



COTTAGE GROVE PUBLIC SERVICES
COMMISSION

May 20, 2024

10125 85TH ST S
COTTAGE GROVE, MN 55016
HERO CENTER - 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 March 18, 2024 Minutes
6. Presentations
7. Business Items
 - 7.A Hillside Sidewalk
 - 7.B Fire Department Five-Year Strategic Plan
8. Commission Comments
9. Staff Reports and Materials
10. Council Comments
 - 10.A Council Agendas
11. Adjournment
12. Hero Center Tour



MINUTES

COTTAGE GROVE PUBLIC SERVICES COMMISSION

March 18, 2024

12800 Ravine Parkway South
Cottage Grove, MN 55016

TRAINING ROOM - 7:00 p.m.

1. CALL TO ORDER

Chair Lisa Kons called the Public Services Commission meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Chair Kons was advised that Roll Call had been taken. Commissioner Nate Lotts was absent.

4. APPROVAL OF THE AGENDA

Vice Chair Ron Kath made a motion to approve the agenda; Commissioner Kelsey Moyer seconded. Motion carried: 6-0.

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM THE JANUARY 8, 2024 MEETING.

Motion by Vice Chair Kath to approve the January 8, 2024 meeting minutes; second by Commissioner Jenny Olson. Motion carried: 6-0.

6. OPEN FORUM

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

7. PRESENTATIONS - None.

8. BUSINESS ITEMS

A. CGPD'S FIVE-YEAR STRATEGIC PLAN PROPOSAL

Deputy Director of Public Safety/Police Captain Brad Petersen stated thank you for giving me this opportunity to speak about our five-year Strategic Plan proposal, we're super excited to reveal this

to you. This has been something that's been long overdue, and we've invested a ton of time and energy into this plan over the last several months; we'll unveiling it to you, and to Council, and the rest of our department in the coming months. We're hoping to launch this at our Department Meeting in May. So, at the end of this presentation, I'll be asking for a motion from the commission to support this plan; of course, if you don't feel comfortable after this presentation and discussion, I certainly understand because there's a lot to unpack and digest here. So, by all means, ask any questions that you have. I hope you've had a chance to review this before tonight. I'm going to do my very best to be concise and move through this in a timely manner, but any questions or concerns throughout this, please raise your hand and stop me to ask those questions.

He gave the agenda for tonight's presentation, stated I'll get into the meat and potatoes of the plan, which is our 2024-2029 Strategic Goals, and then we'll wrap it up. I trust that you read the message from Director Pete Koerner; basically, it identifies this plan as a roadmap to success over the next five years:

- Policing our community in responsible ways that engage the public to the maximum amount
- Establishing relationships and partnerships and problem solving in our community
- Being innovative
- Being professional
- Positioning our organization for continued growth and resilience in the coming years

Mission Statement

Our Mission Statement is relatively unchanged; it's been close to this version for about the past 10 years. We thought the Mission Statement was pretty good as is, just a little subtle tweak in the wording. We also added this commitment to community partnerships on the end. The Mission Statement is something that's entirely new, and really what we tried to do with this mission is wrap up everything that is important to us, our employees, our community, and how we plan to do business over the next five years in a couple concise sentences. If you didn't know anything else about our planning or about our organization, if you read this Mission Statement we tried to craft this in a way that you have a pretty good idea about what the Cottage Grove P.D. is all about and what's important to us.

Core Values

These Core Values have informally always been important to us. We've passively emphasized the importance of these Core Values, but we were never very deliberate about identifying what traits and characteristics of the values are important to our organization. With identifying these values now, we've got a very deliberate plan in place to let our employees know, let our community know, let everybody know what's important to us; by doing that, we can hold our employees and our organization accountable to those values. Many organizations will identify three, four, or five values that they want to identify as their Core Values. When we sat down to identify our Core Values, we had that conversation, should it be three to five, and we said we can't do that because all of these are important to us. So, we settled on this list, which I think is very comprehensive and it really comprises our community, not too many, not too few; this is really what we value. With this representation, we also wanted to show that there are different levels that interplay between different echelons of individual teams and organizations in the community. For example, we know that Safety is important to individuals, as well as within the community, but we really want to emphasize that as a priority at the organizational level. So, once we get into planning and strategies, you'll see this is the kind of how and why that makes sense. So, policing, as a whole, is really trying to rebrand themselves. We get away from that lawyer mentality towards the guardian mindset and the guardian identity. This is not something new for us, we made the shift many years ago, but we felt it important in this new plan to recognize that. So, we've built a new slogan, which is *Guardians Serving our Community*. Maybe someday you'll see that on the side of our squad cars

or on our website, just acknowledging that we're guardians, we're not lawyers, and it's an entirely different mindset, it's just reiterating what's important to us.

For those reading and trying to digest this document, who aren't familiar with Cottage Grove P.D., or may not live here, we felt it important to give them some brief information about where is Cottage Grove, the demographics, what's important to us, and how we are structured. So, you'll see our new organizational structure; it's important for you to know that we restructured our organization this year: We created this new Community Impact Team, and the sole purpose of that team is to engage the community, solve problems, be proactive, and improve mobility issues and prevent crime in the community. That's their sole existence, their sole job. Those are really pretty rare in an organization our size to have that many officers and a team of that size dedicated to that mission.

Captain Petersen said the actual plan is divided into five different sections, with subcategories in each of those, which I'll also speak about: 1) Core Functions; 2) Community Policing; 3) Dedication to Employees; 4) Commitment to the Using the Best Technology, Equipment, and Practices; 5) Position our Organization for Continued Growth, Innovation, and Changes.

Captain Petersen asked if there were any questions so far about that introductory information.

Chair Kons asked Captain Petersen to speak a little bit about how the plan was developed and who was involved.

Captain Petersen replied that's a great question. So, it started out as kind of my pet project when I was going through the promotional process, to get promoted from sergeant to captain; this is one thing that I identified as something that could really benefit our organization and our community. I got promoted, and then they said, great, now go and do what you promised you were going to do. It was also because I was super passionate about it, did a lot of research, etc., and so Chief Koerner ultimately said just go do it. I kind of had free reign to develop the framework for this plan; once I had that framework in place, I sat down with our leadership team over the course of a couple different meetings, and identified what's important for our organization: Where are we now, where do we want to go? So, with that, we started putting some more details in, we've had meetings where I'd refine and bring it back to the leadership team, up until the point where we thought we had a 75-80% solution. After that, we brought it to our employees, and they had an opportunity to provide input into the plan. After they gave their input, I tweaked it a little bit, and now I'm here presenting it to you, as representatives of the community, hoping that you'll digest it, bring it out to the community, and come back to us with more input. As we go through these different meetings, with different stakeholders, we'll continue to refine the plan up until the point where it is a finished product. Even at that point, it's going to be a living, breathing document where we'll continue to modify it as needs change or new priorities are identified.

Chair Kons said thank you, that's helpful.

Captain Petersen stated before I can get into this, I'm going to fast forward to the appendices briefly, so I can explain a couple things that will help you understand some of this and will also speak to your question.

Captain Petersen stated it's really important to know that we didn't develop this plan in a vacuum; we referenced and nested our plan with the City's Strategic Plan, you'll see that our plan supports the larger City Strategic Plan. We didn't pull this out of thin air, this isn't my idea of the way things should be done. We did our research and we're following Best Practices, and one of the things we used as a guide is this report from the President's Task Force on 21st Century Policing. In that, it identifies five pillars, which will reflect our Strategic Plan; in there, it talks about building trust and

legitimacy, oversight, technology improvements, proactive policing, training, officer involvement, and safety. So, you'll see these same things occurring throughout our plan. Another resource from the DOJ is this Law Enforcement Best Practices; again, you'll see these same themes, ideas, and strategies popping up in our plan. Throughout the plan, you'll also see reference to Benchmark Cities Data: This is a consortium of Police Departments from across the country that have come together in a mission to collect data and establish a database that they can use as a reference point: Response times, call volumes, crime rates, the number of officers per community size, all the metrics of good policing that you can imagine exist here with this Benchmark Cities. These are organizations that represent big and small agencies, both urban and rural, from across the country; we kind of consider it as an average of good Police Departments across the country. We try to screen out all the outliers, all the really crummy departments, and just a standard that we can hold ourselves against, to compare ourselves to them when we're collecting and analyzing data moving forward.

Regarding the appendices, as we start talking about plans, like wellness and training, staffing, etc., we developed these plans that will then feed into our Strategic Plan. There's a list of all those services and programs that we currently offer, we've got a five-year staffing plan, we have a recruiting and retention plan, a wellness plan, a training plan, a policing plan. Every quarter of every year we're producing reports, its a report card, essentially, so we can track whether this plan is actually working or not. If it's not, then we need to tweak the plan and move forward from there.

Core Functions

- Crime & Security and Traffic Safety: Essentially, that's our patrol function, that's the marked squad that you see out there on a daily basis, those are officers that show up when you call 911
- Investigations: Those are our detectives and our Community Impact Unit
- Special Services: That is S.W.A.T., Mobile Field Force, K-9, Emergency First Responder, all of those extra things we do that we consider special
- Emergency Management
- Administrative and Support Services

Captain Petersen spoke in detail on each of the above.

A female commissioner asked Captain Petersen are you receiving feedback from the surveys that you send out to people you've had contact with? Captain Petersen replied yes, last week we sent out 50 surveys, and as of Thursday, we had 13 out of 50 respond; 75% of those strongly agreed that they got excellent service, the remaining 25% only agreed with that, so we've got a little room for improvement.

Captain Petersen asked if he was giving too much or too little detail on this; a female commissioner stated I like it, and I have one question. When you're talking about the Benchmark Cities, are those cities the same size, the same demographic, or are they just blanket, here's the benchmark, and it's calculated. Captain Petersen replied it's a cross section of America, so it's big agencies, small agencies, rural, metro, so we kind of look at it as just an average. We recognize that it's just one reference point, so we're not going to completely judge our success or failure against that one database. The commissioner stated but it's the best of the best. Captain Petersen stated it's the best of the best, and its recognized as a really good reference point.

Community

- Transparency & Accountability
- Engagement
- Branding & Communication

Captain Petersen spoke in detail on each of the above.

Chair Kons asked do you plan to do any Citizen Academies again?

Captain Petersen replied we do. We had a spell a years back where interest levels were low and then that spilled over into the COVID era, but we're having that conversation again where I think we're going to at least solicit interest; if we get an interest level, we're definitely going to do that again. We're also talking about maybe changing the model a little bit so maybe it's not as time consuming for those volunteers, maybe it's a condensed, shorter program.

Chair Kons asked if he could go back to the bottom bullet, about potentially adding a Public Information Officer (PIO); there isn't one now? Who took over those, is that a shared responsibility?

Captain Petersen replied it's kind of a shared responsibility at the moment; ultimately, the Chief is our lead PIO, but we also have a Community Impact Team, who we delegate some of that responsibility to, and at times the Command staff also has that responsibility. We've talked about that quite a bit in the last couple months; do we want to put that entire burden on one person, but what if that person went on vacation and then we have a critical event. So, we're having discussions about what that looks like, but we certainly want to have some people who are qualified, trained, and do that very professionally because it can be dicey; you can trip over your own feet pretty easily, and you can't rewind the sands of time. When you put something on social media, it's there, so, you've got to live with that. There's a lot of trust that goes into it as well.

Employees

- Culture
- Safety
- Wellness
- Training & Career Development
- Recruiting, Retention & Diversity
- Recognition

Captain Petersen spoke in detail about each of the above; Captain Rinzel also spoke about Recruiting, Retention & Diversity.

Technology, Equipment & Practices

- Practices and Policy
- Technology
- Equipment

Captain Petersen spoke in detail about each of the above; Captain Rinzel spoke about the significant increase in squad prices and equipment over the years, as well as ways to extend asset longevity. If we're going to provide a squad to each officer, now's a really good time to do that.

Captain Petersen stated probably next week we'll launch a pilot program to evaluate the ALPR system; those are either mounted in your squad car or mounted throughout the community. We know that those are really powerful tools for deterring crime and fighting crime that's already happened. Probably next week we're launching a pilot program to evaluate the ALPR system; if that goes well, we're looking to move forward with that and having that across our entire patrol fleet. We're also looking at options to install those stationary cameras throughout town.

Captain Rinzel asked do you have questions on that; sometimes that throws flags up for some people in the community.

A female commissioner asked what does ALPR stand for again? Captain Petersen replied ALPR is Automated License Plate Recognition; so, it's basically the system reads your license plate, runs it through the BCA, and it will tell me whether you have a warrant for your arrest or you're wanted for kidnapping, or your vehicle is stolen, things like that.

Chair Kons stated there was a bad example on the news this week of where that did not work so well. Captain Petersen stated I missed that, what was that? Chair Kons stated he pulled a vehicle over down south, didn't have that system, went to assist a stolen vehicle, and got shot.

Captain Petersen stated yes, from an officer safety standpoint, it's nice to know what you're walking up to.

Captain Rinzel stated so, right now, we do that manually. He stated it's just the new squad video that we have actually has that built into the analytics, we just have to turn it on. So, we already own everything, except for the switch to turn it on, a cost of \$518 per year, per car; when we started looking at these, they cost \$5,000 each. Ours is a single camera, mounted in the middle, it's nothing different, its internal. There are retention issues and everything, but that's already been addressed by the State.

A female commissioner stated it would seem to me, and when you speak to being proactive in your approach, that is a very important tool to be able to do that. So, to me, it's kind of a no-brainer.

Captain Rinzel said we could literally drive through every parking lot, just up and down every aisle, just reading every single plate, and it's running them. Then, if its stolen, or the person has felony warrants or anything else, it gives the cop an automatic audio alert; so, then you can go back and deal with that. It's a huge benefit; Woodbury has Flocks ALPR all over their commercial developments and it solves a ton of things, stolen cars pull in, they go in and surround the stolen car due to surveillance by the ALPR. They don't get into a chase because ALPR prevents that, as police know it's a stolen vehicle before it ever leaves the parking lot.

A female commissioner stated and it would have a ripple effect; if you do have a chase, it can be substantial, so.

Growth

- Strategic Planning & Budgeting
- Adaptability & Innovation
- Workload & Services
- Growth Trends

Captain Petersen spoke in detail about each of the above.

After Captain Petersen stated we're incentivizing officers to learn a second language, through Rosetta Stone, while on duty. He thanked Fire Chief Jon Pritchard for that idea.

Chair Kons asked if there was one language that they were picking more than others, like Spanish.

Captain Petersen replied yes, we did research and figured out what the six most common languages are in Cottage Grove because we didn't want them to pick just some obscure language that they're never going to use. We matched it up to what Rosetta Stone actually uses, and that's what they could pick from. Off the top of my head, I don't recall what they are. He asked Jon if he recalled; he replied yes, most of the folks right now are choosing Spanish.

Chair Kons asked if the Rule of 60 Plan is your years of service and age.

Captain Petersen replied no, you're close, though. The Rule of 60 is 60% of your officers should be on patrol; so, if I have 100 officers in my department, 60 of those should be out on patrol. For those 60 officers that are on patrol, 60% of the time should be dedicated, meaning 40% of the time is not spoken for. So, your dedicated time is the time it takes to drive to and from a call, handle the call, do your report, do your online training for the day, handle your administrative task; 40% of the time is what we'll call free time, where you can actually go out and engage the public, deter crime, spend time in the parks, and do all those things that our cops need to do. It essentially helps you identify how many officers your agency needs; it's based on hard numbers, rather than I think this

is a good number. These are nationally-recognized metrics if you have enough officers or your call volume is to the point where you need to add more officers to compensate.

Captain Petersen stated so, that is all of our strategies and performance metrics. The remainder of this is some feel-good comments about what a great job we're doing in the community with policing. We've got a list of a lot of the community engagement events that we've got going on through the years.

Chair Kons asked in your wellness program, you had life-family-work balance. Mental health is a huge issue right now nationwide, let alone for a police officer. How is that being addressed within the department?

Captain Petersen replied these are all our current initiatives; so, we've got a million questions and a lot of different things going on. On the mental health side of the house, it starts with we have annual mental health check-ins with a licensed psychologist; that is followed up by free mental health counseling if you choose to use it, that's for the employee as well as their significant others. Beyond that, if they have ongoing counseling needs, they've got the Employee Assistance Program that will meet their needs. And then we do a Peer Support program, which is an additional level. We also have a Wellness Committee. We've got critical incident stress debriefings; so, when we have those bigger, traumatic kind of calls, we bring in a team of professionals to debrief those incidents. We have our chaplaincy program, so, we've got a new chaplain that has been great to us recently; he's here several times a week, to spend time with the officers, offering his services and expertise. So, those are a few of the ways that we're addressing mental health.

Chair Kons asked is the culture within the department to support that it's okay to be not okay, and it's okay if you need to talk about it?

Captain Petersen stated I neglected to identify that; that's one of the first things that we changed. When Greg and I began working here, it wasn't okay to admit that you were struggling; frankly, it was a sign of weakness. So, we just stuffed a lot of stuff down and learned to cope with it. Unfortunately, we realized that that doesn't work well for most people if you want to be healthy and well-adapted people. That's the first thing we did is we changed the culture, and that was a couple-year process that brought us to the point where it's okay now. We also recognize that some people while they're struggling can't or won't admit that they need help. So, even if I won't ask for help, we've got a culture now where I can walk up to Jon and say Jon, you're screwed up, let's figure out how we can get you back on track.

A female commissioner said I had a question similar to that; it is regarding mental health, but on the community side. So, when you get community calls of mental health, do you still have officers go out for that? I thought we had something with a therapist or a partnership that you were going to have. That's also in the media, and some places have reduced funding and don't allow the officers to go out.

Captain Petersen replied regrettably, I brushed over that, that deserves some attention, so thank you for bringing up that question. Part of our Community Impact Team is a Case Management Officer and a Community Engagement Officer, so, two different roles. The Community Engagement Officer was what Dan Schoen normally did, he's out doing special events, engaging with the different groups, etc. The Case Management Officer is what Pat Young was doing, and now Scott Shafer is in that role. So, his sole job is to really get out there and address mental health issues within the community; specifically, those individuals who are creating a draw on our resources or pose a risk in the community or a risk to themselves or family, something like that. So, when we identify those individuals, Scott's job is to identify what their needs are, develop a plan to get them back on track, or at least to mitigate the severity of the problem. We realized that we need a social

worker on that team to make that function effectively if we really want to achieve success. We recently had a meeting with Washington County Social Services, and that meeting went really well. It's looking like we're going to get a vetted social worker by the end of this year.

Captain Rinzel stated that's funded through the Opioid Reimbursement Fund, it has multiple uses. Washington County got on board and County Commissioner Karla Bigham was pretty strong on her push to Washington County to offer these services. Woodbury currently has one, Stillwater has one, and the County has one, so we've asked to be added to that; it's 75% County, 25% City, and then it goes to a 50-50 match after that. We'll see about legislative things, but we're going to use that opioid money, which should support this program for a number of years; there's enough money in that fund right now that this is a budget neutral item.

Captain Petersen stated I know that was a ton to digest; first, do you have any questions?

Vice Chair Kath stated I really don't have a question, but it's more of just a general statement and comments. First of all, I thought the work behind this had to be immense, so thank you for your leadership in that. I liked how you started the presentation on how the stakeholders were brought in at strategic spots to vet it out. The one thing I'd ask that maybe you guys could consider, bringing this forward to the community, is can we reduce it to a one-pager? Because, right now, there is just way too much information. When I look at these slides, I see a priority and a strategy at the top; all the rest of that is tactics, not strategies. Because I really liked in the appendix where you brought the reporting behind it, and those are going to be reported as tactics. So, I don't know, but maybe just consider how you're going to bring this to the community. Bringing it to a Council person is one thing but bringing it to the community, I challenge you guys to think of a nice one-pager that you can take the headers of the slides. To me, that was your strategy, and here's all the tactics we're going to do behind the scenes. It's just something that I reflected on when you were bringing it forward because there's a lot of information there. I think a one-pager or two page, or whatever, is easier when you're recruiting, too, to put some of this stuff in front of somebody instead of, what was it, 40 pages? Nobody's going to sit there and look through 40 pages of information.

Captain Petersen asked can I print the front and back of the page? I don't know if I could do one page, but that's a great suggestion.

Chair Kons stated maybe just the graphics would work. Vice Chair Kath agreed, and stated again, there's a lot of smart people that can do that kind of work. Again, I have to commend the work. I'm supporting this because I can just tell there was a tremendous amount of effort and energy put behind this, and I like that. The key stakeholders, the officers on the street, were talked to, and they supported it, to bring it forward, so the implementation is that much easier then.

Captain Petersen stated this isn't a plan that's employee centric, it's not organization centric, it's not community centric, we're really trying to balance the needs of all three of those different entities. So, we tried the best we could to make it a well-balanced plan that serves everybody and their interests.

A female commissioner stated I guess my other thought would be because of the accountability factor, like how do you make sure that all of the stuff is really, truly being implemented? Or I think it would be of value to get a 6-month, 12-month update on how are we doing. Here's where we're at, here's where we need to be, that type of thing.

Captain Petersen replied I can tell you many things on that list have already been done. So, we can check those off the list and say these have been done, but I agree every 6 months or so we could bring this thing out, dust it off, and say are we doing these things? And then have that reporting, to an organization like you or some other stakeholders in the community, so we're holding ourselves accountable to somebody else, other than just ourselves. Beyond that, we're doing a quarterly newsletter and an Annual Report, so that will be available throughout the organizations

and to our community as well; we're even going to publish it or at least post it on our web page itself so anybody can look at that to judge for yourself, is this plan working or not?

Chair Kons asked to that point, do you have it broken down in years, like first 6 months, 1-to-2 years these tactics, 1-to-3 years, or is it just kind of the timelines just interact? Captain Petersen replied yeah, it's kind of all over the map.

A female commissioner stated to that point, I thought it was a great plan, it's really comprehensive, we really appreciate the work that went into it. It might be helpful to do some sort of a prioritization, especially for things that need funding, for the City Council where you kind of have here's our top three or here's our top five. Even though we know there are things beyond that that are still needed, but maybe you've already done that.

Captain Petersen replied that's actually started to happen already. So, we just started our budget-planning cycle, and so, last week, everybody threw me their whole list of wants and needs and we looked at this. Now, the next step is going to be all right, let's start to move those to the needs and wants categories; what's a one-year need and what's a five-year need.

A female commissioner said just one question before you go; as I'm watching the community engagement and everything else, is there a practice or purpose you have to check social media, in case there's special words that are out there, and then you're like, oh, somebody's gonna do something inside a school.

Captain Petersen replied not inhouse, necessarily, but the F.B.I. and other federal agencies do have that ability. So, from time to time, we'll get called to go check on said student because they posted an image of a gun or said the buzzword that sets off all the bells and whistles. So, at the federal level is where it's happening.

Captain Rinzel added and the State level is usually better, as they also have that tracking capability. We had a swatting incident not long ago, basically someone's calling in a bogus complaint to try to elicit the response of the S.W.A.T. team, whatever it is that's going on, a female held hostage, or a bomb, or whatever. We just had one we were actively investigating, and then we got calls from the B.C.A. telling us it wasn't happening, after four hours in. So, we do get them.

A female commissioner stated but the Fusion Center helps track that. Captain Rinzel stated the B.C.A., Fusion Center have done a lot of that, and also the F.B.I.; so, State and Federal agencies, as we don't have the staff. I would be here asking for more people, and that would cost a lot more.

Vice Chair Kath made a motion that we accept the presentation this evening by Captain Petersen for the Five-Year Strategic Plan of the Police Department; second by Commissioner Tracy Jenson. Motion carried: 6-0.

Captain Petersen stated thank you so much, we truly appreciate your support. Chair Kons replied thank you for your time and effort.

Captain Rinzel stated if anything pops up, just shoot us an email with your questions, give us feedback, that's what we're looking for. If you read this at home later and you have these burning questions and you can't fall asleep at night, let us know because we want to make it the best we possibly can and we need your feedback to make it happen.

B. FIRE DEPARTMENT 2023 YEAR IN REVIEW

Fire Chief Jon Pritchard stated first, I need to mention I brought with me our new Deputy Fire Chief, Nick Arrigoni, who officially started last week; he's kind of been transitioning since I was selected as Fire Chief late last year. One of the things I recognize is the Cottage Grove Fire Department has really gone from like a volunteer mindset, even though our firefighters have been paid for decades,

to a professional Fire Department. So, we've had a lot of growing pains within that, getting paid, etc. One of our goals over the last couple years has been interpreting dashboard data, meaningful data, not just coming here and rattling a list of numbers, and how does that compare to other things. We're working on our Strategic Plan, also, and really all the data, etc. is going to affect how we prioritize and look at what our future looks like.

So, I'd like to present our 2023 Data Summary. We'll go over our response times, what type of calls, how many calls. EMS Mutual Aid is really a measure of our proficiency and our ability to provide exceptional service to our community. Also, just a quick, very high-level overview of how many hours we engage in training as a department, and what we did in terms of fire prevention and community engagement.

Last year, we had over 4,600 Calls for Service; we predicted a 5.6% increase in 2023. We had almost a 30% increase from 2020 to 2021, but now it's kind of leveled out more to what we expect. We only went up about 2% from 2022, so that is below what we predicted, but we do figure that as we get into our mutual aid discussion; there were some decreases related to that and on those calls, there's not a lot we can do. In terms of budgeting and operations, we kind of hit it right on the mark, and that kind of matches our resources' needs.

Although we're a Fire Department, going on actual fires and putting water on fires, is actually a minority of what we do; it's also one of the most important things that we do because no one else can provide that. As we get into the future, providing more information about our Fire Department, why it's so important to get people there within 5-to-6 minutes, versus waiting 20 minutes, especially what our old model, the volunteer department was. The majority of calls we go on are medical calls, and that's actually pretty consistent, no matter what type of Fire Department, whether they own an ambulance or not. The only big part is we currently can actually bill for our services, where other cities can't bill for services when they go on Emergency Medical Services (EMS) calls. There's a variety of other types of calls, carbon monoxide alarms, false fire alarms, etc. So, as you can see, EMS is the majority of calls we go on.

This is probably one of the most striking things: Our call volumes have increased nearly 50% since 2017. I don't think you need to be a statistician to see that. Now, imagine your work level increasing 50%, yet you're still dealing with the same amount of people. So, really, one of the things I'm most proud of our department, and one of the things we've worked on a lot in the last five years, is efficiency. Frankly, if it wasn't for our individual firefighter-paramedics and our firefighter-EMTs and the way we do business, our response times, etc. would be a lot worse than they are. We are a very efficient department, we take a lot of pride that this is our community, and we're going to provide services to that community. Again, with that increase in volume, that's a pretty tall task for anyone to accomplish. One of the best measures of are we providing that great share and are we available for our community is through EMS Mutual Aid. Simply put, we provide an ambulance, for example, to Woodbury when they don't have an ambulance available because they're on other calls, or they provide one to us, it's mutual. And we do this for house fires, we do it for EMS but, of course, EMS we do most frequently. This has also been a huge revenue source for us because when we're going out, on top of the calls we have, and helping other people, we're able to bill for those calls. As you can see, this is actually revenue received; even though we bill like \$2,500 for an ambulance run, we usually only receive about \$900 of that. That's a whole different class, a different thing, that's mostly Medicare reimbursement and such. As you can see, though, through the years that almost paid for two additional firefighters and an ambulance every year. We've seen that revenue decrease more and more, on top of the revenue that we get for our own EMS services. It's worth noting, for example, Inver Grove Heights is a really good comparison for us: The City of Cottage Grove funds our Fire Department, and Inver Grove Heights receives almost double the funding for the same level of Fire Department, including an ambulance service. So, where we make

up that difference in terms of what we charge in taxes for that is our EMS revenue; that's why we talk about it so much, having an ambulance and Fire Department for our community. That's why EMS is so important because it keeps those property tax burdens down to fund the Fire Department. We also can provide much better service than any other EMS service, like Allina or MHealth. One of the biggest things we've seen in our community is the need for another ambulance to come in and take care of our own community members. What we've seen is in 2019, we only needed it 47 times; that's phenomenal, but that's what we want. If our community calls 911, they should get a Cottage Grove ambulance in their front yard to take them to the hospital, because we have the best paramedics and we can prove that with some of our quality metrics, too, and the response time is 6 minutes. If you call 911, and we don't have an ambulance available, it has to come from Woodbury MHealth, you're looking at anywhere from 15-to-20 minutes; although our officers are going to be there in a couple minutes to provide first response, you're not getting that critical care level medicine that fast. And, as you can see, last year, we needed it 226 times, and you can see how much that has increased over the years. Of course that's part of the total call volume increase.

Chief Pritchard said I'm not a huge hockey fan, but I've heard plus minuses are a good way to look at how good is a shift, how good are our players. And what we've seen is just in 2017, 2018, we are providing 216 more mutual aids to other communities than we needed. So, we were plus 216. You're probably winning a Stanley Cup with that. Vice Chair Kath stated not in Minnesota. Chief Pritchard agreed, not in Minnesota; even the North Stars couldn't get that one for us, but now we're negative 9 last year. First of all, we're not proud of that number because we want to help other communities and reap the benefits of that, mostly in billable revenue, and just branding for us. But we needed it more than we could provide. With our staffing plan last summer, we saw some of these trends in action; last year, 6.7% of our EMS calls required mutual aid. Really, a level of 1% is kind of where you want to be, that's reasonable. We actually think 3% is kind of that level; so, we're like hey, this is really concerning, we're double that. This year, so far, I think we're like at 8.4%, just with how things are going with that. So, again, these are just a measure of our ability to stay on top of the resources and such.

One of the other things is we do our 911 Dispatch through Washington County. It's really goofy and I wish I could explain how our Dispatch works, but how do they know that we don't have an ambulance available? It's called out of service time. So, this is the last ambulance and me and Brad are running out, our other two ambulances are out or somebody's out on a fire, we say not available. So, if we get another call, they know they have to call Woodbury MHealth or call another Fire Department to put our fires. So, we measure that. What amount of time do we have no immediate response available, that means mutual aid, which is about 2-to-4 times longer than our response time. Or, we have to have people who still carry the little pagers that belong to your firefighters where that goes off, and then we need people to come from home. Again, that's also doubling or tripling our response time. We started measuring this in 2019, and really our goal is to do it less than 1% of the time. You can see since 2019, it's risen dramatically. At some point, typically, I don't know if we can be out of service any more, but disclosing about 15.7 days that year that we literally were running a volunteer Fire Department versus a 24/7 staffed Fire Department. So, that was an increase of 450+% since 2019. Each one of these hours that's on, that means we're on at least two calls. So, at least two calls are going on in all of that time, sometimes it's three calls, or sometimes it's a major incident, like a big house fire or something like that. Mostly, we're on two-or-three calls at a time.

Response Times

EMS: We only look at when we get dispatched; is this like a heart attack or is it like a stubbed toe? It's not always a perfect system, when we look at it, but if we're going lights and sirens, it's an emergency, and then we only evaluate what we do in Cottage Grove. We do provide ambulance service primarily to Newport and St. Paul Park, and then mutual aid in other communities, but it was important for us to look at our response times in Cottage Grove because that's who we are primarily responsible to. We look at them differently because with a fire, we have to get our fire gear on, versus EMS, we usually just jump in the ambulance and get going.

With EMS response time, our average is very good, 6.06 minutes, which is fantastic. That's the fastest in the metro type of response times. We'd like to get 90% of our calls in less than 8 minutes, so we're still working on that, but the problem with this statistic is it doesn't include mutual aid response times; that's just how our systems are built. So, we anticipate we had 226 times x 15-20 minutes it takes, we're probably down. When we respond in our ambulances, we do a great job and we get there fast. One of the things we've seen go up in the last couple years is because more of the time we're dropping somebody off at a hospital; it might be Woodwinds, United, or Regions, and we're zipping to get back here because we're that busy. So, we're getting back to the station and getting back in service. The other thing, too, is we're cross staffing; so, imagine every time you had to make a copy of a document at work, you have to get completely changed, you have to go to a whole different building, and use a whole different copy machine. That's what it's like, our firefighters are staffing both a fire engine and an ambulance. So, just think about that; they have to jump from one to the other. Like today, we had two people on an ambulance, they had to zip back to the station and grab a fire truck to go down to Hastings to help them. It's like a daily juggling match, and our firefighters are just phenomenal that they can keep that all straight.

Fire Response: Our fire response times are a lot higher than what we would like them to be. Our biggest piece to this is the cross-staffing thing. We do not have people dedicated to a fire engine; that alone would save about 2 minutes per call, because again, I have to run to my ambulance if my ambulance is in the station, get all my gear off the ambulance, run to the fire, and get out the door in a reasonable time. We literally just removed everything in the station to save 16 seconds for that. We are so efficient, we just don't have the resources to improve that. We're literally shaving seconds when we really need solutions to shape up. Another big thing that became a priority is at public events or on fire inspections; we're doing all that stuff on top of these exploding run volumes.

Good News: I know our response times aren't necessarily what we'd like them to be, but we're really looking at public events. In 2023, we hit over 80 public events, engaging thousands of residents and visitors. We spent the majority of three days at Strawberry Fest, providing First Aid and engaging our community, as well as the Holiday Train and Night to Unite. There's been tons of CPR training; we trained over 1,600 people in CPR and AED use, which included us being awarded a HEARTSafe Community designation last year because of all of our great work and effort into that. Again, I think people think about firefighters as sitting in a recliner, watching TV, waiting for the pager to go off. Nick assured me when he was a firefighter, he never did that, but I have pictures of that. Especially when they're not on calls, they're training. We have over 100 certifications among our many people, anything from basic to advanced, and we are a leader in the metro in certifying our people to higher levels. We have half a dozen people who probably have more certifications than their little card can hold.

Deputy Chief Arrigoni stated they're looking at 6-or-7 certifications above their basic level Firefighter 1, Firefighter 2, Haz Mat, EMT, Fire Officer 1, Fire Instructor 1, you name it.

Chief Pritchard said and then just to put numbers to that, we're 3,500 hours within our Department doing training and over 1,200 hours of EMS training, so, we're nearing 5,000 hours; and you add compliance training, and we're probably at 5,000 hours in training each year that we're close to doing. And that's only among 30-35 people, so it's a lot.

We're also very active in what we call Community Risk Reduction; in the past, it was called fire prevention. We like to use the new term because it's more comprehensive. We want to continue the paramedic program, and we'd like to eventually warp that in to help out our Case Management Unit in the P.D. We're doing sprinkler inspections, we're doing new construction inspections. We work with the Youth Service Bureau (YSB) to provide youth Fire Prevention intervention, so if they get in trouble for lighting fires, etc., we meet with them, and it has an incredibly low recidivism rate, meaning a very low chance that they're going to do it again. We actually provide that service for the whole county, through the YSB. We're like the only ones that actually have people willing to do it and work with our own Cottage Grove Lions team.

Chief Pritchard said we know we have a lot of work to do to improve things; we know that and recognize that. We completed and presented our staffing study to the Council in July 2023; currently, we're in the stabilization phase. You might have heard we had all these parttime people, and we're supposed to have 50 of them; that was never reality. We haven't been able to recruit that many parttime or volunteers for over two decades, that's kind of a thing of the past. So, we recognized we need to fill some of those spots with fulltime career firefighters, and then maintain like a core of 20 really engaged parttime firefighters; so, that's what that stabilization plan is. We are not increasing anybody on shift. So, it's still the same staffing level on shift that there was in 2017, but we're hoping to get better coverage because we're not relying on parttime people as much. Our five-year Strategic Plan is really going to help provide that roadmap provision of our department as we work on that. We hope to bring it to this group, realistically, probably in July, but it might look very familiar with the format because we may have borrowed that from somebody, like Brad.

Chief Pritchard asked what questions can I help answer; I saw a lot of surprise, I think, in people's faces.

A female commissioner asked do you think the drastic increase is due to the development of Cottage Grove? You know, more houses, more buildings, more everything, just not enough people in Fire.

Chief Pritchard replied, yes, correct. Developing growth, and we also saw a major increase in our senior population from 2010 to 2020; our senior population, in general, has higher utilization of EMS services. Then you add that on top of a very rapidly growing community, and that's a perfect formula for an immense increased use of our resources.

Vice Chair Kath asked do you have any metrics on the number of times and the man hours consumed by police calling EMS for standby.

Chief Pritchard replied not off the top of my head, but that's something Brad could answer.

Captain Petersen replied that's a Best Practice that we implemented several years ago; anecdotally, I know it feels like we were calling many times a week. We were calling for an ambulance to stand by, even as we're being dispatched to a person in crisis or something like that. So, sometimes they'll sit there for an hour or many hours, while we try to negotiate with somebody or to get S.W.A.T. called there. They were there for six hours, just in case we need it, because we want that ambulance immediately available if there's someone shot or somebody hurt, something like that.

Chief Pritchard stated and that's what we're really trying to build organizationally, so we can do that, that's what we should be doing; but we shouldn't have to decide, and we don't want to decide, between responding to your broken leg or making sure we're there for a police officer in case they get hurt. I mean, those are like literally the most distressing things we deal with on a regular basis. A female commissioner stated so, I definitely got the message that you're short on resources, but how about like fire trucks and ambulances; do you have a number that you want for that?

Chief Pritchard replied yes, actually, here's the very big news about that: As of a few weeks ago, we reduced the amount of fire trucks we have; we actually sold one, and we upgraded a few other ones for Station 4, right off of Jamaica. We haven't really responded from that station in a number of years. When we go to a more staff-based career model, we need less fire trucks. Legitimately, the number of fire trucks we had probably was about half of St. Paul's Fire Department. When we had all the stations and all these trucks, we didn't know who was coming; now, we know who's getting in our trucks and who's going to go, and that gives us so much more flexibility and less need for trucks. Now, we will need some replacements that are due, and those sort of things, but the good news is I think in the next five years I'm thinking it's three trucks and getting one that we'll need in the back end. So, it's a huge victory; we need less of those big-ticket items, it's just the personnel. But, unfortunately, guess what costs more over time? That's been an existing issue, and that's what we've talked about as we've looked at ways to be more efficient. We're being more efficient, we're saving money where we can there.

A female commissioner asked what things have you implemented, or is that part of the five-year plan to focus more on that recruiting and retention piece?

Chief Pritchard replied that's really been the hardest part because we've had such a strong dependence on a parttime kind of traditional volunteer workforce. And the market has shown us, and this isn't just a Cottage Grove problem, this is a national problem, that it's just not there. But again, the reason that's attractive is because it's 1/3 or 1/4 of the cost of career staff, so those are the tough parts, too. It's like we can't catch up overnight in funding those things either. So, like I said, we've been open; if somebody has a trick to recruiting those folks, we'll take it. But we've done so much, we just launched another parttime recruiting campaign; even if there are our career fulltime firefighters, it's difficult to keep the same crew, as Brad alluded to. But we don't quite have that magic thought that our Police Department has to draw those people in. That's what we'll need as we bring in and do those things that we want to do in our five-year plan; as you'll see, we want to become a destination department, but again, we're transitioning to that.

Vice Chair Kath stated so, you're saying you have an excess in fire trucks. Have you considered a take home fire truck program?

Chief Pritchard replied we actually saved some with our chiefs' squads, we respond from home many hours of the day. Those were at the Central Fire Station so we could lessen the need at Station 4; so, to that point, a take-home squad just for our two chief officers freed up one whole bay so we could save space there, too. Actually, I'd say that was a huge win for us to do that. Plus, instead of me driving to the station to go to a call, I go straight there, saving probably 10 minutes on any given call.

A female commissioner stated I don't know if I missed it, but now we're talking about programs, being able to recruit, and things like that, you said there's some difficulties. Did you address those here?

Chief Pritchard replied no, we're really going to address those in our five-year plan. It even goes back to we don't really have a cadet program, so that's another thing we really want to evaluate. We do hire people from our parttime staff into our fulltime staff, but again, you don't have the space to bring them on. So, we've lost a lot of talent through the years, too, for the same issue; we just didn't have the space. Again, we're working on things to create that destination department; we're just not quite there yet. I really just want to emphasize, this goes back to the police plan, our Police Department has just been phenomenal in being a professional Police Department. Like I said, the Fire Department went through a major transition, just in the last decade, especially when it comes to ambulances, going from that paid on-call, volunteer-type department to a true professional department; we're starting to see that, but we are not there yet. And that's not saying volunteer departments are any less worthy of our admiration and respect; there are just different things that

we do, and that comes with 1/3 of the response times, higher proficiency. We're reaping the benefits of that, but we're still trying to solve the appendix of it.

Deputy Chief Arrigoni stated regarding the recruitment and retention, there are things that we're doing, we're just in the very infant stages of them. Some of this will take funding or just man hours, if you will; so, we do want to look at a cadet program, it's something we very seriously talked about. Bringing back the Fire Explorer program is something that we looked at; I'm a product of the Fire Explorer program, so I was in that program when I was in high school. It's a great way to get young kids involved in the fire service at an early age. We've also asked if all of our fulltime firefighters are required to be paramedics; do we look at hiring a firefighter-EMT and finding the money to send him/her to paramedic school, things like that. So, currently, it's all just in very infant stages, but hopefully we have a plan because nationally, recruitment and retention, just like the Police Departments, has had to change drastically. We're just not getting the number of applicants that we used to; they used to kick down the door at the Fire Department, and you just don't see that anymore these days.

Chief Pritchard stated Nick, that's actually a good point. Minnesota traditionally has been 48th, 49th, or 50th in Fire Service spending per the Minnesota Fire Service, in terms of ranking and what we spent on education; frankly, we haven't invested in our Fire Service in Minnesota because we've been able to rely on paid, on-call parttime models. That's changed. In the metro now, we have a timeline in our staffing study, just what passed in the last 6 years, and we couldn't even keep that up to date because so much happened. So, now, we're competing; in the past, with a parttime paid on-call firefighter, it would be 5-to-7 years before anyone would look at you. Now, you can go to training and get a fulltime job, like Eagan, Brooklyn Park, and all those places; so, we're competing for those people, or they're with us for a year and they're gone. So, it's been tough, and then we're competing with each other. It's a tough market out there for us.

A female commissioner stated it's my understanding it's also a little bit tough to get there, to do all the schooling and pass the test is also challenging. Chief Pritchard stated exactly. She said so, I would say maybe there's a way to partner with that process, too, to give those people the tools and resources. I know two offhand within our area that are struggling to get to that point, so.

Chief Pritchard stated and that's the hard part; a lot of these folks trying to get there, they're working fulltime jobs. And the level of requirements is standard to be a firefighter or an EMT now; imagine a police officer having to go through all their training, certifications working fulltime and then working parttime and maintaining that proficiency every day. That's why the Minnesota P.O.S.T. Board doesn't have parttime licensures anymore. Unfortunately, that's maybe what we're facing is it might one day have a system of if you're not more busy, your reimbursements will be volunteer money. I don't know what that looks like. But again, we're about a couple decades behind what the Minnesota P.O.S.T. Board and the police have been in Minnesota. That's why I like to look at our police and law enforcement over the years because it's really a look into our future as well; we just have to try to catch up to that and then stay ahead of it.

A female commissioner stated I like the Fire Explorer idea. I think that would be a good avenue to get in touch and maintain, but I don't know what it takes to do that. I don't know what the level of the effort is, but it seems like a good idea.

Deputy Chief Arrigoni stated yeah, and just even with all that recruitment intention, it's just the staffing and resources to make it happen, that's what we're running into, too. We need a full staff in case they're on calls and stuff, they just won't have time to do it, so, it's just tough.

Chief Pritchard stated so, that was just an update and just a nice evolution to more work that will come in our staffing plan and our Strategic Plan. Chair Kons said thank you very much.

9. COMMISSION COMMENTS - None.

10. STAFF REPORTS AND MATERIALS

Ryan Burfeind, Public Works Director, gave a few brief updates. A couple things we talked about earlier, the Spring road restrictions came off today; some of the earliest I've ever seen them come off and the shortest time they've been on, so that just speaks to our mild winter. Now, we'll see, Mother Nature might play some tricks on us in the next couple weeks. As of today, we're at 14.3", and 14.2" is the all-time low on record, so we're 1/10th of an inch above that.

Chair Kons asked have we used the snowplows at all this year?

Director Burfeind replied we plowed twice and salted 6 more times. So, it's been a mild winter: It was the warmest December, January, February on record; it was the earliest 50 on record, with a 50 in every month, it just kept being 50, earliest 60 on record, earliest 70 on record. We just blew records out of the water this year. So, we've done lots of tree trimming and lots of Ash tree removals this winter because we had that work to do. So, we'll see what happens with the snow; we need moisture, one way or another with 75% of the State in drought at this point, which is unbelievable in March.

Director Burfeind stated a couple other things you're used to in the Spring: Flushing and sweeping, as long as the weather doesn't trend too cold for too long, will start on April 8.

Construction Projects

East Point Douglas & Jamaica, we had the first phase done last year, the second phase is going to start up on April 8; that will be with a closure, not where there's that flashing red signal, but the other entrance, kind of by Ashland Credit Union and Cub Foods, that will be closed through about mid-July to build a roundabout there. He confirmed you won't be able to go through. We looked at different options with half and half, and with a concrete roundabout and the limited space we have, it just wasn't even practical. So, that will be closed. Following that opening at the end of July, we're going to finish up the work of East Point Douglas from Ashland Credit Union all the way down to Menards. So, that will be reconstructed or Mill and Overlay, so, we'll have a nice, new roadway all the way through there, and we'll wrap that up in September.

Treatment Plants

Obviously, water treatment is a huge, ongoing effort for us. We have two new temporary treatment plants that we actually are building because of the new restrictions that came out in January; that kind of reduced things down again on us. Even though we have one permanent treatment plant being built and another one planned, we have to have these for this summer. We did something unique; all of our other plants have been carbon treatment, so, like your frig filter. This is a new technology called ion exchange, but we'll be the first ones in the State utilizing that thanks to a pilot study we did a couple years back that showed it was going to actually work better than the carbon treatment. It's much more cost effective, about 40% cheaper for this temporary plant than the carbon ones would have been; the State is paying for those, but it's still important to save that money. So, those are going to be online in May, ready for the summer timeframe; hopefully, our drought will lessen a little bit so we don't have such high water demands like we've had the last couple years. One treatment plant is up by Highlands Park, across from the Splash Pad, so the tanks actually went in place last week. The other one is actually just behind the Central Fire Station, across the little valley there, on top of the hill.

Director Burfeind asked if there were any questions.

Vice Chair Kath said, so, the Jamaica project that was completed, it seems like the markings are already deteriorated.

Director Burfeind stated yes, those are temporary; that's a good question. Those are temporary; it's actually epoxy markings, it's not paint, and they have really strict temperature requirements, so we couldn't put them down last year. So, we put just a really basic latex paint down to get us through the winter.

Vice Chair Kath asked will the lights be examined for timing? I'm just saying the one on 90th and Jamaica seems like it's a lot longer wait than we've ever had. I live in that neighborhood, so I get the view of it every day. So, it seems like that's historically longer than it's ever been.

Director Burfeind confirmed that's if you're on 90th Street, trying to get onto Jamaica. That's good feedback. Because we do all of this analysis and all this modeling, and you put the timing in place, but then you've got to work the bugs out. We've had to make some tweaks at Jamaica and East Point Douglas, so I can let our traffic engineer know. Typically, what they'll do is they'll go out there and they'll actually watch it a little bit to see how it's operating, and then they can kind of make tweaks out in the field. So, I'll let him know that.

A female commissioner had some what's the status questions: 1) The lights that were turning purple, is that all fixed or do they have the new lightbulbs in? Director Burfeind replied we're fixing; we got some in, and some of those actually went in by Menards, and that was the wire that was stolen. He stated we are trying to get more in because there are more purple ones behind Target. Pretty soon, we'll just leave them because those are getting replaced with new lights with the project. Now that summer's approaching you won't see them at night as much, but it's been a struggle with every agency across the country trying to get these new replacement lights. It was unfortunate they didn't give us a whole new light; they gave us the guts, so my staff actually had to take the light apart to physically replace the exact broken parts in there. So, it's very time consuming. 2) So, did you get them for all the lights, or just like 10%? Director Burfeind replied I would say we got about half because we had a bunch of signals at 80th and Hardwood that were purple, those had gotten replaced. Now, we have more down in the Business Park to take care of. For the wire theft, our Police Department apprehended a handful of individuals out on Ideal Avenue, which was very exciting. Since that time, knock on wood, we haven't had issues. We know it's an ongoing thing, but hopefully since folks were apprehended here, they go to other communities. So, that was good. We are working internally, we were actually awarded the quote to replace the streetlight wire that was stolen, so, you'll see that work happening in the next 2-3 weeks. 3) Are catalytic converter thefts slowing down? Director Burfeind replied that's a good question, I don't know. Captain Petersen replied to my knowledge we maybe had one, a couple weeks ago, but very, very few, if any. Captain Rinzel stated it's the same group, just different raw materials that were easier. Director Burfeind stated regarding the wire theft, that was a good call to get from Director Koerner on that January night, at 9:30 p.m., that was great news.

Captain Petersen stated he'll just remind everybody that on May 13, at 6:00 p.m., is our Awards Ceremony, so everybody is welcome to come; there will be a formal invitation coming out. He'd informed the Commission that if you like, I can present our Annual Use of Force Report or our Quarter 1 Report on our Strategic Plan. It's up to you, whichever you would want, at our next meeting.

11. COUNCIL COMMENTS

Council Member Thiede stated I don't have anything specific; do you have any questions?

A female commissioner asked are any new restaurants coming to town? Council Member Thiede replied, yes, but I don't know what they are. She asked is it a secret or someday somebody's going to come? Council Member Thiede replied a little bit of both.

Vice Chair Kath stated another subject that's near and dear to everybody's heart is the compost area, near the Kwik Trip. I saw the notice that they're starting to accept stuff down there.

Council Member Thiede stated it's been moved.

Director Burfeind stated yes, so, they relocated over the winter, had great weather for it. They used to be kind of half on the East side of Glendenning Road, now they're fully on the East side of Glendenning Road. The City actually bought that remaining land; it's going to be a big pond in the future, but it's the compost site for now, and they'll be operational. Half of the operation stayed right where it was because they were already not where Kwik Trip is going. But where you actually dumped off your grass and grabbed the mulch, that had to move across Glendenning Road. So, there's new piles and it's a new arrangement. The entrance moved about 20 feet, so with the gates, you kind of go a little bit to the left, instead of straight to the south. Kwik Trip is on the west side of Glendenning.

12. ADJOURNMENT

Commissioner Olson made a motion to adjourn the meeting; Commissioner Jenson seconded. Motion carried: 6-0. The meeting was adjourned at 9:19 p.m.

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

To: Public Services Commission
Ryan Burfiend, Public Works Director

From: Genevieve Tester, EIT, Graduate Engineer

Date: May 20, 2024

Re: Hillside Trail Sidewalk Proposal

Background

With the City of Cottage Grove's continual efforts to link trail and sidewalk routes in the community, and through public input, the area along Hillside Trail South, west of Woodridge Park has been identified as an area of interest for proactive pedestrian safety improvements. Staff have received inquiries from the community regarding a pedestrian connection from Woodridge Park to Jamaica Avenue along Hillside Trail. Upon review of the corridor, a six-foot concrete sidewalk, with ADA-compliant pedestrian facilities, is proposed on the south side of Hillside Trail South in the city right-of-way. The proposed improvements would connect the Woodridge Park trail network to Jamaica Avenue South. The image below shows the potential proposed project location.

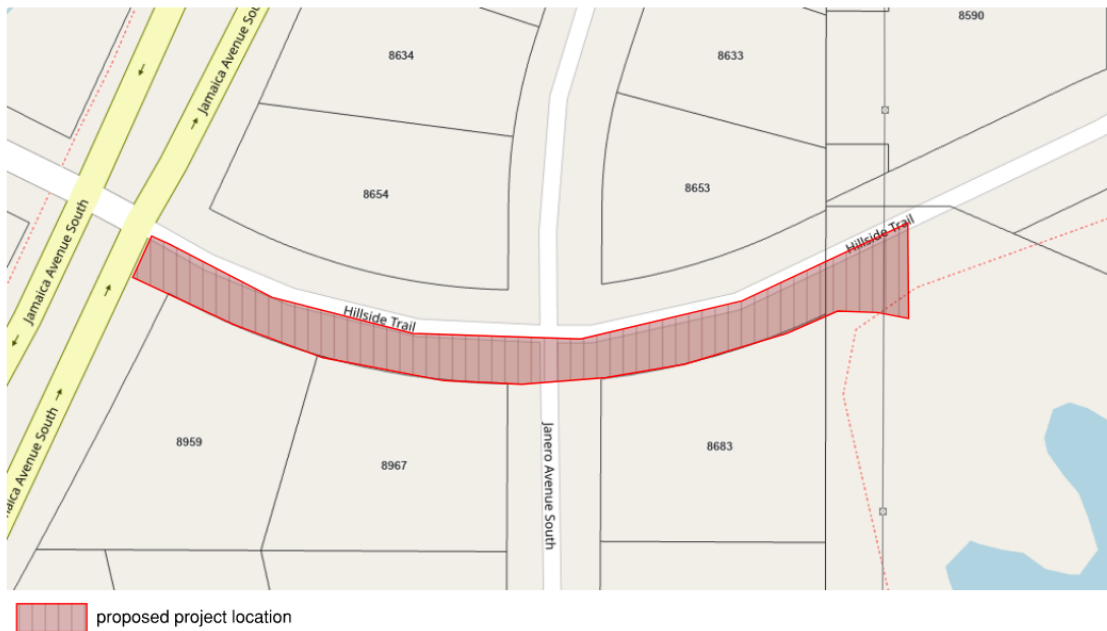


Figure 1: Proposed Project Location

Discussion

Hillside Trail South is 34-feet in width and has no designated pedestrian facilities causing pedestrians to utilize the roadway. While there have not been significant pedestrian incidents that would trigger pedestrian safety improvements, this project aims to be *proactive* in addressing pedestrian safety concerns from the community. It is staff's understanding that there is notable foot traffic on this road from park-goers and students navigating to and from school bus stops.

The Average Annual Daily Traffic (AADT) is 3,762 on Hillside Trail South. For comparison, Indian Boulevard, east of Jamaica Avenue, has an AADT of 1,791, and 90th Street, east of Jamaica Avenue, has an AADT of 4,047, putting Hillside Trail South on the higher end of traffic volumes for similar urban-type roadways.

The connection to a City park, the higher traffic volumes, and the notable foot traffic, support the addition of pedestrian infrastructure to link this segment of Hillside Trail South to the City's trail and sidewalk network.

Various alternatives are in consideration, all of which have the proposed sidewalk spanning from Jamaica Avenue South to Woodridge Park, with a crossing of Janero Avenue South. This crossing of Janero Avenue South warrants the addition of pedestrian ramps. The four alternatives vary based on which side of Hillside Trail South the sidewalk route is placed (north side, south side, or a combination) as can be shown in the below image.



Figure 2: Proposed Alternatives

Additionally, it is important to consider if the sidewalk is placed off the back of curb (Figure 3), or setback 1.0 foot from property limits, which allows for a vegetated boulevard between sidewalk and curb (Figure 4).

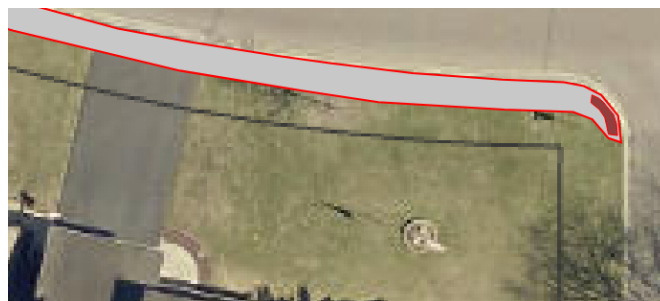


Figure 3: Sidewalk along back of curb



Figure 4: Sidewalk setback 1.0 foot from property line

A review of what obstacles are located in the City right-of-way is required to help make decisions on the proposed sidewalk placement. There is an existing storm sewer catch basin on the northwest corner of the Hillside Trail South and Janero Avenue South intersection. There are also various regulatory street signs, boulevard trees, light posts, and private utilities along the corridor that would conflict with proposed infrastructure depending on the designated route.

Any alternative with sidewalk located on the north side of the roadway is not recommended because of the storm sewer interference and the steep side slope coming off the south side of 8653 Janero Avenue South's property, which would require a retaining wall. Additionally, there is more significant private utility infrastructure that would need relocating as well as overall a longer length of sidewalk required for the north side of the roadway, increasing cost and impervious surface.

Any alternative with sidewalk switching from the north side to the south side is also not recommended because of the additional crossing required for pedestrians, which would increase potential pedestrian and vehicle conflicts.

Staff's recommendation is to place a 6-foot sidewalk on the south side of Hillside Trail South from Jamaica Avenue South to the Woodridge Park trail and is looking to receive feedback from the Public Services Commission regarding the specific location of the sidewalk within the right-of-way. While placing sidewalk along the back of curb will provide less disturbance to the adjacent properties (driveway, irrigation, etc), it would place pedestrians closer to the roadway and create challenges for plowing. Regardless of the sidewalk placement, tree removal and sign relocations will be necessary.

Initial cost estimates were completed to analyze placing the sidewalk adjacent to the curb and 1.0 foot off the right-of-way along the south side of Hillside Trail South and were found to be approximately the same cost (\$51,000). While placing the sidewalk adjacent to the back of curb results in additional concrete and pedestrian ramp materials, placing the sidewalk just off the right-of-way incurs additional restoration costs. If the project moves forward into the design process, it would be budgeted for construction after 2024 and would utilize either roadway maintenance funds and/or park improvement funds.

Recommendation

Staff is seeking feedback from the Public Services Commission regarding the installation of the sidewalk as well as the proposed location within right-of-way.



5-Year Strategic Plan

Spring 2024
City of Cottage Grove, Fire Department



01

Welcome and Introductions

Thank you, City Council and Cottage Grove!



The City Council, with the support of the community, has demonstrated great support for the department!

- Central Fire Station
- 24/7 on-duty staffing with 12 full-time firefighters starting in 2017
- Top of the line Aerial Ladder Truck (2020)
- Replaced two ambulances
- Full-time Fire Marshal
- Initiated Phase 1 of strategic staffing plan (2024)
 - Increase to 15 full-time Firefighters
 - 20-25 Part-time Firefighters with top percentile wages in the metro
- Much more!

Strategic Plan Process



- City Council Strategic Plan (January 2024)
- Fire Leadership Team
- Department Meeting
- Local IAFF 2570
- Public Services Commission (May 2024)
- Revisions, finalize
- Council presentation and approval (July 2024)
- Implement
- Measure, review, revise

Mission



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



Mission Areas



- Fire Suppression
- Emergency Medical Services (EMS)
- Community risk reduction (CRR)
- Hazardous materials response
- Specialized response/rescue
- Department culture
- Firefighter wellness
- Financial and resource stewardship

Services/Missions Overview



Fire	EMS	Community Risk Reduction	Specialized Response
<ul style="list-style-type: none">Structural Fire SuppressionWildland FirefightingFire TrainingHazardous Materials ResponseVehicle ExtricationMotor Vehicle Accident ResponseFire Fleet/Equipment ManagementFirefighter Wellness and FitnessEmergency ManagementNFPA StandardsOSHA ComplianceISO RatingCredentialing	<ul style="list-style-type: none">Emergency Medical Services - TransportCritical CareEMS Quality Improvement/AssuranceEMS Training and EducationEmergency ManagementCommunity Paramedic ProgramsEMS Training Program (EMR/EMT)Tactical Medical ResponseCredentialingEvent Staffing/Stand-byEMS Fleet/Equipment ManagementFirefighter Wellness and Fitness	<ul style="list-style-type: none">Code Enforcement (inspections)Plan ReviewNew Construction InspectionsLife Safety InspectionsFire InvestigationsPublic EducationHome Safety ProgramYouth Fire Prevention and InterventionCPR and First Aid TrainingPublic OutreachCar Seat SafetySchool VisitsCommunity Events (e.g., Open House)	<ul style="list-style-type: none">Water/Ice RescueRope Rescue (high/low angle)Confined SpaceTechnical RescueMobile Field Force



The Cottage Grove Fire Department will be an elite fire department that lives our mission to provide exceptional fire, emergency medical services, specialized response and community risk reduction services to our customers.



Vision Statement – Fire Suppression



Provide fire suppression services through assertive, strategic and tactically-wise approaches that provide positive outcomes for our customers while preserving firefighter health and safety.

Vision Statement- EMS



Provide EMS services that deliver high-quality care through a team of highly trained and skilled EMS Professionals dedicated to delivering exceptional outcomes for our customers.

Vision Statement- Specialized Response



Cottage
Grove
Where Pride and Prosperity Meet



Be an all-hazards response fire department that can “solve the problem” anytime we are called for assistance in our community.

Vision Statement-Community Risk Reduction



Be a department engaged in holistic community risk reduction through genuine engagement with fire prevention, safety and health promotion programs for all ages and backgrounds in our community. The department will do this in a meaningful way with unique attention to reducing outcome disparities.

Vision Statement – Workplace culture



Be a fire department of choice represented by a diverse workforce that represents our community. Be a department where professional development, genuine engagement and inclusivity of our team members is the foundation of our culture.

Vision Statement – Firefighter Health and Wellness



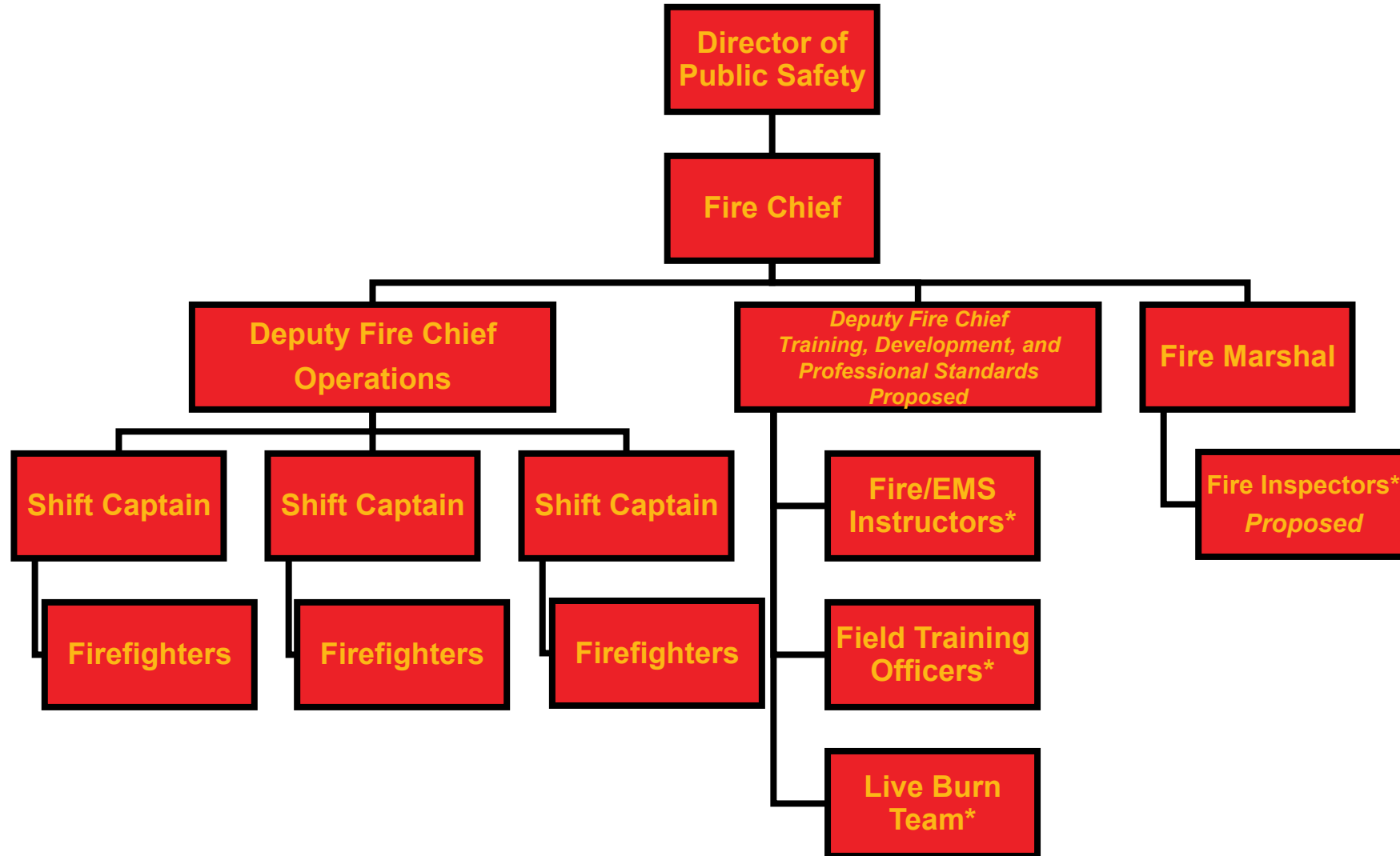
Be a department where health, wellness and safety are embedded in our culture. Firefighters embrace a holistic view of wellness including physical health, fitness, mental health, resiliency and nutrition while supporting personal growth for themselves and their team.

Vision Statement- Stewardship



Be a department that wisely uses resources and manages department growth to support and respond to a growing community. Be prudent stewards of financial, capital and human resources provided to the department. Leverage community and regional partnerships to accomplish shared goals. Create a sustainable fire department to support a community with competing needs.

Organization Overview



**specialty positions (not additional positions)*



Individual

Competence
Integrity
Ownership
Professionalism
Service



Team

Collaborative
Communication
Outcomes-focused
Supportive



Community

Accountability
Empathy
Partnership
Transparency
Trust



Organization

Adaptive
Excellence
Inclusive
Progressive
Safety
Strategic



Strategic Goals, 2025-2030



Emergency Service Excellence	Community Risk Reduction and Outreach	People	Technology and innovation	Growth
Fire Suppression	Fire Inspection and Code Enforcement	Culture	Technology	Growth Trends
Emergency Medical Services	Fire Investigation	Recruiting, Retention and Diversity	Equipment	Workload and Services
Specialized Response	Public Education and Fire Prevention	Training and Career Development	Practice and Policy	Adaptability and Innovation
	Community Paramedicine	Health and Wellness		Strategic Planning and Budgeting
	Branding and Communication	Safety		
		Recognition		



Strategic Objectives

- 1.1.1 Provide prompt response to fire incidents
- 1.1.2 Provide outcome-based fire suppression
- 1.1.3 Increase on-shift staffing to optimize service delivery
- 1.1.4 Maintain or improve ISO rating
- 1.1.5 Obtain department credentialing

Key Outcomes

- 1.1.1 Respond to all emergency fire incidents in under eight minutes at least 90 percent of the time
- 1.1.2 Over 75 percent of structure fires are contained to the room of origin.
- 1.1.3.1 On-shift staffing meets or exceeds the staffing levels of comparable departments
- 1.1.3.2 At least four firefighters arrive on-scene of structures fires within eight minutes at least 90 percent of the time
- 1.1.3.3 Effective response forces arrives on-scene within 15 minutes at least 90 percent of the time
- 1.1.4 Obtain and maintain an ISO rating of 3 or better
- 1.1.5 Become a credentialed fire department



Strategic Objectives

- 1.2.1 Provide prompt response to EMS incidents
- 1.2.2 Provide outcome-based EMS care
- 1.2.3 Increase on-shift staffing to optimize service delivery
- 1.2.4 Maintain national recognition for stroke and heart care
- 1.2.5 Deliver customer-centered EMS care
- 1.2.6 Obtain EMS credentialing
- 1.2.7 Paramedics are highly trained to deliver the highest level of pre-hospital critical care
- 1.2.8 Utilize a robust quality improvement and peer review program

Key Outcomes

- 1.2.1 Respond to all emergency EMS incidents within five minutes at least 90 percent of the time
- 1.2.2.1 Over 15 percent of all cardiac arrests have a good outcome (CPC 1 or 2)
- 1.2.2.2 Over 75 percent of select cardiac arrest victims have a good outcome (witnessed with shockable first rhythm)
- 1.2.3 On-shift staffing meets or exceeds staffing levels of comparable departments
- 1.2.4 Maintain American Heart Association Silver EMS award or better for heart and stroke care
- 1.2.5 At least 90 percent of EMS customers respond with agree or strongly agree that they received quality services and were treated with respect through EMS experience surveys.
- 1.2.6 Obtain CAMTS credential
- 1.2.7 At least 50 percent of Paramedics are certified as Critical Care Paramedics
- 1.2.8.1 Continue peer-driven quality improvement program
- 1.2.8.2 Build peer review commitment based upon principles of just culture



Strategic Objectives

- 1.3.1 Develop capacity to respond to technical and specialized response incidents
- 1.3.2 Seek and maintain partnerships in regional special operations teams
- 1.3.3 Obtain necessary equipment and technology to respond to special operations incidents

Key Outcomes

- 1.3.1.1 75 percent or more of firefighters are trained and certified at the Rope Rescue operations level or higher
- 1.3.1.2 75 percent or more of firefighters are trained and certified at the rescue swimmer/ice rescue operations level or higher
- 1.3.1.3 75 percent or more of firefighters are trained and certified at the confined rescue operations level or higher
- 1.3.1.4 All firefighters are trained and certified at the level of hazardous materials operations responder or higher.
- 1.3.1.5 75 percent or more of firefighters are trained and certified at the hazardous materials technician level or higher.
- 1.3.2.1 Become a department member of regional special operations team
- 1.3.2.2 Maintain at least three firefighters on the Washington County Mobile Field Force
- 1.3.31 Obtain equipment to effectively and safely respond to water, rope rescue, water rescue, confined space, hazardous materials and other specialized response incidents.



Strategic Objectives

- 2.1.1 Provide proactive fire prevention in all non-residential occupancies
- 2.1.2 Provide proactive fire prevention in all multi-family buildings
- 2.1.3 Provide proactive fire prevention in new construction
- 2.1.4 Optimize fee structure to support comprehensive fire inspection and code enforcement
- 2.1.5 Staff appropriate positions and personnel to support comprehensive fire inspection and code enforcement

Key Outcomes

- 2.1.1 Perform annual life safety and pre-incident planning inspections in 90 percent or more of non-residential occupancies
- 2.1.2 Perform annual life safety and pre-incident planning inspections in all multi-family buildings
- 2.1.3 Perform fire inspection, plan review and permitting of all new construction
- 2.1.4 Implement improved fire inspection fee schedule including annual life safety inspections
- 2.1.5 Maintain Fire Marshal position and add three, shift-based promoted fire inspector positions



Strategic Objectives

- 2.2.1 Provide fire investigation services to promote fire prevention and arson investigation
- 2.2.2 Fire investigations are supported by qualified, trained and certified fire investigators
- 2.2.3 Support high-quality and safe fire investigations with the appropriate technology and equipment
- 2.2.4 Leverage partnerships to improve the quality of fire investigations

Key Outcomes

- 2.1.1 All fires are investigated for origin and cause
- 2.2.1 Maint a roster of at least four certified fire investigators (CFIT or higher)
- 2.2.3 Purchase appropriate equipment, PPE and technology to safely and effectively investigate all fires
- 2.2.4 Explore regional partnerships for fire investigation team formation



Strategic Objectives

- 2.3.1 Provide genuine and engaging fire and injury prevention education to the community with a focus on target audiences and unique hazards
- 2.3.2 Establish and maintain a home fire safety program
- 2.3.3 Continue youth fire prevention intervention program
- 2.3.4 Provide high-quality CPR, first aid and EMS training to the community.

Key Outcomes

- 2.3.1.1 Participate in at least four public events annually
- 2.3.1.2 Provide school fire prevention visits to at least one grade level to all elementary schools annually.
- 2.3.1.3 Continue older adult fire prevention and safety program
- 2.3.1.4 Continue fire prevention and safety training for scouts and other community groups
- 2.3.1.5 Maintain a roster of at least four certified Fire and Life Safety Educators
- 2.3.1.6 Maintain a roster of at least three Certified Child Passenger Safety Technicians



Strategic Objectives

- 2.3.1 Provide genuine and engaging fire and injury prevention education to the community with a focus on target audiences and unique hazards
- 2.3.2 Establish and maintain a home fire safety program
- 2.3.3 Continue Youth Fire Prevention Intervention program
- 2.3.4 Provide high-quality CPR, first aid and EMS training to the community.

Key Outcomes

- 2.3.2.1 Successfully complete FEMA Home Fire Safety Grant
- 2.3.2.2 Perform at least ten home fire safety visits annually (after grant completion)
- 2.3.3.1 Maintain Youth Fire Prevention Intervention (YFPI) program in partnership with the Youth Service Bureau
- 2.3.3.2 Maintain at least two certified YFPI intervention specialists
- 2.3.4.1 Maintain at least four certified CPR and first aid instructors
- 2.3.4.2 Train at least 100 people annually on CPR and first aid
- 2.3.4.3 Offer at least two public CPR certification courses per year
- 2.3.4.4 Offer at least four CPR training sessions at Middle and High Schools in Cottage Grove/Southern Washington County
- 2.3.4.5 Maintain State EMS education license



Strategic Objectives

- 2.4.1 Community Paramedicine program is supported by qualified, trained and certified Community Paramedics
- 2.4.2 Develop, sustain and implement Community Paramedic programs based upon community needs
- 2.4.3 Engage in proactive health promotion and disease prevention

Key Outcomes

- 2.4.1.1 Maintain at least four trained and certified Community Paramedics
- 2.4.1.2 Maintain at least one chief officer certified as a Community Paramedic
- 2.4.2.1 Perform at least five older adult fall and fire prevention visits annually
- 2.4.2.2 Embed Community Paramedic into Case Management Unit to provide holistic mental health promotion and response
- 2.4.2.3 Create Community Paramedic referral process for Public Safety Team members
- 2.4.3 Develop and implement community health fair to include health promotion, education and disease screening



Strategic Objectives

- 2.5.1 Employ an effective branding and communication campaign
- 2.5.2 Amplify and leverage online communications through multiple media platforms
- 2.5.3 Develop and maintain a fire department website that promotes transparency and accountability
- 2.5.4 Partner and communicate with diverse and traditionally underserved people and groups throughout the community
- 2.5.5 Provide timely, effective and impactful communications to the community when emergencies and critical incidents happen.

Key Outcomes

- 2.5.1.1 Create an impactful brand and communication campaign for the fire department
- 2.5.1.2 Educate the public on the purpose, mission and functions of the fire department
- 2.5.2 Demonstrate ten percent increase in social media views and engagement across fire department social media platforms
- 2.5.3.1 Implement a community facing dashboard
- 2.5.3.2 Identify opportunities for improvement for the fire department website
- 2.5.4 Develop sustaining relationships with community groups that promote partnership with diverse and traditionally underserved populations
- 2.5.5 Designate a Fire Department Public Information Officer to partner with the communications team to promote timely, effective and impactful information to the public during emergencies and critical incidents



Strategic Objectives

3.1.1 Develop and maintain a set of core values

3.1.2 Develop and maintain a shared mission, vision and strategic plan

3.1.3 Create a culture of excellence in which team members are valued and motivated to deliver excellence service

Key Outcomes

3.1.1.1 Team members identify and role model the department's core values

3.1.1.2 Publish and maintain a set of core values

3.2.1 Publish and maintain a shared mission, vision and strategic plan

3.1.3 Employee engagement surveys demonstrate an engaged team



Strategic Objectives

- 3.2.1 Collaborate with City leaders to ensure department pay and benefits are attractive
- 3.2.2 Build a culture of excellence and equip firefighters with the best equipment and PPE supported by innovative practices and policies
- 3.2.3 Develop a recruiting team to identify and operationalize strategies and incentives to recruit talent and diverse candidates
- 3.2.4 Recruit and develop talent through innovative and inclusive approaches

Key Outcomes

- 3.2.1 Firefighter pay and benefits will be competitive with comparable departments
- 3.2.2.1 Firefighters will have equipment and PPE that conforms to up-to-date best practices and industry standards
- 3.2.2.2 Policies and procedures comply with evidenced-based practices, industry standards, codes, regulations and laws
- 3.2.3.1 Establish a fire department recruitment, retention and recognition team
- 3.2.3.2 Reduce avoidable annual turn-over below seven percent for full-time staff and below 20 percent for part-time staff
- 3.2.5.1 Develop a cadet program to promote access to fire/EMS careers
- 3.2.5.2 Develop a paramedic pathway/scholarship program



Strategic Objectives

- 3.3.1 Utilize effective field training and on-boarding to provide quality on the job training
- 3.3.2 Maintain an effective and compliant internal training program
- 3.3.3 Train and certify firefighters to the positions they work
- 3.3.4 Offer access to external training, certification courses and conferences
- 3.3.5 Assess the current and future needs of the organization to invest in succession planning
- 3.3.6 Provide career development specialty assignments to promote professional growth
- 3.3.7 Provide regular career development counseling
- 3.3.8 Maintain membership at the East Metro Training Facility (EMTF) to support live fire training needs
- 3.3.9 Continue training partnerships with neighboring and regional mutual aid partners

Key Outcomes

- 3.3.1.1 Continue field training with quality and qualified Field Training Officers (FTO)
- 3.3.1.2 Maintain a roster of at least three trained and qualified FTOs
- 3.3.2.1 All full-time firefighters will have at least 100 hours of training annually including OSHA and NFPA required training requirements
- 3.3.2.2 All part-time firefighters will meet OSHA and NFPA required training requirements annually
- 3.3.3.1 All firefighters will obtain and maintain their Firefighter 1, 2 and Hazardous Materials Operations certification
- 3.3.3.2 All firefighters will obtain and maintain their Minnesota Firefighter License
- 3.3.3.3 All fire officers will obtain and maintain Fire Officer 2 and Fire Instructor 2 certification or higher
- 3.3.3.4 All specialty positions and roles will be certified to the appropriate level
- 3.3.3.5 All firefighters will maintain EMS certification



Strategic Objectives

- 3.3.1 Utilize effective field training and on-boarding to provide quality on the job training
- 3.3.2 Maintain an effective and compliant internal training program
- 3.3.3 Train and certify firefighters to the positions they work
- 3.3.4 Offer liberal access to external training, certification courses and conferences
- 3.3.5 Assess the current and future needs of the organization to invest in succession planning
- 3.3.6 Provide career development specialty assignments to promote professional growth
- 3.3.7 Provide regular career development counseling
- 3.3.8 Maintain membership at the East Metro Training Facility (EMTF) to support live fire training needs
- 3.3.9 Continue training partnerships with neighboring and regional mutual aid partners

Key Outcomes

- 3.3.4 At least 25 percent of firefighters will attend an external training course or conference annually
- 3.3.5 Implement and maintain career paths for effective and intentional succession planning
- 3.3.6 Develop specialty assignments and promotional positions to promote career development and skillset development (e.g. Investigator, Instructor, Live Burn Team)
- 3.3.7 Career development is discussed and is the foundation of yearly performance evaluations
- 3.3.8.1 Offer at least six live fire training sessions at the EMTF annually
- 3.3.8.2 All firefighters will attend at least one live fire training per year
- 3.3.9 Participate in at least four multi-agency training sessions per year



Strategic Objectives

- 3.4.1 Employ effective and engaging programs that promote wellness
- 3.4.2 Firefighters have ready access to peer support
- 3.4.3 Provide annual mental and general health assessments
- 3.4.4 Benefits package is competitive and addresses the needs of holistic wellness
- 3.4.5 Promote work-life balance
- 3.4.6 Maintain a healthy organizational culture with a positive workplace environment

Key Outcomes

- 3.4.1.1 Injured on-duty and lost-time are below historical trends
- 3.4.1.2 Employee surveys indicate firefighters have meaningful access to wellness resources
- 3.4.1.3 Firefighters receive training to address firefighter specific health risks including mental health, cancer prevention and heart/vascular disease
- 3.4.2 Establish and maintain a peer support team with at least three peer support team members.
- 3.4.3.1 Continue annual medical assessments that follow NFPA standards, OSHA requirements and best practices for all firefighters
- 3.4.3.2 All firefighters have access to annual "neck-up" checks and pathways to appropriate follow-up care
- 3.4.4 Offer employee benefits that offer holistic wellness opportunities and benefits



Strategic Objectives

- 3.4.1 Employ effective and engaging programs that promote wellness
- 3.4.2 Firefighters have ready access to peer support
- 3.4.3 Provide annual mental and general health assessments
- 3.4.4 Benefits package is competitive and address an ideal of holistic wellness
- 3.4.5 Promote work-life balance
- 3.4.6 Maintain a healthy organizational culture with a positive workplace environment

Key Outcomes

- 3.4.5.1 Over 75 percent of full-time firefighter annual leave (PTO) requests are approved
- 3.4.5.2 Optimize off-shift requirements for firefighters
- 3.4.5.3 Offer a variety of opportunities to fulfill annual training and engagement requirements
- 3.4.5.4 Maintain part-time self-scheduling process
- 3.4.6.1 Firefighters have access to high-quality fitness equipment
- 3.4.6.2 Firefighters are incentivized to engage in fitness and wellness activities
- 3.4.6.3 Firefighters have access to PPE, equipment and facilities that promote cancer risk reduction
- 3.4.6.4 Firefighters have access to opportunities for team building and effective team communications



Strategic Objectives

- 3.5.1 Maintain effective training programs that emphasize safety
- 3.5.2 Provide annual OSHA and required safety training
- 3.5.3 Utilize evidenced based policies and procedures
- 3.5.4 Utilize and maintain apparatus (fleet), equipment and technology that promotes firefighter safety
- 3.5.5 Develop and maintain a safety recognition program
- 3.5.6 Utilize evidenced-based practices to review incidents to drive policy, practices and equipment changes
- 3.5.7 Utilize Just Culture principles to evaluate near-misses and accidents to improve safety

Key Outcomes

- 3.5.1 Maintain a culture where safety is the foundation of training and on-boarding
- 3.5.2 All firefighters complete department, state and federally mandated safety training to support a safe work environment
- 3.5.3.1 Update fire department procedure manual
- 3.5.3.2 Create fire department policy and procedure manual review schedule
- 3.5.4.1 Develop and implement a sustainable and evidenced-based equipment replacement plan
- 3.5.4.2 Establish budget flexibility to incorporate new technology and critical upgrades to equipment
- 3.5.5 Develop and implement a safety recognition program
- 3.5.6.1 Perform after action reviews (ARR) on 90 percent or higher of structure fires and significant incidents
- 3.5.7 Firefighters receive training on Just Culture principles and process



Strategic Objectives

- 3.6.1 Utilize desirable traits and behaviors to recognize team members
- 3.6.2 Utilize an impactful awards/recognition program
- 3.6.3 Promote firefighters based on merit

Key Outcomes

- 3.6.1 Recognize firefighters for performance that exemplifies the mission, vision and values of the Cottage Grove Fire Department
 - 3.6.2.1 Host an annual awards program for fire department staff
 - 3.6.2.2 Create a "caught in the act" program to recognize smaller but impactful positive workplace performance
- 3.6.3 Select firefighters for promotion and opportunities based upon merit, readiness, experience, training and education



Strategic Objectives

- 4.1.1 Encourage innovation
- 4.1.2 Review and implement emerging technologies to improve efficiency, effectiveness and safety
- 4.1.3 Equip firefighters with the best PPE, tools, control devices and apparatus to promote effectiveness and safety
- 4.1.4 Develop and maintain best practices, policies and procedures
- 4.1.5 Provide needed information to emergency responders to effectively respond to incidents

Key Outcomes

- 4.1.1 Develop recognition program for innovative approaches developed by team members
- 4.1.2.1 Maintain and leverage memberships in local, state and national fire and EMS organizations
- 4.1.2.2 Maintain continuous improvement culture to identify and implement innovative approaches and equipment
- 4.1.3 Establish and follow equipment replacement plans
- 4.1.4 Create process for policy and procedures review
- 4.1.5.1 Equip all fire and EMS apparatus with CAD computers
- 4.1.5.2 Equip all in-vehicle computers with critical software tools and technology to support emergency operations including access to pre-incident plans



Strategic Objectives

5.1.1 Utilize metrics and quality data to determine future resource demands for staffing, equipment and facilities

5.1.2 Optimize connections with all in the community especially among traditionally underserved and new to our community populations

5.1.3 Develop a culturally curious workforce prepared to welcome and work with all in the community

Key Outcomes

5.1.1.1 Implement fire department staffing study recommendations

5.1.1.2 Complete a formal Standards of Cover for the community (includes long-term facility needs)

5.1.2.1 Create and maintain partnerships with community groups and people

5.1.2.2 Offer second-language training to firefighters

5.1.3 Provide cultural humility training to all firefighters



Strategic Objectives

- 5.2.1 Analyze and publish call volume, response times, staffing levels and impact metrics to determine workload efficiencies and needs
- 5.2.2 Secure staffing levels to meet the demands for service

Key Outcomes

- 5.2.1.1 Provide monthly reports, response times and operation metrics
- 5.2.1.2 Public annual report on operational metrics and department activity
- 5.2.2.1 Implement 2023 Fire Department staffing study recommendations
- 5.2.2.2 Prepare and implement five-year staffing plan cycles
- 5.2.2.3 Staff appropriate number of supervisor, chief and administrative positions to provide proactive leadership and support for firefighters



Strategic Objectives

- 5.3.1 Utilize a shift relief factor to support organizational resiliency and work-life balance
- 5.3.2 Optimize local and regional fire/EMS partnerships
- 5.3.3 Utilize proactive and transparent communication with stakeholders
- 5.3.4 Engage in professional stewardship to encourage growth and partnerships
- 5.3.5 Provide tools to support individual firefighter resiliency

Key Outcomes

- 5.3.1 Establish a 25 percent relief factor to shift-based staffing levels
- 5.3.2 Maintain and grow partnerships to share specialized resources
- 5.3.3 Create internal and public facing dashboards and information sharing to inform stakeholders
- 5.3.4 Drive participation from firefighters, supervisors and chief officers in external organizations to develop partnerships
- 5.3.5 Offer annual resiliency training to all firefighters



Strategic Objectives

- 5.4.1 Utilize five year strategic plan to guide department priorities and work
- 5.4.2 Develop and maintain annual training plans
- 5.4.3 Utilize succession planning
- 5.4.4 Utilize an asset management plan for maintenance, replacement and upgrades of vehicles, equipment and technology
- 5.4.5 Utilize annual budget process and conduct long-range budget planning

Key Outcomes

- 5.4.1.1 Review strategic plan annually
- 5.4.1.2 Create and maintain a strategic plan scorecard to measure progress toward key outcomes
- 5.4.2 Update training plans annually to reflect firefighter career paths
- 5.4.3 Publish and employ career paths
- 5.4.4.1 Continue and annually review EMS supply PAR system
- 5.4.4.2 Optimize asset management plan for department equipment and vehicles
- 5.4.5.1 Use strategic goals to prioritize budget needs
- 5.4.5.2 Partner with city leaders and City Council to message department needs to the community
- 5.4.5.3 Identify and prioritize long-term budget priorities

Appendices: In Progress



- City Strategic Plan
- Inputs
- Staffing Plan
- Fleet Replacement Plan
- Wellness philosophy



Thank You

Cottage Grove Fire Department
651-458-2850 | [CottageGroveMN.gov/Public Safety](http://CottageGroveMN.gov/PublicSafety)



12800 Ravine Parkway South, Cottage Grove, MN 55016
www.CottageGroveMN.gov



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

March 20, 2024

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Beyond the Yellow Ribbon
Staff Recommendation: Receive the Beyond the Yellow Ribbon Presentation
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (02/21/2024)
Staff Recommendation: Approve the February 21, 2024, Regular Meeting Minutes.
 - B City Council Special Meeting Minutes (02/21/2024)
Staff Recommendation: Approve the February 21, 2024, Special Meeting Minutes.
 - C Parks, Recreation and Natural Resources Meeting Minutes (2/12/2024)
Staff Recommendation: Approve the February 12, 2024, Parks, Recreation and Natural Resources Meeting Minutes.
 - D Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - E Joint Powers Agreement for Remote Monitoring of Outdoor Warning Siren Equipment
Staff Recommendation: Adopt Resolution 2024-044, approving the Joint Powers Agreement Providing for the Remote Monitoring of Outdoor Warning Siren Equipment.
 - F TargetSolutions Learning, LLC Agreement
Staff Recommendation: Approve the agreement with TargetSolutions Learning, LLC.
 - G State Fuel Contract
Staff Recommendation: Receive the 2024 fuel pricing under state contract number 242575.
 - H Stump Grinding Quote Award
Staff Recommendation: Adopt Resolution 2024-046 awarding the City Wide Stump Grinding Project to Haaven's Stump Removal for \$3.50 per inch and authorize execution of the Agreement for Contractor Services.

- I 2024 Streetlight Wire Replacement Project
Staff Recommendation: Adopt Resolution 2024-045 awarding the Streetlight Wire Replacement Project to Killmer Electric for the amount of \$93,900.00 and authorize the agreement for contracted services.
- J SHIP Grant Agreement
Staff Recommendation: Approve Statewide Health Improvement Partnerships Grant Agreement for \$23,000, to be used towards the implementation of the Meadowgrass Park Community Garden.
- K Woodridge Parks Sports Lighting Service Agreement
Staff Recommendation: Authorize a Service Agreement with Musco Sports Lighting, LLC for the installation of a sports lighting system at Woodridge Park in the amount of \$89,000.
- L Native Vegetation Management Service Agreement
Staff Recommendation: Authorize the Service Agreement with MN Native Landscapes for open space native vegetation management for the amount of \$6,660.
- M LZWTP & UEB Fiber Approve Plans & Specs, Set Bid Date
Staff Recommendation: Adopt Resolution 2024-025 approving the plans and specifications and establishing an April 18, 2024, bid date for the Low Zone Treatment Plant and Public Works Utility/Engineering Building Fiber Optic Cable Project.
- N South District Street & Utility Improvements – Amended Deferred Assessment Waiver Agreements
Staff Recommendation: Approve the amended deferred assessment waiver agreements for parcels owned by Zywiec’s as part of the South District Street & Utility Improvement Project.
- O Graymont Village Second Addition – Final Plat and Development Agreement
Staff Recommendation: Adopt Resolution 2024-047 rescinding Resolution 2024-030 and approving the Final Plat for Graymont Village Second Addition and the Development Agreement with U.S. Home, LLC and DRP MN 1, LLC.
- 8 Approve Disbursements
 - A Approve Disbursements
- 9 Public Hearings
 - A 2024 Pavement Management – Hold Public Hearing and Order Project
Staff Recommendation: Adopt Resolution 2024-050 ordering the 2024 Pavement Management Project.
- 10 Bid Awards
 - A 2024 Mill and Overlay Improvements – Bid Award and Joint Powers Agreement (JPA) with St. Paul Park
Staff Recommendation: 1) Adopt Resolution 2024-049 awarding the 2024 Mill and Overlay Project to Bituminous Roadways, Inc. for the base bid amount of \$1,207,693.20. 2) Approve the Joint Powers Agreement with St. Paul Park with minor modifications by the City Attorney.
- 11 Regular Agenda
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshop - Closed to the Public
- 15 Adjournment



COTTAGE GROVE CITY COUNCIL

April 3, 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 Beyond the Yellow Ribbon
Staff Recommendation: Receive the Beyond the Yellow Ribbon presentation.
 - B Autism Acceptance Month Proclamation
Staff Recommendation: Proclaim the month of April 2024 as Autism Awareness month.
 - C National Volunteer Month Proclamation
Staff Recommendation: Proclaim the month of April 2024 to be designated as National Volunteer Month.
- 7 Consent Agenda
 - A City Council Special Meeting Minutes (March 20, 2024)
Staff Recommendation: Approve the March 20, 2024, Special Meeting Minutes.
 - B City Council Regular Meeting Minutes (March 20, 2024)
Staff Recommendation: Approve the March 20, 2024, Regular Meeting Minutes.
 - C Planning Commission Meeting Minutes (February 24, 2024)
Staff Recommendation: Accept and place on file the minutes from the February 26, 2024, Planning Commission meeting.
 - D Public Services Commission Meeting Minutes (January 8, 2024)
Staff Recommendation: Approve the January 8, 2024, Public Services Commission Meeting Minutes.
 - E Temporary Liquor License - Cottage Grove Lions Club
Staff Recommendation: Approve a Temporary Liquor License for the Cottage Grove Lions Club to be used on June 20-22, 2024, at Kingston Park (9195 75th Street South) and Lamar Fields (7025 Lamar Avenue South) in conjunction with the Strawberry Fest Celebration.
 - F Temporary Liquor License - St Paul Park Lions Club
Staff Recommendation: Approve a Temporary Liquor License for the St Paul Park Lions Club to be used on June 21, 2024, and June 22, 2024, at Kingston Park (9195 75th Street South) in conjunction with the Strawberry Fest Celebration.

- G Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
- H Receive Fund Balance of General Fund as of 12-31-2023
Staff Recommendation: Receive information on the General Fund balance as of December 31, 2023.
- I Approve Interfund Transfers
Staff Recommendation: Adopt Resolution 2024-051 approving Interfund Transfers.
- J Ambulance Write-Offs
Staff Recommendation: Adopt Resolution 2024-053, approving the 2023 Ambulance Write-offs.
- K 2023 Budget Revision
Staff Recommendation: Adopt Resolution 2024-52, 2023 Budget Revision.
- L Vinco, Inc Final Payment
Staff Recommendation: Authorize resolution 2024-054 approving final payment to Vinco, Inc. in the amount of \$78,902.37 for the Glacial Valley Park Building Project.
- M Ice Arena Light System Service Agreement
Staff Recommendation: Authorize service agreement, subject to minor modifications by City Attorney, with Front Row Systems for the installation of party lights at the Cottage Grove Ice Arena for the amount of \$29,704.25.
- N Sale of Surplus Property
Staff Recommendation: Authorize Public Works to advertise and sell surplus property on Cranky Ape.
- O 2024 Washington County Grant Agreement for Municipal Recycling
Staff Recommendation: Approve the 2024 Grant Agreement for Municipal Recycling Grant Distribution in the amount of \$57,930.00.
- P 2024 EAB Trunk Injection Treatment Program Agreement
Staff Recommendation: Approve the 2024 EAB Trunk Injection Treatment Program Agreement with Rainbow Treecare.
- Q Dodge Nature Center Stormwater Management Facilities Agreement
Staff Recommendation: Approve the Stormwater Management Facilities Agreement with Dodge Nature Center.
- R Resolution Supporting Retention of City Zoning Authority
Staff Recommendation: Adopt Resolution 2024-056 supporting the City of Cottage Grove's retention of zoning and land use authority.
- 8 Approve Disbursements
 - A Approve Disbursements
- 9 Public Hearings
- 10 Bid Awards
 - A 2024 Pavement Management Project
Staff Recommendation: Adopt Resolution 2024-055 awarding the bid for the 2024 Pavement Management Project to OMG Midwest Inc., dba Minnesota Paving & Materials, in the total amount of \$903,739.48.
- 11 Regular Agenda
 - A Tobacco Compliance Check Violation - Hy-Vee Gas Station
*Staff Recommendation: 1. Allow the business representative an opportunity to respond to the City Council regarding tobacco compliance check violations occurring February 27, 2024.
2. If the representative admits to the violation or fails to attend, it is recommended to impose the scheduled penalty for the 2nd violation in a 36-month period of a \$600.00 fine.*

3. If a representative denies the violation, it is recommended to schedule a contested-case hearing before an administrative law judge.

B Liquor Compliance Check Violation - Junction 70 Grill

Staff Recommendation: 1. Allow the business representative an opportunity to respond to the City Council regarding liquor compliance check violations occurring February 26, 2024. 2. Waive the scheduled penalty for the 1st violation in a 24-month period of a \$500.00 fine and the one-day suspension since the staff participated in an educational program conducted by members of the Cottage Grove police department.

12 Council Comments and Requests

13 Workshops - Open to Public

A Zoning Code Amendments and Sign Code Update

Staff Recommendation: Provide direction on the specific items identified in the proposed zoning and sign code amendments.

14 Workshops - Closed to Public

15 Adjournment



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

April 17, 2024

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A 2024 Arbor Day Proclamation
Staff Recommendation: Proclaim Friday, April 26, 2024, as Arbor Day in the City of Cottage Grove.
- 7 Consent Agenda
 - A Advisory Committee on Historic Preservation Minutes (2-13-2024)
Staff Recommendation: Accept and place on file the minutes from the February 13, 2024, meeting of the Advisory Committee on Historic Preservation.
 - B Massage Therapist License - Nicole A. Steenerson
Staff Recommendation: Authorize issuance of a Massage Therapist License to Nicole A. Steenerson at the location of Whole Health Massage (8800 East Pt Douglas Rd).
 - C Issuance of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
 - D Tree Planting Contract
Staff Recommendation: Approve resolution 2024-058 awarding the 2024 Tree Planting Contract to Hoffman and McNamara in the amount of \$47,571 for the material and labor to install 106 boulevard trees and authorize the service agreement between Hoffman and McNamara and the City of Cottage Grove.
 - E 2024 Crack Sealant Material Award
Staff Recommendation: Adopt Resolution number 2024-059 awarding the quote to White Cap to provide 49,500 pounds of Crafcro 34535 Roadsaver at \$.70 per pound for a total of \$34,650.
 - F Sale of Surplus Property
Staff Recommendation: Authorize Public Works to advertise and sell banquet chairs on an auction site.
 - G 2024 Sewer Cleaning Contract - Regular Maintenance
Staff Recommendation: Adopt resolution 2024-057 awarding the 2024 Sewer Cleaning Contract to Hydro-Vac, Inc in the amount of \$71,653.41 for the material and labor to clean sewer lines and authorize the service agreement between Hydro-Vac, Inc. and the City of Cottage Grove.
 - H Ford Squad #2065 Settlement
Staff Recommendation: Approve the settlement with Ford for Squad #2065 in the amount of \$37,950.03 and

authorize the City Administrator or her designee to execute all documents necessary to effectuate the settlement.

- I Water Tower Antenna Lease Amendment - AT&T at Innsdale
Staff Recommendation: Approve 2nd Amendment to Water Tower Lease with AT&T at the Innsdale Water Tower.
- J Glacial Valley Park - Vinco Final Payment
Staff Recommendation: Authorize Resolution 2024-060 repealing and replacing Resolution 2024-054 and issuing final payment to Vinco, Inc. in the amount of \$7,513.59 for the Glacial Valley Park Building Project.
- K Easement Acquisition - East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project
Staff Recommendation: Approve the Stipulation of Settlement for Parcel 4 by and between Bryan Investments LLC and the City for the East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project and authorize payment of the balance of the settlement amount, \$15,200.00.
- L Goodview Avenue Ravine Stabilization Project - Final Payment
Staff Recommendation: Adopt Resolution 2024-062 approving the final payment in the amount of \$2,444.26 paid to Pember Companies, Inc. for the Goodview Avenue Ravine Stabilization Project.
- M 2024 Water Conservation Program, SWWD Cooperative Agreement, and Water in Motion Work Order
Staff Recommendation: 1) Approve the Residential Smart Irrigation Controller Program Cooperative Agreement with SWWD. 2) Approve expenditures from the Water Utility Fund of up to \$85,000 to supplement the SWWD contribution of \$15,000 for implementation of the 2024 Water Conservation Program. 3) Approve the work order from Water in Motion.
- N Municipal State Aid Street System Revision
Staff Recommendation: Adopt Resolution 2024-061 approving the modifications to the Cottage Grove Municipal State Aid Street System.
- O Shoppes of Cottage View Grant Signature Authorization
Staff Recommendation: Adopt Resolution 2024-065 authorizing Ryan Burfeind to sign all necessary forms related to the Shoppes at Cottage View CPF Grant as the Authorized Representative for the grant agreement process.
- P Drainage and Utility Easement - 7560 Harkness Aveue & 7675 Hardwood Avenue
Staff Recommendation: Approve the Permanent Drainage and Utility Easement at 7675 Hardwood Avenue South.
- Q Grant - Law Enforcement Mental Health & Wellness Act
Staff Recommendation: Authorize the Cottage Grove Police Department to apply for FY24 Law Enforcement Mental Health & Wellness Act Program Grant.

8 Approve Disbursements

- A Approve Disbursements

9 Public Hearings

10 Bid Awards

- A Jamaica Avenue Mill and Overlay Project - Bid Award
Staff Recommendation: Adopt Resolution 2024-063 awarding the bid for the Jamaica Avenue Mill and Overlay Project to Northwest Asphalt, Inc. in the total amount of \$1,446,878.71.

11 Regular Agenda

- A Summer Valley - Zoning Amendment and Preliminary Plat
Staff Recommendation: 1) Adopt Ordinance No. 1080 approving the zoning amendment to change the zoning of property generally located south of the Woodbury Border, east of the Northwick Park

development, west of the Rolling Meadows development, and north of the Parkview Pointe development from AG-2, Agriculture, to R-3, Single Family Residential. 2) Adopt Resolution 2024-064 approving the Preliminary Plat for a subdivision to be called Summer Valley, which will consist of 71 lots for single-family homes.

12 Council Comments and Requests

13 Workshops - Open to Public

14 Workshops - Closed to Public

A Performance Evaluation - City Administrator

Staff Recommendation: Close the meeting pursuant to MN Statute 13D.05 subd. (3)a to conduct a performance evaluation of City Administrator, Jennifer Levitt.

15 Adjournment



COTTAGE GROVE CITY COUNCIL

May 1, 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 Presentation - Accacia Lodge Donation
Staff Recommendation: Accept and approve the donation of six Fire Suppression tools from the Accacia Masonic Lodge No. 51.
 - B Proclamation - Mental Health Awareness Month
Staff Recommendation: Proclaim May 2024 Mental Health Awareness Month.
 - C Proclamation - EMS Week
Staff Recommendation: Designate the week of May 19-25, 2024 as Emergency Medical Services Week.
 - D Proclamation - Police Officer Memorial Day 2024
Staff Recommendation: Proclaim National Police Week May 12, through May 18, 2024, and Peace officers Memorial Day May 15, 2024.
 - E Presentation - Public Works Spring Cleanup Event
Staff Recommendation: Receive a presentation on the Public Works Spring Cleanup Event.
 - F Proclamation - Asian American & Pacific Islander Heritage Month
Staff Recommendation: Proclaim the month of May 2024 as Asian American and Pacific Islander Heritage Month.
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (4-3-2024)
Staff Recommendation: Approve the April 3, 2024 Regular Meeting Minutes.
 - B City Council Special Meeting Minutes (4-17-2024)
Staff Recommendation: Approve the April 17, 2024, Special Meeting Minutes.
 - C City Council Regular Meeting Minutes (4-17-2024)
Staff Recommendation: Approve the April 17, 2024, Regular Meeting Minutes.
 - D Planning Commission Meeting Minutes (3-25-2024)
Staff Recommendation: Accept and place on file the minutes from the March 25, 2024, Planning Commission meeting.

- E Gambling Permit - Cottage Grove Lions Club
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to Cynthia Lynn Bachrodt on behalf of the Cottage Grove Lions Club to conduct a raffle at Carbones Pizza (7155 Jorgensen Avenue South) on September 17, 2024 at 6:00 PM.
- F Gambling Permit - Phoenix Residence, Inc.
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to Corrie Lynn Kopischke and Jacqueline Marie Larson on behalf of the Phoenix Residence, Inc. to conduct a raffle at River Oaks Golf Course (11099 Hwy 61 Cottage Grove, MN) on June 10, 2024, from 12:30 PM to 6:00 PM.
- G Gambling Permit - Minnesota Foundation for Agriculture
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to Ruth Kay Linkenmeyer - Meirick on behalf of the Minnesota Foundation for Agriculture to conduct a raffle at River Oaks Golf Course (11099 Hwy 61 Cottage Grove) on June 18, 2024, from 12:00 PM to 7:00 PM.
- H Quantum Sports LLC - On-Sale Liquor License
Staff Recommendation: Approve the issuance of a 3.2% On-Sale Malt Liquor License to Sreekanth Penmatsa, Krishna Vasireddy, Kartheek Chandum, and Vijay Gadde operating as Quantum Sports LLC., at the location of 7900 West Douglas Road contingent upon the following: 1) Applicants shall obtain an occupancy permit from the City of Cottage Grove as well as all other permits necessary from other agencies such as Washington County, Minnesota Department of Health, etc. 2) State Restaurant License: Issuance of a restaurant license by the State of Minnesota. 3) San Jose Police Department Response: Receipt of a response from the San Jose Police Department regarding Vijay Gadde's background check with no information that could prelude the applicant from receiving a 3.2% On-Sale license. Following the fulfillment of these conditions, it is recommended full approval of the On-Sale 3.2% Malt Liquor License for Quantum Sports LLC.
- I Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
- J Accept 1st Quarter Donations
Staff Recommendation: Accept 1st Quarter Donations by Resolution 2024-079
- K Labor Negotiations Professional Services Agreement
Staff Recommendation: Approve the attached professional services agreement and authorize the City to expend approximately \$30,000 on the legal services of Barna, Guzy & Steffen for the purposes of 2025 labor contract negotiations.
- L Ebert Final Payment - Glacial Valley Park Building
Staff Recommendation: Authorize resolution 2024-066 approving final payment to Ebert Construction in the amount of \$23,464.68 for the Glacial Valley Park Building Project.
- M Wildcat Final Payment - Glacial Valley Park Building
Staff Recommendation: Authorize resolution 2024-067 approving final payment to Wild Cat Cleaning Service, LLC in the amount of \$318.95 for the Glacial Valley Park Building Project.
- N Zoning and Sign Code Amendments
Staff Recommendation: 1) Adopt Ordinance No. 1081 amending Title 11, Zoning Regulations, subject to minor modifications by the City Attorney. 2) Adopt Ordinance No. 1082 repealing section 11-3-14, Signs, and replace with the enactment of Title 12 Sign Code, subject to minor modifications by the City Attorney.
- O Rural Surface Transportation Grant Application County Road 19A & 100th Street
Staff Recommendation: Adopt resolution 2024-068 supporting the City's Rural Surface Transportation Grant application for the County Road 19A & 100th Street Realignment Project.
- P Hydro-Klean LLC for 2023 Televising and Cleaning Associated with the 2024 Pavement Management Project - Final Payment
Staff Recommendation: Adopt Resolution 2024-076 approving the final payment in the amount of \$70,870.00 to Hydro-Klean, LLC for the 2023 Televising and Cleaning Project associated with the 2024 Pavement Management Project for a total project amount of \$115,016.09.

- Q Innsdale Water Tower Change Order
Staff Recommendation: Approve the change order on the Innsdale Water Tower Warranty Contract in the amount of \$79,475.00 for the removal of staining, repairs to corrosion, and repairs to icing damage on the interior of the tank.
- R TH 61 River Oaks RCUT – Approve Plans and Specifications and Authorize Bidding
Staff Recommendation: Adopt Resolution 2024-077 approving the plans and specifications and authorizing bidding after MnDOT approval for the TH 61 River Oaks RCUT.
- S Yard Waste Facility Agreement
Staff Recommendation: Approve the First Amendment to the Yard Waste Facility Agreement with Rumpca Companies, Inc.
- T Title VI Policy
Staff Recommendation: Adopt Resolution 2024-070 implementing the Title VI policy.
- U Mississippi Landing - Addendum Phase I Cultural Resources Survey
Staff Recommendation: Adopt Resolution 2024-075 incorporating the Addendum into the EAW for the Mississippi Landing project and the Addendum’s findings and recommendations are hereby accepted.
- V Mississippi Landing 1st Addition – Final Plat, Development Agreement, and Plans & Specs
Staff Recommendation: 1) Adopt Resolution 2024-073 approving the Mississippi Landing 1st Addition final plat, which is an approximate 52-acre residential development with 110 single family lots. 2) Approve the Mississippi Landing Development Agreement with Rachel Development, Inc. and authorize execution of all easements, deeds, and agreements required for the plat and project. 3) Adopt Resolution 2024-074 approving the Mississippi Landing 1st Addition Development Plans dated March 20, 2024, prepared by Alliant Engineering, and as modified by request of the City Engineer.

8 Approve Disbursements

- A Approve Disbursements

9 Public Hearings

10 Bid Awards

- A Utility/Engineering Building & Low Zone Water Treatment Plant Fiber Optic Cable Project – Bid Award
Staff Recommendation: Adopt resolution 2024-069 awarding the Utility/Engineering Building and Low Zone Treatment Plant Fiber Optic Cable Project to Castrejon Incorporated in the amount of \$200,671.20.

11 Regular Agenda

- A ISD 833 Transportation Facility – Preliminary Plat, Final Plat, Site Plan Review
Staff Recommendation: 1) Adopt Resolution 2024-071 approving the Preliminary and Final Plat to be called SWCSD Transportation Facility in order to combine the lot located at 8585 West Point Douglas Road South and the lot located at 8587 West Point Douglas Road South into one platted lot. 2) Adopt Resolution 2024-072 to approve the Site Plan Review to install one new 20,000 gallon above ground fuel tank and associated pump(s).

12 Council Comments and Requests

13 Workshops - Open to Public

- A Intermediate Zone Water Treatment Plant Update
Staff Recommendation: Receive information on the Intermediate Zone Water Treatment Plant.
- B Budget Workshop
Staff Recommendation: City Council discussion and direction regarding the 2025 Budget.

14 Workshops - Closed to Public

15 Adjournment



COTTAGE GROVE CITY COUNCIL

May 15, 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 Swearing In Ceremony, Deputy Fire Chief Nicholas Arrigoni and Fire Captain Brandon Ekron
Staff Recommendation: Recognize the promotions and do the swearing in of Deputy Fire Chief Nicholas Arrigoni and Fire Captain Brandon Ekron.
 - B 2024 Historic Preservationist of the Year
Staff Recommendation: Present the 2024 Historic Preservationists of the Year Award to Cindy Yff and Kathy DeMarre for their efforts of research and compilation of information on the Old People's Home and Cemetery that will inform future generations of the history and significance of the site.
 - C 2024 Historic Preservation Month
Staff Recommendation: Declare May 2024 as Historic Preservation Month for the City of Cottage Grove.
 - D Building Safety Month Proclamation
Staff Recommendation: Proclaim May 2024 as Building Safety Month.
 - E Public Works Proclamation
Staff Recommendation: Proclaim May 19-25, 2024 as National Public Works Week in the City of Cottage Grove.
- 7 Consent Agenda
 - A Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
 - B Service Agreement - SafeAssure
Staff Recommendation: Approve the service agreement with SafeAssure for workplace safety consultant services.
 - C Assistant Finance Director - Hiring
Staff Recommendation: Approve the hiring of Judy Afdahl as Assistant Finance Director, effective June 3rd, 2024.

- D East Metro Human Trafficking Task Force Joint Powers Agreement
Staff Recommendation: Approve the amended and restated joint powers agreement of the East Metro Human Trafficking Task Force.
- E BNSF Pipeline Licenses
Staff Recommendation: Approve the pipeline licenses with BNSF Railway Company and authorize Public Works Director Ryan Burfeind to sign the agreements.
- F Northern Natural Gas – Temporary Construction Easement
Staff Recommendation: Enter into a temporary construction easement agreement with Northern Natural Gas.
- G Minor Subdivision and Variances at 9670 East Point Douglas Road South
Staff Recommendation: Adopt Resolution 2024-080 approving the minor subdivision dividing a 10.17-acre parcel of land located at 9670 Kimbro Avenue South into one 6.086-acre parcel and one 4.086-acre parcel, and variances to the minimum front width of the new parcel and a 6-foot setback for the existing driveway.
- H Gerber Collision – Approve Easement and Encroachment Agreements
Staff Recommendation: Approve the Easement and Encroachment Agreements with Gerber Collision.
- I TH 61 River Oaks RCUT – Cooperative Construction Agreement
Staff Recommendation: Adopt Resolution 2024-084 approving the State of Minnesota Department of Transportation and City of Cottage Grove Cooperative Construction Agreement for the TH 61 River Oaks RCUT.
- J Safe Streets and Roads for All (SS4A)
Staff Recommendation: Adopt Resolution 2024-081 authorizing the city to apply for funding from the Safe Streets and Roads for All (SS4A) Grant Program.
- K 2024 Joint Crack Sealing – Quote Award
Staff Recommendation: Adopt Resolution 2024-082 awarding the 2024 Joint Crack Sealing Project to the accepted quote supplied by Asphalt Surface Technologies, Inc. in the amount of \$126,440.00, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- L 2024 Joint Street Striping – Quote Award
Staff Recommendation: Adopt Resolution 2024-083 awarding the 2024 Joint Street Striping project to the lowest accepted quote supplied by Sir Lines-A-Lot, LLC in the amount of \$60,676.03, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

8 Approve Disbursements

- A Approved disbursements from 4/26/2024 through 5/8/2024 in the amount of \$4,386,017.99

9 Public Hearings

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

- A Public Safety 5-Year Strategic Plan

Staff Recommendation: Receive information regarding the Public Safety 5-year Strategic Plan.

14 Workshops - Closed to Public

15 Adjournment