeting Minutes (Swearing-in & Badge Ceremony)
Staff Recommendation: Approve the January 3, 2024, Special Meeting Minutes (Swearing-in & Badge Ceremony).
 - B January 3, 2024, Regular Meeting Minutes
Staff Recommendation: Approve the January 3, 2024, Regular Meeting Minutes.
 - C January 17, 2024, Special Meeting Minutes (Legislative Review)
Staff Recommendation: Approve the January 17, 2024, Special Meeting Minutes (Legislative Review).
 - D January 17, 2024, Regular Meeting Minutes
Staff Recommendation: Approve the January 17, 2024, Regular Meeting Minutes.
 - E December 18, 2023 - Planning Commission Minutes
Staff Recommendation: Accept and place on file the minutes from the December 18, 2023, Planning Commission Meeting.
 - F Response to Open Forum Question - January 17, 2024
Staff Recommendation: Accept the response letter replying to the request to link the South District Street & Utility Improvements Phase 2 Feasibility Report to Agenda Item 7.J. from the January 17, 2024, City Council meeting open forum.
 - G Reappointing Commissioners and CVB Directors
Staff Recommendation: Appoint Commissioners and CVB Directors to their assigned Commissions listed in the memo.

- H Transcribing Agreement
Staff Recommendation: Authorize entering into an agreement with Judith Graf for transcription services for 2024.
- I Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
- J Accept donations received in the 4th Quarter 2023
Staff Recommendation: Adopt Resolution 2024-14, accepting donations received in the 4th Quarter 2023.
- K Abatement of utility billing certification
Staff Recommendation: Adopt Resolution 2024-15, authorizing the abatement of utility billing certifications in the amount of \$1,095.98.
- L HERO Center Joint Powers Agreement (JPA) Amendments
Staff Recommendation: Approve the second amended Joint Powers Agreement between the City of Cottage Grove and the City of Woodbury for the East Metro Public Safety Training Facility (HERO Center).
- M Kingston Park Building Final Design Service Agreement
Staff Recommendation: Authorize service agreement with Oertel Architects for Kingston Park Building Project final design services.
- N Mississippi Dunes Building Concept Design
Staff Recommendation: Authorize service agreement with ISG, Inc. for Mississippi Dunes building planning and concept design.
- O Holcim MWR, Inc. – Annual Mining Permit
Staff Recommendation: Adopt Resolution 2024-016 approving the 2024 Mining Permit for Holcim – MWR, Inc. – Nelson Sand & Gravel Facility.
- P Cottage Grove 2024 Standard Specifications for Street & Utility Construction and 2024 Standard Detail Plates
Staff Recommendation: Approve the Cottage Grove 2024 Standard Specifications for Street & Utility Construction and 2024 Standard Detail Plates.
- Q RAISE Grant
Staff Recommendation: Adopt Resolution 2024-020 supporting the City's RAISE grant application for the County 19A/100th Street Realignment Project.
- R Construction Cost Share & Maintenance Agreements with Washington County for the County Road (CR) 74 Multi-Use Trail Project
Staff Recommendation: 1) Approve the Cooperative Agreement between Washington County and the City of Cottage Grove for Construction Cost of County Road (CR) 74 Multi-Use Trail. 2) Approve the Cooperative Agreement between Washington County and the City of Cottage Grove for Maintenance of County Road (CR) 74 Multi-Use Trail Project.
- S 2024 Mill and Overlay Project – Approve Plans and Specifications and Establish Bid Date
Staff Recommendation: Adopt Resolution 2024-018 approving the plans and specifications and establishing a March 7, 2024, bid date for the 2024 Mill and Overlay Project.
- 8 Approve Disbursements
 - A Approve Disbursements
- 9 Public Hearings
 - A 2024 Pavement Management – Hold Public Hearing and Order Project
Staff Recommendation: Adopt Resolution 2024-019 ordering the 2024 Pavement Management Project.
- 10 Bid Awards
- 11 Regular Agenda

A Proposed Discount Tire Facility at 8647/8649 East Point Douglas Road South – Conditional Use Permit

Staff Recommendation: Adopt Resolution 2024-017 approving the Conditional Use Permit for a minor automotive repair use for Discount Tire to be located at 8647/8649 East Point Douglas Road South.

12 Council Comments and Requests

13 Workshops - Open to Public

A Police Annual Use of Force Report

Staff Recommendation: Receive the annual use of force presentation and abbreviated annual SWAT report from Deputy Director Brad Petersen and Sergeant Nicholas Bailey.

14 Workshops - Closed to Public

15 Adjournment



COTTAGE GROVE CITY COUNCIL

February 21, 2024

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016

Training Room- 5:30 PM

- 1 Call to Order
- 2 Roll Call
- 3 Workshops - Open to Public
 - A Zoning Code Amendments and Sign Code Update
Staff Recommendation: Receive information and provide feedback to staff on the specific items identified in the Council Memo on the proposed update.



COTTAGE GROVE CITY COUNCIL

February 21, 2024

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

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Public Safety Board - Woolery Scholarship Donations
Staff Recommendation: Receive a presentation about the Public Safety Board's Craig Woolery Scholarship and have the PS Board members receive donations from the Olsen Family and the Cottage Grove Lions.
- 7 Consent Agenda
 - A January 6, 2024, Special Meeting Minutes (2024 City Leadership Retreat).
Staff Recommendation: Approve the January 6, 2024, Special Meeting Minutes (2024 City Leadership Retreat).
 - B Response to Open Forum
Staff Recommendation: Receive a letter from the Parks Director in response to Open Forum questions from Bonnie Matter.
 - C Strawberry Fest Gambling Permit
Staff Recommendation: Authorize issuance of a single-occasion gambling permit to Cottage Grove Strawberry Festival, Inc. to conduct a raffle at Park High School (8040 80th Street South) on June 24, 2024, at 6:00 PM.
 - D Commission Chair Appointment
Staff Recommendation: Appoint Adam Larson as Commission Chair to the Parks, Recreation and Natural Resources Commission and reappoint Commission Chair Kons to the Public Service Commission, Commission Chair Reckinger to the Advisory Committee on Historic Preservation, and Commission Chair Frazier to the Planning Commission.
 - E Voting Operations, Technology, and Election Resources (VOTER) Account
Staff Recommendation: Approve the Memorandum of Understanding opting out of the Voting Operations, Technology, and Elections Resources (VOTER) Account between Washington County and the City of Cottage Grove.
 - F Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.

- A Approve Disbursements
- 9 Public Hearings
- 10 Bid Awards
 - A South District Street & Utility Improvements Project – Phase 2
Staff Recommendation: Adopt Resolution 2024-032 awarding the bid for the South District Street & Utility Improvements Project – Phase 2 to Northern Lines Contracting in the total amount of \$3,358,746.45.
- 11 Regular Agenda
 - A Site Plan Review and Conditional Use Permit - Gerber Collision & Glass Facility (7300 West Point Douglas Road South)
Staff Recommendation: Adopt Resolution 2024-028 approving the Site Plan Review and Conditional Use Permit for a 16,940 square foot major automotive repair use to be located at 7300 West Point Douglas Road South.
 - B Sale of \$16,025,000 General Obligation Bonds, Series 2024A
Staff Recommendation: Adopt Resolution 2024-027 providing for the issuance and sale of the \$16,025,000 General Obligation Bonds, Series 2024A.
 - C Preliminary Plat and Planned Unit Development - Mississippi Landing
Staff Recommendation: Adopt Resolution 2024-029 approving the Preliminary Plat and Planned Unit Development for a subdivision consisting of 377 single-family lots and 18 outlots to be called Mississippi Landing.
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshops - Closed to Public
- 15 Adjournment



COTTAGE GROVE CITY COUNCIL

March 6, 2024

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

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Minnesota Law Enforcement Support Office (MN-LESO) Presentation
Staff Recommendation: Receive a presentation from Deputy Director Petersen to provide notice of controlled property Cottage Grove Public Safety may acquire in 2024 from the MN-LESO program.
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (2024-02-07)
Staff Recommendation: Approve the February 7, 2024 Regular City Council Meeting Minutes.
 - B Advisory Committee on Historic Preservation Minutes
Staff Recommendation: Accept and place on file the minutes from the October 10, 2023, meeting of the Advisory Committee on Historic Preservation.
 - C Planning Commission Minutes
Staff Recommendation: Accept and place on file the minutes from the January 22, 2024, Planning Commission meeting.
 - D Convention and Visitor's Bureau Meeting Minutes
Staff Recommendation: Approve the November 28, 2023 Convention and Visitor's Bureau Meeting Minutes.
 - E Accacia Lodge Sportsman Raffle
Staff Recommendation: Approve the Gambling Permit application from Accacia Lodge to hold a raffle on October 5, 2024, at 11094 70th Street South at 6:00 PM.
 - F Tyler Utility Pro Billing Software Proposal
Staff Recommendation: Approve of the purchase with Tyler Technologies for the addition of Tyler Utilities Pro to be used with the City's Tyler ERP system.
 - G Intrastate Mutual Aid Cooperative Agreement
Staff Recommendation: 1) Approve 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.

- H 2024 Annual City-Wide Sweeping – Contract Extension
Staff Recommendation: Approve the contract extension with Mike McPhillips, Inc. for the 2024 Annual City-Wide Sweeping project.
 - I East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Modifications – Change Order #1
Staff Recommendation: Approve Change Order #1 to include lighting improvements along the Mill and Overlay portion of East Point Douglas Road, and increasing the contract total by \$334,103.95 to a total contract amount of \$8,926,256.10.
 - J Jamaica Avenue Mill and Overlay Project – Approve Plans and Specifications and Establish Bid Date
Staff Recommendation: Adopt Resolution 2024-036 approving the plans and specifications and establishing an April 4, 2024, bid date for the Jamaica Avenue Mill and Overlay Project.
 - K Minor Subdivision at 9826 East Point Douglas Road South *Staff Recommendation: Adopt Resolution 2024-037 approving the Minor Subdivision of a 13.95 acre parcel of land at 9826 East Point Douglas Road South into three separate parcels.*
 - L Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
 - M Mississippi Landing - Environmental Assessment Worksheet Evaluation
Staff Recommendation: Adopt Resolution 2024-039 confirming no new Environmental Assessment Worksheet is required for the Rachel Development, Mississippi Landing Development project.
 - N 2024 Mill and Overlay Project - Revised Bid Date
Staff Recommendation: Adopt Resolution 2024-040 revising the bid date from March 7, 2024, to February 29, 2024, for the 2024 Mill and Overlay Project.
 - O Well #9 Rehabilitation Project
Staff Recommendation: Adopt Resolution 2024-041 awarding the Well 9 Maintenance Project to the accepted quote supplied by Bergerson Caswell Inc. in the amount of \$114,075.00 and authorize execution of the Agreement for Contractor Services.
 - P Ice Arena West Rink Condenser Replacement
Staff Recommendation: Approve Resolution 2024-042 authorizing a service agreement with Total Mechanical in the amount of \$76,920.06 for the replacement of the West Rink Condenser Unit.
 - Q 2024 Pavement Management - Call for Public Improvement Hearing
Staff Recommendation: Approve Resolution 2024-043 establishing a March 20, 2024, Public Hearing date to order the 2024 Pavement Management Project.
- 8 Approve Disbursements
 - A Approve Disbursements
 - 9 Public Hearings
 - 10 Bid Awards
 - 11 Regular Agenda
 - 12 Council Comments and Requests
 - 13 Workshops - Open to Public
 - 14 Workshops - Closed to Public
 - 15 Adjournment