



COTTAGE GROVE CITY COUNCIL

December 4, 2024

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

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Public Safety Board Presentation
Staff Recommendation: Recognize Panamint Capital for their support of the K-9 Program.
 - B Eagle Scout Award - Cameron Rekstad
Staff Recommendation: Recognize Cameron Rekstad's accomplishment of Eagle Scout and award him with a plaque.
- 7 Consent Agenda
 - A City Council Regular Meeting Minutes (2024-11-06)
Staff Recommendation: Approve the November 6, 2024, City Council Regular Meeting Minutes.
 - B Public Services Commission Meeting Minutes (2024-10-21)
Staff Recommendation: Approve the October 21, 2024, Public Services Commission Meeting Minutes.
 - C Planning Commission Meeting Minutes (2024-10-28)
Staff Recommendation: Accept and place on file the minutes from the October 28, 2024, Planning Commission meeting.
 - D Response Letter to Open Forum Question (2024-11-20)
Staff Recommendation: Receive the Response Letter.
 - E Single-Occassion Gambling Permit - St. Rita's Church
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to St. Rita's Church to conduct bingo at 8694 80th Street South, Cottage Grove on February 21-22, 2025.
 - F Temporary Liquor License - St. Rita's Church
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to St. Rita's Church for their Cabin Fever Bingo event held on February 21 & 22, 2025, at 8694 80th Street South, Cottage Grove.
 - G Temporary Liquor License - Cottage Grove Lions Club
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to Kaitlyn Tobritzhofer, on behalf of the Cottage Grove Lions Club, for the Dust 'Em Off Vintage Snowmobile Show to be held at the corner of 70th Avenue So. and Keats Ave So. on January 4, 2025.

- H **Certify Delinquent Utility Accounts**
Staff Recommendation: Adopt Resolution 2024-164 certifying delinquent utility bills to the property tax rolls payable in 2025.
- I **2025-2029 Capital Improvement Plan**
Staff Recommendation: Approve the 2025-2029 Capital Improvement Plan and adopt Resolution 2024-178, Resolution Approving a Comprehensive Plan Amendment to the City's Comprehensive Plan 2040 to Incorporate the Capital Improvement Plan.
- J **Rental License Approvals**
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
- K **Business Licenses 2025**
Staff Recommendation: Adopt Resolution 2024-172 authorizing renewal of business licenses for 2025.
- L **2025 Fee Table**
Staff Recommendation: Adopt Ordinance 1091, authorizing the implementation of fee changes, increases, and additions for the year 2025, effective January 1, 2025.
- M **2025 Part-time Firefighters Pay Plan**
Staff Recommendation: Approve Resolution 2024-167 adopting the 2025 Part-time Firefighters Pay Plan.
- N **2025 Part-time Pay Plan**
Staff Recommendation: Adopt resolution 2024-168 approving the 2025 Part-time Pay Plan.
- O **2025 Non-Represented Pay Plan & Benefits**
Staff Recommendation: Approve Resolution 2024-166 adopting the 2025 Pay Plan and Benefits for employees not covered by a labor contract for the City of Cottage Grove.
- P **Personnel Policy Amendment**
Staff Recommendation: Adopt Resolution 2024-165 approving the updated Personnel Policy.
- Q **Cannabis & Lower Potency Hemp Edibles**
Staff Recommendation: Approve the adoption of Ordinance 1088 for the Zoning Ordinance amendments regarding Cannabis and Lower-Potency Hemp Edibles, Ordinance 1089 for the Registration Ordinance Amendments regarding Cannabis and Lower-Potency Hemp Edibles, and Ordinance 1090 Enacting an Odor Ordinance.
- R **Adoption of the City of Cottage Grove All-Hazard Plan**
Staff Recommendation: Adopt Resolution 2024-169 receiving and approving the City of Cottage Grove All-Hazard Plan.
- S **Authorization to Apply for FY2024 Assistance to Firefighters Grant**
Staff Recommendation: Authorize the Fire Department to apply for a FY24 FEMA AFG for \$367,656.80 which requires a match for 10 percent of the total cost of \$36,765.68.
- T **Letter of Understanding for Impound Housing Services**
Staff Recommendation: Approve the Letter of Understanding for Impound Housing Services 2025 between Animal Humane Society and City of Cottage Grove.
- U **Lease Agreement to Use the Cottage Grove Armory Parking Lot for Holiday Train Attendees**
Staff Recommendation: Approve the lease agreement with the Minnesota National Guard to use the Cottage Grove Armory parking lot for Holiday Train attendees.
- V **Public Facility Outdoor Maintenance Contract**
Staff Recommendation: Approve the First Amendment to the service agreement through December 31, 2028 with Valdes Lawn Care & Snow Removal to provide outdoor maintenance services to City Hall, HERO Center, Central Fire Station and Fire Station #4.

- W Cintas Uniform and Floor Coverings Service Agreement**
Staff Recommendation: Accept the one year service agreement with Cintas to provide rented floor mats and uniforms for the facilities owned by the City of Cottage Grove.
- X High Zone Raw Water Main Project - Easement Agreement and MOU**
Staff Recommendation: Approve executing the Memorandum of Understanding with compensation for the easement in the amount of \$3,100, and the Permanent Utility Easement agreement with Jason and Jessica Sadek, to accommodate the water main to be installed on 8532 Indian Boulevard South, as part of the High Zone Raw Water Main Project.
- Y Denzer Park Service Agreement to Install and Purchase Playground Equipment**
Staff Recommendation: Authorize service agreement with Webber Recreational Design, Inc. for the purchase and installation of playground equipment at Denzer Park for \$83,845.85.
- Z Denzer Park Grading Project Quote Award**
Staff Recommendation: Adopt Resolution 2024-175 awarding the Denzer Park Grading Project to the quote supplied by Miller Excavating, Inc. in the amount of \$24,245.00 and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- AA DNR No Child Left Inside Grant**
Staff Recommendation: Authorize staff to apply for the Minnesota Department of Natural Resources No Child Left Inside Grant to purchase archery program supplies in the amount of \$4,940.00.
- BB MemberSports Agreement - River Oaks Golf**
Staff Recommendation: Staff recommends the approval of the MemberSports 5-year software agreement as reviewed by the City Attorney and City staff based on the payment terms as outlined in the attached memo.
- CC Rental License Ordinance Amendment – Short Term Rental Exemptions**
Staff Recommendation: Adopt Ordinance No. 1085 amending City Code Title 3-15-3 and 3-15-9 to add language exempting short-term rental properties from requiring a crime-free lease addendum for tenants and the unrelated persons maximum.
- DD 2025 Pavement Management – Approve Feasibility Report, Call for Public Improvement Hearing, and Authorize Preparation of Plans and Specifications**
Staff Recommendation: Adopt Resolution 2024-174 approving the Feasibility Report, establishing a December 18, 2024, Public Hearing date, and authorizing the preparation of Plans and Specifications for the 2025 Pavement Management Project.
- EE Street Name Change – Preserve at Prairie Dunes and Pine Glen 7th Addition**
Staff Recommendation: Adopt Resolution 2024-173 approving the street name change for the segment of 100th Street South depicted on the Street Name Change Exhibit to Hamlet Avenue South in the Preserve at Prairie Dunes and Pine Glen 7th Addition.
- FF Joint Powers Agreement For Maintenance of Century/Geneva Ave. So.**
Staff Recommendation: Approve of the Joint Powers Agreement between the City of Cottage Grove and the City of Newport for Joint Responsibilities of Century/Geneva Avenue South.
- GG Cottage Grove Logistics Park (NorthPoint Development) – Master Site Plan Amendment, Zoning Amendment, Conditional Use Permit (Data Center)**
Staff Recommendation: 1) Adopt Ordinance No. 1086 approving the Zoning Amendment to rezone 38.85 acres of land from AG-2, Agricultural, to I-1, General Industrial District, and amend an existing PUD to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC. 2) Adopt Resolution 2024-176 rescinding Resolution 2021-166 and approving an amendment to the Cottage Grove Logistics Park Master Site Plan to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC, and approving a Conditional Use Permit (CUP) for a Data Center use over the Cottage Grove Logistics Park Master Site Plan under NP BGO Cottage Grove Logistics Park, LLC ownership.
- HH Cottage Grove Convention and Visitors Bureau Meeting Minutes (2024-02-26)**
Staff Recommendation: Approve the February 26, 2024, Regular Meeting Minutes.

- II Cottage Grove Convention and Visitors Bureau Meeting Minutes (2024-06-04)
Staff Recommendation: Approve the June 4, 2024, Regular Meeting Minutes.
- JJ 2025 Cottage Grove Convention and Visitors Bureau Budget
Staff Recommendation: Approve the Cottage Grove Convention and Visitors Bureau 2025 Budget.
- KK Rassmussen University Tuition Reduction MOU
Staff Recommendation: Approve the Memorandum of Understanding between Rassmussen University and the City of Cottage Grove, providing a 20% tuition reduction (corporate grant) for city employees.
- LL Desotec GAC Vessel Rental Agreement
Staff Recommendation: Approve the Vessel Rental agreement with Desotec for GAC treatment vessels at Wells 3, 8 and 10 temporary treatment plants.
- 8 Approve Disbursements
 - A Approve Disbursements
Staff Recommendation: Approve disbursements from 11-15-2024 through 11-28-2024 in the amount of \$2,716,222.73.
- 9 Public Hearings
 - A Property Tax Levy Payable in 2025 and Adoption of the 2025 Budget
Staff Recommendation: 1) Adopt Resolution 2024-170, Resolution adopting the 2024 Property Tax Levy Collectible in 2025. 2) Adopt Resolution 2024-171, Resolution adopting the 2025 Budget. 3) Adopt Resolution 2024-179, Resolution adopting the Housing and Redevelopment Authority Property Tax Levy.
- 10 Bid Awards
- 11 Regular Agenda
 - A Park High School – Site Plan Review
Staff Recommendation: 1) Adopt Resolution 2024-177 approving the site plan review for two additions to Park High School located at 8040 80th Street South totaling approximately 35,000 square feet and additional site improvements to property located at 8040 80th Street South and 7830 80th Street South. 2) Approve drainage and utility easements, right-of-way easement, encroachment agreement, and a stormwater maintenance agreement on property located at 8040 and 7830 80th Street South.
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
- 14 Workshops - Closed to Public
 - A Performance Evaluation - Jennifer Levitt, 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



City Council Action Request

6.A.

Meeting Date	12/4/2024
Department	Administration
Agenda Category	Presentation
Title	Public Safety Board Presentation
Staff Recommendation	Recognize Panamint Capital for their support of the K-9 Program.
Budget Implication	N/A
Attachments	None



City Council Action Request

6.B.

Meeting Date	12/4/2024
Department	Administration
Agenda Category	Action Item
Title	Eagle Scout Award - Cameron Rekstad
Staff Recommendation	Recognize Cameron Rekstad's accomplishment of Eagle Scout and award him with a plaque.
Budget Implication	N/A
Attachments	None



City Council Action Request

7.A.

Meeting Date	12/4/2024		
Department	Administration		
Agenda Category	Action Item		
Title	City Council Regular Meeting Minutes (2024-11-06)		
Staff Recommendation	Approve the November 6, 2024, City Council Regular Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2024-11-06 City Council Meeting</td></tr></table>	1.	2024-11-06 City Council Meeting
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COTTAGE GROVE CITY COUNCIL

12800 RAVINE PARKWAY SOUTH

COTTAGE GROVE, MN 55016

COUNCIL CHAMBERS - 7:00 P.M

November 6, 2024

1. CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on November 6, 2024, at Cottage Grove City Hall, 12800 Ravine Parkway. Mayor for a Day Lily Schmitt called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

The audience, staff, and City Council Members stood and recited the Pledge of Allegiance.

3. ROLL CALL

City Clerk Tammy Anderson called the roll: Mayor Bailey-Here; Mayor for a Day Lily Schmitt-Here; Council Member Garza- Here; Council Member Khambata-Here; Council Member Olsen-Here; Council Member Thiede-Here.

Also present: Jennifer Levitt, City Administrator; Tammy Anderson, City Clerk; Ryan Burfeind, Public Works Director; Zac Dockter, Parks and Recreation Director; Pete Koerner, Public Safety Director; Amanda Johnson, City Attorney-LeVander, Gillen & Miller, PA; Brenda Malinowski, Finance Director; Emily Schmitz, Community Development Director.

4. OPEN FORUM

Mayor Bailey opened the Open Forum.

Rachel Loeber stated I'm here representing Leafline Labs, 8235 97th Street South, Cottage Grove. I'm a long-term resident of Minnesota, currently living in Inver Grove Heights with my husband and daughter. I'm the Operational Compliance Manager for Leafline Labs, and Leafline also owns the eight Rise Dispensaries in the State of Minnesota. I started in Leafline in 2015, so when the building first opened, I was one of the folks that helped move in the first round of plants into the building, so I've been part of the organization for almost ten years now. It's been a very rewarding career opportunity for myself. Early on, I started out by helping to manage the cultivation facility, so I'm very familiar with the operations that go on there. Leafline has been headquartered in Cottage Grove since 2015, and it's one of only two companies currently licensed by the State to cultivate, manufacture, and dispense medical cannabis products. We currently serve over 48,000 Minnesotans that are enrolled in the medical cannabis program, including a lot of juvenile patients. We currently employ 67 Minnesotans as union-represented positions at our Cottage Grove facility, and we've invested millions of dollars at our operation at Cottage Grove, building robust distribution channels, ensuring that our safe, high-quality products reach patients across our eight medical dispensaries.

I'm here tonight to urge the City Council to revise a proposed ordinance that was approved by the Planning Commission on October 28 and work with you towards a solution that benefits us all. The ordinance includes a 40-acre minimum requirement for cannabis cultivation, which would present a significant challenge for our continued operations and immediate compliance. We recommend that the City reduce this minimum acreage requirement to 20 acres. We would also welcome the opportunity to work with the City on adding a use option that would

accommodate existing cannabis operators and reflect modern cultivation practices. As a proven good corporate citizen, we are committed to working collaboratively with the City to ensure that Leafline has continued operations. Doing so will protect our dedicated workforce and ensure consistent access to the medications relied upon by thousands of Minnesotans, including several vulnerable populations. We remain steadfast in our commitments to our employees, our patients, the City of Cottage Grove, and we will continue to meet all of the odor reduction and operational requirements. Thank you for this opportunity to speak tonight and for considering these critical needs to medical cannabis patients and the role that Leafline plays in supporting this community. I'd be more than happy to answer any questions or address any concerns that you have either now or at a later time.

Mayor Bailey said thank you, Rachel. What we'll do is we take all that information in, and then we'll work with our staff, so thank you for coming, we appreciate it; and yes, you've been a great business partner in the community.

As no one else wished to address the Council, Mayor Bailey closed the Open Forum.

5. ADOPTION OF AGENDA

Motion by Council Member Thiede to approve the agenda; second by Council Member Olsen. Motion carried: 5-0.

6. PRESENTATIONS

A. Mayor for a Day

Staff Recommendation: Appoint Lily Schmitt as Mayor for a Day on November 6, 2024.

Mayor Bailey said it's a special evening this evening, and we're going to do a presentation. We have next to me here Lily Schmitt, who is the Mayor for a Day. She was one of many students that submitted letters about why or what they would want to do if they were Mayor for a Day or Mayor of Cottage Grove. And, so, I got a chance to look at many of them, it was tough, but I have to tell you her penmanship was amazing. So, today she got to spend a lot of time learning about all the different departments and agencies around the City of Cottage Grove. There was a fire truck, and he asked Lily what else she got to ride on; she replied, the Zamboni. Mayor Bailey said she remembers that because I keep saying as mayor for 16 years, I haven't been on a Zamboni yet, but she has. He asked Lily what was your favorite thing, down at Public Works, what did you do there? Mayor Bailey said Ryan Burfeind, our Public Works Director, is smiling because her favorite part of the day today was doing the digging on the machines down at Public Works. She had a great time, we had some pizza before the meeting here, and I got a chance to read to the entire Council and staff the great letter that she wrote about the City of Cottage Grove. I'm just kind of encapsulating a little bit before we go down and present her with the Certificate of Appreciation for today; Lily is very much about the environment, wants to make sure that we all get together and work together, also picking up trash and litter and things around the community, and she would love to see us plant more trees because trees are important, correct? Lily replied yes.

Mayor Bailey asked Council to join he and Lily in front of the dais where we're going to present you with a certificate. He stated as I was sharing with you earlier, Lily has had the opportunity today to see and be a part of a variety of groups and parts of our City; she took a lot of tours. She got picked up by our Public Safety Director in a police car out in front of her school, so that was kind of cool. Dad, who's out in the audience here, got a chance to hone in on this, too, and have some good times. We think this is special and I think it's important to get our youth involved, no matter what the age is, into local government and becoming more of a part of our community. So, after a great day here, I know her Dad told me she's got dance tonight yet, so we're giving her a Certificate of Appreciation, which says: Presented this day to Lily Schmitt in sincere appreciation for your service to the City of Cottage Grove, Minnesota, Mayor for a Day, Wednesday, November 6, 2024; and it's obviously signed by the non-acting Mayor, as she's the Mayor right now. So, after I hand her the Certificate, I get to have the mayor's job back, right? Lily nodded yes. Mayor Bailey presented Lily with her Certificate of Appreciation, photos were taken with Mayor Bailey and the Council Members, after which everyone applauded. Mayor Bailey told Lily she could keep her

Mayor for a Day nameplate. She could bring home some patches from the Public Safety Department, and Odin, one of our stuffed animals, one of our police dogs. So, we're very excited to have you, and I know you got a lot of candy up at the Ice Arena; he asked Lily if the candy was good and she nodded yes. Mayor Bailey asked if Public Works also presented Lily with a street sign that said Lily Avenue? That was confirmed, and Mayor Bailey said so, again, kind of a neat thing for kids these days. So, next year we'll do this again, and hopefully we'll see a lot more people joining in. Mayor Bailey thanked Lily for being the Mayor for a Day here in Cottage Grove, we truly appreciate it. Everyone applauded.

7. CONSENT AGENDA

- A. Approve the October 2, 2024 City Council Special Meeting Minutes.
- B. Approve the October 2, 2024 City Council Regular Meeting Minutes.
- C. Approve the October 16, 2024 Special Meeting Minutes.
- D. Approve the October 16, 2024 Regular Meeting Minutes.
- E. Approve the July 15, 2024 Public Services Commission Regular Meeting Minutes.
- F. Accept and place on file the minutes from the August 26, 2024 Planning Commission Meeting.
- G. Authorize issuance of a Massage Therapist License to Lisa Christine Ramos.
- H. Authorize issuance of a single-occasion gambling permit to Loriann Olsen on behalf of Strawberry Fest to conduct bingo at River Oaks Golf Course (11099 Highway 61, Cottage Grove) on February 22, 2025.
- I. Approve the issuance of rental licenses to the properties in the attached table.
- J. Approve the 2025-2026 labor contract with the Police Officers union.
- K. Approve submittal of the comment letter to Metro Transit on their Network Now plan.
- L. Approve the response letter to the Washington County 2025-2029 Draft CIP.
- M. Authorize executing the Joint Powers Agreement between Washington County and the City of Cottage Grove for a mass community notification system.
- N. Authorize the Mayor and Clerk to sign the sales quote for the purchase of a Ford E-450 Road Rescue Ultramedic from Everest Emergency Vehicles with an estimated cost of \$293,627.00 and an estimated delivery of December 2025.
- O. 1) Authorize the order of the 2025 Fire Tender utilizing the Sourcewell Cooperative Purchasing Group.
2) Approve Resolution 2024-155, Declaring the official intent of the City of Cottage Grove to Reimburse certain expenditures from the proceeds of bonds to be issued by the City with respect to equipment (Fire Tender).
- P. Approve Change Order #3 for the Utility and Engineering Building, which results in a reduction in project costs in the amount of \$9,159.33.
- Q. Adopt Resolution 2024-152 approving the final payment in the amount of \$29,062.15 to Mineral Services Plus, LLC, for the Goodview Avenue Well Sealing Project.
- R. Adopt Resolution 2024-153 approving the Preliminary and Final Plat to be called Gateway North Second Addition in order to create two parcels (a 7.89-acre parcel for Kohl's and a new 1.03-acre parcel for Chase Bank).
- S. Staff recommends the approval of the scope of work and services prepared by Hometown Fiber for the Broadband Aware program, at a cost of \$22,528.

None of the Council Member wished to pull any items on the Consent Agenda for further discussion and/or approval.

Motion by Council Member Olsen to approve the Consent Agenda; second by Council Member Khambata.
Motion carried: 5-0.

8. APPROVE DISBURSEMENTS

- A. Approve disbursements for the period of 10-11-2024 through 10-31-2024 in the amount of \$6,321,456.21

Motion by Council Member Garza to approve disbursements; second by Council Member Khambata.
Motion carried: 5-0.

9. PUBLIC HEARINGS - None.

10. BID AWARDS

A. Low Zone Water Tower Bid Award

Staff Recommendation: 1) Adopt Resolution 2024-151 awarding the bid for the Low Zone Water Tower to Landmark Structures 1, LP, in the amount of \$5,183,000.00. 2) Approve Resolution 2024-156, Declaring the official intent of the City of Cottage Grove to reimburse certain expenditures from the proceeds of bonds to be issued by the City with respect to the construction of the Low Zone Water Tower.

Ryan Burfeind, Public Works Director, stated tonight we're talking about our Low Zone Water Tower project. We took bids on this project on October 24. Just a reminder for Council on where this is located: This is kind of just south of the Park and Ride, along the frontage road, just kind of behind the railroad tracks, really close to Hamlet Park. Just for the Council and the public, because it's not very often that we build a water tower, here are some renderings just as a reminder of what we're going to be building here in the City. It's a little different tower in that we call it a composite tower; so, its got a concrete column and then a metal bowl at the top, so you can see that in the renderings from East Point Douglas Road and Hamlet Park in the pictures here. That's really a cost-savings measure, that we won't need to deal with all the painting of that column like we do all of our other water towers.

Looking at our bid results, we got three bids for this project, and you can see the Engineer's Estimate was just under \$6 million, and we had two contractors that were below that Engineer's Estimate amount: Gerard Tank and Steel, Inc. and Landmark Structures. One thing that's a little different with towers but pretty typical for water towers is to have experience requirements. So, we had those experience requirements in the project specifications for this project; which is pretty standard for water towers, a lot of communities and different entities use these just because its a little different project. Obviously, they're much more complex than a lot of our street and utility projects where we do not have experience requirements; for this project, they were still set at having three completed 1.5-million gallon composite elevated tanks, so its an elevated tower and then it has that composite nature, in the last five years. The bidders were required to submit their experience requirements after the bid, and with Gerard Tank and Steel, they have only completed one composite elevated tank with just 400,000 gallons, so they do not meet our experience requirements that were set in the specification. They do have some larger towers that are under construction now, but our specifications are very clear that it does have to be completed. So, we are really held to that, we can't waver from those standards with the bidding that we did take. Landmark Structures had completed eight 1.5-million gallon tanks in the last five years, so they did meet the experience requirement. So, due to all of that, the bid award resolution does include rejecting Gerard Tank and Steel's bid because they do not meet those experience requirements.

There are two recommendations in front of you: One is the bid award and the other is the resolution related to the bonding because we are bidding it in 2024, but we're not bonding until 2025; that's why we have this additional resolution, just declaring our intent to reimburse the project with those bonds in 2025. With that, I'll stand for any questions.

Council Member Khambata asked is there any unique challenges in the design or like service requirements of this water tower that would have excluded certain vendors from bidding for this project?

Director Burfeind replied so, specific to the tower, I would say it is a standard composite elevated tank; access is a little different, a little challenging, its right by a railroad so there's some extra requirements on that, working with the railroad to get access. In terms of precluding certain bidders, it's really just those project qualification requirements, which in this case it does exclude Gerard Tank and Steel; obviously, like I said, it's typical to have those standards. They could be slightly higher or lower, but obviously, based on the experience requirements that they submitted, really even if it was smaller standards, they just have not completed those towers. Like I said, they do have ones under construction, but the way they were set, and that is typical; you want projects to be completed to kind of meet that qualification, and they don't meet it at this time.

Motion by Council Member Khambata to Adopt Resolution 2024-151 awarding the bid for the Low Zone Water Tower to Landmark Structures 1, LP, in the amount of \$5,183,000.00; second by Council Member Garza. Motion carried: 5-0.

Motion by Council Member Thiede to Approve Resolution 2024-156, Declaring the official intent of the City of Cottage Grove to reimburse certain expenditures from the proceeds of bonds to be issued by the City with respect to the construction of the Low Zone Water Tower; second by Council Member Olsen. Motion carried: 5-0.

B. Kingston Park Electrical Improvements Bid Award

Staff Recommendation: Adopt Resolution 2024-154 awarding the bid for the Kingston Park Electrical Improvements to Killmer Electric in the total amount of \$152,345.

Parks and Recreation Director Zac Dockter said we took bids for the Kingston Park electrical improvements on October 31. Just to remind Council of the project area, this is the Kingston Park location, and the objective of this project was to increase power capacity while also improving access to power for all the large or small events that happen at Kingston Park. We would be adding ten parking lot/security lights at the facility and each one of those parking lot security lights on the poles would have an outlet source for vendors to use or the Athletic Association or whoever might be using the park at that time. He displayed a layout of the lighting system around the parking lot.

There were six firms that submitted bids, and Killmer Electric provided the lowest bid and does meet all the bid and contractor requirements; their bid was \$152,345. The staff recommendation to Adopt Resolution 2024-154 is on the screen for you to review.

Council Member Olsen thanked Director Dockter and asked if he could take a moment or two and paint a little picture verbally for people regarding this project and then sort of the larger scope of how this fits into some of the grand improvements that you're looking to make at Kingston Park? Because this is kind of Step 1.

Director Dockter replied so this site has been woefully underpowered kind of since Kingston Park was created back in 1987, I think. So, we haven't had the ability to expand the power grid much there in terms of adding outlets or things like that; so, we're getting a power source from Indian Boulevard now, it currently comes from 75th, so Xcel will help us move power from Indian Boulevard, which allows us to increase capacity so we'll have a new transformer there. Should the Council decide to replace the building in the future, we would be powered up for something like that or if it's additional lighting for picnic shelters or security or additional cameras or things like that. So, we're kind of at the limit of our power source there right now, so this kind of sets the tone for the future. As you were alluding to, Council Member Olsen, there is certainly a growing usage of Kingston Park in many different regards with all the different events and activities. It's a great park, it's a great campus with the connection to the elementary and the middle school there; so there's just a lot of space there, and it just keeps getting used more and more for bigger events, and this will help it in that regard across the board.

Council Member Olsen asked regarding timing, when are you envisioning that this work would begin and would it have any impact on some of those events that we know take place at the park every year?

Director Dockter replied good question, Council Member Olsen. Part of the reason we're taking the bids now is so that we can get those materials on order and get Xcel's schedule in line, it takes them some time to obviously

catch up with all their work orders for projects like this to expand on electrical. So, we hope to have this project done by May or early June, before any of the major events take place.

Council Member Olsen said okay, perfect, thank you so much.

Motion by Council Member Khambata to Adopt Resolution 2024-154 awarding the bid for the Kingston Park Electrical Improvements to Killmer Electric in the total amount of \$152,345; second by Council Member Garza.
Motion carried: 5-0.

11. REGULAR AGENDA - None.

12. COUNCIL COMMENTS AND REQUESTS

Council Member Olsen said first of all, I wanted to take a moment to congratulate Firefighter Ryan Spiess on his recent retirement. Ryan achieved 20 years of service to the Cottage Grove Fire Department and Public Safety team, and this is kind of an auspicious retirement because his dad, Dave Spiess, also worked for the Fire Department. Pete, you're going to have to correct me if I'm wrong, but did Dave make 40 years? Close, close. So, between Dave and Ryan it was a long time having a Spiess or two on the roster, and it'll be the first time in a long time we don't have that. But Ryan is a tremendous individual who gave just thousands of hours to our community; as part of the Fire Department, he handled a lot of different things, retired as a lieutenant with the department. He had his hand in training and he had his hand in a lot of the documentation of that training that is required to be sent to the State. He was a very key component as part of our parttime team, and he will be sorely missed, but we wish him well in his retirement.

Council Member Olsen said the other thing I wanted to mention about the Cottage Grove Fire Department is this year, for the first time that I can recall, we had a drive-through Halloween Event at the Cottage Grove Fire Department, and it was appropriate. It was a little bit of a chilly night, although there were a lot more people out than I thought there would be. I know Captain James Olson and Firefighter Mike Dandl were handing out candy and greeting the families as they drove through, and it was really a neat event. We had Sparky out on 80th Street, waving people in, and I think families across the community really appreciated that; so, kudos to the Fire Department under the guidance and supervision of our Public Safety Director, Pete Koerner, to make sure that they pulled that off without a hitch. I don't think they ran out of candy, but they got awfully close. Somebody came to the rescue, I can't remember his name, it might be Olsen, something like that, brought them a bunch more candy, but it was a really cool thing. So, I hope we do it again next year.

Council Member Olsen said the last thing I had for this evening, mayor, is unless you've been living under a rock, you're pretty much aware that there was an election yesterday. Of course it was a presidential year, so we all saw the commercials on TV and on the radio and on the internet and everywhere else, and I think we're all grateful that those will be done for a while; but there was also a local component, of course, with the House of Representatives at our State Capitol seats up for election, and we also had a City Council race here in the City of Cottage Grove. So, first, I want to say thank you to everybody that was brave enough to put their name on the ballot; that takes courage, it's not an easy thing to do, and when you do it, you open yourself up to a lot of different forms of communication from the public that as a private citizen you don't normally encounter. It takes a strong heart and a good support system to be able to run a good campaign; it's a lot of work, especially at the local level, so kudos to everybody who decided that they wanted to take a shot at it. I also want to congratulate the person to my left, Mayor Bailey, for another term, unopposed; it's really exciting to have Myron in the mayor's chair for another four years. I want to congratulate Council Member Garza for her election to the next two years of the term she was appointed to after Council Member Dennis moved out of state. I want to congratulate Dave Clausen, who is in the room. Dave is a retired police officer here in the City of Cottage Grove, who put his name on the ballot this year and was successful; so, Dave will be joining the Council here in January. But I really want to take a moment to congratulate the person to my right, which is my friend and colleague, Council Member Tony

Khambata. Tony has been an absolute joy to work with as a Council Member; he came from six years on the Planning Commission, so he has a very good handle on things like setbacks and building codes and all those wonderful things that a lot of us don't pay much attention to. He also happens to be a real estate professional, so that adds another layer to his expertise. He's a great guy, he's a wonderful dad, he's a good partner, and just a class act all around; so, unfortunately, Tony did not win reelection, that's the nature of democracy, but I know he will continue to serve this community in a lot of different ways, perhaps on a commission again at some point. I'm sure he'll find many ways to keep serving the citizens of Cottage Grove, and I just wanted to thank him for the time that he's spent as a Planning Commissioner and as a City Council Member and wish him well.

Council Member Olsen said the last thing that I'll say is I was grateful to the voters. I was also on the ballot and was successful, so you're stuck with me for another four years, whether you like it or not. It's a very humbling experience when people cast a ballot for you, to me that is a vote of trust that requires a great deal of hard work, of responsibility, of humility, and it's really a sacred trust; it's an agreement between the both of us that you're going to check that box and I'm going to be worthy of that checkmark. I promise you to do everything in my power to do that for the next four years and who knows what'll happen beyond that, but thank you to the residents of Cottage Grove for your votes, and thank you to everybody who took the time to go cast a ballot.

Council Member Thiede said all right, so Halloween's over, the Monster Bash parade is done, but now it's time to start planning for Strawberry Fest 2025, which is going to be held on June 19 through June 22, and maybe if we can get the camera to come up, we have chosen a theme and a logo; I don't know, can your camera zoom in? It's called Berry Saurus Celebration, and so there's all sorts of things that now everybody's got to put their thinking caps on and take this theme and let's turn this into a fantastic celebration in 2025. We were thinking, we were talking about things, maybe we could have a Tyrannosaurus Rex race or something like that or maybe Movies by Mo can get involved; we love to get people involved and getting different ideas and what kind of things we can do to celebrate this community. So, get excited, some may think it's a little early, but it's always good to kind of get excited and start planning, and before you know it, it's going to be here.

Council Member Thiede said also, just as Justin was mentioning, to everybody involved in the City Council race and all the other races that we had, democracy and things like that. I am also glad to not see those commercials; it's a challenge to the intelligence, I think, sometimes with sometimes the things that they put in those. So, at any rate, congratulations to all and again, there's some good things, and there's some unfortunate things that sometimes happen, but we do have a good group, and I know that we all get together and help any way we can.

Council Member Garza said so first off, congratulations to everyone, congratulations to you, congratulations to you all, congratulations, David, this was really an awesome race and I've learned a lot, so congratulations. And, Tony, we'll be seeing you still, in my back yard; he's friends with my neighbor, so I get to see Tony quite often.

I also would like to mention I'm going to piggyback a little bit off of Dave and Strawberry Fest. So, there are a lot of fun family events that are coming up in the next month or two: One big one that is coming up for Strawberry Fest is Princess for a Day, and that is going to be held at the VFW Red Barn on November 17; that is an amazing event for families to get out and their kids to come and dress up like princesses or be princesses for the day, and they get a little taste of what Strawberry Fest is like. So, it's a good opportunity to learn a little bit about Strawberry Fest and be a Princess for a Day. Also, we have the Breakfast with Santa that will be coming up, and that's on December 8 at River Oaks, so that's another fun family event, as well as the Holiday Train, and that will be on December 11, and that will be a lot of fun. We are just going to pray for warm weather, we do not want 30 below again, or was it 20 below, I don't remember, a couple years ago.

Council Member Thiede said that one year Sheryl Crowe sang and it was snowing, that was kind of a neat one. Council Member Garza said yeah, so a lot of fun events, though, if you guys have some time, get out there and have some family fun.

Mayor Bailey said as the Council's aware, next week we have a Special Council Meeting because we have to canvass the vote and we have a workshop with business in the area to talk about their processes and such, and

then we have a Council Meeting the week after that, which is basically right before Thanksgiving. I would just ask if we're going to have an opportunity to have Molly or Zac or somebody come talk about all these events that are coming up. If I might just make a plug also to include maybe some of the others, like the Lions I know have their breakfast, River Oaks has their breakfast; there are all these multitudes of different events and craft fairs, and then obviously our Hometown Holiday Celebration here at City Hall. So, there are a lot of neat things that are coming forward here that it would be nice at that particular meeting to have our staff kind of share with the public exactly what's coming up in the next couple weeks.

Mayor Bailey said as Council Member Olsen and everybody else along here said, first of all, I want to once again thank the voters of Cottage Grove myself, as well as all my peers that were up for reelection here. We're obviously going to have the opportunity to meet and work with Dave; it's going to be kind of interesting to have two Daves on the Council here, one on each, double Daves here, I don't know. And I couldn't say it any better than what Council Member Olsen had said; no matter if you won or if you lost, if you're an existing person that maybe has been in the role, it does take a lot. I just want to thank everybody that ran, whether it's for our local race here, but I also want to mention a couple people that also won that obviously will affect our local area here: Tom Dippel, who is also from Cottage Grove, he won one of the House seats, there's kind of two that are part of Cottage Grove here, and then Wayne Johnson, who used to be on the Council years ago, and I believe County Commissioner also, I should mention that, he is also one of the other House members, who also lives here in Cottage Grove. So, those two will be going up to the Minnesota House of Representatives. I was very excited for Congresswoman Angie Craig, that she won her reelection, representing our area; I just have to say that she has been absolutely amazing to work with, it's truly a breath of fresh air, I just have to say it because it's so true in helping secure funding and so on with all the different projects and things.

That's kind of a good segue to the last thing I was just going to bring up and that is, as everybody is aware, we had three questions on the ballot for what they call the Local Option Sales Tax (LOST), and none of those questions were passed by the residents of Cottage Grove. I wanted to make sure that everybody is aware because I've had a lot of people reach out to me, obviously there are people on both sides, some that wanted it, some that didn't want it; one of the things that's very important to remember is pretty much all of these, not everything that was in the three proposals, if you will, not everything is slated 100% that it's going to happen into the future. For example, improvements to Hamlet Park, which were part of this program, we will eventually do those, it just may take longer than maybe we originally anticipated. Of course, the new park along the backwaters of the Mississippi, which a lot of people are excited about with boat access and so on, instead of maybe building that sooner, it may take a little bit longer to kind of complete these park amenities or these park projects.

On the other hand, though, what I wanted to mention is Zac and our staff are absolutely amazing, all of them, Ryan, from a staff perspective, we absolutely whether the referendum questions would have passed or not passed, we're always out there and really have challenged our staff to go out there and look for money. Whether it's money for road projects, whether it's money for park projects; Zac, on the Park side I believe was it \$700,000, was that for the park up by Oltman? Zac replied \$350,000. Mayor Bailey said so \$350,000 that he was able to go find some money to help with park improvements and a plot of land that we own up by Oltman Middle School and we'll eventually be working on that. So, we kind of plug those in. The second thing is whether it's the backwaters of the Mississippi, we're going to go look for those; there are opportunities out there, especially being on the backwaters and there's a few things that we've already been talking about, whether the Local Option Sales Tax would have passed or not passed. If it would have passed and we were able to still go after the dollars and get the dollars, then we wouldn't have used the Local Option Sales Tax. So, I just want the public to be aware, for those that might be concerned, hey, does this mean we're not doing any of these projects, from Day 1 it was always that we're going to do them, it's just how soon that we were going to do it and how long it will take to get them. And a lot of that will depend on how we, as a Council, new Council, decide on what we call our Capital Improvements Plan (CIP) and where these things will be in the CIP, which we usually plan out more succinctly for the next five years. As I've talked with staff, some of these things may take 25 years to get everything completed. But that also depends on funding sources and that, too, so I just want to thank the public, though, for expressing your opinions, one way or the other; it's great, as was commented earlier, this is a democracy, and whether you wanted it, didn't want it, or maybe you wanted it but just don't want to pay for it, that's fine, too. But the fact is we'll continue to

look at options and opportunities to bring these things, like we always do, from a Council standpoint and a staff standpoint to not have such an affect on our local property tax, which is frankly part of the reason we did the Local Option Sales Tax idea.

13. WORKSHOPS - OPEN TO PUBLIC - None.

14. WORKSHOPS - CLOSED TO PUBLIC - None.

15. ADJOURNMENT

Motion by Council Member Thiede, second by Council Member Garza, to adjourn the meeting at 7:39 p.m.
Motion carried: 5-0.

Minutes prepared by Judy Graf and reviewed by Tamara Anderson, City Clerk.



City Council Action Request

7.B.

Meeting Date 12/4/2024

Department Public Works

Agenda Category Action Item

Title Public Services Commission Meeting Minutes (2024-10-21)

Staff Recommendation Approve the October 21, 2024, Public Services Commission Meeting Minutes.

Budget Implication

Attachments	1. 10-21-2024 Public Services Commission Meeting
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MINUTES

COTTAGE GROVE PUBLIC SERVICES COMMISSION

12800 Ravine Parkway South
Cottage Grove, MN 55016

October 21, 2024

COUNCIL CHAMBERS - 7:00 p.m.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Vice Chair Kath was advised that Roll Call had been taken; Chair Lisa Kons was absent.

4. APPROVAL OF THE AGENDA

Commissioner Kelsey Moyer made a motion to approve the agenda; Commissioner Jenny Olson seconded.
Motion carried: 6-0.

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM THE JULY 15, 2024 MEETING

Motion by a Commissioner Tracy Jenson to approve the July 15, 2024 meeting minutes; seconded by Commissioner Lise Alden-Rediske. Motion carried: 6-0.

6. OPEN FORUM

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

7. PRESENTATIONS

A. PRESERVE.PLAY.PROSPER PLAN

Zac Dockter, Parks and Recreation Director, stated I appreciate the opportunity to talk about the Preserve.Play.Prospers Plan. Hopefully, this isn't the first time you've heard of the plan that we're discussing tonight. We've been working really hard to try to educate the public, to make sure that they understand before they go to the polls exactly what the questions are and what the opportunities are, and what the tax impacts are. I will go through this rather quickly, but there's going to be plenty of time for me to answer any questions you might have.

Director Dockter stated this all started with the community telling us that they want more parks and recreation in Cottage Grove; we hear that in a multitude of ways, whether it's community surveys, feedback at any of our meetings, and also just by the way the parks are used, as they are used like crazy. Any time we build something new, it gets used a lot, and any time we refurbish something, it gets used a lot. A new playground, a new trail, whatever it might be, there's instant use and a lot of use, at that. So, we're a very active town, and people are using the parks a lot.

In 2022, we embarked on a journey that was called Reimagine Recreation, an engagement process. We went out and did a bunch of surveys, we went to a bunch of different events around the community, we did online surveys, Facebook surveys, and all sorts of different ways to try to engage the public. Basically, we got a laundry list of new and improved recreational opportunities that people wanted in the community. We took that list, narrowed it down, tried to implement it in a few main projects, which I will talk about next. Those projects were: 1) To upgrade and enhance Hamlet Park; 2) Create a new 33.3-acre, nature-based park along the Mississippi River, at Mississippi Dunes Park; and 3) Transforming the River Oaks Golf Course and Event Center into a year-round recreation destination for all ages.

Hamlet Park

This is our oldest and largest park in Cottage Grove. The proposed plan is \$17 million and would include:

- Upgrading the replacement of the existing playground equipment.
- Building a new four-season recreation building.
- Installing a small splash pad.
- Replacing the existing skateboard park with new; I do like to add that we would engage with the skateboarding community to make sure that they help design the skate park itself.
- Building an amphitheater.
- Creating an art walk/sculpture garden with benches and an informational kiosk, so again probably would engage some artistic folks in the community to help design some of that.
- Adding a synthetic turf sports field with lighting and that will be replacing the existing lit natural turf field.
- Completing the south baseball complex. We've owned that land since 2002, and we've built two of the fields, which is halfway home; so, in 22 years we've owned that land, we've only been able to build two ballfields with the existing funding, so this would complete that project by finishing those last two ballfields.
- Parking lot.
- Trails and Landscaping.

Mississippi Dunes Park

We were lucky enough to acquire 33.3 acres, all through grant funding just this past year; , partnering with the County and the State, to get over \$1 million to acquire that property was very impressive. The plan now is to actually do something with the land that we own there. There are over 1,900 feet of actual shoreline along the Mississippi River. We've wanted for generations to get more public access on the Mississippi River, and this is really the best opportunity the City has ever had to do that. The proposed plan is \$13 million and would include:

- Restore and preserve natural habitat, over 25 acres would just be preserved as natural habitat: To do some restoration work, protecting the oak forest, replanting some prairie, and protecting the wetlands.
- The other 8 acres would provide recreational access so things like a canoe and kayak launch, a small boat launch for fishing boats, duck boats, or pontoons; every vessel's a little bit different, but there's a channel out there that's about anywhere from 3-to-5 feet that people could get out to the main channel from there.
- Construct new and enhance existing walking and hiking trails.
- Create a nature-based playground.
- Provide space for outdoor classrooms.
- Build an interpretive learning center, there's actually a Concept Design within that photo on the top left of what that four-season building might look like.
- Adding facilities for all sorts of nature activities, picnicking, and other things. I always like to mention this is next to 240+ acres of the Grey Cloud Dunes Scientific and Natural Area (SNA), so this is just adding to that entire complex of habitat.

River Oaks Golf Course & Event Center

Certainly, River Oaks is a point of pride in the community. Golfers love it, people who host events and banquets there love it, people love being on the patio. It is the community's golf course, it is over 200 acres of property that the City of Cottage Grove owns and the people own, so we want to find different ways for people to use it. What you're not going to see in here are a lot of things about golf or weddings. This \$6 million project would add:

- Install multi-sport simulators, so it could be used for soccer or golf or all sorts of things.
- Add a pickleball/event court, so a multipurpose court.

- Create a new winter mountain biking course, like a fat tire course, using all that property for that.
- Upgrade the building, kind of connecting those 2 buildings.
- Enhance the patio dining area.
- Build a 9-hole Himalayan putting green course, designed for all skill levels. There's kind of an example shown to the right that's pretty extensive, but it's really just a hilly green and you kind of put the pins in different, unique positions so people can kind of putt away at that. It's similar to our practice green, but it's kind of our practice green on steroids; again, that would be free to the public just like it is today.

So, among the three projects, \$17 million for Hamlet Park, \$13 million for Mississippi Dunes Park, and \$6 million for the River Oaks Golf Course, to fund the proposed investment, the City is asking Cottage Grove residents to consider a half-percent Local Option Sales Tax as part of the General Election on Tuesday, November 5, 2024. If approved, that would generate \$36 million spread over a 25-year period.

Why a Local Option Sales Tax? There are a couple options to fund projects like this, but we cannot fund it through just the General Levy each year, there's just not enough money to do things like that, as that pays for our operating costs and kind of minor upgrades. So, this is a different funding source for the parks. The sales tax spreads the burden, so there would be two options: You can either bond for it through a referendum approved by voters through property tax, or what the City is proposing is going through the Local Option Sales Tax. The difference with the Local Option Sales Tax is everybody in the community gets taxed as they spend, as well as visitors who come into the community and spend.

We hired the University of Minnesota to do an independent study; they are projecting right now about 31.3% of the sales tax will be paid for by non-residents that come to visit Cottage Grove or purchase from Cottage Grove. That includes online purchases, whether it's from Menards or a business in the industrial park, the sales tax on those purchases all goes toward this, assuming they're taxable purchases. That ends up contributing about \$11.3 of the \$36 million dollars, and that's a projection based on today's calculations; that will change as the community, the demographics, and the economy of Cottage Grove changes over those years.

Right now, the projection is \$22.99 for the average resident in Cottage Grove; so, it's half of 1 cent for every \$1 spent is the math on how that's paid out.

Just a real quick reference of some of the other communities that already have Local Option Sales Taxes, which are in the green, and then the blue are all pending Local Option Sales Taxes coming up in November. So, the State requires you now to ask the voters on a General Election, so that's why there are quite a few of them this year: Woodbury, Stillwater, Brooklyn Center, Roseville, Richfield, and Chanhassen are all going for referendums on sales tax this year.

It's a little bit confusing on the ballot because we have 3 projects with 1 tax; so, I want to make sure that that's very clear. We're trying to find all sorts of different ways to message that. If you vote for Hamlet Park, it's a half-percent sales tax. If you vote for Hamlet Park and Mississippi Dunes Park, it's still just a half-percent sales tax. If you vote for Hamlet Park, Mississippi Dunes Park, and River Oaks, it's still just a half-percent sales tax. So, I want to make that very clear.

If just 1 of the projects passes, let's say just Hamlet Park were to pass, obviously that would accumulate more money quicker for just that 1 project, as opposed to spreading the cost over 3 projects. That's important to know because once the projects are paid for, the sales tax has to go away, and these are all State laws, so these are things that the City has no control over, there's no wiggle room. The State says that once you get to \$36 million dollars or 25 years, those projects are done, and the tax has to come off. Now, the City could go back and ask questions on something else if they wanted to, but as far as this plan, it has to come off. So, it's important to know that. And if all 3 projects fail, then there is no sales tax.

Director Dockter said I guess the biggest thing I want to make sure people understand is the website is phenomenal, there's so much information on there, and all of the frequently asked questions. Almost every question I get is on the website, but I'm always happy to answer them anyway. It's very informative, if you have time to look at it, that way if your neighbors ask you questions, you can be a little bit more informed. We did a Facebook Live event this afternoon, if you want to take a look at that. Mayor Bailey and I sat down and tried to answer some of the frequently asked questions, so we're trying to make sure that people have an educated vote when they go to the polls; however they vote, they vote, and we'll take it from there. With that, I'll stand and answer any questions.

Vice Chair Kath thanked Director Dockter, said we really appreciate you coming in and sharing that with us. So, I'll open it up to the commission if anybody has any questions or comments this evening.

Commissioner Nate Lotts said I'm trying to think how best to phrase this so it makes the most sense to everybody. Which of the 3 projects is the most expensive? Director Dockter replied Hamlet Park. Commissioner Lotts asked so if only Hamlet Park passes, what's the forecasted payoff timeframe with the half-percent sales tax?

Director Dockter replied right now we projected we could bond for I believe it's about \$12 million; so, basically we would bond, take out a loan for the first part of the project, and then pay that back as the revenues come in. Each year, we're going to figure out how much revenue comes in, but we think that \$12 million, so we would be able to fund the majority of that park. I should have also mentioned, it's a good question because I should have mentioned that each project, Hamlet, Mississippi Dunes, and River Oaks, we've tiered all the projects within the projects. So, synthetic turf and the playground might be first, the building might be in Tier 2. So, all those are tiered so that whichever questions get voted, however this all lands out, we'll sit down with Council and Commissions and kind of figure out what the priorities are and how that works. Hopefully, that helps.

Commissioner Lotts replied yeah, certainly. So, in terms of timeframe to pay off estimate, what do you expect, 10 years or something? Director Dockter asked for the first tier? Commissioner Lotts replied yeah. Director Dockter said I think we were thinking like 5-to-7 years, but really the first year is almost just developing plans and specifications. Commissioner Lotts said yes, absolutely, thank you. I was asking purely from ignorance because I didn't watch the Facebook Live event, so that might've been answered, sorry for that.

Director Dockter said again, it's hard, commissioner, because we're using data from maybe 2 years ago on sales tax revenues, and that's probably different today, especially with inflation and everything else, I'm sure that the; well, I'm not going to talk about taxes.

Commissioner Lotts said actually I was going to ask another question about one of your charts. So, St. Paul was listed as 1.5% in the green, so they already have a 1.5% sales tax, is that correct? Director Dockter replied correct, and I believe they just passed theirs for improvements to parks and roads, a 1%. Commissioner Lotts said perfect, awesome, thank you.

Commissioner Olson asked what is the timeline as far as completion of let's say all 3 projects' paths? I mean, is it going to take 5 years, 7 years to implement all of the points?

Director Dockter replied yes, thank you, commissioner, for the question. I don't have a specific answer, but again, I think we would, for sure we have the top-tier projects that we would bond for right away and get those going in the first 5-to-7 years, I would say. And then depending on revenues, hopefully it's not too far after that we could bond for the next tier of projects, and then finally the last-tier projects. I don't know if that's going to be 15, 20, or 25 years, if it's going to take all 25 years for that to happen or not, just because we don't know what the revenues are going to do each and every year. But, certainly, within the 25 years, we would want them to be all complete. And I will say those numbers that are all budgeted in here, they include inflation, escalation, and we're trying to project out in the future; that way, if we don't, if we can't build some portion of the project for 20 years, we're prepared for that.

Commissioner Alden-Rediske asked with the groups that you've already met with in the past, what is their feedback? Are they pretty much in favor of it, or are you facing any pushback?

Director Dockter replied commissioner, I don't know. Do you want to go on Facebook and look? I would say most people understand that there's a need to improve parks and recreation in the community, and there's an understanding that you can't do it all just with a property tax levy because we need to pay for Police and Fire and Public Works and water and utilities. There's a limited source of that, so if we want some of these other things and you want these generational impacts, we have to find different sources. But any time you mention tax, it's difficult, and it's understandable, and I'm not going to argue with anybody about their personal finances. So, we'll find out on November 5.

Commissioner Olson said I have one last question. So, if unfortunately none of them pass, is there a contingency plan to still be able to achieve what we're trying to achieve, or it'll just kind of fall apart, so to speak?

Director Dockter replied that's actually a great question because that's one that gets asked a lot, are you going to do it anyways if it doesn't pass? And the answer is, I'm speaking on behalf of the mayor, who just said it today, that's why I feel like I can say it, to some extent, yes. These are not projects that we just made up and said, all right, we're going to do a Local Option Sales Tax and if the tax passes, we'll do them, and if doesn't, we're not. These are projects that have been waiting a long time; Hamlet Park is a great example, we've been waiting to do that for 21 years. Just because it gets voted no doesn't mean we just throw away, we still own the land, we still want to develop the land. Mississippi Dunes, clearly, we want to develop that property. So, these would just get put back in the Capital Improvements Plan (CIP), get prioritized, try to find different funding sources, and chip away at it. But, again, that may end up coming off of property taxes instead of the sales tax, or it may come out of who knows what. And I should also mention, too, this won't be the sole source of funding; we would still look for grants, we would still look for, even at Mississippi Dunes, there's a lot of opportunity for restoration grants and 3M Settlement grants or whatever else that we would try to achieve. If we can achieve those, it brings the project costs down and maybe gets us to get all those other projects done faster. So, there are lots of different ways to get to the end goal.

Commissioner Jenson asked is there a projection with River Oaks, specifically, that there would be increased revenue to help offset the investment in amenities there? What does that look like financially?

Director Dockter replied yeah, thank you, commissioner, not a lot, most of the items there are meant to be more free-to-use opportunities. I mean things like the event court, we would have rental fees with that, the simulator, there would be some user fees with that, but we're trying not to interfere with the golf course and event center operations because it is a profitable operation the way it is; which is also why we don't want someone paying for a round of golf, their round of golf shouldn't be paying for a fat tire course. We're trying to keep those a little bit separate, so not a lot of revenue opportunity, but certainly the more people that use it will just create more activity and more attention; hopefully, they're going to eat there, shop there, drink there, whatever it might be, or maybe pickup golf, who knows?

Commissioner Moyer said because you said you guys had projected for inflation and everything like that, so if we have more money than we need for funding, then what would that money be used for? Do we have any ideas for that, or?

Director Dockter replied thank you, commissioner, great question. There is a \$36 million cap; once we collect \$36 million in revenue, that tax has to go away, according to State law, it cannot exceed it. It's important for people to know that.

Commissioner Lotts stated so this comp plan is pretty awesome, that newsletter that comes, that was pretty thorough and very educational. I definitely enjoyed it, and I know the neighborhood that I live in did, like they all read it and then came and talked to me, so it was good.

Director Dockter said thank you, the Communications team has been working really hard and taking some heat along the way, too, but I hope people understand we're just trying to educate people so they can make the best decision for them and their families.

Commissioner Lotts commented I would say the perception probably hasn't been clarified with a lot of people, in terms of the social media presence that I've seen with the fact that the sales tax goes away after you've collected the projected amount. I think oftentimes people just assume that once you start a tax, it never goes away, and it's never going to go back down. So, I think the clarity around that, I actually didn't realize that until you just told us that.

Director Dockter said thank you, I'll try to get some extra information on that.

Vice Chair Kath stated well, it's kind of similar to US Bank stadium, right? They said the pull tab or whatever those e-tab things were going to pay for it, it did, and now guess what? They don't have to worry about it. So, Zac, the question I have is maybe you could provide some feedback because when I was on the Parks Commission with you, a committee of volunteers for our current Bike Park came forward and helped develop that. What's kind of the difference between the two different types of events, then, the summer Bike Park vs. a winter Fat Tire Park? Do you foresee that being an attraction like our Bike Park? I know when that thing opened, it just started attracting people from throughout other communities to our community for that Bike Park.

Director Dockter replied thank you, Vice Chair, the same thing, I think we engaged with the community and we got a really good Fat Tire biker right there, who happens to be an engineer, that would probably help us guide some of that conversation and get a good design to make sure that its going to be usable and exciting for people to use. So, yeah, we would engage with the community and try to help build that. They need to come, there are crews, I think, usually with that, but it's a different experience. The Bike Park is kind of a completely different experience than this Fat Tire course where you're going to kind of go, I think it's a 3.5-mile loop we currently have projected, whereas the Bike Park is more stationary with more active jumps and toys and whatever else it is.

Vice Chair Kath stated okay, thanks. And I, too, want to echo, I even brought the brochure along, just communication vehicles like this that have been coming to peoples' mailboxes and obviously through social media and then the websites and stuff, I really feel that the communication is out there. And if people have questions, they have opportunities to reach out to both yourself and other staff people to do that. I guess I would ask folks if they still have questions coming to the end, with a couple weeks to go, certainly reach out to our staff to answer those questions; you'll feel really educated moving forward.

Director Dockter said thank you, Vice Chair Kath, thank you members of the commission. I've always said there's no secrets, I'm going to tell you like it is, and then you make your vote. So, anytime, email, call, whatever it is, I will answer your question.

Vice Chair Kath said the other thing that's interesting to me is I'm very supportive of it, and to me, it kind of helps level set our older parks with our newer parks. Because again, it gets to be this has and the has not, then; you know, just because I live in a new neighborhood and I've got a fancy new park, if I live in an older neighborhood, and now my park's kind of running down because it's in a 10-year program. This is a way to kind of jumpstart that, I think, and keep it more equitable throughout our whole community.

Commissioner Lotts said I just drove past Glacial Park on the way here, and there was probably 4 parking spots available, so its definitely being used, especially with the weather today, but that park is fantastic.

Director Dockter replied it is, and that's the fun stuff to see, when you build something and then all of a sudden it just, people are there right away. We'll pave a trail; sometimes I'm worried they're going to sink into the asphalt they get on it so quick, so, yeah, it's fun to see.

Commissioner Moyer said you said that you're going to connect with different communities to create designs. How do people get involved with that, or do you already have set people that you'll be speaking to, to help design, or can anybody from the community be a part of that?

Director Dockter replied thank you, commissioner, it's a little bit of both. I mean, we have different methods of trying to get people involved, but yeah, we would reach out to the community through social media or whatever it is to try to get people into a Task Force of some sort to try to help contribute and give their feedback and expertise in those areas.

Vice Chair Kath asked if there were any other questions or comments, and there were none. He stated again, Zac, thank you so much for coming forward and presenting that to us this evening at our commission meeting. Director Dockter replied thank you, have a good evening.

B. INTERMEDIATE WATER TREATMENT PLANT

Vice Chair Kath stated our next presentation is the Intermediate Water Treatment Plant update, and our Director of Public Works, Ryan Burfeind, will be presenting that to us.

Director Burfeind stated thank you, Vice Chair, and members of the commission. So, as I've been doing throughout this process with all these 3M Settlement Funds that Cottage Grove has been getting to provide clean, treated water for generations to come, I have a very important check in tonight because we're working diligently on our Intermediate Zone Water Treatment Plant. I'll get into the details of what that means a little later, but this is the larger of 2 treatment plants that are going to serve Cottage Grove for decades and decades, really, and for the foreseeable future that were funded by that 3M Settlement.

As I've talked about before, we had the Low Zone Water Treatment Plant, and that's really treating all the water kind of south and west of Highway 61. It's under construction right now, we started that in the Fall of 2023, and that'll be wrapped up probably in May 2025.

This Intermediate Zone is going to really treat all the water north and east of Highway 61, really kind of the dividing line in our City. The reason for that is we've got all this elevation across town, it's a higher elevation on the north end, it's a lower elevation by the river, so there are different kinds of zones where we provide all that water that work independently. One thing I always like to mention is you hear a treatment plant under construction, so what's happening right now, but in this Intermediate Zone we have 5 temporary Water Treatment Plants that we've been building up over the years. The final 2 actually came online this past summer, 1 was close to the archery range and the other 1 was right across from the splash pad. So, we've continued to provide fully compliant, treated water to our residents, even as things have gotten more strict over the years with the State and Federal Health and EPA Departments. So, I always like to mention that our water is clean and safe to drink right now, and this is just our permanent solution.

This is an overall map of Cottage Grove, there are a lot of words and a lot of detail I won't get into, but the main thing is that bluish area and the orange areas, that's the area that's going to be treated by this new Water Treatment Plant. The green area and then the red, which we call the River Zone, those are the ones being treated by that Low Zone Water Treatment Plan that's under construction.

Where this is actually going to be located is right behind the Central Fire Station. We've got a couple of what we call ground storage tanks, water towers along 81st Street, right by the archery range, and this is where this treatment plant has to go. Right now, it's just kind of an open space, not being used for anything specific, but it is kind of park land today. The reason it has to go here is we have 7 wells that are kind of right around this area, really close to this treatment plant, and they all come together into one watermain, going directly to here, to these water towers. So, we can basically intercept that pipe and put it into the treatment plant because that's the way you have to do it; you have to centralize everything. We're very fortunate that we have that, some other communities in this 3M Settlement are having to spend tens if not hundreds of millions of dollars of the Settlement money to connect all their wells to a single point. We actually have that already, just the way it was developed over the decades so we're very fortunate. There are 2 wells, 1 by the splash pad and 1 more up by Sunnyhill Park, that we have to connect down to here because this will treat 9 wells in total; otherwise, those other 7 come to here. We have been planning this for quite some time; basically, in 2017, when these issues really came up, we kind of knew this was coming at this location. I'm here tonight because we really started our public engagement process, which I'll talk about more, where we had an open house

with this neighborhood. So, we want this commission to be informed on what we're doing, how we're doing it, and kind of the schedule so if you get questions from the public, you're able to answer them.

So, that area in blue that will be the treatment plant itself, so you can see the Central Fire Station just north of it, so it is larger than the Central Fire Station, so it will be a very big structure that we have to put in there. It kind of works pretty nicely because that's kind of a little bit of a valley between the water towers and the Central Fire Station, so we can kind of work with that valley to keep this building from getting too tall. It'll have a pretty similar height as the Central Fire Station itself, so it won't be too daunting or overpowering for that neighborhood. You can kind of see a proposed playground, there's a little park component to this that I'll talk about at the end; because we are using existing City park land, we are requesting that the State basically pay back the value of that land because we're kind of losing park space, which is very important. We have to build these treatment plants, but we really don't want to lose that park space forever; so, we did an appraisal, and they'll be paying that value of the land, which we're then going to reinvest into this park. So, the Parks Department is actually working on a Master Plan right now to kind of enhance this whole area from those park components since we're building this treatment plant here.

Director Burfeind said here's a rendering of what it's going to look like; we're trying to mimic the Central Fire Station pretty well, as this is more of a residential area. Of course, we can't make it look like a home, but we want to have it pretty aesthetically pleasing and match that Central Fire Station architecture that we have today.

With the Low Zone plant, we built that right in the Business Park so obviously there we could kind of match it into those businesses that were in that area, but this will be just a little bit nicer; that reddish color is an actual brick, and we'll have limestone accents as well. That kind of darker brown, the taller panels, that are like Tilt-up concrete panels, kind of like the HERO Center is right over here, but it actually casts like a brick face into the concrete; so, it's very cost effective, very low cost, but gives it a really nice finish, and it'll be pretty appealing to that neighborhood because it's obviously a big change for them to have this treatment plant there. The general height is about 32 feet tall, so it is a pretty tall building, but that's pretty similar to that second story of the Central Fire Station, so it'll match pretty well and not stand out any more than that does. Here are just some other elevations; you can see we tried to incorporate more windows, some awnings, just some things to make sure it doesn't look too industrial in a largely residential area.

The next three, I won't get into the details, these are kind of the different floorplans, but I kind of want to talk in generalities about what this facility does. This is the basement, so in that valley, there's a really deep basement of all the concrete; you'll actually see this concrete being poured for probably 1.5 years before this building gets out of the ground. These are very large tanks as the water kind of flows through the plant and does its business. Rather than burying all of this in the ground and having the pipes buried in the ground, which we can never get to again, we have them all in a basement; so it is really good for long term Operations & Maintenance (O&M) of this facility, that we're not having to dig up concrete floors and things like that if we have a watermain that breaks or something along those lines. So, that will be really good for us in the long term.

The main floorplan: The water is going to flow through the plant from kind of the upper-left corner to the bottom right. So, in upper left, we have a lot of iron and manganese in our water, you probably see that when we do flushing twice a year, the water gets churned up and dirty because right now we don't remove that iron and manganese; we don't need to, the levels aren't high enough to require it, so it kind of settles out in all our watermains, it's more of an aesthetic issue. The trouble is when we treat for PFAS, the way we do that, that iron manganese is very hard on that treatment process. The way we do it, there's basically the big filters I've talked about in the past, like a big Brita filter that's specially designed to take the PFAS out. If we don't remove the iron and manganese, that stuff will last like a year and we have to change it out at several million dollars; with removing the iron and manganese, it lasts 6 years, so you can kind of get 6 times the life out of it. So, even though there's an expense to take the iron and manganese out of our water, that's going to save a lot of money in the long run for the City, so that's a good benefit.

So, in that far-right corner you can see in real small words PFAS Treatment, that's where you just have these big tanks; they're big, 12-foot diameter, 20-foot tall tanks that the water flows through. What's nice is this is a very quiet process; it's all enclosed, most of it is just kind of pressurized, you don't even see anything happening, it's all in pipes and tanks. So, it's not like a big commotion for the neighborhood. Obviously, construction is tough, but once we're done, it actually kind of runs on its own; we'll maybe have an operator there for 4 hours a day, just checking in, checking things, making sure it's all working, but there's no actual 24/7 operation where we need to have a huge new crew to run this plant. So, it's very automated, very hands off, so that will be really good for our team in the long run. There is an upper level, just where we have some of the control rooms and lab space.

Director Burfeind stated like I mentioned, we also have kind of a park component to this process here. You can see the new Water Treatment Plant in white, and this is working with the Parks Department on when we get this funding from the State to kind of make up for loss of park space, what are we going to use that for; so, one is proposed to be a playground by the Central Fire Station, that actually was part of the Central Fire Station project back when it was going to be built, but with some funding challenges, it had to be cut. Really, on this end of town, there's not really a neighborhood park in this area. So, it's not meant to

be some big, huge park with a big regional draw because obviously there's not really the parking facility for that. It's just meant to be a neighborhood park, so we'll connect trails into the different neighborhood areas so people can walk to it. The Parks Department is also looking at kind of a beginner type disk golf course; we obviously have a very nice disk golf course at Oakwood Park, and this would be kind of a beginner, 9-hole course they've called it. Like I said, new trails throughout the area, and then maybe like a boardwalk across Pine Tree Pond that we could add. So, these are some of the features that they're looking at right now that we'd probably build with the treatment plant just because it would be more cost effective to do that.

Like I said, we are kind of starting the public engagement process right now. We had an open house on October 10, and we invited 850 homes all around that area, but we only had 3 people attend, so not a huge turnout. So, we're going to continue to do that public engagement because we want to make sure they know what's coming to their neighborhood, and that's right near the Central Fire Station, so it's kind of right in the neighborhood, easy to attend.

Tonight we're having the Public Service Commission Meeting, we'll be at the Planning Commission Meeting on Monday night to get a Site Plan approval, that is required from them with our Code, we'll be at the City Council Meeting on November 20, and then we'd be bidding it in March, 2025. Construction would begin next summer, and it'll probably be 2.5 years of construction, so it will be complete in late 2027. So, it is a little bit of a longer process; right now, we're estimating about \$100 million for this plant, so by far, the most expensive thing, as currently our most expensive project in town is \$40 million for the Low Zone Water Treatment Plant. So, we're very fortunate to have that 3M Settlement funding, as this is all being paid for not by the taxpayers, not by the water users in town, it's all being paid by the 3M Settlement, which is a very fortunate thing for us.

Director Burfeind said one other component we're working with is with the Central Fire Station directly; I want to talk about the schedule quick, but we have a little bit of a challenge where we can't turn around semis on this site, there's just not the room. So, when we do have to do semi traffic to like deliver new treatment media, we're actually going to drive through the building and then go out through the Central Fire Station because that kind of loops around the east side of the Central Fire Station on this image, then we're going to build a new road out to 80th Street. Now, working very closely with the Central Fire Station because we do not want to impact them in any way; we don't want a semi coming through their back road right when an ambulance is trying to get moving and go on a call. So, that's why we're really working closely, hand in hand, with the Fire Chief, Deputy Fire Chief, and we actually met with a bunch of the Fire team itself to talk about this. So, there is some money that we're going to have to spend to maybe make that road a little bit wider because we want to be able to have 2-way traffic on that fire station driveway. If we have traffic, fire trucks and ambulances can still get through, so that's one thing I'd like feedback on from the commission. I think we want support from the community that we cannot impact that Central Fire Station in any way. There might be questions on why are we investing 3M Settlement money on a fire station property, but we're pretty strongly firm that we have to do what we can do to not hamper that Central Fire Station in any way, even a 5-second delay in an ambulance is not something we can have. So, that's a big part of this project. Overall, it's a cost savings as if we had to find a way to turn semis around on this property, we'd be spending much more money than we are to make that Central Fire Station property kind of work for us. So, I think that's one thing on which I'd like some feedback; we're not looking for any formal approvals tonight from the commission, but we'd like feedback if you have any questions and making sure there's support for that part of it as well with the Central Fire Station.

Director Burfeind stated I've talked through the schedule already, and we will probably have more public engagement over the winter, just like updates to the neighborhood. We have a really great website and a story map that kind of talks through all this that we've provided to folks. We would do like another neighborhood meeting before construction starts as well. With that, I'll stand for any questions.

Vice Chair Kath thanked Ryan and opened it up to commissioners for any comments or questions.

Commissioner Moyer said I have a question about the entrances. Will people from the public be able to enter these as well? Like, if they find out that oh, maybe this is a shortcut; will they be able to have access to that or will it be closed off at any point?

Director Burfeind replied that's a good question, commissioner, because it is kind of another cut through off the neighborhood. So, we are looking at kind of an actual controlled access gate with like a badge to get in off of 81st Street and to go onto the fire station property just so there's no confusion there as well. Actually, thinking of access with that playground so close to the Central Fire Station, we're actually looking at kind of a fence to separate those two. This is more in the Parks territory, but I'm trying to think through that, we don't want children thinking, oh, it's the fire station, I want to go into the back of the fire station and see the ambulance. So, we'll have some more decorative fence to separate those 2 uses, just so it's not impeding the fire station as well.

Commissioner Alden-Rediske stated I have a few questions, again, I'm a little naïve on this topic, so sorry if they're silly questions. Director Burfeind said no problem. She said I'm leveraging a little bit of my experience back from when we built Walmart, so that was a big impact to the neighborhood that was right behind them. So, there was a lot of concern at that time regarding noise,

construction noise, and beeping noise, and I'm curious because this is right next to another neighborhood. So, like what would the backup be for the construction, as you said 1.5 years or so of laying down cement, concrete. Are there going to be hours put in place for construction timing?

Director Burfeind replied yep, that is a great question. So, we would adhere to all of our City construction hours, which are 7:00 a.m. to 7:00 p.m., Monday-Friday, 9:00 a.m. to 7:00 p.m. Saturday, and no work on Sundays or holidays. I was here when Walmart was built, and I do know that did drive a lot of complaints. What's nice is because this is a City construction project, we have full control over it. It's not that Walmart wasn't trying to control that, but it is hard when it is private, you have a lot of subcontractors. We're very tight on those hours, we don't let them even warm up equipment or anything before 7:00 a.m.; it's 7:00 a.m., no earlier start. We're also going to see if we can work to widen that driveway off of 80th Street first so we can actually get construction traffic off of 80th, around the fire station, rather than all of it coming through the neighborhood off of 81st Street; so, that's another thing we're trying to work on.

Commissioner Alden-Rediske said here's my naïve question: A couple years ago I went on a tour with the group, and I think it was the Wastewater Treatment Center. Now, this is not wastewater that we're dealing with, right?

Director Burfeind replied no, that's correct, it's all drinking water.

Commissioner Alden-Rediske said only drinking water, which Director Burfeind confirmed. She said okay, because I was making sure that there's no smell or anything that's going to impact the residents.

Director Burfeind said no, and that is really good to clarify, commissioner, because even when we built that Low Zone plant, there were a lot of questions about is this a wastewater plant because it's definitely a different process there and it smells, but this is all drinking water, all enclosed. So, it is a big building, but once its operational, it's a pretty good neighbor.

Commissioner Alden-Rediske asked so when it is operational, is there going to be any sound or is there going to be any noise impact to the residents?

Director Burfeind replied no, not at all; day to day there's probably just 1 pickup truck that'll be coming through, just like a City pickup truck with our operator to stop in and check on it. With everything enclosed, even inside actually, the only thing that has any noise is that pump room where we actually pump the water out to the City, but that all has OSHA requirements for sound deadening to capture the sound in the building because that can get loud. So, that is a mandatory thing with OSHA. Then every other part of it you could have this kind of a conversation in the building, and you'd be able to hear because it is that quiet.

Commissioner Alden-Rediske said oh, good, because I was worried about the rumbling or the motor or the fan noises that would be all day long. Director Burfeind replied, no, that's a good question.

Commissioner Moyer said I have a question about the construction as it's going in and out; because we don't have this third entrance, how will they be getting through and like how will that traffic kind of work then?

Director Burfeind replied so I think what our goal is with the Central Fire Station is to actually build that new entrance first; so, that would actually be kind of a scheduled thing where we'd look to do that right at the start of construction, as long as we can work that out with the fire station operations so then they can come off 80th Street. There might need to be some work off of 81st Street to get things moving, but our goal would be to get that new entrance built off of 80th and then really focus all the construction traffic there.

Commissioner Moyer said then I'm just wondering about the length of the project; you said it'll be done in about 2027, so does that include the park stuff as well, or is that just the building part, and then we're going to move forward with the park stuff after that?

Director Burfeind replied I think the park stuff would all be in that same timeframe; we'd probably build that in 2027, at the tail end of the project just so this work isn't impacting any of it, and that'd be a lot quicker to build. So, I think that would be in 2027 when we'd likely build the park component.

Commissioner Jensen asked can you talk about the capacity of the water treatment and would we have room to grow into the future?

Director Burfeind replied yep, that's another great question. So, with the way the State works, because obviously they're not trying to just treat Cottage Grove's water, it's the water in Woodbury, Oakdale, and Lake Elmo, our design for the actual treatment right now is 20 years. Obviously, Cottage Grove still has room to grow after 20 years, so there is actually some room to expand this treatment plant right here to kind of get some more growth after that. That Low Zone plant we talked about, that can really double in size and kind of serve the whole south part of Cottage Grove for a full buildout. It all depends on how water usage grows over the years. We're really close for this treatment plant, it would actually serve the rest of Cottage Grove as we grow. There is the potential, way down the line, where you could have a third treatment plant out in like the east part of town, as we grow out, east of Old Cottage Grove; that kind of remains to be seen on how water usage changes over the decades, but we're pretty close, we're really maximizing the space. I should have said we're using a little different type of treatment that's a

little smaller in scale, so we can fit more treatment capacity into this building with that goal of hopefully making this our final permanent treatment plant we have to build.

Commissioner Moyer said so I was thinking about the basement. So, you said that the pipes aren't under, so that if anything was to break, we'd be able to have access to it. So, if that does happen, because I don't know how these places work, I'm just imagining water everywhere. So, like how would that work then if there was a break?

Director Burfeind replied yep, good question. So, it's pretty rare for something like that to happen, but if it were, there's all sorts of different alarms, flood alarms that go off and warn us right away. We have stuff like that right now actually at our temporary treatment plants as well, so our operators can respond and shut off that water flow. We have actually designed the plant because so much of our treated water is going to come from this, we can't let a single issue take it offline, right? Because all of a sudden you can't have no water to everything north of Highway 61, so we've designed it so there's kind of redundancy throughout the entire plant. So, if 1 pipe breaks, we have a different pipe that's a backup. If there are any issues, it might reduce the capacity a little bit if we have an issue, but at least we'd still be able to meet all our water demands. We've been very careful to design it that way because it's a bit of a change; right now, we have 12 wells sprinkled all over Cottage Grove, and if 1 goes down, we can deal with it. Right now, we kind of have all of our water in 1 spot, so resiliency was a big part of it for us.

Vice Chair Kath asked if Ryan could speak to the effect of how this new road with our current construction of 80th, is it going to make the plans of the current design of 80th Street have to be redone, or?

Director Burfeind replied so 80th as it is today, kind of a 4-lane road, that's plenty of capacity; this will just really be a new driveway coming in off the side, so no impact to the road. While there will be the construction traffic, there's plenty of capacity on 80th to handle that construction traffic as it comes in. Because even though it's a long period, it's not a lot in any given day, maybe it's 10-or-15 concrete trucks in a day, something like that.

Vice Chair Kath asked so that part of 80th isn't under that where we're going to be redoing 80th Street?

Director Burfeind replied not directly next to it, but a little bit further to the west is where we will be redoing 80th, kind of from the high school down to Highway 61. So, certainly, during that time, construction traffic for this would navigate it, but 80th will remain open while we're doing that work in 2026, so no major issues with this. Obviously, if there were, Jamaica Avenue would be another option for them to get to the project site.

Vice Chair Kath said I was just more like hey, you just got done fixing 80th and now you're going to go tear it up for a new driveway, why didn't you just wait and do it together; that's where I was kind of going with it, but if that part's not involved.

Director Burfeind stated yes, that is different, this one is a little further down; this one was redone in 2016, so it's still a good road, but it's about 10 years old.

Vice Chair Kath said I guess my initial thought when you said you wanted to work with the Fire Department long term, it brought back some memories of when I served on the School Board. When East Ridge was coming out of the ground, how when the architects got together and they looked at how Woodbury's fields were set up and the land that the School District bought, how could we land swap to maximize it for the community? To me, it seems like we have 2 public entities here, obviously mostly Cottage Grove, but how can we leverage that space to the best of our ability without having to do things outside of it. So, it kind of brought back some memories, and to me, I think that's smart for us to leverage the resources and the amenities that we have right before us instead of having to create new and just leave it because it's been like that for the last 10 years or whatever.

Vice Chair Kath asked the commissioners if they had more questions or comments, but there were none. He said I'm sure we'll get more updates as time goes on, so thank you, again, Ryan, for sharing that with us this evening.

Commissioner Lotts said I have one for Director Burfeind: You'd said the temporary one is across from the splash pad right now, and you have to essentially conjoin that with this plant once it is operational. What does that process look like? Do you have to do some massive trench digging and modifications to the existing infrastructure, or is it just as simple as turning a valve?

Director Burfeind replied so that will have to be a whole new watermain that'll come all the way down from Sunnyhill Park to Highlands Park, and then we're going to try to use green spaces for most of that. So, like that Cottage Grove Trailway Corridor with the big power lines, we're going to run down that with this watermain and then Pine Tree Valley; we're going to run right down Pine Tree Valley, kind of under the trail, so the trail will have to be replaced. So, because it's untreated water, we have to kind of pipe it directly to this plant. That will be a big project, there will be a couple of City streets that we will have to dig up to do that; we've already sent out some initial notices to those homeowners and we'll be working with them. There won't be any assessments, any road assessments, because the road's being dug up just for this watermain, not for road maintenance; but that'll happen in the summer of 2025, and that'll be a separate project that we'll do.

Commissioner Lotts said and then that facility, I think you discussed this at a previous meeting, that's across from the splash pad, when this thing's fully operational in 2027, you're going to essentially disassemble that and then you can reuse the innards of it?

Director Burfeind replied yep, that's correct. So, the 2 vessels that are in there and then the 2 that are by the archery range, yep, they will actually get moved to this facility; that's the most expensive part of those temporary plants, and we've designed it to be able to just move them right to this one and have no lost money. Other than obviously the expense to move them, there's some money there, and then that metal building, those are so new, I imagine when we demo them, it won't be a true demo, it'll be more of a salvage and someone can reinstall it somewhere else.

Commissioner Lotts said awesome, fantastic, thank you.

Vice Chair Kath asked if there were any other questions or comments, but there were none. Vice Chair Kath said thanks again, Ryan.

8. COMMISSION COMMENTS - None.

9. STAFF REPORTS AND MATERIALS

Director Burfeind said I'll cover a lot of Public Works right away, quickly, and then our Street Superintendent, Gary Orloff, is here as well if he has anything to add.

Director Burfeind said just a couple of road project updates: We opened those new U-turn intersections down by River Oaks, that's been worked on for about 2.5 months, it's been a long process with Highway 61 down to 1 lane during that. It's kind of a slow process with all the different concrete work and ways to build that, so I know people were getting a little antsy at the end to get traffic back to normal. So, that was a really great thing to open those up, and it's a great safety improvement; we've already had great feedback from the bus company that serves the church and school that shares a driveway with River Oaks, they've really seen it as a great benefit to them to have those dedicated U-turns and that new way of kind of navigating that intersection.

We kind of had a grand opening, ribbon cutting for the East Point Douglas & Jamaica Avenue improvements, that was in early September as well. You've probably seen some little bits of the work going on since then, some cleanup work, but that was kind of our final ribbon cutting, so nice to see those improvements operational and being used by everyone.

A couple other projects that we finished up were kind of a realignment of Hadley, 103rd, and 100th Street, down in the south part of Cottage Grove to serve new development in that area. That's been kind of a 2-year project we've been working through with most of the road work this year; that had a few closures, some different detours during that last phase of the work in September. So, we also finished that, and that's all open, so a lot of good progress. After a very wet summer, it's been pretty dry in September, so we could really knock out the projects and get them wrapped up.

The other thing I'll touch on initially and maybe Gary wants to add to it, but the big thing that happened since we met last was on August 29 we had that big storm. We had the downburst, you maybe heard about it, where we had at least 80 MPH winds the National Weather Service is saying on that evening. That was a big, tough night, and so we actually had our Emergency Operations Center (EOC) open here at City Hall. We had about 30 staff here with Police, Fire, EMS, Public Works, all the different supervisors were here. Really, in a couple neighborhoods, the Thompson Grove, south of Highway 61, and then the Thompson Grove Estates, kind of between East Point Douglas and Jamaica and 80th, were hit really hard. Just numerous Calls for Service. Our Police, Fire, and EMS were just inundated and literally overwhelmed, so we had support from all the surrounding communities and the Washington County Sheriff's Office to handle the calls that night. All of our Public Works staff were here that night to reopen roads; that was a tough night, I think it was about 12:30 a.m. when we finally wrapped up and had all the calls addressed, all the roads reopened, all the different powerline fires, lots of issues that night. That was a great response from our whole team. We do a lot of emergency training, and you kind of hope you never have to use it, but we had to use it that night, and everyone responded and did a great job. And we were safe about it; I mean, that's tough when you're out there that night, in the dark, with chainsaws, trying to open roads with equipment, trees on cars, trees on houses, and we had no injuries that night so I was pretty proud of our whole team for doing that. Then we started the cleanup, and we had about a month of picking up trees and doing all that work, which we actually reached out to our surrounding cities' Public Works Departments; so, Eagan, West St. Paul, Burnsville, Newport, and Washington County all helped us with that cleanup effort throughout September. That was a big project and more to come with different parts of it, with replanting trees and kind of doing the final cleanup, but it was kind of good to see everyone come together and manage that big storm we had. With that, I'll turn it over to Gary.

Superintendent Orloff stated like Ryan said, we were pretty busy for 4-to-5 weeks, we just finished that up. So, now, we're prepping for wintertime, so we're out patching roads, trying to get everything buttoned up for that. Our stormwater crew is out doing inspections of catch basins, ponds, and we're out mowing ponds, mowing Right-of-Ways back for winter preparation. This

Wednesday we have our annual plow meeting, so we gather all divisions together and go over new assignments, what we're plowing. Friday we actually started putting front plows on the big trucks, Saturday we actually have people coming in to assemble all these trucks, so our goal is always by November 1 to have everything up and running.

Like Ryan said, we had a lot of trees down, so had to backfill those stumps, a lot of them were uprooted, we had about 50 trees uprooted, and we just pulled them out and filled them with dirt and hydroseeded them; in the springtime, we'll go out and grind the stumps down, and that's when we'll start the replanting process.

The other thing is we've been out for about 2 weeks now, we'll have 3 sweepers out and until the first snow, we'll be sweeping pretty heavily. So, one thing good for residents to know is we don't want them blowing their leaves in the street, so pick them up and bring them down to the compost site. That's pretty much it, we're just prepping to get everything buttoned up for wintertime. He asked if there were any questions, but none were asked.

Vice Chair Kath thanked Ryan and Gary for their team; it was incredible, as a resident, and he thought the communication was awesome regarding by October, put them on your boulevard and we'll come and take care of it, and you guys did, so thank you so much.

10. COUNCIL COMMENTS

Vice Chair Kath said Council Member Thiede is with us this evening, so asked if he had any comments.

Council Member Thiede said a couple things:

- We hired a new Communications Manager, Phil Jents, who actually grew up in Cottage Grove and has his Ph.D., a Park High diploma, so he's kind of getting up and going and getting used to things.
- We pretty much got the labor contracts and everything done.
- In terms of Public Safety, a DWI Traffic Safety Officer Grant Agreement got passed. We got some cardiac monitors, AEDs, and ventilators. We authorized putting out a purchase order for Public Safety vehicles that are on the budget for next year.
- We've just been working on the budget and so forth.

Council Member Thiede asked if the commissioners had any questions, but there were none asked.

11. ADJOURNMENT

Commissioner Moyer made a motion to adjourn the meeting; Commissioner Alden-Rediske seconded. Motion carried: 6-0. The meeting was adjourned at 7:58 p.m.

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



City Council Action Request

7.C.

Meeting Date	12/4/2024		
Department	Community Development		
Agenda Category	Action Item		
Title	Planning Commission Meeting Minutes (2024-10-28)		
Staff Recommendation	Accept and place on file the minutes from the October 28, 2024, Planning Commission meeting.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Planning Commission Minutes 2024-10-28</td></tr></table>	1.	Planning Commission Minutes 2024-10-28
1.	Planning Commission Minutes 2024-10-28		



COTTAGE GROVE PLANNING COMMISSION
12800 Ravine Parkway South
Cottage Grove, MN 55016

October 28, 2024

COUNCIL CHAMBER - 7:00 P.M.

The Regular Meeting of the Planning Commission was held in the Council Chamber and telecast on Local Government Cable Channel 16.

1. CALL TO ORDER

Frazier called the Planning Commission meeting to order at 7:00 p.m.

2. ROLL CALL

Pradeep Bhat-Here; Ken Brittain-Here; Jessica Fisher-Here; Evan Frazier-Here; Eric Knable-Absent; Derek Rasmussen-Here; Emily Stephens-Here.

Members Absent: Eric Knable

Staff Present: Emily Schmitz, Community Development Director; Conner Jakes, Planner; Riley Rooney, Associate Planner; Crystal Raleigh, Assistant City Engineer; Zac Dockter, Parks & Recreation Director; Ryan Burfeind, Public Works Director; Kori Land, City Attorney; Tony Khambata, City Council Liaison

3. APPROVAL OF AGENDA

Rasmussen made a motion to approve the agenda. Brittain seconded. The motion was approved unanimously (6-to-0 vote).

4. OPEN FORUM

Frazier opened the open forum and asked if anyone wished to address the Planning Commission on any non-agenda item.

Diane Masloski said we live down in Pine Coulee, 11570 Layton Avenue South, and I'm here to propose that we find a way through grants, through something, to get a bike path connecting us from that area up to the bike paths that we have here, and we would be able to go all the way, as I talked to Zac, about to Lake Elmo once we connect here. Right now, my husband and I ride bikes regularly, and we come on the highway in order to connect to the Ravine Park and then go from there; and it's very dangerous to go along the highway, you have semis, and especially during the construction, Holy Toledo, it was bad. And I drew you some maps and made a proposal for you that we find a way. I'm more than willing, I taught in the district here for 20 years, and I am more than happy to work on grants or do whatever it takes to try and get us something to connect us to the rest of the places; we can't get into Hastings because of the bridge and the river and whatever, and we can't get up here because we have to go on the highway. So, if there is a way that we can find some of the money to get this in the planning stages at least before I have to move out of there and live in a home somewhere; and we can get, we have lots of younger families moving into our area, it would be a lot safer for them to be able to get out and go, and it's good exercise for the families to be able to do this. So, I'd really like to see us try and get something. I am willing to do whatever it takes to try and work on it, and whoever needs to have me help, I'm there to do it. I'm retired now, I can do those things. So, do you have questions, or?

Frazier asked the commissioners if any of them had questions.

Fisher responded I want to see your map. Frazier said yes, we'll take your map. Masloski stated yes, my beautiful map; I was not an art teacher, but I proposed an east and a west side of the highway. Frazier asked Schmitz if she wanted to maybe put it up on

the screen so everybody can see it, but that wasn't possible. Fisher said we can just pass it, too, that's fine. Masloski said our thoughts were that coming on the east side of the highway, we'd be able to connect at Kimbro to the frontage road there and come into Ravine Park on that side that used to be the drive-in area, which is now kind of closed off, but you can get in there with your bike and/or walking. And that, to me, would be the easiest way to do it, but I'm not a planning person so I don't design things like that. Frazier replied understood, okay. I've got one quick question: Is the challenge getting across Highway 61, is that the worst? Masloski replied oh, yeah, we're on the west side, and so we have to get over there. We usually come at the light and then the rest of the way you've got about a mile or a little bit more of riding just along the shoulder of the highway, and we try to get to Kimbro before anyone gets to you, so, it's a scary part. We have two grandchildren, and we like to take them riding with us, but we can't do some places unless we haul the bikes; and that makes it difficult when you're wanting to go do something every time you want to go out and do that, you have to bring your bikes on there. And, like I said, there's a lot of neighbors who now have young children, young families, and they do a lot of biking; we have one man who has a handicapping condition, and he rides a low bike and pedals with his hands. He can't get anywhere except in our little circle neighborhood there because it's too dangerous for him to go on the highway. But there are a lot of walkers, and I was telling Emily earlier, I said COVID at least brought everyone together because we're all out walking and exercising and doing things now, and it would be nice if we had a connection to someplace other than just our three streets that we walk around. So, that's my haunt.

Bhat asked did I hear you say that you liked the east side plan better than the west side plan? Masloski replied I do, I think it would work better because that would give us a way to cross the highway at the stoplight and have a crosswalk there, where on the west side plan you'd have to come up to County Road 19 with the trail and then come across the bridge on 19 in order to get up to Ravine Park or any of the other trails beyond that. So, I thought it would be better to do it that way; I don't know that, but that's what I thought. Bhat said okay, thank you.

Frazier asked Masloski did you intend for us to keep the maps, or did you want them back? Masloski replied they're all yours. Frazier said all right, without objection we'll make them part of the record for the meeting tonight. Thank you very much.

Bonnie Matter, 6649 Inskip Avenue South, Cottage Grove, said I'm going to say this now rather than as part of the CIP, but the City of Cottage Grove has a website. All Public Hearings should have a separate post on the landing page in the Latest News section. The Latest News Public Hearing posts should go up at the same time the meeting files are posted in the Public Meeting section. Link the Public Hearing Latest News entry to the Public Hearing documents. The City must be as transparent as possible with the residents and provide this information in a timely manner. A post on the City's Facebook page would also help in reaching as many residents as possible with Public Hearing notifications. Thank you.

No one else spoke. Frazier closed the open forum.

5. CHAIR'S EXPLANATION OF THE PUBLIC HEARING PROCESS

Frazier explained the purpose of the Planning Commission, which serves in an advisory capacity to the City Council, and that the City Council makes all final decisions. In addition, he explained the process of conducting a public hearing and requested that any person wishing to speak should go to the podium and state their full name and address for the public record.

6. PUBLIC HEARINGS AND APPLICATIONS

A. Chase Bank Plat - Case PP2024-018

KIN, Inc. (Kohl's Department Stores) has applied for a Preliminary Plat at 7990 Hardwood Avenue South, which is adjacent to Culver's, U.S. Bank, and contains the recently constructed Chase Bank in the south parking lot, which would split 1.03 acres in order for the constructed Chase Bank site to be within an individual parcel.

Jakes summarized the staff report and recommended approval subject to the conditions stipulated in the staff report.

Frazier asked if there were any questions for staff.

Rasmussen asked dividing out this parcel, is it safe to assume they still meet all setback and parking requirements? Jakes replied yes, that's correct. So, Kohl's still meets all parking requirements and applicable standards, as well as that Chase Bank site that

was recently approved; and then there is an Access Agreement in place between the parcels to allow access to each site via that private drive. Just to note, that Chase Bank site would be required to abide by the conditions of the resolution that approved it.

Brittain said it was mentioned in the staff report about park dedication, and could you clarify for me when that occurs? I see this is a lot split, and I know that that triggers things, but something got built here. Does that only occur when there's a lot split, or should we be doing this as new structures go up? Jakes replied that's a great question. In this case, it's a bit of a unique situation given Chase Bank was not on its own parcel; so, usually, we receive park dedication at the time a new parcel is created. So, at the time of Chase Bank, we weren't able to collect park dedication at that time, so we can collect it now that a new lot is being created. Also, at the time of original approvals with Kohl's, there was not actually park dedication paid with that original approval in 2002; so, in 2007, Culver's also paid park dedication and then we're applying that here, to the Chase Bank site, given there was no previous reception of park dedication funds and there's the new lot that's created. Brittain asked so if the additional 20,000 square feet east of Kohl's were developed and it wasn't split into a separate parcel, would that trigger a park dedication fee, or would it have to then split that parcel as well in order to trigger that? Jakes replied I would assume that we would not be able to collect park dedication given its not a new parcel, and that addition was approved with the original approvals in 2002. If there was a newly-split lot, it would follow kind of the same process as Culver's and Chase Bank here, and we normally would collect park dedication funds at that point. Brittain said so knowing now what we know, would we have collected park dedication fee when Kohl's originally built and then it wouldn't matter? Jakes replied correct. Brittain said okay, thank you.

Bhat asked so the access is being shared by three plots or three parcels. Jakes replied yes, that's correct. So, the access comes off of Hardwood Avenue here and then US Bank has an access, Chase Bank, and then Culver's has the drive through and then access to their parking lot. So, there's a private Access Agreement that all properties are a part of and party to that allows basically people to travel within that area to each parcel. Bhat said but my question is does that meet the requirements? I mean, that's a private access, right? Do we have any regulations on that, because it's now shared between four parcels? Jakes replied yes, that would be basically a private agreement between the private parties, that the City wouldn't have any party to or interaction with, so all the property owners would be required to have that recorded and work through that process privately, apart from City involvement. Bhat said okay, thank you.

Frazier said I have one more question, and I don't know that you know the answer to this, but is there a reason why the lot split wasn't done at the time the approvals for Chase Bank was done in 2023? Jakes replied that's a good question; I don't know for certain, but from the sounds of it, Kohl's is kind of going through a company-wide restructuring, reorganization where they're trying to split off parcels where they have parking lot developments as they call it, it's just to clear things up. And it helps on our side, too, because our utility billing kind of follows parcel identification numbers, so it works out kind of in the best interests for everyone and then separates taxes and such. So, that's kind of what I was informed of. Frazier said okay, thank you.

Frazier stated the applicant wasn't able to be here tonight, so at this time we'll open the public hearing. No one spoke. Frazier closed the public hearing.

Fisher made a motion to approve the preliminary plat, subject to the conditions stipulated in the staff report. Rasmussen seconded. Motion passed unanimously (6-to-0 vote).

B. CIP 2025-2029 - Case CP2024-020

The City of Cottage Grove has applied for a Comprehensive Plan Amendment to amend the Capital Improvement Program (CIP) for 2025-2029.

Raleigh and Dockter summarized the staff report and recommended approval.

Park Improvements:

Rasmussen said maybe I missed it, in 2028, Local Option Sales Tax \$5.25 million, can you help me understand what that is? Dockter said I'm going to address that in the future slides coming up, so I skipped over all the Local Option Sales Tax items on there, and I'll address those separately. Rasmussen asked about the pickleball courts; do we have any in town? Dockter replied we do: We have three at Granada Park currently, we have six at Glacial Valley Park, and then we have two, one at Cedarhurst Meadows and then one at Sunnyhill Park, which are the kind where you have to bring our own net. We've had three at Granada Park since 2014 and then we built the six at Glacial Valley Park, and we thought that would take care of the growth of pickleball, but it's been open for one year and it's already to the point where people can't get on it, it's full.

Bhat said with the Highlands Tennis Court Replacement, I've been there, it looks like it needs replacement right away, why wait until 2028? Dockter replied yes, there's pretty significant cracking there, and we're going to try to patch that this year; if that patch doesn't hold, we may have to change some things. And that's the one thing with the capital improvements, this is our projected plan, there are plenty of times where if that repair doesn't work, we might have to come back to Council at next year's CIP and say we want to move the Highlands Park Tennis Court up and then move something else back. So, that's a good point.

Brittain said as we're talking about all these pickleball courts, it looks like as you get to old ice-rink areas, you pave them, and a lot of them can be used for sports courts. Glacier Park, I don't believe that's paved, or is there a hard surface on that rink there? Dockter replied it is not paved right now. Brittain asked is that something that would be put in the queue for all of these things to have it be like the other courts and be able to be used in the off season, like these courts that are being refurbished. Dockter replied that's a possibility; unfortunately, that one's a little bit harder because it has to be excavated out, so you've got to take it all apart and its got a concrete border around it. So, we did look at that one, and the Athletic Association is even looking at maybe partnering for like a rollerblade court or something or for roller hockey. So, it's still in the conversation, but that's a little more difficult. We already know at Woodridge Park the whole thing needs to come out, and we're kind of starting over, and you can run the paver down there as opposed to trying to wiggle into an existing rink. Brittain said okay, I'm assuming since all these refurbished parks are getting it, that from what we know now, even if it's not pickleball but rollerblading or something else, any new parks that we have we'd consider that if it has a hockey rink feature to have that paved as kind of a standard? Dockter replied I think that's fair to say, that we want to look at that, but we also want to be careful because ice and running equipment on it in the winter, I mean that can be pretty hard on it, right? We see what happens to the tennis courts with no equipment on it, so we're a little bit hesitant to go all in right away; we kind of want to see how Woodridge Park handles it first. And then just real quickly, I should mention, too, Glacial Valley Park is not a full-size rink, but Woodridge and Peter Thompson are full-size rinks; so, you can maybe fit four-or-five pickleball courts on those and at Glacial Valley you could probably only fit three on it.

Fisher asked with these pickleball courts, so is it just regular pavement or is there a specific, like a special surface for it? Because I know if the ball doesn't bounce right, people get real upset. So, what is the material that you pave it with? Dockter replied it's just another section of pavement, but then you have to hire another company that comes out and they actually use, its like a driveway sealer, but it's much different than driveway sealer, so that's how they apply it. Fisher said so it's like a coating, basically, on top of it. Dockter replied yes, it's basically; we call it a court paint, it's not really a paint, but it's a shell that goes on there, and then they put the lines on top of that. Fisher said okay, and you hire that, so that's an added expense to the asphalt as well. Dockter replied correct. Fisher said okay, thank you.

Preserve.Play.Prospers:

Brittain said just to clarify, just because I've had people ask me, it's not a half percent per project, it's a half percent total for the Local Option Sales Tax, regardless of how many get approved, whether it's one, two, or three? Dockter replied that's a great question. The maximum sales tax is 0.5% no matter how many questions pass, and the maximum revenue that can be gained through the sales tax is \$36 million, which is what's been proposed and accepted by the State. So, the 0.5% max sales tax has to come off either after 25 years or when the \$36 million in revenue is achieved.

Stephens asked is River Oaks a golf course. Dockter replied it's the River Oaks Golf Course and Event Center, and what the plan is aiming to do is actually get more people to use it because it's 220 acres of public property that the City owns. The plan is trying to find different ways to use it, get different people down there, using it in different ways to utilize what we consider to be a point of pride in the community. We'd like to see more people use it in different ways. Stephens said so the improvements are to a public building, it's all public. Dockter replied it's an all-public building on public land, yes. So, you don't see a lot of golf in here, other than the Himalayan Putting Green, which is kind of a glorified mini putting course, which would be free to the public. You're seeing things like the mountain biking course, patio upgrades, the pickleball court/event court that can be used for events or programs or whatever it might be, and then the simulators, which can be used for golf, but they can be used for soccer, zombie shooting, whatever it might be.

New Park Buildings:

Rasmussen stated I really like the new park buildings that are proposed and have recently been built. Do they get staffed? Like, right now, some of our existing buildings I don't feel like are really staffed, we probably don't need to, but how do you manage public use inside a building? Dockter replied if there's a program or event, we staff the buildings. If there's no special program or event, then we do not staff the buildings. We do open the restrooms at all of our community parks, so our staff opens them in the morning, cleans them, and then we're really lucky to work with our Police Department as they come in at sundown and close them down; most communities' police forces don't do that for them, so we're pretty happy about that, and that's a good time

to have cops in the parks anyway. But that's about the extent of the staffing. I should say our Parks crew spend a ton of time in there because the rentals are crazy; we've tripled or quadrupled our rental facilities just in the last five-to-ten years, they're getting a lot of use, especially these like Glacial Valley. We projected 40 rentals and we're already at over 70 rentals for the year. Rasmussen replied wow, that's great.

Pavement Management and Utility & Pedestrian CIP Projects:

Brittain said you mentioned in 2028 the reconstruction of Jamaica to Military; would that include the realignment of Jamaica to Military with the roundabout that would be included with that? Raleigh replied that would include that, yes.

Bhat said we had a question during the open forum about having a new bike path. So, are bike paths also in the CIP or are they outside? Raleigh replied there are several bike paths within the CIP; in that area, specifically, I'm guessing that that would be part of the 100th Street realignment project, there will be a lot of pedestrian facilities within that project that would get folks from the west side of the highway potentially to the east side of the highway.

Stephens asked about the water softening; since that's in the future plans, are we doing any work now on the treatment plants to like make room for it if it actually happens? Raleigh replied I am going to have our Public Works Director answer that one. Burfeind said that's a great question because obviously it's a big dollar amount, which as Crystal mentioned is not funded at this time, but it's important to have it in the CIP just from a planning perspective and if there's ever grant opportunities. For both treatment plants, we did take that into account so it wouldn't necessarily be a direct part of the building, you'll actually see in the next presentation where that would be located for the Intermediate Zone Plant and in the Low Zone we had it as well. We made sure that we didn't preclude it, so however the water mains were set up on site, however water entered and left the treatment plant, we want to make sure that that would be as easy to do as possible to make sure we were setting ourselves up for the future.

Frazier opened the public hearing.

Bonnie Matter, 6649 Inskip Avenue South, Cottage Grove, said I guess the first thing I'd like to just remind everyone is that the City has no money, okay? The taxpaying residents of Cottage Grove are the owners of each and every item in the Capital Improvements Project plan. The Cottage Grove taxpayers expect good stewardship, transparency, and accountability from City government and City staff for the taxes they pay. When the City spends taxpayer money on large-ticket wants and a developer is not footing the bill, like Glacial Valley Park or River Oaks Golf Course or like the upcoming Kingston replacement building, then that want should be put before the taxpaying voters with a complete understanding of how much, how it fits in the current budget, and how we as taxpayers are going to pay for it and for how long. It should be straightforward and simple enough for everyone to understand. One of the questions I had with this whole LOST piece, the local area sales tax, was why Kingston? The replacement building for Kingston isn't what was looked at vs. River Oaks, why that's not on that. Before taking on additional parks building bonding, let's pay off the loan on the Glacial Valley Park building first and then begin saving for the Kingston Park replacement building and then the Olman LaCrosse fields. There are ongoing problems with pedestrians trying to cross multiple intersections on both 80th and 70th Streets; how will the City take care of these intersections to protect both residents and visitors? These are the types of Public Safety issues that require the City's immediate attention, and one of the things that I thought about, I mean we could do right away, is Bayport has flags at their crosswalks, and anyone that's crossing the street can go grab a flag on one side, put it out, walk across, put it into a little container, and that's how they work with it. We've got too many kids that are trying to get across 80th and 70th. Climate Resilience: The City experienced at least two major storms this year that resulted in homeowners' damage from flooding, hail, wind, downed trees, etc. Homeowners insurance premiums in the State of Minnesota are increasing at rates of 25% or more through the storm damage claims. What type of contingency plans are in place to help address climate change and the accompanying costs for the residents of Cottage Grove? Are dollars set aside for emergencies? Residents are told repeatedly how low our taxes are. In addition to the 2025 property tax increase, and according to the 2025-2029 CIP plan, residents can plan on the following rate increases in 2025: A 3% increase in the Storm Utility Fund, a 5.5% rate increase in the Water Utility Fund, a 5% rate increase in the Sanitary Sewer Utility Fund, an 8% rate increase for the Streetlight Utility Fund, and if it passes, a Local Option Sales Tax of .5% will be added to the current 8.37% Cottage Grove sales tax. The City also made an agreement with Xcel Energy for a 3% surcharge tax to be added to residents' electric bills for buried electrical lines on the East Point Douglas Road construction. The CIP represents only one piece of the dollars that are going to be needed to finance the City of Cottage Grove. Now might be the time to take a pause on park projects and get the debt paid down. So, that's what I'd like to share. I have one other thing, I just can't read my writing; oh, this is what it means: The River Oaks Golf Course has a lease on it, so it's up in 2025, I don't know what part of it, but I know that there is a lease that's up on part of that golf course, and I just would like to know more about that. Thank you very much.

No one else spoke. Frazier closed the public hearing.

Frazier asked if staff wanted to address some of the comments from the public.

Dockter stated it sounds like the one question was why the Kingston Park building not one of the Local Option Sales Tax projects. Frazier said I think it was specifically why River Oaks, not Kingston Park. Dockter said as I presented to the commission a few weeks ago, there was a laundry list of park improvement projects that we heard from the community that they wanted. So, we took that laundry list to the recreational activities, we tried to put those into three different park projects, really not knowing at the time where they were going to go, River Oaks, Kingston, Hamlet, Glacial Valley, or wherever. As we narrowed that list down, we looked for opportunities that made the most sense within those locations, and that's really how it ended up. You can't fund everything, right? You kind of have to pick your projects and you have to pick your locations, and those were the ones that seemed to make the most sense, based on the concept designs. We had seven park improvement projects, and we narrowed it down to five, and then narrowed it down to three. I guess I don't have the perfect answer other than you can only fund so much and you can only go to the State with so much and you can only go to the taxpayers with so much to vote on; so, those were the ones that were prioritized for the Local Option Sales Tax funding. And it doesn't prevent us from still using Park Improvement Funds and Park Dedication Funds for other projects, but they're kind of separate because there are separate funding sources. I'm not sure if that directly answers the question; if there's more that I need to add, please let me know.

Brittain said that's a good explanation, I'll just add on to that that you mentioned Park Dedication fees, so that is the developers putting money into the funding to then go pay for the parks. Because that was a comment that was made that they're not paying their fair share, where, in fact, as things get developed, money gets set aside for parks, correct? Dockter replied correct, and I think it's important to note that that's limited, too, by State authority, right? It's 10% or cash, and you can only leverage so much from that funding source as well; and we're finding that that's not covering all the fees. A good example is I used to build neighborhood playgrounds for \$25,000 and now they're \$100,000 for those same playgrounds in a 20-year span. The fees you can leverage for Park Dedication aren't as productive as they maybe were 10 years ago, 15 years ago, 20 years ago; so, it's becoming more challenging as the cost of goods and construction has gone up, it becomes more challenging to build those projects also.

Raleigh said I was going to briefly address the pedestrian crossings on 80th Street and 70th Street. It's important to note that 70th Street is a County Road, and they do have some planning in their CIP to look into the pedestrian crossings. Also, the last thing on this presentation was that Safe Streets and Roads For All, that will take a really comprehensive look at pedestrian crossings throughout the City and hopefully generate some great projects where we can see some pedestrian safety upgrades on those busier corridors.

Burfeind said I'll touch on a few of the questions: One was more of a general question about climate change resilience. I think that's always important, I think when you look at a lot of these projects, they are looking at new things like stormwater rates, things that are changing, as those things advance throughout the years and 100-year storms and things change as the years have gone on. So, that's something that we're always looking at. We actually are going back into some different areas of town that don't maybe have the flooding resiliency that other newer areas that had newer roads do, and that's what we did down on Jamaica and 95th. There's a huge pond on 95th Street that took a hugely uncontrolled part of the City that went right down to the river and catches that now in a large stormwater basin and has infiltration; so, a lot of the water is actually recharging the groundwater aquifers, so that's always important. We also have a pretty comprehensive water conservation program; we've seen a lot more droughts over the years, and it can be really easy for residents just to turn on those sprinklers and it really makes an impact on our water usage. So, we have a big water conservation program with smart controllers and different things to help kind of average out that water usage when we have those dry spells. I think it is important that we do look at that, and we look at that individually with projects that we do as well in town. There was talk about rate increases, and certainly there is discussion in the CIP about utility projects, and utility projects go into a cost on those, so with the utility funds, we can cause rate increases. I think one thing is we've obviously had pretty high inflation and an even higher cost index in the construction world, and we kind of averaged that out over the past few years, not having really large rate increases. Other things are just out of our control, so the Sanitary Sewer Utility Fund, about 80% of that fund goes to pay the Metropolitan Council for water treatment, and only 20% is City controlled, and that's something that we've seen obviously rise throughout the years. So, that's a big part of that increase.

With the Streetlight Fund, there was another larger increase, and that's largely paying the electrical bills to Xcel Energy, and I think we've all seen at home that electrical rates have also gone up over the years. So, some of those things are out of our control, but where they can be, we obviously do want to be good stewards of those utility funds.

And I want to mention, because I want to make sure there's correct information for our residents, there was talk about a 3% surcharge on our Xcel bills to bury powerlines. Now, there are two different things: 1) There were powerlines buried on the Jamaica and East Point Douglas project. There were a lot of reasons we had to do that, frankly, just to make the project work, to make the roundabout and the road widening work; that was not a 3% surcharge on electric bills. That was 89 cents per customer per month. So, whether your bill is \$100 or \$200, it's 89 cents per month was the funding mechanism to do that. 2) There was a separate percent-based franchise fee that is on the bills, and that's what pays for things like Mill & Overlays, Trail Replacements in town, and our road maintenance. That was a different type of franchise fee that was more just flat rate; I think it was somewhere around \$3 or \$4 per month, but it really put more burden on the residents, and it was kind of a pretty major low cost for higher users in town. So, the percentage-based fee is a lot of the ways the cities are going, we're seeing more and more cities switch to that to kind of more equitably have those franchise fees spread out throughout the community. So, those franchise fees do not go to paying and burying powerlines. So, I just want that to be clear. Burfeind said I think that covers all the questions; if I missed any, you can let me know.

Bhat said so one of the questions, the way I paraphrase it, is everything in the CIP comes from our tax dollars; is that true or are we seeking funding from outside sources, like the development funding, or? Burfeind replied certainly a part of that is tax dollars, I don't have the exact breakout, but it is a surprisingly small amount that is actual tax dollars. Like those Pavement Management projects, that is certainly tax dollars, a lot of different projects are what we call Development Driven, parts of Ravine Parkway, things like that that are not funded. The water tower, for example, that's over time paid for by water area charges that are paid by developers, because developers pay for the implementation of new water towers, new wells, through all the area funds that we collect. And a lot of grant funding as well; that \$55 million for the County 19A and 100th Street Project, about \$11-to-\$12 million of the \$55 million is County and City local dollars. Even in that case, for the City, a part of that will be area funds to pay for the new water and sewer and then MSA dollars, which actually come from the gas tax. So, it is information I think we could get for the commission if you want to see a breakout of what is tax dollars vs. other buckets; if you had interest, I think we have the information, I just don't have it in front of me tonight.

Frazier thanked everyone for responding to questions and doing the presentation. Is there any further discussion from commission, then, on the application?

Fisher stated I'm trying to kind of gather my thoughts, but there was a comment about being good stewards of our tax dollars, and I personally think that the City does that very well. I can go to my house, I can turn my water on, I have no worries about it, our bathrooms work, my street was just redone. I just really enjoy living in the City, and I feel like we take pride in our City and we take care of things; we have awesome parks, we have trails, we have a lot of amenities here that other places don't have. So, I just wanted to say that I think, personally, the City does a great job with planning out future projects and taking care of the amenities that the City frankly demands of them to take care of. So, good job, everybody.

Frazier said I guess I'll add to that because part of adding the amenities is then taking care of the amenities we have; so, like Zac mentioned, obviously we have all these parks out there, if we just didn't spend the money to upkeep them, no one would use them. And then when we wanted to come back around to make them usable, it would cost a lot more money than we're going to spend on trying to maintain them on a regular basis. So, in order to make sure that all of those amenities are available for people in our community, we have to put the money up; and obviously, that's part of living in the community, that's part of living in a city is providing those opportunities for everyone who lives in the City, so that's just part of the name of the game.

Fisher said right, and I'll add onto that, too, I think Cottage Grove is a growing City; we're not a landlocked City that's already done growing and all the real estate is used up, like, we're growing, we're expanding. I mean, in the 10 years I've lived here, the growth I've seen is crazy, and so we have to meet the needs of all these people that are coming to our community. So, you hear about the sewer going in and the new trunks and all the things; like those are things that we need to support the people who want to come and be a part of our City, so, yeah.

Stephens said I have a quick note. With all the parks projects and just kind of like bringing up I guess the environment, with each project I know there's a lot of opportunities for incorporating projects and low-impact development. And I'd just like a shameless plug for the Watershed District, I think they're always really happy to work with the City on those projects; and I think there's a lot of opportunity in the coming years to work together and get education and stormwater and all that stuff incorporated with these, and then you get funding as well, like everybody was mentioning.

Frazier asked if there were any further comments or discussion; as there were none, he said at this time I'll look for a motion.

Brittain made a motion to approve the comprehensive plan amendment for the 2025-2029 CIP. Stephens seconded. Motion passed unanimously (6-to-0 vote).

C. Intermediate Zone Water Treatment Plant - Case PP/SP/V2024-019

The City of Cottage Grove has applied for a site plan review, preliminary plat, and variance to the maximum building height and minimum rear yard setback for construction of a water treatment plant on a 6.78-acre parcel, which is part of the larger 40.3-acre Pine Tree Pond Park Addition. The proposed water treatment plant is located south of the Central Fire Station in Pine Tree Pond Park off 81st Street South.

Rooney and Burfeind summarized the staff report and recommended approval based on the findings of fact and subject to the conditions stipulated in the staff report.

Frazier asked the commissioners if there were any questions for staff.

Fisher said Riley talked about gates and keeping the public out of the facility. But with the park and the trail and stuff are right next to the road, kind of on the western side. How are we going to keep people from wandering around the facility? I understand the gates will keep out the traffic trying to drive through, but with paths here inviting people to walk the property, I just wonder how we'll keep people out. Burfeind replied there are a couple fences that we'll be working with: One is actually connecting from the Central Fire Station to the Water Treatment Plant, that actually came up more because of the proximity of the playground to the Central Fire Station, not wanting kids to be playing there and saying oh, there are ambulances over here, let's go check them out. So, we were looking at a fence there. There's actually quite a bit of chain-link fence out here today, all around those water towers, to kind of protect all that infrastructure; so, we would probably maybe look at just tying into that with the trail. I will say with this project the City has a standard of kind of a decorative-style fence, so it would not be chain-link, it would be the decorative wrought iron style of fence; but we would do that similar to what we would do for any commercial developer, we want to hold ourselves to that same standard, so we'd look to incorporate that as well. On the eastern side is actually a really large kind of slope and probably retaining wall, so that'll kind of provide a natural barrier from the archery range. Fisher said okay, I just feel like that's a weird place to put a playground, right between the Fire Department and the new plant. I just feel like you're asking for situations, but that's just me. Okay, thank you.

Brittain said I think you guys did a great job. Burfeind said thank you. The whole variance of the setback, public space, public building to public building, I don't think that that causes any issues there. Your consideration of the height and trying to build that in is great work. One question that I have, or maybe a suggestion, would be you're naming these things the Lower Water Treatment Plant and the Intermediate Water Treatment Plant, and there's Interim Water Treatment facilities. The Lower Water Treatment Plant provides service to lower, as well as river, and the Intermediate Water Treatment Plant provides intermediate and high-pressure zones, and I found that kind of confusing. There's a lot of information in the packet, and just as a suggestion, maybe call them something different for the long term, referring to these different things as we evolve and they get used for more and more areas over time. I think that would be helpful to not tie them into necessarily lower and intermediate. Riley said thank you for your comment on that one.

Bhat asked so tying to that, when you say the heights are described here in the pressure zones, those are the heights of the water tower, or what are those heights? Burfeind replied that's a really good question. So, all of our pressure that we have on our water system is created by gravity, so the water towers do provide that height. In Cottage Grove, it's kind of on a big hill, right, the north end of town is the highest and slowly slopes down to the river; and we have to kind of break that up into zones, and that's how it operates today, that's how the City was planned decades ago. There's kind of a range of pressure that you want to have within a zone, from 35 PSI on the low end, that's not great pressure but its acceptable, all the way up to about 75-to-80 PSI. So, that's what these are is different elevations to the City. So, the high-pressure zone doesn't actually have higher water pressure than the lower-pressure zone, it's just a higher elevation in town, if that makes sense. Bhat said thank you. One more question: What's a Lamella room? Burfeind replied that's the Lamella plate settler. So, thinking about resiliency and environmental perspective, so, we have to remove iron and manganese from the water and we have to backwash these big filters at least once a week. That water is kind of filled with iron and manganese; one option is just to send it right to the sewer, which would be a huge waste of water in our mind. So, there's a special piece of equipment that actually runs the water through it and settles all the iron out and allows us to recycle about 80% of that water back through the treatment plant. So, instead of all of it going to the sewer, about 80% is cleaned through those plate settlers, and then it can go back and actually be used as clean drinking City water; so, that's trying to reduce our impact and our sewer usage. Bhat said okay, thank you.

Stephens said I kind of just have a little comment. Being that this is fully funded by 3M, and it's really cool, the Master Plan is awesome, the Concept Plan. So, there's a lot of things that require sod, right, like the disk golf course and archery. It would be really cool if there were ways to incorporate more native plantings and reduce the irrigation, especially since this is like a Water Treatment Plant, and maybe we can demonstrate reduced demand on watering. Has that been considered at all vs. just sod everywhere? Burfeind replied stated yep, that's a great question, actually, I'm glad you bring that up because I should kind of provide that break between the two. So, because we are using existing City park land that was dedicated as a park use, this was discussed with the State quite a while ago that there should be a reimbursement for the value of that land. Now, that is going to be a specific number based on an appraisal, and that will then fund these park improvements. But it's not the actually 3M Settlement paying for the park improvements; the City would get a specific dollar amount based on an appraisal and then have to kind of fit within that. So, obviously, we want to be good stewards of your way, but certainly the 3M Settlement wouldn't specifically build the disk golf course, let's say. I don't believe we irrigate things like that, like a disk golf course. I think we actually do look at more of a native, obviously, it can't be native grasses, but there'll be some irrigated stuff with the landscaping around the building, it's required; but everything around the ponding areas and more open spaces we actually are looking to do native grasses for all of those areas as well. It's kind of like the Fire Station did on the eastern side. Stephens said awesome, thank you.

Rasmussen stated a much larger project and building than I kind of anticipated, seeing the other temporary shelters popping up. I'm just curious, how does this Water Treatment Plant in size compare to the Low Pressure Water Treatment Plant, which I believe is under construction or maybe complete. Burfeind replied from a size comparison, the actual capacity of the plant is about 2.5 times, close to 3 times the capacity, but it's not 3 times the size; it's probably about double the footprint, certainly the overall footprint, but we're actually using less acreage on this one than the other one because we had to get very creative to kind of make it all work here. But its kind of roughly double the footprint size; some of those savings are because we have the height, there's kind of 2 stories of office-lab space, and then the ion exchange treatment is kind of being a little smaller in scale. Rasmussen said it's a very impressive project.

Frazier asked if there were any more questions from the commissioners, there were none.

Frazier said all right, thank you both. Before we open the public hearing on this application, I do just want to, in the interest of transparency, as noted in the Planning Commission packet, there were public hearing notices sent out to everyone who owned property within 500 feet of this project; that was 206 property owners. I own a residence within that 500 feet, I received a notice; I don't have any other information about this project other than what I have learned here tonight, and I don't believe that would affect my ability to make a decision on this matter. With that being said, I will open the public hearing on the application.

Frazier opened the public hearing.

Jerry Fuller, 8620 81st Street South, Cottage Grove, said I've been a citizen of Cottage Grove since 1974, and I've been in this neighborhood since 1986. And, that as you know from this address, this water treatment business was in all of our back yards; that's not our back yard, its City property, but we do as people use that for getting stuff in and out of our back yards, trash, grass clippings, so on and so forth. The access currently is terrible, it needs to be improved; but I'm concerned tonight that I see we're going to build a golf course there, like we need another golf course in Cottage Grove? I guess I'm a little concerned about that. Is that going to be on that property, behind us, on 81st Street is the question I have. I'd like an answer, it doesn't have to be tonight, though. Frazier said what we'll do, at the end of the public hearing, as you probably saw on some of the other applications, staff is writing down all the comments and questions right now. We'll close the public hearing, and staff will come up and explain and answer questions. Fuller said yeah, I've never been at a meeting before, never saw a need to do it. It's been a great place to live, all of those are good things. This project is somewhere to build whatever that was back there, I think its temporary, was just a horrible experience for the neighborhood, you should know that going forward. Try to do better with this, if you could, it would help a lot. That's really all I have if I can get my questions answered. Frazier said can I ask you, just so we can have the most information available, what was horrible about the experience with the temporary plants? Fuller replied well, they blocked access, for one thing. They didn't do a very good job of cleanup when they were doing it; they left open pipes there, that are very dangerous back there for people who are using that. The building, maybe that has to be, but now that its temporary, it makes me feel much better if its going away; nothing could be gone away better than that building. So, what you've done with that treatment center down there looks very nice, and you're to be commended in my view. I don't know what's going to happen to the traffic, I think you guys are right, that's going to be pretty ugly for people who live in that area, but it's part of living in Minnesota, so I don't have anything else.

Diane Fuller, 8620 81st Street South, said my concern is what's all going to happen in that whole area behind there; they're talking about a golf course, talking about other things, but my understanding is that there was a contract put together when they built those houses along that back stretch. The contract said that they would leave that area completely uninhabited, period. It was just the contract so that nothing would be going crazy back there, and these people could buy their houses with their back yards facing back there. So, that's my concern is what's all going to go on back there? And access to the area back there was difficult, but I just hope they're not going beyond that area than what they are right now. That's my concern, and I guess I would like to have somebody check out that contract; I can come up with it, I'm sure, but check out the contract that was put together by the City.

David Waletzko, 8575 81st Street South, said I love living in Cottage Grove, have lived here 12 years or so, moved from Woodbury, would never go back. I love what you guys are doing, thinking about trying to minimize the effect of everything of those around it, really appreciate that. The two things that I saw that kind of worried me is just to kind of echo those with a disk golf course back there; like, right now, we have deer and fox and owls and all sorts of stuff out in there, and to Commissioner Stephens' point, there's a bunch of, I don't know if they're native, but they're at least just wild weeds and things that don't require any maintenance whatsoever. We've got deer that will sit out there, we've seen owls hunting the mice, which is good. I really don't want that to turn into we've taken all these little snippets to build the fire station, build the temporary plant, build this; like, I don't want to get it down to where the only thing that can live in there is like mice and rabbits. I love seeing the muskrats swimming around in the pond. So, whatever we can do to try to just preserve that, I really feel that the mini disk course, like I get the Water Treatment Plant, we need it, the PFAS is horrible, we've got to do it, I'm not going to NIMBY that we can't have this Water Treatment Plant in my back yard. I might NIMBY that we don't need a disk golf course, not in my back yard, but in my front yard. I'd much rather just see that stay native and wild and just leave it open. Don't put a paved trail through there, it's a little, there's like a little maintenance trail that we can like run; there's a paved trail right around the pond, we don't need more trail right there, just leave that natural, please. And the other thing, I don't know if there's a solution to this one, is the lighting. I heard that they have to be on 24 hours for security reasons, I'm disheartened to hear that. The top of that hill is actually, it's not a dark sky spot by any means, but it's darker. You know the latest comet we had, the Northern Lights, things like that, neighbors will actually gather up on that hill and watch those things because there's no lights, and you can stand just right, and the water towers will block kind of the streetlights from over there. If we have to leave them on for security reasons, I guess we do, but I would love it if we didn't have to. And I don't know if there's someone you can ask to get a variance on that or something, or at the very least, maybe on the Fourth of July, during the fireworks shows, just for one hour turn them off, because again, we'll all gather up there, you get a great view of Cottage Grove, Woodbury's, so you can pick out other cities' all going off. It's a beautiful view, you guys know, you live right there. So, those are my two things. Again, thank you so much for the environmental concerns and all of the stuff about keeping it a low profile to the neighborhood, we really, really appreciate that. Thank you.

No one else spoke. Frazier closed the public hearing.

Frazier asked Riley if she would try answering some of those questions. Riley said yeah, I'm going to try to get to as many as I can, and then I'll probably defer to Ryan and Zac for a little bit more information on the other things that I can't address. So, first, for the disk golf course, I'll pull up that image, and just to clarify, it's not a standard golf course; disk golf is a little bit different, it's kind of like Frisbee, but it's not exactly, you're not hitting balls into peoples' back yards so you're not going to get like your window broken. From my understanding, this disk golf course is meant to be less of an impact, it's not like a standard disk golf course where there's 18 holes and there's going to be tournaments. It's supposed to be pretty quiet, reserved for the neighborhood itself. I know Zac can talk about that a little bit more than I can myself, but again, it's not a golf course, golf course. In terms of construction traffic, I think Ryan can probably give a little bit more information, or Lee can, on that end. Of course, we always want to make sure that we're not impacting the neighbors or we're trying not to impact them as much as we can, so we can take some of that commentary into our process when we go into construction. If you need any more images, I'm certain that we can provide them as to what's going to happen where and when for the whole of the park and the Water Treatment Plant. I'm not familiar with the contract that Diane had brought up, but we can certainly look into it should it be in our files anywhere. And then to address David's comments, again, I think staff can probably talk a little bit more about the plans for the golf course and his intentions for keeping the grass or not keeping the grass and I believe the trail as well. I think that's all I can address right now, I'm going to turn it over to my counterparts.

Dockter said Riley alluded to the disk golf course, it is meant to be a novice disk golf course, so there's probably going to be five-or-six holes and much shorter holes; so, it's meant to be maybe a spot where you learn with a child to throw a Frisbee a few hundred feet instead of going to Oakwood where you're going a couple hundred yards. So, it is meant to be very short, very passive, really shouldn't have too much impact on the land that's there, there are already grass trails and we intend to keep most

of those grass trails the way they are. I'll tell you I actually started the habitat restoration of Pine Tree Pond back in 2013 or 2014, trying to get that area with some native wetlands and grasslands and woodland areas as well; so, that's been under process since before the new fire station was built, so it's definitely a passion of mine to make sure that we preserve as much natural habitat out there as possible. Trails: Most of the trail expansion, as far as bituminous trail, are going to be up on that northwest side, just getting the neighborhoods into a little better access into the park; you're not going to see a lot of path growth beyond that, impacting too much beyond what's already there. I'm not aware of a contract either; I guess in the 24 years I've been here, I've never heard of a contract for anything with the public land behind that space, but I'll be happy to see it and review it if that comes to us.

Burfeind said I'll quickly address that lighting question. One thing to hopefully provide a little more information, the styled lighting, I think a lot of folks see the lighting in the neighborhoods, which is more the globe-style light, which certainly has more of an impact on the night sky. This is all downward directed, following the City Code for an area like this; so, it's kind of like we'd see out in the parking lot where it's all facedown, with the hood over the top. We do want that on just because this is obviously a very critical infrastructure that has a lot of kind of security issues and threats, and we want to maintain that; I think maybe on the Fourth of July we could take a look and maybe we could flip the switch, luckily, they are LED now, so they're a lot easier to turn on and off than the old high-pressure sodium lights. So, maybe we can take a look at that. Frazier said Ryan the other thing about the lighting, and I think Riley had mentioned it in her part of the application, was that the City Code requires that at the property line that there's a 0 full candle spillover; so, if you're at the property line, there shouldn't be any light coming from those lights, right? Burfeind replied that is correct, and we are meeting that Code requirement.

Frazier asked if there were any other questions for staff from the commission or any further discussion on the application.

Frazier stated I guess I'll just echo a lot of the residents here, as well as Commissioner Brittain and Commissioner Fisher, on thank you to staff for being very intentional about the project. There are going to be disruptions, and I think everyone understands that; it's going to be unfortunate that there are disruptions and things aren't going to go perfectly, but this is something that the City does feel it needs. It seems like it's a very good plan, and again, staff has been very intentional about trying to make it the worst kind of situation as best we can, so thank you guys for your work on that.

Brittain made a motion to approve the preliminary plat, site plan review, and variance for the proposed intermediate zone water treatment plant, based on the findings of fact and subject to the conditions stipulated in the staff report. Rasmussen seconded. Motion passed unanimously (6-to-0 vote).

A. Cannabis Ordinance Amendment - Case TA2024-021

The City of Cottage Grove has applied for ordinance amendments related to cannabis uses.

Land summarized the staff report and recommended approval.

Frazier asked commissioners if they had any questions.

Brittain asked does that include having the Odor Ordinance in place by that time as well? Land replied it would, that would be included in the final adoption with the City Code Amendments. Brittain said okay, thank you.

Fisher asked do we know of people that are like ready to go and are wanting to open up facilities? Have we had inquiries, or? Land replied the only inquiry we've had is from Leafline Labs, so right now, the Office of Cannabis Management (OCM) is still trying to establish themselves. They're making rules that then have to be adopted, and once those rules are in place, they have to get a sufficient staff level up to be able to process any applications. So, frankly, they're not ready to process anything yet; the way that it will work eventually is that people will submit an application to the OCM, they will do the background and confirm that they can apply for that particular license. Once they've confirmed that, they will send a zoning request letter to each City that these businesses want to locate and say hey, there's a business here, are they compliant with zoning if they go here? If they haven't yet applied for a Conditional Use Permit (CUP), the answer will be no; they will have to then apply for that CUP, and then they can go back and say yes, now they've met zoning. They will then be issued their license from the OCM, which they walk in, hand over here to City Hall, and say now I'm ready to register, and that's when they can open. So, it's a lengthy process; the only thing the OCM is currently reviewing is early cultivation licenses, and I don't believe they've been able to issue any or approve any yet. Certainly they couldn't in the City of Cottage Grove because we have a moratorium anyway.

Bhat stated so in the maps that you showed with the AG-1 and AG-2, I thought AG-2 was also marked green; so, they can grow in both locations? Land replied correct, AG-1 or AG-2 if they have the sufficient number of acres. Bhat stated okay. He asked so right now, are those places selling the beverages that have the liquor licenses? Land replied currently, no, because the City of Cottage Grove does not allow it under our existing ordinance, we said they could not be sold. At the time of the 2022 legislation, it was prohibited, but they could be sold at liquor stores. The legislature cleared that up, either in 2023 or 2024, I don't remember which version, that said they can be sold but regardless, our ordinance says they couldn't. So, we did not allow them to be sold at either on-sale or off-sale, so again, none of them should be.

Frazier said I have one question, and this might be a little in the weeds, but I'm just interested. So, for the low-potency beverages, they have to register, so if one of the liquor stores here in town registers with the City, and you said that's primarily so that we know that they're doing it so we can do compliance checks. Obviously, with a liquor license, that's issued by the City and can be revoked by City Council if there are issues with compliance and their spot checks by the Police Department. Because we're only registering those businesses, do we have the ability to unregister them, or is that then something you have to send to the OCM where they then revoke the licensure? Or do we not know yet? Land replied that's a great question. I needed to dive deep into the answer to that question, and the answer is the OCM will be the one handing out any penalties, if there are any. We can, as you know, revoke a liquor license; and, so, if there are violations of either cannabis or liquor, I would think we could take that into account because it is a product that they are selling within their store. However, we would notify the OCM and we can, if we feel that it is immediate health, safety, public welfare kind of issue, we can immediately shut them down, but only up to 30 days, and the OCM can overrule that. So, it is something that we can do, it's not a permanent something that we can do; so, I went back and forth on whether or not we should require CUPs for beverages as well, but the Council felt that it was sufficient that we still have them under a liquor license. Frazier said okay and the belief, at this point, obviously outside of the licensure under OCM, that if there is a violation of this ordinance for low-potency beverages, that we can still take action on a liquor license because it's just part of the conditions of them having the ability to sell alcohol in the City. Land said and here's why I say that, because one of the requirements in our liquor license is that you must comply with all State laws. Frazier said all right, thank you.

Frazier opened the public hearing. No one spoke. Frazier closed the public hearing.

Frazier asked if there were any further questions or comments from the commission.

Bhat said I just have a simple question; so, in the next steps here, it listed Zoning, City Code, and Fee Schedule. What's Fee Schedule there? Land replied the registration process allows the City to collect a small application fee with each registration. So, as long as we have to keep track of them, and we're going to have to be doing compliance checks, we're going to adopt a Fee Schedule. The legislature has capped the amount of the fees, so they're really quite minimal, but we may as well add it to our Fee Schedule.

Fisher made a motion to approve the text amendments, subject to the conditions stipulated in the staff report. Brittain seconded. Motion passed unanimously (6-to-0 vote).

7. APPROVAL OF PLANNING COMMISSION MINUTES OF AUGUST 26, 2024

Rasmussen made a motion to approve the minutes of the August 26, 2024, Planning Commission meeting. Bhat seconded. Motion passed unanimously (6-to-0 vote).

8. REPORTS

A. RECAP OF SEPTEMBER AND OCTOBER CITY COUNCIL MEETINGS

Schmitz provided a summary of actions taken at the September 4, October 2, and October 16, 2024, City Council meetings.

Schmitz asked Khambata if he had anything else to add, or if commissioners had any questions, she stated we're both available.

Khambata said quite a lot has happened in two months between some adverse weather conditions, some challenges that staff had with clearing roads, and so on. I can't wait to see what this fall and winter bring, in terms of abnormal weather conditions. I think Emily did a great job covering the important stuff with regard to planning and development. I know that we have the MNCAR conference here coming up that we'll be attending, so we'll be communicating with some other commercial partners,

hopefully, there might have some more exciting proposals in front of you guys here in the next few months. Khambata stated I'm open for questions, but none were asked.

B. RESPONSE TO PLANNING COMMISSION INQUIRIES – None.

C. PLANNING COMMISSION REQUESTS

Fisher stated I don't know if this should have been a question before or what, but first of all, I wanted to say thank you to the City for all of the clean-up efforts after the storm; we lost three big trees, our neighbor's tree fell and snapped a powerline and whatever. But it got me thinking, as I was watching the clean-up efforts and just seeing the change of the landscape, do we, as a City, have some sort of; like the dead trees, for example, because Emerald Ash Borer like completely ravaged lines and lines of trees throughout the City, and I don't want to name roadways, but there are lots of dead trees in our City. I'm just wondering is there some sort of ordinance or some sort of way that we can help our people remove those trees? Because the tree damage that we saw through that storm was pretty substantial, and I just can't help but think that removal of some of those dead, big, huge trees that I've seen now for two years, almost three years, if there's some sort of resource for the citizens, or? I don't want to go like knock on doors and say, you have to do this, but I'm just wondering if there are resources or something at a State level or something that we can help people with that. Schmitz replied that is certainly something that we've had a lot of conversations internally about; we do have an ordinance that requires removal of diseased trees. We recognize that, but we also want to be sensitive to your point, there are some large trees out there, and there's a pretty hefty price tag with removing those. At this time, we aren't aware of funding sources; obviously, we're continuously keeping our eyes and ears open if those opportunities do exist, whether its at a County level or even at a State level if we can secure some dollars to help our residents, we're certainly always paying attention to that. Khambata said I would like to note that we do employ an arborist, and they do treat diseased Ash trees, a lot of the Ash trees in the City, specifically the ones that happen to be on City property or boulevard trees. But an interesting fact about the storm that we had is the nature of the storm, it took down more live trees than dead trees. As a Council, we're still trying to decide how we're going to mitigate the pile of trees that is building up as a result of that storm. So, we'll keep you posted on that, but yeah, great question. Fisher said yes, I definitely agree with you, a lot of trees were alive, but it got me thinking about all the dead ones that I wish the storm would've taken away, but people can't afford to, I mean, it's thousands of dollars to have trees removed. So, just looking for resources for people.

Bhat stated this is a request in that there was a program, I think it was a State-sponsored program, if I recall correctly, which would give a rebate up to a certain amount if you installed a new washer, dryer, or dishwasher in your home. But that got stopped because the funding stopped, or something along those lines. So, I was wondering if that program is still active or if it was reactivated or not? I came to know that program through the newsletter sent out by a Minnesota Senator, I didn't come to know of it in any other way, but I thought that Cottage Grove had that program. Schmitz replied sometimes there are rebates through the utility companies, Xcel or your gas company, will do that rebate. From a City's perspective, we don't have one, but I'm happy to investigate if we're aware; and Assistant City Engineer Crystal Raleigh is going to provide some additional detail. Raleigh stated we do actually have a rebate program that we can help our residents with, so it did run out of funding, but we have been refunded, I'm not positive when that refunding happened. So my staff is working on those energy-efficiency rebates. So, I believe there's a link on our City website if you are interested in applying for a rebate, and then that gets reviewed here with our Engineering staff, and then the rebate goes out. Bhat asked where is that link exactly? Is it the Engineering Department, where should I go and look for it? Raleigh replied that's a great question that I'll have to get back to you on, I don't know exactly where it is. Bhat said okay, thank you.

Bhat said I do have one more request. So, during the discussion today, it was offered that they could provide us a breakdown of tax dollars spent on projects, right? So, just for our reference, I mean, we don't have to go through all the projects, but maybe they can pick one here and maybe in 2025 and give us that breakdown of how much is our tax dollars and how much is coming from outside. Schmitz replied we can provide those in an update.

Brittain stated this is not a request, but a comment. In the Capital Plan presentation, there was a reference to Mounting Bike Trails and I think it might be Mountain Bike Trails; they may spell it different ways, but it might be something that you want to clean up before it goes to the City Council.

Frazier said I guess the last thing I will say is Election Day is next Tuesday; please make sure you take the opportunity to vote if you'd like to. Outside of obviously all the partisan offices, there are City Council positions, the Local Option Sales Tax presentations that we've seen from the City on some pretty important pieces that the City would like to do, as well as some other

racers, like judicial races that are on the ballot that are very important for everyone to do some research and look at. So, that'll be my plug for democracy at the end of the meeting here today.

9. ADJOURNMENT

Fisher made a motion to adjourn the meeting. Rasmussen seconded. Motion passed unanimously (6-to-0 vote). The meeting was adjourned at 9:33 p.m.



City Council Action Request

7.D.

Meeting Date 12/4/2024

Department Administration

Agenda Category Action Item

Title Response Letter to Open Forum Question (2024-11-20)

Staff Recommendation Receive the Response Letter.

Budget Implication N/A

Attachments	1. 2024-12-04 - Matter Open Forum Response
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November 26, 2024

Ms. Bonnie Matter
6649 Inskip Avenue South
Cottage Grove, MN 55016

Re: Open Forum Question - Update to the 2025-2029 Capital Improvement Plan

Dear Ms. Matter,

At the Council Meeting on November 20th, you requested an update on the 2025-2029 Capital Improvement Plan (CIP). You stated that since the Public Hearing was held at the Planning Commission on 10-28-2024 things had changed. I am assuming that you are referring to the projects that were in the CIP as part of the Local Option Sales Tax Referendum.

In the Introduction Section on page 3 of the Draft 2025-2029 CIP that the Planning Commission approved, the following information is stated regarding these projects. "Projects identified as part of referendum for local option sales tax have been included in the Local Option Sales Tax Fund. The capital improvements include construction projects at Hamlet Park, Mississippi Dunes Park, and River Oaks Golf Course. **If the referendum does not pass, a delayed and revised schedule for these capital improvements would be determined in a future CIP.**"

We did not intend to revise the entire CIP if the referendum failed but rather to re-evaluate the projects again in a future CIP. A CIP is prepared annually.

All projects in the CIP must go to council for authorization before work commences. The CIP is only a guiding document, it does not provide the authorization to construct the project, and there must be funds in the budget to support the projects.

Thank you for your question. If you have any further questions, please contact me at 651-458-2832.


Brenda Malinowski, Finance Director



City Council Action Request

7.E.

Meeting Date	12/4/2024		
Department	Administration		
Agenda Category	Action Item		
Title	Single-Occassion Gambling Permit - St. Rita's Church		
Staff Recommendation	Authorize issuance of a single-occassion gambling permit to St. Rita's Church to conduct bingo at 8694 80th Street South, Cottage Grove on February 21-22, 2025.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>20241120092010348</td></tr></table>	1.	20241120092010348
1.	20241120092010348		

To: City Administrator Jennifer Levitt

From: Director of Public Safety Peter J. Koerner

Date: November 19, 2024

Subject: **GAMBLING LICENSE APPLICATION - TEMPORARY**

INTRODUCTION

Under State Statutes, four types of nonprofit organizations are eligible to conduct lawful gambling in Minnesota (fraternal, religious, veteran, and other nonprofit) and most events, with the exception of certain raffles, require obtaining either an exempt or an excluded permit from the Minnesota Gambling Control Board. Permits issued by the Minnesota Gambling Control Board require approval of the local government authority where the event will be held.

The Public Safety Department investigates single-occasion gambling permit applications and provides the City Council with a recommendation on whether a permit should be issued. If the City Council authorizes issuance of a permit, the City Clerk signs off on the application and forwards it to the Minnesota Gambling Control Board or issues the permit itself if none is required by the Gambling Control Board.

BACKGROUND

Pursuant to City Ordinance, the Church of St. Rita's has submitted an application for a Temporary Single Occasion gambling permit, for the conduct of a bingo, to be held at the Church of St. Rita's, 8694 80th Street South, Cottage Grove, Minnesota 55016, February 21 – 22, 2025, from 6pm to 10pm for their Cabin Fever Bingo. The Department of Public Safety is required to conduct a police investigation of the applicants.

DISCUSSION

The application as submitted is complete, in compliance with our ordinance and is exempt from the licensing requirements of the Minnesota Charitable Gambling Control Board.

We have investigated the applicants and have not found any facts which would constitute a basis for denial of this application, under the provisions of the City's Gambling Ordinance.

RECOMMENDATION

Recommend that the City Council approve the single occasion Gambling Permit application for the Church of St. Rita's.



Peter J. Koerner – Director of Public Safety

11/19/2024



City Council Action Request

7.F.

Meeting Date	12/4/2024		
Department	Administration		
Agenda Category	Action Item		
Title	Temporary Liquor License - St. Rita's Church		
Staff Recommendation	Authorize issuance of a temporary intoxicating liquor license to St. Rita's Church for their Cabin Fever Bingo event held on February 21 & 22, 2025, at 8694 80th Street South, Cottage Grove.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Memo - St Rita Temp Liquor</td></tr></table>	1.	Memo - St Rita Temp Liquor
1.	Memo - St Rita Temp Liquor		

To: City Administrator Jennifer Levitt
From: Director of Public Safety Peter J. Koerner
Date: November 19, 2024
Subject: LIQUOR LICENSE APPLICATION - TEMPORARY

INTRODUCTION

All locations within the City of Cottage Grove that sell alcoholic beverages are required by State Law and City Ordinance to be licensed.

BACKGROUND

Pursuant to City Ordinance, the Church of St. Rita's, 8694 80th Street South, Cottage Grove, MN 55016, (651) 459-4596, has submitted an application for a temporary liquor license to be held at the Church of St. Rita's on February 21 & 22, 2025 from 6pm to 10pm for their Cabin Fever Bingo. The Department of Public Safety is required to conduct a police investigation of the applicant/manager in charge.

DISCUSSION

The application for the Church of St. Rita's, as submitted, is complete and in compliance with our ordinance.

We have investigated the applicant and have not found any facts, which would constitute a basis for denial of a temporary liquor license, under the provisions of the City Liquor Ordinance or Minnesota Statutes relating to alcoholic beverages.

RECOMMENDATION

Recommend that the City Council approve the temporary Liquor License application for the Church of St. Rita's.



Peter J. Koerner – Director of Public Safety

11/19/2024



City Council Action Request

7.G.

Meeting Date	12/4/2024		
Department	Administration		
Agenda Category	Action Item		
Title	Temporary Liquor License - Cottage Grove Lions Club		
Staff Recommendation	Authorize issuance of a temporary intoxicating liquor license to Kaitlyn Tobritzhofer, on behalf of the Cottage Grove Lions Club, for the Dust 'Em Off Vintage Snowmobile Show to be held at the corner of 70th Avenue So. and Keats Ave So. on January 4, 2025.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Memo - Public Safety</td></tr></table>	1.	Memo - Public Safety
1.	Memo - Public Safety		

To: City Administrator Jennifer Levitt
From: Director of Public Safety Peter J. Koerner
Date: November 21, 2024
Subject: LIQUOR LICENSE APPLICATION – TEMPORARY – CG Lions Club

INTRODUCTION

All locations within the City of Cottage Grove that sell alcoholic beverages are required by State Law and City Ordinance to be licensed.

BACKGROUND

Pursuant to City Ordinance, Kaitlyn Mary Tobritzhofer, on behalf of the Cottage Grove Lions Club, PO Box 002, Cottage Grove, MN 55016, has submitted an application for an On-Sale Temporary Intoxicating Liquor License for the Dust 'Em Off Vintage Snowmobile Show to be held at the corner of 70th Avenue S and Keats Avenue S (10251 70th Street S), Cottage Grove, MN 55016 on January 4, 2025, from 10:00am – 4:00pm. The Department of Public Safety is required to conduct a police investigation of the applicant/manager in charge.

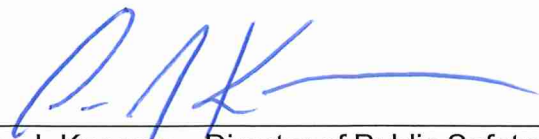
DISCUSSION

The application of the Cottage Grove Lions Club, as submitted, is complete and in compliance with our ordinance.

We have investigated the applicant and have not found any facts, which would constitute a basis for denial of an On Sale Temporary Liquor License, under the provisions of the City Liquor Ordinance or Minnesota Statutes relating to alcoholic beverages.

RECOMMENDATION

Recommend that the City Council approve the Liquor License application for the Cottage Grove Lions Club.



Peter J. Koerner – Director of Public Safety

11/21/2024



City Council Action Request

7.H.

Meeting Date 12/4/2024

Department Finance

Agenda Category Action Item

Title Certify Delinquent Utility Accounts

Staff Recommendation Adopt Resolution 2024-164 certifying delinquent utility bills to the property tax rolls payable in 2025.

Budget Implication N/A

Attachments

1.	Adopt a Resolution - Certify Delinquent Utility Accounts
2.	2024-164 Resolution to Certify Delinquent Utility Accounts
3.	2024-164 Exhibit A Delinquent Utility Account List



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

FROM: Brenda Malinowski, Finance Director
Judith Afdahl, Assistant Finance Director
Dar Hintz, Utility Billing Specialist

DATE: December 4, 2024

SUBJECT: Adopt Resolution – Certify Delinquent Utility Accounts to 2025 Property Taxes

Introduction

The City Council is asked to consider the adoption of a resolution certifying unpaid utility bills to the property served as provided for in the City Code under section 8-1-8 and 8-1-9.

Discussion

The City certifies delinquent utility bills on an annual basis. When the account is included on the assessment roll, a \$75 administrative fee plus 10% additional interest is charged.

The process followed was:

1. The Utility Billing Specialist along with Opus21 (our billing service provider) examined the utility receivables and prepared a letter that was mailed to each property owner with a delinquent balance as of September 16th, 2024. Each property owner had until November 13th, 2024 to bring their account current or make other payment arrangements.
2. The remaining unpaid utility accounts are proposed to be certified to Washington County as a one-year assessment for collection with the property taxes payable in 2025. A \$75 administrative fee and 10% interest are added to each account that is certified. Once the assessment is adopted it becomes a lien on the property, so eventual collection is assured.

The criteria used included:

- Any balance over 60 days past due that is \$50 and over.
- Any inactive account in any amount over 1-day delinquent (inactive accounts are those where people have moved).

The original list of delinquent accounts that were sent notices included 1,146 accounts totaling \$438,822 compared to 1,175 accounts totaling \$405,948 last year. From the original list, a total of 535 accounts totaling \$234,851 remain to be certified.

A history of the past 10 years is below:

Year	Accounts Certified	Avg. Amt Assessed	Utility Charges	Admin Fees	Total Certified
2024	535	\$439	\$234,851	\$40,125	\$274,976
2023	529	412	217,789	39,150	256,939
2022	447	449	200,835	33,450	234,285
2021	459	375	172,241	34,425	206,666
2020	475	358	169,934	35,625	205,559
2019	515	359	184,026	38,625	222,651
2018	510	333	170,390	38,325	208,715
2017	514	303	155,675	38,550	194,225
2016	504	260	131,309	37,800	169,109
2015	504	278	139,979	37,800	177,779

Recommendation

Adopt Resolution 2024-164 certifying delinquent utility bills to the property tax rolls payable in 2025.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-164
RESOLUTION CERTIFYING DELINQUENT UTILITY ACCOUNTS

WHEREAS, City Code 8-1-8 and 8-1-9, provides that delinquent utility bills be certified for collection along with the property taxes, and

WHEREAS, certain properties within the City have delinquent utility bills;

NOW, THEREFORE BE IT RESOLVED, by the City Council of Cottage Grove, County of Washington, State of Minnesota, that delinquent city service bills in the amount of \$274,976.29 be certified for collection as specified in the attached assessment roll with the 2025 property taxes

BE IT FURTHER RESOLVED, by the City Council of Cottage Grove, County of Washington, State of Minnesota, as follows:

1. Such proposed assessment in the amount of \$274,976.29, a copy (Exhibit A) of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the property named therein for unpaid utility bills.
2. Such assessment shall be payable in one annual installment, at an interest rate of 10%.
3. The Director of Finance shall transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

City of Cottage Grove, Minnesota

Resolution 2024-164

Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
109671312	8200 97TH ST S	\$ 3,739.08	\$ 75.00	\$ 3,814.08	ACTIV	21.027.21.32.0005
112169817	8619 W PT DOUGLAS RD S	\$ 3,117.76	\$ 75.00	\$ 3,192.76	ACTIV	21.027.21.24.0003
800048015	7896 HILLSIDE TRL S	\$ 2,834.72	\$ 75.00	\$ 2,909.72	ACTIV	17.027.21.14.0014
100798774	7772 79TH ST S	\$ 2,215.24	\$ 75.00	\$ 2,290.24	ACTIV	08.027.21.43.0175
800047011	7488 IRVIN AVE S	\$ 2,012.59	\$ 75.00	\$ 2,087.59	ACTIV	09.027.21.42.0021
800047569	9339 JEFFERY CT S	\$ 1,845.42	\$ 75.00	\$ 1,920.42	ACTIV	22.027.21.24.0048
800048806	7198 HIDDEN VALLEY CV S	\$ 1,607.84	\$ 75.00	\$ 1,682.84	ACTIV	08.027.21.21.0024
800041434	6958 SUNFLOWER CIR S	\$ 1,606.11	\$ 75.00	\$ 1,681.11	ACTIV	07.027.21.11.0031
800044778	9200 JERGEN AVE S	\$ 1,497.40	\$ 75.00	\$ 1,572.40	ACTIV	22.027.21.21.0129
800048563	7265 HIDDEN VALLEY TRL S	\$ 1,330.87	\$ 75.00	\$ 1,405.87	ACTIV	08.027.21.13.0077
800041145	7162 HIDDEN VALLEY TRL S	\$ 1,328.80	\$ 75.00	\$ 1,403.80	ACTIV	08.027.21.12.0028
800047825	6435 82ND ST S	\$ 1,312.08	\$ 75.00	\$ 1,387.08	ACTIV	18.027.21.21.0104
800047491	8078 HOMESTEAD AVE S	\$ 1,244.35	\$ 75.00	\$ 1,319.35	ACTIV	17.027.21.11.0054
800048956	9124 HAMLET AVE S	\$ 1,174.96	\$ 75.00	\$ 1,249.96	ACTIV	20.027.21.22.0064
800039873	6190 HEDGE CROFT AVE S	\$ 1,151.77	\$ 75.00	\$ 1,226.77	ACTIV	05.027.21.12.0009
800045353	9391 69TH ST S	\$ 1,151.73	\$ 75.00	\$ 1,226.73	ACTIV	03.027.21.34.0015
103109972	8279 JERGEN AVE S	\$ 1,108.56	\$ 75.00	\$ 1,183.56	ACTIV	15.027.21.24.0020
107379097	9977 74TH ST S	\$ 1,101.44	\$ 75.00	\$ 1,176.44	ACTIV	10.027.21.14.0019
800051491	6630 91ST ST S	\$ 1,085.89	\$ 75.00	\$ 1,160.89	ACTIV	19.027.21.12.0092
800046379	6697 JEFFERY CT S	\$ 1,065.48	\$ 75.00	\$ 1,140.48	ACTIV	03.027.21.31.0048
102469837	6999 IDEAL AVE S	\$ 1,042.23	\$ 75.00	\$ 1,117.23	ACTIV	05.027.21.44.0017
800046067	6656 JEFFERY AVE S	\$ 1,042.05	\$ 75.00	\$ 1,117.05	ACTIV	03.027.21.31.0014
800046891	8483 HINTON AVE S	\$ 1,025.03	\$ 75.00	\$ 1,100.03	ACTIV	17.027.21.41.0067
800046238	8620 IDEAL AVE S	\$ 983.25	\$ 75.00	\$ 1,058.25	ACTIV	17.027.21.41.0068
800044150	8772 JEWEL AVE S	\$ 968.79	\$ 75.00	\$ 1,043.79	ACTIV	15.027.21.34.0014
100214209	8801 HILLSIDE TRL S	\$ 960.21	\$ 75.00	\$ 1,035.21	ACTIV	16.027.21.41.0070
112437323	8040 INGLESIDE AVE S	\$ 957.60	\$ 75.00	\$ 1,032.60	ACTIV	16.027.21.21.0056
800053290	6688 91ST ST S	\$ 949.92	\$ 75.00	\$ 1,024.92	ACTIV	19.027.21.12.0088
110974309	6641 HIGHLAND HILLS LN S	\$ 949.27	\$ 75.00	\$ 1,024.27	ACTIV	06.027.21.13.0044
800043727	8609 INDIAN BLVD S	\$ 945.11	\$ 75.00	\$ 1,020.11	ACTIV	09.027.21.13.0022
114162494	8739 GROSPPOINT AVE S	\$ 941.75	\$ 75.00	\$ 1,016.75	ACTIV	18.027.21.41.0055
800045425	8804 GROSPPOINT AVE S	\$ 938.74	\$ 75.00	\$ 1,013.74	ACTIV	18.027.21.44.0056
800048057	6620 JANERO AVE S	\$ 923.33	\$ 75.00	\$ 998.33	ACTIV	03.027.21.32.0058
800049477	6813 PINE CREST TRL S	\$ 908.14	\$ 75.00	\$ 983.14	ACTIV	05.027.21.34.0206
800051841	6125 JASMINE BAY SO	\$ 904.03	\$ 75.00	\$ 979.03	ACTIV	03.027.21.21.0028
800052705	9521 DUNES CT S	\$ 903.57	\$ 75.00	\$ 978.57	INACT	19.027.21.41.0019
110720267	6505 HIGHLAND HILLS LN S	\$ 896.65	\$ 75.00	\$ 971.65	ACTIV	06.027.21.13.0051
800047335	8507 JODY CIR S	\$ 896.07	\$ 75.00	\$ 971.07	ACTIV	15.027.21.42.0046
800046324	7015 92ND ST S	\$ 895.55	\$ 75.00	\$ 970.55	ACTIV	20.027.21.22.0030
800044744	9937 77TH ST S	\$ 895.21	\$ 75.00	\$ 970.21	ACTIV	10.027.21.44.0014
800046562	7673 JORGENSEN CT S	\$ 893.07	\$ 75.00	\$ 968.07	ACTIV	10.027.21.41.0014
800048518	7667 IVYSTONE AVE S	\$ 892.97	\$ 75.00	\$ 967.97	ACTIV	09.027.21.41.0005
800043662	9300 HARKNESS AVE S	\$ 889.42	\$ 75.00	\$ 964.42	ACTIV	20.027.21.23.0045
108992652	7251 JENSEN AVE S	\$ 871.56	\$ 75.00	\$ 946.56	ACTIV	10.027.21.21.0125
800044288	6399 HOMESTEAD LN S	\$ 861.91	\$ 75.00	\$ 936.91	ACTIV	05.027.21.14.0035
104449267	8852 80TH ST S	\$ 853.79	\$ 75.00	\$ 928.79	ACTIV	09.027.21.44.0055
800033839	7449 IVYSTONE AVE S	\$ 836.74	\$ 75.00	\$ 911.74	ACTIV	09.027.21.14.0056
102419319	9082 JANERO AVE S	\$ 835.46	\$ 75.00	\$ 910.46	ACTIV	21.027.21.11.0053
800037040	8010 JERGEN AVE S	\$ 816.89	\$ 75.00	\$ 891.89	ACTIV	15.027.21.21.0025
800033821	9477 HALLMARK AVE S	\$ 814.08	\$ 75.00	\$ 889.08	ACTIV	20.027.21.23.0067
800044745	7744 JANERO CT S	\$ 802.56	\$ 75.00	\$ 877.56	ACTIV	10.027.21.33.0076
800037051	8114 HENSLowe AVE S	\$ 798.96	\$ 75.00	\$ 873.96	ACTIV	17.027.21.12.0027
800047163	8195 JANERO AVE S	\$ 797.18	\$ 75.00	\$ 872.18	ACTIV	15.027.21.22.0024
800053433	9289 JERGEN AVE S	\$ 795.84	\$ 75.00	\$ 870.84	ACTIV	22.027.21.24.0102

City of Cottage Grove, Minnesota

Resolution 2024-164

Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800045962	8750 GRENADIER AVE S	\$ 787.77	\$ 75.00	\$ 862.77	ACTIV	18.027.21.42.0019
800045897	6754 JEFFERY AVE S	\$ 784.59	\$ 75.00	\$ 859.59	ACTIV	03.027.21.34.0080
111886682	9779 DUNES AVE S	\$ 784.55	\$ 75.00	\$ 859.55	ACTIV	19.027.21.44.0020
800050615	9616 HARKNESS AVE S	\$ 783.43	\$ 75.00	\$ 858.43	ACTIV	20.027.21.31.0076
105907679	7680 JASMINE AVE S	\$ 780.45	\$ 75.00	\$ 855.45	ACTIV	10.027.21.32.0022
800051251	8864 IVYSTONE CT S	\$ 778.56	\$ 75.00	\$ 853.56	ACTIV	16.027.21.11.0053
800044841	7785 74TH ST S	\$ 778.55	\$ 75.00	\$ 853.55	ACTIV	08.027.21.14.0041
800035255	7360 IRVIN AVE S	\$ 778.04	\$ 75.00	\$ 853.04	ACTIV	09.027.21.13.0036
800042723	8661 IRA AVE S	\$ 777.64	\$ 75.00	\$ 852.64	ACTIV	16.027.21.42.0075
800036927	7159 JANERO AVE S	\$ 776.09	\$ 75.00	\$ 851.09	ACTIV	10.027.21.21.0108
800053446	6966 91ST ST S	\$ 774.61	\$ 75.00	\$ 849.61	ACTIV	19.027.21.11.0038
800048911	6970 HOMESTEAD AVE S	\$ 771.85	\$ 75.00	\$ 846.85	ACTIV	05.027.21.44.0066
101101068	8915 91ST ST S	\$ 767.40	\$ 75.00	\$ 842.40	ACTIV	21.027.21.11.0040
800045029	9497 HAMES AVE S	\$ 765.95	\$ 75.00	\$ 840.95	ACTIV	20.027.21.23.0104
800039634	7180 MEADOW GRASS AVE S	\$ 763.41	\$ 75.00	\$ 838.41	ACTIV	07.027.21.11.0012
105057859	8847 HALLMARK AVE S	\$ 759.92	\$ 75.00	\$ 834.92	ACTIV	17.027.21.33.0051
106040808	7894 ISLETON AVE S	\$ 753.10	\$ 75.00	\$ 828.10	ACTIV	09.027.21.43.0103
800044892	8350 E PT DOUGLAS RD S	\$ 752.91	\$ 75.00	\$ 827.91	INACT	21.027.21.21.0012
100694672	9970 77TH ST S	\$ 747.32	\$ 75.00	\$ 822.32	ACTIV	10.027.21.44.0006
105106905	8605 HAMLET AVE S	\$ 745.18	\$ 75.00	\$ 820.18	ACTIV	17.027.21.32.0014
800041552	9126 92ND ST S	\$ 741.30	\$ 75.00	\$ 816.30	ACTIV	22.027.21.22.0024
800044126	6514 81ST ST S	\$ 739.40	\$ 75.00	\$ 814.40	ACTIV	18.027.21.12.0023
101336292	8435 GREENWAY AVE S	\$ 736.96	\$ 75.00	\$ 811.96	ACTIV	18.027.21.14.0085
800047385	7483 ISLETON AVE S	\$ 734.57	\$ 75.00	\$ 809.57	ACTIV	09.027.21.14.0016
101606542	8679 HADLEY AVE S	\$ 734.17	\$ 75.00	\$ 809.17	ACTIV	18.027.21.41.0041
106979710	8274 HEMINGWAY AVE S	\$ 731.26	\$ 75.00	\$ 806.26	ACTIV	17.027.21.14.0024
800037092	7440 IRVIN AVE S	\$ 728.69	\$ 75.00	\$ 803.69	ACTIV	09.027.21.13.0011
101977895	8741 IMPERIAL AVE S	\$ 728.34	\$ 75.00	\$ 803.34	ACTIV	16.027.21.32.0019
800050838	8725 IVYWOOD AVE S	\$ 726.13	\$ 75.00	\$ 801.13	ACTIV	16.027.21.44.0002
800051868	8120 JERGEN AVE S	\$ 724.37	\$ 75.00	\$ 799.37	ACTIV	15.027.21.21.0060
800033918	9183 73RD ST S	\$ 721.55	\$ 75.00	\$ 796.55	ACTIV	10.027.21.23.0016
800044079	7339 INNSDALE AVE S	\$ 718.12	\$ 75.00	\$ 793.12	ACTIV	09.027.21.24.0067
800037553	8104 83RD ST S	\$ 714.96	\$ 75.00	\$ 789.96	ACTIV	16.027.21.23.0017
800038955	9006 JASMINE CT S	\$ 713.14	\$ 75.00	\$ 788.14	ACTIV	22.027.21.22.0053
102462360	8280 JASMINE AVE S	\$ 710.80	\$ 75.00	\$ 785.80	ACTIV	15.027.21.23.0023
800042555	7301 HIDDEN VALLEY TRL S	\$ 708.91	\$ 75.00	\$ 783.91	ACTIV	08.027.21.13.0076
800046904	6679 JAREAU CT S	\$ 708.38	\$ 75.00	\$ 783.38	ACTIV	03.027.21.32.0045
800051357	8320 JASMINE AVE S	\$ 705.61	\$ 75.00	\$ 780.61	ACTIV	15.027.21.23.0020
101126092	9143 92ND ST S	\$ 704.12	\$ 75.00	\$ 779.12	ACTIV	22.027.21.23.0008
800050600	8279 JANERO AVE S	\$ 703.97	\$ 75.00	\$ 778.97	ACTIV	15.027.21.23.0016
800041470	8420 GROSPPOINT AVE S	\$ 703.69	\$ 75.00	\$ 778.69	ACTIV	18.027.21.14.0041
800042433	9754 85TH ST S	\$ 702.12	\$ 75.00	\$ 777.12	ACTIV	15.027.21.13.0098
800037360	8224 HYDE AVE S	\$ 701.74	\$ 75.00	\$ 776.74	ACTIV	16.027.21.22.0078
800051606	8386 ISLETON CT S	\$ 693.68	\$ 75.00	\$ 768.68	ACTIV	16.027.21.14.0092
105994763	7328 ISLETON AVE S	\$ 690.30	\$ 75.00	\$ 765.30	ACTIV	09.027.21.13.0033
800045264	7093 LOWER 94TH ST S	\$ 688.80	\$ 75.00	\$ 763.80	ACTIV	20.027.21.23.0066
800041377	9200 HARKNESS AVE S	\$ 688.32	\$ 75.00	\$ 763.32	ACTIV	20.027.21.22.0026
800039187	8776 GREENWAY AVE S	\$ 685.18	\$ 75.00	\$ 760.18	ACTIV	18.027.21.43.0037
800040533	7697 INSKIP TRL S	\$ 684.67	\$ 75.00	\$ 759.67	ACTIV	09.027.21.31.0002
800038301	8158 JODY AVE S	\$ 684.24	\$ 75.00	\$ 759.24	ACTIV	15.027.21.12.0084
800046742	6987 84TH ST S	\$ 684.00	\$ 75.00	\$ 759.00	ACTIV	18.027.21.14.0024
101558496	8765 GROSPPOINT AVE S	\$ 679.51	\$ 75.00	\$ 754.51	ACTIV	18.027.21.44.0007
107699404	9416 INDIAN BLVD CT S	\$ 678.56	\$ 75.00	\$ 753.56	ACTIV	10.027.21.24.0014
800048973	9190 91ST ST S	\$ 675.59	\$ 75.00	\$ 750.59	ACTIV	22.027.21.22.0064

City of Cottage Grove, Minnesota

Resolution 2024-164

Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800040930	8079 66TH ST CT S	\$ 672.77	\$ 75.00	\$ 747.77	ACTIV	04.027.21.32.0054
800035794	8201 INDIAN BLVD S	\$ 672.73	\$ 75.00	\$ 747.73	ACTIV	09.027.21.23.0010
800046100	8836 GREENWAY AVE S	\$ 667.25	\$ 75.00	\$ 742.25	ACTIV	18.027.21.43.0041
800037865	9263 73RD ST S	\$ 655.26	\$ 75.00	\$ 730.26	ACTIV	10.027.21.23.0093
800045791	7553 INMAN AVE CT S	\$ 646.99	\$ 75.00	\$ 721.99	ACTIV	09.027.21.24.0001
800041043	9248 E PT DOUGLAS LN S	\$ 644.49	\$ 75.00	\$ 719.49	ACTIV	22.027.21.32.0045
800050404	8452 85TH ST S	\$ 643.09	\$ 75.00	\$ 718.09	ACTIV	16.027.21.31.0011
800039355	8370 INDIAN BLVD S	\$ 640.16	\$ 75.00	\$ 715.16	ACTIV	09.027.21.21.0005
800034472	9805 78TH ST S	\$ 639.47	\$ 75.00	\$ 714.47	ACTIV	10.027.21.44.0073
106926659	7932 SCOTT BLVD S	\$ 639.45	\$ 75.00	\$ 714.45	ACTIV	07.027.21.43.0046
101257217	7794 69TH ST CT S	\$ 639.06	\$ 75.00	\$ 714.06	ACTIV	05.027.21.44.0024
800052642	9770 85TH ST PL S	\$ 631.56	\$ 75.00	\$ 706.56	ACTIV	15.027.21.14.0062
800050616	9633 HARKNESS AVE S	\$ 628.23	\$ 75.00	\$ 703.23	ACTIV	20.027.21.31.0071
107305025	9158 73RD ST S	\$ 627.89	\$ 75.00	\$ 702.89	ACTIV	10.027.21.22.0058
800038058	9574 INDIAN BLVD S	\$ 624.20	\$ 75.00	\$ 699.20	ACTIV	10.027.21.13.0066
800049305	8934 HALLMARK AVE S	\$ 623.69	\$ 75.00	\$ 698.69	ACTIV	17.027.21.33.0085
103387244	7726 JOCELYN AVE S	\$ 623.48	\$ 75.00	\$ 698.48	ACTIV	10.027.21.34.0067
800041157	8123 JOLIET AVE S	\$ 622.30	\$ 75.00	\$ 697.30	ACTIV	15.027.21.11.0013
800042364	7188 JOCELYN BAY S	\$ 621.36	\$ 75.00	\$ 696.36	ACTIV	10.027.21.12.0035
800049410	8625 81ST ST S	\$ 620.50	\$ 75.00	\$ 695.50	ACTIV	16.027.21.13.0040
109316958	6520 FOXTAIL CT S	\$ 616.87	\$ 75.00	\$ 691.87	ACTIV	06.027.21.43.0021
800042472	6666 99TH ST S	\$ 614.15	\$ 75.00	\$ 689.15	ACTIV	19.027.21.43.0021
106782521	9065 JERGEN AVE S	\$ 613.75	\$ 75.00	\$ 688.75	ACTIV	22.027.21.21.0087
800046502	7501 INSKIP TRL S	\$ 610.43	\$ 75.00	\$ 685.43	ACTIV	09.027.21.31.0097
100320312	9654 HEATH AVE S	\$ 609.30	\$ 75.00	\$ 684.30	ACTIV	20.027.21.31.0032
800036415	9675 84TH ST S	\$ 608.55	\$ 75.00	\$ 683.55	ACTIV	15.027.21.13.0058
800038857	8787 GRENADIER AVE S	\$ 602.96	\$ 75.00	\$ 677.96	ACTIV	18.027.21.43.0009
800043821	9603 85TH ST S	\$ 594.60	\$ 75.00	\$ 669.60	ACTIV	15.027.21.13.0099
800050463	8811 88TH ST S	\$ 594.34	\$ 75.00	\$ 669.34	ACTIV	16.027.21.44.0006
800047712	6657 HOMESTEAD AVE CT S	\$ 593.16	\$ 75.00	\$ 668.16	ACTIV	05.027.21.41.0010
800051241	8831 GRANADA AVE S	\$ 591.44	\$ 75.00	\$ 666.44	ACTIV	18.027.21.43.0098
800051670	6568 JOLIET AVE S	\$ 590.51	\$ 75.00	\$ 665.51	ACTIV	03.027.21.41.0076
112187832	6351 GOODVIEW BAY S	\$ 587.67	\$ 75.00	\$ 662.67	ACTIV	07.027.21.21.0013
113404021	11900 114TH ST S	\$ 587.59	\$ 75.00	\$ 662.59	ACTIV	36.027.21.14.0005
800036194	8095 HORNELL AVE S	\$ 587.34	\$ 75.00	\$ 662.34	ACTIV	16.027.21.22.0035
800047845	9491 79TH ST S	\$ 586.81	\$ 75.00	\$ 661.81	ACTIV	10.027.21.34.0027
800044018	8153 HYDE AVE S	\$ 586.19	\$ 75.00	\$ 661.19	ACTIV	16.027.21.22.0009
800051765	8906 JANERO AVE S	\$ 585.20	\$ 75.00	\$ 660.20	ACTIV	16.027.21.44.0065
800035669	8350 JASMINE AVE S	\$ 583.75	\$ 75.00	\$ 658.75	ACTIV	15.027.21.23.0019
107461177	8321 79TH ST S	\$ 580.48	\$ 75.00	\$ 655.48	ACTIV	09.027.21.34.0028
800043466	8720 GREENWAY AVE S	\$ 579.94	\$ 75.00	\$ 654.94	ACTIV	18.027.21.42.0052
800041209	9060 HILLSIDE TRL S	\$ 577.98	\$ 75.00	\$ 652.98	ACTIV	15.027.21.32.0003
102004921	8281 INGBERG TRL S	\$ 577.26	\$ 75.00	\$ 652.26	ACTIV	16.027.21.34.0021
800048841	6301 JEWEL BAY SOUTH	\$ 575.61	\$ 75.00	\$ 650.61	ACTIV	03.027.21.13.0021
800052564	8496 GROSPPOINT AVE S	\$ 574.02	\$ 75.00	\$ 649.02	ACTIV	18.027.21.14.0047
102500396	6772 IDSEN AVE S	\$ 571.41	\$ 75.00	\$ 646.41	ACTIV	04.027.21.32.0029
800051300	7241 JOPLIN AVE S	\$ 570.51	\$ 75.00	\$ 645.51	ACTIV	10.027.21.11.0027
800034593	7791 66TH ST S	\$ 570.27	\$ 75.00	\$ 645.27	ACTIV	05.027.21.41.0006
800034003	6888 98TH ST S	\$ 566.94	\$ 75.00	\$ 641.94	ACTIV	19.027.21.44.0063
800044436	9081 JANIE AVE S	\$ 562.93	\$ 75.00	\$ 637.93	ACTIV	21.027.21.11.0064
109308950	7210 JOPLIN AVE S	\$ 561.91	\$ 75.00	\$ 636.91	ACTIV	10.027.21.11.0055
800038809	9837 HEATH AVE S	\$ 555.11	\$ 75.00	\$ 630.11	ACTIV	20.027.21.34.0010
800046673	8612 INDAHL AVE S	\$ 552.65	\$ 75.00	\$ 627.65	ACTIV	16.027.21.32.0087
800035020	8490 HALE AVE S	\$ 552.51	\$ 75.00	\$ 627.51	ACTIV	17.027.21.23.0034

City of Cottage Grove, Minnesota

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Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800040541	8191 JENSEN AVE S	\$ 551.36	\$ 75.00	\$ 626.36	ACTIV	15.027.21.21.0045
104060893	8821 INDIAN BLVD S	\$ 549.70	\$ 75.00	\$ 624.70	ACTIV	09.027.21.14.0035
107315034	9272 73RD ST S	\$ 548.48	\$ 75.00	\$ 623.48	ACTIV	10.027.21.21.0079
800045210	7515 IMMANUEL AVE S	\$ 548.19	\$ 75.00	\$ 623.19	ACTIV	09.027.21.23.0005
800040592	7989 GRAFTON AVE S	\$ 545.73	\$ 75.00	\$ 620.73	ACTIV	07.027.21.43.0051
800047708	9663 HARROW CT S	\$ 542.85	\$ 75.00	\$ 617.85	ACTIV	20.027.21.31.0101
105868642	7741 JANERO AVE S	\$ 542.83	\$ 75.00	\$ 617.83	ACTIV	10.027.21.33.0027
107408125	8209 76TH ST S	\$ 542.59	\$ 75.00	\$ 617.59	ACTIV	09.027.21.32.0020
800053911	7140 IMPERIAL AVE S	\$ 539.07	\$ 75.00	\$ 614.07	ACTIV	09.027.21.22.0049
800046507	8745 GREENE AVE S	\$ 537.67	\$ 75.00	\$ 612.67	ACTIV	18.027.21.43.0064
800043183	8577 GRANADA AVE S	\$ 536.91	\$ 75.00	\$ 611.91	ACTIV	18.027.21.42.0085
111862470	7011 HOMESTEAD AVE S	\$ 536.30	\$ 75.00	\$ 611.30	ACTIV	08.027.21.11.0033
800047256	8660 JORGENSEN AVE S	\$ 536.04	\$ 75.00	\$ 611.04	ACTIV	15.027.21.41.0035
101789718	8165 HENNA AVE S	\$ 533.67	\$ 75.00	\$ 608.67	ACTIV	17.027.21.11.0070
800047260	8773 GRANADA AVE S	\$ 532.25	\$ 75.00	\$ 607.25	ACTIV	18.027.21.43.0094
800048302	8466 HADLEY AVE S	\$ 527.01	\$ 75.00	\$ 602.01	ACTIV	18.027.21.14.0029
105656436	8814 INWOOD AVE S	\$ 525.71	\$ 75.00	\$ 600.71	ACTIV	16.027.21.34.0062
100750727	9945 78TH ST S	\$ 523.75	\$ 75.00	\$ 598.75	ACTIV	10.027.21.44.0024
800037981	8564 HYDE AVE S	\$ 521.34	\$ 75.00	\$ 596.34	ACTIV	17.027.21.41.0053
106742481	7762 JANERO CT S	\$ 520.69	\$ 75.00	\$ 595.69	ACTIV	10.027.21.33.0080
800053566	6691 94TH ST S	\$ 519.51	\$ 75.00	\$ 594.51	ACTIV	19.027.21.13.0068
800040912	9615 HALE AVE S	\$ 519.18	\$ 75.00	\$ 594.18	ACTIV	20.027.21.32.0120
800037778	8744 HADLEY AVE S	\$ 517.12	\$ 75.00	\$ 592.12	ACTIV	18.027.21.41.0054
106845582	9374 JERGEN PL S	\$ 516.82	\$ 75.00	\$ 591.82	ACTIV	22.027.21.24.0087
800050981	8266 JENSEN AVE S	\$ 516.73	\$ 75.00	\$ 591.73	ACTIV	15.027.21.24.0002
102383283	8733 JANERO AVE S	\$ 516.30	\$ 75.00	\$ 591.30	ACTIV	16.027.21.41.0089
800044284	8307 ISLETON CT S	\$ 516.12	\$ 75.00	\$ 591.12	ACTIV	16.027.21.14.0019
800039035	8456 88TH ST S	\$ 515.39	\$ 75.00	\$ 590.39	ACTIV	16.027.21.31.0078
800039263	9211 JEFFERY AVE S	\$ 515.32	\$ 75.00	\$ 590.32	ACTIV	22.027.21.24.0120
800041385	9321 JEFFERY AVE S	\$ 514.00	\$ 75.00	\$ 589.00	ACTIV	22.027.21.24.0039
112682481	6790 PINE CREST TRL S	\$ 512.32	\$ 75.00	\$ 587.32	ACTIV	05.027.21.34.0113
103429286	8071 JOCELYN AVE S	\$ 508.48	\$ 75.00	\$ 583.48	ACTIV	15.027.21.12.0018
800053814	6864 98TH ST S	\$ 504.38	\$ 75.00	\$ 579.38	ACTIV	19.027.21.44.0065
800036608	7231 JOLIET AVE S	\$ 502.86	\$ 75.00	\$ 577.86	ACTIV	10.027.21.12.0079
115644193	8440 79TH ST S	\$ 501.92	\$ 75.00	\$ 576.92	ACTIV	09.027.21.34.0035
800043998	9884 HAMLET CT S	\$ 500.37	\$ 75.00	\$ 575.37	INACT	20.027.21.33.0201
800034075	9065 JANIE AVE S	\$ 497.89	\$ 75.00	\$ 572.89	ACTIV	21.027.21.11.0063
105079881	9277 HALLMARK AVE S	\$ 488.24	\$ 75.00	\$ 563.24	ACTIV	20.027.21.23.0025
800034066	9712 HAMES CT S	\$ 484.86	\$ 75.00	\$ 559.86	ACTIV	20.027.21.32.0027
800034006	8405 GRENADIER AVE S	\$ 479.91	\$ 75.00	\$ 554.91	ACTIV	18.027.21.14.0069
800054128	9867 HEATH AVE S	\$ 479.42	\$ 75.00	\$ 554.42	ACTIV	20.027.21.34.0007
800042323	8940 INWOOD AVE S	\$ 477.99	\$ 75.00	\$ 552.99	INACT	16.027.21.34.0070
800050486	6437 HIGHLAND HILLS LN S	\$ 477.58	\$ 75.00	\$ 552.58	ACTIV	06.027.21.24.0039
800041206	8205 GRANGE BLVD S	\$ 476.26	\$ 75.00	\$ 551.26	ACTIV	18.027.21.11.0027
104989794	8760 HALE AVE S	\$ 476.11	\$ 75.00	\$ 551.11	ACTIV	18.027.21.44.0114
103962800	8024 HORNELL AVE S	\$ 475.67	\$ 75.00	\$ 550.67	ACTIV	17.027.21.11.0018
800054218	8305 BELDEN BLVD S	\$ 474.28	\$ 75.00	\$ 549.28	ACTIV	18.027.21.13.0005
800047068	8566 IVYWOOD AVE S	\$ 473.80	\$ 75.00	\$ 548.80	ACTIV	16.027.21.41.0020
101819746	6634 HYDE AVE S	\$ 473.75	\$ 75.00	\$ 548.75	ACTIV	05.027.21.41.0051
107213935	9752 INDIAN BLVD S	\$ 473.54	\$ 75.00	\$ 548.54	ACTIV	10.027.21.14.0006
800047524	8183 GRANADA AVE S	\$ 472.59	\$ 75.00	\$ 547.59	ACTIV	18.027.21.12.0054
800044953	7429 INMAN AVE S	\$ 471.41	\$ 75.00	\$ 546.41	ACTIV	09.027.21.24.0046
800037916	9216 INDIAN BLVD S	\$ 471.35	\$ 75.00	\$ 546.35	ACTIV	10.027.21.23.0075
800036458	7224 IMPERIAL AVE CT S	\$ 469.40	\$ 75.00	\$ 544.40	ACTIV	09.027.21.22.0064

City of Cottage Grove, Minnesota

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Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800049372	7700 79TH ST S	\$ 469.31	\$ 75.00	\$ 544.31	ACTIV	08.027.21.43.0154
800035383	8832 UPPER 89TH ST CIR S	\$ 469.00	\$ 75.00	\$ 544.00	ACTIV	16.027.21.44.0026
800053293	10289 GREENWAY AVE S	\$ 467.43	\$ 75.00	\$ 542.43	ACTIV	30.027.21.11.0050
800045061	7002 HOMESTEAD AVE S	\$ 466.29	\$ 75.00	\$ 541.29	ACTIV	08.027.21.11.0012
106129893	7883 IVERSON AVE S	\$ 462.65	\$ 75.00	\$ 537.65	ACTIV	09.027.21.44.0024
800034245	6335 HEARTHSTONE AVE S	\$ 458.16	\$ 75.00	\$ 533.16	ACTIV	05.027.21.13.0043
800037469	8435 HINTON AVE S	\$ 455.20	\$ 75.00	\$ 530.20	ACTIV	17.027.21.14.0081
800052333	7891 IDEAL AVE S	\$ 452.91	\$ 75.00	\$ 527.91	ACTIV	09.027.21.34.0002
800041453	7557 JENSEN AVE S	\$ 451.24	\$ 75.00	\$ 526.24	ACTIV	10.027.21.32.0089
108636308	7356 INWOOD AVE S	\$ 447.76	\$ 75.00	\$ 522.76	ACTIV	09.027.21.24.0077
800049667	7653 IVERSON AVE S	\$ 447.52	\$ 75.00	\$ 522.52	ACTIV	09.027.21.41.0014
800050252	6764 PINE CREST TRL S	\$ 447.40	\$ 75.00	\$ 522.40	ACTIV	05.027.21.34.0152
800041964	8098 HYNES AVE S	\$ 446.99	\$ 75.00	\$ 521.99	ACTIV	16.027.21.22.0039
800048697	8661 GRENADIER AVE S	\$ 446.92	\$ 75.00	\$ 521.92	ACTIV	18.027.21.41.0101
800045618	8824 HALE AVE S	\$ 444.93	\$ 75.00	\$ 519.93	ACTIV	18.027.21.44.0120
111434212	7180 JOCELYN BAY S	\$ 443.47	\$ 75.00	\$ 518.47	ACTIV	10.027.21.12.0034
800034044	8400 INDIAN BLVD S	\$ 439.90	\$ 75.00	\$ 514.90	ACTIV	09.027.21.21.0008
800046600	8280 JANERO AVE S	\$ 438.13	\$ 75.00	\$ 513.13	ACTIV	15.027.21.23.0005
105594378	8058 INNSDALE AVE S	\$ 438.07	\$ 75.00	\$ 513.07	ACTIV	16.027.21.21.0045
103872713	9715 HARROW AVE S	\$ 437.77	\$ 75.00	\$ 512.77	ACTIV	20.027.21.34.0122
800053614	6776 PINE CREST TRL S	\$ 435.99	\$ 75.00	\$ 510.99	ACTIV	05.027.21.34.0155
800046734	7706 JEFFERY AVE S	\$ 432.31	\$ 75.00	\$ 507.31	INACT	10.027.21.32.0054
800045460	7185 71ST ST S	\$ 431.56	\$ 75.00	\$ 506.56	ACTIV	08.027.21.22.0036
800053960	9038 UPPER 81ST ST S	\$ 427.22	\$ 75.00	\$ 502.22	ACTIV	15.027.21.22.0045
800042667	8414 HERON AVE S	\$ 425.53	\$ 75.00	\$ 500.53	ACTIV	17.027.21.13.0002
105553339	8140 INGLESIDE AVE S	\$ 423.25	\$ 75.00	\$ 498.25	ACTIV	16.027.21.21.0049
800048028	8678 IMPERIAL AVE S	\$ 422.50	\$ 75.00	\$ 497.50	ACTIV	16.027.21.32.0035
800035612	6208 HEARTHSTONE AVE S	\$ 421.56	\$ 75.00	\$ 496.56	ACTIV	05.027.21.12.0055
107507222	8570 81ST ST S	\$ 421.36	\$ 75.00	\$ 496.36	ACTIV	16.027.21.12.0009
800039288	8384 JORGENSEN AVE S	\$ 419.36	\$ 75.00	\$ 494.36	ACTIV	15.027.21.14.0039
800040110	7463 HIDDEN VALLEY CT S	\$ 418.86	\$ 75.00	\$ 493.86	ACTIV	08.027.21.24.0010
107079808	8279 HYDE CT S	\$ 417.80	\$ 75.00	\$ 492.80	ACTIV	16.027.21.23.0005
106045813	7911 ISLETON AVE S	\$ 413.03	\$ 75.00	\$ 488.03	ACTIV	09.027.21.44.0068
108169856	7812 E PT DOUGLAS RD S	\$ 409.27	\$ 75.00	\$ 484.27	ACTIV	17.027.21.41.0017
800049501	9087 JENSEN AVE S	\$ 409.16	\$ 75.00	\$ 484.16	ACTIV	22.027.21.21.0057
800044137	8785 HALLMARK AVE S	\$ 404.04	\$ 75.00	\$ 479.04	ACTIV	17.027.21.33.0055
101428379	8633 GRENADIER AVE S	\$ 402.41	\$ 75.00	\$ 477.41	ACTIV	18.027.21.41.0103
108110800	9709 HAMLET AVE S	\$ 400.94	\$ 75.00	\$ 475.94	ACTIV	20.027.21.33.0014
108300985	8428 HILO TRL S	\$ 400.69	\$ 75.00	\$ 475.69	ACTIV	17.027.21.14.0041
800039123	9451 DUNES LN S	\$ 400.39	\$ 75.00	\$ 475.39	ACTIV	19.027.21.42.0030
800050910	8199 GRANADA AVE S	\$ 400.37	\$ 75.00	\$ 475.37	ACTIV	18.027.21.12.0053
800038254	8406 INGLESIDE AVE S	\$ 400.32	\$ 75.00	\$ 475.32	ACTIV	16.027.21.24.0043
108307992	8459 HILO TRL S	\$ 400.00	\$ 75.00	\$ 475.00	ACTIV	17.027.21.14.0048
103072937	8063 JERGEN AVE S	\$ 399.95	\$ 75.00	\$ 474.95	ACTIV	15.027.21.21.0029
111545884	9303 HALLMARK AVE S	\$ 399.82	\$ 75.00	\$ 474.82	ACTIV	20.027.21.23.0026
800046658	7420 TIMBER CREST DR S	\$ 397.73	\$ 75.00	\$ 472.73	ACTIV	05.027.21.34.0136
800039424	7989 71ST ST S	\$ 397.42	\$ 75.00	\$ 472.42	ACTIV	08.027.21.11.0087
110790300	6943 SUNFLOWER CIR S	\$ 396.43	\$ 75.00	\$ 471.43	ACTIV	07.027.21.11.0028
107022752	8080 HILLSIDE TRL S	\$ 396.37	\$ 75.00	\$ 471.37	ACTIV	16.027.21.23.0051
800043641	9828 HAYWARD AVE S	\$ 394.37	\$ 75.00	\$ 469.37	ACTIV	20.027.21.34.0058
108219906	9696 HAMES AVE S	\$ 394.07	\$ 75.00	\$ 469.07	ACTIV	20.027.21.32.0030
800037216	9661 HARROW CT S	\$ 393.36	\$ 75.00	\$ 468.36	ACTIV	20.027.21.31.0100
800049015	8206 JERGEN AVE S	\$ 392.17	\$ 75.00	\$ 467.17	ACTIV	15.027.21.21.0053
800041632	8212 HOMESTEAD AVE S	\$ 391.57	\$ 75.00	\$ 466.57	ACTIV	16.027.21.22.0058

City of Cottage Grove, Minnesota

Resolution 2024-164

Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800047615	7831 HEMINGWAY AVE S	\$ 391.02	\$ 75.00	\$ 466.02	ACTIV	08.027.21.43.0062
106075840	7375 IVERSON AVE S	\$ 390.16	\$ 75.00	\$ 465.16	ACTIV	09.027.21.14.0062
800051648	7252 61ST ST S	\$ 390.05	\$ 75.00	\$ 465.05	ACTIV	05.027.21.22.0065
800046640	6222 HEDGE CROFT AVE S	\$ 388.15	\$ 75.00	\$ 463.15	ACTIV	05.027.21.12.0005
800054607	8263 GRANGE BLVD S	\$ 387.22	\$ 75.00	\$ 462.22	ACTIV	18.027.21.13.0056
800048382	8310 GRENADIER AVE S	\$ 385.61	\$ 75.00	\$ 460.61	ACTIV	18.027.21.14.0072
800046113	7795 74TH ST S	\$ 384.82	\$ 75.00	\$ 459.82	ACTIV	08.027.21.14.0042
800042562	8542 JEFFERY AVE S	\$ 383.79	\$ 75.00	\$ 458.79	ACTIV	15.027.21.32.0064
800044463	9240 INDIAN BLVD S	\$ 383.31	\$ 75.00	\$ 458.31	ACTIV	10.027.21.24.0055
800041354	8250 INGBERG TRL S	\$ 380.02	\$ 75.00	\$ 455.02	ACTIV	16.027.21.34.0042
105442231	8071 HYDE AVE S	\$ 379.95	\$ 75.00	\$ 454.95	ACTIV	16.027.21.22.0004
101681613	9285 HARKNESS AVE S	\$ 378.36	\$ 75.00	\$ 453.36	ACTIV	20.027.21.23.0051
800041543	6990 PINE CREST TRL S	\$ 372.43	\$ 75.00	\$ 447.43	ACTIV	05.027.21.34.0064
800036451	8724 IDEN AVE S	\$ 371.44	\$ 75.00	\$ 446.44	ACTIV	16.027.21.32.0059
800040404	8785 IRONWOOD AVE S	\$ 371.09	\$ 75.00	\$ 446.09	ACTIV	16.027.21.43.0032
800050339	6570 GENEVIEVE TRL SO	\$ 364.94	\$ 75.00	\$ 439.94	ACTIV	06.027.21.32.0030
800047013	8615 HYDE AVE S	\$ 364.44	\$ 75.00	\$ 439.44	ACTIV	17.027.21.41.0082
800046430	7493 99TH ST S	\$ 363.71	\$ 75.00	\$ 438.71	ACTIV	20.027.21.34.0061
800049579	9220 INDIAN BLVD S	\$ 362.44	\$ 75.00	\$ 437.44	ACTIV	10.027.21.23.0076
800033940	7201 JORDON AVE S	\$ 362.19	\$ 75.00	\$ 437.19	ACTIV	10.027.21.11.0008
800040586	7923 77TH ST BAY S	\$ 361.69	\$ 75.00	\$ 436.69	ACTIV	08.027.21.41.0099
800050828	8400 80TH ST S	\$ 358.96	\$ 75.00	\$ 433.96	ACTIV	09.027.21.34.0014
800050251	8213 HAMES RD S	\$ 354.57	\$ 75.00	\$ 429.57	ACTIV	17.027.21.12.0078
800047341	6870 94TH CV S	\$ 349.55	\$ 75.00	\$ 424.55	ACTIV	19.027.21.14.0039
800048756	8782 IRONWOOD AVE S	\$ 347.90	\$ 75.00	\$ 422.90	ACTIV	16.027.21.43.0037
800054249	6644 90TH ST S	\$ 347.75	\$ 75.00	\$ 422.75	ACTIV	18.027.21.43.0049
103868710	9698 HARROW AVE S	\$ 347.41	\$ 75.00	\$ 422.41	ACTIV	20.027.21.31.0139
800038526	8423 JASMINE AVE S	\$ 346.22	\$ 75.00	\$ 421.22	ACTIV	15.027.21.23.0038
100145141	8033 HEMINGWAY AVE S	\$ 344.76	\$ 75.00	\$ 419.76	ACTIV	17.027.21.12.0022
800048743	6826 91ST ST S	\$ 342.91	\$ 75.00	\$ 417.91	ACTIV	19.027.21.11.0192
108020713	9632 HALE AVE S	\$ 341.80	\$ 75.00	\$ 416.80	ACTIV	20.027.21.32.0100
800043823	8790 HAMLET AVE S	\$ 340.84	\$ 75.00	\$ 415.84	ACTIV	17.027.21.33.0043
800051355	6545 WILDFLOWER DR S	\$ 337.63	\$ 75.00	\$ 412.63	ACTIV	06.027.21.42.0071
107884583	8124 GRANADA AVE S	\$ 335.85	\$ 75.00	\$ 410.85	ACTIV	18.027.21.21.0046
800042289	8599 GREENE AVE S	\$ 334.79	\$ 75.00	\$ 409.79	ACTIV	18.027.21.42.0061
800048318	9916 HAMLET CT S	\$ 333.85	\$ 75.00	\$ 408.85	ACTIV	20.027.21.33.0185
800039936	9483 JERGEN AVE S	\$ 330.03	\$ 75.00	\$ 405.03	ACTIV	22.027.21.24.0113
800050796	7064 JOCELYN ALC S	\$ 329.52	\$ 75.00	\$ 404.52	ACTIV	10.027.21.12.0019
800052674	6420 INSPIRE CIRCLE SO	\$ 328.09	\$ 75.00	\$ 403.09	ACTIV	04.027.21.24.0092
800038585	8272 85TH ST S	\$ 325.93	\$ 75.00	\$ 400.93	ACTIV	16.027.21.31.0022
800050899	6230 JEFFERY AVE S	\$ 324.87	\$ 75.00	\$ 399.87	ACTIV	03.027.21.21.0037
108565240	7398 INNSDALE AVE S	\$ 322.70	\$ 75.00	\$ 397.70	ACTIV	09.027.21.24.0061
800044006	7640 IMMANUEL AVE S	\$ 322.40	\$ 75.00	\$ 397.40	ACTIV	09.027.21.32.0049
110771897	8753 IMPERIAL AVE S	\$ 322.21	\$ 75.00	\$ 397.21	ACTIV	16.027.21.33.0015
800047829	6845 PINE CREST TRL S	\$ 319.51	\$ 75.00	\$ 394.51	ACTIV	05.027.21.34.0101
800047612	8549 GREENWAY AVE S	\$ 318.87	\$ 75.00	\$ 393.87	ACTIV	18.027.21.42.0033
800047763	6772 JARVIS BAY S	\$ 318.87	\$ 75.00	\$ 393.87	ACTIV	03.027.21.33.0025
800053375	9178 JANERO AVE S	\$ 318.80	\$ 75.00	\$ 393.80	ACTIV	21.027.21.11.0047
800040855	6713 HIGHLAND HILLS LN S	\$ 318.02	\$ 75.00	\$ 393.02	ACTIV	06.027.21.14.0026
800046408	9453 HARKNESS AVE S	\$ 316.04	\$ 75.00	\$ 391.04	ACTIV	20.027.21.24.0009
800045084	7683 HYDE AVE S	\$ 311.24	\$ 75.00	\$ 386.24	ACTIV	08.027.21.41.0058
800033873	8619 GREENWAY AVE S	\$ 310.25	\$ 75.00	\$ 385.25	ACTIV	18.027.21.42.0029
800052263	8544 JEFFERY AVE S	\$ 309.49	\$ 75.00	\$ 384.49	ACTIV	15.027.21.32.0064
104525343	8338 88TH ST S	\$ 309.11	\$ 75.00	\$ 384.11	ACTIV	16.027.21.31.0086

City of Cottage Grove, Minnesota

Resolution 2024-164

Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800054225	6785 PINE CREST TRL S	\$ 307.24	\$ 75.00	\$ 382.24	ACTIV	05.027.21.34.0220
800049893	8609 INDAHL AVE S	\$ 306.19	\$ 75.00	\$ 381.19	ACTIV	16.027.21.32.0081
800048985	7345 IVERSON AVE S	\$ 304.22	\$ 75.00	\$ 379.22	ACTIV	09.027.21.14.0060
800040418	8435 83RD ST S	\$ 300.94	\$ 75.00	\$ 375.94	ACTIV	16.027.21.24.0048
800052063	8582 GROSPPOINT AVE S	\$ 300.68	\$ 75.00	\$ 375.68	ACTIV	18.027.21.41.0065
800052905	7630 79TH ST S	\$ 300.51	\$ 75.00	\$ 375.51	INACT	08.027.21.43.0110
800043087	8329 81ST ST S	\$ 298.74	\$ 75.00	\$ 373.74	ACTIV	16.027.21.21.0073
800036410	8033 JOCELYN AVE S	\$ 298.00	\$ 75.00	\$ 373.00	ACTIV	15.027.21.12.0022
800046875	9817 HEATH AVE S	\$ 296.87	\$ 75.00	\$ 371.87	ACTIV	20.027.21.34.0012
108451130	7837 IDEAL AVE S	\$ 295.50	\$ 75.00	\$ 370.50	ACTIV	09.027.21.34.0047
800038190	9131 92ND ST S	\$ 289.28	\$ 75.00	\$ 364.28	ACTIV	22.027.21.23.0003
800045030	8387 66TH ST S	\$ 288.79	\$ 75.00	\$ 363.79	ACTIV	04.027.21.31.0029
800050919	7413 99TH ST S	\$ 286.00	\$ 75.00	\$ 361.00	ACTIV	20.027.21.34.0066
112782778	7765 JONATHAN AVE S	\$ 285.66	\$ 75.00	\$ 360.66	ACTIV	10.027.21.44.0048
800047886	8372 HALE AVE S	\$ 285.35	\$ 75.00	\$ 360.35	ACTIV	17.027.21.23.0008
104457275	8965 80TH ST S	\$ 285.12	\$ 75.00	\$ 360.12	ACTIV	16.027.21.11.0034
100162158	8129 HEMINGWAY AVE S	\$ 279.83	\$ 75.00	\$ 354.83	ACTIV	17.027.21.12.0012
102276181	8185 IVYWOOD AVE S	\$ 279.73	\$ 75.00	\$ 354.73	ACTIV	16.027.21.11.0067
800046025	8646 JEWEL AVE S	\$ 276.92	\$ 75.00	\$ 351.92	ACTIV	15.027.21.31.0057
111972580	7700 INGLE AVE CT S	\$ 276.04	\$ 75.00	\$ 351.04	ACTIV	09.027.21.31.0047
800048013	10870 IDEAL AVE S	\$ 273.36	\$ 75.00	\$ 348.36	ACTIV	29.027.21.44.0005
800054418	6670 PINE ARBOR BLVD S	\$ 270.58	\$ 75.00	\$ 345.58	ACTIV	05.027.21.42.0007
800039514	8497 JENSEN AVE S	\$ 270.38	\$ 75.00	\$ 345.38	ACTIV	15.027.21.23.0077
800053439	8850 82ND ST CT S	\$ 270.38	\$ 75.00	\$ 345.38	ACTIV	16.027.21.11.0023
800038133	7718 INSKIP TRL S	\$ 269.42	\$ 75.00	\$ 344.42	ACTIV	09.027.21.34.0083
800053438	8186 HEMINGWAY AVE S	\$ 269.39	\$ 75.00	\$ 344.39	ACTIV	17.027.21.12.0048
102229136	8341 ISLE AVE S	\$ 269.13	\$ 75.00	\$ 344.13	ACTIV	16.027.21.14.0063
107035764	8254 HILLSIDE TRL S	\$ 265.36	\$ 75.00	\$ 340.36	ACTIV	16.027.21.24.0050
800054329	6723 PINE ARBOR BLVD S	\$ 263.54	\$ 75.00	\$ 338.54	ACTIV	05.027.21.42.0039
800049329	8399 88TH ST S	\$ 256.33	\$ 75.00	\$ 331.33	ACTIV	16.027.21.34.0047
800053532	8037 SCOTT BLVD S	\$ 253.53	\$ 75.00	\$ 328.53	ACTIV	18.027.21.12.0041
800048531	6766 WILDFLOWER DR S	\$ 245.01	\$ 75.00	\$ 320.01	ACTIV	06.027.21.43.0056
800049574	7032 92ND ST S	\$ 236.69	\$ 75.00	\$ 311.69	ACTIV	20.027.21.22.0008
800054236	7634 79TH ST S	\$ 229.92	\$ 75.00	\$ 304.92	ACTIV	08.027.21.43.0112
100380367	9540 INDIAN BLVD S	\$ 227.43	\$ 75.00	\$ 302.43	ACTIV	10.027.21.13.0009
800047679	6830 PINE CREST TRL S	\$ 225.55	\$ 75.00	\$ 300.55	ACTIV	05.027.21.34.0063
800054824	8397 HERON AVE S	\$ 222.80	\$ 75.00	\$ 297.80	ACTIV	17.027.21.14.0097
800045926	8859 89TH ST CIR S	\$ 221.54	\$ 75.00	\$ 296.54	ACTIV	16.027.21.44.0039
800045683	6954 INSKIP AVE S	\$ 221.17	\$ 75.00	\$ 296.17	ACTIV	04.027.21.34.0016
800054646	6572 JOLIET AVE S	\$ 207.81	\$ 75.00	\$ 282.81	ACTIV	03.027.21.41.0075
112219844	9726 82ND ST S	\$ 205.23	\$ 75.00	\$ 280.23	ACTIV	15.027.21.12.0101
800035658	6678 IDEAL AVE S	\$ 204.98	\$ 75.00	\$ 279.98	ACTIV	05.027.21.41.0060
800044075	8477 JENSEN AVE S	\$ 203.73	\$ 75.00	\$ 278.73	ACTIV	15.027.21.24.0092
800044763	8816 IVYSTONE CT S	\$ 201.86	\$ 75.00	\$ 276.86	ACTIV	16.027.21.11.0049
800042124	9408 INDIAN BLVD CT S	\$ 201.44	\$ 75.00	\$ 276.44	ACTIV	10.027.21.24.0018
800042377	8405 87TH ST S	\$ 200.87	\$ 75.00	\$ 275.87	ACTIV	16.027.21.31.0069
800046365	9498 92ND ST S	\$ 200.76	\$ 75.00	\$ 275.76	ACTIV	22.027.21.21.0114
800045579	8564 JORGENSEN AVE S	\$ 200.06	\$ 75.00	\$ 275.06	ACTIV	15.027.21.41.0027
800051504	7107 61ST ALCOVE S	\$ 196.50	\$ 75.00	\$ 271.50	ACTIV	05.027.21.22.0024
800052453	7097 IRVIN AVE S	\$ 190.79	\$ 75.00	\$ 265.79	ACTIV	09.027.21.12.0026
800043179	8270 JEFFERY AVE S	\$ 189.16	\$ 75.00	\$ 264.16	ACTIV	15.027.21.22.0081
800043867	9722 78TH ST S	\$ 186.39	\$ 75.00	\$ 261.39	ACTIV	10.027.21.43.0190
800033316	7111 TIMBER TRAIL LN S	\$ 185.81	\$ 75.00	\$ 260.81	ACTIV	05.027.21.33.0016
800050754	8096 INGLESIDE AVE S	\$ 180.26	\$ 75.00	\$ 255.26	ACTIV	16.027.21.21.0052

City of Cottage Grove, Minnesota

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Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800045017	8180 IVYWOOD AVE S	\$ 177.41	\$ 75.00	\$ 252.41	ACTIV	16.027.21.11.0010
106131895	7889 IVERSON AVE S	\$ 176.91	\$ 75.00	\$ 251.91	ACTIV	09.027.21.44.0023
800054610	6571 JOCELYN AVE S	\$ 176.68	\$ 75.00	\$ 251.68	ACTIV	03.027.21.42.0140
800054464	8773 IRONWOOD AVE S	\$ 175.53	\$ 75.00	\$ 250.53	ACTIV	16.027.21.43.0022
800047070	8891 80TH ST S	\$ 172.82	\$ 75.00	\$ 247.82	ACTIV	16.027.21.11.0055
104393213	9055 79TH ST S	\$ 172.16	\$ 75.00	\$ 247.16	ACTIV	10.027.21.33.0094
800051906	9699 HAMLET AVE S	\$ 170.07	\$ 75.00	\$ 245.07	ACTIV	20.027.21.32.0066
108340025	8463 HINTON AVE S	\$ 169.41	\$ 75.00	\$ 244.41	ACTIV	17.027.21.14.0077
800042909	8590 81ST ST S	\$ 169.36	\$ 75.00	\$ 244.36	ACTIV	16.027.21.12.0007
800052048	8051 HORNELL AVE S	\$ 168.25	\$ 75.00	\$ 243.25	ACTIV	17.027.21.11.0013
800042939	9644 HAMES AVE S	\$ 166.11	\$ 75.00	\$ 241.11	ACTIV	20.027.21.32.0036
800045219	9627 HALE AVE S	\$ 164.93	\$ 75.00	\$ 239.93	ACTIV	20.027.21.32.0119
800044278	9849 HAYWARD AVE S	\$ 164.45	\$ 75.00	\$ 239.45	ACTIV	20.027.21.34.0087
800049203	6935 91ST COVE S	\$ 163.47	\$ 75.00	\$ 238.47	ACTIV	19.027.21.11.0163
800043893	8856 HALE AVE S	\$ 163.34	\$ 75.00	\$ 238.34	ACTIV	17.027.21.33.0079
103242104	9209 JAREAU AVE S	\$ 162.33	\$ 75.00	\$ 237.33	ACTIV	22.027.21.23.0044
800045292	7435 HYDRAM AVE S	\$ 162.33	\$ 75.00	\$ 237.33	ACTIV	08.027.21.14.0020
100483466	8364 69TH ST S	\$ 161.24	\$ 75.00	\$ 236.24	ACTIV	04.027.21.31.0062
800050207	6123 IDETTE AVE S	\$ 158.58	\$ 75.00	\$ 233.58	ACTIV	04.027.21.23.0182
800044007	9455 JARROD AVE S	\$ 158.33	\$ 75.00	\$ 233.33	ACTIV	22.027.21.23.0074
800043376	8473 GREYSTONE AVE S	\$ 157.66	\$ 75.00	\$ 232.66	ACTIV	18.027.21.14.0048
107560274	6385 83RD ST S	\$ 156.80	\$ 75.00	\$ 231.80	ACTIV	18.027.21.24.0079
107740444	8270 GLENBROOK AVE S	\$ 152.76	\$ 75.00	\$ 227.76	ACTIV	18.027.21.24.0002
800042489	6833 PINE CREST TRL S	\$ 152.53	\$ 75.00	\$ 227.53	ACTIV	05.027.21.34.0127
800047268	8610 JORGENSEN AVE S	\$ 150.38	\$ 75.00	\$ 225.38	ACTIV	15.027.21.41.0031
800054666	9853 HAYWARD AVE S	\$ 147.17	\$ 75.00	\$ 222.17	ACTIV	20.027.21.34.0088
800051109	9673 HARROW CT S	\$ 145.94	\$ 75.00	\$ 220.94	ACTIV	20.027.21.31.0106
103129992	8474 JERGEN AVE S	\$ 144.15	\$ 75.00	\$ 219.15	ACTIV	15.027.21.24.0081
800054713	8767 HALLMARK AVE S	\$ 143.62	\$ 75.00	\$ 218.62	ACTIV	17.027.21.33.0056
800054809	6783 102ND ST SO	\$ 142.66	\$ 75.00	\$ 217.66	ACTIV	30.027.21.11.0135
110030658	7510 113TH ST S	\$ 141.62	\$ 75.00	\$ 216.62	ACTIV	32.027.21.12.0009
113402018	7047 GOODVIEW AVE S	\$ 138.42	\$ 75.00	\$ 213.42	ACTIV	07.027.21.21.0018
104323147	8330 75TH ST S	\$ 136.25	\$ 75.00	\$ 211.25	ACTIV	09.027.21.24.0020
800044888	9552 INDIAN BLVD S	\$ 133.96	\$ 75.00	\$ 208.96	ACTIV	10.027.21.13.0065
800048686	8580 JEFFERY AVE S	\$ 128.72	\$ 75.00	\$ 203.72	ACTIV	15.027.21.32.0059
106270029	7432 IRVIN AVE S	\$ 127.83	\$ 75.00	\$ 202.83	ACTIV	09.027.21.13.0012
800050978	8449 INGBERG TRL S	\$ 125.19	\$ 75.00	\$ 200.19	ACTIV	16.027.21.34.0086
800033461	7474 96TH ST S	\$ 125.11	\$ 75.00	\$ 200.11	ACTIV	20.027.21.31.0044
800047894	8054 HOMESTEAD AVE S	\$ 125.06	\$ 75.00	\$ 200.06	ACTIV	17.027.21.11.0051
800045823	8442 68TH ST S	\$ 123.23	\$ 75.00	\$ 198.23	ACTIV	04.027.21.31.0040
800048095	7783 HEMINGWAY AVE S	\$ 123.20	\$ 75.00	\$ 198.20	ACTIV	16.027.21.43.0091
102038954	8724 INDAHL AVE S	\$ 121.75	\$ 75.00	\$ 196.75	ACTIV	08.027.21.32.0095
800055046	6590 PINE ARBOR LN S	\$ 121.31	\$ 75.00	\$ 196.31	ACTIV	05.027.21.42.0025
105975744	9396 JASMINE AVE S	\$ 119.24	\$ 75.00	\$ 194.24	ACTIV	22.027.21.23.0026
800051969	6900 101ST ST S	\$ 119.24	\$ 75.00	\$ 194.24	ACTIV	30.027.21.11.0003
800046887	7437 HIDDEN VALLEY TRL S	\$ 117.40	\$ 75.00	\$ 192.40	ACTIV	08.027.21.13.0047
800046239	8621 E PT DOUGLAS RD S	\$ 116.52	\$ 75.00	\$ 191.52	ACTIV	21.027.21.12.0014
103490346	7873 JOLIET AVE S	\$ 115.53	\$ 75.00	\$ 190.53	ACTIV	10.027.21.43.0188
100500483	7615 72ND ST CT S	\$ 113.44	\$ 75.00	\$ 188.44	ACTIV	08.027.21.12.0064
106578325	9099 JENSEN AVE S	\$ 113.09	\$ 75.00	\$ 188.09	ACTIV	22.027.21.21.0112
800046822	9088 JASMINE AVE S	\$ 112.82	\$ 75.00	\$ 187.82	ACTIV	22.027.21.22.0063
800049465	8918 HADLEY AVE S	\$ 112.21	\$ 75.00	\$ 187.21	ACTIV	18.027.21.44.0039
105717496	7374 HOMESTEAD AVE S	\$ 111.71	\$ 75.00	\$ 186.71	ACTIV	08.027.21.14.0072
800034554	8016 GRAFTON AVE S	\$ 110.95	\$ 75.00	\$ 185.95	ACTIV	18.027.21.12.0015

City of Cottage Grove, Minnesota

Resolution 2024-164

Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
103957796	8006 HORNELL AVE S	\$ 110.89	\$ 75.00	\$ 185.89	ACTIV	17.027.21.11.0016
800052832	10235 GREYSTONE CIRCLE SO	\$ 110.32	\$ 75.00	\$ 185.32	ACTIV	30.027.21.11.0077
800054332	6839 102ND ST SO	\$ 109.63	\$ 75.00	\$ 184.63	INACT	30.027.21.11.0036
800050532	6449 HIGHLAND HILLS CURVE SO	\$ 109.36	\$ 75.00	\$ 184.36	ACTIV	06.027.21.24.0029
800046894	9757 85TH ST S	\$ 108.06	\$ 75.00	\$ 183.06	ACTIV	15.027.21.13.0108
800047884	6779 92ND ST S	\$ 102.98	\$ 75.00	\$ 177.98	ACTIV	19.027.21.11.0014
800045352	9340 67TH ST S	\$ 102.24	\$ 75.00	\$ 177.24	ACTIV	03.027.21.34.0090
800048937	8642 ISLE AVE S	\$ 100.18	\$ 75.00	\$ 175.18	ACTIV	16.027.21.42.0029
800047247	7623 IRVIN AVE CT S	\$ 99.97	\$ 75.00	\$ 174.97	ACTIV	09.027.21.41.0095
800047428	8762 HALLMARK AVE S	\$ 99.63	\$ 75.00	\$ 174.63	ACTIV	17.027.21.33.0058
111644375	6644 90TH ST S	\$ 98.71	\$ 75.00	\$ 173.71	INACT	18.027.21.43.0049
800044254	7188 JENNER ALC S	\$ 98.43	\$ 75.00	\$ 173.43	ACTIV	10.027.21.22.0111
800049979	6366 JEFFREY AVE S	\$ 97.11	\$ 75.00	\$ 172.11	ACTIV	03.027.21.24.0054
111624652	7101 GOODVIEW AVE S	\$ 96.25	\$ 75.00	\$ 171.25	ACTIV	07.027.21.21.0015
800037522	8164 HILLSIDE TRL S	\$ 94.58	\$ 75.00	\$ 169.58	ACTIV	16.027.21.23.0046
800052311	9275 62ND ST S	\$ 93.80	\$ 75.00	\$ 168.80	ACTIV	03.027.21.21.0066
100375362	9883 HEATH AVE S	\$ 91.73	\$ 75.00	\$ 166.73	ACTIV	20.027.21.34.0003
800054897	7875 72ND ST S	\$ 90.90	\$ 75.00	\$ 165.90	ACTIV	08.027.21.11.0067
800053392	6009 INSPIRE AVE SO	\$ 89.83	\$ 75.00	\$ 164.83	ACTIV	04.027.21.21.0081
800043239	9654 HAMLET AVE S	\$ 89.74	\$ 75.00	\$ 164.74	ACTIV	20.027.21.32.0079
800043033	8063 HARKNESS RD S	\$ 89.06	\$ 75.00	\$ 164.06	ACTIV	16.027.21.33.0038
103537389	8645 JOLIET AVE S	\$ 87.28	\$ 75.00	\$ 162.28	ACTIV	15.027.21.41.0039
800048614	8626 ISLE AVE S	\$ 86.79	\$ 75.00	\$ 161.79	ACTIV	16.027.21.42.0028
800038990	8215 IVYWOOD AVE S	\$ 85.20	\$ 75.00	\$ 160.20	ACTIV	16.027.21.11.0069
109962590	7213 LAMAR AVE S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	12.027.21.23.0039
110313940	9790 GREY CLOUD TRL S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	19.027.21.33.0002
110309936	9675 MILLER RD	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	21.027.21.41.0019
800046700	11176 73RD ST S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	12.027.21.23.0036
109988616	7361 LAMAR AVE S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	12.027.21.23.0025
110362989	10505 KIMBRO AVE S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	26.027.21.42.0003
110436062	10940 MANNING AVE S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	25.027.21.44.0005
110360987	10478 E PT DOUGLAS RD S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	26.027.21.24.0004
110054682	7563 LANGLEY AVE S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	12.027.21.32.0055
800046241	10870 GREY CLOUD ISLAND DR S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	30.027.21.33.0002
800045172	7163 LAMAR AVE S	\$ 84.86	\$ 75.00	\$ 159.86	ACTIV	12.027.21.22.0004
110049677	7556 LAWTON AVE S	\$ 84.84	\$ 75.00	\$ 159.84	ACTIV	12.027.21.32.0022
800045562	6847 LAMAR AVE S	\$ 84.80	\$ 75.00	\$ 159.80	ACTIV	01.027.21.33.0017
110898667	7541 LANGLEY AVE S	\$ 84.78	\$ 75.00	\$ 159.78	ACTIV	12.027.21.32.0057
800045594	6839 PINE CREST TRL S	\$ 84.77	\$ 75.00	\$ 159.77	ACTIV	05.027.21.34.0103
800036276	8279 INDIAN BLVD S	\$ 84.73	\$ 75.00	\$ 159.73	ACTIV	09.027.21.24.0053
800043006	7597 LAMAR AVE S	\$ 82.53	\$ 75.00	\$ 157.53	ACTIV	12.027.21.32.0014
800043842	7554 LAVERNE AVE S	\$ 82.53	\$ 75.00	\$ 157.53	ACTIV	12.027.21.32.0043
110834708	7639 LAMAR AVE S	\$ 82.53	\$ 75.00	\$ 157.53	ACTIV	12.027.21.32.0003
800047709	11576 PT DOUGLAS RD S	\$ 82.31	\$ 75.00	\$ 157.31	ACTIV	36.027.21.13.0002
110482108	11331 100TH ST S	\$ 82.29	\$ 75.00	\$ 157.29	ACTIV	25.027.21.21.0002
800043916	9866 KIMBRO AVE S	\$ 82.29	\$ 75.00	\$ 157.29	ACTIV	23.027.21.34.0007
110283910	9260 MILITARY RD S	\$ 82.27	\$ 75.00	\$ 157.27	ACTIV	03.027.21.21.0002
110111738	7710 LAMAR AVE S	\$ 80.11	\$ 75.00	\$ 155.11	ACTIV	12.027.21.32.0001
800046210	6111 85TH ST S	\$ 80.11	\$ 75.00	\$ 155.11	ACTIV	18.027.21.32.0006
800034749	8655 INDAHL AVE S	\$ 80.00	\$ 75.00	\$ 155.00	ACTIV	16.027.21.31.0002
800053122	6657 JODY AVE S	\$ 79.40	\$ 75.00	\$ 154.40	ACTIV	03.027.21.41.0085
800050971	9021 JAREAU AVE S	\$ 74.66	\$ 75.00	\$ 149.66	INACT	22.027.21.22.0003
800047516	8026 JEFFERY AVE S	\$ 72.74	\$ 75.00	\$ 147.74	ACTIV	15.027.21.22.0063
102713589	8333 JENSEN AVE S	\$ 72.70	\$ 75.00	\$ 147.70	ACTIV	15.027.21.24.0049

City of Cottage Grove, Minnesota

Resolution 2024-164

Exhibit A

Account	Property Address	Eligible Amount to Certify	Certification Fee	Total Certification	Status	Parcel Number
800052697	8496 HARKNESS RD S	\$ 69.86	\$ 75.00	\$ 144.86	ACTIV	17.027.21.13.0083
800043732	8773 JANERO AVE S	\$ 69.27	\$ 75.00	\$ 144.27	ACTIV	16.027.21.44.0013
800055062	6829 101ST ST S	\$ 68.88	\$ 75.00	\$ 143.88	ACTIV	30.027.21.11.0155
800036174	7755 IVERSON AVE S	\$ 68.43	\$ 75.00	\$ 143.43	ACTIV	09.027.21.44.0029
800043545	8037 HOMESTEAD AVE S	\$ 67.81	\$ 75.00	\$ 142.81	ACTIV	17.027.21.11.0042
800042174	7119 GRANADA AVE S	\$ 66.77	\$ 75.00	\$ 141.77	ACTIV	07.027.21.12.0008
800053527	8689 GRENADIER AVE S	\$ 66.70	\$ 75.00	\$ 141.70	INACT	18.027.21.42.0005
109978606	7275 HARKNESS AVE S	\$ 66.48	\$ 75.00	\$ 141.48	ACTIV	08.027.21.24.0002
800049138	9255 MILITARY RD S	\$ 66.47	\$ 75.00	\$ 141.47	ACTIV	03.027.21.24.0003
800041710	11820 LOFTON AVE S	\$ 65.85	\$ 75.00	\$ 140.85	INACT	36.027.21.43.0023
800045188	11621 LOCKRIDGE AVE S	\$ 65.65	\$ 75.00	\$ 140.65	ACTIV	36.027.21.42.0005
800046477	8715 70TH ST S	\$ 64.87	\$ 75.00	\$ 139.87	ACTIV	09.027.21.11.0034
800040502	11900 LOFTON AVE S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	36.027.21.43.0019
110264891	8791 LAMAR AVE S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	13.027.21.33.0001
110317944	9880 MILITARY RD S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	03.027.21.41.0008
800035179	9988 GREY CLOUD TRL S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	30.027.21.21.0006
110116743	7750 LAMAR AVE S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	11.027.21.44.0002
110590216	11860 LOCKRIDGE AVE S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	36.027.21.34.0006
110380007	10650 MANNING AVE S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	25.027.21.41.0008
800034729	6320 LAMAR AVE S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	02.027.21.14.0009
110856184	11701 LOCKRIDGE AVE	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	36.027.21.43.0024
110248875	8508 KEATS AVE S	\$ 64.86	\$ 75.00	\$ 139.86	ACTIV	15.027.21.41.0071
110335962	10200 GREY CLOUD TRL S	\$ 64.85	\$ 75.00	\$ 139.85	ACTIV	30.027.21.21.0003
110275902	9054 MILITARY RD S	\$ 64.85	\$ 75.00	\$ 139.85	ACTIV	03.027.21.22.0002
110315942	9826 PT DOUGLAS RD S	\$ 64.85	\$ 75.00	\$ 139.85	ACTIV	27.027.21.11.0001
800034499	6620 LAMAR CT S	\$ 64.85	\$ 75.00	\$ 139.85	ACTIV	02.027.21.41.0007
110446072	11050 MANNING AVE S	\$ 64.85	\$ 75.00	\$ 139.85	ACTIV	36.027.21.11.0004
800039320	8935 GREENE AVE S	\$ 63.76	\$ 75.00	\$ 138.76	ACTIV	18.027.21.43.0052
109844473	6055 HADLEY AVE S	\$ 61.40	\$ 75.00	\$ 136.40	ACTIV	05.027.21.22.0003
110604230	11971 GREY CLOUD TRL S	\$ 61.40	\$ 75.00	\$ 136.40	ACTIV	32.027.21.32.0002
800052730	10352 GREY CLOUD TRL S	\$ 61.40	\$ 75.00	\$ 136.40	ACTIV	30.027.21.24.0004
800043839	10176 PT DOUGLAS RD S	\$ 61.40	\$ 75.00	\$ 136.40	ACTIV	26.027.21.22.0002
800052343	9100 75TH ST S	\$ 61.01	\$ 75.00	\$ 136.01	ACTIV	10.027.21.32.0100
800052948	6475 INSPIRE CIRCLE SO	\$ 60.36	\$ 75.00	\$ 135.36	ACTIV	04.027.21.24.0086
800047422	8961 HALLMARK AVE S	\$ 60.14	\$ 75.00	\$ 135.14	ACTIV	17.027.21.33.0037
800045282	8538 JEFFERY AVE S	\$ 59.57	\$ 75.00	\$ 134.57	ACTIV	15.027.21.32.0064
800054105	8781 IRONWOOD AVE S	\$ 59.18	\$ 75.00	\$ 134.18	ACTIV	16.027.21.43.0018
800047616	7827 HEMINGWAY AVE S	\$ 58.18	\$ 75.00	\$ 133.18	ACTIV	08.027.21.43.0077
111629497	6831 PINE CREST TRL S	\$ 57.92	\$ 75.00	\$ 132.92	ACTIV	05.027.21.34.0126
800054978	8479 GREENWAY AVE S	\$ 55.12	\$ 75.00	\$ 130.12	INACT	18.027.21.13.0058
800049248	8386 66TH ST S	\$ 54.75	\$ 75.00	\$ 129.75	ACTIV	04.027.21.31.0014
800049470	6435 JEFFREY AVE S	\$ 54.70	\$ 75.00	\$ 129.70	INACT	03.027.21.24.0043
800049832	9993 HAMLET LN S	\$ 54.43	\$ 75.00	\$ 129.43	ACTIV	20.027.21.33.0166
800040056	8941 JASMINE LN S	\$ 54.18	\$ 75.00	\$ 129.18	ACTIV	15.027.21.33.0029
104234065	8955 72ND ST S	\$ 52.92	\$ 75.00	\$ 127.92	ACTIV	09.027.21.11.0028
109366008	6790 WILDFLOWER DR S	\$ 52.26	\$ 75.00	\$ 127.26	ACTIV	06.027.21.43.0031
105592376	8046 INNSDALE AVE S	\$ 51.83	\$ 75.00	\$ 126.83	ACTIV	16.027.21.21.0046
100016016	8278 BELDEN BLVD S	\$ 51.75	\$ 75.00	\$ 126.75	ACTIV	18.027.21.13.0102
101529470	8551 GROSPPOINT AVE S	\$ 50.90	\$ 75.00	\$ 125.90	ACTIV	18.027.21.41.0017
Totals		\$ 234,851.29	\$ 40,125.00	\$ 274,976.29		



City Council Action Request

7.I.

Meeting Date 12/4/2024

Department Engineering

Agenda Category Action Item

Title 2025-2029 Capital Improvement Plan

Staff Recommendation Approve the 2025-2029 Capital Improvement Plan and adopt Resolution 2024-178, Resolution Approving a Comprehensive Plan Amendment to the City's Comprehensive Plan 2040 to Incorporate the Capital Improvement Plan.

Budget Implication N/A

Attachments

1.	CC Memo 2025-2029 CIP
2.	Resolution 2024-178, 2025-2029 CIP
3.	PC Minutes Excerpt 2024-10-28 for 2025-209 CIP
4.	CIP Document 2025-2029

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

From: Crystal Raleigh, Assistant City Engineer
Ryan Burfeind, Public Works Director
Brenda Malinowski, Finance Director

Date: December 4, 2024

Subject: 2025-2029 Capital Improvement Plan

Introduction

The 2025-2029 Capital Improvement Plan (CIP) is attached for Council consideration.

Discussion

On August 7, 2024, the contents of the attached 2025-2029 CIP were discussed at a Council Workshop. The CIP was refined based on the discussions and then brought to the October 28, 2024, Planning Commission meeting. The Planning Commission held a public hearing on the CIP at their October 28th meeting. The public hearing is required for amendment of the City's Comprehensive Plan, which includes the CIP.

The first two years (2025 and 2026) of the CIP document function as the “work plan” for city capital projects; however, all projects are brought to the Council prior to feasibility reports, acquisition, or construction. It is worth noting as well that there are many projects proposed within the CIP as placeholders to ensure the city is positioned well to apply for future grant opportunities for some of the more extensive projects. There are many other projects shown in the CIP as placeholders that are development driven. Until such time that the adjacent/relevant developments move forward, those specific projects will continue to sit in the CIP as placeholders. Examples of these types of projects include the extensions of Ravine Parkway and some of the Neighborhood Park Developments.

For 2025, the CIP includes \$86.5 million in projects as follows:

PW Shop and Wash Bay Modifications	\$500,000
Matching Grant Funds	10,000
Public Landscape Initiative	120,000
Parks – Design & Planning	15,000
Parks – Automatic Locks on Buildings	35,000
Hardwood and Belden Play Equipment	140,000
Hidden Valley Park Improvements	150,000
Kingston Park-Additional Power Supply	200,000
Lamar Park-Shade Shelter Replacement (2)	80,000
Neighborhood Park Development	500,000

Oltman -Lacrosse Complex & Parking	700,000
Peter Thompson Park upgrades	40,000
Pine Glen Park-shelter	60,000
Woodridge Park-Rink Boards & Pickleball Courts	300,000
Woodridge Park-Inclusive Playground Repair & Resealing	60,000
Sport Lighting Improvements	65,000
Ice Arena Capital Projects	210,000
Spot replacement/slip lining – Sewer	\$550,000
System Improvements – Streetlights	\$100,000
Storm Water Maintenance	\$200,000
Trunk Utility Oversizing	\$20,000
Ease Ravine District Infrastructure	\$50,000
Pull Well – Annual Maintenance	\$70,000
Low zone Water Tower	6,000,000
3M Settlement Implementation	63,477,000
Pedestrian Improvements	100,000
Pavement Management	2,699,000
Traffic Signal	\$700,000
Safe Streets & Roads for all (SS4A)	440,000
CSAH 19 and TH 61	3,000,000
Jamaica Avenue	2,000,000
Ravine Parkway	2,000,000
Roadway Maintenance	1,884,000
	\$86,475,000

Of the above project funding, \$63.5 million will be paid with 3M settlement Funds and \$3 million of these projects will be funded by other governmental agencies.

The 2025-2026 CIP includes projects that were to be funded with Local Option Sales Tax. None of these projects were identified to begin construction until 2026 so there is not a need to revise the 2025-2026 CIP. In the 2025-2026 CIP the following is noted, “Projects identified as part of referendum for local option sales tax have been included in the Local Option Sales Tax Fund. The capital improvements include construction projects at Hamlet Park, Mississippi Dunes Park, and River Oaks Golf Course. *If the referendum does not pass, a delayed and revised schedule for these capital improvements would be determined in a future CIP.*” The CIP is prepared annually so these projects can be reevaluated and discussed as part of the 2026-2030 CIP. This process will begin in the summer of 2025.

Action Requested

Approve the 2025-2029 Capital Improvement Plan and adopt Resolution 2024-178 amending the Comprehensive Plan 2040 to incorporate the CIP.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-178

**RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT
TO THE CITY'S COMPREHENSIVE PLAN 2040 TO INCORPORATE THE
CAPITAL IMPROVEMENT PLAN**

WHEREAS, the City of Cottage Grove has prepared an amendment to the implementation element of the City's Comprehensive Plan 2040 for the Capital Improvement Plan (CIP) 2025-2029; and

WHEREAS the Planning Commission held a public hearing on October 28, 2024; and

WHEREAS the public hearing was opened for public testimony and verbal testimony was received from one member of the public; and

WHEREAS the Planning Commission unanimously found that the 2025-2029 CIP is consistent with the City's Comprehensive Plan 2040.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, hereby approves the amendment to the Implementation Element of the City's Comprehensive Plan 2040 to adopt the 2025-2029 Capital Improvement Plan (CIP).

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

**EXCERPT FROM THE OCTOBER 28, 2024,
PLANNING COMMISSION MEETING MINUTES**

B. CIP 2025-2029 - Case CP2024-020

The City of Cottage Grove has applied for a Comprehensive Plan Amendment to amend the Capital Improvement Program (CIP) for 2025-2029.

Raleigh and Dockter summarized the staff report and recommended approval.

Park Improvements:

Rasmussen said maybe I missed it, in 2028, Local Option Sales Tax \$5.25 million, can you help me understand what that is? Dockter said I'm going to address that in the future slides coming up, so I skipped over all the Local Option Sales Tax items on there, and I'll address those separately. Rasmussen asked about the pickleball courts; do we have any in town? Dockter replied we do: We have three at Granada Park currently, we have six at Glacial Valley Park, and then we have two, one at Cedarhurst Meadows and then one at Sunnyhill Park, which are the kind where you have to bring our own net. We've had three at Granada Park since 2014 and then we built the six at Glacial Valley Park, and we thought that would take care of the growth of pickleball, but it's been open for one year and it's already to the point where people can't get on it, it's full.

Bhat said with the Highlands Tennis Court Replacement, I've been there, it looks like it needs replacement right away, why wait until 2028? Dockter replied yes, there's pretty significant cracking there, and we're going to try to patch that this year; if that patch doesn't hold, we may have to change some things. And that's the one thing with the capital improvements, this is our projected plan, there are plenty of times where if that repair doesn't work, we might have to come back to Council at next year's CIP and say we want to move the Highlands Park Tennis Court up and then move something else back. So, that's a good point.

Brittain said as we're talking about all these pickleball courts, it looks like as you get to old ice-rink areas, you pave them, and a lot of them can be used for sports courts. Glacier Park, I don't believe that's paved, or is there a hard surface on that rink there? Dockter replied it is not paved right now. Brittain asked is that something that would be put in the queue for all of these things to have it be like the other courts and be able to be used in the off season, like these courts that are being refurbished. Dockter replied that's a possibility; unfortunately, that one's a little bit harder because it has to be excavated out, so you've got to take it all apart and its got a concrete border around it. So, we did look at that one, and the Athletic Association is even looking at maybe partnering for like a rollerblade court or something or for roller hockey. So, it's still in the conversation, but that's a little more difficult. We already know at Woodridge Park the whole thing needs to come out, and we're kind of starting over, and you can run the paver down there as opposed to trying to wiggle into an existing rink. Brittain said okay, I'm assuming since all these refurbished parks are getting it, that from what we know now, even if it's not pickleball but rollerblading or something else, any new parks that we have we'd consider that if it has a hockey rink feature to have that paved as kind of a standard? Dockter replied I think that's fair to say, that we want to look at that, but we also want to be careful because ice and running equipment on it in the winter, I mean that can be pretty hard on it, right? We see what happens to the tennis courts with no equipment on it, so we're a little bit hesitant to go all in right away; we kind of want to see how Woodridge Park handles

it first. And then just real quickly, I should mention, too, Glacial Valley Park is not a full-size rink, but Woodridge and Peter Thompson are full-size rinks; so, you can maybe fit four-or-five pickleball courts on those and at Glacial Valley you could probably only fit three on it.

Fisher asked with these pickleball courts, so is it just regular pavement or is there a specific, like a special surface for it? Because I know if the ball doesn't bounce right, people get real upset. So, what is the material that you pave it with? Dockter replied it's just another section of pavement, but then you have to hire another company that comes out and they actually use, its like a driveway sealer, but it's much different than driveway sealer, so that's how they apply it. Fisher said so it's like a coating, basically, on top of it. Dockter replied yes, it's basically; we call it a court paint, it's not really a paint, but it's a shell that goes on there, and then they put the lines on top of that. Fisher said okay, and you hire that, so that's an added expense to the asphalt as well. Dockter replied correct. Fisher said okay, thank you.

Preserve.Play.Prospers:

Brittain said just to clarify, just because I've had people ask me, it's not a half percent per project, it's a half percent total for the Local Option Sales Tax, regardless of how many get approved, whether it's one, two, or three? Dockter replied that's a great question. The maximum sales tax is 0.5% no matter how many questions pass, and the maximum revenue that can be gained through the sales tax is \$36 million, which is what's been proposed and accepted by the State. So, the 0.5% max sales tax has to come off either after 25 years or when the \$36 million in revenue is achieved.

Stephens asked is River Oaks a golf course. Dockter replied it's the River Oaks Golf Course and Event Center, and what the plan is aiming to do is actually get more people to use it because it's 220 acres of public property that the City owns. The plan is trying to find different ways to use it, get different people down there, using it in different ways to utilize what we consider to be a point of pride in the community. We'd like to see more people use it in different ways. Stephens said so the improvements are to a public building, it's all public. Dockter replied it's an all-public building on public land, yes. So, you don't see a lot of golf in here, other than the Himalayan Putting Green, which is kind of a glorified mini putting course, which would be free to the public. You're seeing things like the mountain biking course, patio upgrades, the pickleball court/event court that can be used for events or programs or whatever it might be, and then the simulators, which can be used for golf, but they can be used for soccer, zombie shooting, whatever it might be.

New Park Buildings:

Rasmussen stated I really like the new park buildings that are proposed and have recently been built. Do they get staffed? Like, right now, some of our existing buildings I don't feel like are really staffed, we probably don't need to, but how do you manage public use inside a building? Dockter replied if there's a program or event, we staff the buildings. If there's no special program or event, then we do not staff the buildings. We do open the restrooms at all of our community parks, so our staff opens them in the morning, cleans them, and then we're really lucky to work with our Police Department as they come in at sundown and close them down; most communities' police forces don't do that for them, so we're pretty happy about that, and that's a good time to have cops in the parks anyway. But that's about the extent of the staffing. I should say our Parks crew spend a ton of time in there because the rentals are crazy; we've tripled or quadrupled our rental facilities just in the last five-to-ten years, they're getting a lot of use, especially these like Glacial Valley. We projected 40 rentals and we're already at over 70 rentals for the year. Rasmussen replied wow, that's great.

Pavement Management and Utility & Pedestrian CIP Projects:

Brittain said you mentioned in 2028 the reconstruction of Jamaica to Military; would that include the realignment of Jamaica to Military with the roundabout that would be included with that? Raleigh replied that would include that, yes.

Bhat said we had a question during the open forum about having a new bike path. So, are bike paths also in the CIP or are they outside? Raleigh replied there are several bike paths within the CIP; in that area, specifically, I'm guessing that that would be part of the 100th Street realignment project, there will be a lot of pedestrian facilities within that project that would get folks from the west side of the highway potentially to the east side of the highway.

Stephens asked about the water softening; since that's in the future plans, are we doing any work now on the treatment plants to like make room for it if it actually happens? Raleigh replied I am going to have our Public Works Director answer that one. Burfeind said that's a great question because obviously it's a big dollar amount, which as Crystal mentioned is not funded at this time, but it's important to have it in the CIP just from a planning perspective and if there's ever grant opportunities. For both treatment plants, we did take that into account so it wouldn't necessarily be a direct part of the building, you'll actually see in the next presentation where that would be located for the Intermediate Zone Plant and in the Low Zone we had it as well. We made sure that we didn't preclude it, so however the watermains were set up on site, however water entered and left the treatment plant, we want to make sure that that would be as easy to do as possible to make sure we were setting ourselves up for the future.

Frazier opened the public hearing.

Bonnie Matter, 6649 Inskip Avenue South, Cottage Grove, said I guess the first thing I'd like to just remind everyone is that the City has no money, okay? The taxpaying residents of Cottage Grove are the owners of each and every item in the Capital Improvements Project plan. The Cottage Grove taxpayers expect good stewardship, transparency, and accountability from City government and City staff for the taxes they pay. When the City spends taxpayer money on large-ticket wants and a developer is not footing the bill, like Glacial Valley Park or River Oaks Golf Course or like the upcoming Kingston replacement building, then that want should be put before the taxpaying voters with a complete understanding of how much, how it fits in the current budget, and how we as taxpayers are going to pay for it and for how long. It should be straightforward and simple enough for everyone to understand. One of the questions I had with this whole LOST piece, the local area sales tax, was why Kingston? The replacement building for Kingston isn't what was looked at vs. River Oaks, why that's not on that. Before taking on additional parks building bonding, let's pay off the loan on the Glacial Valley Park building first and then begin saving for the Kingston Park replacement building and then the Oltman LaCrosse fields. There are ongoing problems with pedestrians trying to cross multiple intersections on both 80th and 70th Streets; how will the City take care of these intersections to protect both residents and visitors? These are the types of Public Safety issues that require the City's immediate attention, and one of the things that I thought about, I mean we could do right away, is Bayport has flags at their crosswalks, and anyone that's crossing the street can go grab a flag on one side, put it out, walk across, put it into a little container, and that's how they work with it. We've got too many kids that are trying to get across 80th and 70th. Climate Resilience: The City experienced at least two major storms this year that resulted in homeowners' damage from flooding, hail, wind, downed trees, etc. Homeowners insurance premiums in the State of Minnesota are increasing at rates of 25% or more through the storm damage claims. What type of contingency plans are in place to help

address climate change and the accompanying costs for the residents of Cottage Grove? Are dollars set aside for emergencies? Residents are told repeatedly how low our taxes are. In addition to the 2025 property tax increase, and according to the 2025-2029 CIP plan, residents can plan on the following rate increases in 2025: A 3% increase in the Storm Utility Fund, a 5.5% rate increase in the Water Utility Fund, a 5% rate increase in the Sanitary Sewer Utility Fund, an 8% rate increase for the Streetlight Utility Fund, and if it passes, a Local Option Sales Tax of .5% will be added to the current 8.37% Cottage Grove sales tax. The City also made an agreement with Xcel Energy for a 3% surcharge tax to be added to residents' electric bills for buried electrical lines on the East Point Douglas Road construction. The CIP represents only one piece of the dollars that are going to be needed to finance the City of Cottage Grove. Now might be the time to take a pause on park projects and get the debt paid down. So, that's what I'd like to share. I have one other thing, I just can't read my writing; oh, this is what it means: The River Oaks Golf Course has a lease on it, so it's up in 2025, I don't know what part of it, but I know that there is a lease that's up on part of that golf course, and I just would like to know more about that. Thank you very much.

No one else spoke. Frazier closed the public hearing.

Frazier asked if staff wanted to address some of the comments from the public.

Dockter stated it sounds like the one question was why the Kingston Park building not one of the Local Option Sales Tax projects. Frazier said I think it was specifically why River Oaks, not Kingston Park. Dockter said as I presented to the commission a few weeks ago, there was a laundry list of park improvement projects that we heard from the community that they wanted. So, we took that laundry list to the recreational activities, we tried to put those into three different park projects, really not knowing at the time where they were going to go, River Oaks, Kingston, Hamlet, Glacial Valley, or wherever. As we narrowed that list down, we looked for opportunities that made the most sense within those locations, and that's really how it ended up. You can't fund everything, right? You kind of have to pick your projects and you have to pick your locations, and those were the ones that seemed to make the most sense, based on the concept designs. We had seven park improvement projects, and we narrowed it down to five, and then narrowed it down to three. I guess I don't have the perfect answer other than you can only fund so much and you can only go to the State with so much and you can only go to the taxpayers with so much to vote on; so, those were the ones that were prioritized for the Local Option Sales Tax funding. And it doesn't prevent us from still using Park Improvement Funds and Park Dedication Funds for other projects, but they're kind of separate because there are separate funding sources. I'm not sure if that directly answers the question; if there's more that I need to add, please let me know.

Brittain said that's a good explanation, I'll just add on to that that you mentioned Park Dedication fees, so that is the developers putting money into the funding to then go pay for the parks. Because that was a comment that was made that they're not paying their fair share, where, in fact, as things get developed, money gets set aside for parks, correct? Dockter replied correct, and I think it's important to note that that's limited, too, by State authority, right? It's 10% or cash, and you can only leverage so much from that funding source as well; and we're finding that that's not covering all the fees. A good example is I used to build neighborhood playgrounds for \$25,000 and now they're \$100,000 for those same playgrounds in a 20-year span. The fees you can leverage for Park Dedication aren't as productive as they maybe were 10 years ago, 15 years ago, 20 years ago; so, it's becoming more challenging as the cost of goods and construction has gone up, it becomes more challenging to build those projects also.

Raleigh said I was going to briefly address the pedestrian crossings on 80th Street and 70th Street. It's important to note that 70th Street is a County Road, and they do have some planning in their CIP to look into the pedestrian crossings. Also, the last thing on this presentation was that Safe Streets and Roads For All, that will take a really comprehensive look at pedestrian crossings throughout the City and hopefully generate some great projects where we can see some pedestrian safety upgrades on those busier corridors.

Burfeind said I'll touch on a few of the questions: One was more of a general question about climate change resilience. I think that's always important, I think when you look at a lot of these projects, they are looking at new things like stormwater rates, things that are changing, as those things advance throughout the years and 100-year storms and things change as the years have gone on. So, that's something that we're always looking at. We actually are going back into some different areas of town that don't maybe have the flooding resiliency that other newer areas that had newer roads do, and that's what we did down on Jamaica and 95th. There's a huge pond on 95th Street that took a hugely uncontrolled part of the City that went right down to the river and catches that now in a large stormwater basin and has infiltration; so, a lot of the water is actually recharging the groundwater aquifers, so that's always important. We also have a pretty comprehensive water conservation program; we've seen a lot more droughts over the years, and it can be really easy for residents just to turn on those sprinklers and it really makes an impact on our water usage. So, we have a big water conservation program with smart controllers and different things to help kind of average out that water usage when we have those dry spells. I think it is important that we do look at that, and we look at that individually with projects that we do as well in town. There was talk about rate increases, and certainly there is discussion in the CIP about utility projects, and utility projects go into a cost on those, so with the utility funds, we can cause rate increases. I think one thing is we've obviously had pretty high inflation and an even higher cost index in the construction world, and we kind of averaged that out over the past few years, not having really large rate increases. Other things are just out of our control, so the Sanitary Sewer Utility Fund, about 80% of that fund goes to pay the Metropolitan Council for water treatment, and only 20% is City controlled, and that's something that we've seen obviously rise throughout the years. So, that's a big part of that increase.

With the Streetlight Fund, there was another larger increase, and that's largely paying the electrical bills to Xcel Energy, and I think we've all seen at home that electrical rates have also gone up over the years. So, some of those things are out of our control, but where they can be, we obviously do want to be good stewards of those utility funds.

And I want to mention, because I want to make sure there's correct information for our residents, there was talk about a 3% surcharge on our Xcel bills to bury powerlines. Now, there are two different things: 1) There were powerlines buried on the Jamaica and East Point Douglas project. There were a lot of reasons we had to do that, frankly, just to make the project work, to make the roundabout and the road widening work; that was not a 3% surcharge on electric bills. That was 89 cents per customer per month. So, whether your bill is \$100 or \$200, it's 89 cents per month was the funding mechanism to do that. 2) There was a separate percent-based franchise fee that is on the bills, and that's what pays for things like Mill & Overlays, Trail Replacements in town, and our road maintenance. That was a different type of franchise fee that was more just flat rate; I think it was somewhere around \$3 or \$4 per month, but it really put more burden on the residents, and it was kind of a pretty major low cost for higher users in town. So, the percentage-based fee is a lot of the ways the cities are going, we're seeing more and more cities switch to that to kind of more equitably have those franchise fees spread out throughout the community. So, those

franchise fees do not go to paying and burying powerlines. So, I just want that to be clear. Burfeind said I think that covers all the questions; if I missed any, you can let me know.

Bhat said so one of the questions, the way I paraphrase it, is everything in the CIP comes from our tax dollars; is that true or are we seeking funding from outside sources, like the development funding, or? Burfeind replied certainly a part of that is tax dollars, I don't have the exact breakout, but it is a surprisingly small amount that is actual tax dollars. Like those Pavement Management projects, that is certainly tax dollars, a lot of different projects are what we call Development Driven, parts of Ravine Parkway, things like that that are not funded. The water tower, for example, that's over time paid for by water area charges that are paid by developers, because developers pay for the implementation of new water towers, new wells, through all the area funds that we collect. And a lot of grant funding as well; that \$55 million for the County 19A and 100th Street Project, about \$11-to-\$12 million of the \$55 million is County and City local dollars. Even in that case, for the City, a part of that will be area funds to pay for the new water and sewer and then MSA dollars, which actually come from the gas tax. So, it is information I think we could get for the commission if you want to see a breakout of what is tax dollars vs. other buckets; if you had interest, I think we have the information, I just don't have it in front of me tonight.

Frazier thanked everyone for responding to questions and doing the presentation. Is there any further discussion from commission, then, on the application?

Fisher stated I'm trying to kind of gather my thoughts, but there was a comment about being good stewards of our tax dollars, and I personally think that the City does that very well. I can go to my house, I can turn my water on, I have no worries about it, our bathrooms work, my street was just redone. I just really enjoy living in the City, and I feel like we take pride in our City and we take care of things; we have awesome parks, we have trails, we have a lot of amenities here that other places don't have. So, I just wanted to say that I think, personally, the City does a great job with planning out future projects and taking care of the amenities that the City frankly demands of them to take care of. So, good job, everybody.

Frazier said I guess I'll add to that because part of adding the amenities is then taking care of the amenities we have; so, like Zac mentioned, obviously we have all these parks out there, if we just didn't spend the money to upkeep them, no one would use them. And then when we wanted to come back around to make them usable, it would cost a lot more money than we're going to spend on trying to maintain them on a regular basis. So, in order to make sure that all of those amenities are available for people in our community, we have to put the money up; and obviously, that's part of living in the community, that's part of living in a city is providing those opportunities for everyone who lives in the City, so that's just part of the name of the game.

Fisher said right, and I'll add onto that, too, I think Cottage Grove is a growing City; we're not a landlocked City that's already done growing and all the real estate is used up, like, we're growing, we're expanding. I mean, in the 10 years I've lived here, the growth I've seen is crazy, and so we have to meet the needs of all these people that are coming to our community. So, you hear about the sewer going in and the new trunks and all the things; like those are things that we need to support the people who want to come and be a part of our City, so, yeah.

Stephens said I have a quick note. With all the parks projects and just kind of like bringing up I guess the environment, with each project I know there's a lot of opportunities for incorporating projects and low-impact development. And I'd just like a shameless plug for the Watershed

District, I think they're always really happy to work with the City on those projects; and I think there's a lot of opportunity in the coming years to work together and get education and stormwater and all that stuff incorporated with these, and then you get funding as well, like everybody was mentioning.

Frazier asked if there were any further comments or discussion; as there were none, he said at this time I'll look for a motion.

Brittain made a motion to approve the comprehensive plan amendment for the 2025-2029 CIP. Stephens seconded. Motion passed unanimously (6-to-0 vote).



Capital Improvement Plan 2025-2029

CITY OF COTTAGE GROVE, MN
ENGINEERING AND FINANCE DEPARTMENT

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City of Cottage Grove

Capital Improvements Plan

2025-2029

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City of Cottage Grove Capital Improvements Plan 2025-2029

Introduction

The Capital Improvement Plan (CIP) is a planning device to schedule proposed public capital improvements and purchases over a five-year period. The CIP matches proposed expenditures and revenues by project. A capital improvement is defined as a capital expenditure that is greater than \$15,000 with a life expectancy of five years or longer. Capital improvements are projects, which require acquisition, construction, or replacement of various public facilities, public buildings, infrastructure, utilities, and parks in the community.

Every effort has been made to draft the document as conservatively and realistically as possible while maintaining the integrity of the funds. The concept of fund integrity includes accounting for certain project costs in particular designated funds that are only used for those purposes for which they are collected. These major funding sources include the operating funds (the General Fund and Enterprise Funds), the development fees and charges (including the Area and Park Trust Funds), as well as identifying larger general projects that are expected to be financed with the issuance of general obligation bonds to be repaid with future property tax levies.

A Ten-Year Financial Management Plan (FMP) was completed in 2023. The FMP incorporated the projects included in this CIP that include debt issuance as part of the funding source, future operating budgets including equipment replacement needs, and tax capacity changes (including growth). In addition, projects in this CIP were included in the FMP that was utilized during the 2025 budget process.

This CIP shows a total capital investment of \$86.5 million for 2025 of which \$63 million is related to the construction of the Intermediate Water Treatment Plant which will be funded by the 3M Settlement financing plan), \$6 million is for the construction of a new water tower that is necessary for providing water to the community, and \$9.7 million is related to various street projects including Pavement Management (Hidden Valley area), Jamaica and 95th intersection improvements (development driven), Ravine parkway (development driven), and the 100th Street extension planning process which is a county led project.

Projects summarized by year are included on pages 6-7.

This document covers the period from 2025 to 2029 and is organized by the funding sources of the improvement project. Over the next five years \$388.7 million in projected improvements have been identified. A significant portion of these projects (74% or \$288.4 million) will be funded by other entities and other governmental entities. The remaining dollars come from other identified sources. A funding summary by year is included on page 9.

Details of all projects are included on pages 11-57.

Summary of Improvements

The identified improvements are included in the financial position statements by fund on pages 68-86. A fund is a related accounts that is used to maintain control over resources that have been

segregated for specific activities or objectives. Nineteen funds are utilized for the accounting of the projects in the CIP.

Road and Trailway Maintenance Fund (Page 68)

The Road and Trailway Maintenance Fund was created in 2007 to provide for the costs of activities related to mill & overlaying and crack sealing City streets, replacement and seal coating of trails, as well as replacing damaged concrete curb & gutter and sidewalk. These funds partially support the City's ongoing ADA transition plan. Funding for these activities comes from franchise fees charged to property owners on their electric and natural gas utility bills.

2025 includes another mill and overlay project in the amount of \$970,000. The area to receive the mill and overlay is Hardwood Avenue, and the Pine Arbor & Timber Ridge 4th neighborhood.

Ice Arena Capital Fund (Page 69)

The naming rights revenue from NorthPoint is the primary source of revenue for the Ice Arena Capital Fund. 2024 projects include bleacher radiant heat in the West Rink, a dehumidifier wheel replacement, and a water treatment system.

Enterprise Funds (Pages 70-73)

The projects included in the Enterprise Fund section are those projects, which will be paid with funds from the Storm Water, Water, Sanitary Sewer, and Street Light Utility Funds. Each of the Enterprise Funds is supported by user fees charged for the services provided.

Storm Water Utility Fund

The Storm Water Utility Fund projects include various drainage improvements and maintenance of the storm water utility system.

The Storm Water Utility Fund was initiated with the 2002 budget year. CIP projects identified and prioritized by staff cannot exceed the financial constraints of the Fund. The 2025 projects identified include storm water maintenance related to the 2025 Pavement Management project. Commitments of the Fund for the next five years are for various storm water activities throughout the City. Revenue increases of 3% have been included in accordance with the storm water rate study that was completed in 2021.

Water Utility Fund

The Water Utility Fund includes funding \$1 million of the new water tower. Other capital projects in the Fund include the water costs for the annual Pavement Management Program, and well maintenance. A 5.5% rate increase has been included in this Fund for 2025 in order to fund current operations.

Sanitary Sewer Utility Fund

The Sanitary Sewer Utility Fund includes a \$1 million project in 2024 and 2025 to line the trunk sanitary sewer from Jamaica and East Point Douglas down through the dog park. Sewer costs related to the annual Pavement Management Program, and street reconstruction projects are included in the next five years. 5% rate increases have been included in this Fund based on a utility rate study that was completed in 2022.

Street Light Enterprise Fund

The improvements scheduled for the Street Light Utility Fund are traffic signals and system improvements. New traffic signals identified in the next five years are a signal at Hardwood Avenue and Hardwood Court in 2025, 80th Street and Jamaica Avenue in 2026, and Keats and Indian Boulevard in 2026. Due to increased operating costs for street light activities and

increased costs for traffic signals, an 8% increase in rates has been included for 2025 and 3% increases in later years.

Park Improvement Capital Project Fund (Page 74)

In 2013, the City Council directed that revenues derived from leasing space on the City's Water Towers/Reservoirs for cell phone antennas should be allocated to the purpose of renovation of existing parks and replacement of playground equipment. This revenue source will fund a total of \$3.6 million in park and playground renovations over the next five years. Expenditures in 2025 includes a power supply upgrade at Kingston Park, and hockey rink board replacement at Woodridge Park. The FMP completed in 2023 identified a need to fund park improvements beyond the capacity of the cell phone antenna revenues. Therefore, a property tax levy has been included in the Fund beginning in 2026 in the amount of \$190,000 per year.

Park Trust Fund and Local Option Sales Tax (Pages 75-76)

Improvements scheduled in the Park Trust Fund include the purchase of additional parkland, planning and development of parks and trails, and installing playground equipment in new parks. Revenues coming into the Park Trust Fund have been calculated to reflect the anticipated housing growth and a greater dedication of park land instead of park dedication fees. In 2025, the Jack and Marlys Denzer Park will be constructed, and improvements will begin at the Oltman ballfields.

Projects identified as part of referendum for local option sales tax have been included in the Local Option Sales Tax Fund. The capital improvements include construction projects at Hamlet Park, Mississippi Dunes Park, and River Oaks Golf Course. If the referendum does not pass, a delayed and revised schedule for these capital improvements would be determined in a future CIP.

Municipal Building Fund (Page 78)

This Fund derives its revenue from accumulated transfers from the General Fund pursuant to the Fund Balance policy, as well as several years of dedicated tax levy dollars. The property tax levy of \$250,000 in 2023 was increased to \$350,000 in 2024 to be used for municipal building expenses. In 2025, shop and wash bay modifications will be constructed at Public Works.

MSA Construction Fund and Street Reconstruction and Overlay Fund (Pages 80-81)

The construction of new streets and other street reconstruction projects make up the vast majority of capital improvement projects in the MSA Construction Fund. Funding for these projects come from Municipal State Aid (MSA), other intergovernmental revenue, developer charges and special assessments.

Streets included on the "state aid" system are eligible to receive state aid for a portion of the projects. The MSA annual construction allotment for 2024 was \$2.1 million. The projects noted below and, in the CIP, will depend on development, the timing of which will vary due to factors including the economy and available land.

The projects identified with their anticipated MSA funding over the next 5 years include:

Year	Project	Description	Project Cost	MSA Funding
2025-2027	Ravine Parkway	Ravine Parkway Extension	\$10,000,000	\$5,000,000
2026	80 th Street (Ideal to Hwy 61)	Reconstruction	10,000,000	3,198,000
2026	80th Street (80 th /Keats)	Roundabout Construction	1,000,000	1,000,000
		Total	\$21,000,000	\$8,198,000

Besides MSA revenue, these projects will be funded with other revenue sources including Federal, State, and County funds, developer fees, and bonded debt.

Other projects that have been included in the MSA Fund that have funding sources other than MSA revenue include:

- Jamaica and 95th Improvements (Primary funding sources-Assessment/development fees)
- EPD and Ravine Parkway-Shoppes at Cottage View starting in 2028. (Funding sources-federal funds for \$3 million, area funds, and assessments/development fees)
- 103rd Street Bridge in 2029. (Funding sources-federal and state funds)

A Street Reconstruction and Overlay Plan was approved in 2023 that allows for street reconstruction and overlay bonds to be issued for construction projects identified in the plan. These projects include:

- 100th Street in 2025-2027. The CSAH 19 and TH 61 project will be a county-led project that will be primarily funded with Federal and County Funds. The realignment portion of 100th Street of this project will be funded by the City.
- Jamaica Avenue from 70th to Military in 2028. (Funding source-bonded debt)
- Harkness Avenue in 2029. (Funding sources-area funds, developer fees, and bonded debt)

Details of these projects and funding sources are included in the detail of the projects located on pages 38-44.

Pavement Management Fund (Page 82)

Pavement Management Program projects are reflected in this Fund. The summary sheet identifies other funding sources when available, but for most projects it will be necessary to issue debt to be repaid with a property tax levy to finance the project. The continuation of the Pavement Management Program depends on assessments for a portion of each project to be used to repay a portion of the debt.

The Pavement Management projects included in the next five years total \$18.7 million, of which \$8.4 million would be assessed to benefiting property owners and \$15 million would be bonded. Future property taxes levies would repay these bonds and have been included in the FMP.

	Location	Total	Funding		
			Assessments	Debt	Other
2025	Hidden Valley	\$2,699,000	\$1,214,550	\$2,303,000	\$396,000
2026	Thompson Grove Estates 11th Add, south part Woodridge Park Add (W of Jamaica)	3,471,000	1,561,950	2,909,000	562,000
2027	East Point Douglas (Inwood to CDS), Kingsborough Trail	3,547,000	1,596,150	2,801,000	746,000
2028	Thompson Grove Estates 12 Add, north part Woodridge Park Add (W of Jamaica)	3,588,000	1,614,600	3,026,000	562,000
2029	Thompson Grove Estates & Hillside Trail	5,390,000	2,425,500	3,985,000	1,405,000

Area Funds (Pages 83-85)

The Water, Storm Sewer and Sanitary Sewer Area Funds are capital project funds that provide the resources to construct general infrastructure. Projects totaling \$16.3 million are expected to be funded from the Area Funds over the next 5 years. The funding sources for these Funds are area charges and connection fees against developing properties and new building construction. The area charges and connection fees are based on rates established by the City Council. Before these projects can be completed, the funds available in each of the Area Funds need to be considered. It may be necessary to postpone projects if the revenue sources are not available to complete the project.

Water Area Fund

Construction of a water tower in the Industrial Park is proposed to be constructed in 2025 in the amount of \$6 million. It is proposed to fund \$1 million of this construction with water conservation fee revenue from the Water Utility Fund, \$4 million with bond proceeds, and the remaining portion with funds in the Water Area Fund. The bonds will be repaid with future revenues in the Water Area Fund.

Sanitary Sewer Area Fund

Funding for projects identified in the Sanitary Sewer Area Fund includes activities regarding system-wide construction.

Storm Water Area Fund

Funding for projects identified in the Storm Water Area Fund includes activities regarding system-wide construction and improvements at Jamaica Avenue and 95th Street.

Other Funds (Page 86)

3M Settlement/MPCA Fund

3M settlement implementation funds will be used to construct the Intermediate Zone Water Treatment Plant in 2025 and 2026, and decommissioning of Well #1, Well #2, and the Temporary Treatment Plants in 2027. 3M settlement funds will be received to fund these projects totaling \$95 million.

Conclusion

City staff has prepared this document in conjunction with those projects and capital items that are known and for which costs can be reasonably estimated. The CIP should be considered a planning tool and the projects included for 2025 and 2026 serve as a work plan for staff. This “work plan” means that these are the projects that staff will bring to Council for authorization before proceeding with a feasibility study, acquisition, or construction. All projects detailed in this document will be included in their respective budgets if the need is established at that time.

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

PROJECTS BY PROGRAM CATEGORY

NOTE: This recap includes the total project cost. See the individual project page for funding sources

PROGRAM CATEGORY	2025	2026	2027	2028	2029
General Public Buildings					
PW shop and wash bay modifications	500,000				
General Public Buildings total	500,000	-	-	-	-
Parks & Recreation Facilities					
Hamlet Park-LOST Projects		4,000,000	5,000,000	750,000	
Mississippi Dunes-LOST Funds		1,500,000	1,250,000	1,000,000	
River Oaks-LOST Funds		500,000		3,500,000	
Matching grant funds	10,000	10,000	10,000	10,000	10,000
Public Landscape initiative	120,000	80,000	100,000	220,000	100,000
Parks - design & planning	15,000	15,000	15,000	15,000	15,000
Parks-Automatic locks on buildings	35,000	35,000	35,000	35,000	35,000
Hamlet Park Skate Park replace/shelter replace.		100,000	50,000		
Hardwood and Belden play equipment	140,000				
Hearthside Park: Park Improvements					100,000
Hemmingway and North Ideal play equipment					150,000
Hidden Valley Park Improvements	150,000				
Highlands Park Tennis Court Replacement				100,000	
Kingston Park -Additional Power Supply	200,000				
Kingston Park Building Replacement		5,000,000			
Lamar Park Shade Shelter replacement (2)	80,000				
Lamar Park Roof			10,000		
Neighborhood Park Development	500,000	500,000	1,200,000	500,000	500,000
Oltman Middle School Lacrosse complex & Parking	700,000	2,300,000			
Peter Thompson Park Upgrades	40,000			300,000	
Pine Coulee-Court Replacement			20,000		
Pine Glen -Picnic Shelter	60,000				
Pine Tree Pond Park Improvements		500,000			30,000
Woodridge Park-Rink Boards & Pickleball Courts	300,000				
Woodridge Inclusive Playground-repair/sealing	60,000				
Sports Lighting Improvements	65,000	355,000	350,000	35,000	
Ice Arena Capital Projects	210,000	25,000	130,000	130,000	575,000
Parks & Recreation Facilities	2,685,000	14,920,000	8,170,000	6,595,000	1,515,000
Public Utilities Facilities					
Spot replacement/slip lining - Sewer	550,000	50,000	50,000	50,000	50,000
System improvements - Streetlights	100,000	100,000	100,000	100,000	100,000
Storm water maintenance	200,000	200,000	200,000	200,000	200,000
Trunk Utility Oversizing	20,000	20,000	20,000	20,000	20,000
East Ravine district infrastructure	50,000	50,000	50,000	50,000	50,000
Pull well - annual maintenance	70,000	70,000	70,000	70,000	70,000
Water Tower Painting/Rehab			800,000		
Industrial Park Water Tower	6,000,000				
Traffic Signals, Traffic Improvements	700,000	1,400,000			
3M Settlement Implementation	63,477,000	26,250,000	5,000,000		
Water Softening					100,000,000
Pedestrian Improvements	100,000				250,000
Public Utilities Facilities total	71,267,000	28,140,000	6,290,000	490,000	100,740,000

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

PROJECTS BY PROGRAM CATEGORY

NOTE: This recap includes the total project cost. See the individual project page for funding sources

PROGRAM CATEGORY	2025	2026	2027	2028	2029
Street & Road Improvement Projects					
Roadway Maintenance	1,884,000	1,979,000	2,078,000	2,183,000	2,292,000
Safe Streets & Roads for All (SS4A)	440,000				
CSAH 19 and TH 61	3,000,000	28,422,500	23,577,500	-	22,900,000
Jamaica Avenue	2,000,000			3,000,000	
Ravine parkway Shoppes at Cottage View				5,750,000	4,343,000
Ravine parkway	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
80th Street (CSAH19 to TH 61) Reconstruction		10,000,000			
80th Street (80th/Keats roundabout cost share)		1,000,000			
Harkness Ave Reconstruction					3,162,000
103rd Street Bridge					8,000,000
Subtotal before PM	9,324,000	43,401,500	27,655,500	12,933,000	42,697,000
PM 2025	2,699,000				
PM 2026		3,471,000			
PM 2027			3,547,000		
PM 2028				3,588,000	
PM 2029					5,390,000
Road & Street Improvement projects total	12,023,000	46,872,500	31,202,500	16,521,000	48,087,000
GRAND TOTAL					
	\$ 86,475,000	\$ 89,932,500	\$ 45,662,500	\$ 23,606,000	\$ 150,342,000

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**City of Cottage Grove
CIP 2025-2029
Funding Summary by Year**

	2025	2026	2027	2028	2029	Total '25 to '29
Funding Source						
Bonds for Street Projects	\$ -	\$ 2,850,000	\$ 650,000	\$ 3,377,000	\$ 3,698,000	\$ 10,575,000
Bonds for Pavement Mgmt	2,453,000	2,909,000	2,801,000	3,026,000	4,085,000	15,274,000
Bonds for Water Tower	4,000,000					4,000,000
Bonds for Kingston Park & Oltman		7,300,000				
Bonds for LOST		6,000,000	6,250,000	5,250,000		17,500,000
Park Improvement Fund	990,000	500,000	475,000	480,000	225,000	2,670,000
Public Landscape Initiative	120,000	80,000	100,000	120,000	100,000	520,000
Park Trust	865,000	515,000	1,215,000	515,000	515,000	3,625,000
Ice Arena Capital Fund	210,000	25,000	130,000	130,000	575,000	1,070,000
Municipal Building	500,000					500,000
Franchise Fees	1,875,000	1,976,000	2,064,000	2,173,000	2,281,000	10,369,000
MSA	1,088,000	5,198,000	1,000,000	1,000,000	3,000,000	11,286,000
Developer Asmts/Fees	2,160,000	1,350,000	1,000,000	2,150,000	3,354,000	10,014,000
Other Governments	3,035,500	27,772,500	19,777,500	3,100,000	128,233,000	181,918,500
3M Settlement	63,477,000	26,750,000	5,000,000			95,227,000
Utilities	2,425,000	2,145,000	1,980,000	992,000	2,036,000	9,578,000
Area Funds	1,403,000	3,220,000	3,220,000	1,293,000	2,240,000	11,376,000
ED Trust	1,173,500					1,173,500
Other funding	700,000	1,342,000				2,042,000
	\$ 86,475,000	\$ 89,932,500	\$ 45,662,500	\$ 23,606,000	\$ 150,342,000	\$ 388,718,000

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CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

FACILITIES AND PARK PROJECTS

Funding Sources	2025	2026	2027	2028	2029
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -
Bonded Debt	\$ 150,000	\$ 7,300,000	\$ -	\$ -	\$ 100,000
State/Other Government Units	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Park Improvement Fund	\$ 990,000	\$ 500,000	\$ 475,000	\$ 480,000	\$ 225,000
Park Trust Fund	\$ 865,000	\$ 515,000	\$ 1,215,000	\$ 515,000	\$ 515,000
Landscape Initiative	\$ 120,000	\$ 80,000	\$ 100,000	\$ 120,000	\$ 100,000
Municipal Building Fund	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Other:	\$ 210,000	\$ 6,525,000	\$ 6,380,000	\$ 5,480,000	\$ 575,000
TOTAL	3,185,000	14,920,000	8,170,000	6,595,000	1,515,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering/Architect	\$ 235,000	\$ 1,665,000	\$ 1,015,000	\$ 1,015,000	\$ 15,000
Admin/Legal	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 2,820,000	\$ 13,165,000	\$ 7,045,000	\$ 5,350,000	\$ 1,390,000
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 130,000	\$ 90,000	\$ 110,000	\$ 230,000	\$ 110,000
TOTAL	3,185,000	14,920,000	8,170,000	6,595,000	1,515,000

Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
 2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title PW & Parks Facility	Project Description 2025 - Shop and Wash Bay Modifications (\$500,000)
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building	500,000				
Other: Utility Fund					
TOTAL	500,000	0	0	0	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect	80,000				
Admin/Legal					
Construction	420,000				
Maintenance					
Other					
TOTAL	500,000	0	0	0	0
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Matching Funds Program	Project Description Funds used to match donations from outside organizations on specific park projects
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	10,000	10,000	10,000	10,000	10,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	10,000	10,000	10,000	10,000	10,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance					
Other	10,000	10,000	10,000	10,000	10,000
TOTAL	10,000	10,000	10,000	10,000	10,000
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title	Project Description
Public Landscape Initiative	2025 - Future ROW Beautification (\$50,000), Diseased Tree Mitigation (\$10,000), Arbor Day Tree Planting (\$10,000), Mississippi Dunes Park Restoration (\$50,000) 2026 - 80th St HWY 61 to Ideal (\$50,000), Oakwood Park Restoration (\$10,000), Diseased Tree Mitigation (\$10,000), Arbor Day Tree Planting (\$10,000) 2027 - Jamaica 100th to Hwy 61 Ramps (\$50,000), Woodridge Park Woodland Restoration (\$30,000), Diseased Tree Mitigation (\$10,000), Arbor Day Tree Planting (\$10,000) 2028 - Future ROW Beautification (\$50,000), Pine Tree Valley & Pine Tree Pond Park Open Space Restoration Grant Match (\$50,000), Diseased Tree Mitigation (\$10,000), Arbor Day Tree Planting (\$10,000) 2029 - Future ROW Beautification (\$50,000), West Draw Park Landscape Enhancements/Restoration (\$30,000), Diseased Tree Mitigation (\$10,000), Arbor Day Tree Planting (\$10,000)
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative	120,000	80,000	100,000	120,000	100,000
Municipal Building					
Other: Grant				100,000	
TOTAL	120,000	80,000	100,000	220,000	100,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance					
Other	120,000	80,000	100,000	220,000	100,000
TOTAL	120,000	80,000	100,000	220,000	100,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Park Design and Planning	Project Description Funding for design and planning of parks as development occurs.
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund	15,000	15,000	15,000	15,000	15,000
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	15,000	15,000	15,000	15,000	15,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect	15,000	15,000	15,000	15,000	15,000
Admin/Legal					
Construction					
Maintenance					
Other					
TOTAL	15,000	15,000	15,000	15,000	15,000
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Building Locks	Project description Annual addition of automatic locks for various park building restrooms throughout the community 2025 - Woodridge 2026 - Highlands 2027 - Kingston 2028 - Hamlet 2029 - Peter Thompson
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	35,000	35,000	35,000	35,000	35,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	35,000	35,000	35,000	35,000	35,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	35,000	35,000	35,000	35,000	35,000
Maintenance					
Other					
TOTAL	35,000	35,000	35,000	35,000	35,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Replace Playground equipment	Project Description 2025 - Hardwood and Belden Parks - \$140,000 2029 - Hemingway and North Ideal - \$150,000
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	140,000				150,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	140,000	0	0	0	150,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	140,000				150,000
Maintenance					
Other					
TOTAL	140,000	0	0	0	150,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
 2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Pavement Management	Project description 2025 - Hidden Valley Park (\$150,000) 2029 - Hearthside Park Improvements (\$100,000)
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt	150,000				100,000
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: Donations					
TOTAL	150,000	0	0	0	100,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	150,000				100,000
Maintenance					
Other					
TOTAL	150,000	0	0	0	100,000
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Hamlet Park	Project Description 2026 - Skate Park Surface Replacement (Utilize LOST funds if available) 2027 - Picnic Shelter Replacement (Utilize LOST funds if available)
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund		100,000	50,000		
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	-	100,000	50,000	-	-

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction		100,000	50,000		
Maintenance					
Other					
TOTAL	-	100,000	50,000	-	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
 2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Highlands Park	Project Description Tennis Court Replacement
Department Facilities	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund				100,000	
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: Project Description					
TOTAL	-	-	-	100,000	-
Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction				100,000	
Maintenance					
Other					
TOTAL	-	-	-	100,000	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Kingston Park	Project Description 2025 - Additional Power Supply (\$200,000) 2026 - Building Replacement (\$5,000,000) - bond in 2027
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt		5,000,000			
State/Other Government Units					
Park Improvement Fund	200,000				
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	200,000	5,000,000	0	0	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	200,000	5,000,000			
Maintenance					
Other					
TOTAL	200,000	5,000,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
 2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Lamar Park	Project Description 2025 - Lamar Park Shade Shelter Replacement (2) 2027 - Roof Replacement
Department Facilities	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	80,000		10,000		
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	80,000	0	10,000	0	0
Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	80,000		10,000		
Maintenance					
Other					
TOTAL	80,000	0	10,000	0	0
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Neighborhood Park Development	Project description 2025 - Jack & Marlys Denzer Park (\$500,000) 2026 - Still Ponds (\$500,000) 2027 - Roberts Lake Neighborhood Development (\$500,000), Military Trailhead (\$200,000), East Ravine Neighborhood or 100th Street Park Development (development driven) 2028 - East Ravine Neighborhood or 100th Street Park Development (development driven) 2029 - East Ravine Neighborhood or 100th Street Park Development (development driven)
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund	500,000	500,000	1,200,000	500,000	500,000
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	500,000	500,000	1,200,000	500,000	500,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	500,000	500,000	1,200,000	500,000	500,000
Maintenance					
Other					
TOTAL	500,000	500,000	1,200,000	500,000	500,000
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Oltman Middle School	Project Description Lacrosse Complex and Parking Lot Construction
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt		2,300,000			
State/Other Government Units	350,000				
Park Improvement Fund					
Park Trust Fund	350,000				
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	700,000	2,300,000	-	-	-

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect	100,000	800,000			
Admin/Legal					
Construction	600,000	1,500,000			
Maintenance					
Other					
TOTAL	700,000	2,300,000	-	-	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Peter Thompson Park	Project Description 2025 - Building Doors (\$40,000) 2028 - Peter Thompson Park Upgrades: Rink Boards and Sport Courts
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement fund	40,000			300,000	
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	40,000	0	0	300,000	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	40,000			300,000	
Maintenance					
Other					
TOTAL	40,000	0	0	300,000	0
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Pine Coulee	Project Description 2027 - Court Replacement
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund			20,000		
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: Land Sale					
TOTAL	0	0	20,000	0	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction			20,000		
Maintenance					
Other					
TOTAL	0	0	20,000	0	0
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Pine Glen Park Pine Tree Pond Park	Project description 2025 - Picnic Shelters 2026 - Pine Tree Pond Park Improvements 2029 - Pine Tree Pond Court Replacement
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	60,000				30,000
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: 3M Settlement		500,000			
TOTAL	60,000	500,000	0	0	30,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect		50,000			
Admin/Legal					
Construction	60,000	450,000			30,000
Maintenance					
Other					
TOTAL	60,000	500,000	0	0	30,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Woodridge	Project description 2025 - Hockey Rink Boards and Pickleball Courts
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	300,000				
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	300,000	0	0	0	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	300,000				
Maintenance					
Other					
TOTAL	300,000	0	0	0	0
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
 2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Inclusive Playground	Project Description 2025 - Playground Repair and Sealing
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	60,000				
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	60,000	0	0	0	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	60,000				
Maintenance					
Other					
TOTAL	60,000	0	0	0	0
Project Balance	\$ - \$	- \$	- \$	- \$	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Sports Lighting Improvements	Project Description 2025 - Hearthside Ice Rink 2026 - Hamlet Football/Soccer, Courts and Ice Rink 2027 - Lamar Park LED & Poles 2028 - Old CG Park Sports Lighting Replacement
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund	65,000	355,000	350,000	35,000	
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other:					
TOTAL	65,000	355,000	350,000	35,000	-

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect					
Admin/Legal					
Construction	65,000	355,000	350,000	35,000	
Maintenance					
Other					
TOTAL	65,000	355,000	350,000	35,000	-
Project Balance	\$ -	\$ -	\$ -	\$ -	-

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title	Project Description
Ice Arena Capital Projects	2025 - West Rink Bleacher Radiant Heat (\$35,000), Dessicant Dehumidifier Wheel Replacement (\$35,000), Water Treatment System (\$100,000), Ice Arena Space Needs Study and Concept Design (\$40,000) 2026 - Locker Room 5/6/7 Furnace (\$10,000), Floor Scrubber (\$15,000) 2027 - Zamboni Replacement (\$130,000)
Department	2028 - Zamboni Replacement (\$130,000) 2029 - Commons Area Rooftop HVAC Unit (\$75,000), Steel Roof (\$500,000)
Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: NorthPoint Naming Rights Fund and/or Operating Fund	210,000	25,000	130,000	130,000	575,000
TOTAL	210,000	25,000	130,000	130,000	575,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect	40,000				
Admin/Legal					
Construction	170,000	25,000	130,000	130,000	575,000
Maintenance					
Other					
TOTAL	210,000	25,000	130,000	130,000	575,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title LOST Hamlet Park	Project Description 2026 - Synthetic Sports Field with lights (\$3,000,000), Skateboard Park (\$500,000), Playground (\$500,000) 2027 - South Ballfield Complex (\$5,000,000) 2028 - Splash Pad (\$750,000)
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: LOST		4,000,000	5,000,000	750,000	
TOTAL	0	4,000,000	5,000,000	750,000	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect		500,000	750,000	100,000	
Admin/Legal					
Construction		3,500,000	4,250,000	650,000	
Maintenance					
Other					
TOTAL	0	4,000,000	5,000,000	750,000	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title LOST Dunes	Project description 2026 - Small Boat Launch and Canoe/Kayak Storage (\$1,500,000) 2027 - Trails and Playground (\$1,250,000) 2028 - Picnic Facilities (\$500,000), Landscaping and Native Habitat Restoration (\$500,000)
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: LOST		1,500,000	1,250,000	1,000,000	
TOTAL	0	1,500,000	1,250,000	1,000,000	0
Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect		300,000	250,000	200,000	
Admin/Legal					
Construction		1,200,000	1,000,000	800,000	
Maintenance					
Other					
TOTAL	0	1,500,000	1,250,000	1,000,000	0
Project Balance	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title LOST River Oaks	Project description 2026 - Mountain Bike Course (\$500,000) 2028 - Building and Patio Upgrades, Simulators (\$3,500,000)
Department Parks	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State/Other Government Units					
Park Improvement Fund					
Park Trust Fund					
Landscape Initiative					
Municipal Building					
Other: LOST		500,000		3,500,000	
TOTAL	0	500,000	0	3,500,000	0
Project Expenses	2025	2026	2027	2028	2029
Land/Easements					
Engineering/Architect				700,000	
Admin/Legal					
Construction		500,000		2,800,000	
Maintenance					
Other					
TOTAL	0	500,000	0	3,500,000	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

ALL TRANSPORTATION AND PUBLIC WORKS PROJECTS

Funding Sources	2025	2026	2027	2028	2029
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -
Bonded Debt	\$ 6,303,000	\$ 5,759,000	\$ 3,451,000	\$ 6,403,000	\$ 7,683,000
State of Minnesota/MSA	\$ 1,088,000	\$ 5,198,000	\$ 1,000,000	\$ 1,000,000	\$ 3,000,000
Washington County	\$ 666,500	\$ 3,772,500	\$ 777,500	\$ -	\$ 8,150,000
Federal/Grant Funding	\$ 2,019,000	\$ 24,000,000	\$ 19,000,000	\$ 3,000,000	\$ 120,033,000
Area Funds	\$ 1,403,000	\$ 3,220,000	\$ 3,220,000	\$ 1,293,000	\$ 2,240,000
Utility Funds	\$ 2,425,000	\$ 2,145,000	\$ 1,980,000	\$ 992,000	\$ 2,036,000
Assessments/Developer Fees	\$ 2,160,000	\$ 1,350,000	\$ 1,000,000	\$ 2,150,000	\$ 3,354,000
Other:	\$ 67,225,500	\$ 29,568,000	\$ 7,064,000	\$ 2,173,000	\$ 2,331,000
TOTAL	83,290,000	75,012,500	37,492,500	17,011,000	148,827,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation	\$ 1,750,000	\$ 4,845,000	\$ -	\$ -	\$ 250,000
Engineering/Architect	\$ 14,463,000	\$ 10,181,000	\$ 5,586,000	\$ 2,783,000	\$ 36,108,000
Admin/Legal	\$ -	\$ -	\$ -	\$ -	\$ 104,000
Construction	\$ 64,431,000	\$ 57,753,500	\$ 29,582,500	\$ 11,808,000	\$ 109,845,000
Maintenance	\$ 1,676,000	\$ 1,214,000	\$ 1,254,000	\$ 1,296,000	\$ 1,340,000
Other	\$ 970,000	\$ 1,019,000	\$ 1,070,000	\$ 1,124,000	\$ 1,180,000
TOTAL	83,290,000	75,012,500	37,492,500	17,011,000	148,827,000

Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Roadway Maintenance	Project Description Annual maintenance including: 4 miles of mill & overlay Concrete removal & replacement (2% per year) 6 miles trail maintenance (crack seal/fog seal) 2 miles trail reconstruction
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	9,000	3,000	14,000	10,000	11,000
Assessments/Developer Fees					
Other: Maintenance Fund	1,875,000	1,976,000	2,064,000	2,173,000	2,281,000
TOTAL	1,884,000	1,979,000	2,078,000	2,183,000	2,292,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	158,000	166,000	174,000	183,000	192,000
Admin/Legal					
Sealcoating Contract/Rock					
Maintenance	756,000	794,000	834,000	876,000	920,000
Other: Mill and Overlay	970,000	1,019,000	1,070,000	1,124,000	1,180,000
TOTAL	1,884,000	1,979,000	2,078,000	2,183,000	2,292,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Pavement Management (includes ADA improvements)	Project Description 2025 - Hidden Valley 2026 - Thompson Grove Estates 11th Add, south part Woodridge Park Add (W of Jamaica) 2027 - East Point Douglas (Inwood to CDS), Kingsborough Trail 2028 - Thompson Grove Estates 12 Add, north part Woodridge Park Add (W of Jamaica) 2029 - Thompson Grove Estates and Hillside Trail
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt	2,303,000	2,909,000	2,801,000	3,026,000	3,985,000
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	396,000	562,000	746,000	562,000	1,405,000
Assessments/Developer Fees					
Other:					
TOTAL	2,699,000	3,471,000	3,547,000	3,588,000	5,390,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	675,000	868,000	887,000	897,000	1,348,000
Admin/Legal					
Construction	2,024,000	2,603,000	2,660,000	2,691,000	4,042,000
Maintenance					
Other					
TOTAL	2,699,000	3,471,000	3,547,000	3,588,000	5,390,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Ravine Parkway	Project Description 2025 - Wolterstorff 2026 - Tank 2027 - Geis
Department Public Works	2028 - Tank 2029 - Kemp

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds					
Assessments/Developer Fees	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Other:					
TOTAL	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	300,000	300,000	300,000	300,000	300,000
Admin/Legal					
Construction	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Maintenance					
Other					
TOTAL	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title CSAH 19 and TH 61	Project Description 2025 - Design/Construction for 100th Street Extension - CPF Grant funding - \$1,667,000 2026 - 100th St Extension Construction 2027 - 100th St Extension Construction 2029 - Reconstruction/realignment of bridge/overpass over Highway 61 at County Rd 19 (Innovation Road)
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt		2,850,000	650,000		
State of Minnesota/MSA					
Washington County	666,500	3,422,500	777,500		8,150,000
Federal/Grant Funding	1,667,000	19,000,000	19,000,000		14,033,000
Area Funds		3,150,000	3,150,000		
Utility Funds					
Assessments/Developer Fees					717,000
Other: ED Trust	666,500				
TOTAL	3,000,000	28,422,500	23,577,500	0	22,900,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocat	1,750,000	4,845,000			
Engineering/Architect	1,250,000	3,075,000	3,075,000		
Admin/Legal					
Construction		20,502,500	20,502,500		22,900,000
Maintenance					
Other					
TOTAL	3,000,000	28,422,500	23,577,500	0	22,900,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title 80th Street Reconstruction	Project Description 2026 - Ideal to Hwy 61 - Includes reconstruction, spot curb replacement, ADA improvements, landscaping, trail replacement and cost share for MnDOT interchange improvements (\$500,000); 80th/Keats Roundabout Cost Share (\$1,000,000 MSA)
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA		4,198,000			
Washington County					
Federal/Grant Funding		5,000,000			
Area Funds					
Utility Funds		460,000			
Assessments/Developer Fees					
Other: TIF 1-12		1,342,000			
TOTAL	0	11,000,000	0	0	0
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect		3,000,000			
Admin/Legal					
Construction		8,000,000			
Maintenance					
Other					
TOTAL	0	11,000,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Jamaica Ave	Project Description 2025 - Jamaica and 95th Intersection Improvements (Development Driven) 2028 - Cost share of reconstruction of Jamaica Ave from Rose of Sharon Church to Military Road to the urban four lane section roadway.
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt				3,000,000	
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds	333,000				
Utility Funds					
Assessments/Developer Fees	1,160,000				
Other:	507,000				
TOTAL	2,000,000	0	0	3,000,000	0

Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	400,000				
Admin/Legal					
Construction	1,600,000			3,000,000	
Maintenance					
Other					
TOTAL	2,000,000	0	0	3,000,000	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Ravine Parkway - Shoppes at Cottage View	Project Description 2028 - Phase 1 Construction of roadway and infrastructure to support the retail/commercial 2029 - Construction of roadway and infrastructure to support the retail/commercial development 2030 - Construction of roadway and infrastructure to support the retail/commercial development (north of Roundabout) - \$1,353,000 *includes 8% inflation adjustment above Feasibility Report costs * Money to be used by August 31, 2030
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt				377,000	2,760,000
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding				3,000,000	
Area Funds				1,223,000	714,000
Utility Funds					
Assessments/Developer Fees				1,150,000	869,000
Other:					
TOTAL	-	-	-	5,750,000	4,343,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect				1,403,000	1,080,000
Admin/Legal					
Construction				4,347,000	3,263,000
Maintenance					
Other					
TOTAL	-	-	-	5,750,000	4,343,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title	Project description Reconstruct Harkness Avenue to an urban section with utilities, from Oakwood Park to the north Hardwood Ave intersection.
Harkness Ave Reconstruction	
Department	
Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					938,000
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					1,456,000
Utility Funds					
Assessments/Developer Fees					768,000
Other:					
TOTAL	0	0	0	0	3,162,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					250,000
Engineering/Architect		0			728,000
Admin/Legal					104,000
Construction					2,080,000
Maintenance					
Other					
TOTAL	0	0	0	0	3,162,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title 103rd St Railroad Bridge	Project Description 2029 - Reconstruct 103rd Street railroad bridge
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					2,000,000
Washington County					
Federal/Grant Funding					6,000,000
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	0	0	0	0	8,000,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					2,400,000
Admin/Legal					
Construction					5,600,000
Maintenance					
Other					
TOTAL	0	0	0	0	8,000,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Traffic Signals	Project Description 2025 - Hardwood Ave/Hardwood Ct 2026 - 80th/Jamaica, Keats/Indian Blvd
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County		350,000			
Federal/Grant Funding					
Area Funds					
Utility Funds		700,000			
Assessments/Developer Fees		350,000			
Other: 1-12 TIF District	700,000				
TOTAL	700,000	1,400,000	0	0	0
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	140,000	147,000			
Admin/Legal					
Construction	560,000	1,253,000			
Maintenance					
Other					
TOTAL	700,000	1,400,000	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title East Ravine District	Project Description As residential development occurs in the East Ravine, various infrastructure will be constructed to support the new housing. This infrastructure will be paid for by developers either through City financed construction supported by assessments or by Developer constructed of same.
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds	50,000	50,000	50,000	50,000	50,000
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	50,000	50,000	50,000	50,000	50,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction	50,000	50,000	50,000	50,000	50,000
Maintenance					
Other					
TOTAL	50,000	50,000	50,000	50,000	50,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Industrial Park Water Tower	Project description Construct water tower on City property north of the South East Industrial Park.
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt	4,000,000				
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds	1,000,000				
Utility Funds	1,000,000				
Assessments/Developer Fees					
Other:					
TOTAL	6,000,000	0	0	0	0
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	500,000				
Admin/Legal					
Construction	5,500,000				
Maintenance					
Other					
TOTAL	6,000,000	0	0	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Water Tower Painting/Rehab	Project Description 2027 - Pine Hill Water Tower
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds			800,000		
Assessments/Developer Fees					
Other: Newport					
TOTAL	-	-	800,000	-	-

Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect			150,000		
Admin/Legal					
Construction			650,000		
Maintenance					
Other					
TOTAL	-	-	800,000	-	-

Project Balance	\$	-	\$	-	\$	-	\$	-	\$	-
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CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Annual well maintenance	Project Description Each year a well is 'pulled' for inspection and repair of the pump and other vital parts.
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	70,000	70,000	70,000	70,000	70,000
Assessments/Developer Fees					
Other:					
TOTAL	70,000	70,000	70,000	70,000	70,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	70,000	70,000	70,000	70,000	70,000
Other					
TOTAL	70,000	70,000	70,000	70,000	70,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Water System	Project description 2029 - Water Softening (\$70,000,000 Intermediate Plant; \$30,000,000 Low Plant)
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					100,000,000
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	0	0	0	0	100,000,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					30,000,000
Admin/Legal					
Construction					70,000,000
Maintenance					
Other					
TOTAL	0	0	0	0	100,000,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title 3M Settlement Implementation	Project Description 2025 - Low Zone Water Treatment Plant and Well 13 2025-2026 - Intermediate Zone Water Treatment Plant 2027 - Well 1, Well 2, and Temp Treatment Plant Decommissioning
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other: 3M Settlement	63,477,000	26,250,000	5,000,000		
TOTAL	63,477,000	26,250,000	5,000,000	0	0
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	10,600,000	2,625,000	1,000,000		
Admin/Legal					
Construction	52,877,000	23,625,000	4,000,000		
Maintenance					
Other					
TOTAL	63,477,000	26,250,000	5,000,000	0	0
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Trunk Utility Oversizing	Project Description Trunk oversizing of water and sewer facilities as part of development projects
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds	20,000	20,000	20,000	20,000	20,000
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	20,000	20,000	20,000	20,000	20,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction	20,000	20,000	20,000	20,000	20,000
Maintenance					
Other					
TOTAL	20,000	20,000	20,000	20,000	20,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Stormwater maintenance	Project Description Annual costs of pond and structure maintenance for City Stormwater system.
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	200,000	200,000	200,000	200,000	200,000
Assessments/Developer Fees					
Other:					
TOTAL	200,000	200,000	200,000	200,000	200,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	200,000	200,000	200,000	200,000	200,000
Other					
TOTAL	200,000	200,000	200,000	200,000	200,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Annual sewer line maintenance/spot sliplining	Project Description 2024/2025 - Lining trunk sewer from Jamaica and East Point down through the dog park (\$500,000 in 2024)
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	550,000	50,000	50,000	50,000	50,000
Assessments/Developer Fees					
Other:					
TOTAL	550,000	50,000	50,000	50,000	50,000
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	550,000	50,000	50,000	50,000	50,000
Other					
TOTAL	550,000	50,000	50,000	50,000	50,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Streetlight system improvements	Project Description Annual cost to refurbish and upgrade the City Streetlight infrastructure.
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	100,000	100,000	100,000	100,000	100,000
Assessments/Developer Fees					
Other:					
TOTAL	100,000	100,000	100,000	100,000	100,000

Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					
Admin/Legal					
Construction					
Maintenance	100,000	100,000	100,000	100,000	100,000
Other					
TOTAL	100,000	100,000	100,000	100,000	100,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE

5 YEAR CAPITAL IMPROVEMENT BUDGET

2025-2029 CAPITAL IMPROVEMENT PROGRAM

Project Title Pedestrian Improvements	Project description 2025 - Install RRFB at Glacial Valley Park (\$50,000), Hillside Sidewalk (\$50,000) 2029 - Install Pedestrian Crossing Infrastructure, including Rectangular Rapid Flashing Beacon and marked crosswalk: 80th Street at Pinetree Valley Park and Pinetree Pond Park (\$200,000), and Hadley Avenue at 92nd Street (\$50,000)
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA					
Washington County					
Federal/Grant Funding					
Area Funds					
Utility Funds	100,000				200,000
Assessments/Developer Fees					
Other: School District					50,000
TOTAL	100,000	0	0	0	250,000

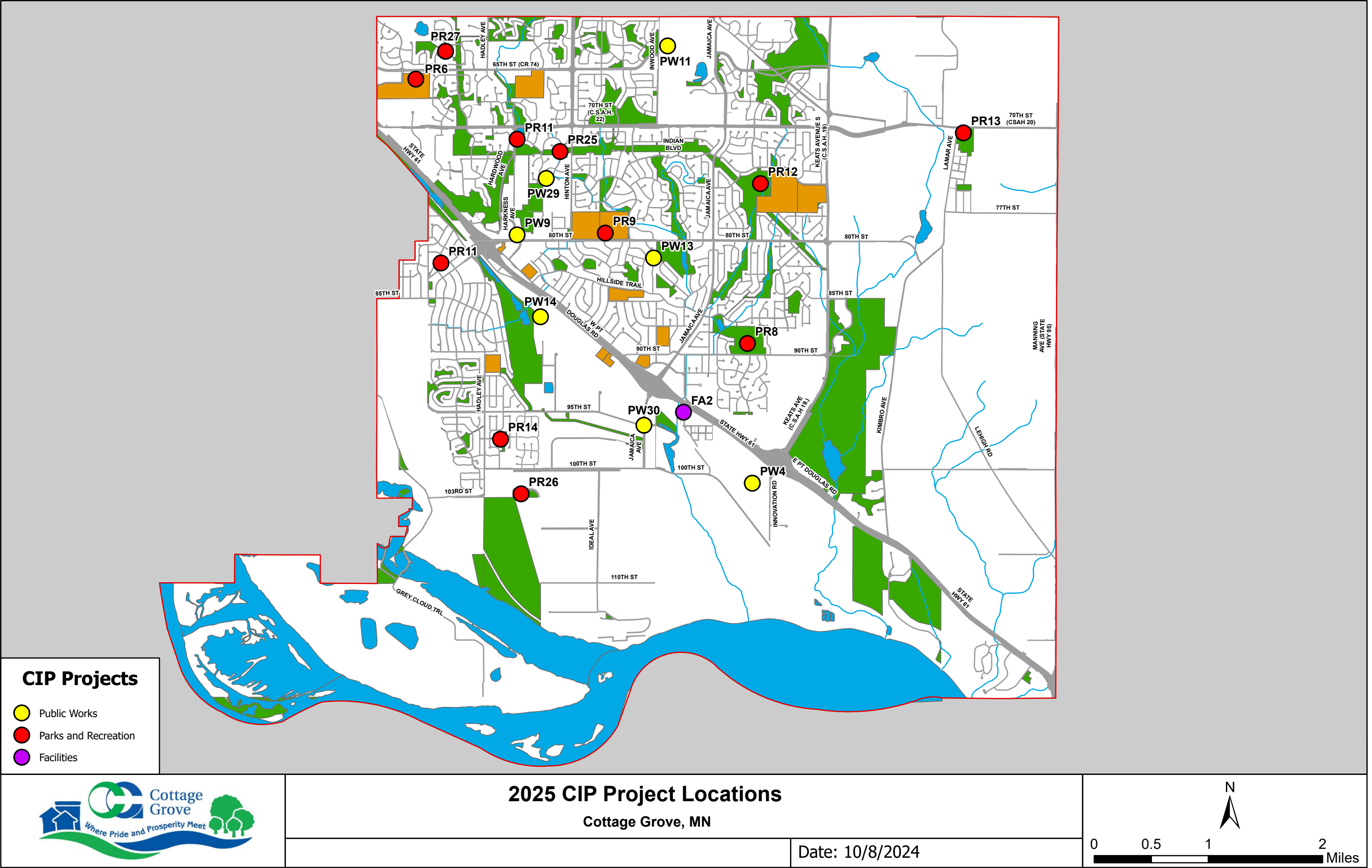
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect					60,000
Admin/Legal					
Construction	100,000				190,000
Maintenance					
Other					
TOTAL	100,000	0	0	0	250,000
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF COTTAGE GROVE
5 YEAR CAPITAL IMPROVEMENT BUDGET
2025-2029 CAPITAL IMPROVEMENT PROGRAM

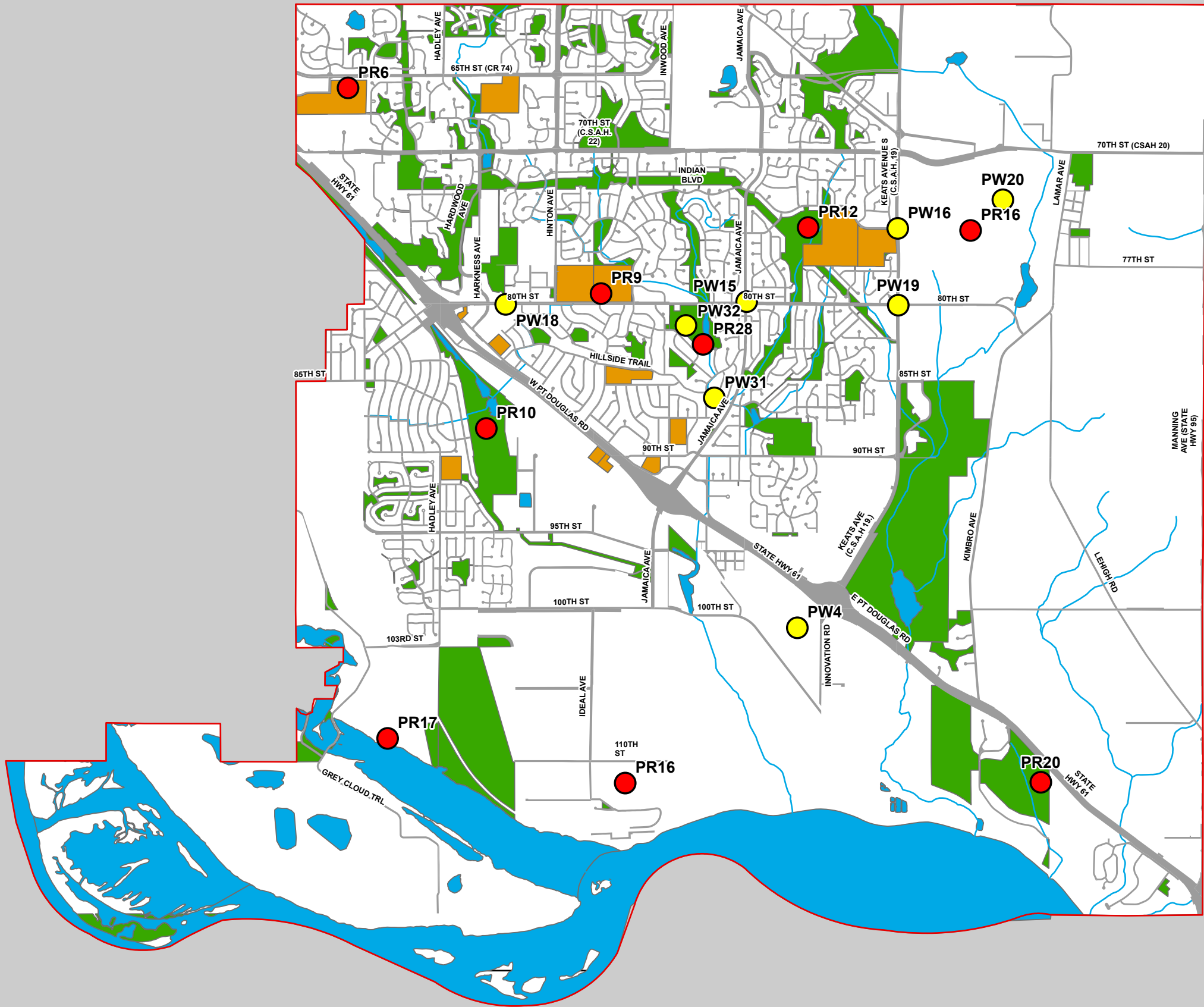
Project Title Safe Streets and Roads for All (SS4A)	Project Description Develop a Safe Street and Roads for All plan
Department Public Works	

Funding Sources	2025	2026	2027	2028	2029
Tax Levy					
Bonded Debt					
State of Minnesota/MSA	88,000				
Washington County					
Federal/Grant Funding	352,000				
Area Funds					
Utility Funds					
Assessments/Developer Fees					
Other:					
TOTAL	440,000	-	-	-	-
Project Expenses	2025	2026	2027	2028	2029
Land/Easements/Utility Relocation					
Engineering/Architect	440,000				
Admin/Legal					
Construction					
Maintenance					
Other					
TOTAL	440,000	-	-	-	-
Project Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2025	2025		PW & Parks Facility	Shop & wash bay modifications	FA2		500,000		500,000
2025	2025		Parks	Funds used to match donations for park projects				10,000	10,000
2025	2025		Public Landscape initiative	See Project Sheet Detail				120,000	120,000
2025	2025		Parks	Park design & master planning				15,000	15,000
2025	2025		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2025	2025		Parks	Sports lighting improvements			65,000		65,000
2025	2025		Hardwood & Belden Parks	Playground equipment	PR11		140,000		140,000
2025			Hidden Valley Park	Park improvements as part of pavement mgmt.	PR25		150,000		150,000
2025	2025		Jack & Marlys Denzer Park	Neighborhood park development	PR26			500,000	500,000
2025	2025		Kingston Park	Additional power supply	PR12		200,000		200,000
2025	2025		Lamar Park	Shade structure replacement	PR13		80,000		80,000
2025	2025		Oltman Middle School	Lacrosse complex and parking lot construction	PR6			700,000	700,000
2025			Peter Thompson	Building doors	PR27		40,000		40,000
2025	2025		Pine Glen Park	Picnic shelters	PR14		60,000		60,000
2025	2026		Woodridge Park	Hockey rink boards& pickleball courts	PR8		300,000		300,000
2025			Woodridge Park	Inclusive Playground repair & sealing	PR8	60,000			60,000
2025	2025		Ice Arena	See Project Sheet Detail	PR9		210,000		210,000
2025	2025		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		1,884,000			1,884,000
2025			Pavement Management	Hidden Valley	PW29		2,699,000		2,699,000
2025	2025	511	CSAH 19 and TH 61	Design/construction of 100th Street	PW4		3,000,000		3,000,000
2025			Jamaica and 95th	Intersection Improvements	PW30		2,000,000		2,000,000
2025	2025		Ravine Parkway	Wolterstorff property	PW11			2,000,000	2,000,000
2025			Safe Streets and Roads for all	Develop plan				440,000	440,000
2025	2025		Pedestrian Improvements	Install RRFB at Glacial Valley Park & Hillside				100,000	100,000
2025	2025		Industrial Park Water Tower	Construct Water Tower	PW14			6,000,000	6,000,000
2024	2023		Traffic Signal	Hardwood Ave/Hardwood Ct	PW9			700,000	700,000
2024	2024		3M Settlement Implementation	Intermediate zone water treatment plant	PW13			63,477,000	63,477,000
2025	2025		East Ravine District	City share of development infrastructure				50,000	50,000
2025	2025		Trunk oversizing	Utilities				20,000	20,000
2025	2025		Well Maintenance	Pull well		70,000			70,000
2025	2025		Jamaica & EPD through the dog park	Spot replacement/slip lining		550,000			550,000
2025	2025		various stormwater	Storm water maintenance		200,000			200,000
2025	2025		various streetlights	System improvements		100,000			100,000
						2,864,000	9,444,000	74,167,000	86,475,000



Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2026	2026		Parks	Funds used to match donations for park projects				10,000	10,000
2026	2026		Public Landscape initiative	See Project Sheet Detail				80,000	80,000
2026	2026		Parks	Park design & master planning				15,000	15,000
2026	2026		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2026	2026		Parks	Sports lighting improvements			355,000		355,000
2026	2026		East Ravine or 110th Street Park	Neighborhood park development	PR16			500,000	500,000
2026	2026		Hamlet Park	Skate park surface replacement	PR10		100,000		100,000
2026	2025		Kingston Park	Building replacement	PR12		5,000,000		5,000,000
2025	2025		Oltman Middle School	Lacrosse complex and parking lot construction	PR6			2,300,000	2,300,000
2025			Pine Tree Pond Park	Improvements	PR28		500,000		500,000
2026	2026		Ice Arena	See Project Sheet Detail	PR9		25,000		25,000
2025	2025		Hamlet Park	Synthetic sports field, skateboard park, playground	PR10			4,000,000	4,000,000
2026	2026		Mississippi Dunes	Small boat launch & canoe/kayak storage	PR17			1,500,000	1,500,000
2026	2026		River Oaks	Mountain bike course	PR20			500,000	500,000
2026	2026		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		1,979,000			1,979,000
2025	2025		Pavement Management	Thompson Grove Estates 11th Add, south part Woodridge Park Add (W of Jamaica)	PW31		3,471,000		3,471,000
2026	2026	511	CSAH 19 and TH 61	100th Street Extension	PW4		28,422,500		28,422,500
2026	2026		80th Street	Ideal to Hwy 61 (see Project Sheet)	PW18		10,000,000		10,000,000
2026	2026		80th Street	Roundabout at Keats Ave (cost share)	PW19			1,000,000	1,000,000
2026	2026		Ravine Parkway	Tank Property	PW20			2,000,000	2,000,000
2025	2025		Traffic Signal	80th & Jamaica	PW15			700,000	700,000
2025	2025		Traffic Improvement	CSAH 19 & Indian Blvd.	PW16			700,000	700,000
2026	2026		3M Settlement Implementation	Intermediate zone water treatment plant	PW32			26,250,000	26,250,000
2026	2026		East Ravine District	City share of development infrastructure				50,000	50,000
2026	2026		Trunk oversizing	Utilities				20,000	20,000
2026	2026		Well Maintenance	Pull well		70,000			70,000
2026	2026		Various sewer	Spot replacement/slip lining		50,000			50,000
2026	2026		various stormwater	Storm water maintenance		200,000			200,000
2026	2026		various streetlights	System improvements		100,000			100,000
						2,399,000	47,873,500	39,660,000	89,932,500



CIP Projects

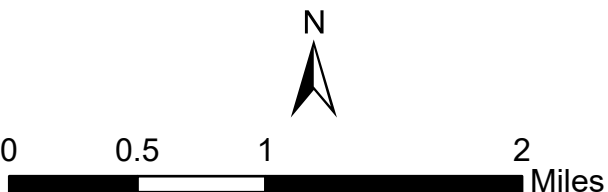
- Parks and Recreation
- Public Works



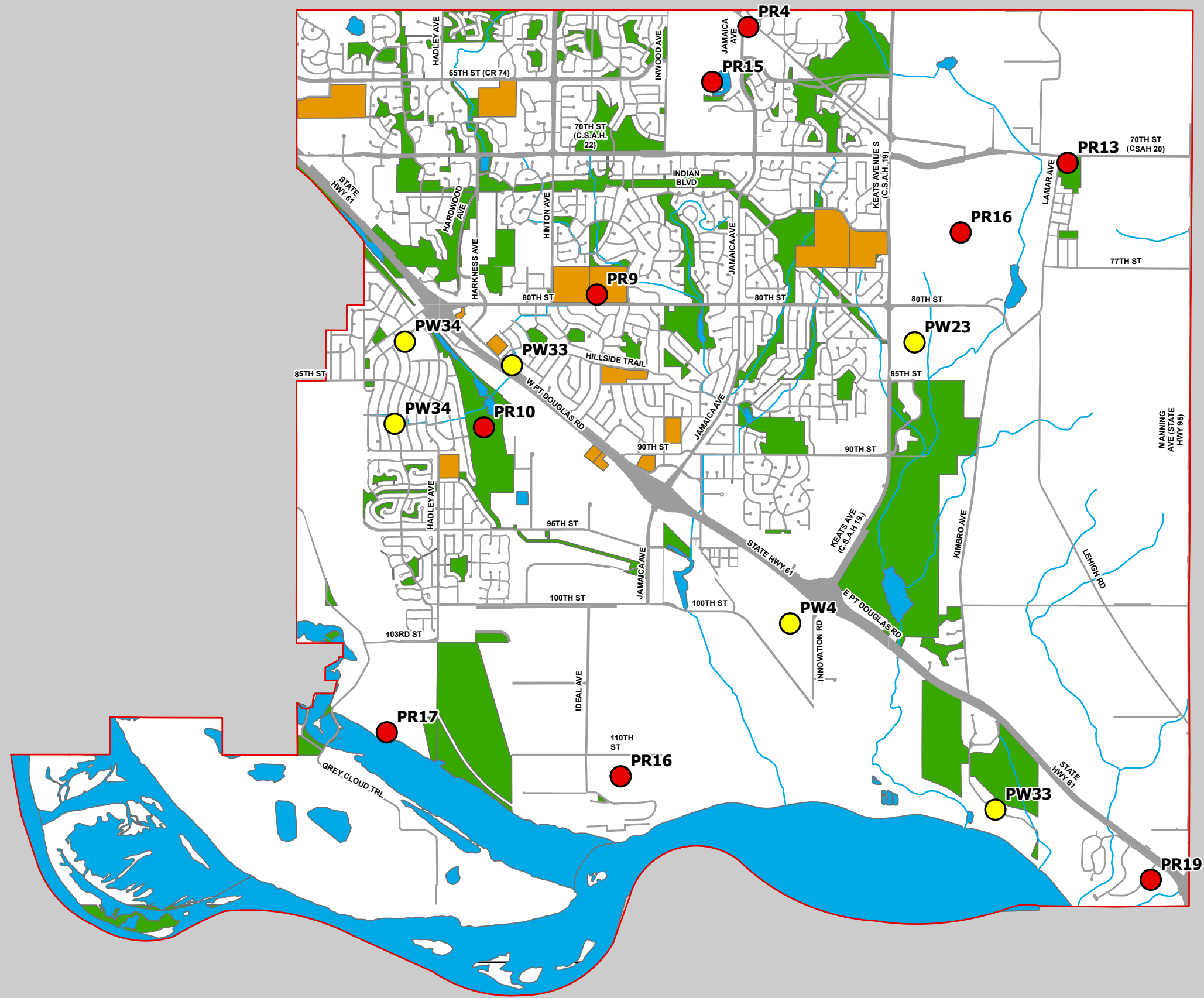
2026 CIP Project Locations

Cottage Grove, MN

Date: 10/8/2024



Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2027	2027		Parks	Funds used to match donations for park projects				10,000	10,000
2027	2027		Public Landscape initiative	See Project Sheet Detail				100,000	100,000
2027	2027		Parks	Park design & master planning				15,000	15,000
2027	2027		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2027	2027		Parks	Sports lighting improvements			350,000		350,000
2027	2027		East Ravine or 110th Street Park	Neighborhood park development	PR16			500,000	500,000
2027	2025		Roberts Lake Development	Neighborhood park development	PR15			500,000	500,000
2027	2024		Military Trailhead	Neighborhood park development	PR4			200,000	200,000
2027	2027		Hamlet Park	Shelter replacement	PR10		50,000		50,000
2027	2027		Lamar Park	Roof replacement	PR13		10,000		10,000
2027	2027		Pine Coulee	Court replacement	PR19		20,000		20,000
2027	2027		Ice Arena	See Project Sheet Detail	PR9		130,000		130,000
2027	2025		Hamlet Park	South ballfield complex	PR10			5,000,000	5,000,000
2027	2026		Mississippi Dunes	Trails and playground	PR17			1,250,000	1,250,000
2027	2027		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		2,078,000			2,078,000
2027	2027		Pavement Management	East Point Douglas (Inwood to CDS), Kingsborough Trail	PW33		3,547,000		3,547,000
2027	2026	511	CSAH 19 and TH 61	100th Street Extension	PW4			23,577,500	23,577,500
2027	2027		Ravine Parkway	Geis Property	PW23			2,000,000	2,000,000
2027	2027		3M Settlement Implementation	Well 1 & 2 and Temp Treatment Plant decommission	PW34		5,000,000		5,000,000
2027	2027		Pine Hill	Water tower painting		800,000			800,000
2027	2027		East Ravine District	City share of development infrastructure				50,000	50,000
2027	2027		Trunk oversizing	Utilities				20,000	20,000
2027	2027		Well Maintenance	Pull well		70,000			70,000
2027	2027		Various sewer	Spot replacement/slip lining		50,000			50,000
2027	2027		Various stormwater	Storm water maintenance		200,000			200,000
2027	2027		Various streetlights	System improvements		100,000			100,000
						3,298,000	9,107,000	33,257,500	45,662,500



CIP Projects

- Parks and Recreation
- Public Works



2027 CIP Project Locations

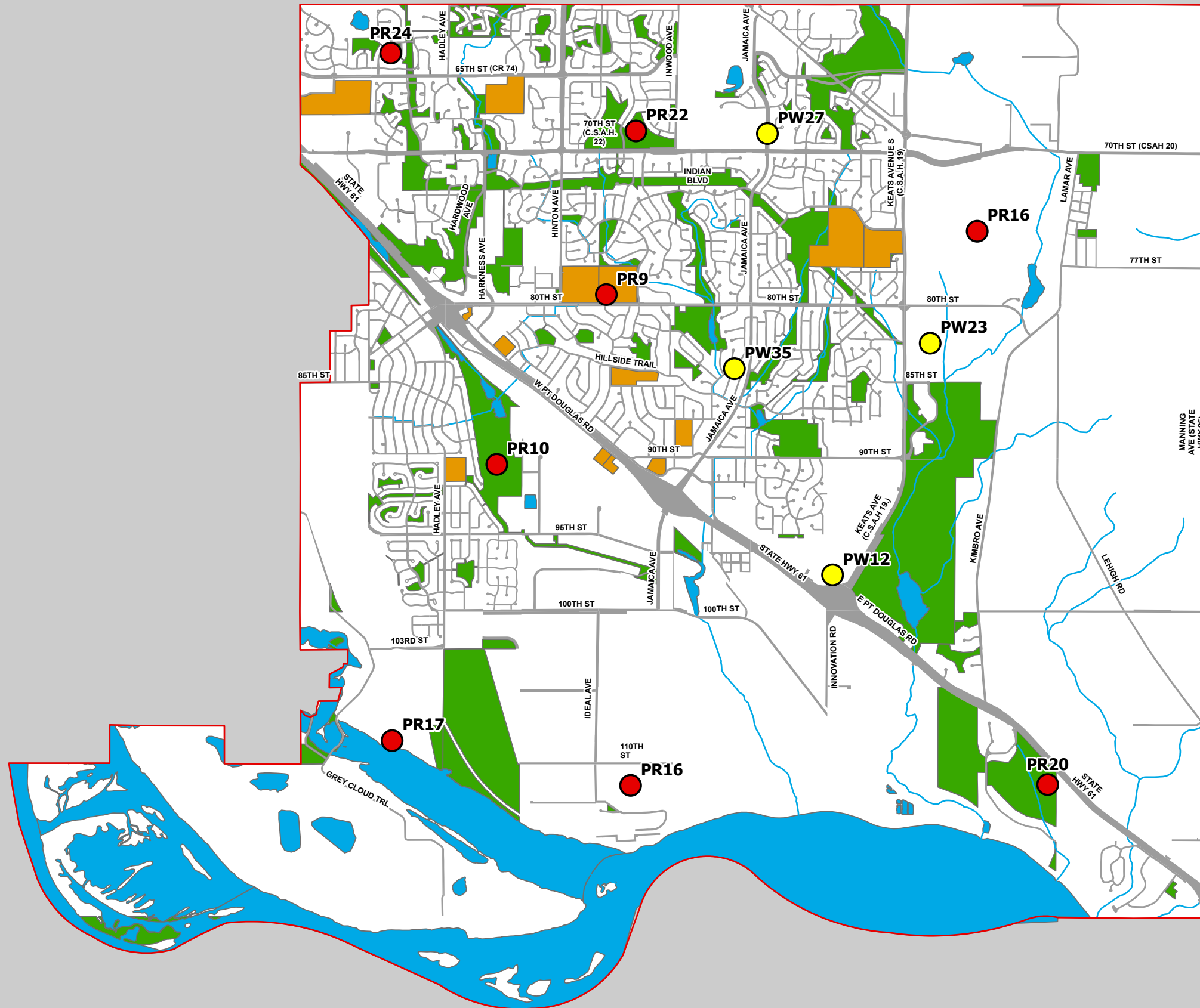
Cottage Grove, MN

Date: 10/8/2024



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Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2028	2028		Parks	Funds used to match donations for park projects				10,000	10,000
2028	2028		Public Landscape initiative	See Project Sheet Detail				220,000	220,000
2028	2028		Parks	Park design & master planning				15,000	15,000
2028	2028		Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2028	2028		Parks	Sports lighting replacement			35,000		35,000
2028	2028		East Ravine or 110th Street Park	Neighborhood park development	PR16			500,000	500,000
2028	2028		Highlands Park	Tennis court replacement	PR22		100,000		100,000
2028	2028		Peter Thompson Park	Rink boards and sport courts	PR24		300,000		300,000
2028	2028		Ice Arena	See Project Sheet Detail	PR9		130,000		130,000
2028	2025		Hamlet Park	Splash pad	PR10			750,000	750,000
2028	2026		Mississippi Dunes	Picnic facilities, landscaping, & native habitat restor.	PR17			1,000,000	1,000,000
2028	2027		River Oaks	Building & patio upgrades, simulators	PR20			3,500,000	3,500,000
2028	2028		Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		2,183,000			2,183,000
				Thompson Grove Estates 12 Add, north part Woodridge					
2028	2028		Pavement Management	Park Add (W of Jamaica)	PW35		3,588,000		3,588,000
2028	2028		Jamaica	Rose of Sharon to Military	PW27		3,000,000		3,000,000
2028	2028		Ravine Parkway	Tank Property	PW23			2,000,000	2,000,000
2028	2025		Ravine Parkway-Shoppes at CV	Phase 1 Construction-roadway & infrastructure	PW12			5,750,000	5,750,000
2028	2028		East Ravine District	City share of development infrastructure				50,000	50,000
2028	2028		Trunk oversizing	Utilities				20,000	20,000
2028	2028		Well Maintenance	Pull well		70,000			70,000
2028	2028		Various sewer	Spot replacement/slip lining		50,000			50,000
2028	2028		various stormwater	Storm water maintenance		200,000			200,000
2028	2028		various streetlights	System improvements		100,000			100,000
						2,603,000	7,153,000	13,850,000	23,606,000



CIP Projects

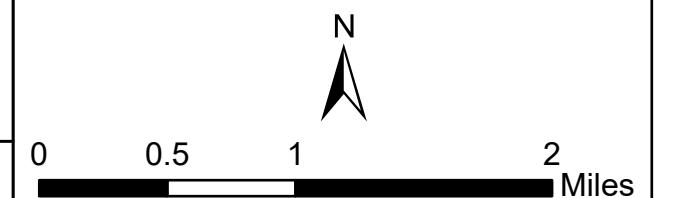
- Parks and Recreation
- Public Works



2028 CIP Project Locations

Cottage Grove, MN

Date: 10/15/2024



Current Year CIP	Last Year CIP	points	Location	Description	map	Maintenance	Replace	New	Total
2029			Parks	Funds used to match donations for park projects				10,000	10,000
2029			Public Landscape initiative	See Project Sheet Detail				100,000	100,000
2029			Parks	Park design & master planning				15,000	15,000
2029			Parks	Annual addition of auto. locks on park buildings				35,000	35,000
2028	2024		Hearthside Park	Park improvements as part of pavement mgmt.	PR3		100,000		100,000
2028			Hemingway & North Ideal	Replace playground equipment	PR29		150,000		150,000
2029			East Ravine or 110th Street Park	Neighborhood park development	PR16			500,000	500,000
2029			Pine Tree Pond Park	Court replacement			30,000		30,000
2029			Ice Arena	See Project Sheet Detail	PR9		575,000		575,000
2029			Roadway & trail maintenance	Streets, sidewalk/curb replacement, & trails		2,292,000			2,292,000
2029			Pavement Management	Thompson Grove Estates and Hillside Trail	PW36		5,390,000		5,390,000
2029	2028	511	CSAH 19 and TH 61	Realignment of bridge (see project sheet)	PW26		22,900,000		22,900,000
2029	2025		Ravine Parkway	Kemp Property	PW23			2,000,000	2,000,000
2029	2026		Ravine Parkway-Shoppes at CV	Phase 2 Construction-roadway & infrastructure	PW12			4,343,000	4,343,000
2029	2027		Harkness Ave - Hardwood to Woodridge	Reconstruct roadway	PW22		3,162,000		3,162,000
2029	2028		103rd Street Railroad Budget	reconstruction of 103rd street railroad bridge	PW24		8,000,000		8,000,000
2029			Pedestrian Improvements	See Project Sheet Detail				250,000	250,000
2029			East Ravine District	City share of development infrastructure				50,000	50,000
2029			Trunk oversizing	Utilities				20,000	20,000
2029			Well Maintenance	Pull well		70,000			70,000
2029			Various sewer	Spot replacement/slip lining		50,000			50,000
2029			various stormwater	Storm water maintenance		200,000			200,000
2029			various streetlights	System improvements		100,000			100,000
2029	2028		Water softening	Federal/Grant Funding				100,000,000	100,000,000
						2,712,000	40,307,000	107,323,000	150,342,000

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**Road and Trailway Maintenance Fund (235)
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Aggregate tax	\$ 33,044	\$ 38,775	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Grant Funds			267,000					
Franchise fees	642,584	860,203	1,905,600	1,994,400	2,086,900	2,183,100	2,283,200	2,283,200
Investment Interest	(31,816)	9,928	12,000	10,000	10,000	10,000	10,000	10,000
Charges for services	27,829	54,121	-	-	-	-	-	-
Developer charges	26,081	34,624	-	-	-	-	-	-
Total Revenue	697,722	997,651	2,206,600	2,026,400	2,118,900	2,215,100	2,315,200	2,315,200
EXPENDITURES								
Commodities	35,021							
Trail fog seal, crack seal and sidewalk/curb repair		193,670	240,000	252,000	264,800	278,300	292,500	307,400
CR 74 trail			271,000					
Mill and Overlay	1,159,043	546,614	924,000	970,000	1,019,000	1,070,000	1,124,000	1,180,000
Trail replacement			480,000	504,000	529,200	555,700	583,500	612,700
Engineering for M&O and Trail replacement			150,000	158,000	166,000	174,000	183,000	192,000
Contractual services	269,333	4,142						
Total Expenditures	1,463,397	744,426	2,065,000	1,884,000	1,979,000	2,078,000	2,183,000	2,292,100
Other Financing Sources (uses)								
Transfer In/(out)	-	-	-	-	-	-	-	-
Total transfers	-	-	-	-	-	-	-	-
Increase (decrease) in fund balance	(765,675)	253,225	141,600	142,400	139,900	137,100	132,200	23,100
FB Balance beginning of year	996,394	230,719	483,944	625,544	767,944	907,844	1,044,944	1,177,144
FB Balance end of year	230,719	483,944	625,544	767,944	907,844	1,044,944	1,177,144	1,200,244

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**Ice Arena Capital Fund (526)
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Donation		80,000	80,000	80,000	80,000	80,000	80,000	80,000
Grant			165,000					
Interest		14,682						
Miscellaneous								
Total Revenue	-	94,682	245,000	80,000	80,000	80,000	80,000	80,000
EXPENDITURES								
Solar Panels		24,447	550,000					
North Rink-party lights			30,000					
Water treatment system				100,000				
West Rink-bleacher heat				35,000				
Dehumidifier wheel replacement				35,000				
Ice Arena Space Needs Study				40,000				
Locker 5/6/7-furnace					10,000			
Floor scrubber					15,000			
Zamboni replacement						130,000		
Zamboni replacement							130,000	
Common areas rooftop HVAC unit								75,000
Steel roof								500,000
North Rink-dehumidifier								
Misc.		5,840						
Total Expenditures	-	30,287	580,000	210,000	25,000	130,000	130,000	575,000
Other Financing Sources (uses)								
Transfer in from Ice Operating								
Total other sources	-	-	-	-	-	-	-	-
Increase (decrease) in fund balance	-	64,395	(335,000)	(130,000)	55,000	(50,000)	(50,000)	(495,000)
FB Beginning balance	-	-	64,395	(270,605)	(400,605)	(345,605)	(395,605)	(445,605)
FB Ending balance	-	64,395	(270,605)	(400,605)	(345,605)	(395,605)	(445,605)	(940,605)
Cash Balance		384,395	369,395	159,395	134,395	4,395	(125,605)	(700,605)

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**Storm Water Utility Fund (230)
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Charges for Services*	\$ 1,083,689	\$ 1,132,552	\$ 1,198,400	\$ 1,251,100	\$ 1,306,000	\$ 1,345,200	\$ 1,385,600	\$ 1,427,200
Intergovernmental - County/State	186,844	165,084						
Interest	(98,612)	107,709	100,000	10,000	10,000	10,000	10,000	10,000
Miscellaneous		17,414						
Total Revenue	1,171,921	1,422,759	1,298,400	1,261,100	1,316,000	1,355,200	1,395,600	1,437,200
EXPENDITURES								
Operating expenses	820,953	712,613	773,915	803,280	852,150	877,715	904,046	931,167
Pavement Management		123,033	236,000	132,000	186,500	375,000	468,300	134,300
Annual maintenance projects	244,426	89,842	200,000	200,000	200,000	200,000	200,000	200,000
Developer pass thru 80th Street					280,000			
East Point Douglas and Jamaica Glacial Valley			714,430					
Capital Outlay				350,000				
Total Expenditures	1,065,379	925,488	1,924,345	1,485,280	1,518,650	1,452,715	1,572,346	1,265,467
OTHER FINANCING SOURCES (USES)								
Transfers in								
Transfers out	(394,046)	(45,096)	(46,450)	(47,850)	(49,300)	(50,000)	(50,000)	(50,000)
Total other sources	(394,046)	(45,096)	(46,450)	(47,850)	(49,300)	(50,000)	(50,000)	(50,000)
Increase (decrease) in fund balance	(287,504)	452,175	(672,395)	(272,030)	(251,950)	(147,515)	(226,746)	121,733
FB Beginning balance	2,347,752	2,060,248	2,512,423	1,840,028	1,567,998	1,316,048	1,168,534	941,788
FB Ending balance	2,060,248	2,512,423	1,840,028	1,567,998	1,316,048	1,168,534	941,788	1,063,520

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Water Utility Fund (610)
Projected Financial Position

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Charges for Services*	\$ 3,447,474	\$ 3,973,360	\$ 3,606,910	\$ 4,165,850	\$ 4,457,400	\$ 4,747,131	\$ 5,055,695	\$ 5,384,315
Intergovernmental - County/State	34,538	67,054	100,000					100,000,000
Interest	(346,706)	440,954	50,000	76,000	152,000	50,000	50,000	50,000
Miscellaneous	177,004	200,700	34,000	32,000	32,000	34,000	34,000	34,000
Total Revenue	3,312,310	4,682,068	3,790,910	4,273,850	4,641,400	4,831,131	5,139,695	105,468,315
EXPENDITURES								
Operating expenses	2,436,194	2,853,085	2,653,125	2,762,750	2,845,633	3,796,300	3,980,700	4,174,300
Water meter replacement project								
Well maintenance			70,000	70,000	70,000	70,000	70,000	70,000
Water tower painting						800,000		
Water tower				1,000,000				
SCADA Upgrades			1,035,000					
Utilities Building			13,250,000					
Water Softening								100,000,000
Pavement management			216,000	132,000	186,500	375,000	468,300	134,300
80th Street					100,000			
EPD & Jamaica			418,078					
Capital Equipment			150,000					
Glacial Valley								
Debt Payment				500,800	592,000	591,000	590,000	591,100
Total Expenditures	2,436,194	2,853,085	17,792,203	4,465,550	3,794,133	5,632,300	5,109,000	104,969,700
OTHER FINANCING SOURCES (USES)								
Bond issuance			9,750,000					
Interfund loan		-	-	-	-	-	-	-
Changes in assets and liabilities	(75,086)	(1,024,368)						
Transfers in								
Transfers out	(467,138)	(953,493)	(203,740)	(209,850)	(216,100)	(222,600)	(229,300)	(236,200)
Total other sources	(542,224)	(1,977,861)	9,546,260	(209,850)	(216,100)	(222,600)	(229,300)	(236,200)
Increase (decrease) in fund balance	333,892	(148,878)	(4,455,033)	(401,550)	631,168	(1,023,769)	(198,605)	262,415
Cash Balance Beginning	7,194,300	7,528,192	7,379,314	2,924,281	2,522,731	3,153,899	2,130,130	1,931,524
Cash Balance Ending	7,528,192	7,379,314	2,924,281	2,522,731	3,153,899	2,130,130	1,931,524	2,193,939

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Sewer Utility Fund (620)
Projected Financial Position

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Charges for Service*	\$ 3,567,096	\$ 3,600,456	\$ 4,164,700	\$ 4,185,870	\$ 4,442,450	\$ 4,664,600	\$ 4,897,800	\$ 5,142,700
Interest	(115,511)	175,014	56,000	56,200	55,100	55,100	55,100	55,100
Grant-Met Council								
Miscellaneous	96,757	(26,140)	2,500	2,500	2,500	2,500	2,500	2,500
Total Revenue	3,548,342	3,749,330	4,223,200	4,244,570	4,500,050	4,722,200	4,955,400	5,200,300
EXPENDITURES								
Operating Expenses	3,331,355	3,387,402	3,822,070	4,027,670	4,152,190	4,276,756	4,405,058	4,537,210
Pavement Management		248,941	248,000	132,000	186,500	375,000	468,300	134,300
Vac Truck				350,000				
SCADA Upgrades			103,500					
Sewer slip lining - spot replacement			550,000	550,000	50,000	50,000	50,000	50,000
EPD & Jamaica			3,330					
80th Street					80,000			
Glacial Valley		-						
Total Expenditures	3,331,355	3,636,343	4,726,900	5,059,670	4,468,690	4,701,756	4,923,358	4,721,510
OTHER FINANCING SOURCES (USES)								
Transfers in								
Transfers out	(418,313)	(197,796)	(203,740)	(209,850)	(216,150)	(222,600)	(229,300)	(236,200)
Total other sources	(418,313)	(197,796)	(203,740)	(209,850)	(216,150)	(222,600)	(229,300)	(236,200)
Increase (decrease) in fund balance	(201,326)	(84,809)	(707,440)	(1,024,950)	(184,790)	(202,156)	(197,258)	242,590
Unrestricted FB Beginning balance	6,043,859	5,842,533	5,757,724	5,050,284	4,025,334	3,840,544	3,638,388	3,441,130
Unrestricted FB Ending balance	5,842,533	5,757,724	5,050,284	4,025,334	3,840,544	3,638,388	3,441,130	3,683,720

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Street Light Utility Fund (630)
Projected Financial Position

	2022	2023	2024	2025	2026	2027	2028	2029
	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
REVENUES								
Charges for Services	\$ 871,602	\$ 972,404	\$ 1,041,850	\$ 1,152,400	\$ 1,244,000	\$ 1,306,200	\$ 1,371,500	\$ 1,440,100
City Supplied Poles	\$ 114,510	\$ 67,600	\$ 167,000	\$ 170,500	\$ 175,600	\$ 175,600	\$ 175,600	\$ 175,600
Intergovernmental - County/State					350,000		50,000	50,000
Development Charge					350,000			
Interest	(22,309)	20,782		5,000	5,000			
Miscellaneous	52,098	18,032	20,000	20,000	21,000	20,000	20,000	20,000
Total Revenue	1,015,901	1,078,818	1,228,850	1,347,900	2,145,600	1,501,800	1,617,100	1,685,700
EXPENDITURES								
Operating expenses	875,964	929,424	954,420	987,630	1,029,590	1,050,182	1,071,185	1,092,609
Street Light Service Truck				230,000				
Pavement management		82,527						
Replace/install Signal lights								
Traffic Signal-Hardwood Ave/Hardwood Ct				700,000				
Traffic Signal-80th/Jamaica					700,000			
Traffic Improvement-Keats/Indian Blvd					700,000			
Jamaica and 95th Intersection				13,000				
80th Street-Ideal to Hwy 61					-			
Annual system improvements			100,000	100,000	100,000	100,000	100,000	100,000
Pedestrian Crossings				100,000				250,000
Total Expenditures	875,964	1,011,951	1,054,420	2,130,630	2,529,590	1,150,182	1,171,185	1,442,609
OTHER FINANCING SOURCES (USES)								
Transfers in				700,000				
Transfers out	(217,960)	(51,500)	(53,000)	(56,000)	(57,680)	(59,400)	(61,200)	(63,000)
Total other sources	(217,960)	(51,500)	(53,000)	644,000	(57,680)	(59,400)	(61,200)	(63,000)
Increase (decrease) in fund balance	(78,023)	15,367	121,430	(138,730)	(441,670)	292,218	384,715	180,091
Unrestricted FB Beginning balance	452,832	374,809	390,176	511,606	372,876	(68,794)	223,424	608,139
Unrestricted FB Ending balance	374,809	390,176	511,606	372,876	(68,794)	223,424	608,139	788,230

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**Park Improvement Fund (515)
Projected Financial Position**

	2022	2023	2024	2025	2026	2027	2028	2029
	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
REVENUES								
Cell Tower Leases	463,343	486,781	452,000	465,600	479,600	494,000	508,800	524,100
Intergovernmental-3M Settlement					500,000			
Property Tax Levy					190,000	190,000	190,000	190,000
Interest	87,586	211,300	211,300	211,300	211,300	211,300	211,300	211,300
other (including donations)		10,780	80,000					
Total Revenue	550,929	708,861	743,300	676,900	1,380,900	895,300	910,100	925,400
EXPENDITURES								
Archery Range Shelter & trail works as part of PM							70,000	
Belden playground equipment				70,000				
Belden-backstop repair & curbing			30,000					
Bike park - picnic shelter & track paving			50,000					
Donations - matching funding			10,000	10,000	10,000	10,000	10,000	10,000
Glacial Valley-lighting for hockey & pickleball		13,751						
Hamlet skate park surface replacement					100,000			
Hamlet-shelter replacement						50,000		
Hamlet	279,651							
Hamlet-Court Reconstruction		110,365						
Hardwood playground equipment				70,000				
Hearthside basketball courts & playground	92,246							
Hearthside Park Improvements as part of PM								100,000
Hemmingway playground equipment								75,000
Hidden Valley as part of PM				150,000				
Hidden valley playground	53,931							
Highland playground equipment		161,570						
Highland rink lighting	58,884							
Highlands-Tennis court replacement							100,000	
Hillside/Jergen Trail as part of PM					75,000			
Ideal playground equipment		89,358						
North Ideal playground equipment								75,000
Kingston Park -Building replacement & power supply		151,947		200,000	5,000,000			
Kingston Park-Fitness Equipment	36,825							
Lamar Park-shade shelter replace. & roof replace.			80,000			10,000		
Sport Lighting Improvements			113,000	65,000	355,000	350,000	35,000	
Meadowgrass play equip	51,562							
Peter Thompson play equipment		116,542						
Peter Thompson-Building door replacement				40,000				-
Peter Thompson-rink boards and sport courts							300,000	
Pine Coulee-Court Replacement						20,000		
Pine Glen & Pine Tree Park-Picnic shelter				60,000				
Pine Tree Pond Play equipment		79,000						
Pine Tree Pond court replacement								30,000
Pine Tree Pond Park Improvements					500,000			
Pine Tree Valley Hockey & Skate Rink		64,295						
Woodridge shelter/hockey boards & pickleball courts				300,000				
Woodridge-inclusive playground repair & sealing				60,000				
West Draw, Granada & Nina Park play equipment			210,000					
West Draw Park Shelter		40,532						
Automatic locks on park buildings			35,000	35,000	35,000	35,000	35,000	35,000
miscellaneous	115,005	96,028						
Total Expenditures	688,104	923,388	448,000	1,140,000	6,075,000	475,000	550,000	325,000
OTHER FINANCING SOURCES (USES)								
Bond proceeds						5,000,000		
Transfer (to) from pavement management				150,000				100,000
Transfer (to) from park trust								
Total other sources	-	-	-	150,000	-	5,000,000	-	100,000
Increase (decrease) in fund balance	(137,175)	(214,527)	295,300	(313,100)	(4,694,100)	5,420,300	360,100	700,400
FB Beginning balance	1,446,879	1,309,704	1,095,177	1,390,477	1,077,377	(3,616,723)	1,803,577	2,163,677
FB Ending balance	1,309,704	1,095,177	1,390,477	1,077,377	(3,616,723)	1,803,577	2,163,677	2,864,077

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Park Trust Fund (570)
Projected Financial Position

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Intergovernmental	\$ 461,900	\$ 1,000,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	1,144,364	767,094	723,800	750,000	750,000	750,000	750,000	750,000
special assessments								
Interest	(71,668)	122,895	28,185					
Land sale								
Miscellaneous - Refunds & Reimbursements	52,683	2,697						
Total Revenue	1,587,279	1,892,686	751,985	1,100,000	750,000	750,000	750,000	750,000
EXPENDITURES								
Miscellaneous	40,734	90,670	47,652					
Camel's Hump Park - develop & trails								
East Ravine Neighborhood						500,000	500,000	500,000
Glacial Valley Park	2,504,690	1,048,538	154,059					
Glacial Valley Park Building		4,299,248	150,633					
Hamlet Park Expansion	58,006	51,169						
Mississippi Dunes	10,149	1,041,492	15,146					
Military Trailhead						200,000		
Jack and Marlys Denzer Park				500,000				
Oakwood Park	331,225	8,203						
Parks - master planning		12,534	23,307	15,000	15,000	15,000	15,000	15,000
Oltman Middle School				700,000	2,300,000			
Kingston Park Building								
Roberts Lake Neighborhood development						500,000		
Settlers Island landing/picnic pad								
Still Ponds park development					500,000			
Strawberry Fields (Swanlund)								
Hawthorne Pine 1st and 2nd Trails		50,000	21,000					
Total Expenditures	2,944,804	6,601,854	411,797	1,215,000	2,815,000	1,215,000	515,000	515,000
OTHER FINANCING SOURCES (USES)								
Bonded Debt		4,816,062	(400,000)		2,300,000			
Transfer from Park Improvement Fund	-							
Transfer from (to) park improvement & ED Trust	-		(120,000)	-	-	-	-	-
Total other sources	-	4,816,062	(520,000)	-	2,300,000	-	-	-
Increase (decrease) in fund balance	(1,357,525)	106,894	(179,812)	(115,000)	235,000	(465,000)	235,000	235,000
FB Beginning balance	1,505,183	147,658	254,552	74,740	(40,260)	194,740	(270,260)	(35,260)
FB Ending balance	147,658	254,552	74,740	(40,260)	194,740	(270,260)	(35,260)	199,740

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**LOST Capital Funds
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES							
Total Revenue	-	-	-	-	-	-	-
EXPENDITURES							
Hamlet-See Project Sheets					4,000,000	5,000,000	750,000
MS Dunes-See Project Sheets					1,500,000	1,250,000	1,000,000
River Oaks-See Project Sheet					500,000		3,500,000
Total Expenditures	-	-	-	-	6,000,000	6,250,000	5,250,000
Other Financing Sources (uses)							
Sales Tax Bonds					6,000,000	6,250,000	5,250,000
Total other sources	-	-	-	-	6,000,000	6,250,000	5,250,000
Increase (decrease) in fund balance	-	-	-	-	-	-	-
FB Beginning balance	-	-	-	-	-	-	-
FB Ending balance	-	-	-	-	-	-	-

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Landscape Initiative-in Fund 510
Projected Financial Position

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Grants	76,051	8,382	80,000				100,000	
Tree Mitigation-6489		118,281	10,000	40,000	40,000	40,000	40,000	40,000
Total Revenue	76,051	126,663	90,000	40,000	40,000	40,000	140,000	40,000
EXPENDITURES								
Landscape Initiative	92,889	125,191	170,000	120,000	80,000	100,000	220,000	100,000
Ravine Parkway Landscaping								
EPD and Jamaica Landscaping			71,450					
Total Expenditures	92,889	125,191	241,450	120,000	80,000	100,000	220,000	100,000
Other Financing Sources (uses)								
Transfer In								
Transfer Out-EPD & Jamaica			-					
Total other sources	-	-	-	-	-	-	-	-
Increase (decrease) in fund balance	(16,838)	1,472	(151,450)	(80,000)	(40,000)	(60,000)	(80,000)	(60,000)
FB Beginning balance	703,946	687,108	688,580	537,130	457,130	417,130	357,130	277,130
FB Ending balance	687,108	688,580	537,130	457,130	417,130	357,130	277,130	217,130

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**Municipal Building Fund (525)
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Property taxes	249,846	250,134	300,000	300,000	300,000	300,000	300,000	300,000
intergovernmental								
tower rental - PW Tower	92,034	90,921	74,890	74,890	74,890	74,890	74,890	74,890
Investment interest	(5,252)	9,610	5,280					
Miscellaneous								
Total Revenue	336,628	350,665	380,170	374,890	374,890	374,890	374,890	374,890
EXPENDITURES								
Municipal building expenses	12,576							
Shop & Wash Bay Modifications				500,000				
City Hall Remodel		131,211						
City Hall-Water Heater& Carpet						120,000		
Central Fire-Water Pumps							20,000	20,000
Public Works-Water Heater					12,000			
Public Works-Garage doors&flooring								85,000
Public Works-Roof replacement								1,000,000
Total Expenditures	12,576	131,211	-	500,000	12,000	120,000	20,000	1,105,000
Other Financing Sources (uses)								
Interfund loan interest	(25,450)	(23,350)	(21,250)	(19,150)	(17,050)	(14,950)	(12,650)	(10,025)
Interfund loan payment	(210,000)	(210,000)	(210,000)	(210,000)	(210,000)	(210,000)	(250,000)	(275,000)
Transfer from General Fund		5,302						
Total other sources	(235,450)	(228,048)	(231,250)	(229,150)	(227,050)	(224,950)	(262,650)	(285,025)
Increase (decrease) in fund balance	88,602	(8,594)	148,920	(354,260)	135,840	29,940	92,240	(1,015,135)
FB Beginning balance	(2,583,371)	(2,284,769)	(2,083,363)	(1,724,443)	(1,868,703)	(1,522,863)	(1,282,923)	(940,683)
FB Ending balance	(2,284,769)	(2,083,363)	(1,724,443)	(1,868,703)	(1,522,863)	(1,282,923)	(940,683)	(1,680,818)
Cash Balance at year-end	124,719	116,125	265,045	(89,215)	46,625	76,565	168,805	(846,330)
Interfund Payable at year-end	2,440,000	2,230,000	2,020,000	1,810,000	1,600,000	1,390,000	1,140,000	865,000

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**ED Trust Fund (286)
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Land sales	1,638,020	617,313						
Donation	150,000	150,000						
Interest	(159,225)	282,792	80,000					
South District Assessments		981,536	244,347	2,807,199				
Miscellaneous	210	105						
Total Revenue	1,629,005	2,031,746	324,347	2,807,199	-	-	-	-
EXPENDITURES								
Professional Services	52,379		60,000	60,000	60,000	60,000	60,000	60,000
Land Write-down								
Jamaica & 95th Intersection Improve.				507,000				
CSAH 19 and TH 61				666,500				
South District Street & Utility	303,295	689,085	4,500,000					
Total Expenditures	355,674	689,085	4,560,000	1,233,500	60,000	60,000	60,000	60,000
Other Financing Sources (uses)								
Interfund loan interest								
Interfund loan payment								
Transfer in for South District								
Transfer to Golf for liquor license								
Transfer to EDA Fund	(100,000)	(312,500)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Total other sources	(100,000)	(312,500)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Increase (decrease) in fund balance	1,173,331	1,030,161	(4,335,653)	1,473,699	(160,000)	(160,000)	(160,000)	(160,000)
FB Beginning balance	4,684,913	5,858,244	6,888,405	2,552,752	4,026,451	3,866,451	3,706,451	3,546,451
FB Ending balance	5,858,244	6,888,405	2,552,752	4,026,451	3,866,451	3,706,451	3,546,451	3,386,451
Goal	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Cash Balance	4,888,727	4,341,553	277,376	3,506,112	3,425,612	3,273,112	3,120,612	2,968,112

Anticipates that bonds are issued for golf course irrigation in 2025 allowing interfund loan to be paid in full to ED Trust

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**MSA Construction Fund (520)
Projected Financial Position**

	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES							
Municipal State Aid Construction funds	\$ 5,985,250	\$ 294,462	\$ 1,200,000	\$ 5,198,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
LRIP	\$ 1,187,500	\$ 62,500					
Special assessments	6,103		1,160,000				
Intergovernmental - Federal funding Shoppes at CV						3,000,000	
Intergovernmental - Federal funding 80th Street				5,000,000			
Intergovernmental - Federal funding			352,000				6,000,000
Intergovernmental - State		1,010,000	88,000				2,000,000
Assessment/Development Fees			1,000,000	1,000,000	1,000,000	2,150,000	1,869,000
Interest	46,560	34,800					
Miscellaneous -							
Total Revenue	7,225,413	1,401,762	3,800,000	11,198,000	2,000,000	6,150,000	10,869,000
EXPENDITURES							
Professional services-miscellaneous	15						
Safe Streets and Roads for All			440,000				
103rd Street Bridge							8,000,000
70th Street (in three phases)							
80th Street (CSAH19 to TH 61) Reclamation		-					
80th Street (Ideal to Hwy 61) -SROP Approved	59,401			10,000,000			
80th Street (80th/Keats roundabout)-SROP Approved				1,000,000			
East Point Douglas - Jamaica intersection	7,905,857	4,007,000	800,000				
EPD & Ravine Pkwy - Shoppes at Cottage View						5,750,000	4,343,000
Jamaica Avenue and 95th Intersection Improvements			2,000,000				
Jamaica Ave - 80th to 90th		2,241,384					
Ravine Parkway	223,522		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
River Oaks Hwy 61 RCUT	138,896	1,204,000					
Total Expenditures	8,327,691	7,452,384	5,240,000	13,000,000	2,000,000	7,750,000	14,343,000
OTHER FINANCING SOURCES (USES)							
Bond Proceeds		4,788,689				377,000	2,760,000
Transfers in		1,666,474	840,000	1,802,000		1,223,000	714,000
Transfers out - PM							
Total other sources	-	6,455,163	840,000	1,802,000	-	1,600,000	3,474,000
Increase (decrease) in fund balance	(1,102,278)	404,541	(600,000)	-	-	-	-
Beginning balance, FB	431,429	(670,849)	(266,308)	(866,308)	(866,308)	(866,308)	(866,308)
Ending balance, FB	(670,849)	(266,308)	(866,308)	(866,308)	(866,308)	(866,308)	(866,308)
MSA Beginning Balance	1,195,043	(3,705,538)	(1,862,872)	(789,872)	(3,624,372)	(2,206,472)	(788,572)
Allocation	1,968,470	2,137,127	2,273,000	2,363,500	2,417,900	2,417,900	2,417,900
Disbursements	(6,869,051)	(294,462)	(1,200,000)	(5,198,000)	(1,000,000)	(1,000,000)	(1,000,000)
MSA Ending Balance	(3,705,538)	(1,862,872)	(789,872)	(3,624,372)	(2,206,472)	(788,572)	629,328

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Street Reconstruction and Overlay Fund
Projected Financial Position

	2024	2025	2026	2027	2028	2029
	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
	\$	\$	\$	\$	\$	\$
REVENUES						
special assessments developer fees						1,485,000
Intergovernmental - Federal funding 19 & 61		1,667,000	19,000,000	19,000,000		14,033,000
Intergovernmental - County 19 & 61		666,500	3,422,500	777,500		8,150,000
Interest						
Miscellaneous						
Total Revenue	-	2,333,500	22,422,500	19,777,500	-	23,668,000
EXPENDITURES						
Prof Svcs - assmt fees						
CSAH 19 and TH 61		3,000,000	28,422,500	23,577,500		22,900,000
Harkness Avenue reconstruction						3,162,000
Jamaica Ave - 70th to Military					3,000,000	
Total Expenditures	-	3,000,000	28,422,500	23,577,500	3,000,000	26,062,000
Revenue over Expenditures	-	(666,500)	(6,000,000)	(3,800,000)	(3,000,000)	(2,394,000)
Other Financing Sources (uses)						
Bond proceeds			2,850,000	650,000	3,000,000	938,000
Transfers from Area Funds			3,150,000	3,150,000		1,456,000
Transfer from general fund						
Transfers from ED Trust		666,500				
Total other sources	-	666,500	6,000,000	3,800,000	3,000,000	2,394,000
Increase (decrease) in fund balance	-	-	-	-	-	-
FB Beginning balance	-	-	-	-	-	-
FB Ending balance	-	-	-	-	-	-

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Pavement Management Fund (560)
Projected Financial Position

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
	\$	\$	\$	\$	\$	\$	\$	\$
REVENUES								
special assessments	30	21	78,750					
Interest	(123,494)	158,869	45,000	26,100	26,300	26,600	26,900	27,100
Miscellaneous								
Total Revenue	(123,464)	158,890	123,750	26,100	26,300	26,600	26,900	27,100
EXPENDITURES								
Prof Svcs - assmt fees	637							
PM 2021 - F5, B1, E1 & River Oaks Parking	102,503							
PM 2023	137,347	3,547,055	16,867					
PM 2024			1,178,000					
PM 2025-Hidden Valley				2,699,000				
PM 2026-Thompson Grove Estates 11th Add, south part Woodridge Park Add (W of Jamaica)					3,471,000			
PM 2027-East Point Douglas (Inwood to CDS), Kingsborough Trail						3,547,000		
PM 2028-Thompson Grove Estates 12 Add, north part Woodridge Park Add (W of Jamaica)							3,588,000	
PM 2029-Thompson Grove Estates and Hillside Trail								5,390,000
Total Expenditures	240,487	3,547,055	1,194,867	2,699,000	3,471,000	3,547,000	3,588,000	5,390,000
Revenue over Expenditures	(363,951)	(3,388,165)	(1,071,117)	(2,672,900)	(3,444,700)	(3,520,400)	(3,561,100)	(5,362,900)
Other Financing Sources (uses)								
Bond proceeds		2,994,722	1,075,700	2,303,000	2,909,000	2,801,000	3,026,000	3,985,000
Transfers from MSA fund								
Transfer from general fund								
Transfers from utility funds	-	563,729	47,250	396,000	562,000	746,000	562,000	1,405,000
Total other sources	-	3,558,451	1,122,950	2,699,000	3,471,000	3,547,000	3,588,000	5,390,000
Increase (decrease) in fund balance	(363,951)	170,286	51,833	26,100	26,300	26,600	26,900	27,100
FB Beginning balance	2,748,091	2,384,140	2,554,426	2,606,259	2,632,359	2,658,659	2,685,259	2,712,159
FB Ending balance	2,384,140	2,554,426	2,606,259	2,632,359	2,658,659	2,685,259	2,712,159	2,739,259
Goal (35% of next 5-year avg capital spend)	1,012,125	1,014,991	1,310,307	1,383,618	1,423,434	1,470,931	1,457,208	1,530,069

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**Water Area Fund (575)
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Developer fees	\$ 1,378,851	\$ 677,066	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Special Assessments								
Intergovernmental - County/State								
3M Settlement funds								
Interest	(166,902)	199,567						
Miscellaneous								
Total Revenue	1,211,949	876,633	700,000	700,000	700,000	700,000	700,000	700,000
EXPENDITURES								
East Ravine infrastructure development			25,000	17,000	17,000	17,000	17,000	17,000
Interim Water Treatment project								
Miscellaneous	3,910							
Water Comp Plan	64,494	36,916						
PFAS Study								
water main oversizing	134,313	74,743	10,000	7,000	7,000	7,000	7,000	7,000
South District Street & Utilities	450,084	708,007	800,000					
EPD & Ravine Pkwy - Shoppes at Cottage View								
CSAH 19 & TH 61					1,215,000	1,215,000		
Ravine Parkway I & II		87,960					559,000	559,000
Intermediate & low zone water treatment facilities	10,636							
River Acres watermain extension								
Granada watermain extension								
Harkness Avenue								485,400
Jamaica Avenue & 95th Intersection				49,000				
Well 7&8 treatment								
Industrial Park Water Tower	96,851	7,310		6,000,000				
100th St watermain		66,799						
95th & Jamaica								
Well #12								
Total Expenditures	760,288	981,735	835,000	6,073,000	1,239,000	1,239,000	583,000	1,068,400
OTHER FINANCING SOURCES (USES)								
Bond Proceeds				4,000,000				
Transfers in				1,000,000				
Transfers out	(102,330)	(237,909)						
Total other sources	(102,330)	(237,909)	-	5,000,000	-	-	-	-
Increase (decrease) in fund balance	349,331	(343,011)	(135,000)	(373,000)	(539,000)	(539,000)	117,000	(368,400)
FB Beginning balance	3,656,384	4,005,715	3,662,704	3,527,704	3,154,704	2,615,704	2,076,704	2,193,704
FB Ending balance	4,005,715	3,662,704	3,527,704	3,154,704	2,615,704	2,076,704	2,193,704	1,825,304

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

Sewer Area Fund (580)
Projected Financial Position

	2022	2023	2024	2025	2026	2027	2028	2029
	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
REVENUES								
Developer fees	\$ 976,022	\$ 552,117	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
Special Assessments								
Intergovernmental - County/State/Federal	1,986,135	(66,481)						
Interest	(31,171)	5,017						
Miscellaneous								
Total Revenue	2,930,986	490,653	600,000	600,000	600,000	600,000	600,000	600,000
EXPENDITURES								
East Ravine infrastructure development		74,157	25,000	17,000	17,000	17,000	17,000	17,000
Hy-Vee								
Miscellaneous		13,077						
Comp Plan	66,687	40,660						
South District Street & Utilities	1,317,320	874,379						
95th & Jamaica								
EPD & Ravine Pkwy - Shoppes at Cottage View							611,500	357,000
CSAH 19 & TH 61					770,000	770,000		
Lift Stations		18,970						
Harkness Avenue								485,400
Trunk sewer extension - Met council	747,070	1,152						
Trunk Fund Oversizing			10,000	7,000	7,000	7,000	7,000	7,000
Sanitary Sewer Plan								
Total Expenditures	2,131,077	1,022,395	35,000	24,000	794,000	794,000	635,500	866,400
OTHER FINANCING SOURCES (USES)								
Debt Service - principal & interest	-	-	-	-	-	-	-	-
Transfers in								
Transfers out	(239,818)							
Total other sources	(239,818)	-	-	-	-	-	-	-
Increase (decrease) in fund balance	560,091	(531,742)	565,000	576,000	(194,000)	(194,000)	(35,500)	(266,400)
FB Beginning balance	36,089	596,180	64,438	629,438	1,205,438	1,011,438	817,438	781,938
FB Ending balance	596,180	64,438	629,438	1,205,438	1,011,438	817,438	781,938	515,538

**City of Cottage Grove, MN
Capital Improvement Plan 2025-2029**

**Storm Water Area Fund (585)
Projected Financial Position**

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED	2029 ESTIMATED
REVENUES								
Developer fees	\$ 1,756,069	\$ 555,074	\$ 656,300	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Special Assessments		7,754						
Intergovernmental - County/State								
Interest	(222,394)	48,849	1,500					
Miscellaneous								
Total Revenue	1,533,675	611,677	657,800	700,000	700,000	700,000	700,000	700,000
EXPENDITURES								
95th & Jamaica Improvements								
Business park pond & grading								
East Ravine infrastructure development				17,000	17,000	17,000	17,000	17,000
River acres water main project								
TG-14	1,231,184	10,060						
L-P3 Pond Improvements	72,992	87,082						
East Ravine infrastructure & AUAR	38,474	224,728						
Anderson								
100th Street Extension		35,744						
Miscellaneous	14,449	308	41,230					
Jamaica Avenue-Trunk storm sewer realignment			342,000					
Jamaica Avenue & 95th Intersection				271,000				
South District Trunk Storm Sewer	3,111,573	65,267						
South District Street & Utilities	294,334	867,166						
CSAH 19 & TH 61					1,165,000	1,165,000		
EPD & Ravine Pkwy - Shoppes at Cottage View		-					611,500	357,000
Lake Flora Ponds		490,327						
Harkness Avenue								485,400
oversizing	167,083		24,200	7,000	7,000	7,000	7,000	7,000
Lake Robert	6,725							
West draw modeling								
Total Expenditures	4,936,814	1,780,682	407,430	295,000	1,189,000	1,189,000	635,500	866,400
OTHER FINANCING SOURCES (USES)								
Transfers in - 95th & Jamaica								
Transfers in (out)	(319,059)							
Total other sources	(319,059)	-	-	-	-	-	-	-
Increase (decrease) in fund balance	(3,722,198)	(1,169,005)	250,370	405,000	(489,000)	(489,000)	64,500	(166,400)
FB Beginning balance	4,721,479	999,281	(169,724)	80,646	485,646	(3,354)	(492,354)	(427,854)
FB Ending balance	999,281	(169,724)	80,646	485,646	(3,354)	(492,354)	(427,854)	(594,254)

City of Cottage Grove, MN
Capital Improvement Plan 2025-2029

3M Settlement/MPCA Fund 455
Projected Financial Position

	2022 ACTUAL	2023 ACTUAL	2024 ESTIMATED	2025 ESTIMATED	2026 ESTIMATED	2027 ESTIMATED	2028 ESTIMATED
REVENUES							
3M Settlement funds	\$ 9,224,361	\$ 16,781,220	\$ 28,068,615	\$ 63,477,000	\$ 26,250,000	\$ 5,000,000	\$ -
Interest							
Miscellaneous							
Total Revenue	9,224,361	16,781,220	28,068,615	63,477,000	26,250,000	5,000,000	-
EXPENDITURES							
Prior Year Projects	9,334,549	17,328,462					
Low Zone Water Treatment Plant & Well 13			27,400,000				
Intermediate Zone Water Treatment Plant				63,477,000	26,250,000		
Well 1, Well 2, & Temp Treatment Plant decomm.						5,000,000	
Total Expenditures	9,334,549	17,328,462	27,400,000	63,477,000	26,250,000	5,000,000	-
OTHER FINANCING SOURCES (USES)							
Bond Proceeds							
Transfers in							
Transfers out							
Total other sources	-	-	-	-	-	-	-
Increase (decrease) in fund balance	(110,188)	(547,242)	668,615	-	-	-	-
FB Beginning balance	(11,185)	(121,373)	(668,615)	-	-	-	-
FB Ending balance	(121,373)	(668,615)	-	-	-	-	-



City Council Action Request

7.J.

Meeting Date 12/4/2024

Department Community Development

Agenda Category Action Item

Title Rental License Approvals

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

Budget Implication N/A

Attachments

1.	Rental License Approvals CC Memo
2.	Rental License Approval Tables

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

FROM: Samantha Drewry, Code Enforcement Officer

DATE: November 26, 2024

RE: Rental License Approvals

Background/Discussion

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

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

Recommendation

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

2025 RENTAL LICENSES
CITY COUNCIL APPROVAL - DECEMBER 4, 2024

RENTAL LICENSE NUMBER	PROPERTY STREET #	PROPERTY STREET NAME	PROPERTY OWNER
RENT-002500	7032	Homestead Avenue South	Blanche, Victor Paul
RENT-001608	6613	Jasmine Avenue South	Chris Sorenson
RENT-002477	6442	Inspire Circle South	Darapaneni Chenna Keasavarao, Kowshick
RENT-002573	8340	75th Street South	Erik Lundahl, Imagine Homes
RENT-002445	7303	Hidden Valley Lane South	Hanson, Nathan
RENT-002561	7562	Inskip Trail South	Hoang Nguyen
RENT-001737	8344	69th Street South	Justin Rock
RENT-001583	7027	Homestead Avenue South	Lisa Boe, Alderwood LLC
RENT-002481	6330	Hedgecroft Avenue South	McCormick, Brian
RENT-002014	6740	Timber Ridge Court South	Tinucci, Mark



City Council Action Request

7.K.

Meeting Date	12/4/2024				
Department	Administration				
Agenda Category	Action Item				
Title	Business Licenses 2025				
Staff Recommendation	Adopt Resolution 2024-172 authorizing renewal of business licenses for 2025.				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>Resolution - Business License Renewals - 2024-172</td></tr><tr><td>2.</td><td>Attachment A (2024-172- Approved Businesses 2025)</td></tr></table>	1.	Resolution - Business License Renewals - 2024-172	2.	Attachment A (2024-172- Approved Businesses 2025)
1.	Resolution - Business License Renewals - 2024-172				
2.	Attachment A (2024-172- Approved Businesses 2025)				



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

FROM: Tammy Anderson, City Clerk

DATE: December 4, 2024

RE: Business Licenses 2025

Discussion

The City of Cottage Grove licenses specific business activities on a calendar-year basis. Certain licenses, including those for liquor, tobacco, therapeutic massage businesses, and massage therapists, require City Council approval as outlined in our City Code and/or upon recommendation by the City Attorney. To ensure timely processing and potential City Council approval, an October 15, 2024 deadline was set for renewal applications. This allows staff to conduct necessary verifications and background checks.

The attached resolution includes applications that have been submitted, cleared background checks, and are pending City Council approval. As some applications are still pending or incomplete, additional renewal requests will be forwarded to the City Council as they are received.

Recommendation

Adopt Resolution 2024-172 authorizing renewal of business licenses for 2025.

Attachments

1.	Resolution - Business License Renewals - 2024-172
2.	Attachment A (2024-172- Approved Businesses 2025)

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-172

BUSINESS LICENSE RENEWALS FOR 2025

WHEREAS, the City of Cottage Grove licenses specific business activities on a calendar-year basis and such licenses expire on December 31 and are subject to renewal; and

WHEREAS, certain license types require City Council authorization for issuance as specified by our City Code and/or the recommendation of our City Attorney; and

WHEREAS, the businesses listed in Attachment A have submitted license renewal applications; and

WHEREAS, the applications have been reviewed and the businesses have undergone background investigations by the Police Division of the Public Safety Department and the City Clerk Division of the Administration Department; and

WHEREAS, the results of the background investigations have not revealed anything that would constitute a basis for denial of the renewal applications;

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, authorizes renewal of the business licenses specified in Attachment A, for the year of 2024 conditioned on compliance with all applicable state and local regulations related to each specific license type.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

RESOLUTION 2024-172 - ATTACHMENT A

Liquor Licenses			
License Type	Business	Address	Licensee
Liquor License	Applebees	8380 East Point Douglas Road	Briana Gloria Soto
	Bill's Liquor	7155 Jorgensen Lane South #150	Nebeel Hassan
	Carbones	7155 Jorgensen Lane #170	Janele Lynn Erickson
	Cub Foods	8690 East Pt Douglas Road	Ashley Sitton Reimer
	G-Will Liquors	6999 80th Street So	James Frank Kast, Jacob Stephen Zigner, Grant William Rodemacher, Daniel Charles Fields,
	CG Holiday #3512	6921 Pine Arbor Drive	Amy Neva-Linn Damon Ceauxx
	CG Holiday #3827	8490 East Pt Douglas So	Amy Neva-Linn Damon Ceauxx
	Hope Glen Farm	10276 East Pt Douglas Rd	Paula Ann Bushilla
	Hyvee (off-sale Intoxicating)	7280 East Pt Douglas Rd	Andrew William Schroeder
	Hyvee (on-sale)	7280 East Pt Douglas Rd	Andrew William Schroeder
	Hyvee (off-sale 3.2)	7282 East Pt Douglas Rd	Andrew William Schroeder
	Junction 70	6933 Pine Arbor Drive South	Joel Anthony Lehman
	Las Margaritas	7166 East Pt Douglas Rd	Rosa Isela Castro
	Muddy Cow	7350 Hardwood Court So	Patrick Francis Conroy
	River Oaks Golf and Event Center	11099 Highway 61	Dennis Edward Neitz
	Speedway	7162 East Pt Douglas Rd	David Lee Seltzer
	Top Ten Liquors	8617 East Pt Douglas Rd S	Jonathan Garrett Halper
	VFW	9260 East Pt Douglas Rd S	Constance June Wylie
	Walmart	9300 East Pt Douglas Rd	Sarah Catherine Little
License Type	Business	Address	Licensee
Tobacco	Bill's Liquor	7155 Jorgensen Lane South #150	Nebeel Hassan
	CG Holiday #3512	6921 Pine Arbor Drive	Amy Neva-Linn Damon Ceauxx
	CG Holiday #3827	8490 East Pt Douglas So	Amy Neva-Linn Damon Ceauxx
	CG Smoke Shop	8457 East Point Douglas Rd	Emad Zuhair Wazwaz
	Cottage Grove Vape	8599 West Point Douglas Rd	Ahmad Imad Asmar
	Cub Foods	8690 East Pt Douglas Road	AshleySitton Reimer
	First Smoke Shop	6990 80th Street South #100	Sherif Amr Mohamed Elbarawi
	Gas Plus (KATH) 3523	7033 Jorgensen Lane So	Stephen Robert Dahl
	G-Will Liquors	6999 80th Street So	James Frank Kast, Jacob Stephen Zigner, Grant William Rodemacher, Daniel Charles Fields,
	High North Dispensary	8711 E Pt Douglas Rd #108	Tyler Aaron Thompson, Daniel Charles Johnson,
	Holiday (Kath Fuel) 3523		
	Hyvee	7280 East Pt Douglas Rd	Andrew William Schroeder
	Hyvee Gas Station	7282 East Pt Douglas Rd	Andrew William Schroeder
	Moon Soon Tobacco	7584 80th Street So	Ramadan Abdalla Aly Hussein
	River Oaks Golf and Event Center	11099 Highway 61	Dennis Edward Neitz
	Speedway 4183	7162 East Pt Douglas Rd	David Lee Seltzer
	Top Ten Liquors	8617 East Pt Douglas Rd S	Jonathan Garrett Halper
	Walgreens	7135 East Point Douglas S	Brian Richard Brown
	Walmart	9300 East Pt Douglas Rd	Sarah Catherine Little



City Council Action Request

7.L.

Meeting Date 12/4/2024

Department Administration

Agenda Category Ordinance

Title 2025 Fee Table

Staff Recommendation Adopt Ordinance 1091, authorizing the implementation of fee changes, increases, and additions for the year 2025, effective January 1, 2025.

Budget Implication N/A

Attachments	1.	Fee Ordinance 2025
	2.	2025 Proposed Fee's (Council)



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

FROM: Tammy Anderson, City Clerk

DATE: December 4, 2024

RE: 2025 Fee Table

Discussion

The City Council is asked to consider approving the attached ordinance establishing fees.

Administration

Administration fees will not increase in 2025. Staff have compared Cottage Grove's fees to those of neighboring communities and Cottage Grove falls in the median.

Area Charges, Connection Fees, Public Works Labor and Equipment Rates

The cost of trunk utility infrastructure within the City is funded by a combination of area charges and connection fees for sanitary sewer, watermain, and storm sewer. The area charges are determined on a per-acre basis as development occurs. These charges are calculated in our comprehensive plans for water, sewer, and storm, and are determined based on the actual cost to build our trunk utility system. Depending on what area of the city a development is in, the area charges will vary based on the cost of providing utility service. Each year, the area charges and connection fees are updated based on the construction cost index increase for the past 12 months, which was 2.7%. If these fees do not remain in line with current construction pricing, the City will have insufficient funds to implement comprehensive plans for each utility.

Community Development

The primary justification for the proposed fee changes related to building permits and inspection is based on service cost recovery due to inflationary factors such as IT services, fleet, and fuel and labor costs. Rental license fees have increased to cover the costs associated with administration costs. These costs include staff time for processing applications, conducting inspections, and responding to inquiries and complaints. The current fees are significantly lower than those of other cities in the metro area, and this increase will help align Cottage Grove's fees with industry standards.

EMS/Medical Services - Ambulance

Public Safety collaborated with our ambulance billing team to compare rates to comparable services and determined the ALS/BLS transport rates should increase by 7.5% to align with current standard rates. In addition, fees for mileage, non-resident fees, and special service

EMS charges will also increase by 7.5% to cover increased operating costs.

General Services

General service fees will remain unchanged in 2025. Staff has determined that the current fees are aligned with those of comparable cities.

Licenses

Minnesota's recently enacted cannabis laws have necessitated the introduction of new fees to regulate various aspects of the now legal cannabis industry. These fees apply to a range of operations, including micro-businesses, cultivation, manufacturing, retail, wholesale, transportation, testing, delivery, low-potency hemp edibles, medical cannabis combinations, and event organizing. It's important to note that the State of Minnesota has imposed caps on those fees that are reflected on the fee table.

Parks and Recreation

Park and Recreation fee increases for 2025 were nominal in nature. Adjustments were made based on cost of doing business; mostly related to product cost increases and/or service price increases. Staff annually measure fees against comparable communities and private services. With adjustments, staff is confident our fees will remain fair value to the customers while providing fair cost recovery to the City. A new feature will be the online platform for supervised playground and facility rentals, which will reduce staff time and streamline the reservation process for the consumer.

Public Safety

It is proposed to change the cost of Police and Fire Reports from a rate of \$1/page (10 pages) to a rate of \$0.25 per page over 25 pages. This is in line with the fees charged in neighboring communities. Lastly, law enforcement/police officer service charges increased from \$120 to \$130 to follow the fees outlined in the contract.

Spring Cleanup Fees, Public Works Labor and Equipment Rates, Grading Permit Fees, and Right-of-Way Permit Fees

Fees related to the annual spring cleanup were updated based on vendor pricing as needed. The intent of these fees is to cover the disposal costs, labor for the event is largely covered through the City's recycling grant.

A 9% increase was also applied to Public Works labor and 5% to equipment rates, respectively. The 9% increase is due to union wage increases that were negotiated for 2025, and equipment rates were increased based on equipment capital/operating cost increases.

Labor costs also impact the various permits that public works is responsible for, which includes right-of-way and grading permits. With the proposed wage increases in 2025, these fees are proposed to be increased by 5%.

Streetlighting, Sign Materials, and Water Meters

Included in the fee table are charges for streetlighting, sign materials, and water meters. These fees are charged out in various situations, such as supplying streetlights to a new development, replacing a sign that was damaged in an accident, or selling water meters for new homes. The fees are intended to recoup costs related to the materials the City has on hand to use in these situations. The City has received proposed 2025 pricing from its various

suppliers, and the fee table has been updated accordingly to reflect these new costs.

Utility Rates

Water usage rates are set to increase by 5.5% while sewer usage rates will rise by 5% to pay for current operating costs. The Storm Water is increasing by 3% per the Storm Water rate study that was completed in 2021. The streetlight rates are increasing by 8% in order to fund high operating and replacement costs. All utility rate increases are necessary to fund current operating costs.

Recommendation

Adopt Ordinance 1091, authorizing the implementation of fee changes, increases, and additions for the year 2025, effective January 1, 2025.

Attachments

1.	Fee Ordinance 2025
2.	2025 Proposed Fee's (Council)

ORDINANCE NO. 1091

AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA, AMENDING THE CITY FEE TABLE

The City Council of the City of Cottage Grove, Washington County, Minnesota, does hereby ordain as follows:

SECTION 1. AMENDMENT. The City Fee Table administered by the City of Cottage Grove, County of Washington, State of Minnesota, shall be amended as specified in Attachment A effective January 1, 2025 and will remain in effect until amended or otherwise specified.

SECTION 2. PUBLICATION BY TITLE AND SUMMARY. Pursuant to Minnesota Statute Section 412.191, subd. 4, in the case of a lengthy ordinance, a summary may be published in lieu of the entire ordinance. The entire ordinance has been posted in accordance with State Statute 415.19 on the City's Public Notices board at City Hall, and on the City's website under Pending Ordinances at least ten days before consideration. A copy of the entire ordinance is available at the office of the City Clerk and the fee table in its entirety will be published on the City's website. The following summary is approved by the City Council and shall be published in lieu of the entire ordinance:

City of Cottage Grove
Ordinance 1091

The Cottage Grove City Council passed Ordinance 1091, which amends the City Fee Table in the following categories effective 1/1/2025:

Ambulance (Basic Life Support, Advanced Life Support, Other) Development (Area Charges, Residential/Commercial/Industrial; Area Charges, Residential; Connection Fees, Commercial/Industrial; Connection Fees, Residential; Miscellaneous) Fines (License; Cannabinoid & Low Potency THC) Golf Course (Cart Rental; Driving Range; Facility Rental; Food and Beverage Minimum; Greens Fee (Juniors); Greens Fee (Non-Patron); Greens Fee (Patron); Greens Fee (Twilight Golf); Season Pass; Tournament; Ride Along; Ice Arena (High School Hockey Games; North & West Rink Ice Rental; Rentals, Other; South Rink Ice Rental; Turf Rental) Licenses (Business; Cannabinoid & Low Potency) Parks (Event/Tournament; Facility Use) Permits (Building, State Surcharges; Building/Mechanical/Plumbing Permits; Electrical; Grading/Excavation; Inspections; Mechanical/Plumbing (Commercial) Mechanical/Plumbing (Residential) Miscellaneous Permit Fees; Zoning; Public Safety (Police Services; Towing and Impound Admin Fee) Public Works (Equipment and Labor; Right-of-Way; Signs; Spring Cleanup; Street Lights) Utilities (Account; Permits/Rentals; Services; Sewer Usage Rates; Stormwater Utility Fees; Street Light Rates; Water Meters; Water Usage Rates).

The full text of Ordinance 1091 is available at Cottage Grove City Hall during regular business hours and the new fee table will also be available on the city website at cottagesgrovemn.gov, search City Fee Table, after it becomes effective.

Tamara Anderson
City Clerk

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect on 1/1/2025 after its passage and publication according to law.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

	A	B	C	D	E	G
1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
2	Ambulance					
3	Ambulance	Advanced Life Support	Stand-By (Paramedic without Ambulance)		\$75.00 per Hour	\$80.00 per hour
4	Ambulance	Advanced Life Support	Stand-By (EMT and Paramedic with Ambulance)		\$200.00 per Hour	\$220.00 per hour
5	Ambulance	Advanced Life Support	Treatment without Transport (includes all medication administration, oxygen administration, ETCO2 monitoring, ultrasound, ECG monitoring (including 12 lead EKG))		\$500.00	\$540.00
6	Ambulance	Advanced Life Support	Treatment and Transport - Tier 1		\$2,500.00	\$2,690.00
7	Ambulance	Advanced Life Support	Treatment and Transport - Tier 2		\$2,800.00	\$3,010.00
8	Ambulance	Basic Life Support	Stand-By (EMT without Ambulance)		\$50.00 per Hour	\$55.00 per hour
9	Ambulance	Basic Life Support	Stand-By (2 EMTs with Ambulance)		\$150.00 per Hour	\$160.00 per hour
10	Ambulance	Basic Life Support	Evaluation without Transport (includes assessment, vital signs (including pulse oximetry), blood glucose measurement, basic bandaging, band-aid, basic wound care, splinting or carbon monoxide monitoring)		No Charge Resident; \$500.00 Non Resident	No Charge Resident; \$540.00 Non Resident
11	Ambulance	Basic Life Support	Treatment and Transport		\$2,000.00	\$2,150.00
12	Ambulance	Other	Mileage Charge (Per Loaded Mile From City Limits)		\$33.00	\$40.00
13	Ambulance	Other	Non-Resident Fee		\$210.00	\$230.00
14	Ambulance	Other	Special Services EMS Charge		\$410.00	\$440.00
15	Animal					
16	Animal	Impound	City-Ordered, Administrative Fee		Actual Cost Incurred by Impound Facility	Actual Cost Incurred By Impound Facility
17	Animal	Impound	City-Ordered, Facility Fee		Actual Cost Incurred by Impound Facility	Actual Cost Incurred By Impound Facility
18	Animal	Other	Administrative hearing fee, dangerous/potentially dangerous dog		\$200.00	\$200.00
19	Animal	Licenses	Dog/Cat, Duplicate Tag		\$5.00 Each	\$5.00 each
20	Animal	Licenses	Dog/Cat, Multiple Animal		\$100.00 Per Calendar Year	\$100.00 Per Calendar Year
21	Animal	Licenses	Dog/Cat, Non-Spayed/Non-Neutered (1 Calendar Year)		\$20.00 Renewal	\$20.00 Renewal
22	Animal	Licenses	Dog/Cat, Non-Spayed/Non-Neutered (Lifetime License)		\$75.00	\$75.00
23	Animal	Licenses	Dog/Cat, Spayed/Neutered (1 Calendar Year)		\$15.00 Renewal	\$15.00 Renewal
24	Animal	Licenses	Dog/Cat, Spayed/Neutered (No Micro-chip Lifetime License)		\$60.00	\$60.00
25	Animal	Licenses	Dog/Cat, Spayed/Neutered (Micro-chipped Lifetime License)		\$50.00	\$50.00
26	Animal	Licenses	Kennel, Commercial		\$50.00 per Year	\$50.00 per year
27	Animal	Licenses	Goats, Temporary Keeping of, Vegetation Management		\$50.00 per Calendar Year	\$50.00 Per Calendar Year
28	Animal	Registrations	Dog, Potentially Dangerous		\$60.00 Spayed/Neutered; \$65.00 Non-Spayed/Non-Neutered per Calendar Year	\$60.00 Spayed/Neutered; \$65.00 Non-Spayed/Non-Neutered per Calendar Year
29	Animal	Registrations	Dog, Dangerous		\$100.00 Spayed/Neutered; \$105.00 Non-Spayed/Non-Neutered per Calendar Year	\$60.00 Spayed/Neutered; \$65.00 Non-Spayed/Non-Neutered per Calendar Year
30	Development					
31	Development	Area Charges, Commercial/Industrial	Sanitary Sewer, Remainder of City		\$2,345.00 per acre	\$2,410.00 per acre
32	Development	Area Charges, Commercial/Industrial	Sanitary Sewer, South District Lower		\$13,120.00 per acre	\$13,470.00 per acre
33	Development	Area Charges, Commercial/Industrial	Sanitary Sewer, South District Upper		\$4,940.00 per acre	\$5,070.00 per acre
34	Development	Area Charges, Commercial/Industrial	Storm Water Facilities, Remainder of City		\$11,285.00 per acre	\$11,590.00 per acre
35	Development	Area Charges, Commercial/Industrial	Storm Water Facilities, West Draw		\$12,575.00 per acre	\$12,910.00 per acre
36	Development	Area Charges, Commercial/Industrial	Waterworks		\$7,260.00 per acre	\$7,460.00 per acre
37	Development	Area Charges, Residential	Sanitary Sewer, Remainder of City		\$1,670.00 per acre	\$1,720.00 per acre

	A	B	C	D	E	G
1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
38	Development	Area Charges, Residential	Sanitary Sewer, South District Lower		\$9,300.00 per acre	\$9,550.00 per acre
39	Development	Area Charges, Residential	Sanitary Sewer, South District Upper		\$3,510.00 per acre	\$3,600.00 per acre
40	Development	Area Charges, Residential	Sanitary Sewer, Upper Ravine		\$8,570.00 per acre	\$8,800.00 per acre
41	Development	Area Charges, Residential	Sanitary Sewer, West Draw Area 1		\$2,090.00 per acre	\$2,150.00 per acre
42	Development	Area Charges, Residential	Sanitary Sewer, West Draw Area 2		\$3,450.00 per acre	\$3,540.00 per acre
43	Development	Area Charges, Residential	Sanitary Sewer, Utility Staging Area 2		\$7,000.00 per acre	\$7,190.00 per acre
44	Development	Area Charges, Commercial/Industrial	Sanitary Sewer, Utility Staging Area 2		\$9,870.00 per acre	\$10,140.00 per acre
45	Development	Area Charges, Commercial/Industrial	Storm Water Facilities, East Ravine		\$13,210.00 per acre	\$13,570.00 per acre
46	Development	Area Charges, Commercial/Industrial	Storm Water Facilities, South District		\$13,020.00 per acre	\$13,370.00 per acre
47	Development	Area Charges, Residential	Storm Water Facilities, Remainder of City - Ag Developed		\$8,090.00 per acre	\$8,310.00 per acre
48	Development	Area Charges, Residential	Storm Water Facilities, Remainder of City - Estate		\$5,630.00 per acre	\$5,780.00 per acre
49	Development	Area Charges, Residential	Storm Water Facilities, Remainder of City - High Density		\$11,290.00 per acre	\$11,590.00 per acre
50	Development	Area Charges, Residential	Storm Water Facilities, Remainder of City - Medium Density		\$9,410.00 per acre	\$9,660.00 per acre
51	Development	Area Charges, Residential	Storm Water Facilities, Remainder of City - Single Family		\$7,730.00 per acre	\$7,940.00 per acre
52	Development	Area Charges, Residential	Storm Water Facilities, SW Drainage Area - Multi Family		\$11,080.00 per acre	\$11,380.00 per acre
53	Development	Area Charges, Residential	Storm Water Facilities, SW Drainage Area - Single Family		\$8,470.00 per acre	\$8,700.00 per acre
54	Development	Area Charges, Residential	Storm Water Facilities, Upper Ravine - Multi Family		\$5,900.00 per acre	\$6,060.00 per acre
55	Development	Area Charges, Residential	Storm Water Facilities, Upper Ravine - Single Family		\$5,000.00 per acre	\$5,140.00 per acre
56	Development	Area Charges, Residential	Storm Water Facilities, West Draw - Ag Developed		\$9,010.00 per acre	\$9,250.00 per acre
57	Development	Area Charges, Residential	Storm Water Facilities, West Draw - Estate		\$6,290.00 per acre	\$6,460.00 per acre
58	Development	Area Charges, Residential	Storm Water Facilities, West Draw - High Density		\$12,580.00 per acre	\$12,920.00 per acre
59	Development	Area Charges, Residential	Storm Water Facilities, West Draw - Medium Density		\$10,490.00 per acre	\$10,770.00 per acre
60	Development	Area Charges, Residential	Storm Water Facilities, West Draw - Single Family		\$8,380.00 per acre	\$8,610.00 per acre
61	Development	Area Charges, Residential	Storm Water Facilities, South District - High Density		\$13,020.00 per acre	\$13,370.00 per acre
62	Development	Area Charges, Residential	Storm Water Facilities, South District - Medium Density		\$10,880.00 per acre	\$11,170.00 per acre
63	Development	Area Charges, Residential	Storm Water Facilities, South District - Single Family		\$8,920.00 per acre	\$9,160.00 per acre
64	Development	Area Charges, Residential	Storm Water Facilities, East Ravine - High Density		\$13,210.00 per acre	\$13,570.00 per acre
65	Development	Area Charges, Residential	Storm Water Facilities, East Ravine - Medium Density		\$11,030.00 per acre	\$11,330.00 per acre
66	Development	Area Charges, Residential	Storm Water Facilities, East Ravine - Single Family		\$9,040.00 per acre	\$9,280.00 per acre
67	Development	Area Charges, Residential	Water Works, Remainder of City		\$5,850.00 per acre	\$6,010.00 per acre
68	Development	Connection Fees, Commercial/Industrial	Sanitary Sewer		\$1,520.00 per acre	\$1,560.00 per acre
69	Development	Connection Fees, Commercial/Industrial	Water Works		\$2,250.00 per are	\$2,310.00 per acre

	A	B	C	D	E	G
1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
70	Development	Connection Fees, Residential	Sanitary Sewer, Entire City		\$400.00 per unit	\$410.00 per unit
71	Development	Connection Fees, Residential	Water Works, Entire City		\$320.00 per unit	\$330.00 per unit
72	Development	Engineering	Telecommunication Facilities Lease (Escrow Fee and Contract Required; Tenant Responsible for Additional Consulting, Planning or Building Permit Fees)	Grange Water Tower (H10' X W10' X D24" Maximum Area)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)
73	Development	Engineering	Telecommunication Facilities Lease (Escrow Fee and Contract Required; Tenant Responsible for Additional Consulting, Planning or Building Permit Fees)	Meadowgrass Water Tower (H10' X W12' X D32" Maximum Area)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)
74	Development	Engineering	Telecommunication Facilities Lease (Escrow Fee and Contract Required; Tenant Responsible for Additional Consulting, Planning or Building Permit Fees)	Inwood Water Tower (H10' X W12' X D32" Maximum Area)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)
75	Development	Engineering	Telecommunication Facilities Lease (Escrow Fee and Contract Required; Tenant Responsible for Additional Consulting, Planning or Building Permit Fees)	Innsdale Water Tower (H10' X W12' X D32" Maximum Area)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)
76	Development	Engineering	Telecommunication Facilities Lease (Escrow Fee and Contract Required; Tenant Responsible for Additional Consulting, Planning or Building Permit Fees)	92nd Street Water Tower (H10' X W12' X D32" Maximum Area)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)	\$46,350.00/Year with 4% Annual Lease Rate Escalator (Leased Space in Excess of Maximum Area Prorated)
77	Development	Engineering	Telecommunication Facilities Lease (Generator Fee)		\$6000.00/per year per generator with a 3% Annual Lease Rate Escalator	\$6000.00/Per Year Per Generator With a 4% Annual Lease Rate Escalator
78	Development	Engineering	Telecommunication Facilities Escrow Fee		\$10,000.00	\$10,000.00
79	Development	Engineering	City Concept Review, Public Improvement (Private Developer)		1.0%	1%
80	Development	Engineering	City Design Escrow, Public Improvement (Private Developer, Public Design)		5.0%	5%
81	Development	Engineering	City Engineering Administration Fee, Public Improvement (Private Developer)		2.0%	2%
82	Development	Engineering	City Engineering Administration Fee, Public Project		4.0%	4%
83	Development	Engineering	City Inspection Escrow, Public Improvement (Private Developer, Private Design) - \$0 - \$1 million project valuation		6%	6%
84	Development	Engineering	City Inspection Escrow, Public Improvement (Private Developer, Private Design) - Project valuation greater than \$1 million		5%	5%
85	Development	Engineering	City Inspection/Testing Escrow, Public Improvement (Private Developer, Public Design)		10.0%	10%
86	Development	Engineering	Hourly Rate for Engineering and Staff Time		Actual cost	Actual Cost
87	Development	Engineering	Plan Review Escrow, Public Improvement (Private Developer, Private Design) - Project valuation greater than \$1 million		2%	2%
88	Development	Engineering	Plan Review Escrow, Public Improvement (Private Developer, Private Design) - \$0 - \$1 million project valuation		2.5%	3%
89	Development	Engineering	Private Commercial Site Improvements - \$0 - \$100,000 Valuation		\$300.00 Base Fee for Up To The First \$20,000 Site Improvement Valuation; \$13.00 per Additional \$1,000 Site Improvement Valuation	\$300.00 Base Fee for Up To The First \$20,000 Site Improvement Valuation; \$13.00 per Additional \$1,000 Site Improvement Valuation

	A	B	C	D	E	G
1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
90	Development	Engineering	Private Commercial Site Improvements - \$500,001 - \$1,000,000 Valuation		\$4,300.00 Base Fee for First \$500,000 Site Improvement Valuation; \$5.00 per Additional \$1,000 Site Improvement Valuation	\$4,300.00 Base Fee for First \$500,000 Site Improvement Valuation; \$5.00 per Additional \$1,000 Site Improvement Valuation
91	Development	Engineering	Private Commercial Site Improvements - Greater than \$1,000,000 valuation		\$6,600.00 Base Fee for First \$1,000,000 Site Improvement Valuation; \$4.5 per Additional \$1,000 Site Improvement Valuation	\$6,600.00 Base Fee for First \$1,000,000 Site Improvement Valuation; \$4.5 per Additional \$1,000 Site Improvement Valuation
92	Development	Engineering	Private Commercial Site Improvements \$100,001 - \$500,000 Valuation		\$1,300.00 Base Fee for First \$100,000 Site Improvement Valuation; 8.00 per Additional \$1,000 Site Improvement Valuation	\$1,300.00 Base Fee for First \$100,000 Site Improvement Valuation; 8.00 per Additional \$1,000 Site Improvement Valuation
93	Development	Miscellaneous	Business Park AUAR		\$111.00 per Acre	\$111.00 per Acre
94	Development	Miscellaneous	Administrative Use Permit, Commerical		\$515.00 plus \$5,000.00 Escrow	\$565.00 Plus \$5,000.00 Escrow
95	Development	Miscellaneous	Administrative Use Permit, Residential		\$515.00 plus \$1,000.00 Escrow	\$565.00 Plus \$5,000.00 Escrow
96	Development	Miscellaneous	Agricultural Preservation Documentation Processing		\$100.00	\$150.00
97	Development	Miscellaneous	Business Subsidy Application		\$10,000.00 Escrow (Unused Escrow Amount Returned)	\$10,000.00 Escrow (Unused Escrow Amount Returned)
98	Development	Miscellaneous	Comprehensive Plan		\$50.00 paper copy/\$10 digital	\$50.00 Paper Copy/\$10 Digital
99	Development	Miscellaneous	Comprehensive Plan Amendment, Map or Text		\$620.00 + \$55.00 GIS Fee + \$2,500.00 Escrow	\$670.00 + \$55.00 GIS Fee + \$2,500.00 Escrow
100	Development	Miscellaneous	Concept Plan Review		\$1,030.00 plus \$20.00 per Acre; \$1,000.00 Escrow	\$1,080.00 Plus \$20.00 Per Acre; \$1,000.00 Escrow
101	Development	Miscellaneous	Conditional Use Permit, Commercial		\$515.00 plus \$5,000.00 Escrow	\$565.00 Plus \$5,000.00 Escrow
102	Development	Miscellaneous	Conditional Use Permit, Interim		\$515.00 Annually	\$565.00 Plus \$5,000.00 Escrow
103	Development	Miscellaneous	Conditional Use Permit, Residential		\$515.00 plus \$1,000.00 Escrow	\$565.00 Plus \$5,000.00 Escrow
104	Development	Miscellaneous	East Ravine AUAR Charge		\$120.00 per Acre	\$120.00 Per Acre
105	Development	Miscellaneous	Environmental Assessment Worksheet		\$620.00 plus Actual Costs	\$620.00 Plus Actual Costs
106	Development	Miscellaneous	Financial Guarantee, Escrow for Subdivision Improvements		Public Improvements – 125% of Estimated Cost. Boulevard, Landscaping Improvements - 150% of Estimated Cost.	Public Improvements – 125% of Estimated Cost. Boulevard, Landscaping Improvements - 150% of Estimated Cost.
107	Development	Miscellaneous	Historic Preservation Delisting		\$515.00	\$515.00
108	Development	Miscellaneous	Historic Preservation Designation		\$515.00	\$515.00
109	Development	Miscellaneous	Lot Grading and Corner Lot Pin Compliance Escrow		\$1,000.00 per Lot	\$1,000.00 Per Lot
110	Development	Miscellaneous	Metropolitan Council SAC Charge		\$2,485.00 per Unit for Applicable 2023 Permits	\$2,485.00 Per Unit for Applicable 2025 Permits
111	Development	Miscellaneous	Mining, Annual Inspection and Review		\$2,060.00	\$2,060.00
112	Development	Miscellaneous	Mining, Permit Removal per Occurrence		Under 100,000 tons \$250.00. Over 100,000 tons \$500.00	Under 100,000 tons - \$300.00. Over 100,000 tons - \$550.00
113	Development	Miscellaneous	Natural Resources Inventory		\$70.00 per Paper Copy	\$70.00 Per Paper Copy
114	Development	Miscellaneous	Off-Site Stormwater Ponding Fee		Reference City Stormwater Management Plan	Reference City Stormwater Management Plan
115	Development	Miscellaneous	Park Land Dedication, Commercial	Land Only	Minimum of 10% of the Buildable Land within the Development. Estimated \$8,100.00 Per Acre or 4% of the Fair Market Value, whichever is greater.	Minimum of 10% of the Buildable Land within the Development. Estimated \$8,400.00 Per Acre or 4% of the Fair Market Value, whichever is greater.
116	Development	Miscellaneous	Park Land Dedication, Commercial	Cash in Lieu of	\$8,100.00	\$8,400.00
117	Development	Miscellaneous	Park Land Dedication, Industrial	Cash Only		
118	Development	Miscellaneous	Park Land Dedication, Residential	Land Only	Minimum of 10% of the Buildable Land within the Development.	Minimum of 10% of the Buildable Land within the Development.
119	Development	Miscellaneous	Park Land Dedication, Residential	Cash in Lieu of (Single Family)	\$4,600.00 Per Unit or 10% of the Fair Market Value, whichever is greater.	\$4,900.00 Per Unit or 10% of the Fair Market Value, whichever is greater.
120	Development	Miscellaneous	Park Land Dedication, Residential	Cash in Lieu of (Quad Buildings)	\$3,300.00 Per Unit or 10% of the Fair Market Value, whichever is greater.	\$3,600.00 Per Unit or 10% of the Fair Market Value, whichever is greater.
121	Development	Miscellaneous	Park Land Dedication, Residential	Cash in Lieu of (Townhome)	\$3,300.00 Per Unit or 10% of the Fair Market Value, whichever is greater.	\$3,600.00 Per Unit or 10% of the Fair Market Value, whichever is greater.
122	Development	Miscellaneous	Park Land Dedication, Residential	(Apartments, Condos, Independent Senior Living))	\$1,900.00 Per Unit or 10% of the Fair Market Value, whichever is greater.	\$2,200.00 Per Unit or 10% of the Fair Market Value, whichever is greater.
123	Development	Miscellaneous	Park Land Dedication, Residential	Assisted Living (Skilled Care, Memory Care))	\$8,100.00 Per Acre or 10% of the Fair Market Value, whichever is greater.	\$8,400.00 Per Acre or 10% of the Fair Market Value, whichever is greater.
124	Development	Miscellaneous	Plat, Final		\$310.00 + \$100.00/acre + \$5,000.00 Escrow	\$360.00 + \$100.00/Acre + \$5,000.00 Escrow
125	Development	Miscellaneous	Plat, Preliminary		\$515.00 + \$50.00 per Lot/Unit + \$5,000.00 Escrow	\$565.00 + \$50.00 Per Lot/Unit + \$5,000.00 Escrow
126	Development	Miscellaneous	Public ROW and Easement Vacations		\$310.00	\$360.00
127	Development	Miscellaneous	PUD (Planned Unit Development)		\$615 plus \$2,000 Escrow	\$900 Plus a \$2,000 Escrow
128	Development	Miscellaneous	Re-addressing		\$100.00	\$150.00
129	Development	Miscellaneous	Sealcoating, Street, New Subdivison		\$1.25 per Square Yard	\$1.25 Per Square Yard

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
130	Development	Miscellaneous	Sealcoating, Trails		\$2.50 per Square Yard	\$2.50 Per Square Yard
131	Development	Miscellaneous	Sign Ordinance		\$15.00 per Paper Copy / \$10.00 Digital Format	\$15.00 Per Paper Copy / \$10.00 Digital Format
132	Development	Miscellaneous	Signs, Illegal, Return of		\$10.00 per sign	\$10.00 Per Sign
133	Development	Miscellaneous	Site Plan		\$415.00 plus \$5,000.00 Escrow	\$500.00 Plus \$5,000 Escrow
134	Development	Miscellaneous	Sketch Plan Review		\$155.00 plus \$500.00 Escrow	\$205.00 Plus \$500.00 Escrow
135	Development	Miscellaneous	Street Lighting - New Developments		\$5.85/Lot/Month for 24 Months	\$6.32/Lot/Month for 24 Months
136	Development	Miscellaneous	Street Renaming		\$200.00 plus sign material and labor for installation	\$200.00 (Plus Sign Material and Labor for Installation)
137	Development	Miscellaneous	Subdivision, Minor		\$310.00 plus \$2,000 Escrow	\$500.00 Plus \$2,000 Escrow
138	Development	Miscellaneous	Tree Mitigation	Replacement Trees	Reference Title 11-3-14	Reference Title 11-3-13
139	Development	Miscellaneous	Tree Mitigation	Cash In Lieu of	\$150.00 per Required Replacement Inch per Title 11-6-20	\$150.00 Per Required Replacement Inch
140	Development	Miscellaneous	Variance, Post-Construction		\$875.00	\$925.00
141	Development	Miscellaneous	Variance, Pre-Construction		\$255.00	\$300.00
142	Development	Miscellaneous	Zoning Amendment, Text or Map		\$615.00 plus \$2,000.00 Escrow	\$665.00 Plus \$2,000.00 Escrow
143	Development	Miscellaneous	Zoning Appeal		\$260.00	\$310.00
144	Development	Miscellaneous	Zoning Letter		\$75.00	\$100.00
145	Development	Miscellaneous	Zoning Ordinance		\$30.00 per Paper Copy / \$10 Digital Format	\$30.00 Per Paper Copy / \$10 Digital Format
146	Development	Miscellaneous	Park and Open Space Identification Markers		\$175/post	\$175/Post
147	Fines					
148	Fines	Code Enforcement	Weeds, Tall, Abatement	1st Violation in 12-Month Period	\$55.00 plus Actual Cost	\$55.00 Plus Actual Cost
149	Fines	Code Enforcement	Weeds, Tall, Abatement	2nd Violation in 12-Month Period	\$105.00 plus Actual Cost	\$105.00 Plus Actual Cost
150	Fines	Code Enforcement	Weeds, Tall, Abatement	3rd Violation in 12-Month Period	\$205.00 plus Actual Cost	\$205.00 Plus Actual Cost
151	Fines	License	Cannabinoid & Low Potency THC, Underage Sale	1st Violation in a 24-Month Period		\$500.00 (plus 1-day suspension) or, in lieu of the suspension and the fine, at the City Council's discretion, participation of all employees in an educational program approved by the Public Safety Director
152	Fines	License	Cannabinoid & Low Potency THC, Underage Sale	2nd Violation in a 24-Month Period		\$1,000.00 (Plus 3-Day Suspension)
153	Fines	License	Cannabinoid & Low Potency THC, Underage Sale	3rd Violation in a 24-Month Period		\$2,000.00 (Plus 7-Day Suspension)
154	Fines	License	Cannabinoid & Low Potency THC, Underage Sale	Additional Violations in a 24-Month Period		30-day Suspension
155	Fines	License	False Alarms, Commercial (0-4)		No charge	No Charge
156	Fines	License	False Alarms, Commercial (5-6)		\$75.00 Each	\$75.00 Each
157	Fines	License	False Alarms, Commercial (7-9)		\$150.00 Each	\$150.00 Each
158	Fines	License	False Alarms, Commercial (10+)		\$300.00 Each	\$300.00 Each
159	Fines	License	Liquor, Underage Sale	1st Violation in a 24-Month Period	\$500.00 (plus 1-day suspension) or, in lieu of the suspension and the fine, at the City Council's discretion, participation of all employees in an educational program approved by the Public Safety Director	\$500.00 (plus 1-day suspension) or, in lieu of the suspension and the fine, at the City Council's discretion, participation of all employees in an educational program approved by the Public Safety Director
160	Fines	License	Liquor, Underage Sale	2nd Violation in a 24-Month Period	\$1,000.00 (plus 3-Day Suspension)	\$1,000.00 (Plus 3-Day Suspension)
161	Fines	License	Liquor, Underage Sale	3rd Violation in a 24-Month Period	\$1,500.00 (plus 7-Day Suspension)	\$1,500.00 (Plus 7-Day Suspension)
162	Fines	License	Liquor, Underage Sale	4th Violation in a 24-Month Period	Revocation	Revocation
163	Fines	License	Tobacco, Underage Sale, Licensee	1st Violation in a 36-Month Period	\$300.00	\$300.00
164	Fines	License	Tobacco, Underage Sale, Licensee	2nd Violation in a 36-Month Period	\$600.00	\$600.00
165	Fines	License	Tobacco, Underage Sale, Licensee	3rd Violation in a 36-Month Period	\$1,000.00 (plus 7-Day Suspension)	\$1,000.00 (Plus 7-Day Suspension)
166	Fines	License	Tobacco, Underage Sale, Licensee	4th Violation in a 36-Month Period	License Revocation	License Revocation
167	Fines	License	Tobacco, Underage Sales, Employee/Seller		\$50.00	\$50.00
168	General Services					
169	General Services	Copying/Printing	Copies		\$0.25	\$0.25
170	General Services	Copying/Printing	City Maps, Urban or Rural		\$5.00 Each	\$5.00 Each
171	General Services	Copying/Printing	Printing, Large Format, Black and White		\$5.00 Each	\$5.00 Each
172	General Services	Copying/Printing	Printing, Large Format, Color		\$10.00 Each	\$10.00 Each
173	General Services	Finance	Assessment Search		\$20.00	\$20.00
174	General Services	Finance	Finance Charge on Accounts Receivable Aged Greater than 30 Days		1.5% per month or \$1.00 Minimum	1.5% Per Month or \$1.00 Minimum
175	General Services	Finance	Finance, Projects		3.0%	3%
176	General Services	Finance	Nonsufficient Fund Charge		\$35.00	\$35.00

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
177	General Services	Finance	Tax-Exempt Revenue Bond Financing		1% of the First \$10 Million in Requested Financing, with 1/2 of the 1% Fee Being Charged on the Remaining Issue	1% of the First \$10 Million in Requested Financing, with 1/2 of the 1% Fee Being Charged on the Remaining Issue
178	General Services	Finance	Administrative fee for conduit debt		Actual out of Pocket Costs	Actual out of Pocket Costs
179	General Services	Miscellaneous	Administration, Projects		2.00%	2%
180	General Services	Miscellaneous	Special Meeting Fee		\$500.00	\$500.00
181	General Services	Miscellaneous	Appeals to the city administrator filing fee		\$200.00/Each	\$200.00/Each
182	General Services	Miscellaneous	City Hall Facility Use		Cleaning Fee, Additional - \$40.00 Per Hour. One Hour Minimum Charge	Cleaning Fee, Additional - \$40.00 per Hour. One Hour Minimum Charge
183	General Services	Miscellaneous	Election Filing Fee		\$5.00	\$5.00
184	Golf Course					
185	Golf Course	Cart Rental	Daily		\$30.00	\$32.00
186	Golf Course	Cart Rental	Daily		\$38.00	\$40.00
187	Golf Course	Cart Rental	Senior, Non-Primetime		\$20.00	\$22.00
188	Golf Course	Cart Rental	Senior, Non-Primetime		\$28.00	\$30.00
189	Golf Course	Cart Rental	Twilight		\$28.00	\$30.00
190	Golf Course	Facility Rental	1/2 Banquet Room		\$500.00	\$1,000.00
191	Golf Course	Facility Rental	Main Banquet Room		\$3,000.00	\$1,500.00
192	Golf Course	Facility Rental	Wedding Rental		\$3,750.00	\$4,500.00
193	Golf Course	Facility Rental	Wedding Rental & Ceremony		\$4,500.00	\$6,000.00
194	Golf Course	Food Minimum	Main Banquet Room		\$3,000.00	\$2,500.00
195	Golf Course	Food Minimum	Main Banquet Room- Wedding		\$5,000.00	\$4,500.00
196	Golf Course	Food Minimum	Partial Rooms		\$1,000.00	\$1,500.00
197	Golf Course	Greens Fee (Juniors)	18 Hole, After 1 PM		\$25.00	\$25.00
198	Golf Course	Greens Fee (Juniors)	2 Hours Before Dark	Junior Free if playing with an adult	\$5.00	\$10.00
199	Golf Course	Greens Fee (Juniors)	9 Hole, After 1 PM		\$20.00	\$20.00
200	Golf Course	Greens Fee (Non-Patron)	18 Hole, Friday - Sunday & Holiday		\$45.00	\$47.00
201	Golf Course	Greens Fee (Non-Patron)	18 Hole, Monday - Thursday		\$41.00	\$42.00
202	Golf Course	Greens Fee (Non-Patron)	9 Hole, Friday - Sunday & Holiday, After 1 PM		\$28.00	\$28.00
203	Golf Course	Greens Fee (Non-Patron)	9 Hole, Monday - Thursday		\$28.00	\$28.00
204	Golf Course	Greens Fee (Patron)	18 Hole, Friday - Sunday & Holiday		\$42.00	\$44.00
205	Golf Course	Greens Fee (Patron)	18 Hole, Monday - Thursday		\$38.00	\$39.00
206	Golf Course	Greens Fee (Patron)	9 Hole, Friday - Sunday & Holiday, After 1 PM		\$26.00	\$26.00
207	Golf Course	Greens Fee (Patron)	9 Hole, Monday - Thursday		\$24.00	\$26.00
208	Golf Course	Greens Fee (Seniors)	18 Hole, Friday - Sunday & Holiday		\$34.00	\$38.00
209	Golf Course	Greens Fee (Seniors)	18 Hole, Monday - Thursday		\$28.00	\$29.00
210	Golf Course	Greens Fee (Seniors)	9 Hole, Friday - Sunday & Holiday, After 1 PM		\$22.00	\$22.00
211	Golf Course	Greens Fee (Seniors)	9 Hole, Monday - Thursday		\$19.00	\$21.00
212	Golf Course	Greens Fee (Twilight Golf)	Walking		\$27.00	\$28.00
213	Golf Course	Practice Range	Range Balls	Small	\$7.00	\$8.00
214	Golf Course	Practice Range	Range Balls	Medium	\$11.00	\$13.00
215	Golf Course	Practice Range	Range Balls	Large	\$15.00	\$16.00
216	Golf Course	Season Pass	Couple		\$2,550.00	\$2,700.00
217	Golf Course	Season Pass	Couple, Weekday		\$2,100.00	\$2,250.00
218	Golf Course	Season Pass	Half Cart Pass		\$750.00	\$800.00
219	Golf Course	Season Pass	Half Cart Pass, Senior		\$600.00	\$650.00
220	Golf Course	Season Pass	Individual		\$1,700.00	\$1,800.00
221	Golf Course	Season Pass	Individual, Weekday		\$1,400.00	\$1,500.00
222	Golf Course	Season Pass	Junior, Weekday		\$475.00	\$475.00
223	Golf Course	Season Pass	Junior, Weekends After 1 PM		\$675.00	\$675.00
224	Golf Course	Season Pass	Practice Range, Member		\$425.00	\$450.00
225	Golf Course	Season Pass	Practice Range, Non-Member		\$425.00	\$750.00
226	Golf Course	Season Pass	Senior		\$1,375.00	\$1,475.00
227	Golf Course	Season Pass	Senior, Husband/Wife		\$1,800.00	\$2,250.00
228	Golf Course	Season Pass	Senior, Husband/Wife, Weekday		\$1,675.00	\$1,850.00
229	Golf Course	Season Pass	Senior, Weekday		\$1,125.00	\$1,250.00

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
230	Golf Course	Tournament	Shotgun, Before May 15 or After Sep 19	Monday - Thursday (includes \$500 Merchandise Credit)	\$5,000.00	\$5,500.00
231	Golf Course	Tournament	Shotgun, Before May 15 or After Sep 19	Friday - Sunday (includes \$500 Merchandise Credit)	\$6,000.00	\$6,500.00
232	Golf Course	Tournament	Shotgun, May 16 thru Sep 18	Monday - Thursday (includes \$500 Merchandise Credit)	\$7,000.00	\$7,500.00
233	Golf Course	Tournament	Shotgun, May 16 thru Sep 18	Friday - Sunday & Holidays (includes \$500 Merchandise Credit)	\$8,000.00	\$8,500.00
234	Golf Course	Ride Along Fee	Ride Along Fee		\$8.00	\$12.00
235	Golf Course	Trail Fee	Trail Fee		Current Rate	Current rate
236	Ice Arena					
237	Ice Arena	High School Hockey Games	Double - Admission Charged Varsity or JV games - Boys		50/50 Split - \$1,850.00 Minimum per Game	50/50 Split - \$2,000 Minimum per Game
238	Ice Arena	High School Hockey Games	Double - Admission Charged Varsity or JV games - Girls		50/50 Split - \$1,350.00 Minimum per Game	50/50 Split - \$1,500 Minimum per Game
239	Ice Arena	High School Hockey Games	Single - Admission Charged Varsity or JV games - Boys		50/50 Split - \$1,350.00 Minimum per Game	50/50 Split - \$1,500 Minimum per Game
240	Ice Arena	High School Hockey Games	Single - Admission Charged Varsity or JV games - Girls		50/50 Split - \$1050.00 Minimum per Game	50/50 Split - \$1,200 Minimum per Game
241	Ice Arena	North & West Rink Ice Rental	72 Hour Deal		\$170.00 plus Tax	\$175.00 Plus Tax
242	Ice Arena	North & West Rink Ice Rental	Monday - Friday	Prime (2:00 PM - 10:00 PM)	\$240.00 plus Tax	\$245.00 Plus Tax
243	Ice Arena	North & West Rink Ice Rental	Monday - Friday	Non-Prime (10:00 PM - 2:00 PM)	\$170.00 plus tax	\$175.00 Plus Tax
244	Ice Arena	North & West Rink Ice Rental	Off Season (April 1 – August 31)	1 - 10 Hours	\$185.00 plus tax	\$190.00 Plus Tax
245	Ice Arena	North & West Rink Ice Rental	Off Season (April 1 – August 31)	11 - 20 Hours	\$175.00 plus Tax	\$180.00 Plus Tax
246	Ice Arena	North & West Rink Ice Rental	Off Season (April 1 – August 31)	21- 35 Hours	\$165.00 plus Tax	\$170.00 Plus Tax
247	Ice Arena	North & West Rink Ice Rental	Off Season (April 1 – August 31)	36 – 60 Hours	\$160.00 plus Tax	\$165.00 Plus Tax
248	Ice Arena	North & West Rink Ice Rental	Off Season (April 1 – August 31)	61 Hours or More	\$155.00 plus Tax	\$160.00 Plus Tax
249	Ice Arena	North & West Rink Ice Rental	Off Season (April 1 – August 31)	Non-Prime Rate (Before 6 AM or After 10 PM)	\$170.00 plus Tax	\$175.00 Plus Tax
250	Ice Arena	North & West Rink Ice Rental	Saturday & Sunday	Prime (6:00 AM - 10:00 PM)	\$240.00 plus Tax	\$245.00 Plus Tax
251	Ice Arena	North & West Rink Ice Rental	Saturday & Sunday	Non-Prime (10:00 PM - 6:00 AM)	\$170.00 plus Tax	\$175.00 Plus Tax
252	Ice Arena	Public Skating	Figure Skaters Practice - North or West Rink		\$14.00 per Person	\$14.00 Per Person
253	Ice Arena	Public Skating	Figure Skaters Practice - South Rink		\$7.00 per Person	\$7.00 Per Person
254	Ice Arena	Public Skating	Open Hockey		\$7.00 per Person	\$7.00 Per Person
255	Ice Arena	Public Skating	Public Skating		\$7.00 per Person	\$7.00 Per Person
256	Ice Arena	Public Skating	Public Skating Punch Card		\$49.00	\$49.00 Each
257	Ice Arena	Rentals, Other	Ice Resurfacing, Extra		\$25.00	\$25.00
258	Ice Arena	Rentals, Other	Marquee Sign		\$10.00 per day per side	\$10.00 Per Day Per Side
259	Ice Arena	Rentals, Other	Meeting Room		\$25.00 per hour	\$30.00 Per Hour
260	Ice Arena	Rentals, Other	Skate Rental		\$7.00 per pair	\$7.00 Per Pair
261	Ice Arena	Rentals, Other	Skate Sharpening		\$7.00 per pair	\$7.00 Per Pair
262	Ice Arena	Rentals, Other	Skate Sharpening Punch Card		\$49.00/8 sharpenings	\$49.00/ 8 Sharpenings
263	Ice Arena	South Rink Ice Rental	72 Hour Deal		\$130.00 plus Tax	\$135.00 Plus Tax
264	Ice Arena	South Rink Ice Rental	Monday - Friday	Prime (2:00 PM - 9:00 PM)	\$140.00 plus Tax	\$145.00 Plus Tax

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
265	Ice Arena	South Rink Ice Rental	Monday - Friday	Non-Prime (9:00 PM - 2:00 PM)	\$130.00 plus Tax	\$135.00 Plus Tax
266	Ice Arena	South Rink Ice Rental	Off Season (April 1 – August 31)	Prime (6:00 AM to 10:00 PM)	\$140.00 plus Tax	\$145.00 Plus Tax
267	Ice Arena	South Rink Ice Rental	Off Season (April 1 – August 31)	Non-Prime (9:00 PM - 2:00 PM)	\$130.00 plus Tax	\$135.00 Plus Tax
268	Ice Arena	South Rink Ice Rental	Saturday & Sunday	Prime (6:00 AM - 9:00 PM)	\$140.00 plus Tax	\$145.00 Plus Tax
269	Ice Arena	South Rink Ice Rental	Saturday & Sunday	Non-Prime (9:00 PM - 6:00 AM)	\$130.00 plus Tax	\$135.00 Plus Tax
270	Ice Arena	Turf Rental	March - September		\$90.00 plus Tax	\$100.00 Plus Tax
271	Licenses					
272	Licenses	Business	Adult Entertainment, Principal Uses		\$5,000.00 plus Investigation Fee of \$2,060.00 In-State; Up To \$10,300.00 Out-State	\$5,000.00 Plus Investigation Fee of \$2,060.00 In-State; up to \$10,300.00 Out-Of-State
273	Licenses	Business	Beekeeping		\$100.00 every 2 years	\$100.00 Every 2 Years
274	Licenses	Business	Chicken and Duck Keeping		\$100.00 every 2 years	\$100.00 Every 2 Years
275	Licenses	Business	Fireworks Sales, Retail (Accessory Seller)		\$100.00	\$100.00
276	Licenses	Business	Fireworks Sales, Retail (Principal Seller)		\$350.00	\$350.00
277	Licenses	Business	Gambling, Investigation Fee (Premises Permits and Bingo Halls)		\$250.00	\$250.00
278	Licenses	Business	Gambling, Permit and State Licensing Exemptions		\$100.00	\$100.00
279	Licenses	Business	Liquor, 3.2% Malt Liquor, Investigation Fee		\$250.00 (except Temporary Licenses)	\$250.00 (Except Temporary Licenses)
280	Licenses	Business	Liquor, 3.2% Malt Liquor, Off Sale		\$200.00 per Calendar Year	\$200.00 Per Calendar Year
281	Licenses	Business	Liquor, 3.2% Malt Liquor, Off Sale, Brew Pub		\$200.00 per Calendar Year	\$200.00 Per Calendar Year
282	Licenses	Business	Liquor, 3.2% Malt Liquor, Off Sale, Small Brewer		\$200.00 per Calendar Year	\$200.00 Per Calendar Year
283	Licenses	Business	Liquor, 3.2% Malt Liquor, On Sale		\$600.00 per Calendar Year	\$600.00 Per Calendar Year
284	Licenses	Business	Liquor, 3.2% Malt Liquor, On Sale, Club		\$100.00 per Calendar Year	\$100.00 Per Calendar Year
285	Licenses	Business	Liquor, 3.2% Malt Liquor, On Sale, Temporary		\$50.00/Day for Each Location	\$50.00/Day For Each Location
286	Licenses	Business	Liquor, Consumption & Display		\$300.00 per Calendar Year	\$300.00 Per Calendar Year
287	Licenses	Business	Liquor, Consumption & Display, Temporary		\$25.00 per Day	\$25.00 Per Day
288	Licenses	Business	Liquor, Intoxicating, Investigation Fee	All Application Types	\$500.00	\$500.00
289	Licenses	Business	Liquor, Intoxicating, Investigation Fee	Additional Investigation	\$200.00	\$200.00
290	Licenses	Business	Liquor, Intoxicating, Investigation Fee	Foreign Corporations	Actual Cost	Actual Cost
291	Licenses	Business	Liquor, Intoxicating, Off Sale		\$200.00 per Calendar Year	\$200.00 Per Calendar Year
292	Licenses	Business	Liquor, Intoxicating, Off Sale, Brew Pub Malt Liquor		\$500.00 per Calendar Year	\$500.00 Per Calendar Year
293	Licenses	Business	Liquor, Intoxicating, Off Sale, Microdistillery		\$200.00 per Calendar Year	\$200.00 Per Calendar Year
294	Licenses	Business	Liquor, Intoxicating, Off Sale, Small Brewer Malt Liquor		\$200.00 per Calendar Year	\$200.00 Per Calendar Year
295	Licenses	Business	Liquor, Intoxicating, Off Sale, Wine, Temporary		\$50.00 per Day for Each Location	\$50.00 Per Day for Each Location
296	Licenses	Business	Liquor, Intoxicating, On Sale		\$6,000.00 Per Calendar Year	\$6,000.00 Per Calendar Year
297	Licenses	Business	Liquor, Intoxicating, On Sale, Community Festival, Temporary		\$50.00 per Day for Each Location	\$50.00 Per Day for Each Location
298	Licenses	Business	Liquor, Intoxicating, On Sale, Brew Pub		\$500.00 per Calendar Year	\$500.00 Per Calendar Year
299	Licenses	Business	Liquor, Intoxicating, On Sale, Brewer Taproom		\$750.00 per Calendar Year	\$750.00 Per Calendar Year
300	Licenses	Business	Liquor, Intoxicating, On Sale, Club	<=200 Members	\$300.00 per Calendar Year	\$300.00 Per Calendar Year
301	Licenses	Business	Liquor, Intoxicating, On Sale, Club	201 - 500 Members	\$500.00 per Calendar Year	\$500.00 Per Calendar Year
302	Licenses	Business	Liquor, Intoxicating, On Sale, Club	501 - 1,000 Members	\$650.00 per Calendar Year	\$650.00 Per Calendar Year
303	Licenses	Business	Liquor, Intoxicating, On Sale, Club	1,001 - 2,000 Members	\$800.00 per Calendar Year	\$800.00 Per Calendar Year

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304	Licenses	Business	Liquor, Intoxicating, On Sale, Club	2,001 - 4,000 Members	\$1,000.00 per Calendar Year	\$1,000.00 Per Calendar Year
305	Licenses	Business	Liquor, Intoxicating, On Sale, Club	4,001 - 6,000 Members	\$2,000.00 per Calendar Year	\$2,000.00 Per Calendar Year
306	Licenses	Business	Liquor, Intoxicating, On Sale, Club	>6,000 Members	\$3,000.00 per Calendar Year	\$3,000.00 Per Calendar Year
307	Licenses	Business	Liquor, Intoxicating, On Sale, Culinary Class		\$750.00 per Calendar Year	\$750.00 Per Calendar Year
308	Licenses	Business	Liquor, Intoxicating, On Sale, Microdistillery Cocktail Room		\$750.00 per Calendar Year	\$750.00 Per Calendar Year
309	Licenses	Business	Liquor, Intoxicating, On Sale, Microdistillery, Temporary		\$50.00 per Day for Each Location	\$50.00 Per Day for Each Location
310	Licenses	Business	Liquor, Intoxicating, On Sale, Sports Facility or Cultural Facility, Temporary		\$50.00 per Day for Each Location	\$50.00 Per Day for Each Location
311	Licenses	Business	Liquor, Intoxicating, On Sale, Temporary		\$50.00/Day for Each Location	\$50.00 Per Day for Each Location
312	Licenses	Business	Liquor, Intoxicating, On Sale, Wine		\$2,000.00 per Calendar Year	\$2,000.00 Per Calendar Year
313	Licenses	Business	Liquor, Intoxicating, On Sale, Wine Festival, Temporary		\$50.00 per Day for Each Location	\$50.00 Per Day for Each Location
314	Licenses	Business	Liquor, Intoxicating, Sunday Reapplication Fee following Revocation by the Council		\$200.00 per Calendar Year	\$200.00 Per Calendar Year
315	Licenses	Business			Double the current license fee	Double the Current License Fee
316	Licenses	Business	Massage Business		\$100.00 per Calendar Year; \$100.00 Initial Investigation Fee	\$100.00 Per Calendar Year; \$100.00 Initial Investigation Fee
317	Licenses	Business	Massage Therapist		\$50.00 per Calendar Year; \$50.00 Initial Investigation Fee	\$50.00 Per Calendar Year; \$50.00 Initial Investigation Fee
318	Licenses	Business	Mobile Food Unit Operator License		\$50/day or \$250/year	\$50/Day or \$250/Year
319	Licenses	Business	Pawnbroker		\$1,030.00 per Calendar Year; \$530.00 Investigation Fee	\$1,030.00 Per Calendar Year; \$530.00 Investigation Fee
320	Licenses	Business	Peddler/Transient Merchant		\$105.00 per Calendar Year/License Period	\$105.00 Per Calendar Year/License Period
321	Licenses	Business	Secondhand Goods Dealer, Single or Multiple		\$1,030.00 per Calendar Year; \$530.00 Investigation Fee	\$1,030.00 Per Calendar Year; \$530.00 Investigation Fee
322	Licenses	Business	Solid Waste and Recycling Collector, Commercial		\$360.00 Per Calendar Year	\$365.00 per Calendar Year
323	Licenses	Business	Solid Waste and Recycling Collector, Residential		\$565.00 per Calendar Year	\$570.00 Per Calendar Year
324	Licenses	Business	Special Event Permit		\$100.00	\$100.00
325	Licenses	Business	Lower-Potency Hemp Edible Retailer Intial Registration (1 License Per Retail Location) (Registration Fee Plus First Renewal Fee)			\$250.00
326	Licenses	Business	Lower-Potency Hemp Edible Retailer Renewal Fee (Per Retail Location)			\$125.00
327	Licenses	Business	Medical Cannabis Combination Initial Registration (Registration Fee Plus First Renewal Fee)			\$1,500.00
328	Licenses	Business	Medical Cannabis Combination (Renewal Fee)			\$1,000.00
329	Licenses	Business	Cannabis Event Organizer Permit (Event Fee and Escrow) (One Event)			250.00 Each Event with a \$5000.00 Escrow
330	Licenses	Business	Micro Initial Registration (Registration Fee Plus First Renewal Fee)			\$1,000.00
331	Licenses	Business	Micro (Renewal Fee)			\$1,000.00
332	Licenses	Business	Mezzo Initial Registration (Registration Fee Plus First Renewal Fee)			\$1,500.00
333	Licenses	Business	Mezzo (Renewal Fee)			\$1,000.00
334	Licenses	Business	Cannabis Cultivator (Registration Fee plus first Renewal Fee)			\$1,500.00
335	Licenses	Business	Cannabis Cultivator (Renewal Fee)			\$1,000.00
336	Licenses	Business	Cannabis Manufacturer (Registration Fee plus first Renewal Fee)			\$1,500.00
337	Licenses	Business	Cannabis Manufacturer (Renewal Fee)			\$1,000.00
338	Licenses	Business	Cannabis Retailer (Registration Fee plus first Renewal Fee)			\$1,500.00
339	Licenses	Business	Cannabis Retailer (Renewal Fee)			\$1,000.00
340	Licenses	Business	Cannabis Wholesaler (Registration Fee Plus First Renewal Fee)			\$1,500.00

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341	Licenses	Business	Cannabis Wholesaler (Renewal Fee)			\$1,000.00
342	Licenses	Business	Cannabis Transporter (Registration Fee Plus First Renewal Fee)			\$750.00
343	Licenses	Business	Cannabis Transporter (Renewal Fee)			\$500.00
344	Licenses	Business	Cannabis Testing Facility (Registration Fee Plus First Renewal Fee)			\$1,500.00
345	Licenses	Business	Cannabis Testing Facility (Renewal Fee)			\$1,000.00
346	Licenses	Business	Cannabis Delivery Service (Registration Fee Plus First Renewal Fee)			\$750.00
347	Licenses	Business	Cannabis Delivery Service (Renewal Fee)			\$500.00
348	Licenses	Business	Lower-Potency Hemp Edible Manufacturer (Registration Fee Plus First Renewal Fee)			\$1,000.00
349	Licenses	Business	Lower-Potency Hemp Edible Manufacturer (Renewal Fee)			\$500.00
350	Licenses	Business	Tobacco Sales, Retail		\$250.00 per Calendar Year	\$250.00 Per Calendar Year
351	Licenses	Rental	Rental Dwelling, Late Fee		\$25.00	\$50.00
352	Licenses	Rental	Rental Dwelling, Multiple Family		\$100.00 per Building Plus \$10.00 per Unit Annually	\$175 Per Building Plus \$20 Per Unit - Annually
353	Licenses	Rental	Rental Dwelling, Reinspection Fee		\$50.00 per Unit/Dwelling	\$60.00
354	Licenses	Rental	Rental Dwelling, Single/Duplex/Twin		\$180.00 per Unit for 2-Year License	\$250 Per Unit - Biennially
355	Parks					
356	Parks	Event/Tournament	Class 2		\$0.00	\$0.00
357	Parks	Event/Tournament	Class 3		\$315.00	\$325.00
358	Parks	Event/Tournament	Class 4		\$525.00	\$540.00
359	Parks	Event/Tournament	Class 5		\$675.00	\$695.00
360	Parks	Event/Tournament	Concession Fee		\$50.00/day	\$55.00
361	Parks	Event/Tournament	Event Staff		\$70.00/hour	TBD
362	Parks	Event/Tournament	Field Chalk		As quoted by Parks Division	As Quoted by Parks Division
363	Parks	Facility Use	Outdoor Ballfields (2 Hour Minimum)		\$25.00/Hour (Resident); \$35.00/Hour (Non-Resident)	\$26.00/Hour (Resident); \$36.00/Hour (Non-Resident)
364	Parks	Facility Use	Outdoor Court (2 Hour Minimum)		\$10.00/Hour (Resident); \$15.00/Hour (Non-Resident)	\$11.00/Hour (Resident); \$16.00/Hour (Non-Resident)
365	Parks	Facility Use	Outdoor Rink Rental		\$58.00/Hour (Resident); \$73.00/Hour (Non-Resident)	\$60.00/Hour (Resident); \$75.00/Hour (Non-Resident)
366	Parks	Facility Use	Park Building		\$185.00/Day (Resident); \$250.00/Day (Non-Resident)	\$191.00/Day (Resident); \$258.00/Day (Non-Resident)
367	Parks	Facility Use	Park Building: Glacial Valley Park		\$450.00/Day (Resident); \$550.00/day (Non-Resident)	\$464.00/Day (Resident); \$567.00/day (Non-Resident)
368	Parks	Facility Use	Pavilion, Shelter		\$75.00/Day (Resident); \$100.00/Day (Non-Resident)	\$77.00/Day (Resident); \$103.00/Day (Non-Resident)
369	Parks	Facility Use	Tent/Bounce House Location Marking		\$50.00/Marked location	\$50.00/Marked Location
370	Parks	Donation	Memorial Bench		\$2,000.00	\$2,000.00
371	Parks	Donation	Picnic Table		\$1,250.00	\$1,250.00
372	Parks	Donation	Tree		\$400.00/ or price of the tree	\$400.00/ or Price of the Tree
373	Permits					
374	Permits	Building	City Contractor Licensing (Excluding Mechanical and Sign Contractor who hold a State License or Bond)		\$58.00 Annual	\$60 Annual
375	Permits	Building	Building Permit Fee Table (All New Residential & Commercial Construction, Finishing, Alterations, Remodeling, Additions, Commercial Driveway/Parking Areas, and Swimming Pools Greater than 18 Inches Deep)		\$110.00 Minimum (Residential); \$150.00 Minimum (Commercial)	\$116 Minimum (Residential) and \$158 Minimum (Commercial)
376	Permits	Building	Building Permit Renewal Fee		1/2 of the Original Permit Fee 180 days from Issuance Date or 180 Days from Last Inspection Date	1/2 of the Original Permit Fee 180 Days From Issuance Date or 180 Days From Last Inspection Date
377	Permits	Building	Commercial Certificate of Occupancy		\$58.00	\$61.00
378	Permits	Building	Construction and Utility Permits		3% of Construction Cost (\$150.00 Minimum)	3% of Construction Cost (\$150.00 Minimum)
379	Permits	Building	Contractor License per permit		\$5.00 license look-up for contractors with licenses at State	\$5.00 License Look-up for Contractors with Licenses at State
380	Permits	Building	Decks (New)		\$173.00	\$182.00
381	Permits	Building	Decks (Remodel - Railing/Stairs Non Structural)		\$115.00	\$121.00
382	Permits	Building	Driveways, Residential		\$85.00	\$90.00
383	Permits	Building	Investigative Fee		Charge Up To But Not Exceeding Permit Fee	Charge Up To But Not Exceeding Permit Fee
384	Permits	Building	Kitchen/Bath Remodel		\$110.00	\$116.00
385	Permits	Building	Manufactured Home		\$110.00	\$116.00
386	Permits	Building	Building Plan Review Fee		\$25.00 Minimum, 68% Maximum of Building Permit Fee	\$25.00 Minimum, 68% Maximum of Building Permit Fee
387	Permits	Building	Pool, Inground, Demolition		\$115.00	\$121.00
388	Permits	Building	Pool/Spa		\$58.00 Above Ground	\$61.00

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389	Permits	Building	Pool/Spa		\$115.00 Inground	\$121.00
					\$500 - \$2,000: \$31.50 Base Fee for the first \$500 Project Valuation; \$4.20 per additional \$100 Project Valuation \$2,001 - \$25,000: \$89.25 Base Fee for first \$2,000 Project Valuation; \$16.80 per additional \$1,000 Project Valuation \$25,001 - \$50,000: \$493.50 Base Fee for first \$25,000 Project Valuation; \$12.36 per additional \$1,000 Project Valuation \$50,001 - \$100,000: \$808.50 Base Fee for first \$50,000 Project Valuation; \$8.60 per additional \$1,000 Project Valuation \$100,001 - \$500,000: \$1,254.75 Base Fee for first \$100,000 Project Valuation; \$7.35 per additional \$1,000 Project Valuation \$500,001 - \$1,000,000: \$4,063.50 Base Fee for first \$500,000 Project Valuation; \$6.30 per additional \$1,000 Project Valuation \$1,000,00 or Greater: \$7,455.00 Base Fee for first \$1,000,001 Project Valuation; \$5.25 per additional \$1,000 Project Valuation	\$500 - \$2,000: \$33.00 Base Fee for the first \$500 Project Valuation; \$5.00 per additional \$100 Project Valuation \$2,001 - \$25,000: \$94.00 Base Fee for first \$2,000 Project Valuation; \$18.00 per additional \$1,000 Project Valuation \$25,001 - \$50,000: \$518.00 Base Fee for first \$25,000 Project Valuation; \$13.00 per additional \$1,000 Project Valuation \$50,001 - \$100,000: \$849.00 Base Fee for first \$50,000 Project Valuation; \$9.00 per additional \$1,000 Project Valuation \$100,001 - \$500,000: \$1,317.00 Base Fee for first \$100,000 Project Valuation; \$8.00 per additional \$1,000 Project Valuation \$500,001 - \$1,000,000: \$4,267.00 Base Fee for first \$500,000 Project Valuation; \$7.00 per additional \$1,000 Project Valuation \$1,000,00 or Greater: \$7,828.00 Base Fee for first \$1,000,001 Project Valuation; \$6.00 per additional \$1,000 Project Valuation
390	Permits	Building	Building Permit based on Project Valuation			
391	Permits	Building	Residential Temporary Certificate of Occupancy		\$5,000.00 Escrow	\$8,000.00 Escrow
392	Permits	Building	Roofing (Commercial)		Building Permit Fee Table	Project Valuation Fee
393	Permits	Building	Roofing (Residential)		\$115.00	\$121.00
394	Permits	Building	Siding (Residential)		\$115.00	\$121.00
395	Permits	Building	Signs - Temporary		No Fee - Permit Application Required to be Filed with the City	No Fee - Permit Application Required to be Filed with the City
396	Permits	Building	Signs (Pylon/Monument with Footings)		\$115.00	\$121.00
397	Permits	Building	Signs (Wall Mount/Existing Pylon)		\$85.00	\$90.00
398	Permits	Building	Accessory Structures over 200sqft		Building Permit Fee Table	Project Valuation Fee
399	Permits	Building	Windows/Doors (Existing Openings)		\$115.00	\$121.00
400	Permits	Building	Windows/Doors (Modified Openings)		\$173.00	\$182.00
401	Permits	Building	Wrecking, Moving, Demolition		\$115.00	\$121.00
402	Permits	Electrical	Circuit or Feeder 0 to 200 Amp		\$8.00/Circuit or Feeder	\$12.00/Circuit or Feeder
403	Permits	Electrical	Circuit or Feeder Over 200 Amp		\$30.00/Circuit or Feeder	\$30.00/Circuit or Feeder
					(1) 0 watts to and including 5,000 watts, \$90 or (2) 5,001 watts to and including 10,000 watts, \$150 or (3) 10,001 watts to and including 20,000 watts, \$225 or (4) 20,001 watts to and including 30,000 watts, \$300 or (5) 30,001 watts to and including 40,000 watts, \$375 or (6) 40,001 watts to and including 1,000,000 watts, \$375 and \$25 for each additional 10,000 watts over 40,000 watts or (7) 1,000,001 watts to 5,000,000 watts, \$3,975 and \$15 for each additional 10,000 watts over 1,000,001 watts or (8) 5,000,001 watts and larger, \$12,975, and \$10 for each additional 10,000 watts over 5,000,001 watts	(1) 0 watts to and including 5,000 watts, \$90 or (2) 5,001 watts to and including 10,000 watts, \$150 or (3) 10,001 watts to and including 20,000 watts, \$225 or (4) 20,001 watts to and including 30,000 watts, \$300 or (5) 30,001 watts to and including 40,000 watts, \$375 or (6) 40,001 watts to and including 1,000,000 watts, \$375 and \$25 for each additional 10,000 watts over 40,000 watts or (7) 1,000,001 watts to 5,000,000 watts, \$3,975 and \$15 for each additional 10,000 watts over 1,000,001 watts or (8) 5,000,001 watts and larger, \$12,975, and \$10 for each additional 10,000 watts over 5,000,001 watts
404	Permits	Electrical	Solar PV Installations for Electrical			
405	Permits	Electrical	Existing One or Two Family Dwelling: 0 to 14 Feeders or Circuits are Installed or Extended per Unit		\$8.00/Feeder or Circuit	\$12.00/Feeder or Circuit
406	Permits	Electrical	Existing One- or Two-Family Dwelling: 15 or More Feeders or Circuits are Installed or Extended per Unit		\$100.00/Dwelling Unit	\$100.00/Dwelling Unit
407	Permits	Electrical	Electrical Permit Fee		\$50.00/Inspection Trip	\$50.00/Inspection Trip
408	Permits	Electrical	Electrical Inspection (per trip)		\$50.00/Inspection Trip	\$50.00/Inspection Trip
409	Permits	Electrical	Grounding Electrode, Concrete-Encased (per trip)		\$50/Inspection Trip	\$50/Inspection Trip
410	Permits	Electrical	Manufactured Home Park Lot Supply		\$50/Pedestal	\$50/Pedestal
411	Permits	Electrical	New One- or Two-Family Dwelling: 0 to 25 Circuits and Feeders per Unit		\$200.00/Dwelling Unit	\$200.00/Dwelling Unit
412	Permits	Electrical	New One- or Two-Family Dwelling: Additional Circuits over 25 per Unit		\$8.00/Feeder or Circuit	\$8.00/Feeder or Circuit
413	Permits	Electrical	Panel Changes		\$100.00/Enclosure	\$100.00/Enclosure
414	Permits	Electrical	Pools		\$100.00	\$100.00
415	Permits	Electrical	Power Source: 0 to 400 Amp (0 to 250 Volts)		\$50.00/Source	\$70.00/Source
416	Permits	Electrical	Power Source: 401 to 800 Amp (0 to 250 Volts)		\$100.00/Source	\$140.00/Source

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417	Permits	Electrical	Power Source: Over 800 Amp (0 to 250 Volts)		\$150.00/Source	\$200.00/Source
418	Permits	Electrical	Power Source: 0 to 400 Amp (Over 250 Volts)		\$100.00/Source	\$100.00/Source
419	Permits	Electrical	Power Source: 401 to 800 Amp (Over 250 Volts)		\$200.00/Source	\$200.00/Source
420	Permits	Electrical	Power Source: Over 800 Amp (Over 250 Volts)		\$300.00/Source	\$300.00/Source
421	Permits	Electrical	Reconnected Existing Circuit or Feeder (Panel Replacement)		\$100.00/Enclosure	\$100.00/Enclosure
422	Permits	Electrical	Retrofitting of Existing Lighting Fixtures		\$1.00/Fixture	\$1.00/Fixture
423	Permits	Electrical	RV Pedestals (All Circuits Originating in Pedestal Including Factory Circuits)		\$8.00/Circuit	\$8.00/Circuit
424	Permits	Electrical	Separate Bonding Inspection		\$50.00/Inspection Fee	\$50.00/Inspection fee
425	Permits	Electrical	State Surcharge		\$1.00	\$1.00
426	Permits	Electrical	Street, Parking, and Outdoor Lighting Standards		\$5.00/Standard	\$5.00/Standard
427	Permits	Electrical	Technology Circuits and Circuits Less than 50 Volts		\$1.00/Device or Apparatus	\$1.00/Device or Apparatus
428	Permits	Electrical	Traffic Signals		\$5.00 Each	\$5.00 Each
429	Permits	Electrical	Transformers for Electronic Power Supplies, Signs, and Outline Lighting		\$5.50 Each	\$5.50 Each
430	Permits	Electrical	Transformers for Light, Heat, and Power: 0 to 10 KVA		\$20.00 Each	\$20.00 Each
431	Permits	Electrical	Transformers for Light, Heat, and Power: More than 10 KVA		\$40.00 Each	\$40.00 Each
432	Permits	Grading/Excavation	Grading Asbuilt Survey Certification		\$36.00	\$39.00
433	Permits	Grading/Excavation	Permit - (0 - 50 Cubic Yards)		\$24.20	\$26.00
434	Permits	Grading/Excavation	Permit - (1,001 - 10,000 Cubic Yards)		\$198.00 Base Fee + \$15.00 per 1,000 Cubic Yards	\$211.00 Base Fee + \$16.00 Per 1,000 Cubic Yards
435	Permits	Grading/Excavation	Permit - (10,001 - 100,000 Cubic Yards)		\$331.50 Base Fee + \$67.50 per 10,000 Cubic Yards	\$355.00 Base Fee + \$71.00 Per 10,000 Cubic Yards
436	Permits	Grading/Excavation	Permit - (100,001 - or more Cubic Yards)		\$937.40 Base Fee + \$37.25 per 10,000 Cubic Yards	\$994.00 Base Fee + \$39.00 Per 10,000 Cubic Yards
437	Permits	Grading/Excavation	Permit - (101 - 1,000 Cubic Yards)		\$37.75 Base Fee + \$18.00 per 100 Cubic Yards	\$40.00 Base Fee + \$19.00 Per 100 Cubic Yards
438	Permits	Grading/Excavation	Permit - (51 - 100 Cubic Yards)		\$37.50	\$40.00
439	Permits	Grading/Excavation	Plan Review (0-50 Cubic Yards)		No Fee	No Fee
440	Permits	Grading/Excavation	Plan Review (1,001 - 10,000 Cubic Yards)		\$50.25	\$53.00
441	Permits	Grading/Excavation	Plan Review (10,001 - 100,000 Cubic Yards)		\$50.25 Base Fee + \$25.00 per 10,000 Cubic Yards	\$53.00 Base Fee + \$26.00 per 10,000 Cubic Yards
442	Permits	Grading/Excavation	Plan Review (100,001 - 200,000 Cubic Yards)		\$275.15 Base Fee + \$13.52 per 10,000 Cubic Yards	\$287.00 Base Fee + \$14.00 per 10,000 Cubic Yards
443	Permits	Grading/Excavation	Plan Review (101-1,000 Cubic Yards)		\$37.75	\$40.00
444	Permits	Grading/Excavation	Plan Review (200,001 or more Cubic Yards)		\$410.30 Base Fee + \$7.40 per 10,000 Cubic Yards	\$427.00 Base Fee + \$7.75 per 10,000 Cubic Yards
445	Permits	Grading/Excavation	Plan Review (51 - 100 Cubic Yards)		\$24.20	\$26.00
446	Permits	Grading/Excavation	Site Grading Inspection Fee		\$61.00	\$66.00
447	Permits	Inspections	Curb Box Inspection		\$155.00	\$170.00
448	Permits	Inspections	Erosion Control Inspection (Residential Lot Not Covered by Development Agreement)		\$825.00	\$825.00
449	Permits	Inspections	Inspections For Which No Fee Is Specifically Indicated		\$55.00 per Hour Minimum 1-Hour Fee	\$58.00 per Hour Minimum 1-Hour Fee
450	Permits	Inspections	Inspections Outside Normal Business Hours		\$105.00 Minimum	\$110.00 Minimum
451	Permits	Inspections	Reinspection Fee		\$58.00 Maximum per Site/Project Visit	\$61.00 Maximum Per Site/Project Visit
452	Permits	Inspections	Boulevard Tree/Sod Inspection		\$150.00	\$165.00

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
453	Permits	Fire Alarm Note: Add State Surcharge	Fire Alarm		1% of Construction Value, \$150.00 Minimum, Plus Plan Review Fees Incurred	2% of Construction Value, \$158 Minimum
454	Permits	Fire Suppression Note: Add State Surcharge	Fire Suppression		2% of Contract Price; \$150.00 Minimum	2% of Construction Value, \$158 Minimum
455	Permits	Plant Registration	Plant Registration		.01 Cent/sq ft	.01 Cents/Square Foot
456	Permits	Mechanical/Plumbing (Commercial) Note: Add State Surcharge	Mechanical		2% of Contract Price; \$150.00 Minimum	2% of Contract Price, \$158 Minimum
457	Permits	Mechanical/Plumbing (Commercial) Note: Add State Surcharge	Plumbing, Domestic		2% of Contract Price; \$150.00 Minimum	2% of Contract Price, \$158 Minimum
458	Permits	Mechanical/Plumbing (Commercial) Note: Add State Surcharge	Plumbing, Irrigation		2% of Contract Price; \$150.00 Minimum	2% of Contract price, \$158 Minimum
459	Permits	Mechanical/Plumbing (Commercial) Note: Add State Surcharge	Sewer Line		\$160.00	\$168.00
460	Permits	Mechanical/Plumbing (Commercial) Note: Add State Surcharge	Water Line		\$160.00	\$168.00
461	Permits	Mechanical/Plumbing (Residential) Note: Add State Surcharge	Mechanical/Plumbing Permit Fees (Residential): Addition/Alteration/Remodel		\$61.00 Base Fee (Includes 1 Fixture) Plus \$12.00 Each Additional Fixture (\$231 Maximum Permit Fee)	\$58.00 Base Fee (Includes 1 Fixture) Plus \$11.00 Each Additional Fixture (\$220 Maximum Permit Fee)
462	Permits	Mechanical/Plumbing (Residential) Note: Add State Surcharge	New Home		\$220.00	\$231.00
463	Permits	Miscellaneous Permit Fees	Building Inspection Card Replacement		\$40.00	\$42.00
464	Permits	State Surcharges, Building/Mechanical/Plumbing Permits	State Surcharges based on Project Valuation	\$1,000,000 or Less	(1) \$1,000,000 or less; \$0.00 Base Fee + .0005 x valuation or (2) \$1,000,001 - \$2,000,000; \$525 Base Fee + .0004 x valuation - \$1,000,000 or (3) \$2,000,001 - \$3,000,000; \$950 Base Fee + .0003 x valuation - \$2,000,000 or (4) \$3,000,001 - \$4,000,000; \$1,250 Base Fee + .0002 x valuation - \$3,000,000 or (5) \$4,000,001 - \$5,000,000; \$1,450 Base Fee + .0001 x valuation - \$4,000,000 or (6) Greater than \$5,000,001; \$1,550 Base Fee + .00005 x valuation - \$5,000,000	(1) \$1,000,000 or less; \$0.00 Base Fee + .0005 x valuation or (2) \$1,000,001 - \$2,000,000; \$525 Base Fee + .0004 x valuation - \$1,000,000 or (3) \$2,000,001 - \$3,000,000; \$950 Base Fee + .0003 x valuation - \$2,000,000 or (4) \$3,000,001 - \$4,000,000; \$1,250 Base Fee + .0002 x valuation - \$3,000,000 or (5) \$4,000,001 - \$5,000,000; \$1,450 Base Fee + .0001 x valuation - \$4,000,000 or (6) Greater than \$5,000,001; \$1,550 Base Fee + .00005 x valuation - \$5,000,000
465	Permits	State Surcharges, Building/Mechanical/Plumbing Permits	State Surcharge based on Fixed Fees		\$1.00	\$1.00
466	Permits	Zoning	Patios and Parking Areas, Residential		\$58.00/one inspection	\$61.00/One Inspection
467	Permits	Zoning	Accessory Structures under 200sqft		\$58.00/One Inspection	\$61.00/One Inspection
468	Public Safety					
469	Public Safety	Data Requests	Data Requests, Other		Determined by Actual Production Cost	Determined by Actual Production Cost
470	Public Safety	Data Requests	Photographs		\$20.00 (JPG Format on CD)	\$20.00 (JPG Format on CD)
471	Public Safety	Data Requests	Police/Fire Reports		\$1.00 per 10 pages	\$0.25 Per Page Over 25 Pages
472	Public Safety	Data Requests	Recordings, Audio		\$20.00 (CD/DVD)	\$20.00 (CD/DVD)
473	Public Safety	Data Requests	Recordings, Squad Video (L3)		\$20.00 (DVD)	\$20.00 (DVD)
474	Public Safety	Data Requests	Recordings, Video		\$20.00 (DVD)	\$20.00 (DVD)
475	Public Safety	Data Requests	Transcription of Audio Recording		Determined by Actual Time at Current Transcription Rate	Determined by Actual Time at Current Transcription Rate
476	Public Safety	Fire Services	Burning Permit, Commercial		\$50.00	\$50.00
477	Public Safety	Fire Services	Day Care Facility Inspection		\$50.00	\$50.00
478	Public Safety	Fire Services	Fire Equipment Use		All Fire Equipment Use Based on Current FEMA Rates	All Fire Equipment Use Based on Current FEMA Rates
479	Public Safety	Fire Services	Fire Permit		1st Permit \$20.00 per Year; Each Additional Permit \$5.00	1st Permit \$20.00 per Year; Each Additional Permit \$5.00

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
480	Public Safety	Fire Services	Hazardous Materials and Other Charges for Service		\$150.00 per Hour per Person plus Materials. Minimum Charge of 4 Hours.	\$150.00 Per Hour Per Person Plus Materials. Minimum Charge of 4 Hours.
481	Public Safety	Fire Services	Tank Installation Permit		1% of Value (\$100.00 Minimum)	1% of Value (\$100.00 Minimum)
482	Public Safety	Fire Services	Title III Facility Inspection		\$50.00	\$50.00
483	Public Safety	Police Services	Blood Alcohol Test		\$100.00	\$100.00
484	Public Safety	Police Services	Clearance Letters (i.e. Adoption, Passport, Etc.)		\$20.00	\$20.00
485	Public Safety	Police Services	Daycare Checks		\$20.00 per Adult	\$20.00 Per Adult
486	Public Safety	Police Services	Excessive Use of Police Services (1 to 2 nuisance service call(s) within 12 months)		No Charge	No Charge
487	Public Safety	Police Services	Excessive Use of Police Services (3rd nuisance service call within 12 months)		\$200.00	\$200.00
488	Public Safety	Police Services	Excessive Use of Police Services (4th nuisance service call within 12 months)		\$400.00	\$400.00
489	Public Safety	Police Services	Excessive Use of Police Services (5th nuisance service call within 12 months)		\$800.00	\$800.00
490	Public Safety	Police Services	Excessive Use of Police Services (6th nuisance service call within 12 months)		\$1,600.00	\$1,600.00
491	Public Safety	Police Services	Excessive Use of Police Services (7th nuisance service call within 12 months and all subsequent nuisance calls)		\$2,000.00	\$2,000.00
492	Public Safety	Police Services	Fingerprinting (Resident)		\$25.00	\$25.00
493	Public Safety	Police Services	Fingerprinting (Non-resident)		\$35.00	\$35.00
494	Public Safety	Police Services	Law Enforcement, Police Officer		\$120.00 per Hour	\$130.00 Per Hour
495	Public Safety	Police Services	Lockouts, Car Door Unlocking		\$35.00 per Event	\$35.00 Per Event
496	Public Safety	Police Services	Special Response Team (Outside Of Washington County)		Per Current Mutual Aid Agreement	Per Current Mutual Aid Agreement
497	Public Safety	Towing and Impound	Administrative Fee		\$60.00	\$65.00
498	Public Safety	Towing and Impound	Impound, Storage Fee		\$10.00 per Day for First 30 Days/\$30.00 per Month Thereafter	\$10.00 Per Day for First 30 Days/\$30.00 Per Month Thereafter
499	Public Safety	Towing and Impound	Towing Fee		Per Current Towing Contract	Per Current Towing Contract
500	Public Safety	Towing and Impound	Towing/Storage Charge		Per Current Towing Contract	Per Current Towing Contract
501	Public Safety	Towing and Impound	Vehicle Impoundment		Per Current Towing Contract	Per Current Towing Contract
502	Public Works					
503	Public Works	Equipment	Air Compressor		\$41.00	\$43.00
504	Public Works	Equipment	Asphalt Roller		\$36.00	\$37.00
505	Public Works	Equipment	Backhoe		\$82.00	\$86.00
506	Public Works	Equipment	Blower		\$21.00	\$22.00
507	Public Works	Equipment	Brush Saw		\$21.00	\$22.00
508	Public Works	Equipment	Chainsaw		\$21.00	\$22.00
509	Public Works	Equipment	Chipper		\$62.00	\$65.00
510	Public Works	Equipment	Grader		\$113.00	\$118.00
511	Public Works	Equipment	Hotsy		\$31.00	\$32.00
512	Public Works	Equipment	Hydro Mulcher (Additional Charges for Product Used)		\$77.00	\$80.00
513	Public Works	Equipment	Loader, 3-Yard		\$95.00	\$99.00
514	Public Works	Equipment	Loader, Skidsteer		\$66.00	\$69.00
515	Public Works	Equipment	Mower		\$41.00	\$43.00
516	Public Works	Equipment and Labor	Operator, Equipment, Overtime Rate		\$88.00/Hour	\$95.00/Hour
517	Public Works	Equipment and Labor	Operator, Equipment, Standard Rate		\$62.00/Hour	\$67.00/Hour
518	Public Works	Equipment	Paint Striper		\$46.00	\$48.00
519	Public Works	Equipment	Patch Truck		\$113.00	\$118.00
520	Public Works	Equipment	Paver, Pull Type		\$41.00	\$43.00
521	Public Works	Equipment	Paver, Track Type		\$195.00	\$204.00
522	Public Works	Equipment	Power Broom		\$21.00	\$22.00
523	Public Works	Equipment	Sewer Vac (Requires 2 Operators)		\$185.00	\$194.00
524	Public Works	Equipment	Sign Truck		\$51.00	\$53.00
525	Public Works	Equipment	Snowblower		\$21.00	\$22.00
526	Public Works	Equipment	Spray Patcher		\$87.00	\$91.00
527	Public Works	Equipment	Sweeper		\$103.00	\$108.00

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
528	Public Works	Equipment	Tar Kettle		\$21.00	\$22.00
529	Public Works	Equipment	Tractor with Clam		\$56.00	\$58.00
530	Public Works	Equipment	Tractor, Holder, with Mower		\$61.00	\$64.00
531	Public Works	Equipment	Tractor, Large, with Mower		\$61.00	\$64.00
532	Public Works	Equipment	Tractor, Small, with Mower		\$46.00	\$48.00
533	Public Works	Equipment	Traffic Counter		\$12.00	\$12.00
534	Public Works	Equipment	Trailer		\$16.00	\$16.00
535	Public Works	Equipment	Trailer, Arrow Board		\$26.00	\$27.00
536	Public Works	Equipment	Trailer, Jetter		\$72.00	\$75.60
537	Public Works	Equipment	Trailer, Tandem Axle		\$26.00	\$27.00
538	Public Works	Equipment	Trencher		\$51.00	\$53.00
539	Public Works	Equipment	Truck, Bucket		\$103.00	\$108.00
540	Public Works	Equipment	Truck, Dump, 1-Ton		\$51.00	\$53.00
541	Public Works	Equipment	Truck, Dump, Single Axle		\$56.00	\$58.00
542	Public Works	Equipment	Truck, Dump, Single Axle with Plow/Attachment		\$87.00	\$91.00
543	Public Works	Equipment	Truck, Dump, Tandem Axle		\$87.00	\$91.00
544	Public Works	Equipment	Truck, Dump, Tandem Axle with Plow/Attachment		\$92.00	\$96.00
545	Public Works	Equipment	Truck, Pickup		\$44.00	\$46.00
546	Public Works	Equipment	Truck, Pickup with Plow/Attachment		\$56.00	\$58.00
547	Public Works	Equipment	Truck, Tanker		\$77.00	\$80.00
548	Public Works	Equipment	Wacker		\$17.00	\$18.00
549	Public Works	Right-of-Way	Curb Cuts - Residential		\$50.00	\$50.00
550	Public Works	Right-of-Way	Load Limit Permit		\$69.00 each trip	\$72.00 Each Trip
551	Public Works	Right-of-Way	Right-of-Way Delay Penalty Fee		\$75.00 (Up To 3 Days) + \$15.00/Day (After 3 Days)	\$80.00 (up to 3 Days) + \$16.00/Day (After 3 Days)
552	Public Works	Right-of-Way	Right-of-Way Excavation Permit Fee: Hole		\$200.00	\$225.00
553	Public Works	Right-of-Way	Right-of-Way Excavation Permit Fee: Trench or Bore		\$70.00/100 Lineal Feet + Hole Fee (\$200.00)	\$75.00/100 Lineal Feet + Hole Fee (\$225.00)
554	Public Works	Right-of-Way	Right-of-Way Non-excavation Fee, Aerial or Overhead Lines		\$50.00 plus \$5 per 100 Lineal Feet	\$53.00 Plus \$5.25 per 100 Lineal Feet
555	Public Works	Right-of-Way	Right-of-Way Obstruction Permit Fee		\$200.00 + \$0.20/Lineal Foot of Obstruction	\$225.00 + \$0.21/Lineal Foot of Obstruction
556	Public Works	Right-of-Way	Right-of-Way Permit Extension Fee		\$75.00	\$75.00
557	Public Works	Right-of-Way	Right-of-Way Registration Fee		\$100.00 Annually	\$105.00 Annually
558	Public Works	Right-of-Way	Right-of-Way Sidewalk, Apron, Commercial		\$200.00	\$225.00
559	Public Works	Right-of-Way	Small Wireless Facility Installation (6 to 15 Facilities)		\$100.00 per Facility	\$104.00 Per Facility
560	Public Works	Right-of-Way	Small Wireless Facility Installation (up to 5 facilities)		\$500.00	\$520.00
561	Public Works	Right-of-Way	Small Wireless Facility Installation, Plan Review Escrow		\$10,000.00 (Unused Escrow Amount Returned)	\$10,000.00 (Unused Escrow Amount Returned)
562	Public Works	Right-of-Way	Small Wireless Facility, Collocation Rental		\$175.00 per Facility per Year (\$150.00 Rental/\$25.00 Maintenance)	\$182.00 Per Facility Per Year (\$156.00 Rental/\$26.00 Maintenance)
563	Public Works	Right-of-Way	Work Without a Permit		Double Permit Fee	Double Permit Fee
564	Public Works	Signs	10' Galvanized Round Post		\$31.00	\$32.00
565	Public Works	Signs	10' Galvanized Square Post		\$46.00	\$48.00
566	Public Works	Signs	12' Galvanized Round Post		\$31.00	\$32.00
567	Public Works	Signs	3" X 60" Post Delineators		\$31.00	\$32.00
568	Public Works	Signs	6'3# Green Channel Post		\$21.00	\$22.00
569	Public Works	Signs	7'2# Galvanized Channel Post		\$21.00	\$22.00
570	Public Works	Signs	7'3# Galvanized Channel Post		\$31.00	\$32.00
571	Public Works	Signs	8'2# Green Channel Post		\$31.00	\$32.00
572	Public Works	Signs	9 Button Marker		\$31.00	\$32.00
573	Public Works	Signs	Band-It Hardware Average		\$21.00	\$22.00
574	Public Works	Signs	Crosswalk Arrow		\$41.00	\$43.00
575	Public Works	Signs	Crosswalk Sign		\$92.00	\$96.00
576	Public Works	Signs	Heavy Duty Cap Bracket 12"		\$21.00	\$22.00
577	Public Works	Signs	Heavy Duty T Bracket 12"		\$21.00	\$22.00
578	Public Works	Signs	Island Keep Right Sign		\$46.00	\$48.00
579	Public Works	Signs	Light Pole Bracket		\$26.00	\$27.00
580	Public Works	Signs	Marker Band		\$16.00	\$16.00
581	Public Works	Signs	No Parking Sign		\$26.00	\$27.00
582	Public Works	Signs	Nuts and Bolts Per Sign		\$10.00	\$10.00
583	Public Works	Signs	Speed Limit Sign 24" X 30"		\$41.00	\$43.00

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
584	Public Works	Signs	Square Surface Mount Bracket Break Away		\$159.00	\$166.00
585	Public Works	Signs	Stop Sign - 30" Visual Impact Perception		\$82.00	\$86.00
586	Public Works	Signs	Stop Sign - 36" Visual Impact Perception		\$108.00	\$113.00
587	Public Works	Signs	Street Name Sign - 24" Visual Impact Perception		\$97.00	\$101.00
588	Public Works	Signs	Street Name Sign - 28" Visual Impact Perception		\$97.00	\$101.00
589	Public Works	Signs	Street Name Sign - 30" Visual Impact Perception		\$103.00	\$108.00
590	Public Works	Signs	Street Name Sign - 34" Visual Impact Perception		\$108.00	\$113.00
591	Public Works	Signs	Street Name Sign - 36" Visual Impact Perception		\$113.00	\$118.00
592	Public Works	Signs	Street Name Sign - 42" Visual Impact Perception		\$123.00	\$129.00
593	Public Works	Signs	Street Name Sign 48" Visual Impact Perception		\$128.00	\$134.00
594	Public Works	Signs	Warning Sign - 30" Visual Impact Perception		\$82.00	\$86.00
595	Public Works	Signs	Warning Sign - 36" Visual Impact Perception		\$113.00	\$118.00
596	Public Works	Spring Clean up	Grill		\$10.00 Each	\$15.00
597	Public Works	Spring Clean up	Push mower		\$10.00 Each	\$15.00
598	Public Works	Spring Cleanup	Air Conditioner		\$10.00 Each	\$10.00
599	Public Works	Spring Cleanup	Appliances, Ammonia Refrigerant		\$100.00 and Up	\$100.00 and Up
600	Public Works	Spring Cleanup	Bulbs, Fluorescent		No Charge	No Charge
601	Public Works	Spring Cleanup	By Load (Car Trunk)		\$20.00 - \$50.00	\$30.00 - \$70.00
602	Public Works	Spring Cleanup	By Load (Pickup Truck)		\$50.00 - \$130.00	\$70.00 - \$170.00
603	Public Works	Spring Cleanup	By Load (SUV/Station Wagon)		\$30.00 - \$70.00	\$40.00 - \$90.00
604	Public Works	Spring Cleanup	By Load Box Truck		\$70.00-\$150.00	\$90.00 +
605	Public Works	Spring Cleanup	Car Battery		No Charge	No Charge
606	Public Works	Spring Cleanup	Chair		\$5.00 Each	\$10.00
607	Public Works	Spring Cleanup	Computers		No Charge	No Charge
608	Public Works	Spring Cleanup	Dishwasher		\$10.00 Each	\$10.00
609	Public Works	Spring Cleanup	Electronics		No Charge	No Charge
610	Public Works	Spring Cleanup	Exercise Equipment		\$10.00 Each	\$15.00
611	Public Works	Spring Cleanup	Freezer		\$10.00 Each	\$10.00
612	Public Works	Spring Cleanup	Lumber, Railroad Tie, 6X6 or 6X8		\$10.00 Each	\$10.00
613	Public Works	Spring Cleanup	Lumber, Treated, 2X4		\$5.00 Each	\$5.00
614	Public Works	Spring Cleanup	Lumber, Treated, 4X4		\$8.00 Each	\$8.00
615	Public Works	Spring Cleanup	Mattress or Box Spring		\$20.00 Each	\$20.00
616	Public Works	Spring Cleanup	Mattress, Crib		\$10.00 Each	\$10.00
617	Public Works	Spring Cleanup	Microwave		No Charge	No Charge
618	Public Works	Spring Cleanup	Paint, Household, Latex or Oil Based		No Charge	No Charge
619	Public Works	Spring Cleanup	Refrigerator (No Gas Ammonia)		\$10.00 Each	\$10.00
620	Public Works	Spring Cleanup	Snow Blower		\$15.00 Each	\$25.00
621	Public Works	Spring Cleanup	Sofa		\$10.00 Each	\$15.00
622	Public Works	Spring Cleanup	Stove		\$10.00 Each	\$10.00
623	Public Works	Spring Cleanup	Television		No Charge	No Charge
624	Public Works	Spring Cleanup	Tire, Car/Light Truck		\$3.00 Each	\$5.00 Each
625	Public Works	Spring Cleanup	Tire, Semi Truck		\$10.00 Each	\$15.00 Each
626	Public Works	Spring Cleanup	Tire, Tractor		\$30.00 Each	\$35.00 Each
627	Public Works	Spring Cleanup	Washer or Dryer		\$10.00 Each	\$10.00 Each
628	Public Works	Spring Cleanup	Water Heater		\$10.00 Each	\$10.00 Each
629	Public Works	Spring Cleanup	Water Softener		\$10.00 Each	\$10.00 Each
630	Public Works	Street Lights	Fixture, Cobra Head, LED		\$1,468.50 Each or Current Cost	\$1,468.50 Each or Current Cost
631	Public Works	Street Lights	Fixture, Concrete, LED		\$2,964.50 Each or Current Cost	\$2,964.50 Each or Current Cost
632	Public Works	Street Lights	Fixture, Granville, LED		\$1,864.50 Each or Current Cost	\$1,864.50 Each or Current Cost
633	Public Works	Street Lights	Fixture, Residential, LED		\$1,978.90 Each or Current Cost	\$1,978.90 Each or Current Cost
634	Public Works	Street Lights	Mast Arm, Pole		\$907.50 Each or Current Cost	\$907.50 Each or Current Cost
635	Public Works	Street Lights	Mast Arm, Pole, Dual		\$907.50 Each or Current Cost	\$907.50 Each or Current Cost
636	Public Works	Street Lights	Pole, Commercial, Round Tapered - 20'		\$2,420.00 Each or Current Cost	\$2,420.00 Each or Current Cost
637	Public Works	Street Lights	Pole, Commercial, Round Tapered - 30'		\$3,740.00 Each or Current Cost	\$4,000 Each or Current Cost
638	Public Works	Street Lights	Pole, Commercial Round- 30'			\$3,000 Each or Current Cost

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1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
639	Public Works	Street Lights	Pole, Concrete		\$4,235.00 Each or Current Cost	\$4,235.00 Each or Current Cost
640	Public Works	Street Lights	Pole, Decorative, 14'		\$2,524.50 Each or Current Cost	\$2,524.50 Each or Current Cost
641	Public Works	Street Lights	Pole, Decorative, 18'		\$3,245.00 Each or Current Cost	\$3,245.00 Each or Current Cost
642	Public Works	Street Lights	Pole, Residential		\$1,622.50 Each or Current Cost	\$1,622.50 Each or Current Cost
643	Public Works	Street Lights	Pole, Decorative Site Link 30'			\$5,400.00 Each or Current Cost
644	Public Works	Street Lights	LED Luminaire			\$2,200 Each or Current Cost
645	Public Works	Street Lights	Mast Arm			\$1,400 Each or Current Cost
646	Utilities					
647	Utilities	Permits/Rentals	2½" Hydrant Water Meter, Deposit		\$1,500.00 (Actual Cost of Meter)	\$1,500.00 (Actual Cost of Meter)
648	Utilities	Permits/Rentals	2½" Hydrant Water Meter, Permit Fee		\$50.00	\$75.00
649	Utilities	Permits/Rentals	2½" Hydrant Water Meter, Rental Fee		\$5.00 per Day	\$5.00 Per Day
650	Utilities	Permits/Rentals	2½" Meter, Consumption Charge		\$4.50 per 1,000 Gallons Consumption	\$5.00 per 1,000 Gallons Consumption
651	Utilities	Permits/Rentals	¾" Adapter, Consumption Charge		\$4.50 per 1,000 Gallons Consumption	\$5.00 per 1,000 Gallons Consumption
652	Utilities	Permits/Rentals	¾" Adapter, Deposit		\$250.00	\$300.00
653	Utilities	Permits/Rentals	¾" Adapter, Permit Fee		\$50.00	\$75.00
654	Utilities	Permits/Rentals	¾" Adapter, Rental Fee		\$5.00 per Day	\$5.00 Per Day
655	Utilities	Permits/Rentals	Fire Hydrant Hookup Permit		\$50.00	\$50.00
656	Utilities	Services	Accuracy Test of Water Meter (Requested by Water User) Outsource Meter Accuracy Certification		\$150.00	\$157.50
657	Utilities	Services	Utility Account Turn-off Fee		\$75.00	\$78.75
658	Utilities	Services	Water and Sewer Restoration Fee		\$5.00 plus 6% Interest per Annum	\$5.00 Plus 6% Interest Per Annum
659	Utilities	Services	Water Reconnection or Turn-on Fee (Outside Water Department Regular Working Hours)		\$100.00 per Occurrence; \$175.00 on Holidays	\$109.00 Per Occurrence; \$190.00 on Holidays
660	Utilities	Sewer Usage Rates	Commercial	Base Charge	\$4.82 per Month	\$5.06 Per Month
661	Utilities	Sewer Usage Rates	Commercial	All Non-Irrigation Usage	\$4.26 per 1,000 gallons	\$4.47 Per 1,000 Gallons
662	Utilities	Water Usage Rates	Commercial, Usage (Municipal Customer)			6% Over Commercial Rate
663	Utilities	Sewer Usage Rates	Residential	Base Charge	\$4.82 per Month	\$5.06 Per Month
664	Utilities	Sewer Usage Rates	Residential	All Usage	\$4.26 per 1,000 gallons	\$4.47 Per 1,000 Gallons
665	Utilities	Stormwater Utility Fees	1.5+ Acre Residential		\$4.65 per Residential Unit per Month	\$4.79 per Residential Unit Per Month
666	Utilities	Stormwater Utility Fees	Agricultural Land with Structure		\$70.28 per Parcel with Structure per Year	\$72.39 Per Parcel With Structure Per Year
667	Utilities	Stormwater Utility Fees	Apartments		\$1.47 per Residential Unit per Month	\$1.51 Per Residential unit Per Month
668	Utilities	Stormwater Utility Fees	Cemeteries		\$11.09 per Acre per Year	\$11.42 Per Acre Per Year
669	Utilities	Stormwater Utility Fees	Churches		\$24.37 per Impervious Surface Acre per Month	\$25.10 Per Impervious Surface Acre Per Month
670	Utilities	Stormwater Utility Fees	Commercial / Industrial		\$24.37 per Impervious Surface Acre per Month	\$25.10 Per Impervious Surface Acre Per Month
671	Utilities	Stormwater Utility Fees	Golf Courses		\$11.09 per Acre per Year	\$11.42 Per Acre Per Year
672	Utilities	Stormwater Utility Fees	Mining		\$11.09 per Acre per Year	\$11.42 Per Acre Per Year
673	Utilities	Stormwater Utility Fees	Schools		\$24.37 per Impervious Surface Acre per Month	\$25.10 Per Impervious Surface Acre Per Month
674	Utilities	Stormwater Utility Fees	Single Family Home		\$6.28 per Residential Unit per Month	\$6.47 Per Residential Unit Per Month
675	Utilities	Stormwater Utility Fees	Townhomes		\$3.04 per Residential Unit per Month	\$3.13 Per Residential Unit Per Month
676	Utilities	Street Light Rates	City-Owned, Commercial		\$5.85 per Month per Residential Lot Equivalent (2.5 Lots/Acre for Commercial and Churches; 1.25 Lots/Acre For Schools)	\$6.32 Per Month Per Residential Lot Equivalent (2.5 Lots/Acre for Commercial and Churches; 1.25 Lots/Acre For Schools)
677	Utilities	Street Light Rates	City-Owned, Residential		\$5.85 per Month per Lot	\$6.32 Per Month Per Lot
678	Utilities	Street Light Rates	Rural		\$5.76 per Year	\$6.22 Per Year
679	Utilities	Street Light Rates	Xcel Owned		\$7.05 Per Month	\$7.61 Per Month
680	Utilities	Water Meters	Angle Valve - Flare Connection (each)		\$85.00	\$89.00
681	Utilities	Water Meters	Angle Valve - Compression Connection (each)		\$120.00	\$126.00
682	Utilities	Water Meters	5/8-Inch Model 420		\$190.00 plus Sales Tax	\$200.00 Plus Sales Tax
683	Utilities	Water Meters	¾-Inch Model 435		\$210 plus sales tax	\$221.00 Plus Sales Tax
684	Utilities	Water Meters	2-Inch Compound		Actual Cost plus 6% and Sales Tax	Actual Cost Plus Sales Tax
685	Utilities	Water Meters	Flange Kit (1 1/2 inch)		\$130.00 plus sales tax	\$137.00 Plus Sales Tax
686	Utilities	Water Meters	Flange Kit (2 Inch)		\$140.00 plus sales tax	\$147.00 Plus Sales Tax
687	Utilities	Water Meters	Flange Kit (3 inch)		\$340.00 plus sales tax	\$357.00 Plus Sales Tax
688	Utilities	Water Meters	Flange Kit (4 inch)		\$590.00 plus sales tax	\$620.00 Plus Sales Tax
689	Utilities	Water Meters	Flange Kit (6 inch)		\$900.00 plus sales tax	\$945.00 Plus Sales Tax
690	Utilities	Water Meters	Mag Meter 3-Inch		\$4,290.00 plus sales tax	\$4,505.00 Plus Sales Tax
691	Utilities	Water Meters	Mag Meter 4-Inch		\$5,642.00 plus sales tax	\$5,924.00 Plus Sales Tax
692	Utilities	Water Meters	Mag Meter 6-Inch		\$9,346.00 plus sales tax	\$9,813.00 Plus Sales Tax

	A	B	C	D	E	G
1	Category	Subcategory	Item	Tier	2024 Fee's	Proposed 2025 Fees
693	Utilities	Water Meters	Meter Nipple		\$16.00 plus sales Tax	\$17.00 Plus Sales Tax
694	Utilities	Water Meters	Shut-off Valve		\$110.00 plus sales Tax	\$116.00 Plus Sales Tax
695	Utilities	Water Meters	Ultra Sonic Meter 1½-Inch		\$990.00 plus sales tax	\$1040.00 Plus Sales Tax
696	Utilities	Water Meters	Ultra Sonic Meter 1-Inch		\$424.00 plus sales tax	\$445.00 Plus Sales Tax
697	Utilities	Water Meters	Ultra Sonic Meter 2-Inch		\$1,131.00 plus sales tax	\$1,188.00 Plus Sales Tax
698	Utilities	Water Meters	Ultra Sonic 3-Inch		\$3,650.00 plus sales tax	\$3,833.00 Plus Sales Tax
699	Utilities	Water Meters	Ultra Sonic 4-Inch		\$4,700.00 plus sales tax	\$4,935.00 Plus Sales Tax
700	Utilities	Water Meters	Ultra Sonic 6-Inch		\$7,763.00 plus sales tax	\$8151.00 Plus Sales Tax
701	Utilities	Water Meters	Water Meter Radio Transmitter		\$165.00 plus sales tax	\$173.00 Plus Sales Tax
702	Utilities	Water Miscellaneous	Driveway Cover		\$150.00	\$157.00
703	Utilities	Water Usage Rates	Residential, Base Charge	Single Family	\$3.20 per Month	\$3.38 Per Month
704	Utilities	Water Usage Rates	Residential, Base Charge	Multi-family (per REU)	\$2.40 per Month	\$2.53 Per Month
705	Utilities	Water Usage Rates	Residential, Usage	<6,000 Gallons per Month	\$1.11 Per 1,000 Gallons	\$1.17 Per 1,000 Gallons
706	Utilities	Water Usage Rates	Residential, Usage	6,001 to 9,000 Gallons per Month	\$1.68 Per 1,000 Gallons	\$1.77 Per 1,000 Gallons
707	Utilities	Water Usage Rates	Residential, Usage	9,001 to 12,000 Gallons per Month	\$2.50 Per 1,000 Gallons	\$2.64 Per 1,000 Gallons
708	Utilities	Water Usage Rates	Residential, Usage	>12,000 Gallons per Month	\$3.76 Per 1,000 Gallons	\$3.97 Per 1,000 Gallons
709	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (0.5 Inches Meter Size)	\$3.20 per Month	\$3.38 Per Month
710	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (0.625 Inches Meter Size)	\$3.20 per Month	\$3.38 Per Month
711	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (0.75 Inches Meter Size)	\$3.20 per Month	\$3.38 Per Month
712	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (1.0 Inches Meter Size)	\$12.75 per Month	\$13.45 Per Month
713	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (1.5 Inches Meter Size)	\$25.50 per Month	\$26.90 Per Month
714	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (2.0 Inches Meter Size)	\$38.30 per Month	\$40.41 Per Month
715	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (3.0 Inches Meter Size)	\$44.54 per Month	\$47.00 Per Month
716	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (4.0 Inches Meter Size)	\$63.65 per Month	\$67.15 Per Month
717	Utilities	Water Usage Rates	Commercial, Base Charge	Non-residential (6.0 Inches Meter Size)	\$159.15 per Month	\$167.90 Per Month
718	Utilities	Water Usage Rates	Commercial, Usage (Non-Irrigation)	<6,000 Gallons per Month	\$1.11 Per 1,000 Gallons	\$1.17 Per 1,000 Gallons
719	Utilities	Water Usage Rates	Commercial, Usage (Non-Irrigation)	6,001 to 9,000 Gallons per Month	\$1.68 Per 1,000 Gallons	\$1.77 Per 1,000 Gallons
720	Utilities	Water Usage Rates	Commercial, Usage (Non-Irrigation)	9,001 to 12,000 Gallons per Month	\$2.50 Per 1,000 Gallons	\$2.64 Per 1,000 Gallons
721	Utilities	Water Usage Rates	Commercial, Usage (Non-Irrigation)	>12,000 Gallons per Month	\$3.76 Per 1,000 Gallons	\$3.97 Per 1,000 Gallons
722	Utilities	Water Usage Rates	Commercial, Usage (Irrigation)	<6,000 Gallons per Month	\$1.68 Per 1,000 Gallons	\$1.77 Per 1,000 Gallons
723	Utilities	Water Usage Rates	Commercial, Usage (Irrigation)	6,001 to 9,000 Gallons per Month	\$2.51 Per 1,000 Gallons	\$2.65 Per 1,000 Gallons
724	Utilities	Water Usage Rates	Commercial, Usage (Irrigation)	9,001 to 12,000 Gallons per Month	\$3.78 Per 1,000 Gallons	\$3.99 Per 1,000 Gallons
725	Utilities	Water Usage Rates	Commercial, Usage (Irrigation)	>12,000 Gallons per Month	\$5.65 Per 1,000 Gallons	\$5.96 Per 1,000 Gallons
726	Utilities	Water Usage Rates	Commercial, Usage (Municipal Customer)			6% Over Commercial Rate



City Council Action Request

7.M.

Meeting Date	12/4/2024				
Department	Administration				
Agenda Category	Resolution				
Title	2025 Part-time Firefighters Pay Plan				
Staff Recommendation	Approve Resolution 2024-167 adopting the 2025 Part-time Firefighters Pay Plan.				
Budget Implication	Included in the 2025 Budget				
Attachments	<table><tr><td>1.</td><td>Memo- Part-time Fire</td></tr><tr><td>2.</td><td>2025 PT Fire Pay Plan Resolution</td></tr></table>	1.	Memo- Part-time Fire	2.	2025 PT Fire Pay Plan Resolution
1.	Memo- Part-time Fire				
2.	2025 PT Fire Pay Plan Resolution				



To: Honorable Mayor and City Council Members

From: Joe Fischbach, Human Resources Manager

Date: November 25, 2024

Subject: 2025 Part-time Firefighter Pay Plan

Discussion

As you may recall, the fire relief association pension program was dissolved at the end of 2023 by a vote of the members. Part-time Firefighters that remained employed in 2024 became part of the PERA General Plan. Several Firefighters chose to resign/retire at the end of 2023 with these changes.

To recruit and retain Part-time Firefighters in 2024, the City provided substantial financial incentives which include: over a 15% increase to the base wages, increase in pay at 5-year intervals for service with the City and incentive pay for exceeding call back requirements. The starting hourly wage for Part-time Firefighter/EMTs is one of the highest in the metro area.

Staff is recommending increasing the wages 9% across all hourly rates for 2025. This 9% increase is the same general increase the four labor unions received and what is being recommended on this City Council agenda for the 2025 Non-Represented Pay Plan.

Recommendation

Approve Resolution 2024-167 adopting a 2025 Part-time Firefighters Pay Plan.

CITY OF COTTAGE GROVE, MINNESOTA CITY COUNCIL
RESOLUTION 2024-167

**ADOPTING THE 2025 PAY PLAN FOR FIRE DEPARTMENT PART-TIME
EMPLOYEES FOR THE CITY OF COTTAGE GROVE**

ARTICLE I. WAGES

	FF/EMT	FF/Medic
Start	\$23.98	\$30.52
5 years CGFD experience	\$24.53	\$31.07
10 years CGFD experience	\$25.07	\$31.61
15 years CGFD experience	\$25.62	\$32.16
20 years CGFD experience	\$26.16	\$32.70
25 years CGFD experience	\$26.71	\$33.25
30 years CGFD experience	\$27.25	\$33.79

Employees working their regularly scheduled duty crew hours will be paid 1.5 times their regular rate of pay for all hours worked between 12:00 AM and 11:59 PM on the actual holidays as defined in the City Personnel Policy.

Employees will be paid 1.5 times their regular rate of pay for all hours worked when responding to All Call pages and for special events as determined by the Public Safety Director. Employees working their regularly scheduled duty crew hours will not be eligible for overtime pay during those hours.

Employees responding to All Call pages on an actual holiday as defined in the City Personnel Policy will receive two (2) times their regular rate of pay. If the call back extends into a non-holiday day, the employee will receive one and one-half (1-1/2) times the employee's regular rate of pay for those hours. Employees working their regularly scheduled duty crew hours will not be eligible for overtime pay during those hours.

Part-time Firefighter response to call-back requests is essential to provide emergency response to the community. Firefighters that exceed the minimum requirement may be eligible for an annual bonus based upon meeting set call-back response percentages.

Bonus eligibility will be determined every calendar year (January 1st to December 31st) and will be paid in the first quarter following the completion of the calendar year. The part-time Firefighter must work the entire calendar year to be eligible for the bonus (i.e. must be employed on or before January 1st). Part-time Firefighters on approved leave may be eligible for the bonus if their leave is equal to or less than twelve weeks. Part-time Firefighters with lost time due to an approved worker's compensation claim will be eligible for the bonus if they work at least three months during the calendar year.

Bonus pay will be given based on the following call-back percentage (Part-time Firefighter will only receive one payment based on the percentage they achieve.)

- 30 percent call-back percentage: \$500 bonus.
- 40 percent call-back percentage: \$750 bonus.
- 50 percent or higher call-back percentage: \$1000 bonus.

ARTICLE II. EFFECTIVE DATE

This resolution shall become effective January 1, 2025 and shall remain in effect until amended by the City Council.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the above listed plan be adopted.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.N.

Meeting Date 12/4/2024

Department Administration

Agenda Category Resolution

Title 2025 Part-time Pay Plan

Staff Recommendation Adopt resolution 2024-168 approving the 2025 Part-time Pay Plan.

Budget Implication Included in the 2025 Budget.

Attachments

1.	Memo - Part-time Pay Plan
2.	2025 Part-time Pay Resolution



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Joe Fischbach, Human Resources Manager
Date: November 25, 2024
Subject: Part-time Pay Plan

Background

The City employs more than one-hundred employees that are not part of the Non-represented Pay Plan or a labor union. These part-time and seasonal employees work mainly at the Ice Arena, Public Works, River Oaks, HERO Center and in Recreation.

The Minnesota Department of Labor increased the minimum wage to \$11.33 per hour, effective January 1, 2025. This increase is reflected in the pay plan. It should be noted that because of the current labor market, starting hourly wages are usually higher than this amount.

Staff is also proposing to increase the top wage for a few of the positions. It should be noted that there are not many employees at the top of the scale but this gives staff the flexibility to offer higher wages to candidates with exceptional credentials or offer higher wages for employees that have been with the City for several years.

Human Resources and the City Administrator sign off on all hourly wage requests, so increases are managed within established budgets. Departments also work with the Finance department to make sure they do not go over their seasonal wage budgets throughout the year. There are several positions that have a set hourly wage for all employees. They are CSO, Range Safety Officer and Instructor- HERO Center.

The positions have been increased 9%. This 9% increase is the same general increase the four labor unions received and what is being recommended on this City Council agenda for the 2025 Non-Represented Pay Plan.

Staff Recommendation

Adopt resolution 2024-168 approving the 2025 Part-time Pay Plan.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-168

**ESTABLISHING WAGES FOR TEMPORARY AND PART-TIME CITY
EMPLOYEES**

BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the following wages for temporary and part-time City employees be established as follows:

ARTICLE I

Section 1. Temporary, Seasonal and Part-time Wages

Building Inspector	\$18.00 - \$40.00 per hour
Code Enforcement Officer	\$18.00 - \$35.00 per hour
Community Service Officer (CSO)	\$24.34 per hour
Range Safety Officer	\$23.13 per hour
Assistant Golf Professional/Cook	\$11.13 - \$30.00 per hour
Recreation Assistant	\$11.13 - \$25.00 per hour
Intern	\$11.13 - \$25.00 per hour
Seasonal/Temporary Position	\$11.13 - \$30.00 per hour

Section 2. Instructor and Officials

Instructor- HERO Center	\$46.26 per hour
Golf Instructor	\$11.13 - \$45.00 per hour
Figure Skating Instructor	\$11.13 - \$45.00 per hour

Employees will be paid 1.5 times their regular rate of pay for all hours worked between 12:00 AM and 11:59 PM on the actual holidays as defined in the City Personnel Policy.

City employees will be paid for all City sponsored special events; special events outside of the City or not sponsored by the City shall be on a volunteer basis and therefore not compensated.

ARTICLE II

Section 1. Conditions of Employment

All conditions for part-time and temporary personnel, as covered by Article I of this resolution, shall be those outlined in the City's Personnel Policy, as adopted on December 4, 2024, as amended.

ARTICLE III

Section 1. Repealed

Resolution 2021-016, adopted on the 17th day of February 2021, is hereby repealed.

Passed this 4th day of December 2024 and effective on January 1, 2025.

Attest:

Myron Bailey, Mayor

Tamara Anderson, City Clerk



City Council Action Request

7.0.

Meeting Date 12/4/2024

Department Administration

Agenda Category Action Item

Title 2025 Non-Represented Pay Plan & Benefits

Staff Recommendation Approve Resolution 2024-166 adopting the 2025 Pay Plan and Benefits for employees not covered by a labor contract for the City of Cottage Grove.

Budget Implication All wages and benefits included in the budget.

Attachments

1.	Memo Non-Rep Pay Plan
2.	Resolution 2025 Non-Rep Pay Plan
3.	Attachment A- 2025



To: Honorable Mayor and City Council Members
From: Joe Fischbach, HR Manager
Date: November 25, 2024
Subject: 2025 Non-Represented Pay Plan

Background

Each year the City Council approves a Resolution adopting a pay and benefits plan for employees not covered by a labor contract. The attached pay plan incorporates a 3% cost-of-living-adjustment (COLA) and a 6% market adjustment for all positions. This is the same general increase that the four labor unions and the City have approved.

The City contracted with PayPoint HR to conduct a market study of the wages offered by the City with the City's comparable group. That group is Twin Cities metro area cities with populations between 25,000 and 65,000. The City uses the latest Met Council population estimates to set the list of cities. The City has been working with PayPoint HR throughout the year for clarification regarding the report as it has very detailed statistical analysis and internal equity needs to be achieved.

Most of the positions are comparable to external comparisons and the 2025 9% increase should strengthen our position with the external group. When PayPoint HR did their research, they discovered that the spread in Levels X01 and X02 were not consistent with the rest of the Levels. The proposed pay plan corrects this. PayPoint HR also recommends Levels 23 and 22 be added to the plan. It is recommended that the positions of Deputy Fire Chief, Assistant Finance Director, Assistant City Engineer and IT Manager be reclassified to Level 22. The other positions recommended for reclassification are; Systems Administrator, Building Permit Technician Coordinator, Criminal Analyst, Recreation Supervisor, Building Permit Technician and Community Development Assistant.

Action Requested

Consider approving the Resolution 2024-166 adopting a 2025 Pay Plan and Benefits for employees not covered by a labor contract for the City of Cottage Grove. All wage and benefits costs have been budgeted for.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-166

**RESOLUTION ADOPTING 2025 PAY PLAN AND BENEFITS
FOR EMPLOYEES NOT COVERED BY A LABOR
CONTRACT FOR THE CITY OF COTTAGE GROVE**

See Last Page for Amendment Notations

ARTICLE I. PAY SCHEDULE

Section 1. Attachment A setting forth fifteen grades and seven steps is hereby adopted as the City's pay schedule for non-represented employees starting January 1, 2025. The plan incorporates a 3% COLA and a 6% market adjustment. These adjustments cover all non-represented regular, full and part-time employees who are not subject to a bargaining contract for 2025, as defined by the City Council through the Non-Represented Pay Plan.

Section 2. The positions covered by this resolution are hereby classified into grades as follows on the pay schedule shown in Attachment A.

Section 3. For those employees appointed to full-time regular status, normal progression through the pay steps, as set forth in Attachments A will be as follows:

Beginning	- Step 1
6 Months	- Step 2
1 Year	- Step 3
2 Years	- Step 4
3 Years	- Step 5
4 Years	- Step 6
5 Years	- Step 7

Be it provided, however, that based on other job-relevant factors (including but not limited to recruitment needs, market comparability, pay equity considerations, and performance), the City Administrator may recommend the placement of an employee at a step other than that indicated by the above usual schedule.

Be it further provided that the City Administrator is authorized to recognize and reward meritorious performance by increasing an employee's compensation one additional step on any anniversary adjustment. However, such extraordinary increases shall not be extended more than two times during the initial five years of employment.

In addition, the City Administrator is authorized to defer step pay increases and/or annual pay adjustments based on poor performance. An employee's performance must be recognized as satisfactory in order to be eligible for pay increases.

ARTICLE II. HOURS

Section 1. The average work month for employees for the purpose of computing Annual Leave and fraction of a month's work shall be one hundred seventy-three (173) hours.

ARTICLE III. OVERTIME

Section 1. The positions of Public Safety Director, Fire Chief, Police Captain and Deputy Fire Chief shall be paid overtime under the following conditions:

- A. Those employees assigned are called to work on any holiday as listed in the Personnel Policy.
- B. Those employees called to testify in a court of law on their regularly assigned days off.
- C. Those employees assigned to work outside employment.

Section 2. The positions of Office Assistant II, Finance Assistant II, Administration Specialist, Administrative Technician- Fleet Maintenance, Transcriptionist, Community Development Assistant, Utility Billing Clerk, Utility Billing Specialist, Building Permit Technician Coordinator, Secretary, Administrative Assistant, Accounting Specialist, Human Resources/Payroll Specialist, Records Specialist, Criminal Analyst, Building Permit Technician, Associate Planner, Investigative Aide, Administrative Secretary, Building Inspector, Code Enforcement Officer, GIS Technician, IT Technician, HERO Center Facility Operations Specialist, Fire Marshal and Records Coordinator shall be eligible for payment of overtime.

Section 3. Overtime shall be paid at the rate of one and one-half times the employee's regular hourly rate.

Section 4. No overtime shall be paid to any of the other employees listed in this resolution.

ARTICLE IV. POLICY

Section 1. The Public Safety Director, Fire Chief, Police Captains, Fire Marshal and Deputy Fire Chiefs shall be provided uniforms, subject to the approval of the City Administrator or designee.

Section 2. The EMPLOYER shall pay a maximum contribution per month per employee. The contribution may be used toward the premium for group medical coverage. Contribution amounts available but not used for medical coverage can

be used for dental insurance for the employee and the employee's dependents, and toward the premium for additional life insurance, long-term disability coverage, or additional benefits allowed under the City's flexible benefits plan. All new employees who work an average of thirty-one (31) hours per week or more must enroll in a minimum of single medical coverage.

The employer contribution for 2025 will be as follows:

HSA Passport Plan

Single- 100% of premium
Single + One- 70% of premium
Single + Children- 70% of premium
Family- 70% of premium

HSA Elect Plan

Single- 100% of premium
Single + One- 70% of premium
Single + Children- 70% of premium
Family- 70% of premium

Both the Passport and Elect plans have a, \$4,500- employee and \$9,000- all others, deductible. However, the employee will be responsible for, \$2,500- employee and \$5,000- all others, of the deductible amount. The remainder will be covered by the employer through a HRA. Of the \$2,500/\$5,000 amount the employer will contribute \$1,400/\$2,800 into the employee's HSA, on a matching basis. The employer contribution amount is provided on a matching basis of 2 (two) employer dollars for every 1 (one) dollar contributed by the employee, up to the annual employer maximum. The employer HSA contributions will be made in two equal payments, the first pay dates in January and July. Both plans will have an imbedded deductible. There is an 80/20 payment arrangement once the deductible is met, whereby the insurance company pays 80 percent and the employee/employer pay the other 20 percent, up to an out-of-pocket maximum. The out-of-pocket maximums are, \$5,800- employee and \$11,600- all others. If the employee/employer experience out-of-pocket costs, the employer will cover up to the \$1,300- employee and up to the \$2,600- all others.

The City will pay for single dental coverage for employees enrolled in the City health insurance plan.

Section 3. The City shall pay the premium for group life insurance for all permanent full-time employees; insurance to equal \$1,000 coverage per \$1,000 of annual base salary.

Section 4. The Public Works Director, Public Safety Director, City Engineer, Police Captains, Fire Chief and Deputy Fire Chief shall be issued City vehicles or allowed a monthly car allowance as determined by the City Administrator and subject to the rules established in the City's Travel, Training, and Education

Policy. For 2025, the Public Safety Director, Police Captains, Fire Chief and Deputy Fire Chief shall be issued City vehicles. The Public Works Director will receive a \$350 per month car allowance and the City Engineer will receive a \$250 per month car allowance.

Section 5. Pensioned or pension-eligible former employees (including those who were members of bargaining units during their employment) of the City may continue participation in the City's group hospitalization, health, dental and life insurance programs for themselves and their dependents, provided that such former employee will be required to pay the full premium for such insurance coverage by the first day of each month that coverage is desired. Insured dependents may continue coverage upon death of the former employee.

The availability of such coverage to former employees and their dependents shall be consistent with applicable State law and subject to whatever restrictions or limitations may be placed on the coverage by the City's insurance carrier. The City's policy somewhat exceeds minimum requirements of State law. The City Administrator shall annually review the effect of the participation of former employees and their dependents on the City's insurance program, and to the extent not inconsistent with State law, the City Council retains the right to terminate participation and/or otherwise modify the program when it is determined to be in the best interest of the City and/or its current employees.

Section 6. All other conditions of employment shall be those as adopted by the Personnel Policy, and not in conflict with the foregoing articles.

ARTICLE V. REPEAL

Section 1. This resolution supercedes and replaces all previous resolutions relating to the pay plan for non-represented employee (including, but not limited to, Resolutions 00-38, 01-084, 01-176, 02-008, 02-132, 02-235, 03-163, 04-214, 04-219, 05-009, 06-096, 06-252, 07-204, 08-201, 09-159, 09-191, 10-181, 12-053, 12-087, 13-003 and 13-134, 14-116, 15-049, 15-127, 16-179, 17-161, 18-111, 18-161, 19-071, 19-131, 2020-158, 2021-152, 2022-050, 2022-073, 2022-108, 2022-171, 2023-164, 2024-035).

ARTICLE VI. REVIEW

The City Administrator shall periodically review this Pay Plan and shall recommend to the City Council any required adjustments.

ARTICLE VII. IMPLEMENTATION PROCESS

Section 1. This resolution adopting a 2025 pay plan and benefits for employees not covered by a labor contract, when adopted, shall be updated as necessary.

ARTICLE VIII. EFFECTIVE DATE

Section 1. This resolution shall become effective January 1, 2025 and shall

remain in effect until amended by the City Council.

AMENDMENTS

This 2025 Pay Plan was adopted by City Council **Resolution No. 2024-166** on 12/4/2024. The resolutions amending the pay plan are listed below, and these amendments have been incorporated into the pay plan.

Amendments:

1. **Resolution No. 2022-073** Adopting 2022 Pay Plan and Benefits, with added positions, for employees not covered by a labor contract for the City of Cottage Grove.
2. **Resolution No. 2022-108** Adopting 2022 Pay Plan and Benefits, with reclassifications, for employees not covered by a labor contract for the City of Cottage Grove.
3. **Resolution No. 2022-171** Adopting 2023 Pay Plan and Benefits, with reclassifications, for employees not covered by a labor contract for the City of Cottage Grove.
4. **Resolution No. 2023-014** Adopting 2023 Pay Plan and Benefits, with reclassifications, for employees not covered by a labor contract for the City of Cottage Grove.
5. **Resolution No. 2023-164** Adopting 2024 Pay Plan and Benefits, with reclassifications, for employees not covered by a labor contract for the City of Cottage Grove.
6. **Resolution No. 2024-035** Adopting 2024 Pay Plan and Benefits, with reclassifications, for employees not covered by a labor contract for the City of Cottage Grove.
7. **Resolution No. 2024-035** Adopting 2024 Pay Plan and Benefits, with reclassifications, for employees not covered by a labor contract for the City of Cottage Grove.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Appendix A

2025 NON-REPRESENTED PAY PLAN								
Level	Title	MIN - 1	2	3	MID - 4	5	6	MAX - 7
		80%	83%	87%	90%	93%	97%	100%
X03	City Administrator	85.43	88.64	92.91	96.11	99.31	103.59	106.79
X02	Finance Director	73.98	76.76	80.46	83.23	86.01	89.71	92.48
X02	Public Safety Director							
X02	Public Works Director							
X01	Community Development Director	64.02	66.42	69.63	72.03	74.43	77.63	80.03
X01	Park & Rec Director							
X01	Fire Chief							
X01	Police Captain							
X01	City Engineer							
23		59.56	61.79	64.77	67.01	69.24	72.22	74.45
22	Assistant City Engineer	55.40	57.48	60.25	62.33	64.40	67.17	69.25
	Assistant Finance Director							
	Deputy Fire Chief							
	IT Manager							
21	Economic Development Director	51.51	53.44	56.02	57.95	59.88	62.46	64.39
21	Chief Building Official							
21	Communications Manager							
21	Fleet & Facilities Manager							
21	Human Resources Manager							
21	Superintendents							
20	HERO Center Manager	47.92	49.72	52.11	53.91	55.71	58.10	59.90
20	Project Engineer							
20	Recreation Facilities Manager							
20	Recreation Services Manager							
20	River Oaks General Manager							
20	Systems Administrator							
19	Assistant to City Administrator	44.58	46.26	48.49	50.16	51.83	54.06	55.73
19	River Oaks Superintendent							
19	Senior Building Inspector							
19	Senior Planner							
19	Fire Marshal							
19	City Clerk							
18	Management Analyst	41.46	43.01	45.08	46.64	48.19	50.27	51.82
18	Records Manager							
17	Accountant	38.58	40.02	41.95	43.40	44.84	46.77	48.22
17	Building Inspector							
17	Golf Assistant Superintendent							
17	Graduate Engineer							
17	IT Technician							
17	Planner							
17	Human Resources/Payroll Specialist							
17	HERO Center Facility Operations Specialist							
17	Building Permit Technician Coordinator							
17	Criminal Analyst							
17	Recreation Supervisor							
16	Code Enforcement Officer	35.87	37.22	39.01	40.36	41.70	43.49	44.84
16	Marketing/Communications Specialist							
16	Food & Beverage Manager							
16	Golf Professional							
16	Assistant Arena Manager							
15	Accounting Specialist	33.37	34.62	36.29	37.54	38.79	40.46	41.71
15	Administrative Training Coordinator							
15	Management Assistant							
15	Records Coordinator							
15	Associate Planner							
15	Executive Chef							
15	Utility Billing Specialist							
15	Recreation Specialist							
15	Building Permit Technician							
14	Admin Secretary- Public Works	31.05	32.21	33.76	34.93	36.09	37.65	38.81
14	Investigative Aide							
14	Records Specialist							
14	GIS Technician							
14	Events Manager							
14	Community Development Assistant							
13	Secretary / Administrative Assistant	28.88	29.96	31.41	32.49	33.57	35.02	36.10
13	Administrative Technician- Fleet							
13	Utility Billing Clerk							
12	Office Assistant II	26.87	27.88	29.22	30.23	31.24	32.58	33.59
	Finance Assistant II							
	Administration Specialist							



City Council Action Request

7.P.

Meeting Date 12/4/2024

Department Administration

Agenda Category Action Item

Title Personnel Policy Amendment

Staff Recommendation Adopt Resolution 2024-165 approving the updated Personnel Policy.

Budget Implication Included in Budget.

Attachments

1.	Memo Personnel Policy
2.	Personnel Policy - Resolution
3.	Personnel Policy- Final 2025

To: Honorable Mayor and City Council

From: Joe Fischbach, HR Manager

Date: November 25, 2024

Re: Proposed Personnel Policy Changes

Background

Every year, staff reviews the Personnel Policy and makes recommendations for updates based on new laws, trends, best practices, etc. Below are the following changes to the different sections recommended for approval. They have been reviewed by the City Attorney's office.

Job Classification and Pay Plan

Currently FLSA exempt staff (salaried) are only allowed to use Annual Leave in full day increments. Employees have requested use in smaller amounts. The City Attorney recommends 4 hour and full day increments to maintain their FLSA status.

Recruitment and Selection

The City has delegated hiring authority to the City Administrator for certain non-supervisory and non-management positions. This cleans up the existing language where the City Council maintains hiring authority for Levels 21 and above in the Non-Represented Pay Plan.

Probationary Appointments

Language regarding additional performance evaluations during an employee's probationary period is removed. Regular check-ins with probationary employees are the norm but they are not always formal reviews as detailed in the Personnel Policy and removing the language clears up any confusion.

Disciplinary Action

This language is updated to reflect the same as the Recruitment and Selection section with regards to the City Council retaining disciplinary authority for Levels 21 and above in the Non-Represented Pay Plan

Annual Leave

The Sergeants, Firefighters and Local 49 (Public Works/Parks & Rec maintenance) labor unions negotiated 8 more hours of Annual Leave per level and an increase to the cap of 280 hours based on external comparables. The changes to the Personnel Policy mirror these increases.

The State of Minnesota is set to implement a statewide Paid Leave program in 2026. This language memorializes that the City and the employee will split the required tax 50/50 as detailed in statute.

Earned Safe and Sick Time

Language is deleted that is redundant in the Annual Leave section of the Personnel Policy.

MSRS Post-Employment Health Care Savings Plan

Levels 22 and 23 are being added to the Non-Represented Pay Plan in 2025. These changes reflect those additions.

The reference to the Annual Leave cap increasing to 280 hours is also updated in this section.

Paid Parental Leave

A provision was added to this section to allow the City to collect paid health insurance premiums if the employee does not return to work for at least 30 days after Paid Parental Leave.

Travel and Training

Historically, the City has been requiring itemized receipts for meals and incidentals for state and national travel and training. The recommended change does away with this and payments are made to employees based on the per diem rates as defined by the U.S. General Services Administration. This is the norm for our comparable cities and a request that several employees have made.

A provision has also been added that requires department director approval for the City to pay for lunch if an employee attends local training.

Electronic Media Usage, Computer Use, Security Awareness

The IT Manager is recommending some updates regarding heightened cybersecurity risks. Language is also added that allows increased security awareness training throughout the year. Verbiage has been added that further defines that all employees who have access to City computers, the email system and other programs must comply with the security awareness policy.

Social Media

The Communications Manager worked with staff to update the social media policy for best practices. It is the City's intent to maintain a positive and informative social media presence. The policy also puts safeguards in place by defining who can post content and with what authority. Sharing non-public data is prohibited. Employees must remain professional when representing the interests of the City.

The policy also adds language allowing the City to delete posts and comments on our social media sites that attempts to commit a crime such as asking viewers for money in a fraudulent way.

Cell Phone / Personal Calls

The section of the policy that references City owned cell phones has been removed since the City does not provide City owned cell phones any longer. The policy also clearly defines when pictures and video may be taken in the workplace.

Dress For Your Day

A few years ago, the City implemented a more relaxed dress code when employees are not meeting with residents, attending official meetings and such. The updates to the policy maintain a relaxed code but also put in a few more expectations of what wear and styles are appropriate in the workplace.

Telecommuting

A telecommuting policy was implemented during the COVID-19 declared emergency. This update adds the policy to the Personnel Policy. It should be noted that while the City does have the policy, employees have been directed to be in the office as much as possible. If an employee is approved for telecommuting, they must have a specific plan reviewed and approved by their department director and

the City Administrator.

Recommendation

Adopt the Resolution updating the Personnel Policy.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-165

A RESOLUTION AMENDING THE PERSONNEL POLICY;

WHEREAS, the Personnel Policy is reviewed and updated from time to time, now

THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, to amend the Personnel Policy as follows;

SECTION 4. JOB CLASSIFICATION AND PAY

4.4.1 Exempt (Non-Overtime-Eligible) Employees. Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

[Exempt employees may use Annual Leave in 4 hour blocks.](#)

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Cottage Grove will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

SECTION 6. RECRUITMENT AND SELECTION

6.1 Appointments. All appointments shall be made by the City Administrator on the basis of merit and fitness for the position. Merit and fitness may be determined by written, oral and/or other job-relevant examination, as well as by consideration of education, past experience and other job-relevant qualifications. The City Council shall confirm appointments to certain management and supervisory positions at [the level of Grade 21](#)~~Va~~ and above of the most recent Non-represented Pay Plan adopted by the City Council for employees not covered by labor contracts.

SECTION 7. PROBATIONARY APPOINTMENTS

7.1 Training/Probationary Appointment. The City of Cottage Grove regards the training period as an integral part of the employment process. During this period, new employees are closely evaluated for the purpose of carefully observing the employee's work and for training the employee in work expectations. The first twelve (12) months of employment is a probationary period. Employees transferred, promoted, rehired or reclassified to new positions in the City are also required to successfully complete a twelve (12) month probationary period.

~~**7.2 Additional Performance Evaluation.** During the probationary period, an employee shall undergo performance evaluations.~~

SECTION 10. DISCIPLINARY ACTION

The method of and procedure for disciplinary action shall be determined as indicated below. Disciplinary actions are not progressive, but will be commensurate with the seriousness of the infraction. Demotions and dismissals for positions in Grade 21~~level IVA~~ and above of the Non-represented Pay Plan shall have prior approval of the City Council.

SECTION 13. BENEFITS

13.3 Annual Leave.

For full-time salaried employees, annual leave must be taken in increments of no less than four~~eight~~ (48) hours. For all other employees, annual leave must be taken in increments of no less than one-half hour.

13.3.1 Full-Time Employee. Each full-time City employee included in Non-represented Pay Plan shall earn annual leave at a bi-weekly rate, which will total the following amount of annual leave:

0 through 4 years City (or equivalent) employment	<u>160</u> 152 hours per year
5 through 9 years City (or equivalent) employment	<u>184</u> 176 hours per year
10 through 14 years City (or equivalent) employment	<u>208</u> 200 hours per year
15 through 19 years City (or equivalent) employment	<u>240</u> 232 hours per year
20+ years City (or equivalent) employment	<u>256</u> 248 hours per year

Employees currently earning 192 hours/year of Annual Leave will stay at the accrual rate until they reach 10 years of service.

13.3.5 Carryover Annual Leave. No employee may carry over more than two hundred eighty~~sixty-four~~ (280)~~64~~ hours of accumulated annual leave from one year to the next. In the event that an employee has in excess of two hundred eighty~~sixty-four~~ (280)~~64~~ accumulated hours of annual leave after December 31 of any year, the

employee's accrued annual leave shall be reduced to two hundred ~~eightysixty-four~~ (28064) hours.

13.3.6 Exchange of Annual Leave. For represented and non-represented pay plan employees, the total annual leave in this section includes ESST hours as defined in Section 13.3.7.

- a. Once per year, on either the first pay period after April 1 or the first pay period after October 1, any employee who has completed at least seven (7) years of service with the City may exchange up to twenty-four (24) hours of accumulated annual leave for payment equal to twenty-four (24) hours of pay at his/her current rate. Any employee who has completed at least fifteen (15) years of service with the City may exchange up to forty (40) hours accumulated annual leave for payment equal to forty (40) hours of pay at his/her existing rate. Payment may be made in cash, as a contribution to an employee's deferred compensation 457 plan, Roth 457 plan, Roth IRA plan or to the employee's health savings account (HSA).
- b. As of December 31 of each year, if a non-represented employee with at least fifteen (15) years of service with the City has two hundred ~~eightysixty-four~~ (28064) or more hours in their annual leave bank, the amount over two hundred ~~eightysixty-four~~ (28064), up to twenty (20) hours of pay, will be transferred in to their health care savings plan (HCSP) and deducted from their annual leave bank.

13.3.6.1 MN Paid Leave. Effective January 1, 2026, the City will pay according to the 50% employer/50% employee premium contribution formula outlined in Minn. Stat. Sec. 268B.14, Subd. 3.

Section 13.5 MSRS Post-Employment Health Care Savings Plan.

For employees in pay grades X03-X01 of the Non-represented Pay Plan, the employee will contribute 2% of their annual salary.

For employees in pay grades 12-234 of the Non-represented Pay Plan, the employee will contribute 1% of their annual salary.

Upon separation, employees in pay grades X03-X01 shall have 100% of their annual leave balance converted into the Health Care Savings Plan.

Upon separation, employees in pay grades 12-234, age 55 and over shall have 100% of their annual leave balance converted into the Health Care Savings Plan.

Upon separation, employees in pay grades 12-234, under age 55 and shall have 0% of their annual leave balance converted into the Health Care Savings Plan.

As of December 31st, if a Non-represented employee with 15 years or more of service has 280264 or more hours in their Annual Leave bank, the amount over 280264, up to 20 hours, of pay will be put ~~in to~~into their HCSP and deducted from their Annual Leave bank.

15.10 Paid Parental Leave Policy

15.10.4.1 Failure to Return to Work After Paid Parental Leave

If the employee does not return to work at the end of the Paid Parental Leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

SECITION 17. TRAVEL AND TRAINING POLICY

17.6.5.1 Air-Related Travel Policies. Air travel by authorized T&T participants must be the lowest fare routing. Lowest fare routing is the lowest fare which:

1. Requires no more than one interim stop or change of planes each way, and
2. Results in a layover not exceeding two hours each way.

Every effort should be made, to take advantage of advance purchase discounts. Airfare tickets shall be purchased using a City credit card.
~~Frequent flyer miles cannot be accrued by an employee using City paid services.~~

17.6 Allowable Expenditures.

17.6.1 General. The City pays a T&T participant's expenses incurred while attending a T&T event, in accordance with policy guidelines. The T&T participant must pay expenses incurred by a spouse or guest attending a conference with a T&T participant. If an employee registers for a training event and then cancels, he/she must reimburse the City for any fees that are not returned to the City upon cancellation. This does not apply if the employee's supervisor requests that the employee cancel the training event.

17.6.2 Meals and Incidentals. The City will use the GSA per diem rates. If the T&T event is more than one day in duration, there shall be a maximum per diem (including gratuities) for full days. For partial days, the first and last day of travel per diem rates will be used~~per meal per diem will be used~~. You can look up the reimbursement amounts at <https://www.gsa.gov/travel/plan-book/per-diem-rates> and search the zip code of the training. Employees should consult with the Human Resources Office or Finance Director for the

applicable reimbursement rates if they have questions.

Tips are included in the maximum per diem and meal allowances. Tips shall not exceed 15% of City reimbursed meal cost.

When an event encompasses a full day, T&T participants may spend the daily allowance among the three meals, at their discretion, unless meals are included as part of the conference registration. In that case, the money allotted for that meal couldn't be spent.

For local and regional area training or meetings, lunch will be reimbursed if not covered in the fee for the event if approved by department head. No other meals will be reimbursed unless prior approval is granted. Costs for alcoholic beverages shall not be reimbursed. Lunch will be reimbursed per the current Twin Cities GSA lunch rates (currently \$19.00, subject to change). Original, itemized receipts will be required for reimbursement for said lunch.

~~Original, itemized receipts will be required for reimbursement upon return from the event, along with any unused portion of the meal allowance (if cash advance was received). Receipts must be original, non-altered documents, which clearly state date, location, and name of restaurant as well as specific food and beverages ordered and purchased.~~

A representative of the City may occasionally be in the position of having to provide a meal for other persons who have official business with the City. The cost of providing such meals, including tax and a reasonable gratuity, will be reimbursed provided the following conditions are met:

1. Expenditure must be approved by the City Administrator or designee prior to the event;
2. Name and official capacity of each person attending must be listed;
3. Public purpose/benefit of the meeting must be described;
4. An original, itemized receipt (see above) must be provided; and
5. No alcoholic beverages will be reimbursed.

17.7 Reimbursement Procedures. Only approved, actual, and necessary expenditures qualify for reimbursement, and must have receipts, if necessary. In addition, to receive reimbursement, the following criteria must be met:

1. Within 15 days of returning from an approved T&T event, the participant must submit a Travel/Training Reimbursement Form;
- ~~4.2.~~ The Finance department will process per diem payments within 14 days of receipt. Per diems paid before the event must be approved by the department director.
- ~~2.3.~~ Original, itemized receipts for the payment of transportation, lodging, and

other business expenses must be attached to the expense report; credit card statements or other similar forms of documentation will not be accepted;

~~3.4.~~ Tips shall be noted on the meal receipt;

~~4.5.~~ All receipts must be legible, dated and in chronological order;

~~5.6.~~ Any unused portion of a cash advance will be returned to the City;

~~6.~~ If the billing is for joint occupancy, the lodging cashier should indicate the single room rate for the room occupied. It is the T&T participant's responsibility to obtain this;

7. T&T participants shall be required to submit an itemized lodging bill showing both charges and payments for reimbursement;

8. T&T participants submitting receipts for parking fees shall be reimbursed in the amount noted on the receipt;

9. When two or more T&T participants travel to the same destination by the same vehicle, mileage and parking fee reimbursement will be made to only one person.

SECTION 20. ELECTRONIC MEDIA USAGE, COMPUTER USE, SECURITY AWARENESS POLICY

20.1 Objective. The City of Cottage Grove electronic media usage, computer use, and security awareness policies are designed to provide clear guidelines to City of Cottage Grove employees regarding access to, and disclosure of, computer, network, telephone and facsimile systems. City employees use and exploit electronic forms of communication and information exchange and have access to one or more forms of electronic media and services (computer, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, on-line services (Social Media), and the Internet).

The City encourages the use of these media and associated services because they make communication more efficient and effective, and because they are valuable sources of information. However, electronic media, data, and services provided by the City are City owned and publicly funded, and their purpose is to facilitate City business.

The City Council authorizes the use of the Internet and online services for the support of all City tasks. The use of the Internet is public and a privilege, not a right, and may be revoked at any time for unacceptable use or any other use which poses a risk to the cyber security of any City computer system.

~~The City Council authorizes the use of the Internet and on-line services for the support of all City tasks. The use of the Internet is public and a privilege, not a right, and may be revoked at any time for unacceptable use.~~

With the rapidly changing nature of electronic media, and the "netiquette" which is developing among users of external on-line services and the Internet, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the City's philosophy and sets forth general principles to be applied to the use of electronic media, data, and services.

The following procedures apply to all electronic media, data, and services, which are:

- Accessed on or from City premises,
- Accessed using City equipment, or via City-paid access methods,
- Used in a manner which identifies the individual as an employee of the City.

20.2 Authorization. An employee must sign a Computer Use and Security Awareness statement acknowledging that they have read, understand, and agree to comply with this policy. No employee will be authorized to use electronic media or services until they have signed the appropriate statement and returned it to [Human Resources](#) ~~the Personnel Office~~.

20.3 Security Awareness Training and Compliance. The City of Cottage Grove Information Technology (IT) department requires that each employee upon hire, [periodically](#) and at least annually thereafter successfully complete Online Security Awareness training. Certain staff may be required to complete additional training modules depending on their specific job requirements upon hire and at least annually. Reference Appendix C for frequency. Staff will be given a reasonable amount of time to complete each course to not disrupt business operations.

20.3.1 Simulated Social Engineering Exercises. The City of Cottage Grove IT department will conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), smishing (SMS), USB testing, and physical assessments. The Cottage Grove IT department will conduct these tests at random throughout the year with no set schedule or frequency. The Cottage Grove IT department may conduct targeted exercises against specific departments or individuals based on a risk determination.

20.3.2 Remedial Training Exercises. From ~~time to time~~[time-to-time](#) Cottage Grove staff may be required to complete remedial training courses or may be required to participate in remedial training exercises with members of the Cottage Grove IT department as part of a risk-based assessment.

20.3.3 Compliance & Non-Compliance with Security Awareness Policy. Compliance with this policy is mandatory for all staff [that have access to the computer, email or program use](#), including contractors and executives. The Cottage Grove IT department will monitor compliance and non-compliance with this policy and report to the management team the results of training and social engineering exercises.

The penalties for non-compliance are described in Appendix A of this policy.

20.3.4 Non-Compliance Actions. Certain actions or non-actions by Cottage Grove personnel may result in a non-compliance event (Failure). A Failure

includes but is not limited to:

- Failure to complete required training within the time allotted;
- Failure of a social engineering exercise;
 - Failure of a social engineering exercise includes but is not limited to:
 - Clicking on a URL within a phishing test,
 - Replying with any information to a phishing test,
 - Opening an attachment that is part of a phishing test,
 - Enabling macros that are within an attachment as part of a phishing test,
 - Allowing exploit code to run as part of a phishing test,
 - Entering any data within a landing page as part of a phishing test,
 - Transmitting any information as part of a phishing test,
 - Replying with any information to a smishing test,
 - Plugging in a USB stick or removable drive as part of a social engineering exercise,
 - Failing to follow company policies during a physical social engineering exercise.

Certain social engineering exercises can result in multiple Failures being counted in a single test if the Failures are unrelated. The maximum number of Failure events per social engineering exercise is two. The Cottage Grove IT department may also determine, on a ~~case-by-case~~ casecase-by-case basis, that specific Failures are a false positive and should be removed from that staff member's total Failure count.

20.12 E-mail and Voice Mail. Department Directors will determine whether an employee should have access to a voice mail account and e-mail account. ~~The Director shall also determine whether the e-mail account should be set up for internal city use only or also for Internet e-mail access.~~ If an employee is set up with an e-mail and/or voice mail account, the employee is required to remain in compliance with this policy. Department requests shall be contingent on approval of the IT Manager.

20.14 Social Media Policy

20.14.1 **Policy.** The City of Cottage Grove will determine, at its discretion, how its web-based social media and online community presence will be designed, implemented and managed as part of its overall communications and information technology strategies and functions. City government social media and other web-based resources may be modified or removed by the City at any time and without notice, as necessary to maintain the integrity of both communications and information technology functions.

The City of Cottage Grove wishes to maintain a positive and informative social media presence. Social media provides a valuable tool in enhancing communications with the community, streamlining processes, fostering productivity and building trust. To this end, the City of Cottage Grove supports multiple City-sponsored social media sites for its various departments, boards, and commissions to communicate about events and deliver information directly to community members and City customers. Social media must be used in an ethical, professional and lawful manner and in accordance with City and departmental policies. This policy governs the management of City-sponsored social media sites and provides guidelines and direction for City employees and City representatives regarding the use of social media. This guidance is intended to help clarify the boundaries between appropriate and inappropriate use of social media in a way that protects nonpublic data about employees and community members, protects security information concerning City operations, and protects nonpublic data flowing from the investigations conducted within the City-related law enforcement functions.

This policy does not unlawfully restrict the right to freedom of speech or expression to:

- Discuss as a private citizen, matters of public concern, to the extent protected by the First Amendment, nor
- Engage in concerted activity with co-workers to the extent protected by collective bargaining laws.

20.14.1 Purpose. It is the intent of the City of Cottage Grove to represent itself appropriately, consistently and positively on the internet.
Collaborative

[Collaborative](#) technologies are fundamentally changing how information is provided, received and how the City can engage its citizens. To aid in meeting the goals of the City, the purpose of this policy is to establish procedures for creating and maintaining a social media and online community presence which is in accord with policies and directives established by City management. It also provides guidelines and standards for individual employees regarding the use of social media for communication with citizens, colleagues and the world at large. The City's official website will remain the City's primary online medium for communicating with the public. At the same time, there is a general expectation by the public that the City have a social media presence by which to share information about current City projects and City business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for the transaction of City business.

~~[20.14.2 Scope. This policy applies to any existing or proposed City social media web sites and City online community accounts created by City employees during the course and scope of their employment.](#)~~

~~[This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of Cottage Grove.](#)~~

~~20.14.2~~[20.14.3](#) **Definitions.** Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, [X \(Twitter\)](#), Nextdoor, and online dating services/mobile apps,
- Blogs,
- Social news sites such as Reddit and BuzzFeed,
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr,
- Wikis, or shared encyclopedias such as Wikipedia,
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

City Social Media: Those social media web sites established for the benefit of the City of Cottage Grove with authority granted as outlined in this policy. Includes all ~~employee~~ social media accounts established at

the request of or with the approval of City management. City Social Media does not include employee's personal social media accounts.

Social networking is the act of connecting to others through the use of social media.

Speech is the expressions or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Work-related images are written, auditory, or visual messages, including but not limited to, photographs, digital images, video recordings, audio recordings or electronic files containing a graphic image or series of images, as well as any digital reproductions or copies of such photographs, digital photographs, digital images, video recordings, audio recordings, or files taken or created in the course of the City's business. All work-related images are the property of the City of Cottage Grove.

~~20.14.3~~20.14.4 **General Standards.** The creation of any City social media websites or online community accounts must be approved prior to creation by the City Administrator. If approved, City of Cottage Grove Information Technology staff must have administrative privileges to the account. The City of Cottage Grove social media web sites and online community accounts and their associated content should focus on significant City interest areas and be organized in a manner that avoids duplication, ambiguities and/or conflicting information.

It is the responsibility of the Department Head to ensure all City policies are followed when employees are establishing a City of Cottage Grove social media site or interacting with social media sites in the course of the employee's scheduled work. All postings to City of Cottage Grove social media sites may be subjected to review by the Information Technology staff and/or the City Administrator and may be deleted without notice. Administration of all social media web sites and online community accounts must comply with applicable laws, regulations and policies, including, but not limited to the Minnesota Government Data Practices Act and the City's Data Retention Policy.

No City employee or City representative shall use social media to disclose private, confidential, protected, or non-public information.

When utilizing social media sites, City employees and City representatives shall conduct themselves in a professional, ethical and lawful manner and in accordance with all City policies.

~~Separate City of Cottage Grove social media accounts must be created for any social media websites or online community accounts. A standard user account should be used, clearly identifying the City of Cottage Grove and the specific department or purpose of the account. For example, Cottage Grove Police would be the account for the Police Department.~~ City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters. Content posted by a City assigned employee must be approved by the department head, or designee, prior to posting.

Department Heads are responsible for assigning one employee to manage the social media accounts and will have direct responsibility for content posted on that site. Only City-assigned employees will be allowed to post content to City of Cottage Grove social media sites.

As set forth in other City policies, City employees are blocked from accessing Tik-Tok social media sites on their City of Cottage Grove computers. City of Cottage Grove social media and online community web site accounts are considered a City asset and logins to these accounts must be securely administered in accordance with City computer security policies. The Information Technology staff must be set up as an administrator on all City web site accounts. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

A social media web site and online community accounts shall not be used by the City or any City employee or representative to disclose sensitive and/or confidential information without the prior written approval of the City Administrator. All social media web sites and online community accounts created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Cottage Grove, including the City logo, as well as a link to the City's official web site.

All social media web sites will be created in such a way that the public will NOT be allowed to post directly to the City's social media page. They will contain only informational postings made by City of Cottage Grove employees. The City's assigned staff responsible for the management of the City's social media sites will not edit any comments. However, comments by members of the public may be removed if they fall into at least one of the following categories:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- [Fraudulent posts that are attempting to commit a crime \(example: scammers attempting to sign up vendors and take their money for a City sponsored event\)](#)
- Include Hyperlinks to material that falls into one of the foregoing categories.

Inclusion of the following disclaimer, as approved by the City Administrator, is required on all social media sites:

"The City of Cottage Grove's use of external social media web sites is provided as a public service. The City of Cottage Grove disclaims liability for ads, videos, promoted content or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the City of Cottage Grove. The City reserves the right to delete any comments that have been identified in the City's Public Notice of Social Media Policies as being subject to removal.

The following MUST be adhered to when posting content:

- Do not upload, post, transmit or make available content you know to be false, misleading or fraudulent. All statement should be true and not misleading. Do not post photos that infringe on trademark, copyright or patent right of others.
- Non-public and confidential information such as information related to coworkers, personnel data, medical information, claims or lawsuits against the city should not be shared.
- Do not post content that exhibits hate, bias, discrimination, pornography, libelous or otherwise defamatory content.
- Only post content that is suitable for readers and viewer of all ages. Do not post content that a reasonable viewer may not consider to maintain the dignity and decorum appropriate for government.
- Do not post any photo or video of a specific person without permission of that person or in the photo or video. Do not post the

name of any individual without permission from that person. Large events and gatherings of crowds are public data and by attending the event, individuals have no [reasonable](#) expectation of privacy. However, requests by individuals to have their photos removed for public safety reasons may be removed.

- ~~Some employees of the City of Cottage Grove have the opportunity in the performance of their jobs to take pictures or video of incidents such as crime scenes, car accidents etc. This content, no matter if it is obtained with City equipment or personal equipment, will not be allowed to be posted in any social media or online community situation without written permission from the persons involved (i.e. accident victim or property owner). For example, a fire fighter that takes pictures of a burning home on his personal cell phone will NOT be allowed to post that content to ANY social media site. If you are allowed to obtain that content because you are an employee of the City of Cottage Grove, then you are not allowed to use it without permission from the City of Cottage Grove. Content of this type is very sensitive and could cause the city to face legal issues if used. This applies mostly to public safety employee but is applicable to all employees of the City of Cottage Grove.~~
- Employees shall not post, disseminate or broadcast Department-owned images or audio recordings unless authorized to do so, or unless such images or audio are available to the public pursuant to applicable law. If such images or audio have been released by the Department as public records, employees shall ensure that their subsequent use of such information is done in their capacity as private citizens, and not as spokespersons for the Department unless authorized to do so.
- Post meaningful and respectful comments. Do not spam, inflame or make comments that are offensive. Posting may include:
 - City events,
 - City partner events,
 - Not-for-profit fundraisers held in the City.

Posting not allowed:

- Sales at retail stores,
- Garage sales, etc., for individual profit,
- Events hosted entirely or primarily for a private gain, or
- Political Commentary.

SECTION 25. CELL PHONE / PERSONAL PHONE CALL / ~~PERSONAL FAX~~ POLICY

25.1 Purpose. This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to insure cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

It is the objective of the City of Cottage Grove to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such phones may be subject to disciplinary action.

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

~~**25.2 Use of Phone Policy.** Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:~~

- ~~▪ Its use in no way limits the conduct of work of the employee or other employees, or~~
- ~~▪ No personal profit is gained or outside employment is served.~~

~~Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.~~

~~Accepting a personal collect phone call is prohibited.~~

~~**25.325.2 Personal Cell Phone Policy.** Use of personal cell phones shall be limited to rare usage during working hours. In no case shall cell phones with digital picture capabilities be used for the purpose of taking photographs in the workplace or at any property or work site unless specifically instructed by the supervisor in each instance in advance. Pictures and video should only be taken during work hours if it serves a legitimate business purpose.~~ In addition, no personal cell phones shall be in the workplace that contains offensive images (graphics, messages, and audio/video files) that can be viewed by co-workers or the general public. Personal text messaging shall also be limited to rare occasions during working hours.

SECTION 28. DRESS FOR YOUR DAY POLICY

28.2 Dress for Your Day

The City of Cottage Grove's Dress for Your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly. Employees may dress in accordance with their

gender identity, and they may dress and style their hair in a manner that expresses their individuality within the constraints of the dress code adopted by the city.

Specific dress requirements and options may be set by a department director in accordance with professional standards and safety needs for the department.

For example, employees are allowed to wear casual clothing on workdays when they do not have council meetings, work sessions, conferences, or meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

There may be days when special visitors are expected at City facilities and all staff may be required to forgo Dress for Your Day and required to wear business casual attire. These days will be announced in advance so employees can plan accordingly.

In all instances clothing must be neat, clean, not ripped, heavily frayed or worn [even if it is the current fashion](#), and not expose an excessive amount of skin.

Supervisors will determine if an employee's appearance is appropriate under this policy. If a supervisor determines that an employee's appearance is inappropriate and in violation of this policy, it will be brought to the employee's attention privately. [Employees who violate this policy may not be allowed to work until their attire is consistent with the policy.](#) The employee may be told to go home and change, and non-exempt employees will not be paid for the time required to do so. Continued violations may result in disciplinary action and removal of Dress for Your Day privileges.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with Human Resources to obtain approval to deviate from this policy.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with your direct supervisor, director, or Human Resources.

- [Any clothing items that are excessively tight, body hugging, or revealing that do not project professionalism](#)
- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- [Leggings unless combined with a skirt, dress or top that reaches at least mid-thigh](#)
- [Low cut blouses, shirts or dresses that reveal excessive chest area or cleavage](#)
- Beach wear and shorts
- Overalls

- Very sShort skirts or short dresses or shorts, all of which must be no higher than 2" above the knee
- Clothing and accessories with writing or large logos
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Tank tops, halter tops, crop tops or any clothing showing midriffs
- Sheer or revealing clothing
- Visible undergarments, either through sheer fabric or improper concealment
- Hooded sweatshirts
- Hats or caps
- Sports jerseys
- House slippers, informal flip flop sandals, moccasins, Croc shoes, beach wear
- Sloppy, patched or tattered clothing

Employees are allowed to wear jeans that are clean, not faded, free of rips, tears, fraying and fraying, even if it is the current fashion and not excessively tight, body hugging or revealing.

Employees are allowed to wear tasteful sneakers that are clean, well kept, and in good condition.

Employees are allowed to wear dress sandals that are professional, clean, well kept, and in good condition. Beach flip flops are not allowed.

Section 36. TELECOMMUTING POLICY

The City of Cottage Grove uses the U.S. Office of Personnel Management's definition of telework from the Telework Enhancement Act of 2010 which is, "[t]he term 'telework' or 'teleworking' refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work."

The City permits telecommuting arrangements when they are approved by the employee, department head, and City Administrator. Not all positions or work assignments will meet the requirements or be considered appropriate for telecommuting. No employee is entitled or guaranteed the opportunity to telework.

The City will use the following factors to make the determination on approval:

1. the employee can accomplish as much work as if they were working in the office; and/or
2. when the telecommuting arrangement does not disrupt the operations of the City; and/or
3. the employee's absence from the office does not create additional work for co-workers.

Any telecommuting arrangement may be modified or terminated by the City at any time for any reason.

A. Eligibility

The following factors will be considered to determine an employee's eligibility:

1. Only employees whose essential job duties can be fulfilled from a remote location as determined by the department head and city administrator are eligible for a telecommuting agreement.
2. Telecommuting is only available to employees who have all tools required for their job available to them at the remote location. This may include, but is not limited to, a City issued computer with all necessary software, a reliable internet connection, a telephone at which the employee can receive calls and a workspace free from distraction or hazards. The City will not provide or reimburse an employee for required equipment needed for a telecommuting agreement. All equipment (except City computer), space, utilities, and other services for the remote workspace must be provided by the employee at their own expense as a condition of the telecommuting agreement.
3. The Employee agrees to safeguard all records, documents, files and correspondence against damage or unauthorized use, and must take every precaution to protect the privacy of those whose records or files the employee is responsible for handling and for any other City records, information, work products or materials. All physical records and/or materials must be kept in a confidential and secure manner in the designated work area at the alternative worksite where access by others is limited. Employee shall comply with all required security measures as indicated in the Information Technology Policy and the Minnesota Government Data Practices Act.
4. The Employee will take care to protect all City equipment including equipment, hardware and software and will ensure for its proper City related use. Equipment and software may not be used by any person, other than the employee, including other household members. City owned software may not be duplicated except as authorized in writing by the IT Manager. City-owned equipment will be serviced and maintained only by the City, or vendor of their choice. If any City equipment is compromised, damaged or stolen, the employee will report all computer security incidents to the IT Manager immediately.

B. Limitations

1. An employee working under a telecommuting arrangement may still be required to attend meetings, work, or other functions away from their remote workspace, if circumstances require such travel.
2. Employees who are not FLSA-exempt must report actual hours worked and may not work overtime without supervisor approval in advance of the overtime work being performed.

3. Employees on a telecommuting arrangement are expected to work their normal work schedule while telecommuting.
4. Employees on a telecommuting arrangement must be available by telephone during their normal work hours. Employees must check their City voicemail at least once per hour if they do not have the capability to roll their calls from their City phone to their cell phone.
5. The City will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
6. The City will not be liable for damages to the employee's property resulting from participation in a telecommuting arrangement.
7. Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under the City's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with City policy.
8. The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors conducting business with the City at the employee's telecommuting location.
9. By participating in the telecommuting arrangement, the employee agrees to hold the City harmless against any and all claims including injuries to others at the telecommuting location.
10. Employee agrees to abide by all City policies as set forth in its Personnel Policy and/or labor contract, and any other policy or procedure related to employment, computer use or telecommuting.
11. Employee will be expected to adequately perform all duties as assigned. Employee agrees to comply with all existing job requirements in effect at the time of this agreement and any change in duties the City may require from time to time.
12. Annual Leave and other paid time off may be used during a telecommuting arrangement, subject to the same notification, approval, and reporting requirements as if the employee were working at their regular job location.
13. Each telecommuting arrangement must be renewed monthly by the employee, department head, and city administrator.

C. Agreement

Employees must sign and return to the Human Resources Manager the Employee Use of Technology and Remote Access Agreement for placement in their personnel file.

D. Violations

The City Administrator and department heads will be responsible for the enforcement of this policy. Violations are subject to disciplinary action per bargaining unit contracts and Section 10 of the Personnel Policy.

Passed this 4th day of December 2024. The changes will be effective the 1st day of January 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City of Cottage Grove Personnel Policy

Updated January 2025

SECTION 1. PURPOSE AND APPLICATION

1.1 Purpose. The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Cottage Grove. They should not be construed as contract terms for any city employees. No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this provision. Nothing in this Personnel Policy, or in other City policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current city policy at all times.

These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding.

1.2 City's Rights under Personnel Policy. The City reserves the right to operate and manage its affairs in all respects in accordance with existing and future laws and regulations. These rights shall specifically include, but not be limited to, the right to adopt, amend, repeal, interpret or terminate the personnel policy and work rules without prior notice. Any prerogative or authority, which the City has not specifically abridged, delegated or modified by this policy, is retained by the City. The City further reserves the right to make reasonable variations from this policy where it is determined that a strict and literal application of the policy would cause an undue hardship on the City, its employees, or an individual employee.

1.3 Conflicts with Personnel Policy. When there is conflict with the personnel policy, the following order of precedence shall apply:

1. All applicable state and federal laws.
2. Labor agreements.
3. Personnel policy.
4. Departmental rules.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

1.4 Individuals Exempt from Personnel Policy. These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

- Elected officials.
- City attorney.
- Members of city boards, commissions, and committees.
- Consultants and contractors.
- Volunteers.

1.5 Personnel Policy Subject to Applicable Laws & Ordinances. This policy shall be subject to

all applicable state and federal laws, as well as City ordinances.

1.6 Equal Employment Opportunity Policy Statement. The City of Cottage Grove is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Cottage Grove will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

1.7 Data Practices Advisory. Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

1.8 Savings Clause. This policy is subject to the laws of the United States and the State of Minnesota; in the event that any provision shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be void. All other provisions of the policy shall continue and remain in full force and effect.

SECTION 2. DEFINITIONS

The following words and terms shall have the meaning as defined herein, unless the context indicates otherwise.

- **Appointing Authority** - The City Council or City officer to whom the Council has delegated authority to appoint personnel.
- **Benefits** - Privileges or non-monetary compensation granted to employees that are included in the total compensation to employees.
- **Compensatory Time** - For non-exempt employees, time off work at one-and-one-half times the number of overtime hours worked.
- **Demotion** - The change of an employee's status to a position of a lower rank or grade.
- **Department** - A branch of City administration with responsibility for one or several assigned functions.
- **Department Head** - The supervisor of a department.
- **Eligible** - A person who has qualified for a position and whose name is on an eligibility list.

- Exempt Employees - Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.
- Full-time - Any employee whose position requires at least forty (40) hours per week or two thousand eighty (2,080) hours per year employment.
- Immediate Family Member - The following persons related to the employee shall constitute an immediate family member: spouse, child, parent, grandparent, parent-in-law, grandparent-in-law, sibling-in-law or sibling.
- Job Classification - A group of positions sufficiently alike in duties, qualifications, authority and responsibility to warrant the same job title, grade and pay schedule for all positions in the group.
- Job Description - The written description of a job containing a title, a statement of duties, authority and responsibilities of the job, and the qualifications deemed necessary and/or desirable for the satisfactory performance of the duties of the job.
- Lay-off - The separation of an employee from employment due to elimination of a position.
- Non-Exempt Employees - Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.
- Overtime - Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.
- Part-time - An employee whose position requires less than forty (40) hours per week or two thousand eighty (2,080) hours per year employment.
- Performance Evaluation - A review of an employee's performance by the employer's supervisor to communicate an employee's strengths or deficiencies, as well as expectation for improvement.
- Personnel Officer – The City Administrator or his/her designee.
- Probationary Employee - Any employee who is working in a position for the initial twelve-month period of employment in that position.
- Probationary Period - The initial twelve-month period of employment in any position.
- Promotion - An advance in position from one classification or grade to a higher classification or grade.
- Promotional Exam - A test to determine whether an employee is eligible to advance from one classification or grade to higher classification or grade.
- Protected Class Member - A person who by reason of race, color, age, sex, creed, national

origin, religious affiliation, marital status, sexual orientation, disability or status with regard to public assistance is afforded protection under the Minnesota Human Rights Act (Minn. Stat. 363A.01, et seq.), and related federal statutes.

- Seasonal Employee – An employee who is appointed for no more than ten (10) months during any twelve (12) consecutive months but who is expected to return to work year after year. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.
- Temporary Employee - An employee hired for a term of employment not to exceed a total of twelve (12) months in any twenty-four (24) month period with a definite ending date. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.
- Transfer - A change of an employee from one position to another position in the same comparable class and pay range.
- Weapons - All legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.
- Workweek - A workweek is seven (7) consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

SECTION 3. PERSONNEL FILES

The City Administrator or designee shall maintain a separate employment file for each employee. Each file shall contain a record of each classification of each position the employee has held with the City and shall also contain a record of all personnel action regarding the employee including examination records, performance evaluations, disciplinary proceedings, demotions, promotions, salary changes and any other documents relevant to City employment. All personnel data contained within City's personnel files will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

SECTION 4. JOB CLASSIFICATION AND PAY PLAN

4.1 Preparation and Adoption. The City Administrator or his/her designee shall prepare a recommended job classification and pay plan which shall recommend the minimum and maximum rates of pay for each job position not covered by a labor contract.

Each job position shall be assigned a salary range based upon, but not limited to, the following factors:

- An evaluation of the know-how, accountability, problem-solving and working conditions of the position;
- The duties and rates of pay for other job classifications, whether comparable or not;
- The prevailing rates of pay for comparable positions in both public and private employment in the appropriate labor market;

- The cost of living as measured by the Bureau of Labor Statistics and Consumer Price Index;
- The value of fringe benefits provided by the employer;
- Financial and fiscal policies and consideration of the City, and other pertinent economic factors.

4.2 Annual Review, Amendment and Modification. Each fiscal year, the City Council shall review the pay plan and adopt salary ranges for each classification for that fiscal year. The City Council may modify salary ranges at any time.

4.3 Hourly Rates of Pay. The City Council shall establish hourly rates of pay for all positions not covered by the classification and pay plan.

4.4 Overtime Compensation. The City of Cottage Grove has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. All employees considered “non-exempt” under the Federal Fair Labor Standards Act are eligible for overtime.

4.4.1 Non-Exempt (Overtime-Eligible) Employees. All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Annual leave, compensatory time used and paid holidays do count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Monday and runs until the following Sunday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment and the Department Head makes the determination that compensatory time will be awarded to the employee.

4.4.2 Exempt (Non-Overtime-Eligible) Employees. Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees may use Annual Leave in 4 hour blocks.

Exempt employees are paid on a salary basis. This means they receive a

predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Cottage Grove will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

4.5 Wage Disclosure Protection. Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. § 13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies. To that end, and in accordance with Minn. Stat. §181.172, the City shall not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172.

SECTION 5. WORK TIME

5.1 Time. Working time is for work. Working time describes the entire workday as scheduled per department. Work time should be spent on assigned tasks. Employees should not use work time for personal or other non-City business. If an employee needs to spend work time on things other than City business, prior approval from the supervisor is required.

The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments. Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the City Administrator.

5.2 Meal Breaks. In accordance with Minnesota Statutes, Chapter 177, for each consecutive four (4) hours of work, employees shall be granted a paid rest break not to exceed fifteen (15) minutes away from the job duties. Employees working eight (8) or more consecutive hours shall be permitted a one-half hour (30 minute) meal break. Meal periods, unless required by law, are not paid; not included in computation of overtimes; nor included in the computation of a normal work shift or payroll period. In order to provide for continuity in City operations, the timing of these breaks is subject to

the approval of the supervisor in charge. Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

5.3 Personal Use of City Property. Employees will not use or rent City property not available to the general public for their own personal use unless authorization is received in advance from the Department Head and the City Administrator.

SECTION 6. RECRUITMENT AND SELECTION

6.1 Appointments. All appointments shall be made by the City Administrator on the basis of merit and fitness for the position. Merit and fitness may be determined by written, oral and/or other job-relevant examination, as well as by consideration of education, past experience and other job-relevant qualifications. The City Council shall confirm appointments to certain management and supervisory positions at Grade 21 and above of the most recent Non-represented Pay Plan adopted by the City Council for employees not covered by labor contracts.

6.2 Announcement. A public notice of the time and place to apply for a position shall be published on the official city website at least five (5) calendar days in advance of the deadline for application. The notice shall specify title and salary range of the available position, the manner of making applications, the closing date for accepting applications, job-relevant minimum requirements and other pertinent information.

6.3 Application Form. Application for employment will generally be made online. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

6.4 Examination. If examination is required for a position, the examination shall be administered by the Human Resources Office at a time and place established by the Office. Upon receipt of the examination results, the Human Resources Office shall notify each person taking the examination in writing of the results of the examination. Examination scores will be adjusted in accordance with the provisions of the Veteran's Preference Act, Minnesota Statute, Chapter 197, where applicable.

6.5 Application Review. The Human Resources Office shall review all applications and conduct job-relevant background reviews. The Human Resources Office shall reject any applicant not meeting minimum qualifications required for the position, shall screen applications to determine candidate qualifications and may then conduct initial interviews of the applicants whose qualifications are best-suited for the position.

The Human Resources Office shall review all applications and conduct initial interviews, if needed, of the applicants whose qualifications are best-suited for the position. All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. The City has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Cottage Grove needs.

6.6 Interview Board. The interview board shall conduct initial interviews as needed of those persons whose names have been submitted as the eligible candidates, and shall, thereafter, make recommendations to the City Administrator for appointment to the position. All appointments shall be made based upon experience, qualifications, examination results, if required, and the recommendation of the interview board.

6.7 Disqualification of Application. An applicant may be rejected at any time if the applicant fails to respond at any stage of the selection process.

6.8 Pre-Employment Medical Examinations. The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam. Applicants shall be notified of this policy as part of the application process.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

SECTION 7. PROBATIONARY APPOINTMENTS

7.1 Training/Probationary Appointment. The City of Cottage Grove regards the training period as an integral part of the employment process. During this period, new employees are closely evaluated for the purpose of carefully observing the employee's work and for training the employee in work expectations. The first twelve (12) months of employment is a probationary period. Employees transferred, promoted, rehired or reclassified to new positions in the City are also required to successfully complete a twelve (12) month probationary period.

7.2 Demotion. If an employee transferred, promoted or reclassified into a new position is found to be unsuited for that position, the City, in its sole discretion, may reinstate the employee to his or her former position and former rate of pay if the City determines that such reinstatement is possible. Reinstatement is not guaranteed.

7.3 Removal or Dismissal. Any employee may be discharged for any reason during his/her probationary employment period, and shall not be entitled to file a grievance, or have any review or hearing on that discharge, except as provided by the Veteran's Preference Act under Minnesota Statute, Chapter 197.

7.4 Satisfactory Completion. An employee satisfactorily completing the probationary period shall

be appointed to regular employment and status by recommendation of the City Administrator. A probationary period may be extended if deemed necessary by the City Administrator.

SECTION 8. SEASONAL/TEMPORARY EMPLOYEES

All seasonal/temporary appointments shall be made by the City Administrator on the basis of merit and fitness for the position. Application for employment will generally be made online. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

8.1 Holidays. No seasonal/temporary employees will receive holiday pay for time not worked. If a temporary or seasonal employee works on a City holiday, as defined by the City's Personnel Policy, they shall be paid time and one-half for the hours worked on that holiday.

8.2 Overtime. Seasonal/temporary employees shall be paid overtime after 40 hours worked in a week.

8.3 Schedule. If a seasonal/temporary employee is limited in the number of days they can work during the year (for example, by union contract or PELRA restrictions), then the employee must work a pre-arranged schedule.

8.4 Minors. The City will allow hiring of minors aged 15 –17 for certain designated positions and with pre-approval from the City Administrator or designee. The employment of minors shall conform to Minnesota Statute, Chapter 181A, and all applicable federal laws. The City shall have the discretion to utilize more restrictive rules when necessary to accommodate the needs of the City.

SECTION 9. GRIEVANCES

9.1 Grievance Procedure. The following grievance procedure shall be followed by all employees except those covered by the terms of a collective bargaining agreement. In all cases, grievances must be filed by the employee adversely affected by the action of the City.

Step 1: Any aggrieved employee shall first file his/her grievance, in writing, with his/her immediate supervisor within ten (10) working days of the action from which the grievance arises or the date upon which the employee became aware of the action. In cases where the employee has been adversely affected by an action administered by a City employee of a higher rank than that of his/her immediate supervisor, the affected employee shall file his/her grievance, in writing, with the City employee whose action the adversely affected employee is grieving. Notice must include the following:

1. Statement of the grievance and relevant facts;
2. The remedy sought; and
3. The specific provision of the Personnel Policy violated (if applicable).

The supervisor shall respond to the grievance, in writing, within ten (10) working days.

Step 2: If the employee is dissatisfied with the response of his/her supervisor, the employee may, within ten (10) working days from the date of the response, appeal the grievance to his/her Department Head. The Department Head shall respond to the grievance, in writing, within ten (10) working days.

Step 3: If the employee is dissatisfied with the response of the Department Head, he/she may, within ten (10) working days, appeal to the City Administrator. The City Administrator shall respond to the grievance, in writing, within ten (10) working days.

An aggrieved employee may be assisted in the presentation of his/her grievance by any person acting in an advisory capacity to assist in presenting all facts relevant to the grievance. At any step in the grievance procedure, the supervisory authority may request additional information, or conduct additional investigation, as he/she deems necessary.

Failure to conform to the time requirements set forth above shall constitute a waiver of further steps in the above procedure.

9.2 Waivers. If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City’s last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the City and the employee without prejudice to either party.

9.2.1 Actions Not Grievable. The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
2. Pay increases or lack thereof.

The above list is not meant to be all inclusive or exhaustive.

9.3 Processing of Grievances. The hearing and presentation of grievances shall be accomplished during ordinary working hours when consistent with employee duties and responsibilities. An aggrieved employee shall be allowed a reasonable amount of time, without loss of pay, to present evidence concerning his/her grievance.

SECTION 10. DISCIPLINARY ACTION

10.1 Adequate Cause for Disciplinary Action. Any employee in the service of the City may be disciplined for cause. Adequate cause for disciplinary action that may result in dismissal may include, but is not limited to, the following kinds of conduct and conduct of a similar type:

- Conduct or performance on the job which fails to adequately satisfy the duties and responsibilities of the position or classification held by the employee.
- Conduct or performance on the job which fails to produce the quality or quantity of work the position or classification requires.
- Conduct or performance on the job which is insubordinate, such as a refusal to follow appropriate written or oral procedures, instructions or directions from a supervisor.
- Being under the influence of alcohol, nonprescription narcotic drugs, other than those prescribed by a physician, or any controlled substance while on the job, such that the employee is unable to adequately perform his/her job responsibilities or adversely affect the

job performance, safety or well-being of other City employees or City property and equipment.

- Conduct or performance on the job which causes poor morale, disloyalty towards the employer, or disregard by the employees for their assigned duties and responsibilities.
- Habitual or excessive tardiness or absenteeism in reporting for scheduled working hours.
- Absence from a schedule work assignment during working hours without permission from an authorized supervisory employee or department head.
- The willful or substantial violation of any department or City ruling which has been adopted in written form and is known to employees.
- Stealing, misappropriation or conversion of City property, or the property of City employees.
- Sexual, racial, religious or ethnic harassment of any City employee.
- A mental or physical defect that prevents an employee from performing the job, or attending work regularly, or when such medical conditions preclude an employee from returning to work within a reasonable period of time, or places the employee or coworkers in danger, or where reasonable accommodation for the disability is not possible.
- The use of offensive conduct or language towards the public, municipal officers or employees.
- Carelessness, negligence or inappropriate use in the handling or control of municipal property or equipment.
- Engaging in an activity or enterprise that may constitute a conflict of interest, i.e., use of City time, facilities, equipment, supplies, or influence of City employment for private gain.
- Inducing or attempting to induce an officer or employee of the City to commit an unlawful act or to act in violation of any lawful and reasonable official regulation or rule.
- Taking any fee, gift or other valuable thing in the course of work, or in connection with it, from any person for personal use, when such a fee, gift or thing is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
- Proven dishonesty in the performance of the employee's duties.
- Conviction of a felony. In the event an employee is charged with a felony, the employee shall be suspended pending a valid disposition of the charge. If an employee is charged with the commission of a misdemeanor, the employee may be suspended pending a valid disposition of the charge. The determination of the salary and benefit status of an employee during the suspension shall be based upon the particular circumstances resulting in the charge and shall be in accordance with the applicable veteran's preference statutes, labor agreements and these rules. If final resolution of the charge does not result in a valid conviction, the Department Head shall determine whether the conduct of the employee involved moral turpitude or otherwise causes doubt on the ability of the employee to perform the job.
- Violation of the provisions of this code, local, state or federal laws as they relate to the position of public employment held, or other performance or behavior/conduct the City deems inappropriate for employees of the City.

The method of and procedure for disciplinary action shall be determined as indicated below. Disciplinary actions are not progressive but will be commensurate with the seriousness of the infraction. Demotions and dismissals for positions in Grade 21 and above of the Non-represented Pay Plan shall have prior approval of the City Council.

10.2 Reprimand. An employee may be given an oral or written reprimand by his/her superior or the City Administrator.

10.2.1 Oral Reprimand. This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to

issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed, which will then be placed in the employee's personnel file.

10.2.2 Written Reprimand. A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator or designee.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

10.3 Suspension. The City Administrator may suspend an employee without pay for up to thirty (30) days for disciplinary reasons.

Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council for employees' level IVA and above of the most recent Non-represented Pay Plan, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations

10.4 Demotion. An employee may be demoted by the City Administrator for inefficient performance of his/her duty, for disciplinary reasons, or for good and sufficient reasons.

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action for employees' level IVA and above of the most recent Non-represented Pay Plan.

10.5 Dismissal. An employee may be removed from City employment by the City Administrator for cause. The City Council must approve this action for employees in level 21 and above of the most recent Non-represented Pay Plan. Prior to dismissal, the employee's Department Head, City Administrator, and/or the City Administrator's designee shall notify the employee in writing of the effective date of dismissal. The employee may request a hearing before the appropriate hiring authority or the hiring authority's designated representative to discuss the reason(s) for dismissal on or prior to the dismissal date. Employees who are members of recognized bargaining units may have union representation at such hearing. The right to request such a hearing shall expire at the end of the next scheduled workday of the employee after notice of dismissal is given to the employee.

If the disciplinary action involves the removal of a qualified veteran, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

SECTION 11. NON-DISCIPLINARY SEPARATION

11.1 Layoff. Layoff may occur at any time due to lack of work, lack of funding, elimination of position, or other cause, as determined at the sole discretion of the City Administrator.

11.2 Resignation. Any employee wishing to resign from City service, in good standing, shall file with his/her Department Head, at least fourteen (14) calendar days prior to separation, a written resignation stating the effective date thereof. The employee's termination date must be a day worked, not a paid leave day. Any Department Head or position in level IVA and above of the Non-represented Pay Plan wishing to resign from City service, in good standing, shall file with the City Administrator, at least thirty (30) calendar days prior to separation, a written resignation stating the effective date thereof.

11.3 Advance Resignation Notice Policy

11.3.1 Purpose. The City's Advance Resignation Notice Policy is designed to improve the efficiency and stability of the City's workforce by encouraging employees to give the City advance notice of their intent to retire and/or resign. The purpose of this program is to begin the process of replacing an employee who is leaving the City as soon as possible after notice is received. This will reduce the time that the position remains unfilled. The City reserves the right to not replace any employee who retires or resigns or to modify or eliminate the position and duties prior to hiring a new employee. This decision will not affect an employee's eligibility for an Advance Notice payment.

11.3.2 Eligibility. This program is available to employees covered by a labor contract or listed in the Non-represented Pay Plan.

11.3.3 Policy. In order for an employee to qualify for a \$1,000 Advance Notice payment, each of the following must apply: (i) the City must receive written notice of the employee's retirement or resignation at least 90 calendar days before the employee's last day of work; (ii) the City Administrator must approve such payment which approval is at her/his sole discretion; and (iii) the employee works a normal work day for the City on the last date of work specified in the written notice of

resignation, unless otherwise expressly authorized by the City Administrator. The City will provide a one-time lump sum payment of \$1,000.00.

In order for an employee to qualify for a \$2,000 Advance Notice payment, each of the following must apply: (i) the City must receive notice of the employee's resignation at least 180 calendar days before the employee's last day of work; (ii) the City Administrator must approve such payment which approval is at her/his sole discretion; and (iii) the employee works a normal work day for the City on the last date of work specified in the written notice of resignation, unless otherwise expressly authorized by the City Administrator. The City will provide a one-time, lump sum Advance Notice payment for management employees that qualify of \$2,000.00.

The last day of work is defined, for this program, as the last day that an employee will be actively working for the City. The City reserves the right to approve or deny requests to be absent from work regardless of any accumulated paid leave time during the period from the date the City receives the employee's written notice of resignation and their last day of work. It is the policy and intent that an employee requesting an Advance Notice payment incentive remain actively working for the City and not be absent from work for a cumulative amount of unreasonable time during the period from the date the City receives the employee's written notice of resignation and their last day of work. If an employee is absent from work for a cumulative amount of unreasonable time during such period, then such absences may result in the City withdrawing its approval of the Advance Notice payment. The City may withdraw its approval of the Advance Notice payment on or before the employee's last date of work with the City specified in the employee's notice of their resignation at its sole discretion. Circumstances that may result in the City withdrawing its approval include, but are not limited to, the employee's performance, conduct, or behavior not meeting expectations, any complaint against the employee, the employee being unable to work, or financial considerations. No employee is entitled to nor has any right to an Advance Notice payment, unless and until they meet the qualification requirements specified herein. The Advance Notice payment will be made through payroll for the pay period that includes the employee's last date of work for the City. Payment will not be made if the employee or City modifies or rescinds the resignation. Payment is subject to taxation and required deductions. The employee's resignation cannot be modified or rescinded unless such modification or rescission is approved by the City Administrator. The rescission of the employee's resignation will and any modification of the employee's resignation may preclude the employee from qualifying for any Advance Notice payment by the City.

SECTION 12. EMPLOYEE SAFETY

The City shall provide employees a work environment and conditions of employment free from hazards likely to cause injury or harm to the employee. All departments shall maintain safety programs and shall provide all employees with a copy of AWAIR policy and instructions on procedures to which the employee must conform.

SECTION 13. BENEFITS

13.1 Holidays

New Years Day	January 1
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25

When an established holiday falls on a Saturday, it shall be observed the preceding Friday; when it falls on Sunday, it will be observed the following Monday.

In addition, each full-time employee shall receive one (1) floating holiday to be taken on a day of his/her choice with prior approval of the supervisor. To receive the floating holiday, an employee must work at least one thousand forty (1,040) hours during the calendar year.

Part-time employees shall be paid for their regular work hours for holidays that fall on their regularly scheduled working days.

13.2 Insurance Benefits.

13.2.1 Medical/Hospitalization Insurance. The City shall make available a group medical and hospitalization insurance plan for all regular and probationary full-time and part-time employees that are included in the Non-represented Pay Plan and their dependents. The City Council shall annually determine the amount of premium, if any, which will be paid by the City as a fringe benefit.

13.2.2 Life Insurance. Each regular and probationary full-time employee that is included in the Non-represented Pay Plan shall be covered by the terms of a group term life insurance policy payable in the event of death to a beneficiary designated by the employee, in an amount equal to his/her annual salary. Supplemental life insurance may be made available for purchase by eligible employees. The City Council shall annually determine the amount of premium, if any, which will be paid by the City and for a fringe benefit.

13.2.3 Regular Part-time Employees. Regular part-time employees included in the Non-represented Pay Plan, working an average of twenty (20) hours per week or more, shall receive fifty (50) percent of the employer's maximum contribution toward insurance programs as specified for full-time employees.

Regular part-time employee included in the Non-represented Pay Plan, working an

average of thirty (30) hours per week or more, shall qualify for the same insurance benefits as those available to full-time employees.

13.3 Annual Leave.

For full-time salaried employees, annual leave must be taken in increments of no less than four (4) hours. For all other employees, annual leave must be taken in increments of no less than one-half hour.

13.3.1 Full-Time Employee. Each full-time City employee included in Non-represented Pay Plan shall earn annual leave at a bi-weekly rate, which will total the following amount of annual leave:

0 through 4 years City (or equivalent) employment	160 hours per year
5 through 9 years City (or equivalent) employment	184 hours per year
10 through 14 years City (or equivalent) employment	208 hours per year
15 through 19 years City (or equivalent) employment	240 hours per year
20+ years City (or equivalent) employment	256 hours per year

Employees currently earning 192 hours/year of Annual Leave will stay at the accrual rate until they reach 10 years of service.

13.3.2 Part-Time Employee. Each part-time employee included in the Non-represented Pay Plan who works more than twenty (20) hours per week shall receive annual leave in proportion to the number of hours he/she works per pay period, in accordance with the above schedule.

13.3.3 Approval of Annual Leave. Except in the case of injury or illness of the employee or his/her family as defined in Minn. Stat. §181.9413, annual leave may only be taken upon approval of the employee's supervisor, which approval shall not be unreasonably withheld. Such approval shall consider City service needs. Except in the case of injury or illness, no employee shall be allowed to take more than 160 consecutive hours of annual leave at one time.

An employee who uses annual leave for illness or injury may be required to present evidence that he/she is again able to perform all the duties of his/her job description.

13.3.4 Bank of Annual Leave. At the start of employment, full-time salaried and full-time hourly employees shall be credited with at least forty (40) hours of annual leave that they can use before it is earned. At the start of employment, part-time employees included in the Non-represented Pay Plan shall be credited with at least twenty (20) hours of annual leave that they can use before it is earned. Annual leave shall be accrued at the accrual rates as the employee works, and the total number of earned annual leave hours shall be provided to the employee each pay period.

Employees who terminate employment with the City and have annual leave time remaining shall be paid for their accrued annual leave. However, employees who terminate employment before completing one year of employment shall not be entitled to payout of the initial hours of annual leave that were credited at the start of

employment.

13.3.5 Carryover Annual Leave. No employee may carry over more than two hundred eighty (280) hours of accumulated annual leave from one year to the next. In the event that an employee has in excess of two hundred eighty (280) accumulated hours of annual leave after December 31 of any year, the employee's accrued annual leave shall be reduced to two hundred eighty (280) hours.

13.3.6 Exchange of Annual Leave. For represented and non-represented pay plan employees, the total annual leave in this section includes ESST hours as defined in Section 13.3.7.

Once per year, on either the first pay period after April 1 or the first pay period after October 1, any employee who has completed at least seven (7) years of service with the City may exchange up to twenty-four (24) hours of accumulated annual leave for payment equal to twenty-four (24) hours of pay at his/her current rate. Any employee who has completed at least fifteen (15) years of service with the City may exchange up to forty (40) hours accumulated annual leave for payment equal to forty (40) hours of pay at his/her existing rate. Payment may be made in cash, as a contribution to an employee's deferred compensation 457 plan, Roth 457 plan, Roth IRA plan or to the employee's health savings account (HSA).

As of December 31 of each year, if a non-represented employee with at least fifteen (15) years of service with the City has two hundred eighty (280) or more hours in their annual leave bank, the amount over two hundred eighty (280), up to twenty (20) hours of pay, will be transferred in to their health care savings plan (HCSP) and deducted from their annual leave bank.

13.3.7 MN Paid Leave. Effective January 1, 2026, the City will pay according to the 50% employer/50% employee premium contribution formula outlined in Minn. Stat. Sec. 268B.14, Subd. 3.

13.3.8 Earned Sick and Safe Time. Effective Jan. 1, 2024

13.3.8.1 Accrual of ESST

- **Represented and Non-Represented Pay Plan Employees.** The City's Annual Leave policy provides accrual banks that exceed the Minnesota ESST requirements. Therefore, no additional time shall be added to employees' current Annual Leave bank accruals for ESST. ESST shall be included as part of, and not in addition to, a regular, full-time salaried and full-time hourly employees' annual leave. Regular, full-time employees may not accrue more than forty-eight (48) hours of ESST in a year.
- **Part-Time Temporary or Seasonal Employees.** Part-time and temporary or seasonal employees who work more than eighty (80) hours in a calendar year, but are not eligible for annual leave, will accrue one (1) hour of ESST for every thirty (30) hours worked by the employee, up to a maximum of forty-eight (48) hours of accrued ESST per year.

13.3.8.2 Accumulation, Carry Over and Pay out of ESST

- The total amount of accrued but unused ESST for all employees will not exceed eighty (80) hours at any time. Once an employee's ESST bank reaches eighty (80) hours of accrued time, no additional time shall be accrued until the balance of the bank is brought below eighty (80) hours.
- Employees are eligible to carry over up to eighty (80) hours of accrued but unused ESST into the following year. No employee may carry over more than eighty (80) hours of ESST from one year to the next. Any unused ESST hours in excess of eighty (80) hours after December 31 of any year, shall be reduced to eighty (80) hours.
- An employee who transfers positions or departments within the City shall retain their accrued ESST.
- For part-time temporary and seasonal employees who do not have annual leave, upon termination of employment, the City will not pay out any accrued but unused ESST time.
- For all represented and non-represented pay plan employees, upon termination of employment, payout of accrued but unused ESST shall be calculated pursuant to section 13.3.4, as part of their annual leave.

13.3.8.3 Use of ESST

- Employees may use ESST, up to a maximum of forty-eight (48) hours per year. For part-time temporary or seasonal employees, ESST cannot be used until it is earned. All employees may use accrued ESST in a minimum of 30-minute increments for the following circumstances.
 - An employee's own:
 - Mental or physical illness, injury, or health condition;
 - Need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or;
 - Need for preventative medical or health care.
 - Care of an employee's family member:
 - With a mental or physical illness, injury, or other health condition;
 - Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
 - Who needs preventative medical or health care.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee or the employee's family member, provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

- Closure of the employee's workplace due to weather or other public emergency or any employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
 - The employee's inability to work or telework because the employee is:
 - Prohibited from working by the City due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the City has requested a test or diagnosis
 - When it has been determined by health authorities or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- For the purposes of the City's ESST Policy, "family member" includes an employee's:
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
 - Spouse or registered domestic partner;
 - Sibling, stepsibling, or foster sibling;
 - Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
 - Grandchild, foster grandchild, or stepgrandchild;
 - Grandparent or step-grandparent;
 - A child of a sibling of the employee;
 - A sibling of the parents of the employee;
 - A child-in-law or sibling-in-law;
 - Any of the family members listed above of a spouse or registered domestic partner;
 - Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
 - Up to one individual annually designated by the employee.

13.3.8.4 Employees Responsible for Use of ESST

- Advance Notice. If the need for sick and safe leave is foreseeable, the City requires seven (7) days' advanced notice from the employee. If the need for sick and safe leave is unforeseeable, the employee must provide notice as soon as practicable.
- Documentation. When an employee uses ESST for more than three (3) consecutive days, the City shall require appropriate supporting documentation that the use of the ESST is covered under this Policy, such as medical documentation which supports medical leave, court records or

related documentation. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written sworn statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

- Coverage of Shift; Replacement Worker. In accordance with state law, the City will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent.

13.3.8.5 Confidentiality and Nondisclosure of ESST Records

- If, in connection with the ESST Policy, the City possesses: (1) health or medical information regarding an employee or an employee's family member; (2) information pertaining to domestic abuse, sexual assault, or stalking; (3) information that the employee has requested or obtained leave under the ESST Policy; or (4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member, the City will treat such information as confidential.
- Information given by an employee may only be disclosed by the City if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.
- Records and documents relating to medical certifications, recertifications, or medical histories of employees or family members of employees created for the purpose of the ESST Policy will be maintained as confidential medical records separate from the employee's personnel file. At the request of the employee, the City will destroy or return any records obtained pursuant to the ESST Policy that are older than three (3) years prior to the current calendar year.

13.3.8.6 Pay, Benefits and Return to Work Protections.

- During an employee's use of ESST, the employee will continue to receive the City's employer insurance contribution as if the employee were not using ESST, provided, however, that the employee continues to pay any employee share of the cost of such benefits.
- An employee returning from ESST leave is entitled to return to employment at the same rate of pay the employee had been receiving when the leave began, plus any automatic adjustments in the employee's pay scale that may have occurred during the leave period. The employee returning from leave is entitled to retain all accrued pre-leave benefits of employment and seniority as if the employee had been continually employed.
- When there is a separation from employment with the City and the employee is rehired within one hundred eighty (180) days of separation from the City, previously accrued ESST that had not been used will be reinstated. An employee is entitled to use accrued ESST and accrue additional ESST at the commencement of reemployment.

13.4 Short-Term Disability Benefits. The City shall provide short-term disability benefits for those employees who are covered by annual leave. Short-term disability benefits shall be paid to such an employee who shall have missed 160 consecutive working hours of employment due to illness or injury.

13.4.1 Amount of Short-Term Disability Benefit. The amount of the short-term disability benefit payable shall be the difference between the employee's regular rate of pay, in effect at the time of the injury or illness unless otherwise approved by the City Administrator or his/her designee and any payment(s) the employee receives or anticipates receiving in the nature of wage loss replacement whether it be from Long-term Disability, Personal Short-term Disability, Workers Compensation, Public Employees Retirement Association (PERA) disability, Social Security, personal injury protection, or any other source, payable from the 161st working hour following the employee's initial absence from work due to injury or illness and continuing for a maximum of 720 working hours. The intent of this benefit is to make employees whole for qualifying illnesses and/or injuries. Any other payments made to the employee because of injury and/or illness must be disclosed to the City in order for the City to coordinate the benefit.

Any employee receiving payments under the short-term disability benefit plan shall not accrue annual leave during the period of time of disability.

Each new event which results in short-term disability benefits shall be preceded by a new waiting period of 160 consecutive working hours. Each new event shall be subject to the provisions of this Section.

13.4.2 Documentation. In order to qualify for short-term disability benefit, the employee shall submit medical documentation, such as FMLA paperwork, from a physician certifying that the first 160 consecutive working hours of the employee's absence was due to injury or illness.

In order to continue receiving short-term disability benefits, an employee must regularly submit medical documentation substantiating the disability for the duration of the disability at the City's request from a physician certifying that the absence from work is due to injury or illness.

The employee shall further provide to the City a release of medical information authorizing the City, or its agents, access to the employee's medical records relevant to the specific injury or illness in question for the purpose of sustaining disability.

Before qualifying for short-term disability benefits, an employee must complete all required City forms to the City's satisfaction. In order to continue to receive short-term disability benefits, all required City forms must remain in effect for the duration of the disability.

13.4.3 Physician's Examination. The employee shall, if required or requested, submit to an examination, at the City's expense, by a physician designated by the City in order to

verify the injury or illness claimed by the employee.

13.4.4 Returning to Work; Benefit Period. If an employee returns to work on a part time basis during the 720 working hour benefit period, each hour in which the employee works will not count toward the 720 working hour benefit period.

13.4.5 Short-Term Disability Bank. Effective May 21, 2012, a short-term disability bank ("Bank") was established. This Bank will assist an employee get through the 160-hour waiting period before short-term disability benefits start. The maximum number of hours in each employee's Bank will be 80 hours. Each new and current employee will start with 25 hours in their Bank. Each employee will accrue 1 hour in to their Bank per pay period, up to the 80-hour maximum. Employees must reach the 160-hour waiting period to receive this benefit, no exceptions. This benefit will be paid retrospectively. Once the employee qualifies for short-term disability benefits, all accrued Bank hours will be used to replace unpaid (if any), Annual Leave and Compensatory time hours an employee used to get through the 160-hour waiting period. Bank hours will always replace any unpaid hours first. Bank hours are not transferable to another employee. Bank hours will not be paid out when an employee leaves City employment. In order to receive this benefit, the employee must comply with all other provisions of Short-term Disability Benefits policy.

13.5 MSRS Post-Employment Health Care Savings Plan.

For employees in pay grades X03-X01 of the Non-represented Pay Plan, the employee will contribute 2% of their annual salary.

For employees in pay grades 12-23 of the Non-represented Pay Plan, the employee will contribute 1% of their annual salary.

Upon separation, employees in pay grades X03-X01 shall have 100% of their annual leave balance converted into the Health Care Savings Plan.

Upon separation, employees in pay grades 12-23, age 55 and over shall have 100% of their annual leave balance converted into the Health Care Savings Plan.

Upon separation, employees in pay grades 12-23, under age 55 and shall have 0% of their annual leave balance converted into the Health Care Savings Plan.

As of December 31st, if a Non-represented employee with 15 years or more of service has 280 or more hours in their Annual Leave bank, the amount over 280, up to 20 hours, of pay will be put into their HCSP and deducted from their Annual Leave bank.

SECTION 14. TEMPORARY LIGHT DUTY POLICY

Consistent with public service needs, the City Administrator may assign light duty to employees who are temporarily disabled and unable to provide full performance of all work duties assigned to their job classification. The City reserves the sole right to determine, on a case-by-case basis, whether light duty will be assigned and, if assigned, what duties the employee will be expected to perform in the duration of the assignment. This policy does not guarantee assignment to light duty.

The procedure for applying for light duty assignment will be as follows:

1. When an employee is unable, due to temporary disability, to provide full performance of all work duties assigned to the employee's job classification, the employee may request light duty by completing the Request for Light Duty form and submitting it to his/her Department Head. The request shall state the nature and extent of the temporary disability and the job duties that the employee is unable to perform, along with expected length of the disability and any work restrictions related to the disability. The City will usually require the request to be accompanied by a physician's report containing diagnosis, current treatment, and physician approval for light duty assignment with any restrictions thereon.
2. The City may require an independent evaluation conducted by a physician selected by the City to verify the diagnosis, current treatment, work restrictions and expected length of disability.
3. Determinations regarding light duty will be made on a department-by-department, case-by-case basis. The Department Head, in consultation with the City Administrator, will consider such factors as public service needs and budgetary considerations, the need for work which may be assigned as light duty, the employee's capability of performing the work, the number of employees not available for work due to injury or illness, and other relevant factors.
4. The City will determine what job duties the employee will perform. These duties may include those currently assigned to the employee's job classification or any other duties the City considers to be appropriate. Duration of light duty will be determined at the sole discretion of the City.
5. Assignments to light duty will be reviewed on a monthly basis or more often as deemed necessary by the City. The City, in its sole discretion, reserves the right to terminate a light duty assignment at any time based upon, but not limited to, the factors set forth in sub-item 3 above.

If the City offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to discipline if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

SECTION 15. LEAVE POLICY

15.1 Injury on Duty. An employee injured in the line of duty, covered by the Workers Compensation Law of the State of Minnesota, and eligible for workers compensation pay, shall be guaranteed their regular base rate of pay by the employer for a maximum of ninety (90) working days.

Injury on Duty (IOD) pay will start after the employee has been off work due to the injury for three (3) working days.

The employer shall pay the difference between the employee's weekly pay and their weekly workers compensation check, to the extent that the employee's after-tax net take home pay does not exceed the employee's after-tax pay earned while working.

When the employee has exhausted the employee's ninety (90) day IOD bank, the employee may then draw on the employee's accumulated annual leave.

No employee may return to duty without medical verification that the employee is capable of returning to work and performing all the regular duties of their job description unless a return to work under light duty can be arranged.

The injured employee will allow the employer access to the employee's medical records on file with the workers compensation insurance carrier or the Minnesota Department of Labor and Industry, Workers Compensation Division.

Additional benefits paid to the employee will not be charged against the employee's annual leave or other accumulated benefits within the ninety (90) day period.

15.2 Military Leave. An employee who is a member of the National Guard or military reserve force of the United States of America shall be entitled to military leave as provided by the statutes of the State of Minnesota or the government of the United States of America. Except in the cases of military emergencies or immediate mobilization, an employee shall notify his/her supervisor as soon as is possible, after receipt of a notice of active duty, in order to claim military leave.

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five (5) years.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of Annual Leave accruals.

15.2.1 Notice. Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

15.2.2 Insurance Coverage. Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

15.2.3 Unpaid Leave. Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the city, employees whose

immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

15.3 Jury Leave. An employee who is summoned to serve upon a jury shall be granted compensation equal to the difference between the employee's regular rate of pay and compensation paid to him/her for serving on a jury. An employee who is excused from jury duty prior to the completion of a workday is expected to return to work for the completion of that day. Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued annual or compensatory time to make up the difference.

Full-time and part-time employees will be granted paid leaves of absence for required jury duty. An employee who is summoned to serve upon a jury shall be granted compensation equal to the difference between the employee's regular rate of pay and compensation paid to him/her for serving on a jury. Such employees will be required to turn over evidence of any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty in order to claim jury leave. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to Department Head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

15.4 Pregnancy and Parenting Leave. Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three (3) days, the employee should give as much notice as practicable.

Employees are required to use accrued leave during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For

employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

15.5 School Conference Leave. Any employee who has worked half-time or more for more may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use Annual Leave hours for this absence but are not required to do so.

15.6 Bone Marrow/Organ Donation Leave. Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

15.7 Elections/Voting Leave. An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least twenty (20) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

15.8 Family and Medical Leave Policy (FMLA).

15.8.1 Eligibility. To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the City will not consider any service 7 years prior to the employee's most recent hire date.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee.

15.8.2 Types of Leave Covered by FMLA. Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the

employee for adoption or foster care;

- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

15.8.3 Definitions. The following words and terms shall have the meaning as defined herein, unless the context indicates otherwise:

- **"Spouse"** does not include domestic partners or common-law spouses.
- **"Caring for"** a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties.
- An eligible **"child,"** with some exceptions, is under 18 years of age.
- An eligible **"parent"** includes a biological parent or a person who stood in the place of a parent.
- **"Serious Health Condition"** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care or child birth;
 - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
 - **Chronic Conditions Requiring Treatments:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
 - **Permanent/Long-Term Conditions Requiring Supervision**
 - **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

15.8.4 Length and Amount of Leave. The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a rolling twelve (12) month period that begins the first day of the employee's leave.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

15.8.5 How Leave May Be Taken. FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval.

15.8.6 Procedure for Requesting Leave and Notice. All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to City Administrator or employee's Department Head.

When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her Department Head or City Administrator at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures. If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

15.8.7 Certification and Documentation Requirements. For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, an FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

15.8.8 Annual Medical Certification and Recertification. Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year.

15.8.9 Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave. An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long Term Disability), annual leave or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

15.8.10 Failure to Return to Work After FMLA. Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

15.8.11 Activities Prohibited During FMLA. While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct will result in disciplinary action up to and including termination of employment.

15.8.12 Unpaid Medical Leave of Absence. If an employee is ineligible for FMLA leave or has exhausted available FMLA leave benefits, it is the policy of the City to consider an employee's request for a medical or personal leave of absence. The amount of medical leave available to each employee will be determined on a case-by-case basis depending on the position held, staffing requirements, the reasons for the leave, and the anticipated return-to-work date. Employees who take unpaid medical leave are not guaranteed to return to the same position held prior to taking leave.

Employees seeking a medical leave of absence will be required to present medical documentation to support the need for the leave, on-going documentation to support the need for continued leave, and documentation to support a return to work.

During Unpaid Medical Leave, employees will be expected to keep in regular contact with Human Resources. When an employee anticipates returning to work, the employee shall notify Human Resources of the expected return date at least one week before the end of the employee's leave.

Failure to keep in touch with management during your leave, failure to advise management of your availability to return to work, or failure to return to work following leave will be considered a voluntary resignation of your employment.

15.8.13 Qualified Exigency and Military Caregiver Leave. Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

15.8.13.1 Definitions. The following words and terms shall have the meaning as defined herein, unless the context indicates otherwise:

- A **“son or daughter of a covered servicemember”** means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A **“parent of a covered servicemember”** means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The **“next of kin of a covered servicemember”** is the nearest blood relative, other than the covered servicemember's spouse,

parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- **“Covered active duty”** means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- **“Covered servicemember”** means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- **“Serious injury or illness”** means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

15.8.13.2 Military Caregiver Leave. An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

15.8.13.3 Amount of Leave – Qualified Exigency. An eligible employee can take up to 12 weeks of leave for a qualified exigency.

15.8.13.4 Amount of Leave – Military Caregiver. An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

15.8.13.5 Certification of Qualifying Exigency for Military Family Leave. The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

15.8.13.6 Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave. The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

15.9 Bereavement Leave. Each employee covered by the Non-represented Pay Plan may request up to three (3) shifts of bereavement leave in the event of a death in the immediate family. Immediate family is defined as: spouse, parent (including stepparent or legal guardian), child (including stepchild/foster child), sibling (including stepsibling), grandparent, grandchild, parent-in-law, brother/sister-in-law, and son/daughter-in-law. The City Administrator or designee will be responsible for approving or denying requests for bereavement leave. Bereavement leave shall not be charged against an Employee's leave balance.

15.10 Paid Parental Leave Policy

15.10.1 Purpose/Objective

- The City of Cottage Grove will provide up to four weeks (160 hours) of paid parental leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee, regardless of gender, to care for and bond with a newborn or a newly adopted child.
- Paid parental leave will run concurrently with the Family and Medical Leave Act (FMLA), MN Parental Leave, and/or short-term disability and does not extend the length of these leaves or programs.

15.10.2 Eligibility

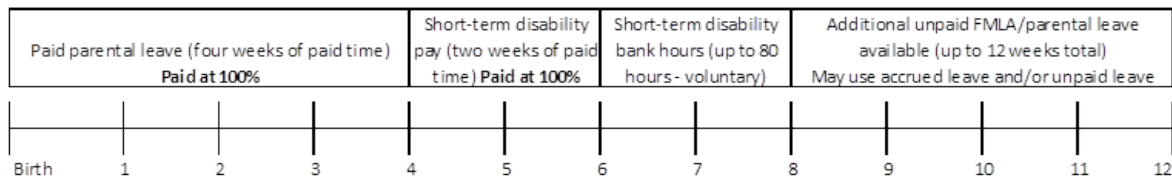
- Eligible employees must meet the following criteria:
 - Be employed with the city for at least twelve consecutive months.
 - Have worked an average of 20 hours per week for a minimum of twelve months. Employees working less than 40 hours per week will have their hours pro-rated based on average weekly hours worked.
 - In addition, employees must meet one of the following criteria:
 - Have given birth to a child.
 - Be a spouse or partner of someone who has given birth to a child.
 - Have adopted a child age 17 or younger. The adoption of a new spouse's child is excluded from this policy.
 - If both caregivers are eligible employees, each will be able to utilize paid parental leave according to the provisions of this policy.
 - Paid parental leave is not available for foster care placement.

- Surrogate mothers and sperm or egg donors are excluded from coverage under this policy.
- Births and adoption must occur after approval of this policy by the City Council.

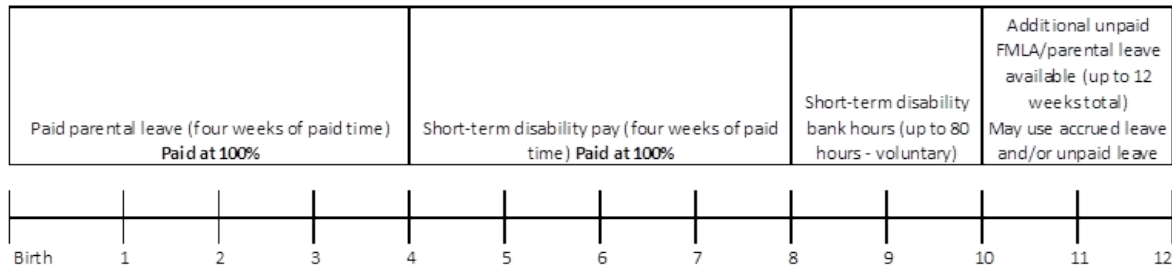
15.10.3 Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of four weeks (160 hours) of paid parental leave, and additional two weeks (80 hours) of short-term disability benefits for a normal delivery and another additional two weeks (80 hours) of short-term disability benefits for a cesarean delivery and have the option of using up to 80 hours of their Disability Bank to a birthing parent or up to four weeks of paid parental leave to a non-birthing parent per birth or adoption. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than one event of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month time frame.
 - Birthing parent:
 - Four weeks of paid parental leave will be provided subject to the provisions of this policy.
 - In addition, the birthing parent is eligible for 80 hours of short-term disability benefits for a normal delivery and another additional 80 hours of short-term disability benefits for a cesarean delivery and may use up to 80 hours of their accrued Disability Bank. (See section 13.4.5 of the personnel policy for additional information on the Disability Bank.) If 80 hours has not been accrued, this amount would be reduced to what is accrued in the employee's Disability Bank. Use of the Disability Bank is voluntary.
 - Non-birthing or adoptive parent
 - Four weeks of paid parental leave will be provided subject to the provisions of this policy.
- Employees may start using their 160 hours the day of the birth or adoption placement date. Employees have 365 days from that date to use their 160 hours. Employees may use the hours in one-hour increments as they see fit. Employees are encouraged to communicate with their supervisor their proposed leave schedule as to not unduly interrupt department operations. A birthing parent employee must also use their optional Disability Bank in that same 365 days, if they choose to use it. Any paid parental leave hours not used in those 365 days will be forfeited.
- Upon termination of the individual's employment at the city, the employee will not be paid for any unused paid parental leave for which they were eligible.

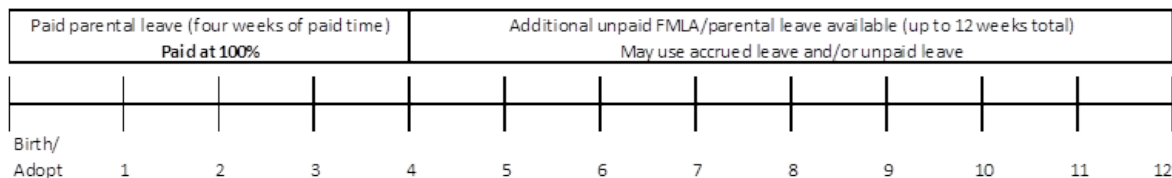
Birthing Parent Example - Normal Delivery



Birthing Parent Example - Cesarean Delivery



Non-birthing or Adoptive Parent Example



15.10.4 Benefits

- The city will continue to pay its share of the cost of an eligible employee's group health insurance during paid parental leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.
- Paid time off benefits will continue to accrue during parental leave.
- If a holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; such holiday pay will extend the total paid parental leave entitlement by one day per paid holiday.

15.10.4.1 Failure to Return to Work After Paid Parental Leave. If the employee does not return to work at the end of the Paid Parental Leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

15.10.5 Coordination with Other Policies. Family and Medical Leave Act

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted

to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued paid time off. Upon exhaustion of paid time off, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The employee shall be returned to the position that the employee vacated at the commencement of leave or to a position of like status and pay.

15.10.6 Requests for Paid Parental Leave. The employee intending to use paid parental leave will provide their supervisor and the Human Resources department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

SECTION 16. COMPENSATORY TIME

16.1 Eligibility. "Non-Exempt" employees under the federal Fair Labor Standards Act (FLSA) may be required to work in excess of eight (8) hours per day, or 40 hours per week. Any time worked in excess of (8) hours per day shall be recorded for account.

16.2 Authorization. Non-exempt employees included in the Non-represented Pay Plan may accrue compensatory time in lieu of overtime pay, at the discretion of the Department Head. Compensatory time must be taken in increments of no less than one-half (0.5) hour. No employee may carry over more than sixty (60) hours of accumulated compensatory time from one year to the next. In the event that an employee has in excess of sixty (60) accumulated hours of compensatory time after December 31 of any year, the employee's accrued compensatory time shall be paid out and reduced to sixty (60) hours.

Non-exempt employees who terminate employment with the City and have compensatory time remaining shall be paid for up to sixty (60) hours of compensatory time, provided they have completed at least one thousand forty (1,040) hours of employment.

16.3 Limitation on Use. A supervisor may authorize the taking of up to sixteen (16) hours per week compensatory time.

SECTION 17. TRAVEL AND TRAINING POLICY

17.1 Purpose. The purpose of this policy is to provide guidelines and procedures to be used when individuals participate in Travel and Training (T&T) events.

17.2 Training Philosophy. All travel and training opportunities will be job related and further the goals and mission of the City. The City will maintain a highly skilled, efficient, motivated work force which meets all required mandates and allows for career enrichment through training and education. This process will be administered so it maximizes the City's return for its budget training funds and will comply with all budgetary limits. It is expected that any training, travel or education funded by the City will be for a valid business purpose. All T&T participants are expected to exercise good judgment

when traveling and/or receiving training under this policy.

17.3 T&T Program Definitions. The following words and terms shall have the meaning as defined herein, unless the context indicates otherwise:

- **Comparable Training:** Any training or program substantially similar in content, or which meets similar criteria for certifications, licenses, or other required training.
- **Established Safety Policies:** The adopted safety policies and criteria established by the entire City or individual departments relating to the expected and required safety conduct, responses, action or training.
- **Organization Goals:** Remaining current with changing legal or technical requirements, maintaining education requirements for various certifications, and researching best practices.
- **Priority 1 Training:** Required and necessary training. T&T participants receive training in the skills needed to perform the specific job function in his/her division/department. Required training is in association with state and federal licenses, City job description or City step plan. This would also include state or federal guidelines for mandatory requirements which, if they were not attended, would result in penalties or fines. These training opportunities are intended to meet all applicable standards, certifications, accreditations and licenses required of the positions held. Necessary training is an accreditation or certification from professional or trade organizations that enhance an individual's level of professional status and improve the quality of the City work force.
- **Priority 2 Training:** Desirable training for job enrichment that includes verbal or written skills, technology, and personal development and improvement programs. These opportunities may be provided by other departments within the City or by others outside the City. These "Priority 2" opportunities are subject to department head approval and to the availability of department training funds.
- **Training Action Plans:**
 - **Department Training Action Plan:** A narrative document detailing a plan for training, education and professional development that sets minimum standards and goals for each position, individual, or commission member within that department.
 - **Professional Development Plan:** A narrative document detailing a defined action plan for professional development for an individual employee. Said plan shall list types of training, course work or degrees needed to complete the plan and list of how the described training will benefit the City.
- **T&T Event:** Any travel, training, education or business-related function that meets the eligibility approval criteria and is funded all or in part by the City.
- **T&T Locations:**
 - **In-House Training:** Training provided at City facilities or through City arrangements.
 - **Local Training:** T&T events that take place within 55 miles of Cottage Grove.
 - **National Training:** T&T events that take place outside a 500-mile radius of Cottage Grove.
 - **Regional Training:** T&T events which take place outside 55 miles of Cottage Grove but within a 500-mile radius of Cottage Grove.
- **T&T Participant:** All full and part-time city employees, interns, affiliated volunteers, Council members, Commission and Committee members participating in T&T events.

17.4 T&T Program Eligibility/Priority. The following criteria will be considered in reviewing T&T requests:

- **Required Criteria:**
 - Funded in the budget,
 - In compliance with the travel, training and education policy,
 - In accordance with an Approved Departmental Training Plan.
- **Additional Criteria:**
 - Priority level of training (Priority 1 or Priority 2),
 - Training associated with new trends, techniques, or technology utilized by the City,
 - Training related to an established step advancement training program,
 - In accordance with an approved Professional Development Plan (Individual).

17.5 Review Process.

17.5.1 Training Plan. Each department shall develop a training plan by July 1st of each year for the following year. Each department training plan will be submitted to the City Administrator or designee for review and approval. Approved training plans shall be returned to the departments for administration.

17.5.2 T&T Location Policy. When evaluating training opportunities, requests shall be reviewed to ensure the most cost-effective option is selected based on the following criteria:

- Training In-house,
- Training Local,
- Training Regional,
- Training National.

Regional or national training shall not be approved if there is reasonable access to comparable training in the local area within the same budget year.

17.5.3 T&T Request Procedures. To attend a T&T event, it is necessary to complete a Training/Travel Request form.

Approval at Department Head (or Designee) Level. All course requests that:

- Meet the department's approved training plan,
- Do not exceed \$2,500 in non-labor costs, and
- Do not involve National training; and sufficient budget amounts are available in the Department training budget.

Approval at City Administrator's (or Designee) Level. All course requests that:

- Exceed \$2,500 in non-labor costs; or
- Are National training; or
- Are not part of the approved Department training plan.

The Department Head and City Administrator shall be informed by a Human Resources representative of courses where T&T events involve overnight lodging by participants. Department Heads (or Designee) will be held accountable for all training requests that they authorize.

17.5.4 Training Report. A report of completed training shall be made to the employee's

supervisor. This report can be oral and/or written.

17.6 Allowable Expenditures.

17.6.1 General. The City pays a T&T participant's expenses incurred while attending a T&T event, in accordance with policy guidelines. The T&T participant must pay expenses incurred by a spouse or guest attending a conference with a T&T participant. If an employee registers for a training event and then cancels, he/she must reimburse the City for any fees that are not returned to the City upon cancellation. This does not apply if the employee's supervisor requests that the employee cancel the training event.

17.6.2 Meals and Incidentals. The City will use the GSA per diem rates. If the T&T event is more than one day in duration, there shall be a maximum per diem (including gratuities) for full days. For partial days, the first and last day of travel per diem rates will be used. You can look up the reimbursement amounts at <https://www.gsa.gov/travel/plan-book/per-diem-rates> and search the zip code of the training. Employees should consult with the Human Resources Office or Finance Director for the applicable reimbursement rates if they have questions.

Tips are included in the maximum per diem and meal allowances. Tips shall not exceed 15% of City reimbursed meal cost.

When an event encompasses a full day, T&T participants may spend the daily allowance among the three meals, at their discretion, unless meals are included as part of the conference registration. In that case, the money allotted for that meal couldn't be spent.

For local and regional area training or meetings, lunch will be reimbursed if not covered in the fee for the event if approved by department head. No other meals will be reimbursed unless prior approval is granted. Costs for alcoholic beverages shall not be reimbursed. Lunch will be reimbursed per the current Twin Cities GSA lunch rates (currently \$19.00, subject to change). Original, itemized receipts will be required for reimbursement for said lunch.

A representative of the City may occasionally be in the position of having to provide a meal for other persons who have official business with the City. The cost of providing such meals, including tax and a reasonable gratuity, will be reimbursed provided the following conditions are met:

- Expenditure must be approved by the City Administrator or designee prior to the event;
- Name and official capacity of each person attending must be listed;
- Public purpose/benefit of the meeting must be described;
- An original, itemized receipt (see above) must be provided; and
- No alcoholic beverages will be reimbursed.

17.6.3 Lodging. Reimbursement for lodging expenses shall be allowed only for authorized T&T participants. T&T participants are expected to choose lodging based on

reasonableness of cost and proximity to the conference, meeting, or training site. Reimbursement will be made at the lowest standard single room rate of the chosen facility. Each authorized person shall be allowed an individual single room. Lodging costs shall be reimbursable only from the night preceding the conference through the night immediately following such event. Overnight stays within the local training area are not permitted.

17.6.4 Miscellaneous expenses. On presentation of original, itemized receipts, costs for reasonable use of phones, copy and fax machines, baggage fees for City items and equipment or other approved business services when used to conduct City business will be reimbursed.

17.6.5 Transportation.

17.6.5.1 Auto Rental. Rental cars shall not be used as part of a T&T event unless prior approval has been obtained from the City Administrator or designee. The cost reimbursed will be at the mid-size vehicle rate. Auto rental must be requested on the Travel Request form and justified as required for official business. If reasonable public transportation is available, or a less expensive means of transportation is available, a rental car should not be requested. A car may be rented if the local transportation is impractical, or more expensive, than renting a car for the period in question.

17.6.5.2 City Vehicle and Personal Vehicle Usage. Transportation within the state shall be by City vehicle. If a City vehicle is not available, T&T participants may use a personal vehicle. Approved personal auto usage while attending a T&T event is reimbursed at the current Internal Revenue Service per-mile rate. Family members and non-colleagues are not permitted to travel in City vehicles. The City does not provide insurance on personal vehicles.

When traveling from the normal work location to a T&T event and back, the reimbursable mileage is the actual work-related mileage traveled. Mileage will be reimbursed for the distance traveled that is more than the distance normally traveled to and/or from the workplace. If such travel occurs on a day that the T&T participant is not scheduled to work or involves travel to evening meetings outside the normal work hours, total mileage traveled is allowed.

Personal use of any City vehicle is prohibited, other than commuting (for those T&T participants required to commute in a City vehicle), or “de minimis” personal use. The Department Head can approve take-home vehicles for approved T&T events if there is a City benefit to do so.

17.6.5.3 Air-Related Travel Policies. Air travel by authorized T&T participants must be the lowest fare routing. Lowest fare routing is the lowest fare

which:

- Requires no more than one interim stop or change of planes each way, and
- Results in a layover not exceeding two hours each way.

Every effort should be made, to take advantage of advance purchase discounts. Airfare tickets shall be purchased using a City credit card.

If a T&T participant wishes to drive, and the mileage allowance would be greater than the airfare, the traveler will be reimbursed “equivalent airfare” instead of the actual mileage costs. Any additional time required to travel by car will be the employee’s own time.

17.6.5.4 Shuttle Service and/or Parking. Costs for transportation to and from the airport are reimbursed at the least expensive mode available. Ground transportation may be reimbursed up to the fare from the T&T participant’s normal work site to the appropriate airport. Mileage and parking will be reimbursed if the T&T participant chooses to drive a personal automobile to the airport, only if the total cost of mileage reimbursement and parking is less than the round-trip ground transportation from the work site. Reimbursement of charges for taxis, airport limousines or shared riding services will be reimbursed after the appropriate documentation has been submitted to the City. When attending an event or business meeting where parking is limited, or where parking decks are expensive, a parking meter may be used. The T&T participant will need to document the amount spent for a parking meter on a form, as required by the Finance Department.

17.6.6 Cash Advance for, and/or Pre-payment of, Travel Expenses. T&T events requiring overnight accommodations or extended time away shall be eligible for a reasonable cash advance. Upon prior approval by the Finance Director a travel advance may be obtained from the Finance Department. The request must be submitted by the deadlines established for check payments. Advancing money for travel does not constitute approval of spending the entire advanced sum. Monies not spent must be returned to the City. Pre-payment of travel expenses (i.e. registration fees) may be made upon application and approval of voucher by the City Administrator or designee.

17.7 Reimbursement Procedures. Only approved, actual, and necessary expenditures qualify for reimbursement, and must have receipts, if necessary. In addition, to receive reimbursement, the following criteria must be met:

- Within 15 days of returning from an approved T&T event, the participant must submit a Travel/Training Reimbursement Form;
- The Finance department will process per diem payments within 14 days of receipt. Per diems paid before the event must be approved by the department director.
- Original, itemized receipts for the payment of transportation, lodging, and other business expenses must be attached to the expense report; credit card statements or other similar

- forms of documentation will not be accepted;
- Tips shall be noted on the meal receipt;
- All receipts must be legible, dated and in chronological order;
- Any unused portion of a cash advance will be returned to the City;
- T&T participants shall be required to submit an itemized lodging bill showing both charges and payments for reimbursement;
- T&T participants submitting receipts for parking fees shall be reimbursed in the amount noted on the receipt;
- When two or more T&T participants travel to the same destination by the same vehicle, mileage and parking fee reimbursement will be made to only one person.

17.8 Follow-Up Procedure. It is expected that all participants in T&T will receive a documentable benefit from attending a T&T event. It is a goal of the T&T program that participants share that benefit with an appropriate audience, as directed by City Administrator or Department Head. Therefore, upon return from a T&T event, participant is required to communicate the gained benefit. Acceptable mediums for this requirement, which will be determined by the employee's Department Head and/or City Administrator, and shall be chosen based on appropriateness, and shall include, but are not limited to:

- Written report to supervisor, co-workers, or others who would gain from knowledge;
- Verbal discussion at a staff or department meeting;
- Distribution of materials obtained to other employees who may benefit; and
- Discussion with supervisor.

The City may request documentation of attendance at and completion of training program.

17.9 Computing Work Time While in Transit. In order for the City to assess the obligations for paying travel time, the determining factor is whether or not the travel involves an overnight stay in another city. If a non-exempt employee is staying overnight in another city, travel occurring during the normal working hours, regardless of the day of the week, must be considered hours worked. If a T&T participant is directed to travel to another city, but returns home that evening, all travel time, less the T&T participant's normal commute, will be considered time worked. Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

The employer can direct when the T&T participant should travel. This may sometimes involve a cost-benefit analysis. For example, it may be cheaper to pay travel time on a Saturday if the cost for the airfare is less for staying over on a Saturday night. This travel time may be overtime if the T&T participant is eligible per the appropriate labor agreement/personnel policy.

The employer can change work hours for non-union T&T participants in order to schedule around a T&T event. For bargaining unit employees, the applicable labor agreement should always be reviewed.

Exempt employees will be paid their normal salary. Travel time outside the normal work schedule is not paid, under any circumstances, to exempt employees.

17.10 Exceptions. Exceptions to this policy may be allowed, with prior approval of the City Administrator or designee.

17.11 Education & Seminar Policy. The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

- The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.
- CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.
- The employee's Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.
- The request for participation in a training session or conference must be submitted in writing to the employee's Department Head on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.
- Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to Finance Department for prompt payment.
- Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

17.12 Business Travel and Expenses (Non-Educational) and Automobile Fringe Benefits.

17.12.1 Miscellaneous Expenses. An employee shall be reimbursed for his/her actual out-of-pocket expenses expended for approved purchases on behalf of the City. Such expenses will be subject to the guidelines established in Section 16.

17.12.2 Automobile Fringe Benefits. Department Heads issued cars are required to commute to and from work in the City vehicle. Other authorized use of City vehicles is defined as travel to and from City-related meetings, seminars, or other City functions.

Income will be determined according to IRS guidelines, and will be considered taxable income and reported on the W-2 for any personal benefit, including commuting. Monthly allowances and per-mile allowances are considered taxable income and will be included on the W-2 form. It is the employee's responsibility to maintain records for any deductions from this income due to miles driven, gas

purchased, or expenses incurred. Clearly marked police and fire vehicles are considered exempt under IRS guidelines and, therefore, will have no additional income for automobile fringe benefits derived from the use of City-owned vehicles.

Automobile fringe benefit income is paid monthly, and appropriate withholding of state and federal income taxes from this income is handled through payroll.

17.13 Memberships. The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available. Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor. Human Resources will maintain a list of approved memberships. Any memberships not on the maintained list must be approved by the City Administrator. The City will not pay membership dues for any organization that is not on the maintained list and/or approved by the City Administrator.

Employees, who are considering participation on a committee for a professional organization, or some other work-related task, shall obtain approval of their Department Head prior to accepting appointment to the committee. The Department Head shall also be notified if an employee is considering becoming a Board member of a professional organization.

The City encourages employees to join and participate in certain trade and professional associations where there is a clear benefit to the City, as approved by the City Administrator. Employees are encouraged to participate in trade and professional organizations that promote City goals, individual skill development, and professional recognition. However, employee participation in those associations must not conflict with the City's interests and must fit within budgetary constraints.

The City may identify certain trade and professional associations in which representation is desirable and then designate the employees that it will sponsor for membership. Employees who are designated for membership act as City representatives in the association and are expected to promote its interests and to participate accordingly.

Employee participation in trade and professional association activities will not be considered as hours worked for pay purposes for employees classified as nonexempt under the Fair Labor Standards Act, unless participation is at the City's request or under its direction and control.

Department Heads are responsible for coordinating representation in trade and professional associations and must receive prior approval from the City Administrator. The following factors may be considered in selecting associations for representation and in designating employees to be sponsored for membership:

- The nature and purpose of the association,
- The potential benefit to the City, including enhancement of the City's reputation and the development of the employee's leadership and organizational skills,
- The cost to the City,
- The extent to which the City is already represented in the association, and
- The employee's job responsibilities, length of service, and overall qualifications for membership.

Department Heads are responsible for planning, budgeting, and approving the expenses of their

employees' participation in association activities within their budgetary authority. The City will pay or reimburse the approved and reasonable expenses of employees sponsored for membership in trade and professional associations.

Employees must have their supervisor's advance approval before soliciting or accepting any official position in a trade or professional association that will occur during regularly scheduled working hours.

SECTION 18. NEPOTISM POLICY

The City does not restrict employment of more than one member of a family or persons related by blood or marriage. However, to avoid conflict of interest, the following shall apply:

- No City employee may be hired, transferred, or otherwise placed in the same department as his/her spouse, family member, relative or domestic partner if the provisions in #2 and #3 are possible.
- No City employee shall take part in decisions to hire, retain, promote or consider other employment actions concerning his/her spouse, family member, relative or domestic partner.
- No City employee is to be assigned responsibility for supervising, directing or auditing the work or performance of his/her spouse, family member, relative or domestic partner.
- Provision #1, above, shall not apply to the hiring of part-time, part-time fire department and temporary, seasonal employees.

For the purpose of this section, the term "related person" shall mean a person in a marital relationship, a domestic partner relationship or other committed relationship with a local official or employee, or in a significant familial relationship with an elected official or employee. Significant familial relationship means:

- By blood or adoption: parent, child, grandparent, grandchild brother, sister, half-brother, half-sister, uncle, aunt, nephew, niece, first cousin.
- By marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece. Divorce terminates a significant familial relationship by marriage.

This shall not only include looking at the reporting relationship of family members at the time of initial hiring, but continued review of their responsibilities as they may be promoted or transferred. As circumstances may change, proper interpretation, consideration, and transfers may be required. If such transfers are in order, compliance with the appropriate personnel practices will be used.

SECTION 19. OFFENSIVE BEHAVIOR

19.1 General Policy. It is the City's policy to maintain a working environment free from offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks about the employee's race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, age and status with regard to public assistance. Offensive behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct.

The City is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws. In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This

policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

19.2 Definitions. To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363A.03, subdivision 43, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

Examples of inappropriate behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves include: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome or repeated action of an individual against another individual, using sexual overtones.

19.3 Expectations. The City recognizes the need to educate its employees, volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- A supervisor;
- City Administrator;
- Mayor or City Councilmembers; or
- City Attorney.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her

discretion to call 911, and as soon as feasible, contact a supervisor.

- Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
- In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
- To reiterate, it's important you notify a supervisor, the City Administrator, the Mayor or Councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator, the Mayor or the City Attorney.

The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management takes these complaints seriously and has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the City Administrator. If the City Administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

19.4 Special Reporting Requirements. When the supervisor is the alleged harasser, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline. The City Administrator may delegate the investigation to the City Attorney and consult with the City Attorney on discipline and any other appropriate course of action.

If the City Administrator is the alleged harasser, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action. If a Councilmember is the alleged harasser, the report will be made to the City Administrator and referred to the City Attorney who may undertake the necessary investigation, hire outside counsel, or seek other assistance. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed City official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

19.5 Retaliation. The City will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking, retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

- Immediate supervisor;
- City Administrator;
- Mayor or City Councilmember; or
- City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

SECTION 20. ELECTRONIC MEDIA USAGE, COMPUTER USE, SECURITY AWARENESS POLICY

20.1 Objective. The City of Cottage Grove electronic media usage, computer use, and security awareness policies are designed to provide clear guidelines to City of Cottage Grove employees regarding access to, and disclosure of, computer, network, telephone and facsimile systems. City employees use and exploit electronic forms of communication and information exchange and have access to one or more forms of electronic media and services (computer, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, on-line services (Social Media), and the Internet).

The City encourages the use of these media and associated services because they make communication more efficient and effective, and because they are valuable sources of information. However, electronic media, data, and services provided by the City are City owned

and publicly funded, and their purpose is to facilitate City business.

The City Council authorizes the use of the Internet and online services for the support of all City tasks. The use of the Internet is public and a privilege, not a right, and may be revoked at any time for unacceptable use or any other use which poses a risk to the cyber security of any City computer system.

With the rapidly changing nature of electronic media, and the “netiquette” which is developing among users of external on-line services and the Internet, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the City’s philosophy and sets forth general principles to be applied to the use of electronic media, data, and services.

The following procedures apply to all electronic media, data, and services, which are:

- Accessed on or from City premises,
- Accessed using City equipment, or via City-paid access methods,
- Used in a manner which identifies the individual as an employee of the City.

20.2 Authorization. An employee must sign a Computer Use and Security Awareness statement acknowledging that they have read, understand, and agree to comply with this policy. No employee will be authorized to use electronic media or services until they have signed the appropriate statement and returned it to Human Resources.

20.3 Security Awareness Training and Compliance. The City of Cottage Grove Information Technology (IT) department requires that each employee upon hire, periodically and at least annually thereafter successfully complete Online Security Awareness training. Certain staff may be required to complete additional training modules depending on their specific job requirements upon hire and at least annually. Reference Appendix C for frequency. Staff will be given a reasonable amount time to complete each course to not disrupt business operations.

20.3.1 Simulated Social Engineering Exercises. The City of Cottage Grove IT department will conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), smishing (SMS), USB testing, and physical assessments. The Cottage Grove IT department will conduct these tests at random throughout the year with no set schedule or frequency. The Cottage Grove IT department may conduct targeted exercises against specific departments or individuals based on a risk determination.

20.3.2 Remedial Training Exercises. From time-to-time Cottage Grove staff may be required to complete remedial training courses or may be required to participate in remedial training exercises with members of the Cottage Grove IT department as part of a risk-based assessment.

20.3.3 Compliance & Non-Compliance with Security Awareness Policy. Compliance with this policy is mandatory for all staff that have access to the computer, email or program use, including contractors and executives. The Cottage Grove IT department will monitor compliance and non-compliance with this policy and report to the management team the results of training and social engineering exercises.

The penalties for non-compliance are described in Appendix A of this policy.

20.3.4 Non-Compliance Actions. Certain actions or non-actions by Cottage Grove personnel may result in a non-compliance event (Failure). A Failure includes but is not limited to:

- Failure to complete required training within the time allotted;
- Failure of a social engineering exercise;
 - Failure of a social engineering exercise includes but is not limited to:
 - Clicking on a URL within a phishing test,
 - Replying with any information to a phishing test,
 - Opening an attachment that is part of a phishing test,
 - Enabling macros that are within an attachment as part of a phishing test,
 - Allowing exploit code to run as part of a phishing test,
 - Entering any data within a landing page as part of a phishing test,
 - Transmitting any information as part of a phishing test,
 - Replying with any information to a smishing test,
 - Plugging in a USB stick or removable drive as part of a social engineering exercise,
 - Failing to follow company policies during a physical social engineering exercise.

Certain social engineering exercises can result in multiple Failures being counted in a single test if the Failures are unrelated. The maximum number of Failure events per social engineering exercise is two. The Cottage Grove IT department may also determine, on a case-by-case basis, that specific Failures are a false positive and should be removed from that staff member's total Failure count.

20.3.5 Compliance Actions. Certain actions or non-actions by Cottage Grove personnel may result in a compliance event (Pass). A Pass includes but is not limited to:

- Successfully identifying a simulated social engineering exercises;
- Not having a Failure during a social engineering exercise (Non-action);
- Reporting real social engineering attacks to the IT department.

20.3.6 Removing Failure Events through Passes. Each Failure will result in a Remedial training or coaching event as described in Appendix A of this document. Subsequent Failures will result in escalation of training or coaching. De-escalation will occur when three consecutive Passes have taken place.

20.4 Responsibilities and Accountabilities. Listed below is an overview of the responsibilities and accountabilities for managing and complying with this policy program.

The Information Technology Manager is accountable for running an effective information security awareness and training program that informs and motivates workers to help protect the organization's and the organization's customer's information assets.

Information Technology Staff are responsible for developing and maintaining a comprehensive suite of information security policies (including this one), standards, procedures and guidelines that are to be mandated and/or endorsed by management where applicable. Working in

conjunction with other City functions, it is also responsible for conducting suitable awareness, training, and educational activities to raise awareness and aid understanding of staff's responsibilities identified in applicable policies, laws, regulations, contracts, etc.

All Managers and Directors are responsible for ensuring that their staff and other workers within their responsibility participate in the information security awareness, training, and educational activities where appropriate and required.

All Staff are personally accountable for completing the security awareness training activities, and complying with applicable policies, laws, and regulations at all times.

20.5 Inappropriate Material. Electronic media may not be used for knowingly transmitting, viewing, retrieving or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or sexually explicit, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against City policy or detrimental to the City's reputation.

20.6 Personal Use Limitations. Electronic media and services are primarily for City business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-business purposes done on the employee's personal time is understandable and acceptable – as is the case with personal phone calls. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. Such personal use must not consume large amounts of City resources. Employees using electronic media and services for personal use waive any claims to privacy regarding that usage. Any costs incurred by the City due to personal use (such as printing costs, per-minute Internet fees or cellular phone charges) must be paid by the employee. Excessive personal use will be determined by the individual employee's supervisor and may subject the employee to disciplinary action.

20.7 Individual Privacy. The City routinely monitors usage patterns for both voice and data communications. Reasons include cost analysis/allocation, assurance of system security and compliance with City policies. The City also reserves the right, in its discretion, and without notice to the employee, to monitor and review any employee's electronic files, messages, emails and internet usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other City policies. Employees should therefore not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.

Employees must respect the confidentiality of other people's electronic communications and may not attempt to read, "hack" into other systems or other people's accounts, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other employees or third parties except by explicit direction of City management.

20.8 Copyrights. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner. Also, network users shall not delete, examine, copy or modify files and/or data belonging to other users, without their prior consent.

20.9 Passwords. The IT Manager, City Administrator and Finance Director reserve the right to override passwords and codes at any time. If any of those people request the employee's

password(s), then the password(s) must be disclosed. If passwords are requested, the passwords will be kept in a safe place. Any password used on the system shall be used for the protection of the City of Cottage Grove, not the employee, and as such will not preclude the City, as the operator of the network, from rightfully entering the network or any other messaging system at any time to review, copy or delete any file or disclose any such file to others.

No e-mail or other electronic communications (including facsimile messages) may be sent which attempt to hide the identity of the sender or represent the sender as someone else or from another organization. Employees are responsible for all electronic messages originating from a computer operating under his/her password.

20.10 Excessive Usage. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system. Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited. The willful or careless introduction of programs known as computer viruses, Trojan Horses and worms into the City's network or into any external networks or computers can cause such excessive computer usage or even damage a system and so would be a violation of this policy.

20.11 Questions Regarding Policy. City employees who have concerns or are uncertain about ethical, legal or security issues regarding the use of data communications tools are expected to discuss their concerns with their supervisor who will act as the employee's first point of contact.

Part of the responsibility of the IT Manager for the City is to insure the integrity of city data (an asset). Therefore, the IT Manager, in consultation with the Finance Director, will resolve and answer any questions about this Acceptable Use Policy or its interpretation. Until such issues are resolved, questionable use should be considered "not acceptable". Questions of interpretation should be submitted, in writing, to the IT Manager. Final authority for this Acceptable Use Policy lies with the City Council.

20.12 E-mail and Voice Mail. Department Directors will determine whether an employee should have access to a voice mail account and e-mail account. If an employee is set up with an e-mail and/or voice mail account, the employee is required to remain in compliance with this policy. Department requests shall be contingent on approval of the IT Manager.

Some employees will be required to check voice mail evenings, nights and/or weekends. The Department Director is responsible to make this determination for positions in his/her department. When making the determination, the Department Director shall consider wage impacts for overtime-eligible employees,

All employees with a voice mail and/or e-mail account shall be required to check for messages a minimum of twice per shift. Department Directors may require additional checks based on job duties and expectations. Requirements above the minimum discussed in this paragraph shall be outlined in the job description or otherwise communicated in writing to the employee.

Employees with a voice mail account shall be required to update their greeting whenever they are out of the office for more than one day. The greeting should inform the caller as to when the employee will return to work. Employees with an e-mail account should use the "out of office" feature to inform others that they will not be able to promptly respond to messages.

In general, all messages left via e-mail or voice mail should be returned as soon as possible. If possible, messages should be returned within the same shift as it was received. At a minimum, all messages shall be responded to within a 24-hour period.

Use of the electronic calendar shall be required for all employees who have a city-established e-mail account.

Employees or members of the public who have a complaint in relation to this section should first try to resolve the issue with the department head from the department where the complaint initiated. If the member of the public is not satisfied that his/her complaint has been resolved at the department level, they should then report the complaint to the City Administrator or designee. If an employee is not satisfied that his/her complaint has been resolved at the department level, he/she should report the complaint to the Assistant City Administrator/Personnel Director.

20.13 Policy Violations. The City Administrator and/or an employee's direct supervisor, or their designees will review alleged violations of this city policy on a case-by-case basis. The IT Manager and/or Finance Director may be consulted for technical assistance in investigating a complaint. Clear violations of the policy that are not promptly remedied may result in the expulsion of the offending employee from city network services in addition to disciplinary action consistent with the Personnel Policy or appropriate bargaining unit agreement.

Violations of Section 20.10 shall be handled per the discipline language contained in the personnel policy or applicable labor contract. In addition, violations should be discussed as part of the performance review process. Supervisors should consider whether training is necessary to improve an employee's ability to effectively use e-mail and voice mail.

20.14 Social Media Policy.

20.14.1 Policy. The City of Cottage Grove will determine, at its discretion, how its web-based social media and online community presence will be designed, implemented and managed as part of its overall communications and information technology strategies and functions. City government social media and other web-based resources may be modified or removed by the City at any time and without notice, as necessary to maintain the integrity of both communications and information technology functions.

The City of Cottage Grove wishes to maintain a positive and informative social media presence. Social media provides a valuable tool in enhancing communications with the community, streamlining processes, fostering productivity and building trust. To this end, the City of Cottage Grove supports multiple City-sponsored social media sites for its various departments, boards, and commissions to communicate about events and deliver information directly to community members and City customers. Social media must be used in an ethical, professional and lawful manner and in accordance with City and departmental policies. This policy governs the management of City-sponsored social media sites and provides guidelines and direction for City employees and City representatives regarding the use of social media. This guidance is intended to help clarify the boundaries between appropriate and inappropriate use of social media in a way

that protects nonpublic data about employees and community members, protects security information concerning City operations, and protects nonpublic data flowing from the investigations conducted within the City-related law enforcement functions.

20.14.2 Purpose. It is the intent of the City of Cottage Grove to represent itself appropriately, consistently and positively on the internet.

Collaborative technologies are fundamentally changing how information is provided, received and how the City can engage its citizens. To aid in meeting the goals of the City, the purpose of this policy is to establish procedures for creating and maintaining a social media and online community presence which is in accord with policies and directives established by City management. It also provides guidelines and standards for individual employees regarding the use of social media for communication with citizens, colleagues and the world at large. The City's official website will remain the City's primary online medium for communicating with the public. At the same time, there is a general expectation by the public that the City have a social media presence by which to share information about current City projects and City business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for the transaction of City business.

20.14.3 Scope. This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of Cottage Grove.

20.14.4 Definitions. Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, X, Nextdoor, and online dating services/mobile apps,
- Blogs,
- Social news sites such as Reddit and BuzzFeed,
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr,
- Wikis, or shared encyclopedias such as Wikipedia,
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

Definitions:

- City Social Media: Those social media web sites established for the benefit of the City of Cottage Grove with authority granted as outlined in this policy. Includes all social media accounts established at the request of or with the approval of City management.
- Social networking is the act of connecting to others through the use of

social media.

- Speech is the expressions or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- Work-related images are written, auditory, or visual messages, including but not limited to, photographs, digital images, video recordings, audio recordings or electronic files containing a graphic image or series of images, as well as any digital reproductions or copies of such photographs, digital photographs, digital images, video recordings, audio recordings, or files taken or created in the course of the City's business. All work-related images are the property of the City of Cottage Grove.

20.14.5 General Standards. The creation of any City social media websites or online community accounts must be approved prior to creation by the City Administrator. If approved, City of Cottage Grove Information Technology staff must have administrative privileges to the account. The City of Cottage Grove social media web sites and online community accounts and their associated content should focus on significant City interest areas and be organized in a manner that avoids duplication, ambiguities and/or conflicting information.

It is the responsibility of the Department Head to ensure all City policies are followed when employees are establishing a City of Cottage Grove social media site or interacting with social media sites in the course of the employee's scheduled work. All postings to City of Cottage Grove social media sites may be subjected to review by the Information Technology staff and/or the City Administrator and may be deleted without notice. Administration of all social media web sites and online community accounts must comply with applicable laws, regulations and policies, including, but not limited to the Minnesota Government Data Practices Act and the City's Data Retention Policy.

No City employee or City representative shall use social media to disclose private, confidential, protected, or non-public information.

When utilizing social media sites, City employees and City representatives shall conduct themselves in a professional, ethical and lawful manner and in accordance with all City policies.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters. Content posted by a City assigned employee must be approved by the department head, or designee, prior to posting.

Department Heads are responsible for assigning one employee to manage the social media accounts and will have direct responsibility for content posted on that site. Only City-assigned employees will be allowed to post content to City of Cottage Grove social media sites.

As set forth in other City policies, City employees are blocked from accessing TikTok social media sites on their City of Cottage Grove computers. City of Cottage Grove social media and online community web site accounts are considered a City asset and logins to these accounts must be securely administered in accordance with City computer security policies. The Information Technology staff must be set up as an administrator on all City web site accounts. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

A social media web site and online community accounts shall not be used by the City or any City employee or representative to disclose sensitive and/or confidential information without the prior written approval of the City Administrator. All social media web sites and online community accounts created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Cottage Grove, including the City logo, as well as a link to the City's official web site.

All social media web sites will be created in such a way that the public will NOT be allowed to post directly to the City's social media page. They will contain only informational postings made by City of Cottage Grove employees. The City's assigned staff responsible for the management of the City's social media sites will not edit any comments. However, comments by members of the public may be removed if they fall into at least one of the following categories:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Fraudulent posts that are attempting to commit a crime (example: scammers attempting to sign up vendors and take their money for a City sponsored event)
- Include Hyperlinks to material that falls into one of the foregoing categories.

Inclusion of the following disclaimer, as approved by the City Administrator, is required on all social media sites:

"The City of Cottage Grove's use of external social media web sites is provided as a public service. The City of Cottage Grove disclaims liability for ads, videos, promoted content or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the City of Cottage Grove. The City reserves the right to delete any comments that have been identified in the City's Public Notice of Social Media Policies as being subject to removal.

The following MUST be adhered to when posting content:

- Do not upload, post, transmit or make available content you know to be

false, misleading or fraudulent. All statement should be true and not misleading. Do not post photos that infringe on trademark, copyright or patent right of others.

- Non-public and confidential information such as information related to coworkers, personnel data, medical information, claims or lawsuits against the city should not be shared.
- Do not post content that exhibits hate, bias, discrimination, pornography, libelous or otherwise defamatory content.
- Only post content that is suitable for readers and viewer of all ages. Do not post content that a reasonable viewer may not consider to maintain the dignity and decorum appropriate for government.
- Do not post any photo or video of a specific person without permission of that person or in the photo or video. Do not post the name of any individual without permission from that person. Large events and gatherings of crowds are public data and by attending the event, individuals have no reasonable expectation of privacy. However, requests by individuals to have their photos removed for public safety reasons may be removed.
- Employees shall not post, disseminate or broadcast Department-owned images or audio recordings unless authorized to do so, or unless such images or audio are available to the public pursuant to applicable law. If such images or audio have been released by the Department as public records, employees shall ensure that their subsequent use of such information is done in their capacity as private citizens, and not as spokespersons for the Department unless authorized to do so.
- Post meaningful and respectful comments. Do not spam, inflame or make comments that are offensive. Posting may include:
 - City events,
 - City partner events,
 - Not-for-profit fundraisers held in the City.

Posting not allowed:

- Sales at retail stores,
- Garage sales, etc., for individual profit,
- Events hosted entirely or primarily for a private gain, or
- Political Commentary.

Always think before posting to a City account; if it causes you to pause or question if it is appropriate, it should not be posted. Respect proprietary information, content and confidentiality. Give credit to persons when required or appropriate. Be transparent as to who you are and who you represent. Be clear about your role for the City of Cottage Grove so as to identify your vested interest in the information you share. Be aware that just by identifying yourself as a City of Cottage Grove employee you are creating perceptions about yourself and about the City. Be sure all content associated with you is consistent with your work and the City's professional standards. Know and follow the City's rules for conduct, Computer and Internet Policy and the Social Media Policy. Be aware that some information is confidential and/or sensitive until deemed available for public release. Employees are expected to maintain this confidentiality.

Your statements and posts should provide the community with information to improve their knowledge, skills, solve problems, or to understand City government and community activities better. Social media is a conversation, so talk to the community as you would a real person in a professional situation. Be a leader while communicating and do not create incendiary statements to inflame others. Be careful and considerate of other points of view.

Posting guidelines:

- Please keep sites updated, and
- Post events close to the event date and post a reminder close to the event date.

Exceptions to this policy may be granted only by the City Administrator. This policy may be reviewed and changed at any time.

20.14.6 Personal Use of Social Media. The City of Cottage Grove respects employees' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Cottage Grove, its personnel, its operation or its property. Employees, agents, and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as City employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Cottage Grove employee and posts a statement on a matter related to City business, a disclaimer similar to the following must be used: "These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy.

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers,
- Cyber-bullying, stalking or harassment,
- Release of confidential or private data;
- Unlawful activities,
- Misuse of city-owned social media,
- Inappropriate use of the City's name, logo or the employee's position or title,
- Using City-owned equipment or city-time for extensive personal social media use.

Each situation will be evaluated on a case-by-case basis. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with their immediate supervisor.

20.14.7 Creation, Modification, Removal. Any department wishing to create, modify or remove a social media presence must initially submit a request to the City Administrator. This will initiate a process to ensure that the City's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the City's Internet-based communication strategy is appropriately maintained. Departments must request permission from the City Administrator, using a proposal that includes:

- The subject,
- Whether the request is an addition, modification or deletion of a social media resource or its contents,
- An introductory paragraph explaining the purpose and/or scope, including (as applicable) changes to the purpose and contents of existing social media,
- A draft version of the page which incorporates the general standards,
- Expected frequency of updates,
- Expected frequency of site monitoring,
- The target audience,
- The author(s),
- The moderator(s),
- Anticipated work load to create and maintain the site, as well as an explanation of any work that will be eliminated due to work on the site,
- Anticipated ending date for the site,
- A statement on how the value of the site will be measured, and
- Signature of the requesting department's head indicating approval of the request.

20.14.7 Data Ownership. All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Cottage Grove also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

It is the policy of the City of Cottage Grove that social networking sites shall be used for City business to release news and other public information in addition to traditional distribution outlets. Routine social media posts and comments are considered "transitory correspondence" as defined by the Minnesota General Records Retention Schedule. These messages are not required to be retained. However, messages that are in the nature of a complaint or grievance regarding city services, maintenance, repair or citizen complaints that resulted in an action by the City, should be retained pursuant to the Minnesota General Records Retention Schedule.

20.14.7 Policy Violations. Employees who are aware of a violation of this policy are obligated to notify their immediate supervisor or the City Administrator. Employees who violate this policy shall be subject to disciplinary action, including but not limited to: reprimands, suspension of some or all computer and technology use privileges, and termination. Violations of this policy that are of a criminal nature may be referred for criminal prosecution.

SECTION 21. NON-DISCRIMINATION POLICY

That the City and all employees thereof are subject to a policy of non-discrimination on the basis of race, color, age, creed, religion, national origin, sex, marital status, sexual orientation, status with regard to public assistance or disability in accordance with Minnesota Statute, Chapter 363A.02.

SECTION 22. CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES POLICY

22.1 Declaration of Policy. The proper operation of democratic government requires that all public officials and employees be independent, impartial and responsible to the people; that government decisions and policies be made in the proper channels of government structure; that public employment and public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all public officials and employees of the City of Cottage Grove.

22.2 Definitions. The following words and terms shall have the meaning as defined herein, unless the context indicates otherwise:

- Public Official. Any person who has been elected to office, appointed by the City Council, or appointed to a City Board or Commission.
- Public Employee. Any person in the employ of the City of Cottage Grove who is not classified as a public official.
- Financial Interest. Any interest that yields, directly or indirectly, a monetary or other material benefit (other than duly authorized salary or compensation for services to the City) to the public official or public employee, the spouse of the public official or public employee, or any minor children within the custody and control of the public official or public employee.

22.3 Responsibilities of Public Service. Public officials and employees are agents of public purpose, and to that end shall carry out the duties of their positions impartially and shall not perform services for personal profit or request or permit use of City equipment or facilities, except when available or provided to others on a similar basis.

All public officials and employees of the City shall be dedicated to fulfilling their responsibilities of public service. They shall be dedicated to the public purpose and all programs developed by them shall be in the community interest.

22.4 Conflicts of Interest.

22.4.1 In General. The credibility of local government rests heavily upon the confidence which citizens have in public officials and employees to render fair and impartial

services to all citizens without regard to personal interest or political influence. Thus, City officials and employees must avoid any activity or decision, which could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator or City Attorney.

Public officials and employees are prohibited from engaging in any activity, either directly or through an immediate family member, or other person acting on their behalf which will conflict, or may reasonably be viewed as conflicting with, the official's or employee's obligations and responsibilities to the City. Officials and employees shall not use the City's name, information, or goodwill for personal gain.

Any official or employee engaging in any activity involving either an actual or potential conflict of interest or having knowledge of such activity by another official or employee shall promptly report the activity to the City Administrator, or if such activity be by the City Administrator, to the Mayor. The matter shall be investigated, and a determination shall be made as to whether or not an actual or potential conflict exists. If the investigation determines a conflict exists, it shall be presumed that the continuation of the practice would be injurious to the effectiveness of the official or employee in carrying out his/her duties and responsibilities. Employees shall disclose to the employee's immediate supervisor any personal financial interest in the buying or selling of goods or services for the city of Cottage Grove. Purchase orders, contracts or service agreements shall not be given to an official or employee of the City or to a partnership or corporation in which an official or employee is a major stockholder or principal.

No public official or employee shall enter into a relationship with a vendor where the official's or employee's actions are, or may reasonably be viewed as, not in the best interests of the City. If an employee becomes involved in a possible conflict situation, the employee shall disclose the nature of the possible conflict to the employee's supervisor and Department Head. The Department Head will promptly notify the individual of an approval or disapproval of the activity. If disapproved, the employee shall remove himself or herself from the conflict situation.

Employees share with their fellow citizens the right and responsibility to voice their opinion on public issues. Employees may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

22.4.2 Interest in Contract. Except as authorized in Minnesota Statutes, Section 471.88, a public official or employee who is authorized to take part in any manner in making any sale, lease, or contract in an official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

22.5 Disclosure of Attorney/Client Privilege Information. No public official or public employee

may disclose information received, discussed, or decided in conference with the City's attorney which is protected by attorney/client privilege, unless a majority vote of the City Council authorizes the disclosure.

22.6 Gifts. Public officials and employees are prohibited from requesting or soliciting any gift or gratuity from any interested person in accordance with Minnesota Statute, Chapter 471.895.

- "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.
- "Interested person" means a person or representative of a person or association that has a direct financial interest in a decision that the employer is authorized to make.

Officials and employees are also prohibited from accepting an unsolicited gift or gratuity from any interested person. The prohibition in this section does not apply if the gift or gratuity includes the following:

- A contribution as defined in Minnesota Statutes, Section 211A.01, subdivision 5;
- Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- Services, trinket or memento of insignificant monetary value;
- A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- A trinket or memento costing \$5 or less;
- Informational material of unexceptional value; or
- Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.

The prohibitions in this section do not apply if the gift is given:

- Because the recipient's membership in a group and a majority of members are not local officials, and an equivalent gift is given to the other group members;
- By an interested person who is a member of the family of the recipient, unless the gift is given on behalf of someone who is not a member of that family, or
- By a national or multistate organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.

22.7 Sanctions.

22.7.1 Public Employee. Where permitted or required by law, it shall be grounds for discharge, suspension or other appropriate disciplinary action against a City employee who does any act in violation of this Code of Ethics Policy as outlined in Section 25 of the City's Personnel Policy.

22.7.2 Public Official. Any public official who violates this Code of Ethics Policy as outlined in Section 22 of the City's Personnel Policy may be sanctioned in any one or more of the following ways:

- Direction that the public official not participate in the decision;

- Removal of an appointed member of an advisory commission from office;
- By a majority vote of the City Council, adopt a resolution censuring the public official for the violation.

SECTION 23. POLITICAL ACTIVITY POLICY

23.1 Prohibited Activities. Every employee has a civic responsibility to support good government by available means and in an appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Minnesota and the United States of America. Protected free speech for employees includes commenting on matters of public concern such as political, social, or community issues. However, no employee will:

- Engage in any political or partisan activity while on duty,
- Use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office,
- Be required as a duty of his/her office of employment or as a condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes,
- Coerce or compel contributions for political or partisan purposes by another employee of the City of Cottage Grove,
- Use any supplies or equipment of the City for political or partisan purposes,
- Identify their City position with any public statement of personal opinion about any issue unrelated to their City work or activity and authorized by the City Administrator or City Council.

Public employees have constitutional and common law rights to free speech, free association, and privacy.

23.2 Leave of Absence. If a City employee files for elective office, during his/her campaign, the employee may, but is not required, to take a leave of absence. Such a request shall be addressed to the City.

23.3 Elected or Appointed Office. If an employee is elected or appointed to a position on the Cottage Grove City Council or any other office which is legally incompatible with City of Cottage Grove employment, the employee must resign from employment with the City of Cottage Grove before assuming the responsibilities of the elective or appointive office. Taking the oath of the elective office without submitting a written resignation of municipal employment to the City Administrator shall be considered as an implied resignation of municipal employment and shall be sufficient to terminate said employment. Under no circumstances shall a City employee be entitled to leave of absence during the employee's tenure as an elected or appointed City officer. Whether or not an elective or appointed office is legally incompatible with an employee's staff position will be determined by the City Administrator, in consultation with the City Attorney. If an employee is elected to the State of Minnesota Legislature or to another full-time public office, the employee shall be granted a leave of absence, as provided by state law.

SECTION 24. NO SMOKING POLICY

The City of Cottage Grove observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking

in any form, through the use of tobacco products such as pipes, cigars, and cigarettes, or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes and vaping with e-cigarettes, is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

SECTION 25. CELL PHONE / PERSONAL PHONE CALL POLICY

25.1 Purpose. This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to insure cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

It is the objective of the City of Cottage Grove to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such phones may be subject to disciplinary action.

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

25.2 Personal Cell Phone Policy. Use of personal cell phones shall be limited to rare usage during working hours. Pictures and video should only be taken during work hours if it serves a legitimate business purpose. In addition, no personal cell phones shall be in the workplace that contains offensive images (graphics, messages, and audio/video files) that can be viewed by co-workers or the general public. Personal text messaging shall also be limited to rare occasions during working hours.

Department Heads may prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Regardless of who pays the bill, cell phone records about City business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received for City data that may be contained on an employee’s personal cell phone, the City would be under the obligation to determine what information is public data and what information is private data and would need access to the employee’s phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for City business to that which is truly necessary and be prepared to produce your cell phone and the associated City data if requested.

25.3 City Cell Phone and Reimbursement Programs. Employees who must remain accessible due to the nature of their duties and/or those who must be available for emergency response or consultation may be eligible to participate in the City’s cell phone reimbursement program.

The program provides a cell phone allowance to eligible employees. Employees will be reimbursed for the use of their personal cell phone.

The City Administrator, in consultation with Department Heads, will determine which positions are required to have a cell phone reimbursement.

25.4 Reimbursement Plan.

25.5.1 Eligibility. Any employee may, alternatively, request a cell phone allowance.

The City Administrator, or designee, has the discretion to discontinue cell phone allowances with 30 days advance notice to the employee. Less than 30 days' notice may be given if the employee has discontinued their cell phone service or leaves employment without 30 days' notice.

25.5.2 Guidelines. Employees who receive cell phone allowances will be expected to adhere to the following:

- An employee must provide the cell phone number to his or her supervisor, Human Resources and any other City employees or stakeholders who need to contact them for City business purposes. Any changes to the phone number must be reported immediately. Human Resources will maintain a listing of these personal cell phone numbers.
- Employees are expected to use a voicemail greeting appropriate for a professional environment. Employees must be available by cell phone for City business during work hours. Employees with after-hours emergency responsibilities are expected to be available during non-work hours. Employees are responsible for ensuring that their cell phone is in good working order.
- Any employee receiving a cell phone allowance who allows his or her personal phone service to lapse will be responsible for reimbursing the City for the months the service was not active. It will be the responsibility of the employee to provide the necessary records to demonstrate when the service was last active.

25.5.3 Personal Cell Phones. If an employee utilizes their own Cell Phone for City business, the City will not be responsible for supporting connectivity to City computer resources or supporting the use of the device unless there is a documented need to use the Cell Phone for City business. If the employee has documented the need to use the Cell Phone for City business, he or she must consult with Information Technology in advance about what type of Cell Phones can be purchased. If an employee chooses to synchronize e-mail or other City electronic data with their Cell Phone, they are obligated to ensure the device can be remotely wiped of all City data should the phone be lost.

25.5.4 Payment. Employees who are approved to receive a cell phone allowance will be reimbursed an amount approved by the City Administrator. The reimbursement will occur through payroll as a non-taxable stipend.

25.5 Violations. Department Heads and supervisors will be responsible for enforcement of this policy. Violations are subject to disciplinary action per bargaining unit contracts and Section 10 of the Personnel Policy.

SECTION 26. CITY DRIVING POLICY

This policy applies to all employees who drive a City-owned vehicle. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and maintain a good driving record. Employees are expected to follow all driving laws. Employees are also expected to follow all driving directives put out by their department head or his/her designee.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. Employees must immediately inform their supervisor of any driving infraction or police encounter while operating a City-owned vehicle.

The City will determine appropriate action on a case-by-case basis.

SECTION 27. MULTIPLE POSITIONS POLICY

The City of Cottage Grove may permit part-time and paid-on-call employees to hold two or more part-time and/or paid-on-call positions with the City. Under no circumstances may a full-time employee also hold a part-time and/or paid-on-call position with the City. If an employee does hold a part-time and/or paid-on-call position with the City and that person is hired to a full-time position that person must resign from any and all part-time and/or paid-on-call positions. Starting the full-time job shall constitute resignation from the part-time and/or paid-on-call positions held. For employees who hold two or more part-time and/or paid-on-call positions with the City, for straight time hours worked, the straight time rate will be determined by the type of work being performed. Where an employee in a single workweek works two or more different types of work for which different straight time rates have been established, the regular rate for that week to determine the overtime rate, is the weighted average of such rates. By agreement, in advance, an employee who performs two or more different kinds of work, for which different straight time hourly rates are established, will be paid during overtime hours at a rate not less than one and one-half times the hourly non-overtime rate established for the type of work s/he is performing during such overtime hours. If the employee working two or more different jobs is paid on different payroll cycles, i.e. 14 days and 28 days, it is their responsibility, in conjunction with their supervisor, to coordinate with payroll to ensure that payroll receives hour reports to determine the employee's weighted hourly rate and if overtime is due for each specific week. In no event shall an employee be eligible for benefits solely as a result of their employment in two or more part-time and/or paid-on positions. An employee's eligibility for benefits, if any, shall be determined by the position that provides the greatest level of benefits.

SECTION 28. DRESS FOR YOUR DAY POLICY

28.1 Professional Appearance. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs.

28.2 Dress for Your Day. The City of Cottage Grove's Dress for Your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly. Employees may dress in accordance with their gender identity, and they may dress and style their hair in a manner that expresses their individuality within the constraints of the dress code adopted by the city.

Specific dress requirements and options may be set by a department director in accordance with professional standards and safety needs for the department.

For example, employees are allowed to wear casual clothing on workdays when they do not have council meetings, work sessions, conferences, or meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

There may be days when special visitors are expected at City facilities and all staff may be required to forgo Dress for Your Day and required to wear business casual attire. These days will be announced in advance so employees can plan accordingly.

In all instances clothing must be neat, clean, not ripped, heavily frayed or worn even if it is the current fashion, and not expose an excessive amount of skin.

Supervisors will determine if an employee's appearance is appropriate under this policy. If a supervisor determines that an employee's appearance is inappropriate and in violation of this policy, it will be brought to the employee's attention privately. Employees who violate this policy may not be allowed to work until their attire is consistent with the policy. The employee may be told to go home and change, and non-exempt employees will not be paid for the time required to do so. Continued violations may result in disciplinary action and removal of Dress for Your Day privileges.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with Human Resources to obtain approval to deviate from this policy.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with your direct supervisor, director, or Human Resources.

- Any clothing items that are excessively tight, body hugging, or revealing that do not project professionalism
- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a skirt, dress or top that reaches at least mid-thigh
- Low cut blouses, shirts or dresses that reveal excessive chest area or cleavage
- Beach wear and shorts
- Overalls
- Short skirts or short dresses or shorts, all of which must be no higher than 2" above the knee
- Clothing and accessories with writing or large logos
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Tank tops, halter tops, crop tops or any clothing showing midriffs

- Sheer or revealing clothing
- Visible undergarments, either through sheer fabric or improper concealment
- Hooded sweatshirts
- Hats or caps
- Sports jerseys
- House slippers, informal flip flop sandals, moccasins, Croc shoes, beach wear
- Sloppy, patched or tattered clothing

Employees are allowed to wear jeans that are clean, not faded, free of rips, tears and fraying, even if it is the current fashion and not excessively tight, body hugging or revealing.

Employees are allowed to wear tasteful sneakers that are clean, well kept, and in good condition.

Employees are allowed to wear dress sandals that are professional, clean, well kept, and in good condition. Beach flip flops are not allowed.

28.3 Uniformed Personnel. Uniforms, which are provided and/or required for some City employees, should be neat, fresh and clean when reporting for work. Each department is responsible for seeing to it that employees follow department regulations regarding uniforms, related accessories and equipment. Hats that advertise a commercial interest (private business) are prohibited. Hats with the City logo are preferred.

SECTION 29. WORKPLACE VIOLENCE PREVENTION POLICY

29.1 Policy. It is the policy of The City of Cottage Grove to provide a safe and secure work environment for its employees, customers, vendors, contractors and members of the public by taking a Zero Incident approach towards workplace violence. The goal of this policy is prevention of violence and/or injury to employees by focusing on early identification of individual and organizational warning signs by assessing facility risk, individual threat and organizational assessments. The City of Cottage Grove also has a zero tolerance for all acts or forms of violence in the workplace. All reported acts of physical violence, threatening statements, harassing, intimidating and disruptive behaviors will be taken seriously and will not be tolerated. An employee that makes threats, commits acts of violence or violates the policy will be subject to disciplinary action up to and including termination.

The City of Cottage Grove is committed to working with its employees to maintain a workplace free from all forms of violence, threats of violence, harassment, intimidation, and other disruptive behavior. All employees are charged with the responsibility for contributing to the maintenance of a safe and secure work environment.

All reports of physical and/or verbal violence made to management will be taken seriously, reviewed and appropriate action will be taken by management to resolve the situation.

29.2 Scope. This policy applies to all employees who are at work or on duty regardless of their department/division, job classification, level or site/location. Additionally, all persons who perform services for the City of Cottage Grove such as temporary employees, contractors, vendors, etc., are covered by this policy and expected to abide by its provisions. It is also our policy that retaliation of any kind will not be tolerated against an employee who in good faith reports an act of violence or violation of this policy. Retaliation is explicitly prohibited.

29.3 Definitions. The following words and terms shall have the meaning as defined herein, unless the context indicates otherwise:

- **Acts of Violence.** An act of violence is the attempt or actual use of force or violence with the intent to threaten, harass, intimidate, commit a violent act or damage/destroy property. This includes, but is not limited to physically harming another person, shoving, pushing, punching, slapping, kicking, physically harassing, bullying, intimidating, coercing another person to behave in a certain manner by use of fear or physically restraining, bondage and confinement or imprisonment.
- **Assaults.** An attempt or threat to do violence to another person including acting in a threatening manner that would reasonably cause fear for one's safety; aggressive and/or hostile actions taken or threatened towards another person; an attempt or offer to beat, attack or hurt another, accompanied by a degree of violence, but without touching his/her person, as by lifting the fist, or a cane, in a threatening manner.
- **Threat.** A statement or action (verbal, written or physical) which is intended to intimidate by expressing the intent to either harass, hurt or take the life of another person (an employee, his/her family, friends and associates), or damage/destroy a person's or the organizations property. This includes threats made in jest, but which others could perceive as serious as well as communicating an endorsement of the inappropriate use of firearms or weapons.
- **Intimidate.** To make afraid; to frighten or scare by use of words or actions that induce fear. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.
- **Workplace bullying.** A form of harassment that is not based on an individual's protected class status (i.e. gender, race, sexual orientation, religion, age, disability, national origin, etc.), and is conduct perpetrated intentionally, maliciously and repeatedly over a period of time against another employee. The conduct can include, but is not limited to, repeated infliction of verbal or physical abuse, such as the use of derogatory remarks, insults, and epithets; that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance.
- **Assaultive Behavior.** Threatening another person with or brandishing a weapon, stalking, threatening, talking or engaging in behaviors or gestures that would reasonably make another person fear for their safety.
- **Domestic Violence at Work.** Abusive behavior that is physical, sexual and/or psychological, intended to establish and maintain control over a partner which is extended into the victim's place of employment. This may include behaviors such as frequent harassing phone calls, unwelcome visits to the workplace that annoy, scare, make the employee afraid and/or disrupt the work environment, stalking, physical assaults, threatening behavior, loud outburst, etc. on City premises.
- **Weapons.** Guns, knives, explosives, and other items with the potential to inflict harm.
- **Terrorism.** The premeditated, politically motivated unlawful use of force or violence perpetrated against non-combatant targets or property usually intended to intimidate or coerce a government, the civilian population, a City or any segment thereof, in furtherance of political or social objectives.
- **Workplace.** Anywhere a City employee is conducting authorized City business, or enroute to and from (excluding normal commute) a location where City business is, will be, or has been, conducted.
- **Disruptive Behavior.** Behaviors that reach a level that they interfere with or negatively impact the performance of other people, or substantially distractive in nature to interfere

with normal work flow in a department or behaviors that are sufficiently annoying that they cause other people to repeatedly have high levels of stress, to fear for their safety or directly or indirectly imply the intent to do harm to another person.

- **Hostile Work Environment.** See Section 19, Offensive Behavior Policy.

29.4 Types of Workplace Violence.

Type I - The aggressor has no legitimate business relationship to the workplace and usually enters the affected workplace to commit robbery or other criminal acts such as robbery.

Type II - The aggressor is either the recipient or the object of a service provided by the affected workplace or the victim, such as a current or former client, patient, customer, passenger, criminal suspect, inmate or prisoner.

Type III - The aggressor has some employment related involvement with the affected workplace such as a current or former employee, supervisor, manager, a spouse or significant other, relative, friend or some other person who has a dispute with an employee of the affected workplace.

29.5 Employee Responsibilities. Everyone in the organization is responsible for helping to prevent workplace violence. Employees have a very important role in contributing to the maintenance of a safe and secure work environment.

Each employee is responsible for carrying themselves in a professional, courteous, responsible manner and treating all persons encountered in the workplace in a respectful manner.

Employees are also responsible for following established safe work practices and security policies in addition to the provisions of this policy.

29.6 Duty to Report. Employees are required to immediately report threats, acts of violence, suspicious and at-risk behavior, or incidents that violate this policy.

Employees should report threats, acts of violence or policy violations to the following position(s): their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator. Supervisors and Department Heads must report threats, acts of violence or policy violations to the City Administrator or designee.

29.7 Emergency Situations. Employees should immediately report threats or acts of violence that are of an imminent danger or emergency situation to law enforcement by calling 9-1-1.

29.8 Restraining Orders. An employee who applies for or obtains a protective or restraining order, which lists the organization's location(s) as being protected areas, must provide to their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator with the following information:

1. A copy of the petition and declaration used to seek the order,
2. A copy of any temporary protective or restraining order which is granted, and
3. A copy of any protective or restraining order which is made permanent.

Employees that observe or are aware of an imminent danger or emergency situation should immediately notify the responsible law enforcement agency to advise them of the situation. You

should be prepared to give the specific location where the situation is occurring, the facility's address and a description of the events that have occurred. Once you have notified appropriate law enforcement personnel notify your immediate supervisor, Department Head, Human Resources Manager and/or City Administrator.

Employees are required to report to their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator knowledge of a co-worker having obtained a restraining order against another employee.

Employees are required to report to their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator knowledge of a co-worker having obtained a restraining order against an external person.

29.9 Domestic Violence/Abuse. Employees are encouraged to report to their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator knowledge of a co-worker that is being abused outside of work or that is a victim of domestic violence.

29.10 Department Head/Supervisor's Responsibilities. Department Heads and supervisors are responsible for ensuring compliance with the provisions of the Workplace Violence Prevention policy. All reports of workplace violence must be taken seriously. The initial verbal report must be followed up with written documentation and must be investigated. Additionally, Department Heads/Supervisors are also responsible for:

- Ensuring that all employees are in compliance with the department's Workplace Violence Prevention policy.
- Disciplining employees for failure to comply with the policy.
- Protecting employees who report incidents of workplace violence from retaliation by the person making the threats, by taking actions such as removing the person making the threats from the work area until the situation is resolved. For serious threats or acts of violence, law enforcement should be called.
- Providing support to victims of violence in the workplace.

29.11 Employee Assistance Program (EAP). To provide assistance in dealing with personal problems or situations that may cause heightened levels of stress the City provides the Employee Assistance Program (EAP). It is an independent service provided by a contracted organization that specializes in providing services that can assist employees in dealing with life situations that are problematic. The EAP is a service that employees are encouraged to use when they need help. Employees can contact their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator, or the EAP directly to get more information about the program, its benefits and how to effectively use this valuable service.

29.12 Victims of Workplace Violence. The City is committed to the psychological well-being of all employees and consequently, if an employee is a victim of a threat, violence or other inappropriate behavior as defined by this policy the employee's supervisor should refer the employee to the Employee Assistance Program or other psychological services that may be available to them.

29.13 Communication to Employees. To ensure that employees are properly informed and understand about the City's workplace violence prevention policy, supervisors are required to review the policy with their direct reports at a minimum of once a year.

29.14 All Reports Must be Taken Seriously. Supervisors are responsible for taking all reports of threats, acts of violence, suspicious and at-risk behaviors, or violations of this policy seriously, to document the situation and to initiate an investigation by contacting their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator of the reported information.

29.15 Victims of Domestic Violence. Supervisors are expected to be supportive of employees who are experiencing these issues and are encouraged to contact their Department Head, Human Resources Manager and/or City Administrator for assistance regarding how best to address the situation.

29.16 Prohibited Behaviors and Standards of Conduct.

29.16.1 Weapons. The City prohibits all employees, except sworn law enforcement officials, from carrying or possessing firearms while acting in the course and scope of employment with the City. The possession or carrying of a firearm by employees other than sworn law enforcement officials is prohibited while working on City property or while working at any location on behalf of the City. This includes but is not limited to:

- Driving on City business;
- Riding as a passenger in a car or any type of mass transit on City business;
- Working at City Hall or any other City-owned worksite;
- Working off-site on behalf of the City;
- Performing emergency or on call work after normal business hours and on weekends;
- Working at private residences on behalf of the City;
- Attending conferences or training on behalf of the City.

An exception to the policy is that City employees may carry and possess firearms in City-owned parking lots if they have obtained the appropriate permit(s) and if said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended vehicle while working on City property.

Any restriction of a City employee's possession or carrying of a firearm under Section 29.16.1 do not apply to the HERO Center, located at 10125 85th Street South, in the City of Cottage Grove.

29.16.2 Bullying. In addition, to prohibiting verbal threats, intimidating and disruptive behavior that may contribute to the creation of a hostile work environment the City also considers bullying behavior to be offensive and this behavior will not be tolerated. Any employee that perceives he or she is a recipient of bullying behavior should immediately report to their immediate supervisor, Department Head, Human Resources Manager and/or City Administrator, the specific behaviors that he/she is being subjected to.

29.16.3 Convictions of Domestic Assault, Stalking or Crime of Violence. Employees convicted of domestic abuse, stalking, or a crime of violence are required to notify the City Administrator, within 48 hours, of a conviction. Not reporting the conviction will subject the employee to disciplinary action up to and including termination. Since

'previous acts of violence increase the possibility of future acts of violence may occur' we will treat a conviction as a serious warning sign for the potential of violence to occur in the workplace. Consequently, the perpetrating employee will be required to undergo a psychological fitness for duty assessment and to follow the prescribed course of recommended action. This may include entering a treatment program, anger management coaching or other actions deemed appropriate. An employee who does not complete a recommended program may be subject to disciplinary action up to and including termination.

29.16.4 Terrorism. Acts of attempted or actual terrorism that contribute to or support terrorism are explicitly prohibited on our premises, while an employee is on duty or performing their job as well as when off duty. Terrorism is a violation of law and of such a serious nature that the City will fully cooperate with law enforcement agencies by providing information that may help bring perpetrators to justice. Violations of this prohibited behavior may subject an employee to immediate disciplinary action up to and including termination. Terrorism is defined as the unlawful use, threat or attempt or use of force or violence against persons or property of the City intended to intimidate or coerce a government, the civilian population, the City or any segment thereof, in furtherance of political or social objectives.

This provision does not apply to any protected activity provided by law under the National Labor Relations Act.

29.16.5 Hostile Work Environment. Consistent with our policies that prohibit sexual and other forms of harassment, acts of verbal or physical violence are also considered to be included as part of the definition of unwelcome verbal, physical or visual conduct that are not acceptable in the workplace. It is recognized that these behaviors when repeated over time and/or are so severe and pervasive that they can contribute to the creation of a hostile or abusive working environment which interferes with an employee's ability to perform his or her job. For these reasons this behavior will not be permitted, and employees found to be perpetuating these behaviors will be subject to disciplinary action up to and including termination.

29.16.6 False or Malicious Statements. An employee that knowingly makes a false or malicious allegation accusing another employee of violating this policy will be subject to disciplinary action up to and including termination.

29.16.7 Behaviors that constitute a significant risk. An employee that is deemed to pose a significant risk of substantial harm to his/her own safety or to the safety of other employees may be required to take a Psychological Fitness for Duty evaluation and/or Individual Threat Assessment and may be subject to other actions as well.

29.16.8 Off Site Threats or Acts of Violence. In order to fulfill our commitment to provide a safe workplace, an employee who makes a threat or commits an act of violence while off the City premises may be subject to disciplinary actions up to an including termination, if the employee's actions are deemed to affect the business interest of the organization.

29.17 Investigation Procedure. The City will promptly investigate all complaints and/or incidents.

Depending on the severity of the situation, law enforcement may also investigate the incident. This may occur independently and/or in conjunction with the administrative investigation.

29.18 Inspections. The City reserves the right to enter and/or inspect work areas including, but not limited to, desks, file cabinets, lockers, computers, computer storage devices, telephones, voicemail machines, email, fax, copiers, City vehicles and equipment, cars parked on City premises or parking lots, etc., provided to employees with or without notice.

Employees are reminded that possession or storage of weapons, with the intent to injure and/or threaten, while working on City premises is strictly prohibited and will subject the employee to disciplinary action up to and including termination. In addition, employees should be mindful that using any City provided equipment while working or on City property, e.g., computers, fax machines, telephones, pagers, etc. to communicate abusive or threatening language will also subject the employee to disciplinary action up to and including termination.

29.19 Threat Management Committee. A Threat Management Committee has been formed to coordinate our efforts to create and implement our workplace violence prevention program. The team is responsible for providing assistance to supervisors with matters involving workplace violence, making recommendations regarding how to address incidents of violence, taking steps necessary to continue or resume business, providing information to the media and assessing incidents to learn how to improve the prevention efforts.

Membership on the committee will consist of the Human Resources Manager, Administrative Police Captain and Detective Sergeant and other employees and/or consultants designated by the City Administrator, as well as any other functions or disciplines that are deemed to add value.

If you have suggestions for ways to improve the safety and security at work, please pass them along to a team member or leave a suggestion in any one of their mailboxes.

29.20 Crisis Management. If an incident of violence occurs in the workplace in which an individual is seriously injured the City is committed to the psychological well-being of its employees. We will provide Critical Incident Stress Debriefing by an experienced licensed psychologist with specialized professional expertise to assist employees in dealing with the physical or psychological symptoms that are generally associated with trauma exposure to allow for the ventilation of emotions and thoughts associated with the crisis event.

29.21 Training. Education and training of supervisors and employees is considered to be a critical component of helping to combat and prevent workplace violence. Accordingly, the City is committed to providing appropriate training as a part of the overall workplace violence prevention initiative.

29.22 Administrative Procedures.

29.22.1 Record Keeping Requirements. It is the responsibility of the Human Resources Department to keep records regarding reported threats, incidents of violence, etc. These records should be kept in secure area and maintained in a confidential manner.

29.22.2 OSHA Reporting Requirements. All incidents in which an employee is injured must be reported to the City Clerk immediately so that the information can be recorded on

the OSHA log 300. The City Clerk must also directly report to OSHA Incidents in which 3 or more employees are injured or a serious injury or death occurs.

SECTION 30. CRIMINAL CONVICTION POLICY

30.1 Purpose. The City is committed to assuring a safe and secure environment for its employees, residents and others who may receive services from or have contact with City employees. For this reason, the City has enacted this policy which provides a mandatory process by which all applicants and employees (as defined below) must report any criminal conviction(s) to the City Administrator or his/her designee and sets forth standards by which any convictions will be evaluated and acted on. This policy sets forth a process which enables the City to review the circumstances of the criminal conviction(s) to assure that the applicant or employee in question does not pose an unreasonable safety risk to fellow employees or residents or indicate conduct that would be inconsistent with the employee's assigned job duties and his/her access to City resources or facilities. The standards contained in this policy shall apply to criminal convictions reported directly by the applicant or employee or identified independently by the City through any other means. This policy requires applicants (before a conditional job offer is made) and employees to report criminal convictions which occur both before reporting for his/her first day of work and after such date so long as employment with the City continues.

This policy does not override or limit more stringent policies or laws which may be applicable to applicants or employees (1) who are subject to special licensure or certification; (2) who otherwise occupy positions that are subject to higher standards of disclosure, such as in the Department of Public Safety; or (3) who have access to sensitive City information or facilities.

30.2 Applicability. This policy applies to all City applicants and employees. Individuals covered by this policy ("applicants" and "employees") include all full-time, temporary and on-leave applicants and employees.

30.3 Reporting. City applicants and employees must report any criminal conviction(s). For this purpose, "criminal conviction" means all criminal convictions and pleas that are acknowledgements of criminal responsibility, including but not limited to a stay of adjudication that occurs on or after the effective date of this policy, registration as a convicted sex offender with any governmental authority as a result of any prior conviction for a sex offense, and/or any convictions or pleas that are acknowledgements of criminal responsibility subject to the jurisdiction of a military court.

Convictions for routine traffic-related infractions (e.g., speeding, unsafe movement, improper equipment) are not required to be reported under this policy unless driving is a required part of the applicant's or employee's regularly assigned job duties. In these circumstances, the applicant or employee must report any traffic-related conviction under the provisions of this policy.

Applicants are required to report criminal convictions as outlined in this policy to the City Administrator or his/her designee. Employees are required to report criminal convictions as outlined in this policy within five (5) business days of the conviction or other covered criminal disposition. The employee is required to report this information to the City Administrator or his/her designee. The employee must provide to the City written documentation (for example, a written court record of the conviction or plea) that describes the criminal conviction(s) in question. Department Heads and supervisors who have had such matters reported directly to them, either from the employee or through any other source, must immediately convey this information to the

City Administrator or his/her designee for the appropriate review and assessment as described below.

A willful failure to report a criminal conviction under this policy or to cooperate with City authorities in regards to a reportable matter, including but not limited to refusing consent to a criminal history check under this policy may subject the applicant or employee to appropriate disciplinary action, up to and including denial of City employment or termination of City employment.

30.4 Consideration and Assessment of a Criminal Conviction. The intent of this policy is to ensure the safety of the community and to properly protect the City's resources and reputation. It is not the intent of this policy that every criminal conviction will result in taking an action that would adversely affect an individual's employment with the City.

Responsibility for reviewing and assessing the criminal conviction(s) in question and determining any necessary action is assigned to the City Administrator or his/her designee.

The City Administrator or his/her designee, in consultation with the applicant's or employee's supervisory chain as well as the Director of Public Safety, will review the criminal conviction(s) in question to determine if the matter directly relates to the position of public employment. Depending on the nature of the reported criminal conviction, the Public Safety Director or his/her designee may initiate an updated criminal conviction check for the employee in question both to assist in its risk assessment and also to determine whether there are other convictions previously unknown to the City that may influence the City's assessment. In the event an updated criminal convictions check is initiated under this policy, the Public Safety Director or his/her designee will provide the affected employee any required disclosures under the federal Fair Credit Reporting Act.

Using the standards provided below, the applicable City office(s) and the applicant's or employee's supervisory chain will determine the most appropriate action to be taken by the City, if any. Such action may include but not be limited to modification of assigned duties or work assignment, continuation of employment conditional on successful completion of appropriate treatment or counseling, or appropriate disciplinary action up to and including denial of employment or termination of employment.

In considering whether a criminal conviction may necessitate the City taking an action which may adversely affect an individual's employment with the City, the following factors will be used to determine an appropriate course of action:

- The nature and seriousness of the criminal conviction;
- The relation of the criminal conviction to the ability, capacity and fitness required for the job;
- The context of the events surrounding the criminal conviction and the totality of circumstances present;
- The purpose of regulating the position, including but not limited to potential damage to the City's reputation and/or violation of the public trust; and
- Any other extenuating circumstances, competent evidence of sufficient rehabilitation or present fitness to perform the job documented by the employee or otherwise known to the City.

30.5 Notification and Appeal. If a reported criminal conviction is a factor in taking an adverse action against an applicant or employee based on the guidelines set forth in this policy, the City

Administrator or his/her designee will notify the applicant or employee in writing of the following:

- The action to be taken, the grounds and reasons for the action and the applicant's or employee's process to appeal the action;
- The earliest date the applicant or employee may reapply for a position of public employment; and
- Notification that all competent evidence of rehabilitation presented will be considered upon reapplication.

This policy does not grant appeal or grievance rights to an applicant or employee who does not otherwise enjoy such rights given the terms of his/her relationship with the City.

SECTION 31. RESPECTFUL WORKPLACE POLICY

31.1 Intent & Applicability of Policy. The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other City-sponsored social events. The City acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all City employees, contractors, volunteers, members of boards and commissions and City Council members.

31.2 Abusive Customer Behavior. While the City has a strong commitment to customer service, the City does not expect employees to accept verbal and other abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

31.3 Types of Disrespectful Behavior. The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

- **Violent behavior.** Includes the use of physical force, harassment, bullying or intimidation.
- **Discriminatory behavior.** Includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.
- **Offensive behavior.** May include such actions: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Every employee will be addressed by a name and by pronouns that correspond to the employee's self-determined gender identity. A court-ordered name or gender change is not required.

31.4 Employee Response to Disrespectful Workplace Behavior. All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior, call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the City Administrator, or City Attorney promptly. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 9-1-1, and as soon as feasible, a supervisor. Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the following ways:

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor and/or the City Administrator promptly of your concerns. Employees should report their concerns to the Mayor or a Councilmember if they feel uncomfortable reporting it to City staff. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor and/or the City Administrator. Again, employees should report their concerns to the Mayor or a Councilmember if they feel uncomfortable reporting it to City staff.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

31.5 Supervisor's Response to Allegations of Disrespectful Workplace Behavior.

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the City Administrator about the allegations (if the allegations do not involve the City Administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

31.6 Special Reporting Requirements. When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed City official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

31.7 Confidentiality. A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

31.8 Retaliation. Consistent with the terms of applicable statutes and City personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SECTION 32. VIDEO SURVEILLANCE POLICY

32.1 Overview. The City of Cottage Grove uses video surveillance cameras at various city properties to monitor the interior and exterior of city buildings, parks, utilities, and other properties as deemed necessary to enhance the safety and security of Cottage Grove residents, employees, and visitors. The city's Information Technology Department manages the city's surveillance systems and policies.

All recording or monitoring of video records will be conducted in a professional, ethical, and legal manner. Video monitoring of public areas for security purposes will be limited to uses that do not violate the reasonable expectations of privacy as defined by law. The use of dummy or placebo cameras is prohibited. Video surveillance cameras shall not have audio monitoring or recording capabilities enabled. The alteration of any video images captured by the city's surveillance equipment is strictly prohibited.

This policy applies to all Cottage Grove employees with authorized access to the city's video surveillance data. Employees with authorized access shall receive a copy of this policy and training in the use of the city's equipment for video surveillance monitoring, recording and storage. All Cottage Grove employees shall have access to this policy and be aware of city facilities' surveillance activities.

32.2 Definitions. The City of Cottage Grove Surveillance Policy is based on the applicable laws and regulations governing electronic surveillance and monitoring, including the United States Code of Federal Regulations, 18 U.S.C. § 2511(2)(d), and Minnesota Statute § 626A.02, subdivision 2(d).

Video surveillance data may be nonpublic or private “security information” as defined by Minn. Stat. § 13.37, subd. 1(a) or private personnel or educational data pursuant to Minn. Stat. §§ 13.43, subd. 4 and 13.32, subd. 3, and the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C 1232(b), which may be accessed, used, and disclosed to third parties only as consistent with those laws and any other applicable regulation under the Minnesota Government Data Practices Act.

32.3 Public Notice. All city properties with video surveillance cameras or devices shall post signage giving notice to the public of the use of such video surveillance equipment.

32.4 Placement. The installation and placement of video surveillance cameras or devices will be administered under the direction of the city’s Information Technology Department and Facility Managers, in consultation with the City Administrator, in a manner consistent with this policy and applicable professional standards. At no time will a video surveillance camera or device be placed in an area where an individual has a reasonable expectation of privacy. If there is a concern raised about the placement of a video surveillance camera or device, the concern must be forwarded to the manager of the facility where the device is located and the City Administrator. The City Administrator, in consultation with the Information Technology Department and Facility Manager, will review the information and make a final determination as to the relocation or removal of the device or provide an explanation of device’s current placement, if necessary. The City Administrator may authorize the use of video surveillance equipment in a temporary location upon the request of a city employee or the public to address a specific safety or security risk.

32.5 Retention. The City of Cottage Grove maintains all recorded images made by its video surveillance equipment pursuant to its records retention schedule, unless specifically requested or required to be kept for a longer period. All recorded images will be stored in a secure location with access by authorized personnel only, which includes the City Administrator, Human Resources Manager and Information Technology Manager.

All video surveillance data shall be overwritten or destroyed in a secure manner according to the city’s retention schedule, unless the video surveillance data is retained as part of a Human Resources or criminal investigation, court proceeding (criminal or civil) or other use as approved by the City Administrator, City Attorney, or Director of Public Safety.

32.6 Data Requests and Disclosure of Recordings, The Information Technology Manager is responsible for controlling access to video surveillance monitors and recordings consistent with applicable privacy laws. Disclosure of video surveillance data must be requested through the data practices request form. While all data requests must comply with the Data Practices Act regarding the release of public data and the appropriate protection of nonpublic data as well as the statutory timeline for release of such data, the following practices should generally be followed as a result of a data practices request for video surveillance data:

- Public (non-city staff) Requests
 - If the request is for non-public city meetings or building areas, review of the video by HR and the City Attorney before releasing it.

- If the request is for a public area such as a park or parking lot, a designated city employees shall review data to ensure the privacy of others is maintained before releasing it to the requester.
- If the request involves a juvenile data subject, the data classification and decision to release the video surveillance data will be evaluated by a designated city employee pursuant to the requirements articulated under Minnesota Statutes, Chapters 260B & 13, and Minnesota Administrative Rules, Chapter 1205, in order to ensure the proper protection is given to a juvenile's individual privacy.
- City Staff Requests Pertaining to Employee Actions
 - If the request is from a city employee for video surveillance data regarding another city employee, the Human Resources Manager and the City Administrator will determine the data's proper classification pursuant to Minnesota Statutes, Chapter 13 and Minnesota Administrative Rules, Chapter 1205. Access to private video surveillance data shall be available only to the subject of the data, individuals within the city whose work assignments reasonably require access, and entities or individuals given access by the express written direction of the data subject.
- Law enforcement Data Requests
 - All requests by law enforcement in relation to active criminal cases or other reasons deemed necessary for the safety and welfare of city staff, residents, or visitors shall be made available immediately upon request to authorized Cottage Grove Police Department investigative staff.
 - Any video surveillance data relevant to a criminal investigation shall be stored and disseminated according to the evidentiary procedures outlined in the Cottage Grove Public Safety Department's evidentiary handling policy and the Minnesota Rules of Evidence.
 - All requests by law enforcement for personnel actions shall follow the same guidelines as noted under City Staff Requests Pertaining to Employee Actions.
- Nothing in this policy shall prevent reporting real-time observations of conduct that appears to constitute criminal activity to law enforcement.
- Live viewing may be made available to city staff as deemed necessary for the safety and security of city staff, residents, and visitors. All requests must be made to the Information Technology Department for live viewing. The request will be reviewed with department supervisors and the Human Resource Manager, with the final decision regarding access being made by the City Administrator.

All video surveillance data requests will be logged via electronic or paper logs and maintained by the Information Technology Department for all instances of access to or use of video surveillance data. The log shall include the date/time, name of the person or persons making the request, and description of the request and is to be retained per the city's retention policy.

32.7 Violations. Any individual concerned about the possible violation of this policy may discuss the matter with the Human Resources Manager or the City Administrator. Any individual who violates this policy may be referred for discipline under the city's personnel policy or criminal prosecution, as deemed appropriate.

Individuals who are believed to have tampered with or destroyed video surveillance equipment or recordings or individuals who have accessed video surveillance data without authorization may be subject to discipline under the city's personnel policy or criminal prosecution, as deemed appropriate.

32.8 Changes to Policy. Changes to this policy may be needed from time to time to reflect changes in the law or based on requests from city staff. The City Administrator and City Attorney must review and approve all changes before submitting a revised policy for final approval to the City of Cottage Grove City Council.

SECTION 33. VOLUNTEER POLICY

The City desires to promote volunteerism in the City by providing City employees with the opportunity to volunteer during their work time in order to improve the lives of others. City employees are allowed up to 8 hours of paid volunteer leave annually to volunteer for local organizations or projects within the City during normal working hours. Use of this volunteer leave must be pre-approved by the employee's supervisor and such approval shall be based on a consideration of whether the employee's use of the leave would cause an undue disruption in the business or operations of the City.

SECTION 34. EMPLOYEE FITNESS EXCUSED ABSENCE POLICY

34.1 Purpose. The City of Cottage Grove wishes to support its employees in reaching their health and well-being goals and motivate them to adopt fitness routines to improve their overall health. The City is implementing the Employee Fitness Excused Absence Policy to support employee work and life satisfaction and as it contributes to a healthy and productive workforce.

34.2 Policy. The City of Cottage Grove will schedule various fitness and wellness events throughout the year. All employees on the City's health insurance are encouraged to attend. The City will try to schedule the events at a time where the most City employees can participate, while recognizing that various factors may preclude some employees from attending. Those factors include coverage, shift work, workload, etc.

SECTION 35. FLEXIBLE WORK ARRANGEMENTS POLICY

This policy only applies to employees covered by the Non-represented Pay Plan. Flexible Work Arrangements have been shown to decrease employee stress and increase employee engagement, morale, loyalty and productivity.

Departments may have informal systems in place to support flexibility on an occasional basis. With supervisory approval, an employee may adjust their hours to attend to a personal matter. This policy does not preclude such departmental discretion. This policy addresses instances in which an employee and department head want to institute a regular arrangement that consistently differs from the standard work hours.

35.1 Policy. An eligible employee may request a Flexible Work Arrangement. Employees and department heads are expected to follow this policy in proposing or considering a Flexible Work Arrangement. A Flexible Work Arrangement is intended to create flexible conditions that help employees integrate their work and personal lives more effectively. A successful Flexible Work Arrangement serves the needs of the individual employee, their work group, and the city. A Flexible Work Arrangement must meet the operational needs of the city and should not negatively affect the workload of coworkers either by shifting burdens or creating delays or additional steps in the workflow.

35.2 Eligibility of Employee. An employee covered by the Non-represented Pay Plan may be eligible for a Flexible Work Arrangement. An employee will not be granted a Flexible Work Arrangement unless their prior performance has demonstrated the skills and qualities necessary to succeed in the proposed Flexible Work Arrangement.

35.3 Request and Approval. The employee initiates a request for a Flexible Work Arrangement by submitting a proposal to the department head. Department heads shall approve or deny a Flexible Work Arrangement request. Department heads are responsible for consulting with the employee's immediate supervisor when considering a Flexible Work Arrangement request. The primary criterion for a department head determining if a Flexible Work Arrangement is appropriate is if it meets the business needs of the city. Eligibility varies for different types of arrangements, and some alternatives may not be appropriate for particular jobs and office necessities. Operational needs, staffing patterns, space considerations, and health and safety issues may prevent granting a Flexible Work Arrangement request. A department head may limit the number of Flexible Work Arrangements in a workgroup in order to ensure effective operation of city business. A department head may limit or suspend a Flexible Work Arrangement during periods of high demand on city staff, such as seasonally or during other peak busy periods.

A Flexible Work Arrangement shall be initiated on a trial basis, and may be discontinued at any time at the request of the employee or department head. Reasonable notice of discontinuation will be given when possible. The city reserves the right to suspend or discontinue the arrangement immediately in case of unanticipated circumstances regarding employee performance or operational needs. The employee must be willing and able to alternate work hours as requested by the city to attend to operational needs. There may be times when the employee is required to work or travel outside of scheduled work hours.

Flexible Work Arrangements are at the sole discretion of the city. The city's Grievances policy does not apply to decisions regarding Flexible Work Arrangement requests.

If the employee and department head agree to a Flexible Work Arrangement, they shall document and sign an agreement describing the Flexible Work Arrangement. Agreements shall be time-specific with a date for review and reconsideration. Modifications and renewals shall be documented appropriately. The original agreement and any modifications or renewals shall be submitted to Human Resources and will be maintained in the employee's personnel file, with a copy to the employee and the department head.

35.4 Flexible Work Arrangement Options

- **Compressed Workweek.** An arrangement which condenses the standard workweek of five 8- hour days into fewer, longer days.
- **Flextime.** An arrangement that allows an employee to alter the starting and/or ending time of the 8-hour workday. Core hours when the employee must be at the worksite are generally required. The core period may vary depending upon the requirements of the position and the operational needs of the department. Under either option above, the employee will have 40 scheduled work hours each workweek. A Flexible Work Arrangement shall not cause the employee's regularly scheduled hours to exceed 40 per workweek.

35.5 Overtime

A non-exempt employee who is participating in a Flexible Work Arrangement shall be eligible for overtime or compensatory time for hours actually worked in excess of 40 per workweek, including holidays and paid leave hours. The employee will not be eligible for overtime or compensatory time for hours worked outside their regularly scheduled workday, unless such hours cause the employee to exceed 40 hours in the workweek.

35.6 Holidays

Paid holiday leave for an eligible full-time employee pursuant to the city's policy is paid in the amount of eight hours of holiday leave for a city-designated holiday, including for an employee who is participating in a Flexible Work Arrangement. Employees must use paid leave to make up any missing hours on a holiday or work additional hours on a different day that week.

SECTION 36. TELECOMMUTING POLICY

The City of Cottage Grove uses the U.S. Office of Personnel Management's definition of telework from the Telework Enhancement Act of 2010 which is, "[t]he term 'telework' or 'teleworking' refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work."

The City permits telecommuting arrangements when they are approved by the employee, department head, and City Administrator. Not all positions or work assignments will meet the requirements or be considered appropriate for telecommuting. No employee is entitled or guaranteed the opportunity to telework.

The City will use the following factors to make the determination on approval:

- the employee can accomplish as much work as if they were working in the office; and/or
- when the telecommuting arrangement does not disrupt the operations of the City; and/or
- the employee's absence from the office does not create additional work for co-workers.

Any telecommuting arrangement may be modified or terminated by the City at any time for any reason.

36.1 Eligibility.

The following factors will be considered to determine an employee's eligibility:

- Only employees whose essential job duties can be fulfilled from a remote location as determined by the department head and city administrator are eligible for a telecommuting agreement.
- Telecommuting is only available to employees who have all tools required for their job available to them at the remote location. This may include, but is not limited to, a City issued computer with all necessary software, a reliable internet connection, a telephone at which the employee can receive calls and a workspace free from distraction or hazards. The City will not provide or reimburse an employee for required equipment needed for a telecommuting agreement. All equipment (except City computer), space, utilities, and other services for the remote workspace must be provided by the employee at their own expense as a condition of the telecommuting agreement.
- The Employee agrees to safeguard all records, documents, files and correspondence against damage or unauthorized use, and must take every precaution to protect the privacy

of those whose records or files the employee is responsible for handling and for any other City records, information, work products or materials. All physical records and/or materials must be kept in a confidential and secure manner in the designated work area at the alternative worksite where access by others is limited. Employee shall comply with all required security measures as indicated in the Information Technology Policy and the Minnesota Government Data Practices Act.

- The Employee will take care to protect all City equipment including equipment, hardware and software and will ensure for its proper City related use. Equipment and software may not be used by any person, other than the employee, including other household members. City owned software may not be duplicated except as authorized in writing by the IT Manager. City-owned equipment will be serviced and maintained only by the City, or vendor of their choice. If any City equipment is compromised, damaged or stolen, the employee will report all computer security incidents to the IT Manager immediately.

36.2 Limitations.

- An employee working under a telecommuting arrangement may still be required to attend meetings, work, or other functions away from their remote workspace, if circumstances require such travel.
- Employees who are not FLSA-exempt must report actual hours worked and may not work overtime without supervisor approval in advance of the overtime work being performed.
- Employees on a telecommuting arrangement are expected to work their normal work schedule while telecommuting.
- Employees on a telecommuting arrangement must be available by telephone during their normal work hours. Employees must check their City voicemail at least once per hour if they do not have the capability to roll their calls from their City phone to their cell phone.
- The City will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- The City will not be liable for damages to the employee's property resulting from participation in a telecommuting arrangement.
- Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under the City's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with City policy.
- The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors conducting business with the City at the employee's telecommuting location.
- By participating in the telecommuting arrangement, the employee agrees to hold the City harmless against any and all claims including injuries to others at the telecommuting location.
- Employee agrees to abide by all City policies as set forth in its Personnel Policy and/or labor contract, and any other policy or procedure related to employment, computer use or telecommuting.

- Employee will be expected to adequately perform all duties as assigned. Employee agrees to comply with all existing job requirements in effect at the time of this agreement and any change in duties the City may require from time to time.
- Annual Leave and other paid time off may be used during a telecommuting arrangement, subject to the same notification, approval, and reporting requirements as if the employee were working at their regular job location.
- Each telecommuting arrangement must be renewed monthly by the employee, department head, and city administrator.

36.3 Agreement.

Employees must sign and return to the Human Resources Manager the Employee Use of Technology and Remote Access Agreement for placement in their personnel file.

36.4 Violations.

The City Administrator and department heads will be responsible for the enforcement of this policy. Violations are subject to disciplinary action per bargaining unit contracts and Section 10 of the Personnel Policy.

APPENDIX A SECURITY AWARENESS – SCHEDULE OF FAILURE PENALTIES

The following table outlines the penalty of non-compliance with this policy. Steps not listed here may be taken by the City of Cottage Grove IT team to reduce the risk that an individual may pose to the company.

Failure Count	Resulting Level of Remediation Action
First Failure	Mandatory completion of Security Awareness Training.
Second Failure	Mandatory completion of Security Awareness Training.
Third Failure	Mandatory completion of Security Awareness Training.
Fourth Failure	Face to face meeting with their manager
Fifth Failure	Face to face meeting with their manager and Human Resources Director
Sixth Failure	Face to face meeting with the IT Manager and the Human Resources Director Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Seventh Failure	Meeting with IT Manager, City Administrator and Human Resources Director Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Eighth Failure	Formal review of employment with the Human Resources Director Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Ninth and Subsequent Failures	Potential for Termination of Employment or Employment Contract

APPENDIX B SECURITY AWARENESS – METHODS FOR DETERMINING STAFF RISK RATINGS

The following is a list of situations that may increase a risk rating of a City of Cottage Grove staff member. Higher risk ratings may result in an increased sophistication of social engineering tests and an increase in frequency and/or type of training and testing.

Staff member email resides within a recent Email Exposure Check report
 Staff member is a manager or Public Safety employee
 Staff member possesses access to significant company confidential information (CJIS, Finance)
 Staff member is using a Windows or Apple-based operating system
 Staff member uses their mobile phone for conducting work-related business
 Staff member possesses access to significant company systems
 Staff member personal information can be found publicly on the internet
 Staff member maintains a weak password
 Staff member has repeated company policy violations

APPENDIX C SECURITY AWARENESS – FREQUENCY

Department Status	Training Frequency	Phishing Test (per year)
Public Safety - Police	Bi-Annual	4+/-
Public Safety - FIRE PT	Annual	4+/-
Public Safety - EMT/FIRE FT	Bi-Annual	4+/-
Finance	Bi-Annual	4+/-
Administration	Bi-Annual	4+/-
Community Development	Bi-Annual	4+/-
Public Works (non-office)	Annual	4+/-
Public Works (office)	Bi-Annual	4+/-
Seasonal	Annual	Based on email 4+/-
Parks & Recreation (office)	Bi-Annual	4+/-
Parks & Recreation (non-office)	Annual	4+/-

Non-compliance will result in additional testing per employee

EXHIBIT 1. DRUG AND ALCOHOL TESTING FOR COMMERCIAL DRIVERS

The purpose of this policy is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. This policy implements the requirements of the Federal Omnibus Transportation Employee Testing Act and the U. S. Department of Transportation Regulations, 49 C.F.R. Part 382. This policy is in addition to and separate from the City's Drug and Alcohol Testing Policy, which implements the requirements of state law and the Federal Drug Free Workplace Act of 1988.

Additional Work Rules

The following alcohol and controlled substance related activities are prohibited:

Conduct Related to Alcohol

- (a) A driver tested under this policy and federal law who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform safety-sensitive functions, including driving a commercial motor vehicle. The driver shall not perform safety-sensitive functions until the start of the driver's next regularly scheduled duty, but not less than twenty-four hours following administration of the test and the driver will not be compensated during the time off. The driver may use vacation hours during the absence if accrued and available.
- (b) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- (c) The City, having actual knowledge that a driver has an alcohol concentration of 0.04 or greater, shall not permit the driver to perform or continue to perform safety-sensitive functions.
- (d) No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol in any quantity.
- (e) No driver shall use alcohol while performing safety-sensitive functions.
- (f) The City, having actual knowledge that a driver is using alcohol while performing safety-sensitive functions, shall not permit the driver to perform or continue to perform safety-sensitive functions.
- (g) No driver shall perform safety-sensitive functions within four hours after using alcohol.
- (h) The City, having actual knowledge that a driver has used alcohol within four (4) hours, shall not permit a driver to perform or continue to perform safety-sensitive functions.
- (i) No driver required to take a post-accident alcohol test because of loss of human life or who receives a citation under state or local law for a moving traffic violation arising from an accident shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

- (j) No driver shall refuse to submit to a post-accident alcohol test, random alcohol test, a reasonable suspicion alcohol test, or a follow-up alcohol test mandated by this policy and federal law.
- (k) The City shall not permit a driver who refuses to submit to the mandated alcohol tests under this policy and federal law to perform or continue to perform safety-sensitive functions.

Conduct Related to Controlled Substances

- (a) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- (b) The City, having actual knowledge that a driver has used a controlled substance, shall not permit the driver to perform or continue to perform a safety-sensitive function unless use is permitted pursuant to the written instruction of a physician.
- (c) A driver shall inform the driver's supervisor of any therapeutic drug use.
- (d) No driver shall report for duty, remain on duty, or perform a safety-sensitive function, if the driver tests positive for controlled substances.
- (e) The City, having actual knowledge that a driver tested positive for controlled substances, shall not permit the driver to continue to perform safety-sensitive functions.
- (f) No driver shall refuse to submit to a post-accident controlled substance test, a random controlled substance test, a reasonable suspicion controlled substance test, or a follow-up controlled substance test mandated by this policy and federal law.
- (g) The City shall not permit a driver who refuses to submit to the mandated controlled substance tests to perform or continue to perform safety-sensitive functions.

Types of Tests Required

Pre-employment Testing

Prior to the first time a driver performs safety-sensitive functions for the City, the driver shall undergo testing for controlled substances. For purposes of this subsection on pre-employment testing, the term "driver" includes but is not limited to, a person applying to the City for a position which requires them to drive a commercial motor vehicle, a person who has recently obtained a commercial driver's license or, a person who has been reassigned or promoted into a position that requires the performance of safety-sensitive functions. Any job offer, reassignment or promotion to drive a commercial motor vehicle shall be contingent upon a negative controlled substance test report and the applicant's written agreement authorizing former employers to release to the City all information on the applicant's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and

refusals to be tested, within the preceding three years. The City also retains the right not to hire a driver who has a positive test result and who has not participated in and completed a counseling or rehabilitation program as directed by the driver's substance abuse professional or who refuses to sign the release.

Post-Accident Testing

Drivers Tested. As soon as is practicable following an accident involving a commercial motor vehicle, the City shall test for alcohol and controlled substances of each driver:

- (a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
- (b) Who receives a citation under State or local law for a moving traffic violation arising from the accident, provided the accident meets the definition of "accident" in this policy; or
- (c) The City may also test under the City of Cottage Grove Alcohol and Drug Testing Policy.

An employee who is subject to post-accident testing must remain available or the City shall consider the employee to have refused to submit for testing. The driver should receive the alcohol test within 2 hours of the accident. If this is not done, the City shall prepare and maintain a record stating the reasons the test was not administered promptly. The employee is prohibited from using alcohol for 8 hours following an accident or until the employee has undergone a post-accident test, whichever comes first. After 8 hours, no further attempts should be made to administer the alcohol test, and the reason must be documented. Controlled substance testing should be administered as soon as possible following the accident. If the employee has not submitted to this testing within 32 hours, the City shall cease all attempts to conduct the test and document the reason.

Random Testing

Through a consortium, the City will receive the names of randomly-selected drivers subject to this policy for unannounced alcohol and controlled substances testing using a computer-based random number generator that is matched with the employee's identifying number. Alcohol testing shall be performed just before, during or after the driver's performance of safety-sensitive duties. Drivers selected for testing must proceed immediately to the testing site; provided, however, that if an employee is performing a safety-sensitive function at the time of notification, the driver shall cease performing the safety-sensitive function and proceed to the testing site as soon as possible. FWH rules require the City conduct random controlled substances testing on 50% of the average number of drivers and random alcohol testing on 10% of the average number of drivers. Drivers may be selected for more than one test per year. Tests shall be spread reasonably throughout the year.

Reasonable Suspicion Testing

- (a) City's Determination of Reasonable Suspicion of Alcohol Violations. The City shall require a driver to submit to an alcohol test when the appointing authority has reasonable suspicion to believe that the driver has violated the provisions of federal

law concerning alcohol. The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.

- (b) City's Determination of Reasonable Suspicion of Controlled Substance Violations. The City shall require a driver to submit to a controlled substance test when the appointing authority has reasonable suspicion to believe that the driver has violated the prohibitions of federal law or this policy concerning controlled substances. The City's determination that reasonable suspicion exists to require the driver to undergo a controlled substance test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.
- (c) Trained Supervisor of Employee. The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or an employee of the City who is trained in accordance with federal law. The person who makes the determination or who observes or assists with making the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.
- (d) Timing of Reasonable Suspicion Observations. Alcohol testing is authorized by federal law and this policy only if the observations required by paragraph (a) above are made during, just proceeding, or just after the period of the work day that the driver is required to be in compliance with federal law and these rules. The driver may be directed by the City to only undergo reasonable suspicion testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, just after the driver has ceased performing such safety-sensitive functions or while the driver is in a state of readiness to perform safety-sensitive functions.
- (e) City Drug and Alcohol Testing Policy. If the driver is not performing safety-sensitive functions and reasonable suspicion exists, drivers may be tested for drugs and alcohol under the City of Cottage Grove Drug and Alcohol Testing Policy.
- (f) Prompt Administration of Test. If an alcohol test required by federal law and this policy is not administered within two hours following the determination of reasonable suspicion, the City shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by federal law and this policy is not administered within eight (8) hours following the determination of reasonable suspicion, the city shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.
- (g) Under the Influence Prohibitions. Notwithstanding the absence of a reasonable suspicion alcohol test under this policy and federal law, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the City permit the driver to perform or continue to perform safety-sensitive functions, until:

- (1) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - (2) Twenty-four (24) hours have elapsed following the determination under paragraph (f) of this Section that there is reasonable suspicion to believe that the driver has violated the prohibitions of this policy and federal law concerning the use of alcohol.
- (h) Written Records of Observations. A written record shall be made of the observations leading to a controlled substance reasonable suspicion test and signed by the supervisor or another city employee who made the observations within twenty-four (24) hours of the observed behavior or before the test results are released, whichever is earlier.

Return-to-Duty Testing

An employee found to have violated this policy shall not return to work until after undergoing return-to-duty test indicating an alcohol concentration of less than 0.02 and a verified negative result for controlled substances.

Follow-up Testing

- (a) Follow-Up Alcohol and/or Controlled Substance Test. Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the City shall ensure that the employee is subject to unannounced follow-up alcohol and/or controlled substance testing as directed by a substance abuse professional in accordance with the federal law. Follow up testing shall not exceed twenty-four (24) months from the date of the employee's return to duty.
- (b) Timing of Follow-up to Alcohol Test. Follow-up alcohol testing shall be conducted only while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, just after the driver has ceased performing such safety-sensitive functions or while the driver is in a state of readiness to perform safety-sensitive functions.

Cost of Required Testing

The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

Required Prior Controlled Substance and Alcohol Checks for Applicants

The City will conduct prior drug and alcohol checks of applicants for employment to drive a commercial motor vehicle. Applicants must execute a consent form authorizing the City to obtain the required information. The City will obtain (pursuant to the applicant's written consent) information on the applicant's alcohol test with a concentration result of 0.04 or greater, positive controlled

substance test results, and refusals to be tested within the preceding three (3) years which are maintained by the applicant's previous employers. The City will obtain all information concerning the applicant which is maintained by the applicant's previous employers within the preceding three (3) years pursuant to DOT and FMCSA controlled substance and alcohol testing regulations. The City will review such records, if feasible, prior to the first time a driver performs safety-sensitive functions.

Alcohol Testing

The FHWA alcohol test rules require breath testing administered by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing Device (EBT). Two breath tests are required to determine if a person has a prohibited alcohol concentration. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. If the driver attempts and fails to provide an adequate amount of breath, the City will direct the driver to obtain written evaluation from a licensed physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the designated City contact person.

Controlled Substance Testing

Controlled substances testing is conducted by analyzing an employee's urine specimen. Split urine samples will be collected according to FHWA regulations. The employee will provide a urine sample at a designated collection site. The collection site person shall pour the urine specimen into two bottles labeled "primary" and "split", seal the specimens, complete a chain of custody document and prepare the bottles for shipment to the testing laboratory for analysis.

If the employee is unable to provide the appropriate quantity of urine, the collection site person shall instruct the employee to drink not more than 40 ounces of fluids and after a period of no more than three hours, again attempt to provide a complete sample. If the employee is still unable to provide a complete sample, the testing shall be discontinued, and the City notified. The MRO shall refer the employee for a medical evaluation to determine if the employee's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the City may elect to not have the referral made and revoke the employment offer.

Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the City's designated contact person. If the results are negative, the City is informed, and no further action is necessary. If the test result is confirmed positive or determined to have been adulterated or substituted, the MRO shall give the employee an opportunity to discuss the test result. The MRO must review any medical records supplied by an employee to determine if a confirmed positive test is the result of the employee having taken legally prescribed medication. The MRO shall notify each employee that the employee has 72 hours in which to request a test of the split specimen at the employee's expense. The MRO will contact the employee directly on a confidential basis, to determine whether the person wishes to discuss the positive, adulterated or substituted specimen test result.

The MRO will review the confirmed positive, adulterated, or substituted specimen test result to determine whether there is an acceptable medical reason for the result. The MRO shall verify and report a positive test result to the City when there is no legitimate medical reason for a positive test result as received from the testing laboratory.

If after making reasonable efforts and documenting these efforts, the MRO is unable to reach the

employee directly, the MRO must contact the designated City contact person, who shall direct the employee to contact the MRO. If the City contact person is unable to contact the employee, the employee will be placed on suspension.

The MRO may verify a test positive without having communicated directly with the employee about the test results under the following circumstances:

- (a) The employee expressly declines the opportunity to discuss the test results.
- (b) The employee has not contacted the MRO within five (5) days of being instructed to do so by the City.

Refusal to Submit

If the driver refuses to undergo required testing under federal regulations, no test shall be given, and the driver will be considered insubordinate and subject to disciplinary action including dismissal. In the case of a job applicant applying to drive for the City, if the applicant refuses, no such test shall be given, and the job applicant shall be deemed to have withdrawn the application for employment. If a specimen has been determined to be adulterated or a substituted specimen and no medical reason has been determined for such, the test result shall be considered a refusal to test.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

Confidentiality

All alcohol and controlled substances test results and required records are considered confidential information. Any information concerning an individual's test results and records shall not be released without the written permission of the individual except as provided for by regulation or law.

Consequences for Drivers Engaging in Prohibited Conduct

Employees who are known to have engaged in prohibited behavior, with regard to alcohol misuse or use of controlled substances, are subject to the following consequences:

- (a) Employees shall not be permitted to perform safety-sensitive functions;
- (b) Employees shall be advised by the City of the resources available to them in evaluating and resolving problems associated with misuse of alcohol or use of controlled substances;
- (c) Employees shall be evaluated by a substance abuse professional as determined by the City. The substance abuse professional shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and/or controlled substance use;
- (d) Participation in a counseling or rehabilitation program will be at the employee's own expense or pursuant to coverage under the employee's benefit plan.
- (e) Before an employee returns to duty requiring performance of a safety-sensitive function he/she shall undergo a return-to-duty test with a result indicating a breath alcohol level of less than 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use;
- (f) In addition, each employee identified as needing assistance in resolving problems associated with alcohol or controlled substances shall be evaluated by a substance abuse professional to determine that the employee has followed the rehabilitation program prescribed;
- (g) The employee shall also be subject to unannounced follow-up alcohol and controlled substance testing following the employee's return to work. This testing shall be as directed by the substance abuse professional and federal law;
- (h) Federal Highway Administration (FHWA) rules require that in the event of an alcohol test result over 0.02 but less than 0.04, an employee shall not be permitted to perform safety-sensitive functions for at least 24 hours.

No action will be taken against an employee or job applicant based on a positive initial result that has not been verified by a confirmatory test. If a job applicant receives a positive confirmatory test result, the City will withdraw the conditional offer of employment and provide the applicant with the reason. If an employee receives a positive confirmatory test result, the City will make reasonable accommodations to allow the employee to participate in a counseling or rehabilitation program. However, the City may discharge the employee if the employee refuses to follow and successfully complete any and all recommendations outlined by the substance abuse professional. Accommodations will be made for the initial rehabilitation. The City will consider the frequency and/or severity of subsequent positive confirmatory tests and such tests may be considered a failure to successfully complete the program. If the City deems that there was a failure to successfully complete the program, the employee will be disciplined up to and including discharge. If the City believes it is necessary to protect the safety of the employee, the employees, or the public, the City may temporarily suspend or reassign the employee pending the outcome of the confirmatory test or re-test.

Rights of Employees and Job Applicants

Opportunity to Explain

Upon a positive confirmatory test result, an employee or job applicant will be given the opportunity to explain the positive drug confirmatory test result with the Medical Review Officer. If the MRO upholds the positive drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the rules.

Confirmatory Re-Test

Any employee or job applicant may request a confirmatory re-test of the original sample, at the expense of the employee or job applicant, within 72 hours of receiving notice of a confirmed positive, adulterated, or substituted specimen test result. The driver will not have the opportunity to provide another specimen.

If the employee requests an analysis of the split specimen within 72 hours of having been informed of a verified positive, adulterated, or substituted specimen test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis. If an employee has not contacted the MRO within 72 hours, the employee may present the MRO with information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive, adulterated or substituted sample test, or other unavoidable circumstances prevented the employee from making timely contact. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact within 72 hours, the MRO shall direct the analysis of the split specimen.

If the confirming retest is negative, no adverse action will be taken against the employee and an applicant will be considered for employment. The City may reimburse the employee for the expense of a re-test that is negative.

The City will not discharge an employee that, for the first time, receives a verified positive drug or alcohol test result unless:

- (a) The employee refuses to meet with a substance abuse professional for the purpose of an evaluation for alcohol and/or controlled substance use and/or abuse and recommendations for an educational, counseling, or treatment program; or
- (b) The employee fails to enter the recommended program, or fails to successfully complete the program; or
- (c) The employee fails a return-to-duty alcohol and/or controlled substance test at the successful completion of the recommended program or subsequent unannounced follow-up alcohol and/or controlled substance testing.

General Provisions

The City has in place an Employee Assistance Program to assist employees in addressing alcohol or drug abuse problems. Employees are encouraged to seek assistance before the problem affects their employment status. Participation in the program is confidential and normally voluntary, but participation may be required if usage of drugs or alcohol are determined to be present.

Violations of this policy may constitute just cause for discipline, up to and including discharge. Each situation will be evaluated on an individual basis depending upon the severity and circumstances involved.

Any alcohol and/or drug testing other than that required for operators of Commercial Motor Vehicles shall be in accordance with Minnesota Statutes 181.950-957 (1987), the Minnesota Drug and Alcohol Testing in the Workplace Act.

Policy Exceptions

Nothing in this policy limits or restrict the right of the appointing authority to discipline or discharge an employee for conduct which violates the City Personnel Policy or administrative and department policies and work rules provided that the employee is not tested for drugs and alcohol.

APPENDIX A – ALCOHOL AND DRUG TESTING POLICY FOR COMMERCIAL DRIVERS

The employer designated contact person will coordinate the implementation, direction, and administration of the City's alcohol and controlled substances policy. The contact person is the principal contact for the collection site, the testing lab, the MRO, the BAT and the person tested.

Employee questions concerning this policy should be directed to the contact person:

Joe Fischbach, HR Manager (651) 458-2883

APPENDIX B – ALCOHOL AND DRUG TESTING POLICY FOR COMMERCIAL DRIVERS

Definitions

Accident – An occurrence involving a commercial motor vehicle operating on a public road which results in:

- (1) A fatality;
- (2) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident;
- (3) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Alcohol – the intoxicating agent in a beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or content) – the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this policy and federal regulations.

BAT (Breath Alcohol Technician) – an individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Chain of Custody – procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

Commercial Motor Vehicle – a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property of the motor vehicle; and

- (a) has gross combination rating of 26,000 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- (b) has a gross vehicle weight rating of 26,001 or more pounds; or
- (c) is designed to transport 16 or more passengers, including the driver; or
- (d) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous materials regulations set forth under 49 C.F.R. part 172, subpart F.
- (e) a commercial motor vehicle does not include a fire truck or other emergency fire equipment.

Confirmation Test – for alcohol testing it means a second test, following a screening test with a result of .02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, it means a second analytical procedure to identify the presence of a specific drug. The test is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique in chemical principal from that of the screen test in order to insure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

Confirmatory Retest - For controlled substances it means a third analytical procedure to reconfirm the presence of a specific drug. If the test result of the primary specimen is positive, adulterated or a substituted specimen, the driver may request that the MRO direct the split specimen be tested in any different DHHS-certified laboratory for presence of drug(s). (A confirmatory retest is done at the request and expense of the employee.) The retest will be done using the original specimen provided. The driver will not have the opportunity to provide another specimen.

Consortium – an entity, including a group or association of employers or contractors, that provides alcohol or controlled substance testing as required by federal regulation, or other U.S. Department of Transportation alcohol or controlled substances testing rules, and that acts on behalf of the employers.

Controlled Substance – any drug which is not legally obtainable or which is legally obtainable but either has not been legally obtained or is misused. The term includes, but is not limited to, marijuana, cocaine, stimulants, depressants, narcotics, hallucinogens, prescription drugs not properly used according to physician directions, prescription drugs not being used for prescribed purposes and prescription drugs procured by fraud.

Driver – any person who operates or maintains a commercial motor vehicle. This includes, but is not limited to: full-time, regularly employed drivers; part-time and temporary drivers; leased drivers and independent owner/operator contractors who are either directly employed by or under lease to the employer or who operate a commercial motor vehicle at the direction of or with the consent of the employer. For the purposes of pre-employment/pre-duty testing only, the term driver includes a

person applying to the City for employment to drive a commercial motor vehicle.

EBT (Evidential Breath Testing Device) – an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products list of Evidential Breath Measurement Devices."

FHWA – The Federal Highway Administration.

MRO – Medical Review Officer - A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a driver's confirmed positive test result, adulterated test result, or substituted specimen test result together with driver's medical history and any other relevant biomedical information.

Performing (a safety sensitive function) – a driver is considered to be performing a safety sensitive function during any period in which the driver is actually performing, ready to perform, or immediately available to perform, or in a state of readiness to perform any safety sensitive function while on duty.

Reasonable Suspicion – means that the City believes the appearance, behavior, speech or body odors of a driver are indicative of the use of a controlled substance or alcohol based on the observation of at least one (1) supervisor or official who has received training in the identification of behaviors indicative of drug and alcohol use.

Refuse to Submit (to an alcohol or a controlled substance test) – occurs when a driver:

- (a) fails to provide adequate breath for testing without a valid medical explanation after the driver has received notice of the requirement for breath testing in accordance with the provisions of this policy,
- (b) fails to provide adequate urine for controlled substances testing without valid medical explanation after the driver has received notice of the requirement for urine testing in accordance with the provisions of this policy and federal regulation, or
- (c) provides a confirmed adulterated or substituted specimen and fails to provide a legitimate explanation to the MRO's satisfaction for the adulterated or substituted specimen, or
- (d) engages in conduct that clearly obstructs the testing process.

Safety-Sensitive Function – any of the following:

- (a) All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched or in a state of readiness to drive and/or maintain a commercial motor vehicle, unless the driver has been relieved from duty by the City;
- (b) All time inspecting equipment as required by federal regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (c) All driving time which shall mean all time spent at the driving controls of a commercial

motor vehicle in operation;

- (d) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth, which shall mean a berth conforming to the requirements of federal regulations;
- (e) All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (f) All time spent performing the driver requirements of the federal statutes related to accidents;
- (g) All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.

Screening Test (also known as Initial Test) – in alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

Substance Abuse Professional – a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

EXHIBIT 2. DRUG AND ALCOHOL TESTING FOR CITY EMPLOYEES

Background

Drug and alcohol abuse pose health and safety problems for all employees and citizens. To try and minimize these safety risks the City of Cottage Grove has adopted this policy, which outlines the procedures concerning drug and alcohol abuse in the workplace. This policy will establish standards for job applicants and employees in relation to testing procedures to ensure these standards are met. The City’s goal is to establish and maintain a healthy and efficient workforce free of drug and alcohol abuse.

Employees who need help dealing with drug and alcohol problems are encouraged to make use of the medical resources available to them through their health insurance plans or the Employee Assistance Program (EAP).

Employees are required to report to work on time and in appropriate mental and physical condition for work. No employee shall be under the influence of any drug or alcohol while the employee is working or while the employee is on the employer’s premises. This also includes operating the City’s vehicles, machinery, or equipment, except to the extent authorized by a valid medical prescription. Depending on the circumstances and the employee’s job, off-duty drug or alcohol abuse may subject the employee to discipline.

Unless specifically authorized as part of the employee's work duties, no employee shall use, possess, manufacture, distribute, dispense, sell or transfer drugs, alcohol, or drug paraphernalia while the employee is working or while the employee is on the employer's premises or operating the employer's vehicles, machinery or equipment, except to the extent authorized by a valid medical prescription. Off-duty employees may use or possess alcohol on City premises such as parks and parking lots when use and possession is not prohibited to members of the general public. The sale of alcohol, which is part of an employee's job duty is an exception to this policy.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, the City also prohibits the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the City or while "on call" and subject to return to work. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow an employee to use, possess, or be impaired by that drug while the employee is working or while the employee is on the employer's premises or operating the employer's vehicles, machinery or equipment. Likewise, the fact that cannabinoids may be lawfully purchased and consumed in some circumstances does not permit anyone to use, possess, or be impaired by them while the employee is working or while the employee is on the employer's premises or operating the employer's vehicles, machinery or equipment. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use in certain circumstances. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates City equipment or vehicles or who is on a City worksite. Applicants and employees are still subject to being tested under this drug and alcohol testing policy. Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

This drug and alcohol policy constitutes the City's drug-free awareness program and fulfills the notification requirements of the federal Drug-Free Workplace Act of 1988. As a condition of employment, each and every employee of the City must abide by the terms of this policy and must report in writing any instance of the employee's own conviction under a criminal drug statute for a violation.

Any such conviction must be reported to the employee's supervisor or to a person designated by the City Council within five (5) days after the conviction as required by the federal Drug-Free Workplace Act of 1988. The City shall notify the appropriate federal agency of such conviction within ten (10) days of receiving notice from the employee.

An employee convicted of a criminal drug offense committed in the course of employment will be subject to appropriate disciplinary action and/or required to successfully complete an appropriate rehabilitation program at the employee's own expense unless provided to the employee through their insurance coverage. The City, in its sole discretion, shall determine what disciplinary action is appropriate.

This Drug Free Workplace Policy will conform to the provisions of the Minnesota Drug and Alcohol

Testing in the Workplace Act (Minnesota § 181.950 through 181.957) and the requirements of the Federal Drug Free Workplace Act of 1988 (41 U.S.C. 701-707).

Definitions

1. Confirmatory Test and Confirmatory Retest: a drug or alcohol test that uses a method of analysis allowed by the Minnesota Drug and Alcohol Testing in the Workplace Act to be used for such purposes.
2. Drug: a controlled substance as defined in Minnesota Statute 152.01, Subdivision 2, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4.
3. Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test: analysis of a body component sample approved according to the standards established by the Minnesota Drug and Alcohol Testing in the Workplace Act for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
4. Drug Paraphernalia: the meaning as defined in Minnesota Statute 152.01, Subdivision 18.
5. Employee: a person, independent contractor, or person working for an independent contractor who performs services for the City for compensation, in whatever form, including any employee directly engaged in the performance of work pursuant to the provision of any Federal grant or contract. This includes all members of the Cottage Grove Fire Department.
6. Employer: the City of Cottage Grove, acting through a Department Head or any designee of the Department Head.
7. Initial Screening Test: a drug or alcohol test which uses a method of analysis allowed by the Minnesota Drug and Alcohol Testing in the Workplace Act to be used for such purposes.
8. Positive Test Result: means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in section 181.953, Subdivision 1.
9. Reasonable Suspicion: a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
10. Under the influence: having the presence of a drug or alcohol at or above the level of a positive test result.
11. Valid Medical Reason: means (1) a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of Minnesota Statute 152.11, and names the employee as the person for whose use it is intended; and (2) a drug prescribed, administered, and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, as described in Minnesota Statute 152.12; and (3) a drug used in accord with the terms of the prescription. Use of any over-the-counter medication in accordance with the terms of the product’s direction shall also constitute a valid medical reason.
12. Controlled Substance: means a substance listed in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.
13. Conviction: a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
14. Criminal Drug Statute: a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
15. Drug Free Workplace: a site for the performance of work done in connection with any Federal grant or contract at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

16. Federal Agency or Agency: means any United States executive department, military department, government corporation, government-controlled corporation, any other establishment in the Executive Branch (including the Executive Office of the President), or any independent regulatory agency.
17. Grant: an award of financial assistance, including a cooperative agreement, in the form of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, a Federal agency directly to a grantee. The term does not include technical assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations, or payment of veterans' benefits to individuals.
18. Grantee: a person who applies for or receives a grant directly from a Federal agency.
19. Job Applicant: a person, independent contractor, or person working for an independent contractor who applies to become an employee of the City and it includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
20. Safety Sensitive Position: a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
21. Random Selection Basis: a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and (2) does not give an employer discretion to waive the selection of any employee selected.

Circumstances Under Which Testing May Occur

Employees or job applicants of the City may be tested under the following circumstances:

1. Job applicant: A job applicant may be requested or required to undergo drug testing after a job offer has been conditionally made and before commencing employment in the position. All job applicants for the same position shall be required to undergo drug testing if one applicant is so required.
2. Treatment Program Testing: The City may test any employee referred by the City for chemical dependency treatment or evaluation at any time and without prior notice during the period of treatment or evaluation and for up to two (2) years following completion of any prescribed chemical dependency treatment or evaluation program in accordance with Minnesota Statutes 181.951, subd. 6.
3. Reasonable Suspicion Testing: No employee will be tested for drugs or alcohol under this policy without the person's consent. If, however, the City asks an employee to undergo a drug or alcohol test and the employee refuses, the employee may be subject to disciplinary action. The City may request or require an employee to undergo drug or alcohol testing if the City has reasonable suspicion that the employee:
 - a. is under the influence of drugs or alcohol;
 - b. has violated the City's policy prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on City premises or operating City vehicles, machinery, or equipment;
 - c. has sustained or caused another person to sustain a work-related personal injury; or
 - d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicle involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city's policies concerning alcohol or drugs may have

occurred.

4. Random Testing and Testing without Prior Notice: Random testing may be given without prior notice during regularly scheduled work hours to those employees who are in “safety sensitive” positions including any supervisory or management position in which an impairment caused by drug or alcohol use would threaten the health or safety of any person. Under the random selection process, there is an equal probability that an employee in a “safety-sensitive” position subject to the selection mechanisms will be selected for testing. The City does not have discretion to waive the selection of any employee chosen on a random selection basis.
 - a. The City declares that all Police Department positions, (including but not limited to sworn, unsworn, union, non-union, supervisory and management positions) are hereby designated as “safety sensitive” positions.
 - b. The City declares that all Fire Department positions (including but not limited to, union, non-union, supervisory and management positions) are hereby designated as “safety sensitive” positions.

Testing without prior notice may be given to employees who have been referred by the City for chemical dependency treatment or evaluation or who are participating in a chemical dependency treatment program under an employee benefit plan or have participated in such a chemical dependency treatment program in the prior two years.

5. Criteria for Selecting Testing Laboratories: For drug testing: In accordance with Minnesota Statutes 181.953, Subd. 1, the City shall use the services of a testing laboratory that meets one of the following criteria for drug testing or such other applicable criteria as established under Minnesota law:
 - a. Is certified by the National Institute on Drug Abuse as meeting the mandatory guidelines published at 54 Federal Register 11970 to 11989, April 11, 1988.
 - b. Is accredited by the College of American Pathologists, 325 Waukegan Road, Northfield, Illinois 60093-2750, under the forensic urine drug testing laboratory program.
 - c. Is licensed to test for drugs by the state of New York, Department of Health, under Public Health Law, article 5, title V, and rules adopted under that law.
6. For alcohol testing, the laboratory must be accredited by the College of American Pathologists, 325 Waukegan Road, Northfield, Illinois, 60093-2750, in the laboratory accreditation program or be licensed to test for drugs and alcohol by the state of New York, Department of Health, under Public Health Law, article 5, title V, and the rules adopted under that law or meet such other applicable criteria as established under Minnesota law.
7. Refusal to undergo drug testing: Job Applicants: Job applicants may refuse to undergo drug testing. However, if a job applicant refuses to undergo drug or alcohol testing requested or required by the City, no such test shall be given, and the job applicant shall be deemed to have withdrawn the application for consideration for employment.
8. Employees: Employees may refuse to undergo drug testing. However, if an employee refuses to undergo drug and alcohol testing carried out in conjunction with this Policy the employee may be subject to discipline including, but not limited to, discharge.
9. Appeal Procedure: Employees should refer to the City Personnel Policy, Work Rules, and/or the applicable Collective Bargaining Agreement for appeal procedures.
10. Tampering with the urine or blood sample: If an employee tampers with his or her own urine or blood sample, or in any way causes a sample to be invalid, the employee may be subject to discipline including, but not limited to, discharge.
11. First Failure to Pass Drug and Alcohol Testing: Without evidence of any other misconduct any employee who for the first time has a positive test result on a confirmatory test will not be subject to discipline, including but not limited to discharge unless:
 - a. The City has given the employee an opportunity to participate in, at the employee’s

- own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency; and
- b. The employee has either refused to participate in such a program or has failed to successfully complete the program within a reasonable time as evidenced by withdrawal or a positive test result on a confirmatory test after completion of the program.

Failure to Pass Drug and Alcohol Testing

1. Initial Screening Test (Employee): The City will not discharge, discipline, discriminate against or require rehabilitation of an employee solely on the basis of a positive Initial Screening Test that has not been verified by a Confirmatory Test. However, the City may temporarily suspend a tested employee whose test results are positive or transfer the employee to another position at the same rate of pay pending the outcome of a Confirmatory Test (and, if requested, a Confirmatory Retest) if the City believes it is necessary to protect the health or safety of the employee, co-workers or the public. An employee who is suspended without pay will be reinstated with back pay if the outcome of the Confirmatory Retest is not positive. Requests for such a Retest must be made in writing within five (5) days of the employee's receipt of notice of the test results. An employee who receives a positive test result on a Confirmatory Test and does not request in writing a Confirmatory Retest within five (5) working days after notice of positive confirmatory test results, may be subject to discipline including, but not limited to, discharge subject to the provisions of this policy.
2. Initial Screening and Test (Job Applicant): The City will not withdraw a conditional offer of employment on the basis of a positive test result on a job applicant's initial Screening Test. An Initial Screening Test must be verified by a Confirmatory Test (and a Confirmatory Retest, if requested) before a conditional offer of employment can be withdrawn. A job applicant who receives a positive test result of a Confirmatory Test, fails or refuses a Confirmatory Retest, or does not request in writing a Confirmatory Retest within five (5) days after notice of a positive test result of a Confirmatory Test, may be refused employment and will be notified of the reasons for such refusal.
3. Confirmatory Test: Discipline for a Confirmatory Test verifying a positive test result on an Initial Screening Test may include discharge of an employee; provided, however, that prior to discharge, the employee is given the opportunity to explain a positive test result and request and pay for a Confirmatory Retest on the original sample. If the Confirmatory Retest is not positive, no action will be taken against the employee. If the Confirmatory Retest is positive, and if it is the first positive retest result for the employee, the employee will **not** be terminated if the employee elects to participate, at the employee's own expense, in a drug or alcohol treatment or rehabilitation program, whichever is appropriate. An employee who either refuses to participate in the treatment or rehabilitation program or who fails to successfully complete the treatment or rehabilitation program (as evidenced by withdrawal from the program before its completion or by a positive test result on a Confirmatory Test during or after completion of the program), may be subsequently discharged.

Rights of Employee or Job Applicant

1. An employee or job applicant who receives a positive test result on a Confirmatory Test has the right to receive a copy of the test result report and, within three (3) working days of notice of the original positive Confirmatory Test result, to submit information to the City in addition to

any information already submitted to explain that result, or within five (5) working days request in writing a Confirmatory Retest on the original sample at the employee's or job applicant's own expense.

2. If the Confirmatory Retest is conducted in accordance with rules established by the Commissioner of the Minnesota Department of Health by a qualified laboratory in accordance with this policy, and if it is not positive, the City shall reimburse the employee or job applicant for the actual cost of the Confirmatory Retest in an amount not to exceed \$100.00 and no adverse personnel action shall be taken against the employee or job applicant based on the original Confirmatory Test.

General Testing Procedures

All testing will be performed by a licensed laboratory that certifies its compliance with the requirements of Minnesota Statutes 181.95 et. Seq. When the City decides to test for drug or alcohol use on any of the grounds enumerated in this policy, the following procedures will apply:

1. Initial Screening Test: acknowledgment: Before the initial Screening Test, the employee or job applicant shall be informed of the City's testing policy and given a form on which the employee or job applicant can acknowledge being so informed. The form shall allow the employee or job applicant to indicate any medication (signed for prescription or over-the-counter) that the individual is currently taking or has recently taken and other information relevant to the reliability of or explanation for a positive test result. Medical information disclosed on the form shall not be used as the basis for any adverse personnel action.
 - a. If the Initial Screening Test produces a negative result, written notice of such result will be given to the individual who took the test within (3) working days after the City receives the test result report. The employee or applicant will also be notified that they have the right to request and receive a copy of the test report.
 - b. The testing laboratory will perform a Confirmatory Test on all samples that produce a positive test result on the Initial Screening Test.
2. Confirmatory Test: If the Initial Screening Test produces a positive test result, a second test (known as the Confirmatory Test) will be conducted by the laboratory. If the Confirmatory Test is not positive, the City will send written notice of this fact to the employee or job applicant within three (3) working days after receiving the result. If the Confirmatory Test produces a positive test result, the City will take the following four steps:
 - a. The City will send written notice of the positive test result within three (3) working days after receipt to the employee or job applicant.
 - b. The employee or job applicant will be informed of the right to receive a copy of the test result.
 - c. The employee or job applicant will be told of the right to explain the positive result.
 - d. The employee or job applicant will be informed of the right to request a Confirmatory Retest of the original sample at the employee's or job applicant's expense. The employee or job applicant will have five (5) working days in which to notify the City of this request in writing.
3. Confirmatory Retest: If an employee or job applicant chooses to request a Confirmatory Retest, the employee or job applicant has five (5) working days within which to notify the City of this request in writing. Within three (3) days of the receipt of such request, the City will notify the original testing laboratory that it is to conduct a Confirmatory Retest or transfer the sample to another certified laboratory for retesting. If the Confirmatory Retest does not confirm the original positive test result, the City will take no adverse personnel action. If the Confirmatory Retest is positive, the City may withdraw its conditional offer of employment to a job applicant or terminate an employee if such employee chooses not to participate in a

chemical dependency treatment or evaluation program.

4. Data Privacy: Test result reports and other information acquired in the drug and alcohol testing process are private data on individuals as defined in Minnesota Statutes, Chapter 13, and may not be disclosed to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee or applicant tested, unless otherwise permitted by law or required by court order. (Minnesota Statute 181.954, Subd. 3)
5. Other Misconduct: This policy does not limit the right of the City to discipline or discharge an employee on grounds other than a positive test result in a Confirmatory Test. For example, possession but not consumption of a controlled substance, the sale of a controlled substance on City premises, or conviction under any criminal drug statute for a violation occurring in the workplace, may by themselves, be grounds for discipline or discharge. Any City employee may be subject to discipline up to and including termination for violation of this Policy or any rules adopted by the City with respect to the manufacture, use, sale, or transfer of drugs and alcohol.
6. Administrative Responsibility
 - a. The City Council shall be responsible for implementing this Policy.
 - b. Department Managers and Supervisors shall be responsible for informing their employees of this Policy.
 - c. Each employee of the City shall be notified of this Policy. Employees shall acknowledge in writing of their notification of this Policy.

AMENDMENTS

This Personnel Policy was adopted as a stand-alone policy by City Council Resolution 03-055 on 3/19/03. The policy went into effect on 3/20/03 and will be amended by City Council Resolution thereafter.

1. Resolution No. 2023-117 (Updating HCSP, Social Media and Surveillance Policies).
Adopted 9/20/2023. Policy Effective 9/21/2023.



City Council Action Request

7.Q.

Meeting Date	12/4/2024		
Department	Administration		
Agenda Category	Action Item		
Title	Cannabis & Lower Potency Hemp Edibles		
Staff Recommendation	Approve the adoption of Ordinance 1088 for the Zoning Ordinance amendments regarding Cannabis and Lower-Potency Hemp Edibles, Ordinance 1089 for the Registration Ordinance Amendments regarding Cannabis and Lower-Potency Hemp Edibles, and Ordinance 1090 Enacting an Odor Ordinance.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Cannabis Adoption - Council packet</td></tr></table>	1.	Cannabis Adoption - Council packet
1.	Cannabis Adoption - Council packet		



To: Mayor Myron Bailey and Members of the Cottage Grove City Council
From: Kori Land, City Attorney
Date: December 4, 2024
Subject: Cannabis & Lower-Potency Hemp Edible – Zoning Ordinance Amendment, City Code Registration Ordinance Amendment, Odor Ordinance

BACKGROUND:

The Council discussed cannabis and lower-potency hemp edible uses at workshops on October 2 and November 20, the Planning Commission held a public hearing on the zoning ordinance amendment on October 28 and the ordinances are now ripe for adoption.

DISCUSSION:

Zoning Ordinance Amendment:

Below is a chart of cannabis and lower-potency hemp edible uses in the City's zoning districts.

Type of Use	B1	B2	B3	PB	MU	I1	I2	I3	A1	A2
Lower-potency hemp edible retail beverage (with on-sale or off-sale liquor license)	AC	AC	AC	AC	AC					
Lower-potency hemp edible retail (not with on-sale or off-sale liquor license)			C	C	C					
Cannabis retail			C	C	C					
Cannabis or lower-potency hemp edible manufacturing, production, processing, testing and warehousing						C	C			
Cannabis Wholesale with no product on-site		C	C	C	C					
Cannabis Cultivation (indoor or outdoor)						C	C		C	C

Buffer zones:

- 1,000' between cannabis or lower-potency hemp edible uses (except on-sale and off-sale beverages)
- 1,000' from a school
- 500' from a day care that is in a commercial or mixed-use zoning district
- 500' from residential treatment facilities
- 500' from an attraction within a park used by minors
- 1,000' from residential properties for indoor/outdoor cultivation and manufacturing

Retail Sales:

Lower-Potency Hemp Edible Retail

Other than the buffer between businesses, any lower-potency retail may operate in the Zoning Districts shown in the chart.

Cannabis Retail

The same Zoning Districts as lower-potency hemp edible beverages are also where cannabis retail dispensaries may operate, outside of the buffer zones.

Lower-Potency Beverages:

Lower-potency beverages are allowed if part of an on-sale intoxicating liquor license or off-sale exclusive liquor license without any buffer zones, but they will require an administrative conditional use permit.

Manufacturing, Production, Processing, Testing, Wholesaling (with storage of products), Warehousing:

These uses are allowed in the I-1 and I-2 with buffers to protect adjacent properties.

Cultivation:

Outdoor cultivation is allowed in the AG-1, AG-2, I-1 and I-2, subject to a 40-acre minimum. Indoor cultivation is allowed in the AG-1 and AG-2 with a 40-acre minimum and allowed in the I-1 and I-2 with a 20-acre minimum.

Registration Ordinance Amendment:

We are repealing the licensing requirement for lower-potency edible retail businesses and replacing it with a registration process. All cannabis and lower-potency hemp edible businesses will be required to register with the City. Compliance checks will be conducted annually for all lower-potency hemp edible and beverage retail and cannabis retail businesses. The City is capping the number of cannabis retail businesses (dispensary, microbusiness with retail endorsement, mezzobusiness with retail endorsement) at 1 per every 12,500 residents.

All cannabis Event Organizers must receive Council approval for each event, whether it only involves cannabis and lower-potency hemp edible vendors or an event at which a cannabis or a lower-potency hemp edible vendor wants to participate as part of a larger special event. All events must take place on private property and cannot include public property or parks.

We are requiring the existing lower-potency hemp edible licensee to renew its license with the City within 60 days of ordinance adoption, but no renewal fee will be imposed. Instead, when the business obtains a license with the Office of Cannabis Management, then it must submit the OCM license to the City and the City license will be converted to a City Registration and the new Registration term will coincide with the OCM license term. A Registration renewal fee will be required with the first renewal of the City's Registration.

Odor Ordinance

Cannabis and lower-potency hemp edible uses cannot be a nuisance and one of the nuisances that has been identified in other states is odor. We have prepared an odor ordinance that will apply to any odor in the City. It has objective measuring standards, specific criteria for when odor becomes a nuisance and penalties to address businesses that have unresolved odor issues.

Action Requested:

Approve the adoption of Ord. No. 1088 for the Zoning Ordinance amendments regarding Cannabis and Lower-Potency Hemp Edibles, Ord. No. 1089 for the Registration Ordinance Amendments regarding Cannabis and Lower-Potency Hemp Edibles, and Ord. No. 1090 Enacting an Odor Ordinance

Attachments:

- Zoning Ordinance Amendment
- Registration Ordinance Amendment
- Odor Ordinance Amendment

ORDINANCE NO. 1088

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA,
AMENDING TITLE 11 OF THE COTTAGE GROVE CITY CODE RELATING TO
CANNABIS USES AND LOWER-POTENCY HEMP EDIBLE USES
PERFORMANCE STANDARDS**

The City Council of the City of Cottage Grove, Washington County, Minnesota, does hereby ordain as follows:

SECTION 1. ENACTMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by enacting Title 11, Chapter 4, Section 18 to read as follows:

11-4-18: CANNABIS USES AND LOWER-POTENCY HEMP EDIBLE USES

- A. Purpose: The purpose of this chapter is to implement the provisions of Minnesota Statutes Chapter 342 to allow cannabis and lower-potency hemp edible uses within the City. The Municipal Planning Act provides specific authority for cities to protect and promote the public health, safety, morals and welfare of residents through zoning ordinances, including the regulations surrounding the uses of buildings, structures and land. Cities are further authorized to establish standards and procedures regulating such uses. The purpose and intent of this chapter is to allow the incorporation of cannabis and lower-potency hemp edible uses into the city while protecting existing land uses and properties from any detrimental impacts.
- B. In addition to the other requirements and performance standards for each zoning district in which a cannabis or lower-potency hemp edible use is located, cannabis and lower-potency hemp edible uses must comply with the performance standards in this Chapter.
- C. Definitions: Unless otherwise noted in this section, words, terms, and phrases found in the definitions of Minnesota Statutes Section 342.01, or as amended, apply, unless otherwise noted or except where the context clearly indicates a different meaning. In addition, the following definitions apply:

CANNABIS BUSINESS: Any of the following businesses:

- 1. Cannabis microbusiness;
- 2. Cannabis mezzobusiness;
- 3. Cannabis cultivator;
- 4. Cannabis manufacturer;
- 5. Cannabis retailer;

6. Cannabis wholesaler;
7. Cannabis transporter;
8. Cannabis testing facility;
9. Cannabis event organizer;
10. Cannabis delivery service;
11. Lower-potency hemp edible manufacturing;
12. Lower-potency hemp edible retailer; or
13. Medical cannabis combination business.

CANNABIS USE or CANNABIS INDUSTRY: Every item, product, person, process, action, business, or other thing related to cannabis flower and cannabis products.

DAY CARE: A location licensed with the Minnesota Department of Human Services to provide the care of a child outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

OFFICE OF CANNABIS MANAGEMENT or OCM: Minnesota Office of Cannabis Management.

RESIDENTIAL TREATMENT FACILITY: A 24-hour-a-day program under the treatment supervision of a mental health professional, in a community residential setting other than an acute care hospital or regional treatment center inpatient unit, that must be licensed as a residential treatment program for adults with mental illness under chapter 245I, Minnesota Rules, parts 9520.0500 to 9520.0670, or other rules adopted by the commissioner.

SCHOOL: Public school as defined in Minnesota Statutes Section 120A.05 or nonpublic school that meets the reporting requirements under Minnesota Statutes Section 120A.24.

STATE LICENSE: An approved license issued by the Minnesota Office of Cannabis Management to a cannabis retail business.

D. OUTDOOR CULTIVATION: Any cannabis use that includes outdoor cultivation must comply with the following:

1. A minimum of forty (40) contiguous acres is required.
2. The crops must be setback a minimum of three hundred feet (300') from the property lines.
3. There must be fencing of six feet (6') around the perimeter and a landscaped or screened buffer is required to be placed outside of the fence but within the setback area, which may consist of a berm, trees, or combination thereof.

4. The crops cannot be visible from any public right of way.
 5. No retail sales shall be allowed at the same location as any business with an outdoor cultivation business license.
- E. INDOOR CULTIVATION: Any cannabis or lower-potency hemp cultivation that involves indoor cultivation in an enclosed building (and if allowed in the zoning district, indoor cultivation may take place in greenhouses and hoop houses), must comply with the following:
1. A minimum of twenty (20) contiguous acres is required if located in the I-1 or I-2 zoning districts. A minimum of forty (40) contiguous acres is required if located in the AG-1 or AG-2 zoning districts.
 2. The buildings must be setback a minimum of three hundred feet (300') from the property lines.
 3. There must be a landscaped or screened buffer within the setback area, which may consist of a berm, trees, or combination thereof.
 4. If greenhouses or hoop houses are allowed in the zoning district, interior lighting and ventilation conditions may be imposed as part of the conditional use permit.
- F. MANUFACTURING, PRODUCTION, TESTING OR PROCESSING OF CANNABIS WHOLESALE (if products stored on-site), WAREHOUSING: Must comply with the following performance standards:
1. No exterior storage is allowed, including storage of products in semis or trailers that are parked outside of an enclosed building.
 2. All mechanical, odor suppression equipment and trash enclosures must comply with City Code Sections 11-3-8 and 11-3-9.
- G. PERFORMANCE STANDARDS:
1. Hours of operation for retail sales of cannabis or lower-potency hemp edible products are permitted from 10:00 a.m. to 10:00 p.m., seven days a week. Retail sales of lower-potency beverages at on-sale intoxicating liquor establishments or off-sale exclusive liquor stores with a valid City registration and State license are permitted during the hours of operation associated with the intoxicating liquor establishment.
 2. On-sale intoxicating liquor establishments and off-sale exclusive liquor stores with a current lower-potency hemp edible City registration and a

State license may sell lower-potency hemp edible beverages but no other lower-potency hemp edible products.

3. No cannabis or lower-potency hemp edible use is allowed as part of an Adult Use Establishment, as defined in City Code Section 3-14-2.
4. No retail sales are allowed in the Agricultural or Industrial zoning districts.
5. No on-site consumption is allowed in the Agricultural or Industrial zoning districts.
6. Cannabis and lower-potency hemp edible uses shall not violate federal laws, state laws or any provisions of City Code. Cannabis and lower-potency hemp edible uses shall not be a public nuisance or violate Chapter 4, Section 8 regarding odors. The City may impose odor suppression or odor mitigation conditions as part of the conditional use permit.
7. Distance Restrictions: Distances from a cannabis use or lower-potency hemp edible use are measured from the storefront of a cannabis or lower-potency hemp edible retail use to the property line of all other cannabis or lower-potency hemp edible uses.
 - a. There must be at least one thousand feet (1,000') between each cannabis or lower-potency hemp edible use.
 - b. The location of all cannabis uses must comply with the following:
 - ii. More than one thousand feet (1,000') from a school as measured from property line of the school to the cannabis business;
 - iii. More than five hundred feet (500') from a day care that is in the B1, B2, B3, PB, or MU zoning district as measured from property line of the day care to the cannabis business;
 - iv. More than five hundred feet (500') from a residential treatment facility, as measured from the property line of the facility to the cannabis business;
 - v. More than five hundred feet (500') from an attraction within a public park that is regularly used by minors, such as, but not limited to a playground, athletic field, athletic court, picnic area or permanent restrooms, pavilion or park building, disc golf features, as measured from the location of the public park attraction to cannabis business.

- c. Outdoor and indoor cultivation must be more than one thousand feet (1,000') from a residential zoning district or residential use as measured from the cannabis use property line to the property line of the nearest residential zoning district or residential use.
 - d. Manufacturing, production, testing, or processing of cannabis, wholesale (if products stored on-site) or warehousing must be setback a minimum of one thousand feet (1,000') from a residential zoning district or residential use as measured from the cannabis use property line to the property line of the nearest residential zoning district or residential use.
 - e. Exemptions to distance restrictions:
 - i. Lower-potency hemp edible retail uses must comply with City Code 11-4-18.G.7.a, however, they are exempt from the distance restrictions in City Code 11-4-18.G.7.b.
 - ii. On-sale intoxicating liquor establishments and off-sale exclusive liquor stores that sell lower-potency beverages and have a valid lower-potency hemp edible City registration and a State license are exempt from the distance restrictions in City Code Section 11-4-18.G.7.a. and G.7.b. and their use does not count against other cannabis and lower-potency hemp edible uses for purposes of the distance restrictions from another cannabis or lower-potency hemp edible business in City Code 11-4-18.G.7.a.
8. Signs must comply with the standards in City Code Title 12 for the relevant zoning district in which the use is located, except for the following:
- a. No cannabis business shall have more than two (2) signs; and
 - b. Blinking, moving, and flashing signs that are visible from the exterior of the building are prohibited;
 - c. No lower-potency hemp edible use shall advertise the lower-potency hemp edible products on more than one (1) exterior sign; and
 - d. No interior sign shall be visible from the exterior of the building.
9. Cannabis uses must meet the minimum parking requirements for each type of use as stated in City Code 11-3-4, for example, retail must meet the retail requirements, manufacturing must meet the manufacturing parking requirements. If there is a combination of cannabis uses at the

same location, the use that requires the largest number of spaces must be met.

10. A security plan must be submitted to and approved by the Director of Public Safety to address security issues in order to protect the public health, safety, and welfare. The security plan must include, but is not limited to addressing issues surrounding parking, traffic, securing of monetary transactions, building security and alarm systems both internal and external, screening, lighting, window and door placement, landscaping, age verification devices, and hours of operation.

SECTION 2. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending Section 11-6-1 as follows:

11-6-1: AG-1 AGRICULTURAL PRESERVATION DISTRICT

- D. Conditional Uses: No structure or land shall be used for the following uses except by conditional use permit:
 1. Structures incidental to farm operations such as garages, barns, storage buildings, poultry barns, etc. on lots less than ten (10) acres.
 2. Commercial horse stables, dog kennels, boarding stables and similar uses, which shall not be located within three hundred feet (300') of a dwelling other than the dwelling on the property in question.
 3. Cannabis Cultivation, indoor or outdoor. Cannabis cultivation must comply with City Code Section 11-4-18.

SECTION 3. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending Section 11-6-2 as follows:

11-6-2: AG-2 AGRICULTURAL DISTRICT

- D. Conditional Uses: No structure or land shall be used for the following uses except by conditional use permit:
 1. Structures incidental to farm operations such as garages, barns, storage buildings, poultry barns, etc. on lots less than five (5) acres.
 2. Commercial horse stables, dog kennels, boarding stables and similar uses, which shall not be located within three hundred feet (300') of a dwelling other than the dwelling on the property in question.

3. Cannabis Cultivation, indoor or outdoor. Cannabis cultivation must comply with City Code Section 11-4-18.

SECTION 4. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending the Use Table in Section 11-8-2.C. to remove “cannabis or intoxicating CBD sales” and to add the following uses to the Use Table accordingly:

11-8-2: PERMITTED, CONDITIONAL, ACCESSORY, ADMINISTRATIVE AND INTERIM USES

C. Use Table:

USE TYPE	B-1	B-2	B-3	P-B	M-U
Lower-potency hemp edible retail beverages (associated with on-sale or off-sale liquor)	AC	AC	AC	AC	AC
Lower-potency hemp edible retail (not associated with on-sale or off-sale liquor)			C	C	C
Cannabis retail			C	C	C
Wholesale with no product on-site		C	C	C	C

SECTION 5. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending the Use Table in Section 11-9-2.C. to remove “Cannabis manufacturing” and add the following uses to the Use Table accordingly:

11-9-2: PERMITTED, CONDITIONAL, ACCESSORY, ADMINISTRATIVE AND INTERIM USES

C. Use Table:

USE TYPE	I-1	I-2	I-3
Manufacturing, production, testing or processing of cannabis, wholesale with product on-site, warehousing	C	C	
Cultivation (indoor or outdoor)	C	C	

SECTION 6. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending Section 11-4-3 as follows:

11-4-3: HOME OCCUPATIONS

C. Prohibited Home Occupations. The following uses shall not be permitted as home occupations:

1. Adult uses.
2. Animal hospitals, pet shops, pet daycare.
3. ~~Intoxicating CBD Product sales.~~ Any cannabis or lower-potency hemp edible uses.
4. Medical and dental offices, clinics, and laboratories.
5. Restaurants.
6. Stables or kennels, except as allowed by City Code.
7. Vehicle sales requiring a Minnesota dealers or wholesale license.
8. Vehicle, trailer or boat repair or service.
9. Other uses as determined by the Community Development Director.

SECTION 7. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The text amendment adopted by the Cottage Grove City Council on December 4, 2024 enacts performance standards for cannabis and lower-potency hemp edible uses in the Zoning Ordinance; and amends permitted and conditional uses in the Zoning Ordinance to include cannabis and lower-potency hemp edible uses in accordance with Minnesota State Statutes Sections 342 and 151.72.

SECTION 8. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this _____ day of _____, 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *St. Paul Pioneer Press* on _____.

ORDINANCE NO. 1089

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA,
REPEALING AND REPLACING TITLE 3, CHAPTER 13 OF THE COTTAGE
GROVE CITY CODE RELATING TO CANNABIS AND LOWER-POTENCY
HEMP EDIBLE BUSINESS REGISTRATION**

The City Council of the City of Cottage Grove, Washington County, Minnesota, does hereby ordain as follows:

SECTION 1. REPEAL AND REPLACE. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 3, Chapter 13, shall be repealed and replaced as follows:

**CHAPTER 13: CANNABIS BUSINESS AND LOWER-POTENCY HEMP EDIBLE
BUSINESS REGISTRATION**

3-13-1. PURPOSE:

The purpose of this chapter is to implement the provisions of Minnesota Statutes Chapter 342, which authorizes cities to protect the public health, safety, and welfare of residents by regulating cannabis and lower-potency hemp edible businesses within its jurisdiction.

3-13-2. DEFINITIONS:

Unless otherwise noted in this section, words, terms, and phrases found in the definitions of Minnesota Statutes Section 342.01, or as amended, apply, unless otherwise noted or except where the context clearly indicates a different meaning. In addition, the following definitions apply:

CANNABIS EVENT: A temporary event organized by a Cannabis Event Organizer at which cannabis or lower-potency hemp edible products are displayed or sold by vendors. Such Cannabis Event may be comprised solely of cannabis and lower-potency hemp edible vendors or may be part of a larger event at which cannabis and lower-potency hemp edible vendors intend to participate.

OFFICE OF CANNABIS MANAGEMENT or OCM: Minnesota Office of Cannabis Management.

STATE LICENSE: An approved license issued by the Minnesota Office of Cannabis Management to a cannabis or lower-potency hemp edible business.

3-13-3. REGISTRATION REQUIRED:

Before operating any business within the City that is licensed by OCM, the business must register with the City. Applications shall be submitted on the forms provided by the City Clerk, and all applicants shall comply with the process below. All applications shall be considered and approved or denied by the City Council.

3-13-4. CAP ON RETAIL REGISTRATIONS:

The City will not issue more than one (1) cannabis retail registration per 12,500 residents, as determined by the most recent state demographer's estimate. This cap on registrations does not apply to a medical cannabis combination business or lower-potency hemp edible retailer.

3-13-5. APPLICATION PROCESS:

All applicants must:

- A. Complete the registration form provided by the City;
- B. Pay the non-refundable registration fee for the type of license for which the business is applying. For the first registration, the applicant shall pay the initial registration fee and the first renewal registration fee; and
- C. Provide a copy of all State Licenses issued by OCM.

3-13-6. FEES.

- A. No registration shall be issued under this chapter until the appropriate fees are paid in full. The fee for a registration under this chapter shall be set in the City's fee ordinance.
- B. All fees are nonrefundable and shall not be pro-rated.
- C. At the time of the initial registration, the initial registration fee and the renewal fee shall be due and payable.
- D. For the first renewal of the registration, no additional registration fee shall be required. Beginning with the second renewal, and each subsequent renewal thereafter, the renewal registration fee shall be paid at the time of renewal.

3-13-7. APPROVAL:

The City Council must take action on each new and renewal registration application within a reasonable time following receipt of the recommendation from City staff regarding the application. At the City Council meeting at which the application is considered, the registration will be approved by the City Council if the applicant:

- A. Is in compliance with this chapter and all zoning requirements;
- B. Has paid the registration fee;
- C. Is current on all property taxes and assessments;
- D. Has a State License issued by OCM for the business being requested; and
- E. Is current on payment of all other City fees and charges.

3-13-8. EXCEPTIONS:

No registration shall be required for an Event Organizer licensed by OCM who intends to conduct a Cannabis Event within the City; however, each Cannabis Event must be approved by the City Council through a Cannabis Event permit. The Council may add reasonable conditions to the permit, may reduce the number of days for the event, prohibit outdoor activity and/or restrict or prohibit on-site consumption, in order to protect the public health, safety, and general welfare. The Event Organizer shall submit an application as provided by the City Clerk. The Cannabis Event permit application shall include:

- A. A copy of the Event Organizer's license by OCM or a copy of the license application submitted to OCM;
- B. Payment of the permit and escrow fees;
- C. The location, including address, Property Identification Numbers and ownership information of the property upon which the Cannabis Event is proposed to take place, including a diagram of the physical layout of the event, all entrances and exits that will be used by cannabis participants and vendors, the consumption areas, retail sales areas, location where cannabis waste will be stored and where any cannabis products will be stored. No Cannabis Event will be permitted on public property or in a public park;
- D. If the Cannabis Event is part of a larger event, signed consent from the organization sponsoring the larger event;

- E. A list of the names, number and type of cannabis businesses and lower-potency hemp edible businesses that will sell cannabis and lower-potency hemp products;
- F. A sworn statement that the Event Organizer is responsible for and will comply with the operational requirements imposed by the permit, state law, including Minnesota Statutes Section 342.40 subd. 7 and any regulatory rules applicable to the Cannabis Event;
- G. The dates and hours of the Cannabis Event (may be up to 4 consecutive days);
- H. A security plan that has been approved by the Director of Public Safety, including the name of the contracted licensed security personnel that complies with Minnesota Statutes Section 342.40 subd. 3;
- I. If on-site consumption is proposed, a detailed plan for complying with Minnesota Statutes Section 342.40 subd. 8 regarding such activity. The City Council may approve or deny on-site consumption of cannabis as part of the permit in its sole discretion, based on the circumstances of the specific cannabis event requested. If approved, the Event Organizer shall provide of copy of an insurance certificate for the Cannabis Event issued by an insurance company authorized to do business in the State of Minnesota, with coverage of at least \$50,000 per person and \$100,000 per occurrence; and
- J. Payment of an escrow fee for any expenses that may be incurred by the city during the Cannabis Event. Any unused escrow will be returned to the applicant following an accounting of expenses incurred by the City during the Cannabis Event. The Event Organizer shall be responsible for any costs incurred by the City that exceed the escrow amount.

3-13-9. RENEWAL PROCESS:

- A. Registration renewals are issued in the same manner and subject to the same conditions as a new registration application. The business shall apply to renew its registration on a form established by the City.
- B. Before renewing a registration, the City may enter and inspect the business to ensure that the business is in compliance with this chapter, the zoning ordinance, and state laws.

3-13-10.REGISTRATION TERM

The registration term shall be consistent with and run concurrently with the applicant's State License for commencement and expiration or termination. If the State License is suspended, revoked or terminated, so shall the City's Registration of the business.

3-13-11.PREMISES COVERED BY REGISTRATION:

The registration for the cannabis or lower-potency hemp edible business is only effective for the compact and contiguous space specified in the approved registration application.

3-13-12.NO TRANSFER OR ASSIGNMENT OF REGISTRATION OR LOCATION:

A registered cannabis or lower-potency hemp edible business shall not transfer or assign a registration to another person or entity or move to a different location. A new owner or new location will require a new application and payment of the appropriate registration fees.

3-13-13.PROHIBITED ACTS:

The owner or operator of a cannabis or lower-potency hemp edible business is responsible for the conduct of their place of business and the conditions of order in it. The act of an employee of the premises is deemed the act of the owner or operator as well, and the owner or operator is responsible for all penalties provided by this chapter equally with the employee.

- A. It shall be unlawful for any person to sell, purchase, obtain or otherwise provide any cannabis or lower-potency hemp edible product to any person under the age of twenty-one (21), including cannabinoids derived from hemp.
- B. It shall be unlawful for any person under the age of twenty-one (21) to possess any cannabis or lower-potency hemp edible product. This chapter shall not apply to persons under the age of twenty-one (21) lawfully involved in a compliance check, including cannabinoids derived from hemp.
- C. It shall be unlawful for any person under the age of twenty-one (21) to use or consume any cannabis or lower-potency hemp edible product unless it is legally authorized medical cannabis.
- D. It shall be unlawful for any person under the age of twenty-one (21) to attempt to disguise the person's true age by the use of a false form of identification, whether the identification is that of another person or one in which the age of the person has been modified or tampered with, to

represent an age older than the actual age of the person, in order to purchase any cannabis or lower-potency hemp edible product.

- E. No cannabis or lower-potency hemp edible product may be sold to an obviously intoxicated person or a person under the influence of a controlled substance.
- F. No one under the age of twenty-one (21) shall sell cannabis.
- G. Cannabis cannot be sold in vending machines, through a drive-through window or as part of a home occupation.
- H. On-site consumption is prohibited except for lower-potency edible products that are consumed as a beverage.
- I. It shall be unlawful to sell, purchase, obtain, possess or provide cannabis or lower-potency hemp edible products with Delta-10 THC.
- J. No cannabis or lower-potency hemp edible product shall be visible from the exterior of the building.
- K. No owner, operator or employee shall violate any federal law, state law or City ordinance related to the operation of the cannabis or lower-potency hemp edible business.

3-13-14.COMPLIANCE CHECKS AND INSPECTIONS:

All registered businesses must be open to inspection by the local law enforcement or other authorized City official during regular business hours. From time to time, but at least once per year, the City will conduct compliance checks on retail businesses by engaging persons between the ages of seventeen (17) and twenty-one (21) years, to enter the premises to attempt to purchase products. Persons used for compliance checks are not guilty of the unlawful purchase or attempted purchase, nor the unlawful possession of cannabis or lower-potency hemp edible products when the items are obtained or attempted to be obtained as a part of the compliance check. No person used in compliance checks may attempt to use a false identification misrepresenting the person's age, and all persons lawfully engaged in a compliance check may answer all questions about the person's age and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section prohibits compliance checks authorized by State or Federal laws for educational, research or training purposes, or required for the enforcement of a particular State or Federal law.

VIOLATIONS:

- A. Civil Penalties. If the City determines that a registered retail business made an illegal or invalid sale to a customer or patient or failed a compliance check or inspection, the City may impose a civil penalty of up to \$2,000 for each violation.
- B. Suspension. If the City determines that a registered business is not operating in compliance with the City Code or zoning ordinance, or that the operation of the business poses an immediate threat to the health or safety of the public, the City, through the Director of the Department of Public Safety, may immediately suspend the registration for up to thirty (30) days. The City will notify the business and the OCM in writing of the suspension, stating the grounds for the suspension. The OCM will investigate and may extend the period of suspension, revoke the registration, or order the reinstatement of the registration, or take any other action described in Minnesota Statutes Section 342.19 or 342.21.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The text amendment adopted by the Cottage Grove City Council on December 4, 2024 repeals and replaces the City's policies on Intoxicating CBD licensing with Cannabis and Lower-Potency Business registration to reflect Minnesota Statutes Sections 342 and 151.72.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this _____ day of _____, 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *St. Paul Pioneer Press* on _____.

ORDINANCE NO. 1090

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA,
AMENDING TITLE 4 OF THE COTTAGE GROVE CITY CODE RELATING TO
ODORS AS PUBLIC NUISANCES**

The City Council of the City of Cottage Grove, Washington County, Minnesota, does hereby ordain as follows:

SECTION 1. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending Section 4-1-1.B.9 to read as follows:

9. Annoyances, which include, but are not limited to noises, ~~odors,~~ vibrations, or emissions of smoke, fumes, gas, soot, cinders, or ash;

SECTION 2. ENACTMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by enacting Title 4, Chapter 8 to read as follows:

4-8-1: ODORS

A. **DEFINITIONS:** The following words, terms, and phrases when used in this Chapter shall have the meaning ascribed to them in this Section except where the context clearly indicates a different meaning:

BEST PRACTICABLE ODOR CONTROL TECHNOLOGY: The utilization of those technologies, processes, procedures, or operating methods by an industry, facility, or source which results in the most cost-effective means of mitigation of odors from an odor emission point source.

CITY ENGINEER: The Cottage Grove City Engineer or his or her designee.

CITY ADMINISTRATOR: The Cottage Grove City Administrator or his or her designee.

INITIAL TEST OR INITIAL TESTING: An odor test or series of tests conducted in order to establish a baseline odor level.

NASAL RANGER®: The Nasal Ranger® Field Olfactometer, a portable odor detecting and measuring device developed by St. Croix Sensory or such comparable device or technology that is approved by the City Council.

ODOR: That which produces a response of the human sense of smell to an odorous substance.

ODOR COMPLAINT: A notification received by the City Administrator from a person who identifies his or her name and address and the location, description, and duration of the odor. The release of such information regarding the identity of the complainant is governed by the Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act.

ODOR EMISSION: The release of offensive gases, fumes, and vapors into the atmosphere by an industry, facility or source which is determined by the City Administrator to cause unreasonable injury, nuisance, or annoyance to the public.

ODOR MANAGEMENT PLAN: A plan submitted by an industry, facility, or source to the City.

OWNER: The owner, operator, occupant, tenant, or other person who is responsible for any operation, business, or profession, or who exercises control over real property.

PROPERTY: Any real property, premises, structure, or location within the City.

SIGNIFICANT ODOR GENERATOR: An industry, facility or source that generates seven verifiable odor complaints in a six-month period or that the City Engineer has determined the industry, facility or source is the cause of odor emissions resulting in significant odor complaints.

VERIFIED ODOR COMPLAINT: That the City Administrator has confirmed the industry, facility or source of the odor emission that precipitated the complaint, by using the Nasal Ranger® to detect and measure odor. A dilution-to-threshold ratio as measured by the Nasal Ranger® of seven odor units or above (or such comparable measurements for a different device or technology that is approved by the City Council) is deemed to be a verified odor complaint.

B. It shall be unlawful for any owner of property located within the City to cause or allow odor emissions that:

1. Create odors or smells which are offensive or obnoxious to another person within the City;
2. Create a detrimental effect on the property of another person in the City;
or
3. Unreasonably interfere with the enjoyment of life, health, safety, peace, comfort, or property of another person in the City.

C. Odor testing.

Odor testing may be conducted by the City or its independent consultant on any property that may be a potential odor source. Testing may be conducted based on complaints or based on a planned odor monitoring study.

D. Designation as a significant odor generator.

After reviewing the results of odor testing, if the property produces odor emissions that generate seven verifiable odor complaints in a six-month period, the City Administrator may determine that a property shall be designated as a significant odor generator and shall notify the property owner of the designation.

E. Appeal.

Any property that is designated as a significant odor generator may file an appeal in writing by following the process contained in Section 1-3-4. The hearing officer's decision is final and may only be appealed to the Minnesota Court of Appeals.

F. Odor management plan.

1. If the property is designated as a significant odor generator, then within ninety (90) days of notice of designation by the City Administrator, the property owner shall work with the City Administrator to develop an odor management plan using the best practicable odor control technology in order to mitigate and comply with this ordinance. The City Administrator may grant an extension for up to an additional ninety (90) days to submit the odor management plan, upon sufficient evidence and cause for such extension. The odor management plan shall:
 - a. Identify and explain the odor source(s);
 - b. Describe the best practicable odor control technology to manage the odors generated;
 - c. Provide a detailed plan on any proposed operational changes to existing odor control equipment in order to control and mitigate the odors being generated;
 - d. Establish a timeline for development and implementation of any engineer-approved treatment technology, which includes monitoring instrumentation and equipment to ensure future compliance; and
 - e. Be kept on file with the City.

G. Compliance.

1. Compliance shall be achieved when the property owner has completed the installation, start-up, and operation of the best practicable odor control technology in accordance with the odor management plan and follow-up testing has determined the results have significantly improved since the initial test.
2. At such time that the property has achieved compliance with the odor management plan and has received no verifiable odor complaints for a period of 12 months, the property shall be removed from the odor generator classification.

H. Non-compliance.

If the City Administrator determines after follow-up testing that the results at the property have not improved, or if odor complaints continue, the property owner shall be required to meet with the City Administrator on at least a quarterly basis to develop a new odor management plan. Such meetings and follow-up testing shall continue until the City Administrator determines that the results at the property have improved. If non-compliance continues for a period of 12 months, the City may impose penalties pursuant to this Chapter.

I. Re-classification as a significant odor generator.

A property that was previously classified as a significant odor generator but was removed from the classification due to compliance may be re-classified as a significant odor generator if it generates three verifiable odor complaints in a 90-day period. It shall then be required to comply with Section F. establishing a new odor management plan and Section H. requiring quarterly meetings. A property re-classified as a significant odor generator will not be removed from the classification until it meets the compliance requirements in Section G.

J. Penalty

Failure to comply with the requirements in this chapter or failure to meet the obligations contained in the odor management plan, unless the failures are determined by the City Administrator to be beyond the control of the significant odor generator or the result of an accident or unexpected and unforeseen events, shall result in a criminal citation or the City may pursue any other legal or equitable remedies available to the City. In addition, any follow-up testing required due to compliance failure shall be paid for by the property owner.

SECTION 3. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The text amendment adopted by the Cottage Grove City Council on December 4, 2024 amends Title 4 of the City Code by enacting a chapter establishing odors as public nuisances.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this _____ day of _____, 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *South Washington County Bulletin* on _____.



City Council Action Request

7.R.

Meeting Date 12/4/2024

Department Public Safety

Agenda Category Action Item

Title Adoption of the City of Cottage Grove All-Hazard Plan

Staff Recommendation Adopt Resolution 2024-169 receiving and approving the City of Cottage Grove All-Hazard Plan.

Budget Implication N/A

Attachments

1.	RESOLUTION 2024-169
2.	Approval page
3.	City_of_Cottage_Grove_AHP_REVISED_2024



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

FROM: Pete Koerner, Public Safety Director

DATE: December 4, 2024

RE: Adoption of the City of Cottage Grove All-Hazard Plan

Discussion

Emergency management is a specialized field that builds community resilience through preparedness, prevention, protection, mitigation, response, and recovery. The City of Cottage Grove has an established local organization for emergency management—as required by law—with an appointed director who is responsible for the organization, administration, and operation of Cottage Grove’s Department of Public Safety Emergency Management Division, subject to the direction and control of the local governing body. Deputy Director of Public Safety, Gwen Martin, has served as the city’s Emergency Manager since her promotion to Police Captain in 2018 and is responsible for coordinating strategic support, response, and recovery efforts for the City of Cottage Grove.

The City of Cottage Grove has many capabilities and resources available in response to any event, emergency, or disaster. These include facilities, equipment, personnel, and skills of both government and non-government organizations and groups in the city. In addition, the city’s All-Hazard Plan (AHP) provides information and the framework for how the city will manage incidents to maximize the protection of life, property, and the environment and to ensure the continuity of government. It is a citywide document that provides cohesive, coordinated, and cooperative interoperability among applicable departments and jurisdictions and is intended to capture specific authorities and best practices for managing incidents that range from purely local to large-scale catastrophic disasters—whether they be natural, technological, or human-caused; accidental or intentional.

Local elected and appointed leaders—often referred to as senior officials— balance many responsibilities and serve in numerous roles to support and lead their jurisdiction, which includes making significant policy and resource decisions before, during, and after disasters. By collaborating with emergency management personnel, senior officials can better understand the needs of the community and be able to make informed decisions. While senior officials do not need to know all the strategies and tactics included in the AHP, their engaged leadership, support, and ability to develop objectives is fundamental to protecting the community.

Background

Cottage Grove’s Department of Public Safety Emergency Management Division is responsible for reviewing, maintaining, and coordinating aspects of Cottage Grove’s AHP, which was originally developed in 2004. In 2018, Washington County Emergency Management purchased access to BOLDplanning, with web-based planning services designed to streamline the process of creating customized emergency operations plans that match the specific needs of each jurisdiction. All cities in Washington County were given access to this system.

Captain Martin and Fire Chief Redenius were trained to use BOLDplanning software and began the arduous process of revising the city’s 775-page AHP. This major overhaul was expected to take well over a year due to their ongoing primary job responsibilities and the city not having a dedicated emergency services planner. The process of rewriting the AHP was placed on hold when the COVID-19 pandemic occurred, but in 2023 the AHP rewrite became a priority of the Emergency Management Division.

In early 2024, a rewritten AHP consisting of the General Plan, 17 Emergency Support Functions (ESFs), 6 Appendices, and 4 Annexes was produced. The Emergency Management Planning Team then provided additional input regarding specific resource needs, concepts of operations, and capabilities of city departments. Captain Martin incorporated their recommendations, and the result is the 357-page City of Cottage Grove All-Hazard Plan being presented for approval.

Recommendation

Adopt Resolution 2024-169 receiving and approving the City of Cottage Grove All-Hazard Plan.

Attachments

1.	RESOLUTION 2024-169
2.	Approval page
3.	City_of_Cottage_Grove_AHP_REVISED_2024

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-169

**RESOLUTION APPROVING THE
CITY OF COTTAGE GROVE ALL-HAZARD PLAN**

WHEREAS, the City of Cottage Grove has exposure to natural, technological, and human-caused hazards that increase the risk to life, property, environment, and the City and local economy; and

WHEREAS, the City of Cottage Grove recognizes that all hazards can pose potential threats to public health and safety in the City of Cottage Grove and surrounding area; and

WHEREAS, local, state, and federal regulations require the City's emergency management director to prepare a comprehensive general plan for emergency management of the City and present the plan to City Council for approval; and

WHEREAS, the City of Cottage Grove's Emergency Management Division has completed a planning process that engaged all City Departments and assessed the risks and vulnerabilities to the impacts of hazards that threaten the City; and

WHEREAS, the revised City of Cottage Grove All-Hazard Plan establishes a framework for how the City will manage events, emergencies, and disasters to maximize protection of life, property, and the environment and to ensure the continuity of government;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the City of Cottage Grove All-Hazard Plan has been received and approved.

Adopted by the City Council of the City of Cottage Grove, Minnesota, this 4th day of December, 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Approvals

The City of Cottage Grove Mayor and City Council formally adopted this revised All-Hazard Plan on December 4, 2024, through Resolution 2024-169. Pursuant to MN Stat. Chapter 12, this plan is reviewed annually and updated as necessary. As the City of Cottage Grove, Minnesota, Cottage Grove Public Safety Department, appointed director of the local organization for emergency management, I hereby certify that this document has been reviewed and updated and meets the standards required by statute.

PREPARED BY:

Gwendolyn Martin, Deputy Director of Public Safety / Police Captain
Emergency Management Division

Date

The undersigned have reviewed and accept the All-Hazard Plan as required by MN. Stat. Chapter 12.

APPROVED BY:

Peter Koerner, Director of Public Safety

Date

Jennifer Levitt, City Administrator

Date

Myron Bailey, Mayor

Date

Tamara Anderson, City Clerk

Date



All-Hazard Plan (AHP)

City of Cottage Grove

FOR OFFICIAL USE ONLY

Notice: This document contains information pertaining to the deployment, mobilization, and tactical operations of the City of Cottage Grove in response to emergencies. It is exempt from public disclosure under Minnesota state law.

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Approvals

The City of Cottage Grove Mayor and City Council formally adopted this revised All-Hazard Plan on **INSERT DATE** through **Resolution#**. Pursuant to MN Stat. Chapter 12, this plan is reviewed annually and updated as necessary. As the City of Cottage Grove, Minnesota, Cottage Grove Public Safety Department, Emergency Management Division representative, I hereby certify that this document has been reviewed and updated and meets the standards required by statute.

PREPARED BY:

Gwendolyn Martin, Deputy Director of Public Safety / Police Captain Emergency Manager	Date
--	------

The undersigned have reviewed and accept the All-Hazard Plan as required by MN. Stat. Chapter 12.

APPROVED BY:

Peter Koerner, Director of Public Safety	Date
--	------

Jennifer Levitt, City Administrator	Date
-------------------------------------	------

Myron Bailey, Mayor	Date
---------------------	------

Tamara Anderson, City Clerk	Date
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I. INTRODUCTION

The City of Cottage Grove Public Safety Department is responsible for coordinating the development and maintenance of this City of Cottage Grove All-Hazard Plan (AHP) and has an appointed individual who serves as the director of the local organization for Emergency Management (EM) as required by law. The City of Cottage Grove Emergency Manager reviews and coordinates aspects of this plan specific to their jurisdiction, and is directly responsible for the organization, administration, and operation of the local organization for emergency management—subject to the direction and control of the local governing body.

This plan contains language designed to correspond with the National Response Framework (NRF). In some cases, the language in this plan is taken directly from the NRF and associated documents and has been modified as necessary to fit the needs of the City of Cottage Grove.

A. Purpose

The City of Cottage Grove has many capabilities and resources available in response to any event, emergency, or disaster. These include facilities, equipment, personnel, and skills of both government and non-government organizations and groups in the City of Cottage Grove. The purpose of this plan is to ensure the effective and coordinated use of these resources to:

- maximize the protection of life and property,
- ensure the continuity of government, and
- ensure the safety of the government workforce, those in the government's care, and those in government facilities.

This City of Cottage Grove AHP provides the framework for managing events, emergencies, or disasters that threaten the community's health, safety, property, and resources. The plan provides information on how the city will manage incidents that threaten functions, services, and operations. It is a citywide document that provides cohesive, coordinated, and cooperative interoperability among applicable jurisdictions. It is intended to capture specific authorities and best practices for managing incidents that range from purely local, to large-scale catastrophic disasters—whether they be natural, technological, or human-caused; accidental or intentional.

This plan is built upon scalable, flexible, and adaptable coordinating structures already in place across the state. A guiding principle of this plan is that—aside from specific processes detailed herein—all processes, procedures, and protocols governing incident management and emergency response contained in current plans and doctrine remain in effect. This AHP explains the common doctrine and structures used to coordinate activity across the various levels of government.

Further, nothing in this plan alters or impedes the ability to carry out the existing authorities of governmental agencies to perform their incident management responsibilities under the law.

B. Mission

In any event, emergency, or disaster, the mission of this AHP is to:

- protect life and safety,
- minimize impact to property and the environment,

- secure our critical infrastructure and facilities, and
- resume the regular provision of services to our citizens.

General emergency response priorities follow from these goals.

C. Scope and Applicability

This plan provides structures for implementing response policy, the setting of priorities, and operational coordination for all hazards.

The AHP applies to the full range of complex and constantly changing requirements in anticipation of or in response to events, emergencies, or disasters. The AHP also provides the basis to initiate long-term community recovery and mitigation activities. The AHP:

- establishes fundamental policies, program strategies, and assumptions for the citywide comprehensive emergency management program,
- establishes a method of operations that spans the direction and control of an emergency from prevention activities to initial monitoring through post-disaster recovery,
- defines the mechanisms to facilitate delivery of immediate assistance, including direction and control of municipal, county, intrastate, interstate, and federal response, and recovery assistance,
- assigns specific functions to appropriate agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations,
- applies to the various types of emergencies that might occur, from local emergencies to minor, major, or catastrophic national disasters,
- identifies the actions that the municipalities will initiate in coordination with City of Cottage Grove counterparts as appropriate regardless of the magnitude of the disaster, and
- identifies the actions that City will initiate, in coordination with other jurisdictions, the state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

This City of Cottage Grove AHP was developed via a web-based planning system, <https://washcomn.boldplanning.com/> as a team effort consisting of representatives from the following departments:

Cottage Grove Building Division
 Cottage Grove City Administration
 Cottage Grove Communications
 Cottage Grove Community Development
 Cottage Grove Economic Development
 Cottage Grove EMS
 Cottage Grove Engineering Division
 Cottage Grove Finance Department
 Cottage Grove Fire Department
 Cottage Grove Information Technology (IT)

Cottage Grove Parks & Recreation
Cottage Grove Police Department
Cottage Grove Public Safety Department
Cottage Grove Public Works

Each department was consulted to determine their particular emergency roles and responsibilities. Each department has agreed with the responsibilities assigned to them in the City of Cottage Grove AHP. The AHP's concepts were developed by the Cottage Grove Public Safety Department, in coordination with the divisions involved in emergency management activities. Each department involved is expected to have its own procedures to implement the concept of operations.

The City of Cottage Grove AHP is adopted by governing bodies and by resolution, which serves as the promulgation letter for the AHP. A copy of the signed resolution is on file with the City Clerk.

1. Planning Process

The process used by the City of Cottage Grove has been designed to ensure that all stakeholders have an opportunity to participate in the development of the AHP and that the AHP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should be community-based, representing the whole community and their needs.
- Planning should include participation from all stakeholders in the community.
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards.
- Planning considers all hazards and threats.
- Planning should be flexible enough to address both traditional and catastrophic incidents.
- Time, uncertainty, risk, and experience influence planning.
- Effective plans tell those with operational responsibilities what to do and why to do it.
- Planning is fundamentally a process to manage risk.
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions.

2. Implementation of NIMS

The City of Cottage Grove AHP implements NIMS by:

- using the Incident Command System (ICS) and the multi-agency coordination system to manage and support all incidents,
- integrating all response agencies and organizations into a single, seamless system,
- establishing public information plans in the ESFs/Appendices/Annexes dealing with dissemination of information,
- identifying and characterizing resources according to established standards and types,

- requiring all personnel to be trained properly for the job they perform, and
- ensuring interoperability, accessibility, and redundancy of communications.

E. General Plan Assumptions

The preparation of the AHP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- Incidents are best managed at the lowest possible geographic, organizational, and jurisdictional level.
- A disaster may occur with little or no warning and may escalate more rapidly than the ability of local government to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously impacting the city.
- Disasters will require significant information sharing across jurisdictions and between the public/private sector.
- The City of Cottage Grove will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The city will coordinate all public information activities during an emergency.
- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many city emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the event, emergency, or disaster, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations requiring immediate rescue and medical care.

- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged outages may occur.
- Initially, emergency response will focus on lifesaving activities. City officials will work toward restoring order and control in the disaster area.
- During a major event, emergency, or disaster, Cottage Grove's Emergency Operations Center (EOC) will become the central point and control for city response and recovery activities.
- The EOC will be activated and staffed with departments organized into specific ESFs/Appendices. The coordinating agency for each ESF/Appendix is responsible for coordinating the planning and response activities for all the agencies of the function.
- The city will coordinate with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.
- The city will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the City of Cottage Grove AHP have been maintained by those organizations having responsibility, are in coordination with the AHP, and are exercised on a regular basis.
- Those individuals and organizations with responsibilities identified in the AHP (or in plans that support of the AHP) are sufficiently trained and prepared to perform their respective responsibilities.

F. Documents Comprising the Overall Emergency Plan

In addition to this AHP, the following documents provide more detailed information to assist practitioners in implementing the plan:

1. **Threat and Hazard Identification and Risk Assessment (THIRA)**
THIRA is an analysis of threats and hazards with comparison to capabilities in place to meet the worst case, most plausible situations, and the capacity of agencies to provide those capabilities. The gap between existing and needed capabilities informs planning, training, and procurement. While details of the THIRA are not public data, a summary of the overall threats are made available each year.
2. **Hazard Identification and Risk Assessment (HIRA)**
HIRA is formally conducted once every five years, but is updated more frequently when necessary. HIRA is an overall assessment of a wide range of known hazards with analysis of the risk posed to the City of Cottage Grove by each identified hazard. The

detailed HIRA is included in the Washington County Hazard Mitigation Plan, which is also updated every five years and subject to approval by the Federal Emergency Management Agency (FEMA).

3. General Plan

The General Plan is the document that outlines responsibilities, authorities, doctrine, and concepts that frame all emergency response in the City of Cottage Grove. In general, it lays out who is responsible for doing what under which circumstances. Together with the ESFs/Appendices/Annexes, it makes up the Emergency Operations Plan document required by law.

4. Emergency Support Functions (ESFs)

ESFs group resources and capabilities into functional areas that are most frequently needed in a multi-jurisdictional response (e.g., Transportation, Firefighting, and Law Enforcement).

5. Support Appendices

These are documents that describe essential supporting aspects that are common to all incidents (e.g., Financial Management, Volunteer and Donations Management, and Private-Sector Coordination).

6. Incident Annexes

These are documents that address the unique aspects of how we respond to seven broad incident categories (e.g. Nuclear/Radiological, Mass Fatalities, High-Hazard Flammable Trains, etc.).

7. Standard Operating Guidelines (SOGs) or Standard Operating Procedures (SOPs)

SOGs and SOPs are the already-existing processes in use by coordinating and supporting agencies that describe key roles and actions; they are not reproduced in this Plan. SOG or SOP is a general term and the actual documents may be known by various other names.

The AHP is therefore part of an overall framework that also includes specific business plans to ensure the continuity of individual agencies' operations and the overall continuity of government.

Policies in support of the AHP must comply with the Americans with Disabilities Act, which requires that emergency policies incorporate concerns of those with access and functional needs and enable all people to evacuate, use emergency transportation, stay in shelters, and participate in all emergency and disaster-related programs together with their service animals.

G. Initiating Conditions/Plan Activation

This plan is used for all complex incidents or events in which multiple jurisdictions and/or multiple agencies are, or are likely to be, required to act for the protection of the public, the environment, critical infrastructure, and/or essential functions of the community.

Formal activation of any specific function of this plan is initiated by request of the Incident Commander, Cottage Grove Mayor and City Council, Cottage Grove Public Safety Department Director, City Administrator, or chief elected or appointed official. In all cases, duly appointed authorized representatives of these officials may request activation. This request may be verbal, written, or in electronic format.

II. SITUATION

The City of Cottage Grove is vulnerable to effects of natural disasters such as severe summer storms, floods, tornadoes, winter storms, and fires. The city is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, major transportation accidents, civil disorders, terrorism, nuclear attack, acts of war, dam failures, and research and development incidents. The potential scope and impact of these emergencies may vary from a minor local emergency requiring minimum response to a major national catastrophe that requires maximum response. Time of day, weather conditions, time of year, warning time, location and/or the type of event, emergency, or disaster will further influence the risk posed by any hazard.

This section of the plan summarizes the hazards that could potentially affect the City of Cottage Grove. The hazards and risk analysis addresses the major hazards to which the city is vulnerable, provides a summary of the city's vulnerable population, outlines the assumptions that were considered in the planning process, and defines disaster magnitude classifications that will initiate a city response under NIMS.

A comprehensive hazard and risk assessment is contained in the Washington County Hazard Mitigation Plan. The plan is kept under separate cover and can be accessed by contacting Washington County Emergency Management (WCEM).

A. City of Cottage Grove Information

The following includes basic information concerning the City of Cottage Grove:

1. Demographics and Social Vulnerability

Incorporated in 1974, Cottage Grove is predominantly low density residential and according to the April 1, 2020, Census, the City of Cottage Grove has a population of 38,839. Cottage Grove's southern border is located along the Mississippi River, which makes the city susceptible to flooding. In addition, the city experiences other natural hazards such as extreme temperatures, tornadoes, high wind events, and severe winter storms. Most of Cottage Grove's greatest vulnerabilities are with regards to prevention, property protection, public education and awareness, natural resource protection, emergency services, and lack of funding for structure projects.

Community Lifelines/Components:

Safety, Security, Health and Medical

- Cottage Grove Police Department and Mutual Aid Partners
- Cottage Grove Fire Department and Mutual Aid Partners
- Cottage Grove Emergency Medical Services (EMS) and Mutual Aid Partners
- City of Cottage Grove Government Services
- Cottage Grove Medical Clinics, Physicians, and Dentists
- Washington County Public Health

Food, Water, Shelter

- Agricultural Land: 29.4%
- Commercial/Industrial Land: 4.2%

- Golf Course: 1.3%
- Parks/Open Spaces: 8.3%
- Right-of-Way: 8.6%
- Open Water: 12.4%
- Rural Residential Land Use: 16.4%
- High/Medium/Low Density Residential Land Use: 17%
 - Single Family Residential: 11,213 (housing units)
 - Multi-Family Residential: 931 (housing units)
 - Manufactured Housing: 103 (housing units)
 - Residential Townhomes: 1,501 (housing units)
- Other: 2.4%

Transportation:

- State Highways 61/10 and 95
- County Roads 13, 19, 20, 22, and 39
- Cottage Grove City Streets
- Metro Transit Park & Ride, Bus Services, and Metro Mobility
- Washington County Transit Link Services
- Cottage Grove Bus Circulator/DARTS
- Railways and Crossings: Burlington Northern Santa Fe, Canadian Pacific, SOO Line
- Mississippi River

Historical/Cultural/Natural Resource Areas:

- Grey Cloud Dunes Scientific and Natural Area
- Cottage Grove Settler's Island
- Cottage Grove Ravine Regional Park
- Cottage Grove Trailway Corridor
- Sites of National Significance
 - Cordenio Severance House (Cedarhurst Mansion); 6940 Keats Ave.
 - John P. Furber House; 7310 Lamar Ave.
 - Grey Cloud Lime Kiln; 10398 Grey Cloud Island Trail
 - Schilling Archeological District; Lower Grey Cloud Island
- Sites of Local Significance
 - Atkinson Cemetery, United Church of Christ Cemetery, Cottage Grove Cemetery
 - Cottage Grove Town Hall; 9540 Islay Ave.
 - Arthur H. Steen House/Forest Home; 7405 Lamar Ave.
 - John Watson House; 8919 70th St.
 - Historic First Congregational Church/Accacia Lodge No. 51; 11094 70th St.
 - William W. Furbur House; 7697 Lamar Ave.
 - Roberts House; 8348 Keats Ave.
 - Hope Glen Farm/Healy House; 10287 Point Douglas Rd.
 - Harry Roberts House; 8394 Keats Ave.
 - Shepard Farm Historic District; 8896 70th St.

2. Topography

Cottage Grove is situated ten miles southeast of St. Paul and accessed by Interstate 494 and U.S. Highway 61.

According to the United States Census Bureau, the city has a total area of 37.48 square miles (97.07 km²); 33.62 square miles (87.08 km²) is land, and 3.86 square miles (10.00 km²) is water.

Cottage Grove has more land adjacent to the Mississippi River than any other city in Minnesota. The city is also bordered by Woodbury to the north, Hastings to the south, St. Paul Park to the west, Newport to the northwest, and Denmark Township to the east. The city is approximately half an hour at posted speeds from the Minneapolis-Saint Paul International Airport. The southeast part of Cottage Grove is within 5 miles of the Wisconsin border.

3. Economic Profile

The City of Cottage Grove prides itself on being a great place to do business. We strive to always provide quality customer service, a user-friendly permitting and building process, and a pro-business approach to our work.

The city strives to maintain the community's unique character while recognizing the importance of accommodating a rapidly changing economy. Economic development is a top priority for the city council; they recognize that prosperous business owners, quality jobs, and an increased tax base all help to create a healthy city. We are proud of being a great place to do business.

The city's vision for economic development is a well-balanced city where business complements and adds to the quality of life for all who live, work, shop and play in Cottage Grove. To achieve our vision, we work to:

- facilitate growth, diversification, and the stability of the economy,
- create prosperous income opportunities for all citizens of the city,
- expand the economy, and
- provide a sustainable future for Cottage Grove.

The city promotes economic development through incentive programs such as the city's public finance policy as well as county, regional and state incentive programs.

4. Educational Facilities

There is one school district in Cottage Grove: South Washington County School District #833. This district serves not only Cottage Grove but Newport, St. Paul Park, and portions of Woodbury.

In Cottage Grove there are two High Schools—Park Senior High School and South Washington County Alternative High School, two Middle Schools—Cottage Grove Middle School and Oltman Middle School, and six Elementary Schools—Armstrong Elementary, Cottage Grove Elementary, Crestview Elementary, Grey Cloud Elementary, Hillside Elementary, and Pinehill Elementary.

B. Vulnerable Needs

The City of Cottage Grove recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. The city is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of

those most vulnerable during an emergency event. Multiple ESFs/Appendices within this plan outline or identify guidance to better assist supporting vulnerable needs populations. The City of Cottage Grove acknowledges at times the best support for such needs is to request assistance from regional and/or state partners; specifically, the following will be addressed in this AHP:

- Identification of vulnerable populations: General Plan, Vulnerable Needs Planning System, ADA criteria in References and Authorities
- Notification: ESF 2 – Communications
- Evacuation and Transportation: ESF 1 – Transportation
- Sheltering: ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- First aid and medical care: ESF 8 – Public Health and Medical Services
- Temporary lodging and housing: ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- Transition back to the community: ESF 14 – Long-Term Community Recovery
- Recovery: ESF 14 – Long-Term Community Recovery

Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. The City of Cottage Grove has included pet sheltering as part of ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services. The following is specifically addressed in ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services:

- pre-event planning,
- animal sheltering operations,
- animal registration and return, and
- coordination with human shelters.

FEMA Disaster Assistance Policy 9523.19 identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a Major Disaster Declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, domestic pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning, reunification, and restoration, and the removal and disposal of animal carcasses.

C. Access and Functional Needs

Washington County Community Services will coordinate the Access and Functional Needs (AFN) population recovery function. The Washington County Community Services will contact the MN Department of Public Safety, Homeland Security and Emergency Management (HSEM) to obtain assistance through multiple agencies and appoint a Coordinator who will serve as the Access and Functional Needs Coordinator for the City of Cottage Grove following a disaster. The Coordinator will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs, and volunteer organizations to be called upon if a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an AFN Committee, the Disaster Services Director will appoint a committee and a chairperson. The committee will be comprised of members from local religious, non-profit organizations, NG's, Washington County Community Services, and the appropriate State and Federal agencies. The AFN Committee Chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving the AFN population, and coordination with Community Relations Teams. The unmet needs committee will be formed on an as-needed basis for a given event. The chairperson will select the appropriate individuals and organization when the committee is formed.

D. Overview of Threats and Hazards

The Cottage Grove Public Safety Department conducts on-going assessments of the risks that face the city:

THIRA

THIRA is a process by which a jurisdiction researches and identifies the highest impact/most probable realistic threats (from intentional action such as terrorism) and hazards (of all types). These are then assessed against existing capabilities (like equipment or agencies) used to deal with the impact each hazard or threat. Input from many agencies, jurisdictions, utilities, non-governmental organization (NGO) groups, and the private sector are gathered and used to identify and quantify the risk. The detailed THIRA document includes law enforcement sensitive data and is not available to the public in its entirety (see below for a summary).

Risks and hazards are assessed on an almost daily basis and the City of Cottage Grove adjusts actions, staffing, procedures, and policy based on the actual threats to the city. As the THIRA contains sensitive information impacting on the security and public safety plans of the city, it is not available to the public however, a summary document can be requested.

Analysis Summary

The basic findings of the THIRA process result in a matrix of hazards and their impact.

Hazard Profile Summary for the All-Hazard Plan							
	Hazard	Probability	Magnitude Severity	Warning Time	Duration	CPRI	Planning Significance
1.	Power Failure	4	3	4	2	3.5	High
2.	Mass Casualty Incident	3	4	4	2	3.35	High
3.	Active Shooter	3	4	4	1	3.25	High
4.	Targeted Violence	3	4	4	1	3.25	High
5.	Cyber Attack	4	2	4	2	3.2	High
6.	Hazardous Materials (HAZMAT) Release	4	2	4	1	3.1	High
7.	Industrial Accident	4	2	4	1	3.1	High
8.	Winter Storm/Ice Storm	4	2	2	3	3	High
9.	Severe Storm/High Winds	4	2	3	1	2.95	Moderate
10.	Pipeline Incident	3	3	4	1	2.95	Moderate
11.	Extreme Temperatures	4	2	1	3	2.85	Moderate
12.	Train Derailment	2	4	4	1	2.8	Moderate
13.	Flood	3	2	3	3	2.7	Moderate
14.	Water Supply Contamination	2	3	4	3	2.7	Moderate
15.	Pandemic Event	2	4	1	4	2.65	Moderate
16.	Radiological Release	1	4	4	4	2.65	Moderate
17.	Act of Terrorism (CBRNE Event)	1	4	4	1	2.35	Moderate
18.	Structural Collapse	1	4	4	1	2.35	Moderate
19.	Public Utility Disruption	2	2	4	2	2.3	Moderate
20.	Tornado	2	2	4	1	2.2	Moderate
21.	Transportation Accident	2	2	4	1	2.2	Moderate
22.	Drought	3	1	1	4	2.2	Moderate
23.	Invasive Species	3	1	1	4	2.2	Moderate
24.	Fuel Shortage	2	2	1	4	2.05	Moderate
25.	Food/Water Contamination (Intentional)	1	3	4	1	2.05	Moderate
26.	Communications System Failure	2	1	4	2	2	Low
27.	Civil Disorder	1	2	4	3	1.95	Low
28.	Sinkhole/Landslide	2	1	4	1	1.9	Low
29.	Dam/Levee Failure	1	1	4	2	1.55	Low
30.	Wildfire/Urban Conflagration	1	1	4	1	1.45	Low
31.	Earthquake	1	1	4	1	1.45	Low
32.	Space Weather	1	2	1	2	1.4	Low
33.	Animal Disease Outbreak	1	1	1	4	1.3	Low

E. Infrastructure That Supports Emergency Response

All effective response and recovery revolves around the assumption that such activity can occur. In order to assure the basic ability to respond and recover, certain public and private sector infrastructure must be maintained or, if compromised, be the first systems recovered. Examples include:

- power infrastructure,
- government computer, Internet, data and voice telecommunications systems, transportation systems, etc., and
- systems for communicating with the populace.

The City of Cottage Grove EOC is located at Cottage Grove City Hall, 12800 Ravine Parkway S, Cottage Grove, MN 55016.

The City of Cottage Grove Alternate EOC is located at Cottage Grove Central Fire Station, 8641 80th St S, Cottage Grove, MN 55016.

F. Infrastructure That Serves Dependent Populations

There are some populations within the City who are completely dependent upon governmental or private sector facilities for their basic life needs and are unable to relocate or temporarily do without these facilities. Examples include:

- areas used by dependent populations in the custody of the affected jurisdiction or the County, and
- nursing homes, childcare facilities, schools, routes of egress and ingress, animal resources, shelter, and relocation venues.

G. Infrastructure Critical to Health and Safety

Certain systems sustain the basic needs of all residents' health and safety. Once the initial response is protected and adequate services for those persons fully dependent on specific facilities are assured, these basic needs must be addressed for all remaining people and properties. Examples include:

- housing, medical facilities, energy systems, sites containing potential hazards, utilities, food supplies, etc.

H. Government Administrative Buildings and Other Facilities

Governmental functions are a critical part of our communities. The restoration of these functions is the next priority. Examples include:

- governmental and private sector facilities necessary to protect the economic viability of the county, municipalities, and our citizens, and
- local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disasters.

I. Critical Facilities Matrix

Critical Infrastructure:

- Cottage Grove City Hall/Public Safety Department
- Cottage Grove Fire Stations – Central, Station 3, Station 4
- Cottage Grove Public Works Buildings
 - Interim Water Treatment Plants (3)
 - Future Water Treatment Plants (2 permanent, 4 interim)
 - Water System Wells (12)
 - Future Water System Wells (1)
 - Water Towers (6)
 - Future Water Tower
 - Booster Station
 - Lift Stations (1 permanent, 2 temporary)
- Cottage Grove Dams

○ Dam Name: Pine Tree Valley Pond Federal ID: MN01690 Owner: City of Cottage Grove Primary Purpose: Flood Risk Reduction Dam Type: Earth Year Completed: no data available Dam Height: 26' Dam Length: 300' Storage (Acre Ft): 229 Latitude: 44.8339 Longitude: -92.9289 Inspection Frequency (Years): 8 Hazard Potential Classification: Low Condition Assessment: Satisfactory	○ Dam Name: Pine Tree Pond Federal ID: MN00938 Owner: City of Cottage Grove Primary Purpose: Flood Risk Reduction Dam Type: Earth Year Completed: 1970 Dam Height: 10' Dam Length: no data available Storage (Acre Ft): 75 Latitude: 44.82989 Longitude: -92.92855999999999 Inspection Frequency (Years): 8 Hazard Potential Classification: Low Condition Assessment: Satisfactory
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- Cottage Grove Wastewater Treatment Plant
- Cottage Grove Parks and Open Spaces
- Cottage Grove Ice Arena
- River Oaks Golf Course and Event Center
- The HERO Center
- South Washington County Schools Buildings
- National Guard Armory
- 3M Cottage Grove Complex
- Cottage Grove Industrial Park
- LSP Power Plant
- 85th Street Tank Farms

III. ROLES AND RESPONSIBILITIES

A. Common Response Strategy: General Cooperation

Resiliency is based on cooperative principles.

Response Strategy, Municipal and Local Jurisdictions

Resilient communities begin with prepared individuals and depend on the leadership and engagement of local government, county government, NGOs, and the private sector.

Local police, fire, emergency medical services, emergency management, public works, environmental response professionals, medical providers, and others in the community are usually the first to detect a threat or hazard or respond to an incident. They also are often the last to leave an incident site or otherwise to cope with the effects of an incident. The local senior elected or appointed official (the mayor, city administrator) is responsible for ensuring the public safety and welfare of residents.

When an emergency has occurred, the local government of the jurisdiction in which it occurs has the primary responsibility to respond to save lives and property and to recover from the event. If at any point during the response or recovery the affected jurisdiction requires assistance the county is prepared to assist the effort through coordination of assets, mutual aid, personnel, and subject matter expertise.

Response Strategy, County

The county is prepared to render assistance to any jurisdiction in the county or elsewhere upon request. The county is able to supplement its own emergency resources with those provided by other counties, private organizations, and volunteers. If at any point a municipality concludes that its resources are (or are likely to become) overwhelmed, the jurisdiction would declare a local emergency and request county resources. Those resources, along with those of other jurisdictions, would then be made immediately available. The common response strategies and doctrine described in this plan and as regularly exercised, reduce the likelihood of misunderstandings and delays. Even in disasters of national impact, local government is closest to those impacted by incidents and so these local organizations have the lead.

In disasters and catastrophes, Government will work with affected jurisdictions to set priorities and goals and will serve as the liaison between local and state officials and between local and federal officials. While public health and welfare are the responsibility of all jurisdictions, the agency tasked with assuring overall responsibility is the County Public Health department, who may lead ESFs as Subject Matter Experts (SMEs).

When multiple jurisdictions are involved in a large or complex incident and county assistance is requested, most of the ESFs' lead roles transition to personnel. This does NOT remove responsibility OR authority from any governmental agency. County personnel serve in leadership roles in these circumstances because they routinely function throughout the county and have the additional objectivity that comes from being less directly impacted.

Response Strategy - State and Federal

If the capabilities within the City of Cottage Grove and county are exceeded, WCEM will request assistance from the State. In most cases, WCEM will forward a request to elected leadership for

a declaration of a local emergency when incidents reach this scale. The County EOC may submit requests to adjacent or nearby county jurisdictions such as other counties in accordance with MN Statutes Chapter 12, existing mutual aid agreements, and/or Memorandum of Understanding (MOU). Requests for state and federal support will be requested by WCEM through HSEM.

When the need for specialized assistance and appropriate missions are identified, the Sheriff may request assistance from the Minnesota National Guard. Only the Sheriff may make this request. County and Local Emergency Management will assist the Sheriff in identifying missions that might benefit from National Guard personnel, equipment, and or expertise. The decision to activate the National Guard rests with the Governor. If activated, National Guard personnel will contact the Sheriff, county or local emergency management, and/or the Incident Commander to discuss details and arrange logistical needs. The Adjutant General of Minnesota will make the decision as to which assets are sent to meet any particular mission.

Response Strategy - Private Sector and NGOs

The private sector and NGOs contribute to response and recovery through engaged partnerships with the local jurisdictions, the county, the state, and the federal governments. Private sector organizations and NGOs are encouraged to coordinate their contingency planning with the county and their local jurisdiction.

B. Whole Community Coordination

Community resilience and recovery are key elements of the AHP. However, not all parts of the community are affected by a given emergency. In order to coordinate with those aspects that are affected (and to avoid burdening those not affected), the Private Sector has been divided into twelve (12) operational sectors:

1. Academic Institutions
2. Entertainment, Media, Arts, Sports & Recreation
3. Banking, Finance, Insurance, Legal
4. Manufacturing, Industry, Chemicals, Oil & Gas
5. Construction, Development, Facility Management, Real Estate
6. Faith-Based Community
7. Hospitality, Food & Beverage, Lodging, Tourism
8. Communications, Information Technology
9. Non-Governmental Organizations (NGO), Community-Based Organizations (CBO), Private Non-Profit Organizations (PNP)
10. Transportation, Automotive, Postal/Shipping, Supply Chain, Warehousing
11. Associations, Professional Services, Consulting
12. Retail, Wholesale, Grocery, Consumer Goods & Services

The Cottage Grove Public Safety Department reaches out for input from these sectors during all-hazard and mitigation planning and evaluates all twelve sectors as part of the THIRA processes.

During a large/complex incident, representatives of these sectors are afforded space in the EOC, and/or are consulted virtually.

C. Inter-Jurisdictional Coordination

City of Cottage Grove

- The Cottage Grove Public Safety Department maintains and updates this AHP for their community. Each city department is responsible for developing and maintaining internal operating and notification procedures, resource lists, operating guides and checklists needed to support their operations.
- The Cottage Grove Public Safety Department is responsible for coordination of emergency management activity. In most cases, emergency management functions are conducted on-scene, virtually, or at the Cottage Grove EOC. A fully activated EOC may be opened at any time for support of longer-term and/or complex incidents.
- The city maintains and operates a facility that is designated as the EOC (Cottage Grove Public Safety Department/City Hall) and response agencies routinely establish Unified Command at a command post site identified for each incident.
- Department Directors, business units, and organizations also maintain jurisdiction-specific training programs and schedules of training, and assignments for department personnel to enable 24/7 operations. All training and continuing education records are maintained at the administrative offices of the department.
- Cottage Grove Public Safety Department maintains and updates this plan with input and comment from each agency and department cited in this plan. The City of Cottage Grove Public Safety Department, Emergency Management Division is the central coordination point between and among each city department.
- The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) is the common Warning Point and key communication coordination entity for all agencies and departments during incidents and is the primary point for communication coordination between agencies/departments and responders.

Regional Jurisdictions

- Each regional jurisdiction maintains an Emergency Operations Plan (EOP).
- Each regional jurisdiction maintains and operates a facility that is designated as the EOC, and response agencies routinely establish Unified Command at a command post site identified for each incident.
- If available, a Mobile Incident Command Center may be made available for use at any one location as the command post.

Minnesota Region 6—Metro

- Minnesota Region 6 includes and Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, and Washington Counties. The State's HSEM division assigns a Regional Program Coordinator (RPC) to each region to assist county and local jurisdictions. These jurisdictions are signatory to a Joint Powers Agreement for coordinated long-term capability enhancement and meet monthly.
- Minnesota Statutes Chapter 12 provides the required legislative framework for in-state mutual aid and assistance.

D. General Roles of Municipal Government

This section is a very brief overview of the general role of municipal government under this AHP. It is not an exhaustive description of all aspects of this role. The responsibility for responding to and recovering from incidents involving natural, technological, and human-caused hazards, begins at the local level with individuals and public officials in the jurisdiction affected by the incident. Local leaders and Emergency Managers prepare their communities to manage incidents locally. This plan's response doctrine plays a key role in helping community leaders to coordinate resources within jurisdictions, among adjacent jurisdictions, and with the private sector and NGOs such as the American Red Cross. This section describes the roles and responsibilities of key leadership elements within communities.

Chief Elected and/or Appointed Officials

The Mayor and/or City Administrator is responsible for ensuring the public safety and welfare of the people in their jurisdiction. On an ongoing basis, elected and/or appointed officials may be called upon to help shape or modify laws, policies, and budgets to aid preparedness efforts and to improve emergency management and response capabilities.

Elected and/or appointed officials often provide strategic guidance and resources during preparedness, prevention, protection, mitigation, response, and recovery efforts and must have a clear understanding of their roles and responsibilities for successful emergency management. At times, these roles may require providing direction and guidance to constituents during an incident, but their day-to-day activities do not focus on directing emergency management and response operations.

According to MN State Statute 12.25 LOCAL ORGANIZATIONS; DIRECTORS, DUTIES, "Each political subdivision shall establish a local organization for emergency management in accordance with the state emergency management program, but no town shall establish a local organization for emergency management without approval of the state director. Each local organization for emergency management must have a director appointed forthwith: in a city by the mayor, in a town by the town board, and for a public corporation organized and existing under sections [473.601](#) to [473.679](#) by its governing body. The local director is directly responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body."

In the City of Cottage Grove, the appointed local director—also known as the Emergency Manager—is responsible for coordinating all strategic support, response, and recovery efforts for the City of Cottage Grove.

City Council

Significant incidents require that publicly elected and appointed officials—as well as business owners and community leaders—make difficult decisions for the benefit of the community as a whole. Elected and appointed officials help their communities prepare for, respond to, and recover from potential incidents. Key responsibilities include:

- establishing strong working relationships with local city councils and with their county commissioner(s),
- establishing strong working relationships with core private-sector organizations, voluntary agencies, and community partners. The objective is to get to know, coordinate with, and train with local partners in advance of an incident and to develop mutual aid or assistance agreements for support in response to an incident,

- leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises,
- supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector,
- understanding and implementing laws and regulations that support emergency management and response,
- Ensuring that local emergency plans consider the needs of:
 - the jurisdiction, including persons, property, and structures,
 - individuals with special needs, including those with service animals,
 - individuals with household pets, and
- encouraging residents to participate in volunteer organizations and training courses.

Local leaders also work closely with their state and federal elected delegations during incidents and on an ongoing basis regarding local preparedness capabilities and needs. These state and federal elected delegations play an important, ongoing role in supporting their constituents for effective local response and emergency planning. Members often help local leaders understand the federal resources that are available to prepare for incidents. Especially during high-consequence events, many citizens traditionally contact elected officials for assistance or information on response policies.

Emergency Manager

The Emergency Manager is NOT the same as the Incident Commander (IC). The IC provides direct strategic and tactical leadership at the scene of incidents and establishes response organizations under ICS to address the needs of the incident scene, while the Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities.

The Emergency Manager's role is to establish the necessary local organization to coordinate and prioritize requests for assistance from on-scene Unified Command/Incident Commander (UC/IC), set strategic goals for city governmental departments, authorize purchases and contracts, and authorize the sending of local assets to assist outside of the municipality. The Emergency Manager typically organizes the local emergency management organization and opens and manages the city's EOC.

The Emergency Manager works with chief elected and appointed officials and with the Cottage Grove Public Safety Department to ensure that there are unified objectives with regards to the jurisdiction's emergency plans and activities. This role entails coordinating all aspects of a jurisdiction's capabilities and coordinates all components of the local emergency management program, to include assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. Other duties of the Emergency Manager include:

- coordinating the planning process and working cooperatively with other local agencies and private-sector organizations,
- developing mutual aid and assistance agreements,
- coordinating damage assessments during or after an incident,

- advising and informing local officials about emergency management activities during an incident,
- developing and executing public awareness and education programs,
- conducting exercises to test plans and systems and obtain lessons learned, and
- involving the private sector and NGOs in planning, training, and exercises.

City Department Directors

The Emergency Manager is assisted by, and coordinates the efforts of, employees in city departments who perform emergency management functions. Department Directors will collaborate with the Emergency Manager during development of local policies and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, environmental and natural resources) are integrated into a workable plan to safeguard the community. These Department Directors and their staff develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They should also participate in interagency training and exercises to develop and maintain the necessary capabilities. In many cases, these people serve as leaders for the municipality's role in ESFs.

Municipal officials and leaders provide strategic guidance and prioritization of resources during preparedness, prevention, protection, mitigation, response, and recovery efforts. Overall management of emergencies, and the appointment of a local Emergency Manager, is a key obligation of local leaders.

Municipal Standard Operating Guidelines (SOGs)

All emergency response organizations in the City of Cottage Grove maintain current SOGs, resource lists, and checklists required to support those organization's operations.

For emergency planning purposes, certain areas surrounding an incident or a fixed facility incident will be divided into sub-areas (sectors or cold, warm, and hot zones) so that priority of the response effort can be directed toward those affected by life-safety issues.

Delegation of Emergency Authority

The chains of succession are established and maintained by the City of Cottage Grove as part of continuity of operations planning efforts.

Assistance to Local Jurisdiction

The responsibility for responding to incidents begins at the local jurisdiction and extends to the county when requested. Significant incidents require a coordinated response across agencies and jurisdictions, political boundaries, sectors of society, organizations, etc. These incidents will require that publicly elected and appointed officials—as well as business owners and community leaders—make difficult decisions for the benefit of the community as a whole.

The county is prepared to assist affected jurisdictions with their response and recovery efforts through coordination of assets, mutual aid, personnel, and subject matter expertise. The county is prepared to supplement its emergency resources with those provided by private organizations and volunteers.

E. General Role of County Government

This section is a very brief overview of the general role of county government and describes the roles and responsibilities of key leadership elements of county government under this AHP. It is not an exhaustive description of all aspects of this role. County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county including those needing special media formats, who are non-English speaking (including people who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce, and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.
- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

Under this plan's response doctrine, the county plays a key role in helping community leaders to prioritize and coordinate resources among adjacent jurisdictions, and with the private sector and NGOs such as the American Red Cross. A key outcome of the doctrine is to maximize community resilience while minimizing the impact of disasters and the time required for recovery. When practicable, county agencies will continue to offer regular county services throughout the county even during disasters in one or more municipalities.

County Manager

The County Manager is the chief administrative official of the county, responsible among many other things for ensuring that public safety and welfare agencies and policies are in place. In most cases, the County Manager has delegated specific authorities to county department directors.

Board of Commissioners

Significant incidents require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole. Elected and appointed officials help their communities prepare for, respond to, and recover from potential incidents. Key responsibilities include:

- Evaluating and enacting such emergency resolutions and/or ordinances as necessary.

- Establishing strong working relationships with municipal leaders and residents.
- Establishing strong working relationships with core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging county department heads to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts.
- Understanding and implementing laws and ordinances that support emergency management and response.
- Ensuring that EOPs takes into account the needs of:
 - the whole county—including the municipalities, persons, property, economy, infrastructure, and the environment,
 - individuals with functional and access needs, including those with service animals,
 - individuals with household pets,
 - encouraging residents to participate in volunteer organizations and training courses, and
 - interfacing with state and federal elected delegations during incidents and on an ongoing basis regarding county prevention, planning, response, recovery, and mitigation capabilities and needs.

County Emergency Management Director

The County Emergency Management (EM) Director has the day-to-day authority and responsibility for overseeing emergency management programs and activities countywide, including the EOP, Hazard Mitigation Plan, county Continuity of Government (COG) Plan, and all county Continuity of Operations (COOP) efforts.

The County EM Director develops and maintains the EM enterprise of county, serves as the subject matter expert on EM efforts countywide, and develops and directs the County Emergency Management organization. The County EM Director works with all elected and appointed officials in the county and municipalities, including all municipal EM directors and/or Emergency Managers, and coordinates with other EM personnel in the state as well as with state and federal agencies that have EM responsibilities. The county EM Director disseminates information regarding new and impending changes in law and procedures regarding EM.

The County EM Director establishes an organization for countywide planning and coordination of the strategic needs of all incidents in the county, long-term coordination and recovery, and prioritizing and attempting to procure needed resources in support of all scenes within the county. The County EM Director typically functions at the EOC and coordinates countywide efforts as well as the efforts of municipal EOCs, coordinates county agency assistance to municipalities, coordinates county assistance to other areas of the state/nation, and coordinates all planning with municipal, state, and federal governments.

Before and during emergency incidents, the county EM Director works to ensure that there are unified objectives regarding emergency plans and activities. This role entails coordinating all aspects of their county's capabilities.

The county EM Director coordinates all components of the countywide EM program, which includes assessing the availability and readiness of local resources most likely required during an incident, identifying and correcting any shortfalls, and facilitating ongoing hazards and threat analyses.

Department and Agency Leaders

Countywide EM requires the efforts of leaders and employees in departments and agencies that perform emergency management-related functions. Department and agency leaders collaborate with the county EM Director during development of policies and procedures and provide key response resources.

County departments are the coordinating agencies for many of the ESFs. The coordinating agency provides oversight and guidance in the development and maintenance of the documents outlining the ESF roles.

Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, environmental and natural resources agencies) are integrated into a workable plan to safeguard the community.

County departments are the coordinating agencies for the provision of county services of some ESFs. In other cases, the county department serves as the primary agency, not because that department provides the service (e.g. transportation), but because the department “speaks the language” of service providers included in the ESF.

The department and agency leaders provide strategic guidance and prioritization of resources during preparedness, prevention, protection, mitigation, response, and recovery efforts.

Assistance to Local Jurisdiction

The responsibility for responding to incidents begins at the local jurisdiction and extends to the county when requested. Significant incidents require a coordinated response across agencies and jurisdictions, political boundaries, sectors of society, organizations, etc. These incidents will require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole.

The county is prepared to assist affected jurisdictions with their response and recovery efforts through coordination of assets, mutual aid, personnel, and subject matter expertise. The county is prepared to supplement its emergency resources with those provided by private organizations and volunteers.

Standard Operating Guidelines (SOGs)

All emergency response organizations in the county maintain current SOGs, resource lists, and checklists required to support those organization’s operations.

Delegation of Emergency Authority

The chains of succession for the county are established and maintained by each department and agency.

F. General Role of State Government

As the state's chief executive, the Governor is responsible for the public safety and welfare of the people of Minnesota. The Governor:

- is responsible for coordinating state resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from all hazards to include terrorism, natural disasters, accidents, and other contingencies,
- under a Governor's declaration has powers to make, amend, and rescind orders and regulations,
- provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within state jurisdiction,
- encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states, tribes, and territories to facilitate resource sharing,
- is the Minnesota Commander-in-Chief of state military forces (National Guard when in state active duty or Title 32 status and the authorized state militias), and
- requests federal assistance when it becomes clear that state or tribal capabilities will be insufficient, have been exceeded, or exhausted.

Minnesota's HSEM department is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

G. General Role of Federal Government

The federal government is responsible for:

- preventing terrorist attacks within the United States through the Department of Homeland Security, reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies, and minimizing the damage and assisting in the recovery from emergencies,
- providing emergency response on federally owned or controlled property, such as military installations and federal prisons,
- providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, FEMA, and in accordance with the National Response Framework,
- identifying and coordinating provision of assistance under other federal statutory authorities,
- providing assistance to State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Framework,
- managing and resolving all issues pertaining to the influx of illegal immigrants, and

- providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

H. Public Safety Enforcement Actions

In a large-scale incident, law enforcement resources will quickly become overwhelmed and law enforcement officials will have to balance their resources and efforts between new responsibilities and everyday service demands. The ESF 13 – Law Enforcement and Security may activate mutual aid requests by contacting law enforcement agencies or National Guard resources outside the affected area. Shifts will be assigned and responding law enforcement officers will report to the staging area for assignments. ESF 13 will provide security for the inner and outer sections of the established perimeter. Additional information is provided in the protective actions listed in ESF 13 – Law Enforcement and Security.

I. Intelligence and Legal Advice

Cottage Grove City Administration will provide legal advice in order to assist the proper delivery of emergency management services in accordance with applicable federal, state and local laws, rules and ordinances, and shall be provided with appropriate directory information to Cottage Grove City Administration staff in order to obtain legal advice.

Cottage Grove City Administration Advice During Emergency Situations

Cottage Grove City Administration shall designate an attorney in the civil division who shall be the prime attorney with the responsibility of advising Cottage Grove Public Safety Department staff in the event of an event, emergency, or disaster. In addition, Cottage Grove City Administration shall appoint a designee to serve as a backup or an alternative source of advice under such circumstances. Further, Cottage Grove City Administration shall appoint an attorney from the prosecution division for the purpose of specifically providing advice to law enforcement and other related agencies related to the prosecution of individuals (for adult felony and juveniles crimes) taking illegal advantage of the event, emergency, or disaster or otherwise advising City of Cottage Grove staff and the Cottage Grove Public Safety Department on the proper prosecution of individuals during the course of such an event.

Individuals appointed by the county attorney shall be provided with adequate training on the special circumstances that may develop during an event, emergency, or disaster situation. Special instructions shall be provided concerning those federal, state, and local laws ordinances and rules and regulations that particularly deal with the obligations and rights of various parties in such a circumstance and particularly as they may relate to the carrying out of emergency management activities by any county departments, more specifically those who are providing services pursuant to the General Plan set forth by emergency management staff and approved by the Cottage Grove Mayor and City Council as more particularly described in ESF's 1-17. Emergency management services may assist in providing for the cost of such training.

Legal Guidance

Cottage Grove City Administration staff shall be aware of the various legal implications of the following statutes and how they relate to disaster and emergency situations. These statutes and regulations shall include, but are not limited to:

- Health Insurance Portability and Accountability Act (HIPAA)
- Superfund Amendments and Reauthorization Act (SARA) Title III
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA)
- Foreign Intelligence and Surveillance Act (FISA)
- The Minnesota Government Data Practices Act (MGDPA)
- Minnesota Statutes Chapter 12
- Minnesota Statutes Chapter 299K.

Legal Approval for Sharing Intelligence

Cottage Grove City Administration will be requested to review opportunities for sharing information and procedures during emergencies and disasters and shall also focus on the following emergency management issues: donation management; continuity of operations; continuity of government; debris management; damage assessment; transportation and security; evacuation; resource management; agricultural and animal; mass care casualty and sheltering; public works critical infrastructure utilities restoration; fire protection; search and rescue; environmental hazard response; public health; public information; incident management; communications; notification warning; and general issues.

Cottage Grove City Administration shall also provide legal advice related to child welfare disaster preparedness plans as set forth in the State Department Human Services Bulletin No. 09-68-16, in addition to such other human services plans applicable to emergencies and disasters.

IV. CONCEPT OF OPERATIONS

A. General

The City of Cottage Grove uses the nearest appropriate responder concept (likely to be a municipal, county, state, or nationally available resource) when responding to any threat, event, or disaster. In most situations, City of Cottage Grove departments will be the first and primary responders and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances, state or federal agencies may have the primary jurisdiction for the overall response effort. However, City of Cottage Grove resources will likely provide the first response for all incidents impacting the jurisdictions.

1. Concept of Operations (CONOP) Terminology

Incident – An “incident” is any occurrence that requires public safety response actions to minimize impacts to life, property, economy, and/or the environment. Incidents may last for hours or days (e.g. major fire, ice storm, power failure). Impacts may last for a very long time (bridge collapse, terror attack, train derailment). There may also be several incidents at any given time. While all events, emergencies, and disasters are incidents, all incidents are not necessarily “emergencies” or “disasters” as defined in this plan.

Event – For the purposes of Emergency Management, “events” are a class of incident that includes pre-planned or otherwise-anticipated activities. Events often span more than one day. Although most events are not “emergencies” or “disasters” as defined in this plan, the full resources and processes of this AHP are often required to manage such occurrences. For example, the Super Bowl® game is not an “emergency” but would likely require significant resources from multiple agencies from the local, state, government, and private sector.

Emergency – An “emergency” is any “incident” that has (or is likely to) rapidly overwhelm the usual and standard resources of the impacted municipalities. Alternatively, an “emergency” is also any “incident” occurring suddenly or of a duration or level of complexity that requires the jurisdiction to seek outside assistance for life safety, incident stabilization, and/or recovery.

Disaster – A “disaster” is any “emergency” that overwhelms or threatens to overwhelm the jurisdiction’s governance model in such a way as to pose a realistic threat to the ability to provide for the public safety or services without outside assistance. Most commonly in Minnesota, disasters are emergencies that overwhelm the economic capacity of the jurisdiction to function or recover due to damage to critical infrastructure, community lifelines, housing, etc. A catastrophic incident is a disaster that occurs so rapidly that the jurisdiction’s governance and response are immediately and completely overwhelmed.

2. CONOPs Levels of Concern and AHP Activation

The Cottage Grove Public Safety Department monitors the citywide situation 24/7. This AHP is operationalized in one of four levels of concern:

- **LEVEL 4:** “Routine Operations” – No additional specific response or notification activities anticipated (routine day-to-day operations).
- **LEVEL 3:** “Limited Activation” – Incidents or potential incidents are occurring that require close monitoring by the Cottage Grove Public Safety Department and/or other agencies.

- **LEVEL 2: “Partial Activation”** – Incidents are occurring or anticipated that are complex or of a nature that will require coordination between multiple agencies and jurisdictions. Outside assistance may be needed.
- **LEVEL 1: “Full Activation”** – Incidents or events are occurring or anticipated that pose a significant threat to overwhelm the capabilities of the City of Cottage Grove. Outside assistance will be needed.

3. Coordinating Instructions

The Director of the Cottage Grove Public Safety Department is responsible for coordinating overall plan development and maintenance. Situational awareness within the City of Cottage Grove is maintained and monitored using all available systems and tools. The City of Cottage Grove operates on the Minnesota interoperable radio system called ARMER.

All agencies and organizations involved in the execution of this plan are organized, equipped, and trained to perform all designated responsibilities contained in this AHP, and implementing instructions for both response and recovery operations are in compliance with the National Incident Management System (NIMS).

Each department is responsible for filling any important vacancies, recalling personnel from leave (if appropriate), and alerting those who are absent due to other duties or assignments.

4. Common Response Doctrine

A common response doctrine defines basic roles, responsibilities, and operational concepts for response between all jurisdictions and across all levels of government and with NGOs and the private sector. The overarching objective of response activities centers upon saving lives and protecting property and the environment.

The primary foundational doctrine for citywide processes are the concepts of “Leaning Forward” to anticipate and identify needs, coordinate effort, share and obtain necessary resources swiftly, and to involve and consider the Whole Community Approach.

Leaning Forward

Mutual aid and assistance are part of the normal mode of operation in the City of Cottage Grove.

It is not always obvious at the outset whether a seemingly minor event might be the initial phase of a larger, rapidly growing threat and as such, requires that the best practicable coordination efforts begin as quickly as is reasonable. To that end, personnel (as lead agency in ESF 5 – Emergency Management) monitor incidents and may assign a 24/7 Duty Officer who is able to make all necessary notifications and begin a large-scale coordinated response.

In practice, many incidents require virtually reflexive activation of inter-agency coordination protocols to forestall the incident from becoming worse or to surge more aggressively to contain it. Local agencies (law enforcement, fire, EMS, Emergency Management, etc.) typically act on independent authority as the initial and the primary responder. Incidents that require more systematic response efforts are actively coordinated through the appropriate mechanisms described in this document and in its supporting ESFs/Appendices/Annexes. MN Statutes Chapter 12 lays out requirements and protections for inter-jurisdictional emergency assistance

and mutual aid.

Should an event or incident threaten to exhaust local resources or pose unusual levels of risk, notification to the MN State Duty Officer begins the process of initial coordination of incident assessment and response efforts. To help this to occur seamlessly—without the need for any formal trigger mechanism—the MN State Duty Officer routinely monitors emergency responses throughout the state and the region and will often contact local jurisdictions early in the response.

Within Minnesota, counties provides specific services for many jurisdictions, including Public and Environmental Health, Community Human Services, adult and juvenile detention and corrections facilities, Community Corrections, court services (in cooperation with the state court system), Sheriff's Office (with jurisdiction over all bodies of water, specialized emergency services, intelligence gathering and analysis, court security, and contract law enforcement services for many municipalities), emergency dispatch and 9-1-1 Public Safety Answering Points (as well as overall radio systems services), Public Works support, and Emergency Management support.

Incident Command will be established at the scene by the local responders and primary operations will occur there. As part of the doctrine of "Leaning Forward", ESF 5 – Emergency Management is always activated. During any incident that might rise to the point of impacting the routine function of any municipality, ESF 5 personnel will actively monitor the situation in real time and/or physically respond to the incident scene in order to gather detailed situational awareness. For larger or more complex incidents, ESF 5 will stand-up operations at the EOC to coordinate activities with other municipalities, county agencies, and/or ESFs.

Whole Community Approach

To the extent practicable, all members of our community are considered in planning, response, and recovery.

The Cottage Grove Public Safety Department provides information to the public to aid in their personal preparations. Community meetings, classes, World Wide Web presence, and social networking are among the many methods used to help people to help themselves.

The Cottage Grove Public Safety Department meets regularly with local and regional EM agencies, state and federal law enforcement, and homeland security partners. The Cottage Grove Public Safety Department holds regular meetings with representatives of various groups representing a large cross section of our community, including private sector, utilities, NGOs, and the access and functional needs community. These meetings include providing briefings on the overall status of the City of Cottage Grove and receiving information on the concerns and needs of the population.

In all plans, the functional needs of the community are considered and adaptations are made for shelters, relocations centers, family assistance, etc. to cope with those needs, the needs of children, and to be cognizant of service and companion animals. While we realize that catastrophe or unforeseen circumstances will pose difficulties even with these considerations, we believe that by keeping such concepts at the forefront of our planning, our response will be improved.

General Guiding Principles

Five elemental principles of operation support our planning and response doctrine. They are:

- engaged partnerships,
- tiered response,
- scalable, flexible, and adaptable operational capabilities,
- unity of effort through unified command, and
- readiness to act.

Engaged Partnerships

Effective response activities begin with a host of preparedness activities conducted well in advance of an incident. Preparedness involves a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

In addition to the SOPs of each department in the City of Cottage Grove, specific sectors have specific plans that support the response and recovery efforts:

- Each school and higher education organization has site-specific emergency plans and procedures.
- Each hospital has emergency plans, including plans that describe how health care organizations will handle mass casualties, hazardous materials decontamination, etc.
- Utility providers have site-and-sector-specific emergency plans. While no nuclear power plants are located within the City of Cottage Grove, the region actively participates with the state in ingestion pathway preparedness.

Tiered Response

Incidents must be managed at the lowest possible jurisdictional level and supported by additional capabilities when needed.

Under the “Leaning Forward” doctrine, we do not wait until agencies are overwhelmed before requesting resources from another level of government. Incidents begin and end locally, and most are wholly managed at the local level. In the City of Cottage Grove, incidents routinely require unified response from nearby local and county agencies. When, in the opinion of those in command of the incident the usual response assets may not be enough, or when incidents threaten to become large or very complex, the on-scene commander will request additional assistance as needed.

Scalable, Flexible, and Adaptable Operational Capabilities

As incidents change in size, scope, and complexity, response and recovery activities must adapt to meet requirements.

The number, type, and sources of resources must be able to expand rapidly to meet needs associated with any given incident. Similarly, as incidents stabilize, resources must be released to their normal service in a timely fashion. Agencies and organizations consider this principle in all aspects of training, exercising, and equipment acquisition.

Adherence to NIMS principles increases the likelihood of coordination across all levels of government. Once response activities have begun, on-scene actions are based on ICS principles. To save lives and protect property and the environment, decisive action on scene is often required of responders.

Command is responsible for not only establishing immediate priorities for the safety of the public, but also for the emergency responders and workers involved in the response; adequate health and safety measures must be in place. The IC should ensure that each incident has a designated Safety Officer who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans.

Clear, focused communications processes are necessary for effective action.

An effective response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident's cause, size, and current situation to the public, responders, and others. Well-developed public information, education strategies, and communication plans help to ensure that lifesaving measures, evacuation routes, threat and alert systems, and other public safety information are coordinated and communicated to numerous diverse audiences in a consistent, accessible, and timely manner.

Unity of Effort Through Unified Command

Effective Unified Command is indispensable to response and recovery activities and requires a clear understanding of the roles and responsibilities of each participating organization.

Success requires unity of effort, which respects the chain of command of each participating organization while harnessing seamless coordination across jurisdictions in support of common objectives. NIMS, in general, and the ICS is the basis for all critical incident planning, response, and recovery. Unified command allows all agencies with jurisdictional authority and/or functional responsibility for the incident to provide joint support through mutually developed incident objectives and strategies established at the command level. Each participating agency maintains its own authority, responsibility, and accountability.

Readiness to Act

For individuals, households, and communities to county, state, and federal governments, all response depends on the instinct and ability to act. Effective assistance requires a forward-leaning posture for incidents that have the potential to expand rapidly in size, scope, or complexity, and for no-notice incidents. All members of the community must be willing and ready to react.

5. Core Capabilities

Emergency Management and overall community resilience are based on five major Mission Areas. These areas are:

- Prevention
- Protection
- Response

- Recovery
- Mitigation

This City of Cottage Grove AHP deals primarily with the Response mission, but integrates the other four mission areas:

- **Prevention:** Response organizations coordinate with those responsible for preventing acts of terrorism to understand the potential and specific threats and to prepare accordingly. All Prevention activities are based on and enhance the preparedness activities of law enforcement and other response partners for all other hazards, leveraging city resources to deal with common threats while preparing for crisis situations. All Response Mission Area capabilities are available in the event efforts to prevent a terrorist attack fail. When the Response activities identified in this plan are occurring, whether due to an act of terrorism or some other type of incident, terrorism prevention activities continue.
- **Protection:** Efforts to protect people, communities, critical infrastructure, and key resources are inextricably linked to response activities. Responders, government agencies, etc. support the Protection Mission Area and rely on protective activities before, during, and after an incident. This Plan enhances the City of Cottage Grove's resilience by coordinating and preparing for all hazards.
- **Recovery:** While resilience is the overall goal of all emergency planning, Recovery is the goal of response. The Response and Recovery Mission Areas overlap and include some of the same people and agencies. ESF 14 – Long-Term Community Recovery specifically addresses the Recovery Mission Area.
- **Mitigation:** Reducing risk through the hazard mitigation lessens the impact of incidents and the requirements for response capabilities.

Integrating Core Capabilities in this AHP

Depending on the size, scope, and magnitude of an incident, communities, county agencies, and even the state or federal partners may be called into action. The National Response Goal promulgated by the President of the United States identifies 14 Core Capabilities to enable coordinated action to deal with emergencies. Eleven (11) Core Capabilities support lifesaving and sustaining activities, stabilizing the incident, and meeting basic human needs. The other 3 Core Capabilities are common to not only these Response missions, but also span the Planning, Prevention, Recovery, and Mitigation missions. The scope and capacity of agencies in the City of Cottage Grove that contribute to Core Capabilities is based on the ongoing assessment of risk to the City of Cottage Grove.

Integrating Core Capabilities in the Whole Community

Achieving each Core Capability's objectives requires a variety of functions and resource providers in both the public and private sector. No single Core Capability is the responsibility of any one agency or level of government. Each requires an integrated approach that maximizes the abilities of various elements in the whole community, from individuals to city government and, in many cases, regional jurisdictions, state, and federal government as well.

The City of Cottage Grove must be prepared to deal not only with the normal incidents that first responders handle every day, but also with events that increase in scope and complexity, including incidents with truly catastrophic properties.

Integration of the Private Sector in the Core Capabilities

The private sector includes businesses (both for profit and nonprofit), associations, academia, and industry. Private sector organizations may be involved in incidents in several capacities. They contribute to the Prevention Mission Area by working closely with law enforcement and regulatory agencies. They are a critical component of the Protection, Response, and Recovery Mission Areas through their contributions to the maintenance of this AHP and their activities in assistance to traditional responders in the event of crisis.

6. Common Operational Structure

All EM activities in the City of Cottage Grove are based upon a common structure; the following activities apply specifically to the City of Cottage Grove's Cottage Grove Public Safety Department and, in general, to all agencies involved in the overall emergency management enterprise.

a. Pre-Incident: Prevention activities

- Compliance with national standards and federal, state, and local laws
- Legislative awareness
- Continuing education and training
- THIRA and HIRA
- Preparedness report and gap analysis
- Training and exercise plans
- Continuity of Operations Plan development and maintenance
- Continuity of Government Plan development and maintenance
- Hazard Mitigation Plan development and maintenance
- Emergency Operations Plan development and maintenance

b. Preparedness: Conducting Training and Exercises

- Analysis
- Situational awareness and monitoring
- General public information
- Alerts and warnings
- Communications
- Operational readiness/maintenance of technology and equipment

c. Response: Information/Situational awareness to leadership

- Public information
- On-scene assistance
- Municipal coordination
- Countywide coordination
- Statewide coordination

- National coordination
- Shelter-in-place/evacuation decision
- Relocation
- Shelter, reunification, and Family Assistance Centers

d. Recovery

- Re-entry
- Restoration of services/utilities
- Reunification centers
- Debris management
- Short-term recovery
- Temporary housing
- Long-term recovery
- After-Action Review (AAR) report and analysis

e. Mitigation

- Flood management
- Critical infrastructure and key resources assessment
- National Flood Insurance Program
- Training and education (public)
- Codes

B. Coordination, Direction and Control

1. Coordinating Agencies

The City of Cottage Grove Emergency Manager designates the coordinating agencies for each ESF to coordinate the activities of those specific responses.

Coordinating Agency Listing for All-Hazard Plan	
EMERGENCY SUPPORT FUNCTION/APPENDIX	COORDINATING AGENCY
ESF 1 – Transportation	Cottage Grove Public Safety Department
ESF 2 – Communications	Cottage Grove Public Safety Department
ESF 3 – Public Works and Engineering	Cottage Grove Public Works
ESF 4 – Firefighting	Cottage Grove Fire Department
ESF 5 – Emergency Management	Cottage Grove Public Safety Department
ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services	Washington County Community Services
ESF 7 – Logistics Management and Resource Support	Cottage Grove Public Safety Department
ESF 8 – Public Health and Medical Services	Cottage Grove Public Safety Department

ESF 9 – Search and Rescue	Cottage Grove Public Safety Department
ESF 10 – Oil and Hazardous Materials Response	Cottage Grove Public Safety Department
ESF 11 – Agriculture and Natural Resources	MN Department of Agriculture
ESF 12 – Energy and Utilities	Cottage Grove Public Works
ESF 13 – Law Enforcement and Security	Cottage Grove Police Department
ESF 14 – Long-Term Community Recovery	Washington County Community Services
ESF 15 – External Communications and Public Information	Cottage Grove Communications Division
ESF 16 – Warning and Notification	Washington County Sheriff's Office Emergency Communications Response Center (ECRC)
ESF 17 – Animal Services	MN Animal Disaster Coalition

Upon activation of the EOC, the primary agency for the given ESFs will send representatives to the EOC to coordinate activities. The coordinating agency will identify an ESF Coordinator and which primary and support agencies are required at the EOC.

The coordinating agency for the ESF will be responsible for collecting all information related to the disaster and providing it to the situational analysis team or executive leadership in the EOC.

2. Intergovernmental Mutual Aid

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an event, emergency, or disaster. They can increase available resources and improve response and recovery efforts.

General Mutual Aid

City of Cottage Grove departments are part of several mutual aid agreements authorizing inter-jurisdictional assistance (mutual aid) in the event of emergency request for such aid. Minnesota Statutes Chapter 12.27 authorizes such mutual aid for EM and emergency response.

At the state level, the Director of HSEM as the Governor's Authorized Representative (GAR) performs policy-making authority and commitment of state resources at the State of Minnesota Emergency Operations Center (SEOC).

Coordination of regional and multi-regional protective actions will occur between all impacted risk counties, other states, and the SEOC under the direction and control of the GAR. In addition, counties that are not impacted by an event, emergency, or disaster may be requested by the GAR to activate their emergency operating centers to provide emergency assistance.

In the event federal assistance is required, the State Coordinating Officer (SCO) will interface directly with representatives of the federal government. If the SCO determines that the span-of-control needs to be broadened, they may designate one or more Deputy SCO's to ensure coordination between federal and state agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

Emergency Management Assistance Compact (EMAC)

EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed, and federal assistance is inadequate or unavailable.

Requests for EMAC assistance are legally binding, contractual arrangements which requires soliciting states to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation.

Federal Level

Through the NRF, the federal government provides assistance using 15 federal ESFs. These ESFs will establish liaison with Minnesota representatives in the SEOC.

If the disaster is major or catastrophic, HSEM will contact FEMA and request a federal liaison or alert them that the Governor may submit a formal request for federal assistance.

If the president authorizes federal assistance, a Federal Coordinating Officer (FCO) is appointed. The FCO is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

Requesting Mutual Aid

All mutual aid requests should be coordinated through the Cottage Grove Public Safety Department, the ECRC, or the EOC if activated. The recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, the City of Cottage Grove can request coordination assistance from HSEM.

3. Communications

ESF 2 – Communications provides information and guidance concerning available communications systems and methods in the City of Cottage Grove, including:

- dissemination of emergency information to response organizations and government,
- information flow and management to and from the EOC,
- communications interoperability among response units,
- primary and backup communications systems,
- telecommunications and information technology resources, and
- emergency warning and notification.

ESF 15 – External Communications and Public Information provides information on and the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an event, emergency, or disaster.

City of Cottage Grove Warning Point

The ECRC serves as the City of Cottage Grove Warning Point. The ECRC provides the city with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

The ECRC is equipped with multiple communication networks, auxiliary power, and capabilities that ensure the broadcast of pertinent information the targeted audience in a timely manner. A list of these capabilities is provided in ESF 2 – Communications and below:

Communications		
Communication: ARMER Radio System: Police, Fire, EMS, and Public Works 800 MHz radios		
Priority: High	Type: Voice	Quantity:
Description: Internal Use, External Use, Mobile, Secure		
Communication: Cottage Grove Public Works Truck Radios		
Priority: High	Type: Voice	Quantity:
Description: Internal Use		
Communication: Washington County Sheriff's Office		
Priority: High	Type: Other	Quantity:
Description: Internal Use, External Use, Mobile - • Emergency Communications Response Center (ECRC) • IPAWS • CodeRED for Alerts, Warnings, and Messages		
Communication: Outdoor Warning Sirens		
Priority: High	Type: Other	Quantity: 12
Description: External Use		

The ECRC has Standard Operating Guides (SOGs) to notify and warn officials and the general public of emergency and disaster events that occur in the City of Cottage Grove. In addition, these SOGs also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the ECRC.

Developing or existing emergency conditions which should be reported to the ECRC include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts.

Coordinators and other EOC Representatives are kept informed of potential events by the Emergency Manager of the City of Cottage Grove.

Warnings are accomplished in various ways depending on the people who need to be warned and the time available. The Emergency Manager or the IC can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used.

- Activation of the Emergency Alert System (EAS)
- Information statements released to the local media
- SMS text services administered by City of Cottage Grove or law enforcement
- Public address systems of public safety vehicles
- Door-to-door contacts
- Alert Messaging System
- Social Media
- Outdoor warning sirens

People in the threatened areas with vulnerable needs may be notified by any of the methods outlined above. Hotels, motels, and Chambers of Commerce will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the city.

The ECRC is responsible for network control and conducts routine tests to ensure operational readiness.

4. Incident Management System

All incidents in the City of Cottage Grove are managed using the tenets of NIMS that establish a common management doctrine nationwide. Addressing incident management from planning to communications to in the field, one critical component is ICS that sets up a structure for management at the scene of an emergency and situational awareness away from the scene. NIMS and ICS details may be obtained from: <https://www.fema.gov/national-incident-management-system>.

Incidents are often managed from multiple physical locations. The responsibilities of Incident Management at these locations differ. In general, the most direct management takes place at or near the scene of the incident and is managed from an Incident Command Post (ICP).

If the incident is complex or occurs across multiple jurisdictions or locations, each of these locations may have its own ICP. The interactions between the ICP(s) and those who set policies and priorities for the overall jurisdiction are managed at the City's EOC. Additionally, specific agencies often have many tasks to perform. In this case, agency staff may gather and coordinate their own work at their own Departmental Operations Center (DOC).

NIMS and ICS provide a common structure and doctrine for ensuring that the activities at all potential locations are coordinated and mutually supportive.

Initial Notification, Alert, and Warning

a. Preplanned/Anticipated Events

- i. If a large event is scheduled in any jurisdiction, notice should be provided to the Cottage Grove Public Safety Department.
- ii. The scheduling entity must provide this notification early in the planning process.
- iii. The Cottage Grove Public Safety Department will provide informational notification to the City of Cottage Grove, to the Mayor and City Council, and all departments and leadership.

b. Incidents or events that are likely to be in “the public eye” or that might inconvenience the public (planned or unplanned)

The Cottage Grove Public Safety Department will coordinate with the ECRC and City Communications to ensure:

- early and accurate information about the event and potential impacts are disseminated to the public, and
- concerns before, during, and after the event are addressed accurately and in a timely manner.

Initial (Tactical) Incident Command

- The first agency arriving at the scene assumes the initial role of Incident Commander.
- Each agency uses their specific standard operating guidelines and/or procedures for:
 - the transfer of command at the scene to higher levels of authority,
 - the establishment of unified command when multiple disciplines are involved at the scene, and
 - general scene operations.
- The on-scene Incident Commander is responsible for:
 - developing and carrying out plans to stabilize the incident, and
 - providing tactical command and control of the incident scene.

Citywide Activity Coordination

On-Scene Coordination:

- EM staff typically respond to incident scenes to gather situational awareness and intelligence.
- In the case of multiple locations or multiple EOC activations, EM staff will go to the various venues in rotation.
- Report directly to the EOC if activated.
- If no EOC activation, report to the Emergency Manager.

City of Cottage Grove Policy Group:

- The Policy Group includes elected and appointed officials—such as the Cottage Grove Mayor and City Council and the City Administrator—and recommend, as needed, response and recovery policies and priorities to city leadership.
- These elected officials enact emergency governmental activities such as ordinances for the city and Declarations of Local Emergency.
- The Policy Group establishes and acts on legal authorities.

City of Cottage Grove EOC Director:

- The EOC Director is the person assigned to manage all aspects of the EOC with coordination and strategic planning to support incident response.
- The EOC Director is not an Incident Commander, but rather manages activities of the entire jurisdiction in support of the Incident Commander and copes with other impacts of the incident.
- Reports to the Policy Group.

City of Cottage Grove EOC Operations:

- Establishes regular contact with the on-scene Incident Commander.
- Responsible for developing intelligence, situational awareness, and a common operating picture.

City of Cottage Grove EOC Planning:

- Responsible for anticipating upcoming needs and ensuring that currently needed resources get where they need to be.
- Develops a written Incident Action Plan for the incident.

City of Cottage Grove EOC Logistics:

- Resource management will be handled by the city departments responsible for identifying resources on hand as needed by the Incident Commander and/or for needed resources not on hand.
- Responsible for the physical functions of the EOC itself.

City of Cottage Grove EOC Finance:

- Responsible for tracking all costs related to the incident and for ensuring that all financial matters related to the incident are handled in accordance with applicable state and federal law.
- Procurement is responsible for obtaining and/or contracting for needed resources not on hand.

The county EOC, if activated, provides a location for county agencies and other support agencies to support affected jurisdictions and to coordinate the county response:

- Coordinate between multiple jurisdictions
- Gather, process, and analyze data to create good situational awareness countywide
- Settle priority disputes, set policy, process resource requests, etc.
- Coordinate public information

- Coordinate with the private sector, NGOs, and state and federal agencies
- Establishes regular contact with Municipal EOCs and the on-scene Incident Commander.

Typical Decisions for the Policy Group:

- Set and communicate jurisdiction wide priorities
- Close municipal/county offices or facilities?
- Close schools?
- Authorize overtime for government employees?
- Ensure compliance with employment rules and laws
- Cancel public events?
- Enact curfews?
- Ensure that a joint information system is established between impacted jurisdictions
- Close roads?
- Approve contracts
- Establish spending authorities and approve emergency purchases
- Authorize temporary emergency reassignment of employees to other departments?
- Establish long-term recovery planning committee

Typical Decisions for EOC Directors:

- Ensure transit needs and advise Policy Group regarding transit impacts
- Address short-term housing needs
- Identify and open shelters
- Identify and open Family Assistance Centers
- Work with Policy Group on long-term recovery
- Review, approve, and promulgate Incident Action Plans
- Approve messaging
- Recommend contracts
- Assure the Debris Management plan is activated
- Conduct Initial Damage Assessment
- Conduct Initial Impact Assessment

5. Notifications and Activation of the AHP

General Process for Notifying Responders and Leadership

The primary method of notification to response, planning, and regulatory agencies is via email, voice, and text messages. The ECRC and the City of Cottage Grove maintain notification systems that provides notification messaging and that can be activated from multiple points. Predesignated message templates are in place for anticipated notices, and the system also allows for easy creation of text and voice messages.

Notifications will be made by the Incident Commander to the city's Emergency Manager, Director or Deputy Directors of Public Safety, City Administrator, Cottage Grove Mayor and City Council, and/or relevant Department Directors when the AHP is activated. Additionally, and if applicable, notifications will be made to the county including, but not limited to, the Washington County Sheriff's Office, Emergency Management, the Director of Public Health, and Public Works.

Initial Activation Steps

Routine Monitoring

- Cottage Grove Public Safety Department staff routinely monitor communication systems, public safety radios, weather, and media.
- Cottage Grove Public Safety Department gathers situational intelligence from various open sources and receives informational updates from law enforcement, fire, EMS, public health, and other entities.
- Cottage Grove Public Safety Department staff may be the first to identify a potential situation of greater than normal concern.
- Cottage Grove Public Safety Department staff are empowered to activate the AHP as determined by analysis.

Contact the ECRC

- Emergencies of all types will be reported by the affected party to the local Public Safety Answering Points (PSAP), which for the City of Cottage Grove is the ECRC. Typically, this notification will be performed by calling or texting 9-1-1 or via the activation of automated alarm systems.
- In some cases, emergency response personnel may be the first people to identify that an incident is occurring. In those cases, response personnel will notify the ECRC via radio, computer, or phone. As soon as practicable, notifications should be made to the Cottage Grove Public Safety Department on-duty supervisor or Command Staff.

Notification of Employees

- The Cottage Grove Public Safety Department has the technology and procedures for notifying Cottage Grove city employees of incidents that may necessitate activation of the AHP, opening the EOC, and requesting assistance from any and all departments.

6. Joint Information System (JIS) for Public Information

Providing timely, accurate, and consistent information to the public is critical to managing any incident. The City of Cottage Grove Communications Division has a designated PIO. Most agencies involved in emergency management in any capacity also have PIOs. Coordinated messaging and active rumor control is achieved through a common Joint Information System (JIS).

a. Joint Information System (JIS)

A Joint Information System (JIS) will be established for any incident involving multiple

jurisdictions/agencies and/or that are deemed to be extremely complex.

Municipal JIS

The JIS for a municipality will be under the direction of a lead PIO designated by the Incident Commander, the City Administrator, or the Director of Public Safety. The PIOs for all responding agencies and organizations will coordinate their messages through the JIS.

County JIS

When multiple county departments are involved in supporting a municipality's incident, or if the incident is complex, a county JIS will be established under the direction of the county. A county designee will serve as the lead PIO for the county JIS and each agency/department PIO will coordinate messaging through that entity.

b. Joint Information Center (JIC)

When necessary, a formal location will be identified and made available to the JIS and representatives of the media at which common, coordinated, and accurate information can be exchanged. This facility is called a Joint Information Center (JIC). Depending on the location, size, and complexity of the incident, the JIC will be established in a location that is convenient to all parties.

c. Role of the PIO(s)

- i. Identify and provide accurate information to spokespersons.
- ii. Gather/receive information from subject matter experts.
- iii. Coordinate with other PIOs involved to ensure consistency.
- iv. Monitor traditional and social media to identify rumors, unclear statements, and misinformation.
- v. Develop public information/media statements.
- vi. Unless directed otherwise, the release of information to the public or media by City of Cottage Grove personnel will be handled through the City Communications Manager.

d. Role of Spokespersons

- i. Provide a calm, credible source of information.
- ii. Work with PIO to develop and deliver messages.
- iii. When practicable, the spokesperson should be a subject matter expert or senior official.

7. Joint Field Office

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will

be conducted in accordance with the most current edition of the State of Minnesota Emergency Operations Plan (MEOP) as well as other recovery plans and procedures.

Once a field office has been established in the City of Cottage Grove, the Cottage Grove Public Safety Department will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer (SCO). Once a federal disaster declaration has been issued, the SCO consults with a Federal Coordinating Officer (FCO). In addition, a Governor's Authorized Representative (GAR) is designated in the FEMA-State Agreement and is responsible for compliance with that Agreement.

During a recovery operation, the SCO usually appoints a Deputy SCO who represents him/her at the Joint Field Office. The Deputy SCO is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and Federal programs.

C. Prevention

The City of Cottage Grove's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish these goals the following strategies will be used:

- Expand regional collaboration
- Implement the National Incident Management System (NIMS) and National Response Framework (NRF)
- Strengthen information sharing and collaboration capabilities
- Strengthen interoperable and operable communications capabilities
- Strengthen medical surge and mass prophylaxis capabilities
- Strengthen planning and citizen preparedness capabilities
- Increase coordination with the Minnesota Fusion Center, which is a section of the Minnesota Bureau of Criminal Apprehension (BCA) that collects, evaluates, analyzes, and disseminates information regarding organized criminal, terrorist, and all-hazard activity in Minnesota while complying with state and federal law to ensure the rights and privacy of all

Minnesota Fusion Center

The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

D. Preparedness

The goal of preparedness for the City of Cottage Grove's is to help ensure a timely and effective response to, recover from, and mitigation of the impacts and consequences associated with an

event, emergency, or disaster. To facility this goal, key abilities and weaknesses must be assessed. In order to address Core Capability objectives, the following activities will be prioritized:

- Hold an exercise or training activity to test the planning or operational components of the AHP
- Participate in capability assessments at regional and county levels
- Establish an inclusive planning process using the Whole Community Approach

1. Resource Management and Credentialing

Resource Management

Each department tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established city protocols for maintaining resource lists. At a minimum, full resource lists (including all city resources) should be provided to Cottage Grove Public Safety Department and the ESF 7 – Logistics Management and Resource Support coordinating agency.

The following lists should include points of contact, geographic location(s), and operation area(s) for:

- a. Vehicle inventories
- b. Personnel
- c. Equipment
- d. Equipment operators
- e. Suppliers/Contractors/Vendors
- f. Resources in adjacent jurisdictions that could be used during a disaster—if applicable
- g. Staging areas for internal and external response
- h. Services/Contracts/Mutual Aid Agreements
- i. Facilities, including a list of critical facilities having priority for restoration of utilities during emergencies

Credentialing

The City of Cottage Grove credentials employees and volunteers when appropriate. It is at the discretion of the Incident Commander or the Cottage Grove Public Safety Department to identify expedient or applicable means of credentialing staff. The City of Cottage Grove follows their designated policy as a guide to ensure that personnel resources requested to assist are adequately trained and skilled.

2. Plan Maintenance and Oversight

This City of Cottage Grove AHP is regularly maintained and updated on an as-needed basis. The method of update and editing is as follows:

- **Critical/Real-Time Updates:** Phone numbers, names, addresses, capabilities, etc. that are critical to the effective application of this plan are updated as they are received.

Notice of critical changes are disseminated to relevant personnel via email. Significant changes are also briefed at regular meetings.

- **Annual Updates:** All parties with roles in this plan provide updates to the Cottage Grove Public Safety Department on a regular basis. These are entered into a digital planning system by Cottage Grove Public Safety Department staff. On an annual basis, the AHP is reviewed, revised as needed, and posted on the city's SharePoint site:
 - A full copy of this AHP is made available via secure means to applicable parties. This copy contains security sensitive information that is validated by the City of Cottage Grove and redacted from public copies. Redacted information includes non-public personal data, specific activation processes and routes, and specific information that relates to physical security issues.
 - A copy of the AHP is made available to the public through a request to the City of Cottage Grove.

This City of Cottage Grove AHP is maintained through the input and oversight of the Emergency Management Planning Team and the whole community including, but not limited to:

- City of Cottage Grove EM Staff
- ESF Coordinators
- Relevant city departments
- Non-governmental organizations
- Utilities
- Private sector
- Regional EM staff

This City of Cottage Grove AHP is maintained on an interactive planning software system, hosted and backed up remotely in a secure facility. Persons with the appropriate security assignments will routinely edit the plan for issues such as misspellings; typographical errors; changes in title, name, date, phone numbers, email or physical address, etc. At least annually, the plan will be converted to a printable format such as .pdf and posted on the city's SharePoint site. A public version of the plan will have redacted from it all security and data-privacy related information, but will otherwise be full and accurate.

Tasked departments are responsible for maintaining internal plans, standard operating guidelines and/or procedures, and resource data to ensure prompt and effective response to an incident of significance. Tasked departments will notify the Cottage Grove Public Safety Department of any necessary changes or revisions to this AHP.

3. Public Information

Before an event, emergency, or disaster occurs, public information is critical for the public to take necessary protective actions. The City's Communications Division focuses on how to better communicate emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies that enhance awareness of the evacuation process, road conditions, shelter status and re-entry issues, and how to communicate information to people during evacuation.

- The PIO will work closely with the Incident Commander and the Emergency Manager and will be the primary resource for providing disaster-related information to the public.

This includes information about all preparedness, prevention, protection, mitigation, response, and recovery activities. Following a disaster, the public will be informed where they can access disaster-related preparedness, prevention, protection, mitigation, response, and recovery information.

- Pre-scripted public messages are maintained by the Cottage Grove Public Safety Department and the ECRC.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The Cottage Grove Public Safety Department will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, upon approval of the Incident Commander, send disaster updates to local media outlets and to the SEOC if applicable.
- Additional information is provided in ESF 16 – Warning and Notification with close coordination between affiliated agencies.

4. Plan Training and Exercise

Exercises are a key component in improving all-hazard incident management capabilities. The Cottage Grove Public Safety Department participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. The Cottage Grove Public Safety Department maintains a Training and Exercise Plan that is updated on a regular basis, and copies of this plan may be requested. This AHP will be exercised at least annually either through a tabletop, functional, full-scale exercise, or training activity. All exercises will be scheduled and conducted in accordance with the Homeland Security Exercise Evaluation Program (HSEEP).

The City of Cottage Grove continues to implement an EM training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include:

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.
- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.
- Courses focused on discipline and agency-specific subject matter expertise.

City of Cottage Grove further requires courses for public safety personnel to ensure NIMS compliance at all levels of response. The following courses are required:

- ICS 100: Introduction to the Incident Command System
- ICS 200: ICS for Single Resources and Initial Action Incidents
- IS 700: National Incident Management System, An Introduction
- IS 800 - National Response Framework, An Introduction

After Action Review Reports and Corrective Action Plans

After each exercise, the lead department performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions

and updates by the Cottage Grove Public Safety Department. This will be accomplished by drafting an AAR which may include, but not limited to:

- Changes to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train personnel
- Following actual events, the same procedure will be used and will be led by the Cottage Grove Public Safety Department.

E. Response

The City of Cottage Grove must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the City's response operation is to ensure a timely and effective response to the many consequences that may be generated by an event, emergency, or disaster. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

1. Multi-Agency Coordination System

Planning and operations for incidents and events will follow the National Incident Management System (NIMS) and the Incident Command System (ICS).

For any event requiring coordination between multiple agencies and/or multiple jurisdictions, a formal Incident Action Plan (IAP) should be prepared by the Planning Section, approved by the Incident Commander, and distributed as necessary (to response personnel and the EOC if applicable).

On-Scene Incident Management

Incidents will be handled at the least complex level of coordination practicable.

In most cases, a local on-scene Incident Command Post (ICP) will be established. For incidents that have the potential to expand in size and complexity, a mobile incident command vehicle may be requested. Representatives of agencies with operational and planning responsibility at the scene will gather at this location to coordinate their activities using the tenets of the ICS (either single command or Unified Command).

During such events, the Incident Commander (IC) or Unified Command (UC) will determine the need to open the EOC of the affected municipality in support of an event or incident. If one or more EOCs are opened, a Multi-Agency Coordinating Center (MACC) may need to be established. Emergency operations and the operational planning for the incident or event will follow a common structure that reflects the ongoing planning cycle.

EOC Incident Management and Operational Level

Support for complex and expanding incidents occurs in either the municipal EOC, the County EOC, or both. We recognize that not all situations rise to a level that requires the use of all aspects of this plan and that "emergency" can be a broadly defined term. The concept of "Leaning Forward" anticipates that certain special events that are not emergencies will also require careful attention.

LEVEL 4: "Routine Operations" - No additional ESFs anticipated (routine day-to-day operations)

- **Initiating Conditions:** Engage in routine activity. When an event occurs or has the potential to occur that is outside of the normal activity, actions might include special planning, alert, notification, and situation reporting.
- **Recommended Cottage Grove Public Safety Department Activities:** Maintain a common operating picture. Monitor local, state, and national situation. Engage in routine activity. When an event occurs or has the potential to occur that is outside of the normal activity, actions might include alert, notification, and situation reporting in coordination with Cottage Grove City Administration.

LEVEL 3: "Limited Activation"

- **Initiating Conditions:** Emergency incidents and potential incidents requiring close monitoring of the situation by elements of one or more ESF. Typically, ESF 5 – Emergency Management staff leaves regular duties and directly monitors this situation.
- **Recommended Cottage Grove Public Safety Department Activities:** Notification may be made to Cottage Grove City Administration, Mayor and City Council, and Department Directors via email or phone. An on-scene Incident Command Post (ICP) is established, and ICS is in place. EM physically reports to ICP or is in regular contact with the Incident Commander. Notification to and coordination with area Emergency Managers may be made. Common operating picture data is maintained.
- **Key Activation Indicators for the City of Cottage Grove:** Automatic notification for specific events such as HAZMAT release, major fire, SWAT response in Cottage Grove, bomb threat, explosion, major infrastructure issue, continuity of government issues, severe weather watches and warnings, planned or spontaneous community special events, act of terrorism in the United States, an "Alert" at Prairie Island or Monticello nuclear power plant, and by specific request.

LEVEL 2: "Partial Activation"

- **Initiating Conditions:** Multiple agencies or jurisdictions have responded to Cottage Grove to effectively manage the demands of the situation. Such emergency or complex potential events may require input from City Administration, the Cottage Grove Policy Group, and Department Directors. The event or incidents is threatening to overwhelm the capabilities of the area.
- **Recommended Cottage Grove Public Safety Department Activities:** Notification should be made to City Administration, the Cottage Grove Policy Group, and all Department Directors. Consider physical set-up of City EOC in addition to the on-scene Incident Command Post(s) as indicated. ESF 5 – Emergency Management and other agencies related to the type of incident should report to the EOC physically or virtually. Gather, maintain, and disseminate Essential Elements of Information (EEI). Notification to and coordination with appropriate internal and external agencies. IAP preparation, coordination among City of Cottage Grove departments and between regional municipalities and the county. Communication and coordination as needed with the State of Minnesota.
- **Key Activation Indicators for the City of Cottage Grove:** One or more local EOCs have been activated, significant state or national emergency, act of terrorism within Minnesota, National Special Security Event support, any event that may require assets

from other municipalities, counties, state or federal agencies, Site Area Emergency at Prairie Island or Monticello nuclear power plant.

LEVEL 1: “Full Activation”

- **Initiating Conditions:** Incidents, special events, and/or disasters involving one or more municipalities within the county, and/or multiple counties in the state including the City of Cottage Grove. Complex events involving the need for multiple ESFs or any situation that will likely exhaust the ability to provide services or that will result in the need for coordination of multiple agencies and activities.
- **Recommended Cottage Grove Public Safety Department Activities:** Notification will be made to City Administration, the Cottage Grove Policy Group, and to all Department Directors. Physical set-up of EOC. ESF 5 – Emergency Management and other agencies related to the type of incident report to EOC physically. Gather, maintain, and disseminate Essential Elements of Information (EEI). Notification to and coordination with regional Emergency Managers. Maintain common operating picture data. Ongoing coordination with HSEM, FEMA, and other agencies as required.
- **Key Activation Indicators for the City of Cottage Grove:** In addition to Level 2 activation indicators, major continuity of government/operations issues for any situation that may require assets from other municipalities, counties, state or federal agencies, act of terrorism within the Twin Cities Area, or a general emergency at the Prairie Island or Monticello nuclear power plant.

NOTE: Level 1 Activation indicates events that threaten to compromise the continuity of governmental functions. Normal governmental operations may be suspended. The effects of this emergency are wide-ranging and complex. A timely resolution of disaster conditions requires countywide cooperation and extensive coordination with external agencies and jurisdictions.

Activation for Severe Weather Watches and Warnings

In situations where advanced warning is given (e.g. during severe weather watch periods), observers or spotters may be positioned in advance of the potential situation. These personnel will report to the Cottage Grove Public Safety Department on-duty supervisor or Command Staff or the EOC, if activated, who will in turn provide information to the ECRC and County as needed.

City Agents Authorized to Activate Components of the AHP

The AHP is always active. The Incident Commander, highest ranking official of the City of Cottage Grove, City Administrator, Director of Public Safety, or Department Director may activate additional ESFs and/or request additional assistance.

All municipalities retain their full autonomy under the law. These municipal agents may activate any local ESF, agency, department, personnel, or resources without the need to notify any other agency.

When the City of Cottage Grove identifies that the emergency has or may overwhelm the jurisdiction’s usual response assets, the Emergency Manager will work with the Cottage Grove Mayor and City Council to formally declare a state of local emergency.

2. Emergency Support Functions (ESF)

City disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies and organizations that manage and coordinate specific categories of assistance common to all disaster and emergency events. A primary agency or organization has been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area.

The ESFs provide the structure for coordinating interagency support for natural, technological, and human-caused disasters and emergencies.

3. Incident Management

The EOC will organize using NIMS principles in support of field operations. Reflecting ICS, there are four functional branches at the EOC level: Operations, Planning, Logistics, and Finance/Administration. Standard ICS structure is followed at the scenes of incidents while the structure is modified within EOCs to best use whichever ESFs are activated for an event. (NOTE: In most situations, few ESFs will be needed at any time, but the ESFs involved may change over time). Only those functions required for a given incident are activated to the EOC.

Essential Elements of Information:

Within the EOC and at the Incident Command Post (ICP), there are particularly Essential Elements of Information (EEI) needed to plan for, respond to, and recover from an incident. The on-scene Incident Commander or the EOC Director (or both) may be required to develop the EEI. In either case, the EEI must be shared and form the basis for developing any incident action plans. The EEI needs to be re-evaluated regularly.

The following table illustrates the essential elements of information for planning:

P=Primary and S=Secondary

Affected Area Essential Elements of Information	IC Developed	EOC Developed
a. Boundaries of the Affected Area	P	S
b. Access and Egress Points for the Affected Area	P	S
c. Jurisdictional Boundaries	S	P
d. Social, Economic, and Political Impacts		P
e. Hazard Specific Information	P	S
f. Seismic and/or Other Geophysical Information		P
g. Weather Conditions/Forecasts	P	P
h. Historical and Demographic Information		P
Assessment Essential Elements of Information		
a. Predictive Modeling	S	P
b. Access and Egress Points for the Affected Area	P	S
c. Jurisdictional Boundaries	S	P
d. Social, Economic, and Political Impacts		P
e. Hazard Specific Information	P	S
f. Seismic and/or Other Geophysical Information		P
g. Weather Conditions/Forecasts	P	P
h. Historical and Demographic Information		P

On-Scene Support of ICS Essential Elements of Information		
a. On-Scene ICS Chain of Command	P	
b. Communications Plan (ICS form 205)	P	P
c. IC Goals/Priorities for the Current Operational Period	P	
d. IC Objectives for Each Goal/Priority	P	S
e. On-Scene Anticipated Needs	P	S
Response and Recovery Essential Elements of Information		
a. Current Operational EOC Chain of Command		P
b. Status of Emergency and/or Disaster Declarations (Municipal, County, State, Federal)		P
c. ESF Activations (Municipal and County)		P
d. Major Issues and Activities of Command Branches	P	
e. Major Issues and Activities of ESFs and Other Functional Areas		P
f. Key Municipal, County, State, Federal, and NGO Personnel and Organization		P
g. State Coordinating Official/Federal Coordinating Official Priorities		P
h. Donations		P
i. Status of Upcoming Activities/Events		P
j. Status of Related Efforts Under Other Emergency Authorities and/or Plans		P

Policy Group

The Policy Group is responsible for executive decision-making and focuses on the overall community strategy for the response (the on-scene IC/UC sets tactics and strategy at the scene of the incident), the overall response priorities, and policy setting. The Policy Group meets to develop emergency policies as needed and then, as required by the particular situation, discuss the economic, political, legal, and social implications of both the threat and the response to determine the best general approach to the overall situation. The Policy Group will also begin to consider the needs of long-term community recovery.

This is a separate and distinct function from the rest of the EOC organization, which coordinates support to the IC/UC by anticipating and sourcing resources and support needs. The Policy Group does NOT direct tactical resources or activity at the scene.

The Policy Group:

- Supports the Incident Commander in the exercise of emergency responsibilities
- Maintains awareness of overall departmental priorities and the impact the incident, response, or recovery has on city operations
- Resolves interdepartmental conflicts related to the incident (authority, jurisdiction, resources, etc.)
- Assures that authority is delegated if necessary to accomplish response and recovery objectives
- Validates objectives, sets cost and expenditure parameters and ensures that the overall response is progressing

- Makes agreements or commits resources or funding as may be requested by the EOC Director and/or IC/UC
- Provides policy-level guidance, direction and decisions related to issues raised by the EOC
- Conducts a periodic review of incident status
- Maintains communication within departments with respect to incident status and progress
- Communicates to city employees
- Assesses political, community, and major stakeholder interests and issues
- With the PIO and the Joint Information System, coordinates and supports citywide communications and messaging related to the incident or event

Facilitation and Meetings

The Policy Group is chaired by the Chief Elected Official and may consist of the Mayor, the City Administrator, City Council Members as dictated by incident needs, Department Heads, the Emergency Manager, and such others as designated by the Chief Elected Official. Elected Official participation must take into account Open Meeting Law issues related to quorum, notice and other legal requirements.

The Policy Group does not meet continuously. Normal municipal operations must be continued to the maximum extent possible consistent with achieving incident objectives. The Policy Group will meet in person or virtually on a schedule to be set by the Policy Group.

4. Use of the AHP and EOC

Emergency Operations Center Structure/Reporting Relationships

Under this plan, the EOC can be considered as both facility and function. First, the EOC is a function when multiple agency coordination is conducted. Such coordination is most often conducted virtually through a combination of communications, Common Operating Picture software systems, and on-site/in-person presence at incident command posts. During most incidents, the City of Cottage Grove can virtually operate an EOC without the need to open a formal EOC facility.

In expanding, wide area, and/or complex situations, an EOC facility is used. EOCs provide face to face coordination and access to needed resources away from the scene for the affected jurisdiction. Elected and appointed leadership, other decision makers, staff, resource prioritization and procurement, and record keeping activities are then coordinated directly from these facilities.

Primary EOC

The City of Cottage Grove maintains its own EOC facility at the Cottage Grove Public Safety Department/City Hall.

Both primary and secondary EOCs in the City of Cottage Grove have basic back-up generated power, landline and radio communications capability, a provision for securing the facility (in all cases, the local law enforcement agency will provide or arrange for security during operations), basic sanitation needs, and access to restrooms. In the event local water systems are

compromised, all EOCs will require a supply of potable water. The City of Cottage Grove EOC Director is responsible for ensuring that all EOC facilities are appropriately stocked and equipped.

Standing EOC Objectives

When any EOC is activated (physically or virtually), the overarching goal is the coordination and prioritization of support to incidents and the rapid stabilization and recovery of the affected communities. The EOC works to achieve this by various means that include:

- Ensure an information gathering process is initiated for situational awareness
- Ensure information gathering for situational awareness is ongoing and effective
- Determine and gather the Essential Elements of Information needed by Cottage Grove Mayor and City Council, City Administration, and/or Department Directors
- Establish and maintain a Common Operating Picture for the duration of the incident
- Establish set operational periods for updates and planning
- Prepare and distribute IAPs as needed for each operational period that stresses current needs, activities and progress, and identifies intended activity for the next operational period

5. Miscellaneous

The 24-hour clock is the standard for all activities involved with the execution of this plan, except for communications with the public or media, which will employ the 12-hour clock.

F. Recovery

In the aftermath of a disaster, City efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal. To accomplish this goal, the following strategies are provided:

- to deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help the affected population and support the Incident Commander, and
- to work closely with the County, HSEM, and/or FEMA and to inform affected local governments, individuals, and businesses that programs are available to assist them in recovery efforts.

1. Declarations of Emergency

Municipal Declaration of Local Emergency

Any affected municipality may enact a Declaration of Local Emergency (Declaration) when the leadership of that municipality (Cottage Grove Mayor and City Council) determines that the municipality's existing capabilities are (or will become) insufficient to cope with the impacts of the incident. The municipality will use this AHP during the incident. The Cottage Grove Public Safety Department will lend subject matter expertise to the affected jurisdiction.

Such declarations may be made without a formal meeting of the City Council. In these cases, the declaration is valid for up to three days, during which time the City Council will need to meet

and reauthorize the declaration in a public meeting. Declarations made in public meeting may have a stated end date, stated ending conditions, or may be open-ended pending additional action by the Council.

County Declaration of Local Emergency

The Board of Commissioners may declare a State of County Emergency for any incident, even if no individual municipality has declared an emergency. The Chair of the Board of Commissioners may enact a Declaration of Local Emergency (Declaration) for the entire county when the county leadership determines that existing capabilities are (or will become) insufficient to cope with the impacts of the incident. In most cases, the Chair of the Board will enact the declaration by signing a letter to that effect and instructing delivery of that declaration to the State of Minnesota. County Emergency Management will advise as to the need for a declaration and will provide the necessary documentation (Request for Board Action; Draft Resolution; declaration document).

The Chair of the Board may sign the Declaration of Emergency without a formal meeting of the Board. In these cases, the declaration is valid for up to three days, during which time the Board will need to meet and reauthorize the declaration in a public meeting. Declarations made in public meeting may have a stated end date; stated ending conditions; or may be open-ended pending additional action by the Board. In most cases, the Declaration will continue until such time as the County Incident Manager advises that the declaration is no longer needed.

State Declaration of Emergency

When an act of nature, an industrial accident, a hazardous materials accident, a major health threat or a civil disturbance endangers life and property and local government resources are inadequate to handle the situation, the Governor may declare a peacetime emergency. Such a declaration cannot be continued for more than 5 days, unless extended (for up to 30 days) by the State Executive Council. A declaration of emergency shall invoke necessary portions of this plan and authorize aid and assistance thereunder. The Governor may also declare a state of emergency if a threat of armed violence, sabotage or act of terrorism is imminent.

2. Damage Assessment

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities, and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5 – Emergency Management, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment, and facility resources the City has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to the ECRC or to the Cottage Grove EOC. These initial reports include hazard conditions, critical emergency needs, and condition of surface routes and are extremely important in allocating emergency responders and determining incident situation status.

The EOC may also receive damage assessment information from additional sources such as ambulance crews, utility crews, employees traveling to or from work, media sources in the field,

citizens, and businesses. The City of Cottage Grove may establish a process where the public can submit damage reports.

The Cottage Grove Building Division is the lead for the City's Damage Assessment Program. Responsibilities include recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5 – Emergency Management.

The City Finance Director in conjunction with the County Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on losses to businesses.

Initial Safety and Damage Assessments

The City will conduct an initial damage assessment using resources to determine the overall extent of damages. The Cottage Grove Building Division is responsible for the direction and control of the Impact Assessment process and has City employees who will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by the Cottage Grove Building Division, and provided to the provided to Cottage Grove Public Safety Department, who will then provide the information to HSEM.

The impact assessment data provides a City wide general overview of the most significantly impacted areas and establishes a prioritization mechanism for damage assessment team activation, resource allocation, and disaster assistance.

Preliminary Damage Assessment

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. HSEM will then coordinate with FEMA to determine if the City qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential, because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster declaration.

Habitability Assessments

Habitability assessors will determine the structural safety of residential buildings. This will be conducted through the coordinated efforts of the Cottage Grove Building Division. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The City of Cottage Grove is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The City will coordinate final damage estimates with the Cottage Grove Public Safety Department, who will then provide the information to HSEM.

Additional damage assessment functions are maintained in the appropriate City of Cottage Grove SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats, and process for both initial and preliminary damage assessments.

Priorities of inspections include:

- structures involved in response operations,
- critical transportation routes and infrastructure, and
- essential City facilities.

3. Recovery Teams

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area, and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.
- Community Relations Team - Teams deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Team - A team that is deployed to assist policy owners following a disaster.

4. Public Assistance (PA) and Individual Assistance (IA)

Declared Disasters

Public Assistance (PA)

The Public Assistance (PA) program provides program support to eligible local governmental agencies following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective Actions
- Category C: Road Systems
- Category D: Water Control Facilities

- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, the Cottage Grove Public Safety Department will work closely with ESF 15 – External Communications and Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all City of Cottage Grove departments and those quasi-governmental organizations that perform a governmental function. Such applicants are trained concerning the public assistance program through the various recovery training sessions offered. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio station.

The Cottage Grove Public Safety Department will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and kick-off meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs. State and Federal recovery personnel must advise the Cottage Grove Public Safety Department of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Minnesota Legislature.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.
- Contractual agreements with HSEM are executed with applicants with all reimbursements coming through HSEM.
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the HSEM.

Documentation is obtained by Cottage Grove Public Safety Department regarding damage sustained to:

- Roads
- Water control facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Individual Assistance (IA)

FEMA's Individuals and Households Program (IHP) provides financial assistance and direct services to eligible individuals and households affected by a disaster, who have uninsured or underinsured necessary expenses and serious needs.

If a federal disaster declaration is made, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. City of Cottage Grove will also perform inspections of damaged homes to determine safety. A zoning or civil engineer will be responsible for coordinating post-disaster habitability inspections.

Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the City to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Minnesota to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the Cottage Grove Mayor and City Council for budget and finance approval of local dollars.

5. Disaster Recovery and Staging Areas

Centers may be set up in a disaster area to provide information on the complete range of available disaster assistance. The responsibility for managing these centers is jointly shared by the State, FEMA, and the City where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or near, the community affected by the disaster where people can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The City of Cottage Grove Emergency Manager, the State of Minnesota, and potentially FEMA will assess the need to open Disaster Recovery Centers and Field Offices based upon initial damage assessment and human services needs estimates and reports. Cottage Grove Public Safety Department will then request that HSEM open a Disaster Recovery Center in the City of Cottage Grove.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in City of Cottage Grove, the Minnesota State Emergency Operations Center (SEOC) will take the lead and should notify the Cottage Grove Public Safety Department. The Minnesota State Emergency Operations Center (SEOC) will advise if there are resources the

City may need to supply—including staffing. The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

The City's designated Public Information Officer will provide local media with detailed information on locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance.

6. Unmet Needs

Washington County Community Services will coordinate the unmet needs recovery function. Washington County Community Services will contact the County and HSEM to obtain assistance through multiple agencies and appoint a Coordinator who will serve as the Unmet Needs Coordinator for City of Cottage Grove following a disaster. The Coordinator will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community with consideration to the needs of the whole community.

G. Mitigation

In the aftermath of a disaster, the City's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in the City of Cottage Grove are safe and secure from future disasters. The strategies to complete this goal include:

- Complete and maintain a hazards and risk assessment
- Maintain a comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation

Coordination of Mitigation Activities

The Cottage Grove Public Safety Department has been delegated as the lead agency to facilitate and coordinate mitigation planning activities. The Washington County All-Hazard Mitigation Plan identifies the hazards to which City of Cottage Grove is vulnerable, assesses the facilities and structures that are most vulnerable to hazards, offers a prioritized list of mitigation projects to take advantage of available funding, and links mitigation projects to these sources of funding.

The Mitigation Plan defines the mitigation goals, objectives, and initiatives for the City of Cottage Grove. The Mitigation Plan is updated every five years, although in the event of a disaster, or if needed, the plan can be reviewed and revised more frequently.

Mitigation Programs

Pre-Disaster Activities

- **The National Flood Insurance Program (NFIP)** –The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).
- **Community Rating System (CRS)** - Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.
- **Flood Mitigation Assistance (FMA) Program** – HSEM administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.
- **Repetitive Flood Claims (RFC) Program** - HSEM administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Severe Repetitive Loss (SRL) Program** - HSEM administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Pre-Disaster Mitigation (PDM) Program** - HSEM administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future Major Disaster Declarations.
- **State Hazard Mitigation Planning** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

Post-Disaster Activities

- **Hazard Mitigation Grant Program (HGMP)** - HSEM administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the Presidential Major Disaster Declaration in the areas of the State requested by the Governor.

- **406 Mitigation** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

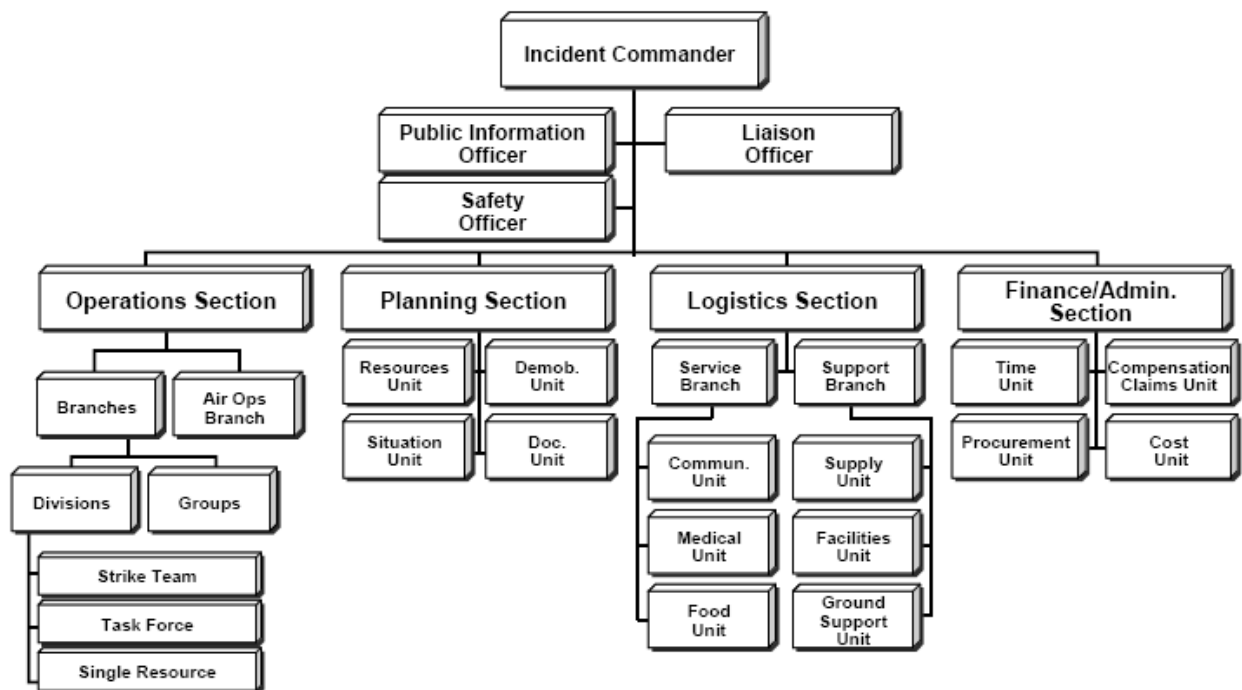
V. INCIDENT COMMAND SYSTEM (ICS)

ICS is a flexible structure applicable at all levels of response regardless of incident scope or agency size. It allows responders to act in a unified fashion that is consistent with the best practices as laid out in NIMS framework.

ICS also provides for planning, building, and adapting the response during recovery and review after an incident.

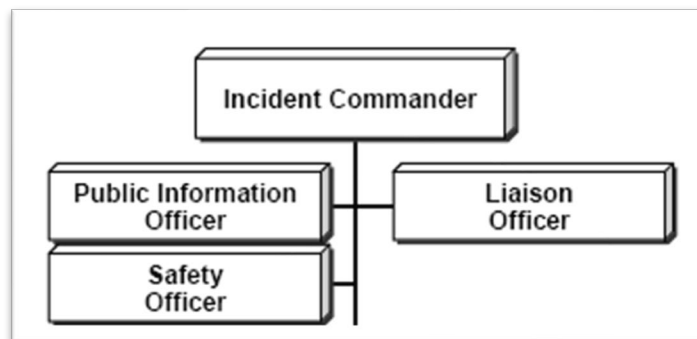
ICS establishes a set of core competencies which should be evaluated at the organizational level on a regular basis.

ICS basic organization chart:



Command Staff

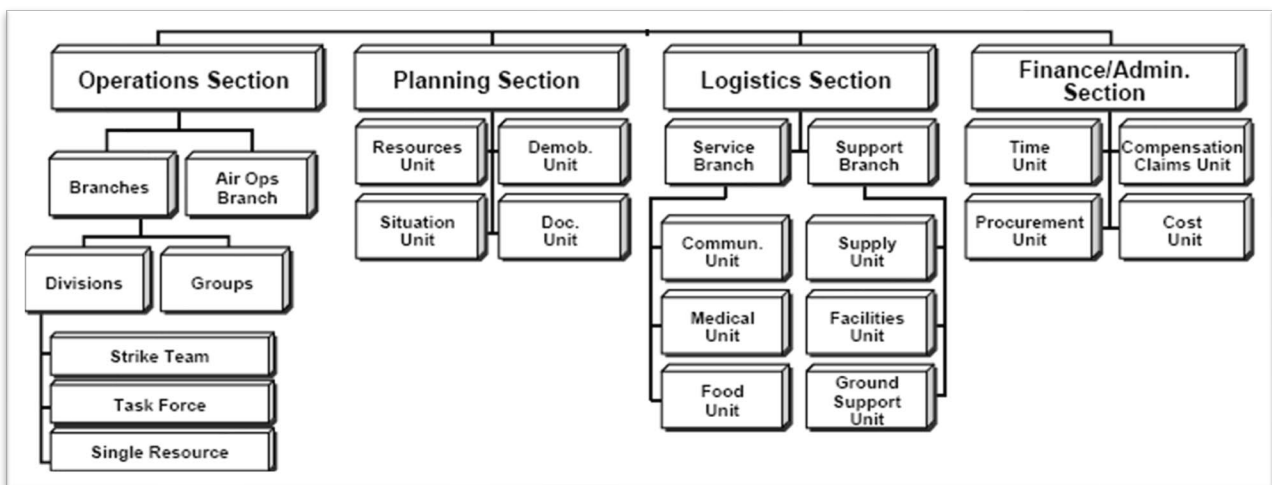
The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).



Command Staff	Roles and Responsibility
All ICS Command Staff Departments	1. Incident Commander (IC) determines which ICS forms are necessary for the level of response. 2. Incident Commander (IC) approves Mutual Aid Agreements with other agencies. 3. Incident Commander (IC) approves memorandums of understanding with resource providers. 4. Incident Commander (IC) informs executive branches of immediate plan and actions. 5. Incident Commander (IC) will form an Incident Management Team (IMT) if necessary. 6. Incident Commander (IC) will designate, or contact pre-designated Command Staff appointees, including the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LOFR). 7. Public Information Officer (PIO) will monitor external media and information distributed by external agencies for reporting purposes. 8. Public Information Officer (PIO) will determine any limits to information release. 9. Public Information Officer (PIO) will develop accurate and accessible briefings. 10. Safety Officer may identify mitigation actions necessary for hazards. 11. Safety Officer may ensure safety messages are transmitted. 12. Safety Officer may review the Incident Action Plan (IAP) for safety implications. 13. Liaison Officer may act as a point of contact for agency representatives. 14. Liaison Officer may maintain a list of coordinating, primary and support agencies. 15. Liaison Officer monitors incident operations to identify current or potential interorganizational communications and functional conflicts. 16. Liaison Officers may participate in planning meetings, provide current resource status and limitations of capabilities. 17. Ensure government agencies are providing critical emergency services. 18. Coordinates resource requests. 19. Coordinates with all agencies involved in the event, emergency, or disaster. 20. In a major event, emergency, or disaster, directs evacuation.

	21. Monitors warning systems. 22. Serves as point of contact for representatives from other governmental agencies or private entities. 23. Drafts emergency resolutions and ordinances for executive approval. 24. Provides legal review of all pertinent documents. 25. Provides legal advice for emergency functions pertinent to the jurisdiction. 26. Coordinates news releases and interfaces with the public and media. 27. Develops accurate and complete information on the incident. 28. Maintains close contact with media on public information and other PIOs. 29. Provides space near EOC for media representatives. 30. Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety.
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General Staff

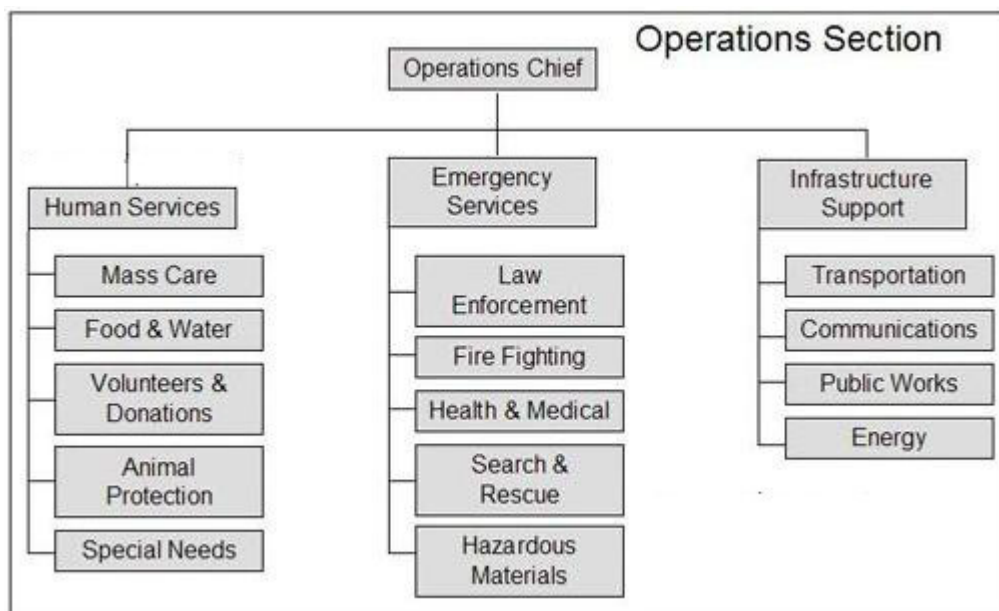


Operations Section

The Operations Section is responsible for all activities focused on response to the immediate hazard, saving lives, establishing situational control, and restoration of normal operations.

The Operations Section Chief is responsible to the Command Staff for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives.

The Operations Section can also be organized into three branches as shown below: Human Services, Infrastructure, and Emergency Services. The ESFs/Appendices from this AHP that are grouped under each of these three branches are also depicted in the diagram below. More detailed information on the specific responsibilities of each agency is contained in each of the ESFs/Appendices.



Operations Section	Roles and Responsibility
All ICS Operations Section Departments	1. Develop the operation portion of the IAP in conjunction with other ICS branches. 2. Complete and maintain ICS Form 214 as necessary. 3. Operations Section Chief will refer to the IAP for tactical operations guidance. 4. Tactical resources will be guided by appropriate span of control (ratio) considerations. 5. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources. 6. Coordinate emergency organization credentialing/privileging procedures 7. Section Chief will maintain contact with Incident Commander (IC) as well as subordinate Operations personnel while involved with the incident. 8. Assign a Deputy Operations Chief to assist and track progress on critical coordination.

	9. Confirm that EOC staff understands overall objectives, strategies and priorities for coordination and critical resources. 10. Coordinate with staff representing Emergency Services, Human Services, and Infrastructure Support Operations. 11. Identify resources that will be exhausted. 12. Schedule and conduct EOC operation briefings by obtaining progress reports from EOC staff. 13. Coordinate with EOC Planning Chief the contents for an Incident Action Plan. 14. Coordinate with EOC Planning Chief in the development and approval of a written demobilization plan.
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Planning Section

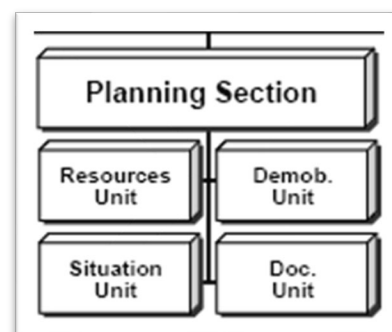
The Planning Section is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

Designated agencies will be responsible for ESF 5 – Emergency Management activities during an activation of the EOC and are identified within ESF 5. In addition to the development of daily Incident Action Plans, activities of the Planning Section could include damage assessment by providing assessed values and parcel information, staff, and maps to the damage assessment team.

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period.

The Planning section is often made up of four units:

- Resources Unit
- Situation Unit
- Demobilization Unit
- Documentation Unit



Planning Section	Roles and Responsibility
All ICS Planning Section Departments	1. The Planning Section Chief will supervise the development of the Incident Action Plan (IAP). 2. Will incorporate Traffic, Medical, Communications, and all relevant agency planning into the Incident Action Plan (IAP). 3. Reassign personnel within the ICS organization.

	4. Conduct and supervise planning meetings. 5. Coordinate the planning process of activities contained within this AHP for all involved organizations. 6. Complete ICS Form 215 and/or 215A. 7. Perform operational planning for the planning section. 8. Obtain information and understand current situation. 9. Predict the probable course of the incident events. 10. Prepare alternative strategies and control the operations for the incident. 11. Establish information requirements and reporting schedules for units (e.g. Resources, Situation Units). 12. Provide period reports on incident future potential. 13. Determine in advance the need for specialized resources and plan for MOU implementation. 14. Assemble Information on alternative strategies. 15. Establish specialized data collection systems as necessary (e.g. weather). 16. Provide periodic predictions on incident potential. 17. Compile and display incident status summary information. 18. Advise EOC staff of any significant changes in the status of the incident. 19. Report significant changes in incident status. 20. Oversee preparation of the Demobilization Plan.
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Intelligence and Investigations Section

Many domestic incidents, such as natural disasters or industrial accidents, have an obvious cause and origin. However, other domestic incidents, such as large-scale fires, public health emergencies, explosions, transportation incidents (e.g., train derailments, airplane crashes, bridge collapses), active shooters, terrorist attacks, or other incidents causing mass injuries or fatalities, require an intelligence or investigative component to determine the cause and origin of the incident and/or support incident/disaster operations

The scalability and flexibility of NIMS allows the Intelligence/Investigations (I/I) Function to be seamlessly integrated with the other functions of ICS. The I/I Function within ICS provides a framework that allows for the integration of intelligence and information collection, analysis, and sharing, as well as investigations that identify the cause and origin of an incident regardless of source. If the incident is determined to be a criminal event, the I/I Function leads to the identification, apprehension, and prosecution of the perpetrator. The I/I Function can be used for planned events as well as incidents.

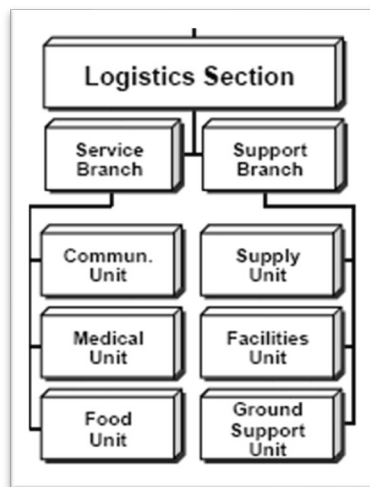
Intelligence and Investigations	Roles and Responsibility
All ICS Intelligence and Investigations Departments	1. Determine if a separate General Staff Section is necessary for Intelligence and Investigations. 2. Establish separate section if multiple investigative agencies are part of process or there is the need for coordination and handling of classified data. 3. When necessary, assign an Intelligence and Investigations Section Technical Specialist to the Incident Command Post (ICP). 4. Establish and activate an "off-incident" Intelligence and Investigations Operations Center facility or site; incident-related intelligence/investigations operations and activities can be managed and performed from this site to support and assist the Intelligence and Investigations Section. 5. Confer with the Operations Section, Logistics Section and Safety Officer regarding force protection, security, health, and safety issues. 6. Within Planning, aid and assist with general information gathering. 7. Within Operations, coordinate investigative and operation tactics between sections. 8. Within Command, coordinate supporting Agency Representatives and real time information to Command Elements. 9. Identify and create a chain of custody for all situation or probative data. 10. Collect intelligence information and disseminate to EOC as needed. 11. Serve as a conduit to provide situational awareness (local, regional, state, and national) pertaining to an incident. 12. Establish personnel roster for those with clearance to handle data. 13. Supply data as requested to law enforcement for their apprehension or prosecutorial duties. 14. Determine need for use of different evidence processing protocols. 15. Coordinate with Fusion Centers and Regional Intelligence Sharing Systems (RISS).

Logistics Section

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. The Logistics Section will coordinate the key ESF/Appendix that have a significant role in managing logistics and resource support, including:

- ESF 1 – Transportation
- ESF 2 – Communications
- ESF 5 – Emergency Management
- ESF 7 – Logistics Management and Resource Support
- ESF 8 – Public Health and Medical Services
- ESF 11 – Agriculture and Natural Resources

The Logistics Section is often divided into the Service Branch (Communications Unit, Medical Unit, and Food Unit) and the Support Branch (Supply Unit, Facilities Unit, and Ground Support Unit).



Logistics Section	Roles and Responsibility
All ICS Logistics Section Departments	1. The Logistics Section Chief will support all physical resource needs with the exception of air operations. 2. Section Chief will provide and coordinate facilities with the following, but not limited to transport, communications, maintenance, food and medical services for incident personnel and off-incident resources. 3. Identify those resources that are anticipated for the incident. 4. Coordinate with Communications Unit Leader regarding communications systems, guidelines, constraints, and protocols. 5. Oversee the implementation of Communications, Medical and Traffic Plans as required. 6. Complete ICS Forms 201 and 205 as required. 7. Assist in the collection, processing, and dissemination of information to facilitate physical emergency response and recovery efforts. 8. Establish and provide operational support for Points of Distribution (PODs).

	9. Develops Memorandums of Understanding/limited contractual obligations with private sector for essential items needed before, during and after a disaster. 10. Provide staff to the EOC to coordinate resource requests. 11. Identify suppliers for critical resources. 12. Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations. 13. Request assistance through the State EM if jurisdictional resources are not able to adequately address a situation. 14. Coordinate the provision of all mutual aid. 15. Provide staff for the Points of Distribution. 16. Coordinate Rapid Impact Assessment Team (RIAT) activity and support requirements with local support agencies and organizations. 17. Manage the Logistics Section, in close coordination with the Command Group at the local EOC. 18. Provide intelligence on requirements for Logistics based on the scope and magnitude of the disaster. 19. Assist in evaluating damage to water and wastewater systems control facilities. 20. Assist in evaluating damage to utilities and traffic control systems, roads and bridges, and flood control facilities. 21. Assist in evaluating damage to local government facilities and transportation resources. 22. Coordinate physical assets within the jurisdiction. 23. Provide intelligence pertaining to situation in not only the jurisdiction, but also surrounding areas.
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Finance / Administration Section

The Finance/Administration Section is established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities.

The equipment, personnel, and financial resources of an affected jurisdiction may quickly be overtaxed in a disaster. Resource Policies and Financial Management Policies and Procedures for Emergency Management have been established and implemented which provide statutory authorities and responsibilities for financial management related to response activities. These policies ensure that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations, and standards.

Designated agencies have been given the primary responsibility to manage all financial matters, including those of the response, recovery, and mitigation phases of an emergency or declared

disaster. These responsibilities include providing financial training to the staff of the Emergency Operations Center, recovery personnel, and the mitigation staff. This is based on the need to manage local, state, and federal recovery financial assets in accordance with local and State laws and includes training on proper documentation of recovery grants, funding agreements, funding sources, records maintenance, and more. Other responsibilities of the Finance/Administration Section include entering into any funding agreements between local, State, and Federal Governments. These agreements will cover the Public Assistance and Hazard Mitigation Grant Programs, as well as any other funding agreements necessary for the receipt of State and federal funds.

The Finance/Administration Section is often made up of four units:

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

Finance / Administration Section	Roles and Responsibility
All ICS Finance / Administration Section Departments	1. Manage all financial responsibilities during an incident in coordination with the Incident Commander (IC). 2. Provide cost analysis information as requested by other branches. 3. Develop an operation plan for Finance/Administration and fill Section supply and support needs. 4. Ensure personnel time records are completed accurately and transmitted to home agencies. 5. Ensure accounting practices meet jurisdiction's standards. 6. Coordinate annual training schedule for emergency event financial reporting and records maintenance requirements. 7. Identify funding sources for emergency expenditures. 8. Track, record and allocate existing funds. 9. Track, record and attempt to receive pledged funds or outstanding accounts. 10. Establish checking and debit accounts and implement disbursement procedures that maintain electronic records. 11. Conduct appropriate training for financial management for agency personnel in relevant roles. 12. Offer centralized sources of print and online information on financial management for jurisdiction administrators for distribution to their staffs.

	13. Maintain all records of expenditures. 14. Track and record all associated costs for local jurisdiction's agencies for manpower, equipment, supplies, etc.; including those used during incident response and recovery phases. 15. Coordinate recovery actions with FEMA and relevant state agencies to include financial restitution and mitigation. 16. Coordinate training to EOC agencies for payment disbursement and purchasing (and other expenditures) during emergencies. 17. Inform executive officers, local and state officials, and other officers where appropriate, of expenditure and reimbursement information. 18. Maintain administrative planning strategies for all financial contingencies, including alternate personnel and materiel sourcing. 19. Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures. 20. Manage disaster recovery financing, including procurement of additional funds and recycling of surplus into preparation/mitigation/savings. 21. Develop a budget and revise at regularly designated intervals. 22. Coordinate with home agencies for payment of temporary personnel and staff on loan from other departments. 23. Plan and prepare for emergencies requiring liquid funding. 24. Choose and retain an outside accounting agency when appropriate. 25. Determine internal review and controls systems. 26. Designate and procure outside controls on spending and budget as needed. 27. Provide cost analysis for the Incident Action Plan (IAP) before and after incident. 28. Administer financing of legal, accounting and operations staff.
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Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After a local government conducts the initial damage assessment and reports it to the State Emergency Operations Center, a joint local/State preliminary damage assessment may be scheduled that could include FEMA. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This

process is described in 44 CFR, Part 206, Subpart B - The Declaration Process and other federal and state policies and procedures.

Recovery Section

When the EOC is activated in response to an event, emergency, or disaster, a recovery section may be activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, activation of damage assessment teams, liaisons, and mitigation assessment team.

Once the initial response operations have been completed and it is appropriate for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. In fact, many of the recovery functions run concurrent with the initial response functions and are managed by the same agencies.

Recovery Section	Roles and Responsibility
All ICS Recovery Section Departments	1. Coordinate community relations addressing unmet needs and providing emergency housing following a disaster. 2. Coordinate activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster. 3. Provide damage reports to the local EOC. 4. Provide food and water to field operations. 5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies. 6. Coordinate activities associated with the Public Assistance Program following a disaster. 7. Provide information and planning support for agencies involved in recovery operations. 8. Issue post-disaster permits, as necessary. 9. Serve as the lead agency for post-disaster debris management operations. 10. Identification of immediate personal and disaster relief needs for individuals affected by the event (Victim mass care requirements to include food, water, clothing, shelter/housing, and medical needs). 11. Coordinate for removal and disposal of all debris. 12. Identify proper disposal sites, both temporary and long-term. 13. Provide assistance and information in coordination with Finance regarding Unemployment Compensation and Disaster Unemployment assistance.

VI. ADMINISTRATION, FINANCE AND LOGISTICS

A. Support for State and Federal Assistance

In accordance with Minnesota Statutes, Chapter 12, all requests for state assistance with emergency management operations are to be made through Cottage Grove Public Safety Department. The requesting jurisdiction must certify that they have, or will have, exhausted their local capabilities to cope with the situation.

Requests for the Minnesota National Guard must be made through the Washington County Sheriff.

B. Reports and Records

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The EOC will document activities on an ICS form 214, situation reports, and/or common operating pictures. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during AARs to improve response operations in the future.

Following a disaster, documentation is provided to Cottage Grove Public Safety Department to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

During an AAR, the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

Expenditures and Record Keeping

Deliberate financial tracking is required to help ensure insurance reimbursement or state and federal reimbursement in the event of a presidential disaster declaration.

During emergency operations, all agencies will:

- Maintain records of expenditures to provide clear and reasonable justification for budget requests or reimbursement.

- Develop procedures to ensure financial records clear and unambiguously identify disaster related expenditures.
- Use available resources and personnel as reasonable to cope with the emergency situation.

C. Logistics

Identifying Resource Gaps

The Cottage Grove Public Safety Department will determine the priorities for resource needs based on identified gaps.

The Cottage Grove Public Safety Department using input and data from the regional capability assessment, HSEM, local intelligence and threat assessments, will provide a high-level determination of resource needs. These assessments will consider specific threats as well as potential all-hazard threats and response capabilities.

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Director and/or their designee. Information from the Incident Commander in consultation with Command and General Staff and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding agencies available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the Cottage Grove Public Safety Department will coordinate assistance to satisfy resource needs.
- If the City requires additional assistance, mutual aid will be requested from adjacent cities, counties, and other regional resources through Mutual Aid Agreements and HSEM.
- Only the Incident Commander or the City of Cottage Grove Emergency Manager or their designee is authorized to request resource support from HSEM.
- HSEM will turn to FEMA for assistance in dealing with a major event, emergency, or disaster that threatens to exceed the capabilities and resources of the state.

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established City protocols for maintaining resource lists. At a minimum, a full resource list (including all citywide resources) will be provided to Cottage Grove Public Safety Department and the ESF 7 – Logistics Management and Resource Support coordinating and primary agencies.

Key Logistics Facilities

Potential locations for Staging Areas and Points of Distribution sites (PODS) are identified annually by Cottage Grove Public Safety Department.

Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the Incident Action Plan (IAP). The IAP will be developed in preparation for or during an event, emergency, or disaster.

Fuel

Fuel will be procured using local resources. Local incident command will provide the desired location of fuel purchasing if applicable for the incident. ESF 7 – Logistics Management and Resource Support and ESF 12 – Energy and Utilities provide further detail concerning procuring fuel.

Security

Security at each staging area will be accomplished by mission assigning ESF 13 – Law Enforcement and Security. ESF 13 provides further details.

VII. CONTINUITY OF GOVERNMENT

Formal Continuity of Operations Plans (COOP) are maintained by the various City Departments and are not reproduced here.

The City of Cottage Grove maintains a comprehensive data retention policy. Critical data is backed up at a secure, off-site location at regular intervals. Individual departments maintain specific policies and procedures for backing-up other critical records. These processes are maintained in the COOPs for every City of Cottage Grove department and are considered to be protected security information.

Protected Critical Infrastructure Information (PCII) data is maintained according to the standards set by the United States Department of Homeland Security. It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOPs and City of Cottage Grove records management policies.

The chain of succession for the City of Cottage Grove City Administrator is:

- City of Cottage Grove City Administrator
- Director of Public Safety
- Finance Director
- Public Works Director

VIII. REFERENCES, AUTHORITIES, STATUTES, LAWS, AND RULES

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the All-Hazard Plan (AHP) alters the existing authorities of individual departments and agencies. The AHP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various state departments and agencies in a collective framework for action to include preparedness, prevention, protection, mitigation, response, and recovery activities.

References:

- **ANSI/EMAP 5-2019 Emergency Management Standard** is the approved National Standard for emergency management programs in the United States - maintained by the Emergency Management Accreditation Program (EMAP).
- **Comprehensive Preparedness Guidance (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 3.0, September 2021** – The CPG provides guidance from FEMA on the fundamentals of planning and developing emergency operations plans. The guide describes the steps to produce an emergency operation plan, possible plan structures and components of a base plan and its annexes.
- **Federal Bureau of Investigation's Weapons of Mass Destruction Directorate (WMDD)**
- **Federal Radiological Emergency Preparedness (REP) Program**
- **MN Emergency Operations Plan (MEOP)** – The MEOP is a statewide, all-agency plan for responding to and mitigating emergencies and provides the basis for a multi-agency state response to a major event, emergency, or disaster. The plan assigns emergency planning and response policies and responsibilities for state agencies.
- **MN HSEM Emergency Management Director's Handbook**
- **MN HSEM Threat and Hazard Identification and Risk Analysis (THIRA)**
- **MNWALK** – The Minnesota Emergency Management Crosswalk update lists the planning requirements for a local jurisdiction's emergency operations plan. The requirements are consistent with the National Preparedness Goal, FEMA's Comprehensive Preparedness Guides 101 and 201, and the federal Emergency Management Preparedness Grant.
- **National Disaster Recovery Framework (NDRF), Second Edition, June 2016** – The NDRF establishes a common platform and forum for how the whole community builds, sustains, and coordinates delivery of recovery capabilities. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. The NDRF focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.
- **National Incident Management System (NIMS), Third Edition, October 2017** – NIMS guides all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in

the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents.

- **National Mitigation Framework, Second Edition, June 2016** – The National Mitigation Framework provides context for how the whole community works together and how mitigation efforts relate to all other parts of national preparedness.
- **National Preparedness Goal (NPG), Second Edition, September 2015** – The NPG is a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.
- **National Preparedness System, November 2011** – The National Preparedness System outlines an organized process for everyone in the whole community to move forward with their preparedness activities and achieve the National Preparedness Goal.
- **National Prevention Framework, Second Edition, June 2016** – The National Prevention Framework describes what the whole community—from community members to senior leaders in government—should do upon the discovery of intelligence or information regarding an imminent threat to the homeland.
- **National Protection Framework, Second Edition, June 2016** – The National Protection Framework describes the way that the whole community safeguards against acts of terrorism, natural disasters, and other threats or hazards.
- **National Response Framework (NRF), Fourth Edition, October 2019** – The NRF provides foundational emergency management doctrine for how the Nation responds to all types of incidents. The NRF is built on scalable, flexible, and adaptable concepts identified in NIMS to align key roles and responsibilities across the Nation. The structures, roles, and responsibilities described in this Framework can be partially or fully implemented in the context of a threat or hazard, in anticipation of a significant event, or in response to an incident. Implementation of the structures and procedures allows for a scaled response, delivery of specific resources and capabilities, and a level of coordination appropriate to each incident.
- **National Threat and Hazard Identification and Risk Assessment (THIRA), July 2019** – The THIRA provides an in-depth description of FEMA's approach to completing a national-level risk assessment. The intended audience is emergency management officials engaged in risk assessment at the community and Federal level, as well as other practitioners in the private sector or academia.
- **NFPA 1600 Standard on Continuity, Emergency, and Crisis Management** – adopted by the U.S. Department of Homeland Security as a voluntary consensus standard for emergency preparedness.

Authorities:

- **16 U.S.C. 3501, “Coastal Barrier Resources Act”** – The purpose of this chapter is to minimize the loss of human life, wasteful expenditure of Federal revenues, and the damage to fish, wildlife, and other natural resources associated with the coastal barriers along the Atlantic and Gulf coasts and along the shore areas of the Great Lakes.

- **42 U.S.C. Ch. 119 “Homeless Assistance”** – An Act to provide funds for programs to assist the homeless, with special emphasis on elderly persons, handicapped persons, families with children, Native Americans, and veterans.
- **42 U.S.C. 4101, “National Flood Insurance Act of 1968”** – As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **42 U.S.C. 5121, et. seq. “The Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988,” (Public Law 93-288 as amended by Public Law 100-707)** – This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.
- **44 CFR, Chapter 1 (Oct. 1, 1992) “Emergency Management Assistance”** – This portion of the Code of Federal Regulations implements the Stafford Act and delineates the organization, policies and procedures governing the activities and programs of FEMA and other federal agencies, and further defines the role of state and local government in the Emergency Management structure.
- **44 CFR 350** – Review and Approval of State and Local Radiological Emergency Plans and Preparedness
- **44 CFR Part 10** – Environmental Considerations.
- **44 CFR Part 13** – Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** – Audits of State and Local Governments.
- **44 CFR Parts 59-76** – National Flood Insurance Program and related programs.
- **44 CFR Part 206** – Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **50 CFR, Title 10** – Wildlife and Fisheries, General Provisions.
- **Homeland Security Presidential Directive 5; February 2003** – Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).
- **Homeland Security Presidential Directive 8; December 2003** – National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.
- **Public Law 83-703** – An Act to amend the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** – Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210** – Provides for a system of compensating the public for harm caused by a nuclear accident.

- **Public Law 89-665, 16 U.S.C. 470** – National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964 in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.**
- **Public Law 93-234** – Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 95-510, 42 U.S.C. 9601** – The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499, “Emergency Planning and Community Right to Know Act of 1986” Title III of the Superfund Amendments and Reauthorization Act (SARA)** – This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials.
- **Public Law 101-549** – Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** – Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** – To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** – (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), Established the Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 109-295, Title VI, “The Post Katrina Emergency Management Reform Act of 2006 (PKEMRA)”** – This law enhances the responsibilities and autonomy of FEMA within the US Department of Homeland Security. The Act also includes reforms of emergency management areas that were considered shortcomings during Hurricane Katrina.
- **Riegle Community Development and Regulatory Improvement Act of 1994** – An Act to reduce administrative requirements for insured depository institutions to the extent consistent with safe and sound banking practices, to facilitate the establishment of community development financial institutions, and for other purposes.

State Statutes, Laws, and Rules

- **Minnesota Statutes (MS) Chapter 12** – Emergency Management (aka The Minnesota Civil Defense Act of 1951 and The Minnesota Emergency Management Act of 1996)
 - **MS 12.27** – Mutual Aid Arrangements
- **MS Chapter 12A** – Natural Disaster; State Assistance
- **MS Chapter 12B** – Public Disaster Assistance

- **MS 88.04** – Firebreaks; Preventing Fires
- **MS 103E.705** – Procedure to Repair Drainage Systems
- **MS Chapter 103F** – Protection of Water Resources
- **MS Chapter 115E** – Oil and Hazardous Substance Discharge Preparedness
- **MS 121A.035** – Crisis Management Policy for schools
- **MS 138.17, Subd. 8** – Emergency Records Preservation
- **MS 145A.04** – Governs the investigation, reporting, and control of communicable diseases
- **MS Chapter 299A** – Department of Public Safety
 - **MS 299A.48-55** – Hazardous Materials; Incident Response; Safety
- **MS 299F.091-099** – Hazardous Substance Emergencies
- **MS 299J** – Pipeline Safety
- **MS 299K** – Hazardous Chemical Emergency; Planning and Response.

City of Cottage Grove Resolutions, Codes, and Ordinances

ESF 1 – Transportation

Coordinating Agency:

Cottage Grove Public Safety Department

Primary Agency:

Cottage Grove Public Works

Support Agencies:

Washington County Public Works

FAA - Federal Aviation Administration

MNDOT - Minnesota Department of Transportation

MSP - Minnesota State Patrol

NTSB - National Transportation Safety Board

Stantec

I. Purpose and Scope

A. Purpose

ESF 1 – Transportation provides support by assisting response organizations in the management of transportation systems and infrastructure in the City of Cottage Grove during an event, emergency, or disaster.

B. Scope

1. ESF 1 addresses both emergency transportation assistance and the maintenance of existing transportation infrastructure and systems. Specifically, it discusses:
 - a. Evacuation of people and resources
 - b. Coordination of resource movements
 - c. Traffic restrictions and transportation safety
 - d. Mutual aid and private sector transportation resources
 - e. Maintenance and restoration of transportation infrastructure
2. Included in this ESF is information on standard operating guidelines and/or procedures for emergency routes, movement of responders, egress and ingress information, affected populations, and supplies associated with response and recovery efforts during an event, emergency or disaster. Also included is information on significant surface transportation routes as well as transportation of resources and services critical to the welfare of the citizens of Cottage Grove.

II. Concept of Operations

A. General

1. ESF 1 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident

Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.

2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness and provide status updates to Command and General Staff, specific to the impacted area(s), and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Transportation Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Transportation** infrastructure, there will be an immediate response of local government resources to re-establish or reopen **Transportation** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.

3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Transportation** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Transportation** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, the Minnesota Department of Transportation (MNDOT) is the designated lead agency for Transportation services and may

provide a liaison to facilitate requests for transportation resources to local or County EOCs.

- c. HSEM, in coordination with MNDOT, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Transportation** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Transportation** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Transportation** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Transportation** activities.

7. Maintain existing **Transportation** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Transportation** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Transportation** priorities with the current incident priorities.
10. Identify resources to assist with **Transportation** needs, including evacuation and movement of people.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Transportation** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Transportation** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Anticipate and plan for the possibilities of having to develop and obtain **Transportation** plans and resources to assist people with disabilities and/or access and functional needs.
20. Identify and correct potential shortfalls in the ability to use emergency access and egress routes and available **Transportation** resources.
21. Coordinate with other agencies to recommend evacuations.
22. Identify guidance for evacuation of vulnerable facilities.
23. Coordinate and/or provide **Transportation** resources to support evacuations and movement of people.
24. Determine what specialized **Transportation** resources are unavailable to responding personnel.
25. Initiating traffic management operations and control strategies.
26. Assist with traffic control planning and re-routing as necessary.
27. Establish alternate routes of access required due to road closures.
28. Coordinate the management of air resources with other agencies.

29. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Transportation** activities.
30. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Transportation** infrastructure and operations.
31. Provide or obtain technical assistance to affected jurisdictions in determining the most viable **Transportation** networks to, from, and within the incident area.
32. Identify temporary alternative **Transportation** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
33. Coordinate arrangements for alternate **Transportation** services, if needed.
34. Assist in restoring **Transportation** infrastructure and systems through ESF 3 – Public Works and Engineering.
35. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
36. Coordinate with appropriate state, tribal, local entities, and **Transportation** companies for decisions regarding issues such as movement restrictions, critical facility closures, and evacuations.
37. Identify blocked roads and prioritize efforts to reopen.
38. Coordinate and/or perform damage assessments of **Transportation** infrastructure, systems, facilities, and equipment and monitor for usability.
39. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
40. Notify State and/or County Emergency Management of the status of **Transportation** infrastructure and systems, including road conditions and traffic control.
41. Request assistance from other **Transportation** agencies as needed through the Liaison Officer.
42. Coordinates mass **Transportation** needs.
43. Work to re-establish right of ways, traffic lighting, and signage on affected roads.
44. Coordinate efforts of DOT agencies to provide service for state and federal highways and other regulated **Transportation** infrastructure.
45. Plan for **Transportation** recovery, mitigation, and other long-term actions.
46. Continue to perform tasks necessary to expedite restoration and recovery operations.
47. Prioritize emergency repair and restoration of **Transportation** infrastructure based on response needs as identified by the Incident Commander.
48. Identify **Transportation** re-entry criteria and re-entry routes.
49. Coordinate recovery efforts for **Transportation** infrastructure within the city.
50. Plan for the gradual demobilization of on-scene **Transportation** resources and activities.
51. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.

52. Continue to coordinate **Transportation** equipment, supplies, and personnel until authorized to demobilize.
53. Clean, repair, and perform maintenance on all **Transportation** equipment before returning to normal operations or storage.
54. Participate in after-action meetings and prepare a **Transportation** summary for the After-Action Review (AAR) report as needed.
55. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Traffic Management
 - a. Traffic Safety—Infrastructure emergencies are particularly challenging scenarios, since the mechanism that facilitates mitigation may be that which requires mitigation or control itself. The response by the primary agency within the jurisdiction of the event to highways and other road emergencies, particularly those endangering traffic passage and flow, require an adequate response including state transportation department and emergency management cooperation. Monitoring, response, recovery cleanup, and post-incident management plans fall within this category.
 - b. Traffic Mobility—planning for notification, operations delegation, continuity of transit access, and traffic flow require alternative route designation and detour implementation. The protocols should be established for all major routes and should include contingencies for emergencies affecting the jurisdiction's infrastructure such as flash flooding, fires, and high winds. A subset of planning for traffic mobility is implementing the radio, television, and online communications systems alerting travelers of road closures and detours in advance of their arrival in affected areas. It is the local jurisdictions responsibility to coordinate the interests of multiple stakeholders including corporations, private

contractors, subcontractors, and the general public. Furthermore, planning for efficient rail and interstate highway detours that affect commercial shipping requires separate operations and coordination with multiple stakeholders.

2. Evacuations (see also Appendix C – Evacuation, Shelter-in-Place, and Re-Entry)
Planning for evacuations is an integral part of **Transportation** operations in emergency management. Designated highway routes and air-evacuation (when applicable) form the basis of an evacuation operations plan, but this should be supplemented with a designated team and delegated on-site officials to carry out the following operations phases:
 - a. Agency Notification
 - b. Public Notification
 - c. Traffic Control
 - d. Evacuation Routes / Evacuation Centers
 - e. Conclusion of Evacuation
3. Most of the whole community is assumed to be capable of transporting under their own power using personal vehicles and traveling with friends and family; however, as there may be a significant percentage of the whole community with disabilities and/or access and functional needs, some level of **Transportation** assistance during an event, emergency, or disaster may be required. These **Transportation** challenges may include, but are not limited to, individuals without their own means to evacuate, means of travel to reception or evacuation centers, shelters, distribution sites, or means for reentry and/or return activities during recovery operations.
4. Special care will be taken by first responders so that people with disabilities and/or access and functional needs are not separated from caregivers, mobility devices, other durable medical equipment, and/or Service Animals during an evacuation as long as the event, emergency, or disaster does not present an immediate threat to loss of life. Once beyond an evacuated area, first responders may prevent reentry for reasons regarding health, safety, and/or potential hindering of response operations, even for the retrieval of forgotten items specifically needed for people with disabilities and/or access and functional needs. This denial of reentry may also extend to areas under all types of non-mandatory evacuations.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 2 – Communications

Coordinating Agency:

Cottage Grove Public Safety Department

Primary Agency:

Washington County Sheriff's Office Emergency Communications Response Center (ECRC)

Support Agencies:

Cottage Grove Communications Division

Cottage Grove IT

Washington County Communications Division

CodeRED Emergency Notification System

Comcast (Xfinity)

Lumen Technologies (CenturyLink/Qwest)

SEMARC-South East Metro Amateur Radio Club

SWCTC - South Washington County Telecommunications Commission

I. Purpose and Scope

A. Purpose

ESF 2 – Communications provides support by assisting response organizations in the management of communication systems and infrastructure in the City of Cottage Grove during an event, emergency, or disaster. Communication assets are essential to establish and maintain communications between and among key response personnel, equipment, and facilities that are integral to efficient emergency response operations.

B. Scope

1. ESF 2 coordinates actions to provide temporary communications to support incident management and facilitates the restoration of the communications infrastructure. Specifically, it addresses the following:
 - a. Communications interoperability among field response units
 - b. Primary and back-up communications systems
 - c. Communications to and from the Emergency Operations Centers (EOCs)
 - d. Sources for communications augmentation such as Amateur Radio
 - e. Other communications systems to support emergency operations

II. Concept of Operations

A. General

1. ESF 2 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and

supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.

2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Communications Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Communications** infrastructure, there will be an immediate response of local government resources to re-establish **Communications** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and

Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.

4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Communications** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Communications** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Public Safety's Emergency Communication Networks (ECN) is the designated lead agency for Communications services and may provide a liaison to facilitate requests for communications resources to local or County EOCs.

- c. HSEM, in coordination with ECN, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Communications** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Communications** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Communications** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Communications** activities.
7. Provide and maintain primary communications for the EOC using all available public and private **Communications** systems.

8. Maintain existing **Communications** equipment and implement procedures to protect, inspect, and service equipment as needed.
9. Follow established procedures for communicating with personnel in the EOC and personnel performing field operations.
10. Report **Communications** status and potential problems to the Incident Commander and/or the EOC Director.
11. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Communications** priorities with the current incident priorities.
12. Identify resources to assist with **Communications** needs.
13. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
14. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
15. Manage the collection, processing, and dissemination of information regarding **Communications** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
16. Coordinate any pre-positioning of resources with other agencies.
17. Coordinate with response agencies regarding the operational capabilities of **Communications** systems.
18. Evaluate all requests for resources against known supplies.
19. Obtain needed resources and supplies.
20. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
21. Determine what specialized **Communications** resources are unavailable to responding personnel.
22. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Communications** activities.
23. Support Joint Information Center (JIC) operations as needed.
24. Collect, process, and disseminate information to and from the EOC.
25. Ensure the Public Information Officer (PIO) provides timely and pertinent alerts and warnings for distribution to the public.
26. Establish and maintain communications at reception or evacuation centers, shelters, feeding sites, staging areas, distribution centers, and other facilities as needed.
27. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Communications** infrastructure and operations.
28. Identify temporary alternative **Communications** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
29. Coordinate arrangements for alternate **Communications** services, if needed.

30. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
31. Coordinate and/or perform damage assessments of **Communications** infrastructure, systems, facilities, and equipment and monitor for usability.
32. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
33. Notify State and/or County Emergency Management of the status of **Communications** infrastructure and systems.
34. Request assistance from other **Communications** agencies as needed through the Liaison Officer.
35. Plan for **Communications** recovery, mitigation, and other long-term actions.
36. Continue to perform tasks necessary to expedite restoration and recovery operations.
37. Prioritize emergency repair and restoration of **Communications** infrastructure based on response needs as identified by the Incident Commander.
38. Coordinate recovery efforts for **Communications** infrastructure within the city.
39. Plan for the gradual demobilization of on-scene **Communications** resources and activities.
40. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
41. Continue to coordinate **Communications** equipment, supplies, and personnel until authorized to demobilize.
42. Clean, repair, and perform maintenance on all **Communications** equipment before returning to normal operations or storage.
43. Participate in after-action meetings and prepare a **Communications** summary for the After-Action Review (AAR) report as needed.
44. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,

- c. secure critical infrastructure and facilities, and
- d. resume regular provision of services to citizens.

G. Special Tasks

1. The Cottage Grove Public Safety Department will support the establishment of communications between key facilities that have a specific role in emergency response and recovery under the National Incident Management System.
2. The primary **Communications** systems identified for City of Cottage Grove are listed below:

Communications		
Communication: ARMER Radio System: Police, Fire, EMS, and Public Works 800 MHz radios		
Priority: High	Type: Voice	
Description: Internal Use, External Use, Mobile, Secure		
Communication: Cottage Grove Public Works Truck Radios		
Priority: High	Type: Voice	
Description: Internal Use		
Communication: Washington County Sheriff's Office		
Priority: High	Type: Other	
Description: Internal Use, External Use, Mobile • Emergency Response Communications Center (ECRC) • IPAWS • CodeRED for Alerts, Warnings, and Messages		
Communication: Outdoor Warning Sirens		
Priority: High	Type: Other	Quantity: 12
Description: External Use		

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 3 – Public Works and Engineering

Coordinating Agency:

Cottage Grove Public Works

Primary Agency:

Cottage Grove Public Works

Support Agencies:

Cottage Grove Public Safety Department

Cottage Grove Building Division

Cottage Grove Engineering Division

Stantec

Bolton & Menk

Washington County Public Works

I. Purpose and Scope

A. Purpose

ESF 3 – Public Works and Engineering provides support by assisting response organizations in the management of public works and engineering needs in the City of Cottage Grove during an event, emergency, or disaster.

B. Scope

1. ESF 3 addresses both emergency public works assistance and engineering support. Specifically, it discusses:
 - a. Infrastructure protection and emergency restoration
 - b. Safety inspections and other assistance for first responders
 - c. Engineering and construction services
 - d. Debris management operations
 - e. Safety of public water supplies and wastewater treatment facilities

II. Concept of Operations

A. General

1. ESF 3 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with

corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.

3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Public Works and Engineering Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Public Works and Engineering** infrastructure, there will be an immediate response of local government resources to re-establish **Public Works and Engineering** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.

4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Works staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Public Works and Engineering** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Public Works and Engineering** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. Cottage Grove Public Works develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Transportation (MNDOT) is the designated lead agency for State public works and engineering services and may provide a liaison to facilitate requests for public works and engineering resources to local or County EOCs.
- c. HSEM, in coordination with MNDOT, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such

documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Public Works and Engineering** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Public Works and Engineering** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Public Works and Engineering** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Public Works and Engineering** activities.
7. Maintain existing **Public Works and Engineering** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Public Works and Engineering** status and potential problems to the Incident Commander and/or the EOC Director.

9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Public Works and Engineering** priorities with the current incident priorities.
10. Identify resources to assist with **Public Works and Engineering** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Public Works and Engineering** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Public Works and Engineering** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain sanitation services during an emergency.
19. Provide field support for on-scene emergency responders.
20. Perform priority repairs of local roads, bridges, and culverts.
21. Perform priority repairs to local water and wastewater systems.
22. Assist in the restoration of gas, electric, and communications services. Prioritize vulnerable needs and at-risk groups through liaisons with utility providers and their medical needs rosters.
23. Provide for handling and disposal of contaminated soil, water, clothing, and other items that could not be properly decontaminated.
24. Coordinate with ESF 10 – Oil and Hazardous Materials Response on hazardous material debris removal.
25. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
26. Determine what specialized **Public Works and Engineering** resources are unavailable to responding personnel.
27. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Public Works and Engineering** activities.
28. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Public Works and Engineering** infrastructure and operations.
29. Identify temporary alternative **Public Works and Engineering** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.

30. Coordinate arrangements for alternate **Public Works and Engineering** services, if needed.
31. Work with City of Cottage Grove GIS personnel to develop and maintain data and its accuracy.
32. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
33. Coordinate and/or perform damage assessments of **Public Works and Engineering** infrastructure, systems, facilities, and equipment and monitor for usability.
34. Coordinate the damage assessment process; gather and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.
35. Coordinate with damage assessment teams to condemn, demolish, and dispose of structures that present a safety hazard to the public.
36. Coordinate items required by FEMA and other federal agencies for disaster relief.
37. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
38. Notify State and/or County Emergency Management of the status of **Public Works and Engineering** infrastructure and systems.
39. Request assistance from other **Public Works and Engineering** agencies as needed through the Liaison Officer.
40. Plan for **Public Works and Engineering** recovery, mitigation, and other long-term actions.
41. Continue to perform tasks necessary to expedite restoration and recovery operations.
42. Inspect damaged or affected structures in coordination with police, fire, and rescue personnel, designate unsafe or uninhabitable, and demolish as necessary.
43. Evaluate need to remove debris from public and/or private property and transport to selected sites for disposal.
44. Prioritize emergency repair and restoration of **Public Works and Engineering** infrastructure based on response needs as identified by the Incident Commander.
45. Make emergency repairs to key buildings and facilities to provide continued operational capability and habitability.
46. Assist in the restoration of gas, electric, and communications services. Prioritize vulnerable needs and at-risk groups through liaisons with utility providers and their medical needs rosters.
47. Coordinate recovery efforts for **Public Works and Engineering** infrastructure within the city.
48. Plan for the gradual demobilization of on-scene **Public Works and Engineering** resources and activities.
49. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.

50. Continue to coordinate **Public Works and Engineering** equipment, supplies, and personnel until authorized to demobilize.
51. Clean, repair, and perform maintenance on all **Public Works and Engineering** equipment before returning to normal operations or storage.
52. Participate in after-action meetings and prepare a **Public Works and Engineering** summary for the After-Action Review (AAR) report as needed.
53. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

Prioritization of the restoration of all services will include consideration of, but not limited to, the weather and the impact that the loss of service will have on the whole community to include, but not limited to; people with disabilities, access and functional needs and other unique populations i.e. schools, hospitals, managed care facilities, group homes, incarcerated, children, families, etc.

G. Special Tasks

1. Anticipate potential evacuation needs or problems and work with the ESF 1—Transportation Coordinator (see also Appendix C – Evacuation, Shelter-in-Place, and Re-entry).
2. Protective actions: For slowly developing emergency situations, **Public Works and Engineering** will take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions; Plan and designate who will carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction, and building barricades, reinforcing structures, temporary fencing, and other measures.
3. Debris management: Develop general priorities for clearing debris from roads; Remove debris from public property and manage proper debris disposal; Coordinate with state and federal agencies in cleanup if necessary, identifying potential brownfield locations in

affected areas. Proactive public outreach programs can advise the public of the actions they can take to facilitate pickup and assist in debris management.

4. Hazardous Materials

- a. Monitor the surrounding area of the Hazardous Material release site for possible contamination.
- b. Ensure compliance with State and Federal regulations regarding disposal of Hazardous Materials waste.

5. Flooding

- a. Priorities during response operations:
 - i. Make an initial damage assessment.
 - ii. Identify potential locations for the placement of temporary levees and include this information on the appropriate maps.
 - iii. Sandbag production and distribution: Work with the Logistics Section Chief to obtain a labor force to perform flood-fighting tasks associated with building a levee (e.g. obtain, fill, and place sandbags) to protect critical infrastructure.
 - iv. Identify water transfer pump placement locations to protect critical infrastructure.
 - v. Obtain technical assistance from the U.S. Army Corps of Engineers regarding temporary emergency levees.
 - vi. Relocate needed emergency resources and equipment from potential flood areas.
- b. Priorities during recovery operations:
 - i. Inspection and condemnation.
 - ii. Water pressure and debris may have weakened structures left standing. Building interiors will be filled with mud and contaminants and some building materials will be waterlogged.
 - iii. Inspect buildings and other structures to determine whether they are safe to inhabit after a flood has occurred.
 - iv. Evaluate buildings and structures that may threaten public safety and identify and mark buildings and structures that are to be condemned.
 - v. Identify and mark buildings and structures that may be reoccupied.

6. High Wind

- a. Priorities during response operations:
 - i. Ensure resources are available for evacuation assistance.
 - ii. Clear debris or other materials that block or hamper the performance of emergency response functions, including constructing emergency detours and access roads; Clearing obstructed roads using demolition and other actions; Repair or temporarily reinforce roads and bridges.

b. Priorities during recovery operations:

- i. Inspect buildings and other structures to determine whether it is safe to inhabit or use them after a tornado or high winds.
- ii. Inspect buildings and structures that are critical to emergency operations.
- iii. Inspect buildings and structures that may threaten public safety.
- iv. Inspect less critically damaged structures and designate those that may be occupied and identify/mark those that are to be condemned.
- v. Condemn unsafe structures and assist with demolition as needed.
- vi. Work with the Incident Commander and the EOC Director to conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities for the Damage Assessment Report.

7. Earthquake

a. Priorities during response operations:

- i. Have resources be available for evacuation assistance.
- ii. Clear debris or other material that block or hamper the performance of emergency response functions.
- iii. Construct emergency detours and access roads where needed.
- iv. Clear obstructed roads using demolition and other actions where needed.
- v. Repair or temporarily reinforce roads and bridges.
- vi. Determine safety of evacuation routes to include highway bridges, rail lines, and airports.
- vii. Restore and repair electrical power, natural gas, water, sewer, and telephone and other communications systems to minimize the impact on critical services and the public.
- viii. Work with the Incident Commander and the EOC Director to conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities. Survey and evaluate the safety of hospitals, emergency response agency control centers (police, fire, etc.), reception and care centers, public shelters, primary and alternate Emergency Operations Centers.

b. Priorities during recovery operations:

- i. Inspect buildings and other structures to determine whether it is safe to inhabit or use them after an earthquake. Condemn, and demolish those that are unsafe. Additional engineering and building inspection support is available from the State.
- ii. Inspecting buildings and structures that are critical to emergency operations.
- iii. Inspecting buildings and structures that may threaten public safety.
- iv. Inspecting less critically damaged structures and designate those that may be reoccupied and identify/mark those that are to be condemned.

- v. Arranging for the demolition of condemned structures.
- vi. Inspecting dams and levees.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 4 – Firefighting

Coordinating Agency:

Cottage Grove Fire Department

Primary Agency:

Cottage Grove Fire Department

Support Agencies:

Cottage Grove Police Department

DNR - Minnesota Department of Natural Resources

MN State Duty Officer

MN State Fire Marshal

Mutual Aid Fire

I. Purpose and Scope

A. Purpose

ESF 4 – Firefighting provides support by assisting response organizations in the management of fire protection needs in the City of Cottage Grove during an event, emergency, or disaster.

B. Scope

1. ESF 4 addresses fire service assistance. It coordinates firefighting activities, including the detection and suppression of fires and if required, provides personnel, equipment and supplies to local governments. Specifically, it discusses:
 - a. Fire service support in prevention, detection, suppression, and recovery from urban, rural, and wild-land fires.
 - b. Fire suppression and prevention activities
 - c. Mutual aid and resource augmentation
 - d. Fire command and control structure

II. Concept of Operations

A. General

1. ESF 4 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with

corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.

3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Firefighting** Infrastructure:
As a result of an event, emergency, or disaster that impacts **Firefighting** infrastructure, there will be an immediate response of local government resources to re-establish **Firefighting** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.

4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Firefighting** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Firefighting** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Natural Resources (DNR) is the designated lead agency for State firefighting services and may provide a liaison to facilitate requests for firefighting resources to local or County EOCs.
- c. HSEM, in coordination with the DNR, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such

documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Firefighting** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Firefighting** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Firefighting** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Firefighting** activities.
7. Maintain existing **Firefighting** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Firefighting** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Firefighting** priorities with the current incident priorities.

10. Identify resources to assist with **Firefighting** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Firefighting** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Firefighting** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Firefighting** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Firefighting** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Firefighting** infrastructure and operations.
22. Identify temporary alternative **Firefighting** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Firefighting** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Firefighting** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Firefighting** infrastructure and systems.
28. Request assistance from other **Firefighting** agencies as needed through the Liaison Officer.
29. Plan for **Firefighting** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Firefighting** infrastructure based on response needs as identified by the Incident Commander.

32. Coordinate recovery efforts for **Firefighting** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Firefighting** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Firefighting** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Firefighting** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Participate in the hazard identification process and identify gaps in firefighting operational effectiveness.
2. Anticipate potential evacuation needs or problems and work with the ESF 1—Transportation Coordinator (see also Appendix C – Evacuation, Shelter-in-Place, and Re-Entry).
3. Provide field support and rehabilitation needs for emergency responders at the scene.
4. Coordinate with ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services and ESF 3 – Public Works and Engineering toward the inspection of congregate and shelter facilities prior to occupancy by evacuees. Also take into consideration while inspecting the requirements and needs for special needs population.
5. Provide for handling and disposal of contaminated soil, water, clothing, and other items that could not be adequately decontaminated.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 5 – Emergency Management

Coordinating Agency:

Cottage Grove Public Safety Department

Primary Agency:

Cottage Grove Public Safety Department

Support Agencies:

MN Department of Public Safety, Homeland Security and Emergency Management (HSEM)
Washington County Emergency Management

I. Purpose and Scope

A. Purpose

ESF 5 – Emergency Management provides support by assisting response organizations with emergency management needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure that the City's response to any major event, emergency, or disaster is effectively coordinated and that provisions exist to provide for incident management. This is accomplished by collecting, analyzing, and disseminating information on the nature, scope, and potential impacts of an incident, and by identifying and anticipating future needs and resource requirements.

B. Scope

1. ESF 5 serves as the coordinating ESF to address response to an event, emergency, or disaster. It facilitates information and resource flow to assist municipalities during a disaster.
2. Included in this ESF is information on activities including those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disasters/emergencies. This includes alert and notification, activation, and staffing of the EOC, incident action planning, coordination of operations, logistics and resources, direction and control, information management, facilitation of requests for state assistance, resource requests, worker safety and health, facilities management, financial management, and other support as required.

II. Concept of Operations

A. General

1. ESF 5 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.

2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Emergency Management Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Emergency Management** infrastructure, there will be an immediate response of local government resources to re-establish **Emergency Management** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.

4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response. EOC staffing will be established according to incident needs by the EOC Director or their designee utilizing the City's organizational chart.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Emergency Management** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Emergency Management** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, HSEM is the designated lead agency for State emergency management services and may provide a liaison to facilitate requests for emergency management resources to local or County EOCs.
- c. HSEM develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will

follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Emergency Management** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Emergency Management** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Emergency Management** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Emergency Management** activities.
7. Maintain existing **Emergency Management** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Emergency Management** status and potential problems to the Incident Commander and/or the EOC Director.

9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Emergency Management** priorities with the current incident priorities.
10. Identify resources to assist with **Emergency Management** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Emergency Management** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Emergency Management** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Emergency Management** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Emergency Management** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Emergency Management** infrastructure and operations.
22. Identify temporary alternative **Emergency Management** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Emergency Management** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Emergency Management** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Emergency Management** infrastructure and systems.
28. Request assistance from other **Emergency Management** agencies as needed through the Liaison Officer.
29. Plan for **Emergency Management** recovery, mitigation, and other long-term actions.

30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Emergency Management** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Emergency Management** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Emergency Management** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Emergency Management** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare an **Emergency Management** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Coordinate preparedness, prevention, protection, mitigation, response, and recovery planning activities between municipalities, the county, and the State.
2. Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
3. Identify responsibilities for liaison roles with State and adjacent County Emergency Management officials.

4. Emergency Operations Center
 - a. Inform WCSO EM and the ECRC when the EOC has been activated.
 - b. Collect, process, and disseminate information to and from the EOC.
 - c. Identify EOC ability to respond to disasters longer than 24 hours.
 - d. Identify alternate EOC location (if needed) and requirements to activate and staff.
5. Coordinates staffing of emergency management activities at the jurisdiction's EOC on-scene command posts, and/or multiagency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
6. Coordinate with ESF 7 – Logistics Management and Resource Support to ensure that all available resources are logged and requests for resources are filled.
7. **Emergency Management** in coordination with the American Red Cross and the ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services Coordinator will work in conjunction with local government toward the process of short-term and long-term housing.
8. The following actions require specific skills and knowledge and require significant cooperation and collaboration between all agencies and the intended recipients of service.
 - a. Pre-disaster analyses (predicted impacts) which use predictive tools to estimate disaster impacts.
 - b. Immediate, post-disaster impact assessments which focus on disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services, and local response capabilities and immediate needs.
 - c. Preliminary damage assessments, which assess damages to eligible infrastructure and individuals.
9. Collect and process information received from damage assessment teams, analyze this information, and share with appropriate partners.
10. Identify critical facilities and recommend protective and mitigation activities for those facilities.
11. Incident Action Planning
 - a. Conduct operational planning
 - b. Current information that accurately describes the incident situation and resource status.
 - c. Predictions of the probable course of events.
 - d. Alternative strategies to attain critical incident objectives.
 - e. An accurate, realistic IAP for the next operational period.

12. Establish and draft recovery plans to address building inspection requirements and priorities, emergency and temporary housing issues, business impacts (direct and indirect), debris management, route clearance, and utilities restoration.
13. Schedule and conduct after action meetings and after-action reviews. Draft corrective action plan.
14. Collect documentation for the Public Assistance process. Provide updates to the City of Cottage Grove on any disaster recovery programs.
15. Coordinate county mitigation plan revisions to identify risks to the City of Cottage Grove and projects that could lessen those risks.

16. Training

- a. Train personnel on EOC operations, the Incident Command System (ICS) and the National Incident Management System (NIMS).
- b. Training is a critical preparedness component of ESF 5. The objective is to develop and sustain a capability in the City of Cottage Grove to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:
 - i. Planning and Information – overview of key components of ESF 5; role, requirements, and integration under NIMS
 - ii. Intelligence and Analysis – procedures for identifying, collecting, prioritizing, and utilizing intelligence
 - iii. Preparation and utilization of Incident Action Plans

17. Exercises

- a. Participate in training, drills, and exercises.
- b. Consistent with NIMS, the City of Cottage Grove will incorporate plans and procedures into exercises that will be conducted at the local level. On an annual basis, at least two exercises or real-life incidents or events will be used to evaluate readiness.

18. Participate in mitigation planning team meetings and work with local, county, and State emergency management to promote community preparedness.

19. Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

20. The development of fully functional, effective, and sustainable **Emergency Management** capabilities for the City of Cottage Grove will be guided by the following principles:

- a. All ESFs/Appendices will be fully integrated into all phases of Emergency Management.
- b. It will address the potential impacts of natural, technological, and human-caused hazards, and be in full compliance with NIMS.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

Coordinating Agency:

Washington County Community Services

Primary Agency:

Washington County Community Services

Support Agencies:

Cottage Grove Public Safety Department
Washington County Emergency Management
American Red Cross
Salvation Army

I. Purpose and Scope

A. Purpose

ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services provides support by assisting response organizations with emergency human service needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure that provisions exist to provide for reception centers, registration of evacuees, temporary shelters, emergency mass feeding, crisis counseling, and bulk distribution of coordinated relief supplies for people affected by a major event, emergency, or disaster.

B. Scope

1. ESF 6 addresses the delivery of services and the implementation of programs to assist individuals, households and families impacted by disasters/emergencies.
2. ESF 6 includes four primary functions: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.
 - a. Mass care involves the coordination of non-medical mass care services to include sheltering of disaster survivors and household pets, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on disaster survivors to family members, and coordinating bulk distribution of emergency relief items.
 - b. Emergency assistance includes functions of evacuation support in conjunction with ESF 1 – Transportation and ESF 9 – Search and Rescue, reunification of families, access and functional needs population support, sheltering of disaster survivors and household pets, and overall shelter management.
 - c. Housing involves the provision of assistance for short- and long-term housing needs of disaster survivors.

- d. Human Services includes providing disaster survivor-related recovery efforts such as emotional support and identifying supports for people with disabilities and/or access and functional needs.

II. Concept of Operations

A. General

1. ESF 6 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Mass Care, Emergency Assistance, Temporary Housing, and Human Services Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** infrastructure, there will be an immediate response of local government resources to re-establish **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City
 - a. During an event, emergency, or disaster, primary and support agency staff will integrate with Washington County Community Services staff to provide support that will allow for an appropriate, coordinated, and timely response.
 - b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
 - c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
 - d. Washington County Community Services develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.
2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Human Services (DHS) is the designated lead agency for State mass care, emergency assistance, temporary housing, and human services needs and may provide a liaison to facilitate requests for mass care, emergency assistance, temporary housing, and human services resources to local or County EOCs.
- c. HSEM, in coordination with the DHS, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.
3. When an area of Cottage Grove is threatened or has been impacted by an event, emergency, or disaster with mass care, emergency assistance, temporary housing, and human services concerns, the Cottage Grove Public Safety Department and/or EOC Director will notify Washington County Community Services. If so advised or requested, a Community Services representative or designee will report to the EOC.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Mass Care, Emergency Assistance, Temporary Housing, and Human**

Services with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.

2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** activities.
7. Maintain existing **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** priorities with the current incident priorities.
10. Identify resources to assist with **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** system.
16. Evaluate all requests for resources against known supplies.

17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** infrastructure and operations.
22. Identify temporary alternative **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Mass Care, Emergency Assistance, Temporary Housing, and Human Services**, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** infrastructure and systems.
28. Request assistance from other **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** agencies as needed through the Liaison Officer.
29. Plan for **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.

35. Continue to coordinate **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Mass Care, Emergency Assistance, Temporary Housing, and Human Services** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Anticipate potential mass care needs or problems and begin alerting appropriate Reception Center and Mass Care resources. Estimate number of evacuees needing mass care.
2. Consider the impact of the disaster on special needs populations and animals.
3. Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
4. Coordinate with the ESF 7 – Logistics Management and Resources Support Coordinator for supplies needed (including bulk emergency relief items) and ensure each Mass Care facility receives it's supplies.
5. Coordinate with the appropriate ESFs to establish communications, mark routes to the Mass Care facilities, and establish traffic control systems.
6. This ESF will coordinate sheltering requests, which must be facilitated in conjunction with local schools, secondary institutions, and the American Red Cross (ARC) to inventory potential shelter locations and have:

- a. Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
 - i. Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
 - ii. The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations.
 - iii. Identify, inspect, and establish locations for the use of suitable shelter facilities.
 - iv. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
 - v. Shelters should be opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening or requesting an additional facility.
 - vi. Shelters should be managed by individuals with shelter management training, preferably individuals who work in the facility on a daily basis. The American Red Cross and any other agency in operation should jointly maintain a listing of trained shelter and mass care facility managers in the local area.
 - vii. To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the American Red Cross opens a shelter, internal policies guide how the facility is staffed and operated.
 - viii. Private organizations and NGOs serving mental health, developmental disabilities, and medical assistance needs may assist and augment these operations and American Red Cross in the screening and management of Shelters.
 - ix. Verify availability of shelter space for a prolonged period of time (up to 90 days).
- b. School districts can provide a list of facilities that could be eligible for assessment as a secondary sheltering site should the pre-designated site within the district boundaries be, by whatever means, no longer available for use.
- c. Coordinate with Emergency Management on maintaining a list of all Parks & Recreation facilities designated as potential mass care shelters.
- d. Written agreements to use shelters, as appropriate.
- e. Trained volunteers for mass care and shelter operations. Keep detailed logs of volunteers' times and locations.
- f. Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff.
- g. Established a communication system for communications between ARC, shelters, and the EOC.

- h. Established, with other social service organizations, a crisis counseling system in shelters and other mass care facilities.
- i. Registered evacuees and collected, as appropriate, other pertinent, personal demographic data for further response, reunification, and recovery operations.
 - i. The purpose of screening and registration is to be able to identify evacuees with special needs or concerns, respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- j. Identify procedures for handling and providing for unaccompanied minors in shelters.
- k. Reception Centers may be used as a gathering place for evacuees to provide initial processing. These areas should be located along predetermined evacuation routes and sufficiently distant from the affected areas to provide ease of public access, facilitate traffic flow and to preclude possible relocation of the area. Guidance, information, and in some cases transport, may be provided to move the evacuees to an appropriate mass care shelter.
- l. Shelter managers are expected to provide periodic situation reports to the EOC on the status and number of occupants, resources needed, any problems and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels. Local government is responsible for providing the following support for shelter operations:
 - i. Security and, if necessary, traffic control at shelters.
 - ii. Fire inspections and fire protection at shelters.
 - iii. Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
 - iv. Transport of shelter occupants to feeding facilities, if necessary.
 - v. Basic medical attention, if the organization operating the shelter cannot do so.
- m. In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters.
- n. In other cases, multiple agencies may have to identify the needs of those in public shelters that require services from Human Services representative(s). The EOC may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster affected population that has not been evacuated from their homes.
- o. Coordinate with ESF 13 – Law Enforcement and Security to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
- p. Provide appropriate Mass Care information (number of occupants, meals served, etc.) to the EOC.

- q. Coordinate with ESF 14 – Long-Term Community Recovery to identify short-term and long-term housing resources.
 - r. Provide technical assistance for shelter, feeding, and storage operations related to food, vector control, water supply, and waste disposal.
- 2. The ESF Coordinator should identify and address the requirements of people with disabilities and/or access and functional needs, including their sheltering requirements.
- 3. This ESF will be required to provide emergency relief supplies. Most shelters can obtain food directly from state distribution agencies which exist through state volunteer organizations active in disasters (VOADs) religious organizations, and USDA Food and Nutrition Service (FNS) commodities. Therefore, the process of acquiring food may completely bypass EM services and agency management.
 - a. Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The American Red Cross and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.
 - b. Work with appropriate building officials to coordinate the inspection of shelters for structural integrity, code compliance, and general safety during operation.
 - c. Assist with locating and coordinating shelter client prescription medication issues (if the prescriptions resupply resources available to the shelter and ESF 6 agencies are exhausted/unavailable).
- 4. The ESF 8 – Public Health and Medical Services Coordinator will coordinate emergency first aid which consists of basic first aid and referral to appropriate medical care provided at mass care facilities and designated sites.
 - a. Emergency first aid services should be provided to affected population and workers at mass care facilities and at designated sites within the affected area as available. This emergency first aid service should be supplementary to emergency health and medical services established to meet the needs of the affected population.
 - b. Coordinating assistance for people with disabilities and/or access and functional needs may include infants and young children, pregnant women, older adults, people with weakened immune systems or chronic health impairments, or those who do not speak English as their primary language. Individuals with mental health or physical disabilities may need unique accommodations.
 - c. Evacuees may include people who are transient such as tourists, seasonal workers, and the homeless.
- 5. NGO's such as the American Red Cross may need to activate family reunification systems in conjunction with Washington County Public Health & Environment as soon as possible.
- 6. Prepare a reunification and public information site for lost or found pets at local jurisdiction animal control, or shelters after a major event, emergency, or disaster. Encourage micro chipping in addition to traditional tagging as a security and mitigation measure.

- a. Only service animals (seeing-eye dogs, etc.) are allowed in American Red Cross affiliated shelters.
- b. For health reasons, companion animals (pets) are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups.
- c. Domestic animals/livestock (horses, goats, cows, chickens, etc.) are not allowed at public shelters.
- d. Depending on the situation, one or more of the following approaches can be utilized to handle evacuees arriving with pets.
 - i. Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets in carriers may be temporarily housed. (*While there may be temporary animal shelters next to shelters for humans, this cannot always be expected. Arrangements for companion animals are generally the responsibility of the pet owners.*)
 - ii. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - iii. Set up temporary pet shelters at the Fairgrounds or close by to the mass care shelters if possible.
 - iv. For large-scale events, the EOC may rely on the local animal control agencies, and/or the Animal Humane Society to help coordinate pet shelter activities, or on the County Extension Office and other farm-related agencies or organizations for issues regarding livestock.
 - v. For large-scale disasters, the Minnesota Board of Animal Health will be the lead agency toward mass disposal and containment needs in the event of extensive livestock loss.
 - vi. Livestock events involving biohazards or zoonotic disease cross contamination will be reported through the ESF 11 – Agriculture and Natural Resources Coordinator to the state EOC representative, Department of Agriculture, USDA/APHIS and the CDC as appropriate.
 - vii. Consideration of domesticated animals is critical. If people cannot take their pets, Service Animals, or livestock with them, or know that their animals may not be cared for, they may choose not to evacuate or prepare adequately for an event, emergency, or disaster. Unique, preplanning considerations must be made to ensure unique facilities (i.e. veterinarian offices, animal care shelters, zoos, and colleges that contain large numbers of animals) are adequately prepared for the domesticated animals' movement and sheltering. The above provisions of providing appropriate relief, care, and sheltering also cover all disaster cycle activities involving domesticated animals and their owners who may or may not be continually present with their animal, including but not limited to; owners that are in congregate shelter or reception centers, owners needing Search and Rescue services, owners needing decontamination from exposure to hazardous materials, owners needing assistance during evacuations.

7. While separating members of the whole community is prohibited, persons of the whole community who present immediate, life-threatening medical conditions, require intensive and/or ongoing medical observation for medically fragile conditions, or require more intensive decontamination procedures, as applicable, may be referred to an appropriate medical shelter or hospital facility while their family and/or friends reside in the shelter, should they so choose to stay. As recommended by shelter security and law enforcement, members of the whole community who threaten the safety and security of the shelter may also be referred to an alternative arrangement while their family and/or friends reside in the shelter, should they choose so to stay.
8. Under the guidance of City or County Animal Care and Control, the primary agency and/or organization performing sheltering operations (i.e. American Red Cross, the Salvation Army, or local jurisdiction agency) will make all reasonable efforts to co-locate a domesticated animal care facility with a shelter for the people of the whole community. Co-locating a domesticated animal care facility may be permitted directly alongside a shelter facility that has the appropriate provisions and setup (i.e. covered exterior corridors or adjacent support buildings) where domesticated animals under appropriate restraint by their owner (i.e. on leashes and/or in carriers) may be housed for most, if not all, of the duration of an owner's stay at a shelter.
9. The provisions under the PETS Act will be carried out by City or County Animal Care and Control and, as available to assist, the Animal Humane Society; or by a third party under the agreement and/or authorization of City or County Animal Care and Control to conduct similar activities.
10. Deactivate shelters and mass care facilities and return them to normal use.
11. Coordinate fatality management process and requests additional support. The Ramsey County Medical Examiner's Office should assist with notifications to the next of kin of the injured and deceased.

Selecting Mass Care Facilities

1. Select mass care facilities for activation in accordance with the following criteria listed in priority:
 - a. Hazard/vulnerability analysis considerations.
 - b. Locations in relation to evacuation routes.
 - c. Services available in facilities.
 - d. Input from the EOC Director.
2. Types of Mass Care Facilities to be considered per hazard:
 - a. Ensure that any mass care facilities to be opened are upwind and/or out of range of the hazardous materials release.
 - b. Estimate the number of evacuees needing mass care.
 - c. Identify undamaged mass care facilities that are also out of the way of secondary effect threats.

- d. Meet with the Public Works and Firefighting ESF Coordinators for engineer/building inspector resources.
- e. Prioritize mass care facility openings.
- f. Alert and notify mass care facility managers.
- g. Address special provisions for moving the residents of custodial facilities (hospitals, jails, mental health facilities, nursing homes, retirement homes, etc.)

3. Shelter Types

- a. **Reception Center:** These Service Centers have no dormitory functions and provide only limited mass feeding (mainly snacks and hydration). They provide an initial gathering space for victims immediately after an event and “one-stop-shop” for subsequent disaster services and information including registration and referral to disaster services, psychological first aid, and briefings from officials on progress and issues in response and recovery.
 - b. **Family Assistance Center (FAC):** Provides a gathering space for family and loved ones of victims immediately after an event, and “one-stop-shop” for victim's families subsequent disaster services and information including official updates and information on the status of their loved one, official updates and information on the status of the disaster response and recovery, psychological first aid and registration and referral to disaster services. An FAC provides no dormitory function and limited mass feeding depending on the amount of time that clients may need to spend at the FAC.
 - c. **Heating/Cooling Center:** Provides a climate-controlled environment as respite for effected persons during the hottest or coldest part of a day. They have limited mass feeding, mainly snacks and hydration. Cooling centers generally provide services during the mid to late afternoon and have no dormitory function. Heating centers generally operate overnight but not during the day and may have a dormitory function.
 - d. **Public Disaster Shelter:** Provides 24 hour living accommodations to people whose residence has been rendered uninhabitable due to a disaster and who have no other relocation option. The City of Cottage Grove will encourage the disaster-affected public to use disaster shelters only as a last resort and only until they can find other sheltering options or return home. The ESF 15 – External Communications and Public Information Coordinator will be used to reach as many people in the affected area as possible to inform them of the locations of public disaster shelters and transportation methods to reach those shelters.
4. The City of Cottage Grove will make every effort available to accommodate all disaster affected persons seeking shelter and their functional needs within its public disaster shelters. Persons with functional needs will be evaluated on a case-by case basis to determine if the shelter facility can provide them the services they need. Evaluation criteria will include:
- a. The functional status of the client at the time of registration. If the client presents with an issue that may mean that the facility is not appropriate to their needs, additional registration screening by shelter medical staff is recommended to ensure an accurate assessment.

- b. The status of the local medical system and its ability to support the facility or to take non-emergency clients.
 - c. The resources existing in the facility at the time, including:
 - i. Accessibility of facility entrance/exit, client service areas such as the dormitory, bathroom, feeding areas etc.
 - ii. Level of training of the shelter staff, particularly medical and specialty care staff.
 - iii. The external resources available to the facility, including:
 - iv. Adaptive assistance equipment
 - v. Specially trained staff
 - d. Persons requiring high level supportive medical care (who cannot care for themselves or do not have personal care providers with them when entering the shelter, and whose needs require resources unavailable to the shelter facility at the time) will be transferred to an appropriate medical care or Alternate Care facility. ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services will coordinate with ESF 1 – Transportation and ESF 8 – Public Health and Medical Services for the transfer of individuals requiring supportive medical care to appropriate health care sites to meet their needs.
5. Emergency medical transports will be handled directly through the ECRC. Some transfers from public disaster shelters to medical care sites may require ambulance level care. These transfers will be coordinated with the EMS unit of ESF 8 – Public Health and Medical Services. Family staying at the shelter with a client who is being transferred to a medical facility will be moved to the public disaster shelter nearest that medical care facility. Regular transportation to and from the alternate care facility will be provided if available.
6. All mass care facilities will establish a direct liaison to the EOC. The following, in general, relate to the safe operation of shelters:
- a. **Public transportation dependent populations:** Some affected people may have limited access to reliable transportation or rely on public transportation. They may require additional assistance from the City for transportation to shelters. Appendix C – Evacuation, Shelter-in-Place, and Re-Entry covers evacuation and transportation assistance requests.
 - b. **Homeless populations:** Homeless persons may not have access to specific disaster information including the location of disaster shelters and shelter transportation. Additional measures may be necessary to provide them with the needed information, including coordination with City and voluntary homeless population service organizations to include disaster related information, and the use of vehicles with public address systems (such as law enforcement vehicles) to broadcast disaster shelter information in areas with high homeless populations.
 - c. **Service animals:** Service animals remain with their owners at all times and will be allowed into all public areas of mass care facilities in accordance with the Americans with Disabilities Act standards. For companion animals, pet owners who were unable to evacuate with their pet(s) should be encouraged to

submit an animal rescue requests at any shelter facility. Registration personnel will pass the request on to the ESF 17 – Animal Services Coordinator.

- d. **Sharing of shelter client information:** In accordance with confidentiality considerations and data privacy laws, personal information about shelter client will not be released to the public. General information about the numbers of clients and other information allowable under American Red Cross, local, state and national privacy rules and deemed necessary to operations will be shared with the EOC and ESF 15 – External Communications and Public Information.
- e. **Medical care:** Only the most basic first aid is provided in shelters. Persons requiring more extensive medical care will be transferred to a medical facility. ESF 8 – Public Health and Medical Services staff will provide basic observation and prevention assistance for communicable diseases. Appropriately trained staff and/or volunteers will be present at registration to provide secondary health screenings as indicated via the American Red Cross/Department of Health and Human Services assessment tool. In large-scale or long-term events, assistance from Federal Disaster Medical Assistance Teams (DMAT) or Emergency Management Assistance Compact (EMAC) requests for medical personnel may need to be considered.
- f. **Psychological first aid and mental health services:** Shelter medical staff will monitor clients for signs of mental health concerns. A mental health specialist, if not on staff, should be on-call and available to the shelter at all times. In addition, shelters should provide other services, including but not limited to, regular briefings and information on the disaster situation, access to the American Red Cross Disaster Mental Health services, on-site day care for young children, and activities—including assisting in appropriate shelter tasks.
- g. **Registration screening:** The American Red Cross maintains its own registration screening protocols. The City of Cottage Grove will use the American Red Cross/Department of Health and Human Services intake and assessment tool and its procedures to register and screen clients. Screening must meet HIPAA requirements for the protection and handling of client medical information.
- h. **Mass care feeding:** Feeding in shelters includes the provision of regular meals and snacks to shelter clients. Feeding in shelters should be coordinated with the overall mass care feeding effort and ESF 8 – Public Health and Medical Services to ensure the nutrition quality and safety of feeding operations. The City will make every practicable effort to accommodate dietary needs of shelter clients. The City will coordinate with mass feeding service providers and other available resources to provide dietary items such as non-pork products, meatless products, gluten-free products, low sugar products etc. where possible.
- i. **Feeding shelter-in-place/low-mobility residents:** Coordinate with ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services agencies (Salvation Army, etc.) on the provision of food to individuals not in shelters and unable to attend mass feedings. Disaster victims with this need may be identified in coordination with agencies that provide these services and maintain their own lists and service number for its clients who received meal assistance pre-disaster, through hotlines established for the disaster, or by local disaster responders encountering people with these needs and informing the ESF 6 Coordinator. During large-scale shelter-in-place events, it is

recommended to set up a hotline through services such as United Way 2-1-1 to allow persons requiring this disaster service to call and request assistance.

- j. **Security at shelters:** The City of Cottage Grove will employ a combination of security measures as appropriate and available. Security for shelters is coordinated by ESF 13 – Law Enforcement and Security and will be provided 24 hours a day throughout the shelter operations of the facility. Security measures should include:
 - i. A shelter client and staff identification system, such as wrist bands
 - ii. A single non-emergency entrance/exit for all shelter clients
 - iii. All other doors should be locked from the inside to prevent unsupervised access into the shelter
 - iv. A staffed position located at the shelter entrance/exit employing a check-in/check-out system for all clients and staff
 - v. If 24-hour security staff is not available, regular law enforcement patrols in the facility and on the shelter grounds are recommended. Additional staff positions may be necessary to monitor areas of concern, such as the restrooms.
 - vi. Unaffiliated volunteers, if used, should not have access to or direct contact with shelter clients.
- k. **Serving functional needs:** All policies and procedures listed in this ESF will be adhered to in the case of sheltering people with functional needs. To the extent practicable, the City will make every effort to provide for the cultural and faith-based needs of persons staying in its shelters, provide language/sign-language interpreters and leverage available adaptive communication tools, services, and equipment to make communications and information available to as many shelter clients as possible, with respect to what resources are available.
- l. **Shelter staffing:** The American Red Cross can provide its trained sheltering staff, if available, to manage and operate a municipal or county shelter or assist municipal or county staff at the request of Incident Command. Other private and voluntary organizations, including several Minnesota Voluntary Organizations Active in Disaster (MNVOAD) groups have staff trained in general or specialized sheltering functions. The county and its municipalities have staff and volunteers trained in American Red Cross sheltering methods. The use of these staff is intended to supplement or temporarily stand in for American Red Cross shelter staff as needed. The American Red Cross Shelter Staffing Tool can assist in determining staffing levels needed based on the number of expected shelter clients. Wherever possible, the City will use trained staff and volunteers in any shelter position that has direct contact with shelter clients. However, some shelter clients may require functional assistance from specially trained and experienced staff.
- m. **Reunion:** The City of Cottage Grove will make every effort to keep families together in mass care situations and to reunite families who are separated. The American Red Cross will serve as the main agency responsible for reuniting family members during a disaster.
- n. **Disaster Services registration:** Numerous VOADs, can assist with case management for disaster victims. VOADs such as the American Red Cross and

United Way can assist with information and assistance referrals. Disaster Service information and registration should be made available as early as possible to clients in public disaster shelters. Disaster Service Centers should be established to provide a centralized location where disaster victims who are not staying in a public disaster shelter can register for disaster services and receive official information on the disaster effort. Information on Service Center locations and operations should be released to the public through the Joint Information System in coordination with ESF 15 – External Communications and Public Information.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 7 – Logistics Management and Resource Support

Coordinating Agency:

Cottage Grove Public Safety Department

Primary Agency:

Cottage Grove Public Safety Department

Support Agencies:

MN Department of Public Safety, Homeland Security and Emergency Management (HSEM)
Washington County Emergency Management

I. Purpose and Scope

A. Purpose

ESF 7 – Logistics Management and Resource Support provides support by assisting response organizations with logistical/resource needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure that provisions exist to provide guidelines for purchasing, contracting, renting, and leasing of supplies and equipment for the timely and efficient acquisition and distribution of resources. Proper coordination will result in prompt and orderly deployment of available resources such as supplies, equipment, food, facilities, transportation services, technical expertise, and volunteers.

B. Scope

1. ESF 7 provides the operational framework for the resource management activities within the scope of this function, to include:
 - a. EOC logistics section operations
 - b. Resource identification
 - c. Resource procurement
 - d. Resource coordination
 - e. Facilities and logistics
 - f. Personnel augmentation
 - g. Logistic management
 - h. Volunteer and donations management

II. Concept of Operations

A. General

1. ESF 7 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system

support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.

2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Logistics Management and Resource Support Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Logistics Management and Resource Support** infrastructure, there will be an immediate response of local government resources to re-establish **Logistics Management and Resource Support** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.

3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Logistics Management and Resource Support** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Logistics Management and Resource Support** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands. In addition, the ESF Coordinator will:
 - i. Liaison with other agencies and interested parties.
 - ii. At the direction of the Logistics Section Chief, take action if other agencies require assistance in obtaining needed items, find a source for needed items and provide to the requesting agency the name of the contact person, the price, and schedule for when personnel, equipment, or material can be made available at an established location.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned

specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).

- b. During an activation of the SEOC, Minnesota Department of Public Safety (DPS) is the designated lead agency for State logistics management and resource support and may provide a liaison to facilitate requests for logistics management and resource support assistance to local or County EOCs.
- c. HSEM, in coordination with the DPS, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Logistics Management and Resource Support** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Logistics Management and Resource Support** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Logistics Management and Resource Support** needs or problems, coordinate with

Command and General Staff and/or the EOC Director to activate additional personnel.

5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Logistics Management and Resource Support** activities.
7. Maintain existing **Logistics Management and Resource Support** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Logistics Management and Resource Support** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Logistics Management and Resource Support** priorities with the current incident priorities.
10. Identify resources to assist with **Logistics Management and Resource Support** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Logistics Management and Resource Support** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Logistics Management and Resource Support** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Logistics Management and Resource Support** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Logistics Management and Resource Support** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Logistics Management and Resource Support** infrastructure and operations.
22. Identify temporary alternative **Logistics Management and Resource Support** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.

23. Coordinate arrangements for alternate **Logistics Management and Resource Support** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Logistics Management and Resource Support** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Logistics Management and Resource Support** infrastructure and systems.
28. Request assistance from other **Logistics Management and Resource Support** agencies as needed through the Liaison Officer.
29. Plan for **Logistics Management and Resource Support** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Logistics Management and Resource Support** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Logistics Management and Resource Support** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Logistics Management and Resource Support** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Logistics Management and Resource Support** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Logistics Management and Resource Support** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:

- a. protect life and safety,
- b. minimize impacts to property and to the environment,
- c. secure critical infrastructure and facilities, and
- d. resume regular provision of services to citizens.

G. Special Tasks

1. The focal point for all requests for resources will be the EOC. In coordination with the Logistics Section Chief, the ESF 7 Coordinator will determine the sources of the needed resources and will follow procedures as outlined below:

a. Procurement Process

- i. Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through the EOC. Requests unable to be filled by City inventories are procured from commercial vendors. Sources include assets within City government and surrounding municipalities. During disaster situations, all resources within City government agencies are considered available. Coordination for such resource reallocation will be accomplished within the EOC. If necessary, reimbursement will be made in accordance with local directives.
- ii. If needed supplies and equipment are not available within City government resources, the EOC will attempt to purchase or lease them from commercial sources. Contracts for resources or services will be initiated through ESF 7. Contracts will be managed by the agency responsible for the support provided.
- iii. When resources cannot be acquired through local sources, commercial sources, or mutual aid, requests for these items will be made to the County EOC and/or the Minnesota State Emergency Operations Center (SEOC) if activated. The Statewide Mutual Aid Agreement may be implemented as necessary to obtain required goods and services from other jurisdictions.
- iv. School districts and Metro Transit have ADA compliant transportation resources with wheelchair capable buses and vehicles. During an event, emergency, or disaster, they may be called upon to provide these resources to assist with transportation needs of the whole community.
- v. In some cases, needed resources may be available through donations and volunteers. Coordination will be maintained between ESF 7 and ESF 15 – External Communications and Public Information on a continual basis.
- vi. Use well established, standard procedures and protocols and make use of existing agreements and relationships whenever possible. As the level of emergency increases significance and complexity, stronger controls and extraordinary procedures may be put into practice.

b. Transportation

- i. Requirements which will be coordinated through ESF 1 – Transportation.

- ii. All available transportation assets will be used to deliver resources to affected areas.
 - iii. Sources include City and municipal assets, as well as those belonging to private nonprofit organizations.
 - iv. Existing City resources will be transported to the disaster area by the City department normally responsible for the resources.
 - v. Commercial vendors are responsible for transportation of their own products/services.
 - c. Staging Areas
 - i. The City of Cottage Grove has identified the HERO Center as the primary staging area for resources brought into the City.
 - ii. The Cottage Grove Public Safety Department or designee manages the Staging Area.
 - iii. The loaning agency normally provides an operator who is responsible for the care and location of the equipment.
 - iv. The borrowing agency is responsible for the return of the equipment after the disaster period.
 - d. Storage Areas
 - i. ESF 7 will coordinate with the City's Economic Development Director to identify storage facility locations and work with the Finance Director to lease storage space as necessary.
 - ii. It is the responsibility of agencies receiving loaned property to monitor, track, and maintain appropriate accountability of items received.
 - e. Credentialing
 - i. As an event, emergency, or disaster occurs and the demand for additional personnel and specialized assistance is requested, personnel and resources being utilized will need to be credentialed and must be able to show some type of completed training/certification to perform the duties assigned in order to reduce liability for their given agency prior to being assigned to any given event.
 - ii. The ESF 13 – Law Enforcement and Security Coordinator should assist with any credentialing process.
2. Identify how resources are inventoried and tracked.
 3. Identify and establish SOPs for points of distributions and staging areas.
 4. Track resources during incident and ensure equipment maintenance is conducted and tracked.
 5. Coordinate with ESF 12 – Energy and Utilities to support missions with limited fuel availability.

6. For volunteer and donation management, the ESF 7 Coordinator or assigned personnel will look principally to those private voluntary organizations with established donations systems already in place to receive, sort, distribute, and deliver appropriate donated goods to those affected by the disaster. See also Appendix A – Volunteer and Donations Management.
 - a. Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
 - b. Offers from the public and private sector are important resources in response and recovery efforts and must be effectively coordinated. In most situations, financial contributions to credible voluntary organizations will be encouraged. Other offers of assistance may be in the form of in-kind donations (i.e. food, clothing, products, and equipment) or volunteered time. Such efforts must involve inter-agency collaboration among governmental and tribal agencies, voluntary agencies, community-based organizations, faith-based groups, the private sector, and the media.
 - c. If not effectively managed, undesigned in-kind donations can prove detrimental to relief efforts. Unplanned deliveries of donated goods to a disaster site can jam distribution channels, overwhelm government and voluntary agencies, and interfere with response and recovery efforts.
 - d. Manage the collection, distribution, or rejection of unsolicited donations. Careful planning and donations management strategies will reduce problems associated with unsolicited donations.
7. Tracking resources is an essential duty for the ESF 7 Coordinator and any assigned administrative personnel. The coordinator should utilize the proper ICS Forms for tracking purposes. The coordinator should not only focus on the mobilization of resources, but also the demobilization of resources to minimize the financial impact of the event. Offers of undesigned donations will need to be effectively coordinated to ensure timely delivery of goods and services to those affected by disasters.
8. Coordinate with ESF 1 – Transportation to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.

III. Financial Management

- A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.
- B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 8 – Public Health and Medical Services

Coordinating Agency:

Cottage Grove Public Safety Department

Primary Agency:

Cottage Grove Public Safety Department

Support Agencies:

Washington County Public Health and Environment

MDH - Minnesota Department of Health

Emergency Medical Services Regulatory Board

Metropolitan Emergency Services Board

Metro Health and Medical Preparedness Coalition

I. Purpose and Scope

A. Purpose

ESF 8 – Public Health and Medical Services provides support by assisting response organizations with health and medical needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure that necessary health and medical services will be available to people affected by a major event, emergency, or disaster.

B. Scope

1. ESF 8 describes the actions required to coordinate public health and medical services during a disaster. It addresses:
 - a. Public Health Department notification, coordination, and response
 - b. Emergency Medical Services (EMS) activities
 - c. Coordination among community hospital partners
 - d. Mass fatality partnerships in planning
 - e. Community planning with other health care providers
 - f. Behavioral health activities
2. Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. ESF 8 is not designed to take the place of these plans; rather, it is designed to complement, support, and reference existing plans and procedures.
3. ESF 8 supports health and medical response during a biological incident within the community.
4. For this AHP, public health and medical services include medical needs associated with behavioral health needs of victims and responders, medical needs of at-risk populations,

and environmental health concerns associated with activities outlined in other portions of the AHP.

II. Concept of Operations

A. General

1. ESF 8 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Public Health and Medical Services Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Public Health and Medical Services** infrastructure, there will be an immediate response of local government resources to re-establish **Public Health and Medical Services** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City
 - a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
 - b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
 - c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Public Health and Medical Services** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Public Health and Medical Services** in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
 - d. The Cottage Grove Public Safety Department and Washington County Public Health and Environment develop and maintain the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.
2. State of Minnesota
 - a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with

both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).

- b. During an activation of the SEOC, Minnesota Department of Health (MDH) is the designated lead agency for State public health and medical services and may provide a liaison to facilitate requests for public health and medical services resources to local or County EOCs.
- c. HSEM, in coordination with the MDH, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.
3. When an area of Cottage Grove is threatened or has been impacted by an event, emergency, or disaster with public health concerns, the Cottage Grove Public Safety Department and/or EOC Director will notify Washington County Public Health and Environment. If so advised or requested, a Public Health representative or designee will report to the EOC.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Public Health and Medical Services** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.

2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Public Health and Medical Services** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Public Health and Medical Services** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Public Health and Medical Services** activities.
7. Maintain existing **Public Health and Medical Services** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Public Health and Medical Services** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Public Health and Medical Services** priorities with the current incident priorities.
10. Identify resources to assist with **Public Health and Medical Services** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Public Health and Medical Services** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Public Health and Medical Services** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Public Health and Medical Services** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Public Health and Medical Services** activities.

21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Public Health and Medical Services** infrastructure and operations.
22. Identify temporary alternative **Public Health and Medical Services** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Public Health and Medical Services**, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Public Health and Medical Services** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Public Health and Medical Services** infrastructure and systems.
28. Request assistance from other **Public Health and Medical Services** agencies as needed through the Liaison Officer.
29. Plan for **Public Health and Medical Services** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Public Health and Medical Services** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Public Health and Medical Services** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Public Health and Medical Services** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Public Health and Medical Services** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Public Health and Medical Services** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.

2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Hazardous Materials

- a. Activate provisions for keeping responders and the public informed of the health risks created by a Haz-Mat release.
- b. Plan and take into consideration the special needs population for the following: mobility impairment, visual impairments, deaf or hard of hearing, cognitive disabilities and the mentally ill.
- c. Designate health and medical facilities that have capabilities to decontaminate and medically treat exposed persons and dispose of contaminated items (clothing, medical supplies, etc.).
- d. Activate provisions for continued medical observation of personnel performing decontamination tasks, including radiological monitoring, if appropriate.
- e. Coordinate monitoring of water quality and sanitary conditions in the areas affected by the Haz-Mat release.

2. Flooding

- a. Work with the ESF 2 – Communications and ESF 15 – Warning and Public Information Coordinators to keep people informed of the health and sanitary conditions created by floods. Floodwaters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.
- b. Coordinate teams to monitor water quality and sanitary conditions.
- c. Relocate resources and equipment from the flood area that is needed to assure continuation of health and medical services.

3. Mass Casualties

- a. In the event of mass casualties in the City of Cottage Grove, local resources will be quickly overwhelmed. The Incident Commander or EOC Director will work with ESF Coordinators for **Firefighting** and **Law Enforcement and Security** to notify East Metro Medical Resource Control Center (MRCC) at 651-254-2990 who will:
 - i. Make an initial assessment.
 - ii. Coordinate with the State EOC.
 - iii. Identify and coordinate with the appropriate EMS agencies if necessary.

4. Pre-Hospital Care

- a. City of Cottage Grove promotes local and regional coordination and cooperation in emergency pre-hospital care for mass casualty events, including those that involve children. During an emergency, pre-hospital care may involve more than one jurisdiction, therefore ICS will be used to help standardize organizational structure and common terminology and to ensure a useful and flexible management system is practical for incidents involving multi-jurisdictional and multi-agency response, especially those in the field.
- b. Pre-arrival assessments will be conducted by Emergency Medical Services and notification procedures to dispatch, hospitals and other mutual aid partners will be activated.
- c. Triage procedures, ambulance diversion guidelines, EMS system protocol and policies, pediatric guidelines, and other community and internal agency plans have been developed and may be implemented in response this type of emergency.
- d. Medical mutual aid may be necessary and implemented during a mass casualty or large-scale emergency.

5. Fatalities Management

- a. City of Cottage Grove recognizes the need to organize local agencies and resources to plan for and respond to an incident resulting in catastrophic loss of life. Natural disasters frequently overwhelm local systems that care for the deceased. Consequently, the responsibility for the immediate response falls on local organizations and communities. Management of the dead requires coordination of body recovery, short and long-term storage, identification, burial arrangements, and support of affected population and relatives.
- b. Cottage Grove Public Safety Department will coordinate with the Ramsey County Medical Examiner's Office, funeral directors, mortuary services, and coordinating group(s)/team(s) early during an emergency to ensure that required resources, assessment activities, and the responsible agencies implement appropriate plans.
- c. When requested and in coordination with its partner organizations, the Ramsey County Medical Examiner's Office will assist or help identify resources to support medical professionals and law enforcement agencies in:
 - i. Tracking and documenting of human remains and associated personal effects.
 - ii. Reducing the hazard presented by chemically, biologically, or radiological contaminated human remains (when indicated and possible).
 - iii. Establishing temporary morgue facilities.
 - iv. Determining the cause and manner of death. When the determination of the cause of a death is held to be in the public interest or a child under the age of 18 dies, the coroner shall decide if an investigation will take place.
 - v. Collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals.

- vi. Performing postmortem data collection and documentation.
 - vii. Identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples.
 - viii. Preparing, processing, and returning human remains and personal effects to the authorized person(s) when possible.
 - ix. Providing technical assistance and consultation on fatality management and mortuary affairs.
 - x. Coordinating with behavioral health, social workers, counselors, and community mental health centers in support of affected population and relatives.
- d. During an event, first responders will follow appropriate policies, procedures and guideline to ensure safety precautions are appropriate and implemented.
6. Mass Fatalities (see also Appendix B – Medical Examiner Mass Fatality Plan)
- a. In the event there is a major event, emergency, or disaster with multiple deaths in the City of Cottage Grove, local resources will be quickly overwhelmed. The Incident Commander or EOC Director will notify the Ramsey County Medical Examiner's Office who will:
 - i. Make an initial assessment.
 - ii. Coordinate with the State EOC.
 - iii. Identify and coordinate with the appropriate law enforcement agency if necessary.
 - iv. Activate the Minnesota Department of Health's Disaster Mortuary Emergency Response Team (DMERT) to provide mortuary services and victim identification during mass fatality incidents. DMERT is activated by contacting the MN Duty Officer at 651-649-5451 or 1-800-422-0798. The Disaster Portable Morgue Unit (DPMU) may be requested simultaneously.
 - v. Recover and examine remains and personal effects.
 - vi. Communicate with affected population's families.
 - vii. Directly coordinate with the United States Department of Homeland Security/FEMA.
 - viii. Coordinate with Federal Support under the National Response Guidelines. If it will be necessary to request assistance from a Disaster Mortuary Operational Response Team (DMORT) after a federal disaster is declared, they will require the following:
 - 1. Minimum of 10,000 square feet (prefer 18,000 square feet)
 - 2. Water/Sewer
 - 3. Bio-Hazard Equipment Containers
 - 4. Room for separate partitions
 - 5. Area that is easy to secure (lock up money, etc.)
 - 6. Parking lots for rental cars

7. Good access

7. Continuity of Operations

- a. Continuity of Operations establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued in the event that a natural, technological, or human-caused emergency disrupts or threatens to disrupt normal business operations. The community hospital and county health department have established a Continuity of Operations Plan (COOP). The county health department COOP is managed through an electronic and cloud-based application to ensure access to plan during an emergency. It also remains a living document, able to meet the most current CPG 201 Hazard analysis and updates.
- b. Reconstitution is the process by which surviving and/or replacement health and medical personnel resume normal operations at the original or replacement facility. There are three tasks associated with reconstitution: transitioning, coordinating and planning, and outlining the procedures. The decision to reconstitute will be made by the Incident Commander and as outlined in internal EOPs. Operations may be resumed in phases with the essential functions being the first priority followed by other functions as resources and personnel allow.
- c. Telecommuting options will be established in advance of the implementation of this ESF to facilitate continuity in lab, telephone, record keeping or other Tier I Core Capabilities.

8. Medical Surge

- a. In the event of a disaster, it is necessary to use surge capacity to provide emergency care and appropriate definitive management of patients. Bed counts alone do not determine surge capacity or the ability to care for patients. The hospitals have internal policies, plans, and procedures for patient surge within their facilities including requesting medical materials, pharmaceuticals, and coordinating mass fatalities.
- b. ESF 8 will monitor the EMS system application in the EOC to maintain awareness of the availability of beds at hospitals within their jurisdiction and surrounding counties. Hospitals will be requested to update their bed availability at the time of a disaster or large-scale emergency through a bed status alert initiated at the regional or state level. The hospital will update bed status alert as requested to assist with planning of patient transfers.
- c. The health and medical community has a decontamination plan and access to necessary equipment. The health and medical community also have trained individuals who can assist and perform decontamination activities for patients arriving from the scene of emergencies and disasters.
- d. Health and medical organizations have processes and policies for medical surge capabilities; these internal plans provide details with internal patient tracking procedures. Patients seen as a result of an emergency will be tracked utilizing these procedures. The numbers of patients seen, disposition, and status of these patients will be coordinated throughout the day by ESF 8. Hospitals will follow CMS and HIPAA regulations when reporting patient information. All participating health and medical organizations will assist in determining the health and medical impact of the emergency on the community.

- e. Health and medical organizations protect the privacy of individually identifiable health information. ESF 8 follows standards to protect information and will utilize internal policies for reunification of patients with family. Staff will coordinate efforts, when possible, to gather missing persons information from participating health and medical partners and response organizations to cross reference with data received from ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services. If staff recognize a patient identified as missing on the American Red Cross's Safe and Well or another missing person data system provided by another mass care, housing, and human service agency, staff will verify to the extent possible the validity of their reunification need and, if acceptable, provide the current location of the patient to the requesting family member.
 - f. In the event individuals are in need of additional transportation to health and medical facilities, ESF 8 will coordinate with ESF 1 – Transportation.
 - g. During a large-scale emergency, emergency room departments, treatment centers, and other medical clinics across the community may see an influx in patients. An Alternate Care Site (ACS) is a community-based location that may provide additional treatment area(s) with a minimum specific level of care for patients. An ACS may be established at sites where no medical care is usually provided or at medical facilities where the usual scope of medical services does not normally include large-scale urgent care or traditional inpatient services. If an ACS is needed to respond for managing a disaster that creates a surge of patients beyond community capabilities, the health and medical organizations within the City of Cottage Grove will consider options for ACS sites to care for ill patients who would otherwise seek care at hospitals, urgent care facilities, and community medical centers.
 - h. Through preparedness planning, the community has developed regional relationships within the health and medical sector. This provides additional access to medical surge supply trailers, field hospital trailers, health and medical supplies, and specialized equipment which may be necessary for response. The ESF 8 Coordinator will follow standard procedures for requests in the event these assets are needed to support operations and improve the health delivery during an emergency.
9. Epidemiology and Surveillance
- a. The Washington County Public Health Department is responsible for conducting disease surveillance and investigation within the City of Cottage Grove and maintains access to an electronic disease tracking and surveillance system.
 - b. The health department conducts disease surveillance and investigation activities in partnership with local hospitals, physician's offices, clinics, schools, and pharmacies to maintain an overall assessment of disease outbreaks or clusters within the county. These activities also provide a reporting avenue from these organizations to the City of Cottage Grove to identify and contain disease outbreaks. The City of Cottage Grove also utilizes neighboring counties and state assistance in disease surveillance and investigation as part of a coordinated statewide public health system.
 - c. The City of Cottage Grove may be responsible for disease tracking of its own occupational exposures or employees in a large-scale disease outbreak such as

an epidemic or pandemic. The City of Cottage Grove Emergency Manager will assign the role of disease surveillance and tracking to the designated incident safety officer when necessary.

- d. Cottage Grove Public Safety Department has identified vulnerabilities within the community. In the event of a radiological emergency, Community Reception Center (CRC) guidance is available to assist the City of Cottage Grove with this process and would be used as guidance for population monitoring of county residents should a radiological emergency be declared. At the CRC, citizens will be asked to provide information regarding their location and possible exposure to the radiological emergency. This will assist the City of Cottage Grove, the Washington County Public Health and Environment Department, the Minnesota Department of Health, and the Centers for Disease Control and Prevention in providing appropriate surveillance and follow up after this type of emergency. See also Appendix E – Radiological Emergency Ingestion Pathway Supplement.

10. Medical Countermeasure Dispensing

- a. The primary goal of the county's mass dispensing program is to provide lifesaving medical countermeasures to citizens and visitors of the City of Cottage Grove in a timely manner in response to a health and medical emergency. This program is led by the Washington County Public Health and Environment (WCPHE) Department and includes many of the county's other departments, health and medical partner organizations and private companies. WCPHE has developed a Mass Dispensing Standard Operating Guide (SOG) which will be used during an emergency as a guide for providing vaccines and pharmaceuticals at Point of Dispensing (POD) sites to the public.

11. Medical Material Distribution

- a. During a time of disaster, state and federal medical materials and pharmaceuticals may be available to the City of Cottage Grove. To access these assets, a coordinated resource management and requesting process must be in place for participating agencies. This process promotes the full utilization of local medical equipment and supplies and exhaustion of services available locally. With the exhaustion or imminent exhaustion of these local supplies and services, the ESF 8 Coordinator can make a request through Cottage Grove EOC and/or the Washington County EOC to the Minnesota State Emergency Operations Center (SEOC) for fulfillment.
- b. Health and medical organizations have processes in place for requesting medical countermeasures including, but not limited to, the Strategic National Stockpile (SNS), CHEMPACK (nerve agent and organophosphate antidotes), and the Chemical Event Shipping Supply Location (CESSL) program.

12. Non-Pharmaceutical Interventions

- a. In the case of large-scale outbreaks of naturally occurring diseases, like pandemic influenza, COVID-19, SARS, MERS, or artificially introduced biological agents in connection with bioterrorism, the City of Cottage Grove may also issue advisories or recommendations for the closure of public buildings, events, and activities. In partnership with local school districts, schools may also be

dismissed to aid in disease containment measures. Schools also maintain pandemic health response plans in their existing EOPs.

- b. When necessary, the EOC will coordinate with ESF 13 – Law Enforcement and Security to ensure the safety of public and community members related to isolation and quarantine.

13. Responder Health and Safety

- a. Health and medical officials may be requested to provide information related to agents or diseases and appropriate measures to take to protect the health, medical, and emergency medical services responders. Officials may be asked to serve as subject matter experts and provide information resources to make health and safety recommendations to incident management staff and safety officers.
- b. A community hazardous vulnerability assessment (HVA) has been made available to identify any anticipated hazards, including infectious disease, hazardous materials, and environmental factors.
- c. The City of Cottage Grove has or has access to personal protective equipment (PPE) to ensure the safety and health of first responders.
- d. There are counseling services available throughout the community for those affected population and responders with behavioral health needs. This is outlined under the Behavioral Health section of this ESF.
- e. A process to track and monitor occupational exposures to communicable and infectious diseases or potentially harmful or carcinogenic chemical exposures should be implemented based upon the nature of the disease or chemical agent. The incident safety officer should establish and monitor the process for occupational exposure for the incident.

14. Volunteer Management

- a. Volunteer resources may be available through Minnesota Medical Reserve Corps (MRC) units, Community Emergency Response Teams (CERT), American Red Cross (ARC), and other community organizations active in disasters. See also Appendix A – Volunteer and Donations Management.

15. Environmental Health

- a. Washington County Public Health and Environment will:
 - i. Describe the vector and/or animal control responsibilities in the county.
 - ii. Describe capabilities for evaluating structures and area for habitability and other environmental health concerns.
 - iii. Describe coordination efforts with public water suppliers to ensure safe drinking water to communities.

16. Behavioral Health

- a. ESF 8 Coordinator will coordinate with behavioral health professionals, social workers, counselors, substance abuse professionals, and other organizations within the county and with the State Coordinator to promote behavioral health response and recovery needs. Behavioral health will also focus on the long-term recovery responses and facilitation of communicating appropriate and accurate information to lessen public concerns.

17. Demobilization and Recovery

- a. When the Incident Commander has ordered demobilization, the ESF Coordinator will notify health and medical response entities. Each agency should consider their property and business impact for returning to normal facility operations.
 - i. As needs for personnel decrease, personnel should report to debriefing area or standard area of operations as directed by their supervisor. Positions will deactivate in a phased manner as outlined by internal plans and policies.
 - ii. All equipment and supplies shall be returned or disposed of in compliance with recommendations from internal and/or external authorities and coordinated by the Logistics Section. Health and medical supplies and equipment should be repaired, repacked, and replaced as needed.
 - iii. Any plans to salvage, restore, and recover the impacted facility will be initiated upon approval from applicable local, State, and Federal authorities.

III. Responsibilities

The following list identifies the responsibilities designated to each of the Primary and Support Agencies for ESF 8. The Primary Agency and its responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

A. Coordinating Agency: Cottage Grove Fire Department

1. Rapidly assesses health and medical needs.
2. Activate and conduct medical care activities during a disaster.
3. Allocate resources to prioritize incident victims.
4. Ensure that emergency medical teams responding to a disaster site establish a medical command post. MRCC should be contacted.
5. Coordinate and activate mutual aid and other methods for requesting medical providers and support personnel.
6. Understand a hospital's ability to perform decontamination of patients, service animals, and pets.
7. Coordinate with MRCC, EMS, hospitals, and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.

8. In coordination with MRCC, distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
9. Coordinate community outreach to at-risk populations.
10. Coordinate with WCPHE regarding needs and priorities for meeting them if the emergency is public health related.
11. Report incident related injuries and/or fatalities to the EOC.
12. Plan for the gradual demobilization of emergency health and medical operations.

B. Support Agency: Cottage Grove Police Department

1. Provide security at or around health and medical facilities or at mass casualty sites.
2. Provide security assistance to medical facilities and to health and medical field personnel upon request.
3. If necessary, provide traffic flow and parking assistance around health and medical facilities, Reception Centers, and PODs.
4. Assist with the movement of people and resources to support health and medical services operations.
5. Assist with staging and if necessary, heavy equipment to support health and medical operations.

C. Support Agency: Washington County Public Health and Environment (WCPHE)

1. When requested, deploy a representative to the EOC to assist with public health and medical activities.
2. Participate in the hazard identification process and identify and correct vulnerabilities.
3. Coordinate activities and resource needs for both public and environmental health.
4. Recommend or determine health-related protective actions.
5. Activate and conduct activities that may be involved in community disease containment measures including isolation and quarantine.
6. Determine any health threat of contamination from chemical, radiological, or infectious agents.
7. Coordinate and perform vector surveillance activities.
8. Coordinate health support for individuals with access and functional needs.
9. Coordinate and activate patient decontamination activities with EMS agencies.
10. Support decontamination activities in coordination with ESF 10 – Oil and Hazardous Materials Response from chemical, radiological or biological agents.
11. Coordinate community medication dispensing activities including vaccines and pharmaceuticals at PODs.
12. Communicate incident related health and medical information to citizens including at-risk populations.

13. Provide information through the PIO to the news media on the number of injuries, deaths, etc. in public health incidents.
14. Monitor available medical beds at long-term care, hospitals, etc. on MNTRAC.
15. Provide numbers of available beds, resources, medical capabilities, and medical specialties to the ESF 8 Coordinator.
16. Work with MRCC and the Metro Health and Medical Preparedness Coalition to maintain a patient/casualty tracking system.
17. Ensure appropriate health and medical services information is made available to the city, county, and/or State EOCs. Report health and medical status and potential problems to the Minnesota Department of Health.
18. Contact the Medical Reserve Corps volunteers and ensure that positive identification and proof of licensure is made for all Medical Reserve Corps volunteers who respond.
19. Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams (DMAT) as well as individual health and medical volunteers.
20. Identify alternate medical care site planning activities, including activation and operation of an ACS.
21. If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries through the Healthcare Coalition.
22. Coordinate with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance.
23. Establish and staff a reception and support center for the relatives and friends of disaster victims who may converge upon the incident area in search of their loved ones.
24. Provide patient identification information for a Family Assistance Center (FAC).
25. Provide support and technical assistance in preventing or containing ground/soil pollution.
26. Provide public health input for community recovery plans.
27. Inspect food service establishments prior to resuming business.
28. Conduct and monitor health effects post-disaster.

IV. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

V. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 9 – Search and Rescue

Coordinating Agency:

Cottage Grove Public Safety Department

Primary Agency:

Cottage Grove Public Safety Department

Support Agencies:

Civil Air Patrol

MN State Duty Officer

Dakota County Special Operations Team (Dakota SOT)

Minnesota Task Force 1 -Urban Search and Rescue Team

Minnesota Air Rescue Team (M.A.R.T.)

WCSO Dive Team

Minnesota National Guard

I. Purpose and Scope

A. Purpose

ESF 9 – Search and Rescue provides support by assisting response organizations with search and rescue needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure the coordination of effective air- and ground-based search and rescue operations.

B. Scope

1. ESF 9 coordinates actions to provide search and rescue to support incident management and facilitate the response process. Specifically, it supports local governments by supporting:
 - a. Search and rescue efforts in rural areas for lost, missing, or endangered persons
 - b. Waterborne searches and rescues in lakes, ponds, or rivers
 - c. Searching for downed or missing aircraft
 - d. Search and rescue efforts related to a structural collapse

II. Concept of Operations

A. General

1. ESF 9 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.

2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Search and Rescue Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Search and Rescue** infrastructure, there will be an immediate response of local government resources to re-establish **Search and Rescue** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.

4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Search and Rescue** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Search and Rescue** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Public Safety (DPS) is the designated lead agency for State search and rescue services and may provide a liaison to facilitate requests for search and rescue resources to local or County EOCs.
- c. HSEM, in coordination with the DPS, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such

documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Search and Rescue** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Search and Rescue** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Search and Rescue** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Search and Rescue** activities.
7. Maintain existing **Search and Rescue** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Search and Rescue** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Search and Rescue** priorities with the current incident priorities.

10. Identify resources to assist with **Search and Rescue** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Search and Rescue** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Search and Rescue** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Search and Rescue** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Search and Rescue** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Search and Rescue** infrastructure and operations.
22. Identify temporary alternative **Search and Rescue** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Search and Rescue** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Search and Rescue** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Search and Rescue** infrastructure and systems.
28. Request assistance from other **Search and Rescue** agencies as needed through the Liaison Officer.
29. Plan for **Search and Rescue** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Search and Rescue** infrastructure based on response needs as identified by the Incident Commander.

32. Coordinate recovery efforts for **Search and Rescue** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Search and Rescue** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Search and Rescue** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Search and Rescue** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Recovering Victims

When feasible:

- a. Rescue survivors in dangerous areas, from environmental hazards, and debris.
- b. Provide stable transport of victims while in injured condition.
- c. Retrieval of bodies when possible and only when all living victims have been recovered.

2. Access and Functional Needs

AFN populations require intensive planning by the EOC for diverse regions in the City of Cottage Grove. This includes:

- a. Providing for rescue and sheltering of disabled, elderly, and other mentally disabled or vulnerable populations—including communicating properly with ESL or non-English speakers.
- b. Planning for temporary medical care and coordinating with medical supply companies and emergency care physicians.
- c. Providing water, food, and shelter access.
- d. Arranging for adequate power, medical aid stations, and delivery of medical supplies to disabled or at-risk victims.
- e. When domesticated animals are involved, providing appropriate relief, care, and sheltering covers all disaster cycle activities even if their owners are not continually present with their animal including, but not limited to; owners needing Search and Rescue services, owners needing decontamination from exposure to hazardous materials, and owners needing assistance during evacuations.

3. Search and Rescue Operations

- a. Typical search and rescue response missions
 - i. Remove trapped and injured persons from landslides, buildings collapses, and other structural collapses.
 - ii. Administer first aid.
 - iii. Assist in transporting the seriously injured to medical facilities.
- b. High winds and tornados
 - i. Identify the facilities and areas where search and rescue operations may be needed.
 - ii. Establish a priority for conduct of these operations.
 - iii. Focus coordination and planning on the following actions:
 - 1. Remove trapped and injured persons from homes, buildings collapses, and other structural collapses.
 - 2. Administer first aid.
 - 3. Assist in transporting the seriously injured to medical facilities.
 - 4. Anticipate and plan for the possibilities of having to assist special needs population.
- c. Earthquake

Priorities:

 - i. Establish a priority for Search and Rescue operations.
 - ii. Identify the facilities and areas for Urban Search and Rescue (USAR) Task Force operations.
 - iii. Notify the SEOC if specialized equipment and additional trained teams for large-scale search and rescue operations are needed.
 - iv. The County has jurisdiction after an earthquake

- v. A moderate quake of 5.0 magnitude can trigger other hazards including:
 - 1. Landslides
 - 2. Fires
 - 3. Utility damage
 - 4. Hazardous materials spills
- d. Reminders
 - i. Use professional and volunteer search teams (including dog teams).
 - ii. Through the SEOC, request Federal assistance to perform Urban Search and Rescue (USAR) operations. The Federal Government has established these teams are available to State and local response teams. The National Response Framework (NRF) Emergency Support Function ESF 9 – Search and Rescue includes provisions for deploying Federal USAR teams. These teams augment State and local emergency response efforts to locate, extract, and provide for the immediate medical treatment of victims trapped in collapsed structures.
- e. Additional resources available through the State EOC
 - i. MN National Guard
 - ii. Structural engineers
 - iii. Building inspectors
 - iv. Federal assistance to perform Urban Search and Rescue (USAR) operations
- 4. Assess the need to request specialized search and rescue resources from outside the county.
- 5. Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
- 6. Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
- 7. Coordinate with ESF 3 – Public Works and Engineering to ensure heavy equipment support for search and rescue operations.
- 8. Coordinate with ESF 8 – Public Health and Medical Services to help ensure the coordination of emergency medical assistance and victim transport.
- 9. Work with Operations and the Safety Officer to help ensure search and rescue personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.

III. Financial Management

- A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.
- B. During a response, each agency/department funds disaster operations from their current

operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 10 – Oil and Hazardous Materials Response

Coordinating Agency:

Cottage Grove Public Safety Department

Primary Agency:

Cottage Grove Public Safety Department

Support Agencies:

MN State Duty Officer

The Dakota County Special Operations Team

MPCA - MN Pollution Control Agency

REP - Radiological Emergency Preparedness Program

I. Purpose and Scope

A. Purpose

ESF 10 – Oil and Hazardous Materials Response provides support by assisting response organizations with hazardous materials in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure the coordination of environmental assessment, protection, response, and recovery for incidents involving hazardous materials.

B. Scope

1. ESF 10 provides for a coordinated response to HAZMAT incidents. This includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by oil or hazardous materials.
2. ESF 10 describes the actions unique to oil and hazardous materials response, it addresses:
 - a. Response to oil and hazardous materials incidents at both fixed sites and on transportation routes
 - b. Specialized local, regional, state, and federal mutual aid resources
 - c. Hazardous materials planning and reporting requirements
 - d. Short and long-term environmental remediation

II. Concept of Operations

A. General

1. ESF 10 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and

supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.

2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Oil and Hazardous Materials Response Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Oil and Hazardous Materials Response** infrastructure, there will be an immediate response of local government resources to re-establish **Oil and Hazardous Materials Response** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator.

Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.

4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Oil and Hazardous Materials Response** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Oil and Hazardous Materials Response** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Public Safety (DPS) is the designated lead agency for State oil and hazardous materials services and may provide a liaison to facilitate requests for oil and hazardous materials resources to local or County EOCs.

- c. HSEM, in coordination with the DPS, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Oil and Hazardous Materials Response** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Oil and Hazardous Materials Response** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Oil and Hazardous Materials Response** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Oil and Hazardous Materials Response** activities.
7. Maintain existing **Oil and Hazardous Materials Response** equipment and implement procedures to protect, inspect, and service equipment as needed.

8. Report **Oil and Hazardous Materials Response** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Oil and Hazardous Materials Response** priorities with the current incident priorities.
10. Identify resources to assist with **Oil and Hazardous Materials Response** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Oil and Hazardous Materials Response** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Oil and Hazardous Materials Response** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Oil and Hazardous Materials Response** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Oil and Hazardous Materials Response** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Oil and Hazardous Materials Response** infrastructure and operations.
22. Identify temporary alternative **Oil and Hazardous Materials Response** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Oil and Hazardous Materials Response** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Oil and Hazardous Materials Response** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Oil and Hazardous Materials Response** infrastructure and systems.

28. Request assistance from other **Oil and Hazardous Materials Response** agencies as needed through the Liaison Officer.
29. Plan for **Oil and Hazardous Materials Response** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Oil and Hazardous Materials Response** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Oil and Hazardous Materials Response** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Oil and Hazardous Materials Response** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Oil and Hazardous Materials Response** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare an **Oil and Hazardous Materials Response** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.
2. Participate in the hazard identification process and identify and correct vulnerabilities.

3. Establish adequate safety zones required for decontamination and quarantine.
4. Coordinate with other ESFs to recommend evacuation versus shelter-in-place actions.
5. Per State Statute, first responders are required to notify the State Duty Officer when a release (or suspected release) of a hazardous material has taken place.
 - a. HAZMAT teams are run in coordination with National Fire Protection Association, OSHA, the EPA, the State Fire Marshal's Office, and local fire departments. HAZMAT teams are frequently trained in establishing perimeters for a given threat, cross contamination protocols, and building HAZMAT teams specially trained in a given threat (propane, gasoline, diesel fuels, acids, etc.). First responders face many of the same threats as persons in the area at the time of an event. This makes establishing the type of chemical event critical in initial response before personnel and material are deployed.
 - b. The primary agency convenes appropriate agency representatives to the Incident Command Post (ICP) as soon as possible to develop a plan for providing the support required. This can be conducted via emergency conference call or by meeting in person at the primary agency ICP as appropriate. At the EOC level, response focuses initially on the following actions:
 - i. Confirm that members of local jurisdiction HAZMAT teams are notified.
 - ii. Ensure that the local EOC is ready to support and coordinate with local, state, and federal response activities.
6. Alerts and warnings: Coordinate information flow and the release of timely and factual information to the public. The ESF 10 Coordinator will work with the ESF 2 – Communications Coordinator and the ESF 15 – External Communications and Public Information Coordinator for comprehensive public information dissemination and a media management plan. Joint information centers may have to be established to ensure timely and accurate dissemination of pertinent information to the public through radio, television, interstate/or public transportation bulletins, and electronic mediums.
7. Contamination is assessed in conjunction with EPA guidelines for the specific threat. Biological hazards or those with terrorist potential must be coordinated with FBI, HSEM, or intrastate agencies as necessary. The ESF 10 Coordinator will work directly with the State EOC toward identifying appropriate labs that will be notified of the need for expedited processing, centralized lists, and points of contact for facilities that can process materials and samples in the most efficient manner possible.
8. Environmental remediation is a primary concern in community recovery from a hazardous material release. In the event of a release, there are several contractors available in Minnesota who can provide remediation services. It will also be necessary for ESF 10 to work closely with the State EOC for resources required in this area.
9. Identify critical facilities in Cottage Grove that may contain hazardous materials and develop a response plan for those facilities that are affected or could be affected by the event, emergency or disaster.
10. Analyze hazardous materials reports using the Department of Transportation Hazardous Materials Guidebook and the Computer Aided Management of Emergency Operations

(CAMEO) suite of modeling products and create a worst case (and highly unlikely, and therefore conservative) release of chemicals from each facility to determine the worst-case potential impact to the community for planning purposes.

11. Request assistance from the EPA, the SEOC, and others as dictated by the situation.

12. Develop and implement environmental cleanup plan.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 11 – Agriculture and Natural Resources

Coordinating Agency:

MN Department of Agriculture

Primary Agency:

MN Department of Agriculture

Support Agencies:

Cottage Grove Parks & Recreation Department

Stantec

Washington County Public Health and Environment

I. Purpose and Scope

A. Purpose

ESF 11 – Agriculture and Natural Resources provides support by assisting response organizations with animal and plant health, nutrition assistance, food protection, natural and cultural resources, and water quality and availability in the City of Cottage Grove during an event, emergency, or disaster.

B. Scope

1. ESF 11 addresses the following:

- a. Describes food and water security and inspections in the aftermath of a natural or technological event, emergency, or disaster.
- b. Addresses how natural and cultural resources will be protected and recovered in the aftermath of a major event, emergency, or disaster.
- c. Due to limited local authorities in the areas of food contamination, plant pests, and animal disease, this plan references the Food and Agriculture Incident Annex that is attached to the MEOP. That Annex describes federal and state roles and authorities for food contamination, plant pests and animal disease.

II. Concept of Operations

A. General

1. ESF 11 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific

plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.

3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Agriculture and Natural Resources Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Agriculture and Natural Resources** infrastructure, there will be an immediate response of local government resources to re-establish **Agriculture and Natural Resources** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with MN Department of Agriculture staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Agriculture and Natural Resources** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Agriculture and Natural Resources** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The MN Department of Agriculture develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Agriculture (MDA) is the designated lead agency for State **Agriculture and Natural Resources** services and may provide a liaison to facilitate requests for assistance to local or County EOCs.
- c. HSEM, in coordination with the MDA, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.
3. When an area of Cottage Grove is threatened or has been impacted by an event, emergency, or disaster with agricultural and natural resources concerns, the Cottage Grove Public Safety Department and/or EOC Director will notify MN Department of Agriculture. If so advised or requested, an **Agriculture and Natural Resources** representative or designee will report to the EOC.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Agriculture and Natural Resources** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Agriculture and Natural Resources** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Agriculture and Natural Resources** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Agriculture and Natural Resources** activities.
7. Maintain existing **Agriculture and Natural Resources** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Agriculture and Natural Resources** status and potential problems to the Incident Commander and/or the EOC Director.

9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Agriculture and Natural Resources** priorities with the current incident priorities.
10. Identify resources to assist with **Agriculture and Natural Resources** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Agriculture and Natural Resources** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Agriculture and Natural Resources** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Agriculture and Natural Resources** are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Agriculture and Natural Resources** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Agriculture and Natural Resources** infrastructure and operations.
22. Identify temporary alternative **Agriculture and Natural Resources** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Agriculture and Natural Resources** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Agriculture and Natural Resources** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Agriculture and Natural Resources** infrastructure and systems.
28. Request assistance from other **Agriculture and Natural Resources** agencies as needed through the Liaison Officer.

29. Plan for **Agriculture and Natural Resources** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Agriculture and Natural Resources** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Agriculture and Natural Resources** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Agriculture and Natural Resources** and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Agriculture and Natural Resources** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare an **Agriculture and Natural Resources** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. In some agriculture emergencies, State and Federal law grants lead response authority to state and/or federal agencies. Reference FEMA's National Food and Agriculture Incident Annex to the Response and Recovery Federal Interagency Operations Plans. The City of Cottage Grove will support State and Federal operations pursuant to their policies and/or availability of resources.
2. Food and Water Supply

- a. The Minnesota Department of Agriculture (MDA) is responsible for inspections and provision of a safe food supply. To provide safety and security of the food supply, MDA will follow established agency standard operating guidelines for food inspection.
 - i. All transportation accidents involving food must be reported to MDA's Food and Feed Safety Division at 651-201-6027 before the food can be transported.
- b. The Minnesota Department of Health (MDH) is responsible for monitoring the quality of drinking water in public water supply systems in Minnesota. The MDH's Drinking Water Program includes on-site inspections of water systems, called sanitary surveys, to assess their facilities and operations. To provide safety and security of the water supply, MDH will follow established agency standard operating guidelines for water inspections.

3. Incident Specific Operations

a. Zoonotic Diseases

The Infectious Disease Epidemiology, Prevention and Control Division of MDH (651-201-5414 or 877-676-5414) monitors, assesses, and mitigates communicable zoonotic diseases across a wide demographic spectrum in the rural and urban settings. Rural populations are at particular risk for zoonotic disease outbreaks and require more flexible monitoring criteria as longer intervals exist between veterinary, primary care visits, and other monitoring methods.

A communicable disease emergency occurs when urgent or extensive public health or medical interventions are necessary because the risk of disease outbreak or biologic threat carries the potential for high local, county, regional, state, or national morbidity and mortality. MDH participates in the Emerging Infections Program (EIP) in conjunction with the CDC. This program allows for the combined resources of these agencies to assess the public health impact of emerging infections and to evaluate methods for their prevention and control. EIP activities go beyond the routine functions of health departments by:

- i. Addressing the most important issues in infectious diseases and selecting projects that the EIP network is particularly suited to investigate.
- ii. Giving high priority to projects that lead directly to the prevention of disease.
- iii. Incorporating training as a key function of EIP activities.
- iv. Developing and evaluating public health interventions and ultimately transferring what is learned to public health agencies.
- v. Maintaining sufficient flexibility for emergency response and addressing new problems as they arise.

b. Radiological Incident

The Minnesota Department of Agriculture (MDA) may implement an agriculture control zone in response to a CBRNE incident where contamination is present.

c. Plant Disease or Pests

- i. The MDA will provide direction and control for incidents involving plant diseases or pests. Reference FEMA's National Food and Agriculture Incident Annex to the Response and Recovery Federal Interagency Operations Plans.
 - ii. The City of Cottage Grove will assist with surveillance for plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy, or public health.
 - d. Foreign Animal Disease
 - i. The MDA will provide direction and control in a Foreign Animal Disease (FAD) event. Reference FEMA's National Food and Agriculture Incident Annex to the Response and Recovery Federal Interagency Operations Plans.
 - ii. The City of Cottage Grove will assist with surveillance for a foreign animal disease, an animal borne poison, or toxin that may pose a potential threat to the animal industry, the economy, or public health.
- 4. Coordinate with ESF 15 – External Communications and Public Information and PIO to release public information regarding animal health issues.
- 5. Identify large boarding facilities and private organizations that may provide emergency shelters for livestock.
- 6. Coordinate with ESF 1 – Transportation for transporting evacuated animals to designated shelters.
- 7. Identify local agriculture business operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- 8. Coordinate with the local animal shelters and organizations as well as the Minnesota Board of Animal Health (MBAH) to assist in managing and directing the evacuation of animals from risk areas and providing technical assistance to prevent animal injury and disease dissemination.
- 9. Determine water and nutritional needs of the affected animals, obtain appropriate supplies, and arrange for delivery of those supplies to those animals in need.
- 10. Coordinate with MDH and MDA regarding investigations of contaminated food products, water, or agriculture plant disease to determine safety for people and animals.
- 11. Coordinate the removal and disposal of dead animals.
- 12. Identify national and state historical properties and how they will be preserved, conserved, rehabbed, recovered, and restored to protect natural and cultural historic properties.

III. Financial Management

- A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.
- B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency

Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 12 – Energy and Utilities

Coordinating Agency:

Cottage Grove Public Works

Primary Agency:

Cottage Grove Public Works

Support Agencies:

CenterPoint Energy

Xcel Energy

Comcast (Xfinity)

Lumen Technologies (CenturyLink/Qwest)

I. Purpose and Scope

A. Purpose

ESF 12 – Energy and Utilities provides support by assisting response organizations with energy and utility needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure coordination with private providers for restoring utilities such as electricity, gas, propane, telephone, water, sanitation treatment and wastewater collection/treatment/disposal.

B. Scope

1. ESF 12 addresses activities such as:

- a. Estimating numbers of customers without specific utilities (electricity, LP, natural gas, etc.).
- b. Assessing energy and utility system damages.
- c. Estimating the time needed for restoration of utility systems.
- d. Supporting the restoration of utility services.
- e. Assisting in assessing emergency power needs and priorities.
- f. Coordinating restoration efforts with utility providers to prioritize emergency power needs.
- g. Assisting in obtaining emergency power generation capabilities for critical infrastructure and essential facilities.
- h. If appropriate, assisting energy suppliers and utilities in obtaining equipment, specialized labor, and transportation to repair or restore systems.
- i. Providing emergency information, education, and conservation guidance concerning energy and utility systems.

II. Concept of Operations

A. General

1. ESF 12 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Energy and Utilities Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Energy and Utilities** infrastructure, there will be an immediate response of local government resources to re-establish **Energy and Utilities** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

7. Xcel Energy has non-public, non-published contact numbers for Public Safety:



FOR EMERGENCY AGENCY USE ONLY.
These numbers are not intended for the general public.

Emergency Response Personnel Lines

For Life-Threatening Emergencies ONLY:

- **Gas** Emergency Response Personnel Line **800-541-8441**

**For Non Life-Threatening Emergencies
and Essential Services Outages ONLY:**

- **Electric** Outages Response Line..... **800-771-7300**

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City
 - a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Works staff to provide support that will allow for an appropriate, coordinated, and timely response.
 - b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response

and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.

- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Energy and Utilities** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Energy and Utilities** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Works Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Commerce is the designated lead agency for State energy and utilities services and may provide a liaison to facilitate requests for energy and utilities resources to local or County EOCs.
- c. HSEM, in coordination with the Minnesota Department of Commerce, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

- 1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
- 2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

3. Power companies serving the City of Cottage Grove have public information officers who, in conjunction with the Cottage Grove Communications Division, will issue statements and press releases that address existing or potential power problems or shortages.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Energy and Utilities** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Energy and Utilities** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Energy and Utilities** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Energy and Utilities** activities.
7. Maintain existing **Energy and Utilities** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Energy and Utilities** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Energy and Utilities** priorities with the current incident priorities.
10. Identify resources to assist with **Energy and Utilities** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Energy and Utilities** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.

14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Energy and Utilities** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Energy and Utilities** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Energy and Utilities** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Energy and Utilities** infrastructure and operations.
22. Identify temporary alternative **Energy and Utilities** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Energy and Utilities** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Energy and Utilities** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Energy and Utilities** infrastructure and systems.
28. Request assistance from other **Energy and Utilities** agencies as needed through the Liaison Officer.
29. Plan for **Energy and Utilities** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Energy and Utilities** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Energy and Utilities** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Energy and Utilities** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Energy and Utilities** equipment, supplies, and personnel until authorized to demobilize.

36. Participate in after-action meetings and prepare an **Energy and Utilities** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. There is always a potential for widespread loss of power in the City of Cottage Grove due severe weather events. Loss of power to large areas of the City may require that shelters be opened and some basic services be provided. Power companies serving the City of Cottage Grove have well-established and proven severe weather plans and procedures, and their representatives are knowledgeable and have experience with Emergency Operations Plans.
2. Identify and establish contact with utility and energy provider representatives.
3. Resource demands on the City of Cottage Grove during an energy emergency are particularly high—both in terms of procurement (fuel, shelter, transportation) and allocation to the public or critical local or regional offices or private contractors. These demands will be assessed by the City of Cottage Grove in conjunction with necessary state agencies.
4. Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
5. Disruptions and restoration are a primary responsibility of ESF 12. While small scale electrical service interruptions in the City of Cottage Grove are handled at the corporate or cooperative level, any large-scale disruption requires multiple coordinating agencies and municipal response—especially if the event takes place during adverse weather events or concomitant emergencies. During extreme temperatures, these disruptions are particularly hazardous to the young, aged, or infirmed. Underserved communities and individuals in need of access to medical equipment or supplementary aid will be handled

by established teams administered by the ESF 12 Coordinator working with ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services and ESF 8 – Public Health and Medical Services Coordinators to assure requests are being addressed.

6. Prioritization of the restoration of all services will include consideration of, but not limited to, the weather and the impact that the loss of service will have on the whole community to include, but not limited to; persons with disabilities, access and functional needs and other unique populations i.e. schools, hospitals, managed care facilities, group homes, incarcerated, children, families, etc.
7. Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems.
8. Monitor power restoration response activities and provide estimates for restoration.
9. Energy infrastructure events pose some of the most visible and high-profile events within the scope of any emergency response. Public relations and media management will therefore be a primary objective of the local EOC. Coordinate with the PIO and the ESF 15 – External Communications and Public Information Coordinator to disseminate information to the public regarding the status of utilities and power restoration both during and after the event.
10. Assist the PIO with any guidance and public messaging regarding energy conservation measures necessary during the emergency and/or disaster.
11. Coordinate with staff for ESF 7 – Logistics Management and Resource Support to provide emergency power and utilities to shelters when available.
12. Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.
13. Coordinate with the ESF 13 – Law Enforcement and Security Coordinator to provide security at damaged utility sites to prevent public exposure to any present hazard and to provide protection for maintenance personnel at critical energy facilities.
14. Coordinate with ESF 3 – Public Works and Engineering during initial damage assessments to provide information on any utility outages discovered.
15. Coordinate with ESF 3 – Public Works and Engineering during debris removal operations to establish appropriate prioritization of access clearing for utility restoration operations.
16. Prioritize route clearing and debris removal to facility utility provider access to damaged utilities.
17. Perform tasks necessary to expedite restoration and recovery operations for utilities.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 13 – Law Enforcement and Security

Coordinating Agency:

Cottage Grove Police Department

Primary Agency:

Cottage Grove Police Department

Support Agencies:

Law Enforcement Mutual Aid

Cottage Grove Public Works

I. Purpose and Scope

A. Purpose

ESF 13 – Law Enforcement and Security provides support by assisting response organizations with law enforcement and security needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure coordination of law enforcement responsibilities with respect to sheltering in-place orders, evacuation, traffic control, and security.

B. Scope

1. ESF 13 provides a mechanism for coordinating and providing support to local authorities to include law enforcement, public safety, and security capabilities and resources during potential or actual disasters/emergencies.
2. ESF 13 is generally activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions.
3. ESF 13 capabilities support incident management requirements including:
 - a. Force and critical infrastructure protection
 - b. Security planning and technical assistance
 - c. Technology support and public safety in both pre-incident and post-incident situations
 - d. To create a coordinated law enforcement emergency response that provides for the command, control, and coordination of law enforcement planning, operations, and mutual aid

II. Concept of Operations

A. General

1. ESF 13 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Law Enforcement and Security Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Law Enforcement and Security** infrastructure, there will be an immediate response of local government resources to re-establish **Law Enforcement and Security** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.

3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Law Enforcement and Security** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Law Enforcement and Security** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Public Safety Department develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, Minnesota Department of Public Safety (DPS) is the designated lead agency for State law enforcement and security services

and may provide a liaison to facilitate requests for law enforcement and security resources to local or County EOCs.

- c. HSEM, in coordination with DPS, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Law Enforcement and Security** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Law Enforcement and Security** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Law Enforcement and Security** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Law Enforcement and Security** activities.

7. Maintain existing **Law Enforcement and Security** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Law Enforcement and Security** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Law Enforcement and Security** priorities with the current incident priorities.
10. Identify resources to assist with **Law Enforcement and Security** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Law Enforcement and Security** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Law Enforcement and Security** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Law Enforcement and Security** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Law Enforcement and Security** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Law Enforcement and Security** infrastructure and operations.
22. Identify temporary alternative **Law Enforcement and Security** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Law Enforcement and Security** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Law Enforcement and Security** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.

27. Notify State and/or County Emergency Management of the status of **Law Enforcement and Security** infrastructure and systems.
28. Request assistance from other **Law Enforcement and Security** agencies as needed through the Liaison Officer.
29. Plan for **Law Enforcement and Security** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Law Enforcement and Security** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Law Enforcement and Security** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Law Enforcement and Security** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Law Enforcement and Security** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Law Enforcement and Security** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Public safety, security, and protection are coordinated through ESF 13 at the local level. If the event exceeds local resources, then the ESF 13 Coordinator should consider

alternates means of support either through mutual aid or with assistance from the county and/or state EOC in support of **Law Enforcement and Security** operations. Local law enforcement may be required to identify established staging areas and logistical support bases for mutual aid resources.

2. If after the Incident Commander and the Director of Public Safety determine that National Guard resources are needed, the request must be made by the Washington County Sheriff to the Governor of Minnesota. If National Guard resources are deployed to the local jurisdiction, the state will coordinate and manage the use of these resources in conjunction with the National Guard.
3. The ESF Coordinator should coordinate law enforcement responders who are deployed to the event, emergency, or disaster to ensure the safety of all citizens, maintain law and order, protect critical infrastructure (both public and private property), and provide protection for essential industries, supplies, and facilities.
4. Provide law enforcement security and support to the EOC.
5. Provide law enforcement security and support for staging areas, reception centers, shelter and feeding facilities, and triage areas.
6. Control access to impacted areas and only allow individuals and agencies directly involved with emergency response operations to enter. Assist in developing re-entry considerations for evacuees and the general public when the impacted area is deemed safe to enter.
7. Provide law enforcement security and support for emergency responders at the scene.
8. Plan for possible evacuations, sheltering, and transportation requirements to include considerations for special needs population such as those with visual and mobility impairments, deaf or hard of hearing, cognitive disabilities, and mental health concerns.
9. Coordinate evacuation traffic control, including route assignments, departure scheduling, road capacity expansion, entry control for outbound routes, perimeter control on inbound routes, traffic flow, a plan for dealing with breakdowns, and establishment of rest areas.
10. Assist with establishing alternate routes of access required due to impassable roads/closures.
11. Provide support to the ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services Coordinator in handling individuals in shelters with legal restrictions.
12. Provide real-time information and intelligence to the Cottage Grove EOC, including data-mining and intelligence analysis, relative to the event, emergency, or disaster.
13. Participate in any hazard identification process to identify and correct vulnerabilities.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 14 – Long-Term Community Recovery

Coordinating Agency:

Washington County Community Services

Primary Agency:

Washington County Community Services

Support Agencies:

Cottage Grove Community Development

Cottage Grove Economic Development

Cottage Grove Public Safety Department

Cottage Grove Public Works

Cottage Grove Parks & Recreation

Washington County Emergency Management

Minnesota Department of Labor and Industry – Construction Code Division

I. Purpose and Scope

A. Purpose

ESF 14 – Long-Term Community Recovery provides support by assisting response organizations with recovery needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to coordinate the long-term recovery of the community in an efficient and effective manner.

B. Scope

1. ESF 14 addresses coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area(s).
2. Specifically, the scope of ESF 14 is to:
 - a. Provide for coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, civil disturbances, or acts of domestic terrorism
 - b. Provide for effective utilization of resources to support efforts to aid long-term community recovery, stabilize local and regional economies, and reduce or eliminate risks from future incidents
 - c. Assist in coordinating the damage assessment process and to determine the need for assistance
 - d. Provide a government conduit and administrative means for appropriate voluntary and private sector organizations to assist the City of Cottage Grove governments during the recovery and mitigation phases
 - e. Ongoing and post-incident assessments of infrastructure and assessment of total damages including insured and uninsured losses

- f. Providing technical assistance to include engineering expertise, construction management, contracting and real estate services

II. Concept of Operations

A. General

1. ESF 14 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Long-Term Community Recovery Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Long-Term Community Recovery** infrastructure, there will be an immediate response of local government resources to re-establish **Long-Term Community Recovery** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City
 - a. During an event, emergency, or disaster, primary and support agency staff will integrate with Washington County Community Services staff to provide support that will allow for an appropriate, coordinated, and timely response.
 - b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
 - c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Long-Term Community Recovery** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Long-Term Community Recovery** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
 - d. Washington County Community Services develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.
2. State of Minnesota
 - a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned

specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).

- b. During an activation of the SEOC, HSEM is the designated lead agency for State long-term community recovery services and may provide a liaison to facilitate requests for long-term community recovery resources to local or County EOCs.
- c. HSEM develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.
3. When an area of Cottage Grove is threatened or has been impacted by an event, emergency, or disaster with long-term community recovery concerns, the Cottage Grove Public Safety Department and/or EOC Director will notify Washington County Community Services. If so advised or requested, a Community Services representative or designee will report to the EOC.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Long-Term Community Recovery** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Long-Term Community Recovery** activities.

3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Long-Term Community Recovery** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Long-Term Community Recovery** activities.
7. Maintain existing **Long-Term Community Recovery** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Long-Term Community Recovery** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Long-Term Community Recovery** priorities with the current incident priorities.
10. Identify resources to assist with **Long-Term Community Recovery** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Long-Term Community Recovery** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Long-Term Community Recovery** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Long-Term Community Recovery** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Long-Term Community Recovery** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Long-Term Community Recovery** infrastructure and operations.
22. Identify temporary alternative **Long-Term Community Recovery** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.

23. Coordinate arrangements for alternate **Long-Term Community Recovery** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Long-Term Community Recovery** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Long-Term Community Recovery** infrastructure and systems.
28. Request assistance from other **Long-Term Community Recovery** agencies as needed through the Liaison Officer.
29. Plan for **Long-Term Community Recovery**, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Long-Term Community Recovery** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Long-Term Community Recovery** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Long-Term Community Recovery** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Long-Term Community Recovery** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Long-Term Community Recovery** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,

- b. minimize impacts to property and to the environment,
- c. secure critical infrastructure and facilities, and
- d. resume regular provision of services to citizens.

G. Special Tasks

1. A Washington County Community Services representative will serve a liaison role at the EOC to assist in coordination of all activities under ESF 14.
2. Requests will be made to the Minnesota State Emergency Operations Center (SEOC) and through ESF 2 – Communications to assist in managing incoming volunteer and donations related calls placed from outside of the City of Cottage Grove. This assistance will come by referring interested parties to the Minnesota website or by directing them to contact MNVOADs. The Cottage Grove Public Safety Department Public Information Officer will publicize the importance of outside callers using these locations for receiving volunteer and donation instructions prior to citizens sending donations or arriving for volunteer assignment.
3. May be requested to establish, in concurrence with the most current VOAD operating protocols regarding this activity, an unmet needs committee, or similar, and include, as needed, non-VOAD organizations and entities, to develop a recovery plan and funding structure. VOAD leadership may establish, in concurrence with the most current VOAD operating protocols regarding this activity, an Unmet Needs Center, or similar, to assist the whole community in accessing offered services.
4. Pre-designated warehouse spaces may be utilized by to receive, sort, inventory, and redistribute donated goods to agencies, assisting organizations, and individuals.
5. ESF 14 will work very closely with ESF 3 – Public Works and Engineering, ESF 5 – Emergency Management, and the City of Cottage Grove’s Building Division to conduct a rapid needs assessment of the damaged areas as a result of the event, emergency or disaster. Identifying the number of persons affected, homes damaged/destroyed, and amount of infrastructure losses helps to predict the ongoing need for long-term recovery efforts.
6. Environmental Impact Assessments (EIAs) require the longest-term strategy and scope of any response for local jurisdictions. Because environmental repercussions of a given event may not be apparent for months to years after the event, a broad understanding of potential liability and stakeholders is important in protecting the community during and after any event, emergency or disaster. The EOC is responsible for coordinating management with federal and state agencies as necessary for comprehensive planning, as well as local planning and zoning boards and other stakeholders.
7. Access and Functional Needs Considerations: FEMA’s Federal Disaster Recovery Coordination Office (FDRC) specifically supports the integration of vulnerable and disabled community members in long-term recovery planning. These needs will be addressed as key component to long-term mitigation and recovery goals by ESF 15 – External Communications and Public Information and ESF 5 – Emergency Management.

8. Work to establish ongoing partnerships with private sector, non-profit sector, and faith-based community organizations during the recovery process.
9. The ESF 14 Coordinator should work with the city's Economic Development Director and the private sector to ensure the disaster related needs of the business community are met.
10. Identify long-term recovery efforts for animal welfare and agricultural stakeholders.
11. Coordinate with ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services and housing authorities for sheltering and short- and long-term recovery efforts.
12. Assist ESF – 5 Emergency Management with the Individual Assistance (IA) process and Small Business Administration (SBA) loans and establishing a disaster recovery center for the community.
13. Support community recovery activities.
14. Develop a long-term community recovery team to coordinate with local jurisdictions, State, Federal, volunteer, and private agencies involved in planning for and/or providing assistance and implementing recovery programs.
15. Coordinates identification of appropriate State and/or Federal programs to support implementation of long-term community recovery plans under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, etc. and identifies potential program gaps.
16. The City of Cottage Grove, the State, and/or the Federal government may provide technical assistance such as impact analyses, economic revitalization, and recovery planning support.
17. Coordinates with ESF 3 – Public Works and Engineering, ESF 10 – Oil and Hazardous Materials Response, and State and Federal governments to identify long-term environmental restoration issues.

H. Long-term recovery resources

- American Red Cross <https://www.redcross.org/local/mn-nd-sd.html>
- FEMA <http://www.fema.gov/>
- Headwaters <http://www.headwatersrelief.org/>
- Lutheran Social Services of Minnesota <http://www.lssmn.org/disaster/>
- Minnesota Department of Health
<http://www.health.state.mn.us/macros/topics/emergency.html>
- Minnesota Homeland Security and Emergency Management
<https://dps.mn.gov/divisions/hsem/Pages/default.aspx>
- Minnesota Materials Exchange <https://mnexchange.org/>
- Minnesota VOAD www.mnvoad.org

- National VOAD <http://www.nvoad.org/>
- The Salvation Army Disaster Services <http://salvationarmynorth.org/programs-that-help/disaster-relief/>
- Southern Baptists Disaster Relief <https://www.sendrelief.org/>
- United Methodist Committee on Relief (UMCOR) <http://www.umcor.org/>
- University of Minnesota Extension Services Disaster Recovery <https://extensiondisaster.net/>
- United Way 211 <http://www.unitedway.org/our-work/2-1-1/>

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 15 – External Communications and Public Information

Coordinating Agency:

Cottage Grove Communications Division

Primary Agency:

Cottage Grove Communications Division

Support Agencies:

Washington County Communications Division

CodeRED Emergency Notification System

Washington County Sheriff's Office Emergency Response Communications Center (ECRC)

Cottage Grove Public Safety Department

I. Purpose and Scope

A. Purpose

ESF 15 – External Communications and Public Information provides support by assisting response organizations with public information needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to ensure that emergency public information is disseminated. (Note: For a description of the responsibilities assigned and the systems used in disseminating alerts and warnings, see ESF 16 – Warning and Notification.)

B. Scope

1. ESF 15 coordinates actions to provide the required external communications and public information support to the City of Cottage Grove. It details the establishment of support positions to coordinate communications to various audiences. It applies to departments and agencies that may require public information support or whose public information assets may be used during an emergency. This scope describes how to:
 - a. Quickly relay critical and potentially lifesaving information to those at-risk
 - b. Provide timely, consistent information on the status of emergency operations
 - c. Coordinate the release of public information from all responding agencies
 - d. Assure the public that government is responding effectively to the event, emergency, or disaster
 - e. Make credible and consistent information available to answer citizen inquiries
 - f. Provide ongoing and useful information regarding recovery activities
 - g. Ensure a system is in place to provide information and guidance to County, City and if appropriate, State and Federal, elected and appointed officials

II. Concept of Operations

A. General

1. ESF 15 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **External Communications and Public Information Infrastructure:**
As a result of an event, emergency, or disaster that impacts **External Communications and Public Information** infrastructure, there will be an immediate response of local government resources to re-establish **External Communications and Public Information** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system

adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.

2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Communications Division staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **External Communications and Public Information** needs and requests. The ESF Coordinator will develop and update assessments of the status of **External Communications and Public Information** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Cottage Grove Communications Division develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative

nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).

- b. During an activation of the SEOC, Minnesota Department of Public Safety (DPS) is the designated lead agency for State external communications and public information services and may provide a liaison to facilitate requests for external communications and public information resources to local or County EOCs.
- c. HSEM, in coordination with DPS, develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **External Communications and Public Information** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **External Communications and Public Information** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **External Communications and Public Information** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.

5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **External Communications and Public Information** activities.
7. Maintain existing **External Communications and Public Information** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **External Communications and Public Information** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **External Communications and Public Information** priorities with the current incident priorities.
10. Identify resources to assist with **External Communications and Public Information** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **External Communications and Public Information** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **External Communications and Public Information** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **External Communications and Public Information** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **External Communications and Public Information** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **External Communications and Public Information** infrastructure and operations.
22. Identify temporary alternative **External Communications and Public Information** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **External Communications and Public Information** services, if needed.

24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **External Communications and Public Information** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **External Communications and Public Information** infrastructure and systems.
28. Request assistance from other **External Communications and Public Information** agencies as needed through the Liaison Officer.
29. Plan for **External Communications and Public Information** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **External Communications and Public Information** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **External Communications and Public Information** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **External Communications and Public Information** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **External Communications and Public Information** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare an **External Communications and Public Information** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,

- b. minimize impacts to property and to the environment,
- c. secure critical infrastructure and facilities, and
- d. resume regular provision of services to citizens.

G. Special Tasks

1. Cottage Grove Communications along with the Department of Public Safety Department will act as the lead agency. Depending on the complexity of the event, emergency, or disaster, other local public information officers and Cottage Grove city staff may assist with media advisories and releases. Lead or support agency public information staff may operate from the EOC on a 24-hour schedule to help maintain the flow of public information.
2. Depending on the severity of the event, emergency or disaster, Cottage Grove Communications may activate a Joint Information Center (JIC) to handle media and citizens' inquiries and to coordinate information releases with assisting agencies. This ESF will ensure adequate space and available equipment for the operation of a JIC.
3. Schedule news conferences, interviews, and other media access.
4. In the event of a catastrophic disaster, this ESF will work with ESF 7 – Logistics Management and Resource Support and ESF 14 – Long-Term Recovery to release information regarding volunteer goods and services that need to be sent to the affected areas, and where volunteers and donors may go to assist Points of Distribution (PODs) to deliver such goods or services.
5. This ESF is responsible for providing the community with information on existing or impending emergencies, to include immediate protective actions they should take such as sheltering or evacuation.

The City of Cottage Grove has a population whose primary language is English and a secondary percentage of individuals whose primary language is Spanish. This ESF should take language into consideration when releasing public information.

6. Should an event, emergency, or disaster create the opportunity where advanced/early evacuation is possible, the methods for communicating evacuation information with the whole community will be determined based on available media in order to provide information in the most timely and efficient manner possible to reduce the threat of immediate loss of life.
7. This ESF should:
 - a. Brief local news media personnel, community officials, Local, State, and Federal agencies on External Communications and Public Information policies, plans, and procedures.
 - b. Maintain a current list of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases.
 - c. Provide a briefing room/area for the media.

- d. Prepare initial press releases and assist with the preparation and transmission of emergency warnings and alerts, if needed.
 - e. Establish a means of providing continuous information and updates to the public.
8. Emergency Public Information (EPI) may be disseminated to special populations through use of Interpreters (non-English speaking and hearing impaired), public address systems, closed caption television, door-to-door contacts, or braille (visually impaired) just to name a few. Access and Functional Needs populations may also include the elderly or home-bound who have limited access to radio, TV news, internet, or other media reports. For these reasons, a diverse set of media will be used to disseminate public information in a timely fashion.

EPI may include, but is not limited to:

- a. Flood risks to the community, including expected elevation of floodwaters,
 - b. Information/instructions on evacuation, including designated travel routes and where to obtain transportation assistance.
 - c. Status of road closures.
 - d. Location of family assistance centers, reception centers, and/or mass care shelters, including what to take or not take to shelters.
 - e. Safety precautions associated with unsafe drinking water, sanitary conditions, and use of utilities.
 - f. Tips for people on what to do during or immediately after a tornado or destructive high winds.
 - g. Warnings and advice on the continuing threat of storms, unsafe areas, buildings, and structures and other hazards.
9. Establish process to verify information is accurate and valid before public release
10. Issue any EPI upon approval by the Incident Commander, the EOC Director, and/or the City Administrator (depending on the event, emergency, or disaster) to the public and take into consideration the special needs population, if necessary.
11. Give the public accurate, timely, and useful information and instructions from one release point throughout the emergency. Resolve any conflicting information and dispel rumors.

III. Financial Management

- A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.
- B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or

federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 16 – Warning and Notification

Coordinating Agency:

Washington County Sheriff's Office Emergency Response Communications Center (ECRC)

Primary Agency:

Washington County Sheriff's Office Emergency Response Communications Center (ECRC)

Support Agencies:

Washington County Communications Division

CodeRED Emergency Notification System

Cottage Grove Communications Division

Cottage Grove Public Safety Department

I. Purpose and Scope

A. Purpose

ESF 16 – Warning and Notification provides support by assisting response organizations with warning and notification needs in the City of Cottage Grove during an event, emergency, or disaster. The purpose of this ESF is to provide mechanisms for coordinated emergency alerts and warnings to the general public and/or key governmental officials during a major event, emergency, or disaster in an efficient and effective manner.

B. Scope

1. ESF 16 addresses the operation of the ECRC and backup and alternate warning points. This ESF is only concerned with receiving and issuing warnings and emergency notifications. Technology communications and risk communications are the purview of ESF 2 – Communications and ESF 15 – External Communications and Public Information.
2. This ESF is always active because the City of Cottage Grove may receive warnings about any condition from numerous sources 24/7.
3. This ESF ensures that there are trained and experienced staff to receive and disseminate warning information and notifications as appropriate to those who need to receive them.

C. Assumptions

1. The Cottage Grove Public Safety Department on-duty supervisor and/or Command Staff will be available to act.
2. Every warning or emergency notification issued or relayed by the ECRC will be communicated by every means appropriate to the situation.
3. The ECRC and the Cottage Grove Public Safety Department will be able to receive warnings via: Emergency Alert System (EAS), NOAA Weather Radio, ARMER radio communications, fax, telephone, and/or broadcast radio and television.

II. Concept of Operations

A. General

1. ESF 16 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.
3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Warning and Notification Infrastructure:**
As a result of an event, emergency, or disaster that impacts **Warning and Notification** infrastructure, there will be an immediate response of local government resources to re-establish **Warning and Notification** systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system

adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.

2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with ECRC staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the warning and notification activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding **Warning and Notification** needs and requests. The ESF Coordinator will develop and update assessments of the status of **Warning and Notification** services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The Washington County ECRC develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. County

- a. The Washington County ECRC has the bulk of the responsibility and ability to provide warning and notifications.
- b. When Cottage Grove's EOC is activated, the functions of this ESF will be coordinated by the Operations Section in the Washington County EOC.

- c. ESF 16 activities in the EOC will also be coordinated with ESF 15 – External Communications and Public Information to limit conflicts in messaging between alerts and warnings and public information.
- d. The ECRC subscribes to an automated multi-method alerting system. In a disaster, the system can be used to notify critical staff by land-line telephone, cellular phone, email, and/or text message. Additionally, the system allows for selection of a geographic area by which land-line phones of the public can be notified.

3. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, the Minnesota Department of Public Safety (DPS) is the designated lead agency for State **Warning and Notification** services and may provide a liaison to facilitate requests for warning and notification resources to local or County EOCs.
- c. DPS develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

- 1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
- 2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.
- 3. Emergency Alert System (EAS)
 - a. The Director of Cottage Grove Public Safety Department, the police department's Command Staff and/or on-duty supervisor, or the Fire Chief are authorized to request an EAS.

- b. Requests to activate the EAS are to be coordinated through the MN State Duty Officer 651-649-5451 or 1-800-422-0789.
 - c. Notification that the EAS has been requested MUST be reported to the ECRC and the City of Cottage Grove on-duty supervisor and/or Command Staff immediately after the request is made.
4. Integrated Public Alert and Warning System (IPAWS)
- a. IPAWS is a technology that will send short messages to cellular phones within a specified area and does not require the users to opt in or register. IPAWS messages are very basic and persons receiving such messages on their smart devices need to access other media for details (broadcast media, web sites, social media).
 - b. Cottage Grove's Director of Public Safety, the police department's Command Staff and/or on-duty supervisor, or the Fire Chief are authorized to request an IPAWS message.
 - i. Activation: IPAWS system activation is done at the ECRC. The authorized requestor will notify the ECRC by phone or radio. The on-duty ECRC supervisor will construct the IPAWS message in conjunction with the requestor. EM staff are also authorized to create the IPAWS message in cases where the ECRC is overburdened by the demands of the incident. The ECRC supervisor will determine the appropriate three-letter codes as needed and the ECRC telecommunicator(s) will activate the system and send the message. In all cases, the ECRC will coordinate with the State of Minnesota when IPAWS messages are sent.
 - ii. Training: ECRC supervisors and staff are trained in the operation of the IPAWS system. The Manager of the ECRC maintains training records for that department.
 - iii. Testing: IPAWS testing is conducted as required by the ECRC Manager.
5. Resources include:
- a. ARMER Radio System
 - b. Outdoor Warning Sirens, which are activated and tested by the ECRC
 - c. Emergency Communications Equipment

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Warning and Notification** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Warning and Notification** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Warning and Notification** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Warning and Notification** activities.
7. Maintain existing **Warning and Notification** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Warning and Notification** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Warning and Notification** priorities with the current incident priorities.
10. Identify resources to assist with **Warning and Notification** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Warning and Notification** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.
14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Warning and Notification** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.

19. Determine what specialized **Warning and Notification** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Warning and Notification** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Warning and Notification** infrastructure and operations.
22. Identify temporary alternative **Warning and Notification** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Warning and Notification** services, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Warning and Notification** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Warning and Notification** infrastructure and systems.
28. Request assistance from other **Warning and Notification** agencies as needed through the Liaison Officer.
29. Plan for **Warning and Notification** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Warning and Notification** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Warning and Notification** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Warning and Notification** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Warning and Notification** equipment, supplies, and personnel until authorized to demobilize.
36. Participate in after-action meetings and prepare a **Warning and Notification** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:

- a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
- 2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

- 1. The City of Cottage Grove has a duty to provide warning information to the people who reside, work, and visit within Cottage Grove. The warnings can be generated from cities, state, or federal government sources. The City of Cottage Grove Communications Division and the ECRC have policies and procedures in place to facilitate the generation and relay of warnings.
- 2. Severe weather watches and warnings are issued by the National Weather Service and will be transmitted by National Oceanographic and Atmospheric Agency (NOAA) Weather Radio All Hazards (NWR) and relayed by the ECRC and broadcast television and radio outlets.
 - a. When severe weather is imminent in the City of Cottage Grove, the EOC may be activated to monitor the weather and impacts of severe weather on community lifelines.
 - b. The Skywarn organization trains and maintains a roster of certified severe storm spotters. These spotters are of two types: amateur and public safety.
 - i. Public Safety professionals report observed weather and weather impacts to the ECRC.
 - ii. Amateur spotters are volunteers, trained and certified in the NOAA National Weather Service (NWS) Skywarn Spotter system. When activated these spotters go to the perimeter of the areas where severe weather is anticipated and position themselves to observe and report. They report to the Network Control Center (Net Control) for Skywarn.
 - iii. Net Control gathers information from the amateur spotters, and forwards that information to the NWS in Chanhassen, MN. NWS also contacts Net Control to request that they move spotters to new locations or verify specific information.
 - c. Warnings and notifications are received from almost any source and at any time. Federal, State, and local agencies are the most common sources for warnings.

The vast majority of warnings received at the ECRC originate from the National Weather Service.

- d. The City of Cottage Grove law enforcement agency and local first responder agencies are responsible for coordinating any door-to-door notifications or warning activities when needed.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

ESF 17 – Animal Services

Coordinating Agency:

Minnesota Animal Disaster Coalition (MNADC)

Primary Agency:

Minnesota Animal Disaster Coalition (MNADC)

Support Agencies:

Cottage Grove Public Safety Department

Washington County Community Services

Board of Animal Health (BAH)

MN Department of Natural Resources (DNR)

MN Department of Agriculture (MDA)

I. Purpose and Scope

A. Purpose

ESF 17 – Animal Services provides support by assisting response organizations in the sheltering and care of animals in the City of Cottage Grove during an event, emergency, or disaster. This ESF may be activated as needed for incidents involving animals when local government/response or voluntary agencies are becoming overwhelmed with disaster related animal issues, or a jurisdiction outside the City requests mutual aid for disaster related animal issues.

Planning for animals in disasters in City of Cottage Grove is an important issue for the safety of its citizens and responders as well as for the animals themselves. The City of Cottage Grove recognizes that many of its citizens are pet owners, assisted in daily tasks by service animals, or operate an animal related business. Many pet owners refuse evacuation recommendations because of concerns regarding care for their pets or suffer additional hardships in disasters due to pet-related issues.

Persons with service animals may have difficulty finding sheltering options that allow them access to the important services of their animals, and animal related businesses can suffer both economic and emotional losses when disasters affect their animals. First responders are also put in additional risk when attempting to assist or rescue animal owners who are having difficulty finding or are refusing to seek safety due to their concerns for their animals. Additionally, the animals themselves can pose a danger to emergency responders.

Wildlife is also affected by disaster and can pose unique risks to responders and citizens. Animals can also pose unique disease and public health issues in disaster situations.

B. Scope

1. This ESF addresses animals affected by emergencies in the City of Cottage Grove and may be activated to support an event, emergency, or disaster response and recovery in the City of Cottage Grove at all response levels, either in full or in part.

2. This ESF has responsibility for both animal-specific disasters such as outbreaks of foreign animal disease (FAD) or an emerging animal incident, and for the City's response to the needs of animals and animal owners affected by any major event, emergency, or disaster.
3. Cottage Grove's ESF 17 specifically focuses on companion animals (pets); however, this ESF is also responsible for service/assistance animals, commercial/livestock animals, and wildlife. This ESF may also be used to provide veterinary care for public safety animal assets such as bomb dogs and police horses. (ESF 9 – Search and Rescue covers the use of and resources for search and rescue dogs.)
4. This ESF coordinates multiple functions including, but not limited to, evacuation and search and rescue, transportation, sheltering, medical care, disease response and control, and reunion with owners. Additional information about how animal services coordinates with the related human function can be found respectively in ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services and Appendix C – Evacuation, Shelter-in-Place and Re-Entry.

C. Situation

1. The City of Cottage Grove has a variety of pets, service animals, non-domesticated animal species, livestock, and wildlife. A small percentage of local wildlife can carry and transmit the rabies virus; direct contact should be made with specialized or protective equipment. In addition, the handling of exotic species and certain wildlife (such as raptors) requires special expertise, so the City may rely upon cooperating agencies for assistance.
2. The City houses many animal-related businesses, which includes pet shops where animals are commercially sold, veterinary offices and hospitals, animal boarding businesses, and commercial breeders.

D. Assumptions

1. A significant proportion of the population will not evacuate or seek shelter unless they can take their companion animal(s) with them.
2. Animals (including house pets) in a major event, emergency, or disaster will behave differently than they would under normal circumstances; animal attacks may occur more frequently than normal.
3. During a major event, emergency, or disaster, there may be a need for temporary disaster animal shelters, either wholly separate from or co-located with human disaster shelters.
4. Local Public Health laws or policies prevent companion animals from being kept in human habitation areas, with the exception of service animals. The American Red Cross does not provide any animal disaster services, but they will coordinate its human mass care efforts with local disaster animal services as needed.

5. When practicable, the City will use co-located sheltering (mass care facilities that allow both humans and companion animals to stay in them, but in separate areas either within the same facility or very nearby).
 - a. Co-located shelters are intended to house the general public, not exclusively animal owners.
 - b. Co-located shelters may receive not only the animals of shelter clients, but abandoned and rescued animals from the disaster area whose owners are not known at the time.
 - c. Some shelter clients may be concerned about being near to the animal shelter, or about being housed with service animals.
6. A small percentage of animals in disaster shelters will not be claimed by their owners, or their owners will not be found.
7. Owner-provided care within the animal shelter will be strictly supervised by shelter staff and at the discretion of the ESF 17 Coordinator.
8. There may be media attention surrounding animal-related issues in a disaster.
 - a. Public opinion of the overall disaster response will be greatly influenced by the perceived effectiveness and sensitivity of responders and the City to animals in the disaster.
 - b. Due to the public interest in animal related disaster issues, donations for disaster animal shelters will likely be significant and may become a problem due to the unsolicited volumes and types of items donated.
 - c. In addition, there will be a large number of unaffiliated volunteers wishing to assist with the animal services effort. Security and the credentialing of staff and volunteers will be a significant concern in any disaster animal function.

II. Concept of Operations

A. General

1. ESF 17 is consistent with the Cottage Grove Public Safety Department's methodology, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, activation, coordination, and supports operations to the City of Cottage Grove to provide a timely and appropriate response to an event, emergency, or disaster.
2. The SOGs, SOPs, and protocols for disaster response activities that govern response operations in the field and in the EOC are outlined in the City of Cottage Grove AHP with corresponding ESFs, Appendices, and Annexes. In addition, City department-specific plans that describe their capabilities and responsibilities are kept with the respective departments. Periodic training and exercises are also conducted to test these plans and enhance effectiveness.

3. During an event, emergency, or disaster requiring local, County, or State mutual aid assistance, the ESF Coordinator will work with its support agency counterparts to seek and procure, plan, coordinate, and/or direct the use of required assets.
4. Throughout the response and recovery periods, the primary, coordinating, and support agencies will evaluate and analyze requests for people, materials, equipment, and other resources related to this ESF. The ESF Coordinator will maintain situational awareness, provide assessments and status updates to Command and General Staff, and undertake contingency planning to meet anticipated demands or needs.
5. When an event, emergency, or disaster requires a specific type of response or approach, technical expertise may be provided by subject matter experts (SMEs) from supporting agencies who can advise and/or direct operations within the context of this ESF. The ESF Coordinator will work with the Liaison Officer and Logistics to request and facilitate these SMEs.
6. **Animal Services Infrastructure:**
As a result of an event, emergency, or disaster that impacts Animal Services infrastructure, there will be an immediate response of local government resources to re-establish Animal Services systems allowing emergency response and short-term recovery activities. Identified shortfalls will prompt local governments to reach out to adjacent jurisdictions and/or to private contractors to assist. To support local response activities, the City of Cottage Grove may choose to activate mutual aid procedures and coordinate multi-agency activities to fill any resource shortfalls related to protection, response, and/or recovery. If restoration activities exceed Cottage Grove's capabilities, Washington County and/or the State of Minnesota may be called upon to provide resources and to support local government response.

B. Direction and Control

1. This ESF complies with the National Response Framework (NRF) and the National Incident Management System (NIMS), which guides the direction and control system adopted by the Cottage Grove Public Safety Department that functions as the official Emergency Management organization within the City of Cottage Grove.
2. During an event, emergency, or disaster, this ESF may be activated in field operations and/or in the EOC, if operational.
3. All management decisions regarding this ESF for the City of Cottage Grove are made by the Incident Commander or their designee with guidance from the ESF Coordinator. Under the Incident Command System structure, the Operations, Planning, Logistics, and Finance/Administration Sections and associated staff may also assist the Incident Commander in carrying out ESF-related objectives for the event, emergency, or disaster.
4. Each primary, coordinating, and/or support agency assisting in the activation of this ESF will retain administrative control over its own resources and personnel, but will be under operational control of the ESF Coordinator.

C. Organization

1. City

- a. During an event, emergency, or disaster, primary and support agency staff will integrate with Cottage Grove Public Safety Department staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. This ESF may be activated or placed on standby by the Cottage Grove Public Safety Department and/or EOC, if operational. A representative or designee from the primary agency will serve as an ESF Coordinator to manage the response and/or recovery activities related to this ESF. If additional support is required, the primary, coordinating, and support agencies may jointly manage ESF-related activities.
- c. The ESF Coordinator or their designee will evaluate and analyze information regarding Animal Services needs and requests. The ESF Coordinator will develop and update assessments of the status of Animal Services in the impacted area(s) and undertake contingency planning to meet anticipated needs and demands.
- d. The MNADC develops and maintains the ESFs/Appendices/Annexes and Standard Operating Guidelines that govern emergency response actions related to this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the City of Cottage Grove AHP. All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

2. State of Minnesota

- a. During an event, emergency or disaster, State agencies will carry out emergency assignments that parallel their day-to-day activities. However, in accordance with both state law and the *Governor's Executive Order Assigning Emergency Responsibilities to State Agencies*, certain state agencies have been assigned specific emergency responsibilities of both an operational and administrative nature. These plans, procedures, and guidelines are available to the Division of Homeland Security and Emergency Management (HSEM) for maintenance in the State Emergency Operations Center (SEOC).
- b. During an activation of the SEOC, the Board of Animal Health (BAH) is the designated lead agency for Animal Disease Emergencies and may provide a liaison to facilitate requests for animal-related resources to local or County EOCs.
- c. MNADC develops and maintains the overall action of this ESF. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Minnesota Emergency Operations Plan (MEOP). All such documents will follow the National Response Framework, the National Incident Management System, and the Incident Command System.

D. Alerts and Notifications

1. The Washington County Sheriff's Office Emergency Communications Response Center (ECRC) will notify Cottage Grove Public Safety Department Command Staff and/or the on-duty supervisor when the City of Cottage Grove has been threatened or impacted by an event, emergency, or disaster as provided in ESF 16 – Warning and Notification.
2. Upon instructions to activate the EOC or place staff on standby, the Cottage Grove Public Safety Department and/or EOC Director will implement procedures to notify all

Emergency Management Planning Team members and, if necessary, mobilize personnel, facilities, and physical resources likely to be needed based on the event, emergency, or disaster.

E. Actions

Actions carried out are often grouped according to the phases of emergency management: Preparedness, Prevention, Protection, Mitigation, Response, and Recovery. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all agencies and the intended recipients of service.

During an event, emergency, or disaster, actions related to this ESF may include, but are not limited to, the following:

1. Determine the nature and scope of the event, emergency, or disaster and how it affects **Animal Services** with regards to life safety, incident stabilization, property protection, environmental preservation, and the ability of the City of Cottage Grove to provide services.
2. Designate an ESF Coordinator who should start and maintain a unit log (ICS 214) to record activities, a personnel roster, contacts, and resource list to support **Animal Services** activities.
3. If the scope of the incident is beyond the capabilities of the City's resources, notify the Incident Commander and/or the EOC Director.
4. If existing personnel in the field or in the EOC are unable to handle **Animal Services** needs or problems, coordinate with Command and General Staff and/or the EOC Director to activate additional personnel.
5. If more than one shift of personnel is needed, coordinate with the Incident Commander and the Planning Section Chief to set operational periods and fill additional shift schedules.
6. Provides timely activation of **Animal Services** activities.
7. Maintain existing **Animal Services** equipment and implement procedures to protect, inspect, and service equipment as needed.
8. Report **Animal Services** status and potential problems to the Incident Commander and/or the EOC Director.
9. The ESF Coordinator should consult with the Incident Commander and/or the EOC Director to combine **Animal Services** priorities with the current incident priorities.
10. Identify resources to assist with **Animal Services** needs.
11. Anticipate potential needs or problems and begin alerting appropriate resources to maintain a state of readiness.
12. Monitor potential resource shortages in the jurisdiction during the event, emergency, or disaster and present options to the Incident Commander and/or the Logistics Section Chief.
13. Manage the collection, processing, and dissemination of information regarding **Animal Services** activities and provide relevant situational awareness reports to the Incident Commander, PIO, and/or the Planning Section Chief.

14. Coordinate any pre-positioning of resources with other agencies.
15. Coordinate with response agencies regarding the operational capabilities of the **Animal Services** system.
16. Evaluate all requests for resources against known supplies.
17. Obtain needed resources and supplies.
18. Maintain financial and legal accountability with the Finance/Administration Section Chief and provide necessary documentation for possible financial reimbursement processes.
19. Determine what specialized **Animal Services** resources are unavailable to responding personnel.
20. Participate in EOC briefings, incident action planning, situation reports, and meetings to support **Animal Services** activities.
21. Work with primary and support agencies to report, assess, and analyze the status of and damage to **Animal Services** infrastructure and operations.
22. Identify temporary alternative **Animal Services** solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
23. Coordinate arrangements for alternate **Animal Services**, if needed.
24. In cases of potential or actual terrorist threats or attacks, recommend actions to protect related critical infrastructure and key resources.
25. Coordinate and/or perform damage assessments of **Animal Services** infrastructure, systems, facilities, and equipment and monitor for usability.
26. Report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the event, emergency, or disaster.
27. Notify State and/or County Emergency Management of the status of **Animal Services** infrastructure and systems.
28. Request assistance from other **Animal Services** agencies as needed through the Liaison Officer.
29. Plan for **Animal Services** recovery, mitigation, and other long-term actions.
30. Continue to perform tasks necessary to expedite restoration and recovery operations.
31. Prioritize emergency repair and restoration of **Animal Services** infrastructure based on response needs as identified by the Incident Commander.
32. Coordinate recovery efforts for **Animal Services** infrastructure within the city.
33. Plan for the gradual demobilization of on-scene **Animal Services** resources and activities.
34. Return borrowed resources and those obtained through agreements and/or leases when those resources are no longer required.
35. Continue to coordinate **Animal Services** equipment, supplies, and personnel until authorized to demobilize.

36. Participate in after-action meetings and prepare an **Animal Services** summary for the After-Action Review (AAR) report as needed.
37. Review ESF plans and procedures at least annually.

F. Priorities

1. The ESF Coordinator will set specific priorities in consultation with the Incident Commander and/or the EOC Director. When allocating resources, the following priorities apply:
 - a. Disaster or emergency victims.
 - b. Needs of the resource management organization.
 - c. Other needs not directly related to the event, emergency, or disaster.
2. The AHP priorities listed in the General Plan still apply and take precedence for all emergency operations to:
 - a. protect life and safety,
 - b. minimize impacts to property and to the environment,
 - c. secure critical infrastructure and facilities, and
 - d. resume regular provision of services to citizens.

G. Special Tasks

1. Definitions
 - a. **Domestic Animal:** Any animal commonly accepted as a domesticated household pet. Unless otherwise defined, such animals shall include dogs, cats, caged birds, gerbils, hamsters, guinea pigs, domesticated rabbits, fish, nonpoisonous, nonvenomous, and non-constricting reptiles or amphibians, and other similar animals.
 - b. **Livestock:** animals traditionally kept on farms for use and profit as food, product, or labor sources, including chickens, turkeys, ducks, pigs, hogs, sheep, goats, dairy and beef cattle, horses and ponies, donkeys, mules, alpacas, llamas, fish, mink, and game birds.
 - c. **Service Animal:** Consistent with the Americans with Disabilities Act (ADA), the definition of a service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder (PTSD) during an anxiety attack, or performing other duties. The work or task a dog has been trained to provide must be directly related to the person's disability. Animals whose function is to provide comfort or emotional support are not service animals.
 - d. **Wild or Exotic Animal:** A mammal, bird, amphibian, reptile not native to the State, or may be native to the State but is not usually domesticated or a species

that, due to its size, wild nature, or poisonous venom, is dangerous to humans. By way of example, but not limited to, the term includes the following:

- i. Large cats, such as jaguars, cougars, lions, tigers (excluding domestic house cats);
- ii. Skunks, raccoons, or other types of nuisance animals;
- iii. Bears;
- iv. Members of the family Canidae, such as wolves, fox, coyote, dingoes and jackals, including cross- breeds (excluding domestic dogs);
- v. Primates, such as monkeys, gorillas, baboons;
- vi. Poisonous snakes, constrictors;
- vii. Carnivorous fish, such as piranhas, northern snakeheads;
- viii. Pot-bellied pigs;
- ix. Pigeons, and dove, whether or not they are trained; or
- x. Any animal or species that is wild by nature or prohibited by Minnesota or Federal law.

2. Transportation

Public transportation provided to evacuating citizens by the City during an evacuation must accept persons traveling with pets so long as they are in an appropriate container or are leashed. Owners may be required to temporarily muzzle any animal that acts aggressively during the evacuation.

3. Separation of Animals and People

Animals may not be allowed to shelter directly with their owners in a public shelter unless the animal is a service animal.

The City will announce the locations of shelters with adjacent animal facilities for persons wishing to be near their animals and other animal shelters for evacuees' pet(s). If a resident chooses to evacuate to a facility that does not allow animals, they are encouraged to transport their pet(s) themselves to an emergency animal shelter location and place their animals in shelter care until they can return to claim their pet(s).

4. Animal Rescue

Every effort will be made to allow evacuees to bring their pet(s) with them during their rescue. Protection of human life and safety will be the first priority. Rescue situations concerning pets will be handled at the discretion of the responders on scene.

5. Large-scale rescue operations

In events that have a high number of rescue operations, municipal Animal Control in the effected jurisdiction may be overwhelmed and may require assistance from outside animal rescue agencies. Outside rescue groups assisting the City or its municipalities must operate under the following guidelines:

- They must register with the EOC, operate under the direction and control of the ESF 17 Lead, and provide regular reports to the ESF 17 Coordinator.

- They must follow the Incident Command System in accordance with NIMS guidelines.
- They must provide the EOC with records of their actions and any animals served in accordance with the Disaster Shelter Records section below for found or rescued animals.
- They must obey all relevant City and municipal laws and statutes and the policies of this ESF governing their activities.
- Rescue personnel working in restricted and/or secured areas will require county/municipal event-specific credentials, which must be obtained through the appropriate EOC staff.

6. Animal Decontamination

Handling contaminated animals through the potentially stressful decontamination process requires special skill and care. Animals react differently and can be more susceptible to various chemical and biological agents than humans, and reactions vary from species to species.

Decontamination of animals is also important to prevent the spread of the contamination to people who come in contact with the animals, including their owners and disaster workers.

Service animals may not be restricted from human decontamination facilities and should remain with their owners but be decontaminated using animal decontamination methods.

- Decontamination actions will be coordinated with the Hazardous Materials (HAZMAT) response agency responsible for general decontamination at the event.
- Any staff participating in decontamination actions will wear proper PPE for the contaminating agent and PPE appropriate for the handling the type of animal being decontaminated. Staff must be trained to work in the level of hazardous material PPE required to operate in an environment contaminated by that agent. This includes training to OSHA PPE standards (1910.120) and proper fit testing for any respirator use.
- Decontamination staff will observe proper contamination containment protocols including donning and doffing procedures for PPE, cross-contamination prevention while handling animals and equipment, proper decontamination or disposal of any resources used in the procedures, and contaminated runoff water containment (where required) etc.
- In general, simple techniques are more effective. Heavy scrubbing will often drive contamination deeper into an animal's fur or feathers leading to greater skin contact and absorption. Water flushes or mild soap solutions are often the easiest solution for many agents. Agent specific decontamination procedures for the event should be coordinated with the HAZMAT response agency.
- Decontamination staff should work in teams of two: one to handle the animal and one to concentrate on decontamination. Handling should be minimal to prevent contamination of the PPE of the handler that will require a change of PPE before handling the next animal.

7. Animal Evacuation

The City of Cottage Grove will encourage residents to take their companion and service animals with them when they evacuate. Owners will be asked to bring appropriate identification, health/vaccination and ownership records, leash and/or cage, and supplies such as food and special medications that their pets require. All practicable efforts will be made to keep evacuating people with or close to their animals.

The ESF 17 Coordinator should ensure that evacuation muster sites/reception centers and/or shelter sites be aware of possible animal rescue requests from owners who were unable to evacuate with their pets and be prepared to forward these to the EOC.

8. Transporting evacuating owners and pets

The ESF 17 Coordinator will work with local public transportation providers assisting in evacuation to provide buses dedicated to transporting pets and their owners to the City's human/animal co-located shelters.

- Animals transported using county/municipality provided public transportation in a disaster will be required to be restrained by their owners. Any animal not in a crate or box (properly ventilated) will need to be on a leash (leashes are not proper restraints for cats, which should be crated to prevent injury to themselves and others).
- The ESF 17 Coordinator will attempt to ensure that evacuation muster sites/reception centers and/or shelter sites have extra leashes and temporary animal carriers to distribute to pet owners who evacuated without restraint devices.
- Transportation drivers have the right to assess the appropriateness of a particular restraint to determine if they will allow an animal on their vehicle and refuse transport to animals that are not appropriately restrained.
- Aggressive animals that are not properly caged or muzzled will not be transported using city-provided public transportation. Any official provider of services under this plan, including rescue organizations, sheltering organizations, and transportation organizations, has the right to refuse service to an animal that is displaying aggressive tendencies (including, but not limited to, baring of teeth, growling, feigned, or attempted attacks).
- Animals being transported without their owners may be transported using public mass transport (buses) reserved strictly for animal transport, or other private transport resources appropriate for the transportation of animals.

9. Mass Animal Transportation

There are unique transportation considerations for animals that are not being transported by their owner (using the owner's personal vehicle) or with the owner on public transportation. The following are considerations for the mass transporting of disaster affected animals:

- All animal transportation must meet federal and state regulations for the humane transport of live animals. These include:
 - Animals effected by the disaster should be transported in vehicles and trailers specifically meant for animal transport whenever possible. This includes specialized animal control vehicles, horse/livestock trailers, and specialized livestock tractor trailers (semi-trailers).
 - Animals should not be transported in enclosed commercial vehicles, including moving vans, semi-trailers etc., even if the cargo area has air conditioning.

- If special animal transports are not available, the vehicle must have open-air grating or a cargo area ventilation system that exchanges air. The air exchange on a bus's air conditioning system is considered an adequate ventilation system.
- Companion animals should be crated or similarly secured for transport, particularly when using highways and traveling long distances.
- Animal crates should also be secured to the cargo area surfaces to prevent them from shifting or toppling.
- During open-air transport in cold weather, insulate the trailer on the three windward sides with tarps and blankets.

Animal transportation resources may also be acquired in coordination with the Logistics Section and the PIO by sending out public requests for assistance from horse/livestock trailer owners and livestock haulers.

10. Animal Sheltering

American Red Cross Public Disaster shelters do not allow animals inside their facilities (with the exception of service animals). The American Red Cross will coordinate with the ESF 17 Coordinator to provide information to their shelter clients on sheltering options for pets. They will also coordinate with ESF 17 during co-located shelter operations.

a. Co-located shelters

Co-located shelters are public disaster shelters where animals and their owners are housed separately in the same or adjacent buildings. The city will use co-located shelters whenever possible since they reduce the stress on owners and their animals, and on the resource and logistics requirements of the response.

If necessary, some disaster shelters may be converted into co-located shelters. The facility must be able to accommodate animals and humans in separate housing spaces either within the same building, in separate buildings on the grounds, or have grounds space to set up a temporary animal shelter in a climate-controlled tent.

b. Existing animal control and animal shelter facilities

Most animal control and animal shelter facilities are already at or near capacity. Some can support very limited disaster sheltering. These facilities will need to be contacted at the time of need to determine their exact space available at that specific time.

Animal hold periods will vary from organization to organization. Some facilities may be willing to temporarily extend its standard hold times for animals sheltered due to disaster situations. This should include holding animals whose owner is known for longer periods and holding stray adoptable animals from the disaster for longer periods before allowing them to be adopted. Facilities unwilling to extend hold times should only be used as a last resort with facilities willing to extend hold times as the preference.

Whenever possible, hold time extensions will be for a minimum of 30 days after the emergency has officially been declared over. Any additional time will be determined on a case-by-case basis by facility managers in coordination with the ESF 17 Coordinator. If the extended hold times interfere with the regular operations of the facility, other arrangements for sheltering will have to be made

with the owner or the ESF 17 Coordinator. Disaster animals being sheltered by an animal control agency or shelter/rescue organization due to the disaster whose hold time expiration is nearing will be found alternative shelter rather than be destroyed.

c. Shelter operations

All organizations participating in shelter operations will operate in accordance with the Incident Command procedures as outlined in NIMS.

d. Coordination

All animal sheltering organizations must register with the EOC, operate under the direction and control of the ESF 17 Coordinator, and provide regular reports to them.

e. Security

All shelters will provide security at all exterior doors to prevent unauthorized access to staff or animals in the shelter. Security personnel will screen all persons entering or exiting the shelter and animal owners must present proper identification when exiting the shelter with their animal for any reason.

f. Identification and Credentialing

All persons inside the shelter may need to wear official incident specific identification badges issued by the EOC in addition to any identification/credentials from their organization or be escorted by a shelter staff member with such credentials.

No one will be allowed to handle animals unless they are the owner of the animal or they are credentialed for animal control and wearing proper identification indicating that status. Owners may be provided with a form of identification (such as wrist bands) that clearly shows their purpose in the shelter and their relationship to the animal they are handling.

g. Staff presence

The shelter will be staffed at all times while in operation. If the shelter is closed to the public during any shift (such as overnight), the shelter must have at least one staff member present to monitor security and animal health during that period.

h. Controlled veterinary substances

Authorized controlled veterinary substances will be secured in a locked cabinet or room with access limited to authorized veterinary staff only. Pet owners may not bring controlled veterinary substances into co-located shelter areas designated for humans.

i. Restraints

No animals will be allowed off leash outside their cages or veterinary exam areas; this includes enclosed exercise areas.

j. Demobilization

Demobilization of animal shelters will include thorough cleaning and disinfecting of all facility areas used in shelter operations (if an expedient return to normal operations is needed, it is recommended that shelter staff clean portable shelter equipment off site to speed up the return of the facility).

k. Disaster shelter records

Any agency operating an animal shelter or human/animal co-located shelter will maintain the records during the emergency.

- For all animals:
 - Type, breed, markings, and sex of animal
 - Identification tags and collars on animal
 - Any veterinary care given during the animal's stay
 - Photographs of all animals registering at the shelter are highly recommended—either provided by the owner or taken by shelter staff at the time of registration
- For animals brought in by their owners for temporary sheltering:
 - Location or address where the animal resides
 - Contact information for the owner
 - Condition of the animal and any special medical or handling instructions
 - Photographs of the owner and animal together are highly recommended—either provided by the owner or taken by shelter staff at the time of registration
- For animals found or rescued:
 - Location or address where the animal resides or was found/rescued including the street address, nearest intersection if exact address is unavailable, GPS coordinates, and/or detailed house/area description if exact address is unreadable or missing
 - Situation in which the animal was found (contained or loose)
 - Condition of the animal
 - Rescuer's name and contact information
 - Photographs of the rescued animal taken by shelter staff at the time of registration

l. Disease control

Proper disease control procedures will be followed at all times. These include the use of PPE and disease control hygiene for all persons handling animals, entry health screenings for animals coming into the shelter, isolation protocols for sick animals, and vector control procedures such as cage barriers and hygiene. Specific disease control measures will be coordinated with Public Health and the State Board of Animal Health, especially when an animal disease outbreak is encountered or suspected in a shelter or is a part of the disaster situation.

m. Wild or exotic animals and livestock

Wild or exotic animals and many livestock require specialized care not found in most shelter environments in the city. They cannot be sheltered at most disaster shelter facilities available in the city. The city will coordinate with the Animal Humane Society and/or the Animal Disaster Coalition to find alternative shelter for livestock and exotic animals if possible.

n. Veterinary care guidelines

- Micro-chipping: Animals in shelters can be micro chipped for disaster tracking purposes by qualified shelter staff. Micro chipping done in any disaster shelter will be disclosed to the owner upon reunion.
- Elective surgery: Animals in disaster shelters cannot be spayed, neutered, declawed, or have any other surgical procedures done to them that are not to treat eminent life-safety or disaster related injury/illness without written owner authorization.
- Vaccination: For pets without vaccination records, the shelter may choose to require vaccination for rabies or other diseases prior to the animal entering the shelter. The shelter may charge a small fee for the vaccination.
- Euthanasia: No animals sheltered due to the disaster will be euthanized unless they are beyond available medical care due to injury or illness under the guidelines below or deemed vicious with no other alternative care option as outlined below.

o. Terminally injured or ill animals

Animals (whose owner is known but cannot be reached after repeated contact attempts or whose owner is unknown) that are terminally ill or injured and beyond the capabilities of the veterinary care available during the major event, emergency, or disaster may be euthanized under the following guidelines:

- A minimum of 2 veterinarians must examine the animal and determine that it meets the above medical criteria. All must sign the euthanasia order.
- Copies of the order must be kept for city records and presented to the owner should they come to claim the animal.

p. Vicious animals

Animals that are consistently vicious may need to be euthanized if alternatives are not available. Euthanasia will be a last resort after all other options have been exhausted.

- An attempt will be made to determine if the animal is vicious by nature or is acting aggressively due to the situation (fear, stress from the disaster or shelter environment, illness or injury, proximity to other animals in the shelter that may cause aggression, etc.). These aggression triggers should be mitigated as much as possible under the guidance of veterinary and/or animal control staff.
- If the animal is considered a danger to general shelter staff, it should be placed in a separate area with restricted access limited to animal control staff.
- If the aggression of the animal is unable to be mitigated and is so severe as to pose a significant danger even to the trained animal control staff, additional steps must be taken before euthanasia can be considered:
 - Multiple attempts must be made to contact the animal's owner, if known, to arrange for other sheltering.
 - Public messages must be released through Communications staff notifying the public of hold periods for the shelter.

- If the owner does not come to pick up the animal within a given time frame after the above attempts to contact/inform them, efforts must be made to transfer the animal to another shelter such as a behavior rehabilitation facility or breed specialist who would be willing to take it (behavior disclosed).
- A minimum of 2 veterinarians must examine the animal and determine that it meets the above criteria. All must sign the euthanasia order.
- Copies of the order must be kept for city records and presented to the owner should they come to claim the animal.

11. Animal diseases

Diseases that impact the animal population alone are known as animal diseases. Animal Diseases that cause disaster-level impacts outside of animal shelters are handled under the authority of the Department of Agriculture. Specific activities required for such situations will be developed and promulgated by that department.

The State Board of Animal Health (BAH) maintains procedures for dealing with animal disease outbreaks. Instances or suspected instances of certain diseases in animals should be reported to the BAH and/or the Department of Agriculture (see BAH reportable disease list). This list also includes contact information for reporting Foreign Animal Disease (diseases not found in US animal populations). The University of Minnesota has a Level III Biohazard Veterinary Diagnostic Laboratory that can be of assistance in diagnosing suspected disease in animals.

Animal Disease is also a concern for the disaster sheltering of companion animals. The security and other operational steps noted above are intended to mitigate this threat. In-shelter access to veterinary care will be the means of coping with animal disease outbreaks in animal shelters.

12. Zoonotic diseases

Diseases that are transmissible between animals and humans are known as zoonotic diseases. Zoonotic diseases can cause disease outbreaks in humans creating disaster level impacts. Such outbreaks fall under the authority of ESF 8 — Public Health and Medical Services.

Instances or suspected instances of human contact with a zoonotic disease should be reported to the Minnesota Department of Health Food-borne, Vector-borne, and Zoonotic Disease Unit and to the BAH and/or the Department of Agriculture (see BAH reportable disease list). The University of Minnesota has a Level III Biohazard Veterinary Diagnostic Laboratory that can be of assistance in diagnosing suspected disease in animals.

13. Destruction of Infected Animal Populations:

In some cases of either animal disease or zoonotic disease, destruction of the infected animal population to prevent spread of the disease is the only recourse, even though there can be serious economic and political/public issues involved. Destruction should be carried out in a humane fashion under strict disease control methods with direction and coordination of the BAH. Disposal of remains will be handled as required by the State of Minnesota.

14. Resources for general animal issues

- a. Cages and carriers may be available through local veterinary hospitals and kennels, local and national pet supply stores, and “big box”, retailers who may be willing to donate items. Food, leashes, bowls etc. may be donated via retailers such as Wal-Mart, Target, as well as pet related retailers etc.
- b. Animal Humane Society (AHS)
 - Shelter space (when space is available)
 - Shelter tents (large climate control capable tents)
 - Shelter workers
 - Volunteer management
 - Cages, crates, leashes etc. including temporary animal carriers (specialized cardboard boxes) for small animals
 - Livestock sheltering (moderate surge capacity depending on available space)
 - Mobile veterinary hospital trailers that can provide on-scene veterinary treatment
- c. Minnesota Animal Disaster Coalition (MNADC)
 - Assists with coordination of animals in disaster related resources, planning, and response. Available by calling the MN State Duty Officer (651-649-5451).
 - Multiple resource contacts throughout the State in a variety of animal related disaster activities
 - Animal Service Coordinators trained to work in EOCs.
- d. Animal Control Services

The City of Cottage Grove Public Safety Department has individuals assigned to animal control duties. Check with the ECRC.
- e. Veterinary Care
 - University of Minnesota (U of M) may be able to provide some limited sheltering (not of exotics), veterinary care, and veterinary volunteers.
 - Minnesota Veterinary Medical Reserve Corps (MNVMRC)
<https://www.mnvmrc.org/> is an all-hazard, all-emergencies volunteer responder program that provides veterinary support and assistance to communities which may be affected by local or regional emergencies/disasters. The MNVMRC is comprised of members of the veterinary profession including veterinarians, veterinary technicians, and veterinary assistants. Contact them at 320-249-4892 or coordinator.mnvmrc@gmail.com.
- f. Level III Diagnostic laboratory, chemical cremation, and animal disease diagnostic and necropsy services. Request through the State Veterinarian via the MN State Duty Officer (651-649-5451).
- g. Leatherdale Equine Center may be able to provide some short-term horse sheltering (paddocks and stalls) if space is available. Contact them at 612-625-6700 or lah@umn.edu.

- h. National Veterinary Response Teams (NVRTs) provide expert veterinary care, treating ill or injured pets, companion animals, service animals, working animals (including security animals), laboratory animals, and livestock impacted by natural and technological disasters, acts of terrorism, disease outbreaks, and during certain national special security events. An NVRT is a federal asset, part of the Office of the National Disaster Medical System. They have their own equipment, supply caches and mobile hospitals. Requests for an NVRT require State/Federal disaster declaration.
 - i. Wildlife and exotic animal resources
 - Minnesota Department of Natural Resources (DNR) 651-296-6157 or info.dnt@state.mn.us
 - Como Zoo: vets and staff can provide sheltering and care advice, particularly regarding exotic species. Will not shelter outside animals. Contact them at 651-487-8200.
 - The Minnesota Zoo is a potential source for advice on sheltering and care of exotic species. Will not shelter outside animals. Contact them at 952-431-9200.
 - The Raptor Center is a potential source for advice, rescue, veterinary care and sheltering of raptors/birds of prey (hawks, eagles, owls, etc.) at 1920 Fitch Ave., St. Paul, MN. Contact them at 612-624-4745 or raptor@umn.edu.
 - The Wildlife Rehabilitation Center of Minnesota is a potential source for advice, veterinary care and limited sheltering for wildlife and some exotic species. Does not rescue animals. Contact them at 651-486-9453.
 - j. Anoka County Emergency Management maintains a pet disaster relief trailer in cooperation with the Anoka County Minnesota Kennel Club. Contact them at 763-324-4740.
 - k. Minnesota State Fair has temporary mobile fence panels for livestock containment (requestor needs to provide transport for the panels). Contact them at 651-288-4400.
 - l. PetSmart Charities maintains Relief Wagons (53-foot semis preloaded with crates, leashes, tents, generators, and other emergency supplies). Contact them at emergencyrelief@petsmartcharities.org.
15. Policies and laws affecting and influencing plans and procedures of ESF 17 agencies:
- a. H.R. 3858 also known as the Pets Evacuation and Transportation Standards Act of 2006 (PETS Act), amends the Robert T. Stafford Act by requiring local emergency preparedness officials to plan for the provision of rescue, evacuation, sheltering, care, and essential needs of pets and service animals in their jurisdictions.
 - b. FEMA Disaster Assistance Policy 9523.19 identifies expenses that may be eligible for reimbursement for pet evacuation and sheltering activities by state and local governments.
 - c. Americans with Disabilities Act of 1990 includes requirements for allowing people with service animals and those service animals equal access to all areas of a facility open to other customers.

- d. MN Statute 345.75 ABANDONED TANGIBLE PERSONAL PROPERTY covers abandoned property (applicable by law to animals) hold periods and transfer of ownership notification requirements (adoption).
- e. MN Statute 346.54 NOTIFICATION OF OWNERS states that animal shelter personnel who receive animals shall check for identification on each animal, identify the owner by the identification whenever possible, and promptly notify the owner of the location of the animal by the most expedient means.
- f. MN Statute 346.39 DOGS AND CATS covers basic care requirements for cats and dogs including food, water, transportation, shelter size, sanitation, ventilation, exercise etc.
- g. MN Statute 343.29 EXPOSURE OF ANIMALS; DUTY OF OFFICERS allows any peace officer, animal control officer, or agent of the federation or county or district societies for the prevention of cruelty to remove, shelter, and care for any animal found to be exposed to cold, hot, or inclement weather or to be without adequate food or water (all possible situations for animals left behind or abandoned in a disaster area). Any animal so seized must be held for a minimum of 10 days after notice is attempted of its owners. The law also allows for humane euthanasia of such animals where the animal is suffering and beyond reasonable cure after being examined by a veterinarian.
- h. Various other state statutes cover animal cruelty laws, confiscation/seizure and disposition which are of particular relevance should parts of this ESF be activated to assist with a large animal seizure due to cases of hoarding, puppy mills, fighting rings etc.
- i. Local laws regarding animals will vary from municipality to municipality.

III. Financial Management

A. The ESF Coordinator or their designee is responsible for coordinating with the Cottage Grove Finance Department to manage expenses relevant to an event, emergency, or disaster.

B. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking expenditures. If a state or federally declared disaster exists, each responding agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support agencies will be documented by those agencies and submitted directly to the Cottage Grove Finance Department or their designee as soon as possible.

IV. References and Authorities

If Federal Coordinating Agencies become involved in any assistance during an event, emergency, or disaster, a Presidential declared disaster is generally required—which will be requested by the Governor's office through the Cabinet Secretary of the Department of Homeland Security. This process is described within FEMA publication P-682 National Response Framework. To obtain further information on Federal assistance, access FEMA publication P-683 Overview and Support Annexes.

Appendix A – Volunteer and Donations Management

A. Introduction

Purpose

The Volunteer and Donations Management Appendix describes processes and responsibilities for the most effective use of unaffiliated volunteers, unsolicited donated goods, and undesignated financial contributions that may be offered to help in the wake of a major event, emergency, or disaster.

Scope

This Appendix applies to the management of the unaffiliated volunteers, unsolicited donated goods and undesignated financial contributions in all levels and types of disasters. In most smaller scale events, quantities of donations of unsolicited goods, undesignated financial contributions, and/or unaffiliated volunteers will be minor. In these cases, local VOAD agencies will be able to manage the situation using their own standard resources.

This Appendix provides guidance on the local and county role in supporting the management of masses of unaffiliated volunteers and unsolicited donated goods. (Any reference to volunteer services and donated goods in this Appendix refers to unaffiliated volunteer services and unsolicited goods, unless otherwise stated.) This guidance applies to all agencies and organizations with direct and indirect volunteer and/or donations responsibilities under the City of Cottage Grove AHP.

In large-scale disasters, donations and volunteers can be a much larger issue that can quickly overwhelm response operations. Disaster organizations often face great difficulties in receiving, storing, securing, sorting, transporting, distributing, and tracking donated goods and services. An efficient and effective donations and volunteer management system will help mitigate those issues and other potential issues with political and public response to the processing and utilization of donations and volunteer labor. In situations where the numbers (or volume) of donations and/or unsolicited and unaffiliated volunteers exceeds the standard operating ability of emergency services in City of Cottage Grove, the donations and volunteer management system outlined in this Appendix should be implemented.

- Donated goods which are *solicited* by a relief organization are the responsibility of that organization. They will make arrangements for receiving, storing, distributing and disposing of such items.
- Volunteers who are *affiliated* with a disaster response organization will be managed by leadership from the organization they work with. The organization they are affiliated with is responsible for the management, support, and overall welfare of affiliated volunteers during their assignments. Affiliated volunteers should be sent to their own organization's on-scene leadership for assignment, guidance, and support.
- Financial contributions *designated* for a particular organization are the responsibility of that organization. They will receive, account for, and distribute undesignated financial contributions received according to their own agency policies. The best way for the public to assist during disasters is to offer financial contributions directly to voluntary organizations that are assisting those affected by disaster.

Situation

Many of the major local media outlets have locations in or near Washington County, which means that local and national media coverage of a major event, emergency, or disaster in Cottage Grove could potentially be swift and extensive. Local, regional, statewide, and even national sympathy as a result of that media coverage may elicit unsolicited donated goods, undesignated financial contribution, or unaffiliated volunteer response in a short time frame after the initiating disaster.

VOAD partners and some of the community groups in the county and surrounding areas have strong capabilities and experience in donations and volunteer management. Government agencies will rely on this experience and on those agencies and other partners to perform the major operations functions of this Appendix. The City, and/or affected jurisdictions will provide coordination of the activities and policies and particularly the prioritization of the allocation of available resources.

A united and cooperative effort by local, state, and federal agencies—along with public, private and donor communities—is necessary for the successful management of unsolicited donated goods, unaffiliated disaster volunteers, and undesignated monetary offers during times of emergencies or disaster. This plan outlines a system for managing these offers and applying them in an effective and efficient manner to assist those affected by disaster with their recovery efforts.

Assumptions

- The National Incident Management System (NIMS) is used for all emergencies.
- In the event of a disaster, local government and voluntary agencies will collaborate to receive, manage, and distribute unsolicited donated goods, undesignated financial contributions and manage offers of assistance from unaffiliated volunteers.
- The operating ability of agencies normally responsible for donations and volunteer management may be adversely affected by disaster conditions, reducing their capability to work at normal capacity.
- The volume of donations and volunteers may be beyond operating capacity of agencies charged with volunteer and donations management.
- Unsolicited donated goods may arrive without warning and without proper packaging and/or labeling.
 - Drivers of vehicles carrying unsolicited goods may not expect or come equipped to unload their own goods and may not have good records, if any, of the items they are transporting.
 - Commercial carriers may expect quick unloads due to their schedules.
- Trucks will need ample space to operate their vehicles at drop-off locations.
- On-scene management, just-in-time training, orientation, and support resources may be required to properly coordinate volunteer efforts.
- There may be financial contributions to assist disaster victims, without designation of a specific agency to manage/distribute them.
 - A fund management/distribution system will need to be established to receive, account for, and distribute these undesignated financial contributions.

- Some unsolicited donations may come with conditions (such as going only to specific types of victims) or may only be made to appear like donations at first glance. A donor may expect repayment, publicity, or a tax write-off. Some could be illegal, fraudulent, or an attempt to take advantage of victims or responding/affected agencies or jurisdictions.
- Unaffiliated volunteers may be unprepared for or unaware of the conditions they will working in or have unreasonable expectations of the services and resources that they will be provided by the response system during their service.

B. Concept of Operations

Municipal

The goal of volunteer and donations management is to efficiently and effectively support the affected jurisdiction in close collaboration with the voluntary organizations/agencies in order to manage the overall influx of offers of goods and services to the Federal Government, States, tribes, local governments, voluntary agencies, and other organizations before, during, and after an incident.

The Federal Government encourages State, tribal, and local governments to coordinate with voluntary agencies, community and faith-based organizations, volunteer centers, and private-sector organizations through local Citizen Corps Councils and local VOADs to participate in preparedness activities including planning, establishing appropriate roles and responsibilities, training, and exercising.

Full use of existing volunteer and donations management resources at the local level is encouraged before seeking assistance of the State or Federal government.

State

- State of Minnesota Donations and Volunteer Management Plan (Guidance document to MN Emergency Operations Plan (MEOP) Annex N: Resource Management)
- MNWALK Checklist—Volunteer and Donations Management requirements for local Emergency Operations Plans
- Minnesota Statutes, Chapter 12, Emergency Management
- Minnesota Statutes, 604A.01, Good Samaritan Law

Federal

National Response Framework (NRF) Volunteer and Donations Management Support Annex. This directive specifies that Volunteer and Donations Management is a local function in coordination with VOADs.

Organization

EOC Organization

Volunteer and Donations Management is a function of the Logistics Section. Once Appendix A is activated, a Volunteer and Donations Coordinator will be identified and will report to the incident EOC and be supervised by the EOC Logistics Section Chief. The Volunteer and Donations Coordinator will work with any liaisons in the EOC/Incident

Command Posts and liaisons from voluntary agencies participating in Appendix A functions. The Volunteer and Donations Coordinator may assign assistants as needed.

When the situation warrants, a Volunteer and Donations Coordination Branch can be established to coordinate the efforts of unaffiliated disaster volunteers and manage the flow of unsolicited goods to the area. The Volunteer and Donations Coordinator will serve as the Volunteer and Donations Coordination Branch Director and will be assigned by the EOC Logistics Section Chief to manage the overall operation.

The following functions should be considered by the Branch Director and can be organized into the suggested Groups as the situation dictates:

- Unsolicited Donated Goods/Undesignated Financial Contributions Group – to manage the flow of unsolicited donated goods and undesignated financial contributions to clients and to disaster relief organizations during times of disaster. The Group will be led by an Unsolicited Donated Goods/ Group Supervisor.
- Unaffiliated Volunteer Group – to coordinate and manage the efforts of unaffiliated volunteers who offer to help in the wake of disasters or emergencies. The Unaffiliated Volunteer Group will be led by an Unaffiliated Volunteer Group Supervisor.
- Data Management Group - to establish and operate data management, collection, and dissemination systems required to properly manage the volunteer and donation management effort. The Data Management Group will be led by a Data Group Supervisor.
- Transportation Group – to provide means to move unaffiliated volunteers and unsolicited donated goods between volunteer/donations management facilities and other work sites. The Transportation Group will be led by a Transportation Group Supervisor

Direction and Control

Municipal

- Municipalities involved with the incident will maintain their local jurisdictional control.
- When the City is requested to assist an affected municipality or if the City activates on its own due to the situation, the City and the affected municipalities will coordinate on any volunteer and/or donations management efforts.
- If activated, the Volunteer and Donations Coordinator will be the contact person for these issues.
- It is recommended that municipalities assign a Volunteer and Donations Coordinator in their EOC to coordinate volunteer and donations issues, make decision for their jurisdiction with the agencies providing those services, and allocate their jurisdiction's resources as appropriate for those efforts.

State

The City will ensure that it coordinates its efforts with any participating state agencies and the State EOC when those agencies are activated for an incident involving the City of Cottage Grove.

Federal

The City will ensure that it coordinates its efforts with any participating federal agencies and federal multiagency coordination centers when those agencies are activated for an incident involving the City of Cottage Grove.

Disaster Intelligence

Disaster intelligence in volunteer and donations management situations will vary depending on the disaster, but it may include the types and quantities of unsolicited donated goods and undesignated financial contributions, how those items were used or distributed, number and work assignments of unsolicited volunteers, and facilities involved.

Jurisdictions participating in the incident will share all critical information related to the response. Incident specific methods for information sharing will be determined by and coordinated through the Volunteer and Donations Coordinator, the Logistics Section Chief, and the PIO to ensure that the information reaches all necessary participants in Appendix A activities and that procedures are followed for the sharing of any sensitive or security intelligence.

Legal advice relating to the implementation of Appendix A shall be provided by the Cottage Grove City Administration. Contact should be made with the staff member(s) assigned by the Cottage Grove City Administration to provide legal advice to Emergency Management Services and City Departments during the course of an event, emergency, or disaster within or affecting City of Cottage Grove.

Operational Procedures

Activation Protocol

This Appendix may be activated by the Incident Commander, City Administrator, Emergency Manager, or their designee when any of the following situations occur or are pending:

- Local voluntary agencies or Public Safety telecommunicators indicate to the EOC or to the Incident Commander that they are being overwhelmed with offers of donated goods or unaffiliated volunteers in the wake of a major event, emergency, or disaster.
- Media coverage of local disaster response efforts appears likely to generate an influx of donated goods, unaffiliated volunteers, or undesignated financial contributions.
- Upon the recommendation of the Incident Commander, EOC Director, Logistics, or Planning Section Chiefs.

Activation and Notification Actions

Appendix A may be partially or fully activated, depending upon the needs of the event, emergency, or disaster response operation.

- Assistance from the State Volunteer and Donations Coordinating Branch will be requested through the MN State Duty Officer when local officials determine that their donations/volunteer management resources are about to be exhausted or overwhelmed.

- Within a reasonable time of the activation of this Appendix, the City of Cottage Grove Emergency Manager or their designee will notify the following people/groups of its activation and instruct them of any initial actions they need to take under the conditions present at that time:
 - MNVOAD Coordinator
 - County Human Services Director or their designee

Volunteer and Donations Management Facilities

Depending upon the need, the following types of donated goods and volunteer coordination sites may be established to support donations or volunteer management efforts.

- **Donations Reception Centers** – where donated goods are initially brought to be categorized, received, sorted, and processed to make them ready for distribution or warehousing. Critically needed donated goods will be sent directly to distribution centers to be given out and other items will be sent to warehouses for storage until they are needed.
- **Warehouses** – where goods that will be needed in the future but are not currently needed are stored. Warehouses should not be located in the disaster area. Goods stored in the warehouse will not be distributed directly to disaster clients, but will be sent, when required, to Distribution Centers to be given out to those in need.
- **Distribution Centers** – located in close proximity to disaster clients (but in safe areas). Distribution centers are where disaster clients may get emergency relief supplies.
 - Distribution centers are stocked directly from donated goods processing facilities (for critically needed supplies) and from warehouses (for other goods, as needs dictate).
- **Volunteer Coordination/Reception Centers** – where unaffiliated volunteers are directed to be registered, credentialed, provided training and orientation, assigned to work crews, and transported to work sites. See the Unaffiliated Volunteer Management section for information on services and procedures at Volunteer Reception Centers.

Donations and Volunteer Offer Processing

- Any City Staff and volunteers assisting on a donations and volunteer offer hot-lines will receive just-in-time training before beginning their shift from a hot-line supervisor on the policies, procedures, and forms they will be using as outlined in this plan.
- Public information/media releases will be used to mitigate unsolicited goods, undesignated financial contributions, and unaffiliated volunteers. All messaging will be coordinated with the PIO and the Incident Commander.
- Unaffiliated volunteers will be strongly encouraged to affiliate with established VOADs prior to responding to the disaster area.
- The City of Cottage Grove will strongly encourage potential donors of goods or financial contributions to donate directly to a voluntary organization.

- The City of Cottage Grove will not favor any group or agency. No attempts will be made by anyone involved in the implementation of this plan to solicit donations from any specific organization.
- Donors will be encouraged to donate money to participating voluntary organizations in lieu of goods whenever possible. Financial contributions prevent the need for additional disaster infrastructure and personnel to process donated goods as well as problems associated with unneeded and/or unusable goods. VOADS can use funds to purchase any needed goods from local vendors thus helping to support the disaster affected local economy. VOADS can also use money to provide vouchers etc. to disaster clients, allowing clients some choice in the clothes etc. they buy to replace lost items.
 - If donors insist upon donating unsolicited goods, additional emphasis should be placed on encouraging the donor to do so to a voluntary organization in their own area. By donating to their local voluntary organization rather than transporting their goods to the agencies directly participating in the disaster response, the volume of items, related paperwork, and man-hours required to deal with those goods in the disaster affected area is greatly reduced. Goods donated to volunteer organizations still help the disaster effort by replenishing the system wide resources of assisting organizations so they can continue to provide their services to the disaster response.
 - **Donated Goods Packaging:** Donors will be instructed to properly package all goods and label any containers with their contents, as well as provide a detailed itemized list of goods donated. Whenever possible, donors will be encouraged to palletize their packages (place them on sturdy wooden pallets capable of being handled by a fork lift, and secure them together with shipping cling wrap).
 - **Spoiled goods:** Donors will be informed that there is no guarantee that donations of perishable goods can be processed and distributed before they spoil. Spoiled goods arriving at donations reception centers will not be distributed and will be disposed of. If the donor still wishes to donate perishable goods, they should be encouraged to make sure the spoil date is as far in the future as possible (not to donate goods near their expiration date). Every effort will be made to find appropriate storage facilities to preserve the goods as long as needed for them to be processed and useful, but cold storage may not be available.

Unaffiliated Volunteer Management

Registration and Credentialing

- All unaffiliated volunteers participating in the official response or recovery must be registered with the City. All volunteers will sign a waiver (attached at the end of this Appendix) and will be given event credentials which they are required to wear.
- Affiliated volunteers arriving to register will be directed to their agency's check in area. They do not need to go through the lines and registration process with unaffiliated volunteers.
 - Field unit leaders etc. of volunteer agencies participating in the disaster must check in with the EOC and receive credentials for their volunteers.

- Public messaging coordinated through the PIO, registration screening, and pre-activation safety briefings will be used to manage the numbers, skills vs. needed tasks, and personal preparation of unaffiliated volunteers.

Screening

- Unaffiliated Volunteers registering with the City will be screened before being assigned to a disaster task.
 - Volunteers wishing to work in debris cleanup or similar hazardous areas must wear long pants, have work gloves, and sturdy closed-toed shoes (no sandals, flip flops etc.). Eye protection and dust masks are recommended. Volunteers not meeting these criteria will be reassigned to other tasks or turned away.
 - Volunteers who will be handling objects over 30 lbs. (handling donations boxes, sand bagging, debris processing, etc.) must be able to physically lift that weight multiple times and have sturdy closed toed shoes. Volunteers not meeting these criteria will be reassigned to other tasks or turned away.
 - Volunteers under 18 years old must be supervised by a relative or responsible party (i.e. Boy Scout Troop Leader, Coach etc.) at all times. Volunteers not meeting these criteria will be turned away.
- Volunteers will be provided a safety briefing prior to leaving the volunteer reception center for their work assignments.
 - If necessary, just-in-time training will also be provided.
- Upon returning to the volunteer reception center after their shifts, volunteers will be signed out. This process will include a thank you and a brief post-shift safety briefing to ensure that the volunteer has not been injured during their shift.

Services for Volunteers

General

- In general, local government agencies will not provide volunteers with lodging or personal protective equipment (such as dust masks, work gloves, etc.). Volunteers should expect to provide their own lodging and work equipment.
- Mass feeding stations for responders may be opened to volunteers at the discretion of the agency operating the Volunteer and Donations Section.
- Volunteers are able to accept donations of food, PPE items etc. that are specifically offered to them by a donor (i.e. if a local hardware store donates work gloves for the response effort they may be offered to and accepted by volunteers), or if a property owner being aided by volunteers provides them with water etc. they may accept.
- Every effort will be made to provide the volunteers with hydration, breaks, and access to sanitation facilities while on scene.
- Whenever available, additional services including feeding, Critical Incident Stress Management, and First Aid will be made available at volunteer reception centers.

Volunteer Conduct

Volunteers must obey all applicable local laws including regulations regarding trespassing and looting. Volunteers found to be in violation of any laws or local ordinances or any policy of this Appendix may be removed from service.

Private Property

Laws regarding the use of government volunteers on private property will vary depending on the jurisdiction. The jurisdiction may choose to have property owners register to have volunteers come and assist them with a particular disaster recovery task at an agreed upon time. Otherwise, volunteers may be prohibited from entering and working on private property.

Donations

Unsolicited Goods

Unsolicited goods will be processed using the policies and procedures of the agency coordinating that task.

Goods that the City is unable to use may be donated to non-profit organizations that have a need for such items or distributed among City programs as needed for their use in providing their services. Items that are spoiled, expired, damaged, or defective will be disposed of in the proper manner for their materials.

Disposal: The City of Cottage Grove will work with local and state agencies for the proper disposal of waste related to donated goods.

Undesignated Financial Contributions

Every effort will be made to encourage persons and organizations wishing to donate money to do so through a recognized VOAD of their choice.

Inquiries into financial contributions to disaster relief organizations will be directed to that organization.

Any organization involved in the response to a disaster affecting the City of Cottage Grove that accepts financial contributions will do so under their own internal policies.

The first priority for financial contributions given to the jurisdiction itself will be used to set up a long-term recovery fund and administered by a Long-Term Recovery Committee (see ESF 14 – Long-Term Community Recovery).

C. Resources

Volunteer organizations can help with

- Donated Goods Management
- Unaffiliated Volunteer Management
- Undesignated Financial Contributions Managers
- Transportation of Goods
- Volunteer Coordination Supplies

- Volunteer registration system
- Volunteer identification/credentialing system
- Food and Refreshments (Salvation Army)
- Basic First Aid and Medical Screening for Volunteers (American Red Cross)
- Volunteer offer hot lines (United Way 2-1-1 Call Center; Dial: 211 or 1-800-543-7709 www.211unitedway.org)

Minnesota Voluntary Organizations Active in Disaster (MNVOAD) is a state level, nonprofit, nonpartisan membership organization comprised of over 35 volunteer agencies that engage in disaster relief efforts. Members include the American Red Cross (Minnesota and Dakotas Region), Headwaters Relief Organization, Hennepin County Public Health Department, Lutheran Social Services of Minnesota, The Salvation Army Northern Division, Minnesota-Wisconsin Baptist Convention, United Methodist Committee on Relief, Minnesota Department of Health, St Vincent de Paul, Catholic Charities Diocese of New Ulm, and United Way 211.

To request MNVOAD or Individual Member Organizations in times of disaster, choose one of the following options:

1. Call the MN State Duty Officer (651-649-5451 or 1-800-422-0798)
2. Make the request to the MNVOAD Desk at the SEOC, if activated
3. Contact MNVOAD leadership: <https://mnvoad.wildapricot.org/Contact>
4. Ask a member voluntary agency already on the ground in the community

Resources available from MNVOAD members (this list is not all inclusive):

Advocacy	Donations Management	Organizational Mentoring
Animal Assistance/Shelter/Care	Elder Care	Power/Pressure Washing
Blankets	Emergency Financial Assistance	Rebuilding
Case Management	Emergency Repairs	Sandbagging
Chain Sawing	Emergency Supplies	Sanitization
Childcare/Counseling	Emotional/Spiritual Care	Search and Rescue
Clean-up	Equipment	Short-term Econ Development
Communications	Financial Services	Shower/Laundry
Community Outreach	Fiscal Agent Long-Term Recovery	Support for Responders
Community Unmet Needs Assessment	Funeral Services	Technical Assistance
Construction Estimating	Gutting	Therapy Animals
Coordination of Services	Information	Translation Services
Counseling	Listening/Referral	Transportation
Credit Counseling	Long-Term Recovery	Volunteer Services/Coordination
Critical Incident Stress Debriefing	Mass Care	Volunteer Reception
Damage Assessment	Mass Feeding (Fixed)	Warehousing
Debris Removal	Mass Feeding (Mobile)	
Distribution of Goods	Mass Sheltering	
Disaster Education & Planning	Mental Health Crisis Counseling	
Disaster Health Services	Muck out	
Disaster Welfare Inquiry	Organizational Capacity Planning	

Volunteer Liability Waiver and Agreement

By signing below, I, the volunteer (or volunteer's legal guardian), acknowledge that entry into this agreement ("Agreement") is in consideration of my participation as a volunteer, and confirm my understanding and agreement to the following:

Policies and Safety Rules

I will comply with the City of Cottage Grove ("City") volunteer policies, safety rules, conduct expectations, and other directions. I understand that the City does not tolerate bullying, harassment, or violence of any kind. I understand that noncompliance may result in termination of my participation as a volunteer and that the City may terminate my volunteer status at any time, for any reason.

Risks Associated with Volunteering

I understand and acknowledge that there are risks associated with volunteering for the City, including the risk of injury, illness, death, and property damage or loss, and that risks may arise from my own actions or from the actions of others. With such information and awareness, and with the recognition that other factors may create additional risks, I knowingly, freely, and voluntarily agree to engage in volunteer activities for the City and accept the risks of any injury, death, property damage or loss, financial obligations, and all other injuries and other consequences, whether known or unknown, that may result, directly or indirectly, from my participation as a volunteer.

Waiver and Release of Claims

I release and forever discharge and hold harmless the City and its directors, officers, agents, employees, successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may later accrue from my participation as a volunteer with the City, including claims arising out of negligence. I understand and acknowledge that this release discharges the City from any liability or claim that I may have against the City with respect to bodily injury, personal injury, illness, death, or property damage or loss that may result from providing volunteer services to the City.

Medical Care Consent and Waiver

I authorize the City to provide me with first aid and to arrange medical assistance and transportation if I am injured while volunteering and hereby release and forever discharge the City from any claim whatsoever which arises or may hereafter arise on account of any first aid treatment or other medical services rendered in connection with a medical emergency during my participation as a volunteer with the City. I also understand that I am solely responsible for any costs related to my medical treatment and transport, and that the City does not provide health, medical, disability or other insurance coverage or benefits of any nature in the event of my injury, illness, death or damage to personal property.

Photographic Release

I grant and convey to the City all right, title, and interests in any and all photographs, images, video or audio recordings of me or my likeness or voice made by the City in connection with my participation in volunteer activities with the City, including but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

General Provisions

I expressly agree that this Agreement is intended to be as broad, inclusive, and binding to the fullest extent permitted by the laws of the State of Minnesota, and that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. I agree that in the event that any clause or provision of this Agreement is deemed invalid, the enforceability of the remaining provisions of this Agreement shall not be affected. I understand that as a volunteer, I am not an employee of the City, I will not be paid for my participation, and I am not covered by or eligible for any City insurance, health care, worker's compensation, or other benefits. This Agreement shall be subject to and comply with the requirements of the Minnesota Government Data Practices Act.

☐ I affirm that I am of legal age and able to sign on my own behalf and am freely signing this Agreement. I have read this Agreement and fully understand that by signing this Agreement, I am giving up certain legal rights and remedies that may be available to me and to other persons.

☐ I affirm that I am the parent or guardian of the participant and am freely signing this document on their behalf. I certify that I have the authority to sign on behalf of the participant and to make decisions for the participant regarding volunteering. I have read this Agreement and fully understand that by signing this Agreement, I am giving up certain legal rights and remedies that may be available to the participant, to me, and to other persons.

Signature (of parent/guardian, if applicable)

Participant Name (if parent/guardian signs)

Print Name

Date

Emergency Contact Name

Emergency Contact Phone Number

Appendix B – Medical Examiner Mass Fatality Plan

A. Introduction

Purpose

To provide Medical Examiner services in the event of a mass fatality incident occurring within the City of Cottage Grove. A mass fatality incident is defined as a situation involving multiple deaths, which overwhelms the routine daily capability of the Medical Examiner's office. These services will include death scene investigation, body recovery, identification of deceased individuals, inventory of personal belongings of deceased persons, examination as to cause and manner of death, and storage of bodies until family members are contacted and disposition of remains are made to funeral homes.

B. Concept of Operations

Organization

The Medical Examiner will carry out their mission with existing staff members who will be augmented as necessary by public safety agencies and possibly a DMORT (Disaster Mortuary Operational Response Team).

The mission of the Medical Examiner will be similar to their normal daily mission, but greatly expanded to accommodate the scope of the mass fatality incident. Staff will be organized to maintain normal daily caseloads as well as being augmented to handle the mass fatality caseload by volunteer and/or professional personnel.

Responsibilities

General Policy

The Medical Examiner will coordinate with the City of Cottage Grove's Public Safety Department to assure cooperation between our agency and other public safety agencies, such as Fire, Police, EMS, Public Health, state and federal agencies, and organizations such as the American Red Cross. Cooperation and division of labor among these various agencies will assure effective delivery of services.

Staff Call-Out Procedures

The on-duty Medical Examiner Investigator will, upon notification of a mass fatality situation, make calls to the Chief Medical Examiner and the Chief Investigator, informing them of the situation. The Chief Investigator will then contact the ranking law enforcement personnel at the scene of the mass fatality to determine the time frame in which Medical Examiner personnel needs to respond to the scene, the preliminary information (environmental hazards, etc.) and the estimated number of deceased people. This time frame will vary according to the situation. In the case of a terrorist or criminal action, federal and local law enforcement may need to secure and process the scene for evidence following removal of injured persons and prior to Medical Examiner personnel arriving at the scene.

Once Medical Examiner personnel response time is determined, the Chief Investigator will have the necessary personnel called into the office to assign division of labor, entry point for access into the scene, and gathering of equipment needed at the scene. The Chief Medical Examiner, Assistant Medical Examiners, and the Chief Investigator will also plan operations, coordinate with other agencies, and organize a working schedule in order to keep the operation running smoothly and avoid employee's becoming overstressed.

Equipment

Initially, the office will utilize supplies and equipment from existing inventories. Currently, supplies such as body bags and gloves are purchased in large volumes to save expenses. As a result, the office usually has enough supplies to accommodate multiple fatalities.

The Medical Examiner, supported by Assistant Medical Examiners and the Chief Investigator, will determine the possible need for locating and setting up a temporary morgue facility. The necessity of a temporary morgue may be the result of a chemical or biological attack in which case transporting bodies might cause further contamination. A decontamination procedure and site may have to be attached to a temporary morgue at or near the scene of the disaster.

In the event a temporary morgue needs to be placed near the scene of the disaster site, the City of Cottage Grove Administration and/or Emergency Manager will coordinate with the Medical Examiner regarding the logistics of the temporary morgue facility.

Transportation

In the event of a mortuary surge, refrigerated semi-trailers can be utilized to transport bodies from the scene to the Medical Examiner office where they can be stored pending processing and autopsy. These trailers can be modified with shelving to hold bodies. If it is determined that a temporary morgue facility needs to be constructed at the scene, refrigerated trailers can be used at the site of the temporary morgue to store the bodies as they are processed, autopsied, and released to funeral homes.

Command and Control

The Chief Medical Examiner will exercise control and the chain of command will flow downward to Assistant Medical Examiners, as well as to the Chief Investigator.

Medical Examiner services will be provided at the Medical Examiner's office and/or at a temporary morgue facility, depending on the nature and scope of the disaster situation and the number of deceased individuals.

Emergency Plan of Operations

Notification

The investigator receiving the initial call reporting the incident will first confirm that the call is legitimate then will collect the following information:

- Type of incident and the location.
- Estimated or suspected number of fatalities.
- Presence or suspicion of radiological, chemical, biological or environmental hazards.
- Where and when Medical Examiner personnel will need to respond to the scene.

Upon notification of a mass fatality incident, the Chief Investigator will notify the Medical Examiner and Assistant Medical Examiners. The Chief Investigator will immediately establish contact with Incident Command, the Emergency Management Director, the Director of Public Safety, and/or any other first responder teams as necessary. Depending on how soon Medical Examiner personnel need to respond to the scene, the Chief Investigator may call in additional staff as well as coordinate with the Director of Public

Safety for additional law enforcement staff to augment Medical Examiner staff for scene security.

Initial Scene Evaluation

An initial scene visit will be made by a team from the Medical Examiner's office to evaluate tactical issues such as entry and exit paths into the scene area, number of fatalities, coordination with federal and/or local law enforcement for evidence and body collection, condition of the bodies in relation to contamination, and preliminary planning for body recovery, documentation, and transportation. Scene photos will be taken of an overview of the disaster scene, as well as entry and exit avenues to familiarize the Medical Examiner staff with the situation they will be facing.

Release of Information

Release of information to the press will most likely be accomplished through a Joint Information Center, with direct input from the Chief Medical Examiner and the Chief Investigator.

National and local media may be very aggressively seeking information from a number of sources, including the incident PIO and/or the Medical Examiner. Information initially released, such as identification of deceased individuals, should be coordinated with and approved by the Chief Medical Examiner or their designee.

Recovery of Bodies

The Chief Medical Examiner will determine (based on information gained in an initial meeting with coordinating agencies) the method of recovery: either grid pattern or random pattern.

The basic Medical Examiner team (to be augmented by law enforcement for evidence collection as necessary) will consist of an Assistant Medical Examiner, a Medical Examiner Investigator, and personnel from the livery service who holds the contract with the Medical Examiner's Office.

Some of the items needed will include but not be limited to:

Digital camera, GPS device for recording location of body, clipboard with recovery forms, protective clothing, respirators if needed, disaster-strength latex gloves, stakes, waterproof markers to label body bags, weather-proof identification tags, and body bags with portable stretcher. One or more laptop computers should be accessible at the scene to download scene photos of each body with a Medical Examiner number assigned.

Each body will be photographed in place and a GPS reading will be taken. Any loose personal belongings should be noted for recovery later since verifying ownership should happen at an organized setting rather than haphazardly placed with individual bodies.

Each body will have a waterproof tag attached to the clothed body with an assigned Medical Examiner number and the initials of two of the Medical Examiner staff. The body recovery forms should be placed inside the body bag within a sealed plastic bag, which will allow for a brief description of the remains and the GPS reading, as well as any other pertinent information. The number will also be written on the inside and outside of the body bag with a waterproof marker. Any personal effects on the body (jewelry, eyeglasses, etc.) or in the clothing (wallets, etc.) will remain with the body in the body bag until individual body processing.

Storage and Transportation

Depending on the number of deceased victims, one or more refrigerated semi-trailers may be present at the scene to either store (if a temporary morgue site is utilized at the scene) or transport the bodies to the Ramsey County Medical Examiner's Office. As each body is brought to the trailer, the time, date, initials of stretcher bearers and Emergency Medical Examiner number should be recorded into a log attached to the inside entry of the trailer. This log should also reflect the GPS location reading for each body, and a separate copy made and placed in a secure location so that there are three copies of the data, in the body bag, in the trailer, and in a separate administrative location, such as the Medical Examiner office.

Processing

To streamline the work effort and to avoid potential loss of personal effects, processing will take place on the autopsy table just prior to the autopsy start time. Processing will proceed per the Medical Examiner's protocol and may include the following as needed:

1. Full body photo and face photo for ID/evidence.
2. Clothing and effects be listed on a form, with two M.E. staff initialing the duplicate forms, one copy to the M.E. files in office.
3. Clothing removed and placed in a bag.
4. Photos will be taken throughout the autopsy per normal autopsy protocol.
5. GSR or trace evidence collection taken.
6. X-rays taken as directed by the pathologist, to include dental x-rays.
7. Autopsy/External examination and toxicology samples taken per protocol.
8. Anthropology exam as dictated by condition of body per pathologist.
9. Fingerprinting of all bodies at the end of the examination.
10. DNA blood samples will be retained if necessary for identification.

Release of Bodies to Funeral Homes

The autopsy/external examination, identification of the remains and notification to next-of-kin must be completed before the body is released to a funeral home or the name of the deceased is released to the public. A coordinator will be assigned to confirm that all safeguards are in place and identity is correct before the body is legally signed over and released to a licensed funeral director.

Appendix C – Evacuation, Shelter-in-Place, and Re-Entry

A. Introduction

Purpose

The purpose of this Appendix to the City of Cottage Grove AHP is to outline how community protective actions specific to shelter-in-place, evacuation, and re-entry related issues are managed in the City of Cottage Grove during a major event, emergency or disaster. This Appendix includes policies and guidance to help officials with the decision to shelter-in-place or evacuate and general procedures to guide such operations.

Scope

Small-area evacuations are often ordered and conducted by a local municipality's fire and or law enforcement agencies. These short-term events are "routine" and are not covered by this Appendix.

This Appendix addresses shelter-in-place, evacuation, and re-entry related issues under all-hazard emergency and disaster conditions. Policies and procedures herein can be applied to shelter-in-place or evacuation situations ranging from highly localized small-scale events to catastrophic disasters affecting the entire City of Cottage Grove jurisdiction. Mass care related to either shelter-in-place or evacuation situations are covered in ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services. The evacuation and care of companion animals in disasters is covered in ESF 17 – Animal Services.

Situation

Despite the urban nature and population density of the county, sheltering-in-place is an appropriate and recommended protective action for most hazards. Hazards in this region are also sudden in nature with little to no prior warning, making large-scale and/or pre-event evacuations extremely unlikely. This also makes certain pre-planning steps such as the pre-designation of evacuation routes and pre-designated traffic contraflow inappropriate due to the unpredictable nature of the threat or hazard and what location and direction of travel is best suited for evacuating at that time.

Note: There are no plans to use contraflow on Highway 61 within the City of Cottage Grove for evacuations.

Severe weather such as tornadoes and/or blizzards are not uncommon in Minnesota and can prompt short-term sheltering-in-place recommendations. Many residents are familiar with and practiced in these procedures. Such short-term, relatively common events can be managed by municipal and county public safety using their standard operating procedures and internal capabilities.

The City of Cottage Grove does face some potential hazard situations where either longer-term sheltering-in-place or larger-scale evacuations exceeding local capabilities would trigger the activation of this appendix. These low probability but high impact events include a pandemic, flooding, hazardous materials release, utility disruption, radiological release, and potential acts of terrorism using biological or chemical agents.

Assumptions

This Appendix addresses probable evacuation scenarios based on the City of Cottage Grove's Threat and Hazard Identification and Risk Assessment. Neither the City of Cottage Grove nor the State of Minnesota have a mandatory evacuation law. Therefore, while the County or State (Governor) may issue an evacuation "order" for the County, citizen compliance is voluntary. Therefore, we anticipate that some portion of the public will refuse the order and additional efforts will need to be made convince them of the need to evacuate for their own safety.

- Citizens who choose to ignore an evacuation order take the risk of being without law enforcement, fire, medical, and other life sustaining services for a prolonged time.
- Due to our climate, most homes and facilities in the county are highly "weather-tight" and many residents are used to sheltering in their homes during severe summer weather or for extended periods of self-sufficiency due to winter storms reducing travel and some services. This reinforces the use of sheltering-in-place as the recommended protective action in most scenarios.
- Residents of the City of Cottage Grove, as well as commuting workers in the county, have personal responsibility to prepare themselves and their households for emergencies including sheltering-in-place and evacuations.
- Residents should be able to care for themselves during a shelter-in-place event for at least the first 24 to 72 hours and should have at least a week's worth of food in their home as well as necessities to meet their other basic needs for that time period.
 - Residents who are able to care for their basic needs during this period will be expected and instructed to do so, allowing the County to concentrate its resources on populations that require additional care services.
- Populations sheltering-in-place should have access to most, if not all, basic needs services, such as utilities and access to media broadcasts.
- Populations sheltering-in-place should have access to common supplies and systems necessary to accomplish protective actions to control their environment as instructed by officials at the time.
- Most residents have their own personal transportation that they can rely on in an evacuation, and/or are able to travel on "foot" to an evacuation pick up site.
 - Transportation dependent populations, if able, should be responsible for making plans with friends, family, and/or neighbors for evacuation transportation assistance as part of their personal/household preparedness plans.
 - Local and regional mass transit services will be available in numbers appropriate to the evacuation need to assist with on-foot evacuations and the movement of people who require transportation assistance to evacuate at the time of the incident.
- In the event of an evacuation, people will take their animals with them whenever possible. The City has the ability to transport and/or shelter a limited number of companion animals (see ESF 17 – Animal Services for guidance on these issues).

- Private facilities with transportation-dependent populations (including schools, nursing homes, etc.) have a duty to maintain their own evacuation facility plans and will utilize the transportation assets from those plans to evacuate their populations. The City will assist them as necessary for any resources needed and available beyond what their plans supply.
- Large-scale, multi-jurisdictional evacuations are highly unlikely. Therefore, regional and statewide mutual aid may be required to supplement City resources.
- Shelter-in-place and evacuation activities will be conducted in accordance with the National Incident Management System (NIMS).
- In evacuation scenarios, there may be enough time to establish and operate:
 - hotlines for the public to request evacuation transportation assistance, and
 - evacuation transportation systems outlined in this Appendix to provide necessary transportation assistance.
- Public warning and notification systems will be used to warn most of the public of the event and instruct them on what protective actions to take. Additional notification efforts may be necessary to reach some residents, including non-English speaking people and others with access and functional needs.

Depending upon the nature of the event, some form of mass care services will likely be needed to assist people who have evacuated or are sheltering-in-place. It is likely that ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services will need to be partially or fully activated in support of this Appendix.

B. Concept of Operations

Direction and Control

An Appendix C – Evacuation, Shelter-in-Place, and Re-Entry Coordinator will be appointed to be in the EOC if this Appendix is activated.

Decision to Evacuate or Shelter-in-Place

Small-Scale

Typical "small-scale" evacuations may include apartment buildings, schools, or businesses, which could affect an area/multiple blocks of residential neighborhoods and office buildings. Decisions for these small-scale evacuations or shelter-in-place orders are routinely made by the Incident Commander (IC) at fire, law enforcement, and utility emergency scenes. This appendix does not advocate for any changes in that practice.

Large-Scale or Entire Community

Determinations regarding the specifics of any shelter-in-place or evacuation orders (locations affected, length of time, protective actions etc.) will be made on a case-by-case basis. Prior to recommending large-scale evacuation or shelter-in-place orders, the IC will consult with city and county officials to evaluate the benefit of evacuation vs. sheltering-in-place. The decision will be based on a real-time assessment of the threat, forecast involving the area currently affected and area to be affected, and an assessment of the time-to-impact of the threat. In many cases, the time it will take to issue proper instructions and prepare for a wide area evacuation will be so great that the populace would be directly exposed to the threat. Thus, evacuation is often the last choice.

In some incidents (e.g. hazardous materials release), evacuations of large areas are necessary and may be immediately necessary.

- Considerations include:
 - The nature of the threat involved
 - The population at-risk and their capabilities and resources to implement a recommended protective action
 - The time factors involved in the emergency and their effect on the selected protective action
 - The effect of the present and predicted meteorological conditions on the control and movement of the hazardous materials and the feasibility of the protective actions
 - The capability to communicate with both the population at-risk and emergency response personnel before, during, and after the emergency
 - The capabilities and resources of the response organizations to implement, control, monitor and terminate the protective action
- Cities involved with the incident will maintain local jurisdictional control.
- When the County is requested to assist an affected municipality, or if the County EOC activates due to the situation, the County and the affected municipalities will coordinate their efforts.

Multiple Agency Coordination

Large-scale evacuations and extended shelter-in-place orders require coordination and cooperation of numerous agencies. The Incident Commander and/or Emergency Managers should consider involving multiple agencies for evacuations of any size and should also consult with ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services, ESF 1 – Transportation, ESF 8 – Public Health and Medical Services, and ESF 13 – Law Enforcement and Security.

Municipalities *receiving* evacuated persons should activate their EOCs to work with Cottage Grove's EOC and assign ESF 1, 6, 8, and 13 Coordinators to assist in evacuation efforts. If multiple communities are impacted or if the incident is complex, the county EOC should be involved for Area Command to coordinate.

The City of Cottage Grove ESF 5 – Emergency Management will coordinate efforts of municipalities with State of Minnesota and federal agencies during large-scale evacuations and shelter-in-place orders.

Disaster Intelligence

Disaster intelligence in large-scale evacuations and extended shelter-in-place situations will vary depending on the disaster, but should include:

- The number of people and/or size of the geographic area being evacuated or sheltering-in-place
- The number of people requesting and receiving additional evacuation or shelter-in-place services, including transportation, sheltering, feeding, and supportive care
- Their general locations or the facilities involved

- Any coordination with search and rescue, hazardous materials operations, or medical operations related to the evacuation situation

Municipalities involved in the incident will share all critical information related to evacuations and shelter-in-place orders. At a minimum, such information will include:

- Maps of areas impacted (evacuated or shelters) updated regularly to document changes and progressions
- Data regarding the nature, type, concentration, and impact of the threat/hazard in real time
- Transportation routes selected or under consideration

Operational Procedures

Activation Protocols

In cases involving imminent life safety issues, the on-scene Incident Commander (IC) will call for immediate evacuations of the affected area.

In cases involving potential life safety issues, Command and General Staff in the EOC will be responsible for recommending to the Incident Commander and/or the Emergency Manager that a large-scale evacuation or extended shelter-in-place protective measures be established.

- The IC or their designee has primary responsibility for evacuation or shelter-in-place decision making.
- Typically, the chief elected official is responsible for calling for city residents to evacuate or shelter-in-place based on recommendations of the above. This Appendix does not supersede existing municipal policy.

Notifications

Within a reasonable time of the decision for a large-scale evacuation or extended shelter-in-place order, the IC or City Emergency Manager must notify the following people/groups and instruct them of any additional actions they need to take under the conditions present at that time:

- Cottage Grove Public Safety Department Director
- Cottage Grove City Administrator
- Cottage Grove Mayor/City Council
- Washington County Sheriff's Office
- ESF 1 – Transportation and ESF 8 – Public Health and Medical Services Coordinators
- HSEM Metro Region Program Coordinator

Public Warning and Notification

All expedient and effective methods for warning the affected public will be used for any evacuation or shelter-in-place event. See ESF 16 – Warning and Notification for more information. Warning methods may include:

- The Integrated Public Alert Warning System (IPAWS)

- Release of warning messages via the media including television and radio (and written media in the case of a slow developing situation with advanced warning)
- Social media sites
- Speaker-equipped public safety vehicles
- Door-to-door notifications using public safety personnel resources when necessary and time/situation permits

A combination of audio and visual warning methods will be used whenever possible to ensure that affected populations with access and functional needs who are not effectively served by one method can receive the information through another method.

- Additionally, it may be necessary to provide warning messages in multiple languages as appropriate to the demographics of the effected population.
- When possible, pre-scripted messages may be used to speed up the warning and notification process.

Communications

The EOC will establish a Joint Information Center (JIC) to coordinate and create internal and external information messages and directions to the public specific to the event on how to effectively shelter-in-place. These may include, but are not limited to:

- Closing doors, windows, fireplace dampers etc.
- Sealing/closing all vents, fans, and other openings in the structure to the outside
- Turning off furnaces/air conditioners
- Covering and staying away from windows
- Minimizing the use of elevators
- As time permits, messages should include information on:
 - The nature of the threat
 - Geographic area affected
 - Length of time sheltering-in-place actions are expected to be needed
 - Additional sources of information

Additional Shelter-in-Place Considerations

After the shelter-in-place decision has been made, additional considerations and determinations may include:

- Activate ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services and ESF 8 – Public Health and Medical Services early in the process
- Contingency plans for any potential evacuations of those sheltering in place if conditions change or worsen
- Planning for the continuation of basic services (primarily utilities) to the area
- The need to open hotlines to reduce the reliance on 9-1-1 dispatch for non-emergency assistance requests from those sheltering-in-place

- How long the public may need to remain sheltered-in-place and what protective action steps they will need to take
- Plans for how emergency personnel will respond to life safety emergencies among those sheltering-in-place within the hazard impact areas

Support to Persons Sheltering-in-Place

Affected populations that rely on outside services (such as nursing care, electricity for critical medical devices, meal delivery, etc.) for basic care needs are especially vulnerable during short-term or extended shelter-in-place operations. The EOC will coordinate efforts to identify people in the affected areas who may require additional assistance and to find any viable alternatives to those services if they are disrupted due to the event. Targeted assisted evacuation may be the only alternative.

Short-Term Needs

The most critical short-term need for populations sheltering-in-place is information.

The EOC will work with utility and communications service providers to make every effort to ensure that basic services (electricity, water and sewer, natural gas, telephone, internet and cable service, etc.) remain operational for populations sheltering-in-place, particularly those that affect the delivery of critical public information.

Long-Term Needs

The length of time that people can safely shelter-in-place before they begin to have adverse health effects will vary. The safety of sheltering-in-place should be regularly re-evaluated against any potential dangers within the shelter environment that can develop over time. The following should be considered when determining if people will continue to be safer sheltering-in-place or if some form of staged evacuations (if possible) needs to occur and when:

- Food Supplies:
 - On average, most people sheltering in their homes will only have a couple of days' worth of food available.
 - Those sheltering in other facilities, such as office buildings etc., may have a much more limited food supply available.
 - The City of Cottage Grove will make every effort to provide mass feeding services to persons sheltering-in-place long-term.
 - To establish a system to identify those with mass feeding needs, the ESF 13 – Law Enforcement and Security Coordinator will coordinate with the PIO and County Human Services, including for the use of hotlines.
 - Delivery of meals into the hazard zone will require specialized resources specific to the situation that are beyond the capabilities of standard mass feeding providers. These capabilities may include, but are not limited to, personnel trained in the use of HAZMAT personal protective equipment, off road vehicles, etc. The ESF 13 – Law Enforcement and Security Coordinator will coordinate with the Logistics and Operations Section Chiefs to identify any appropriate resources available that can perform mass feeding delivery under the particular hazard, including the National Guard if needed.

- Mass feeding of people sheltering-in-place may not be an option due to the danger that the present hazard places on personnel attempting to deliver food within the shelter-in-place zone.
- Utility Services:
 - Water service disruption may significantly limit the length of time for which sheltering-in-place can occur, particularly for those sheltering away from their homes who will likely not have access to an emergency water supply.
 - Sewer service disruption may eventually cause significant public health issues.
 - Heating or cooling service disruption could pose significant hazards to those sheltering during prolonged extreme heat, particularly if they have had to do any sealing of the room in which they are sheltering.
- Other Critical Services:
 - Some people sheltering-in-place may not be able to go for more than a short period of time without other critical services, such as regular medical care.
 - Delivery of those services within the hazard zone may be beyond the capabilities of the standard service providers (such as in-home nurses etc.). These capabilities may include, but are not limited to, personnel trained in the use of HAZMAT personal protective equipment, off road vehicles, etc. Appropriate resources will vary greatly depending on the hazard and the service needed.

Shelter-in-Place Demobilization

- The Incident Commander (IC) will make the determination of when an area sheltering-in-place has been rendered safe and people can be allowed to cease sheltering actions.
- In some cases, the sheltering-in-place may transition to an evacuation operation, particularly in a staged evacuation. Demobilization of sheltering-in-place actions should follow the same general guidelines herein.
- Once the IC has released the shelter-in-place order, the PIO will release public messages through all appropriate methods informing the public that the order has been lifted and providing instructions on how to properly cease their protective actions.
- Welfare checks are recommended for people sheltering-in-place within the hazard zone to ensure that any adverse effects either from the hazard or as a result of the sheltering-in-place actions are remedied. The level and method of delivery of welfare checks will depend on the situation.

Evacuation Strategies

The following presents a summary of the generic strategies that are to be used for a large-scale evacuation or an extended shelter-in-place order:

1. Activate the EOC.
2. The Incident Commander (IC), with the assistance of staff, will identify the affected area(s) and the effects of the incident and determine a protective action

recommendation (PAR). The PAR could include shelter-in-place or evacuation or a combination of those actions.

3. The IC and/or staff will make notifications to previously identified state and local agency officials and initiate notification to the public using local EOP procedures. The methodology for notifying the public is discussed in other sections of this document.
4. Coordinate law enforcement and fire department response. While the first priority will be to facilitate the evacuation, available staff should work to establish control of the perimeter of the evacuated area(s).
5. Responders in the immediate hot zone should verbally instruct any persons to evacuate or shelter-in-place as appropriate.
6. Contact Metro Transit for buses to pickup/temporarily shelter evacuees who might be gathered in a given area outside of the immediate hot zone.
7. Identify the proper evacuation area and routes, traffic control points, and muster sites/transit pickup locations.
 - a. Identify the areas that must be evacuated by drawing a polygon or circle on a GIS map of the area.
 - b. Identify all streets intersected by the polygon/circle. These streets will need to be blocked in some manner.
 - c. Identify needed and available resources – contact the ECRC to request additional resources:
 - i. Emergency vehicles
 - ii. Public Works vehicles
 - iii. Traffic Control Barricades (Safety Signs is a resource 952-469-6700)
 - iv. Personnel
8. Establish the appropriate traffic management strategy in coordination with affected agencies.
9. Communicate and coordinate with the agencies that are responsible for responding to the incident. It is imperative that all involved agencies are executing the same evacuation plan strategy.
10. After inbound traffic has been stopped and/or diverted by the traffic control points, establish emergency vehicle and transit access routes.
11. Inform emergency response personnel of the identified routes for emergency vehicles.
12. Inform transit personnel of the established access and egress routes to and from muster sites/pedestrian pickup locations. The transit drivers must be briefed on the procedure for picking up evacuating pedestrians.
13. Establish the location of temporary shelters and/or reception centers.
14. Once the immediate traffic control points have been secured and the evacuation has begun, implement the complete traffic management and traveler information plan. This includes using available personnel to establish long-term control measures at primary traffic control points, and then move on to secure secondary traffic control points and evacuation routes. In addition, other portable or fixed location traffic

management signs should be activated to inform travelers to stay away from the affected area(s).

15. As a secondary response to assist the evacuation process, public information centers or a joint public information center should be set up in order to provide the public a location, web site, or phone number where they can get more information about the incident, street closures, the evacuation process, and ways to locate friends or loved ones.
16. The evacuation response can change during or after people are leaving the impact area. It is important to adjust the response, control, and recovery effort, based on changes in the character of the incident (for example, if the plume is moving in a direction different from what was predicted), secondary traffic incidents, level of resources, weather, and many other elements.

Additional Evacuation Considerations

After the decision to evacuate is made, additional considerations and determinations may include:

- The area that requires evacuation
- Evacuation methods (on foot or by vehicle)
- Evacuation needs of functional needs populations, including transportation to muster sites if used, availability of mobility transport resources, and hotlines to request evacuation assistance
- Locations and types of evacuation support sites/reception centers as needed. The designation of any evacuation site will consider the facility's/site's accessibility to the functional needs of evacuees as a priority consideration. If a site is not appropriately accessible and no other possible site is available, the Appendix C Coordinator will work with the Logistics Section to identify and put in place any temporary adaptation resources that are available. These sites include, but are not limited to:
 - Muster sites
 - Welcome/information points
 - Reception Centers
- Destination - the safe distance recommended for those traveling in personal vehicles or the locations that evacuees using public transportation will be sent to and likely sheltered at (if needed)
- Duration - initial estimate to aid in mass care decisions and response planning (if evacuees will need overnight sheltering or just reception centers)

Evacuation Public Information

The EOC will establish a Joint Information Center (JIC) to coordinate and create internal and external information messages and directions to the public specific to the event on how to effectively shelter-in-place. These may include, but are not limited to:

- Nature of threat
- Geographic area to be evacuated
- Evacuation method (on foot, personal vehicle etc.)

- Muster sites
- Evacuation routes
- Destinations, locations of reception centers and shelters
 - People will be encouraged to shelter with friends and family living outside the affected area, or in hotels, etc. Mass care shelters should be considered shelters of last resort and used by those with no other means of shelter during the event.
 - Protective action measures (turn off home appliances, etc.)
 - Essential items and documents etc. to take / what to leave behind
 - Instructions to pet owners to evacuate their pets with themselves
 - Time before impact of threat
 - Expected duration of evacuation
 - Instructions for functional needs
 - Information on evacuation assistance including public transportation and hotline info to request assistance
- Persons in the City of Cottage Grove will be encouraged to find their own means of transportation during an evacuation whenever possible. Evacuation transportation resources will likely be limited, particularly mobility capable vehicles and especially medical transports such as ambulances. To ensure that as many of these resources as possible will be available to respond to assist those who have no other means of evacuation transportation, citizens have a responsibility to assist themselves to the best of their ability.
- Regular evacuation public information updates will be critical to public compliance and safety. Updates may include:
 - Basic evacuation zone security efforts
 - Reassuring evacuees that their property is being protected from theft etc.
 - Reducing attempts by the public to enter the zone prematurely
 - Hazard situation status
 - Re-entry protocols and expected timelines
 - Instructions to parents whose children were evacuated without them (such as in the case of school evacuations) on the arrangements being made for their children

Selection of Evacuation Routes

If a large-scale evacuation is ordered and persons are instructed to go to other municipalities, Cottage Grove's EOC must coordinate with the receiving municipality. If time allows for pre-planning evacuation routes, route selection must also be coordinated across the county and/or state. ESF 13 – Law Enforcement and Scene Security along with ESF 1 – Transportation agencies must be consulted. Routes will be selected as part of the decision to evacuate. The considerations for selecting the appropriate route include:

- Weather forecasts for the route – in many cases, severe weather may preclude particular routes
- Road capacity – this will vary based not only on construction/type, but also rush-hour and other traffic issues
- Fuel availability on the route
- Shelter/relocation facility availability at destination

In any evacuation scenario, as early as possible in the process, the IC should identify where people on foot can access muster sites and clearly communicate these locations to the affected public.

Considerations will include:

- Geographic location of the evacuation zone
- Numbers of people being evacuated
- General destination of evacuees
- Weather conditions in the area during the evacuation
- Road conditions of potential routes within and exiting the evacuation zone
- Nature of the specific hazard
- Traffic management resource availability (particularly law enforcement and public works)
- Primary and secondary evacuation routes
- Ingress and egress points and routes for response vehicles
- A plan for managing signaled or signed intersections on those routes (such as signal timing modification, or overrides, temporary signage, or traffic control personnel)
- Plans, in coordination with MNDOT, for the use of traffic cameras and message boards to aid in the evacuation.
- Additional traffic control measures such as the placement of barricades

Types of Evacuations

Evacuations in the City of Cottage Grove may include any of these or a combination of any of these methods:

Staged evacuations: people within the hazard zone are evacuated in phases rather than all at once. This may be necessary when the public initially shelters-in-place due to the inability to accomplish an evacuation before the impact of the hazard or during evolving situations (where the hazard threatens additional areas as the situation evolves, necessitating that the evacuation zone be expanded beyond the initial zone, or the hazard conditions threaten to or begin to exceed the safety benefits of sheltering-in-place).

- The IC will make the determination if a staged evacuation is necessary and which areas will shelter-in-place (or continue sheltering-in-place) vs. which will be evacuated and when.

- Staged evacuations may include the need to evacuate a population through a hazard. The Appendix C Coordinator will work with the on-scene incident command and EOC Operations (Fire/HAZMAT/ Law Enforcement/EMS) to determine which protective equipment or actions are necessary to provide to or instruct the public in so that they can be safely moved from the evacuation zone.
- The Appendix C Coordinator will assist the Logistics Section in procuring any Personal Protective Equipment necessary for evacuees and any first responders assisting evacuees within the hazard zone.

On foot evacuations may be necessary in traffic congested areas and can be more expedient than vehicle evacuations for small evacuation zones due to evacuee vehicle traffic jams. Evacuees may be asked to travel directly to a muster site/reception center if the hazard situation allows those sites to be able to be established within reasonable walking distances of the hazard zone, especially if evacuees will be transported out to a shelter location via public transportation.

- ESF 13 – Law Enforcement and Security will work with ESF 1 – Transportation to establish ingress and egress routes that are free of evacuee foot traffic for response vehicles and any public transportation assisting those who are not able to travel the required distance to a muster site/reception center.
- In addition to evacuation services public transportation providers are providing, additional assistance may also be needed to help get evacuees home if they live outside the evacuation zone and rely on a personal vehicle left behind in the zone.
- The JIC will coordinate the release of instructions to people in the evacuation zone to leave their vehicles behind and proceed to muster sites/reception centers as needed
- The IC will make the determination about whether evacuees will evacuate to muster sites/reception centers or if they will need to be transported further away.
 - If time permits, hotlines will be established in coordination with the PIO for people within the evacuation zone who can't travel the required distance to a muster site/reception center on their own so they can request public transportation assistance. Traffic control and security personnel within the zone should be instructed in how to handle any requests they receive on the street and who to pass them on to ensure that people get the help they need in a timely manner.
 - Mass care needs will be significant for this type of evacuation since nearly 100% of evacuees will at least initially be served at the muster sites and/or reception centers. ESF 13 – Law Enforcement and Security will coordinate these services with ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services.

Vehicle evacuations may be necessary when the hazard situation or the distances involved require moving people long distances. Evacuations may involve a combination of the use of private/personal vehicles and mass transportation.

- The City of Cottage Grove will encourage people to use their own vehicles during the evacuation.

Spontaneous and shadow evacuations of people who believe they are acting in their own best interests are probable, and the IC should consider the impact of this eventuality on the scope and management of evacuations or shelter-in-place operations.

- A spontaneous evacuation, in which people will leave on their own and by their own means and routes without or prior to any official evacuation order, may complicate the accountability and tracking of people affected by the hazard.
- Evacuee support services may not have been established or become functional before people begin spontaneously evacuating.
- In a shadow evacuation, people outside the official evacuation zone elect to evacuate themselves, often because of a perceived but not actual risk to themselves.
- Shadow evacuees can significantly increase the number of people who evacuate and thus require evacuation services. This behavior makes predicting the size and scope of needed evacuee services very difficult.

Evacuation Traffic Management

Evacuation Signal Timing Strategies: Those leaving an incident location in personal vehicles will typically utilize freeways and larger arterials to make their trips. While freeways do not utilize traffic signals to manage traffic, it is likely that the vast majority of drivers will encounter traffic signals during some point of their trip. Demand on all legs of an intersection will increase during these high demand periods. It is vital that evacuation timing strategies be established to effectively manage the flow of traffic during an evacuation incident.

Potential Signal Timing Strategies: Altering the length of the signal phase during an evacuation could prove beneficial at a majority of signal locations. These alterations could be used to extend the length of the green time given to various legs of the signal, reducing the number of times stops are required. This extra time could be given only to the main route or be utilized to extend the green time in many directions. Engineering judgment at each signal location would be necessary to determine the best strategy for that particular signal. Additionally, signals within a close proximity to each other should be coordinated so vehicles that travel through one signal on green are able to make it through the next signal without stopping.

Alternative signal strategy: setting the signals to a flash status. All legs of the signal could be set to flash red. This changes the signal to the equivalent of a multi-leg stop. While this does allow equal priority to all traffic movements, it also decreases the overall throughput when traffic volumes are anything but light. An alternative would be setting the main line movement to a flashing yellow and the cross street to flashing red. This would allow traffic on the main route to proceed cautiously while allowing the cross street movement when a suitable gap exists. The main downside to this strategy is when main line traffic demand is very high, suitable gaps may not exist for cross street traffic. This could lead to driver frustration and impatience, causing a driver to try to force a gap and potentially creating an incident.

Weigh Options: Deciding which traffic signal control strategy to implement depends on a variety of factors. First of all, changes to a signal timing plan can only be done quickly if there is communication to the signal from a remote location. These signals must also

be capable of utilizing a different timing plan. While most signals are easily programmed for a variety of plans, some signals within the metro area are electromechanical, making it more difficult to implement a variety of signal timing plans. Lastly, any changes to the signal timings should be done in conjunction with other neighboring jurisdictions. This ensures that signals on the same route would operate in a coordinated fashion, eliminating unnecessary stops because of lack of synchronization amongst signals.

Evacuation Recommendations: During the initial moments following a catastrophic incident, evacuees will quickly decide which transportation mode they are going to choose to leave the affected area. This choice, whether on foot, transit, or in their vehicle, will impact how easily they are able to leave the area. The location of the incident will also play a large role. There is a vast difference in the density of persons within a central business district or a more rural location. The density of people will also influence how well each evacuation mode is able to aid evacuation.

The initial concern in any evacuation is life safety, so any strategy should focus on that first and getting evacuees home or to shelters second.

Walking is a viable option for most able-bodied individuals. Those who are physically unable to walk typically have other means of transportation such as a wheelchair or motorized scooter. Walking allows evacuees to begin leaving the area as soon as possible without the need to get to their vehicle or wait at a bus stop. Walking also allows the available infrastructure, (usually a street, sidewalk, or path), to accommodate a high number of people per path width compared to other modes of moving people. This is a great option to move a large number of people in a short amount of time. This is especially necessary where the density of people is the highest – such as in a business district.

Even without the designation of pedestrian only routes, directions out of the affected area must be given to those walking. It is suggested that public outreach efforts be made well in advance of any major incident to instruct the general public that walking can be an effective way out of a dangerous situation. Those walking should follow directions from a public safety official on what to do. In the absence of that information, people should walk upwind and away from the incident and keep walking until they receive further instruction. This instruction could come from emergency responders at traffic control points, business/corporate safety officers, radio or personal communication devices, and public address systems. This additional information, given while enroute, will instruct pedestrians where to congregate to wait for transit to pick them up.

Transit: People may be required to leave an affected area without a personal vehicle. At a muster site, buses will arrive to shuttle these people to a reception center/temporary shelter a short distance away. The number of buses arriving at these transit pickup locations will depend on the size of the incident and how many buses can be made available. It should be noted to the public that all transit pickup locations will take people to a safe shelter location. Pedestrians should take the shortest distance out of the affected area to any muster site.

The total number of people moved will be a combination of number of buses and the capacities of those buses. Buses within the Metro Transit fleet have varying capacities. Instead of having multiple buses traveling to a variety of destinations, all

buses from a muster site would take passengers to a single safe location. This would ensure that people just get on any bus and are not attempting to find a ride to a specific destination. At these reception center/temporary shelter locations, people could use restroom facilities, get water, contact loved ones, and arrange for an alternate place to stay.

Driving: It is expected that all evacuations would have some component of driving. How viable driving is during an evacuation will depend on the amount of advance notice, the size of the evacuation zone, and the population density within that zone at the time of the incident. During large-scale incidents that have enlarging footprints of danger, it is expected that people would abandon vehicles stuck in congestion and walk out of the affected area. The decision to drive will be a function of the conditions previously described. The freeway and arterial closures and management techniques will maximize the flow of evacuating traffic while blocking unauthorized vehicles from entering the affected area and emergency response routes. Vehicles will attempt to use the highest capacity routes leading to freeways and other main arterials to exit the affected area unless those are congested. If those routes are congested or blocked, they will likely use available local streets or abandon their vehicle and walk.

Contraflow Operations: Contraflow is the practice of reversing the direction of inbound lanes so all lanes flow out from an incident; however, this process is not recommended for most situations. But contraflow is not altogether ruled out. With certain considerations given to future roadway designs and the addition of some technology, contraflow could become a reality for select corridors out of high-risk areas or for unanticipated situations that allow for adequate preparation and warning.

Public Mass Transportation Operations

Note: The following mass transportation guidance refers primarily to the use of public bus companies, mobility transport companies, and school buses. Many of these resources are privately owned and their availability can vary. Metro Transit is the largest and most widely available public mass transit provider in the region and will be referenced the most as a default source of mass transit vehicles and operations management, but the City of Cottage Grove will leverage any and all local public mass transportation providers as needed and available to effectively and efficiently accomplish an evacuation.

Muster Site Operations: areas inside the evacuation zone where evacuees who rely on transportation for the evacuation will gather to be collected and brought out of the hazard zone to reception centers.

- Muster sites are used both during on-foot evacuations and in vehicle evacuations as assembly points for evacuees who will be relying on government provided transportation.
- Muster site locations will be determined at the time of need based on the unique conditions and locations affected by the incident.
- Metro Transit has effective internal temporary muster site plans and extensive experience in their management and operation. These plans can be adapted quickly to use during an evacuation. Metro Transit in coordination with the ESF 13 – Law Enforcement and Security Coordinator at the request of the EOC can provide muster site supervisors and management personnel in addition to its vehicles and drivers.

Evacuation Support Operations: Coordination with private organizations (schools, assisted living facilities, etc.)

- Evacuation of care facilities with residents/patients who have limited mobility is a recognized gap. Ideally, situations would be worked out with the facility management using their own emergency plans; however, local EMS providers may be needed in an emergency.
- Schools maintain their own evacuation plans and agreements with other schools/districts to host evacuated students if necessary.
 - Private schools and daycares are instructed to also maintain their own plans but may not have adequate transportation resources—particularly in large-scale events where their contractors are double booked—and may require additional assistance from the EOC.
 - A critical component to any evacuation involving schools is timely and accurate public information to inform parents of the arrangements being made for their children and where to pick them up if possible.

Motorist Assists (for self-evacuees and mass transit vehicles)

Gas stations on the evacuation route may be overwhelmed and may even run out of fuel.

- To prevent motorists getting stranded by running out of fuel and their vehicles from impeding evacuation traffic, the City of Cottage Grove may employ the use of mobile refueling resources to assist evacuating motorists enroute who are running low or run out.
- To prevent the blocking of evacuation traffic lanes, vehicles that become inoperable during the evacuation will be moved to the shoulder or ditch by the most expedient process available (pushing by hand or vehicle, towing etc.). Motorists who were using the vehicle will be transported to the nearest evacuee reception area by the closest available public transportation. No motorist will be left stranded.

Reception Centers or Temporary Shelter Sites

Reception Centers are locations outside of the hazard zone where evacuees arrive to be processed, receive mass care, and receive temporary shelter until they can be transferred to a long-term shelter (unless they have secured their own place to stay until re-entry is allowed).

Processing / Registration / Accountability

- To ensure that all persons who were expected to have been in the evacuation zone have been accounted for, it is recommended that a system for evacuee accountability / registration be established as soon as possible. This system should include some method of identification confirmation and a centralized location to collect the information. Appropriate proof of identification will be dependent on the situation and determined at the time.
- If the evacuee needs long-term sheltering, they may be assigned to a public transportation vehicle to take them to the shelter.
- Every effort will be made in the assignments of any transportation and shelters to keep families together.

Mass Feeding

Mass feeding at reception center sites will consist at a minimum of basic rehydration. Other feeding services, from simple snacks to hot meals, may be delivered as appropriate and available at the discretion of the ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services Coordinator. Evacuees should not expect full mass feeding services at the reception center site; additionally, those traveling on to their own destination (hotel, relatives house etc.) should provide for their own meals enroute. Those requiring public shelter will receive meals at the shelter facility as part of their mass care services under ESF 6.

Sanitation

Reception center sites should provide for the basic sanitation needs of evacuees, particularly restroom facilities.

Pet Sanitation

A separate area, preferably grassy, should be set aside at the reception center site for pet owners to exercise and provide relief for their animals.

Health Services

Health services at reception center sites will consist of basic treatment for minor injury or illness (first aid) and basic psychological first aid.

- Health screening of evacuees at the reception center site may be necessary to ensure to determine if any further health services are needed for that individual due to the effects of the hazard.

Decontamination

Decontamination of evacuees, their pets, and personal vehicles may be necessary and should occur at the reception center site before the evacuees move on to shelters (personal or public). The ESF 13 – Law Enforcement and Security Coordinator will coordinate with the ESF 10 – Oil and Hazardous Materials Response and ESF 17 – Animal Services for any decontamination operations.

Vehicle Staging and Boarding

Reception centers may need to provide continued public transportation to the next evacuation support site (such as a long-term shelter). After receiving their transportation assignments at processing and any other support services needed, evacuees will queue for and board their assigned transport at the vehicle staging area.

- Separate vehicle staging areas may be used for pet owners and/or their pets depending on the animal shelter types being used or if pets are being transported separately from their owners. See ESF 17 – Animal Services for policies and recommendations. These areas should be coordinated with the ESF 17 Coordinator.

Evacuation Zone Security

The evacuation zone will be secured at the earliest possible time until the area is deemed safe and released by the IC for normal ingress and egress. Evacuation zone security will protect the public from unsafe access to the zone and protect evacuee's property within the zone.

ESF 13 – Law Enforcement and Security is responsible for the security plans for the evacuation zone. Plan specifics will be highly dependent on the incident conditions and will be developed at the time. Considerations and plan items should include:

- The designation and establishment of an evacuation zone perimeter
- The determination of resource needs in order to secure the perimeter and operate access control points
 - This may include the need to activate law enforcement mutual aid and/or request the assistance of the National Guard
- Establishment of ingress and egress control points, and any specific ingress and egress routes reserved for response vehicles
- Designation of approved identification/credentials for entry into the evacuation zone
- Any additional security efforts necessary including the use of area surveillance cameras, patrols (if possible), and/or area curfews
- Any unique plans necessary for the processing and care (including decontamination) of persons found to be violating the evacuation perimeter
- Coordination with re-entry planners for access control point operation plans during re-entry

Evacuation Demobilization Operations

The EOC Planning Section should create a Demobilization Unit to establish an event specific evacuation demobilization plan including plans for the transfer of resources used in the evacuation or release to their jurisdictions/standard duties.

Re-entry Operations

Re-entry considerations and determinations will be made by the IC once the area is deemed to be safe for limited or full occupation. These considerations include:

- If re-entry will be short-term, staged, or full
- The method used to group people for any staged re-entry (i.e. by street name)
- Security needs for the zone during re-entry operations
- Public ingress and egress access points
- Any restrictions on who will be provided access (the general public, the media, business owners, or residents only)
- The level of safety that needs to be established within the zone before re- entry is possible on any level. In addition to the reduction of the original hazard to below dangerous levels, this may include:
 - Clearing of most roads of debris to allow for basic travel
 - Removal or rendering safe of significant hazards such as downed power lines, ruptured gas and sewer lines
 - Inspection and placarding of damaged structures
 - Water lines have been repaired enough to provide firefighting capabilities
 - Full utility restoration is not necessary, but recommended to at least basic service levels

- Types of support services needed for the returning public in the zone, including assistance from voluntary agencies for feeding, cleanup, etc.
- Access authorization and credentialing will need to be provided to any designated staff from agencies providing those services

Re-entry Public Information

Evacuees will be notified when it is safe to return to the evacuated area. Re-entry public messages should include the following information:

- Whether the re-entry is short-term, staged, or full
- Locations of any access control points
- Credentialing and Identification requirements
 - Safety information on any hazards in the evacuation area.
 - Re-entry transportation services and instructions for public transportation dependent populations.
- Clear explanations of why re-entry is being limited to short-term and when full entry is expected to be possible
- Entry and exit times
- Additional staged re-entry public information should include:
 - Clear explanations of the reasons that re-entry is being staged
 - Clear explanations of the method being used to group those returning and the times each group should return.

Re-entry Protocols

- **Short-Term/Limited Re-entry**
Limited re-entry will provide access to evacuees, residents, and owners of businesses within the hazard zone for prescribed and limited portions of a day prior to full re-entry. This is often appropriate when the initial or resulting hazards within the zone have been reduced below immediate life safety levels, but the area is still not safe for long-term occupancy.
- **Staged Re-entry**
Staged re-entry is particularly useful in large-scale evacuations to limit return route congestion and effectively manage security and credentialing. Evacuees will be phased back into the area in pre-determined stages.
- **Full Re-entry**
Full re-entry is the complete return of all evacuated persons to the area and full access to the area for all residents, business owners etc. It may also include complete public access even for non-residents/business owners or may be restricted due to continuing hazards, security concerns and/or cleanup efforts. The IC will make this determination.
 - Full re-entry will use the re-entry security protocols below, and any necessary transportation and traffic management plans from the initial evacuation plan.

Re-entry Security

- Efforts shall be made by on-scene personnel to insure that access/return to the area is obtained only by authorized personnel.
- Evacuation zone security includes plans for access control points and credentialing during re-entry.

C. Resources

Transportation Resources

There are many transportation assets available to the City of Cottage Grove, including assets from other government jurisdictions, voluntary organizations, and private companies. The following is only a partial listing of potential assets:

- **Metro Transit (MTC)** can provide buses and/or drivers upon request to assist in the evacuation and re-entry transportation.
- **Other Local/Regional Bus Companies**
 - School buses. Most local school bus companies are privately owned and operated; their ability will vary. They should be contacted to see what resources they can provide at the time and if they are authorized to transport members of the public.
 - Charter bus rentals. These are private interstate bus companies (such as Jefferson Lines, Lorenz Bus Service, and US Coachways) with local depots that should be contacted to see if they may have resources available.
 - Bus drivers. If not supplied by the bus company, and if the bus company agrees to the use of outside drivers, additional bus drivers may be necessary to accomplish large-scale evacuations. The bus company has the right to require that any drivers must be able to meet federal requirements to drive a bus including licensure, drug and alcohol testing requirements, and passenger endorsements.
- **The Minnesota National Guard** has high clearance, large capacity vehicles, licensed drivers, and other transportation assets including air transports.
- **Water Transportation and River Traffic Resources**
 - The Army Corps of Engineers is responsible for the Mississippi River maintaining the shipping channel.
 - The US Coast Guard is responsible for commercial river traffic on the Mississippi River, including safety and control.
 - Any use of Mississippi River assets should be coordinated through the Washington County Sheriff's Office, who is responsible for civilian river traffic safety and control.
 - In an emergency, the Washington County Sheriff's Office can close the river to all traffic. Contact the ECRC; otherwise, the Coast Guard also has that authority.
 - The Washington County Sheriff's Office can aid in Mississippi River security during water evacuations by doing sweeps and carrying law enforcement personnel on their boats.
 - The Paddleford Company is a potential source for marine assets including personal flotation devices.

Evacuee Support Resources

- **MNVOADs:** contact Via the MN State Duty Officer

- **The Minnesota National Guard** has personnel and equipment that may be able to provide some support services under certain hazard situations. They also have large vehicles and personnel that can assist with the removal of inoperable vehicles from evacuation routes, refueling of vehicles, and transport of stranded motorists.

Appendix D – Debris Management Plan

A. Introduction

Background

FEMA encourages state and local governments, tribal authorities, and private non-profit organizations to take a proactive approach to coordinating and managing debris removal operations as part of their overall emergency management plan. Communities with a debris management plan are better prepared to restore public services and ensure the public health and safety in the aftermath of a disaster.

Scope

This plan applies to debris generated by any emergency event in the City of Cottage Grove. This Debris Management Plan is an Appendix to the AHP. This plan is not dependent on designation of a Presidential or Governor's Declaration of any kind.

Eligible work under this plan must meet the following criteria:

- The debris was generated by the emergency event;
- The debris is located on city improved property or rights-of-way within the identified impacted area of the emergency event; and
- The debris removal is the legal responsibility of the City of Cottage Grove.

Assumptions

Municipalities may elect to authorize debris removal and related activity on private property for certain emergency events. In these cases, the work must still be necessary for remediating debris generated by the emergency event. Other restrictions (such as timeframes, types of debris, locations) may be placed on this work.

B. Concept of Operations

Phases

Debris removal operations will occur in three phases:

1. Initial emergency debris removal activities necessary to eliminate life and safety threats
2. Post-incident debris removal activities as a means to recovery
3. Final debris management operations, including demolition of structures, that conclude emergency operations and end with a return to routine operations

Typically, the debris removal recovery phase begins after the emergency access routes are cleared and police, firefighters, and other first responders have the necessary access.

Phase 1 – Initial Emergency Debris Removal

The initial response phase of debris removal activities will begin during the emergency event. Crews will be activated to clear debris on roads as necessary for emergency vehicle access. Public Works and Parks & Recreation crews will be called out as necessary. Debris generated during this phase—usually generated directly by the forces of the emergency incident

and debris that is cut to open roads—will typically be moved to the edges of the public rights-of-way.

GOAL: Eliminate immediate threat to lives, public health, and safety; ensure access to impacted areas and critical infrastructure by opening roads—especially major arterial roads—and other transportation routes.

1. Assure the capability to stabilize the incident and to rescue and render assistance by clearing roadways and other hazardous debris removal (Category A) and emergency protective measures (Category B).
2. Clear major arterial roads and thereby provide safe evacuation routes and/or access to key resources (such as hospitals), allow for the movement of emergency vehicles.
3. Facilitate restoration of critical services and perform damage assessments.
4. Facilitate access to the affected area by external response elements and delivery of emergency equipment and supplies.

Typical Scope of Work – Phase 1

1. The first priority is the extrication/rescue of those who are in danger from or trapped by debris, to provide and to access to any necessary health care, and to secure their safe transport from the incident scene. Response operations during this phase primarily focuses on clearing emergency access routes in and out of the impacted area(s) for police, fire, and EMS services.
 - Critical activities for the EOC:
 - Identify roads and streets essential to emergency operations that have been impacted by the incident.
 - Identify needs for mutual aid assistance to augment efforts and request such assistance as necessary.
 - Prioritize emergency services needs, such as police, fire, and EMS.
2. The second priority includes access to emergency operations infrastructure, such as the EOC and supply distribution centers.
3. The third priority includes access to other critical infrastructure, such as communications towers, water and wastewater treatment facilities, and utilities.
4. Priorities for all other debris removal operations are established based on the particular situation, such as any debris removal from unimproved public property or undeveloped public land and any debris removal that is not eligible for funding under the FEMA Public Assistance Program.

Typical Resource Assignments – Phase 1

Responders' observations and calls for assistance from the public will provide the initial understanding of impact. Work will begin as needed to facilitate response and evacuation efforts.

1. Initial work will begin with government employees using government equipment.
2. Crews equipped with chain saws and other tools will cut up downed trees and large branches, mitigate hazardous stumps, and mitigate similar vegetative debris. Crews with hand tools and/or heavy equipment may be needed to move the cut pieces out of the public right of way.
3. Crews with hand tools and heavy equipment will clear debris of all types from roads and public sidewalks, access roads for emergency services, and secure ingress and egress from critical infrastructure and key resources. Fire hydrants, driveway cutouts and utility valves should be left unobstructed.
4. As practicable, crews will attempt to separate this debris into piles by type – however the emphasis will be on swift clearance of the affected area.

Phase 2 – Post-Incident Debris Removal

As early as practicable in the cycle of the incident, the Incident Commander in consultation with the Emergency Manager and City Administration will authorize the removal of debris from the affected area(s) and begin the process of final disposal. There is no firm rule regarding transitioning from Phase 1 to Phase 2, since the phases are intended to identify the different tasks required.

In most cases, Phase 2 begins soon after the life-safety part of the emergency incident is over. Private individuals will begin to remediate debris on their own property and in their own neighborhoods. In most cases, direct government assistance is not needed; however larger incidents may require significant support and detailed planning – sometimes for extended periods.

GOAL: Eliminate continuing threat to lives, public health, and safety; ensure full access to impacted areas for relief organizations and for the restoration of lifeline services. Take steps to remove debris from areas that inhibit community activity and facilitate the final disposal of debris in an economically and environmentally sound manner so as to enable community recovery.

1. Conduct thorough initial damage assessments.
2. Facilitate the separation of debris by type.
3. Clear all roads and publicly accessible areas to ensure safety.
4. Establish a Debris Management Strategy.
5. Facilitate restoration of all lifelines and enhance economic and community recovery.

Typical Scope of Work—Phase 2

1. Building on data gathered during Phase 1, the Incident Commander and Emergency Manager will direct initial damage assessments of the affected area(s) surveying for visible damage and debris, which includes surveying structures on public and private lands for damage and to determine safety. Although damage assessment is technically a separate activity, this data will inform planning for debris management (for example, there are formulas for estimating the amounts and types of debris resulting from damage to a private home). The removal of debris resulting from structures demolished for safety reasons and/or to make recovery possible is covered by this Debris Management plan.
2. Debris must be sorted by type to enable safe, effective removal and appropriate disposition. Government and contractor work crews will be instructed as to debris types and as to the location of temporary or permanent debris management staging areas. The public should be instructed as well so that they can adequately cope with debris on private property – even if the jurisdiction is not going to provide cleanup or haul-away assistance.
3. Clear all roads and publicly accessible areas to ensure safety. Governmental responsibility for clearing roads and publicly accessible areas is limited to public property; however, jurisdictions may undertake debris management activities on private property in some circumstances.

Phase 3 – Final Debris Management Operations

In some circumstances, the City of Cottage Grove may need to consider widespread remediation of debris on private properties and/or the demolition of private structures. This decision will have significant financial impacts on the affected local governments. Prior to beginning widespread work on private property, the Incident Commander must coordinate with

the Emergency Manager, the Director of Public Safety, the Public Works Director, and City Administration and work in careful consultation with HSEM to gain a formal determination of eligibility for disaster assistance.

Debris Management Organization and Structure

Immediately following a major event, emergency, or disaster, the EOC should establish a debris management team to facilitate successful coordination. To implement debris operations quickly, it is important for emergency response and recovery personnel to have a clear understanding of how their normal job responsibilities and functions apply to debris operations. The city's debris management team should be comprised of full-time personnel supplemented with personnel from other assisting organizations and agencies, such as regional waste management, joint power authorities, sanitation districts, State and Federal environmental offices, and other agencies which have shared responsibilities for solid waste issues.

The number and organization of staff needed to manage debris clearance, removal, and disposal depends upon the magnitude of the disaster and the size of the affected area(s). Successful debris management operations require collaborative efforts between city departments and with specific external agencies that have regulatory authority over debris operations. It is essential that debris management team members have as much training as possible and interface with other agencies responsible for debris clearance, removal, and disposal activities. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws.

Debris Management Team Responsibilities

Each city department is responsible for specific elements of the debris management plan and since department responsibilities often overlap, coordination and communication is critical to the success of the debris management plan. These overlapping responsibilities illustrate the need for a Debris Project Manager to coordinate efforts and ensuring communication between departments.

1. Debris Project Manager

The primary decision maker is the Debris Project Manager who should be knowledgeable of the Public Assistance process, procedures, personnel, resources, and limitations.

- a. The Debris Project Manager has overall responsibility for debris management operations, planning, logistics, and tracking cost of debris management operations.
- b. The Debris Project Manager assigns tasks to team members and tracks the completion of tasks to ensure quick implementation of debris management operations.

2. Debris Management Planning

a. Administration

The Administration department typically includes the finance, personnel, and public information sections within a governing body. It is important for this department to establish a records management system in order to collect and keep all the documentation that may be required for the Public Assistance process. Documentation may include, but is not limited to:

- Personnel policies
- Labor and equipment timesheets and summaries

- Safety procedures
- Contract procurement procedures
- Contracts
- Billing and invoices, including debris hauler load tickets
- Environmental permits
- Right of entry and hold harmless agreements for private property debris removal and demolition, when applicable
- Public information announcements
- Debris salvage value information

b. Finance

The finance section is usually responsible for developing an emergency response and recovery budget, tracking expenses, and ensuring funds are available for personnel, equipment, supplies, and contract service costs.

Contracting and Procurement

The primary role of contracting and procurement is to have debris contracts in draft form ready for advertisement or have pre-qualified contractors in place prior to the event. Contracting and procurement planning includes the following tasks:

- Develop contract requirements
- Establish contractor qualifications
- Distribute instructions to bidders
- Advertise bids
- Establish a pre-disaster list of pre-qualified contractors
- Manage the contract scope of work
- Establish a post-disaster contracting procedure if necessary

c. Communications

A designated public information officer should distribute information and educate citizens about debris management operations. Planning components of the public information strategy should include the use of various types of information vehicles (print, radio, internet, etc.) and the pre-scripted information that will be distributed concerning topics such as:

- Debris pick-up schedules
- Disposal methods and ongoing actions to comply with Federal, State, and local environmental regulations
- Disposal procedures for self-help and independent contractors
- Restrictions and penalties for creating illegal dumps
- Curbside debris segregation instructions. Public drop-off locations for all debris types

Process for answering the public's questions concerning debris removal

d. Legal

Legal staff leads the review process for all legal matters in the debris management planning process. In addition to advising the debris management planning staff, the following tasks should also be performed by the legal department:

- Review all contracts
- Review and/or establish a land acquisition process for temporary debris management sites
- Review all insurance policies
- Ensure environmental and historic preservation compliance before, during, and after operations
- Ensure that site restoration and closure requirements are fulfilled

- Review and/or establish a building condemnation processes
- Review and/or establish a legal process for private property demolition and debris removal
- Review right-of-entry and hold harmless agreements

e. Operations

Operations staff are responsible for implementing the entire debris removal operation and the supervision of government and contract resources and overall project implementation. Planning tasks include:

- Position equipment and resources for the response and recovery debris removal operations
- Develop staff schedules and strategies
- Provide communication, facilities, services, equipment, and materials to support the response and recovery activities
- Monitor and direct force account and contract labor
- Distribute response and recovery resources
- Operate and manage the collection, debris management site, and disposal strategies
- Create a demolition strategy for structures, if necessary
- Report progress for distribution to the debris management planning staff

f. Engineering/Community Development

Engineering/Community Development staff supports all other debris management sections in a technical role and provides debris quantity assumptions, economic analysis, and feasible solutions for the debris operations. The following are tasks that may be completed by the Engineering/Community Development staff:

- Forecast debris volume based on assumed disaster type
- Develop an estimating strategy for post-disaster debris quantities
- Strategize and map debris haul routes
- Select debris management sites and design the site layout
- Determine reduction and recycling means and methods
- Identify and coordinate environmental issues
- Assess available landfill space and determine if additional space is needed
- Develop the debris collection strategy
- Write contract scopes of work, conditions, and specifications
- Coordinate with other local and State jurisdictions for road clearance and operations
- Establish a process for building damage assessment and condemnation (including public and private properties)
- Issue permits.

3. **Debris Management Operations**

a. Preparation for Debris Removal

Estimating the Amount of Debris

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of.

Public Information and Instructions

If a major event, emergency, or disaster generates significant debris issues, establish a Joint Information System (JIS) consisting of Public Information

Officers (PIO) from all affected municipalities and City of Cottage Grove. The PIOs must agree on messaging.

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private property before it is picked up. A proactive public information program should advise the public of the actions they can take to facilitate pickup including:

- Sorting debris into categories – hazardous waste, white goods, soil, mud, sand, garbage, vegetative debris, construction and demolition debris.
- Placing sorted debris piles at curbside.
- Personal health and safety regarding remediation of damages and debris.
- Keeping debris out of the road and away from fire hydrants and utility valves.
- Disposing of household garbage in normal refuse containers.

In the aftermath of an emergency event, the JIS is responsible for providing the public with detailed information on debris removal and disposal plans and procedures. Public information on debris removal must start as soon as possible after the emergency incident – before people start moving and stacking large amounts of debris.

Public instructions should encourage residents to:

- Assist their neighbors, particularly the elderly or infirm, in removing debris
- Move debris to curbside for pickup
- Separate debris into categories determined by local officials
- Keep debris piles away from fire hydrants and utility valves

Special Considerations for the PIO include:

- Publicize plans and MNVOAD information for assistance to persons in the community with functional needs who are not able to self-haul debris.
- Prepare and distribute all materials in multiple languages.
- Self-help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.
- Provide information to the public using the normal methods of public information dissemination through the website, media, and social media.
- Note that there are often wide area power failures resulting from debris-causing emergency incidents. Extra effort must be made to reach those without power using door hangers, flyers, and signs.

b. **Determining Debris Removal Strategy**

After an estimate of the amount of debris that needs to be removed is made, options for removing the debris should be evaluated in terms of their cost and timeliness. The general strategies for debris removal and processing are:

Removal and processing of debris by local government

Advantages:

- Direct government control

Disadvantages

- Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.

- Speed of debris removal may be constrained by the government equipment and personnel available.
- Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.

Removal and processing of debris by contractors:

Advantages:

- Contractor is assigned to manage the debris operations
- Speed of debris removal may be increased by contracting for additional resources
- If local contractors are used, may provide local economic benefit

Disadvantages:

- Requires detailed contracts
- Requires extensive oversight and inspection

Removal and processing of debris by a combination of local government and contractors.

Advantages

- Allows for fastest response as local assets can begin work prior to the arrival of contractor assets
- Allows for contractors with specific disaster debris management activities to assist without abdicating local control
- All contracts allow for the assignment of contractor experts to the local or County Emergency Operations Center for coordination process.

Disadvantages

- Large-scale disasters may require assets from multiple contractors which increases the burden of supervision/monitoring
- Affected area must be divided into geographical sectors for control purposes, requiring measurement of estimated quantity of debris in each sector.
 - Group properties of like type, construction and with similar vegetation together.
 - This will also facilitate estimating the quantity of debris

c. Temporary Debris Storage and Reduction (TDSR) Sites

Effective disposal of large quantities of disaster debris may require that suitable temporary storage and volume reduction facilities are established. Such TDSR facilities hold debris until it can be sorted, reduced in volume, and/or dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and preventing potentially serious environmental problems.

TDSR facilities store debris (and, if needed, sort debris) and send it to the most appropriate facility for treatment or disposal. Even within a debris category, sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities. Identifying debris that can be burned, chipped or ground, recycled or simply disposed of at a landfill, without treatment is also important.

TDSR facilities can greatly reduce the volume of debris by a variety of methods, including:

- Incineration. May include open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.
- Chipping and grinding. Chipping and grinding is appropriate for clean, woody debris and typically reduces the volume by 75 percent. In some cases, the resulting mulch can be disposed of without cost or at a profit. If the mulch is not used locally, the jurisdiction may incur additional costs to have residual material hauled to a landfill.
- Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for recycling. Contractors may be willing to undertake recycling, particularly for large amounts of debris that are well sorted.

Among the criteria that are pertinent in selecting TDSR facilities are the following:

- Preferably government owned
- Large enough to accommodate a storage area, a sorting area, and volume reduction operation area(s)
- Reasonable proximity to disaster areas and debris disposal sites
- Good road access
- Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of the population
- Not in an environmentally sensitive area, such as wetlands or a water well field

The selection of specific sites to be used for TDSR facilities will normally be made by a team of local, state, and where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities.

Permits are needed for TDSR sites. The permits identify the types of debris accepted at each site. If private contractors are used for TDSR Sites, the contractor will be required to obtain all necessary permits and conducting required environmental investigations and documentation.

Obtain photographs of each TDSR site before they are put into operation, during operations, and after all cleanup is complete following the end of operations. Also collect video of sites and operations.

The City of Cottage Grove may elect to open a number of drop-off sites to allow residents to drop off debris. The Incident Commander and Emergency Manager will consult with Washington County Public Health and Environment to evaluate the capacity of these sites to handle additional debris. If contractors are used to establish and operate these sites, they will be responsible for debris management at the sites including, but not limited to, providing equipment to manage debris piles, loading debris for transport, hauling debris to a TDSR Site or other designated site, and restoring the site to its pre-use condition. No reduction activities will be permitted at the drop-off sites.

d. Debris Removal from Public Property

In the aftermath of a disaster, debris may have to be removed from a variety of public areas including:

- Roads and rights of way
- Government buildings, grounds, and parking lots
- Storm drainage systems and reservoirs
- Parks

Debris management under this plan includes only the debris resulting directly from the emergency incident. All other debris generated during longer-term recovery will be handled separately as would be the case on any other occasion. As large-scale debris removal and disposal operations can be extremely costly, adequate records and documentation are vital.

Establish specific accounting codes for all activities related to the event, emergency, or disaster.

- Personnel should document actual time spent in support of debris management.
- All expenses, contract costs, materials, etc. including the actual time any individual vehicle or piece of power equipment is used must be recorded. Also, cross-reference the names of personnel operating the vehicle or power equipment.

e. Debris Removal from Private Property

Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner and the cost may be wholly or partially covered by insurance. Rarely will costs associated with work performed on private property be eligible for Public Assistance reimbursement from FEMA or the State of Minnesota.

The City of Cottage Grove may, however, choose to facilitate debris removal for the private sector as a matter of public policy. Private property debris removal must be limited in scope and duration. Begin by instructing the public to separate the debris into eligible groups and place it on the public rights-of-way. The Incident Commander and/or Emergency Manager must clearly communicate dates and times of pickup from the rights-of-way and must clearly indicate when such pickups would end.

Segments of the affected community with functional and access needs may require special assistance in damage remediation and debris removal. The Incident Commander and/or Emergency Manager should first consider how to encourage family and friends of people in the community to help each other; however, plans for debris removal assistance for those members of the community for whom family and neighbor assistance is unavailable or not adequate must be made.

Use of Volunteers

Volunteer cleanup days are a common means of providing assistance to property owners affected by a disaster. Guiding principles for the use of volunteers include:

- Establish one or more dates and specific times for such cleanup activity and clearly communicate this to the public (including those affected by the emergency event and potential sources of volunteers).
- Identify and arrange permits for use of a site or facility for registering, staging, mobilizing, and demobilizing the volunteers. Arrange for adequate security at the site.
- Arrange for adequate parking for volunteers and for transportation into and out of the affected area(s).
- Pre-identify areas for cleanup – carefully document these on GIS maps. Provide copies of these maps to the event organizers.
- Work with legal counsel to develop waivers and permissions for volunteers.
- Where possible, use volunteers affiliated with recognized NGOs.
- Unaffiliated volunteers' activities must be carefully tracked.
- When practicable, arrange for online pre-registration of unaffiliated volunteers.
- Volunteers need to register on the day(s) of activity and be provided with some form of indicator that they are officially part of the activity (e.g. colored wristbands).
- Volunteer time and activity must be tracked (check in and check out).

MNVOADs

The Minnesota chapter of the National Voluntary Organizations Active in Disaster (NVOAD), is an umbrella organization of established and experienced voluntary organizations that provide disaster services in all phases of emergency management, but with emphasis on response and recovery. MNVOADs foster cooperation, communication, coordination, and collaboration among its Minnesota-based voluntary organizations. In the response and recovery phases, each individual organization functions independently, yet cooperatively. MNVOAD serves as a clearinghouse and coordinating body for debris management services, working in coordination and cooperation with other state agencies in the State Emergency Operations Center involved in the debris management function. For smaller, more localized disasters, MNVOAD may work directly with Cottage Grove's EOC in debris management activities.

Large-Scale Private Property Debris Removal (PPDR)

When a major event, emergency, or disaster causes mass destruction and generates large quantities of debris over vast areas, debris on private property may sometimes pose health and safety threats to the public. If private property owners are not available because they have evacuated, the State or local government may need to enter private property to remove debris considered to be an immediate threat to the lives, health, and safety. In such situations, the decision to remediate issues on private property poses significant legal risk and requires careful coordination between all relevant agencies.

If the emergency receives a Presidential Major Disaster Declaration, PPDR activity may be eligible for federal Public Assistance reimbursement. All PPDR activity **MUST** be coordinated with Cottage Grove's EOC **BEFORE** work begins.

The City of Cottage Grove will work with the State of Minnesota and FEMA to designate those areas where the debris is so widespread that removal of debris

from private property is in the public interest on a case-by-case basis. (Note that the city may opt to forego eligibility for federal aid and authorize PPDR work in their own jurisdiction.) If the city intends to seek PPDR reimbursement to remove debris from private property within designated areas, the city will, prior to commencement of work, submit a written request to the FEMA seeking approval for reimbursement. The city must provide documentation confirming that an immediate threat to the public exists as well as evidence of its legal responsibility to enter private property to eliminate the threat posed by the debris. Specifically, this includes:

Immediate Threat Determination

The City of Cottage Grove in consultation with Washington County Public Health and Environment must certify that disaster-generated debris on private property in the designated area(s) constitutes an immediate threat to life, public health, and safety. The city may also provide documentation stating that the debris poses an immediate threat to improved property and that the cost to remove the debris is less than the cost of the potential damage to the improved property.

Documentation of Legal Responsibility

The City of Cottage Grove must demonstrate its authority and legal responsibility to enter private property to remove debris. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define uniform levels of service. Solid waste disposal ordinances are considered part of a jurisdiction's uniform level of services.

The City of Cottage Grove will rely on condemnation and/or nuisance abatement authorities to obtain legal responsibility prior to the commencement of debris removal work. If there are circumstances where the ordinary condemnation and/or nuisance abatement procedures are too time-consuming to address an immediate public health and safety threat, emergency resolutions or ordinances are acceptable.

The City of Cottage Grove must confirm that a legally authorized official has ordered the exercise of public authority to enter private property to perform PPDR.

Minnesota HSEM will evaluate the request and decide whether or not to forward on to FEMA. FEMA will approve or disapprove in writing each request for Public Assistance to perform PPDR. If approval is granted, the City of Cottage Grove shall immediately begin identifying properties for PPDR work and establishing specific scopes of work on each of these properties.

Documentation for PPDR

If PPDR is authorized and considered for Public Assistance reimbursement, the city is required to properly document all legal processes used to gain access to private property, as well as document applicable scopes of work, and compliance with Federal, State, and local environmental and historic preservation review requirements. The City of Cottage Grove will work with Minnesota HSEM and FEMA Public Assistance staff prior to the commencement of any PPDR work to ensure that all legal, environmental, historic, and scope of work considerations are addressed.

The following documents are necessary for Public Assistance reimbursement for PPDR work:

- Right-of-Entry: A right-of-entry signed by the property owner should include a hold harmless agreement and indemnification applicable to the project's scope-of-work.
- Photos: Photos can help document the condition of the property prior to the beginning of the work.
- PPDR Assessment: A property-specific assessment that establishes the scope of eligible work. This may be a map which serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to improved property or ingress and egress routes. These maps may incorporate symbols and a legend to identify structures, property lines, and eligible items of work. This assessment may also be a work order or may be covered in the right-of-entry form, as long as the scope of work can be clearly identified.
- Documentation of Environmental and Historic Review: Debris removal work from private property must satisfy compliance review requirements as established by 44 CFR Parts 9 and 10 and all other applicable Federal environmental and historic preservation requirements.

Types of Eligible PPDR Work

Eligible debris removal work from private property includes removal of:

- Large piles of disaster-generated debris in the living, recreational, and working areas of properties in urban, suburban, and rural areas, including large lots.
- Disaster-generated debris obstructing primary ingress and egress routes to improved property.
- Disaster-damaged limbs and leaning trees in danger of falling on improved property, primary ingress or egress routes, or public rights-of-way.
- Hazardous tree removal is eligible only if the tree is greater than six inches in diameter (measured at diameter breast height) and:
 - has more than 50% of the crown damaged or destroyed, or;
 - has split trunk or broken branches that expose heartwood, or;
 - the tree itself is leaning at an angle greater than 30 degrees and shows evidence of ground disturbance.
- Hazardous limb removal is eligible only if the limb is greater than two inches in diameter measured at the point of break.

- Debris created by the removal of damaged interior and exterior materials from improved property.
- Household hazardous wastes (such as household cleaning supplies, insecticides, herbicides, etc.)
- Disaster-generated debris on private roads and streets of a gated community, provided that the removal of the debris has become the legal responsibility of the City of Cottage Grove.

Ineligible debris removal work on private property includes the removal of:

- Debris from vacant lots, forests, heavily wooded areas, unimproved property, and unused areas.
- Debris on agricultural lands used for crops or livestock.
- Concrete slabs or foundations-on-grade.
- Reconstruction debris consisting of materials used in the reconstruction of disaster-damaged improved property.

Demolition of Private Structures

Jurisdictions may need to enter private property to demolish private structures made unsafe by the emergency event to eliminate immediate threats to life, public health, and safety. In some cases, the costs of performing demolition of private structures may be eligible for Public Assistance reimbursement. Typically, the demolition of private structures to eliminate immediate threats is authorized under Section 403(a)(3)(E) of the Stafford Act.

The City of Cottage Grove will consider alternative measures to eliminate threats to life, public health, and safety posed by damaged structures, including fencing off unsafe structures and restricting access prior to making the decision to demolish private property. FEMA staff in consultation with HSEM makes the final determination regarding the availability of Public Assistance funds for demolition work.

With or without eligible funding, demolition of unsafe, privately-owned structures and subsequent removal of demolition debris should be authorized only when the following conditions are met:

- The structures were damaged and made unsafe by the event, emergency or disaster;
- The city's subject matter experts (e.g., building inspectors) certify that the structures are unsafe and pose an immediate threat to the public. An unsafe structure is a non-commercial or non-industrial structure that threatens the life, health or safety of the public because the structure is so damaged or structurally unsafe that partial or complete collapse is imminent; and
- The municipality has demonstrated that it has legal responsibility to perform the demolition. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define the city's uniform level of services.

Additional information on the general eligibility of demolition of private structures may be found in FEMA DAP9523.4, Demolition of Private Structures.

Typical tasks that are sometimes eligible under FEMA demolition of private structures guidelines include the following. The City of Cottage Grove should consider which (if any) of these they will perform and notify the affected public:

- capping wells;
- pumping and capping septic tanks;
- filling in basements and swimming pools;
- testing and removing hazardous materials from unsafe structures including asbestos and household hazardous wastes;
- securing utilities (electric, phone, water, sewer, etc.);
- securing permits, licenses, and title searches. Fees for permits, licenses, and titles issued directly by the city are not eligible unless it can be demonstrated that the fees are above and beyond administrative costs; and/or
- demolition of disaster-damaged outbuildings such as garages, sheds, and workshops determined to be unsafe.

The City of Cottage Grove should **NOT** consider demolition of private structures tasks in the following list:

- removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat;
- removal of pads and driveways; or
- demolition of structures condemned as safety hazards before the emergency incident. These are never eligible for Public Assistance funding and must be handled as separate projects.

Documentation for Demolition

The City of Cottage Grove will provide documentation of applicable legal processes and scopes of work performed, similar to the private property debris removal process described above. Specifically, this includes:

- Rights-of-entries;
- Photos of the structures;
- Structural assessments, or other certifications that the structures are determined to be unsafe or pose an immediate threat to the public, based on local ordinances or building codes;
- Notices of demolition; and
- Documentation of environmental and historic review.

Similar to PPDR work, additional documentation may be required by FEMA or HSEM staff on a case-by-case basis to demonstrate eligible work performed and compliance with applicable Federal, State, and local laws and regulations.

Special Concerns for Commercial Property

The removal of debris from commercial property and the demolition of commercial structures are generally the responsibility of the property owner. The City of Cottage Grove assumes and expects that these commercial enterprises retain insurance that can and will cover the cost of debris removal and/or demolition. However, in some cases the city might consider the removal of debris from private commercial property and/or the demolition of private commercial structures to be in the public interest.

In such rare cases, the information above regarding other private property applies as well to commercial property.

Regulatory Issues

All regulatory concerns will be coordinated through relevant City of Cottage Grove departments and the local building permitting authority for the affected jurisdictions. Other agencies with responsibilities related to regulatory issues include:

- The Minnesota Pollution Control Agency (MPCA), which regulates the disposal of waste, including hazardous waste, also issues emergency permits for debris incineration. Hence, the advice and assistance of MPCA should be obtained in developing and implementing plans for debris disposal.
- The Minnesota Department of Health (MDH) and Minnesota Department of Agriculture (MDA) are the state agencies responsible for ensuring food safety. The assistance of MDH and MDA should be sought when there are questions regarding safety of food in damaged retail stores, warehouses, and processing facilities. MDH has the authority to condemn unsafe food so that they can be disposed of.
- The Minnesota Animal Health Commission can provide advice and assistance regarding the disposition of dead animals.

Monitoring Debris Removal Operations

Debris removal operations must be closely monitored and documented (quantity of work and reasonable expenses) to ensure that the work is eligible for Public Assistance reimbursement. Failure to do so properly may jeopardize funding.

Debris monitors should be aware of situations that could impact a city's reimbursement under the Public Assistance Program. They should be on the lookout for:

- Inaccurate Truck Capacities – Trucks should be measured before operations and load capacities should be documented by truck number. Periodically, trucks should be pulled out of operation and re-measured by the city.
- Trucks Not Fully Loaded – Do not accept the contention that loads are higher in the middle and if leveled would fill the truck. Debris monitors may check to see if that statement is valid.
- Trucks Lightly Loaded – Trucks may arrive loaded with treetops (or a treetop) with extensive voids in the load. Trucks need to be loaded to their full capacity with front end loaders or other similar equipment.
- Trucks Overloaded – Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if material is above the sideboards. For example, if a truck is measured to carry 18 cubic yards, it cannot receive credit for more than 18 cubic yards. It can, however, receive credit for less if not fully loaded or lightly loaded as described above.
- Changing Truck Numbers – Normally, trucks are listed by an assigned vehicle number and capacity. There have been occasions where truck or trailer numbers with a smaller carrying capacity have been changed to one with a larger capacity. For instance, a 20-cubic-yard truck may have a number for a truck that can carry 30 cubic yards. This can be detected if the city periodically re-measures the trucks or records actual State license plate

numbers in addition to a description of the truck. Maintaining truck and trailer certifications with attached photos can assist in mitigating such activities.

- **Reduced Truck Capacity or Increased Truck Weight** – There have been occasions where trucks have had heavy steel grating welded two to three feet above the bed after being measured, thus reducing the capacity or inflating the weight of a load. This can be detected by periodically re-measuring the truck bed or recertifying the truck tare weight.
- **Wet Debris When Paid by Weight** – Excessive water added to debris will increase the weight of the load. When the contractual unit cost is based on weight, this increases the cost to the city. Contractors have added excessive water to debris loads to increase the weight when being paid by the ton. This can be detected during monitoring if there is excessive water dripping from the truck bed or by inspecting the truck bed immediately after unloading. The city should periodically recertify the truck tare weight.
- **Multiple Counting of the Same Load** – Trucks have been reported driving through the disposal site without unloading, then re-entering with the same load. This can be detected by observing the time of departure and time of arrival recorded on the driver's load ticket. This may also indicate problems with the city's debris monitors at the loading or unloading site. The debris monitors at the unloading area must ensure the truck is empty before it leaves the debris management site.
- **Picking up Ineligible Debris** – This is difficult to detect unless debris monitors are watching the pick-up process. Monitors should have a good understanding of eligible debris and any time limits imposed on picking up specific types of debris. Examples (from actual occurrences) include sweeping areas for abandoned cars and white goods, cleaning up illegal dump sites, removing cut trees from subdivisions under development, and removing/cutting trees from off the rights-of-way in rural areas.

In Federally declared disasters, FEMA personnel periodically validate the city's monitoring efforts to ensure eligible debris is being removed and processed efficiently. Debris monitoring is primarily the responsibility of the City of Cottage Grove. The city may use force account resources, temporary hires, and/or contractors to accomplish the debris monitoring.

Reasonable costs for debris monitors with appropriate qualifications may be eligible; it is not necessary to have professional engineers and other certified professionals perform debris monitoring duties. In addition to the costs for the debris monitors, the city may claim as part of its debris monitoring activities reasonable costs for the provision of training, oversight, and data compilation to verify debris removal costs as required by the monitoring operation.

Overhead costs for architectural and engineering service are not eligible. Costs associated with attending meetings with FEMA or the State and costs associated with the administration of project worksheets are funded through the administrative allowance as stated in 44 CFR Part 206.228 and cannot be included in a Public Assistance reimbursement.

Debris Disposal

Landfill tipping fees usually include fixed and variable costs along with some

special taxes or fees assessed by the jurisdiction. Examples of variable costs include costs for labor, supplies, maintenance, utilities, and gas or recovery systems. Fixed costs generally include equipment, construction, permits, landfill closure, post closure, and amortized costs for ancillary landfill building structures.

Eligible landfill costs are limited to the variable and fixed costs that are directly related to landfill operations. Jurisdictions may incorporate special taxes or fees into the landfill tipping fee to fund government services or public infrastructure. When tipping fees include such costs, those costs are not eligible for Public Assistance reimbursement.

Special Use Areas

In addition to single-family homes and businesses on individual sites, some areas of the city require special consideration in terms of planning and coordinating for debris-removal operations. Mobile home parks and navigation hazards present intense and sometimes complicated obstacles for the response effort.

Mobile Home Park Procedures

Higher density situations, specifically mobile home parks, create an extensive amount of mixed debris in a relatively small area. Procedures described above for individual sites may apply in mobile home parks, but it is reasonable to expect a more intense operation in all aspects of the operation.

The most complex aspect of the operation may be documenting legal responsibility within the parks. Sometimes the mobile home park site is owned, operated, and maintained by one or more parties. The individual homes may be owned by one of those same parties or by the individuals that occupy the structures.

As part of the planning exercise, the planning staff may investigate the legal responsibility for debris issues within the mobile home parks within its jurisdiction. The city should coordinate the potential PPDR and demolition operations with the park owners in order to expedite recovery after an event. Agreements need to be made with respect to the debris collection, location, separation of materials, and the amount of debris expected to be handled.

Cottage Grove has one mobile home park: Continental Communities, 7385 99th St S, Cottage Grove, MN 55016; 651-458-8776
cottagegrove@continentalcommunities.com

Navigation Hazard Removal

Damage to publicly owned marinas caused by a major event, emergency, or disaster can include abandoned sunken boats and other debris that may impede navigation. The procedures used for individual sites may be modified for this situation.

The city should coordinate with the US Coast Guard, the MN DNR, WCSO Water Parks & Trails, local government agencies, legal counsel, marine salvage contractors, commercial divers, and certified surveyors to

ensure that navigation hazards are removed safely and efficiently. The two main challenges with navigation hazards are locating the debris and finding legal owners. Marinas can be inspected visually by a helicopter or boat. Sonar or dive teams may need to be employed for submerged vessels. A location or flotation marker may be helpful in order to keep vessel positions documented. The legal owner's information may be obtained by using the vessel's registration number and marina records.

C. Resources

There are Federal agencies and departments, other than FEMA, that have the authority to remove debris and/or coordinate and manage debris-related activities for their specific jurisdiction. The following describes several Federal agencies' normal responsibilities and their debris-related authority and/or jurisdiction.

United States Army Corps of Engineers (USACE)

USACE's mission is to provide design and management services for the construction of military facilities for the army and air force; design and construction management support for other defense and Federal agencies; and planning, design, construction, and operation of water resource and other civil works projects. USACE's authorities for debris-related activities include:

- Developing projects for the collection and removal of drift and debris from publicly maintained commercial harbors and from land and water areas immediately adjacent thereto.
- Continuing debris collection programs for five specific harbors of the United States.
- Removing sunken vessels or other obstructions from navigable waterways under emergency conditions.

United States Coast Guard (USCG)

USCG is a military, multi-mission, maritime service within the Department of Homeland Security and one of the nation's five armed services. USCG has five fundamental roles: maritime safety, maritime security, maritime mobility, national defense, and protection of natural resources.

USCG is tasked with the following debris-related activities in coordination with EPA:

- Conduct emergency removal of oil and hazardous materials from coastal zones.
- Coordinate removal of navigational hazards.
- Provide technical assistance on contaminated debris in coastal zones.

United States Department of Agriculture's Natural Resources Conservation Service (NRCS)

NRCS, formerly called the Soil Conservation Service, provides technical and financial assistance to private land owners, land users, communities, and units of State and local governments in planning and implementing conservation systems in an effort to conserve soil, water, and other natural resources.

NRCS is limited in its authority in that debris-related activities are limited to either runoff retardation or soil erosion prevention in response to a sudden impairment in the watershed which creates an imminent threat to life or property. Typically, this includes debris within, or close proximity to, a channel.

Environmental Protection Agency (EPA)

EPA's role is to establish minimum regulatory standards that are, in most cases, implemented

by the State, and to provide technical assistance. EPA administers other laws as well that may impact the management of debris.

EPA's primary authorities related to debris removal fall into two categories:

- Cleaning up debris that is mixed with or contains oil or hazardous materials in coordination with the USCG.
- Establishing a standard for proper management of debris.

Federal Highway Administration (FHWA)

FHWA provides Federal financial resources and technical assistance to State and local governments for constructing, preserving, and improving the National Highway System. FHWA has an Emergency Relief Program to support the repair or reconstruction of Federal-aid highways and roads on Federal lands which have suffered damage as a result of natural disasters or catastrophic failures from an external cause.

- FHWA's authority for debris-related activities is limited to debris removal and disposal within their jurisdiction when the Emergency Relief Program is activated.
- See FEMA RP9580.202, Fact Sheet: Debris Removal – Authorities of Federal Agencies, for additional information.

D. Glossary and References

Debris: All forms of emergency event-related debris, including vegetative debris and mixed debris.

Eligible Debris: Debris resulting as a direct consequence of the emergency event and handled in a manner that conforms to this plan and/or to FEMA requirements for Public Assistance.

NOTE: The management of debris is a necessary result of the emergency event and is NEVER predicated on a declaration of Presidential or State Disaster. However, appropriate monitoring, record keeping, and reporting of debris clearance and removal will ensure prompt and effective response and recovery with reduced economic and environmental impacts and may impact local eligibility for Public Assistance under the Robert T. Stafford Disaster Relief and Recovery Act.

Eligible Debris can be broken down into the following categories:

Vegetative Debris: Whole trees, tree stumps, tree limbs and branches, and other leafy material often piled on the public rights-of-way either as a result of the jurisdiction's emergency efforts or by the residents following the incident. The city may remove this debris if it is within public rights-of-way and will limit the number of times the debris is collected. For instance, the city may choose to make two passes throughout the jurisdiction before resuming normal debris management activities.

In emergency events, the city may consider tub grinding and mulching vegetative debris to reduce required landfill space.

In addition to the common vegetative debris, jurisdictions may need to remove hazardous trees, hazardous tree limbs, and hazardous stumps.

Hazardous Trees: A tree is considered hazardous if its condition was caused by

the emergency event or disaster, it is an immediate threat to lives, public health and safety, or improved property, it has a diameter chest height of six inches or greater, and one or more of the following criteria are met:

- It has more than 50 percent of the crown damaged or destroyed;
- It has a split trunk or broken branches that expose the heartwood;
- It has fallen or been uprooted within a public-use area; and/or
- It is leaning at an angle greater than 30 degrees.

Trees determined to be hazardous and that have less than 50 percent of the root-ball exposed should be cut flush at the ground level. Grinding of the resulting stump after the tree has been cut flush at the ground level is not eligible work. The cut portion of the tree is included with regular vegetative debris. The tree trunk should be cut as close to the ground as possible.

Hazardous tree removal work should include removing the leaning portion and cutting the stump at ground level in a single project. If removing the tree and stump must be done as two separate operations, the cost of the stump removal will not be eligible for federal or state disaster aid.

Straightening and bracing are emergency protective measures if they eliminate an immediate threat to lives, public health and safety, or improved property. This may be considered during later phases as well if straightening and bracing are significantly less costly than removal.

Hazardous Limbs (Hangers): Hanging limbs may be removed under this plan if the limbs are:

- Located on improved public property;
- Greater than two inches in diameter at the point of breakage; and
- Still hanging in a tree and threatening a public-use area, e.g. trails, sidewalks, golf cart paths.

Only the minimum amount of work necessary to remove the hazard is eligible under this plan. Pruning, maintenance trimming, and landscaping are not eligible. All hazardous limbs in a tree should be cut at the same time, not in passes for particular sizes.

If the canopy of a tree located on private property extends over a public right-of-way such as a sidewalk, removal of hazardous limbs on the tree that extend over the public right-of-way and meet the above criteria is allowed under this plan; however, limbs on the tree that do not extend over the public right-of-way are the responsibility of the property owner.

Hazardous Tree Stumps: A stump is hazardous and eligible for work under this plan if it meets all of the following criteria:

- It has 50 percent or more of the root-ball exposed (less than 50 percent of the root-ball exposed should be flush cut);
- It is on improved public property or a public right-of-way; and
- It poses an immediate threat to life, and public health and safety.

The jurisdiction should determine if grinding the hazardous stump and filling in the cavity is more cost effective than hauling the stump away for disposal. Document cost comparisons as in some cases, this work may qualify for Public Assistance grants.

In some instances, grinding of an uprooted stump and filling the resulting cavity may cost less than a complete extraction. In these cases, the city should present the cost comparison documentation to FEMA for consideration; however, the stump must have already been determined eligible for removal according to the above criteria.

Public Assistance Program: The FEMA-administered program authorized under the Robert T. Stafford Disaster Relief and Recovery Act that allows for potential federal grants to assist with response and recovery effort expenses. This Debris Management Plan contains information about documentation and expense categories that will maximize eligibility for Public Assistance.

Documentation required for Public Assistance consideration:

- Descriptions of the immediate threat and/or photos of hanging limbs or leaning trees;
- Clearly defining the scope of work to remove the immediate threat;
- Diameter of the stump 24 inches from the ground;
- Quantity of material needed to fill the resultant hole,
- Specifying the improved public property location by recording the nearest building address and/or GPS location; and
- Noting the date, labor (force account or contract), and equipment used to perform the work.

Ineligible Debris

The City of Cottage Grove is not responsible for the following debris removal:

- Any debris removal from unimproved property or undeveloped land;
- Any debris removal from private property or a facility that is not eligible for funding under the Public Assistance Program;
- Any debris removal from Federal lands or facilities that are the authority of another Federal agency or department, such as Federal-aid roads, USACE navigable waterways, and NRCS canals; or
- Any debris removal from Minnesota National Guard Property.

Construction and Demolition Debris: Damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures. Certain types of construction and demolition debris are reusable or recyclable. To conserve landfill space, jurisdictions should separate materials for reuse or recycling when practicable.

Hazardous Waste: Waste with properties that make it potentially harmful to human health or the environment. Hazardous waste is regulated. In regulatory terms, hazardous waste is a waste that appears on one of the four hazardous waste lists or exhibits at least one of the following four characteristics: ignitability, corrosivity, reactivity, or toxicity.

Household Hazardous Waste (HHW): Products and materials that are used and disposed of

by residential, rather than commercial or industrial consumers. HHW includes some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic.

Electronic Waste: Electronics that contain hazardous materials such as cathode ray tubes. Examples include computer monitors and televisions.

White Goods: Appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils. The Clean Air Act prohibits the release of refrigerants into the atmosphere and requires that certified technicians extract refrigerants from white goods before they are disposed of or recycled.

Soil, Mud, and Sand: Soil, mud, and sand deposited on improved public property and public rights-of-way as a result of flood, landslide, storm, etc. Critical infrastructure commonly impacted by this type of debris may include streets, sidewalks, storm and sanitary sewers, water treatment facilities, drainage ponds, and parks.

Vehicles and Vessels: The city may decide to remove vehicles and vessels if they present a hazard or immediate threat that blocks ingress/egress in a public-use area, or if the vehicle or vessel is abandoned, e.g. the vehicle or vessel is not on the owner's property and ownership is undetermined.

Putrescent Debris: Any organic debris that will decompose or rot, such as animal carcasses and other organic matter. Disposal of putrescent debris must be in compliance with applicable Federal, State, and local requirements.

Infectious Waste: Waste capable of causing infections in humans, including contaminated animal waste, human blood and blood products, isolation waste, pathological waste, and discarded sharps (needles, scalpels, or broken medical instruments).

Chemical, Biological, Radiological, and Nuclear (CBRN)-Contaminated Debris: Any debris contaminated by chemical, biological, radiological, or nuclear materials as a result of a natural, technological, or human-caused incident, such as a Weapon of Mass Destruction (WMD) event. Jurisdictions will need to follow specific handling protocols and laws.

Garbage: Waste that is regularly picked up by the jurisdiction (directly or through contract services). Common examples of garbage are food, packaging, plastics, and papers. In general, household food wastes can be collected through normal municipal waste collection methods and are not covered in this plan.

Federal Authorities/other References:

- Public Law 93-288, as amended, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 109-295, the Department of Homeland Security Appropriations Act, 2007 (established Public Assistance Pilot Program)
- National Response Framework (NRF), ESF 3 – Public Works and Engineering Annex and Catastrophic Incident Annex
- FEMA Handbook: Public Assistance Applicant Handbook (323)

- FEMA Handbook: Public Assistance Debris Management Guide (325)
- FEMA Handbook: Public Assistance Pilot Program – Program Guidance (June 2007)
- FEMA Disaster Assistance Strategy 2007-2 (Debris Removal Operations)
- 44 CFR: Emergency Management and Assistance (Parts 13 and 206 in particular)
- FEMA Fact Sheets and Policies related to debris removal / disposal and/or the Public Assistance Grant Program (PAGP) from the “9500 Series Policy Publications.” Those that are most relevant to debris removal / disposal operations include:
 - 9523.4 – Demolition of Private and Public Facilities
 - 9523.11 – Hazardous Stump Extraction and Removal Eligibility
 - 9523.12 – Debris Operations: Hand-Loaded Trucks and Trailers
 - 9523.13 – Debris Removal from Private Property
 - 9523.14 – Debris Removal from Private Property to Address Immediate Threats
 - 9580.1 – Debris Operations Job Aid
 - 9580.4 – Fact Sheet: Debris Operations – Clarification: Emergency Contracting vs. Emergency Work
 - 9580.201 – Fact Sheet: Debris Removal – Applicant’s Contracting Checklist
 - 9580.202 – Fact Sheet: Debris Removal – Authorities of Federal Agencies
 - 9580.203 – Fact Sheet: Debris Monitoring

Appendix E – Radiological Emergency Ingestion Pathway Supplement

A. Introduction

On December 7, 1979, following the Three Mile Island nuclear power plant accident in Pennsylvania, President Carter transferred the federal lead role in offsite radiological emergency planning and preparedness activities from the U.S. Nuclear Regulatory Commission (NRC) to the Federal Emergency Management Agency (FEMA). FEMA established the radiological emergency preparedness (REP) program to ensure that the health and safety of people living around commercial nuclear power plants would be adequately protected in the event of a nuclear power plant accident, and to inform and educate the public about REP.

Planning for a nuclear generating plant accident is divided into three operational phases: Early/Plume Phase, Intermediate/Ingestion Phase, and Late/Recovery Phase. The State of Minnesota provides direction, control and coordination as outlined in Minnesota Statute Chapter 12 and the Minnesota Emergency Operations Plan (MEOP) for nuclear generating plant preparedness and actual emergencies. The mission of the Minnesota REP program is to ensure that the health and safety of the public is protected in the event of a radiological incident at the Monticello or Prairie Island nuclear generating plant.

The counties in the 50-mile radius of each nuclear plant are considered ingestion counties. Federal mandates require ingestion counties to participate in a full-scale exercise, tabletop exercise, or training every eight years. The mandates also include specific planning requirements and enhancements to county emergency operations plans.

The City of Cottage Grove has been identified as being in an ingestion county as it is within 50 miles of both the Monticello and Prairie Island nuclear generating plants. This document identifies and defines the primary issues, actions, responsibilities, and the necessary coordination that must take place following a nuclear plant incident in the 50-mile Ingestion Pathway Zone (IPZ).

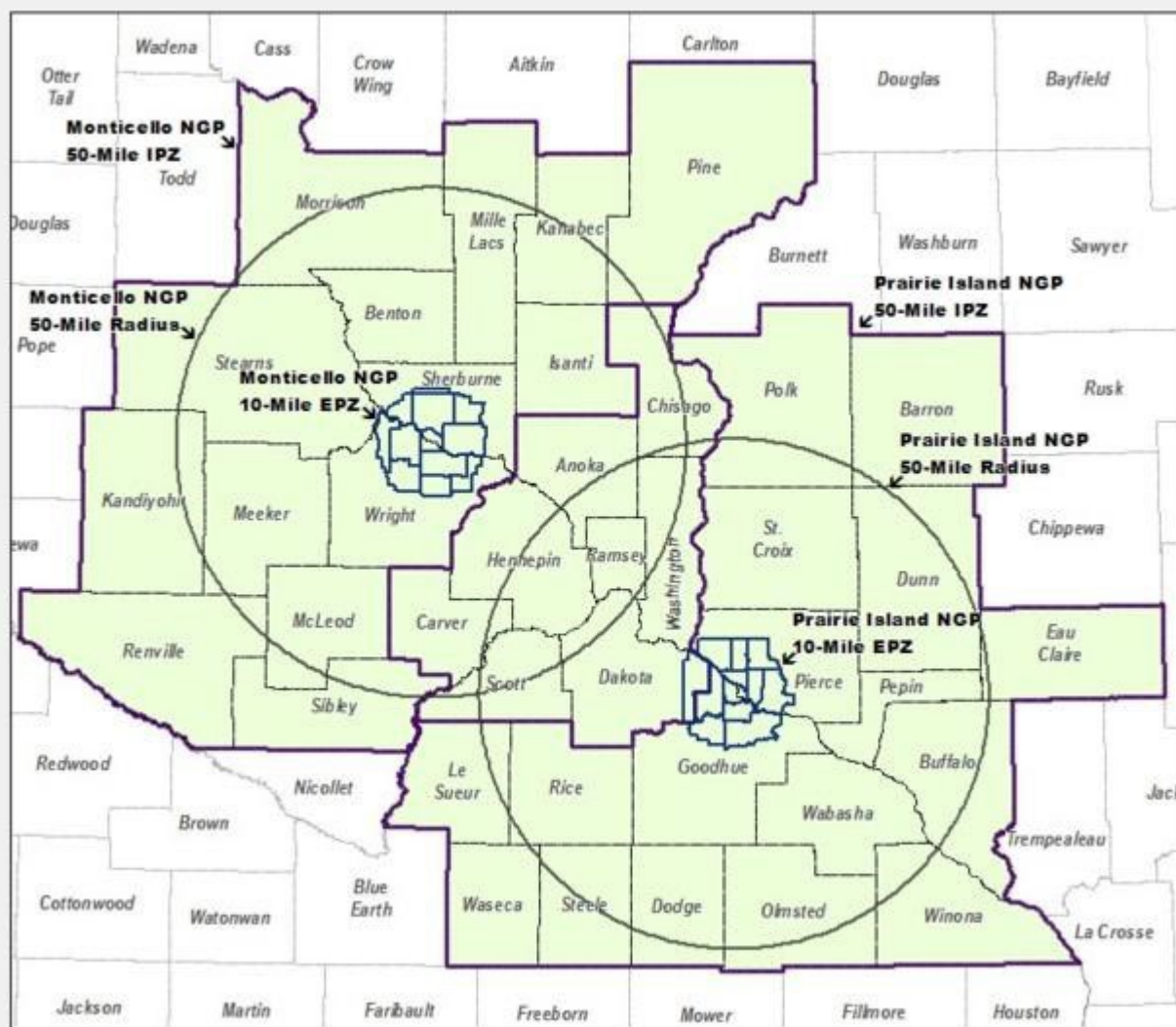
Ingestion counties would be asked to support the response necessary to protect population from long-term exposure and the food supply from radiological contamination. Ingestion counties located closer to the plant may be asked to support relocation activities should they become necessary.

For an incident occurring at either of Minnesota's nuclear generating plants, well-developed plans exist to alert, notify, and implement public protection decisions within the 10-mile Emergency Planning Zone (EPZ). Areas outside of the EPZ should not need emergency evacuations, but they may be asked to implement actions aimed at protecting the population from long-term exposure to low levels of radioactive contamination and to protect food products in the 50-mile Ingestion Pathway Zone (IPZ).

A release from a nuclear generating plant will disperse as it travels downwind, leaving higher concentrations of contaminated material closer to the plant and lower levels further away. The lower concentrations that are deposited further downwind present potential issues for low level contamination which will impact the counties within IPZ. The issues impacting ingestion counties become prominent in the later Intermediate/Ingestion Phase of the incident, which are covered in section C of this Appendix.

Ingestion County Map

The following image shows both the 10-mile EPZs and 50-mile IPZs, and the counties impacted by the Prairie Island and Monticello nuclear generating plants:



Emergency Classification Levels (ECLs)

There are four ECLs used at all nuclear generating plants in the United States that drive the actions taken based on the level of severity. An incident at a nuclear generating plant could begin at any of these ECLs, which are listed below from least to most severe.

- **Notification of Unusual Event (NUE)** is a low-level event which poses no threat to public safety, but which warrants an increased awareness on the part of the plant and off-site agency personnel. The state monitors the condition until it is resolved.
- **Alert** is a low-level condition which poses no immediate threat to public safety, but precautionary mobilization of certain response functions is appropriate in case conditions degrade. The State Emergency Operations Center (SEOC) is fully activated to monitor the situation.
- **Site Area Emergency (SAE)** is when plant conditions have degraded to a point warranting the full activation of all response functions. Precautionary protective actions for livestock and high-risk portions of the general public might be recommended. The SEOC implements precautionary measures like evacuating schools in the area and placing livestock indoors and on stored feed and covered water.

- **General Emergency (GE)** indicates plant conditions have degraded to a point threatening public safety and some form of protective actions will be initiated like sheltering or evacuating the 2-mile area around the plant and 5-miles downwind. The areas being sheltered/evacuated will also have livestock and food product embargos placed on them.

B. Ingestion County Expected Activities by Emergency Classification Level (ECL)

The following describes the activities most likely to occur at each ECL in an ingestion county during a nuclear generating plant emergency.

Notification of Unusual Event (NUE)

- No formal notification is made to the ingestion counties.
- No action is expected of the ingestion counties at this level.

Alert

- The ingestion county Emergency Manager will be notified of the Alert declaration by the State Emergency Operations Center (SEOC).
- The SEOC will maintain communications with ingestion county Emergency Managers.
- Ingestion counties are expected to:
 - Notify county elected officials and local jurisdictions of the event.
 - Log in to Web EOC and maintain situational awareness of the event.
 - Communicate concerns to the SEOC through the local communicator.
 - Provide support to any community reception centers in the county (which the City of Cottage Grove will have).
 - Communicate any special events (large public gatherings) that are occurring or scheduled in the county.
- Alert status is maintained until verbal termination, ECL reduction or escalation to a higher ECL takes place.

Site Area Emergency (SAE)

- The ingestion county Emergency Manager will be notified of the SAE declaration by the SEOC.
- The SEOC will maintain communications with ingestion county Emergency Managers.
- Ingestion Counties are expected to:
 - Notify county elected officials and local jurisdictions of the event.
 - Log in to Web EOC and maintain situational awareness of the event.
 - Communicate concerns to the SEOC through the local communicator.
 - Provide support to any community reception centers in the county (which the City of Cottage Grove will have).
 - Communicate any special events (large public gatherings) that are occurring or scheduled in the county.
- SAE status is maintained until verbal termination, ECL reduction or escalation to a higher ECL takes place.

General Emergency (GE)

- The ingestion county Emergency Manager will be notified of the GE declaration by the SEOC.
- The SEOC will maintain communications with ingestion county Emergency Managers.
- Ingestion counties are expected to:
 - Open the county EOC and maintain at least minimal 24-7 staffing.

- Notify the agricultural agencies in the county of the event.
- Support implementation of protective actions needed to protect the population from a possible contaminated food supply. This would include agricultural control zone restrictions on food and livestock movement and hunting and fishing restrictions.
- Participate in daily SEOC briefings.
- Support the efforts of field sampling and monitoring teams.
- Prepare to receive ingestion brochures and food protection information and distribute them to food producers in the county.
- Provide support to any community reception centers in the county (which the City of Cottage Grove will have).
- Coordinate any implementation of relocation areas, restricted areas, reentry, and return with the SEOC as requested.
- GE status is maintained until verbal termination, ECL reduction or escalation to a higher ECL takes place.
- Additionally, the City of Cottage Grove Communications Manager will coordinate with the Washington County Public Information Officer (PIO) to issue a press release to be distributed to notify the agricultural stakeholders in the City of Cottage Grove of the event.

C. Intermediate/Ingestion Phase

When the release has ended and the situation is under control, attention shifts from the immediate actions of the plume phase to the longer-term issues of the ingestion phase. These include the establishment of relocation areas, restricted zones, re-entry protocols, return protocols, recovery, and additional food control measures.

Support the Establishment of Food Control Measures

- Food protections begin with the issuing of an embargo order when flyover data indicates contamination is detected outside the evacuation areas.
- Additional food protection controls may be put in place following the results of field sampling during the intermediate/ingestion phase.
- Additional food embargoes are mandated when lab analysis indicates radiation levels exceeding strict FDA guidelines for annual consumption.
- Food control decisions emphasize public protection and balance the long- and short-term implications for economic damage to the state.
- The ingestion county is expected to:
 - Coordinate with the state on the agricultural control zone and protection of food products in the county.
 - Identify areas where trucks can be held when an embargo is issued.

Support the Establishment of Relocation Areas Outside the EPZ Counties if Needed

- The initial post-plume priority is to determine if there is contamination in areas outside of the initial evacuation areas that require additional measures (relocation) to protect the public from long-term exposure to low-level radioactive material.
- Relocation areas are where the removal or continued exclusion of people from contaminated areas is needed to avoid long-term radiation exposure.
- Relocation from an area is indicated when soil samples exceed EPA protective action guidelines for 1-year, 2-year, or 50-year periods of occupancy.

Support the Establishment of Restricted Zones if Needed

- Restricted zones are established to protect area residents from the potential effects of chronic exposure to low-level radiation.
- These are areas with controlled access from which the population has been evacuated or relocated.
- Re-entry into the restricted zone is initially limited to essential personnel only.
- All persons entering a restricted zone must be registered, briefed on radiation exposure and given dosimetry, and may need to be escorted.
- People leaving a restricted area will need to be monitored for radiological contamination and may need to be decontaminated.
- An area remains restricted until a combination of remediation efforts and the natural decay of radiation allow for safe long-term residency.

Support the Establishment of Re-Entry Protocols as Needed

- Protocols and procedures are implemented to authorize the temporary re-entry into a restricted zone for activities including:
 - Public safety services
 - Family reunification
 - Livestock care
 - Critical infrastructure, industrial process, and utility service
 - Pet retrieval/animal control

Support the Establishment of Return Areas

- Facilitate the orderly return of people to areas where there was no contamination or long-term exposure health risk.
- Following verification and establishment of restricted zone boundaries and traffic control points, some areas can be cleared for return to unrestricted residence or use.
- The timing of the return is coordinated with state and local agencies.
- Although people can return, some of these areas may still have low-level contamination and may require some ingestion pathway food controls or restrictions.

Support the Establishment of Recovery

- Recovery will involve continued and extensive field sampling, damage and impact assessments, and the coordination of federal assistance and nuclear insurance benefits.
- Coordinate remediation of contamination and restoration to pre-event conditions and activities.

D. Protective Measures for Agriculture and Water Protection

Agricultural Protective Actions

The area that may be embargoed will be determined based on the conditions at the time of the incident. There are a wide variety of agricultural protective measures that may be implemented as needed and can only be defined at the time of the incident based on release conditions. The Radiological Emergency Preparedness Ag Brochure that would be provided and distributed to Farmers, Food Processors, and Distributors provides some of that information.

The protection of the food supply from contamination of radioactive material is the top priority and actions taken to protect the food supply will be coordinated with the impacted counties during the incident. Protective Actions and guidelines for proper disposal of contaminated products will be coordinated through the SEOC at the time of the incident.

Surface or Ground Water Protective Actions

The protection of surface and ground water supplies from contamination will be coordinated with the SEOC. It is unlikely that ground water will be contaminated from an airborne release. The following are some examples of actions that may be implemented at the time of the incident.

- Notify and alert downstream users with recommended protective actions.
- Notify watershed districts.
- Determine through sampling if water supplies in the area are safe for human and animal consumption. Determine priority for sampling of those supplies.
- Collect raw water samples near the sources of contamination to establish whether or not gross contamination of raw water is evident. The ground water source should be monitored over an extended period of time to ensure that it has not been affected.
- Isolate all affected contaminated wells. All open wells, cisterns, barrels, and other open water collecting containers should be covered to prevent radioactive fallout from hitting open water surfaces.
- For storage containers which are supplied by runoff from roofs or other surface drain areas, the collecting filler pipe should be disconnected to prevent contaminants from being washed into the storage containers.
- Domestic surface water supplies may be contaminated by either the accidental discharge of contaminated water or by deposition from an atmospheric release. Spring and well water should not be affected by an accidental release of radioactive material to the atmosphere or to waterways.
- The contamination of domestic water supplies following discharge of contaminated water is possible only for downstream supplies using the receiving water body as a source. Adverse impact can be avoided by curtailing intake during the course of the passage of the contaminated water.
- In situations involving the contamination of a water supply, methods of providing an alternative water supply may include rationing of uncontaminated supplies, substitution of other beverages, importing water from uncontaminated areas, and the designation of certain critical users.

Appendix F – High-Hazard Flammable Train (HHFT)

A. Purpose

This Appendix provides information in support of ESF 10 – Oil and Hazardous Materials Response activities for response and recovery actions resulting from actual or potential fire incidents involving high-hazard flammable trains (HHFTs).

B. Scope

In May 2015, the U.S. Department of Transportation issued a final rule for the safe transportation of flammable liquids by rail. The final rule, developed by the Pipeline and Hazardous Materials Safety Administration (PHMSA) and Federal Railroad Administration (FRA), in coordination with Canada, focuses on safety improvements that are designed to prevent accidents, mitigate consequences in the event of an accident, and support emergency response. The rule:

1. Unveils a new, enhanced tank car standard and an aggressive, risk-based retrofitting schedule for older tank cars carrying crude oil and ethanol;
2. Requires a new braking standard for certain trains that will offer a superior level of safety by potentially reducing the severity of an accident, and the “pile-up effect;”
3. Designates new operational protocols for trains transporting large volumes of flammable liquids, such as routing requirements, speed restrictions, and information for local government agencies; and
4. Provides new sampling and testing requirements to improve classification of energy products placed into transport.

The rule applies to HHFTs—a single train transporting a continuous block of 20 or more tank cars loaded with Class 3 flammable liquids, or 35 or more tank cars loaded with Class 3 flammable liquids dispersed through a single train. The rule also defines a high-hazard flammable unit train (HHFUT) as a train comprised of 70 or more loaded tank cars containing Class 3 flammable liquids traveling speeds at greater than 30 mph.

C. Situation and Assumptions

Minnesota has 4,278 route miles of railroads serviced by 21 railroad companies. Railroad companies are divided into three classes, based on operating revenues and status defined by the U.S. Surface Transportation Board (STB). Emergency contact numbers for the Class 1 Railroads (Major Railroads) are below:

Class I Railroad 24-hr Emergency Contact Numbers	
Company	Emergency Phone Number
Burlington Northern Sante Fe (BNSF) Railway	(800) 832-5452
Canadian National (CN)	(800) 465-9239
Canadian Pacific Kansas City (CPKC) Southern	(800) 716-9132
Union Pacific	(888) 877-7267

Minnesota Operating Railroads: 7 County Metropolitan

MnDOT Office of Freight and Commercial Vehicle Operations
August 2022



Major Railroads (Class I)

- BNSF Railway [BNSF]
- Canadian National Railway [CN]
- Canadian Pacific Railway [CP]
- Union Pacific Railroad [UP]

Other Railroads

- Regional & Shortline (Class III)*
- Passenger (Amtrak)
- Commuter (Northstar Line)
- Rapid Transit (Green & Blue Line)

Facilities

- Ⓜ Intermodal Passenger Connectivity
- Ⓜ Intermodal Facility (Rail Yard)
- ✈ Major Airport

Jurisdictional

- City (7 County Metro)
- City (Outside Metro)
- ▬ County Boundary

*Class III Railroads in the Twin Cities: Minnesota Commercial [MNNR], Progressive Rail [PGR], Twin Cities & Western [TCWR]

Situation

On average, seven trains carrying up to 3.3 million gallons of oil among 110 loaded tank cars pass through Minnesota daily. Since most historic railroad routes are centered around Minneapolis/St. Paul, the Twin Cities acts as a major gateway for train shipments of light crude oil from the Bakken oil fields of North Dakota. These HHFTs traverse the City of Cottage Grove many times each day. Additionally, the US DOT and the Federal Railroad Administration (FRA) have identified the City of Cottage Grove as a High Threat Urban Area (HTUA). While new safety rules have been enacted as of May 2015, these trains do pose a clear and present danger to the city, specifically due to our population density near existing railroad tracks used by HHFTs.

Petroleum crude oil is a light to dark colored liquid hydrocarbon and may emit flammable gases. It is not a uniform substance and its physical and chemical properties may vary from oilfield to oilfield or within wells located in the same oilfield. They are often blended prior to shipment. Light, sweet crude oils often emit flammable gases such as butane and propane. These gases, if released, can readily ignite when they encounter an ignition source. These crude oils may also contain hydrogen sulfide, a toxic inhalation hazard material, in the vapor space of the tank car.

Due to the characteristics of crude oil, in an accident scenario, the behavior of this product may range from that of gasoline for the lighter (sweet) crude oils to diesel fuel for the heavier (sour) crude oils. Releases may create vapor/air explosion-like hazards indoors, in confined spaces, outdoors, or in sewers. Typically, what has been seen in many of the incidents reported in the media is not technically an explosion. However, the sudden and significant combustion of the concentrated gases give off an impressive fireball and accompanying heat wave and we assume that many in the general public and media will report this as an explosion.

Volatile vapors released from the spill area may create flammable atmospheres. Some crude oil vapors may be heavier than air and accumulate in low areas and travel some distance to a source of ignition and flash back to the leak source. The more volatile materials in crude oil may be present in air in high concentrations creating an inhalation health hazard. There is also the possibility that the crude oil may contain varying concentrations of benzene (known carcinogen) or hydrogen sulfide (toxic inhalation hazard). Products of combustion may also include toxic and carcinogenic inhalation hazards. When light crude oil combusts in large quantities, there may be a rapidly expanding heat wave and fireball posing a substantial threat to persons or structures within approximately 1/2 mile in any direction.

Assumptions

- First priority will be to ensure the safety of the public and responders.
- Public safety personnel will be willing and able to respond.
- There are several hazardous materials response resources within an hour of the City of Cottage Grove and at least one of these services should be able to respond.
- The primary concern is high-heat fire and very rapid combustion. While not usually explosive in technical terms, the heat wave from a combusting tank car will often behave in a fashion similar to an explosion.
- Large numbers of people and structures are likely to be impacted by fire almost immediately.

- Fire in one or more cars may pose a threat of release of additional material from other cars over time.
- The heat and quantity of fire makes immediate extinguishment of the fire unlikely for some time. Initial firefighting activities will be concentrated on reducing the spread of any fire.
- There will be a delay in obtaining sufficient quantities of firefighting foam.

D. Concept of Operations

Policies

All HAZMAT incidents require that the responsible party notify the MN State Duty Officer (MN Stat. Ch. 115e). If there is any question as to whether or not this notification has been made, the Incident Commander (IC) should contact the MN State Duty Officer regarding the incident. Most HAZMAT responses do not require coordination by other county agencies and are undertaken by municipal fire departments and HAZMAT agencies consistent with their authorities.

At their core, incidents involving HHFT are HAZMAT incidents and fall under the operational control of ESF 10 – Oil and Hazardous Materials Response agencies. However, as light crude oil may exhibit unique properties and hazards, the IC should consider a larger-than-normal response by local and county authorities in the spirit of this AHP emphasis on "Leaning Forward" in emergency response.

General

Initial Emergency Actions for HHFT Response

1. Rescue the injured.
 - a. Consider early notification to mutual aid partners for a derailment with smoke, fire, or signs of leak/rupture of cars carrying hazardous materials.
 - b. Do not expose personnel to smoke, fumes, or leaking product without appropriate SCBA and personal protective equipment (PPE).
 - c. Conduct rescue efforts from the upwind side.
 - d. Plan an escape route prior to entering the spill area.
 - e. When it is safe to do so, remove injured personnel from the accident scene and administer first aid as needed.
 - f. Do not risk lives to save property or protect the environment.
2. Notify Federal, State, and Local Agencies of the incident.
 - a. Notify the railroad 24-hour emergency number:
 - i. BNSF – 800-832-5452
 - ii. CPCK – 800-716-9132
 - b. National Response Center – 800-424-8802
 - c. MN State Duty Officer – 800-422-0798
 - d. City of Cottage Grove Public Safety Director and City Administrator

3. Evacuate threatened personnel.
 - a. Evacuate nonessential personnel from the spill area.
 - b. Evacuate or shelter-in-place people located in an area of up to a 1/2 mile radius or more, away from accident scene, if necessary due to a leak or fire.
 - c. Consult the US DOT or AAR Emergency Action Guides for additional evacuation information.
4. Secure the area.
 - a. All personnel must be kept at a safe distance pending determination of the nature and extent of the materials involved.
5. Determine the identity and hazards of materials.
 - a. If possible, read Placards and/or Labels and retrieve Waybills, Train Consist, or other available information to determine the materials involved and what precautions to take in the event of a release of product.
6. Stabilize the situation and await expert technical assistance if possible.
 - a. Activate mutual aid, state, and regional HAZMAT response resources.
 - b. Request additional foam and foam application resources ASAP if there is fire, a leak, or compromise to cars.
 - c. After securing personnel and the site perimeter, wait for the railroad emergency coordinator to arrive to advise response personnel of suspected dangers.
 - d. When personal safety allows, take necessary actions to prevent spilling material from entering nearby waterways.
 - e. Firefighting activity should be initially directed to facilitate rescue and to protect exposures.
7. In the event of a spill into the navigable waterway, the City of Cottage Grove would contact the U.S. Coast Guard for assistance. This resource, as well as other federal resources, can be contacted through the **National Response Center (NRC) at 800-424-8802.**

PETROLEUM CRUDE OIL CAS NO. 8002-05-9 UN 1267 DOT Hazard Class: 3 FLAMMABLE LIQUID ERG Guide No. 128	HAZARD RATING = HIGH  DOT Hazard Classification and NFPA 704 - Standard System for the Identification of the Hazards of Materials for Emergency Response
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Initial Courses of Action for the Incident Commander

The Cottage Grove Fire Department is the primary agency for HHFT incidents in the city and will identify an Incident Commander, establish an on-scene command post, request additional assistance as needed, and establish a Unified Command structure. Initial operations activity will typically be directed at containing the incident (protection of exposures and reduction in further spread of fire or material) and rescue/evacuation.

Conduct Initial Survey and communicate findings to the railroad emergency coordinator

- Extent of any injuries
- Number and position of locomotives and/or railcars derailed
- Identify the hazards of the material(s) involved
- Presence of fire, smoke, or fumes
- Overall condition of each railcar involved (structural damage, condition of valves, and condition of the outer tank jacket)
- Evidence and source of leakage (wetness on sides of cars, vapor clouds, and odors)
- Amount and rate of leakage (pooling of material, seeping into ground, or entering any waterways)
- Location of nearby waterways (streams, rivers, lakes, drainage ditches, culverts, sewers, etc.)
- Weather conditions (wind direction and speed, precipitation, humidity, temperature, etc.)
- Topography and accessibility of the area
- Public exposure potential (open businesses, residential homes, etc.)
- Initial remedial action(s) conducted (dams or dikes constructed, sorbents applied, etc.)
- Contact the Director of Public Safety or the Emergency Manager to consider opening the EOC as these incidents often require a robust coordinated response

Each DOT-111 or CPC-1232 rail tank cars on HHFTs can hold a maximum of 30,000 gallons of liquid when full and 3,000 gallons of liquid when empty. For planning and response purposes, the isolation zone extends 1/2 mile (800m) in all directions from any tank car containing Class 3 flammable liquids involved in the accident. While there are many such liquids, common planning concepts and scenarios revolve around so-called "light crude" or "shale" oil.

Responders should wear self-contained breathing apparatus (SCBA) to avoid potential exposure. If no fire has ignited, emergency crews will work to safely remove sources of heat, sparks, flame, friction, and electricity, including internal combustion engines and power tools. Responders must use caution when approaching the scene and positioning apparatus and implement air monitoring as soon as possible to detect the presence of combustible gases and to avoid creating ignition sources. This may include but is not limited to, the use of non-sparking tools and intrinsically safe/explosion-proof equipment.

The Incident Commander should consider the size of the actual and potential fire very early in the response and should consider requesting large quantities of firefighting foam

through mutual aid as soon as possible. In many scenarios, the initial fire will be too large for any local department to extinguish without additional foam and concentrate to reduce the spread of the fire and establish control zones.

Evacuation or Shelter-in-Place

The Incident Commander should assess the risk of catastrophic combustion and consider evacuation of an initial area of 1/2 mile in all directions—depending on the actual situation at the scene. NOTE: HHFTs are often long and usually only a portion of the train is affected during an incident. Narrowing the scope to those cars physically impacted will help focus resources on the immediate hazard. The evacuation area may be expanded from there; however, the Incident Commander may quickly deplete available resources and could render efforts to secure the immediate area ineffective.

The Incident Commander will make the initial decision regarding isolation zones and the need to evacuate or shelter-in-place. The ECRC should be notified of that decision as soon as possible so they can use the countywide mass notification system as part of the evacuation or shelter-in-place notifications. If the incident warrants response by mutual aid and state HAZMAT teams, the commander(s) of the HAZMAT teams will work in unified command with the Incident Commander and may modify these decisions.

Remediation and Cleanup

Even before the situation is declared contained and under control, cleanup can begin. The Cottage Grove Fire Department should contact their emergency spill and cleanup contractor as soon as possible. The cleanup contractor will operate in accordance with state and federal law to remediate the spill in an environmentally responsible manner.

Re-entry

The Minnesota Pollution Control Agency (MPCA) can assist with remediation of HAZMAT releases, regulatory oversight and inspection, and expertise. Once the affected area has been remediated, a decision to allow reentry will be made in consultation with agencies such as the EPA, MPCA, and/or others. The primary agency's Incident Commander will make the final determination regarding reentry after consulting with subject matter experts.

Resources and Support

HHFT incidents often overwhelm local resources. The Dakota County Special Operations Team and the Minnesota State HAZMAT (as well as other mutual aid and state HAZMAT assets) are available for assistance. The Dakota County Special Operations Team can be directly requested by the IC via the ECRC. The State HAZMAT team may be requested through the MN State Duty Officer.

Contracts, Agreements and Understandings

All contracts, agreements, and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Expenditures and Record Keeping

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, will be from the local jurisdiction.

ANNEX A – City of Cottage Grove Mutual Aid Contacts

ORGANIZATION	ADDRESS	PHONE NUMBER
Washington County EOC	15015 62nd St N Stillwater, MN 55082	651-430-7682 651-792-6672
Minnesota State Emergency Operations Center (SEOC)	St. Paul, MN	651-201-7468 651-201-7478
State Duty Officer	1430 Maryland Ave East St Paul, MN 55106	651-649-5451 800-442-0798
State Fire Marshal	444 Cedar St, #145 St. Paul, MN 55101	651-201-7200
Minnesota Fusion Center Minnesota Bureau of Criminal Apprehension	1430 Maryland Ave E St. Paul, MN 55106	651-793-3730
LAW ENFORCEMENT	ADDRESS	PHONE NUMBER
Washington County Sheriff's Office Emergency Communications Response Center (ECRC) / Police Mutual Aid	15015 62nd St N Stillwater, MN 55082	651-439-9381
Woodbury Police Department Police Mutual Aid	2100 Radio Drive Woodbury, MN 55125	651-714-3600
St Paul Park Police Department Police Mutual Aid	600 Portland Ave St Paul Park, MN 55071	651-459-9785
Hastings Police Department Police Mutual Aid	150 3rd Street East Hastings, MN 55033	651-480-2300
Minnesota State Patrol, District 2400 Police Mutual Aid	3489 Hadley Ave N Oakdale, MN 55128	651-582-1509 651-779-5900
Metro Transit Police Department Police Mutual Aid	677 Transfer Rd St. Paul, MN 55114	612-349-7200
Pierce County Sheriff's Office (WI) Police Mutual Aid	555 W Overlook Dr Ellsworth, WI 54011	715-273-5051 715-273-6808
St Croix County Sheriff's Office (WI) Police Mutual Aid	1101 Carmichael Rd Hudson, WI 54016	715-386-4701 715-381-4320
FIRE / EMS	ADDRESS	PHONE NUMBER
Woodbury Fire Department Fire & EMS Mutual Aid	1275 Woodbury Dr Woodbury, MN 55125	651-714-3600
St Paul Park Fire Department Fire & EMS Mutual Aid	600 Portland Ave St Paul Park, MN 55071	651-459-9918
Newport Fire Department Fire & EMS Mutual Aid	155 20th St Newport, MN 55055	651-459-9390
Hastings Fire Department Fire & EMS Mutual Aid	115 5th St W Hastings, MN 55033	651-480-6150
Allina EMS EMS Mutual Aid	167 Grand Ave St Paul, MN 55102	651-222-0555
M Health Fairview EMS EMS Mutual Aid	799 Reaney Ave E St Paul, MN 55106	651-232-1700

Lakeview EMS EMS Mutual Aid	927 Churchill St W Stillwater, MN 55082	651-439-5330
Life Link III Air Ambulance EMS Mutual Aid	9877 N Airport Rd NE Blaine, MN 55449	800-328-1377
Mayo Medical Air Ambulance EMS Mutual Aid	7300 Brataas Dr SW # 5 Rochester, MN 55902	800-237-6822
PUBLIC WORKS / UTILITIES	ADDRESS	PHONE NUMBER
After-hours Public Works 24/7 number Public Works	8635 W Pt Douglas Road S Cottage Grove, MN 55016	651-458-2808
Utilities CenterPoint Energy		612-372-5050
Utilities CenturyLink		844-230-5554 877-557-0353 800-247-7285
Utilities Comcast/Xfinity		800-391-3000 800-934-6489
Utilities Sprint		800-927-2199 800-521-0579
Utilities T-Mobile		800-937-8997
Utilities Verizon		800-922-0204
Utilities AT&T		800-331-0500
Utilities Xcel Electric		800-895-1999
Utilities Xcel Gas		800-895-2999
VENDOR/OTHER	ADDRESS	PHONE NUMBER
Shelter Resources American Red Cross		800-733-2767
Shelter Resources Salvation Army		800-728-7825
Civil Air Patrol		651-291-0462
Minnesota National Guard Armory	8180 Belden Blvd Cottage Grove, MN 55016	651-281-3867
MinnSARDA		763-427-1212

Railroad contact numbers		800-716-9132 Additional Number: 651-649-5451 Additional Number: 800-832-5452 CP Police: 1-800-716-9132 UP Railway: HAZMAT: 1-888-877-7267 BNSF Railway: 1-800-832-5452
SEMARC - South East Metro Amateur Radio Club		651-769-0358
South Washington County School District #833	7362 E Point Douglas Rd Cottage Grove, MN 55016	651-425-6300

ANNEX B – Critical Infrastructure / Facilities

Critical Infrastructure / Facilities	
Name / Location / Phone Number	
Cottage Grove City Hall / Police Department	12800 Ravine Parkway Cottage Grove, MN 55016 651-458-2800 / 651-458-2850
Cottage Grove Central Fire Station	8641 80th St S Cottage Grove, MN 55016 651-458-2809
Cottage Grove Emergency Operations Center (EOC)	12800 Ravine Parkway S Cottage Grove, MN 55016
Cottage Grove Fire Station #3	7501 Langly Ave S Cottage Grove, MN 55016
Cottage Grove Fire Station #4	8500 95th St S Cottage Grove, MN 55016
Cottage Grove Ice Arena	8020 80th St S Cottage Grove, MN 55016 651-458-3400 Comments: Three ice rinks to be used as shelter locations in the off-season Four locker rooms with shower facilities and bathrooms
Cottage Grove Public Works	8635 W Pt Douglas Road S Cottage Grove, MN 55016 651-458-2808
Cottage Grove Utility and Engineering Building	10875 Ideal Ave S Cottage Grove, MN 55016
HERO Center (Staging Area)	10125 85 th St S Cottage Grove, MN 55016 651-458-2811
Minnesota National Guard Armory	8180 Belden Blvd S Cottage Grove, MN 55016 651-281-3867
Washington County Service Center	13000 Ravine Parkway S Cottage Grove, MN 55016 651-430-6000

Water/Wastewater Facilities
Booster Station 8540 81 st St S Cottage Grove, MN 55016
Calarosa Lift Station 8401 Ravine Parkway S Cottage Grove, MN 55016
Low Zone Booster Station 7552 W Pt Douglas Rd Cottage Grove, MN 55016
Low Zone Water Treatment Plant 10875 Ideal Ave S Cottage Grove, MN 55016
Eagles Point Wastewater Treatment Plant 9211 110 th St S Cottage Grove, MN 55016
Grange Water Tower 8193 Grange Blvd S Cottage Grove, MN 55016
Highlands Water Tower 6700 Inwood Ave S Cottage Grove, MN 55016
Innsdale Water Tower 8492 81 st St S Cottage Grove, MN 55016
Lift Station 7060 W Pt Douglas Rd S Cottage Grove, MN 55016
Pinehill Water Tower 7130 92 nd St S Cottage Grove, MN 55016
Well # 1 8193 Grange Blvd S Cottage Grove, MN 55016
Well # 2 8780 Grenadier Ave S Cottage Grove, MN 55016
Well # 3 8313 Hyde Ct S Cottage Grove, MN 55016
Well # 4 8351 81 st St S Cottage Grove, MN 55016
Well # 5 8415 83 rd St S Cottage Grove, MN 55016
Well # 6 8550 81 st St S Cottage Grove, MN 55016

Water/Wastewater Facilities**Well # 7**

8400 Foothill Rd S
Cottage Grove, MN 55016

Well # 8

8320 Foothill Rd S
Cottage Grove, MN 55016

Well # 9

8664 81st St S
Cottage Grove, MN 55016

Well # 10

7501 95th St S
Cottage Grove, MN 55016

Well # 11

6900 Idsen Ave S
Cottage Grove, MN 55016

Well # 12

6411 Ideal Ave S
Cottage Grove, MN 55016

West Draw Water Tower

6950 Meadow Grass Ave S
Cottage Grove, MN 55016

Healthcare Facilities**Allina Health Clinic**

8611 W Pt Douglas Rd S
Cottage Grove, MN 55016
651-458-1884

M Health Fairview Clinic

6936 Pine Arbor Dr S, Suite #100
Cottage Grove, MN 55016
651-326-5800

Compcare Urgent Care

7500 80th St S, Suite #100
Cottage Grove, MN 55016
651-249-1308

Schools / Points of Distributions (supplies, food, water, etc.)**Park High School**

8040 80th St S
Cottage Grove, MN 55016
651-425-3700

South Washington Alternative High School

8400 E Pt Douglas Rd S
Cottage Grove, MN 55016
651-425-7000

Cottage Grove Middle School

9775 Indian Blvd S
Cottage Grove, MN 55016
651-425-6800

Schools / Points of Distributions (supplies, food, water, etc.)
Oltman Middle School 6625 Goodview Ave S Cottage Grove, MN 55016 651-425-6400
Armstrong Elementary 8855 Inwood Ave S Cottage Grove, MN 55016 651-425-4100
Cottage Grove Elementary 7447 65th St S Cottage Grove, MN 55016 651-425-5800
Crestview Elementary 7830 80th St S Cottage Grove, MN 55016 651-425-3800
Grey Cloud Elementary 9525 Indian Blvd S Cottage Grove, MN 55016 651-425-4200
Hillside Elementary 8177 Hillside Trl S Cottage Grove, MN 55016 651-425-4000
Pine Hill Elementary 9015 Hadley Ave S Cottage Grove, MN 55016 651-425-3900

ANNEX C – Teams and Responsibilities

City of Cottage Grove Department Directors

This team consists of the highest-ranking officials and key decision makers within the organization and is designed to be the overarching decision-making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members should have the capacity to represent their respective area of expertise and make sound recommendations which serve the best interest of the organization and its overall operations. It is highly recommended that team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization.

Team Members
Jennifer Levitt - City Administrator City Administration Work: 651-458-2890 Cell: 651-497-0794 Work Email: jlevitt@cottagegrovemn.gov
Pete Koerner - Director of Public Safety Police Administration Work: 651-458-6003 Cell: 651-357-8775 Work Email: pkoerner@cottagegrovemn.gov
Brenda Malinowski - Finance Director Finance Work: 651-458-2832 Cell: 651-246-4620 Work Email: bmalinowski@cottagegrovemn.gov
Ryan Burfeind - Public Works Director Public Works Administration Work: 651-458-2899 Cell: 651-764-0901 Work Email: rburfeind@cottagegrovemn.gov
Phil Jents - Communications Manager City Administration Work: 651-458-2860 Cell: 218-343-8762 Work Email: pjents@cottagegrovemn.gov
Zac Dockter - Parks & Recreation Director Parks & Recreation Work: 651-458-2808 Work Email: zdockter@cottagegrovemn.gov
Brian Bluhm - IT Manager City Administration Information Technology Work: 651-458-2880 Cell: 651-271-7183 Work Email: bbluhm@cottagegrovemn.gov

Team Members
Emily Schmitz - Community Development Director Community Development Work: 651-458-2874 Cell: 651-968-6495 Work Email: eschmitz@cottagegrovemn.gov
Gretchen Larson - Economic Development Director City Administration Work: 651-458-2830 Cell: 832-580-9802 Work Email: glarson@cottagegrovemn.gov
Kori Land - City Attorney City Administration Work: 651-361-8591 Cell: 651-338-9526 Work Email: KLand@levander.com

City of Cottage Grove Policy Group

The Mayor and City Council are the city's legislative and policy-making body. The Mayor is elected at-large to serve a four-year term as the officer who presides over City Council meetings and as the official head of the city for legislative and ceremonial purposes. The four-member City Council is elected from the city on a non-partisan basis to serve overlapping four-year terms. Acting as a whole, the City Council is responsible for passing ordinances and orders necessary for governing the city, setting budgets and determining the direction of city policy.

Policy Group Members
Myron Bailey - Mayor City Council Cell: 952-446-6007 Work Email: mbailey@cottagegrovemn.gov
Monique Garza - Council Member City Council Cell: 763-501-9278 Work Email: mgarza@cottagegrovemn.gov
Tony Khambata - Council Member City Council Cell: 651-592-4604 Work Email: tkhambata@cottagegrovemn.gov
Justin Olsen - Council Member/Mayor Pro Tem City Council Cell: 612-845-3524 Work Email: jolsen@cottagegrovemn.gov
Dave Theide - Council Member City Council Cell: 651-331-9995 Work Email: dtheide@cottagegrovemn.gov

City of Cottage Grove Emergency Management Planning Team

The City's Emergency Management Division seeks to promote a safer, less vulnerable community with the capacity to cope with hazards and disasters. The Department of Public Safety partners with neighboring jurisdictions and collaborates with county, state, and federal agencies to prepare for, protect against, respond to, mitigate the effects of, and recover from threatened or actual hazards and disasters. The City of Cottage Grove utilizes a comprehensive, flexible, all-hazard approach by coordinating and integrating all activities necessary to build, sustain, and improve the emergency management capabilities for the city.

Emergency Management Planning Team Members
Gwen Martin - Police Captain/Emergency Management Police Administration Work: 651-458-6011 Cell: 651-249-9609 Work Email: gmartin@cottagegrovemn.gov
Jon Pritchard - Fire Chief Fire & EMS Administration Work: 651-458-2859 Cell: 763-442-2401 Work Email: jpritchard@cottagegrovemn.gov
Nick Arrigoni – Deputy Fire Chief Fire & EMS Administration Work: 651-458-2855 Cell: 651-402-8770 Work Email: narrigoni@cottagegrovemn.gov
Peter Fischer – Deputy Fire Chief Fire & EMS Administration Work: 651-458-2867 Cell: 651-366-1834 Work Email: pfischer@cottagegrovemn.gov
Pete Koerner - Director of Public Safety Police Administration Work: 651-458-6003 Cell: 651-357-8775 Work Email: pkoerner@cottagegrovemn.gov
Ryan Burfeind - Public Works Director Public Works Administration Work: 651-458-2899 Cell: 651-764-0901 Work Email: rburfeind@cottagegrovemn.gov
Amanda Meyer – City Engineer Public Works Engineering Work: 651-458-2848 Cell: 651-233-6377 Work Email: ameyer@cottagegrovemn.gov

Nils Torning - Administrative Sergeant Police Work: 651-458-2850 Cell: 651-307-4049 Work Email: ntorning@cottagegrovemn.gov
Amanda Mueller - Crime Analyst Police Investigations Work: 651-458-6019 Cell: 651-769-7713 Work Email: amueller@cottagegrovemn.gov
Jennifer Levitt - City Administrator City Administration Work: 651-458-2890 Cell: 651-497-0794 Work Email: jlevitt@cottagegrovemn.gov
Phil Jents - Communications City Administration Work: 651-458-2860 Cell: 218-343-8762 Work Email: pjents@cottagegrovemn.gov
Brenda Malinowski - Finance Director Finance Work: 651-458-2832 Cell: 651-246-4620 Work Email: bmalinowski@cottagegrovemn.gov
Zac Dockter - Parks & Recreation Director Parks & Recreation Work: 651-458-2808 Cell: 612-735-9703 Work Email: zdockter@cottagegrovemn.gov
Brian Bluhm - IT Manager City Administration Information Technology Work: 651-458-2880 Cell: 651-271-7183 Work Email: bbluhm@cottagegrovemn.gov
Gretchen Larson - Economic Development Director City Administration Work: 651-458-2830 Cell: 832-580-9802 Work Email: glarson@cottagegrovemn.gov
Jim Fohrman - Supervisor Parks & Recreation Parks Work: 651-458-2854 Cell: 651-491-8466 Work Email: jfohrman@cottagegrovemn.gov
Gary Orloff - Supervisor Public Works

Streets Work: 651-458-2869 Cell: 612-247-0239 Work Email: gorloff@cottagegrovemn.org
Rick Alt - Supervisor Public Works Utilities Work: 651-458-2842 Cell: 651-295-6782 Work Email: ralt@cottagegrovemn.gov
Samantha Pierret - Senior Planner Community Development Planning Work: 651-458-2825 Cell: 715-969-9330 Work Email: spierret@cottagegrovemn.gov
Eric Hause - GIS Technician Public Works Engineering Work: 651-458-2828 Cell: 651-303-7034 Work Email: ehause@cottagegrovemn.gov
Andy McLean - Chief Building Official Community Development Building Work: 654-458-2892 Cell: 651-485-8712 Work Email: amclean@cottagrrovemn.gov
Molly Pietruszewski - Recreation Services Manager Parks & Recreation Recreation Work: 651-458-3404 Cell: 651-775-2672 Work Email: mpietruszewski@cottagegrovemn.gov

ANNEX D – All-Hazard Plan Maintenance

This Annex documents the past, present, and future events that support the Testing, Training, and Exercise program for this AHP. These events are documented below in chronological order starting with the most recent:

Event Title: All-Hazard Plan (AHP) revised

Event Date: November 2024

Event Title: Functional tabletop train derailment exercise with city staff and external partners

Event Date: April 2024

Event Title: Virtual tabletop cyber exercise with EMI/city staff

Event Date: May 2023

Event Title: Virtual tabletop Bakken Oil exercise with EMI/city staff

Event Date: August 2021

Event Title: Tabletop tornado exercise with city staff

Event Date: January 2019

Event Title: Initial BOLD Planning system training

Event Date: June 2018

Event Title: Plan modified

Event Date: May 2011

Event Title: Plan approved by State of MN

Event Date: June 2010

Event Title: Plan modified

Event Date: January 2009

Event Title: Plan modified

Event Date: November 2006

Event Title: Tabletop tornado exercise with city staff

Event Date: November 2005

Event Title: Plan modified and approved by State of MN

Event Date: September 2004

Event Title: Initial plan development

Event Date: March 2004



City Council Action Request

7.S.

Meeting Date	12/4/2024
Department	Public Safety
Agenda Category	Action Item
Title	Authorization to Apply for FY2024 Assistance to Firefighters Grant
Staff Recommendation	Authorize the Fire Department to apply for a FY24 FEMA AFG for \$367,656.80 which requires a match for 10 percent of the total cost of \$36,765.68.
Budget Implication	10% Match in the Amount of \$36,765.68.
Attachments	None



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

FROM: Pete Koerner, Public Safety Director

DATE: December 4, 2024

RE: Authorization to Apply for FY2024 Assistance to Firefighters Grant

Discussion

The Federal Emergency Management Agency (FEMA) has opened the application period for a fiscal year (FY24) Assistance to Firefighters Grant program (AFG). The FEMA AFG program has been a successful federal grant program since 2001 and has provided much needed funding to fire departments around the country. The AFG has allowed fire departments to purchase critically needed equipment for firefighter safety and health and to improve fire and emergency services to communities. The AFG program offers funding for a variety of projects and equipment such as firefighter personal protective equipment (PPE). The current application period closes on December 20, 2024.

The Cottage Grove Fire Department has identified the need to replace its SCBA units. SCBAs (self-contained breathing apparatus) are critical to firefighting as they provide fresh breathing air and respiratory protection to firefighters that allow them to work in dangerous environments such as structure fires and hazardous materials incidents.

It is recommended that SCBAs be replaced at 10 years. The maximum usable life span for a SCBA should be limited to 15 years. The Fire Department's SCBAs are over 10 years old (purchased February 2014) and are due for replacement. The Fire Department is scheduled to replace its SCBAs in 2029.

SCBAs are critical to the success of the Fire Department however they are expensive. The current quote to replace the department's SCBAs is \$367,656.80. The AFG grant requires a 10 percent match (\$36,765.68) which would allow an AFG grant to cover \$330,891.12 of the cost for replacement. A successful grant would also allow the department to replace the grant prior to the current 2029 scheduled replacement.

Recommendation

Authorize the Fire Department to apply for a FY24 FEMA AFG for \$367,656.80 which requires a match for 10 percent of the total cost of \$36,765.68.

Attachments

None



City Council Action Request

7.T.

Meeting Date	12/4/2024		
Department	Public Safety		
Agenda Category	Action Item		
Title	Letter of Understanding for Impound Housing Services		
Staff Recommendation	Approve the Letter of Understanding for Impound Housing Services 2025 between Animal Humane Society and City of Cottage Grove.		
Budget Implication	Anticipated costs budgeted for 2025.		
Attachments	<table border="1"><tr><td>1.</td><td>2025 AHS Impound Contract - City of Cottage Grove</td></tr></table>	1.	2025 AHS Impound Contract - City of Cottage Grove
1.	2025 AHS Impound Contract - City of Cottage Grove		



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

FROM: Pete Koerner, Public Safety Director

DATE: December 4, 2024

RE: Letter of Understanding for Impound Housing Services

Discussion

Since 2013, The City of Cottage Grove has had an agreement with the Animal Humane Society (AHS) in Woodbury for animal impounds. As part of our budget process, we evaluate our animal control services, which include animal impounds. Animal Humane Society continues to partner with local municipalities to improve the lives and welfare of animals, as well as the impact they have on people in our community.

To align their fees with their costs, there is small increases to their fees which were planned when we worked on the agreement for 2024. When animals are returned to their owners through our facility, they will charge a \$27 admin fee (\$1 increase) to the municipality. They will charge \$236 for dogs and cats that remain in their care (\$11 increase) through a stray hold and are not returned to their owner. They will charge \$54 for other small companion animals. These costs cover their housing, feeding, vaccination, and other veterinary care.

We have continued to have savings by our increased ability to release lost animals using social media. By posting lost animals prior to transporting to the Animal Humane Society, we reduce fees as well as Community Service Officer time. We also utilize a chip reader that often gives us the pet owner information.

There are no changes to the language of the Letter of Understanding for Impound Housing Services that was reviewed and approved by City Attorney Kori Land and staff during last year's approval.

The Animal Humane Society and the City of Cottage Grove would like to continue this agreement and partnership.

Recommendation

Approve the Letter of Understanding for Impound Housing Services 2025 between Animal Humane Society and City of Cottage Grove.

Attachments

1.	2025 AHS Impound Contract - City of Cottage Grove
----	---

**Animal Humane Society
and
City of Cottage Grove**

**Letter of Understanding for Impound Housing Services
2025**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are lawfully retrieved by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. AHS is unable to house wildlife or farm animals.
 - i. Exceptions can be made for chickens with prior approval of the site manager at AHS.
 - c. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - d. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - e. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - g. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - h. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - i. AHS will follow internal policy and best practice for unclaimed animals. **City of Cottage Grove** may request and view AHS policies at any time.
2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.

- b. Animal Control Officer or Community Service Officer must reach out to their designated AHS contact for guidance prior to any seized animal being brought to AHS that is not stray or abandoned. Ability to house animals that are not stray or abandoned is not guaranteed through this contract.
- c. AHS has the sole authority for the disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period.
- d. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.
- e. AHS is not responsible for collecting any fees from an owner for a municipality.

3. **City of Cottage Grove** agrees to:

- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
- b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
- c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality.
 - i. AHS will charge a standard hold fee for stray and abandoned animals of \$236 per canine or feline and a \$54 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
 - ii. AHS will charge an additional fee of \$650 for stray and abandoned animals with a legally mandated hold or quarantine that is not a 5-day stray hold.
 - 1. This fee covers up to 10 days of care and will usually be associated with a rabies quarantine after a bite.
 - 2. Holds lasting longer than 10 days will be charged a fee of \$65 per day.
 - 3. This fee will be charged to the municipality independent of who claims the animal.
 - iii. Animals that are deemed dangerous or potentially dangerous or animals that require multiple runs to house safely will have an added surcharge of \$75 per day.
 - iv. AHS will charge a \$27 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.
 - v. AHS will charge a \$75 DOA (administrative/processing/cremation) fee for disposal of any cadavers brought to an AHS facility by a representative of the municipality.
- f. Adhere to AHS policy and best practice for unclaimed animals. **City of Cottage Grove** may request and view AHS policies at any time.

- g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after-hours drop off.
- h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
- i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.

4. Administration

- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
- b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
- c. Any billing disputes must be raised within 10 days of receipt of billing.
- d. The AHS agrees to maintain all data received from **City of Cottage Grove** in the same manner as **City of Cottage Grove** as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- e. Insurance Requirements.
 - i. Liability. AHS agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Upon request **City of Cottage Grove** shall be named as an additional insured.
 - ii. Automobile Liability. If AHS operates a motor vehicle in performing the services under this agreement, AHS shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.
 - iii. Workers' Compensation. AHS agrees to comply with all applicable workers' compensation laws in Minnesota.
 - iv. Certificate of Insurance. Upon request, AHS shall deliver to **City of Cottage Grove** a Certificate of Insurance as evidence that the above coverages are in full force and effect.
- f. Indemnification:
 - i. AHS. To the fullest extent permitted by law, AHS agrees to defend and indemnify **City of Cottage Grove**, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of AHS, AHS's subcontractor(s), or anyone directly or indirectly employed or hired by AHS, or anyone for whose acts AHS may be liable. AHS agrees this indemnity obligation shall survive the completion or termination of this agreement.

- ii. **City of Cottage Grove.** To the fullest extent permitted by law, **City of Cottage Grove** agrees to defend and indemnify AHS, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of **City of Cottage Grove**, or anyone directly or indirectly employed or hired by **City of Cottage Grove**, or anyone for whose acts **City of Cottage Grove** may be liable. **City of Cottage Grove** agrees this indemnity obligation shall survive the completion or termination of this agreement.
- g. **Audit.** Pursuant to Minn. Stat. 16C.05, Subd. 5, AHS agrees that the books, records, documents, and accounting procedures and practices of AHS or other party, that are relevant to the contract or transaction, are subject to examination by the City and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. AHS agrees to maintain these records for a period of six years from the date of termination of this Agreement.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. If the municipality brings animals to AHS without a signed contract, it will be assumed that the agreement is extended for term of the next contract. The agreement can be ended at any time by either party with a 30 day written notice.

This agreement is entered into on the _____ day of _____, 202____ by



Eileen Lay, COO and CFO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title

Signed on behalf of Municipal Authority

Printed Name and Title

Email Address to send invoices



City Council Action Request

7.U.

Meeting Date	12/4/2024		
Department	Public Safety		
Agenda Category	Action Item		
Title	Lease Agreement to Use the Cottage Grove Armory Parking Lot for Holiday Train Attendees		
Staff Recommendation	Approve the lease agreement with the Minnesota National Guard to use the Cottage Grove Armory parking lot for Holiday Train attendees.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Lease #24-330-001</td></tr></table>	1.	Lease #24-330-001
1.	Lease #24-330-001		



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

FROM: Pete Koerner, Public Safety Director

DATE: December 4, 2024

RE: Lease Agreement to Use the Cottage Grove Armory Parking Lot for Holiday Train Attendees

Discussion

The Cottage Grove Public Safety Department has been working on parking plans for attendees of the Holiday Train event scheduled for Wednesday, December 11, 2024, from 1530-1800. Attendees are currently allowed to park in the Metro Transit Park & Ride lot on West Point Douglas Rd. and at All Saints Lutheran Church on Belden Blvd. Due to the increasing popularity of this event and the expected number of attendees, we recommend securing additional parking spaces in a controlled lot versus attendees being forced to find parking spots on residential streets.

The Minnesota National Guard is graciously offering their Cottage Grove Armory parking lot, free of charge, for Holiday Train attendees starting at 1500 and extending until the last participant leaves. The Armory Board has asked for a lease to be signed that will allow them to document the use of their parking lot and to ensure that the lot will be plowed in the event of an accumulating snowfall prior to the event. We previously signed this lease agreement in 2022 and in 2023.

Recommendation

Approve the lease agreement with the Minnesota National Guard to use the Cottage Grove Armory parking lot for Holiday Train attendees.

Attachments

1.	Lease #24-330-001
----	-------------------



Minnesota National Guard Armory Lease

Cottage Grove Armory

Lease #24-330-001

THIS AGREEMENT made this 25 day of November by and between the Armory Board of Cottage Grove, State of Minnesota hereinafter called the LESSOR, and City of Cottage Grove, whose complete address is 12800 Ravine Parkway S, Cottage Grove, MN, 55016, whose telephone number is (651) 458-6026, hereinafter called the LESSEE.

WITNESSETH: The LESSOR and the LESSEE, in consideration of rents, covenants and agreements herein reserved and contained, do hereby agree with the other as follows:

1. The LESSOR grants and the LESSEE accepts a lease of the following described portions of the Minnesota National Guard Armory in the City of Cottage Grove. Portion to be leased:

Parking Space

for a term of 1 day(s) from 12/11/2024 12:00PM to 12/11/2024 8:00PM to be used for Christmas Train and for no other purpose.

2. As rent for said portions of the Minnesota National Guard Armory the LESSEE agrees to pay the LESSOR, the sum of \$0.00 for said term, payable with by check, or bank check money order.

3. The LESSOR shall furnish and provide for the use of the LESSEE:

Lights

4. The LESSEE agrees to make no changes in the stage, curtains, electrical wiring, fixtures or furnishings of those portions of the Armory covered by the lease, except:

Expenses of any agreed upon changes shall be assumed by LESSEE and shall include the cost of restoration of premises to former condition without damage.

5. Special Provisions:

6. The LESSEE will not assign this lease, or any portion thereof, without first obtaining the written consent of LESSOR. In the event LESSEE must cancel all or part of the term of this agreement, he/she will advise the LESSOR, in writing, at least five (5) calendar days prior to the beginning of the referenced term, otherwise the full amount specified shall be paid by LESSEE.

7. The LESSEE agrees to and shall abide by, conform to, and comply with all of the laws of the United States, the State of Minnesota, all city ordinances, the rules and regulations of Minnesota National Guard, and local rules as established by the Armory.

Lease #24-330-001

The LESSEE shall obtain all permits or licenses required by any provision of law, municipal charter or ordinance for the conduct of activity on the leased premises, the Lessor and the State of Minnesota shall not be responsible for the LESSEE'S failure to obtain such permits and licenses or to comply with any other requirements imposed upon Lessee for the conduct of such activity

8. The LESSOR and the State of Minnesota shall not be responsible for any claim, regardless of kind, occurring during the tenancy of the LESSEE. The LESSEE shall indemnify LESSOR and the State of Minnesota and save them harmless from any and all claims, damages, expenses, and liabilities arising out of and/or during LESSEE'S use of the leased promises.

The LESSEE agrees to assume full responsibility for the character and acts of conduct of all persons admitted to said premises.

9. The LESSEE agrees to vacate the leased premises, remove debris, and restore the facility to the same ordinary cleanliness within 1 hours after termination of the period covered by this Lease.

10. The LESSEE will provide the LESSOR a copy of an "Insurance Certificate" which provides for no less than \$1 million dollars in general liability coverage for the dates of the agreement to include any setup or tear down dates. This Insurance Certificate must have the "State of Minnesota" listed as the Certificate Holder. \$1 million dollars in liquor liability will be required in addition to general liability coverage for events involving alcohol.

11. The LESSOR reserves the right to cancel this agreement at any time. The LESSOR may cancel the lease for the following purposes: 1. Any emergency event, 2. A rescheduled training period, 3. Re-designation of space for storage of military equipment, 4. Use of the Armory for State of Minnesota business, 5. Or any other such purpose as deemed necessary by the Department of Military Affairs. No claim for any damage that may result to LESSEE from any such cancellation shall be asserted or maintained against LESSOR.

12. Whenever or wherever in advertising the Armory is to be identified as: "National Guard Armory" or "Cottage Grove Armory."

13. Will alcohol be served? Yes [] No [X]

14. Will this be a discounted or Gratis Lease? Yes [] No [X]

In testimony whereof, both parties have hereunto agreed to the terms as first written above.

By (LESSOR)
FUTRELL SAMUEL BENNETT SSG
Armory Board of Cottage Grove

By (LESSEE)
City of Cottage Grove



City Council Action Request

7.V.

Meeting Date 12/4/2024

Department Parks and Recreation

Agenda Category Action Item

Title Public Facility Outdoor Maintenance Contract

Staff Recommendation Approve the First Amendment to the service agreement through December 31, 2028 with Valdes Lawn Care & Snow Removal to provide outdoor maintenance services to City Hall, HERO Center, Central Fire Station and Fire Station #4.

Budget Implication \$35,991.93 for 2025 with 3% increases each year after.

Attachments

1.	Council Memo - Landscaping Contract
2.	Agreement for Contractor Services_ Valdes Lawn Care wExhibit (Cottage Grove) 11.25.24
3.	Public Facility Maintenance Proposal Analysis 2025-2028



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Gavin Hochstetler, Management Analyst
Date: December 4, 2024
Subject: First Amendment to the Public Facility Outdoor Maintenance Agreement

Introduction/Background

In 2021, the City entered into an agreement with Valdes Lawn Care to provide landscaping service to Cottage Grove's public facilities at City Hall, HERO Center, Central Fire Station and Fire Station #4. At that time, the agreement allowed the City to reallocate park maintenance staff time to manage the growing parks, trails and East Ravine Parkway turf care needs.

As the service agreement has since expired, staff recently requested proposals for 3-year service agreements at these same public facilities from two firms. One firm submitted a proposal. The summary of that response is included with this report. The summary sheet also estimates the City expense to do the work in-house.

Valdes Lawn Care & Snow Removal	\$35,991.93
Warners Outdoor Solutions	No Response

Other services that may be rendered on a time and material basis but are not included with the base contract include irrigation servicing, edging, tree/shrub care and mulching.

Contracting out this landscape work recovers approximately 450 hours in labor, equipment and fuel expense. The freeing of these resources can continue to be applied to other park needs across the community.

Staff Recommendation

Approve the First Amendment to the service agreement through December 31, 2028 with Valdes Lawn Care & Snow Removal to provide outdoor maintenance services to City Hall, HERO Center, Central Fire Station and Fire Station #4 in the amount of \$35,991.93 for 2025 with 3% increases each year after.

AGREEMENT FOR SERVICES

THIS AGREEMENT (“Agreement”) is made and executed this ____ day of _____, 2024, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, (“City”) and Valdes Lawn Care and Snow Removal, LLC, 959 60th Street North, Lake Elmo, Minnesota 55042 (“Contractor”).

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

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

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

1. SERVICES.

- a. City agrees to engage Contractor as an independent contractor for the purpose of performing certain Services (“Services”), at specific locations in the City, as defined in Exhibit A.
- b. Contractor covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, subject to Section 8 of this Agreement.
- c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

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

- c. Contractor shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
 - d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.
- 3. TERM. The term of this Agreement shall commence on April 1, 2025, and terminate on December 31, 2028. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as stated herein.
- 4. TERMINATION AND REMEDIES.
 - a. Termination for Convenience. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 14 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses incurred through the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
 - c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event:
 - i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.
 - ii. Perform the Services, in which case, the Contractor shall within thirty (30) days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

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

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
5. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City. The Contractor shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
6. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
7. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.
8. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.
9. CITY'S REPRESENTATIVE. The City has designated Zac Dockter to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
10. PROJECT MANAGER AND STAFFING. The Contractor has designated Joe Valdes and Josh Peterson to be the primary contacts for the City in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Contractor may not remove or replace these designated staff without the approval of the City.

11. INDEMNIFICATION.

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

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

- a. Commercial General Liability Insurance, with a limit of \$1,500,000 for any number of claims arising out of a single occurrence, pursuant to Minnesota Statutes, Section 466.04, or as may be amended.
- b. Workers' Compensation Insurance in accordance with statutory requirements.
- c. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

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

13. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City prior to the termination of this Agreement. Contractor warrants that all work will be free from defects and that all materials will be new and of first quality. If within one (1) year after final payment any work or material is found to be defective, Contractor shall promptly, without cost to the City, correct such defect.

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

If to City: City of Cottage Grove
 12800 Ravine Parkway
 Cottage Grove, MN 55016
 Attention: Zac Dockter

Or emailed: zdockter@cottagegrovemn.gov

If to Contractor: Valdes Lawn Care and Snow Removal, LLC
9591 60th Street North
Lake Elmo, MN 55042
Attention: Joe Valdes

Or emailed: joe@valdeslawn.com

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

16. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

VALDES LAWN CARE & SNOW REMOVAL, LLC (“CONTRACTOR”)

Signature: _____

Date: _____

Name: _____

Its: _____

EXHIBIT A

1. **Services.** Valdes Lawn Care and Snow Removal, LLC (“Contractor”) agrees to provide the following Services (“Services”) to the City of Cottage Grove (“City”) during the term of the Agreement:
 - a. Lawn Mowing. Lawns shall be mowed on a weekly basis, weather permitting. Turf height will be maintained between 2.5"-3" depending on turf conditions and grass species. Spot mowing or site detailing will be done as determined by Contractor during hot, dry, or cold periods, or during periods of heavy rain. Grass clippings will not be collected, but will be blown. Edging of concrete sidewalks and curbs shall be done with weed whips as needed to maintain an appealing curb line. Edging is to be done on the same day as mowing.
 - b. Bed Weeding and Debris Removal. Rock beds and mulch beds shall be kept free of debris and weeds during the summer months at no extra charge. City agrees to keep all mulch and rock beds in a properly maintained condition so that weeding costs are reasonable. If excessive number of weeds are present or removal of excessive amounts of debris such as pet droppings, cans, paper, or other trash will be cleaned up, it will be billed back to the City on a time and materials basis.
 - c. Weed Control and Fertilization. Turf fertilizer will be applied three (3) times per year. The first application will be done in the spring in the form of crabgrass control. Other applications will be made during the summer and in the fall. Weed control will be applied three (3) times per season. The three (3) applications will be post-emergent control in a liquid form and made around the same time as the fertilizer applications.
 - d. Fall Clean-Up. Fall cleanup to be completed once annually, including the removal of leaves and debris from the turf and bed areas; however, removal of plants & flowers from beds will not be part of this operation. Blowing of debris from sidewalks, and flower beds will be done to keep the appearance of the property neat. There will be an additional charge/or disposal at \$14.00 per cubic yard of material removed. Cutting down perennials or removal of annual flowers if needed will be charged on a time and materials basis. Additional cleanup of leaves and debris may be ordered at an additional charge.
 - e. Contractor may perform additional lawn care services for the City as agreed upon by the parties in writing.
2. **Service Locations.** Contractor will perform the Services at each of the following locations during the term of this Agreement:
 - a. Cottage Grove Fire Station #4 located at 8500 95th Street South, Cottage Grove, Minnesota 55016.

- b. HERO Center located at 10125 85th Street South, Cottage Grove, Minnesota 55016, including 85th Street and Ravine Parkway.
 - c. Cottage Grove City Hall located at 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, including Ravine Parkway.
 - d. Cottage Grove Central Fire Station located at 8641 80th Street South, Cottage Grove, Minnesota 55016.
3. **Payment.** The City agrees to pay Contractor in the following amounts for the Services provided to the City:
- a. For Services performed at Cottage Grove Fire Station #4:
 - i. April 1, 2025 – December 31, 2025: \$521.14 (Per Month); \$3,648.00 (Season).
 - ii. April 1, 2026 – December 31, 2026: \$536.71 (Per Month); \$3,757.00 (Season).
 - iii. April 1, 2027 – December 31, 2027: \$552.86 (Per Month); \$3,870.00 (Season).
 - iv. April 1, 2028 – December 31, 2028: \$569.43 (Per Month); \$3,986.00 (Season).
 - b. For Services performed at HERO Center:
 - i. April 1, 2025 – December 31, 2025: \$1,116.43 (Per Month); \$7,815.00 (Season).
 - ii. April 1, 2026 – December 31, 2026: \$1,150.00 (Per Month); \$8,050.00 (Season).
 - iii. April 1, 2027 – December 31, 2027: \$1,184.43 (Per Month); \$8,291.00 (Season).
 - iv. April 1, 2028 – December 31, 2028: \$1,220.00 (Per Month); \$8,540.00 (Season).
 - c. For Services performed at Cottage Grove City Hall:
 - i. April 1, 2025 – December 31, 2025: \$2,313.28 (Per Month); \$16,193.00 (Season).

- ii. April 1, 2026 – December 31, 2026: \$2,382.71 (Per Month); \$16,679.00 (Season).
- iii. April 1, 2027 – December 31, 2027: \$2,454.14 (Per Month); \$17,179.00 (Season).
- iv. April 1, 2028 – December 31, 2028: \$2,527.86 (Per Month); \$17,695.00 (Season).

d. For Services performed at Cottage Grove Central Fire Station:

- i. April 1, 2025 – December 31, 2025: \$797.14 (Per Month); \$5,580.00 (Season).
- ii. April 1, 2026 – December 31, 2026: \$821.00 (Per Month); \$5,747.00 (Season).
- iii. April 1, 2027 – December 31, 2027: \$845.71 (Per Month); \$5,920.00 (Season).
- iv. April 1, 2028 – December 31, 2028: \$871.14 (Per Month); \$6,098.00 (Season).

Valdes Lawn Snow Landscape (2021-2024)					
	Task	Units	# Units	Cost/Unit	Total Cost
Central Fire Station	Mowing	monthly	7	\$751.00	\$5,257.00
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$125.00	\$125.00
	Spring Cleanup	per application	1	\$125.00	\$125.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$5,507.00

	Task	Units	# Units	Cost/Unit	Total Cost
Fire Station #4	Mowing	monthly	7	\$491.00	\$3,437.00
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$125.00	\$125.00
	Spring Cleanup	per application	1	\$125.00	\$125.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$3,687.00

	Task	Units	# Units	Cost/Unit	Total Cost
City Hall	Mowing	monthly	7	\$2,180.00	\$15,260.00
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$325.00	\$325.00
	Spring Cleanup	per application	1	\$475.00	\$475.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$16,060.00

	Task	Units	# Units	Cost/Unit	Total Cost
HERO Center	Mowing	monthly	7	\$1,052.00	\$7,364.00
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$325.00	\$325.00
	Spring Cleanup	per application	1	\$200.00	\$200.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$7,889.00

NET MAINTENANCE COST		\$33,143.00
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Valdes Lawn Snow Landscape (2025-2028)					
	Task	Units	# Units	Cost/Unit	Total Cost
Central Fire Station	Mowing	monthly	7	\$797.14	\$5,579.98
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$125.00	\$125.00
	Spring Cleanup	per application	1	\$275.00	\$275.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$5,979.98

	Task	Units	# Units	Cost/Unit	Total Cost
Fire Station #4	Mowing	monthly	7	\$521.14	\$3,647.98
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$125.00	\$125.00
	Spring Cleanup	per application	1	\$405.00	\$405.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$4,177.98

	Task	Units	# Units	Cost/Unit	Total Cost
City Hall	Mowing	monthly	7	\$2,313.28	\$16,192.96
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$325.00	\$325.00
	Spring Cleanup	per application	1	\$676.00	\$676.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$17,193.96

	Task	Units	# Units	Cost/Unit	Total Cost
HERO Center	Mowing	monthly	7	\$1,116.43	\$7,815.01
	Fertilizing	per application	3	\$0.00	\$0.00
	Spraying	per application	3	\$0.00	\$0.00
	Aerating	per application	1	\$325.00	\$325.00
	Spring Cleanup	per application	1	\$500.00	\$500.00
	Fall Cleanup	per application	1	\$0.00	\$0.00
					\$8,640.01

NET MAINTENANCE COST		\$35,991.93
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City of Cottage Grove					
	Task	Units	# Units	Cost/Unit	Total Cost
Central Fire Station	Mowing	weekly	7	\$600.00	\$4,200.00
	Fertilizing	per application	3	\$150.00	\$450.00
	Spraying	per application	3	\$300.00	\$900.00
	Aerating	per application	1	\$150.00	\$150.00
	Spring Cleanup	per application	1	\$75.00	\$75.00
	Fall Cleanup	per application	1	\$300.00	\$300.00
					\$6,075.00

	Task	Units	# Units	Cost/Unit	Total Cost
Fire Station #4	Mowing	weekly	7	\$600.00	\$4,200.00
	Fertilizing	per application	3	\$150.00	\$450.00
	Spraying	per application	3	\$150.00	\$450.00
	Aerating	per application	1	\$75.00	\$75.00
	Spring Cleanup	per application	1	\$75.00	\$75.00
	Fall Cleanup	per application	1	\$150.00	\$150.00
					\$5,400.00

	Task	Units	# Units	Cost/Unit	Total Cost
City Hall	Mowing	weekly	7	\$2,100.00	\$14,700.00
	Fertilizing	per application	3	\$300.00	\$900.00
	Spraying	per application	3	\$900.00	\$2,700.00
	Aerating	per application	1	\$600.00	\$600.00
	Spring Cleanup	per application	1	\$600.00	\$600.00
	Fall Cleanup	per application	1	\$2,400.00	\$2,400.00
					\$21,900.00

	Task	Units	# Units	Cost/Unit	Total Cost
HERO Center	Mowing	weekly	7	\$300.00	\$2,100.00
	Fertilizing	per application	3	\$150.00	\$450.00
	Spraying	per application	3	\$150.00	\$450.00
	Aerating	per application	1	\$75.00	\$75.00
	Spring Cleanup	per application	1	\$75.00	\$75.00
	Fall Cleanup	per application	1	\$300.00	\$300.00
					\$3,450.00

NET MAINTENANCE COST		\$36,825.00
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Escalation Costs %

2026 3%

2027 3%

Cost Summary	City Hall	Central Fire	HERO	Fire #4	Total
Valdes 21-24	\$16,060	\$5,507	\$7,889	\$3,687	\$33,143
Valdes 25-28	\$17,194	\$5,980	\$8,640	\$4,178	\$35,992
City	\$21,900	\$6,075	\$3,450	\$5,400	\$36,825

Unit Cost	CH	HERO	CF	F4	
Employees (30/hr)	28	4	8	8	*per month
Gas (10/hr)	28	4	8	8	
Equipment (35/hr)	28	4	8	8	
Spring clean up (75/hr - includes gas/equ)	8	1	1	1	
Fall clean up (75/hr - includes gas/equ)	32	4	4	2	
Aerating (75/hr - includes gas/equip)	8	1	2	1	
Spraying (150/hr w/product)	6	1	2	1	
Fertilizing (150/hr w/product)	2	1	1	1	



City Council Action Request

7.W.

Meeting Date 12/4/2024

Department Public Works

Agenda Category Action Item

Title Cintas Uniform and Floor Coverings Service Agreement

Staff Recommendation Accept the one year service agreement with Cintas to provide rented floor mats and uniforms for the facilities owned by the City of Cottage Grove.

Budget Implication The agreement falls into 2025 budget.

Attachments	1.	Memo
	2.	contract

To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
Ryan Burfeind, Public Works Director/City Engineer

From: Adam Moshier, Fleet and Facilities Manager

Date: 11/22/2024

RE: One Year Agreement with Cintas

Background

For several years, the different facilities owned by the City of Cottage Grove have rented floor mats and uniforms. The City has been in a contract with Cintas for the last 5 years. The contract is expiring and there is updated pricing available.

Staff is recommending the City continue to use Cintas for uniform and floor mat rental. This is a one year agreement through OMNIA Partners cooperative contracts. This agreement can be extended upon the written mutual consent of both parties. The City is able to participate in this agreement as it is competitively solicited. The agreement and procurement process has been reviewed by the City Attorney.

Budget

In the 2025 budget, each facility budgets for uniform and floor mat rental. This agreement falls within those budgeted numbers. The pricing either stayed the same or decreased.

The following is a cost breakdown of the amount of money spent in 2024 to date with Cintas from the different facilities.

Facility	2024 Spent To Date
Public Works	\$2,906.90
River Oaks	\$1,327.00
Hero Center	\$4,333.96
Central Fire	\$971.83
Ice Arena	\$250.00

The following is a breakdown of the rented items on the contract comparing the current price and future contract price.

Rental Item Description	Current Price	Future Contract Price	Difference
4X6 ACTIVE SCRAPER – RENTAL (F1)	5.48	5.48	0
4X6 XTRAC MAT ONYX – RENTAL (F4)	16.812	16.812	0
4X6 TRAFFIC MAT – RENTAL (F4)	13.859	13.859	0
3X10 TRAFFIC MAT – RENTAL (F4)	16.870	16.870	0
3X10 XTRAC MAT ONYX – RENTAL (F4)	19.207	19.207	0
SM SHOP TWL - RED – RENTAL (F1)	.038	.035	-.003
SIG AIR SVC – RENTAL (F1)	4.055	4.055	0
GRAY MICRO TWL – RENTAL (F1)	.327	.327	0
4000 HD SCRUB SVC – RENTAL (F1)	10.997	10.997	0
3X10 BLACK MAT – RENTAL (F4)	10.547	10.000	-.547
4X6 BLACK MAT – RENTAL (F4)	8.586	8.500	-.086
4X6 LOGO MAT – RENTAL (F4)	18.241	18.241	0
DISPOSABLE PAPER CRT – RENTAL (F1)	5.439	4.375	-1.064
3X5 BLACK MAT – RENTAL (F4)	7.25	7.25	0
MENS COTTON WORK SHIRT - Rental	New	.302	
MENS COTTON WORK PANTS - Rental	New	.387	
MENS SOFTSHELL JACKET - Rental	New	1.427	
CARHARTT 5 PKT JN - Rental	New	.447	
CARHARTT CARP JN - Rental	.622	.447	-.175
MENS PERMA LINED SPORT JACKET - Rental	.492	.480	-.012
CARGO PANTS - Rental	.408	.387	-.021
CORE WOVEN SHIRT - Rental	New	.205	
CARHARTT PANT STRETCH RPSTP - Rental	New	1.028	
SHOPCOAT - Rental	.751	.751	0
COVERALL - Rental	.151	.150	-.001
COMFORT SHIRT - Rental	New	.205	
LINED SERVICE JACKET - Rental	New	.367	
Premium Size Upcharge	Varies	.000	

Recommendation

Accept the one year service agreement with Cintas to provide rented floor mats and uniforms for the facilities owned by the City of Cottage Grove.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT ("Agreement") is made and executed this ____ day of _____, 2024, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, ("City") and Cintas, 3375 Mike Collins Drive, Eagan, Minnesota 55121 ("Consultant").

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

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

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

1. SERVICES.

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

- i. A proposal dated August 19, 2024, incorporated herein as Exhibit A.
 - ii. Other documentation incorporated herein as Exhibit B.

Collectively referred to as the "Exhibits"

- iii. Where the terms and conditions of this Agreement and those terms and conditions included in Exhibits A or B specifically conflict, the terms of this Agreement shall apply. In Exhibit A, the following provisions are hereby stricken and shall have no force or effect on this Agreement:

- 1. The entirety of sections 1 and 2 of the Omnia Participating Public Agencies Terms; and
 - 2. Section 14 of the Supplier General Services Terms Section in relation to any monetary penalty that may be imposed on City for early termination for convenience.

- b. Consultant covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, as set forth in Exhibit A, subject to Section 7 of this Agreement.
 - c. Consultant agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement. The Consultant

represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay and Consultant agrees to receive and accept payment for Services as set forth in the Exhibits.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Consultant shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
- c. Consultant shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.

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

4. TERMINATION.

- a. Termination After Annual Review. This Agreement may be terminated by the City in its sole discretion within ten (10) days of the annual performance review outlined in Exhibit B upon written notice delivered to Consultant.
- b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.

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

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

7. DELAY IN PERFORMANCE. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.
8. CITY'S REPRESENTATIVE. The City has designated Adam Moshier to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
9. PROJECT MANAGER AND STAFFING. The Consultant has designated Jenna Pakes to be the primary contact for the City in the performance of the Services. She shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Consultant may not remove or replace these designated staff without the approval of the City.
10. INDEMNIFICATION. Consultant and City each agree to indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.
11. INSURANCE. During the performance of the Services under this Agreement, Consultant shall maintain the following insurance:
 - a. General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.

Consultant shall furnish the City with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the City. The City shall be named as an additional insured on the General Liability Insurance policy.
12. OWNERSHIP OF DOCUMENTS. Professional documents, drawings, and specifications prepared by the Consultant as part of the Services shall become the property of the City when Consultant has been compensated for all Services rendered, provided, however, that

Consultant shall have the unrestricted right to their use. Consultant shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property. Rights to proprietary intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of the Consultant.

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

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

Or e-mailed: jlevitt@cottagegrovemn.gov

If to Consultant: Cintas
3375 Mike Collins Drive
Eagan, MN 55121
Attention: Jenna Pakes

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

15. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- c. Waiver. A waiver by either City or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

- f. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- g. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

[The remainder of this page is intentionally left blank]

CITY OF COTTAGE GROVE

By: _____
Myron Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

CINTAS ("CONSULTANT")

By: Jenna Pakes

Its: Jenna Pakes

Date: 11/14/24

EXHIBIT A

Facilities Solutions Agreement



Location #: 0754
 Contract #: 210582673
 Customer #: 16343180

Main Corporate Code → New CC 13218 GPO: 210321258 MLA: 210582673

Date: 8/19/2024

Customer/Participating Agency: City of Cottage Grove

Phone: 651-458-2871

Address: 12800 Ravine Parkway

City: Cottage Grove

State: MN

Zip: 55016

UNIFORM PRODUCT RENTAL PRICING:

ITEM #	DESCRIPTION	STANDARD ITEM	UNIT PRICE
	see below	☒ Yes ☐ No	
		☒ Yes ☐ No	
		☒ Yes ☐ No	
		☒ Yes ☐ No	
		☒ Yes ☐ No	
		☒ Yes ☐ No	

Space for additional entries provided on page 4

This agreement is effective as of the date of execution for a term of 60 months from the date of installation or renewal.					
Standard Name Emblem	\$	ea	Standard Agency Emblem	\$	ea
Custom Agency Emblem	\$	ea	Embroidery	\$	ea
Uniform Advantage	Item: .08			\$	ea per week
Premium Uniform Advantage	Item:			\$	ea per week
Emblem Advantage	Item: .04			\$	ea per week
Prep Advantage	Item: .05			\$	ea per week
Minimum Charge	\$35 per delivery				
Make-up Charge	\$	per garment			
Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium				\$	per garment
Seasonal Sleeve Change	\$	per garment			
Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.					
Artwork Charge for Logo Mat	\$				
Payment Terms: 2% Discount Net 15, Standard terms are Net 30					
Size Change	Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ N/A per garment will be assessed for employee's size changed within 4 weeks of installation.				
Other					

FACILITY SERVICES PRODUCT PRICING:

ITEM #	DESCRIPTION	RENTAL FREQ.	INVENTORY	UNIT PRICE
	see below			

Space for additional entries provided on page 4

Automatic Lost Replacement Charge	Item: n/a	% of inventory	\$	ea
Automatic Lost Replacement Charge	Item: N/A	% of inventory	\$	ea

	CHECKBOX	INITIALS	DATE
Initial and check box if Unilease. All Garments will be cleaned by customer.	☐		
Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control.	☐		
Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.	☐		

Cintas Representative Initials:  Customer Initials: _____

OMNIA PARTICIPATING PUBLIC AGENCIES TERMS

- Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Prince William County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
- Master Agreement available at <https://www.omniapartners.com/publicsector>

SUPPLIER GENERAL SERVICE TERMS SECTION

- Prices.** Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
- Buyback of Non-Standard Garments.** Customer has ordered from Company a garment rental service requiring garments that may not be standard to Company's normal rental product line or include direct embroidery or an unusual emblem placement. Non-Standard items will also include standard garments that have been embroidered. Those non-standard products will be designated as such under Garment Description in the Uniform Product Rental Pricing Chart(s). In the event the Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement in whole or in part for any reason, the Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
- Logo Mats.** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
- Adding Employees.** Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one time preparation fee indicated on Exhibit A. Customer shall not pay Company any one time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
- Emblem Guarantee.** Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
- FRC Warranty.** Customer agrees it bears sole responsibility for selecting the flame resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. COMPANY MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. Customer agrees to notify all employees and other agents of Customer who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. Customer acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the garments, including but not limited to any alleged failure of the FRC to function as flame-resistant or provide protection against fire and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this Agreement or resulting from Customer's or its employees' use of the FRC.
- High Visibility Garments.** For high visibility garments, Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.
- In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
- Terminating Employees.** Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
- Replacement.** In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
- Indemnification.** To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
- Additional Items.** Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:
 - If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 50 weeks of rental service.
 - If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as termination charges equal to 36 weeks of rental service.
 - If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as termination charges equal to 23 weeks of rental service.
 - If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as termination charges of 10 weeks of rental service.
 - Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.
- I authorize Cintas to verify my credit on Credit.net and/or by contacting the parties provided. I am authorized to sign on behalf of this company. In addition, I authorize Cintas to open a new account on behalf of the company and deliver the products or services listed above at the agreed upon pricing and delivery terms.
- Prevailing Wage/Living Wage.** Customer represents and warrants that this agreement is not subject to laws pertaining to prevailing wages, living wages, or other wage and/or benefit requirements established by law ("Wage Statutes"). Customer agrees and acknowledges that it will not attempt to enforce any Wage Statutes in relation to this agreement and Customer hereby waives and releases Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority in relation to Cintas's failure to satisfy any such Wage Statute in relation to agreement.

Cintas Location #: 0754

By: Jenna Parks

Title: General Manager

Accepted-GM: Jenna Parks

Cintas Enterprise Account ☐ Yes ☒ No

Cintas MAM Partners:

Cintas Representative Initials: 

Customer Initials:

Customer Signature:

Print Name:

Print Title:

Email:

Customer Contact:

Customer Contact Email:

Accounts Payable Contact Billing Information



How should the Business Name read on the invoice? _____

Do you have other sites/locations within your company that are set up for billing with Cintas? ☐ YES ☒ NO ☐ UNSURE

Are you Tax Exempt? ☐ YES ☐ NO If Yes, where can I get a copy of your tax-exempt form? _____

PAYER INFORMATION: This section covers the address where the person who pays the bills is and their contact information.

Account Payable Contact Name: _____

Account Payable Contact Phone #: _____

Account Payable Email: _____

Payer Street Address: _____

City: _____

ST/PROV: _____

ZIP/PC: _____

We will use the Payer address above as the address that is used for credit reference/credit check if it is different from service address.

BILL-TO INFORMATION: This section covers where the bill will be mailed/sent to.

☐ Same as Payer OR ☐ Same as Sold-To OR ☐ Portal/Third Party

Bill-To Street Address: _____

City: _____

ST/PROV: _____

ZIP/PC: _____

WE CAN CUSTOMIZE HOW YOU RECEIVE YOUR BILL FOR PAYMENT PROCESSING

Invoice Delivery (choose one): ☐ Leave at Site and Email ☐ Email Only ☐ Physically Mail ☐ Leave at site after service

Do invoices require a purchase order? ☐ YES ☐ NO If yes, please provide PO# _____

Will the same PO need to appear on each invoice? ☐ YES ☐ NO Is there an expiration date? _____

PAYMENT TERMS: 2% Discount Net 15, Standard terms are Net 30

PAYMENT OPTIONS

☐ Check

☐ ACH/EFT - We will have our ACH/EFT team contact the AP contact above with ACH/EFT payment details

☐ Credit Card - We will have our Payment Center contact the AP Contact above for credit card details

Unless noted below, your AP contact above will be automatically registered to manage your Cintas account online with myCintas Billing. myCintas allows you to conveniently access your account anytime using your computer, tablet, or mobile device!

Cintas Representative Initials: 

Customer Initials: _____

UNIFORM PRODUCT RENTAL PRICING (cont.):

Continued from page 1

[illegible]**FACILITY SERVICES PRODUCT PRICING (cont.):**

Continued from page 1

ITEM #	DESCRIPTION	RENTAL FREQ.	INVENTORY	UNIT PRICE
X10186	4X6 ACTIVE SCRAPER - RENTAL	01	ANY	5.48
X10192	4X6 XTRAC MAT ONYX - RENTAL	04	ANY	16.812
X10197	4X6 TRAFFIC MAT - RENTAL	04	ANY	13.859
X10198	3X10 TRAFFIC MAT - RENTAL	04	ANY	16.870
X10202	3X10 XTRAC MAT ONYX - RENTAL	04	ANY	19.207
X2160	SM SHOP TWL - RED - RENTAL	01	ANY	.035
X27026	SIG AIR SVC - RENTAL	01	ANY	4.055
X2995	CRT CABINET - RENTAL			0.000
X7540	GRAY MICRO TWL - RENTAL	01	ANY	.327
X6273	LOCKER STAND - RENTAL			0.000
X7993	4000 HD SCRUB SVC - RENTAL	01	ANY	10.997
X84035	3X10 BLACK MAT - RENTAL	04	ANY	10.000
X84435	4X6 BLACK MAT - RENTAL	04	ANY	8.500
X84401	4X6 LOGO MAT - RENTAL	04	ANY	18.241
X9304	DISPOSABLE PAPER CRT - RENTAL	01	ANY	4.375
X84355	3X5 BLACK MAT - RENTAL	04	ANY	7.25

Cintas Representative Initials:

Customer Initials:

LOCATION LISTING

City of Cottage Grove - Hero Center
Sold To: 16343180
Address:
10125 85th St S
Cottage Grove, MN 55016-2373

Cottage Grove Fire Department
Sold To: 13892784
Address:
8641 80th St S
Cottage Grove MN 55016-2069

Cottage Grove Ice Arena
Sold To: 12436331
Address:
8020 80th St S
Cottage Grove MN 55026-2051

Cottage Grove City River
Sold To: 12437964
Address:
11099 South Hwy 61
Cottage Grove MN 55016

Cottage Grove Public Works
Sold To: 12438073
Address:
8635 W Point Douglas Rd S
Cottage Grove, MN 55016-3318

Cintas Representative Initials:

Customer Initials: _____

EXHIBIT B

Addendum B:

Every 12 months, from the renewal anniversary date, a business review will occur to ensure service quality is being upheld. The customer may cancel after the annual review if Cintas not upholding our service guarantee. This would be without a cancelation penalty.

Agreement #=_____

Customer Signature_____

Date_____

Cintas Representative Signature_____

Date_____



11/14/24



City Council Action Request

7.X.

Meeting Date 12/4/2024

Department Public Works

Agenda Category Action Item

Title High Zone Raw Water Main Project - Easement Agreement and MOU

Staff Recommendation Approve executing the Memorandum of Understanding with compensation for the easement in the amount of \$3,100, and the Permanent Utility Easement agreement with Jason and Jessica Sadek, to accommodate the water main to be installed on 8532 Indian Boulevard South, as part of the High Zone Raw Water Main Project.

Budget Implication \$3,100 – 3M Settlement Funds

Attachments	1.	1 Memo - High Zone Raw Water Main Project Easement Agreement 2024-12-04
	2.	2 HZRWM Location Map - easement note
	3.	3 8532 Indian Boulevard Signed Easement and MOU



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

From: Ryan Burfeind, P.E., Public Works Director

Date: December 4, 2024

Re: High Zone Raw Water Main Project – Easement Agreement and MOU

Background/Discussion

On May 10, 2024, the City received a grant from the 3M Settlement for the High Zone Raw Water Main project. This project will provide the raw water mains necessary to convey the water from wells 11 and 12 to the future Intermediate Zone Water Treatment Plant. Design of the project is underway with construction planned for 2025. See attached figure showing the general alignment of the project.

As part of the project, a segment of the new water main will need to be installed on a private property just south of the Xcel Energy easement that is located behind the properties between 72nd Street South and Indian Boulevard south. The watermain will extend along the west edge of the property, on the property, at 8532 Indian Boulevard South, owned by Jason and Jessica Sadek. There are no existing drainage and utility easements along the property line that would accommodate the placement of the watermain in that location. The installation of the watermain will be accomplished by directional drilling, and therefore, the construction will not include surface disruption of the property.

An independent appraisal of the property impacted by the easement indicates a value of \$3,100. The attached figure shows the location of the water main that will traverse through the Sadek property. Also attached is a memorandum of understanding and easement agreement for conveying the easement to the City, which have been signed by the property owners.

Recommendation

It is recommended that the City Council approve executing the memorandum of understanding with compensation for the easement in the amount of \$3,100, and the permanent utility easement agreement with Jason and Jessica Sadek, to accommodate the water main to be installed on 8532 Indian Boulevard South, as part of the High Zone Raw Water Main Project.

3/14/2024

Well 12

Cottage Grove High Zone Raw Water Main Location Map

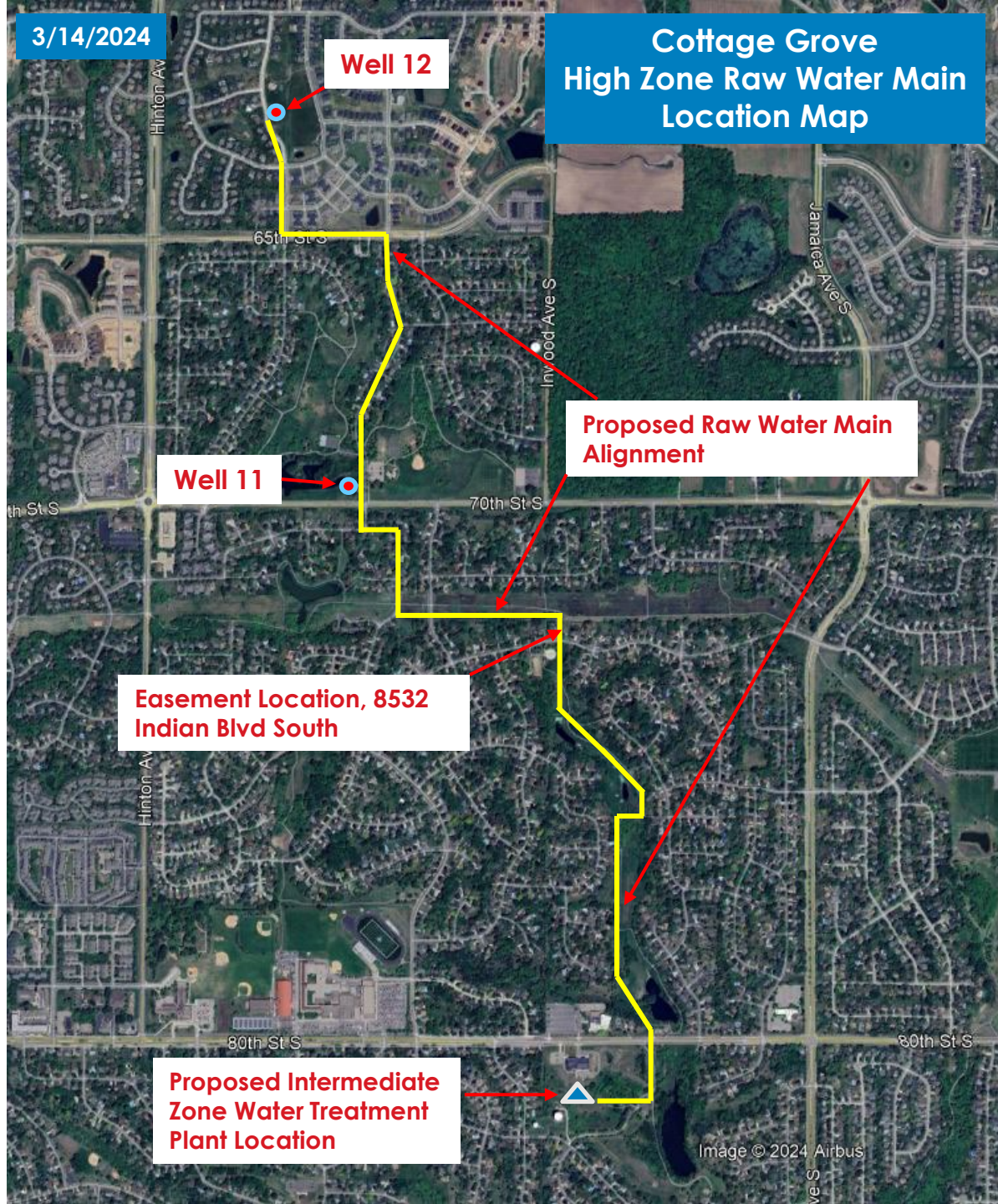
Well 11

**Proposed Raw Water Main
Alignment**

**Easement Location, 8532
Indian Blvd South**

**Proposed Intermediate
Zone Water Treatment
Plant Location**

Image © 2024 Airbus



MEMORANDUM OF UNDERSTANDING
City of Cottage Grove High Zone Raw Water Main Project

On this ___ day of _____, 2024, Jason Sadek and Jessica Sadek, as husband and wife ("Owner"), Owner of property located in the City of Cottage Grove, County of Washington, and State of Minnesota identified as Parcel Identification Number: 0902721120015, did execute and deliver a conveyance of real estate rights, specifically a Permanent Utility Easement to the City of Cottage Grove ("City").

This agreement is now made and entered as a memorandum of all the terms, and the only terms, agreed upon in connection with the above transaction. It is hereby acknowledged and agreed upon between the parties that:

1. The City is engaged in a project to complete the High Zone Raw Water Main project ("Project"). The Owner understands that the acquired property rights are for use in connection with the construction of the Project.
2. That in full compensation for the conveyance of said property rights, the City shall pay the Owner the sum of **Three Thousand, One Hundred and no/100 Dollars (\$3,100)** for the easement.

Owner understands that payment by the City must await City Council approval. The payment of Three Thousand, One Hundred and no/100 Dollars (\$3,100) shall be made to Owner by December 31, 2024.

3. In the event of a clerical error, Owner agrees to cooperate in correcting the error including but not limited to resigning all documents.

It is understood and agreed that the entire agreement of the parties is contained in this Memorandum of Understanding and the Permanent Utility Easement and that these documents and agreements include all oral agreements, representations, and negotiations between the parties.

[The remainder of this page was intentionally left blank.]

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Mayor

By: _____
Tamara Anderson
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this ____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and the City Clerk of the City of Cottage Grove, the Minnesota municipal corporation named in the foregoing instrument, and that it was signed on behalf of said municipal corporation by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

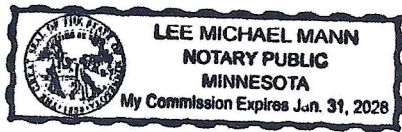
JASON SADEK AND JESSICA SADEK

Jason Sadek

Jessica Sadek

COUNTY OF Washington)

The foregoing instrument was acknowledged before me on this 24th day of November, 2024, by Jason Sadek and Jessica Sadek, as husband and wife.



Lee Michael Mann
Notary Public

PERMANENT UTILITY EASEMENT

THIS PERMANENT UTILITY EASEMENT ("Easement") is made, granted and conveyed this _____ day of _____, 2024, by and between Jason Sadek and Jessica Sadek, husband and wife ("Landowner"), and the City of Cottage Grove, a Minnesota municipal corporation ("City").

PROPERTY DESCRIPTION

Landowner owns real property in Washington County, Minnesota, legally described as follows:

Lot 10 Block 6 PINETREE POND 7TH ADDITION

(the "Landowner's Property").

PERMANENT EASEMENT DESCRIPTION

The Landowner for and in consideration of One Dollar and other good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby grant and convey to the City, its successors and assigns, forever the following:

A permanent easement for utility purposes and all such purposes ancillary, incident or related thereto ("Permanent Easement") under, over, across, through and upon that real property legally described on Exhibit A and depicted on Exhibit B ("Permanent Easement Area"), attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any water mains, any utilities, underground pipes, conduits, culverts, other utilities and mains, hydrants and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area.

The Permanent Easement rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the purposes of

construction, maintenance, repair and replacement of any water mains, any utilities, underground pipes, conduits, culverts, other utilities, mains, hydrants and all facilities and improvements ancillary, incident or related thereto.

EXEMPT FROM STATE DEED TAX

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and
- (b) To maintain the Permanent Easement Area, any City improvements and any underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, construction and maintenance of the utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property prior to the date hereof.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statutes, Chapter 466.

The Landowner, for itself or its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that it is well seized in fee of the Landowner's Property described above, the Permanent Easement Area legally described on Exhibit A and depicted on Exhibit B and has good right to grant and convey the Permanent Easement herein to the City.

This Easement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

This Easement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

IN TESTIMONY WHEREOF, the parties have caused this Easement to be executed as of the day and year first above written.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Mayor

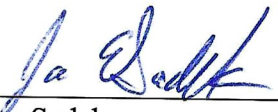
By: _____
Tamara Anderson
City Clerk

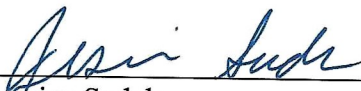
STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this ____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and the City Clerk of the City of Cottage Grove, the Minnesota municipal corporation named in the foregoing instrument, and that it was signed on behalf of said municipal corporation by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

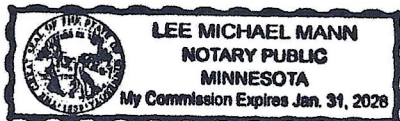
LANDOWNER:
JASON SADEK AND JESSICA SADEK

By: 
Jason Sadek

By: 
Jessica Sadek

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me on this 24th day of November, 2024, by Jason Sadek and Jessica Sadek, husband and wife.




Notary Public

**This instrument was drafted by
and after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121
651-451-1831

EXHIBIT A
LEGAL DESCRIPTION OF PERMANENT EASEMENT AREA

Real property located within the City of Cottage Grove, Washington County, Minnesota, described as follows:

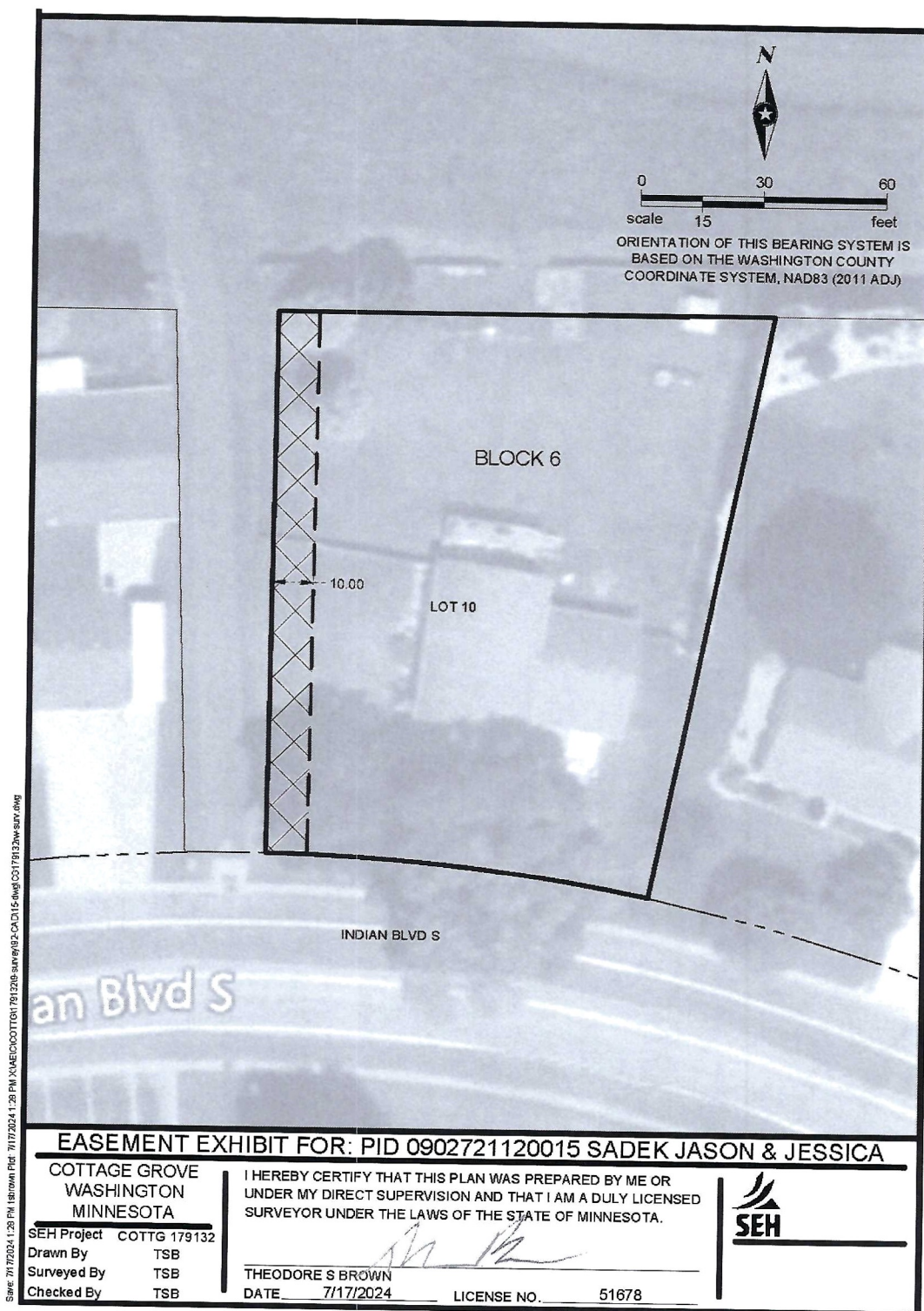
A permanent utility easement over, under, and across the westerly 10.00 feet of the following property:

Lot 10 Block 6 PINETREE POND 7TH ADDITION, as is recorded in Washington County Minnesota.

PID: 0902721120015

Abstract Property

EXHIBIT B
DEPICTION OF PERMANENT EASEMENT AREA





City Council Action Request

7.Y.

Meeting Date	12/4/2024				
Department	Parks and Recreation				
Agenda Category	Action Item				
Title	Denzer Park Service Agreement to Install and Purchase Playground Equipment				
Staff Recommendation	Authorize service agreement with Webber Recreational Design, Inc. for the purchase and installation of playground equipment at Denzer Park for \$83,845.85.				
Budget Implication	\$83,845.85 in Park Trust Fund				
Attachments	<table><tr><td>1.</td><td>1-Memo-Playground Service Agreements</td></tr><tr><td>2.</td><td>2 - Service Agreement - Denzer Playground</td></tr></table>	1.	1-Memo-Playground Service Agreements	2.	2 - Service Agreement - Denzer Playground
1.	1-Memo-Playground Service Agreements				
2.	2 - Service Agreement - Denzer Playground				



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Zac Dockter, Parks and Recreation Director
CC:
Date: November 20, 2024
Subject: Service Agreement – Denzer Park Playground

Introduction/Background

The 2025 capital improvements plan includes funding for development of Denzer Park. The park master plan includes a playground. Three playground proposals were received from three different companies (see designs below). Staff is recommending proceeding with the Webber Recreation design due to its complete play experience for ages 2-12 along with unique design that compliments the park's name.

The playground design is a nod to Jack's 76 Service Station which is a part of Cottage Grove's history. Jack's 76 Service Station was owned and operated by Jack Denzer whom the park is named after. The playground colors are blue and orange which reflects the stations colors. Additionally, a balance beam in the shape of 76 is included at the entry.

The total project cost is proposed at \$83,845.85 and will be purchased under Sourcewell contract #35965. Funding is available within the Park Trust Fund should the Council approve.

Staff Recommendation

Authorize service agreement with Webber Recreational Design, Inc. for the purchase and installation of playground equipment at Denzer Park for \$83,845.85.

Preferred Design – Webber Recreational Design, Inc.



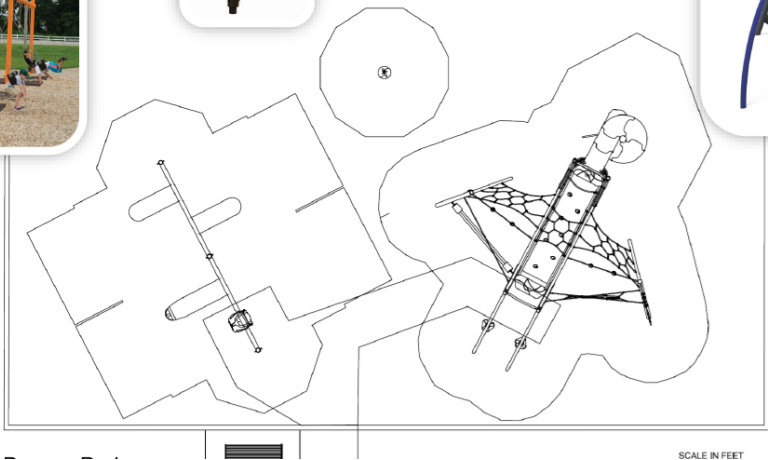
Rejected Design – Landscape Structures, Inc.



Rejected Design – Burke Playground



Denzer Park



AGREEMENT FOR SERVICES

THIS AGREEMENT ("Agreement") is made and executed this 4th day of December, 2024, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, ("City") and Webber Recreational Design, Inc, 1442 Brooke Court, Hastings, Minnesota 55033 ("Contractor").

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

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

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

1. SERVICES.

- a. City agrees to engage Contractor as an independent contractor for the purpose of performing certain Services ("Services"), as defined in the following documents:
 - i. A proposal dated November 19, 2024, incorporated herein as Exhibit 1.
 - ii. Where the terms and conditions of this Agreement and those terms and conditions included in Exhibit 1 specifically conflict, the terms of this Agreement shall apply.
- b. Contractor covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, as set forth in Exhibit 1, subject to Section 8 of this Agreement.
- c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay the Contractor and the Contractor agrees to receive and accept payment for Services as set forth in Exhibit 1.

- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
 - c. Contractor shall submit itemized bills for Services provided to City. City shall not make any payments due to the Contractor under this Agreement until after the Contractor has completed the Services to the satisfaction of the City at the location specified in Exhibit 1. Bills submitted shall be paid in the same manner as other claims made to City.
 - d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.
3. TERM. The term of this Agreement shall commence on the date written in the initial paragraph of this Agreement and shall continue until the Services described in Exhibit 1 are completed to the satisfaction of the City. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as herein stated.
4. TERMINATION AND REMEDIES.
- a. Termination for Convenience. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 14 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses through the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
 - c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event,
 - i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.

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

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

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
5. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in Exhibit 1. The Contractor shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
 6. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
 7. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.
 8. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.
 9. CITY'S REPRESENTATIVE. The City has designated Zac Dockter to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and

define the City's policy and decisions with respect to the Services covered by this Agreement.

10. PROJECT MANAGER AND STAFFING. The Contractor has designated Jay Webber to be the primary contact for the City in the performance of the Services. He shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Contractor may not remove or replace the designated staff without the approval of the City.

11. INDEMNIFICATION.

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

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

- a. Commercial General Liability Insurance, with a limit of \$1,500,000 for any number of claims arising out of a single occurrence, pursuant to Minnesota Statutes, Section 466.04, or as may be amended.
- b. Workers' Compensation Insurance in accordance with statutory requirements.
- c. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

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

13. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the completion date when all Services under this Agreement have been performed by Contractor. Contractor warrants that all work will be free from defects and that all materials will be new and of

first quality. If within one (1) year after final payment any work or material is found to be defective, Contractor shall promptly, without cost to the City, correct such defect.

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

If to City: City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Attention: Zac Dockter

If to Contractor: Webber Recreational Design, Inc.
1446 Brooke Court
Hastings, MN 55033
Attention: Jay Webber

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

16. RESPONSIBLE CONTRACTOR.

- a. In accordance with Minnesota Statutes, Section 16C.285, Contractor is hereby advised that the City cannot award a construction contract in excess of \$50,000 unless Contractor is a “responsible contractor” as defined in Minnesota Statutes, Section 16C.285, subdivision 3. Contractor must complete a Responsible Contractor Certificate verifying compliance with the minimum criteria specified in Minnesota Statutes, Section 16C.285, subdivision 3, to be eligible to provide the Services outlined in this Agreement. A Responsible Contractor Certificate must be signed under oath by an owner or officer of Contractor. Contractor is responsible for obtaining the required verifications of compliance with Minnesota Statute, Section 16C.285, subdivision 3 from all subcontractors, using a form provided by the City. Contractor must submit signed verifications from subcontractors upon the City’s request.
- b. Contractor or subcontractor who does not meet the minimum criteria established in Minnesota Statutes, Section 16C.285, subdivision 3, or who fails to verify compliance with the minimum requirements of this statute, will not be considered a “responsible contractor” and will be ineligible to provide the Services under this Agreement or otherwise work on the project in any capacity. Contractor and any subcontractor are advised that making any false statements verifying compliance with Minnesota Statutes, Section 16C.285 will render the Contractor or subcontractor ineligible to perform the Services of this Agreement and may result in termination of this Agreement by the City.

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

17. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

[The remainder of this page is intentionally left blank]

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

WEBBER RECREATION DESIGN, INC

Signature: _____

Date: 11/25/2024

Name: Jay A. Webber

Its: President



Miracle Recreation Equip. Co.
878 E. US Hwy 60
Monett, MO 65708
1-888-458-2752

QUOTE: R0013243178
CUSTOMER: 5501A05
Project: R0013_45594614909_01

Prepared For:

Zac Dockter
CITY OF COTTAGE GROVE
8635 W Point Douglas Road S "NEW"
COTTAGE GROVE, MN 55016
612-735-9703 (phone)
ZDockter@cottagegrovemn.gov

Project Name & Location:

Denzer Park

Prepared by:

Webber Recreational Design, Inc

1442 Brooke Court
Hastings, MN 55033 USA
(612)-581-4704 (phone)
jwebber@webberrec.com

Ship To Address:

Dan Stoltenberg
Denzer Park

Cottage Grove, MN 55016
612-369-3482 (phone)
ZDockter@cottagegrovemn.gov

End User:

Zac Dockter
CITY OF COTTAGE GROVE
8635 W Point Douglas Road S
"NEW"
COTTAGE GROVE, MN
55016
612-735-9703 (phone)
ZDockter@cottagegrovemn.gov

Quote Number: R0013243178
Quote Date: 11/19/2024
Valid For: 30 Days From Quote Date

PlayArea_1

Product line: KidsChoice
Age group: 5-12

Components

Part Number	Description	Qty	Weight	Unit Price	Total
2840	SWG PART SLASH PROOF SEAT W/CHAIN (8' TR)	2			
2990	SWG PART TOT SEAT 360 DEG W/CHAIN (8' TR)	1			
4636CHAML	PHYZICS CRESENT/PHAZE SLIDE FOR AXIAL LH	1			
9452	SADDLE SEAT, STRAIGHT POST	1			
MR0882	MC PLAYHOUSE	1			
MR0930	3.5" ARCH SWING- (2 SEAT REQ'D)	1			
MR0936	3.5" ARCH SWG- ADD-A-BAY (1 ST REQ'D)	1			

RiskSign_Included

Product line: Freestanding
Age group:

11/19/2024
QUOTE: R0013243178

Components

Part Number	Description	Qty	Weight	Unit Price	Total
787Z	RISK MANAGEMENT SIGN - ENGLISH (NO PRICE)	1			

Additional Items

Part Number	Description	Qty	Weight	Unit Price	Total
105295	BAG ZIPLOCK 12" X 14" X 4MIL(OFFICE USE)	1			
925961	THUMB DRIVE 2GB - MREC	1			
INSTALL BOOK	INSTALL BOOK FOR PP ORDERS	1			

Parts By Other

Part Number	Description	Qty	Weight	Unit Price	Total
E.W.F.	120 Cu. Yds. of Engineered Wood Fiber Delivered and Installed	1	0.00	6,360.00	6,360.00
NoFaultPIP	575 sq. ft. of NoFault Poured-In-Place Surfacing- 50 Orange / 50 Black	1	0.00	10,875.00	10,875.00
Playtime	76 Balance Beam	1	0.00	8,700.00	8,700.00
Sub Base	4" Compacted Stone Sub Base for Poured in Place Ruber	1	0.00	2,025.00	2,025.00

Totals:

Equipment Weight:	3,595.00 lbs
Equipment List:	\$52,730.00
Discount Amount:	-\$15,810.00
Equipment Price:	\$36,920.00
Freight:	\$2,090.85
Installation:	\$16,875.00
Products by Other:	\$27,960.00
Grand Total:	\$83,845.85

Notes:

Sourcewell COntract # 35965

This Quote shall not become a binding contract until signed and delivered by both Customer and Miracle Recreation Equipment Company ("Miracle"). Sales Representative is not authorized to sign this Quote on behalf of Miracle or Customer, and signed Quotes cannot be accepted from Sales Representative. To submit this offer, please sign below and forward a complete signed copy of this Quote directly to "Miracle Sales Administration" via fax (417) 235-3551 or email: orders@miraclerec.com. Upon acceptance, Miracle will return a fully-signed copy of the Quote to Customer (with copy to Sales Representative) via fax or email.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. Miracle objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes Miracle to ship the Equipment and agrees to pay Miracle the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by Miracle. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full at PO Box 734154, Dallas, TX 75373-4154, unless notified otherwise by Miracle in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to Miracle, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at its own expense. Purchase orders and payments should be made to the order of Miracle Recreation Equipment Company.

Quote Number: R0013243178 **Quote Date:** 11/19/2024 **Equipment:** \$52,730.00 **Grand Total:** \$83,845.85

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY MIRACLE.

Submitted By	Printed Name and Title	Date
THE FOREGOING QUOTE AND OFFER ARE HEREBY APPROVED AND ACCEPTED BY MIRACLE RECREATION EQUIPMENT		
By:		Date:

ADDITIONAL TERMS & CONDITIONS OF SALE

1. Use & Maintenance. Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under and around the Equipment, in accordance with Miracle's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.

2. Default, Remedies & Delinquency Charges. Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, Miracle shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with Miracle to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment, and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by Miracle of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys fees plus any costs of collection incurred by Miracle in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to Miracle as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by Miracle within ten (10) days after the date on which due.

3. Limitation of Warranty/ Indemnity. MIRACLE MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. MIRACLE SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE MIRACLE HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMERS ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH MIRACLES INSTALLATION AND OWNERS MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

4. Restrictions. Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.

5. Purchase Money Security Interest. Customer hereby grants, pledges and assigns to Miracle, and Miracle hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that Miracle may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.

6. Choice of Law and Jurisdiction. All agreements between Customer and Miracle shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.

7. Title; Risk of Loss; Insurance. Miracle Retains full title to all Equipment until full payment is received by Miracle. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, and the occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.

8. Waiver; Invalidity. Miracle may waive a default hereunder, or under any invoice or other agreement between Customer and Miracle, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by Miracle. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to Miracle hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.

11/19/2024

QUOTE: R0013243178

9. Entire Agreement; Amendment; Binding Nature. This fully-executed Quote, as supplemented by Change Orders and invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and Miracle stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments. Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns.

10. Counterparts; Electronic Transmission. This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document and retransmission of any signed facsimile or other electronic transmission shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document.

Rev E 021815



City Council Action Request

7.Z.

Meeting Date 12/4/2024

Department Public Works

Agenda Category Action Item

Title Denzer Park Grading Project Quote Award

Staff Recommendation Adopt Resolution 2024-175 awarding the Denzer Park Grading Project to the quote supplied by Miller Excavating, Inc. in the amount of \$24,245.00 and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

Budget Implication \$24,245.00 - Park Trust Fund

Attachments

1.	Denzer Park Grading Quote Award CC Memo
2.	Denzer Park Grading Quote Award Attachment
3.	Denzer Park Grading Quote Award Resolution
4.	Agreement for Contractor Services w Exhibit

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

From: Genevieve Tester, EIT, Graduate Engineer

Date: November 25, 2024

Re: Denzer Park Grading Project Quote Award

Background

Denzer Park is a new eight-acre park located just south of 100th Street, behind Cottage Grove Logistics Park. On April 6, 2022, the City Council approved the Cottage Grove Logistics Park plat. This plat dedicated the outlot, highlighted in green in Figure 1, to the City as a future neighborhood park. With the completion of the South District Street and Utility project, and the recent residential developments in the area—proposed apartments and single-family housing—staff has moved forward with the design and construction of Denzer Park. Staff included \$500,000.00 from the Park Trust Fund for Denzer Park within the Capital Improvements Plan for 2025 to service the recreational needs of the future residents.

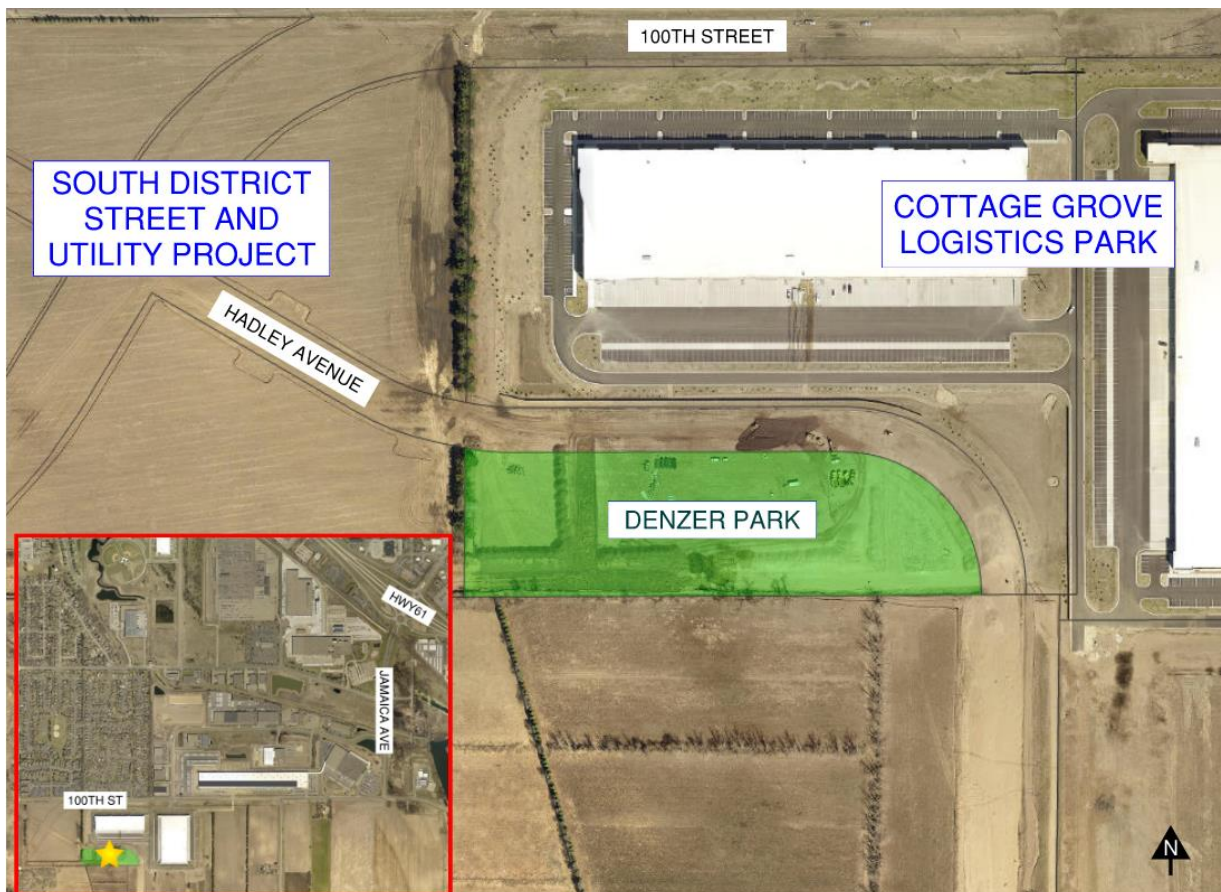


Figure 1: Location of Denzer Park.

The park master plan includes a playground, sport court, tether ball court, picnicking areas, trails, open turf field (with irrigation), ponds, landscaping, and an elevated picnic shelter with a view of the Mississippi River. The park design was developed in 2024, and construction will begin in late 2024 and into 2025. City staff intends to manage a majority of the project in-house to reduce overhead and soft costs. The site is currently rough graded with some utilities in place.

The park was named by City Council Resolution 2022-149 after Jack and Marlys Denzer who were very active in the Cottage Grove community. Jack was also a Council Member and Mayor. Staff is currently working with the family on a potential interpretive sign to memorialize the significance of the park name.

Discussion

This fall/winter, the goal is to finish grading on the west side of the park, where the elevated picnic shelter will sit. This includes the shaping of approximately 3,000 cubic yards of fill, which is already onsite. Two quotes were received to move and compact the fill, as well as apply a hydraulic mulch for erosion control in the winter and spring months. Seeding and establishment will be completed under a separate contract in 2025. A summary of the received quotes follows:

<u>Contractor</u>	<u>Quoted Amount</u>
Miller Excavating, Inc.	\$24,245.00
Northern Lines Contracting, Inc.	\$30,000.00

The low quote for the project was provided by Miller Excavating, Inc. in the amount of \$24,245.00.

Recommendation

It is recommended the City Council adopt Resolution 2024-175 awarding the Denzer Park Grading Project to the quote supplied by Miller Excavating, Inc. in the amount of \$24,245.00 and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

The site plan for Denzer Park includes the following features and specifications:

- Trails:** Three 8' BITUMINOUS TRAIL sections are shown winding through the park.
- Playground Area:** A central area featuring a 20' DIA. TETHERBALL COURT and a 20' X 20' SHELTER.
- Courts:** A 30' X 60' COURT and a 20' DIA. TETHERBALL COURT.
- Infrastructure:**
 - A HYDRANT and a DENZER PARK ENTRY SIGN.
 - A CONCRETE PAD FOR ROUND TABLES & GRILL.
 - A BENCH (TYP).
 - Sanitary Sewer Manholes (S.S.) located at various points along the trails and near the playground.
 - A 4' CBMH NEW with RIM = 804.00 and INV = 796.35.
 - 70'-18" RCP @ 0.50% slope.
 - 18" FES NEW with INV = 796.00.
 - A BERM ELE 805.
 - RIPRAP areas near the sewer infrastructure.
- Topography:** Contour lines are shown with elevations ranging from 804 to 815.
- Scale and Orientation:** A north arrow and a scale bar (0 to 100 feet) are located in the top right corner.

[illegible]

SURVEY	PBW
DRAWN	MAF
DESIGNED	MAF
CHECKED	JDP
APPROVED	DRS
PROJ. NO.	193806597

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

PRINT NAME: DAVID R. SANOCKI

SIGNATURE: *David R. Sanocki*

DATE: 01/17/2024 LIC. NO. 40973



COTTAGE GROVE, MN
SOUTH DISTRICT STREET & UTILITY
IMPROVEMENTS - PHASE 2

SHEET
83
OF
158

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-175

**RESOLUTION AWARDING THE DENZER PARK GRADING PROJECT TO
MILLER EXCAVATING, INC. IN THE AMOUNT OF \$24,245.00**

WHEREAS, quotes were requested to provide the necessary work for the Denzer Park Grading project; and

WHEREAS, two firms submitted quotes; and

WHEREAS, it appears that Miller Excavating, Inc. provided the lowest quote; and

WHEREAS, it is the recommendation of the City Engineer that the quote be awarded to Miller Excavating, Inc. in the amount of \$24,245.00.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the Denzer Park Grading quote be awarded to Miller Excavating, Inc. in the amount of \$24,245.00, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

AGREEMENT FOR SERVICES
Denzer Park – Site Grading

THIS AGREEMENT (“Agreement”) is made and executed this ____ day of _____, 20____, by and between the City of Cottage Grove, 12800 Ravine Parkway, Cottage Grove, Minnesota 55016, (“City”) and Miller Excavating, Inc., 3741 Stagecoach Trail North Stillwater, Minnesota 55082 (“Contractor”).

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

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

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

1. SERVICES.

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

- i. A quote dated 11-13-2024, incorporated herein as Exhibit A;

(Hereinafter “Exhibits.”) Where terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.

- b. Contractor covenants and agrees to provide Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 9 of this Agreement.
 - c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay the Contractor \$24,245.00, and the Contractor agrees to receive and accept payment for Services as set forth in the Exhibits.

- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
 - c. Contractor shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
 - d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.
- 3. TERM. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the same terms and conditions as herein stated.
- 4. BONDS. If the Services provided by Contractor as set forth in the Exhibits and this Agreement exceeds \$100,000, Contractor shall furnish performance and payments bonds covering faithful performance of all the Contractor's obligations, including without limitation warranty obligations, and of all payment of obligations arising under this Agreement. The bonds shall each be issued in an amount equal to 100% of the stipulated sum identified in Section 2 of this Agreement.
- 5. TERMINATION AND REMEDIES.
 - a. Termination for Convenience. This Agreement may be terminated by either party upon 30 days' written notice delivered to the other party at the addresses listed in Section 15 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses through the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
 - c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event:

- i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.
- ii. Perform the Services, in which case, the Contractor shall within 30 days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

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

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
6. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. The Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
 7. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
 8. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.
 9. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.
 10. CITY'S REPRESENTATIVE. The City has designated Genevieve Tester, Graduate Engineer, to act as the City's representative with respect to the Services to be performed

under this Agreement. She shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.

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

12. INDEMNIFICATION.

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

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

- a. Commercial General Liability Insurance, with a limit of \$1,500,000 for any number of claims arising out of a single occurrence, pursuant to Minnesota Statutes, Section 466.04, or as may be amended;
- b. Workers' Compensation Insurance in accordance with statutory requirements.
- c. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

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

14. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the Completion Date. Contractor warrants that all work will be free from defects and that all materials will be new and of first quality. If within one (1) year after final payment any work or material

is found to be defective, Contractor shall promptly, without cost to the City, correct such defect.

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

If to City: City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
Attention: Jennifer Levitt

Or e-mailed: jlevitt@cottagegrovemn.gov

If to Contractor: Miller Excavating, Inc.
3741 Stagecoach Trail North
Stillwater, MN 55082
Attention: Steve St. Claire

Or emailed: steve.st.claire@millerexc.com

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

17. RESPONSIBLE CONTRACTOR.

- a. In accordance with Minnesota Statutes, Section 16C.285, Contractor is hereby advised that the City cannot award a construction contract in excess of \$50,000 unless Contractor is a “responsible contractor” as defined in Minnesota Statutes, Section 16C.285, subdivision 3. Contractor must complete a Responsible Contractor Certificate verifying compliance with the minimum criteria specified in Minnesota Statutes, Section 16C.285, subdivision 3, to be eligible to provide the Services outlined in this Agreement. A Responsible Contractor Certificate must be signed under oath by an owner or officer of Contractor. Contractor is responsible for obtaining the required verifications of compliance with Minnesota Statute, Section 16C.285, subdivision 3 from all subcontractors, using a form provided by the City. Contractor must submit signed verifications from subcontractors upon the City’s request.
- b. Contractor or subcontractor who does not meet the minimum criteria established in Minnesota Statutes, Section 16C.285, subdivision 3, or who fails to verify compliance with the minimum requirements of this statute, will not be considered a “responsible contractor” and will be ineligible to provide the Services under this Agreement or otherwise work on the project in any capacity. Contractor and any subcontractor are advised that making any false statements verifying compliance with Minnesota Statutes, Section 16C.285 will render the Contractor or

subcontractor ineligible to perform the Services of this Agreement and may result in termination of this Agreement by the City.

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

18. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

CONTRACTOR

Signature: _____

Date: _____

Name: _____

Its: _____

Exhibit A



QUOTE
DENZER PARK - SITE GRADING
PROJECT NO. 193806597

COTTAGE GROVE, MINNESOTA
2024

No.	Item	UNITS	Qty	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$ <u>2,750.⁰⁰</u>	\$ <u>2,750.⁰⁰</u>
2	SITE GRADING AND COMPACTION (APPROXIMATELY 3,000 CY)	LS	1	\$ <u>15,795.⁰⁰</u>	\$ <u>15,795.⁰⁰</u>
3	HYDRAULIC MATRIX (MULCH)	LS	1	\$ <u>5,700.⁰⁰</u>	\$ <u>5,700.⁰⁰</u>
TOTAL					\$ <u>24,245.⁰⁰</u>

Note, we anticipate that a dozer and compactor will be needed to complete line item #2. All material for this item is on site, no additional material is needed to be hauled into the site.

Note, the contractor will be required to place hydraulic matrix (mulch) over the entire disturbed area within one week of completing site grading.

11/13/2024
STEVE STCLAIRE
MILLER EXCAVATING, INC.



City Council Action Request

7.AA.

Meeting Date	12/4/2024		
Department	Parks and Recreation		
Agenda Category	Action Item		
Title	DNR No Child Left Inside Grant		
Staff Recommendation	Authorize staff to apply for the Minnesota Department of Natural Resources No Child Left Inside Grant to purchase archery program supplies in the amount of \$4,940.00.		
Budget Implication	No budget impact. Matching funds will be derived from overhead costs currently budgeted for.		
Attachments	<table border="1"><tr><td>1.</td><td>1-Memo - DNR NCLI Grant</td></tr></table>	1.	1-Memo - DNR NCLI Grant
1.	1-Memo - DNR NCLI Grant		



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

From: Noah Ranem, Recreation Specialist

CC: Zac Dockter, Parks and Recreation Director

Date: November 25, 2024

Subject: DNR No Child Left Inside Grant

Introduction/Background

The Minnesota Department of Natural Resources is offering up to \$5,000 in reimbursement for outdoor environmental, ecological, and other natural-resource-based education and recreation programs serving youth through their No Child Left Inside (NCLI) grant program.

This grant is a great opportunity to expand on our current archery programming within the city. The acquisition of additional bows, arrows, and targets will allow our programs to include more participants and enhance the outdoor opportunities for the youth in Cottage Grove. This grant offering is reimbursed by the MN DNR. Grant match is required through dollars, labor, materials, and/or services, however, there is no minimum matching requirement.

Our current inventory was purchased in 2021. Aging targets, lack of left-handed bows, and a dwindling supply of arrows presents costly purchases in the near future to sustain one of our most popular summer offerings. As such, staff is proposing to apply for the NCLI grant to purchase the following:

Grant Purchases	Quantity	Cost	Total
Compound Bows	10	\$122	\$1,220
Arrows	10 dozen	\$201/ 5 dozen	\$402
3-D Targets	Set of 8	\$2,300	\$2,300
Box Targets	5	\$150	\$750
Bow Rack	1	\$268	\$268
<i>Grant Total</i>	-	-	<i>\$4,940.00</i>

Staff Recommendation

Authorize staff to apply for the Minnesota Department of Natural Resources No Child Left Inside Grant to purchase archery program supplies in the amount of \$4,940.00.



City Council Action Request

7.BB.

Meeting Date 12/4/2024

Department IT Department

Agenda Category Action Item

Title MemberSports Agreement - River Oaks Golf

Staff Recommendation Staff recommends the approval of the MemberSports 5-year software agreement as reviewed by the City Attorney and City staff based on the payment terms as outlined in the attached memo.

Budget Implication The MemberSports solution is a replacement for River Oak's current management system and is in line with the River Oaks budget. The following table outlines the 5-year costs of the system.

PRICING AND PROJECT COSTS

COURSES	Year 1	Year 2	Year 3	Year 4	Year 5
River Oaks	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Onboarding/Training	\$7,500	\$0	\$0	\$0	\$0
Merchant Processing	2.45%	Flat Rate for all cards			
CC Terminals	\$360-\$540 per machine	Pax A77: \$360	Pax A35: \$371	Ingenico Lane 3000: \$540	
Web Development	\$3,000 (estimate)	\$4,000 with the ecommerce component	Ecommerce also has a \$100 annual fee		
MONTHLY FEES	Hosting: \$20/mo				
Web Maintenance	\$50/mo if needed				

Attachments 1. MemberSports Council Submittal 2024



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Brian Bluhm, IT Manager
Cc: Dennis Neitz, General Manager, River Oaks
Date: November 25, 2024
Subject: MemberSports Agreement

Introduction

Software systems at River Oaks Municipal Golf Course are essential to running an efficient course and providing superior customer service to its customers. River Oaks management has identified inefficiencies in their current software solution that required the use of multiple products to provide online services such as event and tee time registrations, point-of-sale and marketing.

River Oaks staff along with Information Technology staff reviewed demos of different golf solutions to replace an existing solution. The new solution requirements included a more complete pane of glass experience that included items in one package. MemberSports was able to demonstrate those items within the budget outlined in the requirements.

MemberSports Overview

MemberSports streamlines golf operations and simplifies management tasks, ensuring improved performance and a seamless experience for all users. Our solutions are integrated, intuitive, and intelligent.

Integrated All-in-One System: Effortlessly manage POS, scheduling (tee sheet), event management, and operations within a single platform. This integration eliminates the need for multiple tools and ensures seamless connectivity across all functions, enhancing overall efficiency.

Intuitive Digital Record Management: Maintain a comprehensive digital record of passes, gift cards, rain checks, and credit books. This system ensures easy tracking and management for both staff and customers, ultimately enhancing satisfaction and loyalty.

Intelligent Automation for Scheduling Tee Times: Streamline the booking process with intelligent automation that saves time and minimizes errors. The system automatically detects the lowest rate or applicable pass during booking, making the process more efficient and reliable.

Eco-Friendly Approach: Embrace sustainability with our "Go Green" initiative, which promotes paperless operations for a cleaner environment and reduces your ecological footprint.

User-Friendly Interface: Experience a smooth and intuitive interface designed for both operators and players. This feature facilitates easy navigation and efficient task completion, making interactions

straightforward and enjoyable. Additionally, the system is easy to train on, ensuring quick onboarding for new users.

Custom Passes: Develop integrated, personalized passes that cater to individual player and course needs. This customization enhances user engagement and satisfaction, fostering loyalty among customers.

Dynamic Calendars & Pricing: Optimize course planning and pricing strategies with user-friendly calendars that adapt to your operational needs. This flexibility allows staff to manage bookings and pricing effectively, featuring advanced booking capabilities and self-pay options.

Budget Implications

The MemberSports solution is a replacement for River Oak's current management system and is in line with the River Oaks budget. The following table outlines the 5-year costs of the system.

PRICING AND PROJECT COSTS

COURSES	Year 1	Year 2	Year 3	Year 4	Year 5
River Oaks	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Onboarding/Training	\$7,500	\$0	\$0	\$0	\$0
Merchant Processing	2.45%	Flat Rate for all cards			
CC Terminals	\$360-\$540 per machine	Pax A77: \$360	Pax A35: \$371	Ingenico Lane 3000: \$540	
Web Development	\$3,000 (estimate)	\$4,000 with the ecommerce component	Ecommerce also has a \$100 annual fee		
MONTHLY FEES	Hosting: \$20/mo				
Web Maintenance	\$50/mo if needed				

Staff Recommendation

Staff recommends the approval of the MemberSports 5-year software agreement as reviewed by the City Attorney and City staff in based on the payment terms as outlined in this memo.



Membersports Customer Contract

This Software as a Service Agreement (this "**Agreement**"), effective as of 12/04/2024 (the "**Effective Date**"), is by and between Membersports, a Delaware corporation, 927 E. Crosswind Way, Draper, Utah 84020 ("**Provider**"), and City of Cottage Grove, a Minnesota entity, 12800 Ravine Parkway South, Cottage Grove, Minnesota 55016 ("**Customer**"). Provider and Customer may be referred to herein collectively as the "**Parties**" or individually as a "**Party**."

WHEREAS, Provider provides access to the Services to its customers; and

WHEREAS, Customer desires to access the Services, and Provider desires to provide Customer access to the Services, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the promises, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Definitions.

(a) "**Aggregated Statistics**" means data and information related to Customer's use of the Services that is used by Provider in an aggregate and anonymized manner, including to compile statistical and performance information related to the provision and operation of the Services.

(b) "**Authorized User**" means Customer's employees, consultants, contractors, and agents (i) who are authorized by Customer to access and use the Services under the rights granted to Customer pursuant to this Agreement and (ii) for whom access to the Services has been purchased hereunder.

(c) "**Customer Data**" means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Services.

(d) "**Provider IP**" means the Services, the Documentation, and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, Provider IP includes Aggregated Statistics and any information, data, or other content derived from Provider's monitoring of Customer's access to or use of the Services, but does not include Customer Data.

(e) "**Services**" means the software-as-a-service offering described in **Exhibit A**.

2. Access and Use.

(a) Provision of Access. Subject to and conditioned upon Customer's payment of Fees and compliance with all the terms and conditions of this Agreement, Provider hereby grants Customer a non-exclusive, non-transferable right to access and use the Services during the Term, solely for use by Authorized Users in accordance with the terms and conditions herein. Such use is limited to Customer's internal use. Provider shall provide to Customer the necessary passwords and network links or connections to allow Customer to access the Services.

(b) Use Restrictions. Customer shall not use the Services for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Services or Documentation; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part; (iv) remove any proprietary notices from the Services or Documentation; or (v) use the Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law.

(c) Reservation of Rights. Provider reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the Provider IP.

(d) Suspension. Notwithstanding anything to the contrary in this Agreement, Provider may temporarily suspend Customer's and any Authorized User's access to any portion or all of the Services if: (i) Provider reasonably determines that (A) there is a threat or attack on any of the Provider's IP; (B) Customer's or any Authorized User's use of the Provider's IP disrupts or poses a security risk to the Provider's IP or to any other customer or vendor of Provider; (C) Customer, or any Authorized User, is using the Provider's IP for fraudulent or illegal activities; (D) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; or (E) Provider's provision of the Services to Customer or any Authorized User is prohibited by applicable law; (ii) any vendor of Provider has suspended or terminated Provider's access to or use of any third-party services or products required to enable Customer to access the Services; or (iii) in accordance with Section 4(a)(iii) (any such suspension described in subclause (i), (ii), or (iii), a "**Service Suspension**"). Provider shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Services following any Service Suspension. Provider shall use commercially reasonable efforts to resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. Provider will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

(e) Aggregated Statistics. Notwithstanding anything to the contrary in this Agreement, Provider may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between Provider and Customer, all right, title, and interest in Aggregated Statistics,

and all intellectual property rights therein, belong to and are retained solely by Provider. Customer acknowledges that Provider may compile Aggregated Statistics based on Customer Data input into the Services. Customer agrees that Provider may: (i) make Aggregated Statistics publicly available in compliance with applicable law; and (ii) use Aggregated Statistics to the extent and in the manner permitted under applicable law; provided that such Aggregated Statistics do not identify Customer or Customer's Confidential Information.

3. Customer Responsibilities.

(a) General. Customer is responsible and liable for all uses of the Services and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and/or omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's contents as applicable to such Authorized User's use of the Services, and shall cause Authorized Users to comply with such provisions.

(b) Third-Party Products. Provider may, from time to time, make third-party products ("Third-Party Products") available to Customer. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions and the applicable flow-through provisions. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products.

4. Fees and Payment.

(a) Fees. Customer shall pay Provider the fees ("**Fees**") as set forth in **Exhibit A** without offset or deduction. Customer shall make all payments hereunder in US dollars on or before the due date set forth in **Exhibit A**. If Customer fails to make any payment when due, without limiting Provider's other rights and remedies: (i) Provider may charge interest on the past due amount at the rate of 1.5% [or 8%] per month calculated daily and compounded monthly or, if

lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse Provider for all reasonable costs incurred by Provider in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for 30 days or more, Provider may suspend Customer's and its Authorized Users' access to any portion or all of the Services until such amounts are paid in full.

(b) Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on Provider's income.

5. Confidential Information.

(a) Confidential Information. From time to time during the Term, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media/in written or electronic form or media, that is/and whether or not marked, designated, or otherwise identified as "confidential" (collectively, "**Confidential Information**"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a

protective order; or (ii) to establish a Party's rights under this Agreement. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

(b) Confidential Pricing. Any and all pricing and discounts contained herein, and any related proposals or correspondence between Customer and Provider shall be considered confidential information. Customer agrees to hold such information in strict confidence and not to disclose it to any third parties. Notwithstanding the foregoing, Customer may disclose such information only to the extent necessary to fulfill the obligations set forth herein or as required to comply with applicable law.

6. Intellectual Property Ownership.

(a) Provider IP. Customer acknowledges that, as between Customer and Provider, Provider owns all right, title, and interest, including all intellectual property rights, in and to the Provider IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

(b) Customer Data. Provider acknowledges that, as between Provider and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to Provider a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for Provider to provide the Services to Customer, and a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to reproduce, distribute, modify, and

otherwise use and display Customer Data incorporated within the Aggregated Statistics.

7. **Warranty Disclaimer.**

(a) THE PROVIDER'S IP IS PROVIDED "AS IS" AND PROVIDER HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. PROVIDER SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. PROVIDER MAKES NO WARRANTY OF ANY KIND THAT THE PROVIDER IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

8. **Indemnification, etc.**

(a) **Provider's Duties, if any.**

(i) OPTION #1: Provider shall hold Customer harmless from and against any and all losses, damages, liabilities, and costs (including attorney's fees) ("**Losses**") incurred by Customer resulting from any third-party claim or suit ("**Third-Party Claim**") that the Services, or any prescribed use of the Services in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights/US patents, copyrights, or trade secrets, provided that Customer promptly notifies Provider in writing of the claim, cooperates with Provider, and allows Provider sole authority to control the settlement of such claim.

(ii) OPTION #2: Provider shall indemnify and hold Customer harmless from and against any and all losses, damages, and costs (including attorney's fees) ("**Losses**") incurred by

Customer resulting from any third-party claim or suit ("**Third-Party Claim**") that the Services, or any prescribed use of the Services in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights/US patents, copyrights, or trade secrets, provided that Customer promptly notifies Provider in writing of the claim, cooperates with Provider, and allows Provider sole authority to control the settlement of such claim.

(iii) If a Third-Party Claim is made, Customer agrees to permit Provider, at Provider's sole discretion, to (A) modify or replace the Services, or component or part thereof, to make it non-infringing, or (B) obtain the right for Customer to continue use. If Provider determines that neither alternative is reasonably available, Provider may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer.

(iv) Section 8(a) "Provider's Duties, if any" will not apply to the extent that the alleged infringement arises from: (A) use of the Services in combination with data, software, hardware, equipment, or technology not provided by Provider or authorized by Provider in writing; (B) modifications to the Services not made by Provider; or (C) Customer Data.

(b) **Customer's Duties.** Customer shall indemnify, hold harmless, and, at Provider's option, defend Provider from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's intellectual property rights and any Third-Party Claims based on Customer's or any Authorized User's: (i) negligence or willful misconduct; (ii) use of the Services in a manner not authorized by this Agreement, provided that Customer may not settle any Third-Party Claim against Provider unless Provider consents to such settlement, and further provided that Provider will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

(c) Sole Remedy. THIS SECTION 8 SETS FORTH CUSTOMER'S SOLE REMEDIES AND PROVIDER'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

9. Limitations of Liability. IN NO EVENT WILL PROVIDER BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (a) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (b) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (c) LOSS OF GOODWILL OR REPUTATION; (d) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY, OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (e) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER PROVIDER WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL PROVIDER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED 1.5 TIMES THE TOTAL AMOUNTS PAID TO PROVIDER UNDER THIS AGREEMENT IN THE ONE YEAR PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

10. Term and Termination.

(a) Term. The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in perpetuity from such date until terminated in accordance with this Agreement.

(b) Termination. In addition to any other express termination right set forth in this Agreement, Provider may terminate this Agreement at any time by giving ninety (90) day notice; Customer may terminate this Agreement by giving notice to Provider, provided that termination notice is received at least ninety (90) days before renewal deadline. Upon termination under this provision, if there is no default by the Provider, Provider shall be paid for Services rendered and reimbursable expenses incurred until the effective date of termination. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or submit a plan for cure that is acceptable to the other party.

(c) Effect of Termination. Upon termination of this Agreement, Customer shall immediately discontinue use of Provider's IP and, without limiting Customer's obligations under Section 5 ("Confidential Information"), Customer shall delete, destroy, or return all copies of Provider's IP, and shall certify in writing to the Provider that Provider's IP has been deleted or destroyed.

11. Miscellaneous.

(a) Entire Agreement. This Agreement, together with any other documents incorporated herein by reference and all related Exhibits, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement, excluding its Exhibits; (ii) second, the Exhibits to this Agreement as of the Effective Date; and (iii) third, any other documents incorporated herein by reference.

(b) Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be

designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

(c) Force Majeure. In no event shall Provider be liable to Customer, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement, if and to the extent such failure or delay is caused by any circumstances beyond Provider's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

(d) Amendment and Modification; Waiver. No amendment to or modification of this Agreement is effective, unless it is in writing and signed by an authorized representative of each Party. No waiver by any Party of any of the provisions hereof will be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, (i) no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof, and (ii) no single or partial exercise of any right, remedy, power, or privilege hereunder will preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

(e) Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally

contemplated to the greatest extent possible.

(f) Survival. The following sections shall survive termination of the Agreement: Section 10(d) and Sections 1, 4, 5, 6, 7(a), 8, 9, and 11. No other provisions of this Agreement survive the termination of this Agreement.

(g) Disputes, Claims, and Mandatory Alternative Dispute Resolution. If there is any dispute and/or claim between the parties arising out of, under, in connection with, relating to or in relation to this Agreement including, but not limited to, its existence, validity, interpretation, conclusion, formation, performance, execution, breach, termination, completion and/or settlement, the Parties shall attempt to reach an amicable settlement within thirty (30) days. After the expiration of the thirty-day period, if the Parties have not reached an amicable settlement, the dispute and/or claim shall proceed to a court of competent jurisdiction in the State of Minnesota.

(h) Governing Law; Submission to Jurisdiction. This Agreement is governed by and construed in accordance with the internal laws of the State of Minnesota without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Minnesota and each Party irrevocably submits to that jurisdiction in any action or proceeding.

(i) Assignment. The Parties may not assign any of its rights or delegate any of its obligations hereunder, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns.

(j) Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such party of any of its obligations under Section 5 or, in the case of Customer, Section 2(c), would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party may be entitled to equitable relief,

including a restraining order, an injunction, specific performance, and any other relief that may be available from any court. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity, or otherwise.

(k) Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

[The remainder of this page is intentionally left blank]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

MEMBERSPORTS INC.

By: _____

Name: _____

Title: _____

CITY OF COTTAGE GROVE

Myron Bailey, Mayor

Tamara Anderson, City Clerk

Date

EXHIBIT A

QUALIFICATIONS & EXPERIENCE

Founded in 2020, MemberSports was created with a clear mission: to simplify sports management with intuitive, easy-to-use software. Our team of tech-savvy professionals is dedicated to transforming the golf industry by improving user experience, streamlining operations, and fostering business growth. We believe in building strong, lasting relationships with golf professionals and their teams by listening to their needs and delivering impactful solutions. Guided by our core values—TEAM, INNOVATION, FUN, and INTEGRITY—we strive to create an environment where technology empowers sports organizations.

MemberSports is driven by a team of experienced professionals committed to building lasting relationships and truly listening to our clients. We share a passion for both our work and the people we serve. Our mission is to create better opportunities, foster a positive culture, and strengthen the purpose behind everything we do—for both your team and ours.

Phil Harker	Founder & CEO – 40 years of experience (Software Engineer)
Nick Anderson	Founder & President – 20+ years of experience (Sales & Operations)
Mark Kolp	CTO – 30+ years of experience
Cory Harker	Director of Customer Support
Brady Rowley	Customer Support and Sales
TK Housley	VP of Sales and Support
Mike Davis	VP of Sales
Steve Richins	Software Engineer – 30+ years of experience
Matt Peterson	Software Engineer/Design – 25+ years of experience
Devin Hansen	Software Engineer/Design – 20+ years of experience
Keith Anderson	Software Engineer – 15+ years of experience
Darren Jacquet	Software Engineer – 25+ years of experience
Spencer Smith	Software Engineer – 15+ years of experience
Joe Mitchell	Software Engineer – 30+ years of experience

Key Personnel Assigned to the Project

1. Nick Anderson, RFP Process Lead

- **Role and Responsibilities:** Nick Anderson will be the primary point of contact throughout the RFP process. He will be responsible for facilitating communication, responding to inquiries, and ensuring that all required documentation is submitted promptly. Nick will also coordinate with internal teams to address any questions the City may have during the evaluation period.
- **Availability:** Nick will be available full-time during the RFP process to provide immediate responses and support as needed.

2. Cory Harker and TK Housley, Post-Award Points of Contact

- **Role and Responsibilities:** After the project has been awarded, Cory Harker and/or TK Housley will become the primary contacts for managing all project-related requests and issues. They will

be responsible for directing resources, providing support, and ensuring that the City's needs are addressed quickly and efficiently as the project moves into implementation.

- **Availability:** Both Cory and TK will be available on an as-needed basis, with one or both dedicated to the City's needs at all times during the execution of the project.

3. Software Engineers

- **Role and Responsibilities:** A team of active engineers will be assigned to the project based on the City's evolving needs during the first few months. Their responsibilities will include implementing technical solutions, troubleshooting issues, and ensuring that all engineering tasks are completed to the City's satisfaction.
- **Availability:** The availability of the engineering team will be adjusted dynamically depending on the project requirements, with engineers assigned as needed to maintain steady progress and support.

Our references can attest to the quality of our systems and support. All work is done in-house, with every aspect of the project owned and managed internally to ensure top-tier service for our clients.

1. References

- Reference 1
 - i. City of Denver – Denver, CO (8 Courses)
 - ii. Scott Rethlake – City and County Director of Golf
 - iii. 720-913-0761
 - iv. Scott.rethlake@denvergov.org
- Reference 2
 - i. Foothills and Meadows Golf Courses – Foothills Park and Rec District (3 courses)
 - ii. Randy Meyers – Director of Golf
 - iii. 303-409-2405
 - iv. randym@fhprd.org
- Reference 3
 - i. Grizzly Ranch Golf Club
 - ii. Caleb Olsen – Head Professional
 - iii. 530-832-4200
 - iv. caleb@grizzlyranchgolfclub.com

PROPOSED SOFTWARE

Key Features of MemberSports

MemberSports streamlines golf operations and simplifies management tasks, ensuring improved performance and a seamless experience for all users. Our solutions are integrated, intuitive, and intelligent.

- **Integrated All-in-One System:** Effortlessly manage POS, scheduling (tee sheet), event management, and operations within a single platform. This integration eliminates the need for multiple tools and ensures seamless connectivity across all functions, enhancing overall efficiency.
- **Intuitive Digital Record Management:** Maintain a comprehensive digital record of passes, gift cards, rain checks, and credit books. This system ensures easy tracking and management for both staff and customers, ultimately enhancing satisfaction and loyalty.
- **Intelligent Automation for Scheduling Tee Times:** Streamline the booking process with intelligent automation that saves time and minimizes errors. The system automatically detects the lowest rate or applicable pass during booking, making the process more efficient and reliable.
- **Eco-Friendly Approach:** Embrace sustainability with our "Go Green" initiative, which promotes paperless operations for a cleaner environment and reduces your ecological footprint.
- **User-Friendly Interface:** Experience a smooth and intuitive interface designed for both operators and players. This feature facilitates easy navigation and efficient task completion, making interactions straightforward and enjoyable. Additionally, the system is easy to train on, ensuring quick onboarding for new users.
- **Custom Passes:** Develop integrated, personalized passes that cater to individual player and course needs. This customization enhances user engagement and satisfaction, fostering loyalty among customers.
- **Dynamic Calendars & Pricing:** Optimize course planning and pricing strategies with user-friendly calendars that adapt to your operational needs. This flexibility allows staff to manage bookings and pricing effectively, featuring advanced booking capabilities and self-pay options.
- **Consulting Services:** Included in our pricing, our consulting services help identify and implement strategies to boost revenue. Leverage powerful analytics tools to gain deeper insights into your business and customer behavior, empowering informed decision-making and strategic planning.

Tee Sheet

- **Booking & Management:** Advanced booking options, back/front 9 management, drag-and-drop functionality, custom tee times, and multiple course management.
- **Customization:** Dynamic rates, custom booking periods, player profile management, and custom communications templates.
- **Online Functionality:** Online booking with self-pay, cancellation, custom rules, and rate detection.
- **Tracking & Reporting:** Cart tracking, no-show tracking, and daily revenue reports.

POS

- **Payment & Transactions:** Supports various payment methods (cards, gift cards, member accounts), electronic gift certificates, and secure card-on-file processing.
- **Customization:** Digital punch passes, rain checks, and product management, with full control over credit books and loyalty programs.
- **Inventory & Security:** Full inventory management, employee PIN and security controls, and offline processing options.

Reporting

- **Sales & Revenue:** Sales summary by store, category, or tender type, tax reports, discounts, refunds, and GL tracking.
- **Rounds & Inventory:** Rounds played, product management, inventory reports (received, returned, variance).

Marketing & Communications

- **Templates & Messaging:** Create and manage communication templates, direct communication via

email or text, and website hosting.

- **Player Engagement:** Send automated reminders, thank yous, and confirmations with custom content and frequency control.

Event Management

- **Setup & Scheduling:** Manage tournaments, leagues, and events with full scheduling, player/team management, and customizable rules.
- **Payments & Registration:** Supports self-pay invitations, player invitations, and online payment.
- **Scoring & Reporting:** Live scoring, leaderboards, and full event reporting with printable materials (scorecards, rule sheets).

App

- **Mobile Features:** Apple and Android compatibility with tee time management, GPS, electronic scorecards, and GHIN access for posting scores.

Food & Beverage

- **Customization:** Full menu customization, modifiers, split capabilities, and integration with tournament management.

TRAINING, MAINTENANCE, AND SUPPORT

MemberSports really works with each client to assess and deliver the needs of their teams. Our history speaks for itself, and others will let you know how good our support is.

1. We will coordinate with the city and course pros to set up multiple times via zoom to accommodate multiple schedules. These times are set typically within 2-4 weeks before going live.
2. We are happy to provide in person training before the go live date and the initial training is part of the onboarding fee. In person trainings are available after the onboarding for an additional fee.
3. MemberSports ongoing education by providing 1-2 trainings a month where team members can join Zoom trainings that are already scheduled for review and QA. We also provide teams a “sand box” dev environment that mirrors the live version so team members can test and play around.
4. MemberSports provides support for all clubs and courses. We focus on a stable system with bug fixes during each product release. Support is generally available via phone and email between 8am - 7pm Eastern Time. Outside of those hours you can call the MemberSports support phone number to reach an on-call support representative. You will also have a direct contact to text or call. Email is usually one of the fastest ways to receive support. Coverage on weekends and holidays is no different as we always have people on call to support during these busy and crucial times.
5. You will be assigned a team and a direct contact. This person is in the US, is in MST and will take care of all support and training needs.
6. MemberSports is continuously improving and growing. There are product improvements and bug fixes every four weeks through the normal product release schedule. Items that are needed right away are updated as needed overnight so there is no interruption.

PROPOSED IMPLEMENTATION PLAN

Attached is our proposed implementation plan. We will work closely with you to coordinate the best meeting times between the MemberSports team and your team. We are fully committed to meeting the agreed upon timelines.

		Days																													
	Responsible Party	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Tee Sheet																															
Tee Sheet Settings	MemberSports/Course																														
Tee Sheet Rates	MemberSports/Course																														
Tee Sheet Rules	Course																														
Tee Sheet Starting/Ending Time	Course																														
Add Booking Link To Website	Course																														
Products																															
Send Pro Shop Products	Course																														
Import Pro Shop Products	MemberSports																														
Update Inventory Count	Course																														
Terminals																															
Setup QZ Tray (Print Receipts)	Course IT																														
Submit ISV Pay Form	Course																														
Send Terminals	ISV Pay																														
Setup Terminals	MemberSports																														
Users/Players																															
User Setup	Course IT																														
Send Player Profiles	Course																														
Setup Player Communication	Course																														
Import Player Profiles	MemberSports																														
Credits/Passes																															
Send Rain Checks	Course																														
Import Rain Checks	MemberSports																														
Send Gift Cards	Course																														
Import Gift Cards	MemberSports																														
Send Season Passes	Course																														
Import Season Passes	MemberSports																														
Go Live																															
Go Live Date	MemberSports/Course																														

PRICING AND PROJECT COSTS

COURSES	Year 1	Year 2	Year 3	Year 4	Year 5
River Oaks	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Onboarding/Training	\$7,500	\$0	\$0	\$0	\$0
Merchant Processing	2.45%	Flat Rate for all cards			
CC Terminals	\$360-\$540 per machine	Pax A77: \$360	Pax A35: \$371	Ingenico Lane 3000: \$540	
Web Development	\$3,000 (estimate)	\$4,000 with the ecommerce component	Ecommerce also has a \$120 annual fee		
MONTHLY FEES	Hosting: \$20/mo				
Web Maintenance	\$50/mo if needed				

1. ONBOARDING/TRAINING FEE

The onboarding and support fee covers all onboarding items found in proposal under Training, Maintenance and Support and Proposed Implementation Plan. It also includes all future and ongoing, regular support and training as needed, within reason. No additional charges will be charged for in scope requests, bugs and other regular maintenance needs and enhancements. All updates and new features are included for the life of the contract.

MemberSports will provide continuous support and ongoing education to help ensure clients feel confident using our software. All training will be scheduled online through your account representative and is included in the initial fee.

2. MARKETING AND COMMUNICATION

MemberSports Marketing Emails – our communication center is included but has limited access to some analytics. We can access those upon request and will work and making them available to you. Most items can and will be sent through our communication center at no additional cost up to 100,000 emails per month.

Website development, once created, will be owned by the City of Cottage Grove. If maintenance is required on our end, there will be a \$50/mo charge. We anticipate the city managing and making changes on their own and so this fee would not be charged. MemberSports will also provide training to maintain the website as needed. Quotes for any significant changes will be presented upon request.

The E-commerce component will incur a one-time setup fee of \$1,000, along with an annual maintenance fee of \$120.

TERMS AND AGREEMENTS

The agreement term will extend through [insert date] and will automatically renew every 12 months from the effective date. Payment options include monthly billing or an annual payment. The price will remain fixed for as long as the client continues with MemberSports and renews the agreement each year.



City Council Action Request

7.CC.

Meeting Date 12/4/2024

Department Community Development

Agenda Category Action Item

Title Rental License Ordinance Amendment – Short Term Rental Exemptions

Staff Recommendation Adopt Ordinance No. 1085 amending City Code Title 3-15-3 and 3-15-9 to add language exempting short-term rental properties from requiring a crime-free lease addendum for tenants and the unrelated persons maximum.

Budget Implication N/A

Attachments

1.	Short Term Rental Ordinance Amendment CC Memo
2.	Short Term Rental Ordinance No. 1085



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

FROM: Samantha Drewry, Code Enforcement Officer

DATE: November 27th, 2024

RE: Rental License Ordinance Amendment, Short Term Rental Exemptions

Proposal

The City of Cottage Grove is requesting to amend City Code Title Section 3-15-3(A)(2), General License Rules and Section 3-15-9(D), Conditions of the License, and add language exempting short term rental properties from certain requirements that encumber their effective operation.

Discussion

The rental ordinance as written limits the number of unrelated people that can reside in a dwelling unit to no more than five. Since many times short-term home rentals are occupied by a group of friends, and depending on the size of the dwelling unit, there may be more than five people that comfortably fit in the unit, this requirement does not fit. In addition, short-term home rentals do not have a traditional lease agreement; therefore, the crime-free lease addendum requirement also does not fit.

City of Cottage Grove ordinance defines a short term rental as “the furnishing for consideration of lodging to transient guests in a dwelling or dwelling unit, such as VRBO and Airbnb, where the renting or letting for occupancy is for a temporary period of time that is typically less than thirty (30) consecutive days.” Currently short-term rentals are processed and enforced the same as a traditional long-term rental. When reviewing the ordinance, it appears there are two requirements that are not applicable to short-term rental properties, and we are therefore requesting the ordinance be modified.

Recommendation

The City Council is recommended to adopt Ordinance No. 1085 amending City Code Title 3-15-3 and 3-15-9 to add language exempting short-term rental properties from requiring a crime-free lease addendum for tenants and the unrelated persons maximum.

CITY OF COTTAGE GROVE, MINNESOTA
ORDINANCE NO. 1085

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA, AMENDING
CHAPTER 15 OF THE COTTAGE GROVE
CITY CODE RELATING TO RENTAL LICENSING**

The City Council of the City of Cottage Grove, Washington County, Minnesota, does hereby ordain as follows:

SECTION 1. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending Section 3-15-3(A)(2) to read as follows:

Sec. 3-15-3 LICENSE REQUIRED.

A. General Rules

2. No more than five (5) unrelated persons may reside in one (1) rental dwelling or rental dwelling unit. [This requirement does not apply to short term home rentals.](#)

SECTION 2. AMENDMENT. “The Code of the City of Cottage Grove, County of Washington, State of Minnesota,” shall be amended by amending Section 3-15-9(D) to read as follows:

Sec. 3-15-9 CONDITIONS OF THE LICENSE.

- D. Minnesota Crime-Free Lease Addendum: Use of the Minnesota Crime-Free Lease Addendum, or its equivalent, as part of its leases. [This condition does not apply to short term home rentals.](#)

SECTION 3. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The text amendment adopted by the Cottage Grove City Council on December 4, 2024 modifies the Rental Licensing section to exempt short term home rentals from various requirements.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *Saint Paul Pioneer Press* on [Date].



City Council Action Request

7.DD.

Meeting Date 12/4/2024

Department Engineering

Agenda Category Action Item

Title 2025 Pavement Management – Approve Feasibility Report, Call for Public Improvement Hearing, and Authorize Preparation of Plans and Specifications

Staff Recommendation Adopt Resolution 2024-174 approving the Feasibility Report, establishing a December 18, 2024, Public Hearing date, and authorizing the preparation of Plans and Specifications for the 2025 Pavement Management Project.

Budget Implication Estimated project cost of \$3,629,326.32.

Attachments	1.	Memo - 2025 PM Approve FR and Set Public Hearing Date
	2.	2025 PM Approve FR and Set Public Hearing Date Resolution 2024-12-04
	3.	2025 Pavement Management Feasibility Report



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

From: Crystal Raleigh, PE, Assistant City Engineer

Date: November 26, 2024

Re: 2025 Pavement Management – Approve Feasibility Report, Call for Public Improvement Hearing, and Authorize Preparation of Plans and Specifications

Background

Staff does routine roadway inspections and have developed a 10-year pavement management plan to better plan for future roadway projects. On August 21, 2024, the City Council authorized a feasibility report for the 2025 Pavement Management Project as outlined in the Capital Improvement Plan, which was discussed at a Council Workshop on August 7, 2024. Feasibility Reports allow staff to review areas in further detail to better understand the current state, needs, and economic feasibility of the proposed areas.

The 10-year pavement management plan identified the following areas to be included in the 2025 Pavement Management project:

- **Hidden Valley 1st through 11th Additions:** Streets include 73rd Street South from Hardwood Avenue to Hidden Valley Lane South, Hidden Valley Lane South from Hidden Valley Court South to Hidden Valley Trail South, Hidden Valley Trail South from Hidden Valley Lane South to Hidden Valley Court South, Hidden Valley Pond South, Hidden Valley Cove South, 72nd Street Court South, 72nd Street South from Hidden Valley Trail South to Hinton Avenue South, Hidden Valley Terrace South, Hidden Valley Ridge South, Hidden Valley Hollow South, Hidden Valley Court South, 74th Street South from Hidden Valley Trail South to Hinton Avenue South.

The Hidden Valley roadways listed above are 19-38 years old. They were recently examined in a variety of ways to determine their condition as part of the Feasibility Report process. Pavement cores were drilled and extracted in selected areas to analyze bituminous and aggregate thickness and the structural condition of the pavement section.

In a 2024 visual inspection of Hidden Valley, the roadways showed cracking, stripping, raveling of previous seal coat, and failure of the thin overlay that is now 7 years old. The pavement cores showed asphalt stripping and severe degradation. The defects noted on road surfaces would typically reflect through within a year if a mill and overlay project were completed at this time. The curb and gutter are in relatively good condition with approximately 23 percent of curb requiring replacement.

As with previous pavement management projects, utilities within the project limits were examined for necessary maintenance. Overall, the utilities were found to be in good condition, but some maintenance work is required. The top sections of sanitary and storm manhole structures

will be upgraded to meet current City standards, corroded valves will be replaced as necessary, hydrants will be reconditioned and repainted as necessary, and concrete hydrant pads will be installed. Two pressure reducing valves (PRVs) within the neighborhood are proposed to be replaced. Additionally, the condition of street light infrastructure was evaluated, and some improvements are proposed.

A special benefit appraisal was completed in accordance with the City's policy for those properties with direct access to the streets included in the project area. A neighborhood meeting will be held in December 2024 to discuss the various improvements proposed, the findings of the special benefit appraisal, and the proposed assessments.

Discussion

Due to the age and poor condition of the pavement in Hidden Valley, along with good sub-grade soils, a full pavement and spot curb replacement is recommended for the Hidden Valley project area as outlined above. Minor utility maintenance is also recommended including sanitary and storm sewer structure upgrades, and miscellaneous repairs and valve reviews for operability and corrosion. Additionally, the luminaires are recommended to be replaced with LED fixtures and replacement of three service cabinets in poor condition is recommended.

Feasibility Report: Based on the Council's previous action, a feasibility report has been prepared. Upon this analysis, the project is felt to be physically and financially feasible. The feasibility report is enclosed for the Council's review.

Call for Public Improvement Hearing: The public improvements associated with the 2025 Pavement Management Project will benefit properties in the project area. Therefore, for the costs to be assessed to all benefited properties, it will be necessary to hold a public hearing for the project. A hearing date of December 18, 2024, will afford the necessary time to hold a neighborhood meeting, publish legal notices, and send out letters to the affected property owners.

Summary of Road and Infrastructure Improvements: The rehabilitation method proposed for the residential roadways in the Hidden Valley neighborhood is to remove the existing asphalt surface and replace it with a new surface. This new surface will consist of two lifts of bituminous totaling 3.5 inches of pavement. Spot curb replacement throughout the area will also be completed with older streets undergoing more significant curb replacement. Finally, minor utility improvements for sanitary sewer, water, stormwater, and lighting systems will also be included. The total estimated project cost of road and infrastructure improvements for the neighborhood is \$3,629,326.32.

Assessments for this project will be based on the "Infrastructure Maintenance Task Force Special Assessment Policy for Public Improvements," dated September 30, 2005, revised October 31, 2023. The assessment policy states that mill and overlay projects are considered minor maintenance and are therefore not assessable. The feasibility report recommends that all properties adjacent to the Hidden Valley project be assessed. The policy allows 45 percent of adjacent costs to be assessed to residential properties.

The potential assessment for the Hidden Valley improvements listed above is estimated at \$6,329.73 per residential building lot equivalent (RBLE). Single-family residential is assessed at

a rate of 1.0 of the RBLE. The special benefit appraisal that was completed showed a benefit of \$7,400 per residential unit, which supports the proposed assessment.

Project Funding Analysis: As noted above, the total estimated project cost for the street and utility work in the Hidden Valley neighborhood is \$3,629,326.32. According to the City's policy, 45 percent of the total project cost for road work and utilities is assessed against the benefiting residential properties. As such, the improvements in the Hidden Valley 1st through 11th Additions would be assessed following this policy. The total project value that is assessed is \$1,449,507.52. The remainder of the project costs are proposed to be funded through utility funds, and the general levy.

In addition to street and utility work, improvements will be made to Hidden Valley Park as part of this project. Improvements include soil corrections to achieve better turf establishment, trail improvements, the addition of a sport court, shade structure, and landscaping. The costs for Hidden Valley Park total \$256,144.63. These costs are not funded through assessments. The park projects are funded by the Park Improvement Fund as well as the Trail Replacement Fund.

The improvements to be completed as part of the 2025 Pavement Management project are estimated to total \$3,885,470.95. The Cost Estimate Summary can be viewed in Appendix B of the Feasibility Report.

Recommendation

It is recommended the City Council adopt Resolution 2024-174 approving the feasibility report, establishing a December 18, 2024, public hearing date, and authorizing the preparation of Plans and Specifications for the 2025 Pavement Management Project.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-174

**RESOLUTION APPROVING THE FEASIBILITY REPORT, CALLING FOR
A PUBLIC HEARING, AND AUTHORIZING THE PREPARATION OF PLANS AND
SPECIFICATIONS FOR THE 2025 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, pursuant to the resolution adopted by the City Council on August 21, 2024, a feasibility report was authorized to be prepared by Bolton & Menk, Inc. for the 2025 Pavement Management Project; and

WHEREAS, the feasibility report has been prepared and does find the construction of said improvements to be necessary, cost-effective, and feasible; and

WHEREAS, the City desires to assess the cost of said improvements to all benefited properties.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota,

1. The feasibility report, which was prepared pursuant to Resolution No. 2024-120 for the 2025 Pavement Management Project, finds the improvements to be necessary, cost effective, and feasible and is hereby approved.
2. The City Council will consider the improvement of such streets, curb replacement, sanitary sewer, water main, storm sewer and lighting, in accordance with the feasibility report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvements of \$3,629,326.32.
3. A public hearing shall be held on such proposed improvements on the 18th day of December 2024 at 7:00 p.m. and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.
4. Bolton & Menk, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



Real People. Real Solutions.

Feasibility Report for

2025 Pavement Management: City of Cottage Grove, Minnesota

December 2024



Cottage Grove, Minnesota

BMI Project No. 24X.135777

Submitted by:

Bolton & Menk, Inc.

3507 High Point Drive N

Building 1 Suite E130

Oakdale, MN 55128

P: 651-704-9970

F: 651-704-9971



**BOLTON
& MENK**

Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: (651) 704-9970
Bolton-Menk.com

November 25, 2024

Honorable Mayor and City Council
City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016

RE: 2025 Pavement Management
BMI Project No. 24X.135777

Honorable Mayor and City Council Members,

Enclosed for your review is the 2025 Pavement Management Feasibility Report. The purpose of the report was to review the 2025 Pavement Management project as identified in the city's 5-year Capital Improvement Plan (CIP) and determine the feasibility of pavement rehabilitation. Included in the 2025 CIP are the Hidden Valley 1st through 11th Additions.

The project scope includes street rehabilitation and utility repairs within the Hidden Valley neighborhood between Hardwood Avenue and Hinton Avenue and south of 70th Street, as identified in this report.

This report describes the improvements necessary within the project area. Cost estimates for the proposed improvements are presented in the report.

We would be happy to discuss this report at your convenience. Please contact me at 651-968-7674 if you have any questions.

Sincerely,

BOLTON & MENK, INC.

Michael Boex, PE



**BOLTON
& MENK**

Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: (651) 704-9970
Bolton-Menk.com

Certification

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:

Michael Boex, P.E.
License No. 44576

Date: November 25, 2024

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I. INTRODUCTION

The Hidden Valley neighborhood has been identified as a candidate for rehabilitation during the 2025 construction season as a part of the City of Cottage Grove's ongoing roadway rehabilitation program. The City Council authorized preparation of this report to determine the feasibility of rehabilitating these streets as part of the 2025 Pavement Management Project.

The Hidden Valley 1st - 11th Additions are located between Hardwood Avenue and Hinton Avenue and south of 70th Street, as shown on Figure 1.

There are 20 residential streets within the neighborhood totaling approximately 16,500 lineal feet.

The purpose of this report is to further evaluate the work required for a potential street rehabilitation project, to provide an estimate of cost, and to establish a method of cost allocation or assessment in order to determine the physical and economic feasibility.

This feasibility report examines the following street segments:

Hidden Valley 1st through 11th Additions

1. 72nd Street from Hinton Avenue to Hidden Valley Trail
2. 72nd Street Court from Hidden Valley Trail to cul-de-sac (7229-7699)
3. 73rd Street from Hardwood Avenue to Hidden Valley Lane
4. 74th Street from Hinton Avenue to Hidden Valley Trail
5. 74th Street from 74th Street to cul-de-sac (7710-7740)
6. 74th Street from 74th Street to cul-de-sac (7703-7739)
7. 74th Street from Hidden Valley Trail to cul-de-sac (7512-7592)
8. Hidden Valley Court from Hidden Valley Lane to cul-de-sac (7451-7499)
9. Hidden Valley Cove from 73rd Street to cul-de-sac (7142-7292)
10. Hidden Valley Hollow from Hidden Valley Lane (7413-7439)
11. Hidden Valley Lane from Hidden Valley Trail to Hidden Valley Trail (7138-7447)
12. Hidden Valley Lane from Hidden Valley Lane to cul-de-sac (7127-7157)
13. Hidden Valley Pond from 73rd Street to cul-de-sac (7100-7293)
14. Hidden Valley Ridge from Hidden Valley Lane to cul-de-sac (7318-7382)
15. Hidden Valley Terrace from Hidden Valley Lane to cul-de-sac (7250-7290)
16. Hidden Valley Trail from Hidden Valley Lane to Hidden Valley Lane (7134-7450)
17. Hidden Valley Trail from Hidden Valley Trail to cul-de-sac (7135-7155)
18. Hidden Valley Trail from Hidden Valley Trail to cul-de-sac (7265-7347)
19. Hidden Valley Trail from Hidden Valley Trail to cul-de-sac (7264-7382)
20. Hidden Valley Trail from Hidden Valley Trail to cul-de-sac (7407-7433)

If the City decides to proceed with the proposed street and utility improvements as described in this report, it is anticipated construction would begin in 2025 as shown in the detailed project schedule found on page 9.

II. EXISTING CONDITIONS

STREETS

The streets within these neighborhoods are urban-residential and are generally 32 feet wide for through roads (from face of curb to face of curb) with surmountable concrete curb and gutter. However, several cul-de-sac roadways were constructed at 28 feet wide (from face of curb to face

of curb). The streets within these neighborhoods were originally constructed between 1986 and 2005. The pavement section for the neighborhood varied slightly with each addition as city design standards changed:

- 1st – 6th Additions: 3-inches of bituminous over 6-inches of class 5 aggregate base
- 7th Addition: 3-inches of bituminous over 8-inches of class 5 aggregate base
- 9th – 10th Additions: 3.5-inches of bituminous over 6-inches of class 5 aggregate base
- 11th Addition: 3.5-inches of bituminous over 8-inches of class 5 aggregate base

Figure 2 depicts the age of the streets.

Geotechnical testing was performed in 2024 to evaluate pavement section thickness and pavement condition. The pavement was cored at five locations to determine the thickness of the existing street sections and evaluate the condition of the in-place bituminous. Table 2.1 below summarizes those results, and the locations are depicted in Figure 2.

Table 2.1 – Existing Street Section			
No.	Location	Bituminous (in)	Condition
P-11	Hidden Valley Cove	4.75	Good condition, minor stripping towards surface
P-12	Hidden Valley Lane (South of Hidden Valley Hollow)	5.75	Generally good, minor/low signs of stripping throughout
P-13	Hidden Valley Trail (South of 74 th Street)	3.75	Low to medium severity stripping throughout
P-14	72 nd Street (East of Hidden Valley Trail)	2.50*	Medium severity stripping throughout, more so towards bottom
P-15	Hidden Valley Lane (Cul-de-sac north of 73 rd Street)	4.25	Minor to low severity stripping throughout
Average		4.20	

*It is possible the bottom of core may have deteriorated due to stripping and wasn't extracted

In 2017 and 2020 thin overlays were performed on several of the roadways to protect the pavement surface from further deterioration¹, which also increased the thickness of the pavement section. Cores P-11, P-12, and P-15 were taken in streets that received thin overlays which led to an average thickness of 4.9 inches. The remaining two cores, P-13 and P-14, were on streets that only received multiple seal coat applications and therefore averaged a thickness of 3.1 inches, which is closer to the original design thickness. Figure 3 depicts the locations of thin overlays and the years they were conducted.

All of the cores within the neighborhood displayed some signs of asphalt stripping. Stripping is generally described as the separation of asphalt cement from the aggregate due to moisture, which degrades the durability of the pavement. Although core P-12 on Hidden Valley Lane showed minor to low signs of stripping, Public Works has knowledge of extensive stripping in this area prior to placing the thin overlay. Prior to the overlay, Public Works performed considerable maintenance in this neighborhood. It should be noted that the pavement cores are only a spot indication of

¹ Some of the pavement deterioration was from extensive pavement stripping and some was due to raveling of the previous seal coat, which has been an early indication of stripping

condition, whereas city maintenance staff have a broader institutional knowledge of the underlying conditions. The majority of the thin overlay will be 8 years old and is showing signs of being near end of life; Public Works have now begun patching in some areas where the overlay has started to fail. Although the thin overlay hasn't completely failed yet, Public Works understands there are underlying issues that will require significant maintenance if nothing further is done. Overall, the pavement has served its useful life considering it's 20 to 39 years old.

In general, the existing concrete curb and gutter is in good condition as it would require approximately 25% to be removed and replaced.

SANITARY SEWER

The sanitary sewer system through Hidden Valley was constructed between the mid-1980s to the early 2000s. The existing sanitary sewer primarily consists of 8-inch sewers and the materials vary between Vitrified Clay Pipe (VCP), Ductile Iron Pipe (DIP), and Polyvinyl Chloride Pipe² (PVC) depending on the year installed and depth of cover. The southern end of Hidden Valley Trail contains a single section of 12-inch DIP that is the beginning of the trunk sewer that travels south to 80th Street.

Sanitary sewer structures were inspected and sanitary sewer pipes were televised in 2024. Miscellaneous structure repairs such as adjusting structure castings, adding or replacing barrel sections, minor patching, and replacing castings were noted during the structure inspection reports. All sanitary pipes were identified from the televising as in good condition.

WATERMAIN

The watermain within the project area consists primarily of 6 and 12-inch diameter ductile iron pipe (DIP). The watermain was constructed between 1986 and 2003. This project has homes within the City's high and intermediate pressure zones, and therefore contains two pressure reducing valves (PRVs).

The watermain is believed to be in good condition only needing minor maintenance. Public Works keeps records of watermain breaks and due to the relative infrequency within these neighborhoods, replacement is not warranted at this time. Public Works has found all valves to be operational. Prior to street reconstruction, several of the valves should be checked for corrosion prior to street reconstruction.

STORM SEWER

The storm sewer within the project area was installed with the street construction for each addition from 1986 to 1999 and consists of RCP ranging in size from 12 to 48-inch.

The existing storm sewer was televised and inspected in 2024 to determine pipe and structure conditions and determine necessary repairs. Storm sewer mains are generally in fair condition. Several existing storm sewer pipes presented problems with crack separation requiring repair. Structures were generally in good condition with some miscellaneous structure patching, lining, minor replacements, and other repairs noted during the inspections.

² PVC was first installed in the 3rd Addition and has been the city standard ever since

III. PROPOSED IMPROVEMENTS

STREETS

The goal of the pavement management program is to strategically manage the condition of a pavement network over time. While the neighborhood was originally constructed in 10 separate phases, it is not practical to manage the rehabilitation of roads in a similarly varied manner. Ironically, it was the newer pavement surfaces within the neighborhood that first required a thin overlay in 2017 due to deteriorating surface conditions. The thin overlay will be 8 years old in 2025; while that pavement preservation technique bought the city some valuable time, the overlay is reaching the end of its useful life and will soon require extensive repair. Once the thin overlay begins to show signs of failure, it is the experience of Public Works that rapid deterioration can occur. In addition, the areas without the thin overlay have continued to deteriorate with age (34-39 yrs) and are also in need of repair. A mill-overlay would not be recommended at this time based on the anticipated severity of cracking in the resultant milled surface, potential for excessive reflective cracking, and the presence of asphalt stripping and overall pavement degradation that was previously covered with the thin overlays. Considering a 2-inch mill is typically performed with the city's mill-overlay program, the resultant 1.5-inches of pavement wouldn't be an ideal candidate to remain in place. Therefore, the residential streets within the Hidden Valley neighborhood are proposed to undergo a full pavement replacement with 3.5-inches of new pavement.

The concrete curb and gutter in the 2025 Pavement Management project is proposed to primarily undergo spot curb replacement with sections of full curb. The curb in poor condition will be evaluated for removal just prior to construction. Preliminary estimates indicate that approximately 25% will need to be removed and replaced. The percentage of curb isn't necessarily evenly distributed and there may be some longer sections of continuous curb replacement. Where conditions are favorable, the goal is that the concrete curb and gutter last two pavement lifecycles.

The existing concrete curb and gutter will be replaced with the same style, surmountable concrete curb and gutter, except for B618 on 73rd Street, the medians, and cul-de-sac islands. With the concrete replacement, intersection drainage will be evaluated to determine if a valley gutter would be warranted. Medians will also be revised to incorporate plow noses per City standards and ease of maintenance.

In locations where curb is replaced in front of driveways, each driveway will be patched with in-kind materials as a part of the street rehabilitation process.

Restoration behind replaced concrete curb and gutter is anticipated to consist of screened Loam Topsoil Borrow with seed and hydro-mulch.

Traffic signs are proposed to be replaced as a part of this project to meet federal retro reflectivity requirements. In addition, signs will be evaluated for conformance to the adopted City sign policy and signs will be removed or supplemented as required.

STREET LIGHTING

The existing streetlights and wire throughout the neighborhood are generally in acceptable condition. Public Works conducted a visual inspection of the street lighting system and has identified damaged streetlight poles and base covers that are in need of replacement. The remaining streetlights that will not be replaced are also proposed to undergo replacement of the existing high-pressure sodium (HPS) fixtures to light-emitting diode (LED) fixtures, which will conform with current city standards. HPS fixtures are being phased out of the industry, which is

leading to a lack of available replacement parts. In addition to these improvements, Public Works has found the three service cabinets to be in poor condition and in need of replacement.

Figure 4 depicts the proposed street and street lighting improvements throughout the Hidden Valley neighborhood.

SANITARY SEWER

Sanitary sewer manhole castings in acceptable condition will be salvaged and reinstalled. The existing concrete adjusting rings will be replaced with new high-density polyethylene (HDPE) adjusting rings to conform to current City standards, and 1- foot sections will be added to structures where necessary.

Figure 5 depicts the locations of these utility improvements.

WATER MAIN

It is proposed that broken valve top sections be removed and replaced as a part of this project. It is anticipated that a small sample of valves be dug up and checked for bolt corrosion prior to street construction. Any corroded bolts would be replaced if necessary, and additional valves with like conditions could be dug up and checked if warranted. As a part of this process, the valve box would be replaced in conjunction with the work. Also, it is proposed to extend the hydrant barrel on any hydrant requiring adjustment. Public Works has identified both Pressure Reducing Valves (PRV) within the neighborhood as needing to be replaced as part of the project. Finally, hydrants will be reconditioned by sandblasting and painting, and concrete hydrant access pads are proposed to be constructed in accordance with current City standards.

STORM SEWER

The intent of this project is to rehabilitate the roadway and not change existing drainage patterns. The proposed design includes replacing existing adjusting rings with new high-density polyethylene (HDPE) adjusting rings to conform to current City standards on all structures. Other storm sewer repairs will include adding 1-foot sections to structures where necessary and repairing or replacing structures and castings that are in poor condition. Existing castings in good condition will be salvaged and reinstalled on the new rings. Miscellaneous structure patching and other repairs will be performed as needed. In-line repairs are recommended to address significant cracks within the storm sewer pipes, while pipes that are missing sections of concrete are recommended to be removed and replaced.

Public Works staff provided input on areas with historic drainage concerns. No major flooding or drainage issues were noted.

Figure 5 displays the utility improvements throughout the 2025 Pavement Management project.

STORM WATER QUALITY AND QUANTITY

Site specific stormwater rate and volume control, in addition to stormwater quality considerations, will not need to be addressed within the 2025 Pavement Management project. Since the sum of the new impervious and fully reconstructed impervious surfaces will not equal or exceed one acre, state and local stormwater management requirements are satisfied within the scope of this project.

PARKS

In coordination with the pavement management project, the parks department is proposing improvements to Hidden Valley Park. Improvements include soil correction for turf establishment, trail realignment and replacement, landscaping, concrete patio with shade structure, and a small sport court.

Figure 6 displays the park improvements for Hidden Valley Park.

IV. PERMITS AND EASEMENT REQUIRED

The total site area exceeds 1-acre, but the underlying soils will not be disturbed since the gravel section will be kept in place with the exception of select water main, sanitary and storm sewer utility repairs and replacements. Therefore, a NPDES Construction Stormwater Permit will not be required. Permanent stormwater management and volume control are also not required since the sum of the new impervious and fully reconstructed impervious surfaces will not equal or exceed one acre.

No additional drainage and utility easements are anticipated in the project area, however, this will be evaluated during the final design phase of the project.

V. ESTIMATED COSTS

Cost estimates for the improvements have been prepared and are included in Appendix B. The estimated total project cost for the 2025 Pavement Management project is \$3,885,470.95. All costs for items to be constructed are based on anticipated unit prices for the 2025 construction season. All costs include a twenty-five (25) percent allowance for indirect costs associated with the project (engineering, administrative, financing, and legal) as well as a seven (7) percent contingency. No costs are included for capitalized interest during the construction period or before assessments are levied.

The following is an overall summary of the estimated costs:

Table 5.1 – Estimated Cost Summary	
Location	Estimated Project Costs ³
Hidden Valley	\$3,629,326.32
Hidden Valley Park	\$256,144.63
Totals:	\$3,885,470.95

COST ALLOCATION

Assessments for this project will be based upon the "Infrastructure Maintenance Task Force Special Assessment Policy for Public Improvements," dated September 30, 2005, revised October 31, 2023. All benefiting properties are proposed to be assessed.

City Property:

Per the policy, 100% of the project costs adjacent to City-owned property are assessed to the property. In areas where residential property was opposite City property, half of the street width was assigned to the residential property and the other half to the City. The estimated project assessments are calculated as follows:

³ Costs presented include 7% contingency +25% indirect costs

Table 5.2 – City Property				
Location	Property	Abutting Footage (LF)	Abutting Street Cost (\$/LF)	City Property Cost (100%)
Hidden Valley	Pond Outlot 08-027-21-21-0003	427.82	\$106.88	\$45,725.40
Hidden Valley	Pond Outlot 08-027-21-21-0004	1340.68	\$106.88	\$143,291.88
Hidden Valley	Park Outlot 08-027-21-12-0067	531.41	\$106.88	\$56,797.10
Hidden Valley	Park Outlot 08-027-21-12-0011	231.30	\$106.88	\$24,721.34
Hidden Valley	Trail Outlot 08-027-21-24-0008	10.00	\$106.88	\$1,068.80
Totals:		2541.21		\$271,604.52

Residential Land Use:

Urban residential land use is considered to receive benefit if the property's main entrance has direct access to the street being improved. Per the Urban Residential policy, 45% of the project cost for both surface and subsurface improvements would be assigned to each individual residential lot on a unit basis⁴. The intent of the City's policy is to treat all residential properties as similar individual units regardless of lot frontage. The amount assessed is based on the City standard street section even if the width is greater.

Table 5.3 – Deductions to Residential Property				
Location	Street Width	City Property	Other ⁵	Estimated Assessment Deduct
Hidden Valley	(\$29,593.98)	(\$271,604.52)	(\$107,000.00)	(\$408,198.50)
Hidden Valley Park	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	(\$29,593.98)	(\$271,604.52)	(\$107,000.00)	(\$408,198.50)

Table 5.4 – Residential Cost Allocation Per Policy				
Location	Estimated Project Costs	Estimated Assessment Deduct	Residential Adjusted Cost	Residential Assessed Amount (45% of Total)
Hidden Valley	\$3,629,326.32	(\$408,198.50)	\$3,221,127.82	\$1,449,507.52
Hidden Valley Park	\$256,144.63	\$0.00	\$0.00	\$0.00
Totals:	\$3,885,470.95	(\$408,198.50)	\$3,221,127.82	\$1,449,507.52

⁴ Residential assessments are apportioned among benefited residential buildable lot equivalents (RBLE). Per the IMTF policy, each single-family lot is 1.0 RBLE.

⁵ Includes costs for replacing the pressure reducing valves on Hidden Valley Lane

Based on the table below, the total single family residential assessment is \$6,329.73 per unit on 2025 Pavement Management project.

Table 5.5 – Estimated Cost Per Residential Unit				
Location	Assessable RBLE Units	Assessed Amount (45% of Total)	Assessed Cost Per RBLE Unit Per Policy	Special Benefit Appraisal
Hidden Valley	229	\$1,449,507.52	\$6,329.73	\$7,400.00
Hidden Valley Park	0	\$0.00	\$0.00	\$0.00

When the calculated assessment exceeds the special benefit appraisal, the assessment is proposed to be capped at the amount of the special benefit appraisal. If needed, City funds will cover the difference between the calculated assessment and the benefit appraisal.

Summary:

The IMTF policy therefore allocates costs in the following manner:

Table 5.6 – IMTF Cost Summary			
Location	Residential Assessed Amount (45% of Total)	City Funds⁶	Estimated Project Cost⁷
Hidden Valley	\$1,449,507.52	\$2,179,818.80	\$3,629,326.32
Hidden Valley Park	\$0.00	\$256,144.63	\$256,144.63
Totals:	\$1,449,507.52	\$2,435,963.43	\$3,885,470.95

Figure 7 depicts the assessable parcels for the project.

VI. FINANCING

Assessments are proposed to be levied based on the City's current assessment policy. The remainder of the project would be financed through a combination of City funds such as the General Tax Levy and Utility and Enterprise funds for items such as storm sewer improvements. Figure 7 depicts the assessable parcels for the project.

VII. PUBLIC HEARING

Because the properties within the project area benefit from the proposed improvements, and the project will be partially funded through assessment, it will be necessary for the City to hold a public improvement hearing to receive comment on the proposed project and to determine further action to be taken.

⁶ See Appendix B for Funding Breakout

⁷ Total Project Cost (7% contingency + 25% indirect)

VIII. PROJECT SCHEDULE

Below is the proposed schedule assuming starting construction in 2025:

- 08/21/2024 Council Orders Feasibility Report
- 12/04/2024 Council Receives and Approves Feasibility Report
Council Sets a Public Improvement Hearing Date
- 12/10/2024 Hold Neighborhood Meeting
- 12/18/2024 Council Holds Public Improvement Hearing
Council Orders the Preparation of the Plans and Specifications
- 02/19/2025 Council Approves the Plans and Specifications
- 03/13/2025 Project Bid Date
- 03/19/2025 Contract Award
- Spring 2025 Begin Construction
- September 2025 Complete Construction
- September 2025 Council Sets Assessment Hearing Date
- October 2025 Council Holds Assessment Hearing

IX. CONCLUSION AND RECOMMENDATIONS

It is recommended that this report be used as a guide for the layout, design, and cost allocation for the public improvements to be made as part of the 2025 Pavement Management project. It is further recommended that the owners of properties within the project limits be notified of the proposed improvements in order to provide comment.

To determine project feasibility, a comparison was made between the costs estimated herein and the costs experienced for other similar projects within the City. These comparisons, on a per linear foot construction cost basis (no indirect project costs), are shown in the following table:

Table 9.1 – Cost Per Unit Comparison	
2025 Pavement Management Project (Estimated Costs per Linear Foot)	
Hidden Valley Additions – Pavement Replacement Area & Spot Curb	\$159.82/ LF
2023 Pavement Management Project (Bid Results)	
Thompson Grove 1 st , 6 th , 7 th , and 10 th Additions – Pavement Replacement Area & Spot Curb	\$147.82 / LF
2021 Pavement Management Project (Bid Results)	
Pine Meadows 2 nd , 4 th , and 5 th Additions, Sandy Hills 7 th and 8 th Additions, and East Meadow Cliff – Pavement Replacement Area & Spot Curb	\$116.21 / LF

From the tabulation above, the cost of the proposed 2025 project is higher than the past two similar projects. The increased cost per foot of streets, approximately 5% over the 2023 project, is largely due to a rise in construction and material costs over the past two years.

Financial responsibilities have been determined based on estimated project costs as well as adopted City policy. Funding sources consist of assessments to benefitted properties and use of existing designated City funds.

Based on the information contained herein, it can be concluded that the construction of utility and street improvements is feasible. The deteriorated condition of the pavement, stable condition of the subgrade, and condition of the concrete curb and gutter supports the recommendation of the pavement replacement with spot curb and gutter replacement for the Hidden Valley neighborhood. The improvements are cost effective as they utilize the existing gravel section and keep existing curb and gutter wherever possible.

From an engineering standpoint, this project is feasible, necessary, cost effective, and can best be accomplished by letting competitive bids for the work.



Appendix A: Existing Pavement Condition Photos

Hidden Valley 1st Addition

Approximate Location: 7432 Hidden Valley Trail South

Asphalt stripping and previous patching



Hidden Valley 2nd Addition

Approximate Location: 7212 Hidden Valley Trail South

Extensive cracking present, pavement deterioration along curbline



Hidden Valley 3rd Addition

Approximate Location: 7151 Hidden Valley Trail South

Wide and open cracks in pavement with vegetation growth



Hidden Valley 4th Addition

Approximate Location: 7450 Hidden Valley Trail South

Thin overlay breaking up at curb line, block cracking in pavement



Hidden Valley 5th Addition

Approximate Location: 7138 Hidden Valley Lane South

Previous patching over asphalt stripping, and extensive cracking in the pavement surface



Hidden Valley 6th Addition

Approximate Location: 7594 72nd street Court South

Extensive block cracking, some small in size



Hidden Valley 7th Addition

Approximate Location: East of 7399 73rd Street South

Small block and alligator cracking in pavement



Hidden Valley 11th Addition

Approximate Location: 7177 Hidden Valley Pond South

Extensive block cracking, overlay is raveling at some of the joints





Appendix B: Cost Estimate Summary

Cost Estimate Summary																		Assessment Policy Calculation	Special Benefit Appraisal
2025 Pavement Management Project									City Funds Breakout							Single Family Units	RBLE Units	Single Family Assessed \$/Unit	Single Family Assessed \$/Unit
Location	Feasibility Report Construction Cost	Total Cost ¹	Deduct For Street Width	Deduct For City Property	Deduct Other ²	Residential Adjusted Total Cost	Residential Assessed Amount	City Funds	Sanitary Utility Fund	Water Utility Fund	Stormwater Utility Fund	Streetlight Enterprise Fund	Park Improvement Fund	Trail Replacement Fund	General Levy				
							45% of Adjusted												
Hidden Valley																			
Streets	\$2,051,895.00	\$2,744,409.56	(\$29,593.98)	(\$211,619.81)	\$0.00	\$2,503,195.77	\$1,126,438.10	\$1,617,971.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,617,971.46	229.0	229.0		
Sanitary Sewer	\$119,350.00	\$159,630.63	\$0.00	(\$12,309.02)	\$0.00	\$147,321.61	\$66,294.72	\$93,335.91	\$93,335.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Water Main	\$177,740.00	\$237,727.25	\$0.00	(\$10,080.30)	(\$107,000.00)	\$120,646.95	\$54,291.13	\$183,436.12	\$0.00	\$183,436.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$6,329.73	\$7,400.00
Storm Sewer	\$212,730.00	\$284,526.38	\$0.00	(\$21,939.66)	\$0.00	\$262,586.72	\$118,164.02	\$166,362.36	\$0.00	\$0.00	\$166,362.36	\$0.00	\$0.00	\$0.00	\$0.00				
Street Lighting	\$151,800.00	\$203,032.50	\$0.00	(\$15,655.72)	\$0.00	\$187,376.78	\$84,319.55	\$118,712.95	\$0.00	\$0.00	\$0.00	\$118,712.95	\$0.00	\$0.00	\$0.00				
Subtotal - Hidden Valley	\$2,713,515.00	\$3,629,326.32	(\$29,593.98)	(\$271,604.52)	(\$107,000.00)	\$3,221,127.82	\$1,449,507.52	\$2,179,818.80	\$93,335.91	\$183,436.12	\$166,362.36	\$118,712.95	\$0.00	\$0.00	\$1,617,971.46				
Hidden Valley Park																			
Park Improvements	\$191,510.00	\$256,144.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$256,144.63	\$0.00	\$0.00	\$0.00	\$0.00	\$189,039.58	\$67,105.05	\$0.00	N/A	N/A	\$0.00	\$0.00
Totals - Project	\$2,905,025.00	\$3,885,470.95	(\$29,593.98)	(\$271,604.52)	(\$107,000.00)	\$3,221,127.82	\$1,449,507.52	\$2,435,963.43	\$93,335.91	\$183,436.12	\$166,362.36	\$118,712.95	\$189,039.58	\$67,105.05	\$1,617,971.46				

1. Includes 7% Contingency + 25% Indirect Costs

2. Includes costs for replacing the pressure reducing valves on Hidden Valley Lane



Appendix C: Preliminary Assessment Roll

Preliminary Assessment Roll Hidden Valley					
Parcel ID	Owner Name	Address	Units	\$/Unit	Total/Unit
802721120012	MILES CHANDARA T & SAMBO T	7713 72ND ST S	1	\$6,329.73	\$6,329.73
802721120013	STUBBLEFIELD JENNIFER A & RYAN W	7739 72ND ST S	1	\$6,329.73	\$6,329.73
802721120014	RICHARD D & DORTHY M SCHEUER TRS	7763 72ND ST S	1	\$6,329.73	\$6,329.73
802721120015	BAYER AARON & JENNIFER	7781 72ND ST S	1	\$6,329.73	\$6,329.73
802721120016	NYBAKKEN TANYA & ERIC	7750 72ND ST S	1	\$6,329.73	\$6,329.73
802721120017	HUGHES JAMES A & LEAH J	7742 72ND ST S	1	\$6,329.73	\$6,329.73
802721120018	KELL JOSEPH S & JEANNE M	7730 72ND ST S	1	\$6,329.73	\$6,329.73
802721120019	SANDERS MEGAN & ALEX	7712 72ND ST S	1	\$6,329.73	\$6,329.73
802721120053	BRYDEN RANDY J & LINDA A	7678 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120054	SUTER DANIEL J & CARMEN M	7636 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120055	CHRISTENSON ROBERT T	7594 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120056	HARRIS RAYMOND B & ELIZABETH	7552 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120060	SOSU THEOPHILUS K	7530 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120061	FERCH BRETT	7529 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120062	THRUSH TIMOTHY A & LAURIE A	7541 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120063	GROSE STEPHEN R & MICHELLE K	7573 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120064	BLOCH PAUL R & KELLY J	7615 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120065	MCCAULEY MICHAEL & MICHELLE M	7657 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721120066	LANGBEHN GREGORY A & KATHLEEN	7699 72ND STREET CT S	1	\$6,329.73	\$6,329.73
802721210011	ANGELO MARK & LARA	7399 73RD ST S	1	\$6,329.73	\$6,329.73
802721210012	MARTINEZ ROLLAND M & DIANA M	7393 73RD ST S	1	\$6,329.73	\$6,329.73
802721210013	JOHNSTON DAVID E & NANCY A	7379 73RD ST S	1	\$6,329.73	\$6,329.73
802721210014	SMITH LARRY L & VICKY L	7367 73RD ST S	1	\$6,329.73	\$6,329.73
802721210015	HUDACEK ANDREW & VERONICA	7339 73RD ST S	1	\$6,329.73	\$6,329.73
802721210016	STEMPER PAUL S & CATHERINE M	7311 73RD ST S	1	\$6,329.73	\$6,329.73
802721130079	WESTON ROBERT J & SANDRA K	7592 74TH ST S	1	\$6,329.73	\$6,329.73
802721130080	GULSTAD DARRYL R & KATRINA I	7576 74TH ST S	1	\$6,329.73	\$6,329.73
802721130081	CLAUSEN DAVID A & JANE M	7560 74TH ST S	1	\$6,329.73	\$6,329.73
802721130082	ODELL IAN & ERIN	7544 74TH ST S	1	\$6,329.73	\$6,329.73
802721130083	MONSON SALLY	7528 74TH ST S	1	\$6,329.73	\$6,329.73
802721130084	DAVID J EMMONS & ROSEMARY K EMMONS TRS	7512 74TH ST S	1	\$6,329.73	\$6,329.73
802721130085	KHAMBATA CRYSTAL & ANTHONY	7515 74TH ST S	1	\$6,329.73	\$6,329.73
802721130086	FROST THOMAS & DANA	7525 74TH ST S	1	\$6,329.73	\$6,329.73
802721130087	CUSEY TROY A & INGRID N TOLLEFSON	7547 74TH ST S	1	\$6,329.73	\$6,329.73
802721130088	MCCARTHY KEVIN M & KATHRYN A	7567 74TH ST S	1	\$6,329.73	\$6,329.73
802721130089	NELSON JAMES D & LINDA L	7575 74TH ST S	1	\$6,329.73	\$6,329.73
802721130090	PEDERSON COLLIN D	7591 74TH ST S	1	\$6,329.73	\$6,329.73
802721130008	DWYER WILLIAM G & ANNE C	7740 74TH ST S	1	\$6,329.73	\$6,329.73
802721130009	HANZLIK NANCY & MICHAEL	7736 74TH ST S	1	\$6,329.73	\$6,329.73
802721130010	LETHERT NICHOLAS & KELLY	7732 74TH ST S	1	\$6,329.73	\$6,329.73
802721130011	LYKSETT KEITH B & SHELLY S	7728 74TH ST S	1	\$6,329.73	\$6,329.73
802721130012	BRIAN J BUSHEY TRS & MARGARET P BUSHEY TRS	7724 74TH ST S	1	\$6,329.73	\$6,329.73
802721130013	MEKENYE EDWIN & JANET ISABOKE	7722 74TH ST S	1	\$6,329.73	\$6,329.73
802721130014	GAKELER JASON & AMANDA R	7718 74TH ST S	1	\$6,329.73	\$6,329.73
802721130015	SCHWINN THOMAS J JR	7714 74TH ST S	1	\$6,329.73	\$6,329.73
802721130016	PATNODE ADAM D & JAMIE R ALEXANDER	7710 74TH ST S	1	\$6,329.73	\$6,329.73
802721130017	MAUER NATHAN & JENNIFER	7700 74TH ST S	1	\$6,329.73	\$6,329.73
802721130018	GROSS DAVID A & JENNIFER L	7660 74TH ST S	1	\$6,329.73	\$6,329.73
802721130019	NOVOTNY CHARLES J & CAROLYN A	7640 74TH ST S	1	\$6,329.73	\$6,329.73
802721130020	ANDERSON CHRISTOPHER M	7610 74TH ST S	1	\$6,329.73	\$6,329.73
802721130021	HOLSTEIN DANE G	7739 74TH ST S	1	\$6,329.73	\$6,329.73
802721130022	TRUDEAU SAMUEL O & NICOLE T FITZGERALD	7733 74TH ST S	1	\$6,329.73	\$6,329.73
802721130023	HER MAUNG & TINA G XIONG	7729 74TH ST S	1	\$6,329.73	\$6,329.73
802721130024	HUBER KENNETH S & JANICE A	7725 74TH ST S	1	\$6,329.73	\$6,329.73
802721130025	MENGISTU GOLIE & FIKERTE HAILU	7721 74TH ST S	1	\$6,329.73	\$6,329.73
802721130026	ZENNER GARY A	7717 74TH ST S	1	\$6,329.73	\$6,329.73
802721130027	LAMBERT SONDR A & ELIZABETH A DAVISON	7715 74TH ST S	1	\$6,329.73	\$6,329.73
802721130028	SUCHOMEL ROBERT J & TANYA L	7711 74TH ST S	1	\$6,329.73	\$6,329.73
802721130029	POLLY CONSTANCE D	7707 74TH ST S	1	\$6,329.73	\$6,329.73
802721130030	GUNDERSON JEFF S & JANET A	7703 74TH ST S	1	\$6,329.73	\$6,329.73

Preliminary Assessment Roll Hidden Valley					
Parcel ID	Owner Name	Address	Units	\$/Unit	Total/Unit
802721130031	KENNEY FAMILY TRS	7699 74TH ST S	1	\$6,329.73	\$6,329.73
802721130032	BARRIENTES MARY E & JAMES	7669 74TH ST S	1	\$6,329.73	\$6,329.73
802721130033	DWYER GRACIE & JOEL CRATON	7649 74TH ST S	1	\$6,329.73	\$6,329.73
802721130034	FOX LAWRENCE W	7629 74TH ST S	1	\$6,329.73	\$6,329.73
802721130035	GARCIA RAUL F JR & NATALIA M	7609 74TH ST S	1	\$6,329.73	\$6,329.73
802721120020	KRAMMER KATHERINE A & ROBERT LEIER	7191 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120021	SCHUELLER RONALD J & DIANE J	7183 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120022	DJADOO KIRSTEN A & KWAME A	7173 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120023	WERNER LUKE & LYDIA	7157 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120024	FLAATA DALE R & KIMBERLY A	7212 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120025	LANDMEYER SANDRA J	7192 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130073	KROPELNICKI DOUGLAS W & REBECC	7335 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130074	MAXEY MICHAEL & LUDMILA	7319 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130075	STRICKLAND DANIEL	7305 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130076	BECKWITH LORI M	7301 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130077	WILLIAMS AMY J	7265 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130091	SAMEC RAYMOND A & JAMIE L	7450 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130095	JENKINS PETER R & NOREEN E	7435 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130096	SCHERER ADELINE & JONATHAN	7423 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130097	VALLES ANDREW J & MARSHA C	7421 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130098	ADOLFSON KIRSTIN E	7419 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130099	PETRIE DAVID R & KATHLEEN R	7417 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130100	RANKIN JEFFREY A & DAWN R	7415 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130101	HEIN KELLY W & KIRSTI B	7413 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130102	YANG KUJO L & MAY VANG	7395 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721130103	HANSON NATHAN & AMY	7303 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721130104	FENENGA THOMAS & GRETCHEN	7439 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721130105	TRAN DUNG A & AN T NGUYEN	7437 HIDDEN VALLEY HOLW S	1	\$6,329.73	\$6,329.73
802721120026	MATHIS IAN M & JENNIFER L	7184 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120027	SPROULE ANTHONY X	7170 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120028	HANSEN JEFFREY R & SARAH M	7162 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120031	GALLOWAY TIMOTHY J & LORI A	7155 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120032	FINK TIMOTHY & TERESA A	7153 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120033	HAAS RICHARD & JUDITH	7151 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120034	YANG ENG & MAO HER	7149 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120035	JOHNSON JOHN E & MOLLY K	7147 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120036	WALLER TODD	7143 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120037	IRVINE SANDRA L	7139 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120038	MOERKE ANDREW & TERESA	7137 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120039	WEBER STEVEN C & MELINDA R	7135 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120040	SLAIKEU DAMON S	7158 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120041	HODGE JESSE R & SARA A	7146 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120042	KILGORE TRS	7134 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721120044	FREY MATTHEW H & DANA L	7127 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120045	KARASEK MATHEW & RACHEL	7129 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120046	BLUHM BRIAN C & JENNIFER LM	7131 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120047	BENSHOOF MARK A & DEBRA J	7133 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120048	WAGNER MICHAEL A	7141 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120049	BRAUN ROBERT L & RHONDA A	7145 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120050	LENTZ JOHN M & MARY K	7149 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120051	FRANCIS NICOLAS L & SHERYL L	7157 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120057	BROSNAHAN HELEN & M S ZAUHA	7138 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120058	ARMSTRONG CHRISTOPHER J & CASSIE J ALLEN-ARMSTRONG	7144 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120059	GILBERT RORY J & ALICE A	7150 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120068	LUU TAM D & ALLISON R	7229 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120069	SCHWARTZ ANTHONY R	7217 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120070	KAREL JOSEPH & SARAH	7205 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120071	MCCUSKER WILLIAM P & ELIZABETH A MANNING MCCUSKER	7191 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120072	DIETZ CAREY A	7179 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721120073	PATRICIA M BLEES LIV TRS	7180 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73

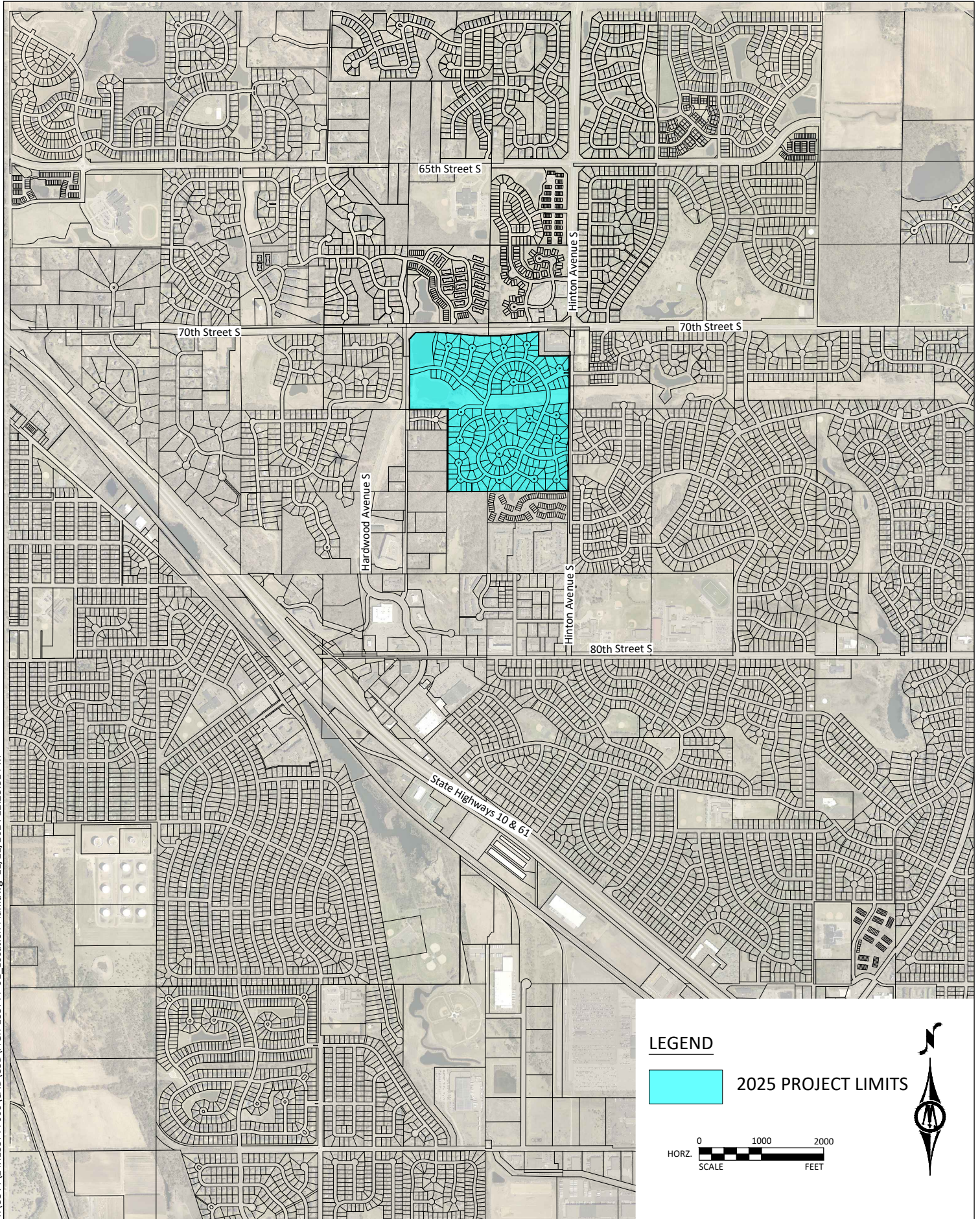
Preliminary Assessment Roll Hidden Valley					
Parcel ID	Owner Name	Address	Units	\$/Unit	Total/Unit
802721120074	AVISE KEVIN F & KATHLEEN M	7178 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721130036	IHRKE RICHARD E & MARGARET A	7407 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130037	WALLIN ZACHARY S & AMY	7409 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130038	DEVLIN MOLLY & MICHAEL	7411 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130039	TAMARA L MCKISSOCK & JEFFREY A MCKISSOCK TRS	7419 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130040	UECKER KYLE R & BARBRA J	7421 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130041	COLLINS JAMES K & BARBARA J	7423 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130042	TRS AGR JEFFREY S CHRISTENSEN & GAY L HERMAN	7425 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130043	ANDERSON STEPHANIE & ERIC	7427 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130044	GORES MICHAEL D & SUSAN C	7429 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130045	HEYWOOD STEVEN L & JOANNE M	7431 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130046	KAEPPE JOSHUA L & LEAH	7433 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130047	CENTENO ANGEL M & BLANCA A C VEGA	7437 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130048	RYMAN KELLI & ROBERT MOORE	7441 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130049	ELYAMANY AHMED	7445 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130050	DRABCAZAK HENRY A & CHERYL L	7449 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130051	OTTE EARL	7408 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130052	ELLIS ASHLAND & MADELINE	7416 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130053	R&M REAL ESTATE LLC	7424 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130054	KLEINSCHMIDT TRAVIS L & SARAH E	7432 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130055	LARSON DEBRA K & STEVEN C	7440 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130056	SOLYNTJES RONALD P	7448 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130059	DYKSTRA ANDREW L & DEBORAH L	7388 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130060	EDMUNDSON JOHN D & DEBORAH A	7382 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130061	WALTER W LYSZAK & MARIANNE P LYSZAK TRS	7366 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130062	KRAFT JOHN LLOYD & SHIRLEY I	7346 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130063	GEORGE JAMES E & PENELOPE C	7334 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130064	MEADE BRYCE K	7320 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130065	KOLTES STEPHEN M & LENORA M	7264 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130066	BROOKS JAMES R & HEATHER	7244 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130067	THIEDE DAVID J & CYNTHIA A	7393 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130068	HILL JAY R & SUSAN A	7385 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130069	MCMORROW LANCE R	7371 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130070	LONGFIELD BRADLEY J & LINDA W	7359 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130071	BURBANK JOHN M & SUSAN L W	7347 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721130072	TAYLOR JEREMY & LEAH	7341 HIDDEN VALLEY TRL S	1	\$6,329.73	\$6,329.73
802721210006	SANDIN MEGAN A	7230 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721210007	COLEMAN DAWN R & SCOTT R	7228 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721210008	WARNKE MARK W & DEBORAH L	7216 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721210009	POLLACK REED F	7204 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721210010	PEGGY A SCHOENBERGER REV TRS	7192 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721210019	FOX DANIEL J & REBECCA M	7292 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210020	ERIE JACOB D & CARISSA L	7278 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210021	STEPKA JEREMY & JANA	7256 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210022	VILLAS DANIEL G & JILL K	7234 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210023	DRUDE NATHAN & ALICIA	7222 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210024	VICK RYAN E	7198 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210025	MANSERGH DAWN & JOHN	7176 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210026	PICHOTTA MAXWELL & STEFANIE	7142 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210027	EWERT JEFFREY & LAURA STUCKI	7159 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210028	MERLAU JAMIE J & JILLIAN R	7169 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210029	CHANCE WESLEY D & DIANA M	7191 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210030	WILLIAMS RICHARD & DAWN	7213 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210031	WALL TIM D & DARCY A	7245 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210032	HERMERSMANN ANDREA & NICK	7267 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721210033	TOROK STEPHEN L & TRUDENCE J	7289 HIDDEN VALLEY CV S	1	\$6,329.73	\$6,329.73
802721240013	PATTERSON CRAIG T & LISA M	7471 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240014	MAURER FAMILY LIVING TRS	7475 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240015	PINES ERNEST T & THERESA JANE	7479 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240016	OLDENKAMP GREGORY L & ANN M K	7481 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73

Preliminary Assessment Roll Hidden Valley					
Parcel ID	Owner Name	Address	Units	\$/Unit	Total/Unit
802721240017	BREDAHL TIMOTHY D & RUTH I	7483 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240018	SCRIMSHAW SCOTT R & JENNIFER L	7485 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240019	DIETZ ROBERT W & JULIE A	7487 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240020	RENELT BRIAN P & DEANNA L	7491 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240021	GIESER BRIAN O & TERESA A	7493 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240022	CORY CHARLES & ROXANNE L	7497 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240023	KHRAISS STEVEN & HEATHER	7499 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240024	FENDOS PAUL G & JESSICA M I	7448 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240025	LIBMAN DAVID S	7457 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240026	REAGAN MICHAEL & PEGGY	7455 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240027	OSZMAN MARK S & BEVERLY L	7451 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240028	KELEMEN MARK & KELLI DUNN-KELEMEN	7447 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240029	CRATON ERIC P & MICHELE A	7443 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240033	HUTCHINSON AVALON JW & JAMES M	7441 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240034	LA SELL BRANDON & RACHEL JOHNSON	7444 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240035	JOHNSEN TERRY N & ROXANNE M	7442 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240036	QUINN MICHAEL C & TRACEY P	7438 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240037	SAMSEL THEODORE A JR & GINA R	7428 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240038	KNUDTEN RACHELE C	7416 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240039	SOLBERG CARL O & DIANE L	7404 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240040	MUNTER LINDA B	7394 HIDDEN VALLEY LN S	1	\$6,329.73	\$6,329.73
802721240043	JENKINS DANIEL P & TIMI C	7382 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240044	KONECHNEY CHRISTOPHER J & ALISON L KONECHNEY	7370 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240045	CROTTEAU CHRIS M & STEPHANIE A	7368 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240046	CONVERY BRIAN J & STACEY L	7356 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240047	MCGRAW TIMOTHY & LYNN	7344 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240048	GLOVER MARK J & GALE M	7330 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240049	AIMONETTI PETER M & JEAN I	7322 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240050	KELLIE TRUMAN	7318 HIDDEN VALLEY RDG S	1	\$6,329.73	\$6,329.73
802721240051	KELLIE TRUMAN	UNASSIGNED	0	\$6,329.73	\$0.00
802721240053	FREDRICKSEN ANGELA J	7290 HIDDEN VALLEY TER S	1	\$6,329.73	\$6,329.73
802721240054	DE LA FOREST ROBERT & MEGAN	7288 HIDDEN VALLEY TER S	1	\$6,329.73	\$6,329.73
802721240009	HTOO SHAR L & ROSIE WAH	7461 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240010	TRISKO NICHOLAS P & LISA L	7463 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240011	QUINN TIMOTHY P & SANDRA L	7465 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240012	WITTROCK THOMAS & DIANA	7467 HIDDEN VALLEY CT S	1	\$6,329.73	\$6,329.73
802721240055	BERUBE SHELLEY & DANIEL BERQUIST	7276 HIDDEN VALLEY TER S	1	\$6,329.73	\$6,329.73
802721240056	BUBB GREGORY E & CAROL L	7262 HIDDEN VALLEY TER S	1	\$6,329.73	\$6,329.73
802721240057	TREBER BRIAN D & DINA L	7250 HIDDEN VALLEY TER S	1	\$6,329.73	\$6,329.73
802721210035	WASHENBERGER CHARLES L & REBECCA J	7288 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210036	JANICE M REDIUS TRS	7266 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210037	FRYER RICHARD D & DANITH A	7244 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210038	HELSETH ALISHA M & JOSHUA L	7182 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210039	VALENTINO KEVIN G & ANN SIEDL-VALENTINO	7140 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210040	RICE ADAM G & TRACIE M	7100 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210041	STEINKE JONATHAN K & AMY M	7135 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210042	CHA MAY S	7177 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210043	KNAFLA RONALD C	7239 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210044	VOGELE DUANE J & STACY A	7251 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721210045	ANDERSON FORREST M & LINDA K MACKEY-ANDERSON	7293 HIDDEN VALLEY POND S	1	\$6,329.73	\$6,329.73
802721120008	HIDDEN VALLEY HOA	UNASSIGNED	0	\$6,329.73	\$0.00
802721120009	HIDDEN VALLEY HOA	UNASSIGNED	0	\$6,329.73	\$0.00
802721120010	HIDDEN VALLEY HOA	UNASSIGNED	0	\$6,329.73	\$0.00
802721120011	CITY OF COTTAGE GROVE	UNASSIGNED	0	\$6,329.73	\$0.00
802721130078	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721130092	HIDDEN VALLEY HOA	UNASSIGNED	0	\$6,329.73	\$0.00
802721120029	HIDDEN VALLEY HOA	UNASSIGNED	0	\$6,329.73	\$0.00
802721120030	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721120043	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721120052	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00

Preliminary Assessment Roll Hidden Valley					
Parcel ID	Owner Name	Address	Units	\$/Unit	Total/Unit
802721120067	CITY OF COTTAGE GROVE	UNASSIGNED	0	\$6,329.73	\$0.00
802721130002	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721130003	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721130004	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721130005	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721130006	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
802721130007	HIDDEN VALLEY HOMEOWNERS ASSN	UNASSIGNED	0	\$6,329.73	\$0.00
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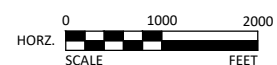
Figures

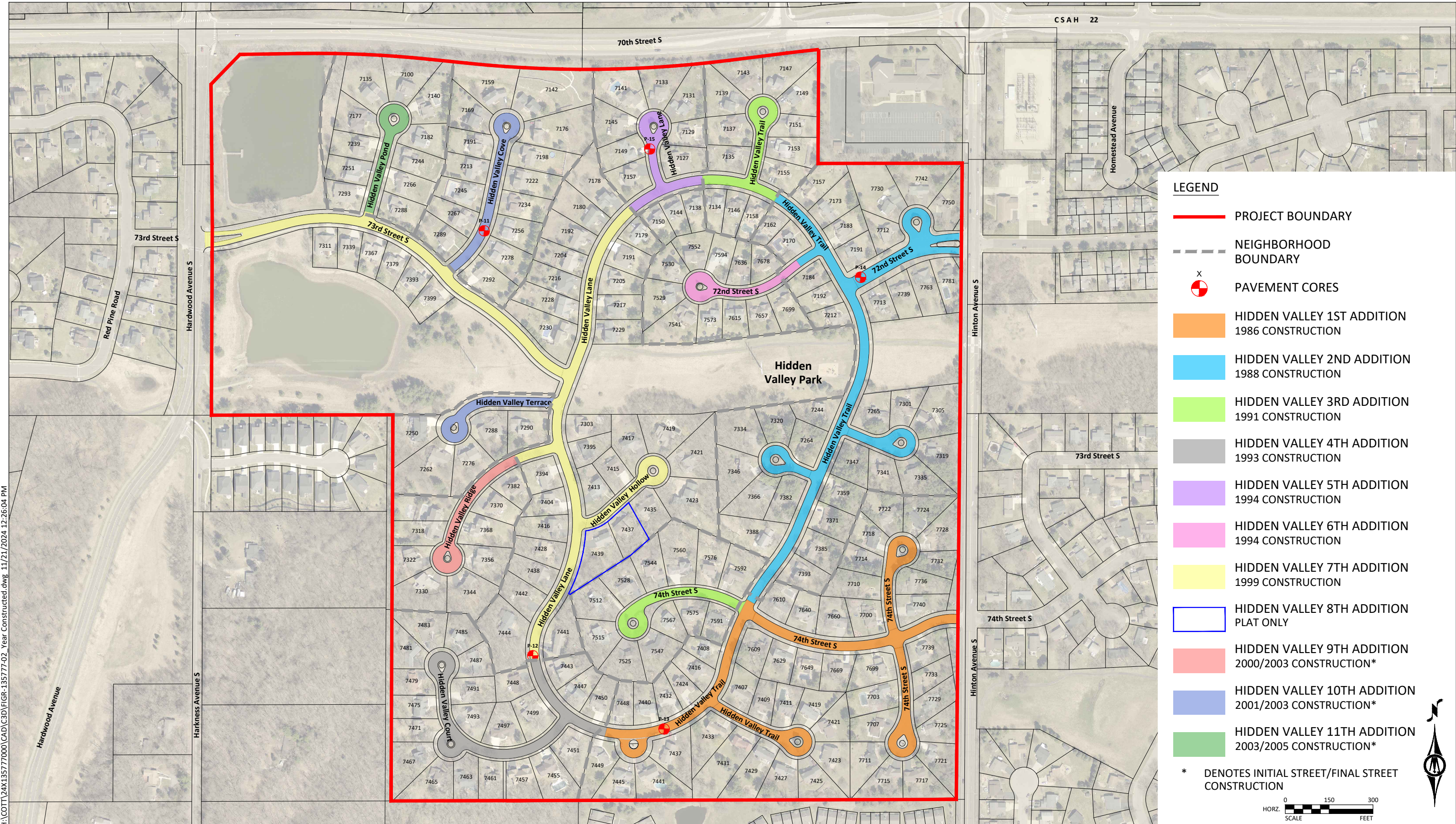


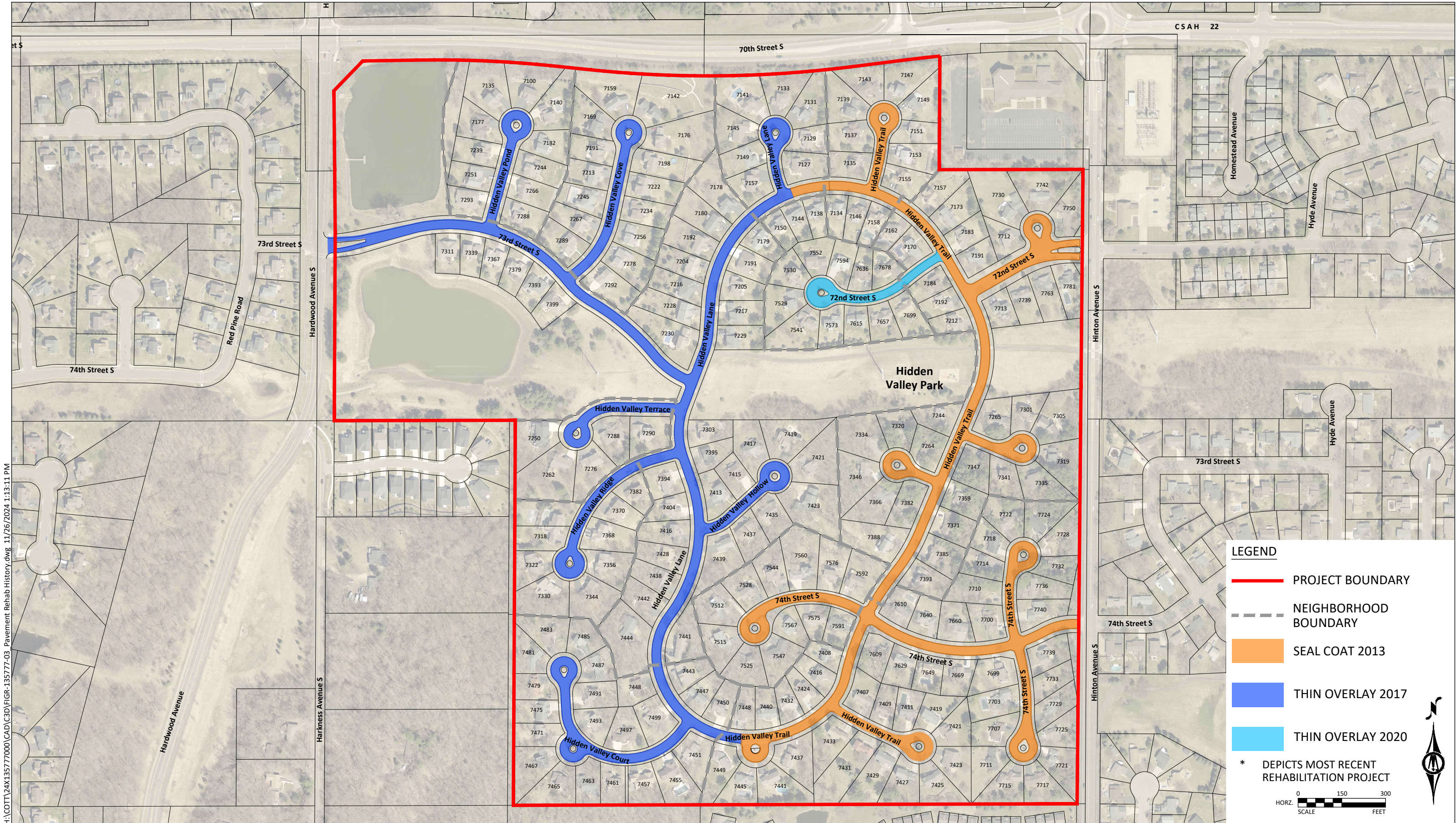
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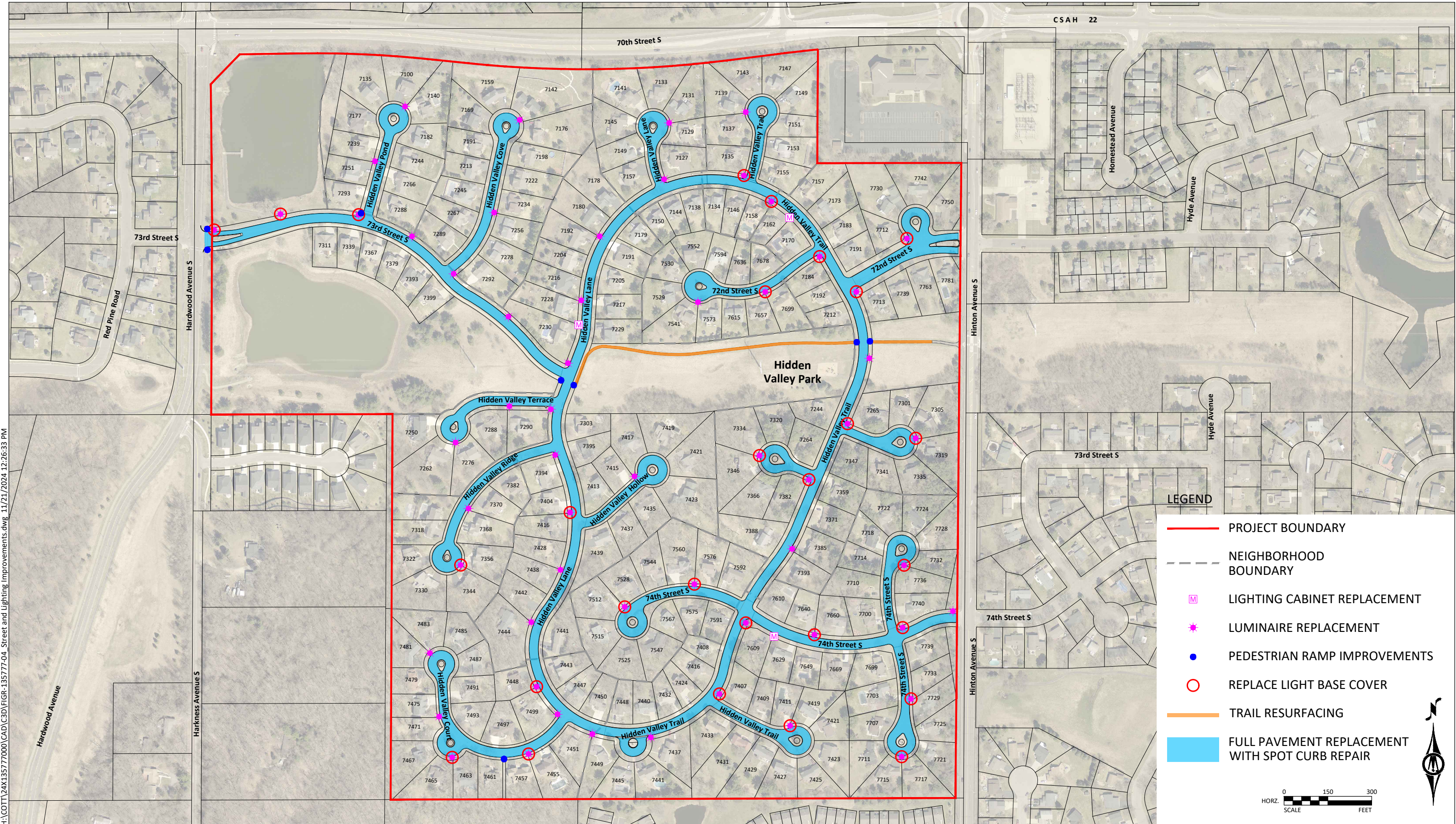


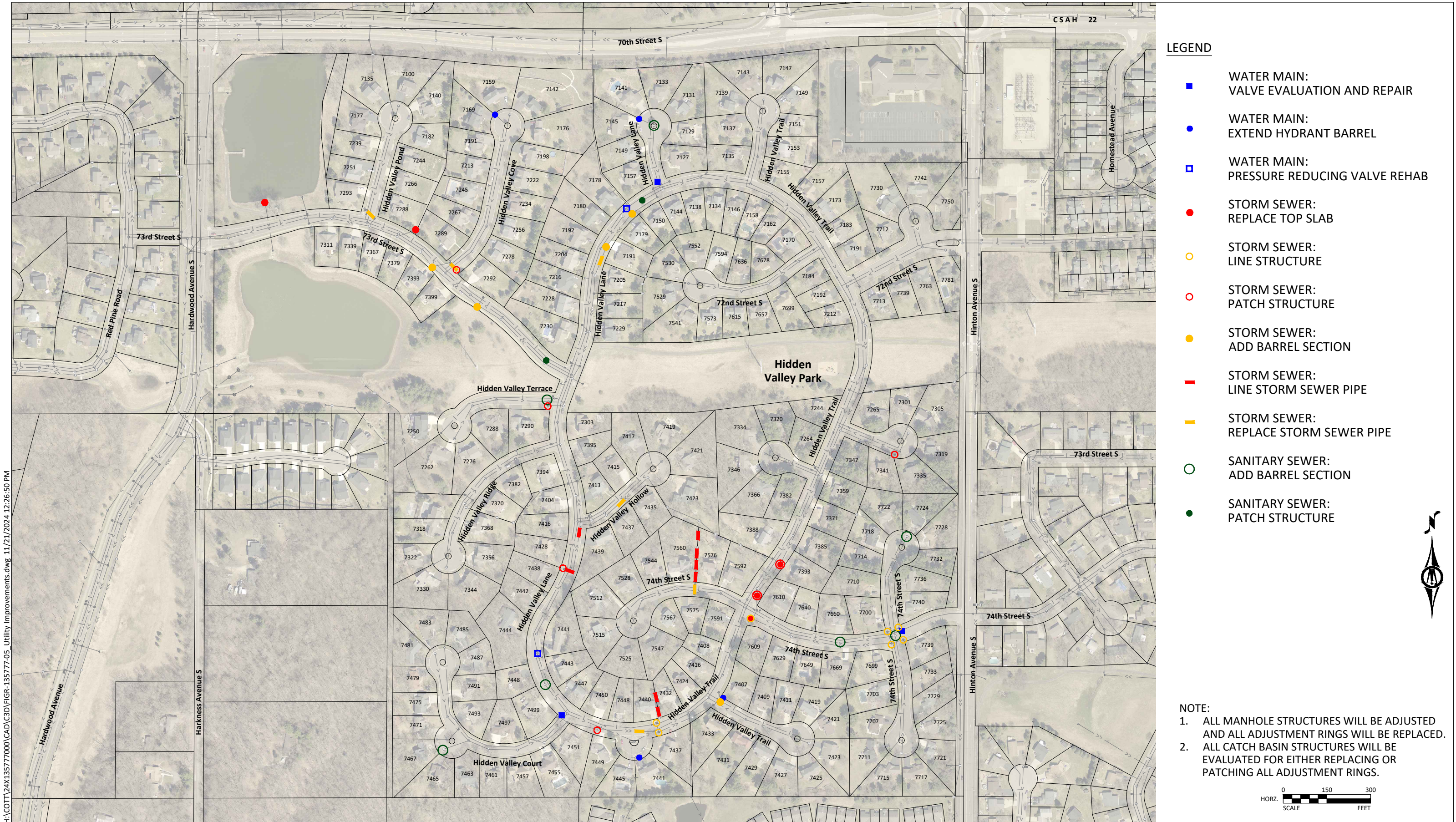
2025 PROJECT LIMITS

















City Council Action Request

7.EE.

Meeting Date 12/4/2024

Department Community Development

Agenda Category Action Item

Title Street Name Change – Preserve at Prairie Dunes and Pine Glen 7th Addition

Staff Recommendation Adopt Resolution 2024-173 approving the street name change for the segment of 100th Street South depicted on the Street Name Change Exhibit to Hamlet Avenue South in the Preserve at Prairie Dunes and Pine Glen 7th Addition.

Budget Implication N/A

Attachments

1.	Street Name Change CC Memo
2.	Street Name Change Exhibit
3.	Street Name Change Description
4.	Street Name Change Resolution

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

FROM: Samantha Pierret, Senior Planner

DATE: November 26, 2024

RE: Street Name Change – Preserve at Prairie Dunes and Pine Glen 7th Addition

Background

Due to the realignment of 100th Street through the Preserve at Prairie Dunes, plat a portion of former 100th Street must be renamed to avoid confusion.

Staff is proposing to rename the segment of former 100th Street South from the intersection with Hamlet Avenue South to the intersection with Hadley Avenue South to Hamlet Avenue South (depicted on the Street Name Change Exhibit attached). This road segment is partially within the Preserve at Prairie Dunes (southerly 33 feet of right-of-way) and partially within the Pine Glen 7th Addition (northerly 53 feet of right-of-way).

This street name change will not affect the addressing of the parcels within the Pine Glen Villas as these properties are all addressed from Hamlet Court South and not the street segment in question. The apartments proposed to be constructed on Lot 1 Block 1 of the Preserve at Prairie Dunes plat will be addressed off Hamlet Avenue South.



Recommendation

The City Council is recommended to adopt Resolution 2024-173 approving the street name change for the segment of 100th Street South depicted on the Street Name Change Exhibit to Hamlet Avenue South in the Preserve at Prairie Dunes and Pine Glen 7th Addition.



Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 – Suite E130
Oakdale, MN 55128

Phone: (651) 704-9970
Bolton-Menk.com

November 12, 2024

STREET NAME CHANGE DESCRIPTION

Of:

100TH STREET SOUTH, COTTAGE GROVE

For:

City of Cottage Grove

BMI Project: 336: Hamlet Avenue

The following description is for changing the name of a part of 100th Street South to Hamlet Avenue South in Cottage Grove:

That part of 100th Street South, as dedicated in the plat of PINE GLEN 7TH ADDITION, according to said plat on file and of record in the office of the County Recorder, in and for, Washington County, Minnesota and that part of said 100th Street South, as dedicated in the plat of PRESERVE AT PRAIRIE DUNES, according to said plat on file and of record in said office of the County Recorder which lies westerly of and contiguous with the easterly line and its southerly extension of Hamlet Avenue South, as dedicated in the plat of PINE GLEN 5TH ADDITION, according to said plat on file and of record in said office of the County Recorder.

Sincerely,

Bolton & Menk, Inc.

Ronald P. Alwin, PS

Minnesota Licensed Land Surveyor No. 17765

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-173

**A RESOLUTION APPROVING THE CHANGE OF A STREET NAME FROM
100TH STREET SOUTH TO HAMLET AVENUE SOUTH IN THE
PLATS KNOWN AS PRESERVE AT PRAIRIE DUNES AND
PINE GLEN 7TH ADDITION**

WHEREAS, Preserve at Prairie Dunes and Pine Glen 7th Addition are plats of record and contain a publicly dedicated street which was named 100th Street South; and

WHEREAS, 100th Street South has been realigned and this segment has been separated from the new alignment.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves the change of street name from 100th Street South to Hamlet Avenue South in the plats known as Preserve at Prairie Dunes and Pine Glen 7th Addition.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.FF.

Meeting Date 12/4/2024

Department Administration

Agenda Category Action Item

Title Joint Powers Agreement For Maintenance of Century/Geneva Ave. So.

Staff Recommendation Approve of the Joint Powers Agreement between the City of Cottage Grove and the City of Newport for Joint Responsibilities of Century/Geneva Avenue South.

Budget Implication N/A

Attachments

1.	JPA With Newport REV
2.	Cottage Grove-Newport Road JPA

TO: Honorable Mayor and Council

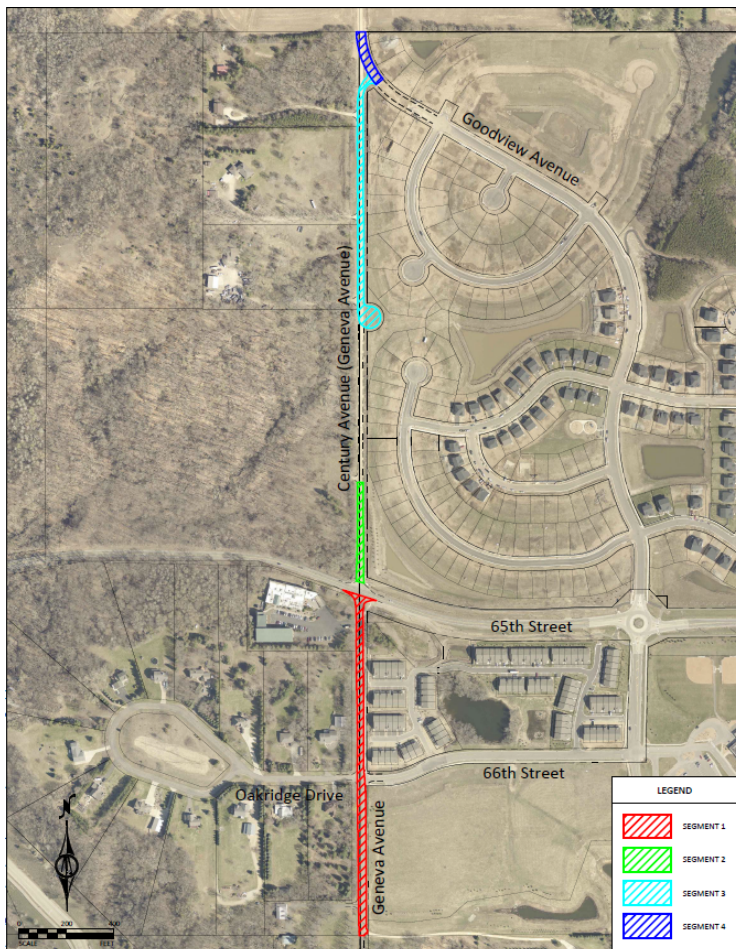
FROM: Jennifer Levitt, City Administrator

DATE: November 15, 2024

RE: Joint Powers Agreement for Maintenance of Century/Geneva Ave S

Discussion

The City of Cottage and the City of Newport have jointly maintained the border road known as Genevia/Century for many years. The maintenance activities have always been done based upon mutual agreement and understanding of each city's roles. As modifications are being made to Century Avenue north of 65th Street as part of the Hawthorne development it was deemed an appropriate time to memorialize the maintenance activities, roles and responsibilities for each community. The roadway is broken down into four segments.



Segment 1: The City of Cottage Grove is responsible for snow plowing, tree trimming, pothole patching, crack filling and minor maintenance.

Segment 2: This section of roadway has been removed and no maintenance is required for this section.

Segment 3: This section is the sole responsibility of the City of Newport for all minor and major maintenance and plowing of the roadway.

Segment 4: This section is the sole responsibility of the City of Cottage Grove for all minor and major maintenance and plowing of the roadway.

This agreement has been reviewed by the City of Newport and they have agreed to the terms and conditions of the JPA which align our past practices and current discussions related to the changes of the roadway through the Hawthorn development. As part of this agreement there are no additional costs or financial burden to Cottage Grove from past practice. The terms and conditions align with the direction and intent of the plat changes and right-of-way as part of the Hawthorne development.

Recommendation

Approve of the Joint Powers Agreement between the City of Cottage Grove and the City of Newport for Joint Responsibilities of Century/Geneva Avenue South.

**JOINT POWERS AGREEMENT BETWEEN
THE CITY OF COTTAGE GROVE
AND THE CITY OF NEWPORT
FOR JOINT RESPONSIBILITIES OF CENTURY AVENUE/GENEVA AVENUE
SOUTH**

This Agreement is made by and between the City of Cottage Grove (“Cottage Grove”), a Minnesota municipal corporation and the City of Newport (“Newport”), a Minnesota municipal corporation, referred to individually as a “Party” or collectively as the “Parties.”

WHEREAS, under Minn. Stat. §471.59, the Parties are empowered to engage in such agreements as are necessary to exercise their powers; and

WHEREAS, Newport and Cottage Grove are political subdivisions of the State of Minnesota with the authority to construct, improve, manage and pay for rights of way and other public improvements, as provided by law; and

WHEREAS, Cottage Grove and Newport jointly own a road that is identified as Geneva Avenue South in Cottage Grove and Century Avenue in Newport, and which located beginning at the northern city limits of Cottage Grove to the southern city limits of Newport (the “Road”); and

WHEREAS, the Parties desire to identify the roles, responsibilities and division of costs between the Parties regarding each segment of the Road.

NOW THEREFORE, for mutual consideration, the receipt of which the Parties hereby acknowledge, the Parties agree as follows:

1. Purpose.

The purpose of this Agreement is to set forth the terms and conditions between Cottage Grove and Newport regarding the responsibilities for each segment of the Road.

2. Term of Agreement

- A. Effective Date. The Effective Date of the Agreement is the last date the Agreement is signed by both Parties.
- B. Termination. This Agreement may be terminated by mutual written agreement of the Parties or upon 180 days’ written notice by one Party to the other Party. The Party proposing to terminate must include a proposed alternative shared road agreement with its notice to terminate. The Parties agree to work in good faith to negotiate the terms of a new agreement prior to the termination of this Agreement.

3. Right of Entry

Each Party hereby grants the other and to its employees, agents and contractors access to the Road and adjacent rights of way for the purpose of fulfilling each Party's obligations under this Agreement.

4. Road Responsibilities for Each Segment

A. Segment 1

- i. Segment 1 is the portion of the Road from 65th Street South southerly to the city limit of Newport, as depicted on Exhibit A.
- ii. Cottage Grove shall be responsible for snow plowing, tree trimming, pothole patching, crack sealing and other minor maintenance of Segment 1 ("Minor Maintenance"), at no cost to Newport.
- iii. The Parties shall equally share any major maintenance, widening, rebuilding, improvements, or rehabilitation, including a mill and overlay or replacement of Segment 1 ("Major Maintenance"). If either Party proposes to improve Segment 1 of the Road through Major Maintenance or any other activity not addressed in this Agreement with the expectation that the other Party will share in the costs of the Major Maintenance project, the Party proposing the project shall provide the other Party at least 12 months' notice of the proposed project and obtain its written agreement to the cost share before undertaking the project. If the Parties do not agree to the need, scope, or other aspects of the proposed project, the advice of an engineer will be obtained with the costs of the engineer split equally between the Parties. Nothing in this Agreement shall limit or prohibit either Party from undertaking an improvement project on Segment 1, provided the work is done at its own costs, does not damage Segment 1, and does not interfere with the terms or purposes of this Agreement.
- iv. Cottage Grove will administer all Major Maintenance construction contracts related to Segment 1 and act as paying agent for all contracts, including indirect costs and easement acquisitions, if any. Cottage Grove shall present Newport with itemized invoices. Newport shall reimburse Cottage Grove for its share of the costs incurred within 30 days from the presentation of the invoices. If any portion of the invoices are questioned by Newport, the remainder of the invoice shall be promptly paid and accompanied by a written explanation of the amounts in question. Payment of any amounts in dispute will be made following good faith negotiations and documentation of the actual costs incurred in carrying out the work. Each Party shall be solely responsible for its share of the cost of the Major Maintenance. Each Party shall be responsible for levying of any special

assessments against properties within its respective municipal boundaries if it chooses to assess some or its entire share of the costs.

B. Segment 2

- i. Segment 2 is the portion of the Road from the cul-de-sac southerly to 65th Street South, as depicted on Exhibit B.
- ii. Newport, pursuant to its Resolution 2024-58, closed this portion of Century Avenue (Segment 2).
- iii. Cottage Grove abandoned this portion of Geneva Avenue South (Segment 2) and has no intentions of conducting roadway maintenance or improvements. Cottage Grove shall retain its right of way interest in Segment 2.
- iv. Neither Party shall have any responsibility for roadway maintenance or improvements to Segment 2.

C. Segment 3

- i. Segment 3 is the portion of the Road from Goodview Avenue southerly to the cul-de-sac, as depicted on Exhibit C.
- ii. Newport shall have sole responsibility for all Minor Maintenance, Major Maintenance and improvements to Segment 3 in any manner it deems appropriate.
- iii. Cottage Grove shall not be responsible for any maintenance or costs related to Segment 3, including costs related to Major Maintenance.

D. Segment 4

- i. Segment 4 is the portion of the Road from the Cottage Grove northern city limits southerly to Goodview Avenue South, as depicted on Exhibit D.
- ii. Cottage Grove shall have sole responsibility for all Minor Maintenance, Major Maintenance and improvements to Segment 4, in any manner it deems appropriate.
- iii. Newport shall not be responsible for any maintenance or costs related to Segment 4, including costs related to Major Maintenance.

- E. Failure to Adequately Maintain.** Should either Party, after being notified in writing with at least 30-days' notice, fail to adequately maintain any Segment of the Road which that Party has agreed to maintain pursuant to this Agreement, the

non-breaching Party may perform such work or cause it to be performed to properly and adequately maintain that portion of the Shared Road Segments and shall be reimbursed by the other Party.

- F. The Parties will coordinate any public meetings and public outreach that may be necessary to ensure residents are properly informed of any maintenance or improvements to any segments of the Road.

5. Authorized Representatives

- A. Cottage Grove's authorized representative is:

Jennifer Levitt, City Administrator
12800 Ravine Parkway South
Cottage Grove, MN 55016
Email: jlevitt@cottagegrovemn.gov

- B. Newport's authorized representative is:

Joe Hatch, City Administrator
2060 – 1st Avenue
Newport, MN 55055
Email: jhatch@newportmn.gov

Any notice to be given under this Agreement shall be effective if delivered by certified or registered U.S. Mail, postage prepaid or hand delivered to the Party's authorized representative.

6. Assignments, Amendments, Waiver and Complete Agreement

- A. Assignment. Neither Party shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other Party.
- B. Amendments. Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by both Parties.
- C. Waiver. If either Party fails to enforce any provision of this Agreement, that failure does not waive the provision or that Party's right to enforce it thereafter.
- D. Complete Agreement. This Agreement contains all negotiations and agreements between the Parties. No other understanding regarding this Agreement, whether in written or oral form may be used to bind the Parties.

7. Liability

The undersigned Parties agree to defend, indemnify, and hold each other harmless from and against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of the other party's employees or agents. The Minnesota Tort Claims Act, Minnesota Statutes, Chapter 466, governs the Parties' liability. Nothing in this Agreement is intended to waive or limit the provisions of the Tort Claims Act. The total liability of all third-party claims arising out of a single occurrence shall not exceed the limit set forth for each Party. The limits of liability for the undersigned Parties may not be added together to determine the maximum amount of liability for any one party. The intent of this paragraph is to impose on each party a limited duty to defend and indemnify each other subject to the limits of liability under Minnesota Statutes, Chapter 466.

8. Insurance

Each Party agrees to maintain insurance in an amount consistent with Minnesota Statutes, Chapter 466. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing any services pursuant to this Agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

9. Dispute Resolution

The Parties agree to engage in good faith to attempt to resolve any disputes that may arise over the operation, maintenance, and costs of Major Maintenance related to the Road.

10. Government Data Practices

The Parties agree to comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

11. Records—Availability and Retention

Pursuant to Minn. Stat. § 16C.05, subd. 5, the Parties agree that any Party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the District and involve transactions relating to this Agreement.

12. Severability

The provisions of this Agreement shall be severable. If any part of this Agreement is rendered void, invalid or unenforceable, it shall not affect the validity and enforceability of the remainder of this Agreement.

10. Entire Agreement

These terms and conditions constitute the entire Agreement between the Parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.

11. Counterparts

This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

[Remainder of Page Intentionally Blank]

CITY OF COTTAGE GROVE

Myron Bailey, Mayor

Tamara Anderson, City Clerk

Date

STATE OF MINNESOTA)
) ss
COUNTY OF WASHINGTON)

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that the said instrument was signed in behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

CITY OF NEWPORT

Laurie Elliot
Mayor

Joe Hatch
City Administrator

Date

STATE OF MINNESOTA)
) ss
COUNTY OF WASHINGTON)

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Laurie Elliot and Joe Hatch to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Administrator of the City of Newport, the municipality named in the foregoing instrument, and that the said instrument was signed in behalf of said municipality by authority of its City Council and said Mayor and City Administrator acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

EXHIBIT A



Cottage Grove/Newport JPA
City of Cottage Grove

Segment 1
September 2024

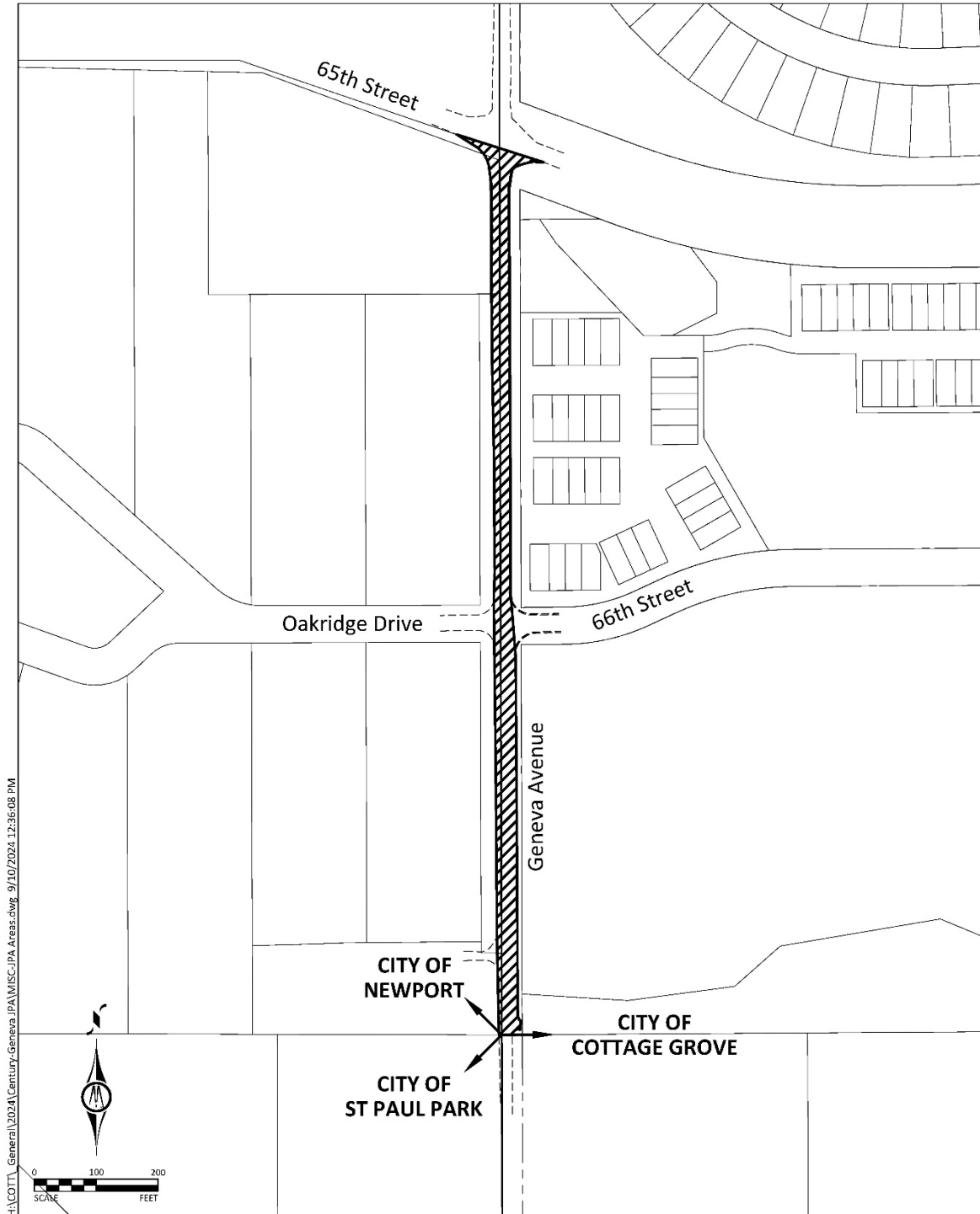


EXHIBIT B



Cottage Grove/Newport JPA
City of Cottage Grove

Segment 2
September 2024

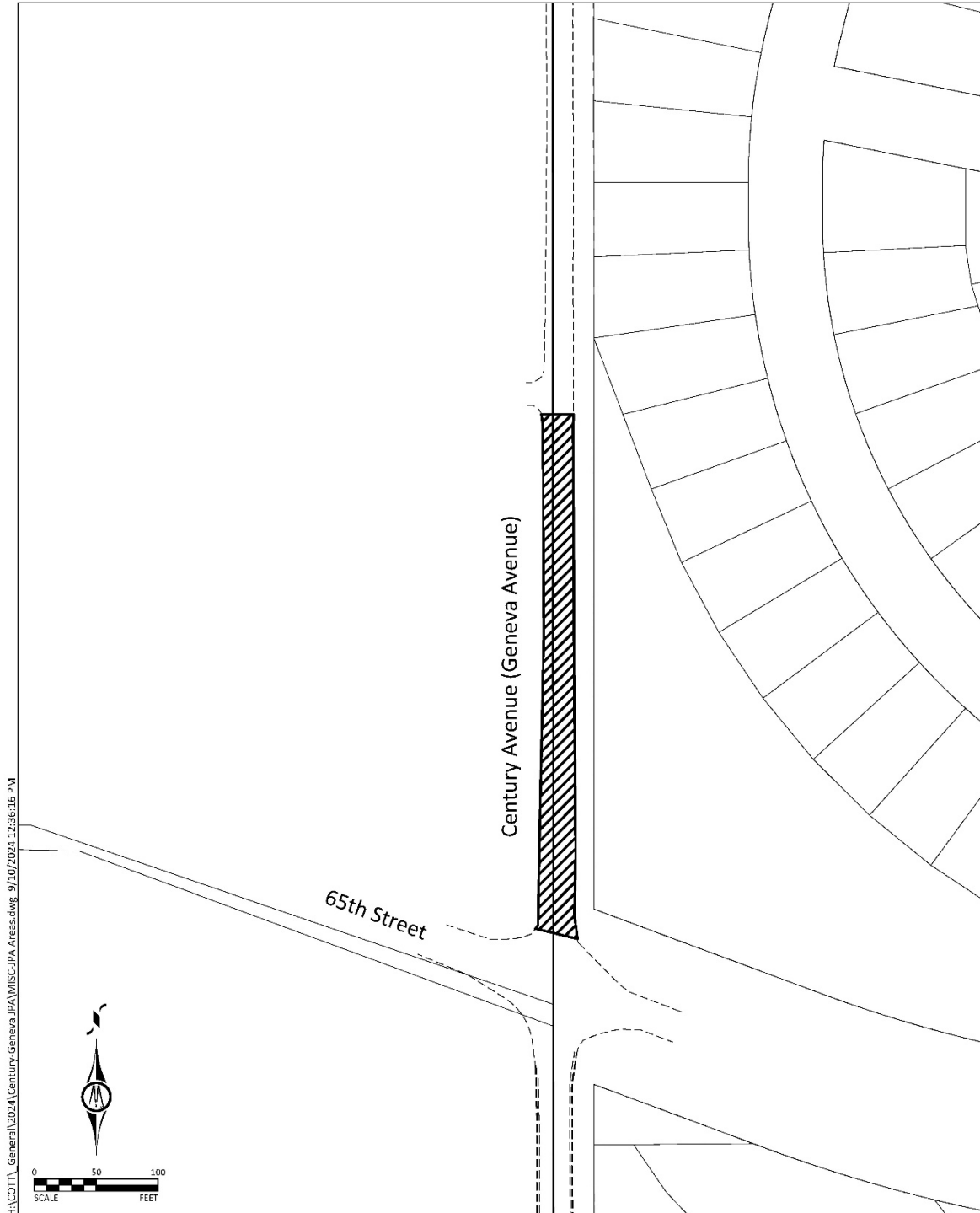


EXHIBIT C



Cottage Grove/Newport JPA
City of Cottage Grove

Segment 3
September 2024

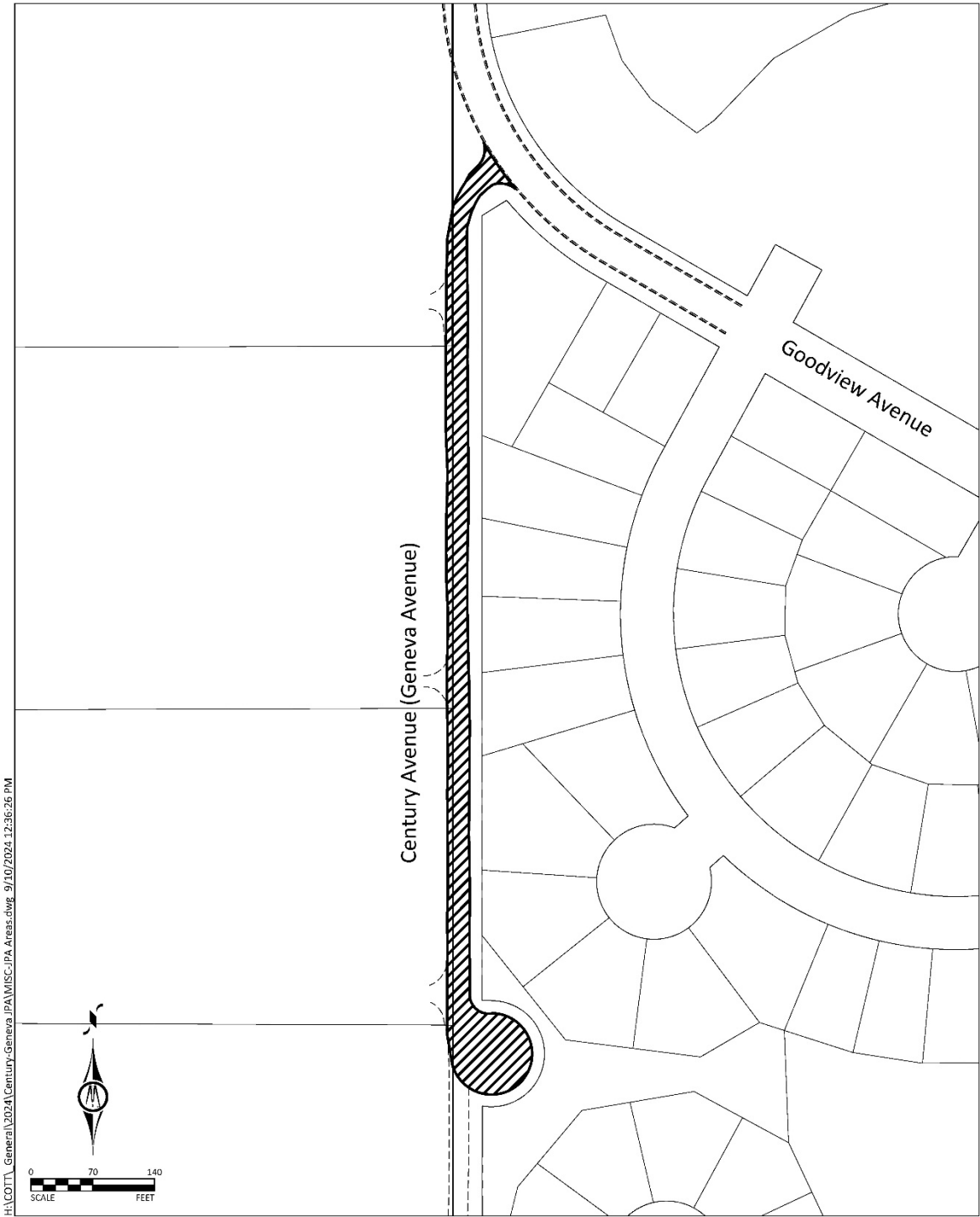
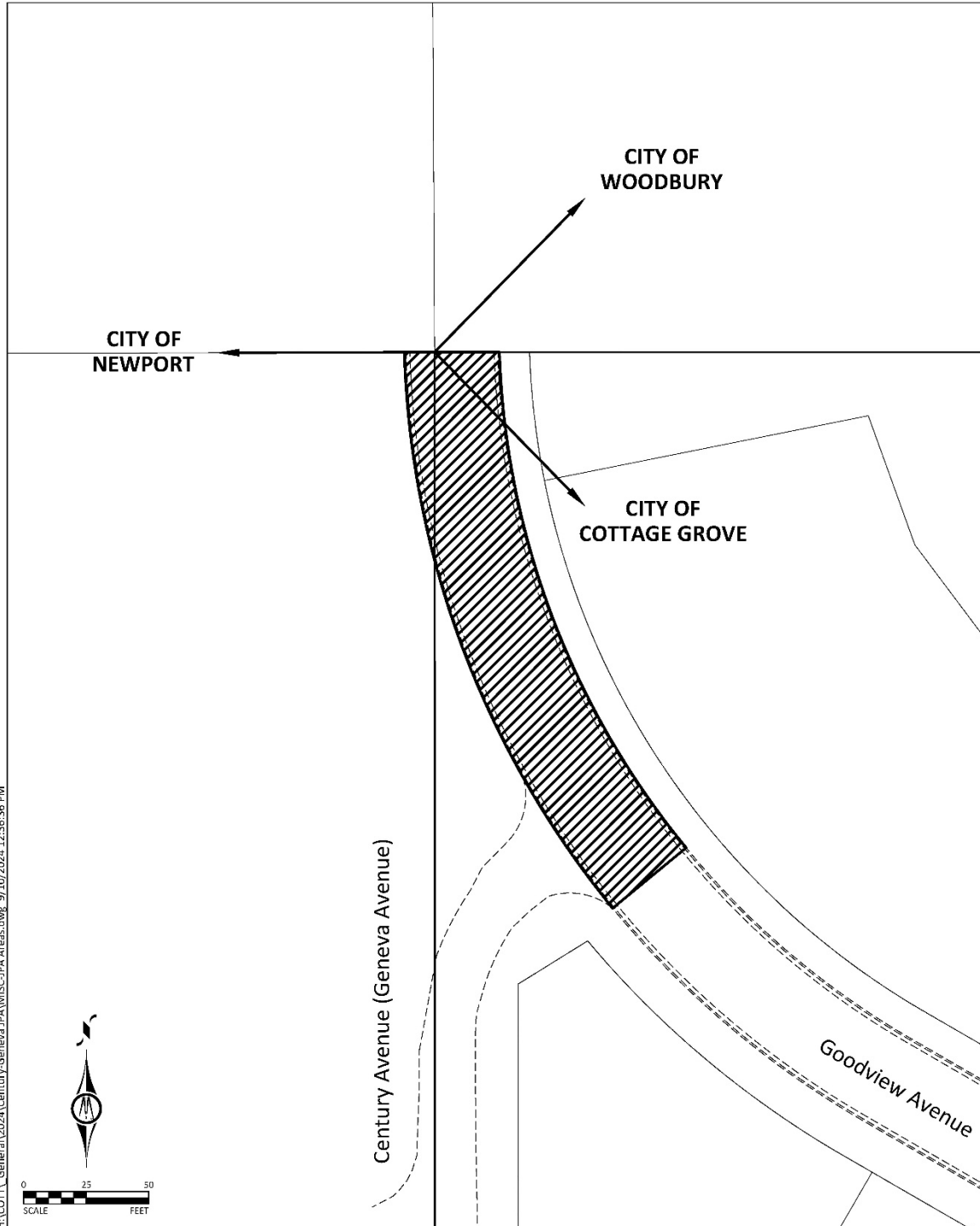


EXHIBIT D



Cottage Grove/Newport JPA
City of Cottage Grove

Segment 4
September 2024





City Council Action Request

7.GG.

Meeting Date	12/4/2024								
Department	Community Development								
Agenda Category	Action Item								
Title	Cottage Grove Logistics Park (NorthPoint Development) – Master Site Plan Amendment, Zoning Amendment, Conditional Use Permit (Data Center)								
Staff Recommendation	1) Adopt Ordinance No. 1086 approving the Zoning Amendment to rezone 38.85 acres of land from AG-2, Agricultural, to I-1, General Industrial District, and amend an existing PUD to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC. 2) Adopt Resolution 2024-176 rescinding Resolution 2021-166 and approving an amendment to the Cottage Grove Logistics Park Master Site Plan to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC, and approving a Conditional Use Permit (CUP) for a Data Center use over the Cottage Grove Logistics Park Master Site Plan under NP BGO Cottage Grove Logistics Park, LLC ownership.								
Budget Implication	N/A								
Attachments	<table><tr><td>1.</td><td>NorthPoint CC Memo</td></tr><tr><td>2.</td><td>NorthPoint Applicant Narrative</td></tr><tr><td>3.</td><td>NorthPoint Ordinance No. 1086</td></tr><tr><td>4.</td><td>NorthPoint Resolution</td></tr></table>	1.	NorthPoint CC Memo	2.	NorthPoint Applicant Narrative	3.	NorthPoint Ordinance No. 1086	4.	NorthPoint Resolution
1.	NorthPoint CC Memo								
2.	NorthPoint Applicant Narrative								
3.	NorthPoint Ordinance No. 1086								
4.	NorthPoint Resolution								

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

FROM: Emily Schmitz, Community Development Director

DATE: November 26, 2024

RE: Cottage Grove Logistics Park (NorthPoint Development) – Master Site Plan
Amendment, Zoning Amendment, Conditional Use Permit (data center)

Proposal

NorthPoint Development (NP BGO Cottage Grove Logistics Park, LLC) submitted the following applications for the Cottage Grove Logistics Park:

- A. Zoning Amendment to rezone 38.85 acres of land from AG-2, Agricultural, to I-1, General Industrial District, and amend the existing PUD to include the additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC.
- B. Amend the Cottage Grove Logistics Park Master Site Plan to include the additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC.
- C. A Conditional Use Permit (CUP) for a data center use over the Cottage Grove Logistics Park Master Site Plan under NP BGO Cottage Grove Logistics Park, LLC ownership.



Location Map

Review Schedule

Application Received: October 30, 2024

Acceptance of Completed Application: October 30, 2024

Planning Commission Date: November 25, 2024

City Council Date: December 4, 2024

60-Day Review Deadline: December 29, 2024

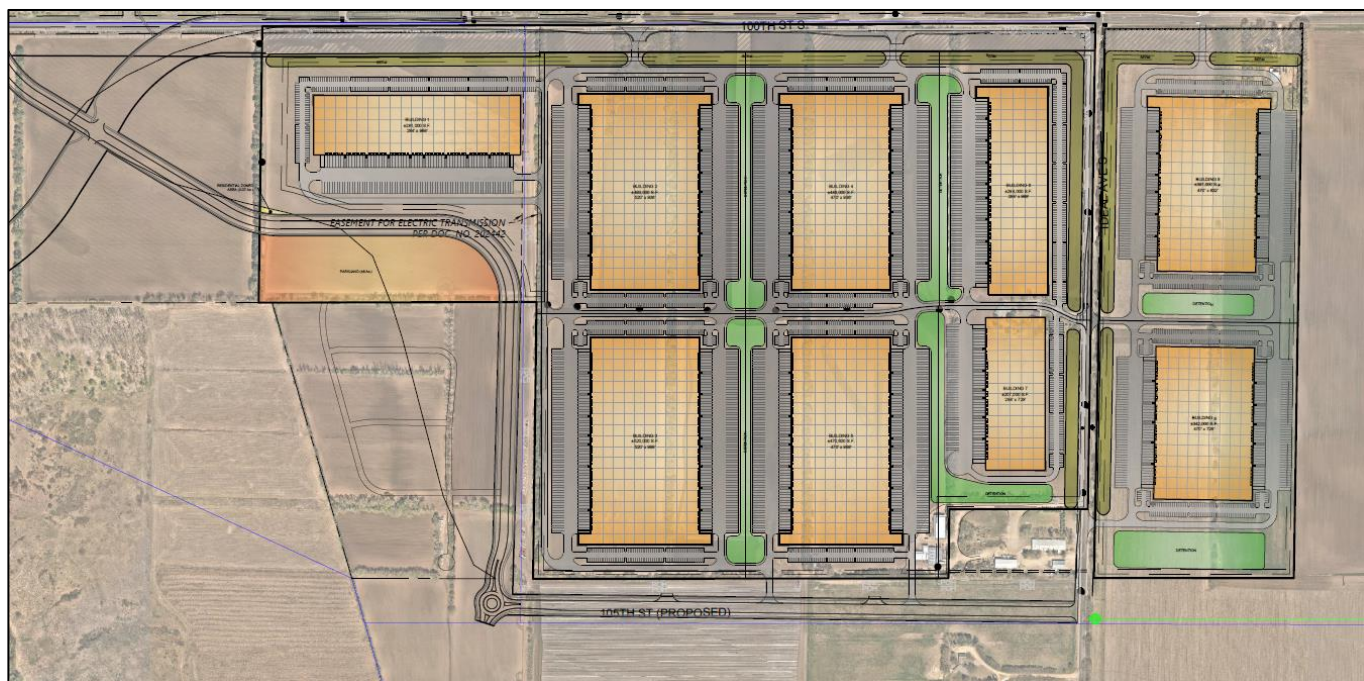
Background

NorthPoint Development, a Kansas City based development company, received approvals on December 15, 2021, for a Master Site Plan (Cottage Grove Logistics Park), a zoning amendment and PUD for approximately 252 acres of land, and a final plat. The plat consisted of the assemblage of property owned by five separate property owners. NorthPoint purchased each parcel and assembled with a final plat creating the individual parcels for Phase 1 and an outlot of the remaining acres for future phases.



Master Site Plan Area – Prior to Platting (2021)

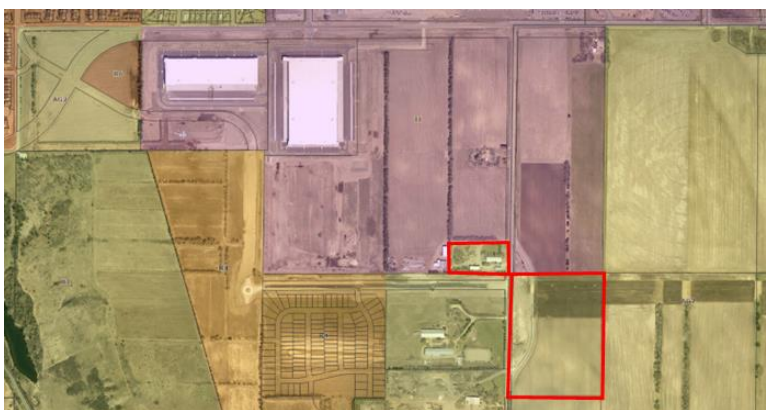
The Master Site Plan includes nine separate warehouse, manufacturing, distribution, and office space buildings as well as the ability to apply for additional planning approvals for uses as outlined in the zoning code within the I-1, General Industrial Zoning District. The development was approved as a phased development requiring a site plan review for each proposed phase within the Master Site Plan area.



Master Site Plan – Cottage Grove Logistics Park

The first phase of the development (Phase 1) was reviewed and approved by the City Council on April 6, 2022, for construction of the first two buildings within the Master Site Plan in the northwest corner. As part of Phase 1, the developer completed the required public improvements including construction of 105th Street extending west from Ideal Avenue as well as improvements to Ideal Avenue and the addition of a trail. The two buildings in Phase 1 have been constructed, totalling approximately 700,000 square feet.

The Applicant has since purchased additional parcels (38.85 acres) near the Master Site Plan area and is requesting the parcels be rezoned to align with the Comprehensive Plan (Industrial) and included in the PUD. These parcels were not under the ownership of the applicant at the time of approval of the Master Site Plan; therefore, they were not rezoned. However they were contemplated to be included in the Master Site Plan area if the applicant took ownership. In addition, the Applicant has applied for a Conditional Use Permit (CUP) for a data center use within the undeveloped areas of the Master Site Plan. While there is no specific end user at this time, securing the CUP would allow the project area to be positioned to adapt to current and potential market demand.



Parcels Proposed to be Rezoned and added to the PUD

Planning Commission Meeting

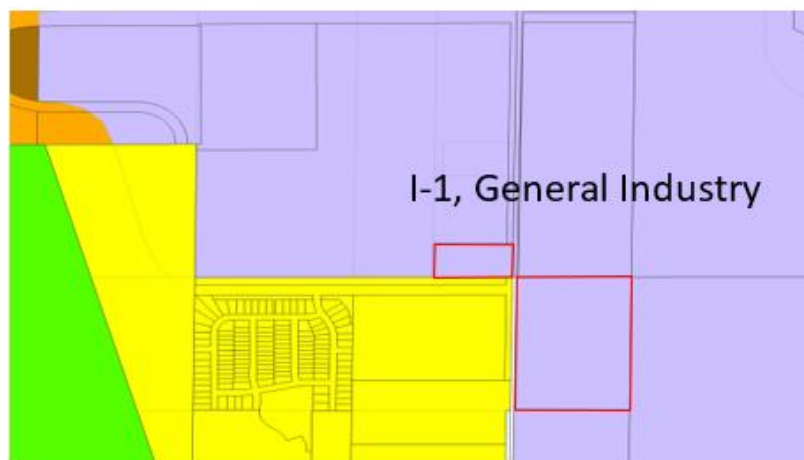
The City's Planning Commission reviewed and held a public hearing for the request at their November 25, 2024, meeting. The Planning Commission unanimously recommended approval of the requests (7-to-0 vote). The following is a summary of the testimony and comments heard:

- Were there major adjustments to the AUAR between the 2017 original and the updated AUAR in 2021?
 - Staff verified no large adjustments between the original 2017 Business Park AUAR and the updated AUAR in 2021. Impacts and mitigation for each of the uses evaluated remained the same.
- Clarification of the operations of a data center.
 - Staff clarified data centers are predominately a use interior to a building. The majority of activity occurs within a building given it is largely 'storage' of servers and other data storage devices.
- How to enforce noise if it is a nuisance?
 - Staff verified the conditions of the approval include any operations shall comply with the city's noise ordinances and a noise study shall be completed by an applicant for a data center use.
- How to regulate a use if approved prior to a site plan?
 - Staff described the difference between a CUP and a site plan. A CUP regulates the use or the activity on the site while a site plan reviews and evaluates proposed improvements to a site, i.e., building construction, parking lot etc.

Planning Considerations

Zoning Amendment

The additional 38.85 acres (two parcels) are proposed to be rezoned from AG-2, Agricultural, to I-1 General Industrial, which is consistent with the land use designation shown on the 2040 Comprehensive Plan Land Use Map. The proposed CUP (Data Center use) is permitted within the I-1, General Industry Zoning District with a CUP.



2040 Land Use Map

Master Site Plan Amendment

The Master Site Plan Resolution must be amended to add the additional parcels.



Amended Master Site Plan Area

Conditional Use Permit

The Applicant is proposing a conditional use permit (CUP) for a data center use to be permitted within the remainder of the Master Site Plan area consistent with permitted uses with a CUP in the I-1, General Industrial zoning district. A data center use can bring challenges such as high utility use and, given the large scale of development, environmental impacts. New technology allows for these uses with lesser impact to local utilities such as water usage. In addition, an AUAR has been completed covering the City's Business Park, which is a tool used to better understand how potential development may impact the environment of their community. This review includes an EAW (Environmental Assessment Worksheet), which analyzes potential environmental impacts resulting from potential development scenarios. The AUAR was updated in 2021 and evaluated 1,767 acres within the study area recognizing the area has been the subject of large business searches through the Department of Employment and Economic Development (DEED) and Greater MSP. Understanding one major impediment of successfully becoming the recipient of a business of statewide significance is the time necessary to complete all required environmental review on a case-by-case basis. The AUAR offers business/industrial sites within the Business Park AUAR to be better positioned for a timelier entitlement process for potential development users. The 2017 and updated 2021 AUAR evaluated two separate development scenarios: a

major technology center and major distribution use, both of which are consistent with the City's 2040 Comprehensive Plan. The AUAR evaluated both specific uses that are contemplated for this project area and determined that no additional environmental review was required given the minimal environmental impacts; however, the AUAR requires projects of a certain size to complete a habitat assessment and Phase 1 archeological study.

A CUP also requires evaluation of potential impacts to traffic, noise, and screening. Comparative to a distribution use, a data center tends to create minimal impacts. These types of uses have limited truck traffic as they are not requiring consistent deliveries or transfer of goods, thus improving the level of service of traffic in the area. Much of the traffic will be passenger vehicles from employees, which has been accounted for as part of the AUAR review as well as traffic evaluation as part of the logistics park approvals and would maintain the level of service on adjacent roadways. All data center activity is typically within the buildings, and any exterior equipment will be required to meet the city's noise ordinances. As with all development adjacent to a major road, additional screening will be required as part of a site plan review to ensure minimal visual impact and remain consistent with the landscape and screening of the City's existing Business Park.

Site Plan

The applicant will be required to submit a complete set of civil plans at such time a planning application for a site plan is submitted for review, including but not limited to a tree inventory, landscape plan, applicable parking, as well as site utility and public improvements as required by the City Engineer and Public Works Director.

Platting

At the time of submittal of a site plan review for a development phase within the Cottage Grove Logistics Park Master Site Plan area, the applicant will be required to submit a preliminary and final plat that includes the additional 38.85 acres of land into the development.

Public Hearing Notices

The public hearing notice was published in the *St. Paul Pioneer Press* and mailed to 23 property owners within 500 feet of the property as well as the River Acres Neighborhood on November 13, 2024.

Recommendation

That the City Council take the following actions:

1. Adopt Ordinance No. 1086 approving the Zoning Amendment to rezone 38.85 acres of land from AG-2, Agricultural, to I-1, General Industrial District, and amend an existing PUD to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC.
2. Adopt Resolution 2024-176 rescinding Resolution 2021-166 and approving an amendment to the Cottage Grove Logistics Park Master Site Plan to include an additional 38.85 acres of land owned by NP BGO Cottage Grove Logistics Park, LLC, and approving a Conditional Use Permit (CUP) for a Data Center use over the Cottage Grove Logistics Park Master Site Plan under NP BGO Cottage Grove Logistics Park, LLC ownership.

Subject: Request for Rezoning of Remaining Parcels and Conditional Use Permit for Undeveloped Parcels – Cottage Grove Logistics Park

Dear Cottage Grove Team,

I hope this message finds you well. We are writing to address the two remaining parcels (highlighted in red in the attached map) that are part of our overall land assemblage for the Cottage Grove Logistics Park. These parcels were inadvertently excluded from the previous rezoning process applied to the rest of the development site.

In order to ensure consistency and alignment with the existing zoning designations across the entire project area, we respectfully request that these remaining parcels be considered for rezoning to match the current zoning of the adjacent properties within Cottage Grove Logistics Park. This rezoning is critical for the *cohesive development and long-term* planning of the park and will allow us to proceed with the next phases of construction and infrastructure improvements.

Additionally, we are requesting a Conditional Use Permit to apply for all undeveloped parcels within Cottage Grove Logistics Park. This permit is intended to support the potential development of data centers within the park, allowing us the flexibility to align future infrastructure and development with the evolving needs of the industry. For reference, please see the second exhibit, which highlights the boundaries of the land included in this Conditional Use Permit request. This addition will help ensure that our project is well-positioned to adapt to current and anticipated demand while maintaining compliance with city regulations.

We appreciate your time and attention to this matter and look forward to working with you throughout the rezoning and CUP process. Should you require any further information or documentation, please do not hesitate to reach out.

Thank you for your consideration.

Charlie Cannon
Development Associate

C 630.312.9155
www.BeyondTheContract.com



CHICAGO OFFICE

3010 Highland Parkway, Suite 440, Downers Grove, IL 60515

CORPORATE OFFICE

3315 N. Oak Trafficway | Kansas City, MO 64116

CITY OF COTTAGE GROVE, MINNESOTA
ORDINANCE NO. 1086

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA
AMENDING CITY CODE TITLE 11-2-6, ZONING MAP, VIA REZONING
CERTAIN PROPERTY IN SECTION 29 FROM AG-2, AGRICULTURAL,
TO I-1, GENERAL INDUSTRIAL, AND INCLUDED IN THE PUD, PLANNED UNIT
DEVELOPMENT APPROVED BY ORDINANCE 1050**

The City Council of the City of Cottage Grove, Washington County, Minnesota, does ordain as follows:

SECTION 1. AMENDMENT. The City of Cottage Grove's Official Zoning Map as referenced in Section 11-2-6 of the "Code of the City of Cottage Grove," County of Washington, State of Minnesota, shall be amended by rezoning approximately 38.85 acres of land legally described below from AG-2, Agricultural, to I-1, General Industrial, with a PUD, Planned Unit Development:

Lot 2, Block 1, Smallidge Fields, Washington County, Minnesota.

AND

The South 330 feet of the East half of the East Half of the Northeast Quarter, of Section 29, Township 27 North, Range 21, West, City of Cottage Grove, in Washington County, Minnesota.

SECTION 2. REZONING. The Official Zoning Map shall be amended by changing the zoning classification of the 38.85 acres of land legally described above from AG-2, Agricultural, to I-1, General Industrial, with a PUD, Planned Unit Development, based on the following findings:

- A. The proposed I-1, General Industrial District, and its development standards with the PUD, Planned Unit Development designation, is consistent with the industrial land use designation in the Future Land Use Map of the City's Future Vision 2040 Comprehensive Plan (October 2020).
- B. The Land Use Map in the 2040 Comprehensive Plan identifies the future land use development of the applicant's property for industrial land uses. The developer is proposing construction of approximately 3.4 million square feet of warehouse, manufacturing, distribution, and office building space, which is consistent with the City's Future Vision 2040 Comprehensive Plan.
- C. The property is within the MUSA and can be properly served by public utilities.

SECTION 3. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire Official Zoning ordinance:

“The City of Cottage Grove’s Official Zoning Map (City Code Title 11-2-6) shall be amended by rezoning approximately 38.85 acres of land generally located south of 100th Street from AG-2, Agricultural, to I-1, General Industrial, with a PUD, Planned Unit Development.”

SECTION 4. EFFECTIVE DATE. This ordinance amendment shall be in full force and effective from and after adoption and publication according to law.

Passed this 4th day of December, 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *Saint Paul Pioneer Press* on DATE.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-176

**A RESOLUTION RESCINDING RESOLUTION 2021-166 AND APPROVING
A MASTER SITE PLAN FOR THE COTTAGE GROVE LOGISTICS PARK AND
A CONDITIONAL USE PERMIT FOR A DATA CENTER USE OVER THE
COTTAGE GROVE LOGISTICS PARK MASTER SITE PLAN AREA**

WHEREAS, NorthPoint Development (NP BGO Cottage Grove Logistics Park, LLC), was granted Master Site Plan approval on December 15, 2021 (Resolution 2021-166) for a master site plan review for a 3.4 million square foot warehouse, distribution, manufacturing, and office space development, on approximately 252 acres, located on property legally described as:

The West Half of the Northeast Quarter of Section 29, Township 27, Range 21, Washington County, Minnesota

And

The West Half of the East Half of the Northeast Quarter of Section 29, Township 27 North, Range 21 West, Washington County, Minnesota.

And

The Northeast Quarter of the Northwest Quarter of Section 29, Township 27 North, Range 21 West, Washington County, Minnesota.

And

The East half of the East half of the Northeast Quarter of Section 29, Township 27 North, Range 21 West City of Cottage Grove, Washington County, Minnesota.

EXCEPT the South 330 feet.

And

The West three-eighths (3/8) of the Northwest Quarter of Section 28, Township 27 North, Range 21 West, Washington County, Minnesota.

EXCEPT that land conveyed to the City of Cottage Grove in Warranty Deed dated April 14, 2000, recorded May 26, 2000, as Document No. 3105702, described as follows:

That part of the West three-eighths (3/8) of the Northwest Quarter of Section 28, Township 27 North, Range 21 West, Washington County, Minnesota, described as follows: Beginning at the southwest corner of the said Northwest Quarter; thence North 00° 53' 28" East, assumed bearing along the West line of the said Northwest Quarter, a distance of 2646.81 feet to the northwest corner of the said Northwest Quarter; thence South 89° 53' 43" East, along the north line of the said Northwest Quarter, a distance of 983.14 feet to the northeast corner of the said West 3/8ths of the Northwest Quarter; thence South 00° 19' 37" West along the east line of the said West 3/8ths of the Northwest Quarter a distance of 24.55 feet; thence South 89° 51' 33" West a distance

of 935.63 feet; thence South 01° 09' 18" West a distance of 2618.39 feet to the south line of the said Northwest Quarter; thence North 89° 58' 53" West, along said south line, a distance of 35.76 feet to the point of beginning.

WHEREAS, NorthPoint Development has applied for an amendment to their Master Site Plan to add an additional 38.85 acres and a conditional use permit for a data center use over all property within the Cottage Grove Logistics Park Master Site Plan area ("Logistics Park"); and

WHEREAS, many conditions in Resolution 2021-166 have been completed and therefore are no longer relevant, and the additional acreage and use provides an opportunity to replace the prior Master Site Plan approval with a new Resolution that contains updated and relevant conditions; and

WHEREAS, public hearing notices were mailed to property owners within 500 feet of the property and a public hearing notice was published in the St Paul Pioneer Press; and

WHEREAS, a planning staff report, which detailed specific information on the property and the application request was prepared and presented; and

WHEREAS, the Planning Commission held the public hearing on November 25, 2024; and

WHEREAS, the public hearing was open for public testimony and testimony from the applicant and the public was received and entered into the public record; and

WHEREAS, the Planning Commission, on a 7-to-0 vote, recommended that the City Council approve the amendment to the Cottage Grove Logistics Park Master Site Plan to include an additional 38.85 acres and a conditional use permit for a data center use.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves the rescission and replacement of the Cottage Grove Logistics Park Master Site Plan that includes the original property and uses and an additional 38.85 acres and a conditional use permit for a data center use on land legally described on the attached Exhibit A, subject to the following conditions of approval:

1. The Developer is permitted to construct 3.4 million square feet of warehouse, light manufacturing, distribution, data center, and office space within the approved Master Site Plan. A 10 percent increase in square footage may be approved upon administrative review and approval by the Community Development Director.
2. The Master Site Plan and conditional use approval shall expire three years from the date of City Council approval unless a building permit has been requested or a time extension has been granted by City Council.
3. Permitted, conditional, and accessory uses within the Planned Unit Development shall be consistent with the underlying zoning districts except that uses as reviewed and approved by the Community Development Director may be permitted.

4. All future buildings shall be reviewed and approved through the Site and Building Plan process and shall meet or exceed the requirements of the City's architectural and parking ordinances.
5. All future site plans for the Master Site Plan area shall be designed in a manner consistent with the approved Site Plan including, interior lighting, signage, and architectural materials.
6. The Developer shall be responsible for dedication of or cash in lieu of 10 percent of the developable area of the proposed Master Site Plan.
7. The Developer and/or landowner shall be responsible for the maintenance and upkeep of the proposed sound wall.
8. All HVAC and other roof- or ground-mounted equipment shall be hidden from view with materials that match materials and colors used on the building.
9. Any future trash enclosures shall be constructed on three sides using the same materials and patterns used on the building. Locations shall be approved by the Planning Department.
10. No exterior storage shall be permitted unless in accordance with City Code Title 11-9-2.
11. A right-of-way permit shall be required for work performed within the City or County right-of-way.
12. A maintenance agreement shall be required for all proposed private stormwater ponding, interior lighting, and private utilities within the site.
13. No storage of snow is permitted within stormwater basins.
14. Truck and/or truck and trailer parking and idling within the right-of-way of 100th Street, 105th Street, and Ideal Avenue is prohibited.
15. A cross access and parking agreement between proposed buildings and adjacent parcels, if necessary, shall be required and recorded with each phase of development.
16. Final architectural plans, lighting, and exterior construction materials and colors must be reviewed and approved by the Planning Department prior to the issuance of a building permit.
17. All applicable permits (i.e.; building, electrical, grading, mechanical, right-of-way) must be completed, submitted, and approved by the City prior to the commencement of any construction activities. Detailed construction plans must be reviewed and approved by the Building Official or City Engineer.

18. Prior to submittal of the building permit application, all comments related to the civil site, utility, landscaping, grading, and building construction plans must be addressed and plans revised accordingly.
19. Prior to the issuance of a certificate of occupancy, the applicant shall submit as-built survey plans in electronic format (pdf and dwg) for the site grading and all public and private utilities.
20. Water main, sanitary sewer, and storm sewer improvements shall be constructed per Cottage Grove detail plates and construction specifications.
21. Prior to the release of any final plats for recording, public drainage and utility easements shall be dedicated over all surface water storage areas, cross site conveyance routes, and underground water utility infrastructure.
22. Upon completion of the 100th Street extension from Jamaica Avenue to Highway 61, including a bridge over the Canadian Pacific Railroad, all truck traffic from the Cottage Grove Logistics Park shall use this roadway to access Highway 61.
23. Upon completion of each phase of the development the Developer shall be required to review traffic generation and intersection level of service to ensure consistency with the project traffic study.
24. If a future use is proposed that has a greater traffic impact than contemplated in this study, the traffic study shall be updated to verify that all intersections in the project area will continue to operate at acceptable levels upon full build-out with the new use. If this is not the case, such a use will not be approved without approved mitigation measures to address the increased traffic.
25. Truck dock doors on buildings are required to be closed at all times.
26. All access off 100th Street shall meet Washington County's spacing guidelines and be reviewed and approved by Washington County.
27. The applicant shall ensure that each building located within the Cottage Grove Logistics Park has adequate radio coverage for the Minnesota Regional Radio Communications System, including but not limited to firefighters and police officers. The applicant shall have each building tested for 800 MHz radio coverage at the time the shell building is completed and before a Certificate of Occupancy is issued. Re-testing of the entire building for 800 MHz radio coverage at the time the building is 70 percent completed with tenant finishes. If radio coverage testing fails within a building, the installation of the bi-directional 800 MHz signal enhancement system shall be completed within 180 days of the testing report.
28. The final grading and erosion plan shall be approved by the City Engineer. The grading and erosion control plan for the site must comply with NPDES II Permit requirements. Erosion control devices must be installed prior to commencement of any grading activity. Erosion control must be performed in accordance with the recommended

practices of the "Minnesota Construction Site Erosion and Sediment Control Planning Handbook" and the conditions stipulated.

29. The grading plan and site grading of the property shall be consistent with the approved surface water management plan.
30. All concrete and bituminous surfaces on the site must always be maintained in good workmanship like condition.
31. All fencing and retaining wall materials shall be complementary to the building materials and shall be approved in writing by the Planning Department prior to issuance of a building permit. Retaining walls greater than four (4) feet in height shall be engineered and detailed calculations should be submitted to the City. All fencing shall be reviewed and approved by the Community Development Department prior to installation.
32. A noise study and/or noise mitigation shall be required as specified by the City at any time.
33. The Developer shall be required to mitigate 3,731 caliper tree inches prior to the Master Site Plan area build out. Each landscape plan per phase shall be calculated separately and mitigation inches outlined clearly on the landscape plan. Mitigation inches not replaced on site as part of development will be required to be paid as cash in lieu of planting at time of Master Site Plan area build out.
34. A final landscape plan shall be submitted with a site plan review and final plat application for each phase of development of the Master Plan area.
35. Irrigation shall be provided for all sodded and landscaped areas including berms to back of curb of public right-of-way including back of curb of Ideal Avenue and 105th Street.
36. All areas of the site, where practical, shall be sodded and maintained. The development shall mow and maintain all site boulevards to the curb line of the public streets.
37. Prior to the release of the building permit for each phase, a bona fide cost estimate of the landscaping improvements for each phase and site plan approval must be submitted in conjunction with a letter of credit approved by the City in the amount of 150 percent of such estimate.
38. Landscaping on the site must always be maintained in good health and dead plantings shall be replaced in a timely manner.
39. A light matrix study shall be completed and submitted with the building permit application for each building. All outdoor lighting must meet City Code requirements. All light fixtures must be downward directed with cut-offs. The specifications of all light fixtures must be provided with the application for a building permit.

40. Fire hydrants and watermain valves shall be placed as per the approval of the City's Fire Marshal, City Engineer, and Public Works Department. In addition to granting public drainage and utility easements over the water pipe infrastructure, the applicant shall guarantee the City's ability to access the fire hydrants to flush the water system and valving in the event of an emergency.
41. The applicant has provided demonstrated parking for the Master Plan area. Parking will be required to be provided for each phase of the development and meet the City's minimum parking standards (1 space per 2,000 square feet of warehouse, manufacturing, or office space). If cross parking between buildings is proposed, a cross parking agreement will be required to be recorded with future site plan approvals and recorded against all parcels. All other uses shall meet the parking ordinance requirements and shall be reviewed with a site plan review for each development phase.
42. The submitted exterior construction finish materials of the building shall be consistent with the intent of the City's architectural control ordinance. Prior to the issuance of a building permit, the applicant shall submit a materials board. All proposed materials shall be approved by Planning staff. The PUD shall have architectural consistency throughout the entire project by using complementary architectural features and materials on all buildings.
43. As a component of each phase site plan review, a comprehensive sign package shall be submitted for review and approval by the City prior to the issuance of a building permit for sign installation.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

EXHIBIT A

Legal Description

Lots 1 and 2, Block 1, Cottage Grove Logistics Park, Cottage Grove, Washington County, State of Minnesota.

AND

Outlots A, B, C, and D, Cottage Grove Logistics Park, Cottage Grove, Washington County, State of Minnesota.

AND

Lot 2, Block 1, Smallidge Fields, Washington County, Minnesota.

AND

The South 330 feet of the East half of the East Half of the Northeast Quarter, of Section 29, Township 27 North, Range 21, West, City of Cottage Grove, in Washington County, Minnesota.



City Council Action Request

7.HH.

Meeting Date	12/4/2024		
Department	Convention and Visitors Bureau		
Agenda Category	Action Item		
Title	Cottage Grove Convention and Visitors Bureau Meeting Minutes (2024-02-26)		
Staff Recommendation	Approve the February 26, 2024, Regular Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2-27-2024 CGCVB Minutes</td></tr></table>	1.	2-27-2024 CGCVB Minutes
1.	2-27-2024 CGCVB Minutes		



**COTTAGE GROVE
CONVENTION AND VISITORS BUREAU
MINUTES
CITY HALL - COUNCIL CHAMBERS
February 27, 2024**

A meeting of the Cottage Grove Convention and Visitors Bureau was held on the 27th day of February, 2024, at 7:30 a.m.

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by Chairman Justin Olsen. He asked everyone to stand and join him in the Pledge of Allegiance.

2. ROLL CALL

Alexa Anderson, Administration Specialist, called the roll:

Members Present: Justin Olsen, Chairman - Here
Sarah Grecula, Director - Here
Steve Hanson, Director - Here
Gretchen Larson, Director - Here
Laurie Levine, Director - Here
Druscilla Nute, Director - Here
Erik Olson, Director - Here

Members Absent: Tony Khambata, Vice Chairman

Staff Present: Jennifer Levitt, City Administrator
Jaime Mann, Interim Communications Manager/Assistant to the City Administrator
Alexa Anderson, Administration Specialist
Liz Dillon, Communications Specialist

Others Present: None.

3. ADOPTION OF AGENDA

Director Levine made a motion to approve adoption of the agenda. The motion was seconded by Director Grecula. Motion passed unanimously (6-to-0 vote).

APPROVAL OF MINUTES

4.1 Approval of November 28, 2023 CGCVB Meeting Minutes

Approval of the November 28, 2023 Cottage Grove Convention and Visitors Bureau Meeting Minutes.

Minutes were approved by unanimous consent (6-to-0 vote).

BUSINESS ITEMS

5.1 2023 Quarter 4 Lodging Tax

Jaime Mann, Interim Communications Manager/Assistant to the City Administrator, stated we had a great year in 2023. Quarter 4 Lodging Tax Revenue came in slightly over budget again at \$16,707, our projected Lodging Tax was \$16,587; so, we were .07 percent over our budgeted amount for revenue for Quarter 4.

Overall, in 2023, we were 5.7% over our budgeted amount and came in at just under \$100,000, at \$99,744, to a budgeted amount of about \$94,390.

Jaime stated she'd be happy to stand for any questions.

Chairman Olsen stated it's always good to start with some good news. He asked what did we attribute that to, just a little bit busier season for us with different things going on, etc.

Jaime replied if you recall, when we went back to our budgeting, we increased our Lodging Tax estimates for 2024 to 63% vs. 60%; so, I think we were a little bit under budget on the Lodging Tax side, but we came in higher on grants and the Food Truck Festival truck revenues.

5.2 Visitors Bureau Strategic Plan

Gretchen Larson, Economic Development Director, stated we had been working on an RFP for Strategic Plan for the CVB, and we issued the RFP earlier in the month and we had it out for about three weeks. We had hoped, given the discussions prior to actually issuing it, that we'd probably get four-or-five proposals. Unfortunately, we only received one, and while they're well qualified, they don't necessarily have any experience in the tourism industry.

So, we've decided to go ahead and tweak the RFP and put it back out for the next month. In your packet, we had originally said March 22 was the deadline, but we've decided to change it to March 28, just so you know the disconnect there. We might as well just give them a full month because we're not in any particular rush for the RFP to come back in, since you don't meet again until May.

This time, though, we're going to ask our partners in the Minnesota Chamber and Explore Minnesota to push it out a little harder for us, to select consultants that they may work with. We're also going to place an ad in the League of Minnesota Cities, in the Pioneer Press, and in the Minnesota Business Journal because we know consultants generally look for RFPs in legal postings. So, we're hoping with that, we'll get some more submittals that you'll be able to select from or we'll make a recommendation for.

Director Larson stated she'd be happy to answer any questions.

Chairman Olsen stated I think it's a smart decision, obviously, to extend the deadline a little bit considering that we want to make sure we do this right. Have we had any conversations with others that we work with as a City, with regard to Strategic Planning; for example, Ethical Leaders in Action, have we asked if they maybe have some contacts or know of anybody who does this sort of work in this particular niche?

Director Larson replied we've actually talked to all of our partners, so hopefully this next round will be a little more strategic with what we do and ask them to help us with it.

Chairman Olsen stated the second question I had has to do with how we're advertising; I know we do RFPs regularly, so, I'm certainly talking to the subject matter experts here as it relates to the way in which we kind of go to market with this. But because we're a Convention and Visitors Bureau, are there other avenues that we may want to explore that lean more towards sort of what we're looking for versus your standardized municipal government RFP? I saw we're advertising through the

League, we're advertising in the various newspapers. I just don't know if there are other publications or anything of that nature that we might want to take advantage of; frankly, it boils down to I don't know what I don't know. So, just curious if you're hearing from others who kind of do this sort of work that there may be potentially other avenues to try to source somebody who's going to fit our needs, and anybody who wants to answer that can answer that.

Director Larson replied we have discussed that; Alexa and I just discussed that yesterday, as a matter of fact, like let's look at everybody's who is in this business and try to figure it out. Because there are so many people who do strategic planning and they do a great job. Even the submittal we received, they're clearly qualified, but they don't have any tourism expertise. So, I think that's really the challenge is that we've got to figure out who makes the most sense to share it with, as our partners. Explore Minnesota and then the Minnesota Chamber and our Chamber of Commerce are certainly three that are very influential. But, yes, we are going to talk about who else would we send it to even though we'll issue it this week.

Chairman Olsen stated I'm just wondering, sometimes there are specialty websites and things of that nature and if those things do exist, it would be a shame if we didn't take advantage of it, so good.

Director Levine stated I'll ask one question just to clarify, so, are you looking for companies with expertise in the tourism, obviously, are you also looking for companies that are based here in Minnesota?

Director Larson replied well, yes, actually that was our original scope. We didn't really send it out of state; so, we're competing with a lot of folks, even Woodbury, who's going to set up a DMO, which is a Direct Marketing Organization. So, we want someone who has expertise in our area, if we can, but then also has that expertise in the tourism industry because we're going to just butt up right against our neighbors. We'd like to have a cooperative relationship, obviously, but they're going to do things and have budgets that far exceed ours. So, we're going to try as hard as we can.

5.3 2024 Visitors Bureau Events Plan

Liz Dillon, Communications Specialist, stated I'm happy to share the 2024 Event Schedule for Discover Cottage Grove:

- Cottage Grove Community Night at the St. Paul Saints: We have a tentative date of Saturday, June 8. This is an opportunity to get in front of a really large crowd that may not know of all the happenings in the City. Our biggest event, of course, is Strawberry Fest, which is our largest community event, and this is the one we will be promoting the most heavily.
- Strawberry Fest, June 21-23: We are excited to be back. At the fest, in the Strawberry Fields Marketplace, this has an expected attendance of 20,000-25,000 people.
- Food Truck Festival, September 14: We had a lot of success in our inaugural year. With the support of the Food Truck Committee, we are going to add more food trucks this year and are hoping to increase the perimeter of the event so folks can spread out a little bit more in the grass. Last year's attendance was about 6,000 people, and we're estimating between 8,000-10,000 attendees this year.
- Eric Dowdle Painting Unveiling: September 14, in conjunction with the Food Truck Festival, and the kickoff to the puzzle sale.
- Hometown Holiday Celebration: In 2023, we enjoyed unseasonably warm weather, which helped increase attendance. This is a free event, there were carnival games for the kids and photos with Santa and Mrs. Claus, and of course, Sparkle the Elf. With Thanksgiving falling on

the last Thursday of November, this will either be held in late November or early December, so the date is to be determined.

- CPKC Holiday Train: They release their train stops in the fall, so we will know later this year when the train will stop in Cottage Grove. Our stop is one of the most popular, expected attendance is 5,000-8,000. So, we're looking forward to welcoming the train once again.

Before we set our events for 2024, we need to replenish our giveaways. The backpacks were very popular and are showcased in this photo. We're looking to ordering more of those and other items to be decided at a later date.

Specialist Dillon stated before you is a recommendation, and I'd be happy to stand for any questions.

Director Olson stated I have a question about, chronologically here, the St. Paul Saints game. It sounds fun, I believe we did it last year; I personally didn't attend, but I heard it was a fun get together. How do we promote and advertise that within the community? Thinking CGAA baseball/softball, obviously there's a connection. How do we promote that; educate me on that and how we can grow some attendance.

Specialist Dillon said thank you for the question; I'm going to pivot to Jaime because I wasn't here last year.

Director Olson said coupled with that, do the Saints allow us so many tickets, or is it first come, first served, or how does that work?

Jaime replied this is our third year of attendance. We've had great success in the past two years attending, it's a fun event to work. I would happily invite all of you to join us at the event to work the booth that day. We are allotted some tickets with the package that we purchase; they have shifted their packages a little bit, I'm still working with them to figure out what's included for this year so we can update you once we know. They do open a ticket portal for Cottage Grove residents to purchase the tickets right through the portal as well. I don't know that they allocate a certain number to us through that portal, but as long as there are tickets available, I think our residents can purchase them.

Chairman Olsen asked to chime in a little bit on that. He stated I want to try to add a little color to the purpose behind the Saints partnership for those of you who may not be privy to why we started it, etc. And Jaime, Jennifer, whomever, feel free to chime in and correct me when I'm wrong.

Two years ago, the Saints approached us when we were brand new as a Convention and Visitors Bureau about a local partnership. Essentially, the theme was Cottage Grove Night at the Saints game. One of the reasons we chose to take advantage of that partnership and utilize the timeline that we utilized, which this year also, as you noted, includes tentatively a June date, is because we wanted to be there to feature Strawberry Fest. We made sure that we had a bunch of giveaways; in fact, I think we ran out the first year and last year, too. So, a bunch of us got together from the CVB and the City staff and dressed up in our CVB gear, and you saw the pictures. We had the CVB awning there, etc., and people were very interested. A lot of people stopped by, we had a few of us standing out in front, on the concourse, handing out gifts and talking to people about Cottage Grove. Again, the intent was this is a Convention and Visitors Bureau, we wanted visitors, and boy, did we ever get them. Because that Strawberry Fest two years ago was the largest Strawberry Fest that we, I think, had ever had. Now, the caveat to that is we'd been off for a few years because of the pandemic. So, there was probably some built-up demand, plus I think we had absolutely beautiful weather, we were very blessed that year. But we had just a massive turnout, and so we thought to ourselves, gosh, this is something we need to keep doing.

What the Saints did, Erik, is they opened up that portal for tickets, and I don't know if you remember this, but they picked a local charity, and the charity they chose was the Lions. Anybody who bought tickets through that portal got to contribute a portion of that revenue towards a charitable donation to the Lions Club; then, of course, the Lions passed that through to the CVB.

Last year, that changed. The portal last year was still open and you could still purchase tickets, and they had sort of three sections of tickets right in front of our CVB booth that they designated for Cottage Grove folks; but they didn't do the charitable donation last year, which was fine. It was a couple hundred bucks, no big deal. But they did make sure that they allocated a certain chunk of tickets, but there again, we set up, we made sure to hand out a bunch of things. We had some cool stuff last year, we had fishing lures last year that I think everybody really liked; we also used those at the Community Showcase. Again, we had just an amazing Strawberry Fest last year, it was huge. The weather again was good, but turnout was just magnificent. So, it feels like there's some really good synergy there, it feels like it's mutually beneficial, the Saints get a bunch of people at their games.

It got a little cold that night, but we still had people who went down on the field and did some kind of field event; Jaime stated it was a horse race, where they were on inflatable horses. So, the Mayor participated in that, I had a sore knee or something so I couldn't get down there at that time, but I know Commissioner Bigham also went out there. So, I think it's a fun thing to do for the City; I think people enjoy it, it's close, it's in St. Paul, so, it's not just a hideous drive. It seems to be working out well for our friends at the Strawberry Fest as well. So, I just wanted to add a little color to that and let people know why we're doing this, and the Saints have been tremendous partners, they've been really, really good. It's not a massive expense; I think the most expensive thing is the stuff we give away.

Chairman Olsen asked if there were any other thoughts or questions since we're still talking about it.

Director Levine stated I had just one idea that came across my desk yesterday that I may use down the line, but as long as you were talking about looking at different giveaway items, something that was really cool is the reusable snack bags and they were logoed. And I thought how fabulous is that because every mother and parent is carrying those snack bags around for years and years and years. And, so, to have some, I have no idea on pricing or whatever, but I just thought it was a fantastic long-term giveaway to spread around our community.

Liz said thank you for the comment, yes, having something sustainable.

Chairman Olsen stated it's a great idea, it really is, and now is the time to share those because they haven't placed an order yet, so they're just brainstorming in terms of what to do. He asked if there were any other thoughts or comments at all.

Director Olson stated back to the Saints booth, of course promote Strawberry Fest, two, three weeks past the Saints game, but we might want to consider also having some literature or touting the September Food Truck Festival, as that's roughly 90 days away. And that's the same type of crowd, right, baseball, food truck, and fun.

Jaime replied yes, thank you. Last year we had huge success with having a backpack with a giveaway, so we were able to stuff flyers and the Visitors Guide into all of the backpacks to give away. So, yes, we will absolutely promote the Food Truck Festival, along with Strawberry Fest and our Visitors Guide, which we would love to include as well.

Chairman Olsen noted to Jaime that last year we gave away the backpacks, and we had different things in there. I think the comment by Director Olson was definitely relevant because I know you and I met about the Food Truck Festival here a couple weeks ago; Liz briefly mentioned we're going to do the puzzle reveal at the Food Truck Festival this year instead of Strawberry Fest. Can you maybe walk us through a little bit of how that came to be, what the vision is, etc.

Jaime stated with the puzzle, we learned that it was going to be slightly delayed for the date that we wanted to reveal it. So, if we couldn't capitalize on having it available for sale at Strawberry Fest, we wanted to go to our next biggest community event, which is our Food Truck Festival. As Liz said, we had an estimate of about 6,000 people last year at the event, so, this year, we're hoping for higher attendance with more food trucks and kind of a larger event. We're looking at other possibilities with the committee on things we can do as well; everything is to be determined right now, we just started meeting as a committee for that. So, we thought that was a great opportunity to reveal the painting and start puzzle sales. While we don't have exact timing, we'll probably start off early in the day; I know the Food Truck Festival starts at 11:00 a.m., so we'll probably start off early in the day with the painting reveal so we can sell puzzles for the entirety of the Food Truck Festival.

Chairman Olsen stated for those who aren't aware, I think that date is September 14, is that right? Jaime replied yes, Liz mentioned it in her presentation.

Chairman Olsen asked if there were any other questions about the Events Plan; it certainly looks like it's going to be a lot of fun. With that, I'll entertain a motion based on the recommendation on your screen.

Recommendation: Approve budget spend of up to \$15,000 for event giveaway items to be chosen at a later date.

Director Levine made a motion to approve budget spend of up to \$15,000 for event giveaway items to be chosen at a later date. The motion was seconded by Director Hanson. The motion passed unanimously (6-to-0 vote).

5.4 2024 Visitors Guide

Chairman Olsen stated we're moving on the 2024 Visitors Guide. Jaime just mentioned that we were stuffing backpacks with the 2023 guide, so Jaime will be speaking about the 2024 Visitors Guide.

Jaime stated we have a new graphic designer on staff, Courtney, and she has created a fantastic updated 2024 Visitors Guide for you. For those of you who are fairly new to our Board, I will tell you our first Visitors Guide was in 2022; in 2023, we did a refresh, so the content remained basically the same, but we changed the cover, some of the photos, and obviously, dates of events and such inside the guide changed.

For 2024, it's a completely new, revamped Visitors Guide. Courtney was unable to be here today, but did a wonderful job, and before you is a printed copy of the draft Visitors Guide for your review. It was also sent in your packet. You can see a few of the layouts on the screen in front of you, too, so our cover features probably our most unique item in Cottage Grove, which is the treehouse, which is at Hope Glen Farm. That actually is a paid ad for us this year. We offered them the opportunity to advertise on our cover, which we haven't done previously; so, they paid for their treehouse to be featured on the front cover of the Visitors Guide. We also had additional ads throughout the guide, as you can see when you look through it; I'm not going to talk through every single ad in there, but it turned out beautifully. We are open to feedback, it has not gone to print yet as obviously its before you for the first time today. We've kind of broken the features down into five categories: Explore, Eat, Play, Events, and Extras. I'm not going to walk through everything in each category, but I'm going to point out a few new things that are in the guide this year that we haven't had previously: There is an article on Accessible Cottage Grove, which includes our accessible playground. We also partnered with Strawberry Fest to include some of the winning Top Chef contest recipes in the guide, so there are two recipes featured from the Top Chef Contest at the Strawberry Festival. We also have Top 12 Book Recommendations, which actually came from the Park Grove Library; they told us their top

checked-out books from 2023, so that's a new feature as well. Our photo contest winners are now actually called out as the Photo Contest Winners in the guide; we've previously been able to use their photos, but this is actually featuring them, and there's a call to action on that page that tells people to share their photos with us, tag us in their photos on Facebook, Instagram, any social media. So, that's kind of a quick overview of a couple new things that are listed.

We also have standard things, like our Strawberry Fest is featured, our Food Truck Festival is featured, our Events are listed. So, things to do, like the golf course and all of the great things to do in Cottage Grove, Oakwood Park, which is disk golf. There's a ton of information in the guide that you can review.

Now, onto the business side. So, in 2023, we purchased 5,000 guides. We ran out in about October; we had such great giveaways between the Saints game and Strawberry Fest that it depleted our stock of guides faster than the previous year. When I went back for a quote to reprint, it was almost as much as the initial printing of 5,000 copies, and I was only asking for about 2,000 copies. So, this year we want to increase the guides that we purchase; we are hoping for approval from you to purchase 7,000 guides for 2024. We think that amount should get us through the entire year of 2024, between Welcome Centers, the events that we go to, and people can also request these online. We have an online submission form where they can request them, and we mail them out to them as well. We also have them here at City Hall, so if people stop in, they can pick them up. I believe the Chamber has them at their office as well, so, they're available throughout Cottage Grove, including at the Ice Arena. One thing to note, we can offset a little bit of that cost with the six ads that are in there. We had \$4,450 in ad sales, including that cover ad that you see of the treehouse on the front cover.

Jaime said with that, before you is a recommendation, and I'd be happy to stand for any questions.

Chairman Olsen said thank you, Jaime, this is really neat, I really like the look of it. Before I share any comments, I'll open it up to the Board here. Any questions, thoughts, comments that you want to share with Jaime and the team.

Director Levine stated I'll just make a quick comment, this is beautiful. It's a beautiful guide, and on behalf of the Chamber, we're really excited to be a part of it this year; we hadn't in the past, and so, I was excited when Courtney reached out to ask if we wanted to be a part of it. On top of that, as much as we wanted to be a part of it, I didn't have a marketing person that was able to create the ad, so she jumped in and helped with that as well. So, I'm so impressed with everything that she did and excited to be a part of this.

Chairman Olsen stated thank you very much, and for those who aren't aware, Director Levine is also the queen of all she surveys as it relates to the Cottage Grove Area Chamber. She's changed titles several times, so I'm probably going to get it wrong, but I mean I think you're basically Chairman, C.E.O., so, you're everything, right? You do it all? Yeah, so it's great to have the Chamber in lockstep with us on this partnership.

Chairman Olsen stated before we get to the recommendation, Jaime, first of all, just my general impression: The layout of this is much better than what we've done in the past, and I know you mentioned that we have a staff person who has some expertise in here, and it really shows. Definitely a much easier to follow layout. The second thing is some of the little things that we're doing in here in terms of just font changes and what have you, they really stand out. I mean, if you didn't have a basis of comparison, you probably wouldn't notice it; but because we've seen the last couple, it does stand out and it's a nice document. I know you mentioned that we have it, I believe, out at the airport, and we have it at all of our various City facilities and lots of other places, but we also give a lot of these away, which is why you're asking for the additional 7,000 copies. Can you just briefly touch on the

partnership we have with Explore Minnesota and how that all links together with our friends at Sievers regarding the guide, please.

Jaime stated I will make one correction. We actually didn't get our bid for the airport this year, but we will be at the Mall of America. So, the airport is a lottery, so, you have to submit your name every year, and that didn't come through for us this year. We do partner with Explore Minnesota, especially on grants and advertising. So, they are a great partner with us; once to twice a year, they put out a grant opportunity for us, which helps fund some of our social media paid advertisements. We also work with them to be in six-or-seven Welcome Centers throughout the State where our guides are also distributed. So, they will contact us, asking can you send us one-or-two cases of your Visitor Guides, and we send them directly to the Welcome Centers throughout the State, which are a part of Explore Minnesota as well.

Chairman Olsen stated fantastic, thank you, and I just received a text message from our former Board Chair, former Council Member Dennis, and he loves the guide as well and is all in favor. I'm supposed to tell you guys that, so perfect.

Chairman Olsen asked if there were any other questions before we get to the recommendation.

Director Nute stated I have a comment. I do like the book, it looks really nice, I like everything about it, the pictures and everything. I do think that we need a few more pictures of diversity to see what our community really, truly looks like. And, then, just a question; so, it is six ads that were sold, are all of the ads being sold at the same price, or are they at different prices depending upon where you are in the book?

Jaime replied yes, there is different pricing. I don't know it off the top of my head, but the front inside cover is a different price than a quarter-page ad. So, we have different sizes of ads that you can choose, I think starting at a quarter page, up to a full page ad, and the inside front and back cover are different prices as well. So, while I don't know the exact pricing off the top of my head, we do have a different breakdown, depending on what size they would prefer.

She stated as far as the diverse photos, we are working on building a library, being that we are still a newer CVB. We go out to every event that we can to try to take photos. So, we have made a conscious effort to try to include diversity in a lot of our photos so we can include them in publications such as this as well.

Director Nute asked is there only six ads available in each book, or that's just who wanted it this time?

Jaime replied we opened it up to everybody; we sent it out through an email database we have of businesses, so everybody is welcome to advertise. We only had six interested this year, I think last year we had eight. So, it's kind of about average for our advertisements in the guide; being it is still newer, we don't have a huge history of distribution. There are cities like Bloomington or some of the bigger tourism cities with the Mall of America and all of the things happening in Bloomington, they kind of have that history where we don't have a long-term history of how many guides are distributed.

Chairman Olsen thanked Director Nute for her comments. I talk every year about that, don't I, how important it is that we have photographs in the guide that reflect our diverse community. As our diversity continues to ramp up every ten years in the census, we see that, it becomes more and more apparent that Cottage Grove is a great place to live, work, and play for people of all backgrounds, experiences, etc. One notable item that I did not see in the guide, and I may have missed it, so if I did, I apologize, is the One Family Festival that we do in town. Is it in there, did I miss it?

Jaime replied yes, I believe it's on our calendar where we have Spring, Summer, Fall, Winter. If it's not, I will make sure it gets added on there.

Chairman Olsen stated the reason I bring it up is it kind of coincides with the comment about our diverse community, because that festival is geared towards the Hmong community, and it draws a ton of people to Kingston Park twice a year, as it happens twice a year. So, just a thought there. And I did notice in the photographs that we're making a conscious effort at showing our diverse population base, but there's always room for more, so thank you for the comment, and thank you for such a positive response to that comment.

Recommendation: Approve quote for the printing of 7,000 copies of the 2024 Visitor Guide through GDI, Inc. for \$10,566.

Director Hanson made a motion to approve quote for the printing of 7,000 copies of the 2024 Visitor Guide through GDI, Inc. for \$10,566. The motion was seconded by Director Nute. The motion passed unanimously (6-to-0 vote).

6.1 PUBLIC HEARINGS - None.

OTHER BUSINESS

7.1 CGCVB Comments

Director Levine stated I'll just add real quick to our last conversation that the Chamber of Commerce as well is working with a new Chamber Member to collect video and photography throughout all of our events as well. I'm happy to share any of that, as that might be helpful for this guide for next year. So, between the two of us, hopefully we can get some nice library of photos. Chairman Olsen stated thank you very much.

Director Olson stated I like the cadence of our events. If you look at a calendar, 12 months, the cadence to me feels right; there's not too many, there's not too few, so I think seasonality is good here. I'd like to make that comment, I think we're on the right track. Chairman Olsen stated wonderful, thank you very much, I would agree with that wholeheartedly.

Chairman Olsen said I am going to ask Jaime to step to the podium one more time because she and I had the opportunity to meet a couple weeks back about this year's Food Truck Festival, and it was shortly before that that we learned that we would be doing the painting unveiling and the Dowdle Puzzle Project at our Food Truck Festival. But I know there are some big plans in the works for the Food Truck Festival, and in my view, it would be very helpful if the members of this body could participate in the planning process. I know that everybody's busy, there's a lot going on, but could you tell us a little bit about when your team is meeting to create some of the excitement and the plans, so that if folks do want to participate in that, that they can.

Jaime stated absolutely, thank you Chairman, Members of the Board. We meet about every three weeks to plan; actually, Director Levine is on the committee for the Food Truck Festival already, but we would welcome anybody else who would like to volunteer. It's Thursdays when we typically meet, usually from 3:00 to 4:00 p.m. I don't have the exact date off the top of my head of when our next meeting is, but at that time we talk through all things, vendors, food trucks, music, timing, everything that's included in the event. We are looking at potentially adding a marketplace, that's not 100% confirmed yet, whether it's this year or next year. So, we are just starting the process; if anybody would like to be a part of the planning committee, feel free to reach out to me, and I can add you to the meeting request for those meetings.

Chairman Olsen stated okay, perfect. If you don't already know, at one time I was the president of the Strawberry Fest Committee, Mayor Bailey was president before me, and the current president is Laurie Olsen. One of the things that we learned, working together as a Strawberry Fest committee, is that more hands make for lighter work, and you can certainly get a lot more things done in a very timely fashion if you have more participants. Secondly, this is going to be a big deal, arguably our second biggest event of the year, next to Strawberry Fest. If we want to make it really special, whether it's a marketplace, whether it's some different live music, different bands, etc., it's going to take us a little bit of time to put those plans together. But we need people who are willing to take on certain jobs that are going to be part of the planning committee, just like we do at Strawberry Fest. Strawberry Fest has people in charge of fundraising, people in charge of the carnival, people in charge of the parade, people in charge of all the bands, and you can't put people in charge if you don't have people. So, we would very much like it if members of the Convention and Visitors Bureau would be willing to help out in whatever capacity they can to plan and execute this event. I certainly will do what I can within the scope of my other responsibilities, but I think this is our signature event, so to speak, and we should be part of making it happen. So, I wanted Jaime to just share a little bit, and maybe Jaime what you could do is at some point send an email out to the membership, just indicating this is our schedule of planning meetings, etc. That way, if people do have an interest, they can respond back.

Chairman Olsen asked if there were any comments or questions on that at all; I see heads nodding so hopefully that means people want to help. And we're not talking about a 40-hour workweek to help plan this thing, but trust me when I tell you, the Strawberry Fest is as successful as it is because volunteers step up to help. We mentioned the marketplace; way back in the day, we used to call that the Business Expo, and I ran the Business Expo when the Mayor was president of Strawberry Fest. Then when he stepped away and I became president of the Strawberry Fest, Council Member Thiede ran the Business Expo and changed it to the Strawberry Fields Marketplace. Now, we have one of our Park and Rec Commission Members, Samantha Crabtree, running that, and she's just doing a magnificent job. So, this is one of those deals where a little sweat equity would be helpful.

Chairman Olsen stated the last thing I want to touch on, before we move on to the rest of the agenda, is for those who may not be aware, our friends at SoWashCo CARES have their Leap into Legacy event on the 29th, which is Thursday, at River Oaks. It starts at 6:00 p.m. and runs until 9:00 p.m. As the title of the event states, it's a Leap Year thing, so they only do it on Leap Years. And this is a way for them to raise funds for SoWashCo CARES, get members of the community to participate in learning more about what SoWashCo CARES is and does. They are their own entity, although they do work closely with the School District and the various cities, etc. I believe you can go onto the SoWashCo CARES website right now and still purchase event tickets. Our Cottage Grove Lions Club is an event sponsor, so, we'll have some of our Lions folks there as well. I'll certainly be there, along with Commissioner Bigham and some other folks. They also have a Silent Auction that is actually available to view and bid on right now. For more information, please reach out to SoWashCo CARES on their website, or if you want to reach out to me, I'll certainly direct you where to go. I know Director Levine, you're part of this event, too, and it's going to be a big one, it's going to be fun. So, I'm looking forward to it, Thursday night at River Oaks, 6:00 p.m.

7.2 Response to Previous CGCVB Comments - None.

8.1 Workshop - None.

9.1 Presentation - None.

10.0 ADJOURNMENT

Director Levine made a motion to adjourn the meeting at 8:13 a.m. The motion was seconded by Director Grecula. The motion passed unanimously (6-to-0 vote).

Chairman Olsen stated the meeting is adjourned, and our next meeting will be Tuesday, May 21, 2024, at 7:30 a.m., right here in the Cottage Grove City Council Chambers. Have a great day, everybody.

Respectfully submitted,

Jaime Mann, Interim Communications Manager
Assistant to the City Administrator

/jag



City Council Action Request

7.II.

Meeting Date	12/4/2024		
Department	Administration		
Agenda Category	Action Item		
Title	Cottage Grove Convention and Visitors Bureau Meeting Minutes (2024-06-04)		
Staff Recommendation	Approve the June 4, 2024, Regular Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>6-04-2024 CGCVB Minutes</td></tr></table>	1.	6-04-2024 CGCVB Minutes
1.	6-04-2024 CGCVB Minutes		



**COTTAGE GROVE
CONVENTION AND VISITORS BUREAU
MINUTES
CITY HALL - COUNCIL CHAMBERS
June 4, 2024**

A meeting of the Cottage Grove Convention and Visitors Bureau was held on the 4th day of June, 2024, at 7:30 a.m.

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by Chairman Justin Olsen; he stated unfortunately, we do not have a quorum present this morning for the meeting, so we will not be voting on any items that are on today's agenda. Luckily, we don't have a very heavy agenda in terms of voting, but we will still take information from staff.

2. PLEDGE OF ALLEGIANCE

Chairman Olsen asked everyone to stand and join him in the Pledge of Allegiance.

3. ROLL CALL

Chair Olsen stated he assumed Alexa Anderson, Administration Specialist, had done the roll; that was confirmed.

Members Present: Justin Olsen, Chairman
Sarah Grecula, Director
Steve Hanson, Director

Members Absent: Tony Khambata, Vice Chairman
Laurie Levine, Director
Druscilla Nute, Director
Erik Olson, Director

Staff Present: Jennifer Levitt, City Administrator
Jaime Mann, Interim Communications Manager &
Assistant to the City Administrator
Alexa Anderson, Administration Specialist
Zac Dockter, Parks & Recreation Director
Gretchen Larson, Economic Development Director

Others Present: None.

APPROVAL OF MINUTES

4.1 Approval of February 27, 2024 CGCVB Meeting Minutes

Chair Olsen stated because we don't have a quorum, we will not be approving the minutes; those will be moved to our next agenda.

5. BUSINESS ITEMS

5.1 Local Option Sales Tax Presentation

Zac Dockter, Parks & Recreation Director, stated the Preserve.Play.Prospers Plan is a program that's developed to enhance our park system and give the opportunity to the residents to vote on making those enhancements to our Parks & Recreation system. The goals for me today are to explain the referendum, so that you are in the know, and then you can respond to residents or visitors that come in and ask questions of you. This is an opportunity for the community to vote on these recreational improvements and that we're here to educate them on what those options are, but the choice is theirs when it's time to vote.

Survey after survey shows that Cottage Grove Parks & Recreation is a point of pride for community members. We do a lot, but we're a growing community and we take care of what we have, but we find ourselves struggling to fund new growth opportunities and capital improvements to existing systems.

Our forefathers had the intuition back in 1974, 1984 to do a couple of referendums that built things like Hamlet Park, Hearthside Park, Woodridge Park, the Ice Arena, and the taxpayers voted on that and got those in place. We haven't had a referendum that has passed since 1984, so we're asking again this year if the residents want to approve this measure to make improvements to three particular Parks & Recreation facilities.

Importantly, I want to make sure that everyone knows that this wasn't a knee-jerk reaction, that we're not just throwing these questions out there, kind of off the cuff; in 2022, we did a Reimagine Recreation survey, which took a lot of information, anything from middle school 6th grade projects to online surveys, Facebook surveys, and we were out in the community, trying to get people to tell us what they wanted from our Parks & Recreation system. Out of that, we developed this long laundry list of things that we thought the community wanted; then we tried to take those and we tried to narrow them down into okay, well, we can do these things at Hamlet Park, we can do these things at Mississippi Dunes Park, we can do these things at River Oaks Park. As a matter of fact, there were originally five projects, but we narrowed it down to three. Some of those other improvements that didn't make it in there, are in future planned parks where some of those facilities that people asked for will be built out at another date.

What we found our residents wanted were new recreation opportunities for people of all ages, preservation of natural habitat, enhanced connections to parks and nature; so, that's a high level view of what people wanted in our park system.

Introducing the Preserve.Play.Prospers Plan: Based on the community feedback, we're proposing to invest \$36M to renovate and revitalize our Parks & Recreation offerings and outdoor spaces. As I said, the plan focuses on three projects, which I'll review individually:

- 1) The upgrading and enhancement of Hamlet Park: Just a reminder, Hamlet Park is our oldest and largest park in Cottage Grove. Its received many updates over the years, we've been chipping away at things and trying to do little improvements, like adding the ballfields, adding a shelter, replacing the playground, but it hasn't received a significant infusion of cash to really revitalize that park since 1984. So, this would be the largest project of the three, \$17M, and that includes escalation and other things to make sure that we have the funds available when we need them to build out. So, things like upgrading the play equipment, expanding that footprint of the playground; building a new four-season building, so removing the existing building as its served its time, and it's done great, but it's time to replace that; install a small splash pad; create a new skateboard park. We got a lot of questions on the skateboard park, and we would actually get a group of skateboard park users together, and they would be our brains behind how we design and develop that because the trends in the skateboarding world are changing all the time. They're now saying the concrete skateboard parks are boring

because everybody's got a concrete skateboard park. So, we would get a peer group of folks to kind of help us design that skateboard park. Building and Amphitheater: Create an art sculpture garden with benches and informational kiosks. Add a synthetic turf sports field where the existing main football-soccer field is; finishing the south baseball complex by finishing those last two baseball fields. He displayed a rendering of what that might look like; the image on the right is actually the entrance off of Hadley and 80th. There are three entrances into the park: The north, which is a trail entry; the central area, which is probably what most people think of when they think of Hamlet Park, the main entry; a south entry, where the four field ball complex is called the Crockett Fields.

- 2) Mississippi Dunes Park: We have this unique opportunity for this 33.3 acre nature-themed public park along the Mississippi River; I'm sure you've seen some information on that. It's definitely a unique opportunity, our first significant access to the Mississippi River, which we've all been waiting for, for a really long time, so we want to make sure we can get residents and visitors down there to use it. The \$13M plan for this one would be: Restore and preserve natural habitat along the river; Build up the shoreline along the river; Provide recreational river access for canoes, kayaks, small boats, and fishing. He displayed a photo of what a launch might look like that can do all those things; it wouldn't be a large launch, it would be a smaller launch for smaller vessels. Construct new and enhanced existing walks and hiking trails; Create a nature-based playground, he displayed an actual 3D image of the playground on the right. Provide space for outdoor classrooms. Build an interpretive learning center; we're in the Concept Design phase for that right now to show what that might look like. Hopefully, we'll have those to people soon. Adding facilities for nature activities and picnicking. Again, he displayed another layout of what that might look like. We are redoing the Master Plan, it's going to be very similar to what you see here; we'll have some new, updated renderings of those within the next couple of weeks. Council is actually reviewing the Concept Building Design and that Concept Master Plan at their workshop tomorrow, so we're moving forward in that process, probably about 70-75% along the way for that.
- 3) River Oaks Golf Course & Event Center: Transform this into a multipurpose recreation destination for families and peoples of all ages and all year round. The first thing I'm going to say is this is not just about improving the golf course; as a matter of fact, golf is the smallest part of the project. The \$6M plan for this is to install multi-sport simulators, there's an image of that in the top-right corner. You can play golf, hockey, soccer, zombie shooting games or something like that; so, there's all sorts of things that you can do with these simulators, which allows us to use that facility year round. It would be over on the Pro Shop side. Adding a pickleball event court setup, kind of where the wedding venue is now, so a multipurpose court area. Creating a new winter mountain biking course, those fat tire bikes, so the course can be used more in the winter; we currently do cross-country skiing, and we could also use that for 5K runs. Upgrading the building, connecting the two buildings; right now, we have the clubhouse and the Pro Shop, and we would connect those together to make that a more seamless approach. So, things like adding a **similar** on the Pro Shop side now can be served by the Eagles Bar & Grill as well. Obviously, the patio is definitely a selling point and a point of pride in the community, so, we want to enhance the patio area, grow that, and just make it more of a dynamic setting. Last, build a 9-hole Himalayan putting green course, designed for all skill levels; there's a photo on the right that's overselling it a little bit, but it's just got all these undulations and it makes it a little more fun. A reminder that our putting course is free to the public, so it doesn't come with a charge. There are a lot of things that you can do at River Oaks for free: Including bocce ball, the putting green, mountain biking, and cross-country

skiing. He again displayed images of what the building, the multipurpose court with the bocce ball courts next to it, the Himalayan green with the connection to the clubhouse might look like. You can see on the court, obviously connecting those courts would be kind of champion-style pickleball, but you could also hold a small concert, a party, a small wedding, or whatever it might be there.

The Preserve.Play.Prospers Plan is designed to invest in the Parks & Recreation and deliver activities and offerings that our residents want while trying to be responsible with the tax dollars. The Cottage Grove residents are asked to consider a half-percent sales tax in the General Election, which will be November 5. If approved, that will generate the \$36M over a 25-year period that will pay for these improvements that we talked about.

Why the Local Option Sales Tax? If this was a standard referendum, that gets assessed to property owners only, so it's based on your property taxes. The Local Option Sales Tax shares the cost of that across the community; so, people who are in apartments will help pay for the improvements, people who are visiting Cottage Grove, and that's the important one. Over 31% of the taxes will be generated by non-residents, people who are visiting Cottage Grove will help pay for these improvements.

Director Dockter stated the Local Option Sales Tax works the same way as any other sales tax, but the following items are NOT taxed: Groceries, clothing, prescription and over-the-counter medications, and baby products. Anyone who purchases qualifying items has to pay that 0.5% sales tax. It's the equivalent of 1 penny for every \$2 spent; so, on average, we figure it's going to be about \$24 per year for a resident, or \$2 a month, based on a study the University of Minnesota did for us. They did a whole bunch of comparable data analysis to get that information for us; so, it should be pretty solid.

The ballot questions is where it gets interesting; the State has to authorize Local Option Sales Taxes, so I want to make sure that this is clear. The key diagram is on the bottom right: There are going to be three questions, and there's only one tax:

- Residents will have to vote on Hamlet Park by itself, that has to stand alone; so, if they vote yes on Hamlet Park, there's a 0.5% sales tax.
- If they vote yes on Mississippi Dunes, it's still just a 0.5% sales tax.
- If they vote yes on all three, it's a 0.5% sales tax.
- If they vote on just one of those three projects, and the other two don't go, it's still a 0.5% sales tax.

So, what would happen would be that obviously the cash infusion would be prioritized towards one project, which would allow us to develop that project probably a little bit faster and reprioritize. Right now, the way we have it planned is these park projects would be built over phases throughout those 20 years, depending on how the revenue comes in. As you can imagine, the town is growing, as you know, the Business District is growing, so we anticipate revenues to rise. Based on how those revenues come in is how we would prioritize how those projects get complete, and we have a phased approach plan in place.

Director Dockter stated I should mention, too, that it's important to know we're working on a communication piece right now that talks about where you're already paying that Local Option Sales Tax; this isn't just a Cottage Grove thing. If you go to Woodbury, Bloomington, many other places around here, you're already incurring Local Option Sales Tax; St. Paul and Minneapolis have much higher sales tax additions on their local taxes. It's important to know, and we're going to create a map that shows people that when they're traveling, they're already paying a lot of these taxes in other communities, so it's not just Cottage Grove on its own little planet that's coming up with this. I believe

there are 18 cities that got State approval last year, so all of their residents will be voting on a project, too.

Director Dockter stated I shared a lot of information with you. We've been handing out postcards at shows and festivals; we'll be handing those out at Strawberry Fest and everywhere we go. We'll use these flyers as well, so we're working really hard on our communications, again trying to make sure people have the information they need to make an educated vote. Obviously, how they vote is up to them, and we'll respect that; but we want to make sure that people have all the information they need, and hopefully all of you can help share that information with us, too, and get them to the right direction. I will say it is a very well-done website, so, when in doubt, give people the website; there's a ton of information on there. With that, I will stand for questions.

Chair Olsen thanked Director Dockter, stated it was a nice presentation, very informative. He asked if Director Hanson or Director Grecula had any questions.

Director Hanson stated I just have one question, and maybe it's not an issue, but with the improvements of all the parks, including River Oaks, the plan is to draw more people into them. Has there been an issue with parking, or is that something that's going to be addressed? I know I've been to River Oaks a few times, and it gets pretty heavy there in the parking lot.

Director Dockter replied we don't have a current plan to expand the parking. We have talked about it, but the hard part with parking is always 5% of the time is when the parking's the worst, right? It's the other 95% of the time it functions. But we have talked about that, we have talked about potentially creating an overflow area in the future, but right now, there's no concrete plans to do that yet. We understand, and there are times when we wish we had access to another overflow lot.

Director Grecula said I have some questions: On the topic of parking, do you know if the golf course has ever spoken to Pine Harbor about just paying them a fee for overflow parking? My children attend school there, and it's right there.

Director Dockter replied we did in the past, it's a good comment, and I think we should probably have that conversation again.

Director Grecula stated I might have missed this one, but why would we be separating out the three park locations for the voting instead of just lumping them all together?

Director Dockter replied that is a good question, and that is a State law; each project needs to stand on its own merit.

Director Grecula stated that makes sense. I liked your illustrations on the parks; if you did have those fat tire bike trails, would there be bike rentals to go with that?

Director Dockter stated that is a good question, but we haven't got that far yet; but I think it's a great idea. Right now, we have snowshoe rentals that we've talked about putting out there, but I like the idea.

Chair Olsen stated I like that idea, too, that would be in keeping with our practices around snowshoes, and then we also rent kayaks down at Hazen P. Mooer, so it's something to definitely look into.

Chair Olsen said there's a couple things I'd like to add to this, and Director Dockter or Jennifer please feel free to chime in, if you'd like. You mentioned that the City has not passed a referendum of this nature since 1984, and I can vouch for that, I've been here so I'm fully aware. One of the things that we hear as City Council Members pretty consistently, at least in my tenure on the City Council, is we need more things for young people to do. One of the things that we take great pride in is our park and

trail system; I can't give you the exact number, but since I started on the City Council to today, I believe we've added somewhere in the neighborhood of a dozen or more parks and many, many miles of trails for families and residents of the community to enjoy. The idea behind the Local Option Sales Tax, which is different, as you mentioned, than a straight referendum is that we share the burden with those who visit the community, as well as those who live in the community and shop in the community. It's very popular across the country, frankly, but especially in the State of Minnesota, it works very well for many other communities. One of the things that we benefit from here is we already have a lot of visitation in the summertime for different tournaments and things for softball and baseball. We have hockey tournaments galore that come to our Ice Arena, and then of course we also have various tournaments and fundraisers and things at the golf course. Additionally, we have a very healthy Business Park, and it's my understanding, and again, please correct me if I'm wrong, but those who purchase goods or services from the companies that are based in the Business Park will also be participating in this Local Option Sales Tax. So, for example, if I'm a homebuilder outside of the State of Minnesota, and I purchase a whole bunch of windows for my development from Renewal by Andersen, I pay the Local Option Sales Tax because Renewal by Andersen is based here in Cottage Grove. So, I think the mechanics behind this really work well, but again, as we've always said as a City Council, when we have wants, we go to the voters. When we have needs, then that's a different conversation, and we have to accept the responsibility for funding those needs however we need to through our budget process. These things are wants, but they're wants that we've heard about for a really long time; and when and if we improve Hamlet Park, all that's going to do is provide us with additional opportunity to bring non-residents into the community for different tournaments that are bigger than what we can handle right now because we don't have the field space. So, there again, they will be paying for that Local Option Sales Tax as non-residents if they stay in our hotels, if they eat in our restaurants, etc.

With respect to the golf course, which is profitable, City owned and operated, just like the Ice Arena, City owned and operated and profitable, we get a lot of people who use the golf course for contracted purposes. For example, the School District contracts for some of their high school teams to practice and play at the golf course. We have weddings, we have all kinds of events, whether it's a charity golf tournament or somebody that is having a fundraiser and they want to participate at the golf course. We have the various end of year sports teams who come in and they have their award ceremonies and things of that nature. All of that is a community benefit, and the golf course is a community asset, but we want to make that asset even better for people; we want residents to be able to enjoy the very best experience they can get at the golf course, which is why that was one of the projects chosen here.

Then, of course, last but certainly not least, the new park down along the Mississippi. If I had a nickel for everybody who's come up to me and talked to me about how excited they are about that park, I could probably retire. People who live in this town have been waiting for so many years, ever since we were kids, Zac, to get access to the river. We have the most river frontage of any community in the metro, but we don't have access to it. So, you know, getting that park done and getting it done quickly and getting it done right and ensuring that all the various amenities exist, that is something that will not only benefit residents, but it will be of regional significance.

At the end of the day, though, if the voters choose not to vote for this, we will still proceed forward with what we can do, when we can do it, on these projects and others, but it will take significantly longer to get where we would like to go. We certainly hope that we can educate residents as to the benefit of this sort of a plan versus your straight let's just do a referendum and see if people will vote for that; it's a very different animal with different mechanics, not the least of which is when the projects are done, the tax goes away, it sunsets, it expires. So, the faster we can get the project done, the faster the tax will sunset. I think at the end of the day everybody's going to be very happy

with the outcome should we be able to pass this as a community. So, there's going to be a lot of education to be done. Never forget there are people out there who seem to really enjoy putting out misinformation any opportunity they can find to bash the City and the way the City does things. So, you have to compete against that in the arena, but I'm very confident that Zac and his team and the rest of the staff and the communications team will put forth maximum effort to give as many residents as possible the information they're looking for. Zac, if people have questions, you mentioned they can go to the website, right? Certainly, I want them to know they can reach out to any of our Council Members, whether it's Mayor Bailey, myself, Council Member Khambata, Council Member Garza, Council Member Thiede, we would love to talk to you about it. I know City staff is very well versed on this, so please let your friends and neighbors know that if they have questions or they bring it up, that oh, I heard the City's doing something, we would love to have that conversation. I had a text message just the other day from a resident who said is the City doing another referendum for something or another? I said yes. Well, is it for bonding, and I said no, it's Local Option Sales Tax. So, that generated some really good dialogue, and that person it turned out was somebody who was in favor of it, but wanted to have the nuts and bolts so that he could speak to his friends if and when it should come up over the bonfire, or at a graduation party, or something. So, I think the team is prepared to get the word out, but it's going to take more than the team. It's going to take those of us sitting up here, it's going to take the residents of the community, members of CGAA, who will clearly benefit from this. There's a lot of different stakeholders; so, again, please make sure that the right information is being disseminated to the public. The last thing I want to ask on this, Zac, is you know you mentioned that we sort of have a communications plan, right? We are going to be at the Saints game this weekend; do you know if there will be any information available to those attending from Cottage Grove, who might need to learn more about this at the Saints game?

Director Dockter replied I don't think we were going to just because we're trying to reach out to people from outside the community, rather than inside.

Chair Olsen stated fair enough; so, we're going to keep it to our festivals like Strawberry Fest, Food Truck Festival, those kinds of things. Perfect. Well, thanks again. Did you have anything you wanted to add, Jennifer or anyone else?

Director Dockter stated just one more; don't hesitate to send people to me because there's no secrets, I'm happy to share information and get people to the right spot. So, if you get yourself into a spot where you think someone needs to talk to me, send them my way, I'm happy to respond.

Chair Olsen said perfect, and I assume you're doing the same presentation to all the various City commissions, etc. Director Dockter said yes; Chair Olsen said thanks again, good information.

6.1 PUBLIC HEARINGS - None.

OTHER BUSINESS

7.1 2023 Annual Report

Jaime Mann, Interim Communications Director, stated before you and included in your packet that was sent out Friday is an actual copy of the Annual Report that has a lot of detail. Basically, it's a recap of what we did last year. I'm going to be touching on some of the highlights as we go through today's presentation.

We did our second publication of the *Discover Cottage Grove* Visitors Guide last year; we printed 5,000 copies that were distributed by mail, they're at the Mall of America, and last year we had them at the Minneapolis-St. Paul Airport. We also had them at Explore Minnesota Welcome Centers throughout the State; they'll email us and tell us when they need more guides, then we'll email them out to them. If you stop as you're coming into Minnesota, you should be able to see our Visitors Guide

throughout the Welcome Centers. We also had them here at City Hall, at the Ice Arena, the golf course had them for a while, the Chamber office had them, as well as having a digital version online, on our website; people could request a printed copy, so we would mail them out on demand. Last year, we had ten advertisers in the guide, which accounted for just under \$5,100 in revenue for our budget.

We also had our website, which is one of the biggest places where we drive visitors to; it has an events calendar on it, which we update with every event that we are aware of that's happening in Cottage Grove. So, you can find information on our website, and we also have a monthly E-Newsletter, called The Insider, that we send out at the beginning of the month, which includes things happening during the month. We just sent out the June E-Newsletter that talked about Strawberry Fest and the Saints game and the events coming up; that also really drives them to our website. Photo and video production is a huge part, as we're still building our library of photos and videos, we spent quite a bit of money last year on photography and SWCTC did seven videos for us. We're looking to keep that going this year. While we have a great database of photos, there are always new events happening in Cottage Grove, so we continually look to build our photo library.

Social media is probably our biggest avenue to reach people and tell people about all the great things happening in Cottage Grove; before you there are a bunch of statistics, I'm not going to read through them all, as they're also included in your Annual Report. Facebook is probably our biggest touch point for people, it's where we have our largest audience, followed by Instagram, but then we also have people watching us on YouTube as well. Our top performing campaign last year was our Food Truck Festival, which obviously was the large event that we hosted for the first time last year; our most-watched video was the information on Cottage Grove Bike Park.

We also always want to nurture our partnerships that we have in place, so again we have the Saints game this year, so we'll be partnering with them for Cottage Grove Community Night. We love working with Strawberry Fest to help promote the largest event that we host here in Cottage Grove. The Cottage Grove Area Chamber is a great partner for us. Explore Minnesota is a fantastic partner, they're a great resource for us; they also help us with some grant funding throughout the year. Last year we got a \$14,000 grant through them, which we matched for another \$14,000, so we could pay to promote Cottage Grove even more.

Community engagement is another big piece of the CVB so we attended large and small events last year; these are highlights of outside events in which we participated: We were at the Saints game, we had a booth at the Strawberry Fest marketplace, and we were at both the Memorial Day and the Labor Day One Family Fest, which is a big Hmong sports tournament at Kingston Park that they do over Memorial Day weekend and Labor Day weekend.

We also hosted our inaugural Food Truck Festival; we estimate between 6,000-7,000 attendees joined us at that event last year. We had 23 food trucks, four sponsors. We had live music, the Lions were there serving alcohol for us. We had a booth there, and we partnered with SoWashCo Cares, who sold wristbands for the beer tent. There was lots of great food, lots of people, happy faces, people dancing, and it was a great time last year.

Budget: Here is an overview of the budget. I'll note that these numbers do not include the salary and benefits of our two communication specialists because those have been previously covered by ARPA funds through our budget. One thing to note is for next year we will be showing those to you on the budget because the ARPA funds are done now, so those will fall under our CVB budget.

Building the Strategic Plan: Looking ahead to 2024, I know it's kind of interesting to talk about planning for 2024 in June, but a few things that we've talked about internally for our Strategic Plan for this year:

- Revamping our website (desktop, tablet, and mobile), maybe look at who is hosting our website, update that a little bit more.
- *Discover Cottage Grove* welcome video with SWCTC.
- Increased partnerships=Increased exposure. We always want to continue to nurture and grow our partnerships of Cottage Grove.
- “Tour the Town” via a *Discover Cottage Grove* passport: A things to do and see in Cottage Grove; right now, we’re looking at kind of a free option for people to use for maybe our parks or small businesses.
- Diversity, Equity, and Inclusion (DE&I): We always want to look at including DE&I in our imagery and our videos, anything we put out, including people of all ages, races, and abilities.
- Billboard: We’re potentially looking at costs associated with a billboard.

Jaime said with that, I would be happy to stand for any questions.

Chair Olsen thanked Jaime, said that’s a lot of information in a pretty short, compact presentation, but it was really good stuff.

Director Grecula stated I know that you mentioned that we’ve been beefing up the budget for photography; have we ever worked with any of the Park High School students to see if they could help us out for free, for class credit?

Jaime replied we have actually not looked at that; I don't know if anybody’s ever thrown that idea out there before, but it’s absolutely something we could explore.

Chair Olsen stated he liked the idea about working with our students. When I was part of the cable commission board, one of the things we recommended for SWCTC is a program through which some of the high school kids who were interested in audio and visual may work on some of the one-act plays, etc. to potentially do a summer internship and learn a little bit more about the nuts and bolts. Perhaps this is an opportunity for us as well, something really kind of fun to think about, so thanks for the recommendation.

7.2 2024 Quarter 1 Lodging Tax & Revenue Collection

Jaime stated I will put this disclaimer on: We are missing one month, we are missing a January Lodging Tax payment from one of our facilities, so this number is slightly lower than it will be, probably next time when I present the budget to you.

For Quarter 1, we had just over \$14,000 in Lodging Tax collected. The other revenue listed there is from our Visitors Guide ad sales; we had almost \$4,500 in ad sales for our Visitors Guide, which basically helps offset the cost of printing our guide. So, we came in at just about 19% under budget for our 2024 Quarter 1. I will tell you that Quarter 1 is typically our lowest Lodging Tax revenue received, but when we do our Lodging Tax budget, we just average the Lodging Tax out over the course of the year. One thing we had talked about as we’re looking at putting together our 2025 preliminary budget, which will be presented in August, is maybe fluctuating the Lodging Tax numbers so the quarters make sense to what we’re actually receiving. So, that’s why it looks a little skewed, but we typically come back in Quarter 2. When we’re looking at next year’s budget, we will look at fluctuating those numbers a little bit.

With that, Jaime said I’ll be happy to stand for any questions. No questions were asked.

Chair Olsen said okay, it’s good to know that we’re still chasing that payment from January; I’m eager to find out when we actually collect that.

7.3 Visitors Bureau Events Update

Jaime said I get to talk about some of the upcoming events that we have throughout the summer that *Discover Cottage Grove* will be at, and we'd love to invite you to attend with us:

1) St. Paul Saints Game: This weekend, on Saturday, we will be at the Saints game for Cottage Grove Community Night. The game starts at 6:07 p.m., doors open at 4:30; I have a ticket for each of you if you'd like to attend with us. If you'd like additional tickets, they are general admission, so you can just go on the Saints' website and buy additional tickets if you'd like to bring family members with you. We will be giving away information on Strawberry Fest, we'll be giving away a Visitors Guide. We had partnered with the Chamber to kind of swap brochures, so we included a brochure in their Community Showcase bag, and they gave us a brochure to include in our bags as a giveaway at the Saints game. Also, in front of you, you have an example of the swag that we ordered for this year; so, we have a backpack that will include some glow in the dark *Discover Cottage Grove* cups, there's a fun flexible pencil in there. We have looked at doing the snack bags, which were recommended at the last meeting, but those kind of don't draw kids in, so we took those and they were used for the City Community Showcase event. While we had great excitement from the parents on those, the kids weren't quite as excited. So, we wanted something colorful and kind of entertaining for kids for our giveaways here. We still have some luggage tags remaining, so we will be handing those out as well at the Community Night.

2) Strawberry Fest: This is our largest event of the year, at Kingston Park, from June 20-June 23. *Discover Cottage Grove* will be at a booth on Friday, 4:00 p.m. to 8:00, or 9:00; on Saturday, we'll be there all day, from after the parade until about 7:00 p.m. Again, we'll have the same giveaways for people. People tend to think of us as the information booth at Strawberry Fest, even though they have an information booth; in previous years, we've been kind of right on the end of an aisle, and people come to us and ask questions, so we usually get Strawberry Fest maps to hand out as well. We just kind of help the Strawberry Fest information booth by passing out the same information they are, but we're also trying to get the word out about *Discover Cottage Grove*. That's a great event because it's not just residents that come, they bring in a lot of visitors as well. Most of the people that we talk to are not from Cottage Grove.

3) Second Annual Food Truck Festival: We're hosting this at Kingston Park, on Saturday, September 14, from 11:00 a.m. to 7:00 p.m., so we added an hour on to the end of the event. Right now, we are at 33 food trucks that have said they want to participate; six have completed the paperwork process and have paid. We're promoting them on social media. We are also putting together sponsorship and marketplace information, and that will be coming out probably in the next two-to-three weeks for us to start promoting our marketplace area and the sponsorships that we have available. We will have a booth there as well, with giveaways for kids or families that come up to us.

4) The Dowdle Painting Reveal: Also on September 14, the location has shifted from the Food Truck Festival to Cottage Grove Middle School. The painting reveal will start at 8:00 a.m., and we will have puzzles for sale at the Middle School during the reveal, but we'll also be selling them at the Food Truck Festival.

Jaime said there are some exciting things happening in Cottage Grove, and with that, I'd be happy to stand for any questions.

Chair Olsen stated okay, more good information from Jaime. Are there any questions?

Director Grecula stated I noticed that the Minnesota pen is something I found in my own house, and I think my kid picked it up at a Schooley event. Do you know if we'll be representing that Schooley again this summer?

Jaime replied they have not reached out to us, but that is something where we can reach out to them. We work with SoWashCo Cares for the Food Truck Festival, I think our next committee meeting is next week, so we can touch base. I believe that one of the people that's on our committee runs that program.

Director Grecula stated that sounds great because it was very popular because of the pens.

Chair Olsen stated we do a lot with Schooley through the Cottage Grove Lions as well, and they're just tremendous people to work with, so that's a really good callout.

7.4 CVB Strategic Plan Update and Recommendation

Gretchen Larson, Economic Development Director, stated good morning, it's good to be with you today. We're going to review the RFP process. If you'll recall, in February, we had issued an RFP, but we didn't receive a lot of proposals. So, we recommended that we extend that, and you all agreed with that, and then we ended up receiving ten proposals. Out of those ten proposals, the top four firms were interviewed on Monday, May 13. Of those four firms, Chandler Thinks, the proposal that's in your packet, was recommended by the evaluation team as the most experienced firm to complete the Strategic Plan; they had extensive tourism and destination branding experience, more so than any of the other firms, who kind of wandered over into the economic development side. As you know, they are very similar processes, but they're not the exact same thing. So, that was the recommendation that we shared with the Chair and the Vice Chair, and they agreed to just bring it to the full Board. The total cost for that project is \$35,750, with \$1,500 earmarked for post-project consultation; that was the only group that also left some of the money in the budget so that when we have questions after the plan has been approved by all of you, that we could have that experience, ask questions and try to tweak it, to make sure that we're implementing it the way it should be.

One thing that hardly ever happens in the life of the RFP process, they were also the actual lowest proposal of the entire group, which is very unusual, so they are what we believe is the top firm and the lowest proposal. It made a lot of sense that they would by default be the highest recommended.

The \$35,750 is recommended to come from the Economic Development Trust Fund. Now, this actual item for the approval of the agreement, I know you cannot make a recommendation today, but it is also on the Council agenda for tomorrow because the Council has to approve the funding. They also have to approve the agreement should you have recommended it to move forward to them.

With that, Director Larson stated I'll be happy to answer any questions.

Chair Olsen stated this is one of those items where we wish we had the quorum here today so that we could recommend moving forward, but I will ask if any of our Board Members have questions or anything they'd like to share with Gretchen regarding this. No questions were asked.

Chair Olsen stated I will tell you that I had the opportunity to read through each and every one of these proposals, and Gretchen and the team were kind enough to ask for recommendations from the Vice Chair and myself. This group had a very strong proposal; one of the things that I look for when I look through these various proposals, whatever it might be for, is are they willing to spend time in the community, are they willing to connect with the community? Does it look like they're invested, or are they trying to just get another opportunity to fill out a bunch of reports and get paid for doing so. This team seemed very roll up your sleeves, you know, let's work together. So, I think it's a great recommendation, I'll look forward to voting for it tomorrow at our Cottage Grove City Council Meeting.

One thing I also wanted to add, and Jennifer, I'm going to ask you if you wouldn't mind to just take a brief minute, could you explain to people what the difference is between the ED Trust Fund and the ED Fund.

City Administrator Levitt replied I'd be happy to. In regards to the EDA Trust Fund, we have one business in town that makes a large financial contribution to the Fund and the efforts that we promote economic development within the community. So, there's no taxpayer dollars associated with that, so there's no tax levy, and there's no taxes going into that fund; so, it's purely by donation made from that one company within the community. So, there's been a longstanding relationship with that company, and so that enables us to do unique projects like this for greater value within the community.

Chair Olsen thanked Administrator Levitt for that explanation; I always want to clarify that because it's easy to get it confused, but the reality is the ED Trust Fund does fund projects like this or the City's recent trip to ICSC in Las Vegas, and that's all paid for through money that is donated from a local business for the purpose of economic development and growth, here in the City of Cottage Grove. Of course, we're very grateful that they continue to make that donation; this has been in place for a very long time. It's one of those things that is kind of a nice gift from this organization back to the community, and we try to use those funds very wisely.

Chair Olsen thanked Director Larson for that excellent information.

8.1 Workshop - None.

9.1 CVB Comments

Director Grecula stated I loved seeing this plan, I think this is such a nice way to raise money to improve our parks, and I'm really excited to see these events and hopefully a yes vote on all of these coming forward.

Director Hanson stated just to go off what Director Grecula said, I didn't know this much about this plan until today. I think what you said, it's going to be about education, so we've just got to talk to our people around us, go from there, and hopefully, it works.

Chair Olsen stated I'll tell you that is always the case. Misinformation tends to travel faster than accurate information does. So, you have to work twice as hard to get half as far sometimes, which is why the team is really working to communicate, whether it's at the Chamber Business Expo that we recently attended or various other Chamber events, various other commissions and boards, to make sure that people have the right information. That's really our job, our job is to inform. I appreciate your comments on that, but again, I would encourage you, I promise there's a neighbor or two, who are going to ask you about it or talk about it. If they need help understanding how this is supposed to work, send them our way; we would be happy to answer any questions that are out there.

Chair Olsen stated as far as my own comments are concerned, real briefly, I want to thank everybody who was able to attend this year's Memorial Day event. Unfortunately, the weather wasn't super cooperative, so we had to have the event inside, in our Training Room here at City Hall. It was very well attended. Kudos to Herb Reckinger, who is the Chair of our Advisory Commission on Historic Preservation here in the City of Cottage Grove. Herb does just a ton of work with the Vietnam Veterans Memorial Fund; as our guest speaker this year, he did a marvelous job of telling what I thought were very heartfelt stories. It was more of a conversation than a speech, and I think people appreciated that as our theme this year was a Salute to Vietnam Era Veterans. I also want to thank the staff down at River Oaks for providing the chairs, our Parks & Recreation Department for cleaning up the Veterans Memorial outside, fixing up all the plant beds, etc. to make it look really nice. Even though we weren't able to be outside, we were able to do the laying of roses as we do every year on the various markers out at the Veterans Memorial that represent each branch of our Armed Forces. The SWCTC team did a really nice job of some drone footage, so it turned out well. If you weren't

able to attend the ceremony, you can find it online at SWCTC.org, as it is on their website. I've watched it a couple times, and I think it was a very appropriate and moving ceremony for Memorial Day.

Chair Olsen stated the last thing I want to mention is we're about to get into the nitty gritty as it relates to our budget conversation for 2025. What that means is the City Council will begin holding meetings with staff, essentially on a weekly basis in July. We've done a lot of preliminary work, and we'll get more information as it comes forward, but we embrace the challenge of the budget each year; it is a very arduous process as we go through everything, line by line by line. The reason we do that is we want to provide the greatest value to our taxpayers. The City of Cottage Grove is the second to the lowest ranked city for tax rate of our Washington County communities; the lowest city is our neighbor, St. Paul Park. The difference is that St. Paul Park gets a lot of Local Government Aid from the State that helps support their budget, and the City of Cottage Grove gets very little, roughly \$50K. We have to be very diligent about using taxpayer dollars wisely and we have a staff that definitely does that and guides us in that direction. So, if you have any questions about the budget, how the budget should tie into this proposed Local Option Sales Tax plan, or anything else that we're doing in the community, again please reach out to your Council Members, Mayor Bailey, or the staff here at City Hall.

10. ADJOURNMENT

Chair Olsen thanked those who attended the meeting. Though we weren't able to vote on things as we don't have a quorum, we still got some very good information. Chair Olsen stated I will adjourn the meeting, as we won't be able to vote on an adjournment motion; he adjourned the meeting at 8:22 a.m.

Respectfully submitted,

Jaime Mann, Interim Communications Manager

/jag



City Council Action Request

7.JJ.

Meeting Date	12/4/2024				
Department	Convention and Visitors Bureau				
Agenda Category	Action Item				
Title	2025 Cottage Grove Convention and Visitors Bureau Budget				
Staff Recommendation	Approve the Cottage Grove Convention and Visitors Bureau 2025 Budget.				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>11-26-24 CVB Agenda</td></tr><tr><td>2.</td><td>2025 CVB Final Budget</td></tr></table>	1.	11-26-24 CVB Agenda	2.	2025 CVB Final Budget
1.	11-26-24 CVB Agenda				
2.	2025 CVB Final Budget				



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

FROM: Phil Jents, Communication Manager

DATE: December 4, 2024

RE: 2025 Cottage Grove Convention and Visitors Bureau Budget

Discussion

Revenue

Projections of 63% occupancy were used when forecasting 2024 lodging tax revenue, estimating the total to be \$72,300 in revenue. In looking back at the past two years, on average, the CVB has averaged a revenue of almost 65% occupancy for the full year. For 2025, the recommendation is to continue the projected occupancy and use a 63% occupancy rate for budgeting total lodging tax revenue, which would give a projected revenue of \$72,300. This falls more in line with what has historically been collected from our lodging facilities yearly.

It is estimated that the advertising for the Visitors Guide in 2024 will be \$4,500, which helps offset the cost of printing the Visitors Guide.

Added for 2025 are estimates for the Food Truck Festival. Based on projections, it is estimated that the CVB will collect \$15,500 in food truck and marketplace vendor payments and \$8,000 from sponsorships of the event.

Expense

As in previous years, expenses are being broken out into three separate categories: marketing, operations, and other. Marketing expenses are core to the organization's mission of, "promoting Cottage Grove as a premier destination for leisure travelers, weddings and outdoor enthusiasts, a recognized and successful host city for meetings and conventions, and a prominent and respected venue for sporting events." A reliable history, for activities by the CVB is still being established so funding levels for each line item and initiative for the 2025 budget are based on actual and projected spending.

Marketing Expenditures	
Website Hosting/Domain	\$1,680.00
Collateral Development and Printing	\$11,000.00
Marketing and Local Events	\$6,425.00
Food Truck Festival	\$20,000.00
Social Media Advertising/Marketing Online	\$12,000.00
Professional Services	\$400.00
Other Types of Advertising (Magazines, Billboards, etc.)	\$4,630.00
Total Marketing Expense	\$56,135.00

In total, marketing expenses for 2025 are at \$56,135.00. Website hosting is budgeted at \$1,680 for 2025. Printing of the Visitors Guide for 2025 is estimated to be \$11,000. Expenses related to the Food Truck Festival are budgeted to be \$20,000. Other types of advertising, including the brochure programs at the Mall of America and MSP airport, have been budgeted at \$4,630. Professional services are budgeted at \$400 and include transcription services. This leaves some areas that allow for flexibility in the budget in marketing at local events and other types of advertising, which are budgeted at \$6,425. Social media will continue to be the focus of CVB's marketing efforts, so \$12,000 has been budgeted to maintain the presence of the CVB on social media.

The second expense category is operations, and represents the funds needed to carry out the mission of the Visitors Bureau.

Operating Expenditures	
Communication Specialists Salary and Benefits	\$24,000.00
Postage	\$800.00
Supplies	\$300.00
Continuing Education/Classes/Seminars	\$1,700.00
Dues/Subscriptions	\$410.00
Administration Fee (City of Cottage Grove)	\$3,615.00
Contractual Services (City of Cottage Grove)	\$17,171.25
Total Operating Expense	\$47,996.25

Many of the operations expenditures are for day-to-day expenses like office supplies and postage that equal \$1,100. For 2025, the Visitor Bureau will continue its membership with the Minnesota Association of Convention and Visitors (MACVB) for \$410 and has \$1,700 budgeted for continuing education, which includes attending the MACVB annual conference. \$3,615.00 is budgeted as the 5% administrative fee that is paid back to the city for facilitating the CVB. Contractual services to the city of 25% covers services like accounting, audit, clerical and legal services and totals \$17,171.25. Finally, the largest expense is for a portion of the salary and benefits of a Communications Specialist position for a total of \$24,000.

With a total revenue projection of \$100,300.00 and total expenses projected at \$104,131.25 in 2025, it equates to a net loss of \$3,831.25. The CVB is still determining best practices and methods for marketing the city. Therefore, the 2025 budget is meant as a guide that allows for flexibility to adapt and change as we move forward.

The 2025 CVB Budget was approved unanimously, with a motion from Vice Chair Khambata

and a second by Director Hanson.

Recommendation

Approve the Cottage Grove Convention and Visitors Bureau 2025 Budget.

Attachments

1.	11-26-24 CVB Agenda
2.	2025 CVB Final Budget



CITY OF COTTAGE GROVE
12800 Ravine Parkway South
Cottage Grove, Minnesota 55016
Council Chamber - 7:30 AM

November 26, 2024

Cottage Grove Convention and Visitors Bureau

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Approval of Minutes
 - 1 2-27-2024 Meeting Minutes
 - 2 6-4-2024 Meeting Minutes
6. Presentations
 - 1 2024 Holiday Events in Cottage Grove
7. Business Items
 - 1 Cottage Grove Painting and 2024 Food Truck Festival Recap
 - 2 2024 Q2 and Q3 Lodging Tax and Revenue Collection
 - 3 2025 Budget Approval
 - 4 2024 Chandler Thinks Strategic Plan Update
 - 5 2025 Visitor Guide
8. Workshop
9. Comments
10. Adjournment

Regular Meeting

Cottage Grove Convention and Visitors Bureau
2025 Budget Worksheet

FINAL BUDGET

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	2024 Budget	Notes
Revenue																
Lodging Tax at 3%																
3840	Lodging Tax	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,600.00	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 5,700.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 72,300.00	\$72,276.00	Based on a 63% occupancy rate
Total Lodging Tax Revenue		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,600.00	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 5,700.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 72,300.00		
Other Revenue															\$ -	
3324	Grants													\$ -	\$10,000.00	
3574	Visitors Guide Ad Sales	\$ 4,500.00												\$ 4,500.00	\$5,095.00	
3575	Food Truck Fest Food Vendor Payments						\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00				\$ 15,500.00	\$8,750.00	
3812	Food Truck Fest Donations and Sponsors						\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00				\$ 8,000.00	\$2,750.00	
3816	Refunds & Reimbursements													\$ -		
Total Other Revenue		\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 28,000.00		
Total Revenue		\$ 9,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,600.00	\$ 7,000.00	\$ 13,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,200.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 100,300.00		
EXPENSES																
Personal Services																
4100-4144	Salary, PERA, FICA, Health Insurance	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 24,000.00	\$87,790.00	10% of salary and benefits for 2 positions
Total Personal Services		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 24,000.00		
Commodities																
4200	Office Supplies / Equipment													\$ -	\$120.00	
4210	OP Supply - Other	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 300.00	\$240.00	
Total Commodities		\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 300.00		
Contractual Services																
4300	City of Cottage Grove (5% Administration Fee)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 280.00	\$ 350.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 285.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 3,615.00	\$3,613.80	automatically calculated based on lodging tax transcription services
4300	Contractual Services [City of Cottage Grove (25%)]	\$ 1,187.50	\$ 1,187.50	\$ 1,187.50	\$ 1,330.00	\$ 1,662.50	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,353.75	\$ 1,187.50	\$ 1,187.50	\$ 1,187.50	\$ 17,171.25	\$17,165.55	
4300	Contractual Services/Professional Services		\$ 100.00			\$ 100.00			\$ 100.00			\$ 100.00		\$ 400.00	\$240.00	
4305	Website Hosting/Domain	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 1,680.00	\$1,380.00	
4311	Postage	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	\$ 66.00	\$ 66.00	\$ 66.00	\$ 66.00	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	\$ 800.00	\$720.00	
4340	Collateral Development & Printing	\$ 11,000.00												\$ 11,000.00	\$8,000.00	updated based on 2024 cost
4341	Social Media Advertising/Marketing Online	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00	\$15,504.00	brochure program \$2150, Have Fun Biking \$2580
4341	Other Types of Advertising (Magazines, Billboard, etc)	\$ 2,050.00	\$ 2,580.00											\$ 4,630.00	\$300.00	
4401	Dues / Subscriptions						\$ 410.00							\$ 410.00	\$325.00	MACVB membership
4403	Continuing Education/Classes/Seminars	\$ 500.00				\$ 500.00				\$ 500.00		\$ 200.00		\$ 1,700.00	\$1,750.00	
4434	Marketing at Local Events		\$ 125.00	\$ 5,000.00		\$ 1,300.00								\$ 6,425.00	\$6,625.00	Strawberry Fest, Saints Game, swag
4434	Food Truck Festival						\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00				\$ 20,000.00	\$13,650.00	
Total Contractual Services		\$ 16,194.50	\$ 5,449.50	\$ 7,644.50	\$ 2,817.00	\$ 5,118.50	\$ 8,916.00	\$ 8,506.00	\$ 8,606.00	\$ 8,345.75	\$ 2,644.50	\$ 2,944.50	\$ 2,644.50	\$ 79,831.25		
Total Expense		\$ 16,219.50	\$ 5,474.50	\$ 7,669.50	\$ 2,842.00	\$ 5,143.50	\$ 8,941.00	\$ 8,531.00	\$ 8,631.00	\$ 8,370.75	\$ 2,669.50	\$ 2,969.50	\$ 2,669.50	\$ 104,131.25		
Net Income		\$ (6,719.50)	\$ (474.50)	\$ (2,669.50)	\$ 2,758.00	\$ 1,856.50	\$ 4,059.00	\$ 6,469.00	\$ 6,369.00	\$ 1,829.25	\$ 2,330.50	\$ 2,030.50	\$ 2,330.50	\$ (3,831.25)		



City Council Action Request

7.KK.

Meeting Date 12/4/2024

Department Administration

Agenda Category Action Item

Title Rassmussen University Tuition Reduction MOU

Staff Recommendation Approve the Memorandum of Understanding between Rassmussen University and the City of Cottage Grove, providing a 20% tuition reduction (corporate grant) for city employees.

Budget Implication N/A

Attachments	1.	Council Memo-Rasmussen MOU Final
	2.	COT-14442 Rassmussen - Cottage Grove PD - 20% CAG - signed by Ras



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

From: Peter J Koerner, Director of Public Safety

Date: December 3, 2024

Subject: **RASMUSSEN UNIVERSITY MEMORANDUM OF UNDERSTANDING**

INTRODUCTION

The Cottage Grove Police Department (CGPD) has recently developed a Cadet Program to recruit, hire, and train police officer candidates. Several metro law enforcement agencies currently have or are developing cadet programs to recruit talent in this very competitive hiring environment. A common recruitment tool, tuition reduction, has proven successful especially when paired with financial assistance and/or tuition reimbursement.

As you know, Rasmussen University's Law Enforcement Program is located at the HERO Center. CGPD has developed an effective relationship with Rasmussen University, and we recognize Rasmussen as a preferred institution for law enforcement education and other studies.

As we were developing our cadet program, Rasmussen University offered a corporate grant, which will provide a 20% tuition reduction to all city employees. Yesterday, Captain Petersen met with Rasmussen University staff to discuss the details of this offer, and a Memorandum of Understanding (MOU) was reviewed and approved by City Attorney Korine Land.

Primarily, this grant is intended to recruit and incentivize candidates in CGPD's Cadet Program through tuition reduction. This cost savings amounting to as much as \$2,000.00 would be transferred to CGPD per semester if we elect to offer financial assistance and/or tuition reimbursement.

As an added benefit, all city employees are eligible for tuition reduction, which achieves a second strategic goal by promoting advanced education. This MOU required no financial obligations for the City of Cottage Grove and requires only annual communication to city employees using Rasmussen's marketing materials to make employees aware of this benefit.

To make this grant available to current and future employees of the City of Cottage Grove in January of 2025, the MOU needs to be approved and submitted by December 13, 2024.

RECOMMENDATION

Approve the Memorandum of Understanding between Rasmussen University and the City of Cottage Grove, providing a 20% tuition reduction (corporate grant) for city employees.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between Rasmussen College, LLC, with an address at 303 West 3rd Avenue, Ranson, West Virginia 25438 (“College”), and City of Cottage Grove, with an address at 12800 Ravine Parkway, Cottage Grove, Minnesota 55016 (“Company”). This MOU will become effective upon the date last signed between College and Company (the “Effective Date”).

1. **Benefits Provided by College.**

- a. **Corporate Grant.** College will provide a grant in an amount equal to twenty percent (20%) of the charges for tuition in effect as of the date of enrollment (“Corporate Grant”) to each of Company’s employees (“Employee(s)”) who, subsequent to the Effective Date, are admitted to and enrolled at College in a degree, diploma, or certificate, program (collectively “Program”) excluding any doctorate-level Program, Individual Progress, and any other Programs which College may in its sole discretion from time to time deem excluded from the Corporate Grant (together, “College Services”). College will communicate to Company the College Services available under this MOU prior to the execution of any Company Contributions as detailed in Section 2 of this MOU.
- b. **Timing of Services.** Employees admitted and enrolled in any College Services prior to the Effective Date will begin receiving the Corporate Grant at the start of the Employee’s next academic term/session. The Corporate Grant will not be applied retroactively or to any current term. No Employee will receive any credit, refund or proration for the Corporate Grant for any academic term prior to or in progress as of the Effective Date.
- c. **Application of Corporate Grant.** The Corporate Grant may be applied only to tuition and will not apply to any general or programmatic fees. College may change its tuition rates at any time in its sole discretion. Each Corporate Grant will be calculated based on the most current tuition.
- d. **Academic Control.** College is solely responsible for, and maintains all discretion with respect to, the nature of the College Services, including the offering, substitution, or cancellation of any Program and its academic and administrative requirements, which College may change or modify at any time in its sole discretion. All Employees who are admitted to and enrolled in College Services must comply with all academic and administrative requirements of College as stipulated in the Course Catalog, program-specific handbook, student code of conduct, or elsewhere.
- e. **Student Records.** Company acknowledges and agrees that College is solely responsible for maintenance and management of “education records” as defined by, and pursuant to, the Family Education Rights and Privacy Act of 1974, and any other applicable federal and state laws and regulations relating to education records.

2. **Company Contributions.**

- a. Updates. Company agrees to work cooperatively with College to update these Company Contributions from time to time as the College Services change.
- b. Communications to Employees. At a minimum, Company will send an annual communication to its Employees, in a manner and format determined by the Company, that explains the availability of the Corporate Grant, based on information provided by College. All communications to Company's Employees will be subject to College's prior review and written approval prior to dispatch, and must include the College's name and logo. College will provide marketing collateral to Company for communications.
- c. Events. In an effort to build Employee awareness of the Corporate Grant, Company agrees to host an informational presentation by College to Company's Employees twice per year, on a schedule and in a manner and format mutually agreed upon by the College and Company. The informational presentation(s) may include, but will not be limited to, reserved space for College at a benefit fair, tabling event at Company office(s) or event(s), informational webinars, or conference calls.
- d. Additional Contributions. Any Company Contributions in addition to the foregoing may be agreed to from time to time between the parties in writing.

3. **Terms and Conditions.**

- a. Grant of License - College. College grants to Company a limited, nonexclusive, revocable, royalty-free license to use College's names, logos, service marks and trademarks in Company's marketing and other promotional materials, solely for purpose of performing under this MOU and subject to College's prior written approval of each use. The license granted by College to Company will terminate upon the termination of this MOU. Except as stated herein, no other rights or licenses with respect to any intellectual property are granted under this MOU.
- b. Grant of License – Company. Company grants to College a limited, non-exclusive, revocable, royalty-free license to use Company's names, logos, service marks and trademarks in College's marketing and other promotional materials, solely for purpose of performing under this MOU and subject to Company's prior written approval of each use. The license granted by Company to College will terminate upon the termination of this MOU. Except as stated herein, no other rights or licenses with respect to any intellectual property are granted under this MOU.
- c. Limitation of Liability. In no event will either party be liable to the other for any indirect, incidental, exemplary, special or consequential damages whatsoever (including damages for loss of profits, income or saving, or interruption of business) even if advised of the possibility of such damage.
- d. Confidentiality. For the purposes of this MOU, "Confidential Information" will mean all information concerning either party or any of its businesses, assets, products, services, employees, or customers (including students), or of any third party that is in

the possession of the receiving party, that is designated as confidential or proprietary or that is customarily or legally required to be protected from public disclosure, regardless of whether such information is provided orally, in writing or other tangible form, via email or in electronic form, or is obtained through visual observation. The parties acknowledge that all Confidential Information that it receives from the other party is confidential and proprietary. The receiving party will use Confidential Information only to the extent necessary to perform the services set forth herein and for no other purpose whatsoever. The receiving party will not disclose or permit access to Confidential Information to any third party without the written consent of the disclosing party, and subject to confidentiality obligations no less stringent than those set forth herein. All Confidential Information will be returned or destroyed promptly upon termination of the MOU or upon request.

- e. Term and Termination. This MOU will commence on the Effective Date and continue until terminated as provided for herein (the “Term”). Either party may terminate this MOU, with or without cause, at any time, upon at least thirty (30) days prior written notice to the other party. Either party may terminate this MOU immediately upon the other party’s material breach of the terms herein. Upon the termination effective date of this MOU, Employees who continue to meet satisfactory academic progress at College, and who otherwise meet all other programmatic requirements and College guidelines, may remain enrolled at College and finish their academic program at the then applicable tuition and fee rate as listed in the College Catalog.
- f. Disclaimer. Neither party makes any warranty of any kind, whether express, implied, statutory or otherwise, including without limitation warranties of merchantability or fitness for a particular purpose.
- g. Additional Terms. Nothing in this MOU will be construed as preventing either party from entering into an agreement with other third parties for similar purpose(s) or services as set forth herein. Neither party may assign this MOU without the prior written consent of the other Party, which will not be unreasonably withheld. This MOU will be governed by and construed in accordance with Illinois law, without regard to the conflicts of law provisions thereof to the extent such principles or rules would require or permit the application of the laws of another jurisdiction. This MOU is the entire agreement between the parties on the subject matter herein, superseding all prior oral or written, agreements and communications. This MOU may only be amended, supplemented or changed in writing, signed by each party. The termination of this MOU will not release either party from any liabilities or obligations herein which remain to be performed or by their nature would be intended to be applicable following any such termination. At no time will either party hold itself out to be the agent, employee, lessee, sublessee, partner, or joint venturer of the other party. Any external communications or representations of the relationship created hereunder will be referred to as an “alliance.” As such, the parties agree that they are dealing with each other as independent contractors and this MOU does not create an agency, partnership, joint venture, or employment relationship. This MOU and all conditions and provisions hereof are intended for the sole and exclusive benefit of the parties and their respective successors and permitted assigns, and for the benefit of no other person. This MOU may be executed in multiple counterparts, each of which will be deemed to be a duplicate of the original, but all of which together will constitute one

and the same instrument. This MOU may be executed and delivered by facsimile or other electronic signature, and any such signature will have the same force and effect as the execution of an original.

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Memorandum of Understanding as of the Effective Date.

Rasmussen College, LLC



By: _____
Name: Dwayne Bertotto
Title: Senior Vice President and Chief
Operating Officer
Date: December 2, 2024

City of Cottage Grove

By: _____
Name:
Title:
Date:

City of Cottage Grove

By: _____
Name:
Title:
Date:



City Council Action Request

7.LL.

Meeting Date 12/4/2024

Department Administration

Agenda Category Action Item

Title Desotec GAC Vessel Rental Agreement

Staff Recommendation Approve the Vessel Rental agreement with Desotec for GAC treatment vessels at Wells 3, 8 and 10 temporary treatment plants.

Budget Implication included in the budget.

Attachments

1.	Desotec GAC Vessel Rental Agreement Approval 2024-12-3
2.	Desotec Terms and Conditions 2024 Cottage Grove



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

From: Ryan Burfeind, PE, Public Works Director

Date: December 3, 2024

Re: Desotec GAC Vessel Rental Agreement

Background

Three of Cottage Grove's temporary PFAS treatment plants utilize GAC vessels that are rented and not owned. Two of the plants, at Wells 3 and 10, have rental vessels that were setup by the MPCA during the emergency declaration of 2017. The Well 8 treatment plant was built later, and since these vessels could not be moved to a permanent facility, the same rental process was utilized. Historically, the rental vessels were owned by a company called Evoqua Water Technologies. In late 2023, Desotec acquired the GAC services and vessel rental division of Evoqua.

Discussion

With the vessel rental being managed by a new company, a new rental agreement is required. The rental rate for the 22 GAS vessels will remain the same, at \$104,000/month. This cost is fully reimbursed through the 3M Settlement Agreement. The new vessel rental agreement has been included for approval, which has been reviewed and approved by the City Attorney.

Recommendation

Approve the vessel rental agreement with Desotec for GAC treatment vessels at Wells 3, 8, and 10 temporary treatment plants.

GENERAL TERMS AND CONDITIONS

These general terms and conditions (hereinafter "General Terms and Conditions") apply without restriction in their entirety to all Agreements (as defined below) entered into by DESOTEC NV (with registered office at Regenbeekstraat 44, 8800 Roeselare, and registered with the Crossroads Bank for Enterprises under company number 0441.856.180), or by any other company of the Desotec Group (as defined below) (the relevant company of the Desotec Group hereinafter "Desotec").

By entering into an Agreement with Desotec, the Customer (as defined below) declares to have read and to understand the General Terms and Conditions in their entirety, and the Customer irrevocably agrees with the content of the General Terms and Conditions and their application to all Agreements and legal relations with Desotec. Unless otherwise agreed between Desotec and the Customer, the Customer hereby expressly and irrevocably waives any applicability of any of its own general terms and conditions, including any clause therein excluding Desotec's General Terms and Conditions.

Desotec shall at all times have the right to amend its General Terms and Conditions which amended version, as it may occur, shall then apply to any and all Agreements entered into afterwards with Desotec.

SECTION 1: GENERAL

The provisions contained in this Section 7 "General" of the General Terms and Conditions shall apply to all Agreements with and Offers sent by Desotec, regardless of their content

1. Definitions

- 1.1. **"Adsorption products"**: all products for purification of liquids, air and gases, whether or not impregnated with chemicals, as offered by Desotec.
- 1.2. **"Agreement(s)"**: (i) any written agreement concluded between, and signed by, Desotec and the Customer, including, but not limited to, agreements for the sale or lease of Goods and agreements for the execution of a Project or the provision of Services; (ii) any Offer accepted by the Customer in accordance with article 3 of these General Terms and Conditions during the validity period thereof; and (iii) any Order explicitly accepted (by means of an order confirmation) by Desotec
- 1.3. **"Customer"**: any party to whom Desotec supplies Goods and/or Services or for whom Desotec executes a Project.
- 1.4. **"Desotec Group"**: includes Desotec NV, with registered office at 8800 Roeselare, Regenbeekstraat 44, KBO 0441.856.180 and all present and future companies affiliated or associated with Desotec NV in the sense of articles 1:20 and 1:21 of the Belgian Code on Companies and Associations.
- 1.5. **"Filter(s)"**: all Desotec filters, both mobile and non-mobile, which through the application of Adsorption products serve for the purification of, inter alia, air emissions, biogas, soil, groundwater, wastewater or chemicals.
- 1.6. **"Force Majeure"**: any and all circumstances beyond Desotec's reasonable control, including but not limited to fire, explosions, power outages, seismic activity, strikes, stagnation or interruptions in the supply of materials, raw and/or auxiliary materials, floods, special weather conditions, natural disasters, war, (cyber)terror, riots, occupation, governmental measures and pandemics.
- 1.7. **"Good(s)"**: all goods supplied by Desotec to the Customer, including but not limited to Filters, Adsorption products, peripheral equipment (pumps, pipes, switch boxes, etc.), and all related products.
- 1.8. **"Intellectual Property Rights"**: all intellectual property rights, registered or unregistered, including but not limited to trademarks, copyrights, design rights and patents, including but not limited to prosecution, registration and enforcement rights.
- 1.9. **"Large Filters"**: Filters with a usable volume of $> 3 \text{ m}^3$
- 1.10. **"Offer"**: a written offer by Desotec to supply a Good or Service, or to execute a Project.
- 1.11. **"Order(s)"**: a (written) order of the Customer to supply a Good or Service, or to execute a Project.

- 1.12. **"Project(s)":** all projects whereby Desotec delivers customised work in the form of delivery of Goods and Services on behalf of the Customer.
- 1.13. **"Service(s)":** the various services Desotec, or parties appointed by Desotec, provides or provide to the Customer, including but not limited to installation services and customised work.
- 1.14. **"Small Filters":** Filters with a usable volume of $\leq 3 \text{ m}^3$
- 1.15. **"Working Days":** all days other than Saturdays, Sundays and legal public holidays

2. Applicability

2.1. These General Terms and Conditions, together with the content of the Agreement, govern the legal relationship between Desotec and the Customer, with the express exclusion of any general terms and conditions of the Customer.

2.2. In case of inconsistency between these General Terms and Conditions and any Agreement between Desotec and the Customer, the provisions of the Agreement shall prevail.

2.3. Deviations from these General Terms and Conditions or from any Agreement between Desotec and the Customer are ineffective without the explicit prior written agreement between Desotec and the Customer. All prior communications, representations, understandings, or agreements, whether written or oral, within the scope of the subject matter of these General Terms and Conditions are hereby superseded.

3. Offer

3.1. The sending of catalogues, price lists, price estimates, brochures, advertising messages, newsletters and/or any information on the Desotec website shall not be regarded by the Customer as an offer to contract from Desotec. The conditions set out in and more general the contents of the aforementioned catalogues, price lists, etc. may at any time be adjusted by Desotec at its full discretion, without prior notice to the Customer.

3.2. Unless explicitly stated otherwise, all price indications and price estimates included or mentioned in any Offers, catalogues, price lists, price estimates, brochures, advertising messages, newsletters and/or on the Desotec website are always indicative on Desotec's part and do not bind Desotec in any way whatsoever and can be subject to change.

3.3. Furthermore, price indications and price estimates included in any Offer are merely based on information and data provided by the Customer assuming that these are correct. They are only binding on Desotec upon receipt by Desotec of a written acceptance of the relevant Offer by the Customer (pursuant to the signature thereof by the Customer or confirmation of acceptance by the Customer by letter, fax or email within the validity period of the Offer) (hereinafter the "Confirmation"), without prejudice however to what is set out below. Also any price indications and price estimates included in any Orders shall only bind Desotec upon receipt by the Customer of a written confirmation by Desotec of the Order concerned (by letter, fax or e-mail) (hereinafter also the "Confirmation"), without prejudice however to what is set out below.

Nevertheless, Desotec reserves the right to, even after Confirmation, adjust the prices stated in any Agreement, Offer or Order (or Confirmation thereof by Desotec) (i) in the event of modification of the information or data provided by the Customer, or if such information or data would be incorrect or incomplete; (ii) if prices of the goods purchased by Desotec from third parties would increase or such goods would (temporarily) be unavailable; and/or (iii) in the event of an increase in labor costs, social security contributions, taxes, the price of raw materials, materials and/or transport costs, energy prices or, more generally, the prices of any goods or services purchased by Desotec, whereby the price increase by Desotec, as it may occur, shall be in reasonable proportion to and take into account the price increase concerned. In addition, Desotec reserves the right to correct material errors in any Agreement, Offer, Order or Confirmation. Prior to the adjustment of any price stated in any Agreement, Offer or Order, Desotec shall provide written notice to Customer of the anticipated price adjustment. Customer may immediately terminate any Agreement, Offer or Order upon written notice delivered to Desotec after notice is received of a price adjustment by Desotec.

3.4. Offers are at all times revocable by Desotec up to the moment of Confirmation by the Customer. Offers are valid (subject to modification or revocation) for one (1) month as from the Offer date, unless explicitly stated otherwise in the Offer.

4. Execution and performance

4.1. The Customer acknowledges that the (end) result of the process the Goods and/or Services are used for by the Customer or of the Project, as well as their efficiency, running time and purification level of the Goods and the customized work under any Project, depend on multiple factors characteristic for and/or attributable to the Customer, third parties and/or external factors (including a.o. the environment where the Goods or customized work is installed or set up), or other factors, which are not attributable to or always foreseeable by and/or within the control of Desotec.

4.2. Any and all numerical values and indicative values (including, but not limited to, values relating to the running time or purification level of the Goods and/or the customized work under any Project or to the result or efficiency thereof) indicated in any Agreement or related documents (such as emails, calculations, tests, analyses or documents relating to the Goods/the Project or any pilot versions) are at all times merely indicative and non-binding values and estimates, based on the information and data provided by the Customer and on several assumptions and presumptions made by Desotec in the relationship with the Customer. They do not imply in any way whatsoever, either explicitly or implicitly, any warranty with regard to the Goods or the customized work under the Project, including, but not limited to, the result or the efficiency of the Goods or the customized work or with regard to the running time or purification level thereof and such warranty is never provided by Desotec. As a result, the Customer shall not hold Desotec liable in any way whatsoever for not achieving any particular result or efficiency.

5. Price

5.1. Any and all prices are always expressed in United States dollars and exclusive of taxes, duties and costs of any kind whatsoever, including import duties and any other costs or charges related to custom clearance, unless explicitly stated otherwise.

5.2. Any communicated prices for Goods, Services and/or Projects, are exclusive of transport costs, unless indicated otherwise.

5.3. Desotec reserves the right to, if an Agreement comprises several Goods, Services and/or Projects, to execute and invoice each part thereof separately.

6. Payment

6.1. Unless explicitly stated otherwise in the Agreement and without prejudice to what is stipulated in the second paragraph of this Article 6.1, all Desotec invoices are payable within a period of thirty (30) days of the invoice date.

In the event however of a change, at any time, in the customer's solvency or creditworthiness (e.g. payment issues experienced by Desotec, cancellation of the Customer's credit limit by Desotec's credit insurance ...), as assessed and determined by Desotec based on its own discretionary judgement, Desotec shall have the right to impose other payment conditions (e.g. partial or full payment upfront, deposit contract, etc.) in deviation of the above and/or of what is stipulated in the Agreement. Prior to the adjustment or deviation of any payment condition stated in any Agreement, Offer or Order, Desotec shall provide written notice to Customer of the anticipated adjustment or deviation. Customer may immediately terminate any Agreement, Offer or Order upon written notice delivered to Desotec after notice is received of an adjustment or deviation of any payment conditions by Desotec.

6.2. Protest of any Desotec invoice must reach Desotec by registered mail within fifteen (15) calendar days from the invoice date. After the aforementioned period of fifteen (15) calendar days, the Customer is no longer entitled to protest the invoice concerned, and the Customer shall pay the relevant invoice in accordance with Articles 6.1 and 6.2.

6.3. In the event of non-payment by the Customer of the invoice on the due date, the Customer shall be charged default interest on the outstanding amount at the rate of eight (8) per cent on an annual basis, as from the day following the due date up and until full payment. If the period of non-payment is less than one (1) year, this interest shall be calculated on a pro rata temporis basis.

In addition, in the aforementioned case, the Customer shall, with prior notice being required, have to pay to Desotec a fixed compensation of ten (10) percent of the outstanding amount with a minimum of one hundred twenty-five (125) USD per invoice, even if a grace period was granted and without prejudice to Desotec's right to claim higher compensation.

6.4. Furthermore, in the event of non-payment by the Customer of any invoice on the due date, Desotec reserves the right, with prior notice of default, to halt any and all further deliveries, leases and/or other Services to or

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United States of America

commitments regarding Goods and/or Projects with respect to this Customer until full payment by the Customer to Desotec of all amounts owed, and reserves the right to collect all Goods previously delivered to the Customer and charge all costs associated with the take-back of the Goods to the Customer. The Customer explicitly agrees not to obstruct Desotec's exercise of its right of retention, and to grant Desotec access to the site where the Goods are located.

7. Cancellation

7.1. Any Order may only be cancelled by the Customer in writing prior to the delivery of the Goods or Services to the Customer. In case of cancellation of any Agreement by the Customer, the Customer shall owe Desotec compensation for all internal and external costs incurred by Desotec, without prejudice to what is stipulated in article 30 of these General Terms and Conditions regarding cancellation of an Agreement with respect to the lease of Goods.

8. Delivery

8.1. Unless explicitly stated otherwise in the Agreement, any and all delivery and execution projections communicated are merely indicative and non-binding estimates.

They do not imply any guarantee whatsoever on Desotec's part regarding effective delivery or performance times. The Customer acknowledges that the effective delivery/performance of the Goods/Services and/or Projects depends on, and is influenced by, a multitude of internal (e.g. the availability of the Goods, grouped deliveries, etc.) and external (e.g. the environment where the Goods are to be placed, accessibility factors, etc.) factors that cannot always be controlled by Desotec.

8.2. Unless explicitly agreed otherwise and except for any deviation in these General Terms and Conditions as it may occur, delivery of Large Filters shall be "DPU (Delivered at Place Unloaded)" (Incoterms 2020).

The risk of loss, damage or destruction of the Large Filters shall pass to the Customer as from the moment the Large Filters are delivered to the Customer and unloaded, unless explicitly agreed otherwise.

8.3. Unless explicitly agreed otherwise and except for any deviation in these General Terms and Conditions as it may occur, delivery of all other Goods (other than Large Filters) shall be "OAP (Delivered at Place)" (Incoterms 2020).

The risk of loss, damage or destruction of such Goods (other than Large Filters) shall pass to the Customer as from the moment the Goods are delivered to the Customer, without having already been unloaded, unless explicitly agreed otherwise.

8.4. Should Customer or its designee not be present at the agreed delivery address and time, making delivery of the Goods impossible, the costs of a second displacement shall be additionally invoiced.

8.5. Desotec sells and leases the Goods in the condition they are in.

9. Conformity and visible defects

9.1. Any visible defects and established non-conformity of the delivered Goods and/or the (customized work in any) Project must be communicated to Desotec in writing no later than ten (10) Working Days after delivery/commissioning including a detailed statement of the established non-conformity and/or visible defects.

9.2. If no non-conformity or visible defects of the delivered Goods and/or the (customized work under any) Project are communicated to Desotec within the aforementioned term, then the Customer shall be deemed to have accepted the delivered Goods and/or the (customized work under the) Project without reservation, and any claim in this respect on the account of the Customer shall be deemed waived.

9.3. If the Customer detects a non-conformity or visible defects, the Customer may under no circumstances start to use and/or put into operation the delivered Goods and/or the (customized work under any) Project.

9.4. In case of partial non-conformity or defective delivery, the Customer may only return the allegedly defective or non-conforming quantity/Goods and under no circumstances the entire delivery, unless the partial non-conformity or defective delivery effects the overall function of the Goods.

10. Hidden defects

10.1. Desotec's liability for any hidden defects in the Goods delivered by Desotec and/or the (customized work under any) Project is limited to hidden defects that appear within six (6) months from delivery of the Goods or

commissioning of the (customized work under any) Project (hereinafter the "Warranty Period"). In any case, any hidden defects must, under penalty of forfeiture of rights, at all times be notified in writing to Desotec immediately and at the latest within fifteen (15) days after the defect has been detected by the Customer or after the Customer should reasonably have detected the defect, and in any case within the aforementioned period of six (6) months following delivery of the Goods and/or commissioning of the (customized work under the) Project. The notification should contain a detailed description of the hidden defect.

10.2. The Customer bears the burden of proof for any complaint regarding hidden defects.

10.3. If the Customer's complaint is well-founded, determined in Desotec's sole discretion, Desotec's obligations shall be limited exclusively to what is stipulated in article 12.3, without Desotec being liable to pay the Customer any additional (form of) compensation. If Desotec proceeds to replace or repair the Goods, this shall not imply any acknowledgement of a defect or any liability on the part of Desotec.

10.4. Under no circumstances shall Desotec be liable for hidden defects resulting from, or relating to, the occurrences, situations or damage cases specified in article 12.2.

10.5. Furthermore, the Customer cannot refuse other, non-substantial, alterations that do not affect the functionality and operation of the Goods and/or the (customized work under any) Project. Such alterations cannot be considered (visible or hidden) defects.

10.6. If the Customer discovers hidden defects, the Customer may under no circumstances start to use and/or put into operation the Goods and/or (customized work under the) Project nor continue any use and/or operation thereof.

10.7. Complaints regarding hidden defects suspend the Customer's payment obligation.

11. Obligations of the Customer

11.1. The Customer undertakes to fill the Filters only with Desotec's Adsorption products and acknowledges that the Filters are not suitable to be filled with any other third party products.

11.2. Without prejudice to article 22, immediately upon delivery of the Goods the Customer shall ascertain whether the correct Goods have been delivered.

11.3. Unless explicitly stated otherwise in the Agreement and except for the handling of Small Filters in order to unload respectively load such Small Filters and put them in place at their ab initio envisaged location upon delivery respectively move them from said location to the truck with a view to loading upon collection thereof, only (a carrier acting on behalf of) Desotec is entitled to move or transport Filters, including moving or transporting them after delivery, on or outside the Customer's premises. The Customer is not entitled to move the Filters itself or use delivered Filters at locations (or for purposes) other than those provided for in the Agreement, without the express and written prior consent of Desotec. If Desotec allows the Customer to move Filters, this shall be done by means of a trailer or other means of transport supplied or explicitly approved in writing by Desotec, and in accordance with the rules of good practice and the directions and instructions of Desotec. As it may occur, the Customer undertakes to obtain the instructions of Desotec before actually moving the Filters.

11.4. In the event of collection or exchange of a Filter or other Good by Desotec (or a carrier acting on behalf of Desotec) at the Customer's premises or at a location designated by the Customer, the Customer shall be responsible for identifying the specific Good(s) to be collected or exchanged to Desotec (and/or the carrier). In case of wrong indication or no indication by the Customer, Desotec shall not be liable for the collection or exchange of wrong Good(s).

11.5. Customer shall defend, indemnify, and hold harmless Desotec and its members, managers, officers, directors, employees, parent companies, subsidiaries, and affiliated companies or enterprises from and against any and all claims, actions, causes of action, rights, judgments, allegations, demands, obligations, suits, expenses, penalties, losses, costs, attorney's fees, damages, and liabilities arising out of or resulting from any third party claims relating to Customer's use of the Goods.

11.6. The Customer shall be solely responsible to obtain in a timely manner any and all permits necessary for the execution of the Agreement, including but not limited to environmental and urban development permits. The Customer is also solely responsible to verify whether the Goods can be delivered and used in their standard design, and, if this is not the case, to notify Desotec of any possible difficulties in this respect (e.g. due to the localization of the Customer in an area with increased risk of seismic activity).

12. Liability

12.1. The Customer acknowledges and accepts that, in general, all obligations of Desotec vis-a-vis the Customer are obligations of means (i.e. supplying the Goods according to their respective technical datasheets), unless explicitly stated otherwise in the Agreement.

12.2. Except in the event of acts of gross negligence, fraud or willful misconduct of Desotec or a fault which affects the life or physical integrity of the person, Desotec shall under no circumstances be liable for:

- Claims by third parties (including any governmental authority) against the Customer based on the Customer's non-compliance with any legal provisions, including but not limited to environmental, spatial planning and safety legislation, or due to the lack of permits;
- The result or efficiency of the Goods, Services and/or the (customized work under any) Project, or of the process the Customer uses the Goods, Services and/or the (customized work under any) Project for, including but not limited to capacity deviations, deviations in the purification level, deviations in the running time or deviations in the level of security compared to the values referred to in any relevant Agreement(s)
- Damage caused by Goods and/or the (customized work under any) Project put into operation by third parties, or which have been adjusted, treated, processed or manipulated by the Customer or third parties without the prior explicit handwritten consent of Desotec;
- Damage caused by incorrect, improper, incomplete, untimely, negligent, abnormal and/or unauthorized use, repair or maintenance of the Goods, Services and/or (customized work under any) Project by the Customer, by the users at the Customer's premises, by persons for whom the Customer is responsible or by third parties;
- Damage resulting from wear and tear of the Goods and/or the (customized work under the) Project or (internal or external) chemical influences;
- Damage resulting from the environment, the area and/or the circumstances the Goods and/or the (customized work under the) Project are, according to Customer's choice, installed in (e.g. installation in earthquake prone areas or in areas with an increased risk of seismic activity);
- Intangible, indirect or consequential damages including but not limited to loss of profits, loss of turnover, production limitations, administration costs, labor costs, increase of overhead or general costs, reputation damage, loss of clientele, loss of data or claims of third parties.

12.3. In the event of a defective Service, Good and/or (customized work under any) Project, Desotec shall only be obligated to: (1) credit the relevant (partial) invoices relating to (the relevant part of) the defective Service, Good and/or (customized work under any) Project; (2) redeliver (the relevant part of) the defective Service, Good and/or (customized work under any) Project at no additional cost; and/or (3) repair or replace (the relevant part of) the defective Service, Good and/or (customized work under any) Project at no additional cost.

12.4. Without prejudice to the foregoing provisions and limitations, Desotec's liability shall in any event at all times be limited to a maximum equal to Desotec's insurance coverage (Col available upon demand).

13. Force Majeure

13.1. Desotec shall under no circumstances be liable for damage caused by non-execution or the non-timely execution of any Agreements, if this is reasonably impossible for Desotec due to Force Majeure.

14. Intellectual Property Rights

14.1. Unless explicitly stated otherwise in the Agreement, all Intellectual Property Rights relating to the Goods and/or Services and/or created in execution of its commitments under any Projects, including designs, studies, models, drawings, plans, prototypes, samples, scale models, data, and/or any other preparatory documentation, remain at all times the exclusive property of Desotec, even if they were developed at the request of the Customer. The Customer shall only acquire a personal, non-exclusive, non-transferable and non-sublicensable right of use for the purposes of the Customer's own activity, on the Goods or the customized work delivered under the Project, including the plans, drawings and other preparatory documents, for the entire duration of the Intellectual Property Rights concerned. Under no circumstances may the Customer (re)use plans, drawings or other preparatory documents, for other projects (alone or with third parties), without the prior, express and written consent of Desotec.

14.2. The sale or lease of Goods or Services to the Customer (including sale or lease in the context of a Project) shall not in any way constitute a transfer of Desotec's Intellectual Property Rights with respect to the Goods and/or Services to the Customer.

14.3. The Customer is prohibited from reproducing, adapting, modifying, reverse engineering or copying the

Goods and/or Services, or parts thereof, in any way whatsoever, or from permitting or encouraging such actions, or in any other way infringing upon Desotec's Intellectual Property Rights or committing any other act as a result of which those Intellectual Property Rights or the value thereof could be affected or negatively influenced in any way. In connection therewith, the Customer is also not permitted to open any Desotec Filters without the express prior written consent of Desotec and/or to disassemble any Goods for the purpose of reverse engineering.

14.4. Upon Desotec's request, the Customer shall return to Desotec any and all designs, studies, models, drawings, plans, prototypes, samples, scale models, data, and/or any other documents provided to the Customer.

14.5. If the manufacturing, installation, adjustment or integration of Goods takes place on the basis of or pursuant to drawings, plans and/or data supplied by the Customer, the Customer guarantees that these drawings, plans and/or data do not infringe upon the Intellectual Property Rights of third parties. The Customer shall defend and indemnify Desotec for and against any and all claims based on any infringement of the Intellectual Property Rights of third parties relating to these drawings, plans and/or data.

14.6. The Customer shall immediately notify Desotec in writing if it becomes aware of any pending or threatened infringement of Desotec's Intellectual Property Rights.

15. Confidentiality

15.1. The Customer and Desotec respectively undertake to keep secret any and all data and information received from the other party, of which the Customer or Desotec respectively knows or should reasonably know that they are of a confidential nature (hereinafter "Confidential Information"), and to only use the same for the purposes of executing the Agreement, as long as the Confidential Information reasonably remains confidential. The party receiving the Confidential Information shall only use it for the purpose it has been provided for. Compliance with any applicable state confidentiality regulations shall be the sole responsibility of the respective party.

15.2. The Customer acknowledges that in some cases, certain information relating to the Goods, Services and Projects communicated by Desotec to the Customer may be deemed to be Confidential Information and trade secrets of Desotec under applicable Customer data practices and data privacy requirements. If Customer is required, or anticipates that it will be required, to disclose any confidential or trade secret information under any applicable data practices and data privacy regulations which Customer is subject to, Customer shall, at its earliest possible opportunity, provide written notice to Desotec so as to give Desotec a reasonable opportunity to demonstrate how the requested information is confidential or trade secret data, to secure a protective order or to take other actions they deem appropriate.

16. Termination

16.1. Termination by the customer, Customer shall be entitled to terminate the Agreement, with immediate effect, if Desotec fails to cure a defective or non-conforming Good or Service in accordance with Section 12.3 within 60 days of receiving written notice of the defective or non-conforming Good or Service from Customer. In the event of such termination, Desotec shall not be liable for any costs, expenses, or charges incurred by Customer in procuring a replacement of the non-conforming Good or Service from a third party, nor shall Desotec be liable for any other costs, expenses, or charges incurred by Customer in connection with its termination of the Agreement. Such termination shall also be subject to the additional rights and obligations set forth in Section 30.

16.2. Termination by Desotec, Desotec shall be entitled to terminate with immediate effect, without prior notice of default and without judicial intervention, the Agreement with the Customer at Desotec's sole discretion, in the following cases:

- I. The Customer fails to materially comply with any other term or obligation set forth in the Agreement and/or these General Terms and Conditions.
- III. In the event of events or circumstances which make a normal commercial relationship with the Customer unworkable for Desotec and/or as a consequence of which Desotec can no longer be reasonably expected to maintain a normal commercial relationship with the Customer, taking into account, inter alia, the policies applicable within the Desotec Group (such as, for example, the discovery of fraudulent practices of the Customer or within the group the Customer belongs to, or other malpractices such as, for example, environmental infringements, the discrediting of (certain executive officers active within) the Customer or the group the Customer belongs to, etc.) In the event that Desotec determines that the customer has engaged in fraudulent or unethical business practices.
- IV. The Customer is in a state of bankruptcy, receivership, liquidation, judicial reorganization, dissolution or cessation of the activity to which the Agreement pertains, or the Customer is faced with a seizure, a request for judicial reorganization or any other fact indicating the imminent insolvency of the Customer.

17. Imprevision

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17.1. Should a fundamental change in the economic circumstances have as a consequence that the execution of any Agreement implies an unreasonable or disproportionate burden on Desotec, the Parties shall consult with each other to agree on a fair adjustment of the Agreement, without prejudice to Desotec's right to invoke the provisions of article 3.3, if relevant.

17.2. Furthermore, should economic or commercial circumstances make delivery of a certain Good reasonably impossible or unworkable (e.g. as a result of supply chain problems), Desotec shall always be entitled, but without obligation and without prejudice to the right to invoke the provisions of article 17.1 above or article 3.3, to deliver an alternative Good, if necessary, which essentially meets the same product conditions and is of the same general quality as the Good initially provided for in the Agreement, without requiring Customer's prior consent.

18. Languages

18.1. In case of any discrepancy between the English and any other language versions of these General Terms and Conditions, the English language version shall prevail.

19. Severability

19.1. If any provision (or part thereof) of the Agreement, including these General Terms and Conditions, is determined to be unenforceable or contrary to any provision of mandatory law, this shall not affect the validity and enforceability of the other provisions of the Agreement, including these General Terms and Conditions, or the validity and enforceability of that part of the provision in question that is enforceable or does not conflict with a provision of mandatory law. As it may occur, the parties shall negotiate in good faith to replace the unenforceable or conflicting provision (or part thereof) with an enforceable and legally valid provision that most closely matches the purpose and intent of the original provision.

20. No waiver of right

20.1. If, in the event of non-performance or improper performance of one or more obligations by the Customer, Desotec does not immediately react or does not immediately and explicitly claim proper performance or any other right arising from these General Terms and Conditions, the Agreement or the law, this does not imply any waiver or renouncement of Desotec's right to invoke the non-performance, improper performance and/or improperly performed obligation(s) on the part of the Customer later on.

21. [INTENTIONALLY BLANK]

Section 2: SALES

The provisions contained in this section 2 supplement the provisions of section 1 "General" of the General Terms and Conditions and apply to all sales of Goods by Desotec to the Customer. Should any provisions in this section 2 "Sales" deviate from the provisions in section 1 "General", the provisions in this section 2 "Sales" shall prevail.

22. Retention of title

22.1. Ownership of the sold Goods shall only pass to the Customer after full payment of the relevant invoices, including payment of the agreed price, costs, interests and any damages.

23. Destination of the Goods

23.1. The Customer is solely liable for the specific use by the Customer of the purchased Goods and/or the purposes for which the Customer uses these Goods, regardless of whether Desotec was (or should have been) aware thereof. Consequently, Desotec shall in no way whatsoever be liable for the specific use the Customer makes of the purchased Goods.

Section 3: LEASE

The provisions contained in this section 3 "Lease" supplement the provisions of section 1 "General" of the General Terms and Conditions and apply to all leases of the Goods by Desotec to the Customer. Should any provisions in this section 3 "Lease" deviate from the provisions in section 1 "General", the provisions in this section 3 "Lease" shall prevail.

24. Price and lease term

24.1. The lease prices and lease period are indicated in the Agreement with Desotec. The indicated lease prices do not include the consumption of Adsorption Products.

24.2. Unless explicitly stated otherwise in the Agreement, the lease period commences on the day the leased Goods are delivered in accordance with article 8. The lease of Goods is per calendar day, unless explicitly stated

otherwise in the Agreement.

The lease term ends on the day the leased Goods are loaded undamaged on the truck of Desotec (or the carrier acting on behalf of Desotec) upon collection thereof, unless explicitly agreed otherwise in the Agreement.

24.3 If no lease term is indicated in the Agreement or in case of lease for an indefinite period of time, the lease may be terminated by Desotec or the Customer upon providing a one (1) month written notice to the other party.

25. Leased Goods

25.1. The leased Goods shall at all times remain the exclusive property of Desotec. The Customer shall not transfer, re-rent or sublet the leased Goods to a third party, or otherwise put the same at the disposal of any a third party in any other way whatsoever or to pledge them or grant any other form of security with regard to the leased Goods, whether free of charge or against payment, without the prior, express, written consent of Desotec.

Even if Desotec consents to any re-rent or sub-letting or any other form of putting at the disposal of any third party by the Customer, the Customer shall at all times remain jointly and severally liable with such third party to Desotec for all obligations set forth in the Agreement. In this context, the Customer also undertakes to ensure that such third party shall always be bound by conditions that offer (at least) the same guarantees for Desotec as those provided for in the present General Terms and Conditions and in the Agreement between the Customer and Desotec.

25.2. In general, the Customer shall in all circumstances, by all means and at his own expense, respect and have respected Desotec's ownership rights with respect to the leased Goods.

25.3. All leased Goods are suitable for lease. Desotec provides the specifications of the Goods to be leased as accurately as possible. However, these specifications are not binding on Desotec and deviations can never be a ground for any compensation of the Customer, suspension by the Customer of its payment obligation or dissolution of the Agreement by the Customer. Article 4 shall apply in full to all leased Goods.

25.4. The Customer may not use the rented Goods at any time at any other locations or for any other purposes than provided for in the Agreement, except with the prior, express and written consent of Desotec.

25.5. Unless explicitly stated otherwise in the Agreement, operation and maintenance of the leased Goods on site are not included in the price.

26. Obligations of the Customer

26.1. During the lease period, the Customer shall use the leased Goods with due diligence in accordance with their nature and purpose, which includes, among other things, that the Customer shall read the manual and any instructions before using the leased Goods and shall at all times carefully observe all user instructions issued by Desotec.

26.2. The Customer is obligated to regularly check the quality of the leased Goods. Upon detecting any defects, damage or reduced functionality of the leased Goods, the Customer shall immediately cease all use of the Goods, unless explicitly agreed otherwise in writing by Desotec.

26.3. In case of defects, damage or reduced functionality of the leased Goods, the Customer shall immediately notify Desotec in writing. Only Desotec is entitled to repair the leased Goods or have them repaired. Repair of any leased Good by the Customer is only possible after prior, explicit and written consent of Desotec. As long as the leased Goods are not returned to Desotec in their original condition, the lease (price) shall continue to accrue, unless explicitly agreed otherwise in writing.

26.4. In the event of repair, the Customer cannot claim suspension, breach or dissolution of the Agreement, nor any form of compensation for the duration of the non-use or disuse of the leased Goods.

26.5. Desotec is entitled to inspect the leased Goods at any time, without the Customer being entitled to oppose to this. The Customer undertakes to grant Desotec, or its representative, all necessary access and assistance to carry out this inspection.

26.6. Each mobile Filter must be exchanged at least once a year, as to allow Desotec to regularly inspect its mobile Filter fleet inside and out, in order to fully comply with its own quality and safety standards, and in order to be able to carry out proper maintenance and, if necessary, proper repairs.

26.7. The Customer is solely responsible for integrating the leased Goods into its process, whereby the

Customer must take into account all operating limits of the leased Goods.

26.8. The Customer undertakes not to make any adjustments to the Goods, to respect the Intellectual Property Rights vested in the Goods and to use the leased Goods only for professional purposes and for the initially intended use as notified by the Customer to Desotec within the framework of the Agreement.

26.9. The Customer, as custodian-holder of the Goods, shall bear the entire risk with regard to the leased Goods, from the day of delivery, during the entire lease period up and until return thereof to Desotec, both towards any third party and towards Desotec, for any physical, material or nonmaterial damage caused directly or indirectly by (the use of) the leased Goods by the Customer, whatever the cause thereof may be. The Customer shall indemnify and hold Desotec harmless from any claims made by third parties with respect to the leased Goods.

26.10. From delivery of the leased Goods up and until return thereof to Desotec, the Customer is solely responsible for the risks of damage, theft, loss and partial or total destruction of the leased Goods, whatever the cause thereof may be, even in case of pure coincidence or Force Majeure.

27. Insurance

27.1. Desotec recommends the Customer to subscribe, prior to delivery and up and until return of the Goods, an appropriate insurance policy (including legal assistance) with a first rate insurance company, adapted to all risks, including breakage, material damage, bodily harm, fire, storm damage, vandalism, theft, explosion, implosion, etc., that (may) be associated with (the use of) the leased Goods and this, as far as the Filters are concerned, with a minimum insurance value of:

- i. for Mobicon 2000G5 Filters: 90 kUSD/filter and for other Small Filters: 35 kUSD/filter
- ii. for Mobicon GS Filters: 250 kUSD/filter and for other Large Filters: 130 kUSD/filter

All premiums, miscellaneous costs, taxes, or exemptions relating to these insurances are at the expense of the Customer.

27.2. Any insurance taken out by the Customer in respect of the leased Goods shall in no way limit or exclude the Customer's liability towards Desotec. Conversely, the Customer bears the full risk, with regard to both third parties and Desotec, of not possessing adequate insurance.

28. Return of Goods

28.1. At the end of the lease period, the leased Goods shall be returned to Desotec undamaged and cleaned. "Cleaned" shall mean, as the case may be, either the cleaning of the exterior only in case Desotec takes back the Adsorption products, or the cleaning of the exterior and interior in case Desotec does not take back the Adsorption products.

28.2. In case of lack of cleaning or in case of damage, any and all costs (working hours and goods and materials used) for cleaning, repair or other work to be carried out by Desotec shall be fully borne by the Customer and will be invoiced to the Customer by Desotec.

29. Miscellaneous

29.1. Should a third party seek to attach or otherwise encumber the leased Goods for any reason, the Customer shall (i) notify Desotec thereof immediately, (ii) notify the party levying the attachment or encumbrance that the leased Goods belong to Desotec, and (iii) defend and safeguard the rights of Desotec.

29.2. In the event of an assignment, transfer, or pledge of any portion of the Customer's business, the Customer shall make all necessary arrangements to ensure that the leased Goods are not included in the assignment, transfer, or pledge, and that Desotec's ownership rights with respect to the leased Goods is notified timely to the assignee, transferee, or pledgee in due time.

29.3. In case the leased Goods are placed in a room, building or on a site not belonging to the Customer, the Customer shall inform the owner of the room, building or site by registered letter of Desotec's ownership rights with respect to the leased Goods, and this before delivery of the leased Goods. Desotec reserves the right to notify the owner itself.

29.4. Desotec may not assign this Agreement, in whole or in part, nor any rights or obligations hereunder without the prior written consent of the Customer provided, however, Desotec may assign its rights and obligations under these terms to its affiliates or in connection with the sale or transfer of the Desotec's business without Customer's consent. Desotec shall provide written notice to Customer prior to such assignment that occurs without consent.

DtsotecUSLLC

118 Park Road,
Darlington,
Pennsylvania, 16115
United States of America

30. Cancellation or termination of the Agreement

30.1. In the event of termination of the Agreement by Desotec or the Customer, all outstanding amounts (including, but not limited to, the outstanding lease fees) shall become due and payable within thirty (30) days and the Customer shall, at its own expense, return the leased Goods to Desotec, with the exception of Filters, which Desotec shall (unless otherwise agreed in writing) take back or collect itself at the expense of the Customer. Should the Customer not return the leased Goods promptly and voluntarily Desotec shall be entitled to take back or collect the leased Goods and at the expense of the Customer.

30.2. If the Customer has entered into several lease Agreements with Desotec, there shall be indivisibility between all of these Agreements, so that the Customer's cancellation of or the termination or dissolution at the Customer's charge or due to Customer's shortcoming of one of these Agreements, may, up to the sole choice and discretion of Desotec, by operation of law entail the cancellation of all other Agreements (in which case the provisions of this article 30 shall apply).

Section 4: PROJECTS

The provisions contained in this section 4 "Projects" supplement the provisions of section 1 "General" of the General Terms and Conditions and apply to all Projects carried out by Desotec for the Customer. To the extent that Projects also include a purchase and/or lease agreement, the provisions of section 2 "Sales" and/or section 3 "Lease" shall apply to the respective Agreements together. If Should any provisions in this section 4 "Projects" deviate from the provisions in other sections, the provisions in this section 4 "Projects" shall prevail.

31. Obligations of the Customer

31.1. The Customer guarantees that all information made available and provided by it to Desotec in connection with the Project, including but not limited to drawings, plans, production data, dust type, dust concentration, air flow rates, etc., is correct and specific for the Project to be executed. Under no circumstances shall Desotec be held liable for any damage resulting from incorrect information made available to Desotec by the Customer.

31.2. The Customer undertakes to inform Desotec in writing prior to commencement of the Project of all applicable company-specific regulations that are or may in any way be relevant in the context of the Project.

31.3. The Customer is exclusively responsible for obtaining in a timely manner any and all permits necessary for the execution of the Project, including but not limited to environmental and urban development permits.

31.4. The intervention of any third parties, other than third parties appointed by Desotec, in the delivery or execution of the Project shall always be under the exclusive responsibility and liability of the Customer.

32. Obligations of Desotec

32.1. Desotec undertakes to carry out the performance of the Project to the best of its ability. The Customer acknowledges and accepts in accordance with Article 12.1 that Desotec's commitments are obligations of means (and not of result), unless explicitly stated otherwise in the Agreement

33. Additional works

33.1. Any additional works, i.e. all work not expressly mentioned in the Agreement, will be executed at stage prices, as stated in the Agreement or, by lack thereof, as communicated by Desotec to the Customer.

34. Subcontracting

34.1. Desotec shall be entitled to call upon subcontractors of its choice for the fulfilment of its obligations under the Projects. The Customer shall grant all subcontractors of Desotec access to its premises and buildings in accordance with the arrangements made with Desotec.

The proposal, quoted price and terms & conditions herein are acknowledged and accepted by:

CITY OF COTTAGE GROVE

Myron Bailey, Mayor

Purchase Order Number

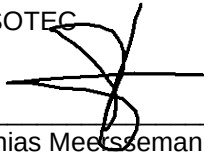
Tamara Anderson, City Clerk

Billing Address

Site Address

Site Contact Name/Person

DESOTEC



Mathias Meessemann, CEO Desotec US LLC

DtsotecUSLLC

118 Park Road,
Darlington,
Pennsylvania, 16115
United States of America



City Council Action Request

8.A.

Meeting Date 12/4/2024

Department Finance

Agenda Category Action Item

Title Approve Disbursements

Staff Recommendation Approve disbursements from 11-15-2024 through 11-28-2024 in the amount of \$2,716,222.73.

Budget Implication N/A

Attachments

1.	Expense Approval Report 12-04-2024 - Council Meeting
2.	Payroll Check Register 12-04-24 Council Meeting



City Council Action Request

9.A.

Meeting Date 12/4/2024

Department Finance

Agenda Category Action Item

Title Property Tax Levy Payable in 2025 and Adoption of the 2025 Budget

Staff Recommendation 1) Adopt Resolution 2024-170, Resolution adopting the 2024 Property Tax Levy Collectible in 2025. 2) Adopt Resolution 2024-171, Resolution adopting the 2025 Budget. 3) Adopt Resolution 2024-179, Resolution adopting the Housing and Redevelopment Authority Property Tax Levy.

Budget Implication

Attachments

1.	Council Memo Final Levy Adoption 12042024
2.	2024-170 Resolution Adopting Final Tax Levy
3.	2024-171 Resolution Adopting 2025 Budget
4.	2024-179 Resolution Authorizing HRA's Levy
5.	2025 Proposed Annual Budget

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

From: Brenda Malinowski, Finance Director

Date: December 4, 2024

Subject: Property Tax Levy and Budget

Introduction:

The City is required to adopt a final 2025 Property Tax Levy and 2025 Budget by December 28th. The final levy may be lower but may not be higher than the preliminary property tax levy that was approved on September 4th. The preliminary levy was certified to Washington County and used to prepare proposed 2025 property tax notices for taxpayers. These notices, which were mailed in November, included the date of this meeting as a budget meeting where the budget will be discussed. At tonight's meeting,

1. Staff will present information regarding the levy and budget.
2. Council will conduct a public hearing regarding the levy and budget.
3. Council will approve a 2025 Property Tax levy and 2025 Budget.

The annual budget process is guided by policies, ordinances, and the Strategic Plan which have been adopted by the City Council. Four Strategic Initiatives have been used throughout the budget process.

- Engaging residents where they are
- Continuing sustainable growth
- Making Cottage Grove a recreation destination
- Remaining employer of choice

A ten-year Financial Management Plan (FMP) was developed in 2023. The FMP included all current and future operating costs, the capital improvement plan, existing and future debt, and tax base growth. The FMP targets an average \$100 property tax increase for the Median Home to avoid significant swings in property tax impacts from year to year. This budget achieves that target as the increase on the median home is \$58.

Departments prepared departmental budget requests in June and departmental budget meetings were held with the Budget Team in June. Based on the budget requests, the City Administrator submitted a budget for City Council review. Three workshops to review the budget and property tax levy were held throughout the summer. The preliminary budget and property tax levy that was approved on September 4th was based on the discussion and direction from City Council at those meetings. The preliminary levy was certified to Washington County and used to prepare proposed 2025 property tax notices that were mailed to all taxpayers in November.

Taxable Values

Washington County sets the taxable values for the City. Estimates from Washington County include a small increase in the Local Taxable Value for 2025 due to new construction in the community which will offset market value decreases in existing property values.

Preliminary Values	Final Pay 2024	Estimate Pay 2025	% Change
Estimated Market Values	\$6,368,295,800	\$6,383,697,400	.24%
Taxable Market Values	\$6,193,083,500	\$6,144,185,200	-.79%
New Construction	\$258,602,700	\$175,296,900	-32.21%
Tax Capacity	\$68,904,450	\$68,980,265	.11%
Local Taxable Value-Note 1	\$62,216,047	\$62,706,488	.79%

Note 1-3% of change is due to new construction and -2% of change is due to other.

Homestead Market Value Exclusion

The Homestead Market Value Exclusion (HMVE) reduces the taxable market value for property classified as homestead. The Legislature adopted changes to the market value exclusion that will become effective with property taxes paid in 2025, and these revisions are included in the 2025 Budget. The maximum exclusion amount changes from \$30,400 to \$38,000. In addition, the property value has increased from \$413,800 to \$517,200 for the properties that will not receive an exclusion. Due to these changes, there will be a slight shift of property taxes from residential homestead properties to other property classifications.

Tax Increment Financing (TIF) District Decertification

TIF District 1-12, which is a redevelopment district for Gateway North, was approved in 2001. The required decertification date is December 2028. However, the final bond payment for the district was paid in February 2024 and the final PAYGO payment was paid in August 2024, which made it possible to decertify this district early in July 2024. In addition, TIF District 1-15 and TIF District 1-18 will also be decertified in 2024.

The decertification of these districts has been reflected in the Local Taxable Value for the 2025 budget.

EDA and HRA Levy

In the past, the City has utilized the EDA levy for both EDA and redevelopment activities. During the preparation of the FMP, there was consensus to start a property tax levy for redevelopment and housing activities. Since the HRA levy will be on a separate line on the property tax bill, this will provide better transparency to the taxpayer regarding redevelopment and housing activities. The EDA holds HRA authority and approved the preliminary HRA levy of \$137,500. The EDA will meet on December 3rd to approve the final HRA property tax levy.

Property Tax Levy

The property tax levy for 2025 is proposed to increase by 12.98%.

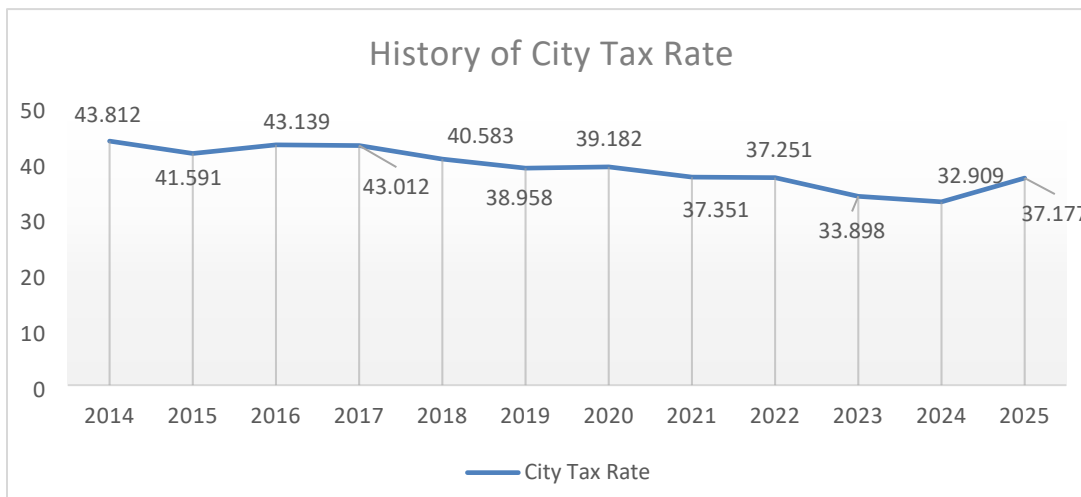
	2024 Final	2025 Proposed
City of Cottage Grove Levy		
General Fund Levy	\$18,567,010	\$21,667,200
Equipment Levy	319,100	321,000
Municipal Building Levy	300,000	300,000
EDA Levy	275,000	137,500
Debt Levies	\$3,664,490	\$3,564,800
Total Property Tax Levy	\$23,125,600	\$25,990,500
		12.39%

	2024 Final	2025 Proposed
HRA Levy		
HRA Levy	\$	\$137,500

	2024 Final	2025 Proposed
Combined Property Tax Levies		
Total	\$23,125,600	\$26,128,000
% Increase		12.98%

Property Tax Rate and City Property Taxes

The City's Property tax rate is calculated by dividing the Net Tax Levy (Gross Levy less Fiscal Disparities Distribution) by the Local Taxable Value. Based on the proposed property tax levy, the tax rate for 2025 is estimated to be 37.177%. The new HRA levy is included in the tax rate calculation.



Based on the preliminary values from the County and the proposed property tax levy, the 2025 tax impacts for the median home and four sample properties are shown below:

Property	2024		2025 *		% Increase Market Value	City Property Tax Change
	Market Value	City Property Tax	Market Value	City Property Tax		
Median Home	\$369,500	\$1,203	\$354,000	\$1,261	-4.2%	\$58
Property 1	371,400	1,210	362,900	1,297	-2.29%	88
Property 2	417,900	1,375	414,900	1,508	-.72%	133
Property 3	441,200	1,452	417,000	1,517	-5.49%	65
Property 4	519,700	1,726	505,900	1,886	-2.66%	160
Average						\$101

*2025 is based on the revised homestead market value exclusion changes.

The property taxes for the new HRA levy are included in the 2025 City Property Tax Column. This accounts for \$7.43 of the increase of the \$58 increase to the median home.

Based on the 2025 proposed property tax levy and the assumptions in the FMP, the impact to the median home is as follows through 2032.

	2024	2025	2026	2027	2028	2029	2030	2031	2032
Median Home	\$78	\$59	\$130	\$107	\$101	\$102	\$95	\$104	\$77

The median home in Cottage Grove continues to compare favorably to other cities in Washington County, and other growing cities in the Metro area with a population over 40,000. There is only one city in Washington County and only two growing cities the Metro that will pay less in City property taxes for 2025 based on preliminary levies and the median home in each community.

Cities in Washington County

	Median Value Home	Tax Rate	2025 City Property Tax
Stillwater	\$414,900	52.92%	\$2,147
Afton	\$607,400	26.60%	\$1,687
Oak Park Heights	\$333,800	52.81%	\$1,676
Lake Elmo	\$578,900	26.75%	\$1,602
Forest Lake	\$387,500	41.64%	\$1,565
Newport	\$305,100	53.64%	\$1,534
Hugo	\$397,000	39.19%	\$1,513
Mahtomedi	\$453,800	33.41%	\$1,497
Woodbury	\$449,700	31.14%	\$1,381
Oakdale	\$341,900	41.32%	\$1,347
Cottage Grove	\$354,000	37.18%	\$1,261
Saint Paul Park	\$281,400	42.40%	\$1,103

Growing Metro Cities over 40,000 in Population

	Median Value Home	Tax Rate	2025 City Property Tax
Edina	\$716,600	31.42%	\$2,421
Minnetonka	\$502,400	36.96%	\$1,853
Eden Prairie	\$543,750	30.47%	\$1,690
Lakeville	\$450,800	32.69%	\$1,454
Apple Valley	\$358,300	41.66%	\$1,433
Woodbury	\$449,700	31.14%	\$1,381
Plymouth	\$527,000	25.69%	\$1,371
Eagan	\$389,800	36.07%	\$1,364
Maple Grove	\$458,600	29.10%	\$1,319
Cottage Grove	\$354,000	37.18%	\$1,261
Blaine	\$339,900	38.36%	\$1,243
Shakopee	\$350,000	27.73%	\$931

Budget Accomplishments

The 2025 proposed budget accomplishes several important objectives:

- Continues to provide the same level of city services including but not limited to police, fire, street, snowplowing, parks, and recreation services.
- Demonstrates stewardship of capital assets by including the replacement of capital equipment and city infrastructure that have been identified in the Financial Management Plan and Capital Improvement Plan.
- Maintains the distinction to be an employer of choice.
- Provides managed growth in staffing positions needed for a growing community, by including new positions in the 2025 budget.
- Meets the debt service requirements for all existing debt by funding these requirements with the property tax levy.
- Establishes a HRA Levy for the 1st time to provide funds for housing and redevelopment.
- Maintains the fund balance target for the General Fund.

Operating Budget Highlights

Personnel

- The 2025 Budget includes the following new positions:
 - Police Officer (funded with Traffic Safety grant)
 - Police Officer
 - Deputy Fire Chief (use of one-time Public Safety funds)
 - Firefighter/Paramedic (budget neutral due to shift from PT wages)
 - Communication Manager
 - Mechanic (funded through internal services fund)

- Public Service Worker (funded with 3M settlement funds)
- Secretary PT (funded in Water Enterprise Fund)
- Seasonal Code Enforcement Officer (6-month position)
- Investigative Aid (PT to FT)
- Recreation Specialist (PT to FT-budget neutral due to higher program revenue)
- Salaries for existing employees
 - Salaries have been included in the budget at the settled union contracts amounts for 2025. This is 6% market adjustment and a 3% COLA adjustment.

Commodities and Contractual

- Commodities and contractual services have been included at a 3% increase. Internal service fund allocations have been included in the amounts needed to fund current operating expenditures.

Capital

- Included in the Equipment Replacement Fund is \$2.6 million of equipment purchases for 2025 with \$1.9 million of this to be funded with equipment certificates.

Action Requested:

1. Hold the public hearing.
2. Adopt Resolution 2024-170, Adopting the 2024 Property Tax Levy Collectible in 2025.
3. Adopt Resolution 2024-171, Adopting the 2025 Budget.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-170

**RESOLUTION ADOPTING THE 2024 PROPERTY TAX LEVY
COLLECTIBLE IN 2025**

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the following amounts are the proposed to be levied for the current year, collectible in 2025, upon the taxable property in the City of Cottage Grove for the following purposes:

	Total
General Levies	
General Fund	\$21,667,200
Public Safety/City Hall Interfund Loan & maintenance	300,000
Economic Development	137,500
Equipment Levy	321,000
Total General Levies	22,425,700
Debt Levies	
2016A GO Refunding Bonds (Ice Arena)	220,000
2017A GO Capital Improvement Plan Bonds (Fire Station)	610,000
2019A GO Capital Improvement Plan Bonds (HERO)	296,000
2019B GO Equipment Certificates (Ice Arena)	348,800
2015A GO Improvement Bonds (Pavement Management)	324,000
2016B GO Improvement Bonds (Pavement Management)	200,000
2018A GO Improvement bonds (Ravine Parkway)	100,000
2021B GO Improvement Refunding Bonds (PM & Hinton)	537,500
2021A GO Improvement Bonds (Pavement Management)	230,000
2023A GO Improvement & Abatement Bonds (PM & Glacial Valley)	151,200
2024A GO Improvement Bonds (PM, SROP, & Equipment)	547,300
Total Debt Levies	3,564,800
Total Property Tax Levy	\$25,990,500

BE IT FURTHER RESOLVED that there are sufficient sums of money in the Debt Service funds of the City which are irrevocably pledged, together with the above Debt levies to pay principal and interest in 2025 on all outstanding bond issues and internal loan obligations established by previous City Council resolutions and the deferred annual tax levies previously certified to the County Auditor are hereby cancelled and replaced by the above debt service levies.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2024-171

**ADOPTING THE 2025 BUDGET
FOR THE CITY OF COTTAGE GROVE**

WHEREAS the City of Cottage Grove is required to annually adopt a budget that includes projected revenues and sources and all proposed expenditures to be made and obligations to be incurred by the City in the forthcoming fiscal year; and

WHEREAS the recommended 2025 budget has been reviewed by the City Council at various public workshops and City Council meetings: and

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the 2025 operating budget shall be adopted as follows:

	<u>2025 Budget</u>
General Fund	
<u>Revenue</u>	
General Property Tax	\$21,667,200
Licenses & Permits	2,369,970
Intergovernmental	1,661,750
Charges for Services	1,705,700
Fines	150,000
Miscellaneous	207,200
Transfers In	684,490
Total	<u>\$28,446,310</u>
 <u>Expenditures</u>	
General Government	
Mayor & Council	\$120,630
Budget contingency	275,000
Administration	1,147,600
Professional services	540,000
City Clerk & Elections	227,700
Finance	776,550
City Hall	586,335
Community & Employee Programs	180,100
Community Development	
Planning, Zoning & Historic Preservation	640,490
Building inspection & Code Enforcement	1,602,905

	<u>2025 Budget</u>
<u>Expenditures (continued)</u>	
Public Safety	
Police	11,025,750
Animal Control	29,330
Emergency Preparedness	86,680
Fire	2,498,600
Public Works	
Engineering	701,090
Street Maintenance	2,222,050
Signage	280,450
Snow Plowing	1,042,660
Forestry	504,330
Public Works Admin	677,140
Parks & Recreation	
Park Maintenance	2,506,070
Recreation	774,850
Total	<u>\$28,446,310</u>

Other Governmental Funds

<u>Revenue</u>	
Equipment Replacement	\$2,266,000
Recycling	61,000
Surface Water Management	1,274,600
Roadway & Trailway Maintenance	2,019,400
Forfeiture & Seizure	24,000
Opioid Settlement	26,500
Ice Arena	1,710,000
River Oaks Golf Course	3,243,915
HERO Center	1,038,080
CVB	100,300
HRA	137,500
EDA	237,500
Total	<u>\$12,138,795</u>

<u>Expenditures</u>	
Equipment Replacement	\$2,712,900
Recycling	67,590
Surface Water Management	1,413,130
Roadway & Trailway Maintenance	1,884,000
Forfeiture & Seizure	22,340
Opioid Settlement	137,400
Ice Arena	1,690,250
River Oaks Golf Course	3,239,940
HERO Center	1,016,820
CVB	104,145

HRA	109,100
EDA	538,110
Total	<u>\$12,935,725</u>

Enterprise & Internal Service Funds

	<u>2025 Budget</u>
<u>Revenue</u>	
Water Utility	\$4,251,500
Sewer Utility	4,244,570
Streetlights	1,347,900
Cottage Grove EMS	2,955,100
Insurance	4,182,250
Fleet	2,333,600
Information Technology	2,042,900
Total	<u>\$21,357,820</u>

<u>Expenditures</u>	
Water Utility	3,617,390
Sewer Utility	4,612,220
Streetlights	1,383,230
Cottage Grove EMS	3,355,310
Insurance	3,966,910
Fleet	2,332,320
Information Technology	2,231,095
Total	<u>\$21,498,475</u>

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

CITY OF COTTAGE GROVE, MINNESOTA
COTTAGE GROVE CITY COUNCIL
RESOLUTION 2024-179

**RESOLUTION ADOPTING HOUSING AND REDEVELOPMENT AUTHORITY
PROPERTY TAX LEVY**

WHEREAS, pursuant to Minnesota Statutes, Chapter 469, as amended, the City Council of the City of Cottage Grove, Minnesota ("City") created the City of Cottage Grove Economic Development Authority ("EDA"); and

WHEREAS, the EDA is authorized to exercise all powers and duties of a Housing and Redevelopment Authority under the provisions of Minnesota Statutes, Sections 469.001 to 469.047; and

WHEREAS, pursuant to Minnesota Statutes, Section 469.033, subdivision 6, the EDA may levy a tax upon the estimated market value of all taxable real property within the City, to finance the EDA's housing and redevelopment activities, subject to a consent resolution of the governing body of the City for which the EDA was created; and

WHEREAS, pursuant to City Council Resolution 2023-110, the City Council authorized the EDA to levy a special benefit tax to be collected in 2025 in the amount of up to 0.0185 percent of the taxable market value of all taxable property within the City; and

WHEREAS, the EDA adopted the final special benefit tax levy for fiscal year 2025 in an amount of \$137,500; and

WHEREAS, the EDA held a public hearing on the HRA Property Tax Levy on December 3, 2024; and

WHEREAS, upon adoption of the final levy, the City shall take all necessary actions to certify the levy in 2024 in order to receive the levy proceeds for fiscal year 2025.

NOW, THEREFORE, be it resolved by the City of Cottage Grove City Council as follows:

1. The City Council hereby adopts the final special benefit tax levy for fiscal year 2025 in the amount of \$137,500.

Adopted this 4th day of December 2024.

Myron Bailey, Mayor

Tamara Anderson, City Clerk

Annual Budget 2025



CITY OF COTTAGE GROVE, MN
FINANCE DEPARTMENT

12800 Ravine Parkway S, Cottage Grove, MN 55016

651-458-2800 | CottageGroveMN.gov

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To: Honorable Mayor and City Council

From: Jennifer Levitt, City Administrator

Date: December 4, 2024

Subject: 2025 Budget Transmittal

The following is the 2025 Budget for the City of Cottage Grove municipal operations during the 2025 fiscal year. The document includes all major operating funds of the City and concludes nearly a year's worth of planning, evaluation, and discussion by the Council and staff. The budget, along with the Capital Improvement Plan (CIP), provides direction to staff to carry out community and Council initiatives throughout the year.

This budget document outlines a two-year operating budget (2025 and 2026) in order to remain a fiscally strong and desirable community since the use of a two-year operating budget allows a better ability to forecast revenue and expenditure trends, especially when coupled with the five-year Capital Improvement Program. The City holds a AAA bond rating from S&P Global, which was reaffirmed in 2024. This rating validates the City's strong financial practices, including the budget process.

The annual budget process was guided by policies, ordinances, and the Strategic Plan which have been adopted by the City Council. Four Strategic Initiatives have been used throughout the budget process.

- Engaging residents where they are
- Continuing sustainable growth
- Making Cottage Grove a recreation destination
- Remaining employer of choice

The ten-year Financial Management Plan (FMP) was used again throughout the budget process. When the FMP was prepared in 2023, it included all current and future operating costs, the capital improvement plan including pavement management and street projects, equipment replacement, existing and future debt, and tax base growth. The FMP targets an average \$100 city property tax increase for the Median Home instead of large swings in the tax impacts from year to year. This budget achieves that target as the increase on the median home is \$58.

Budget Process and Timeline

The budget process follows the timeline established by the State of Minnesota. Minnesota Statutes require that the preliminary budget and the proposed tax levy be approved by the City Council before September 30th each year. The proposed levy must be certified to Washington County by September 30th, as required by Statute. The preliminary levy may be decreased before final adoption in December, but it may not be increased.

State law also requires that the City must announce by September 30th the time and place of a future meeting at which the budget and levy will be discussed, and public input allowed, before the final budget adoption and levy determination. This is also known as the Truth in Taxation Hearing. The City is required to adopt the final property tax levy and certify the amount to Washington County on or before December 28th of each year.

The 2025 budget process began in January during the strategic planning retreat. In May, a workshop was held to receive Council direction regarding the budget process and property tax levy. Based on the direction from the retreat and workshop, departments prepared and submitted budget requests. From these requests, a City Administrator recommended budget was presented to City Council. City Council reviewed the budget in three workshops during the summer and adopted a preliminary budget and property tax levy on September 4th. The proposed levy of \$25,990,500 was certified to Washington County by September 30th. The Truth in Taxation Hearing will be held at 7:00 pm on December 4th, 2024. The preliminary property tax levy that was approved on September 4th is the same as the final property tax levy that will be considered on December 4th.

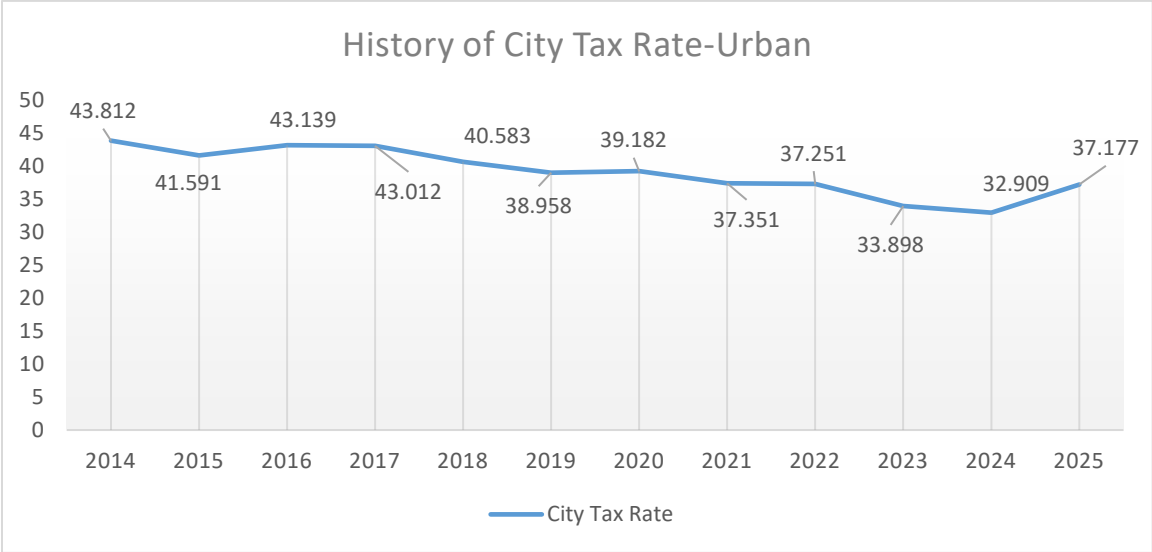
In addition, a HRA levy will be certified for the first time. In the past, the EDA levy was utilized for both EDA and redevelopment activities. During the preparation of the FMP, there was consensus to start a property tax levy for redevelopment and housing activities. Since the HRA levy will be on a separate line on the property tax bill, this will provide better transparency to the taxpayer regarding redevelopment and housing activities. The EDA holds HRA authority and approved the preliminary HRA levy of \$137,500 and will meet on December 3rd to approve the final HRA levy.

The 2025 budget accomplishes several important objectives:

- Continues to provide the same level of city services including but not limited to police, fire, street, snowplowing, parks, and recreation services.
- Demonstrates stewardship of capital assets by including the replacement of capital equipment and city infrastructure that have been identified in the Financial Management Plan and Capital Improvement Plan.
- Maintains the distinction to be an employer of choice.
- Provides managed growth in staffing positions needed for a growing community, by including new positions in the 2025 budget.
- Meets the debt service requirements for all existing debt by funding these requirements with the property tax levy.
- Establishes a HRA Levy for the 1st time to provide funds for housing and redevelopment.
- Maintains the fund balance target for the General Fund.

Property Tax Rate

The City’s property tax rate is calculated by dividing the Net Tax Levy (Gross Levy less Fiscal Disparities Distribution) by the Net Tax Capacity Value. The 2025 property tax rate is estimated to increase to 37.177% which compares to 2021 and 2022 property tax rates. During 2023 and 2024, there were historically high appreciation of existing homes which caused large declines in the tax rate. The tax rate of 37.177% is a combined tax rate of the City property tax rate and HRA property tax rate.



Property Tax Levy

The various components of the 2025 Property Tax Levy are summarized below:

	2024 Final	2025 Proposed
City of Cottage Grove Levy		
General Levies	\$19,461,110	\$22,425,700
Debt Levies	\$3,664,490	\$3,564,800
Total Property Tax Levy	\$23,125,600	\$25,990,500
		12.39%

	2024 Final	2025 Proposed
HRA Levy		
HRA Levy	\$	\$137,500

	2024 Final	2025 Proposed
Combined Property Tax Levies		
Total	\$23,125,600	\$26,128,000
% Increase		12.98%

Property Values

The net tax capacity value of property within the City as determined by the Washington County Assessor will increase slightly by .79%. Approximately 3% of this increase is due to new construction and was offset by declines in values of existing properties. The decline in existing values was not unique to the City as it occurred throughout the county, state, and country.

	Final Pay 2024	Estimate Pay 2025	% Change
Real Estate	\$68,224,191	\$68,200,478	
Personal Property	680,259	779,787	
Subtotal Tax Capacity Value	68,904,450	68,980,265	. 11%
Less: Tax Increment	(3,088,124)	(1,378,023)	
Less: Fiscal Disparity Contribution	(3,600,279)	(4,895,754)	
Net Tax Capacity Value	\$62,216,047	\$62,706,488	. 79%

Impact on Taxpayers

For an owner of a median valued home in Cottage Grove at \$369,500 which decreased in taxable market value by 4.2%, the estimated annual property tax bill from the City, based on the 2025 budget and property tax levy, will be \$1,261 per year – an increase of \$58 from the 2024 amount.

	2024		2025			
Property	Market Value	City Property Tax	Market Value	City Property Tax	% Increase Market Value	City Property Tax Change
Median Home	\$369,500	\$1,203	\$354,000	\$1,261	-4.2%	\$58
Property 1	371,400	1,210	362,900	1,297	-2.29%	88
Property 2	417,900	1,375	414,900	1,508	-.72%	133
Property 3	441,200	1,452	417,000	1,517	-5.49%	65
Property 4	519,700	1,726	505,900	1,886	-2.66%	160
Average						\$101

Comparison of City Property Tax with Other Similar Communities

The following tables reflect the 2025 city portion of property taxes on the median home in each city based on the preliminary tax rates in each community. The median home in each community means that 50% of the homes in the community are valued more and 50% are valued less. Cottage Grove compares favorably to other cities in Washington County and other growing cities in the Metro area with a population of over 40,000. There is only one city in Washington County that pays less in City Property Taxes and there are only two growing cities in the Metro area that pay less in City Property Taxes when comparing the median homes in each community.

Cities in Washington County

	Median Value Home	Tax Rate	2025 City Property Tax
Stillwater	\$414,900	52.92%	\$2,147
Afton	\$607,400	26.60%	\$1,687
Oak Park Heights	\$333,800	52.81%	\$1,676
Lake Elmo	\$578,900	26.75%	\$1,602
Forest Lake	\$387,500	41.64%	\$1,565
Newport	\$305,100	53.64%	\$1,534
Hugo	\$397,000	39.19%	\$1,513
Mahtomedi	\$453,800	33.41%	\$1,497
Woodbury	\$449,700	31.14%	\$1,381
Oakdale	\$341,900	41.32%	\$1,347
Cottage Grove	\$354,000	37.18%	\$1,261
Saint Paul Park	\$281,400	42.40%	\$1,103

Source: Washington County Taxpayer Services

Growing Metro Cities over 40,000 in Population

	Median Value Home	Tax Rate	2025 City Property Tax
Edina	\$716,600	31.42%	\$2,421
Minnetonka	\$502,400	36.96%	\$1,853
Eden Prairie	\$543,750	30.47%	\$1,690
Lakeville	\$450,800	32.69%	\$1,454
Apple Valley	\$358,300	41.66%	\$1,433
Woodbury	\$449,700	31.14%	\$1,381
Plymouth	\$527,000	25.69%	\$1,371
Eagan	\$389,800	36.07%	\$1,364
Maple Grove	\$458,600	29.10%	\$1,319
Cottage Grove	\$354,000	37.18%	\$1,261
Blaine	\$339,900	38.36%	\$1,243
Shakopee	\$350,000	27.73%	\$931

Sources: Washington, Dakota, Hennepin, Anoka, and Scott County Taxpayer Services

2025 Budget

The City has over 50 individual funds in various categories such as general, special revenue, debt service, capital projects, and enterprise. A fund is a self-balancing set of accounts and resources which are dedicated to a specific purpose.

The City establishes budgets for the General Fund, special revenue funds, enterprise funds, and internal service funds. The debt service fund activity is based on bond agreements, and the capital project funds are based on projects established in the Capital Improvement Plan.

In the budget document, the budgets are organized by department. In addition, the special revenue, enterprise, and internal service funds are included within the department that oversees these functions. For example, the Recycling Fund is included in the Public Works Department.

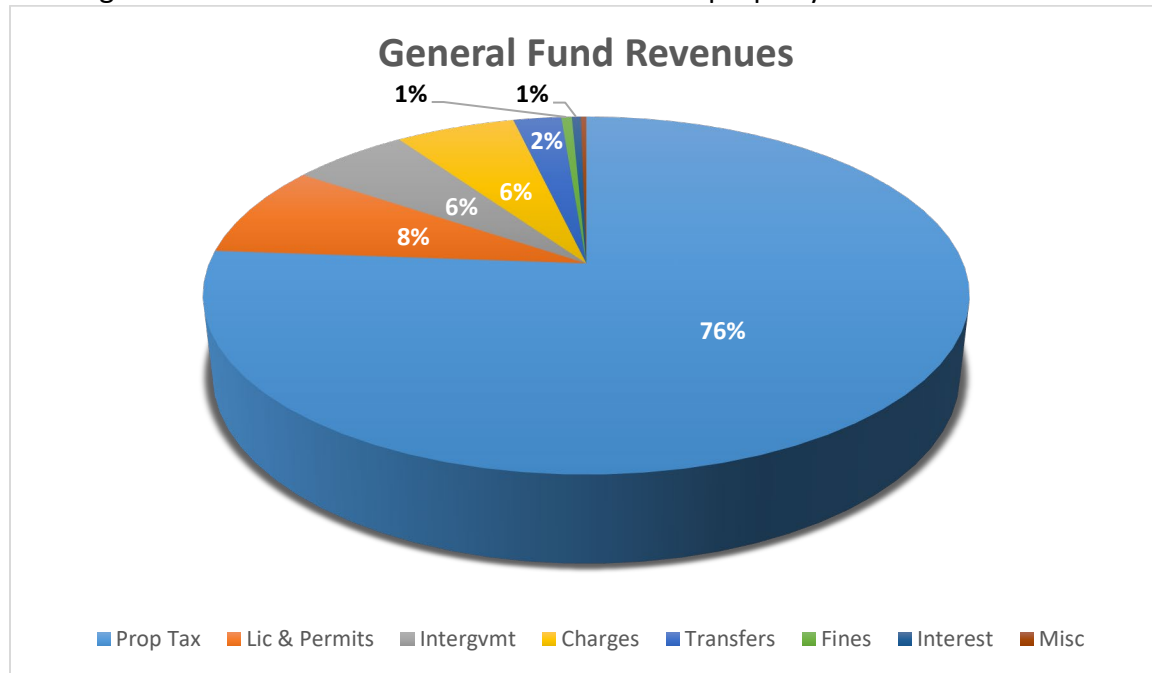
Budget Organization

Governmental Funds	
General Fund • Mayor & Council • Administration Department (Admin) • Finance Department (Finance) • Community Development Department (CD) • Public Safety Department (PS) • Public Works Department (PW) • Parks & Recreation (Parks)	Special Revenue Funds • Recycling (PW) • Stormwater (PW) • Roadway & Trailway Maintenance (PW) • Forfeiture/Seizure (PS) • Ice Arena (Parks) • Golf Course (Parks) • Economic Development Authority (Admin) • Housing and Redevelopment (Admin) • Convention & Visitors Bureau (Admin) • Equipment Replacement (PW)
Proprietary Funds	
Enterprise Funds • Water Utility (PW) • Sewer Utility (PW) • Street Light Utility (PW) • Ambulance (PS)	Internal Service Funds • Self Insurance (Finance) • Fleet (PW) • Information Technology (Admin)

General Fund

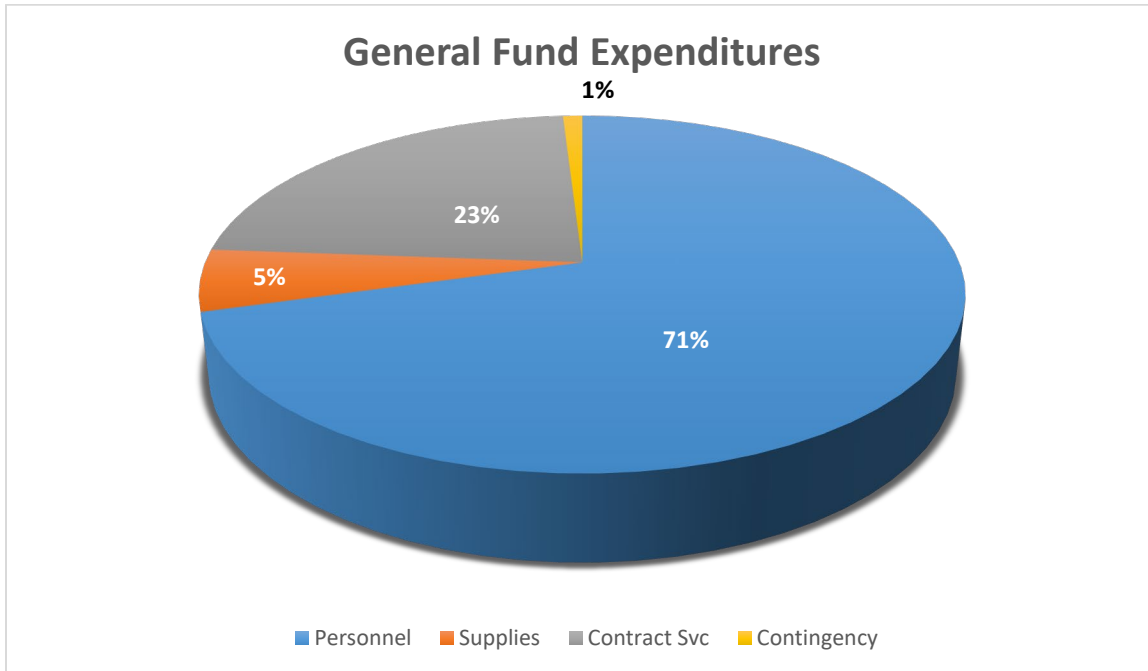
The General Fund is the chief operating fund for the City. The General Fund accounts for activities that are not required to be accounted for in any other fund. Included in this fund are general government, police, fire, streets, snow plowing, parks, and recreation activities. These activities are primarily funded by property taxes. Total General Fund revenues and expenditures are estimated at \$28,446,310. This is an increase of 13.09%.

The largest source of revenue for the General Fund is property taxes.



All Minnesota communities received one-time public safety funds based on a per capita basis in 2023 to be utilized for public safety expenditures. The City received \$1,733,090 in one-time public safety aid and a portion of those funds were utilized in the 2024 Budget. The remaining funds will be utilized in 2025 and 2026 and have been included in the General Fund budget.

Description	2024 Budget	2025 Budget	2026 Budget
Police Officers (2 FTE's)	\$205,600	116,000	\$63,800
Firefighter/Paramedics (3 FTE's)	222,750	156,750	86,200
Fire staffing plan	64,000		
Paramedic school for PT firefighters		36,000	
Deputy Fire Chief		177,000	188,300
Standards of coverage study-fire		50,000	
Toughbook computers and watchguard	188,000	103,000	72,990
SCBA's for fire			2,737
Total	\$680,350	\$638,750	\$414,027



2025 Expenditures are proposed to increase due to the following:

- Personnel Costs – The budget includes a 6% market adjustment and a 3% cost of living increase for salaries based on bargaining unit contracts that have been settled for 2025. The market adjustment was expected since prior contracts were 3% per year in 2022, 2023, and 2024 when there were high increases to cost of living rates.
- Staffing – The 2025 budget includes the addition of the following positions needed to maintain or enhance levels of service to the community.
 - Police Officer (funded with Traffic Safety grant)
 - Police Officer
 - Deputy Fire Chief (use of one-time Public Safety funds)
 - Firefighter/Paramedic (budget neutral due to shift from PT wages)
 - Communications Manager
 - Mechanic (funded through internal services fund)
 - Public Service Worker (funded with 3M settlement funds)
 - Secretary PT (funded through Water Enterprise Fund)
 - Seasonal Code Enforcement Officer (6-month position)
 - Investigative Aid (PT to FT)
 - Recreation Specialist (PT to FT-budget neutral due to higher program revenue)
- Commodities and Contractual Services - Commodities and Contractual Services are included at 3% increase except for the Internal Service Fund allocation expenditures. Internal Service Fund expenditures have been increased to cover current operating costs that had not been recovered in recent budgets.

Special Revenue Funds

Special revenue funds are used to account for revenue derived from specific revenue sources that are legally restricted or committed to expenditures for specific purposes.

Recycling

The revenue in this fund is the recycling grant amount expected to be received from Washington County. The grant funds are sufficient for current year expenditures.

Stormwater

Rates are proposed to increase by 3% per the Stormwater Utility Rate Plan. Expenditures include stormwater maintenance activities. There is a transfer out to the Pavement Management fund for stormwater activities that will be completed as part of the 2025 Pavement Management project.

Roadway and Trailway Maintenance

The primary source of revenue in this fund are franchise fees from Xcel Energy and CenterPoint Energy. The 2025 budget includes mill and overlay projects, and there are sufficient funds for these projects.

Forfeiture/Seizure

Revenues in the fund are forfeiture and seizure funds and the associated costs related to forfeiture activities. The revenues for 2025 will fund the expenditures for 2025.

Opioid Settlement

This fund includes settlement revenue received from lawsuits against opioid manufacturers and distribution companies. The settlement revenues can only be used for eligible activities. Current year expenditures include an embedded social worker to work as a co-responder with the city's case management unit.

Ice Arena

Revenues are budgeted at \$19,750 over expenditures in the current year budget. As in the past, a transfer out of \$180,000 is included in this fund to partially fund the debt service payment for the 2016A Bonds which were issued for ice arena capital. The final payment on these bonds occurs in 2027.

Golf Course

Revenues are budgeted at \$3,975 over expenditures in the current year budget. Revenue is based on 40,000 rounds of golf. An internal fund loan was issued for the replacement of the irrigation system and a loan payment of approximately \$150,000 is included in the budget. When bonds are issued for the project, the interfund loan will be paid in full. The bonds will also be repaid with revenues from the golf course.

HERO Center

The HERO Center is operated through a joint power's agreement with the City of Woodbury and the operations are coordinated through a Facility Operations Committee (FOC). The FOC approves the budget. Cost participation for the City of Cottage Grove is \$100,000 for the current year. The cost

participation is included in the HERO Center as a transfer in, and in the General Fund Police budget as a training expense.

CG CVB (Cottage Grove Convention and Visitors Bureau)

The purpose of the CG CVB is to promote the city as a premier destination. Revenues in this fund are lodging taxes. There are sufficient revenues in the current year to fund the current year expenditures.

EDA Fund

The property tax levy for this fund has decreased from \$275,000 in the 2024 budget to \$137,500 in the 2025 budget. The EDA fund can be used for economic or redevelopment activity.

HRA Fund

The HRA Fund has been established in the 2025 budget with a property tax levy of \$137,500. The HRA fund can be used for housing or redevelopment activity.

Equipment Replacement Fund (Capital Project Fund)

Equipment and vehicles totaling \$2,674,500 are included in the Equipment Replacement fund for the current year and will be funded with fund balance in the fund, the property tax levy, and equipment certificates.

The purchases include:

- Police Squad Cars \$360,000 (replacement)
- Fire Tender \$650,000 (replacement)
- Parks 1 ton Truck \$115,000 (replacement)
- Parks Mower 16-foot \$159,000 (new)
- Parks Gator \$32,500 (new)
- Parks Plow for Pickup 1409 \$13,000 (new)
- Streets Dump Truck Single-Axle \$325,000 (replacement)
- Streets Dump Truck Single-Axle \$325,000 (replacement)
- Streets Brush Chipper \$100,000 (replacement)
- Streets Asphalt Patcher \$305,000 (replacement)
- Streets Stand-Up Mower \$10,000 (replacement)
- Plow for Pickup 1003 \$13,000 (new)
- Vehicle for Inspections \$45,000 (replacement)
- Vehicle for Building Maintenance \$100,000 (new)
- Vehicle for Recreation \$50,000 (replacement)
- Vehicle for Fire Marshal \$72,000 (replacement)

Utility and Enterprise Funds

Enterprise funds are used to finance and account for the acquisition, operation, and maintenance of services. These services are entirely or predominantly self-supported by user charges.

Water and Sewer Funds

A 5.5% increase in water rates and a 5% increase in sewer rates is included in the 2025 budget to fund current operations. Based on 6,000 gallons of water, the rate impact will be .54/month for water and \$1.52/month for sewer. A meter replacement program will begin in 2025.

Street Light Fund

A rate increase of 8% is included in the street light budget to fund current of the street light system and traffic signals. The increase is necessary due to the higher operating costs and necessary replacement costs for the street light infrastructure. The rate impact will be .47/month for a single-family residential customer.

Ambulance Fund

A rate increase of 7.5% is included for the Ambulance fund to fund current operating costs including personnel costs. The outlook of the fund will need to be reevaluated in 2025 to identify additional revenue sources, since the user charges (ambulance payments from customers including Medicare, Medicaid and private insurance) are not keeping pace with the operating costs.

Internal Service Funds

Insurance

The Insurance Fund accounts for the health insurance, worker's compensation, and property insurance coverages throughout the city. In recent years, the charges to other funds did not cover current operating costs so the current budget includes an 18% charge to other funds to recover the current operating costs.

Fleet

The Fleet Fund accounts for the fuel purchases, fleet maintenance of the vehicles & equipment, and building maintenance activities for the municipal buildings. An additional mechanic is included in the current year budget. The mechanic is necessary to address an increased number of work orders due to aging equipment and an increase in the pieces of equipment.

IT

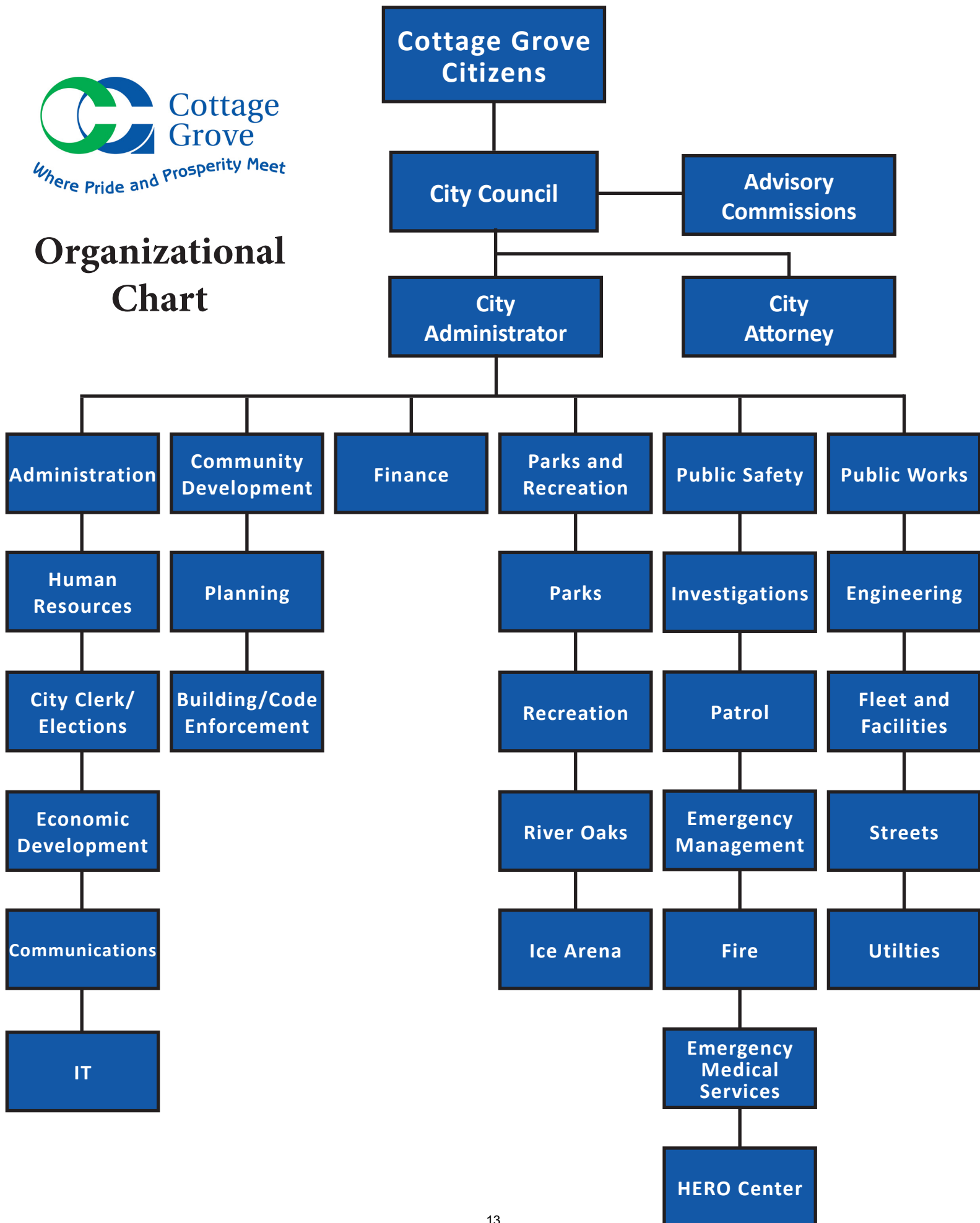
The IT Fund accounts for IT software, services, and computer equipment purchased throughout the city. Charges to other funds for IT services will be increasing 9% to cover current operating costs in the fund. In addition, \$249,600 is included in capital outlay for the replacement of city data center equipment. The capital outlay cost will be recovered in the next two years in the charges to other funds.

Conclusion

The City continues to be well positioned to respond to whatever economic growth and change will come. The City Council maintains a stated goal of ensuring the fiscal health of the organization while strategically planning for economic cycles. The City Council and staff consistently focus on fiscal opportunities, potential challenges, and fund balance growth. We continually evaluate systems and operations to discover efficiencies and improve the delivery of City services.

The City continues to strive for fiscal stability. As in the past, the 2025 budget was created in concert with a draft 2026 budget to see the impact initiatives have on the long-term budget, assuring that current initiatives did not create future budget imbalances. This model provides the base for long-term financial planning necessary for a well-managed and fiscally stable municipality. Long-term planning and fiscal conservatism have situated the City of Cottage Grove with strong fund balances and cash reserves. This solid base provides the City with not only the ability to face economic challenges, but also the wherewithal to take advantage of economic development opportunities. All the planning and financial stability is nothing, however, without quality City services provided to residents and businesses in a timely, responsive manner. Cottage Grove City employees provide these services to the community in good times and bad. It is my honor to call these dedicated workers my colleagues.

Organizational Chart



PRINCIPAL CITY OFFICIALS



Elected City Officials

Mayor:

Myron Bailey

Term Expires December 31, 2024

City Council:

Tony Khambata

Term Expires December 31, 2024

Justin Olsen

Term Expires December 31, 2024

Dave Thiede

Term Expires December 31, 2026

Monique Garza

Term Expires December 31, 2024

Appointed Officials

City Administrator

Jennifer Levitt

Finance Director

Brenda Malinowski

Public Safety Director

Pete Koerner

Public Works Director

Ryan Burfeind

Parks & Recreation Director

Zac Dockter

Community Development Director

Emily Schmitz

City Clerk

Tamara Anderson

COMMUNITY PROFILE



Overview

Cottage Grove was organized as a village on July 13, 1965 and was incorporated as a city on January 1, 1974. Cottage Grove is a suburban community located on the southern border of Washington County, sixteen miles southeast of Downtown St. Paul. The City currently occupies 34 square miles of land.

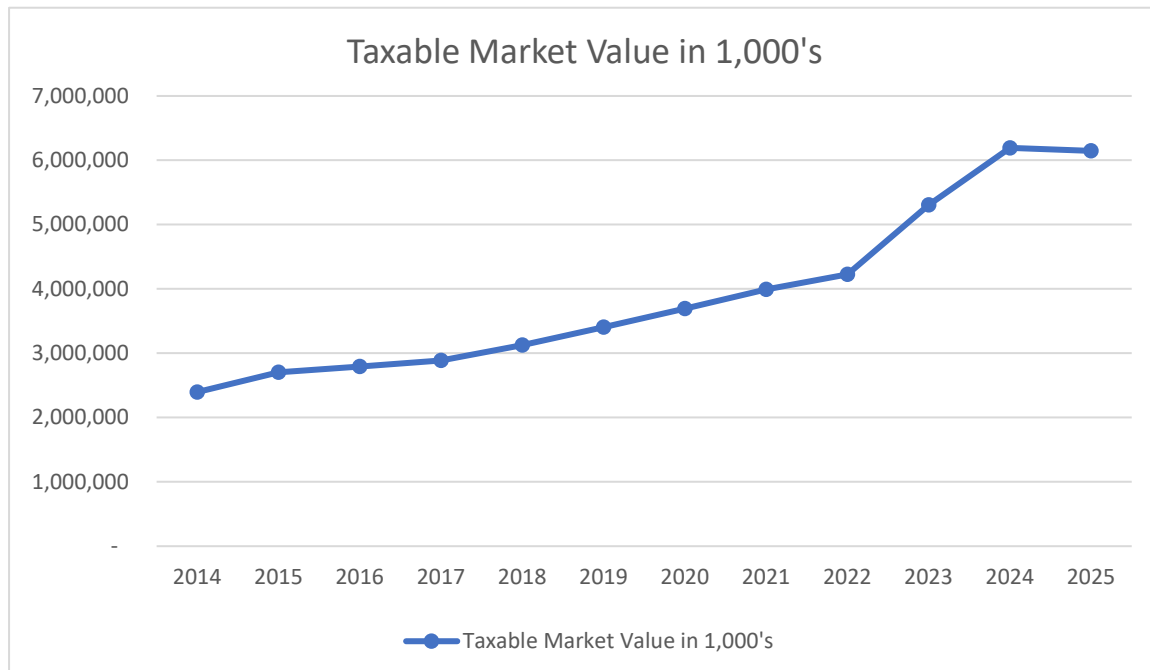
With a population of 42,648 as of April 1, 2022, according to the Metropolitan Council, Cottage Grove is the second largest city in Washington County. Most of the population of the City concentrates in two age groups: 0-14 years at 28.8% and 25-54 years at 41.8%. According to the 2020 census, the average age is 36.5 years, and the median family income is \$102,600.

Bond Rating

The City achieved a bond rating upgrade to AAA by Standard & Poor's in 2023, and the rating was reaffirmed in 2024. This is the highest rating available from Standard & Poor's.

Tax Base

Cottage Grove's tax base is comprised of 82.3% residential properties and 17.7% commercial/industrial property. The total taxable market value of all City properties is \$6.4 billion, an increase of 68% since 2020 due to new construction and market value appreciation. The current year reflects a decrease of just under 1% in taxable value due to new construction (3%) but a decrease in market value depreciation on existing properties (-4%).



COMMUNITY PROFILE



Development and Redevelopment

The City's business park is home to more than 3,200,000 square feet of industrial and manufacturing businesses, including Renewal by Andersen, Van Meter, NorthPoint, American Logistics, North Star Sheets, and Up North Plastics. In 2023 and 2024, the city actively purchased and sold land within the City's business park. Numerous deals were struck with companies eager to locate to the business park including Hohenstein's, RJ Schinner, and Lumbermen's.

The City's commercial areas include four community shopping centers which are home to many prominent retailers including Hy-Vee, PetSmart, Target, TJ-Maxx, Walgreens, Kohl's, Chipotle, Aldi, Cub Foods, Menards, and Walmart.

Parks

Cottage Grove has over 2,760 acres of parkland which is developed into 37 parks, playgrounds, and fields. The City recently acquired 20 acres of a former golf course property adjacent to the Mississippi River at 10351 Grey Cloud Trail. This property includes 1,900 feet of shoreline and 1.5 miles of paved and natural trails and will serve as a great resource for the future city park while also adding additional recreation and habitat protection adjacent to the 250-acre Grey Cloud Dunes Scientific and Natural Area.

The City also operates an Ice Arena with three sheets of ice and an 18-hole golf course, River Oaks, which overlooks the Mississippi.

Public Safety

The City's public safety services includes a police department with 48 sworn officers, a fire department with 16 part-time firefighters and 16 full-time firefighter/paramedics who also staff the Cottage Grove Emergency Medical Service (EMS) Ambulance.

Public Utilities

Cottage Grove's water and sewer public utility provides water service to over 13,800 residential and commercial customers. The City operates 12 wells. Wastewater treatment and disposal (sanitary sewer) are provided by the Metropolitan Council Environmental Services (MCES).

PROPERTY TAX LEVY



2025 Property Tax Levy by Type

General Levies

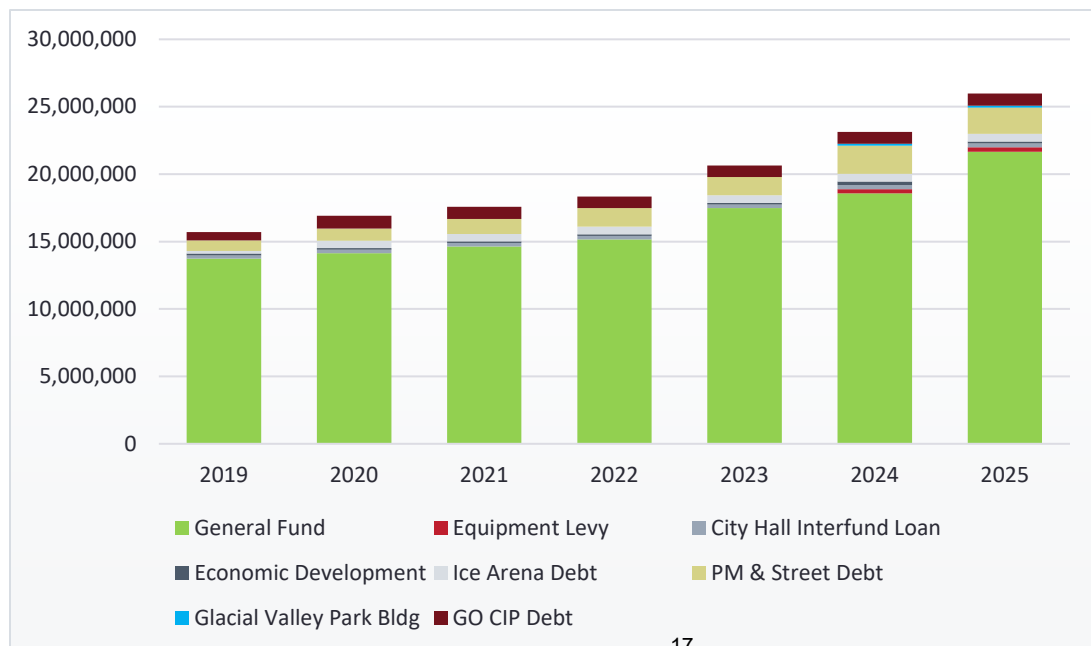
General Fund	\$21,667,200
Public Safety/City Hall Interfund Loan	300,000
Economic Development	137,500
Equipment Levy	321,000
Total General Levies	22,425,700

Debt Levies

2016A GO Refunding Bonds (Ice Arena)	220,000
2017A GO Capital Improvement Plan Bonds (Fire Station)	610,000
2019A GO Capital Improvement Plan Bonds (HERO)	296,000
2019B GO Equipment Certificates (Ice Arena)	348,800
2015A GO Improvement Bonds (Pavement Management)	324,000
2016B GO Improvement Bonds (Pavement Management)	200,000
2018A GO Improvement Bonds (Ravine Parkway)	100,000
2021B GO Improvement Refunding Bonds (PM & Hinton)	537,500
2021A GO Improvement Bonds (Pavement Management)	230,000
2023A GO Improvement & Abatement Bonds (PM & Glacial Valley)	151,200
2024A GO Improvement Bonds (PM, SROP, & Equipment)	547,300
Total Debt Levies	3,564,800

Total Property Tax Levy \$25,990,500

Property Tax History



City of Cottage Grove-Annual Budget
Personnel Schedule by Department

	2023 Budget	2024 Budget	2025 Budget
Administration Department			
City Administrator	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Communications Manager	1.00	-	1.00
Assistant to City Administrator	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Human Resources/Payroll Specialist	1.00	1.00	1.00
Marketing/Communications Specialist	1.00	2.00	2.00
Administration Specialist	1.00	1.00	1.00
EDA Director	1.00	1.00	1.00
IT Manager	1.00	1.00	1.00
IT System Administrator	-	2.00	2.00
IT Specialist	2.00	1.00	1.00
	<u>12.00</u>	<u>13.00</u>	<u>14.00</u>
Community Development Department			
Community Development Director	1.00	1.00	1.00
Senior Planner	2.00	1.00	1.00
Associate Planner	1.00	2.00	2.00
Community Development Assistant	1.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00
Building Inspector	4.00	3.00	3.00
Seasonal Bldg Inspector & Code Enforcement	0.50	0.50	1.00
Code Enforcement Officer	1.00	1.00	1.00
Building Permit Technician Coordinator	1.00	1.00	1.00
Building Permit Technician	1.00	1.00	1.00
Office Assistant II	0.63	0.63	0.63
	<u>14.13</u>	<u>13.13</u>	<u>13.63</u>
Finance Department			
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accountant	1.00	2.00	2.00
Accounting Specialist	1.00	1.00	1.00
Finance Assistant II	0.50	0.50	0.50
Utility Billing Specialist	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00
	<u>6.50</u>	<u>7.50</u>	<u>7.50</u>
Public Safety Department			
Public Safety Director	1.00	1.00	1.00
Police Captain	3.00	3.00	3.00
Sergeant	7.00	9.00	9.00
Police Officer	33.00	33.00	35.00

**City of Cottage Grove-Annual Budget
Personnel Schedule by Department**

	2023 Budget	2024 Budget	2025 Budget
Management Analyst	1.00	1.00	1.00
Records Manager	1.00	1.00	1.00
Records Coordinator	1.00	1.00	1.00
Records Specialist	2.00	2.00	2.00
Criminal Analyst	1.00	1.00	1.00
Investigative Aid	0.72	0.72	1.00
CSOs (FTE Equivalent)	3.05	4.25	4.25
Fire Chief	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	2.00
Fire Marshal	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00
Firefighter/Paramedic	9.00	12.00	13.00
Administrative Assistant	1.00	1.00	1.00
Volunteer Firefighters	23.00	-	-
PT Firefighters	-	4.78	3.32
HERO Center Manager	1.00	1.00	1.00
Administrative Training Coordinator	1.00	1.00	1.00
HERO Maintenance Specialist	1.00	1.00	1.00
	95.77	83.75	86.57
Public Works Department			
Public Works Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	10.00	10.00	10.00
City Forester	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Seasonals (FTE) 10-560 hr. & 2-1040 hr.	3.69	3.69	3.69
City Engineer	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Graduate Engineer	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00
Superintendent-Utilities	1.00	1.00	1.00
Working Foreman-Utilities	1.00	1.00	1.00
Lead Worker	2.00	2.00	2.00
Public Service Workers-Utilities	10.00	10.00	11.00
Secretary	1.00	1.00	1.00
Seasonals (FTE) 2-560 hr. & 2-1040 hr.	1.54	1.54	1.54
Fleet & Facilities Manager	1.00	1.00	1.00
Working Foreman-Fleet	1.00	1.00	1.00
Lead Worker-Fleet and Facilities	2.00	2.00	2.00
Mechanic	2.00	2.00	3.00
Public Service Worker	1.00	1.00	1.00

**City of Cottage Grove-Annual Budget
Personnel Schedule by Department**

	2023 Budget	2024 Budget	2025 Budget
Secretary			0.72
Administrative Assistant	1.00	1.00	1.00
	49.23	49.23	51.95
Parks and Recreation Department			
Parks			
Parks & Recreation Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	7.50	8.00	8.00
Management Analyst	-	1.00	1.00
Seasonals (FTE equivalent) 9,070 hours	4.50	4.50	4.50
Recreation			
Recreation Services Manager	1.00	1.00	1.00
Recreation/Arena Supervisor	1.00	1.00	1.00
Office Assistant II	0.25	0.25	0.25
Recreation Specialist		0.50	-
Recreation Specialist			1.00
Seasonals (FTE equivalent)	4.50	5.50	5.50
Ice Arena			
Recreation Facilities Manager	1.00	1.00	1.00
Assistant Arena Manager	1.00	2.00	2.00
Public Service Worker	0.50		
Office Assistant II	0.25	0.25	0.25
Seasonals (FTE equivalent)	3.50	3.50	3.50
Golf			
General Manager	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Executive Chef	1.00	1.00	1.00
Golf Professional	1.00	1.00	1.00
Events Manager	1.00	1.00	1.00
Food & Beverage Manager	1.00	1.00	1.00
Seasonals (FTE equivalent)	16.00	16.00	16.00
	52.00	55.50	56.00
Total FTE's	229.63	222.11	229.65
FT Employees	167.00	175.00	184.00
Regular PT Employees (FTE's)	2.35	7.63	5.67
Seasonal Employees (FTE's)	60.28	39.48	39.98

**City of Cottage Grove-Annual Budget
Personnel Schedule by Department**

	2023 Budget	2024 Budget	2025 Budget
Summary of Changes from 2024 Budget to 2025 Budget			
Police Officer		1.00	
Police Officer-Traffic Safety		1.00	
Deputy Fire Chief		1.00	
Firefighter/Paramedic		1.00	
PT Firefighter conversion to FT Firefighter/Paramedic		(1.45)	
Communications Manager		1.00	
Mechanic		1.00	
Public Service Worker-Utilities		1.00	
Secretary PT -Utility Building		0.72	
Seasonal Code Enforcement Officer		0.50	
Recreation Specialist to FT		0.50	
Investigative Aid to FT		0.28	
		7.55	

**City of Cottage Grove Annual Budget
Governmental Funds
Summary of Revenues & Expenditures**

	General Fund	Recycling Fund	Storm- Water Fund	Roadway Maintenance Fund	Forfeiture/ Seizure Fund	Opioid Settlement Fund
Category: REVENUE						
3010 - PROPERTY TAXES	21,667,200	0	0	0	0	0
3020 - FRANCHISE FEES	0	0	0	1,994,400	0	0
3030 - SPECIAL ASSESSMENTS	3,060	0	0	0	0	0
3110 - LICENSES AND PERMITS	2,369,970	0	0	0	0	0
3310 - INTERGOVERNMENTAL	1,661,750	57,000	0	0	0	0
3400 - CHARGES FOR SERVICES	1,705,700	0	0	0	24,000	0
3610 - FINES AND PENALTIES	150,000	0	0	0	0	0
3710 - ENTERPRISE CHARGES FOR SERVICES	0	0	1,251,100	0	0	0
3809 - INVESTMENT INTEREST	129,000	500	23,500	0	0	0
3812 - MISCELLANEOUS	75,140	3,500	0	0	0	26,500
3960 - OTHER FINANCING SOURCE	0	0	0	25,000	0	0
3999 - TRANSFERS IN	684,490	0	0	0	0	0
Total Category: REVENUE	28,446,310	61,000	1,274,600	2,019,400	24,000	26,500
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	20,084,900	47,900	560,600	0	0	0
4200 - COMMODITIES	1,588,115	5,150	28,610	0	1,000	0
4300 - CONTRACTUAL SERVICES	6,498,295	14,540	426,070	435,650	19,340	137,400
4500 - CAPITAL OUTLAY	0	0	350,000	1,448,350	2,000	0
4600 - OTHER FINANCING USES	0	0	0	0	0	0
4730 - MISCELLANEOUS	275,000	0	0	0	0	0
4999 - TRANSFERS OUT	0	0	47,850	0	0	0
Total Category: EXPENDITURES	28,446,310	67,590	1,413,130	1,884,000	22,340	137,400
REVENUES OVER (UNDER) EXPENDITURES	0	(6,590)	(138,530)	135,400	1,660	(110,900)

**City of Cottage Grove Annual Budget
Governmental Funds, Continued
Summary of Revenues & Expenditures**

Ice Arena Fund	Golf Course Fund	Hero Center Fund	CVB Fund	HRA Fund	EDA Fund	Equipment Replacement Fund	Total Budgeted Governmental Funds
0	0	0	0	137,500	137,500	321,000	22,263,200
0	0	0	0	0	0	0	1,994,400
0	0	0	0	0	0	0	3,060
0	0	0	0	0	0	0	2,369,970
57,000	0	154,130	0	0	0	0	1,929,880
1,653,000	3,243,915	765,950	20,000	0	0	0	7,412,565
0	0	0	0	0	0	0	150,000
0	0	0	0	0	0	0	1,251,100
0	0	0	8,000	0	0	5,000	166,000
0	0	18,000	72,300	0	0	20,000	215,440
0	0	0	0	0	0	1,920,000	1,945,000
0	0	100,000	0	0	100,000	0	884,490
1,710,000	3,243,915	1,038,080	100,300	137,500	237,500	2,266,000	40,585,105
646,800	1,654,200	491,850	24,000	84,100	228,200	0	23,822,550
57,600	213,110	22,190	300	0	1,250	0	1,917,325
723,850	967,350	448,780	79,845	25,000	308,660	0	10,084,780
82,000	255,000	0	0	0	0	2,674,500	4,811,850
0	150,280	0	0	0	0	38,400	188,680
0	0	0	0	0	0	0	275,000
180,000	0	54,000	0	0	0	0	281,850
1,690,250	3,239,940	1,016,820	104,145	109,100	538,110	2,712,900	41,382,035
19,750	3,975	21,260	(3,845)	28,400	(300,610)	(446,900)	(796,930)

City of Cottage Grove Annual Budget
Proprietary Funds
Summary of Revenues & Expenditures

	Water Fund	Sewer Fund	Streetlight Fund	EMS Fund
Category: REVENUE				
3010 - PROPERTY TAXES	0	0	0	0
3020 - FRANCHISE FEES	0	0	0	0
3030 - SPECIAL ASSESSMENTS	0	0	0	0
3110 - LICENSES AND PERMITS	0	0	0	0
3310 - INTERGOVERNMENTAL	98,000	0	0	0
3400 - CHARGES FOR SERVICES	4,095,752	4,188,370	1,322,900	2,955,100
3610 - FINES AND PENALTIES	0	0	0	0
3710 - ENTERPRISE CHARGES FOR SERVICES	0	0	0	0
3809 - INVESTMENT INTEREST	53,748	56,200	5,000	0
3812 - MISCELLANEOUS	4,000	0	20,000	0
3960 - OTHER FINANCING SOURCE	0	0	0	0
3999 - TRANSFERS IN	0	0	0	0
Total Category: REVENUE	4,251,500	4,244,570	1,347,900	2,955,100
Category: EXPENDITURES				
4100 - PERSONAL SERVICES	1,393,000	494,550	190,400	2,031,700
4200 - COMMODITIES	374,810	22,190	98,700	106,450
4300 - CONTRACTUAL SERVICES	1,639,730	3,535,630	808,130	533,420
4500 - CAPITAL OUTLAY	0	350,000	230,000	0
4600 - OTHER FINANCING USES	0	0	0	0
4730 - MISCELLANEOUS	0	0	0	576,800
4999 - TRANSFERS OUT	209,850	209,850	56,000	106,940
Total Category: EXPENDITURES	3,617,390	4,612,220	1,383,230	3,355,310
REVENUES OVER (UNDER) EXPENDITURES	634,110	(367,650)	(35,330)	(400,210)

**City of Cottage Grove Annual Budget
Proprietary Funds, Continued
Summary of Revenues & Expenditures**

Insurance Fund	Fleet Fund	Information Technology Fund	Total Budgeted Proprietary Funds	Total All Funds
0	0	0	0	22,263,200
0	0	0	0	1,994,400
0	0	0	0	3,060
0	0	0	0	2,369,970
60,000	0	0	158,000	2,087,880
4,080,250	2,331,660	2,042,900	21,016,932	28,429,497
0	0	0	0	150,000
0	0	0	0	1,251,100
2,000	0	0	116,948	282,948
40,000	2,000	0	66,000	281,440
0	0	0	0	1,945,000
0	0	0	0	884,490
4,182,250	2,333,660	2,042,900	21,357,880	61,942,985
3,277,410	1,128,800	561,900	9,077,760	32,900,310
12,000	837,190	176,815	1,628,155	3,545,480
497,500	366,330	1,242,780	8,623,520	18,708,300
0	0	249,600	829,600	5,641,450
0	0	0	0	188,680
180,000	0	0	756,800	1,031,800
0	0	0	582,640	864,490
3,966,910	2,332,320	2,231,095	21,498,475	62,880,510
215,340	1,340	(188,195)	(140,595)	(937,525)

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Revenues & Expenditures

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 100 - GENERAL FUND						
Category: PROPERTY TAXES						
3011 - CURRENT PROP TAX	15,094,134	17,418,844	9,531,310	18,567,010	21,667,200	23,692,290
3012 - DEL PROP TAXES	48,898	62,330	28,334	0	0	0
3013 - NON LEVY PROPERTY TAX	67,613	65,513	53,577	0	0	0
Total Category: PROPERTY TAXES	15,210,645	17,546,687	9,613,221	18,567,010	21,667,200	23,692,290
Category: SPECIAL ASSESSMENTS						
3030 - S.A. - CURRENT	4,056	2,092	449	3,060	3,060	3,060
3031 - S.A. - DELINQ	1,158	93	0	0	0	0
3041 - S.A. - NEW ROLL	0	323	0	0	0	0
3044 - MISC PEN & INT	407	75	0	0	0	0
Total Category: SPECIAL ASSESSMENTS	5,622	2,584	449	3,060	3,060	3,060
Category: LICENSES & PERMITS						
3110 - CONTRACT LICENSE	32,350	27,387	22,218	25,500	23,800	25,500
3112 - SOLID WASTE LIC	5,850	5,300	6,750	5,970	5,600	5,600
3113 - CIGARETTE LIC	5,000	15,596	15,200	7,000	12,700	12,700
3115 - LIQUOR LICENSE	48,400	47,317	41,750	50,000	46,020	41,250
3117 - ALARM LICENSE	2,179	2,075	3,050	1,000	1,000	1,000
3119 - GAMBLING ENFORCE	800	1,250	600	1,000	1,000	1,000
3125 - LAWN CARE LIC	3,638	0	0	0	0	0
3127 - PEDDLER TEMP	100	200	200	100	100	100
3129 - MISCELLANEOUS LICENSE	2,200	6,750	11,700	3,000	3,000	3,000
3130 - MASSAGE THERAPY	900	1,725	363	800	800	750
3138 - ENGINEERING PERMITS	95,276	36,736	5,776	13,000	13,300	13,500
3139 - ELECTRICAL PERMITS	229,042	170,690	149,274	150,000	150,000	150,000
3140 - BUILDING PERMIT	2,262,482	1,504,306	1,420,931	1,250,000	1,250,000	1,275,000
3141 - HTG/REFR PERMIT	362,538	131,268	176,974	125,000	125,000	127,500
3142 - PLBG PERMIT	246,889	94,097	86,282	138,000	138,000	140,500
3143 - REINSPECTION FEE	7,000	0	0	1,000	1,000	1,000
3144 - ANNL PLANT INSP	32,261	16,131	16,131	13,800	16,100	13,800
3145 - BUILDING PLAN REVIEW	1,015,768	540,937	473,627	500,000	500,000	510,000
3146 - RENTAL LICENSE	57,890	76,065	42,275	66,300	66,300	67,600
3147 - BUILDING PERMITS DENMARK TOWNSH	(44,186)	0	0	0	0	0
3150 - ANIMAL LICENSE	13,243	13,830	10,005	10,200	10,400	10,600
3159 - MISC NON-BUS LIC	7,200	7,147	3,962	10,000	5,850	5,950
Total Category: LICENSES & PERMITS	4,386,820	2,698,807	2,487,067	2,371,670	2,369,970	2,406,350
Category: INTERGOVERNMENTAL						
3310 - FEDERAL GRANTS	43,226	74,639	57,811	30,000	30,000	31,000
3321 - MVHC	4,440	4,148	0	0	0	0
3322 - LGA	0	0	27,032	54,060	50,000	50,000
3324 - STATE GRANTS	19,087	165,737	3,060	0	133,800	127,400
3325 - MN STREET MAINT	49,470	49,500	49,500	50,000	51,000	52,000
3327 - MN PUBLIC SAFETY AID	0	0	0	716,350	638,750	411,290
3328 - MN POLICE AID	432,376	2,210,447	0	410,000	430,000	438,600
3329 - MN FIRE AID	258,668	297,214	0	225,000	229,500	234,090

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 100 - GENERAL FUND						
3339 - OTHER MN AID	64,422	132,798	103,978	137,800	83,500	83,600
3349 - COUNTY AID	17,378	54,241	112,822	14,600	15,200	15,200
3359 - OTHER GOV AID	0	1,255	0	0	0	0
Total Category: INTERGOVERNMENTAL	889,067	2,989,980	354,202	1,637,810	1,661,750	1,443,180
Category: CHARGES FOR SERVICES						
3510 - MAPS/DOC SALES	65	10	10	100	0	0
3511 - ASSESS SEARCH	20	0	0	0	0	0
3514 - PLANNING FEE	33,219	14,081	11,645	20,400	20,800	21,200
3517 - ADM CHARGE-CONST	4,022	4,501	0	0	4,000	4,000
3518 - ENGINEERING CHG-PRIVATE CONSTRUCT	214,180	187,314	334,709	200,000	206,000	215,000
3519 - OTHER CHARGE SVS	61,364	3,471	1,335	19,380	19,380	19,380
3522 - LICENSE INVEST	0	0	0	1,000	0	0
3523 - D.A.R.E. REIMB	98,880	104,564	107,342	100,980	103,000	105,000
3524 - ENGINEERING CHARGE - PUBLIC PROJECT	872,688	408,719	513,491	730,000	750,000	750,000
3530 - TOWING & STORAGE	5,020	3,412	1,405	5,460	3,000	3,000
3532 - FALSE ALARM FEES	0	0	0	3,500	3,500	3,500
3533 - LOCK OUT FEE	5,444	5,252	3,860	5,250	5,350	5,460
3536 - ANIMAL POUND CHG	0	185	0	0	0	0
3537 - OUT POLICE EMPL	16,200	17,600	16,068	20,000	15,000	15,000
3539 - MISC PUB SAFETY	31,790	24,352	17,895	25,000	25,500	25,900
3547 - ST OPEN PERMIT	6,565	5,695	4,623	7,500	6,000	6,500
3548 - RIGHT OF WAY PERMITS	47,519	56,063	76,517	48,000	80,000	80,000
3549 - MISC PUBLIC WORK	15,443	27,832	228	15,000	15,300	15,600
3561 - ADMISSIONS	18,503	14,609	29,373	29,000	30,200	31,000
3563 - SUPERVISED PLAYGROUNDS	130,148	135,904	192,125	193,800	206,430	213,000
3567 - LESSONS	7,925	8,050	8,515	8,500	9,000	9,300
3568 - FEE FOR SERVICE	4,108	7,965	1,533	2,040	2,080	2,100
3569 - LEAGUE FEE	4,721	3,500	13,485	13,000	13,160	13,500
3571 - CONCESSION SALES	(691)	0	0	0	0	0
3575 - PROGRAMS-SPECIAL	22,223	26,546	25,309	23,000	39,000	39,800
3580 - FACILITY USE	60,532	78,891	106,211	97,000	149,000	152,600
Total Category: CHARGES FOR SERVICES	1,659,888	1,138,514	1,465,676	1,567,910	1,705,700	1,730,840
Category: FINES & PENALTIES						
3610 - COURT FINES	142,770	148,270	102,820	150,000	150,000	153,000
3612 - ADMIN OFFENSE	0	500	900	0	0	0
Total Category: FINES & PENALTIES	142,770	148,770	103,720	150,000	150,000	153,000
Category: INVESTMENT INTEREST						
3810 - INVEST INTEREST	(486,954)	572,123	645,049	126,250	129,000	132,000
Total Category: INVESTMENT INTEREST	(486,954)	572,123	645,049	126,250	129,000	132,000
Category: MISCELLANEOUS						
3812 - DONATE & CONTRI	46,893	85,149	57,000	0	0	0
3813 - SALE OF GOODS	9,328	58,305	45,769	6,000	1,000	1,000
3814 - RENTAL INCOME	5,091	7,275	4,958	7,000	7,500	7,700

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 100 - GENERAL FUND						
3816 - REFUND & REIMBRS	52,883	78,075	60,404	59,465	60,000	60,000
3829 - MISC - OTHER	3,517	10,875	17,502	7,140	6,640	7,140
Total Category: MISCELLANEOUS	117,712	239,679	185,633	79,605	75,140	75,840
Category: TRANSFERS IN						
3899 - TRANSFER IN	575,230	627,386	497,366	649,325	684,490	705,000
Total Category: TRANSFERS IN	575,230	627,386	497,366	649,325	684,490	705,000
Category: OTHER FINANCING SOURCES						
3965 - LEASE PROCEEDS	20,070	97,377	0	0	0	0
Total Category: OTHER FINANCING SOURCES	20,070	97,377	0	0	0	0
Total Category: REVENUE:	22,520,870	26,061,907	15,352,383	25,152,640	28,446,310	30,341,560
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	15,077,184	15,755,723	12,586,434	17,513,420	20,084,900	21,504,190
4200 - COMMODITIES	1,304,322	1,362,725	1,214,099	1,511,405	1,588,115	1,662,600
4300 - CONTRACTUAL SERVICES	5,198,701	5,653,176	4,433,689	5,748,315	6,498,295	6,654,770
4500 - CAPITAL OUTLAY	330,938	616,373	213,625	179,500	0	21,000
4600 - OTHER FINANCING USES	0	20,728	0	0	0	0
4999 - TRANSFERS OUT	400,000	550,716	0	200,000	275,000	499,000
Total Category: EXPENDITURES	22,311,145	23,959,441	18,447,847	25,152,640	28,446,310	30,341,560
FUND BALANCE, BEGINNING OF YEAR	12,275,376	12,485,101		14,587,566	14,587,566	14,587,566
NET INCREASE (DECREASE)	209,725	2,102,466	(3,095,464)	0	0	0
FUND BALANCE, END OF YEAR	12,485,101	14,587,566		14,587,566	14,587,566	14,587,566

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Summary of Expenditures by Department**

	2022	2023	2024 YTD	2024	2025	2026
	Actual	Actual	as of 09/30	Budget	Budget	Budget
ADMINISTRATION						
MAYOR/COUNCIL	104,208	105,718	74,861	116,370	120,630	122,330
ADMINISTRATION	880,389	843,575	679,159	919,620	1,147,600	1,223,000
CITY CLERK/ELECTIONS	244,432	129,349	117,466	236,785	227,700	238,850
PROFESSIONAL SERVICES	463,872	512,570	454,384	492,600	540,000	555,000
COMMUNITY & EMPL PROG	137,913	142,385	156,968	181,335	180,100	156,420
CITY HALL BUILDINGS	551,732	546,211	388,405	574,260	586,335	614,920
BUDGET CONTINGENCY/TRANSFERS	400,000	550,716	0	200,000	275,000	499,000
ADMINISTRATION TOTAL	2,782,547	2,830,524	1,871,243	2,720,970	3,077,365	3,409,520
FINANCE						
FINANCE	602,514	595,774	515,229	676,130	776,550	824,100
FINANCE TOTAL	602,514	595,774	515,229	676,130	776,550	824,100
COMMUNITY DEVELOPMENT						
PLANNING & ZONING	669,343	504,752	404,704	590,600	640,490	703,100
PROTECTIVE INSPECTION	1,435,966	1,392,136	1,124,756	1,372,805	1,602,905	1,699,550
COMMUNITY DEVELOPMENT TOTAL	2,105,309	1,896,888	1,529,459	1,963,405	2,243,395	2,402,650
PUBLIC SAFETY						
POLICE PROTECTION	8,600,416	9,435,156	7,356,991	9,893,825	11,025,750	11,777,320
ANIMAL CONTROL	25,790	27,679	4,884	30,710	29,330	29,690
FIRE PROTECTION	1,719,684	1,752,122	1,248,646	1,931,190	2,498,600	2,559,040
EMERGENCY PREPAREDNESS	115,658	294,642	237,609	114,560	86,680	112,170
PUBLIC SAFETY TOTAL	10,461,548	11,509,600	8,848,130	11,970,285	13,640,360	14,478,220
PUBLIC WORKS						
ENGINEERING	476,618	547,846	451,429	628,570	701,090	742,110
STREET MAINTENANCE	1,617,746	1,973,780	1,546,312	2,048,280	2,222,050	2,348,510
TRAFFIC SIGNS	212,586	217,002	166,403	259,840	280,450	293,530
SNOWPLOWING	892,650	912,863	489,020	1,019,000	1,042,660	1,082,430
PUBLIC WORKS ADMINISTRATION	469,020	523,374	345,356	485,530	677,140	710,230
FORESTRY	341,444	318,023	367,384	416,340	504,330	546,540
PUBLIC WORKS TOTAL	4,010,064	4,492,888	3,365,905	4,857,560	5,427,720	5,723,350
PARKS & RECREATION						
PARKS MAINTENANCE	1,841,219	2,095,853	1,756,127	2,305,300	2,506,070	2,713,450
RECREATIONAL PROGRAMS	507,944	537,915	558,569	658,990	774,850	790,270
PARKS & RECREATION TOTAL	2,349,162	2,633,767	2,314,696	2,964,290	3,280,920	3,503,720
GENERAL FUND TOTAL	22,311,145	23,959,442	18,444,662	25,152,640	28,446,310	30,341,560

Department Overview

Composed of five elected officials, the City Council meets the first and third Wednesday each month to consider adoption of policies and administration measures providing services to residents. They also meet periodically in workshops for in-depth discussion of other potential actions to be taken.

Mission Statement

Provide excellence in the delivery of public services to community residents, businesses and owners of property.

Service Areas

- Adopt local ordinances and policies
- Provide strategic direction

2023-2024 Department Accomplishments

- Diversified Cottage Grove's housing stock.
- Acquired park land along the Mississippi River.
- Completed Glacial Valley Park development.

2025 Department Goals

- Develop the Shoppes at Cottage View.
- Maintain a AAA bond rating.
- Secure funding to build 100th Street from TH61 to Jamaica Avenue.
- Be an employer of choice.
- Implement results of small area study for Langdon/3M land.

Budget Commentary

Salaries for the Mayor and Council are included in the budget at 3 percent increase per City Code 1-4-2.

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2020	2021	2022	2023	2024
Regular Council Meetings	23	23	23	23	23
Special Council Meetings	13	10	20	20	20

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0010**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 01 - MAYOR/COUNCIL						
Category: PERSONAL SERVICES						
4120 - SAL-P.T./TEMP	43,536	49,715	37,879	50,510	52,025	52,025
4141 - PERA	1,360	1,498	827	1,580	1,625	1,625
4142 - FICA	1,644	1,946	1,872	1,910	2,000	2,000
4148 - WORKERS COMP	150	160	128	170	180	180
Total Category: PERSONAL SERVICES	46,690	53,319	40,706	54,170	55,830	55,830
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	44	0	0	0	0	0
4210 - OP SUPPLY-OTHER	481	958	1,264	1,800	1,000	1,000
Total Category: COMMODITIES	525	958	1,264	1,800	1,000	1,000
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	13,500	7,500	7,500	7,000	7,500	7,500
4305 - FEES FOR SERVICE	0	0	0	700	500	500
4321- DATA PROCESSING	0	0			1,700	1,800
4340 - PRINTING	55	0	0	0	0	0
4350 - INSURANCE CHARGE	1,510	1,600	1,800	2,400	2,600	2,800
4401 - DUES & SUBS	38,435	40,523	21,855	42,000	43,300	44,500
4403 - TRAVEL/TRAIN/CON	2,016	805	40	5,200	5,200	5,200
4434 - SPECIAL EVENTS	1,477	1,013	1,696	3,100	3,000	3,200
Total Category: CONTRACTUAL SERVICES	56,993	51,441	32,891	60,400	63,800	65,500
Total Department: 01 - MAYOR/COUNCIL	104,208	105,718	74,861	116,370	120,630	122,330

ADMINISTRATION DEPARTMENT



Department Overview

The City Administrator and department staff provide general administrative services for management of the City to ensure that all Council policies and directives are implemented. The City Administrator consults with the Mayor and City Council in their responsibilities as the community's elected decision makers. Department support includes managing Council agendas and directing information flow and action requests to the Council. The department provides general oversight and supervision of all City operating departments and consultants who provide the direct delivery of services to the community.

Mission Statement

The Administration Department facilitates the connection of Cottage Grove residents, elected Mayor and City Council, Economic Development, and the City's operating departments with a goal of delivering superior municipal services through employee empowered community decision-making.

Service Areas

- | | | |
|-----------------------------|--|---|
| • Strategic Plan Management | • Convention and Visitors Bureau (CVB) | • Implement and Administer Policies |
| • City Clerk | • Community Engagement Facilitation | • Professional Services |
| • Human Resources | • Marketing and Communications | • Record Keeping |
| • Agenda Management | | • Provide City Direction and Guidelines |
| • Community Programs | | |

2023–2024 Department Accomplishments

- Successfully hosted the 2nd annual Cottage Grove Food Truck Festival under the direction of the Convention and Visitor's Bureau.
- Finalize and implement brand guidelines to retain consistency in city communications.
- Substantially completed the Strategic Plan for the Convention and Visitor's Bureau.
- Completed the Dowdle Art Unveiling Event.
- Completed the Phase I ESA for the Majestic Ballroom and surround EDA owned properties.
- Completed numerous employee retention interviews.
- Supported local businesses by issuing or renewing 137 licenses.
- Partnered with Washington County to facilitate the 2024 Primary and General Elections.
- Provided administrative assistance to Council and Commission leaders to promote clear and transparent communication that led to informed decision making.

2025 Department Goals and Strategic Initiatives

- Collaborate with the Minnesota government to implement regulations for CBD products, including licensing and zoning requirements. This will involve working with the State to determine appropriate operational standards.

ADMINISTRATION DEPARTMENT



- Maintain the Strategic Plan and assist departments as needed to achieve the objectives for each direction.
- Increase diversity, equity and inclusion efforts throughout the organization and community.
- Continue to market the City of Cottage Grove as a tourist destination and complete our fourth Visitor Guide for distribution.
- Improve licensing accessibility and allow residents to submit applications online.
- Create a strategic communications plan and calendar and a crisis communications action plan.
- Complete a compensation study and negotiate union contracts.
- Determine the best strategy to address development of The Shoppes at Cottage View property, the property along Hwy 61 including Langdon Village, the 3M land, and the commercial node proposed at Keats Ave. at 70th Street, and the redevelopment of 80th Street.
- Finalize the requirements of the approved 2023 Washington County Brownfield Grant for the Phase I and II site assessments for the EDA owned property and Majestic Ballroom site.

Budget Commentary

The Administration budget includes the addition of a Communication Manager due to a reorganization of the department. The professional services budget includes increase of 9.62% to account for the assessing and legal service that have been paid in recent years. Employee recognition programs and employee wellness programs are included in the Community & Employee programs budget and total \$30,725 and \$4,000 respectively. These programs are outlined in the City's Public Purpose Expenditure Policy.

ADMINISTRATION DEPARTMENT



Personnel Schedule

	2024 Budget	2025 Budget	2026 Budget
General Fund:			
City Administrator	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Communications Manager	0.00	1.00	1.00
Assistant to City Administrator	.75	.75	.75
City Clerk	1.00	1.00	1.00
Human Resources/Payroll Specialist	1.00	1.00	1.00
Communications Specialist	1.00	1.00	1.00
Administration Specialist	1.00	1.00	1.00
Special Revenue Funds (EDA HRA & CVB):			
EDA Director	1.00	1.00	1.00
Assistant to City Administrator	.25	.25	.25
Communications Specialist	1.00	1.00	1.00
Internal Service Fund:			
IT Manager	1.00	1.00	1.00
IT System Administrator	2.00	2.00	2.00
IT Specialist	1.00	1.00	1.00
	13.00	14.00	14.00

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2021	2022	2023	2024	2025
Regular Council Meetings	23	23	23	23	23
Special Council Meetings	10	20	19	20	20
Total Full Time Employees	155	160	164	167	170
Total Employee Retention	98%	98%	98%	98%	98%

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0110**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 02 - ADMINISTRATION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	637,634	591,807	456,016	648,500	821,300	874,400
4110 - OVERTIME F. T.	0	135	570	0	0	0
4120 - SAL-P.T./TEMP	0	0	13,225	0	0	0
4141 - PERA	45,418	41,820	34,006	48,600	61,600	65,600
4142 - FICA	44,428	39,940	33,892	49,700	62,900	66,900
4144 - HEALTH INSURANCE	73,915	72,900	51,750	69,000	85,800	94,400
4148 - WORKERS COMP	4,980	4,000	3,450	4,600	5,400	5,900
Total Category: PERSONAL SERVICES	806,375	750,601	592,909	820,400	1,037,000	1,107,200
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	308	0	171	400	0	0
4210 - OP SUPPLY-OTHER	1,986	1,125	511	900	900	900
Total Category: COMMODITIES	2,293	1,125	682	1,300	900	900
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	6,677	9,455	6,100	10,800	10,800	11,000
4301 - ENGINEERING SERVICES	0	0	0	0	1,400	0
4302 - LEGAL SERVICE	1,139	844	12,504	0	0	1,400
4305 - FEES FOR SERVICE	2,560	0	1,034	2,200	0	0
4310 - COMMUNICATION	3,676	2,844	2,835	3,120	3,200	3,300
4321 - DATA PROCESSING	20,500	42,500	34,200	45,600	58,200	61,100
4340 - PRINTING	138	55	50	800	500	500
4341 - ADVER/PUBLISH	160	467	0	500	500	500
4350 - INSURANCE CHARGE	11,300	12,300	13,875	18,500	20,400	22,000
4401 - DUES & SUBS	4,837	3,583	1,181	2,625	2,700	2,800
4403 - TRAVEL/TRAIN/CON	13,991	19,496	10,010	11,575	12,000	12,300
4434 - SPECIAL EVENTS	6,743	305	3,779	2,200	0	0
Total Category: CONTRACTUAL SERVICES	71,720	91,849	85,568	97,920	109,700	114,900
Total Department: 02 - ADMINISTRATION	880,389	843,575	679,159	919,620	1,147,600	1,223,000

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0150**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 03 - PROFESSIONAL SERVICES						
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	218,239	235,847	242,440	248,500	256,000	263,000
4302 - LEGAL SERVICE	245,633	276,723	211,944	244,100	284,000	292,000
Total Category: CONTRACTUAL SERVICES	463,872	512,570	454,384	492,600	540,000	555,000
Total Department: 03 - PROFESSIONAL SERVICES	463,872	512,570	454,384	492,600	540,000	555,000

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0200**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 04 - CITY CLERK/ELECTIONS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	56,146	89,365	69,577	94,700	106,600	114,300
4120 - SAL-P.T./TEMP	49,717	460	0	0	0	0
4141 - PERA	4,211	6,677	6,004	7,100	8,000	8,600
4142 - FICA	4,611	5,917	5,446	7,200	8,200	8,700
4144 - HEALTH INSURANCE	0	0	9,000	12,000	13,200	14,500
4148 - WORKERS COMP	0	0	450	600	700	800
Total Category: PERSONAL SERVICES	114,685	102,419	90,478	121,600	136,700	146,900
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	25	26	0	0	0	0
4210 - OP SUPPLY-OTHER	0	239	91	0	0	0
Total Category: COMMODITIES	25	265	91	0	0	0
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	4,199	3,948	10,993	61,300	64,400	65,200
4302 - LEGAL SERVICE	114,828	10,036	192	39,800	10,000	10,000
4305 - FEES FOR SERVICE	79	715	320	0	600	600
4341 - ADVER/PUBLISH	242	70	0	520	500	550
4370 - MAINT-REPAIR/EQ	10,110	10,935	13,716	11,800	14,000	14,000
4401 - DUES & SUBS	21	120	0	275	0	0
4403 - TRAVEL/TRAIN/CON	244	842	1,677	1,490	1,500	1,600
Total Category: CONTRACTUAL SERVICES	129,723	26,665	26,898	115,185	91,000	91,950
Total Department: 04 - CITY CLERK/ELECTIONS	244,432	129,349	117,466	236,785	227,700	238,850

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0395**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 08 - COMMUNITY & EMPL PROG						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	1,075	2,600	2,550	10,300	8,850	10,750
4120 - SAL-P.T./TEMP	275	2,200	1,250	0	0	0
4142 - FICA	0	8	0	0	0	0
Total Category: PERSONAL SERVICES	1,350	4,808	3,800	10,300	8,850	10,750
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	3,410	6,950	4,092	6,350	5,100	6,700
Total Category: COMMODITIES	3,410	6,950	4,092	6,350	5,100	6,700
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	14,000	10,775	51,512	50,000	30,000	0
4311 - POSTAGE	265	32,702	26,072	36,050	37,200	38,200
4340 - PRINTING	79,824	35,316	27,387	44,800	46,200	47,500
4375 - CHARGE-FLEET MNT	0	0	0	1,400	1,400	1,470
4401 - DUES & SUBS	0	4,053	4,558	3,955	6,050	6,100
4403 - TRAVEL/TRAIN/CON	14	1,500	4,526	605	17,200	18,000
4434 - SPECIAL EVENTS	39,050	46,282	35,022	27,875	28,100	27,700
Total Category: CONTRACTUAL SERVICES	133,153	130,628	149,076	164,685	166,150	138,970
Total Department: 08 - COMMUNITY & EMPL PR	137,913	142,385	156,968	181,335	180,100	156,420

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 2500**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 09 - CITY HALL BUILDINGS						
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	7,974	5,605	4,329	9,200	9,400	9,600
4210 - OP SUPPLY-OTHER	2,362	3,714	1,832	3,600	2,600	2,700
4211 - MOTOR FUELS	0	0	4,209	3,000	0	4,000
4270 - OP SUP-VEH/EQ	669	719	452	0	900	500
4272 - OP SUP-BUILDINGS	6,136	9,175	5,258	7,500	8,500	8,000
Total Category: COMMODITIES	17,141	19,213	16,080	23,300	21,400	24,800
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	0	0	500	0	0
4305 - FEES FOR SERVICE	26,832	28,378	23,404	32,000	32,960	33,950
4311 - POSTAGE	14,656	10,000	10,500	12,000	12,000	12,730
4321 - DATA PROCESSING	15,000	25,300	22,950	30,600	28,200	29,600
4340 - PRINTING	0	1,079	0	500	500	500
4350 - INSURANCE CHARGE	41,520	45,300	51,000	68,000	74,800	80,800
4360 - UTILITIES	134,475	121,284	69,726	135,000	135,960	141,400
4370 - MAINT-REPAIR/EQ	5,055	3,268	3,674	6,000	5,000	5,100
4371 - MAINT-REPAIR/OTH	41	0	0	0	0	0
4372 - MAINT-REPAIR/BLD	203,022	207,619	30,842	180,000	48,100	49,500
4373 - BUILDING MAINT LABOR ALLOC	0	0	90,000	0	133,100	139,800
4375 - CHARGE-FLEET MNT	4	84	22	560	100	110
4380 - RENTAL/LEASE	16,920	18,169	13,021	12,000	18,200	18,300
4405 - CLEAN/WASTE REMV	56,996	66,515	57,186	73,800	76,015	78,330
Total Category: CONTRACTUAL SERVICES	514,521	526,998	372,326	550,960	564,935	590,120
Total Department: 09 - CITY HALL BUILDINGS	551,732	546,211	388,405	574,260	586,335	614,920

ECONOMIC DEVELOPMENT AUTHORITY



Department: Administration (Fund #: 285 and 280)

Program: Economic Development (Program #: 1135) and HRA (Program #9280)

Program Description

The Economic Development Authority is led by a seven-member board that provides public support of various activities promoting economic growth in the City. It is the business development entity of the City. Activities include strategic planning, program implementation, financial program management, and business park development. In addition, the board has HRA powers.

Budget Commentary

The property tax levy for the EDA Fund was increased from \$125,000 in the 2023 Budget to \$275,000 in the 2024 Budget. This was the first increase in the property tax levy for the EDA Fund since 2018. The Ten-Year Financial Management Plan identified the need to fund economic and redevelopment activities in the community. Therefore, the levy of \$275,000 has been split between the EDA levy and HRA levy for 2025.

The property tax levy funds in the EDA will be used for:

- Promote and facilitate commercial and industrial development that enhances the tax base and creates higher paying jobs within the city.
- Maintain financial incentives to enhance economic development, including a facade improvement program and DARTS bus loop circulator to serve Cottage Grove's senior population.
- Continue to market Cottage Grove as a community that is positioned for business growth.
- Represent the community in county and regional economic development initiatives.

The property tax levy funds in the HRA will be used for:

- To provide a sufficient supply of adequate, safe, and sanitary dwellings to protect the health, safety, morals, and welfare of the citizens.
- To clear and redevelop blighted areas.
- To perform those duties according to the comprehensive plans.
- To remedy the shortage of housing for low and moderate residents, and to redevelop blighted areas, in situations in which private enterprise would not act without government participation or subsidies.

City of Cottage Grove Annual Budget
Fund 285 - Economic Development Authority
Summary of Revenues & Expenditures

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 285 - ECONOMIC DEVELOPMENT AUTHORITY						
Category: REVENUE						
3011 - CURRENT PROP TAX	124,439	124,525	141,170	275,000	137,500	187,500
3012 - DEL PROP TAXES	384	474	181	0	0	0
3310 - FEDERAL GRANTS	68,590	0	0	0	0	0
3324 - STATE GRANTS	10,000	0	0	0	0	0
3574 - ADVERTISING SALES	6,290	0	0	0	0	0
3809 - INTERFUND INTRST	307	43	0	0	0	0
3810 - INVEST INTEREST	0	35	0	0	0	0
3812 - DONATE & CONTRI	250	0	0	0	0	0
3813 - SALE OF GOODS	0	0	21,123	0	0	0
3816 - REFUND & REIMBRS	27,234	12,024	50,000	0	0	0
3840 - LODGING TAX	74,447	0	0	0	0	0
3899 - TRANSFER IN	100,000	312,500	0	0	100,000	100,000
Total Category: REVENUE	411,941	449,601	212,474	275,000	237,500	287,500
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	215,887	205,511	168,609	212,875	228,200	243,200
4200 - COMMODITIES	4,457	3,727	1,030	1,510	1,250	1,600
4300 - CONTRACTUAL SERVICES	274,185	354,593	282,604	351,940	308,660	367,200
4700 - MISCELLANEOUS	0	0	0	0	0	0
4999 - TRANSFERS	0	40,144	0	0	0	0
Total Category: EXPENDITURES	494,530	603,976	452,243	566,325	538,110	612,000
FUND BALANCE, BEGINNING YEAR	(363,712)	(446,300)		(600,675)	(892,000)	(1,192,610)
NET INCREASE (DECREASE)	(82,588)	(154,375)	(239,769)	(291,325)	(300,610)	(324,500)
FUND BALANCE, END OF YEAR	(446,300)	(600,675)		(892,000)	(1,192,610)	(1,517,110)

City of Cottage Grove Annual Budget
Fund 285 - Economic Development Authority
Detail of Expenditures-Program 1135

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 12 - EDA						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	172,823	164,039	135,083	168,200	176,600	187,300
4141 - PERA	13,729	12,193	9,723	12,600	13,200	14,100
4142 - FICA	12,395	11,779	9,440	12,925	13,600	14,200
4144 - HEALTH INSURANCE	15,700	16,200	13,163	17,550	23,800	26,200
4148 - WORKERS COMP	1,240	1,300	1,200	1,600	1,000	1,400
Total Category: PERSONAL SERVICES	215,887	205,511	168,609	212,875	228,200	243,200
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	167	0	11	210	250	220
4210 - OP SUPPLY-OTHER	4,290	3,658	1,019	1,300	1,000	1,380
4217 - CLOTHING/UNIFORM	0	70	0	0	0	0
Total Category: COMMODITIES	4,457	3,727	1,030	1,510	1,250	1,600
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	47,670	68,546	67,078	95,000	42,500	100,785
4301 - ENGINEERING SVS	34,753	113,762	44,870	40,000	40,000	42,435
4302 - LEGAL SERVICE	16,168	30,691	3,804	20,000	25,000	21,220
4305 - FEES FOR SERVICE	43,087	47,851	81,702	68,750	75,200	72,940
4310 - COMMUNICATION	1,103	833	405	975	500	1,035
4311 - POSTAGE	982	0	0	0	0	0
4321 - DATA PROCESSING	17,000	30,100	24,000	32,000	26,300	27,600
4340 - PRINTING	11,025	390	3,513	0	300	0
4341 - ADVER/PUBLISH	21,850	3,357	90	5,000	3,900	5,305
4350 - INSURANCE CHARGE	1,040	1,070	1,275	1,700	1,900	2,100
4401 - DUES & SUBS	7,135	7,848	9,554	6,775	8,310	7,190
4403 - TRAVEL/TRAIN/CON	10,009	4,541	3,277	6,400	5,000	6,790
4407 - PROPERTY TAXES	7,866	5,952	14,611	9,740	7,000	10,300
4434 - SPECIAL EVENTS	54,496	39,653	28,425	65,600	72,750	69,500
Total Category: CONTRACTUAL SERVICES	274,185	354,593	282,604	351,940	308,660	367,200
Category: MISCELLANEOUS						
4732 - LOSS-FIXED ASSET	0	0	0	0	0	0
Total Category: MISCELLANEOUS	0	0	0	0	0	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	0	40,144	0	0	0	0
Total Category: TRANSFERS	0	40,144	0	0	0	0
Total Department: 12 - EDA	494,530	603,976	452,243	566,325	538,110	612,000

City of Cottage Grove Annual Budget
Fund 280 - Housing and Redevelopment Authority
Summary of Revenues & Expenditures

	2022	2023	2024 YTD	2024	2025	2026
	Actual	Actual	as of 9/30	Budget	Budget	Budget
Fund: 280 - HOUSING AND REDEVELOPMENT AUTHORITY						
Category: REVENUE						
3011 - CURRENT PROP TAX	0	0	0	0	137,500	137,500
Total Category: REVENUE	0	0	0	0	137,500	137,500
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	0	0	0	0	84,100	89,500
4300 - CONTRACTUAL SERVICES	0	0	0	0	25,000	25,000
Total Category: EXPENDITURES	0	0	0	0	109,100	114,500
FUND BALANCE, BEGINNING YEAR	0	0	0	0	0	28,400
NET INCREASE (DECREASE)	0	0	0	0	28,400	23,000
FUND BALANCE, END OF YEAR	0	0	0	0	28,400	51,400

City of Cottage Grove Annual Budget
Fund 280 - Housing and Redevelopment Authority
Detail of Expenditures - Program 1160

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 12 - HRA						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	0	0	0	0	67,000	71,000
4141 - PERA	0	0	0	0	5,000	5,300
4142 - FICA	0	0	0	0	5,100	5,400
4144 - HEALTH INSURANCE	0	0	0	0	6,600	7,300
4148 - WORKERS COMP	0	0	0	0	400	500
Total Category: PERSONAL SERVICES	0	0	0	0	84,100	89,500
Category: COMMODITIES						
Total Category: COMMODITIES	0	0	0	0	0	0
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	0	0	0	25,000	25,000
Total Category: CONTRACTUAL SERVICES	0	0	0	0	25,000	25,000
Category: MISCELLANEOUS						
4732 - LOSS-FIXED ASSET	0	0	0	0	0	0
Total Category: MISCELLANEOUS	0	0	0	0	0	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	0		0	0	0	0
Total Category: TRANSFERS	0	0	0	0	0	0
Total Department: 12 - EDA	0	0	0	0	109,100	114,500

CONVENTION & VISITORS BUREAU



Department: Economic Development (Fund #: 265)

Program: Visitors Bureau (Program #: 1150)

Program Description

The vision of the Cottage Grove Convention and Visitors Bureau is to promote Cottage Grove as a premier destination for leisure travelers, weddings, and outdoor enthusiasts, and be a recognized and successful host city for meetings and conventions, and a prominent and respected venue for sporting events.

Budget Commentary

Prior to 2023, the Convention and Visitors Bureau (CVB) was included in the EDA Fund. A new fund for the CVB was created in 2023 to provide a more robust accounting of the expenditures and revenues related to CVB activities. Those activities include the following:

- Continue to position the Cottage Grove area as a “must visit” through marketing and promotion of the community.
- Develop strategies designed to feature and enhance tourism opportunities for Cottage Grove businesses.
- Strengthen the integration and cooperative efforts of the CGCVB in association with individual businesses, regional tourism and state tourism activities.

**City of Cottage Grove Annual Budget
Fund 265 - Convention & Visitors Bureau
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 265 - CONVENTION & VISITORS BUREAU						
Category: REVENUE						
3310 - FEDERAL GRANTS	0	68,590	0	54,695	0	0
3324 - STATE GRANTS	0	14,000	10,000	10,000	0	0
3574 - ADVERTISING SALES	0	5,095	4,450	5,095	4,500	4,500
3575 - SPECIAL EVENTS	0	8,050	17,850	8,750	15,500	15,500
3810 - INVEST INTEREST	0	71	3,555	0	0	0
3812 - DONATE & CONTRI	0	41,144	10,000	2,750	8,000	8,000
3840 - LODGING TAX	0	71,647	35,067	72,275	72,300	72,300
3899 - TRANSFER IN	0	66,481	0	0	0	0
Total Category: REVENUE	0	275,079	80,922	153,565	100,300	100,300
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	0	78,881	62,552	83,325	24,000	25,800
4200 - COMMODITIES	0	0	703	360	300	700
4300 - CONTRACTUAL SERVICES	0	84,839	47,936	64,775	79,845	80,925
Total Category: EXPENDITURES	0	163,720	111,191	148,460	104,145	107,425
FUND BALANCE, BEGINNING YEAR	0	0		111,358	116,463	112,618
NET INCREASE (DECREASE)	0	111,358	(30,269)	5,105	(3,845)	(7,125)
FUND BALANCE, END OF YEAR	0	111,358		116,463	112,618	105,493

City of Cottage Grove Annual Budget
Fund 265 - Convention & Visitors Bureau
Detail of Expenditures-Program 1150

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 00 - CVB						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	0	61,935	48,241	64,200	18,600	19,800
4141 - PERA	0	4,341	3,597	4,800	1,400	1,400
4142 - FICA	0	4,506	3,626	4,875	1,400	1,600
4144 - HEALTH INSURANCE	0	8,100	7,088	9,450	2,600	3,000
Total Category: PERSONAL SERVICES	0	78,881	62,552	83,325	24,000	25,800
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	0	0	120	0	400
4210 - OP SUPPLY-OTHER	0	0	703	240	300	300
Total Category: COMMODITIES	0	0	703	360	300	700
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	29,886	410	21,020	21,200	22,280
4302 - LEGAL SERVICE	0	956	960	0	0	0
4305 - FEES FOR SERVICE	0	1,380	930	1,380	1,680	1,680
4310 - COMMUNICATION	0	202	0	0	0	0
4311 - POSTAGE	0	576	372	720	800	800
4340 - PRINTING	0	7,162	13,260	8,000	11,000	11,000
4341 - ADVER/PUBLISH	0	25,447	7,998	16,905	16,630	16,630
4401 - DUES & SUBS	0	390	410	325	410	410
4403 - TRAVEL/TRAIN/CON	0	456	0	1,750	1,700	1,700
4434 - SPECIAL EVENTS	0	18,383	23,596	14,675	26,425	26,425
Total Category: CONTRACTUAL SERVICES	0	84,839	47,936	64,775	79,845	80,925
Total Department: 00 - CVB	0	163,720	111,191	148,460	104,145	107,425

Department: Administration (Fund #: 720)

Program: Information Technology (Program #: 0380)

Program Description

This division develops and coordinates information technology solutions that provide easy, secure access to information and operating/processing software and resources. Division staff support all city departments in implementing technology systems including phone, data center, cloud management, surveillance and networks/internet. IT staff are responsible for information and building access security, as well as continuing training for city staff for all things related to information technology.

Service Areas

- Cyber and Physical Security
- Information Technology Training
 - Security Education and Training Awareness (SETA)
- Information Technology Support
- Data Center Infrastructure
- End-point Management
- Regulatory Audit including
 - Criminal Justice Information Technology (CJIS)
 - National Institute of Standards and Technology (NIST) Framework
 - Payment Card Industry (PCI) Compliance

2023–2024 Department Accomplishments

- Redesigned and the water utility SCADA network to ensure security and efficiency of city information systems and operational technologies.
- Updated policy and procedures to enhance the cyber security initiatives for protecting city data and systems through better training and compliance reporting.
- Responded and closed over 1400 requests for assistance from end-users.

2025 Department Goals and Strategic Initiatives

- Work to create an open workplace environment committed to excellence in all aspects of operations where excellent service is provided.
- Maintain the Strategic Plan and assist departments as needed to achieve the objectives for each direction.
- Enhance Cybersecurity policies, monitoring, and configurations to further work towards a zero-trust model.

Budget Commentary

Included in the 2025 Budget is the replacement of the city data center equipment which has reached end of life. Additions include security and maintenance replacements. The 2025 Budget also includes security initiatives to further enhance identity and access controls.

**City of Cottage Grove Annual Budget
Fund 720 - Information Technology
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 720 - INFORMATION TECHNOLOGY						
Category: REVENUE						
3519 - OTHER CHARGE SVS	1,167,226	1,480,336	1,400,280	1,812,600	2,042,900	2,111,940
3810 - INVEST INTEREST	0	2,783	13,326	0	0	0
3816 - REFUND & REIMBRS	222	0	0	0	0	0
3829 - MISC - OTHER	198,450	201,855	0	0	0	0
Total Category: REVENUE	1,365,898	1,684,974	1,413,606	1,812,600	2,042,900	2,111,940
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	369,728	384,864	322,371	491,300	561,900	599,300
4200 - COMMODITIES	144,205	110,058	86,187	238,795	176,815	176,885
4300 - CONTRACTUAL SERVICES	815,299	886,286	914,298	1,064,470	1,242,780	1,250,000
4500 - CAPITAL OUTLAY	0	0	0	0	249,600	0
4720 - DEPRECIATION	3,410	1,227	0	0	0	0
4730 - MISCELLANEOUS	0	0	0	0	0	0
Total Category: EXPENDITURES	1,332,642	1,382,435	1,322,856	1,794,565	2,231,095	2,026,185
FUND BALANCE, BEGINNING OF YEAR	(374,571)	(341,315)		(38,776)	(20,741)	(208,936)
NET INCREASE (DECREASE)	33,256	302,539	90,750	18,035	(188,195)	85,755
FUND BALANCE, END OF YEAR	(341,315)	(38,776)		(20,741)	(208,936)	(123,181)

**City of Cottage Grove Annual Budget
Fund 720 - Information Technology
Detail of Expenditures-Program 0380**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 07 - IT						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	280,959	301,200	255,131	406,900	439,900	467,400
4116 - O/T -P/T REG. STATUS	876		1,416			
4140 - PENSIONS	24,366	3,121				
4141 - PERA	20,713	21,852	19,135	23,000	32,800	35,000
4142 - FICA	19,994	21,273	18,189	23,400	33,500	35,700
4144 - HEALTH INSURANCE	20,560	35,718	27,000	36,000	52,800	58,000
4148 - WORKERS COMP	2,260	1,700	1,500	2,000	2,900	3,200
Total Category: PERSONAL SERVICES	369,728	384,864	322,371	491,300	561,900	599,300
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	26	252	448	110	115	115
4210 - OP SUPPLY-OTHER	7,152	3,041	6,114	6,180	6,560	6,560
4211 - MOTOR FUELS	136	152	147	200	140	210
4280 - CAPITAL OUTLAY <\$5,000	136,891	106,613	79,478	232,305	170,000	170,000
Total Category: COMMODITIES	144,205	110,058	86,187	238,795	176,815	176,885
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	84,185	86,370	1,065	122,700	129,600	129,600
4301 - ENGINEERING SVS	37,200			19,570		
4305 - FEES FOR SERVICE			24			
4310 - COMMUNICATION	110,893	92,571	87,108	125,900	152,200	155,500
4311 - POSTAGE		151	40			
4321 - DATA PROCESSING	541,919	623,518	809,923	676,400	836,700	840,470
4350 - INSURANCE CHARGE		1,600	1,200	1,600	1,600	1,700
4370 - MAINT-REPAIR/EQ	24,529	29,061	7,652	100,200	105,200	105,200
4371 - MAINT-REPAIR/OTH	9,184	37,259	1,064	0	0	0
4375 - CHARGE-FLEET MNT	0	266	0	2,100	1,000	1,050
4403 - TRAVEL/TRAIN/CON	7,370	15,490	6,202	16,000	16,480	16,480
4449 - OTHER CONTRACT	19	0	20	0	0	0
Total Category: CONTRACTUAL SERVICES	815,299	886,286	914,298	1,064,470	1,242,780	1,250,000
Category: CAPITAL OUTLAY						
4520 - FURN & OFF EQUIP	0	0	0	0	249,600	0
Total Category: CAPITAL OUTLAY	0	0	0	0	249,600	0
Category: DEPRECIATION						
4721 - DEPRECIATION-PURCHASED	3,410	1,227	0	0	0	0
Total Category: DEPRECIATION	3,410	1,227	0	0	0	0
Total Department: 07 - IT	1,332,642	1,382,435	1,322,856	1,794,565	2,231,095	2,026,185

BUDGET CONTINGENCY/ TRANSFERS OUT



Department: Administration (Fund #: 100)

Program: Budget Contingency/Transfers Out (Program #: 9100)

Program Description

This budget line item accounts for budget contingency and transfers out of the General Fund to the Equipment Replacement fund and other Special Revenue, Debt service and Capital project funds at year end in accordance with the City's Fund Balance policy.

Budget Commentary

A budget contingency is included in the 2025 budget in the amount of \$275,000. This is the second year for the contingency in recent budgets. The contingency is per a recommendation in the Ten-Year Financial Management Plan that identified the need to include a budget contingency for unforeseen events that can occur in the city.

Prior to the 2024 Budget, the General Fund included a transfer out for equipment replacement purchases. Starting with the 2024 Budget, the amount of the equipment replacement property tax levy is included in the Equipment Replacement Fund for transparency purposes.

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 00 - TRANSFERS						
Category: TRANSFERS						
4700 - TRANSFERS OUT	400,000	550,716	0	0	0	0
4701 - CONTINGENCY	0	0	0	200,000	275,000	499,000
Total Category: TRANSFERS	400,000	550,716	0	200,000	275,000	499,000
Total Department: 00 - TRANSFERS	400,000	550,716	0	200,000	275,000	499,000

FINANCE DEPARTMENT



Department Overview

The Finance Department oversees the daily financial operations of the City and prepares the City's budget, Annual Comprehensive Financial Report (ACFR) and five-year capital improvement plan for the benefit of residents and all interested parties, including the State Auditor's Office and bond rating agencies. The department is also responsible for debt management and investments.

Mission Statement

The Finance Department supports all City departments by providing financial management, accounting, and treasury services.

Service Areas

- Debt management
- Treasury operations
- Fixed Assets
- Payroll
- Accounts Payable
- Revenue Collection
- Audit of Financial Records
- Financial Reporting
- Budget and CIP Compilation

2023–2024 Department Accomplishments

- Received and maintained an AAA stable bond rating upgrade from S&P Global Markets
- Completed ten-year Financial Management Plan
- Successful hiring and on-boarding of five positions within the department
- Received GFOA Certificate of Achievement award for the 34th consecutive year
- Implemented electronic processing of journal entries and other accounting processes to maximize accuracy, internal controls, and efficiencies

2025 Department Goals and Strategic Initiatives

- Complete implementation of a new utility billing software.
- Identify and implement accounts payable electronic processing while strengthening internal controls.
- Explore and provide necessary financial information to City departments and stakeholders.
- Further strengthen Cybersecurity & training.
- Explore the implementation of performance measurements.

Budgetary Commentary

89 percent of the Finance budget is comprised of personnel costs for finance staff. These benefit and wages are based on settled bargaining union contracts. An additional accountant was added in the utility billing process. This position is necessary due to the conversion of the new utility billing

FINANCE DEPARTMENT



software. The previous software company provided utility billing support services. These services will now be provided by the City in order to enhance the customer service experience.

Full-time Equivalent Positions	2024 Budget	2025 Budget	2026 Budget
General Fund:			
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00
Finance Assistant II	.50	.50	.50
Enterprise Fund:			
Utility Billing Specialist	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00
Accountant-Utility Billing	1.00	1.00	1.00
	7.50	7.50	7.50

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2021	2022	2023	2024	2025
Accounts payable checks	2,904	2,952	3,600	3,500	3,400
Payments by EFT (A/P)	2,570	2,455	2,234	2,300	2,350
Payroll ACH notices	7,689	7,752	8,468	8,500	8,600
W-2's issued	537	580	464	500	525
Outcome Measures					
Personnel costs per accounts payable check transaction	\$12.42	\$13.31	\$14.22	\$15.15	\$16.81
Personnel cost per payroll transactions	\$9.84	\$9.57	\$8.58	\$10.33	\$11.53
Number of reportable findings by independent auditor	1	None	1	None	None

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0300

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 05 - FINANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	428,179	397,471	328,782	436,400	506,300	536,400
4110 - OVERTIME F. T.	328	0	0	0	0	0
4115 - REGULAR-P/T REG STATUS	0	0	0	28,400	32,300	34,400
4120 - SAL-P.T./TEMP	13,880	22,397	14,102	0	0	0
4141 - PERA	29,031	30,978	24,496	34,800	40,300	42,800
4142 - FICA	32,519	30,777	24,253	35,600	41,100	43,600
4144 - HEALTH INSURANCE	37,905	45,900	45,000	60,000	66,000	72,500
4148 - WORKERS COMP	3,575	2,700	2,325	3,100	3,500	3,800
Total Category: PERSONAL SERVICES	545,417	530,223	438,957	598,300	689,500	733,500
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	188	0	0	0	0	0
4210 - OP SUPPLY-OTHER	630	345	17	900	900	900
4280 - CAPITAL OUTLAY <\$5,000	0	0	0	0	600	700
Total Category: COMMODITIES	818	345	17	900	1,500	1,600
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	31,844	25,584	44,824	31,050	32,000	33,000
4305 - FEES FOR SERVICE	109	467	511	0	0	0
4310 - COMMUNICATION	1,035	563	518	585	1,050	1,050
4311 - POSTAGE	27	0	0	0	0	0
4321 - DATA PROCESSING	20,500	34,400	27,000	36,000	42,800	44,900
4340 - PRINTING	1,237	946	1,092	1,300	1,300	1,350
4341 - ADVER/PUBLISH	0	726	1,431	0	300	300
4401 - DUES & SUBS	610	460	530	725	800	900
4403 - TRAVEL/TRAIN/CON	918	2,060	350	7,270	7,300	7,500
Total Category: CONTRACTUAL SERVICES	56,279	65,206	76,256	76,930	85,550	89,000
Total Department: 05 - FINANCE	602,514	595,774	515,229	676,130	776,550	824,100

INSURANCE FINANCE



Department: Finance (Fund #: 700)

Program: Insurance (Program #: 9700)

Program Description

The Insurance activity accounts for property, liability and Workers Compensation insurance premiums paid by the City, along with claims, losses and deductibles incurred. This activity also provides funding for safety and wellness activities.

Budget Commentary

Insurance fund revenues charged to other funds in the City are increasing 18.61% to recover increased current operating expenses that have occurred in the fund related to workers compensation and property insurance in recent years. Due to other budgetary constraints in other funds, a full cost recovery of recent premiums was not possible in the Self-Insurance Fund for the past several years. The 2025 budget includes a full cost recovery of the 2025 premiums.

The City receives workers compensation and property insurance through the League of Minnesota Cities Insurance Trust which is a self-insured member cooperative that provides cost-effective coverage designed for the unique needs of cities. Like many communities in Minnesota, workers compensation premiums for the City increased by 155% from 2020 to 2024 due to Post Traumatic Stress Disorder (PTSD) claims and other worker's compensation claims. For the first time in several years, workers' compensation rates are estimated to decrease for the first time in several years, which is good news. This is due to an improved trend in these claims.

**City of Cottage Grove Annual Budget
Fund 700 - Self-Insurance
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 700 - SELF-INSURANCE						
Category: REVENUE						
3339 - OTHER MN AID	8,773	52,229	76,577	66,000	60,000	60,000
3519 - OTHER CHARGE SVS	2,520,820	2,891,925	2,647,118	3,440,090	4,080,250	4,472,650
3810 - INVEST INTEREST	(49,169)	19,508	11,482	10,000	2,000	3,000
3815 - INSURANCE RECOVERY	57,835	104,383	89,172	20,000	30,000	30,000
3816 - REFUND & REIMBRS	48,185	7,631	38,086	20,000	10,000	10,000
3899 - TRANSFER IN	0	1,767	0	0	0	0
Total Category: REVENUE	2,586,444	3,077,443	2,862,435	3,556,090	4,182,250	4,575,650
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	2,593,070	2,848,554	2,515,449	2,956,700	3,277,410	3,490,860
4200 - COMMODITIES	5,430	2,577	0	12,900	12,000	12,000
4300 - CONTRACTUAL SERVICES	406,611	432,548	465,871	441,500	497,500	521,720
4730 - MISCELLANEOUS	186,169	208,094	206,716	130,000	180,000	189,000
Total Category: EXPENDITURES	3,191,280	3,491,773	3,188,036	3,541,100	3,966,910	4,213,580
FUND BALANCE, BEGINNING OF YEAR	1,203,322	598,486		184,156	199,146	414,486
NET INCREASE (DECREASE)	(604,836)	(414,330)	(325,601)	14,990	215,340	362,070
FUND BALANCE, END OF YEAR	598,486	184,156		199,146	414,486	776,556

City of Cottage Grove Annual Budget
Fund 700 - Self-Insurance
Detail of Expenditures-Program 9700

	2022	2023	2024 YTD	2024	2025	2026
	Actual	Actual	as of 9/30	Budget	Budget	Budget
Department: 00 - SELF-INSURANCE						
Category: PERSONAL SERVICES						
4139 - DENTAL	0	20,718	67,435	0	91,200	97,600
4143 - HSA	0	10,657	318,220	0	349,650	367,000
4144 - HEALTH INSURANCE	1,737,446	1,713,303	999,973	1,875,200	1,539,600	1,645,000
4145 - HRA	0	53,918	135,631	0	200,000	210,000
4146 - DISABILITY	0	61,034	54,635	66,000	72,000	75,600
4148 - WORKERS COMP	855,624	985,473	929,304	1,015,500	1,010,200	1,080,900
4149 - LTD/LIFE INSURANCE	0	3,451	10,251	0	14,760	14,760
Total Category: PERSONAL SERVICES	2,593,070	2,848,554	2,515,449	2,956,700	3,277,410	3,490,860
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	5,430	2,577	0	12,900	12,000	12,000
Total Category: COMMODITIES	5,430	2,577	0	12,900	12,000	12,000
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	98,090	59,830	48,743	42,600	62,500	64,220
4302 - LEGAL SERVICE	0	2,176	9,424	0	0	0
4305 - FEES FOR SERVICE	0	0	297	0	0	0
4341 - ADVER/PUBLISH	0	0	354	0	0	0
4352 - GENERAL LIABILIT	307,531	369,537	407,053	398,900	435,000	457,500
4434 - SPECIAL EVENTS	990	1,005	0	0	0	0
Total Category: CONTRACTUAL SERVICES	406,611	432,548	465,871	441,500	497,500	521,720
Category: MISCELLANEOUS						
4733 - CLAIM-NONCITY PR	17,128	17,678	2,069	20,000	20,000	21,000
4734 - AUTO CLAIMS	86,845	78,791	39,771	40,000	40,000	42,000
4735 - WORKERS COMP MED DEDUCTIBLE	200	0	300	50,000	0	0
4736 - PROPERTY LOSS CLAIMS	(35,290)	22,792	98,116	20,000	20,000	21,000
4737 - MEDICAL DEDUCTIBLE	117,286	88,833	66,460	0	100,000	105,000
Total Category: MISCELLANEOUS	186,169	208,094	206,716	130,000	180,000	189,000
Total Department: 00 - SELF-INSURANCE	3,191,280	3,491,773	3,188,036	3,541,100	3,966,910	4,213,580

Department Overview

The Community Development Department is responsible for Planning, Building Inspections, and Code Enforcement. The Department assists and supports the Planning Commission, Committee on Historic Preservation, and the City Council.

Mission Statement

The Community Development Department provides quality municipal planning, inspections, and property services to residents and businesses seeking to build or redevelop in Cottage Grove.

Service Areas

- Building permits
- Building inspections and maintenance
- Zoning and land use
- Historic preservation
- Code enforcement
- Rental licensing

2023–2024 Department Accomplishments

- Approval of the updated Sign code
- Secured a \$30,000 CLG Grant through the State Historic Preservation Office to complete a historic context study for suburban expansion between 1945-1990
- Completed the first proactive code enforcement sweep of the Thompson Grove Estates neighborhood
- Residential Development:
 - Four final plats approved in 2024 – 295 total number of lots platted
 - 4,160 building permits issued in 2024 through October 31st and approximately 13,849 building inspections conducted in 2024 through October 31st.
- Commercial and Industrial Development:
 - Gerber Collision Construction
 - Discount Tire remodel
 - ISD 833 School Bus garage improvements

2025 Department Goals and Strategic Initiatives

- Continue long range planning for growth and development:
 - Update the East Ravine AUAR
- Continue to find ways to provide a high level and efficient level of customer service to residents and contractors.
- Explore home improvement programs for existing housing stock.
- Promote development opportunities and identify areas for redevelopment.

COMMUNITY DEVELOPMENT DEPARTMENT



- Continue to educate residents regarding ordinances to help maintain the health, safety, and welfare of the community.

Budget Commentary

One building inspector position was kept vacant in 2024. With the anticipation of continued growth in the community, the School District work planned, and focus on proactive code enforcement, the added full time Building/Code Enforcement inspection position added in 2023 is proposed to be split into one seasonal Building Inspector position and one seasonal Code Enforcement inspector position.

Personnel Schedule

	2024 Budget	2025 Budget	2026 Budget
Community Development Director	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Planner	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Community Development Assistant	1.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00
Building Inspector	3.00	3.00	3.00
Seasonal Building Inspector	.50	.50	.50
Code Enforcement Officer	1.00	1.00	1.00
Seasonal Code Enforcement Officer	0.00	.50	.50
Building Permit Technician Coordinator	1.00	1.00	1.00
Building Permit Technician	1.00	1.00	1.00
Office Assistant	.63	.63	.63
Total	13.13	13.63	13.63

COMMUNITY DEVELOPMENT DEPARTMENT



Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2021	2022	2023	2024	2025
Zoning Applications	79	73	34	55	60
Residential Rental Licenses	270	325	287	350	290
Planning Commission Meetings	12	12	7	11	12
Historic Preservation Meetings	5	4	4	4	4
Council Action Items (Res, Ord, Approvals)	165	78	78	100	100
Construction Inspections	15,362	21,886	14,822	14,000	14,200
Property Maintenance Inspections	771	597	489	800	800
Rental Property Inspections	391	423	548	650	650
Contract Inspections ¹	2,833	1,834	555	8	0
Plan Reviews	1,858	1,500	1152	1200	1300
Permits	5,655	5,559	4681	4,600	4,700
New Dwelling Units	574	550	290	380	350
Building Valuation – New Residential (mil \$)	155,998,356	130,682,867	100,157,771	114,000,000	115,500,000
Building Valuation – Other Residential (mil \$)	32,380,012	37,677,259	30,118,875	15,000,000	15,000,000
Building Valuation – Commercial/Industrial (mil \$)	36,444,802	192,744,505	50,850,915	50,000,000	25,000,000
Building Valuation – Other Projects (mil \$)	7,046,786	12,334,903	8,353,781	20,682,049	23,500,000
Total Building Valuation (mil \$)	231,869,956	373,439,534	189,481,402	199,682,049	179,000,000

¹ Newport, St. Paul Park, & Denmark Township

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 1100**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 10 - PLANNING & ZONING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	341,696	344,015	271,661	398,600	443,400	473,300
4110 - OVERTIME F. T.	5,786	0	3,159	7,500	7,500	7,500
4120 - SAL-P.T./TEMP	69,757	17,093	2,934	8,400	0	0
4141 - PERA	26,951	26,981	20,260	30,500	33,900	36,100
4142 - FICA	30,122	26,568	20,001	31,700	34,500	36,800
4144 - HEALTH INSURANCE	55,280	48,600	40,500	54,000	59,400	65,300
4148 - WORKERS COMP	2,600	2,400	2,325	3,100	3,200	3,500
Total Category: PERSONAL SERVICES	532,192	465,656	360,840	533,800	581,900	622,500
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	138	0	0	0	0
4210 - OP SUPPLY-OTHER	6	35	0	0	0	0
4217 - CLOTHING/UNIFORM	0	87	0	250	250	250
4280 - CAPITAL OUTLAY <\$5,000	0	0	586	0	0	0
Total Category: COMMODITIES	6	260	586	250	250	250
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	95,768	832	4,183	4,078	4,000	4,000
4301 - ENGINEERING SVS	15,413	0	730	2,122	2,100	22,100
4305 - FEES FOR SERVICE	1,582	833	151	2,865	2,800	2,800
4310 - COMMUNICATION	1,148	1,373	1,170	1,755	1,500	1,500
4321 - DATA PROCESSING	18,000	32,400	26,550	35,400	36,400	38,200
4340 - PRINTING	110	55	407	100	100	100
4341 - ADVER/PUBLISH	1,767	471	525	1,900	1,900	1,900
4350 - INSURANCE CHARGE	1,040	1,100	1,275	1,700	1,900	2,100
4401 - DUES & SUBS	370	250	1,476	1,325	1,400	1,400
4403 - TRAVEL/TRAIN/CON	1,114	1,427	6,165	4,775	5,000	5,000
4434 - SPECIAL EVENTS	834	96	647	530	1,240	1,250
Total Category: CONTRACTUAL SERVICES	137,145	38,836	43,278	56,550	58,340	80,350
Total Department: 10 - PLANNING & ZONING	669,343	504,752	404,704	590,600	640,490	703,100

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 1000**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 13 - PROTECTIVE INSPECTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	720,754	689,956	514,667	694,800	761,900	813,100
4110 - OVERTIME F. T.	20,495	562	0	10,000	5,000	5,000
4115 - REGULAR-P/T REG STATUS	0	0	0	35,500	43,700	46,300
4120 - SAL-P.T./TEMP	42,002	41,010	48,653	31,200	65,500	69,500
4141 - PERA	55,954	53,868	39,872	55,600	60,800	65,100
4142 - FICA	55,381	50,811	39,852	58,900	67,000	71,400
4144 - HEALTH INSURANCE	91,770	91,800	67,500	90,000	99,000	108,800
4148 - WORKERS COMP	5,840	5,400	4,500	6,000	6,400	7,300
Total Category: PERSONAL SERVICES	992,197	933,407	715,043	982,000	1,109,300	1,186,500
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	453	665	37	500	500	535
4210 - OP SUPPLY-OTHER	353	571	387	400	400	1,000
4211 - MOTOR FUELS	9,348	6,713	5,089	8,700	9,520	9,590
4217 - CLOTHING/UNIFORM	135	502	167	700	1,225	740
4231 - SMALL TOOLS	0	0	595	75	0	80
Total Category: COMMODITIES	10,289	8,450	6,276	10,375	11,645	11,945
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	219,147	182,697	114,952	125,000	176,900	182,200
4302 - LEGAL SERVICE	0	856	0	0	0	800
4305 - FEES FOR SERVICE	174	72	273	100	100	100
4309 - CREDIT CARD FEES	131,283	153,043	194,902	130,000	157,000	162,370
4310 - COMMUNICATION	6,983	5,352	3,474	7,460	7,460	7,915
4321 - DATA PROCESSING	47,000	87,300	72,375	96,500	115,100	120,900
4340 - PRINTING	1,199	1,337	50	1,060	1,100	1,125
4341 - ADVER/PUBLISH	0	76	0	0	0	0
4350 - INSURANCE CHARGE	730	800	900	1,200	1,300	1,400
4375 - CHARGE-FLEET MNT	22,765	14,844	10,296	13,720	17,600	18,480
4401 - DUES & SUBS	1,211	430	827	390	600	600
4403 - TRAVEL/TRAIN/CON	2,835	3,471	5,246	4,800	4,800	4,850
4434 - SPECIAL EVENTS	18	0	0	200	0	215
4449 - OTHER CONTRACT	135	0	142	0	0	150
Total Category: CONTRACTUAL SERVICES	433,480	450,279	403,437	380,430	481,960	501,105
Total Department: 13 - PROTECTIVE INSPECTION	1,435,966	1,392,136	1,124,756	1,372,805	1,602,905	1,699,550

PUBLIC SAFETY DEPARTMENT



Department Overview

The Cottage Grove Public Safety (CGPS) Department strives to provide the highest-quality police, fire, EMS and emergency management services. Public Safety is committed to creating safe and secure environments where everyone can thrive. Public Safety is a progressive, evolving, and growing organization. Over the past year, the Police and Fire/EMS Divisions have restructured, transformed our response models, and adopted new 5-Year Strategic Plans. The recent changes address the increasing and changing demands for service, engage the community in holistic problem-solving approaches, and promote resilience while positioning the organization for continued growth.

Mission Statement

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

Service Areas

- Patrol
- Investigations
- Records
- Animal Control
- Property and Evidence
- Community Affairs
- School Resource Officer
- Narcotics Task Force
- Crime Prevention
- Emergency Management
- Fire Suppression
- Life Safety Inspections
- Fire Prevention Education
- Community Outreach
- Pre-hospital Emergency Medical Care
- Hazardous Material Response
- Emergency Management Planning
- Rescue Services
- Community Risk Reduction

2023–2024 Departmental Accomplishments

- Developed 5-year Strategic Plan
- K9 Odin
- AEDs in every marked and unmarked squad car
- Open houses and many community engagement events
- Structural reorganization and creation of Community Impact Team
- Police and EMS satisfaction survey
- Implemented Police Peer Support Team
- Wellness, Safety, & Recruiting/Retention Committee (Positive Impact Team)
- Developed performance measures and implemented quarterly/annual reports to track progress of Strategic Plan
- Equipment upgrades (BWC and squad cameras, camera trailer, drone, throwbot, firearms, RMR, launchers, helmets, and shield)

PUBLIC SAFETY DEPARTMENT



- Included CSOs into in-service training program
- Vector Solutions (FTO Solutions and Check-It Inventory Management System)
- Implemented background investigation software
- Emergency management exercises and new warning siren
- Traffic Safety utilizing TZD, speed signs, enforcement, and education
- Added 3 full time Firefighter/Paramedics
- Introduced Fire/EMS staffing plan
- Achieved Heart Safe Community Designation
- Received FEMA Grant for Home Safety Program (\$130,550)
- Expanded Blue Card Incident Command Training and best practice procedures
- Implemented East Metro Fire Training Facility partnership
- Awards for EMS excellence

2025 Departmental Goals and Strategic Initiatives

- Continue to revisit 5-year Strategic Plan for Police and Fire
- Recruitment and retention of police officers, emphasizing additional CSO hours
- Develop and maintain a crime scene response team
- Develop and maintain an Emergency Medical Responder certification program for patrol officers
- Organize a Community Emergency Response Team
- Maintain a wellness committee and a well-funded, comprehensive wellness program - seek grant funding for wellness programs
- Maintain the HERO Center to support CGPD's training plan
- Develop and maintain retention programs and incentives
- Consider an overstrength staffing (+3) model
- Equip our officers with the best protective equipment, tools, control devices, and vehicles to promote effectiveness and safety
- Develop and maintain an assigned squad program
- Evaluate and consider stationary LPR (FLOCK)
- Offer programs and incentives for officers to learn a second language
- Maintain or increase staffing levels to meet the demands for service
- Add additional personnel, resources, and facilities to meet the growing demands for service
- Consider organizational and response models, technologies, and initiatives to meet emerging or evolving demands
- Utilize grant funding to support traffic enforcement and safety initiatives
- Firefighter wellness checks/Peer Support Group
- Update fleet replacement plan for ambulances and fire apparatus based upon best practice, NFPA, and industry standards
- Expand Community Paramedic Program
- Develop special rescue operations capacity (water, low-angle)
- Develop accelerated recruitment for Firefighter/EMTs to Firefighter/Paramedics (training)

PUBLIC SAFETY DEPARTMENT



- Consistent staffing level of dedicated ALS fire engine and two ALS ambulances

Budget Commentary

Police – Additional Police Officer to the patrol division to meet the demands for service and implement shift relief factor. In addition, a traffic Police Officer was added in the fall of 2024 due to the receipt of grant funds for the position.

Fire – Additional Deputy Fire Chief (hired October 2024) and more competitive pay/benefits for full time and part time staff. Other changes in the budget are inflationary and increased operating expenses realized in recent years for utilities and building maintenance services. In addition, staff will actively pursue grant opportunities for replacement of SCBA's.

Personnel Schedule

	2024 Budget	2025 Budget	2026 Budget
Public Safety Director	1.00	1.00	1.00
Police Captains	3.00	3.00	3.00
Sergeants	9.00	9.00	9.00
Police Officers	33.00	35.00	35.00
Sworn Personnel	46.00	48.00	48.00
Management Analyst	1.00	1.00	1.00
Records Manager	1.00	1.00	1.00
Records Coordinator	1.00	1.00	1.00
Records Specialist	2.00	2.00	2.00
Criminal Analyst	1.00	1.00	1.00
Investigative Aid	.72	1.00	1.00
CSOs (FTE Equivalent)	4.25	4.25	4.25
	56.97	59.25	59.25
Fire Chief	1.00	1.00	1.00
Deputy Fire Chief	1.00	2.00	2.00
Fire Marshal	1.00	1.00	1.00
Fire Captains ¹	3.00	3.00	3.00
Firefighter/Paramedics ¹	12.00	13.00	13.00
Administrative Assistant	1.00	1.00	1.00
PT Firefighters ²	23.00	16.00	16.00
	42.00	37.00	37.00

¹ Total FTE's between Fire and EMS.

² PT based on 36 per month minimum qualification. This the number and not the FTE.

PUBLIC SAFETY DEPARTMENT



Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2021	2022	2023	2024	2025
Police Total Calls for Service	28,933	28,077	43,100	41,388	42,630
Fire/EMS Total Incidents	4,135	4,518	4,603	4,861	5,133
Outcome Measures					
Police					
Sworn Personnel	44	44	45	47	48
Officers per 1000 Citizens				1.12	1.11
Calls per Officer*	658	638	958	880	888
Part 1 & 2 Crimes	1,201	908	1,051	753	775
Citations	2,092	1,295	1,195	1,388	1,430
Medicals	2,159	2,219	2,244	2,400	2,473
Proactive Checks & Extra Patrols		12,561	26,145	18,070	18,610
Community Engagement/Special Events				970	
Total Training Hours	7,138	10,912	8,957	9,756	
Total Overtime Hours	7,635	3,600	3,710	4,513	
CSO Hours	6,075	6,037	7,647	8,125	
Reimbursements	\$1,201,085	\$850,615	\$981,950	\$1,040,655	
Fire/EMS					
Average Fire Response Times to Calls	6:58	9:43	7:34	7:50	8:30
Total Fire Loss	1,245,500	1,700,670	\$1,584,527	2,200,000	2,800,000
Fire Incidents (NFIRS 100)	66	58	50	60	65
FIRE INSPECTIONS					
# of Fire Inspections	600	622	380	200	200
# of Safety/First Aid/CPR Presentations	33	44	80	45	40
EMS Population ²	49,788	51,142	53,051	54,691	55,857
Avg EMS Response Times (CG Only)	5:07	6:29	6:54	7:15	7:30
EMS Incidents	3,324	3,502	3,364 ³	3,552	3,751

¹ Fire incidents include incidents that were dispatched but canceled enroute

² EMS population includes Newport, St. Paul Park, and Grey Cloud Township (10,115) in addition to Cottage Grove

³ Changed EMS incidents to calls with patient contact/assessment only

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0500

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 21 - POLICE PROTECTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	5,112,272	5,328,821	4,067,010	5,650,200	6,500,700	6,952,390
4110 - OVERTIME F. T.	205,679	223,258	256,646	200,000	215,000	215,000
4115 - REGULAR-P/T REG STATUS	69,761	46,914	35,524	48,300	0	0
4116 - O/T -P/T REG. STATUS	272	0	0	0	0	0
4120 - SAL-P.T./TEMP	117,056	150,966	152,591	181,300	195,500	250,500
4121 - O.T. - P.T./TEMP	632	431	837	0	0	0
4141 - PERA	958,252	920,211	730,508	980,380	1,136,000	1,211,000
4142 - FICA	115,977	121,634	95,600	129,600	152,300	160,900
4144 - HEALTH INSURANCE	475,470	477,960	476,100	634,800	717,000	794,900
4148 - WORKERS COMP	300,000	453,400	355,050	473,400	543,800	593,000
Total Category: PERSONAL SERVICES	7,355,371	7,723,593	6,169,864	8,297,980	9,460,300	10,177,690
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	3,753	2,137	2,111	4,780	4,920	5,070
4210 - OP SUPPLY-OTHER	46,710	58,779	57,315	78,920	81,290	83,730
4211 - MOTOR FUELS	101,708	113,089	80,456	117,730	127,680	128,610
4217 - CLOTHING/UNIFORM	73,062	118,593	82,713	83,500	91,900	88,600
4272 - OP SUP-BUILDINGS	918	2,302	2,303	3,000	3,090	3,180
4280 - CAPITAL OUTLAY <\$5,000	43,420	47,483	27,224	25,460	26,220	70,270
Total Category: COMMODITIES	269,573	342,383	252,121	313,390	335,100	379,460
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	31,376	46,769	13,880	22,560	23,240	23,930
4305 - FEES FOR SERVICE	23,382	24,065	23,185	27,370	28,190	29,040
4309 - CREDIT CARD FEES	2,554	12,926	2,873	2,000	2,060	2,120
4310 - COMMUNICATION	76,117	78,952	61,033	75,980	78,260	80,610
4311 - POSTAGE	508	479	209	420	430	450
4321 - DATA PROCESSING	315,940	388,154	448,364	595,200	610,500	607,400
4340 - PRINTING	2,281	999	842	1,270	1,310	1,350
4341 - ADVER/PUBLISH	0	0	0	110	0	0
4350 - INSURANCE CHARGE	46,710	50,900	57,500	76,400	84,000	90,700
4370 - MAINT-REPAIR/EQ	22,362	26,030	8,517	29,390	30,270	31,180
4372 - MAINT-REPAIR/BLD	505	9,046	8,017	8,900	9,170	9,440
4375 - CHARGE-FLEET MNT	123,658	133,132	101,803	147,700	154,100	161,810
4380 - RENTAL/LEASE	8,160	8,966	5,408	13,000	13,390	13,790
4401 - DUES & SUBS	3,161	3,679	2,387	4,030	4,150	4,270
4403 - TRAVEL/TRAIN/CON	46,681	54,688	54,560	110,095	162,420	134,330
4405 - CLEAN/WASTE REMV	677	582	1,704	1,800	1,850	1,910
4434 - SPECIAL EVENTS	10,025	11,574	12,928	17,000	17,510	18,040
4449 - OTHER CONTRACT	3,676	3,840	1,914	9,230	9,500	9,800
Total Category: CONTRACTUAL SERVICES	717,773	854,779	805,122	1,142,455	1,230,350	1,220,170
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	257,699	396,296	745	0	0	0
4540 - OTHER CAP OUTLAY	0	97,377	129,139	140,000	0	0
Total Category: CAPITAL OUTLAY	257,699	493,673	129,884	140,000	0	0

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0500

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 21 - POLICE PROTECTION						
Category: OTHER FINANCING USES						
4630 - OTHER PAYMENTS	0	20,728	0	0	0	0
Total Category: OTHER FINANCING USES	0	20,728	0	0	0	0
Total Department: 21 - POLICE PROTECTION	8,600,416	9,435,156	7,356,991	9,893,825	11,025,750	11,777,320

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0800

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 26 - FIRE PROTECTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	447,996	536,461	399,424	732,600	1,030,000	1,096,500
4110 - OVERTIME F. T.	63,823	42,407	54,425	31,000	35,000	35,000
4120 - SAL-P.T./TEMP	139,421	106,252	53,913	265,000	186,000	201,900
4121 - O.T. - P.T./TEMP	16,474	16,735	7,163	0	0	0
4141 - PERA	76,743	80,213	69,918	120,875	199,000	211,800
4142 - FICA	22,929	23,055	16,122	24,950	31,300	33,600
4144 - HEALTH INSURANCE	46,080	57,800	63,338	84,450	126,100	134,400
4147 - UNEMPLOYMENT	2,372	0	1,329	0	0	0
4148 - WORKERS COMP	51,755	49,200	55,106	73,475	100,800	109,600
Total Category: PERSONAL SERVICES	867,594	912,123	720,737	1,332,350	1,708,200	1,822,800
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	249	140	51	1,480	830	855
4210 - OP SUPPLY-OTHER	5,881	5,419	18,829	10,400	10,710	11,030
4211 - MOTOR FUELS	14,257	15,501	10,012	14,200	16,210	16,320
4217 - CLOTHING/UNIFORM	30,776	30,357	36,156	48,700	50,160	51,670
4270 - OP SUP-VEH/EQ	3,478	2,784	1,111	5,520	5,690	5,860
4272 - OP SUP-BUILDINGS	3,478	2,867	3,246	3,820	3,940	4,050
4280 - CAPITAL OUTLAY <\$5,000	6,026	4,299	16,811	10,600	10,920	11,250
Total Category: COMMODITIES	64,146	61,367	86,215	94,720	98,460	101,035
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	9,809	15,317	11,810	24,710	75,450	26,210
4305 - FEES FOR SERVICE	20,212	22,212	19,388	24,900	25,560	26,420
4310 - COMMUNICATION	27,908	26,781	10,848	29,700	30,590	31,510
4311 - POSTAGE	72	0	35	100	110	110
4321 - DATA PROCESSING	46,000	59,200	65,550	87,400	127,300	133,700
4340 - PRINTING	62	55	105	200	200	200
4350 - INSURANCE CHARGE	15,830	17,300	19,500	26,000	28,600	30,900
4360 - UTILITIES	84,476	73,849	38,905	70,000	85,000	88,400
4370 - MAINT-REPAIR/EQ	35,990	47,195	52,897	68,320	70,370	72,480
4372 - MAINT-REPAIR/BLD	170,700	68,502	22,427	73,650	37,000	42,600
4373 - BUILDING MAINT LABOR ALLOC	0	0	25,500	0	36,600	38,400
4375 - CHARGE-FLEET MNT	68,265	65,284	120,045	43,400	80,100	84,110
4380 - RENTAL/LEASE	2,811	2,660	1,845	4,240	4,370	4,500
4401 - DUES & SUBS	870	1,385	1,617	1,060	1,800	1,855
4403 - TRAVEL/TRAIN/CON	29,503	41,847	31,588	22,500	59,170	23,870
4405 - CLEAN/WASTE REMV	15,392	23,135	19,567	25,200	26,900	27,030
4434 - SPECIAL EVENTS	1,100	1,273	40	2,740	2,820	2,910
4449 - OTHER CONTRACT	258,946	297,405	25	0	0	0
Total Category: CONTRACTUAL SERVICES	787,944	763,400	441,694	504,120	691,940	635,205
4540 - OTHER CAP OUTLAY		15,233				
Total Department: 26 - FIRE PROTECTION	1,719,684	1,752,122	1,248,646	1,931,190	2,498,600	2,559,040

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0450**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 23 - ANIMAL CONTROL						
Category: PERSONAL SERVICES						
4120 - SAL-P.T./TEMP	15,000	15,000	0	15,450	15,900	15,900
4142 - FICA	1,100	1,100	0	1,140	1,200	1,200
4148 - WORKERS COMP	100	110	90	120	120	120
Total Category: PERSONAL SERVICES	16,200	16,210	90	16,710	17,220	17,220
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	0	0	200	200	210
4210 - OP SUPPLY-OTHER	370	16	40	1,060	1,090	1,120
4211 - MOTOR FUELS	0	0	0	420	0	0
4217 - CLOTHING/UNIFORM	3,188	3,497	1,034	3,400	3,500	3,610
Total Category: COMMODITIES	3,558	3,513	1,074	5,080	4,790	4,940
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	0	0	320	330	340
4305 - FEES FOR SERVICE	6,032	7,843	3,720	6,580	6,780	6,980
4340 - PRINTING	0	113	0	200	210	210
4375 - CHARGE-FLEET MNT	0	0	0	1,820	0	0
Total Category: CONTRACTUAL SERVICES	6,032	7,956	3,720	8,920	7,320	7,530
Total Department: 23 - ANIMAL CONTROL	25,790	27,679	4,884	30,710	29,330	29,690

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 0400**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 15 - EMERGENCY PREPAREDNESS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	35,865	87,466	83,086	37,300	39,000	41,200
4110 - OVERTIME F. T.	654	30,097	38,500	0	0	0
4141 - PERA	6,338	12,208	10,144	6,000	6,900	7,200
4142 - FICA	497	5,789	7,693	500	500	500
4144 - HEALTH INSURANCE	2,580	2,700	2,250	3,000	3,300	3,700
4148 - WORKERS COMP	2,600	2,700	2,475	3,300	3,400	3,700
Total Category: PERSONAL SERVICES	48,533	140,959	144,148	50,100	53,100	56,300
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	550	3,290	9,883	100	100	110
4211 - MOTOR FUELS	357	393	230	1,760	460	460
Total Category: COMMODITIES	907	3,683	10,113	1,860	560	570
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	800	800	900	1,100	1,200	1,300
4301 - ENGINEERING SVS	0	3,672	886	0	0	0
4305 - FEES FOR SERVICE	2,719	4,039	3,483	3,500	3,500	3,600
4310 - COMMUNICATION	3,944	3,377	1,296	3,710	3,820	3,940
4311 - POSTAGE	408	0	0	0	0	0
4360 - UTILITIES	785	761	331	1,030	1,060	1,100
4370 - MAINT-REPAIR/EQ	190	7,529	350	9,970	9,670	9,960
4371 - MAINT-REPAIR/OTH	0	5,850	0	0	0	0
4375 - CHARGE-FLEET MNT	5,517	13,348	2,293	1,960	11,300	11,870
4380 - RENTAL/LEASE	0	1,768	0	0	0	0
4401 - DUES & SUBS	300	449	199	450	450	450
4403 - TRAVEL/TRAIN/CON	1,816	941	1,613	1,380	2,020	2,080
4449 - OTHER CONTRACT	0	0	6,084	0	0	0
Total Category: CONTRACTUAL SERVICES	16,479	42,533	17,435	23,100	33,020	34,300
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	49,739	107,467	65,912	39,500	0	21,000
Total Category: CAPITAL OUTLAY	49,739	107,467	65,912	39,500	0	21,000
Total Department: 15 - EMERGENCY PREPAREDNESS	115,658	294,642	237,609	114,560	86,680	112,170

FORFEITURES/SEIZURE

PUBLIC SAFETY



Department: Public Safety (Fund #: 240)

Program: Forfeitures/Seizure (Program #: 0552, 0554)

Program Description

Under the authority of Federal and State statutes, the police department initiates asset forfeiture actions against those who commit designated felony offenses, controlled substance violations, and designated DUI violations. Forfeiture activities are classified as DUI or Criminal: each has specific regulated uses.

Budget Commentary

- Fund equipment for Crime Scene Team.
- Use available funds to upgrade/replace equipment and technology.

**City of Cottage Grove Annual Budget
Fund 240 - Forfeiture/Seizure
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 Estimate	2024 Budget	2025 Budget	2026 Budget
Fund: 240 - FORFEITURE/SEIZURE						
Category: REVENUE						
3349 - COUNTY AID	26,000	0	0	0	0	0
3538 - CRIMINAL FORFEITURE	18,135	9,736	3,555	8,000	8,000	8,000
3540 - DUI FORFEITURE REVENUE	12,675	1,203	719	8,000	8,000	8,000
3541 - CRIMINAL STIPULATION	4,869	3,775	0	8,000	8,000	8,000
3810 - INVEST INTEREST	(3,241)	3,041	302	0	0	0
3816 - REFUND & REIMBRS	806	104	0	0	0	0
3965 - LEASE ISSUANCE PROCEEDS	0	238,406	0	0	0	0
Total Category: REVENUE	59,245	256,264	4,576	24,000	24,000	24,000
Category: EXPENDITURES						
4200 - COMMODITIES	9,350	28,640	0	4,880	1,000	2,000
4300 - CONTRACTUAL SERVICES	19,669	3,779	1,167	21,990	19,340	19,930
4500 - CAPITAL OUTLAY	31,906	288,406	0	5,030	2,000	2,000
Total Category: EXPENDITURES	60,925	320,824	1,167	31,900	22,340	23,930
FUND BALANCE, BEGINNING YEAR	72,711	71,031	6,470	6,470	9,879	11,539
NET INCREASE (DECREASE)	(1,680)	(64,561)	3,409	(7,900)	1,660	70
FUND BALANCE, END OF YEAR	71,031	6,470	9,879	(1,430)	11,539	11,609

City of Cottage Grove Annual Budget
Fund 240 - Forfeiture/Seizure
Detail of Expenditures-Program 0552 & 0554

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 21 - FORFEITURE/SEIZURE						
Category: COMMODITIES						
4280 - CAPITAL OUTLAY <\$5,000	9,350	28,640	0	4,880	1,000	2,000
Total Category: COMMODITIES	9,350	28,640	0	4,880	1,000	2,000
Category: CONTRACTUAL SERVICES						
4302 - LEGAL SERVICE	1,851	579	523	6,010	6,190	6,380
4305 - FEES FOR SERVICE	50	0	0	100	100	100
4310 - COMMUNICATION	0	0	0	420	430	450
4341 - ADVER/PUBLISH	0	0	0	640	660	680
4370 - MAINT-REPAIR/EQ	0	0	0	0	0	3,180
4390 - VICTIM/WITNESS	1,914	959	180	3,000	3,090	4,500
4391 - COUNTY DEFENDENT	6,636	2,116	360	4,240	4,370	1,120
4403 - TRAVEL/TRAIN/CON	0	0	0	1,060	1,080	3,520
4449 - OTHER CONTRACT	9,217	125	104	6,520	3,420	0
Total Category: CONTRACTUAL SERVICES	19,669	3,779	1,167	21,990	19,340	19,930
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	31,906	0	0	0	0	0
4540 - OTHER CAP OUTLAY	0	238,406	0	5,030	2,000	2,000
4630 - OTHER PAYMENTS		50,000				
Total Category: CAPITAL OUTLAY	31,906	288,406	0	5,030	2,000	2,000
Total Department: 21 - FORFEITURE/SEIZURE	60,925	320,824	1,167	31,900	22,340	23,930

OPIOID SETTLEMENT

PUBLIC SAFETY



Department: Public Safety (Fund #: 245)

Program: Opioid Settlement (Program #: 0572)

Program Description

The State of Minnesota and numerous Minnesota cities and counties joined with thousands of local governments across the country to file lawsuits against opioid manufacturer and pharmaceutical distribution companies for their misconduct. The State of Minnesota received a share of funds that have been distributed to individual governments, including the City of Cottage Grove, from settlements in the national opioid litigation.

Budget Commentary

- Partner with Washington County to identify and hire an embedded social worker to work as a co-responder with our Case Management Unit.
- Work with community groups to provide classes for awareness and Naloxone administration to save lives.
- Continue Naloxone training to our Public Works and Parks and Recreation staff in addition to equipping them with Naloxone kits.
- Cottage Grove Fire/EMS recently created a Community Paramedic Program. Cottage Grove has the primary service area (PSA) for Cottage Grove, St. Paul Park, Newport, and Grey Cloud Island. With the recent addition of the Community Paramedic Program, we are looking at ways of providing services without always needing to bring people to the hospital.

**City of Cottage Grove Annual Budget
Fund 245 - Opioid Settlement
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 245 - OPIOID SETTLEMENT						
Category: REVENUE						
3615 - SETTLEMENTS	0	152,352	175,418	0	26,500	26,500
3810 - INVEST INTEREST	76	6,293	8,244	0	0	0
Total Category: REVENUE	76	158,644	183,662	0	26,500	26,500
Category: EXPENDITURES						
4300 - CONTRACTUAL SERVICES	0	0	0	0	137,400	137,400
Total Category: EXPENDITURES	0	0	0	0	137,400	137,400
FUND BALANCE, BEGINNING YEAR	0	76	158,720	158,720	342,382	231,482
NET INCREASE (DECREASE)	76	158,644	183,662	0	(110,900)	(110,900)
FUND BALANCE, END OF YEAR	76	158,720	342,382	158,720	231,482	120,582

City of Cottage Grove Annual Budget
Fund 245 - Opioid Settlement
Detail of Expenditures-Program 0572

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 00 - OPIOID SETTLEMENT						
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	0	0	0	137,400	137,400
Total Department: 00 - OPIOID SETTLEMENT	0	0	0	0	137,400	137,400

EMS/AMBULANCE

PUBLIC SAFETY



Department: Public Safety (Fund #: 660)

Program: EMS/Ambulance (Program #: 0600)

Program Description

To provide Emergency Medical Services, including emergency medical treatment and transport, participate in public education and community awareness efforts to promote first aid skills, healthy living, and accident reduction.

Budget Commentary

An ambulance was ordered in 2022 and it is anticipated that it will arrive in 2025. It has been included in the 2025 EMS Budget. Also included in the 2025 budget is \$36,000 for an accelerated recruitment program for medic training and will be funded through the General Fund Fire budget.

**City of Cottage Grove Annual Budget
Fund 660 - EMS/Ambulance
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 660 - EMS/AMBULANCE						
Category: REVENUE						
3310 - FEDERAL GRANTS	0	551	0	0	0	0
3349 - COUNTY AID	6,750	0	0	0	0	0
3534 - SOWASHCO SERVICE	5,546,504	6,625,656	4,741,949	6,213,500	6,807,200	7,220,160
3550 - NON-DISCRETIONARY WRITE OFFS	(3,758,492)	(3,647,977)	(2,524,365)	(3,231,020)	(3,852,100)	(3,967,600)
3810 - INVEST INTEREST	(72)	0	0	0	0	0
3812 - DONATE & CONTRI	500	500	0	0	0	0
3813 - SALE OF GOODS	0	0	0	0	0	0
3816 - REFUND & REIMBRS	70,142	6,804	9,654	0	0	0
Total Category: REVENUE	1,865,331	2,985,534	2,227,238	2,982,480	2,955,100	3,252,560
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	1,790,345	1,899,148	1,176,067	1,810,725	2,031,700	2,175,200
4200 - COMMODITIES	93,778	80,965	71,865	99,260	106,450	108,880
4300 - CONTRACTUAL SERVICES	260,588	363,071	276,103	532,540	533,420	553,810
4500 - CAPITAL OUTLAY	0	0	0	305,000	0	0
4720 - DEPRECIATION	91,071	83,168	0	0	0	0
4730 - MISCELLANEOUS	480,000	793,398	82,267	434,945	576,800	594,100
4999 - TRANSFERS	97,850	100,800	77,869	103,825	106,940	110,100
Total Category: EXPENDITURES	2,813,632	3,320,550	1,684,171	3,286,295	3,355,310	3,542,090
FUND BALANCE, BEGINNING OF YEAR	1,781,270	832,969		497,953	194,138	(206,072)
NET INCREASE (DECREASE)	(948,301)	(335,016)	543,067	(303,815)	(400,210)	(289,530)
FUND BALANCE, END OF YEAR	832,969	497,953		194,138	(206,072)	(495,602)

**City of Cottage Grove Annual Budget
Fund 660 - EMS/Ambulance
Detail of Expenditures-Program 0600**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 24 - EMS/AMBULANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	860,047	921,188	573,115	1,103,800	1,179,500	1,259,400
4110 - OVERTIME F. T.	184,425	121,070	147,375	37,500	81,800	86,700
4120 - SAL-P.T./TEMP	239,431	235,722	119,724	214,500	244,000	260,200
4121 - O.T. - P.T./TEMP	12,946	10,367	17,165	0	0	0
4140 - PENSIONS	97,341	198,362	0	0	0	0
4141 - PERA	175,744	182,880	134,598	198,650	237,300	253,600
4142 - FICA	33,832	33,731	21,133	39,000	39,000	41,500
4144 - HEALTH INSURANCE	109,578	124,128	99,563	132,750	151,800	166,700
4148 - WORKERS COMP	77,000	71,700	63,394	84,525	98,300	107,100
Total Category: PERSONAL SERVICES	1,790,345	1,899,148	1,176,067	1,810,725	2,031,700	2,175,200
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	191	0	0	0	0	0
4210 - OP SUPPLY-OTHER	56,734	43,152	40,401	56,010	57,690	59,420
4211 - MOTOR FUELS	30,713	29,742	20,604	28,500	33,570	33,810
4217 - CLOTHING/UNIFORM	5,641	8,071	10,860	14,750	15,190	15,650
4280 - CAPITAL OUTLAY <\$5,000	500	0	0	0	0	0
Total Category: COMMODITIES	93,778	80,965	71,865	99,260	106,450	108,880
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	17,568	20,232	17,323	28,760	29,620	30,510
4302 - LEGAL SERVICE	2,632	1,095	2,536	0	0	0
4305 - FEES FOR SERVICE	83,735	99,769	66,316	149,990	154,410	159,130
4309 - CREDIT CARD FEES	4,632	1,740	268	6,000	6,180	6,365
4310 - COMMUNICATION	15,586	15,199	5,739	16,870	17,380	17,900
4311 - POSTAGE	380	80	0	0	0	0
4321 - DATA PROCESSING	45,000	108,400	75,075	100,100	88,500	92,900
4340 - PRINTING	28	0	0	0	0	0
4350 - INSURANCE CHARGE	8,300	9,000	10,125	13,500	14,900	16,100
4370 - MAINT-REPAIR/EQ	20,097	21,013	7,454	37,870	39,010	40,175
4372 - MAINT-REPAIR/BLD	0	23,996	0	38,730	7,400	7,600
4373-BLDG MAINT LABOR ALLOC	0	0	25,500	0	36,600	38,400
4375 - CHARGE-FLEET MNT	41,623	52,066	52,607	59,920	56,200	59,010
4380 - RENTAL/LEASE	0	0	0	53,000	54,590	56,230
4401 - DUES & SUBS	2,902	1,796	1,268	5,300	3,500	5,620
4403 - TRAVEL/TRAIN/CON	18,106	8,685	11,529	22,500	25,130	23,870
4449 - OTHER CONTRACT	0	0	363	0	0	0
Total Category: CONTRACTUAL SERVICES	260,588	363,071	276,103	532,540	533,420	553,810
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	0	0	305,000	0	0
Total Category: CAPITAL OUTLAY	0	0	0	305,000	0	0
Category: MISCELLANEOUS						
4738 - BAD DEBTS	480,000	793,398	82,267	434,945	576,800	594,100
Total Category: MISCELLANEOUS	480,000	793,398	82,267	434,945	576,800	594,100

**City of Cottage Grove Annual Budget
Fund 660 - EMS/Ambulance
Detail of Expenditures-Program 0600**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 24 - EMS/AMBULANCE						
Category: DEPRECIATION						
4721 - DEPRECIATION-PURCHASED	91,071	83,168	0	0	0	0
Total Category: DEPRECIATION	91,071	83,168	0	0	0	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	97,850	100,800	77,869	103,825	106,940	110,100
Total Category: TRANSFERS	97,850	100,800	77,869	103,825	106,940	110,100
Total Department: 24 - EMS/AMBULANCE	2,722,561	3,237,382	1,684,171	3,286,295	3,355,310	3,542,090

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PUBLIC WORKS DEPARTMENT



Department Overview

The Public Works Department is responsible for operating and maintaining City infrastructure. The department is made up of fifteen divisions, including Engineering, Streets, Signs, Snow Removal, Public Works Administration, Forestry, Stormwater, Sewer, Water, Streetlights, Building Maintenance, Sealcoating, Recycling, Equipment Replacement, and Fleet.

Mission Statement

To provide necessary services to residents, businesses, and visitors by delivering well-planned, cost-effective support that promotes public health, personal safety, and economic vitality in a manner that preserves the City's infrastructure for future generations.

Service Areas

- | | | |
|-------------------------------|-------------------------|----------------|
| • Streets | • Building maintenance | • Streetlights |
| • Signs | • Recycling program | • Engineering |
| • Snow removal | • Equipment replacement | • Fleet |
| • Public works administration | • Stormwater | • Sealcoating |
| • Forestry | • Sewer | |
| | • Water | |

2023–2024 Department Accomplishments

- Continued to deliver quality drinking water to all customers.
- Brought online two additional temporary water treatment plants at Well # 9 and Well # 11.
- Continued to replace aging water meters, both residential and commercial, throughout the city.
- Maintained the city sanitary sewer system, along with two lift stations. This practice has resulted in no insurance claims for sewer backup.
- Implemented the 14th snowplow route.
- Repaired potholes before June 1.
- Continued work on storm water GIS.
- Tree Trimming below 9" before snow and replaced 108 Blvd Tree in the spring.
- Hired a new employee in the Building Maintenance Division in early 2024.
- Added two new dump trucks to the fleet after waiting almost two years for them to be built.
- Completed 1,610 work order in the fleet division and 502 in the building maintenance division through 2023, both are the most for any given year.
- Completed the East Point Douglas and Jamaica Ave project.
- Initiated and working to complete an updated 10-year plan for pavement management, mill and overlay, and thin overlay projects.
- Achieved GreenSteps Level 4 and 5 for a second year.

2025 Department Goals and Strategic Initiatives

- Begin construction of the Low Zone Water Tower.
- Continue implementing the sanitary sewer maintenance program throughout the city. This 5–7-year plan will be carried out with a combination of in house, contracted cleaning, and root foaming.
- Continue working on the Low Zone and Intermediate Zone permanent water treatment plants.
- Move the Utility division into the New Utilities & Engineering Division Building.
- Utilize sprayer patcher for minor repairs of gate valves, manhole cover and potholes.
- Clean all stormwater sumps out before Oct 1.
- Inspection/Monitoring of stormwater system is following MS4 permit.
- Inspect and tuckpoint 20% of catch basins to prevent costly failures.
- Pave over 2,000 tons of asphalt by end of August and repair potholes before June 1.
- Training more backup plow truck operators.
- Transition some of the new equipment installation that was previously outsourced to our in-house mechanics.
- Train and develop a new mechanic and manage a successful shop remodel if approved by council.
- Continue updating the capital improvement plan for each City owned facility.
- Successfully finish out the construction and start-up of the Low Zone Water Treatment Plant.
- Kick-off a Safe Streets and Roads for All (SS4A) plan development.
- Continue to support the County’s design work for the future 100th Street Extension.
- Continue to pursue funding sources for 100th Street Extension, Shoppes at Cottage View, and 80th Street.

Budget Commentary

Streets – Continue the thin overlay program with 2,000 tons of asphalt paving planned for 2025. Maintaining safe roads for the city.

Snow – Monitor the use of treated salt on one truck with a 20% reduction of pounds per lane mile. Training more backup plow truck operators.

Signs – Make and install new street name signs in new developments in a timely manner.

Forestry – Need \$50,000.00 per year to treat 500 Ash trees to stay on a 3-year rotation. Increase of the cost of trimming Blvd trees and the number of trees to trim. \$50,000.00 increase for a total of \$168,080.00 to trim trees and switch to a six-year trimming cycle, instead of a five-year cycle. It would take an additional budget increase of \$81,000.00 to maintain the five-year cycle.

PUBLIC WORKS DEPARTMENT



Engineering – Engineering will fund a portion of the requested part-time administrative position at the Utilities & Engineering Division Building.

Personnel Schedule

	2024 Budget	2025 Budget	2026 Budget
General Fund:			
Public Works Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	10.00	10.00	10.00
City Forester	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Graduate Engineer	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00
Seasonals (FTE) 10-560 hr & 2-1040 hr	3.69	3.69	3.69
Utility Funds:			
Superintendent	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Lead Worker	2.00	2.00	2.00
Public Service Workers	10.00	11.00	11.00
Secretary	1.00	1.72	1.72
Seasonals (FTE) 2-560 hr & 2-1040 hr	1.54	1.54	1.54
Fleet and Facilities Fund:			
Fleet & Facilities Manager	1.00	1.00	1.00
Working Foreman-Fleet	1.00	1.00	1.00
Lead Worker-Fleet and Facilities	2.00	2.00	2.00
Mechanic	2.00	3.00	3.00
Public Service Worker	1.00	1.00	1.00
Admin Tech-Fleet	1.00	1.00	1.00
	49.23	51.95	51.95

PUBLIC WORKS DEPARTMENT



Impact/Outcome Measures

	Actual	Actual	Actual	Estimated	Projected
Item	2021	2022	2023	2024	2025
Streets					
Right-of Way Permits	127	143	175	180	175
Street PASER Rating	n/a	7.1	7.1	7.1	7.2
Miles-Sidewalks/Trails	89.00	91.24	96.00	100	100
Number of cul-de-sacs	364	395	400	402	405
Miles-Plowed Roads	176.0	181.46	182.85	184	186
Miles-Painted Roads	10.75	11.15	58	58	59
Miles- Curb &Gutter	274.45	281.89	286.20	290.20	290.20
Road Salt/tons	2,817	3,450	873	3500	3500
Tons of Treated Salt	680	600	200	600	600
Tons of Sand	0	180	0	100	100
Average Salt per Call- Out/tons	92	72	69.5	80	80
Miles of Storm Sewer	122.53	128.06	132.49	134.50	134.50
Streets Work Orders	489	526	887	600	625
Forestry					
Tree Related Work Orders	612	480	588	610	625
Utilities					
Miles of Sanitary Sewer	153.29	157.69	160.50	162	164
Miles of Watermains	182.34	191.84	196.14	200	202
Utilities Work Orders	1,052	1,247	979	1,000	1,025
New Construction	452	590	311	350	350
OPUS Service Orders	1,840	1,874	1,389	1,400	1,425
CBI/PF/SF Inspections	1,175	1,498	1,015	1,030	1,076
Number of Streetlights	3,071	3,153	3,234	3,315	3,396
Streetlight Work Orders	496	502	536	570	604
Fleet & Facilities Maintenance					
Fleet Work Orders	1,041	1,102	1,187	1,300	1,400
Direct Hours Charged to Fleet	4,476	4,669	5,936	6,000	7,500
Facility Maintenance Service Requests	261	480	502	600	650
Facility Maintenance Hours Charged	3,617	4,795	4,251	4,300	4,400

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 2040**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 14 - ENGINEERING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	250,808	342,304	308,308	418,600	468,600	496,500
4120 - SAL-P.T./TEMP	0	0	0	8,400	8,400	8,400
4141 - PERA	18,476	24,944	22,973	31,400	35,000	37,200
4142 - FICA	18,194	24,068	21,650	32,600	36,400	38,500
4144 - HEALTH INSURANCE	30,800	39,400	32,850	43,800	48,200	52,900
4148 - WORKERS COMP	1,800	2,400	2,175	2,900	3,200	3,400
Total Category: PERSONAL SERVICES	320,078	433,115	387,956	537,700	599,800	636,900
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	0	55	0	0	0
4210 - OP SUPPLY-OTHER	56	60	194	0	0	0
4211 - MOTOR FUELS	2,542	1,654	880	2,800	2,840	2,860
4217 - CLOTHING/UNIFORM	0	193	38	250	260	270
Total Category: COMMODITIES	2,598	1,907	1,167	3,050	3,100	3,130
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	0	50	50	0	0	0
4301 - ENGINEERING SVS	129,113	75,957	28,710	39,070	40,240	41,450
4305 - FEES FOR SERVICE	0	62	99	0	0	0
4310 - COMMUNICATION	1,553	1,824	1,875	2,280	2,350	2,420
4321 - DATA PROCESSING	18,000	27,800	24,525	32,700	41,900	44,000
4340 - PRINTING	0	55	0	0	0	0
4375 - CHARGE-FLEET MNT	1,787	2,272	1,419	5,320	5,000	5,250
4401 - DUES & SUBS	897	931	468	2,270	2,340	2,410
4403 - TRAVEL/TRAIN/CON	2,534	3,873	5,100	6,180	6,360	6,550
4449 - OTHER CONTRACT	58	0	61	0	0	0
Total Category: CONTRACTUAL SERVICES	153,942	112,824	62,306	87,820	98,190	102,080
Total Department: 14 - ENGINEERING	476,618	547,846	451,429	628,570	701,090	742,110

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 1200**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 31 - STREETS MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	663,401	721,115	569,671	763,900	856,500	913,100
4110 - OVERTIME F. T.	24,008	33,321	15,434	31,400	31,400	33,300
4120 - SAL-P.T./TEMP	77,845	73,156	85,263	85,700	90,000	95,400
4141 - PERA	51,324	55,864	43,831	59,700	66,700	70,800
4142 - FICA	52,744	57,404	46,234	67,500	74,900	79,500
4144 - HEALTH INSURANCE	75,330	119,800	102,150	136,200	149,900	164,900
4147 - UNEMPLOYMENT	9,902	2,349	571	0	0	0
4148 - WORKERS COMP	65,000	59,200	56,100	74,800	83,100	90,600
Total Category: PERSONAL SERVICES	1,019,555	1,122,208	919,254	1,219,200	1,352,500	1,447,600
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	10,952	13,445	13,269	11,300	11,640	11,990
4211 - MOTOR FUELS	73,365	71,870	52,003	66,100	76,760	77,320
4212 - LUB/ADD	0	580	205	200	210	210
4216 - FERTILIZER/CHEM	7,313	9,060	2,861	9,800	10,100	10,400
4217 - CLOTHING/UNIFORM	8,446	5,945	3,835	9,400	11,880	9,970
4231 - SMALL TOOLS	2,766	1,582	33	2,800	2,880	2,970
4270 - OP SUP-VEH/EQ	153	151	212	0	0	0
4271 - OP SUP-OTHER IMP	164,400	193,566	175,697	206,600	200,730	207,120
Total Category: COMMODITIES	267,395	296,199	248,114	306,200	314,200	319,980
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	4,798	1,601	2,942	4,300	4,430	4,560
4301 - ENGINEERING SVS	7,305	3,369	458	9,200	9,480	9,760
4305 - FEES FOR SERVICE	23,076	1,496	16,140	24,300	25,030	25,780
4310 - COMMUNICATION	9,537	8,580	5,414	9,600	9,890	10,180
4341 - ADVER/PUBLISH	0	0	0	400	410	420
4350 - INSURANCE CHARGE	12,460	13,600	15,300	20,400	22,400	24,200
4370 - MAINT-REPAIR/EQ	0	0	0	0	0	0
4371 - MAINT-REPAIR/OTH	1,741	4,507	1,348	9,600	9,890	10,180
4375 - CHARGE-FLEET MNT	217,903	462,197	285,341	392,980	408,100	428,510
4380 - RENTAL/LEASE	22,397	17,588	16,544	27,400	40,280	41,130
4401 - DUES & SUBS	172	1,119	258	800	820	850
4403 - TRAVEL/TRAIN/CON	7,936	13,649	9,208	20,100	20,700	21,320
4405 - CLEAN/WASTE REMV	22,855	27,667	25,303	3,200	3,300	3,400
4449 - OTHER CONTRACT	616	0	689	600	620	640
Total Category: CONTRACTUAL SERVICES	330,796	555,373	378,944	522,880	555,350	580,930
Total Department: 31 - STREETS MAINTENANCE	1,617,746	1,973,780	1,546,312	2,048,280	2,222,050	2,348,510

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 1260**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 32 - TRAFFIC SIGNS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	66,455	64,160	47,011	86,900	95,700	101,400
4110 - OVERTIME F. T.	1,056	2,729	883	1,400	1,400	1,400
4120 - SAL-P.T./TEMP	18,514	14,284	0	17,900	17,900	17,900
4141 - PERA	4,453	4,997	3,592	6,500	7,300	7,700
4142 - FICA	5,355	5,778	3,356	8,200	8,800	9,200
4144 - HEALTH INSURANCE	17,850	13,000	10,800	14,400	15,800	17,600
4148 - WORKERS COMP	9,000	7,200	6,675	8,900	9,800	10,600
Total Category: PERSONAL SERVICES	122,683	112,148	72,318	144,200	156,700	165,800
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	29,153	23,227	16,852	30,100	31,000	31,930
4211 - MOTOR FUELS	2,572	2,287	1,924	3,400	3,120	3,140
4217 - CLOTHING/UNIFORM	458	252	22	640	860	680
4231 - SMALL TOOLS	240	835	9	1,300	1,340	1,380
Total Category: COMMODITIES	32,423	26,601	18,807	35,440	36,320	37,130
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	516	0	37	0	0	0
4305 - FEES FOR SERVICE	44,059	53,045	61,452	61,000	62,830	64,710
4310 - COMMUNICATION	180	24	0	540	550	570
4350 - INSURANCE CHARGE	1,040	1,100	1,275	1,700	1,900	2,100
4371 - MAINT-REPAIR/OTH	0	0	0	0	0	0
4375 - CHARGE-FLEET MNT	10,892	23,110	10,976	15,260	20,400	21,420
4403 - TRAVEL/TRAIN/CON	736	975	1,478	1,700	1,750	1,800
4449 - OTHER CONTRACT	58	0	61	0	0	0
Total Category: CONTRACTUAL SERVICES	57,481	78,254	75,278	80,200	87,430	90,600
Total Department: 32 - TRAFFIC SIGNS	212,586	217,002	166,403	259,840	280,450	293,530

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 1290**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 34 - SNOWPLOWING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	104,172	120,038	19,062	144,720	152,000	155,100
4110 - OVERTIME F. T.	101,461	81,396	25,687	91,980	92,000	97,500
4141 - PERA	15,402	15,081	3,356	17,800	18,200	18,900
4142 - FICA	14,199	13,920	3,069	18,000	18,600	19,400
4144 - HEALTH INSURANCE	18,500	0	0	0	0	0
4148 - WORKERS COMP	23,000	13,800	12,000	16,000	16,600	17,600
Total Category: PERSONAL SERVICES	276,734	244,235	63,173	288,500	297,400	308,500
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	307,985	260,976	268,723	304,280	313,400	322,810
4211 - MOTOR FUELS	53,248	60,411	27,953	64,900	62,970	63,430
4271 - OP SUP-OTHER IMP	0	0	0	0	0	0
Total Category: COMMODITIES	361,233	321,387	296,676	369,180	376,370	386,240
Category: CONTRACTUAL SERVICES						
4305 - FEES FOR SERVICE	0	0	0	600	620	640
4350 - INSURANCE CHARGE	7,940	8,700	9,825	13,100	14,400	15,600
4375 - CHARGE-FLEET MNT	246,708	333,506	119,346	342,020	348,100	365,510
4380 - RENTAL/LEASE	0	0	0	2,700	2,780	2,860
4403 - TRAVEL/TRAIN/CON	34	5,035	0	2,900	2,990	3,080
Total Category: CONTRACTUAL SERVICES	254,682	347,241	129,171	361,320	368,890	387,690
Total Department: 34 - SNOWPLOWING	892,650	912,863	489,020	1,019,000	1,042,660	1,082,430

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 2005**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 35 - PUBLIC WORKS ADMIN						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	178,729	191,492	146,833	212,520	242,200	260,000
4110 - OVERTIME F. T.	9,014	9,629	5,563	10,000	10,000	10,600
4120 - SAL-P.T./TEMP	5,509	2,616	4,429	0	0	0
4141 - PERA	13,858	14,831	11,732	16,800	19,100	20,400
4142 - FICA	13,086	14,007	10,676	17,440	19,300	20,700
4144 - HEALTH INSURANCE	34,180	20,600	18,900	25,200	27,600	30,500
4148 - WORKERS COMP	1,470	1,100	1,050	1,400	2,800	3,100
Total Category: PERSONAL SERVICES	255,845	254,275	199,183	283,360	321,000	345,300
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	4,114	3,760	2,936	4,600	4,740	4,880
4210 - OP SUPPLY-OTHER	4,712	7,892	4,186	7,200	7,410	7,640
4211 - MOTOR FUELS	0	20	0	0	0	0
4217 - CLOTHING/UNIFORM	0	155	0	150	150	160
4270 - OP SUP-VEH/EQ	41	562	1,195	0	0	0
4272 - OP SUP-BUILDINGS	1,944	4,652	3,767	4,600	4,740	4,880
4280 - CAPITAL OUTLAY <\$5,000	611	0	0	0	0	0
Total Category: COMMODITIES	11,421	17,041	12,083	16,550	17,040	17,560
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	180	110	50	210	220	220
4301 - ENGINEERING SVS	0	0	0	1,060	1,090	1,120
4305 - FEES FOR SERVICE	20,903	17,657	13,096	15,000	15,450	15,920
4310 - COMMUNICATION	1,298	1,545	1,418	1,030	1,060	1,090
4311 - POSTAGE	740	1,033	350	1,000	1,030	1,060
4321 - DATA PROCESSING	20,000	38,100	29,850	39,800	81,200	85,300
4340 - PRINTING	80	55	50	210	220	220
4341 - ADVER/PUBLISH	0	0	0	110	110	120
4350 - INSURANCE CHARGE	7,940	8,700	9,825	13,100	14,400	15,600
4360 - UTILITIES	64,761	61,536	10,062	22,000	66,000	68,600
4370 - MAINT-REPAIR/EQ	0	1,928	1,462	5,300	5,460	5,620
4372 - MAINT-REPAIR/BLD	60,606	86,452	26,018	61,500	42,300	39,000
4373 - BUILDING MAINT LABOR ALLOC	0	0	25,155	0	74,200	77,900
4375 - CHARGE-FLEET MNT	0	0	0	6,860	0	0
4380 - RENTAL/LEASE	11,111	9,710	6,611	6,300	6,500	6,680
4401 - DUES & SUBS	269	378	918	740	760	790
4403 - TRAVEL/TRAIN/CON	407	3,224	2,825	3,800	3,900	4,030
4405 - CLEAN/WASTE REMV	13,460	21,631	6,291	7,600	25,200	24,100
4449 - OTHER CONTRACT	0	0	109	0	0	0
Total Category: CONTRACTUAL SERVICES	201,754	252,059	134,090	185,620	339,100	347,370
Total Department: 35 - PUBLIC WORKS ADMIN	469,020	523,374	345,356	485,530	677,140	710,230

**City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 2200**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 36 - FORESTRY						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	62,962	69,494	39,551	91,900	103,300	110,200
4110 - OVERTIME F. T.	22	653	0	3,000	3,000	3,100
4120 - SAL-P.T./TEMP	16,955	18,320	18,313	15,700	16,500	17,500
4141 - PERA	4,717	5,250	3,015	8,200	9,200	9,700
4142 - FICA	5,642	6,294	3,869	8,500	9,400	9,900
4144 - HEALTH INSURANCE	9,750	13,000	10,800	14,400	15,800	17,500
4148 - WORKERS COMP	5,600	6,200	5,775	7,700	8,400	9,300
Total Category: PERSONAL SERVICES	105,647	119,211	81,323	149,400	165,600	177,200
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	31,043	25,608	8,184	30,600	31,520	32,460
4211 - MOTOR FUELS	1,104	3,704	3,564	1,860	2,560	2,570
4216 - FERTILIZER/CHEM	0	0	35,294	30,000	49,070	50,000
4217 - CLOTHING/UNIFORM	560	491	787	640	860	680
4231 - SMALL TOOLS	1,546	1,592	954	1,800	1,850	1,910
Total Category: COMMODITIES	34,253	31,394	48,783	64,900	85,860	87,620
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	125	137	374	200	210	210
4305 - FEES FOR SERVICE	70,825	101,422	207,968	182,600	218,080	245,220
4310 - COMMUNICATION	938	735	572	1,000	1,030	1,060
4350 - INSURANCE CHARGE	1,040	1,100	1,275	1,700	1,900	2,100
4375 - CHARGE-FLEET MNT	8,636	35,254	25,542	11,340	26,300	27,620
4380 - RENTAL/LEASE	0	0	0	2,800	2,880	2,970
4401 - DUES & SUBS	0	0	0	400	410	420
4403 - TRAVEL/TRAIN/CON	698	1,200	1,486	2,000	2,060	2,120
4449 - OTHER CONTRACT	119,282	27,570	61	0	0	0
Total Category: CONTRACTUAL SERVICES	201,543	167,418	237,278	202,040	252,870	281,720
Total Department: 36 - FORESTRY	341,444	318,023	367,384	416,340	504,330	546,540

RECYCLING PUBLIC WORKS



Department: Public Works (Fund #: 215)

Program: Recycling (Program #: 1900)

Program Description

This function seeks to create an environmentally focused and sustainable organization that maintains an active presence in the community to educate about alternatives for disposing of household items that could be recycled, reduced, or reused. The program expenditures are fully funded through an annual grant from Washington County.

Budget Commentary

The 2025 recycling budget is based on the anticipated annual recycling grant from Washington County. Through these grant funds, the City will continue to promote recycling throughout the community through educational and incentive programs. The City foods scraps program will continue to be operated as the County fully implements food scraps recycling through residential waste service.

**City of Cottage Grove Annual Budget
Fund 215 - Recycling
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 215 - RECYCLING						
Category: REVENUE						
3349 - COUNTY AID	56,210	56,734	57,930	57,000	57,000	59,000
3810 - INVEST INTEREST	(2,244)	5,131	5,432	500	500	500
3816 - REFUND & REIMBRS	21,000	3,880	3,500	0	3,500	3,500
Total Category: REVENUE	74,966	65,745	66,862	57,500	61,000	63,000
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	34,439	35,456	21,283	43,600	47,900	50,900
4200 - COMMODITIES	2,629	1,120	857	5,000	5,150	5,300
4300 - CONTRACTUAL SERVICES	16,196	25,349	9,068	14,120	14,540	14,980
Total Category: EXPENDITURES	53,264	61,926	31,208	62,720	67,590	71,180
FUND BALANCE, BEGINNING YEAR	73,224	94,926		98,745	93,525	86,935
NET INCREASE (DECREASE)	21,702	3,819	35,654	(5,220)	(6,590)	(8,180)
FUND BALANCE, END OF YEAR	94,926	98,745		93,525	86,935	78,755

**City of Cottage Grove Annual Budget
Fund 215 - Recycling
Detail of Expenditures-Program 1900**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 54 - RECYCLING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	29,782	30,755	15,665	34,000	37,300	39,500
4141 - PERA	2,234	2,218	1,169	2,600	2,800	2,900
4142 - FICA	2,214	2,283	1,149	2,600	2,900	3,100
4144 - HEALTH INSURANCE	0	0	3,150	4,200	4,600	5,100
4148 - WORKERS COMP	210	200	150	200	300	300
Total Category: PERSONAL SERVICES	34,439	35,456	21,283	43,600	47,900	50,900
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	2,629	1,120	857	5,000	5,150	5,300
Total Category: COMMODITIES	2,629	1,120	857	5,000	5,150	5,300
Category: CONTRACTUAL SERVICES						
4302 - LEGAL SERVICE	1,088	448	0	0	0	0
4305 - FEES FOR SERVICE	48	0	0	2,600	2,680	2,760
4311 - POSTAGE	0	1,121	208	1,640	1,690	1,740
4340 - PRINTING	0	4,471	5,048	0	0	0
4341 - ADVER/PUBLISH	1,551	0	0	1,030	1,060	1,090
4380 - RENTAL/LEASE	7,000	11,060	0	7,000	7,210	7,430
4405 - CLEAN/WASTE REMV	6,508	8,250	3,812	0	0	0
4434 - SPECIAL EVENTS	0	0	0	1,850	1,900	1,960
Total Category: CONTRACTUAL SERVICES	16,196	25,349	9,068	14,120	14,540	14,980
Total Department: 54 - RECYCLING	53,264	61,926	31,208	62,720	67,590	71,180

STORMWATER PUBLIC WORKS



Department: Public Works (Fund #: 230)

Program: Stormwater (Program #: 3200 & 3260)

Program Description

The Stormwater Utility manages the planning, maintenance, and infrastructure of the storm/surface water system. Maintenance activities preserve existing infrastructure including but not limited to ponds, drainage ditches, pipes, and outlets. Expenditures are also made for infrastructure requirements of the existing system including the replacement of existing pipe and expansion of existing ponds. Revenues are generated from charges to properties based on their portion/contribution to the storm/surface water run-off. These fees are determined by an evaluation of the operational costs of supporting the stormwater system, planned infrastructure repair and reconstruction, and response to catastrophic storm handling events.

Budget Commentary

The stormwater budget includes funds used in general maintenance of the storm sewer system. Public Works inspects numerous structures, outfall, ponds each year and performs routine maintenance as required. 2025 Budget includes \$350,000.00 for a Vac Truck split half with Utilities.

**City of Cottage Grove Annual Budget
Fund 230 - Storm Water
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 230 - STORM WATER						
Category: REVENUE						
3349 - COUNTY AID	27,130	0	0	0	0	0
3359 - OTHER GOV AID	159,714	165,084	0	0	0	0
3615 - SETTLEMENTS	0	17,414	0	0	0	0
3727 - PENALTIES-UTIL	6,019	7,637	5,555	5,000	5,000	5,000
3735 - STORMWATER UTILITY	1,077,670	1,124,915	829,120	1,193,360	1,246,100	1,301,000
3810 - INVEST INTEREST	(98,612)	107,709	100,756	10,000	23,500	46,900
3816 - REFUND & REIMBRS	0	0	0	0	0	0
Total Category: REVENUE	1,171,921	1,422,760	935,431	1,208,360	1,274,600	1,352,900
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	400,896	475,159	386,987	518,960	560,600	593,600
4200 - COMMODITIES	26,063	19,882	22,131	25,425	28,610	28,670
4300 - CONTRACTUAL SERVICES	393,997	306,226	189,327	429,530	426,070	440,180
4500 - CAPITAL OUTLAY	244,426	1,187	303,983	0	350,000	0
4999 - TRANSFERS	394,046	168,129	202,844	46,450	47,850	49,300
Total Category: EXPENDITURES	1,459,428	970,583	1,105,272	1,020,365	1,413,130	1,111,750
FUND BALANCE, BEGINNING YEAR	2,347,753	2,060,246		2,512,423	2,700,418	2,561,888
NET INCREASE (DECREASE)	(287,507)	452,177	(169,841)	187,995	(138,530)	241,150
FUND BALANCE, END OF YEAR	2,060,246	2,512,423		2,700,418	2,561,888	2,803,038

**City of Cottage Grove Annual Budget
Fund 230 - Storm Water
Detail of Expenditures-Program 3200**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 60 - SW MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	303,344	329,189	265,844	360,400	380,200	410,000
4110 - OVERTIME F. T.	6,928	18,641	10,157	9,000	18,000	9,500
4120 - SAL-P.T./TEMP	0	14,128	14,829	17,920	18,800	19,900
4141 - PERA	22,255	25,931	20,520	27,800	29,800	31,400
4142 - FICA	21,779	25,270	19,987	29,640	31,800	33,600
4144 - HEALTH INSURANCE	26,590	38,400	33,750	45,000	49,400	54,400
4148 - WORKERS COMP	20,000	23,600	21,900	29,200	32,600	34,800
Total Category: PERSONAL SERVICES	400,896	475,159	386,987	518,960	560,600	593,600
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	9,592	6,316	7,801	10,000	10,300	10,610
4211 - MOTOR FUELS	4,031	4,095	5,190	4,200	4,870	4,900
4217 - CLOTHING/UNIFORM	1,015	661	928	1,925	2,580	2,040
4231 - SMALL TOOLS	181	656	8,212	700	2,000	2,000
4271 - OP SUP-OTHER IMP	2,884	8,154	0	8,600	8,860	9,120
4280 - CAPITAL OUTLAY <\$5,000	8,361	0	0	0	0	0
Total Category: COMMODITIES	26,063	19,882	22,131	25,425	28,610	28,670
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	2,936	36,801	(8,018)	7,000	7,210	7,430
4301 - ENGINEERING SVS	108,718	35,202	23,303	56,200	57,890	59,620
4302 - LEGAL SERVICE	0	1,058	1,064	0	0	0
4305 - FEES FOR SERVICE	19,421	6,970	8,412	20,800	21,420	22,070
4310 - COMMUNICATION	728	925	373	600	620	640
4321 - DATA PROCESSING	0	0	0	0	0	0
4341 - ADVER/PUBLISH	214	0	0	300	310	320
4371 - MAINT-REPAIR/OTH	149,737	89,842	64,502	209,000	215,260	221,730
4372 - MAINT-REPAIR/BLD	0	0	0	0	0	0
4375 - CHARGE-FLEET MNT	12,302	26,548	18,403	14,280	23,300	24,470
4380 - RENTAL/LEASE	0	1,834	0	5,000	5,150	5,300
4401 - DUES & SUBS			1,740			
4403 - TRAVEL/TRAIN/CON	991	2,737	3,660	5,400	5,560	5,730
4449 - OTHER CONTRACT	39	0	41	1,100	1,130	1,170
Total Category: CONTRACTUAL SERVICES	295,085	201,917	113,480	319,680	337,850	348,480
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	0	301,539	0	350,000	0
4550 - PROJECT-CONTRACT	244,426	0	2,444	0	0	0
4554 -PROJECT-ROW/EASE	0	1,187	0	0	0	0
Total Category: CAPITAL OUTLAY	244,426	1,187	303,983	0	350,000	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	394,046	168,129	202,844	46,450	47,850	49,300
Total Category: TRANSFERS	394,046	168,129	202,844	46,450	47,850	49,300
Total Department: 60 - SW MAINTENANCE	1,360,516	866,274	1,029,425	910,515	1,324,910	1,020,050

**City of Cottage Grove Annual Budget
Fund 230 - Storm Water
Detail of Expenditures-Program 3260**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 61 SW ADMINISTRATION						
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	921	925	310	1,000	1,030	1,060
4305 - FEES FOR SERVICE	3,534	3,563	2,385	3,600	3,710	3,820
4309 - CREDIT CARD FEES	29,205	34,166	18,924	30,000	15,800	16,000
4311 - POSTAGE	5,815	6,224	4,298	6,250	6,440	6,630
4321 - DATA PROCESSING	56,003	56,274	47,920	64,300	56,400	59,200
4340 - PRINTING	3,433	3,157	2,010	4,700	4,840	4,990
Total Category: CONTRACTUAL SERVICES	98,912	104,309	75,847	109,850	88,220	91,700
Total Department: 61 SW ADMINISTRATION	98,912	104,309	75,847	109,850	88,220	91,700

ROADWAY MAINTENANCE

PUBLIC WORKS



Department: Public Works (Fund #: 235)

Program: Roadway and Trailway Maintenance (Program #: 1217)

Program Description

This program accounts for the activities related to mill & overlaying and crack sealing City streets, replacement and seal coating of trails, as well as replacing damaged concrete curb & gutter and sidewalk. These funds partially support the City's ongoing ADA transition plan. Funding for these activities comes from franchise fees charged to property owners on their electric and natural gas utility bills. Expenditures from this program include the commodities, professional services, and contractual services related to the maintenance program only. Wages for City staff time are not included.

Budget Commentary

Mill & overlay of residential streets in 2025 will follow the new mill & overlay plan, along with Hardwood Avenue from 80th Street to 70th Street. Trail replacement will include the trails along Hardwood Avenue from 80th Street to 70th Street. Revenues in the fund are from franchise fee agreements with Xcel Energy and CenterPoint Energy.

**City of Cottage Grove Annual Budget
Fund 235 - Roadway Maintenance
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 235 - ROADWAY MAINTENANCE						
Category: REVENUE						
3017 - AGGREGATE TAX	33,044	38,775	8,722	22,000	25,000	25,000
3020 - FRANCHISE FEES	642,584	860,203	1,123,385	1,905,000	1,994,400	2,086,000
3549 - MISC PUBLIC WORK	27,829	54,121	0	0	0	0
3810 - INVEST INTEREST	(31,816)	9,928	25,118	10,000	0	0
3962 - DEPOSIT	26,081	34,624	1,720	0	0	0
Total Category: REVENUE	697,723	997,650	1,158,945	1,937,000	2,019,400	2,111,000
Category: EXPENDITURES						
4200 - COMMODITIES	34,585	45,675	18,313	0	0	0
4300 - CONTRACTUAL SERVICES	269,770	202,069	369,635	390,640	435,650	453,680
4500 - CAPITAL OUTLAY	1,159,043	496,681	1,005,708	1,404,000	1,448,350	1,525,320
Total Category: EXPENDITURES	1,463,398	744,425	1,393,656	1,794,640	1,884,000	1,979,000
FUND BALANCE, BEGINNING YEAR	996,394	230,720		483,944	626,304	761,704
NET INCREASE (DECREASE)	(765,674)	253,225	(234,711)	142,360	135,400	132,000
FUND BALANCE, END OF YEAR	230,720	483,944		626,304	761,704	893,704

**City of Cottage Grove Annual Budget
Fund 235 - Roadway Maintenance
Detail of Expenditures-Program 1217**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 00 - ROADWAY MAINTENANCE						
Category: COMMODITIES						
4271 - OP SUP-OTHER IMP	34,585	45,675	18,313	0	0	0
Total Category: COMMODITIES	34,585	45,675	18,313	0	0	0
Category: CONTRACTUAL SERVICES						
4301 - ENGINEERING SVS	127,725	49,934	138,664	150,000	158,000	166,000
4302 - LEGAL SERVICE	0	3,662	0	0	0	0
4311 - POSTAGE	0	20	0	0	0	0
4341 - ADVER/PUBLISH	436	461	510	640	650	680
4371 - MAINT-REPAIR/OTH	141,608	147,993	230,461	240,000	277,000	287,000
4374 - SEALCOATING	0	0	0	0	0	0
Total Category: CONTRACTUAL SERVICES	269,770	202,069	369,635	390,640	435,650	453,680
Category: CAPITAL OUTLAY						
4540 - OTHER CAP OUTLAY	0	0	0	480,000	478,350	506,320
4550 - PROJECT-CONTRACT	1,159,043	496,681	1,005,708	924,000	970,000	1,019,000
Total Category: CAPITAL OUTLAY	1,159,043	496,681	1,005,708	1,404,000	1,448,350	1,525,320
Total Department: 00 - ROADWAY MAINTENANCE	1,463,398	744,425	1,393,656	1,794,640	1,884,000	1,979,000

WATER

PUBLIC WORKS



Department: Public Works (Fund #: 610)

Program: Water (Program #: 3000, 3060, & 3035)

Program Description

The Water Division provides a safe potable supply of drinking water for our customers and ensures the water distribution system and related facilities are managed and maintained in the most efficient and cost-effective way. This includes the general maintenance/repair of the City's water distribution system and all related equipment including 12 municipal wells, 8 pump houses, 6 water storage facilities with a storage capacity of 7.15 million gallons, 1 booster station control center with a pumping capacity of 12,000 GPM and 5 granular activated carbon (GAC) treatment plants. All operational and maintenance costs associated with the treatment of PFAS are reimbursed to the City by the MPCA.

Budget Commentary

Water utility funds will be used to continue a full upgrade to the existing SCADA system in 2025. A new Utility & Engineering Division building is included in the Capital Improvement Plan in 2024, which will be funded in part through the water utility fund. Plan is to have this facility built and moved into by early 2025. This budget will also be used to fund a part-time administrative position at the Utilities & Engineering Division Building.

**City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 610 - WATER OPERATIONS						
Category: REVENUE						
3324 - STATE GRANTS	0	0	0	0	0	0
3339 - OTHER MN AID	10,239	42,755	43,650	0	98,000	103,900
3359 - OTHER GOV AID	24,299	24,299	0	0	0	0
3519 - OTHER CHARGE SVS	40,975	31,600	21,725	30,000	30,000	30,000
3549 - MISC PUBLIC WORK	338	10,774	303	0	0	0
3720 - WATER SALES	3,364,771	3,910,510	2,123,317	3,474,910	3,874,152	4,158,139
3723 - WATER METER SALE	157,003	139,133	117,641	100,000	148,600	148,600
3727 - PENALTIES-UTIL	41,728	31,250	19,602	30,000	33,000	34,600
3739 - MISC UTIL	16,508	46,713	19,563	2,000	10,000	10,000
3809 - INTERFUND INTRST	0	0	134,578	0	0	0
3810 - INVEST INTEREST	(346,706)	440,954	343,739	50,000	53,748	92,961
3813 - SALE OF GOODS	0	0	0	0	0	0
3814 - RENTAL INCOME	2,710	2,700	0	0	0	0
3816 - REFUND & REIMBRS	445	1,380	8,963	2,000	2,000	2,000
3829 - MISC - OTHER	0	0	0	2,000	2,000	2,000
3900 - CAPITAL CONTRIBUTIONS	9,024,667	1,702,761	0	0	0	0
Total Category: REVENUE	12,336,977	6,384,829	2,833,081	3,690,910	4,251,500	4,582,200
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	932,941	1,201,796	906,081	1,139,500	1,393,000	1,495,100
4200 - COMMODITIES	164,464	170,700	130,144	249,720	374,810	380,050
4300 - CONTRACTUAL SERVICES	1,338,785	1,479,397	1,057,425	1,660,365	1,639,730	1,689,550
4500 - CAPITAL OUTLAY	0	1,188	199,249	150,000	0	67,000
4999 - TRANSFERS	467,138	953,492	166,019	203,740	209,850	216,150
Total Category: EXPENDITURES	2,903,328	3,806,573	2,458,918	3,403,325	3,617,390	3,847,850
FUND BALANCE, BEGINNING OF YEAR	60,708,173	70,141,822		72,720,078	73,007,663	73,641,773
NET INCREASE (DECREASE)	9,433,649	2,578,256	374,163	287,585	634,110	734,350
FUND BALANCE, END OF YEAR	70,141,822	72,720,078		73,007,663	73,641,773	74,376,123

City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures-Program 3000

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 70 - WATER DISTRIBUTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	526,529	666,441	530,299	619,020	763,900	813,900
4101 - ENGINEERING SALARIES & BENEFITS	0	0	0	0	0	0
4110 - OVERTIME F. T.	76,742	83,006	53,516	72,100	72,100	76,400
4115 - REGULAR-P/T REG STATUS	0	0	0	0	30,400	32,300
4120 - SAL-P.T./TEMP	21,349	20,634	21,760	32,640	34,300	36,400
4140 - PENSIONS	62,808	109,745	0	0	0	0
4141 - PERA	44,405	54,090	43,503	54,300	67,600	71,800
4142 - FICA	42,439	51,809	42,048	55,340	68,700	73,300
4144 - HEALTH INSURANCE	55,504	96,290	73,725	98,300	126,200	144,400
4147 - UNEMPLOYMENT	403	0	0	0	0	0
4148 - WORKERS COMP	24,000	20,700	18,300	24,400	31,400	33,900
Total Category: PERSONAL SERVICES	854,179	1,102,715	783,151	956,100	1,194,600	1,282,400
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	140	0	0	0	0
4210 - OP SUPPLY-OTHER	70,167	72,395	55,615	123,500	127,200	131,000
4211 - MOTOR FUELS	27,559	26,756	19,427	25,200	29,790	30,000
4212 - LUB/ADD	0	580	205	0	0	0
4216 - FERTILIZER/CHEM	24,364	31,929	16,754	22,300	22,950	23,700
4217 - CLOTHING/UNIFORM	4,007	4,420	2,523	4,160	6,300	4,500
4231 - SMALL TOOLS	1,497	460	1,907	2,060	3,000	2,200
4270 - OP SUP-VEH/EQ	153	151	212	0	0	0
4271 - OP SUP-OTHER IMP	36,663	28,584	19,257	51,500	53,000	55,000
4272 - OP SUP-BUILDINGS	0	0	14,206	12,000	12,300	12,700
4280 - CAPITAL OUTLAY <\$5,000	0	5,285	0	9,000	109,270	109,550
Total Category: COMMODITIES	164,410	170,700	130,106	249,720	363,810	368,650
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	58,679	112,781	169,122	37,700	38,800	40,000
4301 - ENGINEERING SVS	48,114	119,668	29,312	70,000	72,100	74,300
4302 - LEGAL SERVICE	496	192	2,675	1,800	1,850	2,000
4305 - FEES FOR SERVICE	71,100	58,638	15,750	50,160	51,650	53,200
4310 - COMMUNICATION	11,680	10,480	6,201	10,155	10,450	10,800
4311 - POSTAGE	0	7,764	2,883	0	0	0
4340 - PRINTING	0	0	6,147	320	330	340
4341 - ADVER/PUBLISH	603	0	0	530	540	0
4350 - INSURANCE CHARGE	10,380	11,300	12,750	17,000	18,700	20,200
4360 - UTILITIES	427,263	454,273	244,666	443,260	456,550	470,300
4370 - MAINT-REPAIR/EQ	735	0	0	4,880	5,000	5,200
4371 - MAINT-REPAIR/OTH	189,880	95,827	222,258	174,400	180,000	185,000
4372 - MAINT-REPAIR/BLD	42,303	46,802	3,240	54,100	18,900	19,500
4373 - BUILDING MAINT	0	0	31,444	0	0	0
4375 - CHARGE-FLEET MNT	42,129	76,316	52,924	54,180	71,100	74,660
4380 - RENTAL/LEASE	7,590	17,264	7,590	8,240	8,500	8,700
4401 - DUES & SUBS	2,615	2,747	3,273	2,780	2,860	3,000
4403 - TRAVEL/TRAIN/CON	9,561	12,775	6,718	18,840	19,400	20,000
4405 - CLEAN/WASTE REMV	2,067	4,834	7,768	8,770	9,000	9,300

**City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures-Program 3000**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 70 - WATER DISTRIBUTION						
4434 - SPECIAL EVENTS	0	0	0	305,200	0	0
4438 - PRO/MISC RESALE	111,283	181,451	13,328	0	148,000	148,000
4449 - OTHER CONTRACT	34,530	53,092	15,961	106,090	109,300	112,550
Total Category: CONTRACTUAL SERVICES	1,071,008	1,266,204	854,010	1,368,405	1,223,030	1,257,050
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	1,188	199,249	150,000	0	67,000
Total Category: CAPITAL OUTLAY	0	1,188	199,249	150,000	0	67,000
Category: TRANSFERS						
4700 - TRANSFERS OUT	467,138	953,492	166,019	203,740	209,850	216,150
Total Category: TRANSFERS	467,138	953,492	166,019	203,740	209,850	216,150
Total Department: 70 - WATER DISTRIBUTION	2,556,735	3,494,299	2,132,535	2,927,965	2,991,290	3,191,250

**City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures-Program 3060**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 71 - WATER BILLING						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	51,472	70,506	90,709	137,800	148,600	158,400
4110 - OVERTIME F. T.	0	0	0	0	0	0
4120 - SAL-P.T./TEMP	4,600	1,037	0	0	0	0
4141 - PERA	4,235	5,365	6,804	10,400	11,100	11,900
4142 - FICA	4,125	5,373	6,817	10,400	11,300	12,000
4144 - HEALTH INSURANCE	13,830	16,200	18,000	24,000	26,400	29,200
4148 - WORKERS COMP	500	600	600	800	1,000	1,200
Total Category: PERSONAL SERVICES	78,762	99,081	122,930	183,400	198,400	212,700
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	54	0	38	0	0	0
Total Category: COMMODITIES	54	0	38	0	0	0
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	921	925	32,746	1,600	1,000	0
4305 - FEES FOR SERVICE	15,853	15,975	11,254	20,260	0	0
4309 - CREDIT CARD FEES	29,205	34,166	33,371	30,000	48,900	50,300
4311 - POSTAGE	23,267	24,900	16,402	24,000	25,000	27,000
4321 - DATA PROCESSING	184,816	124,594	101,603	197,100	140,200	147,500
4340 - PRINTING	13,715	12,633	8,039	19,000	20,000	21,000
Total Category: CONTRACTUAL SERVICES	267,777	213,193	203,415	291,960	235,100	245,800
Category: CAPITAL OUTLAY						
4554 - PROJECT-ROW/EASE	0	0	0	0	0	0
Total Category: CAPITAL OUTLAY	0	0	0	0	0	0
Total Department: 71 - WATER BILLING	346,593	312,274	326,383	475,360	433,500	458,500

**City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures-Program 3035**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 70 - UTILITY BUILDING						
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	0	0	0	0	8,000	8,300
4272 - OP SUP-BUILDINGS	0	0	0	0	3,000	3,100
Total Category: COMMODITIES	0	0	0	0	11,000	11,400
Category: CONTRACTUAL SERVICES						
4305 - FEES FOR SERVICE	0	0	0	0	12,000	12,400
4350 - INSURANCE CHARGE	0	0	0	0	20,300	21,000
4360 - UTILITIES	0	0	0	0	56,300	57,900
4370 - MAINT-REPAIR/EQ	0	0	0	0	15,000	15,000
4372 - MAINT-REPAIR/BLD	0	0	0	0	22,500	26,000
4373 - BUILDING MAINT LABOR ALLOC	0	0	0	0	37,500	35,800
4380 - RENTAL/LEASE	0	0	0	0	3,000	3,100
4405 - CLEAN/WASTE REMV	0	0	0	0	15,000	15,500
Total Category: CONTRACTUAL SERVICES	0	0	0	0	181,600	186,700
Total Department: 70 - UTILITY BUILDING	0	0	0	0	192,600	198,100

SEWER PUBLIC WORKS



Department: Public Works (Fund #: 620)

Program: Sewer Maintenance (Program #: 3100, 3160, & 3135)

Program Description

The Sewer Division ensures a trouble-free, well maintained wastewater collection system for our customers. This includes cutting tree roots and maintaining invasive growth, jetting and vacuuming for grease and debris buildup, televising sewer lines to identify problems, monitoring sewer line flows to identify possible inflow and infiltration, maintaining and repairing all related sanitary sewer mains & structures, maintaining lift station facilities, and manhole rehabilitation.

Budget Commentary

The City will continue to root foam sewer lines in 2025 to prevent tree root growth that can cause back-ups internally and externally. The cost to maintain operations of a new temporary lift station and increased wastewater charges from MCES impact the 2025 sewer budget. Additionally, in 2025 purchase of a new vac truck is included in the budget. Cost will be split from Sewer and Stormwater funds, each contributing approximately \$350,000.

**City of Cottage Grove Annual Budget
Fund 620 - Sewer Operations
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 620 - SEWER OPERATIONS						
Category: REVENUE						
3030 - S.A. - CURRENT	0	0	0	0	0	0
3031 - S.A. - DELINQ	0	0	0	0	0	0
3044 - MISC PEN & INT	3,038	2,500	0	2,500	2,500	2,500
3724 - SEWER SERVICE	3,522,807	3,753,550	0	4,133,700	4,140,870	4,411,450
3727 - PENALTIES-UTIL	41,252	30,000	0	30,000	30,000	30,000
3739 - MISC UTIL	96,757	1,000	0	1,000	15,000	1,000
3809 - INTERFUND INTRST	25,450	26,000	0	26,000	19,200	17,100
3810 - INVEST INTEREST	(140,961)	30,000	0	30,000	37,000	38,000
3900 - CAPITAL CONTRIBUTIONS	9,881,103	0	0	0	0	0
Total Category: REVENUE	13,429,447	3,843,050	0	4,223,200	4,244,570	4,500,050
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	307,816	253,327	236,349	440,160	494,550	532,500
4200 - COMMODITIES	21,920	13,165	16,268	17,020	22,190	22,560
4300 - CONTRACTUAL SERVICES	3,001,320	3,119,058	2,524,058	3,385,850	3,535,630	3,678,530
4500 - CAPITAL OUTLAY	0	1,852	450	0	350,000	0
4999 - TRANSFERS	418,313	446,740	171,293	203,740	209,850	216,150
Total Category: EXPENDITURES	3,749,369	3,834,142	2,948,418	4,046,770	4,612,220	4,449,740
FUND BALANCE, BEGINNING OF YEAR	35,273,365	44,953,443		44,962,351	45,138,781	44,771,131
NET INCREASE (DECREASE)	9,680,078	8,908	(2,948,418)	176,430	(367,650)	50,310
FUND BALANCE, END OF YEAR	44,953,443	44,962,351		45,138,781	44,771,131	44,821,441

City of Cottage Grove Annual Budget
Fund 620 - Sewer Operations
Detail of Expenditures-Program 3100

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 80 - SEWER DISTRIBUTION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	172,155	111,182	108,708	189,920	208,600	223,200
4110 - OVERTIME F. T.	17,515	2,725	1,660	3,500	3,500	3,700
4115 - REGULAR-P/T REG STATUS	0	0	0	0	10,100	10,800
4140 - PENSIONS	(4,896)	(6,690)	0	0	0	0
4141 - PERA	13,976	9,507	8,050	14,600	16,700	17,800
4142 - FICA	13,130	8,997	7,806	14,940	16,900	18,200
4144 - HEALTH INSURANCE	10,577	25,221	21,450	28,600	32,950	38,300
4148 - WORKERS COMP	6,600	4,500	4,125	5,500	7,400	7,800
Total Category: PERSONAL SERVICES	229,056	155,442	151,799	257,060	296,150	319,800
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	9,037	5,455	10,219	3,820	4,000	4,100
4211 - MOTOR FUELS	6,303	6,019	3,888	5,100	6,860	6,910
4216 - FERTILIZER/CHEM	1,137	625	1,435	3,500	3,600	3,700
4217 - CLOTHING/UNIFORM	165	355	270	1,300	1,350	1,400
4231 - SMALL TOOLS	349	711	0	800	1,000	900
4271 - OP SUP-OTHER IMP	4,874	0	418	2,500	2,580	2,650
Total Category: COMMODITIES	21,866	13,165	16,230	17,020	19,390	19,660
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	12,212	11,269	14,254	12,050	12,420	12,800
4301 - ENGINEERING SVS	15,905	6,455	6,758	27,590	28,420	29,300
4302 - LEGAL SERVICE	0	988	0	0	0	0
4305 - FEES FOR SERVICE	525	100	100	110	110	120
4310 - COMMUNICATION	667	682	234	660	680	700
4350 - INSURANCE CHARGE	15,570	17,000	19,125	25,500	28,100	30,300
4360 - UTILITIES	2,703	3,009	11,439	23,980	24,700	25,440
4363 - MWCC SERVICE	2,403,451	2,647,617	2,064,425	2,752,570	2,890,000	3,005,600
4370 - MAINT-REPAIR/EQ	0	0	0	0	0	0
4371 - MAINT-REPAIR/OTH	231,724	143,100	154,145	202,900	209,000	215,300
4372 - MAINT-REPAIR/BLD	22,452	32,240	6,239	29,250	18,900	19,500
4373 - BIDG MAINT LABOR ALLOC	0	0	31,444	0	0	0
4375 - CHARGE-FLEET MNT	30,370	16,458	7,160	15,540	28,300	29,720
4403 - TRAVEL/TRAIN/CON	422	1,063	2,363	2,000	2,100	2,150
4405 - CLEAN/WASTE REMV	0	0	6,288	0	0	0
4449 - OTHER CONTRACT	58	0	61	0	0	0
Total Category: CONTRACTUAL SERVICES	2,736,058	2,879,981	2,324,035	3,092,150	3,242,730	3,370,930
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	1,852	450	0	350,000	0
Total Category: CAPITAL OUTLAY	0	1,852	450	0	350,000	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	418,313	446,740	171,293	203,740	209,850	216,150
Total Category: TRANSFERS	418,313	446,740	171,293	203,740	209,850	216,150
Total Department: 80 - SEWER DISTRIBUTION	3,405,292	3,497,180	2,663,807	3,569,970	4,118,120	3,926,540

**City of Cottage Grove Annual Budget
Fund 620 - Sewer Operations
Detail of Expenditures-Program 3160**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 81 - SEWER ADMINISTRATION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	51,472	70,506	57,340	137,500	148,600	158,400
4120 - SAL-P.T./TEMP	4,600	0	0	0	0	0
4141 - PERA	4,234	5,286	4,300	10,400	11,100	11,900
4142 - FICA	4,124	5,293	4,310	10,400	11,300	12,000
4144 - HEALTH INSURANCE	13,830	16,200	18,000	24,000	26,400	29,200
4148 - WORKERS COMP	500	600	600	800	1,000	1,200
Total Category: PERSONAL SERVICES	78,760	97,885	84,550	183,100	198,400	212,700
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	54	0	38	0	0	0
Total Category: COMMODITIES	54	0	38	0	0	0
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	921	925	7,698	1,000	0	1,000
4305 - FEES FOR SERVICE	14,137	14,259	9,538	17,000	0	0
4309 - CREDIT CARD FEES	29,205	34,166	37,543	30,000	52,500	54,200
4311 - POSTAGE	23,267	24,900	16,402	24,000	25,000	27,000
4321 - DATA PROCESSING	184,017	152,194	120,803	202,700	149,800	157,500
4340 - PRINTING	13,715	12,633	8,039	19,000	20,000	21,000
Total Category: CONTRACTUAL SERVICES	265,263	239,077	200,023	293,700	247,300	260,700
Category: CAPITAL OUTLAY						
Total Category: CAPITAL OUTLAY	0	0	0	0	0	0
Category: OTHER FINANCING USES						
Total Category: OTHER FINANCING USES	0	0	0	0	0	0
Category: MISCELLANEOUS						
Total Category: MISCELLANEOUS	0	0	0	0	0	0
Category: DEPRECIATION						
Total Category: DEPRECIATION	0	0	0	0	0	0
Category: TRANSFERS						
Total Category: TRANSFERS	0	0	0	0	0	0
Total Department: 81 - SEWER ADMINISTRATION	344,077	336,962	284,611	476,800	445,700	473,400

**City of Cottage Grove Annual Budget
Fund 610 - Water Operations
Detail of Expenditures-Program 3135**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 80 - UTILITY BUILDING						
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	0	0	0	0	2,000	2,100
4272 - OP SUP-BUILDINGS	0	0	0	0	800	800
Total Category: COMMODITIES	0	0	0	0	2,800	2,900
Category: CONTRACTUAL SERVICES						
4305 - FEES FOR SERVICE	0	0	0	0	3,000	3,100
4350 - INSURANCE CHARGE	0	0	0	0	5,100	5,300
4360 - UTILITIES	0	0	0	0	14,100	14,500
4370 - MAINT-REPAIR/EQ	0	0	0	0	3,800	3,800
4372 - MAINT-REPAIR/BLD	0	0	0	0	5,600	5,800
4373 - BUILDING MAINT LABOR ALLOC	0	0	0	0	9,400	9,700
4380 - RENTAL/LEASE	0	0	0	0	800	800
4405 - CLEAN/WASTE REMV	0	0	0	0	3,800	3,900
Total Category: CONTRACTUAL SERVICES	0	0	0	0	45,600	46,900
Total Department: 80 - UTILITY BUILDING	0	0	0	0	48,400	49,800

STREETLIGHTS

PUBLIC WORKS



Department: Public Works (Fund #: 630)

Program: Streetlights (Program #: 1400)

Program Description

The Streetlights Division maintains all city-owned streetlights, provides underground location services as required, supervises streetlight installation including maintenance and operation, repairs traffic signals, and performs monthly inspections of all traffic signals and crossing signals. This includes repair of inoperable streetlights resulting from accidents, vandalism, equipment failure and normal aging, locating streetlight wires for utility companies as required, repairing wires damaged by construction or natural causes, and providing regular inspection and maintenance of traffic signals.

Budget Commentary

The city will be conducting a streetlighting audit to see if there are feed areas that might benefit to change out the High-Pressure Sodium (HPS) fixture to LED. The current supply of the (HPS) light bulbs is very low and will be phased out at some time. The city will need to consider all options of HPS light to LED in the most cost-effective manner. The department will be looking to purchase a new bucket truck in 2025.

**City of Cottage Grove Annual Budget
Fund 630 - Streetlight Operations
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 630 - STREETLIGHT OPERATIONS						
Category: REVENUE						
3549 - MISC PUBLIC WORK	116,144	69,567	220,918	167,000	170,500	175,600
3727 - PENALTIES-UTIL	5,252	6,473	4,979	3,000	5,000	5,000
3729 - STREET LIGHT	866,338	965,931	715,473	1,038,850	1,147,400	1,239,000
3730 - ST LIGHT MAINTENANCE FEE	12	0	0	0	0	0
3810 - INVEST INTEREST	(22,309)	20,782	20,317	0	5,000	5,000
3816 - REFUND & REIMBRS	23,437	6,624	3,495	0	0	0
3829 - MISC - OTHER	27,027	9,441	41,418	20,000	20,000	21,000
3900 - CAPITAL CONTRIBUTIONS	637,390	1,036,781	0	0	0	0
Total Category: REVENUE	1,653,292	2,115,599	1,006,600	1,228,850	1,347,900	1,445,600
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	134,620	163,382	112,282	174,600	190,400	203,200
4200 - COMMODITIES	114,367	100,744	54,669	95,230	98,700	101,340
4300 - CONTRACTUAL SERVICES	626,979	665,294	665,825	784,590	808,130	835,550
4500 - CAPITAL OUTLAY	0	0	0	0	230,000	0
4999 - TRANSFERS	217,960	134,027	39,750	53,000	56,000	57,680
Total Category: EXPENDITURES	1,093,927	1,063,447	872,526	1,107,420	1,383,230	1,197,770
FUND BALANCE, BEGINNING OF YEAR	6,955,032	7,514,398		8,566,550	8,687,980	8,652,650
NET INCREASE (DECREASE)	559,366	1,052,152	134,074	121,430	(35,330)	247,830
FUND BALANCE, END OF YEAR	7,514,398	8,566,550		8,687,980	8,652,650	8,900,480

**City of Cottage Grove Annual Budget
Fund 630 - Streetlight Operations
Detail of Expenditures-Program 1400**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 75 - STREETLIGHTS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	113,849	120,067	79,921	127,900	139,700	148,500
4110 - OVERTIME F. T.	5,493	3,969	2,599	3,000	3,000	3,200
4140 - PENSIONS	(14,146)	(340)	0	0	0	0
4141 - PERA	8,993	8,996	6,119	9,700	10,700	11,300
4142 - FICA	8,037	8,118	5,643	10,000	10,900	11,600
4144 - HEALTH INSURANCE	8,244	18,972	14,700	19,600	21,500	23,700
4148 - WORKERS COMP	4,150	3,600	3,300	4,400	4,600	4,900
Total Category: PERSONAL SERVICES	134,620	163,382	112,282	174,600	190,400	203,200
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	82,435	46,170	12,388	27,100	28,000	28,750
4211 - MOTOR FUELS	4,961	4,588	3,445	5,500	5,850	5,890
4217 - CLOTHING/UNIFORM	0	900	215	965	1,200	1,100
4231 - SMALL TOOLS	1,398	322	262	875	1,000	1,100
4270 - OP SUP-VEH/EQ	0	0	0	0	0	0
4271 - OP SUP-OTHER IMP	25,572	44,744	38,359	56,650	58,350	60,100
4280 - CAPITAL OUTLAY <\$5,000	0	4,020	0	4,140	4,300	4,400
Total Category: COMMODITIES	114,367	100,744	54,669	95,230	98,700	101,340
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	921	962	347	1,700	1,750	1,800
4301 - ENGINEERING SVS	20,354	35,569	13,212	5,600	5,770	6,000
4305 - FEES FOR SERVICE	22,229	29,507	10,664	19,570	20,160	20,800
4309 - CREDIT CARD FEES	29,205	34,166	17,946	30,000	14,600	15,160
4310 - COMMUNICATION	0	33	156	0	0	0
4311 - POSTAGE	5,816	6,225	4,100	6,000	6,180	6,370
4321 - DATA PROCESSING	35,407	59,377	47,242	51,900	47,200	49,600
4340 - PRINTING	3,428	3,160	2,011	4,770	4,910	5,060
4350 - INSURANCE CHARGE	8,300	9,000	10,125	13,500	14,900	16,100
4360 - UTILITIES	189,630	189,640	106,732	191,000	196,700	202,450
4361 - NSP STREET LIGHT	90,943	89,094	50,020	87,550	90,180	92,900
4371 - MAINT-REPAIR/OTH	74,697	49,621	207,488	177,160	182,200	188,000
4372 - MAINT-REPAIR/BLD	21,122	27,504	0	13,300	5,000	5,200
4373- BLDG MAINT ALLOC	0	0	31,444	0	33,600	35,300
4375 - CHARGE-FLEET MNT	7,071	14,735	9,552	15,680	13,100	13,760
4401 - DUES & SUBS	0	0	0	0	0	0
4403 - TRAVEL/TRAIN/CON	416	1,196	846	1,340	1,380	1,450
4438 - PRO/MISC RESALE	117,421	115,505	153,920	165,520	170,500	175,600
4449 - OTHER CONTRACT	19	0	20	0	0	0
Total Category: CONTRACTUAL SERVICES	626,979	665,294	665,825	784,590	808,130	835,550
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	0	0	0	0	230,000	0
Total Category: CAPITAL OUTLAY	0	0	0	0	230,000	0
Category: TRANSFERS						
4700 - TRANSFERS OUT	217,960	134,027	39,750	53,000	56,000	57,680

City of Cottage Grove Annual Budget
Fund 630 - Streetlight Operations
Detail of Expenditures-Program 1400

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 75 - STREETLIGHTS						
Total Category: TRANSFERS	217,960	134,027	39,750	53,000	56,000	57,680
Total Department: 75 - STREETLIGHTS	1,093,927	1,063,447	872,526	1,107,420	1,383,230	1,197,770

FLEET & FACILITIES

PUBLIC WORKS



Department: Public Works (Fund #: 710)

Program: Fleet & Facilities Maintenance (Program #: 1700, 1710 & 1720)

Program Description

The Fleet Division provides maintenance and repair to all City vehicles and equipment in an organized, timely, and cost-effective way. The division also maintains the City fueling system and prepares specifications for all Public Works vehicles and equipment for purchase and re-sale.

The Facility Maintenance Division maintains the City's buildings, so they function as designed and constructed. This includes planned, preventative, and emergency maintenance. The goals of the Facility Maintenance Division are to reduce repairs, prevent unscheduled shutdowns, extend equipment life, realize life-cycle cost savings, and provide safe, functional systems and facilities that meet the design intent.

The Facility Maintenance Division is responsible for managing contracts and working with contractors regarding janitorial services, pest control, uniform and mat service, generator maintenance, HVAC and building automation.

Budget Commentary

The average age of the City fleet stayed stable at 10.4 years in 2024 but this continues to lead to more break-downs and repairs. This requires additional outsourcing of repairs to ensure all equipment and vehicles are operational for their intended use.

An additional mechanic for the shop is included in the 2025 budget to help keep up with these repairs and breakdowns. A shop remodel to better suit the addition of a mechanic will begin in 2025. The remodel has been included in the Capital Improvemnet Plan and will be funded by the Municipal Building Fund.

**City of Cottage Grove Annual Budget
Fund 710 - Fleet Maintenance
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 710 - FLEET MAINTENANCE						
Category: REVENUE						
3549 - MISC PUBLIC WORK	142	0	0	0	0	0
3568 - FEE FOR SERVICE	1,702,302	2,243,130	1,553,916	2,110,640	2,331,660	2,440,940
3813 - SALE OF GOODS	531	0	1,023	0	0	0
3816 - REFUND & REIMBRS	1,457	1,992	21,043	0	2,000	2,000
Total Category: REVENUE	1,704,432	2,245,122	1,575,982	2,110,640	2,333,660	2,442,940
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	878,116	895,274	653,327	921,000	1,128,800	1,207,350
4200 - COMMODITIES	790,758	750,184	528,599	808,200	837,190	865,430
4300 - CONTRACTUAL SERVICES	356,007	636,380	366,877	433,100	366,330	369,590
4720 - DEPRECIATION	37,757	37,095	0	0	0	0
Total Category: EXPENDITURES	2,062,638	2,318,933	1,548,803	2,162,300	2,332,320	2,442,370
FUND BALANCE, BEGINNING OF YEAR	255,250	(102,956)		(176,767)	(228,427)	(227,087)
NET INCREASE (DECREASE)	(358,206)	(73,811)	27,179	(51,660)	1,340	570
FUND BALANCE, END OF YEAR	(102,956)	(176,767)		(228,427)	(227,087)	(226,517)

City of Cottage Grove Annual Budget
Fund 710 - Fleet Maintenance
Detail of Expenditures-Program 1700, 1710 & 1720

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 33 - FLEET MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	628,246	636,374	480,609	678,200	834,000	888,300
4110 - OVERTIME F. T.	13,465	20,081	9,660	14,000	14,000	14,900
4120 - SAL-P.T./TEMP	11,554	7,521	0	0	0	0
4140 - PENSIONS	51,538	18,945	0	0	0	0
4141 - PERA	47,030	49,732	36,756	52,200	63,400	67,800
4142 - FICA	44,975	45,571	33,602	53,000	64,800	68,900
4144 - HEALTH INSURANCE	55,308	93,350	72,000	96,000	118,800	130,550
4148 - WORKERS COMP	26,000	23,700	20,700	27,600	33,800	36,900
Total Category: PERSONAL SERVICES	878,116	895,274	653,327	921,000	1,128,800	1,207,350
Category: COMMODITIES						
4210 - OP SUPPLY-OTHER	17,084	14,233	5,723	22,300	20,760	21,430
4211 - MOTOR FUELS	378,368	383,881	265,080	402,600	426,500	443,550
4212 - LUB/ADD	8,209	15,500	8,514	21,000	17,600	18,200
4217 - CLOTHING/UNIFORM	4,349	4,074	2,995	7,300	8,680	7,750
4231 - SMALL TOOLS	23,959	18,232	5,754	15,000	13,450	14,000
4270 - OP SUP-VEH/EQ	358,774	314,264	240,533	340,000	350,200	360,500
4272 - OP SUP-BUILDINGS	15	0	0	0	0	0
Total Category: COMMODITIES	790,758	750,184	528,599	808,200	837,190	865,430
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	707	209	4,471	600	600	600
4305 - FEES FOR SERVICE	6,813	2,953	3,400	8,200	6,090	6,300
4310 - COMMUNICATION	6,078	6,185	4,369	6,300	5,050	5,200
4311 - POSTAGE	0	60	18	0	0	0
4321 - DATA PROCESSING	52,571	62,300	51,375	68,500	66,200	69,540
4350 - INSURANCE CHARGE	1,450	1,600	1,800	2,400	2,600	2,800
4370 - MAINT-REPAIR/EQ	270,394	534,707	274,975	313,000	249,270	249,540
4371 - MAINT-REPAIR/OTH	500	1,069	500	600	620	620
4372 - MAINT-REPAIR/BLD	40	33	0	200	0	0
4380 - RENTAL/LEASE	0	0	0	1,700	1,700	1,800
4401 - DUES & SUBS	1,667	3,205	10,670	4,000	4,120	4,150
4403 - TRAVEL/TRAIN/CON	5,277	11,570	8,410	16,500	17,480	15,940
4405 - CLEAN/WASTE REMV	4,302	5,865	3,545	4,300	5,800	5,900
4445 - SALES TAX	6,099	6,624	3,222	6,600	6,800	7,000
4449 - OTHER CONTRACT	109	0	122	200	0	200
Total Category: CONTRACTUAL SERVICES	356,007	636,380	366,877	433,100	366,330	369,590
Category: DEPRECIATION						
4721 - DEPRECIATION-PURCHASED	37,757	37,095	0	0	0	0
Total Category: DEPRECIATION	37,757	37,095	0	0	0	0
Total Department: 33 - FLEET MAINTENANCE	2,062,638	2,318,933	1,548,803	2,162,300	2,332,320	2,442,370

PARKS AND RECREATION DEPARTMENT



Department Overview

The Parks and Recreation Department provides leisure services and facilities to the community of Cottage Grove. Areas of focus include park/open space management, forestry, horticulture, natural resource/habitat management, recreational services, and facility management.

Mission Statement

To create and promote policies, programs, and places that enable active living to improve the health, well-being, education, and vitality of our community.

Service Areas

- Parks
- Open space
- Trails
- Horticulture
- Natural Resource/Habitat
- Ice Arena
- River Oaks Golf Course
- Eagles/Event Center
- Recreation Services

2023–2024 Department Accomplishments

- Glacial Valley Park construction, program management, facility rental administration
- Managed natural resource and habitat restoration efforts at seven park sites
- Playground replacements at four parks
- Managed a 25% increase of park facility rentals and the expansion of Event Permits
- Increased recreational program participation by 30%
- Managed a 14% increase of Ice Arena facility revenue with net operating income of \$223,500
- Achieved net operating income of over \$200,000 at River Oaks while completing irrigation replacement project
- Received legislature Special Law for a local option sales tax initiative
- Installed seven AED stations across the park system

2025 Department Goals and Strategic Initiatives

- Restore 21 acres of Cottage Grove Trailway Corridor to native prairie, wetland, and woodland
- Manage River Oaks and Ice Arena facilities and Recreation services to be adaptable and sustainable by following the guiding principles of the 2021-2025 business plans
- Identify funding strategy for buildout of Mississippi Dunes Park.
- Achieve 45% cost recovery of recreation programming/events while seeking to implement new trends in programming and capitalizing on staple programs
- Work with existing and future developments to build out park, trail, and open space areas such as Still Ponds Park, Denzer Park, Oltman Park Michael's Point, and McHattie's Landing
- Develop building concepts and plans for Kingston and Mississippi Dunes Parks
- Continue conversion of aged sports lighting to LED for increased energy and lighting efficiencies

PARKS AND RECREATION DEPARTMENT



Budget Commentary

Parks maintenance does not propose any major new spending in 2025. However, service costs are anticipated to rise past the already inflated fees from the past couple years. Fertilizers, herbicides, portable restroom service, seeds/plants, fuel, tools, maintenance equipment, recreation equipment and more are all impacts the team needs to address. Staff has been successful in finding operational efficiencies to minimize the financial impacts the past couple years but are facing growing challenges to maintaining costs versus reducing service levels.

Recreation continues to strive to maintain services that have been a staple in the community for years, as well as expand to add new services, engage new citizens, and incorporate new trends in recreation and leisure services. New in 2025 is the acquirement and growth of pickleball programming, a community garden, new youth programs/events and more.

River Oaks looks to stabilize operations across the entity after lots of improvements in 2024 including the irrigation replacement project, trail improvements and décor updating in the event center. River Oaks utilizes its' five-year business plan as a guide and continues to meet or exceed those goals.

The Ice Arena continues to grow its business and looks forward to another successful year. Addition of new party lighting, increased concession stand options, a dynamic advertising program, paid event attendance increases and expanded tournament operations all contribute to the operational profit. Equipment replacement is becoming a higher priority as the 2008 expansion project is over 15 years past. HVAC, cooling towers, dehumidifiers, pumps, space heaters, Zambonis and more are all nearing their life expectancy. However, a good preventative maintenance program has kept equipment performing in optimal condition and the naming rights agreement revenue allows for dedicated funding for these necessary capital replacements. Like River Oaks, the Ice Arena operation is guided by its' five-year business plan and is meeting those goals.

Personnel Schedule

	2024 Budget	2025 Budget	2026 Budget
Parks Maintenance			
Parks & Recreation Director	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Public Service Worker	8.00	8.00	8.00
Management Analyst	1.00	1.00	1.00
Seasonals (FTE equivalent) 9,070 hours	4.50	4.50	4.50
Recreation			
Recreation Services Manager	1.00	1.00	1.00
Recreation/Arena Supervisor	1.00	1.00	1.00
Recreation Specialist	.50	1.00	1.00

PARKS AND RECREATION DEPARTMENT



Office Assistant II (shared with ice arena)	.50	.50	.50
Seasonals (FTE equivalent)	5.50	5.50	5.50
Ice Arena			
Recreation Facilities Manager	1.00	1.00	1.00
Assistant Arena Manager	2.00	2.00	2.00
Seasonals (FTE equivalent)	3.50	3.50	3.50
Golf			
General Manager	1.00	1.00	1.00
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Executive Chef	1.00	1.00	1.00
Golf Professional	1.00	1.00	1.00
Events Manager	1.00	1.00	1.00
Grill Manager/Line Cook	1.00	1.00	1.00
Seasonals (FTE equivalent)	16.00	16.00	16.00
	55.50	56.00	56.00

Impact/Outcome Measures

Impact Measures	Actual	Actual	Actual	Estimated	Projected
Item	2021	2022	2023	2024	2025
Parks	35	36	38	39	40
Athletic Fields	87	88	94	94	97
Winter Skating Rinks	12	12	13	13	13
Courts (tennis, pickleball, basketball, sand volleyball)	35	36	39	39	39
Park Buildings	10	12	13	13	13
Park Shelters	27	28	33	33	34
Irrigation Zones	586	610	627	635	650
Trail/Sidewalk Miles	90	91	96	100	105
Landscape Beds	302	310	313	320	330
Supervised Playground Registrations	5,922	7,300	7,400	9500	9500
Program Registered Participants	1,644	2,200	2,100	2300	2500
Community Events	24	24	31	33	34
Facility Rental Permits	290	355	358	425	440
Facility Rental Revenue	16,310	60,800	78,900	97,000	118,000
Recreation Program Cost Recovery	44%	49%	52%	50%	50%
Ice Rental Hours	4,800	5,500	6,200	6,200	6,200
Indoor Turf/Dry Floor Rental Hours	109	173	235	250	250
Skating School Registrations	500	650	484	550	600
Ice Arena Net Operating Income	\$236,700	\$142,500	\$223,500	\$250,000	\$250,000

PARKS AND RECREATION DEPARTMENT



Net Golf Rounds	41,000	41,000	42,600	40,000	40,000
Golf Lesson Programs	200	200	210	210	210
Golf Leagues	12	13	13	13	13
Golf Tournaments	54	57	61	60	60
Banquet/Event Rentals	135	170	176	180	185
Special Events/Programs Offered	16	22	20	24	24
River Oaks Net Operating Income	\$78,000	\$86,300	\$245,100	\$250,000	\$250,000

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 1500

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 41 - PARK MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	771,045	872,045	669,459	946,420	1,054,200	1,121,800
4110 - OVERTIME F. T.	40,007	43,601	36,336	22,400	22,400	22,400
4115 - REGULAR-P/T REG STATUS	2,289	1,152	0	0	0	0
4120 - SAL-P.T./TEMP	153,065	149,371	137,459	164,920	173,100	183,500
4121 - O.T. - P.T./TEMP	0	51	435	0	0	0
4141 - PERA	62,453	67,326	54,312	79,100	87,500	92,900
4142 - FICA	67,138	73,363	58,267	86,540	95,500	101,700
4144 - HEALTH INSURANCE	75,250	118,300	107,100	142,800	157,000	172,600
4148 - WORKERS COMP	50,800	63,125	62,625	83,500	87,000	94,300
Total Category: PERSONAL SERVICES	1,222,046	1,388,333	1,125,993	1,525,680	1,676,700	1,789,200
Category: COMMODITIES						
4209 - OP SUPPLIES-CLEN	884	163	1,015	1,900	1,960	2,020
4210 - OP SUPPLY-OTHER	74,629	83,321	83,117	103,500	106,610	109,800
4211 - MOTOR FUELS	50,754	49,086	40,428	47,000	54,640	55,030
4212 - LUB/ADD	97	600	729	200	210	210
4216 - FERTILIZER/CHEM	45,677	38,362	44,033	48,800	52,000	53,560
4217 - CLOTHING/UNIFORM	6,980	4,292	4,124	6,500	8,500	6,900
4231 - SMALL TOOLS	2,485	826	2,060	1,100	1,130	1,170
4270 - OP SUP-VEH/EQ	729	2,525	212	8,700	8,960	9,230
4271 - OP SUP-OTHER IMP	12,848	16,574	9,875	18,700	19,260	19,840
4272 - OP SUP-BUILDINGS	7,190	5,287	8,172	5,500	5,670	5,830
4280 - CAPITAL OUTLAY <\$5,000	8,143	6,886	4,660	3,100	3,190	3,290
Total Category: COMMODITIES	210,417	207,923	198,425	245,000	262,130	266,880
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	1,361	7,491	1,801	2,500	2,570	2,650
4301 - ENGINEERING SVS	0	0	0	2,200	2,260	2,330
4305 - FEES FOR SERVICE	22,053	26,443	22,699	32,000	32,960	63,590
4310 - COMMUNICATION	10,476	11,182	8,619	8,200	8,450	8,700
4311 - POSTAGE	13	30	15	0	0	0
4321 - DATA PROCESSING	50,000	55,100	48,975	65,300	58,500	61,400
4340 - PRINTING	141	0	0	0	0	0
4350 - INSURANCE CHARGE	34,770	37,900	42,675	56,900	62,600	67,600
4360 - UTILITIES	42,594	45,364	25,387	45,900	56,000	58,200
4370 - MAINT-REPAIR/EQ	3,073	7,075	2,230	12,000	12,360	12,730
4371 - MAINT-REPAIR/OTH	9,440	17,557	905	25,700	26,470	27,270
4372 - MAINT-REPAIR/BLD	29,837	19,809	12,758	19,400	11,000	11,300
4373 - BUILDING MAINT LABOR ALLOC	0	0	6,289	0	9,700	10,200
4375 - CHARGE-FLEET MNT	124,786	185,824	173,539	167,720	186,400	195,720
4380 - RENTAL/LEASE	47,703	54,812	42,852	52,400	53,970	84,970
4401 - DUES & SUBS	1,443	376	338	700	510	5,500
4403 - TRAVEL/TRAIN/CON	11,147	10,424	6,839	21,600	20,730	21,770
4405 - CLEAN/WASTE REMV	15,911	20,211	17,374	20,600	21,220	21,850
4449 - OTHER CONTRACT	578	0	587	1,500	1,540	1,590
Total Category: CONTRACTUAL SERVICES	405,325	499,598	413,880	534,620	567,240	657,370

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 1500

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 41 - PARK MAINTENANCE						
Category: CAPITAL OUTLAY						
4540 - OTHER CAP OUTLAY	3,430	0	17,829	0	0	0
Total Category: CAPITAL OUTLAY	3,430	0	17,829	0	0	0
Total Department: 41 - PARK MAINTENANCE	1,841,219	2,095,853	1,756,127	2,305,300	2,506,070	2,713,450

City of Cottage Grove Annual Budget
Fund 100 - General Fund
Detail of Expenditures-Program 2300

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 51 - RECREATIONAL PROGRAMS						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	181,765	189,937	145,848	199,000	255,800	269,000
4115 - REGULAR-P/T REG STATUS	10,302	11,501	17,516	54,200	53,900	58,000
4116 - O/T -P/T REG. STATUS	121	149	887	0	0	0
4120 - SAL-P.T./TEMP	144,796	152,308	198,994	194,670	209,100	221,600
4121 - O.T. - P.T./TEMP	7,407	7,567	12,790	0	0	0
4141 - PERA	14,092	15,700	14,344	16,100	23,300	24,600
4142 - FICA	25,357	26,601	28,033	28,700	39,800	42,200
4144 - HEALTH INSURANCE	24,150	25,900	21,600	28,800	44,900	48,100
4147 - UNEMPLOYMENT	0	617	0	0	0	0
4148 - WORKERS COMP	20,000	18,600	19,650	26,200	30,500	33,000
Total Category: PERSONAL SERVICES	427,990	448,881	459,663	547,670	657,300	696,500
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	194	656	234	900	930	960
4210 - OP SUPPLY-OTHER	6,444	7,086	6,189	5,900	6,100	6,300
4211 - MOTOR FUELS	1,786	1,118	783	1,760	2,000	0
4217 - CLOTHING/UNIFORM	1,148	926	893	1,200	1,300	1,500
4280 - CAPITAL OUTLAY <\$5,000	2,318	1,977	3,335	2,000	2,060	2,100
Total Category: COMMODITIES	11,890	11,762	11,433	11,760	12,390	10,860
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	1,139	1,463	1,300	3,000	3,100	3,200
4305 - FEES FOR SERVICE	16	466	664	0	0	0
4309 - CREDIT CARD FEES	12,212	14,773	22,803	12,000	4,400	5,000
4310 - COMMUNICATION	2,328	1,633	1,080	2,300	2,400	2,500
4311 - POSTAGE	60	12	0	0	0	0
4321 - DATA PROCESSING	19,695	29,100	26,175	34,900	42,500	44,600
4340 - PRINTING	0	0	0	0	2,060	0
4341 - ADVER/PUBLISH	0	77	445	500	500	530
4350 - INSURANCE CHARGE	1,040	1,100	1,275	1,700	1,900	2,100
4375 - CHARGE-FLEET MNT	3,712	1,734	2,668	3,360	3,600	3,780
4380 - RENTAL/LEASE	1,130	1,211	835	2,700	2,800	2,900
4401 - DUES & SUBS	1,019	1,320	620	1,400	1,400	1,500
4403 - TRAVEL/TRAIN/CON	5,143	2,328	1,464	3,000	4,900	5,000
4434 - SPECIAL EVENTS	14,664	17,992	27,402	26,000	26,800	2,800
4435 - LEAGUE PROGRAMS	3,976	2,954	702	3,700	3,800	4,000
4436 - CONCESSION RESAL	1,891	1,109	0	0	0	0
4449 - OTHER CONTRACT	39	0	41	5,000	5,000	5,000
Total Category: CONTRACTUAL SERVICES	68,063	77,272	87,473	99,560	105,160	82,910
Total Dept: 51 - RECREATIONAL PROGRAMS	507,944	537,915	558,569	658,990	774,850	790,270

ICE ARENA

PARKS AND RECREATION



Department: Parks and Recreation (Fund #: 250)

Program: Ice Arena (Program #: 3700)

Program Description

Cottage Grove Ice Arena is a clean, safe, well-maintained recreation facility that serves the hockey, figure skating, recreational skating, and indoor turf needs of the community and surrounding areas. Revenue-generating services for the business include ice/turf rental, skating school programming, public sessions, tournaments/events, concession stand, vending, skate sharpening, and advertising. Key independent partners to the operation include the Cottage Grove Hockey Association, Park/East Ridge High School Hockey, and the Cottage Grove Figure Skating Booster Club.

The Ice Arena operates under the direction of a 5-year business plan. That plan is Council approved and available to the public to provide guidance on all aspects of the operation.

Budget Commentary

The Ice Arena continues to grow its business and offerings and looks forward to another successful year ahead. The Ice Arena's 2025 budgeted projected income, covers all operational expenses and bond obligation payments. The following capital expenditures are scheduled for 2025:

- \$40,000 for space needs and interior remodeling of office, concession and public areas.
- \$33,000 included for the Cottage Grove Logistics Dehumidifiers desiccant wheel.
- \$50,000 included for the West Rink bleacher heat.
- \$100,000 for water treatment system to improve ice quality.

As the Arena ages, equipment will need to be repaired and replaced. If revenues are insufficient to cover the capital outlay requests, the capital will be moved into a future year.

City of Cottage Grove Annual Budget
Fund 250 - Ice Arena
Summary of Revenues & Expenditures

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 250 - ICE ARENA						
Category: REVENUE						
3359 - OTHER GOV AID	57,000	57,500	57,500	57,000	57,000	57,000
3561 - ADMISSIONS	93,612	118,479	72,401	90,000	105,000	106,000
3563 - PUNCH CARDS	13,372	16,802	12,711	15,000	16,000	16,000
3564 - H.S. GAME ADMISSIONS	0	0	0	0	0	0
3567 - LESSONS	75,620	134,296	112,696	140,000	140,000	140,000
3567 - SKATING LESSONS	49,574	0	0		0	0
3569 - 3v3 HOCKEY LEAGUE	150	0	0	0	0	0
3569 - LEAGUE FEE	50	75,630	43,051	75,000	87,000	89,500
3570 - SKATE SHARPENING	16,203	18,053	10,472	15,000	18,000	18,500
3571 - CONCESSION SALES	140,144	168,440	91,518	140,000	170,000	175,000
3572 - VENDING SALE	22,050	23,147	14,452	25,000	25,000	25,000
3573 - PRO SHOP SALE	5,533	5,050	3,325	5,000	5,000	5,000
3574 - ADVERTISING SALES	43,080	40,281	21,086	40,000	42,000	42,000
3575 - SPECIAL EVENTS	0	1,074	0	0	0	0
3576 - TURF RENTALS	12,696	18,975	10,958	20,000	20,000	20,000
3812 - DONATE & CONTRI	1,281	0	8,750	0	0	0
3813 - SALE OF GOODS	0	500	0	0	0	0
3814 - NORTH RINK ICE RENTAL	353,309	0	0	0	0	0
3814 - RENTAL INCOME	1,579	919,357	570,018	950,000	1,025,000	1,060,000
3814 - SOUTH RINK ICE RENTAL	192,956	0	0	0	0	0
3814 - WEST RINK ICE RENTAL	304,010	0	0	0	0	0
3816 - REFUND & REIMBRS	20,981	20,000	8,500	0	0	0
3829 - MISC - OTHER	1,189	499	414	0	0	0
3830 - CASH OVER	(123)	(140)	97	0	0	0
3965 - LEASE ISSUANCE PROCEEDS	0	39,278				
Total Category: REVENUE	1,404,264	1,657,220	1,037,949	1,572,000	1,710,000	1,754,000
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	494,053	547,986	439,606	570,960	646,800	687,800
4200 - COMMODITIES	73,236	54,025	48,417	53,530	57,600	54,700
4300 - CONTRACTUAL SERVICES	649,634	721,684	451,344	645,430	723,850	743,860
4500 - CAPITAL OUTLAY	0	74,386	34,554	0	82,000	13,000
4999 - TRANSFERS	200,000	200,000	150,000	200,000	180,000	180,000
Total Category: EXPENDITURES	1,416,924	1,598,080	1,123,921	1,469,920	1,690,250	1,679,360
FUND BALANCE, BEGINNING YEAR	(577,292)	(589,952)		(530,812)	(428,732)	(408,982)
NET INCREASE (DECREASE)	(12,660)	59,140	(85,972)	102,080	19,750	74,640
FUND BALANCE, END OF YEAR	(589,952)	(530,812)		(428,732)	(408,982)	(334,342)

City of Cottage Grove Annual Budget
Fund 250 - Ice Arena
Detail of Expenditures-Program 3700

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 77 - ICE ARENA						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	226,941	241,588	228,071	304,900	347,900	370,600
4110 - OVERTIME F. T.	704	0	277	0	0	0
4115 - REGULAR-P/T REG STATUS	10,302	11,501	0	14,200	17,000	18,000
4120 - SAL-P.T./TEMP	157,076	186,836	115,696	130,800	141,400	148,000
4121 - O.T. - P.T./TEMP	7,603	6,235	4,981	2,060	0	0
4141 - PERA	21,695	25,017	22,105	27,100	37,800	40,300
4142 - FICA	29,107	32,368	25,158	34,300	38,800	41,100
4144 - HEALTH INSURANCE	28,225	31,300	30,600	40,800	44,900	49,300
4147 - UNEMPLOYMENT	0	339	118	0	0	0
4148 - WORKERS COMP	12,400	12,800	12,600	16,800	19,000	20,500
Total Category: PERSONAL SERVICES	494,053	547,986	439,606	570,960	646,800	687,800
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	408	1,509	544	640	1,000	1,000
4209 - OP SUPPLIES-CLEN	4,821	7,524	4,958	5,000	6,000	6,500
4210 - OP SUPPLY-OTHER	9,835	14,871	8,899	12,000	12,000	12,500
4211 - MOTOR FUELS	8,343	7,041	4,905	8,500	8,500	8,500
4212 - LUB/ADD	194	250	1,347	530	700	700
4217 - CLOTHING/UNIFORM	1,579	1,453	341	1,490	1,700	1,800
4231 - SMALL TOOLS	0	70	510	320	500	500
4270 - OP SUP-VEH/EQ	18,804	10,992	6,410	7,850	10,000	11,000
4272 - OP SUP-BUILDINGS	13,275	10,315	12,600	12,200	12,200	12,200
4280 - CAPITAL OUTLAY <\$5,000	15,978	0	7,903	5,000	5,000	0
Total Category: COMMODITIES	73,236	54,025	48,417	53,530	57,600	54,700
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	15,637	13,740	10,404	7,530	10,000	11,000
4301 - ENGINEERING SVS	330	0	0	0	0	0
4302 - LEGAL SERVICE	7,618	756	608	0	0	0
4303 - INSTRUCTORS	44,796	52,856	53,873	48,590	50,000	50,000
4305 - FEES FOR SERVICE	8,980	9,748	18,653	15,000	15,000	15,000
4309 - CREDIT CARD FEES	18,637	32,223	31,502	18,000	18,000	18,000
4310 - COMMUNICATION	3,462	2,484	1,329	3,925	3,925	3,930
4311 - POSTAGE	0	377	0	318	100	100
4312 - 3v3 HOCKEY LEAGUE	43	13,405	9,700	22,000	22,000	22,000
4321 - DATA PROCESSING	41,560	47,800	40,275	53,700	72,500	76,100
4340 - PRINTING	28	0	0	200	200	200
4341 - ADVER/PUBLISH	11,864	3,532	1,000	3,395	3,395	3,400
4350 - INSURANCE CHARGE	11,420	12,400	13,950	18,600	20,500	22,100
4360 - UTILITIES	277,598	280,612	137,169	275,000	275,000	275,000
4370 - MAINT-REPAIR/EQ	53,155	66,116	44,085	35,750	55,000	60,000
4372 - MAINT-REPAIR/BLD	54,531	79,528	19,385	39,850	55,000	60,000
4373 - BUILDING MAINT LABOR ALLOCAT			11,025		9,000	9,500
4374 - SEALCOATING	0	0	0	0	0	0
4375 - CHARGE-FLEET MNT	9,783	161	0	6,020	6,000	6,300
4380 - RENTAL/LEASE	2,611	2,701	2,376	4,245	6,000	6,500
4401 - DUES & SUBS	4,470	5,044	4,051	6,180	6,180	6,180

**City of Cottage Grove Annual Budget
Fund 250 - Ice Arena
Detail of Expenditures-Program 3700**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 77 - ICE ARENA						
4403 - TRAVEL/TRAIN/CON	1,698	1,781	2,651	3,900	6,000	6,000
4405 - CLEAN/WASTE REMV	791	608	349	850	850	850
4434 - SPECIAL EVENTS	1,072	5,300	1,224	1,200	1,200	1,200
4435 - LEAGUE PROGRAMS	0	0	0	0	5,000	5,000
4436 - PROSHOP RESALE	5,013	4,705	2,968	5,000	5,000	5,500
4438 - CONCESSIONS RESALE	74,437	85,808	44,767	75,965	78,000	80,000
4449 - OTHER CONTRACT	100	0	0	212	0	0
Total Category: CONTRACTUAL SERVICES	649,634	721,684	451,344	645,430	723,850	743,860
Category: CAPITAL OUTLAY						
4540 - OTHER CAP OUTLAY	0	74,386	34,554	0	82,000	13,000
Total Category: CAPITAL OUTLAY	0	74,386	34,554	0	82,000	13,000
Category: TRANSFERS						
4700 - TRANSFERS OUT	200,000	200,000	150,000	200,000	180,000	180,000
Total Category: TRANSFERS	200,000	200,000	150,000	200,000	180,000	180,000
Total Department: 77 - ICE ARENA	1,416,924	1,598,080	1,123,921	1,469,920	1,690,250	1,679,360

GOLF COURSE PARKS AND RECREATION



Department: Parks and Recreation (Fund #: 255)

Program: Golf Course (Program #: 2100, 2105 & 2140)

Program Description

River Oaks is a municipal golf course that appeals to golfers of all skill levels, with outstanding turf conditions, great customer service, and food and beverage options. It is an 18-hole course with Toptracer practice range and golf shop. Leagues, lessons, and events are programmed regularly to market to all demographics. Cross Country ski and snowshoe trails are groomed for free use to the public in winter months.

The River Oaks Event Center is a multi-purpose banquet facility that is designed to host programs and events of all sizes. The Eagles Bar and Grill is full-service and caters to both golfers and casual diners. With the upgrade of the event center, grill, and outdoor wedding area and the addition of four bocce ball courts and an outdoor bar, River Oaks is growing toward becoming an outdoor recreation destination for the citizens of Cottage Grove and surrounding communities.

River Oaks operates under the direction of a 5-year business plan. That plan is Council approved and available to the public to provide guidance on all aspects of the operation.

Budget Commentary

Operational expenses and bond obligation at River Oaks are all budgeted to be covered by revenue. The following capital expenditures are scheduled for 2025:

- \$15,000 is included for a range machine to offer golfers an easy option to purchase range balls.
- \$150,000 is included for greens mowers that have no hydraulic fluid that will protect our greens from damage.
- \$20,000 is included for repair of cart paths
- \$70,000 is included for patio furniture
- \$30,000 is included for a tilt skillet to improve catering options
- \$151,000 is included to payback our irrigation system

As in the past, if revenues are insufficient to cover the capital outlay requests, the capital will be moved into a future year. 2025 will be the final year of the 7-year golf cart program. The 2026 budget will reflect the first of the 5-year lease payment schedule for a new golf cart fleet.

**City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Fund: 255 - RIVER OAKS GOLF COURSE						
Category: REVENUE						
3324 - STATE GRANTS	0	4,519	0	0	0	0
3400 - GREEN FEES	797,696	848,987	873,531	917,351	916,906	953,580
3402 - PCC MEMBERSHIPS	76,797	93,706	56,739	88,316	101,203	105,251
3418 - HANDICAPS	10,670	9,960	9,297	12,270	10,757	11,187
3420 - RENTAL CLUBS	4,932	5,677	5,893	5,672	6,131	6,376
3421 - GOLF CARTS	348,906	430,897	409,863	401,242	465,368	483,982
3428 - LESSONS	16,399	16,735	15,038	18,860	18,074	18,796
3429 - RANGE	145,523	166,552	175,111	167,352	179,876	187,071
3431 - GOLF CLUB MEMBERSHIP	126,136	127,974	129,993	145,056	138,212	143,740
3434 - CIGARS	1,089	1,965	642	1,252	2,122	2,206
3435 - NON-ALCOHOLIC BEVERAGE	48,659	49,483	44,145	55,957	53,411	55,547
3436 - ALCOHOLIC BEVERAGE	326,653	355,142	335,267	375,651	383,553	398,895
3441 - FOOD	189,500	211,870	157,995	217,924	228,820	237,972
3442 - POLICE SECURITY	0	0	0	1,000	0	0
3443 - CLUBHOUSE RENTALS	52,302	52,792	56,175	60,147	57,015	59,295
3444 - MANDATORY GRATUITY	106,710	142,973	111,002	122,717	154,410	160,586
3445 - BANQUET FOOD	239,769	341,086	246,853	275,735	368,372	383,106
3446 - BANQUET NA BEVERAGES	15,919	9,437	7,191	18,306	10,192	10,599
3447 - BANQUET ALCOHOLIC BEVERAGES	9,924	39,360	24,861	11,412	42,509	44,209
3451 - GOLF ACCESSORIES	30,809	40,153	41,227	35,430	43,364	45,100
3453 - CLOTHING - TAX	16,569	16,246	10,559	19,054	17,546	18,247
3454 - CLOTHING-NONTAX	36,336	39,720	32,085	41,786	42,897	44,612
3455 - GIFT CERTIFICATE	(1,470)	2,376	0	1,690	2,566	2,668
3465 - GOLF CLUB REPAIR	0	566	1,304	5,000	611	635
3575 - SPECIAL EVENTS	0	2,019	3,141	0	0	0
3810 - INVEST INTEREST	(4,277)	14,112	6,737	0	0	0
3813 - SALE OF GOODS	956	791	5,629	0	0	0
3816 - REFUND & REIMBRS	1,399	1,537	1,251	0	0	0
3829 - MISC - OTHER	5,336	1,503	224	0	0	0
3830 - CASH OVER	(336)	(29)	512	0	0	0
3999 - TRANSFER IN	0	650,000	0	0	0	0
Total Category: REVENUE	2,602,908	3,678,108	2,762,265	2,999,180	3,243,915	3,373,660
Category: EXPENDITURES						
4100 - PERSONAL SERVICES	1,321,081	1,497,894	1,329,335	1,362,900	1,654,200	1,806,400
4200 - COMMODITIES	269,125	261,754	221,322	212,361	213,110	219,040
4300 - CONTRACTUAL SERVICES	827,055	1,005,999	815,443	914,830	967,350	859,250
4500 - CAPITAL OUTLAY	377,568	2,264,998	240,847	220,609	255,000	155,000
4600 - OTHER FINANCING USES	0	5,480	0	183,000	150,280	147,920
Total Category: EXPENDITURES	2,794,829	5,036,126	2,606,947	2,893,700	3,239,940	3,187,610
FUND BALANCE, BEGINNING YEAR	136,137	(55,784)		(1,413,802)	(1,308,322)	(1,304,347)
NET INCREASE (DECREASE)	(191,921)	(1,358,018)	155,318	105,480	3,975	186,050
FUND BALANCE, END OF YEAR	(55,784)	(1,413,802)		(1,308,322)	(1,304,347)	(1,118,297)

**City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures-Program 2100**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 53 - ADMINISTRATION						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	90,584	140,500	118,906	178,400	197,900	210,300
4120 - SAL-P.T./TEMP	247,002	201,088	183,035	138,300	198,000	209,900
4121 - O.T. - P.T./TEMP	9,213	3,552	4,282	2,000	2,000	2,100
4141 - PERA	6,709	10,556	19,016	18,000	30,000	31,600
4142 - FICA	26,061	26,016	23,115	24,500	30,500	32,400
4144 - HEALTH INSURANCE	7,550	10,800	18,000	24,000	26,400	29,000
4147 - UNEMPLOYMENT	16,027	13,504	395	0	0	0
4148 - WORKERS COMP	2,300	3,800	5,025	6,700	8,200	8,900
Total Category: PERSONAL SERVICES	405,446	409,816	371,774	391,900	493,000	524,200
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	35	368	0	1,060	1,090	1,125
4210 - OP SUPPLY-OTHER	20,129	16,063	22,149	9,805	10,100	10,400
4217 - CLOTHING/UNIFORM	5,749	5,524	8,780	1,800	5,000	5,000
4280 - CAPITAL OUTLAY <\$5,000	2,049	3,460	11,825	5,305	2,000	2,000
Total Category: COMMODITIES	27,962	25,417	42,754	17,970	18,190	18,525
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	11,310	2,437	1,694	1,800	1,850	1,910
4302 - LEGAL SERVICE	896	1,656	0	0	0	0
4305 - FEES FOR SERVICE	78,102	75,241	78,409	55,620	75,000	75,000
4309 - CREDIT CARD FEES	49,423	58,139	53,628	60,000	65,000	67,000
4310 - COMMUNICATION	11,895	11,382	8,360	12,290	12,650	13,040
4311 - POSTAGE	94	65	17	110	110	120
4321 - DATA PROCESSING	33,700	88,700	72,300	96,400	99,000	104,000
4340 - PRINTING	0	3,202	3,627	2,860	2,940	3,340
4341 - ADVER/PUBLISH	9,456	6,361	4,988	13,790	9,000	9,000
4350 - INSURANCE CHARGE	5,200	5,700	6,450	8,600	9,500	10,300
4360 - UTILITIES	11,588	10,338	6,089	9,550	9,830	10,130
4370 - MAINT-REPAIR/EQ	1,491	3,922	849	1,600	1,640	1,700
4371 - MAINT-REPAIR/OTH	415	0	0	0	0	0
4372 - MAINT-REPAIR/BLD	6,448	6,599	4,086	6,500	6,700	6,900
4373 - BUILDING MAINT LABOR ALLOC	0	0	2,625	0	3,100	3,300
4380 - RENTAL/LEASE	44,411	47,402	3,080	14,000	14,420	60,000
4401 - DUES & SUBS	2,150	835	1,580	2,120	2,180	2,250
4403 - TRAVEL/TRAIN/CON	96	1,462	3,111	3,000	3,750	3,750
4405 - CLEAN/WASTE REMV	1,190	1,582	1,093	1,700	1,750	1,800
4407 - PROPERTY TAXES	1,091	1,091	1,091	1,060	1,090	1,135
4436 - CONCESSION RESAL	0	0	0	0	0	0
4438 - PRO/MISC RESALE	65,462	90,127	86,218	61,800	75,000	75,000
4449 - OTHER CONTRACT	0	0	10	0	0	0
Total Category: CONTRACTUAL SERVICES	334,417	416,239	339,305	352,800	394,510	449,675
Category: CAPITAL OUTLAY						
4510 - BUILD & STRUC	0	0	672	0	0	0
4530 - MACH & EQUIPMENT	0	0	1,594	0	0	0
4540 - OTHER CAP OUTLAY	0	0	0	10,609	15,000	10,000

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures-Program 2100

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 53 - ADMINISTRATION						
Total Category: CAPITAL OUTLAY	0	0	2,266	10,609	15,000	10,000
Category: OTHER FINANCING USES						
4600 - PRINCIPAL	0	0	0	183,000	118,000	118,000
4609 - INTERFUND INTEREST	0	5,480	0	0	32,280	29,920
Total Category: OTHER FINANCING USES	0	5,480	0	183,000	150,280	147,920
Total Department: 53 - ADMINISTRATION	767,825	856,952	756,099	956,279	1,070,980	1,150,320

**City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures-Program 2105**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 55 - MAINTENANCE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	168,200	181,256	141,102	192,000	213,600	229,200
4120 - SAL-P.T./TEMP	170,693	203,196	199,530	168,000	198,000	209,900
4121 - O.T. - P.T./TEMP	2,263	3,157	6,534	3,100	2,400	2,500
4141 - PERA	16,393	16,809	15,281	19,100	31,100	33,100
4142 - FICA	24,675	28,214	25,445	27,800	31,700	33,800
4144 - HEALTH INSURANCE	22,600	21,600	18,000	24,000	26,400	29,000
4147 - UNEMPLOYMENT	0	617	445	0	0	0
4148 - WORKERS COMP	4,000	4,800	4,200	5,600	6,500	7,100
Total Category: PERSONAL SERVICES	408,823	459,649	410,537	439,600	509,700	544,600
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	638	429	163	530	550	560
4210 - OP SUPPLY-OTHER	31,213	28,739	41,733	29,815	30,710	31,630
4211 - MOTOR FUELS	43,340	36,018	27,517	29,561	30,450	31,360
4212 - LUB/ADD	2,732	3,654	5,025	3,290	3,390	3,500
4216 - FERTILIZER/CHEM	34,261	46,913	41,706	42,435	43,700	44,920
4217 - CLOTHING/UNIFORM	1,852	1,472	1,515	1,700	1,750	1,800
4231 - SMALL TOOLS	1,822	1,767	0	2,020	2,080	2,140
4270 - OP SUP-VEH/EQ	42,636	36,206	30,585	30,900	31,830	32,780
4271 - OP SUP-OTHER IMP	8,877	14,431	(7,455)	8,700	8,960	9,230
4272 - OP SUP-BUILDINGS	590	871	683	2,020	2,080	2,140
4280 - CAPITAL OUTLAY <\$5,000	0	9,660	0	5,305	5,460	5,630
Total Category: COMMODITIES	167,960	180,159	141,472	156,276	160,960	165,690
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	990	1,100	984	530	550	560
4301 - ENGINEERING SVS	3,251	0	0	0	0	0
4305 - FEES FOR SERVICE	6,980	46,733	18,510	20,000	20,000	20,000
4310 - COMMUNICATION	4,080	3,960	1,981	4,450	4,580	4,720
4350 - INSURANCE CHARGE	1,040	1,726	1,275	1,700	1,900	2,100
4360 - UTILITIES	23,214	22,651	12,491	22,915	23,600	24,310
4370 - MAINT-REPAIR/EQ	1,220	4,222	18,345	6,690	6,890	7,100
4371 - MAINT-REPAIR/OTH	5,073	2,598	400	5,305	5,460	5,630
4372 - MAINT-REPAIR/BLD	6,059	7,398	2,725	5,356	5,520	5,680
4373 - BUILDING MAINT LABOR ALLOC	0	0	2,625	0	3,100	3,300
4375 - CHARGE-FLEET MNT	0	1,997	0	1,820	1,200	1,260
4380 - RENTAL/LEASE	3,753	5,214	11,793	28,120	16,000	16,000
4401 - DUES & SUBS	1,200	1,466	1,061	955	980	1,010
4403 - TRAVEL/TRAIN/CON	1,258	3,339	1,452	3,450	9,050	9,050
4405 - CLEAN/WASTE REMV	5,661	6,215	3,850	7,108	7,320	7,540
4449 - OTHER CONTRACT	6,412	7,694	2,198	6,000	6,180	6,365
Total Category: CONTRACTUAL SERVICES	70,193	116,314	79,690	114,399	112,330	114,625
Category: CAPITAL OUTLAY						
4510 - BUILD & STRUC	0	0	15,044	0	0	0
4530 - MACH & EQUIPMENT	90,158	0	133,220	120,000	170,000	135,000
4550 - PROJECT-CONTRACT	0	2,139,272	13,065	0	0	0

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures-Program 2105

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 55 - MAINTENANCE						
4557 - PROJECT-PROF SVS	274,410	113,023	0	0	0	0
Total Category: CAPITAL OUTLAY	364,568	2,252,295	161,329	120,000	170,000	135,000
Total Department: 55 - MAINTENANCE	1,011,544	3,008,417	793,028	830,275	952,990	959,915

**City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures-Program 2140**

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 56 - CLUBHOUSE						
Category: PERSONAL SERVICES						
4100 - SALARY-FULL TIME	145,609	223,882	185,888	221,200	217,700	275,700
4120 - SAL-P.T./TEMP	269,243	307,703	254,846	207,500	297,000	314,800
4121 - O.T. - P.T./TEMP	7,801	2,634	3,727	3,700	3,700	3,900
4141 - PERA	16,030	26,176	37,415	22,900	41,900	44,600
4142 - FICA	31,401	39,773	32,973	33,200	42,700	45,500
4144 - HEALTH INSURANCE	15,100	21,600	27,000	36,000	39,600	43,500
4147 - UNEMPLOYMENT	16,497	962	0	0	0	0
4148 - WORKERS COMP	5,130	5,700	5,175	6,900	8,900	9,600
Total Category: PERSONAL SERVICES	506,812	628,429	547,024	531,400	651,500	737,600
Category: COMMODITIES						
4200 - OFFICE SUPPLIES	0	117	93	530	550	560
4210 - OP SUPPLY-OTHER	37,787	50,241	31,574	24,295	25,020	25,775
4217 - CLOTHING/UNIFORM	1,451	0	2,074	3,290	3,390	3,490
4280 - CAPITAL OUTLAY <\$5,000	33,965	5,820	3,355	10,000	5,000	5,000
Total Category: COMMODITIES	73,203	56,178	37,096	38,115	33,960	34,825
Category: CONTRACTUAL SERVICES						
4300 - PROF SERVICES	2,010	2,361	1,250	1,910	1,970	2,030
4305 - FEES FOR SERVICE	42,901	28,335	24,907	27,050	27,860	28,700
4310 - COMMUNICATION	1,035	2,003	1,575	1,720	1,770	1,825
4311 - POSTAGE	0	0	0	110	110	120
4340 - PRINTING	0	0	625	1,600	1,650	1,700
4341 - ADVER/PUBLISH	7,145	6,568	7,600	10,000	6,000	6,000
4350 - INSURANCE CHARGE	4,360	4,800	5,400	7,200	7,900	8,500
4352 - GENERAL LIABILIT	2,824	3,172	0	4,030	4,150	4,375
4360 - UTILITIES	42,607	38,140	24,761	36,070	37,150	38,260
4370 - MAINT-REPAIR/EQ	1,923	14,084	7,511	11,035	11,370	11,710
4371 - MAINT-REPAIR/OTH	2,515	0	208	0	0	0
4372 - MAINT-REPAIR/BLD	19,444	30,792	21,349	22,660	23,340	24,040
4373 - BUILDING MAINT LABOR ALLOC	0	0	3,075	0	3,500	3,700
4380 - RENTAL/LEASE	7,053	6,815	14,154	5,970	6,150	6,330
4401 - DUES & SUBS	1,955	2,310	2,247	2,760	2,840	2,930
4403 - TRAVEL/TRAIN/CON	0	94	2,188	7,500	7,500	7,950
4405 - CLEAN/WASTE REMV	2,105	2,410	2,914	2,758	2,840	2,930
4434 - SPECIAL EVENTS	7,802	16,878	7,800	10,000	10,300	10,610
4436 - CONCESSION RESAL	167,583	194,811	149,418	180,000	185,400	10,960
4438 - PRO/MISC RESALE	23,701	31,454	29,989	25,750	26,520	27,320
4439 - LIQUOR - RESALE	79,030	88,401	86,789	82,400	84,870	87,420
4449 - OTHER CONTRACT	6,450	20	2,688	7,108	7,320	7,540
Total Category: CONTRACTUAL SERVICES	422,445	473,446	396,448	447,631	460,510	294,950
Category: CAPITAL OUTLAY						
4510 - BUILD & STRUC	0	0	35,278	0	0	0
4530 - MACH & EQUIPMENT	13,000	12,703	41,975	90,000	70,000	10,000
Total Category: CAPITAL OUTLAY	13,000	12,703	77,252	90,000	70,000	10,000

City of Cottage Grove Annual Budget
Fund 255 - River Oaks Golf Course
Detail of Expenditures-Program 2140

	2022 Actual	2023 Actual	2024 YTD as of 9/30	2024 Budget	2025 Budget	2026 Budget
Department: 56 - CLUBHOUSE						
Total Department: 56 - CLUBHOUSE	1,015,460	1,170,757	1,057,820	1,107,146	1,215,970	1,077,375

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EQUIPMENT REPLACEMENT



Department Overview

Equipment Replacement funds the purchase of City equipment and vehicles which cost more than \$5,000 and have an estimated life greater than 5 years. Financing is provided through General Fund revenue and the Property Tax Levy.

Mission Statement

To provide for a systematic method of replacing equipment and vehicles by setting aside reserve funds in anticipation of future expenses.

2023-2024 Department Accomplishments

- Prepared ten-year equipment replacement schedule to be included in the ten-year Financial Management Plan
- Evaluated the effectiveness of leasing certain city vehicles

2025 Department Goals

- Continue to review the effectiveness of leasing certain City vehicles.

2025 Capital Outlay

Description	Unit to Replace	Budgeted Price
Squad Cars	Various	360,000
Engine	26-3135-96	650,000
1 ton truck	41-4204-08	115,000
Mower 16-foot	New-parks	159,000
Gator	New-parks	32,500
Plow for pickup 1409	New-parks	13,000
Dump Truck Single Axle	31-4002-10	325,000
Dump Truck Single Axle	31-4008-09	325,000
Brush Chipper	31-6001-09	100,000
Asphalt patcher	31-6008-05	305,000
Stand up mower	31-8501-15	10,000
Plow for pickup 1003	New-streets	13,000
Vehicle for inspections	13-5011-11	45,000
Vehicle for building maintenance	New-fleet	100,000
Vehicle for recreation	51-5003-13	50,000
		\$2,674,500

**City of Cottage Grove Annual Budget
Fund 210 - Equipment Replacement
Summary of Revenues & Expenditures**

	2022 Actual	2023 Actual	2024 Estimated	2024 Budget	2025 Budget	2026 Budget
Fund: 210 - EQUIPMENT REPLACEMENT						
Category: REVENUE						
3011 - CURRENT PROP TAX	0	0	319,100	319,100	321,000	584,000
3808 - BOND INVESTMENT INTEREST			6,759		0	
3809 - INTERFUND INTRST	0	0	0	0	0	0
3810 - INVEST INTEREST	(60,787)	81,801	36,626	7,990	5,000	400
3813 - SALE OF GOODS	9,687	9,025	17,812	0	20,000	20,000
3899 - TRANSFER IN	400,000	418,837	0	0	0	0
3960 - BOND ISSUANCE	0	0	434,841	240,000	1,920,000	1,080,000
3963 - OTHER FIN SOURCE-BOND PREMIUM	0	0	67,942	0	0	0
Total Category: REVENUE	348,899	509,663	883,080	567,090	2,266,000	1,684,400
Category: EXPENDITURES						
4200 - COMMODITIES	1,548	9,307	0	0	0	0
4300 - CONTRACTUAL SERVICES	0	0	0	0	0	0
4500 - CAPITAL OUTLAY	55,026	513,662	1,969,610	983,890	2,674,500	2,975,200
4600 - OTHER FINANCING USES	0	0	19,583	16,800	38,400	21,600
Total Category: EXPENDITURES	56,574	522,969	1,989,193	1,000,690	2,712,900	2,996,800
FUND BALANCE, BEGINNING YEAR	1,317,210	1,609,535	1,596,229	1,596,229	490,116	43,216
NET INCREASE (DECREASE)	292,325	(13,306)	(1,106,113)	(433,600)	(446,900)	(1,312,400)
FUND BALANCE, END OF YEAR	1,609,535	1,596,229	490,116	1,162,629	43,216	(1,269,184)

**City of Cottage Grove Annual Budget
Fund 210 - Equipment Replacement
Detail of Expenditures-Program 9210**

	2022 Actual	2023 Actual	2024 Estimated	2024 Budget	2025 Budget	2026 Budget
Department: 00 - EQUIPMENT REPLACEMENT						
Category: COMMODITIES						
4280 - CAPITAL OUTLAY <\$5,000	1,548	9,307	0	0	0	0
Total Category: COMMODITIES	1,548	9,307	0	0	0	0
Category: CONTRACTUAL SERVICES						
Total Category: CONTRACTUAL SERVICES	0	0	0	0	0	0
Category: CAPITAL OUTLAY						
4530 - MACH & EQUIPMENT	55,026	513,662	1,969,610	983,890	2,674,500	2,975,200
Total Category: CAPITAL OUTLAY	55,026	513,662	1,969,610	983,890	2,674,500	2,975,200
Category: OTHER FINANCING USES						
4621 - BOND ISSUANCE COSTS			2,783			
4630 - OTHER PAYMENTS	0	0	16,800	16,800	38,400	21,600
Total Category: OTHER FINANCING USES	0	0	19,583	16,800	38,400	21,600
Total Department: 00 - EQUIPMENT REPLACEME	56,574	522,969	1,989,193	1,000,690	2,712,900	2,996,800



City Council Action Request

11.A.

Meeting Date 12/4/2024

Department Community Development

Agenda Category Action Item

Title Park High School – Site Plan Review

Staff Recommendation 1) Adopt Resolution 2024-177 approving the site plan review for two additions to Park High School located at 8040 80th Street South totaling approximately 35,000 square feet and additional site improvements to property located at 8040 80th Street South and 7830 80th Street South. 2) Approve drainage and utility easements, right-of-way easement, encroachment agreement, and a stormwater maintenance agreement on property located at 8040 and 7830 80th Street South.

Budget Implication N/A

Attachments

1.	Park High School CC Memo
2.	Park High School Civil Plans
3.	Park High School Plan Engineering Review Memo dated 2024-11-18
4.	Park High School Traffic Summary Memo
5.	Park High School Narrative
6.	Park High School Resolution
7.	Driveway Encroachment Agreement 11-26-2024
8.	First Amendment to Easement 11-26-2024
9.	Permanent Drainage and Utility Easement (80th) 11-26-2024
10.	Permanent Drainage and Utility Easement (Hinton) 11-26-2024
11.	Permanent Drainage and Utility Easement (Ideal) 11-26-2024
12.	ROW Easement 11-26-2024
13.	Stormwater Management Facilities Agreement - 11-26-24

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

FROM: Emily Schmitz, Community Development Director

DATE: November 26, 2024

RE: Park High School – Site Plan Review

Proposal

Koma Architects (Applicant), on behalf of South Washington School District ISD 833 (Property Owner), has submitted a site plan review application for two additions to Park High School and additional site improvements on the Park High School (8040 80th Street) and Crestview Elementary School (7830 80th Street) sites. The additions include approximately 32,000 square feet for a new cafeteria and kitchen and approximately 2,500 square feet of expanded Career and Technical Education (CTE) area. Additional site improvements proposed include additional driveway and access routes throughout the site (Park High School and Crestview Elementary).



Site Location

Review Schedule

Application Received: October 30, 2024
Application Accepted: October 30, 2024
Planning Commission Meeting: November 25, 2024
City Council Meeting: December 4, 2024
60-Day Review Deadline: December 29, 2024

Background

South Washington County School District had a successful referendum in 2023 for a total of 15 project across the district including improvements at Cottage Grove buildings at Cottage Grove Middle School, Oltnan Middle School, Grey Cloud Elementary, Pine Hill Elementary, and Park High School.



2023 Aerial

Planning Commission Meeting

The City's Planning Commission reviewed and held a public hearing for the request at their November 25, 2024, meeting and the Planning Commission recommended approval of the requests (7-to-0 vote). The following is a summary of the testimony and comments heard:

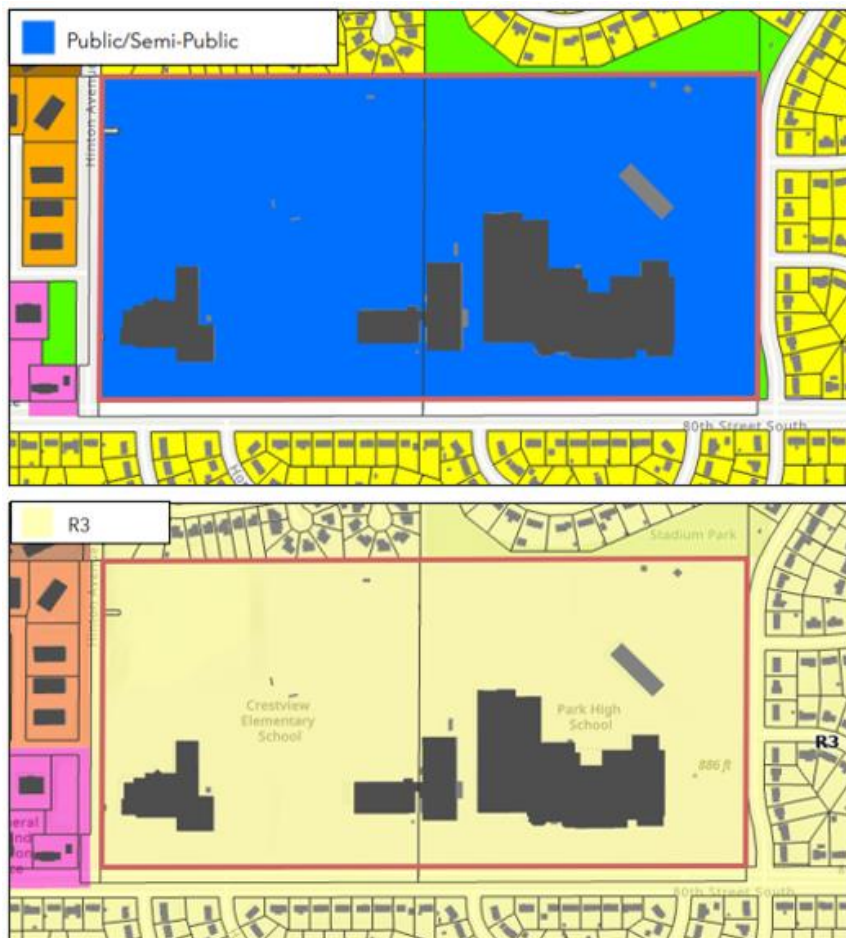
- The Commission requested verification if the parking stalls that exist today in the bus drop off lane will remain?
 - The Applicant verified the stalls will remain; however, they will be blocked during bus drop off and pick up to avoid cross traffic.
- The Commission inquired about the safety of the ponding on each side of the new drive lane as well as the stability of the road base when being routed between two ponds.
 - The Applicant verified there are no steep slopes adjacent to the drive lane and explained there is a 6 to 8-foot bench or flat area directly adjacent to the ponds and 3:1 slope throughout the remainder of the pond. The road base is elevated higher than ponding water, and the ponds are designed to drain down within 48 hours after a rain event.
- The Commission inquired if there were concerns with traffic backing up on Ideal with the rerouted drop off parking.

- Staff explained traffic would be generally split given student parking will have a dedicated access in and out onto 80th Street while drop off traffic will exit onto Ideal; therefore, staff does not have concern with back up onto Ideal Avenue. The student parking lot will not have access to exit onto Ideal during school hours.
- The Commission inquired about opportunities for additional parking stalls near the Ice Arena.
 - The Applicant verified they did look at the option for additional stalls directly to the north of the Ice Arena; however, the cost for moving the existing structure was not reasonable. Therefore, additional stalls are proposed north of the High School, which will be available for afterhours activities at both the High School and Ice Arena.

Planning Considerations

Zoning and Comprehensive Plan

The Park High School and Crestview Elementary parcels are zoned R-3, Single-Family Residential and is guided as Public/Semi-Public on the 2040 Comprehensive Plan Land Use Map. Educational facilities are permitted within the R-3 zoning district with a CUP.



Current Zoning and Future Land Use

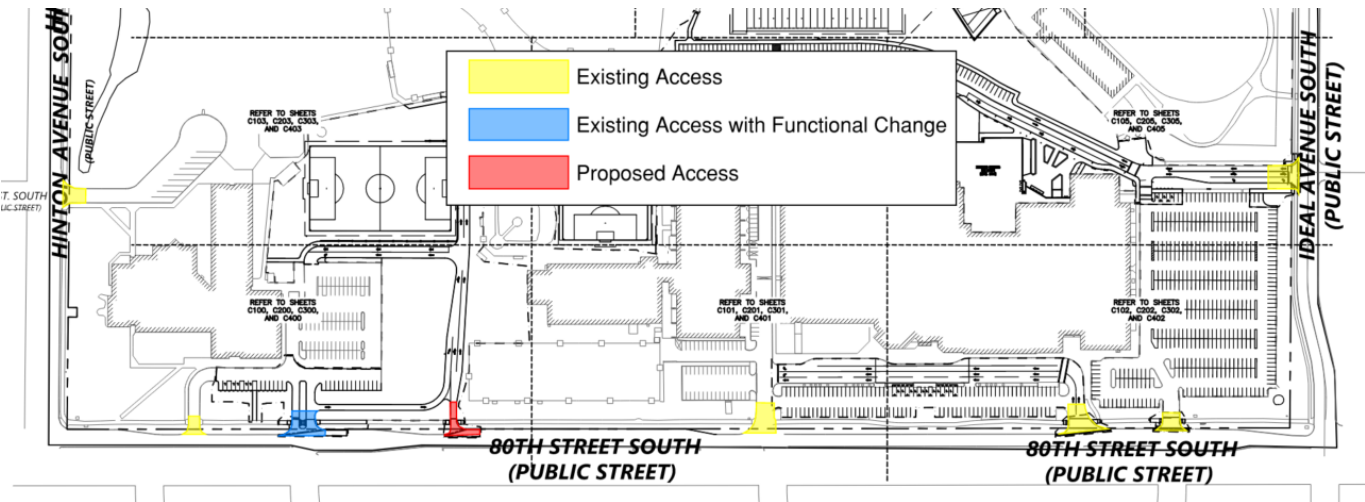
Site Plan

The Applicant is proposing two separate additions to the Park High School building. A 32,000 square foot addition at the rear of the building for a new cafeteria and kitchen and an additional 2,500 square foot addition at the rear of the building for additional CTE space.



Site Access

The site (Crestview and Park High) currently has five existing curb cuts off 80th Street. The Applicant is proposing to add an additional access east of the existing Crestview parking lot and west of the tennis courts adjacent to 80th Street. The additional access will capture the majority of student drop off traffic to both Crestview and Park High School. Park High School currently supports student drop off at the front of the building; however, the proposal moves student drop off to the rear of the building. This adjustment will circulate traffic from 80th Street through the site and exiting on the east side to Ideal Avenue.



Current and Proposed Access off 80th Street

Traffic

Traffic was documented to regularly back up on to 80th Street South during peak hours, drop off and pick up, at the schools. All existing access will remain, and an additional access will be created on 80th Street. The Applicant has submitted a plan that shows a new access that is proposed to only be accessible to west bound traffic on 80th Street South, making a right turn into the school. This access would be served by a new turn lane. The new access will lead to a new one-way drive aisle that can be used to access either Crestview Elementary or Park High. The new drive aisles internal to the site create a large amount of stacking that will be utilized during peak hours at the schools and should address the existing traffic that backs on to 80th Street.

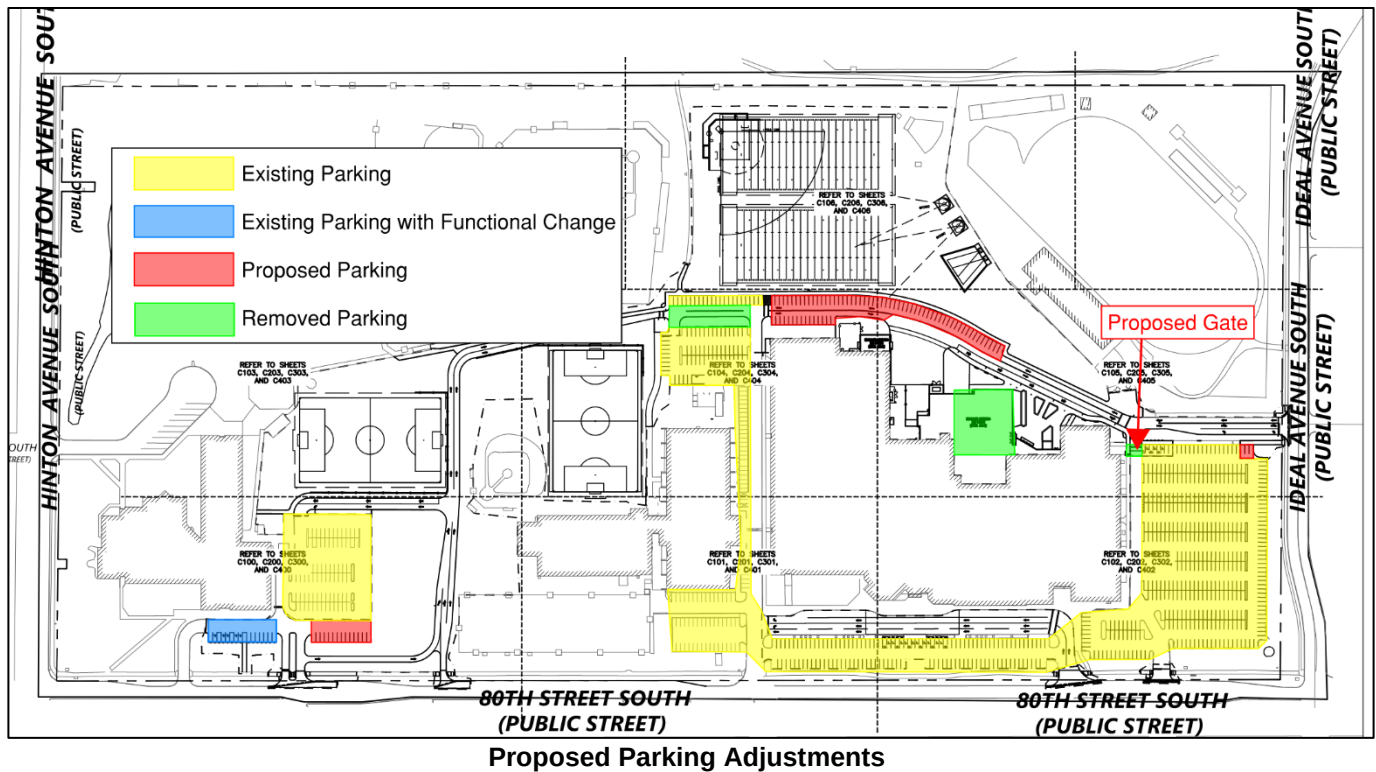
The Applicant is proposing additional changes internal to the site that will relocate the drop-off and pick-up areas to the north side of Park High School. This new location will require that all traffic leaving the site for drop off and pick up at the high school exits the site to Ideal Avenue on the east side of the site. Concerns were identified that new traffic issues could exist for Ideal Avenue. The Applicant is proposing a gate from the student parking area to the new drive aisle out to Ideal Avenue. A signalized intersection on 80th Street will serve as the entrance and exit for student parking to the high school. No additional traffic control is proposed at Ideal Avenue and 80th Street. No additional pedestrian striping is required at the exit from the school property to Ideal Avenue at this time given there is no sidewalk existing on the east side of Ideal Avenue.

Parking

- Minimum Parking Requirements:
 - Elementary Schools (Crestview Elementary): 1 space for each classroom plus 1 space for each 100-student capacity
 - Secondary Schools (Park High School): 1 space for each 10 students based on capacity design plus 1 space for each 2 classrooms.
- Current parking spaces:
 - Crestview Elementary: 97 parking spaces
 - Park High School: 677 parking spaces
- Required parking spaces:
 - Crestview Elementary: 39 Parking Spaces
 - Park High School: 248 Parking Spaces
- Proposed parking spaces:
 - Crestview Elementary: Parking Spaces 105
 - Park High School: Parking Spaces 748

The Applicant is proposing to install a gate on the northwest corner of the existing parking lot to ensure that all student traffic is isolated to the signalized intersection at 80th Street and Hyde Avenue. This will also reduce internal circulation leading towards the access on Ideal Avenue.

The southern most existing parking lot is nonconforming as a 30-foot setback is required from property lines (11-3-4E). No changes are proposed to this parking lot; therefore, it will remain legal nonconforming.



Tree Preservation

City Code Title 11-3-13 requires completion of a tree inventory (all qualifying trees) for the project area of a proposed development. For projects in residential districts, 40 percent of the qualifying caliper inches on a site are permitted to be removed without required mitigation. The Applicant is proposing removal of 107 qualifying inches, under the permitted 40 percent removal; therefore, no mitigation is required.

Landscaping

The Applicant has submitted a detailed landscape plan including proposed additional landscaping throughout the site. The majority of the proposed landscaping will be focused near the proposed addition at the rear of the building given this will be the new building entrance.

Nonresidential uses operating within a residential district are required to preserve 30 percent of the site area as green/open space. The Applicant has proposed 58 percent of the Park High and Crestview site to be maintained as green/open space.

Fencing

The Applicant is proposing fencing throughout the site including adjacent to newly proposed drive-ways through the site and as a part of improvements to sport fields. The proposed fencing includes both black vinyl-coated chain link as well as black ornamental fencing. Both proposed fencing types are permitted in residential districts at a height no greater than 6 feet with the exception of proposed fencing at back stops and ball fields.

Signage

A monument sign is currently located adjacent to 80th Street. No modifications are proposed at this time to the sign; however, if modifications are proposed, a building permit is required to be secured.

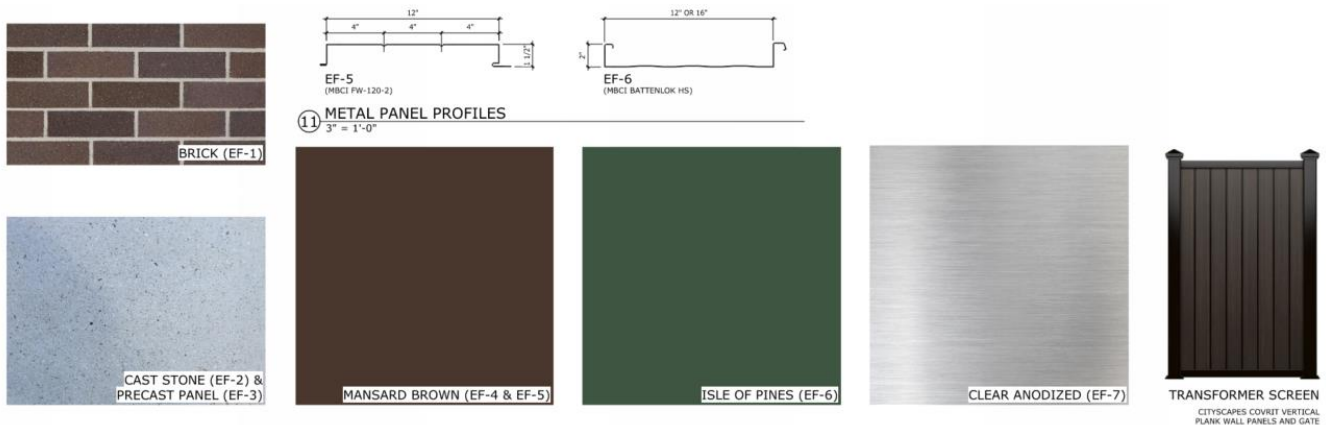
Photometric Plan

City code standard requires less than 0.5-foot candles to be measured at property lines for uses within residential zoning districts. The Applicant has provided a photometric plan indicating zero-foot candles measured at each property line.

Architectural Materials

City code requires nonresidential buildings within residential districts to use a mix of no less than 65 percent Class 1 and 2 materials including brick, stone, and glazing. The proposed additions include a total of 78 percent of Class 1 materials including:

- 56% Brick
- 16% Glazing
- 6% Stone



Exterior Material

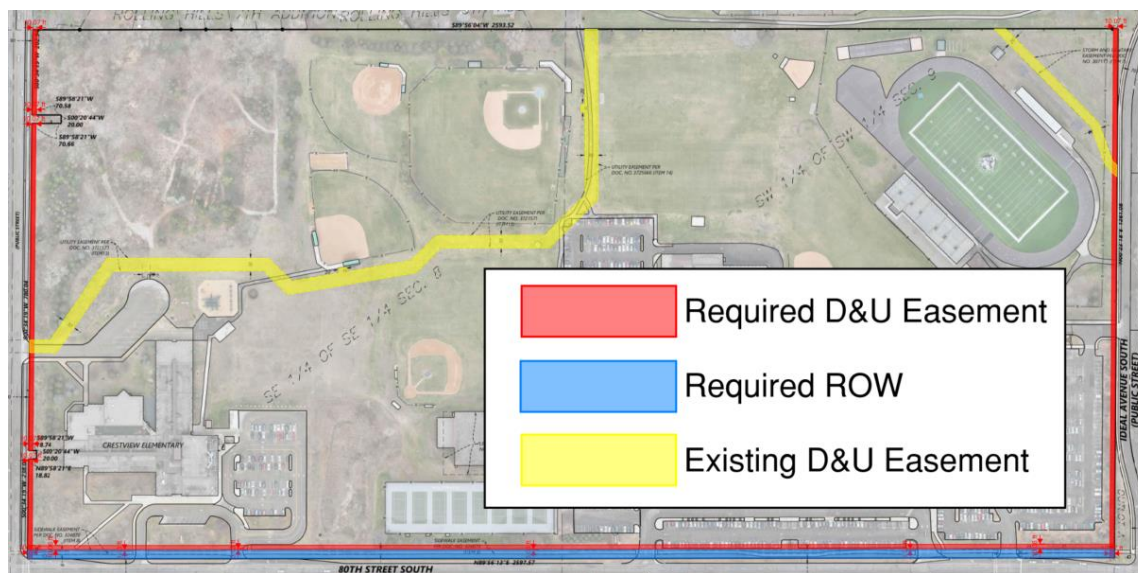
Easements

In anticipation of the proposed improvements to 80th Street, the city is working with the Applicant to allocate additional easement area adjacent to 80th Street to the City. The current right-of-way does not encompass the city trail adjacent to 80th Street, existing utilities, and streetlight infrastructure. An additional right-of-way and drainage and utility easement is proposed to ensure access to this infrastructure for any potential maintenance needs. Exact descriptions for the easement have not been provided; the City Engineer has noted that the easement should extend two to three feet from the north side of the existing trail, but final descriptions should be based on the section line that is south of the parcel. This has been estimated in the graphic below. The additional easement requirement will increase the nonconformity of the southernmost parking lot and will create a nonconformity for the parking lot in the east of the existing nonconforming parking lot on the property as well.

Additional standard 10-foot perimeter drainage and utility easements are also proposed on the east side of the site adjacent to Ideal Avenue, on the west side adjacent to Hinton Avenue, and

north of the required easement along 80th Street to provide essential space for maintenance of existing watermain and sanitary sewer. Given the location of existing infrastructure, the additional standard perimeter drainage and utility easement area would allow for sufficient area for maintenance purposes. With the required easement from 80th Street, the monument sign will be within the required drainage and utility easement. The documents to record the easement will acknowledge the sign and establish conditions and standards around it.

Current drainage and utility easements exist in the northwest and northeast of the parcel. A current 20-foot easement exists along the northeast part of the property for sanitary sewer and stormwater sewer. This easement is undersized currently, and the City Engineer has advised that an additional 10 feet of easement should be required, for a total of 30 feet. A current 30-foot easement exists through the northwestern area of the parcel for the City's watermain. The new drive aisle will be constructed partially on top of the easement, and an encroachment agreement will be needed. If the City were to need to access the utility, constructed surfaces on the site could be damaged.



Proposed Easement Areas

Grading and Surface Water Management

The Applicant is proposing grading in multiple areas of the site to account for the addition of the new building, drive aisles, and parking lots. Stormwater management on the site is through filtration basins, curb and gutter, and stormwater sewer that outlets to Ideal Avenue and 80th Street where existing City infrastructure exists. Infiltration basins are not a viable option for stormwater management as the site is largely within a groundwater protection area. The proposed grading and associated drainage are proposed to meet the surface water management requirements established by the State, Watershed District, and the City's Surface Water Management Plan.

Utilities

The Applicant is proposing to reconfigure utilities on site. No changes are proposed for connection to City infrastructure.

Public Hearing Notices

The public hearing notice for the November 25, 2024, Planning Commission meeting was published in the *Saint Paul Pioneer Press* and mailed to 330 property owners within 500 feet of the proposed project on November 13, 2024. Staff has not received any comments at the time of writing the report.

Recommendation

The City Council is recommended to take the following actions:

1. Adopt Resolution 2024-177 approving the site plan review for two additions to Park High School located at 8040 80th Street South totaling approximately 35,000 square feet and additional site improvements to property located at 8040 80th Street South and 7830 80th Street South.
2. Approve drainage and utility easements, right-of-way easement, encroachment agreement, and a stormwater maintenance agreement on property located at 8040 and 7830 80th Street South.

PARK HIGH SCHOOL ADDITIONS & RENOVATIONS COTTAGE GROVE, MINNESOTA

PROJECT DIRECTORY

SCHOOL DISTRICT
SOUTH WASHINGTON COUNTY SCHOOLS
7362 E POINT DOUGLAS RD.
COTTAGE GROVE, MN 55016
DISTRICT CONTACT: KYLE UECKER
PHONE: 651-425-6299

CIVIL ENGINEER
BKBM ENGINEERS
6120 EARLE BROWN DRIVE, SUITE 700
MINNEAPOLIS, MN 55430
CONTACT: KEVIN BOHL, P.E.
PHONE: 763-843-0420
FAX: 763-843-0421

ARCHITECT
KOMA
2051 KILLEBREW DRIVE, SUITE 680
BLOOMINGTON, MN 55425
CONTACT: MARC R. DUBOIS
PHONE: 651-788-9018

ELECTRICAL ENGINEER
ISG
7900 INTERNATIONAL DRIVE, SUITE 500
BLOOMINGTON, MN 55425
CONTACT: SCOTT HUTCHINS, P.E.
PHONE: 651-451-4605

GEOTECHNICAL
BRAUN INTERTEC
11001 HAMPSHIRE AVENUE S
MINNEAPOLIS, MN
CONTACT: STEVE MOEN
PHONE: 651-666-9355

COTTAGE GROVE ENGINEERING
12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016
CONTACT: AMANDA MEYER, P.E.
PHONE: 651-458-2848

CONSTRUCTION COMPANY
KRAUS-ANDERSON CONSTRUCTION COMPANY
501 SOUTH EIGHTH STREET,
MINNEAPOLIS, MN 55404
CONTACT:
PHONE: 612-332-7281

NATURAL GAS UTILITY
CENTERPOINT ENERGY
PHONE: 612-372-4727

ELECTRIC UTILITY
XCEL ENERGY
PHONE: 612-330-5500

SURVEYOR
WESTWOOD PROFESSIONAL SERVICES
12701 WHITEWATER DRIVE SUITE #300
MINNETONKA, MN 55433
CONTACT: CHRIS AMBOURN, R.L.S.
PHONE: 952-937-5150
FAX: 952-937-5822

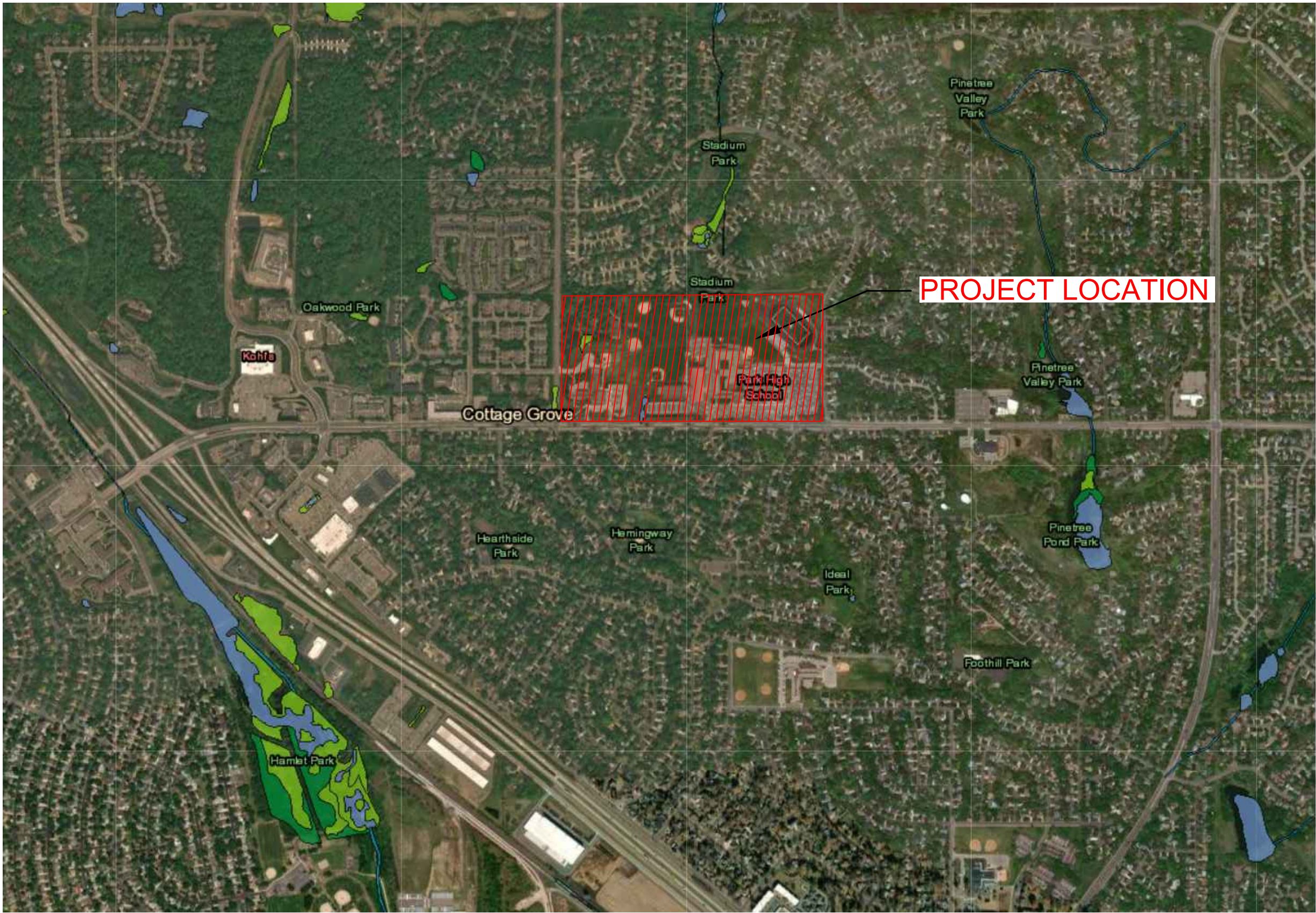
WATERSHED DISTRICT
SOUTH WASHINGTON
WATERSHED DISTRICT
2302 TOWER DR.
WOODBURY, MN 55447
CONTACT: JOHN LOOMIS
PHONE: 651-714-3714

LANDSCAPE
CALYX DESIGN GROUP
475 CLEVELAND AVENUE NORTH, SUITE 101A
SAINT PAUL, MN 55104
CONTACT: BEN HARTBERG, PLA/ASLA/LEED AP
PHONE: 651-788-9018

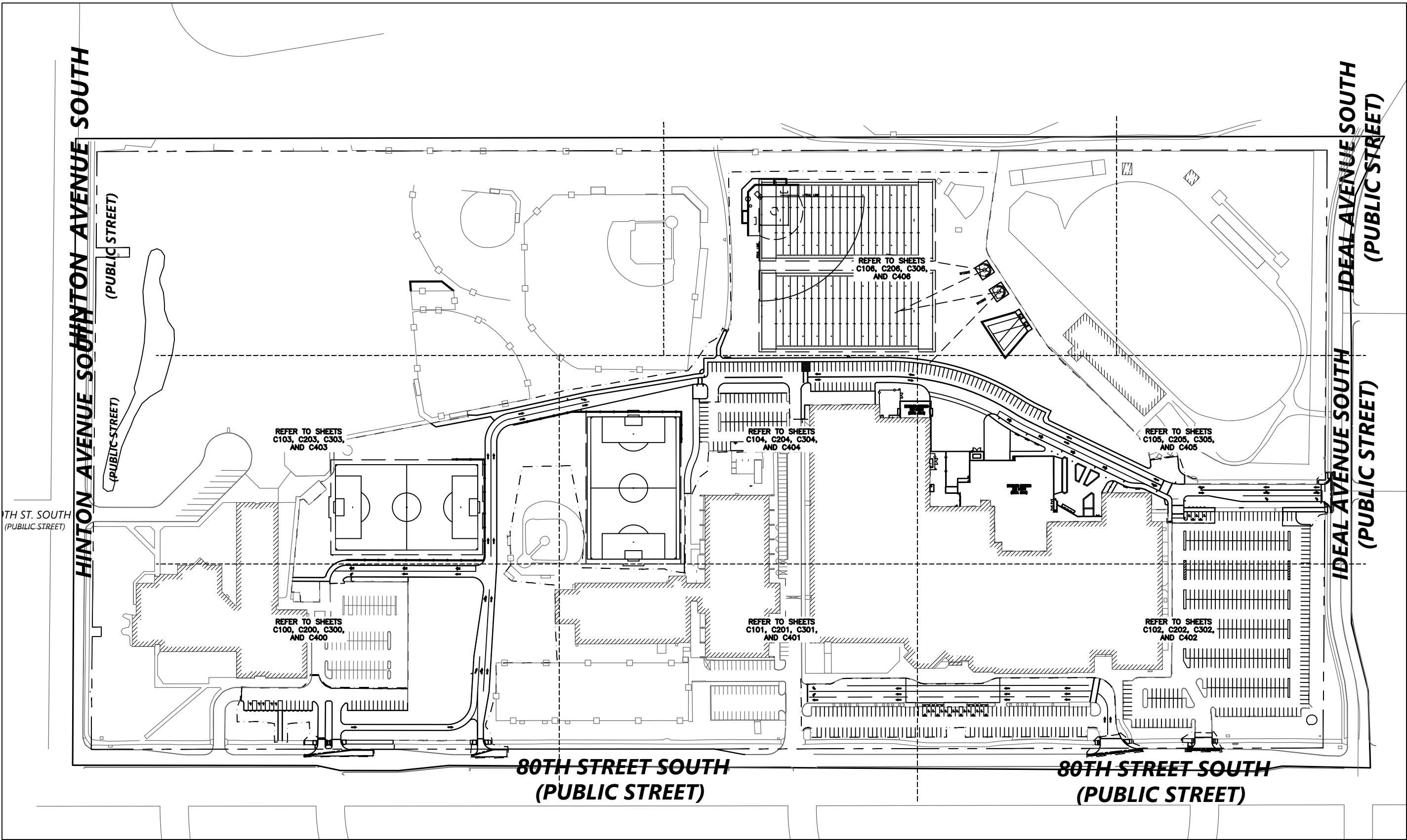
**TELEPHONE AND
CABLE UTILITIES**
CENTURYLINK
800-526-3557
COMCAST
651-222-3333
HUGHESNET
651-458-0315

DRAWING INDEX

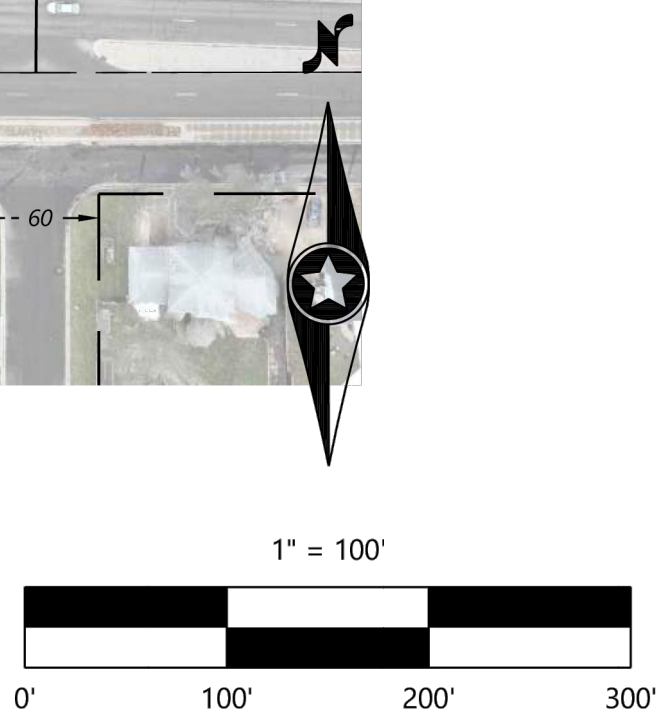
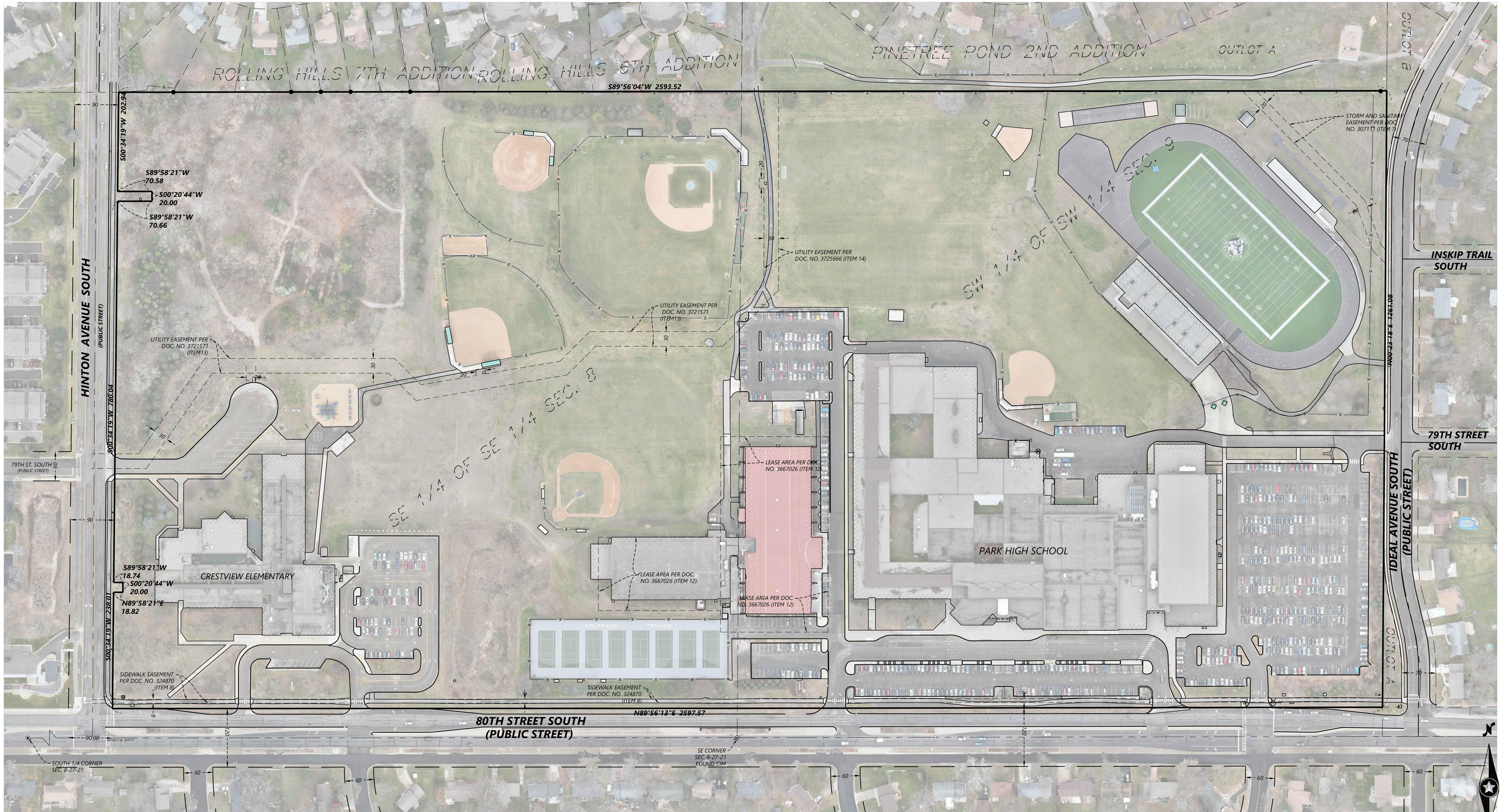
C000	CIVIL TITLE SHEET	C300	UTILITY PLAN
1 OF 6	ALTA/NSPS LAND TITLE SURVEY	C301	UTILITY PLAN
2 OF 6	ALTA/NSPS LAND TITLE SURVEY	C302	UTILITY PLAN
3 OF 6	ALTA/NSPS LAND TITLE SURVEY	C303	UTILITY PLAN
4 OF 6	ALTA/NSPS LAND TITLE SURVEY	C304	UTILITY PLAN
5 OF 6	ALTA/NSPS LAND TITLE SURVEY	C305	UTILITY PLAN
6 OF 6	ALTA/NSPS LAND TITLE SURVEY	C306	UTILITY PLAN
C100	SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN	C307	FIRE HYDRANT EXHIBIT
C101	SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN	C400	PAVING AND GEOMETRIC PLAN
C102	SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN	C401	PAVING AND GEOMETRIC PLAN
C103	SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN	C402	PAVING AND GEOMETRIC PLAN
C104	SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN	C403	PAVING AND GEOMETRIC PLAN
C105	SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN	C404	PAVING AND GEOMETRIC PLAN
C106	SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN	C405	PAVING AND GEOMETRIC PLAN
C200	GRADING, DRAINAGE, AND EROSION CONTROL PLAN	C406	PAVING AND GEOMETRIC PLAN
C201	GRADING, DRAINAGE, AND EROSION CONTROL PLAN	C500	CIVIL DETAILS
C202	GRADING, DRAINAGE, AND EROSION CONTROL PLAN	C501	CIVIL DETAILS
C203	GRADING, DRAINAGE, AND EROSION CONTROL PLAN	C502	CIVIL DETAILS
C204	GRADING, DRAINAGE, AND EROSION CONTROL PLAN	C503	MN/DOT PEDESTRIAN CURB RAMPS
C205	GRADING, DRAINAGE, AND EROSION CONTROL PLAN	C600	STORM WATER POLLUTION PREVENTION PLAN - EXISTING CONDITIONS
C206	GRADING, DRAINAGE, AND EROSION CONTROL PLAN	C601	STORM WATER POLLUTION PREVENTION PLAN - PROPOSED CONDITIONS



VICINITY MAP



SHEET KEY



DESIGNED:	
CHECKED:	CNA
DRAWN:	MSC
HORIZONTAL SCALE:	100'
VERTICAL SCALE:	

INITIAL ISSUE:	1/16/2024
REVISIONS:	

PREPARED FOR:
**SOUTH WASHINGTON
SCHOOLS**

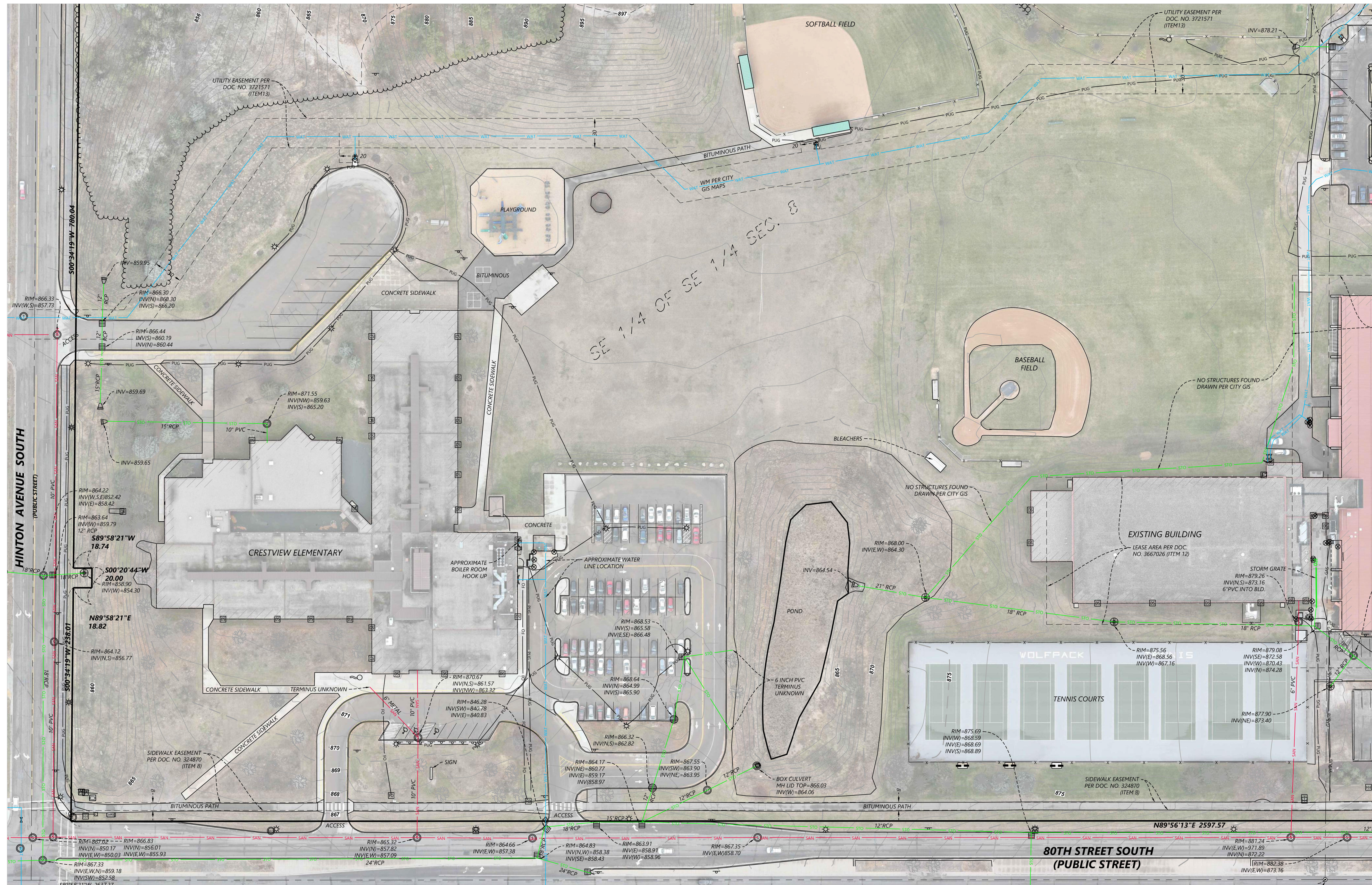
**PARK HIGH SCHOOL
CRESTVIEW ELEMENTARY**
COTTAGE GROVE, MN

Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

ALTA/NSPS
LAND TITLE SURVEY

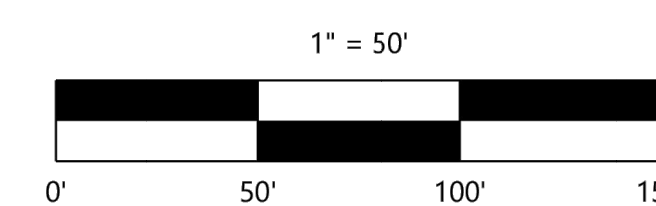
PROJECT NUMBER: 0051262

1 OF 6



LEGEND

- SANITARY MANHOLE
- SEWER CLEANOUT
- STORM MANHOLE
- BEEHIVE CATCH BASIN
- CATCH BASIN
- FLARED END SECTION
- CATCH BASIN MANHOLE
- DOWNSPOUT
- HYDRANT
- GATE VALVE
- WATER METER
- FIRE DEPARTMENT CONNECTION
- WATER MANHOLE
- ELECTRIC BOX
- ELECTRIC METER
- ELECTRIC MANHOLE
- ELECTRIC TOWER
- LIGHT POLE
- GUY WIRE
- POWER POLE
- TRAFFIC SIGNAL-NO ARM
- TRAFFIC SIGNAL ARM
- TELEPHONE BOX
- TELEPHONE MANHOLE
- HAND HOLE/JUNCTION BOX
- FIBER OPTIC PEDESTAL
- FIBER OPTIC VAULT
- NATURAL GAS METER
- NATURAL GAS VALVE
- UNKNOWN MANHOLE
- MISCELLANEOUS PEDESTAL
- STEELWOOD POST
- SIGN
- MAIL BOX
- FLAG POLE
- HANDICAPPED STALL
- BENCH
- CONIFEROUS TREE
- DECIDUOUS TREE
- TREE LINE
- GAS LINE
- POWER OVERHEAD
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- TELEPHONE OVERHEAD
- TELEPHONE UNDERGROUND
- WATERMAIN
- FIBER OPTIC
- FENCE LINE
- CURB & GUTTER



DESIGNED: _____
CHECKED: CNA
DRAWN: MSC
HORIZONTAL SCALE: 50'
VERTICAL SCALE: _____

INITIAL ISSUE: 1/16/2024
REVISIONS: _____

PREPARED FOR:
**SOUTH WASHINGTON
SCHOOLS**

**PARK HIGH SCHOOL
CRESTVIEW ELEMENTARY**
COTTAGE GROVE, MN

Westwood

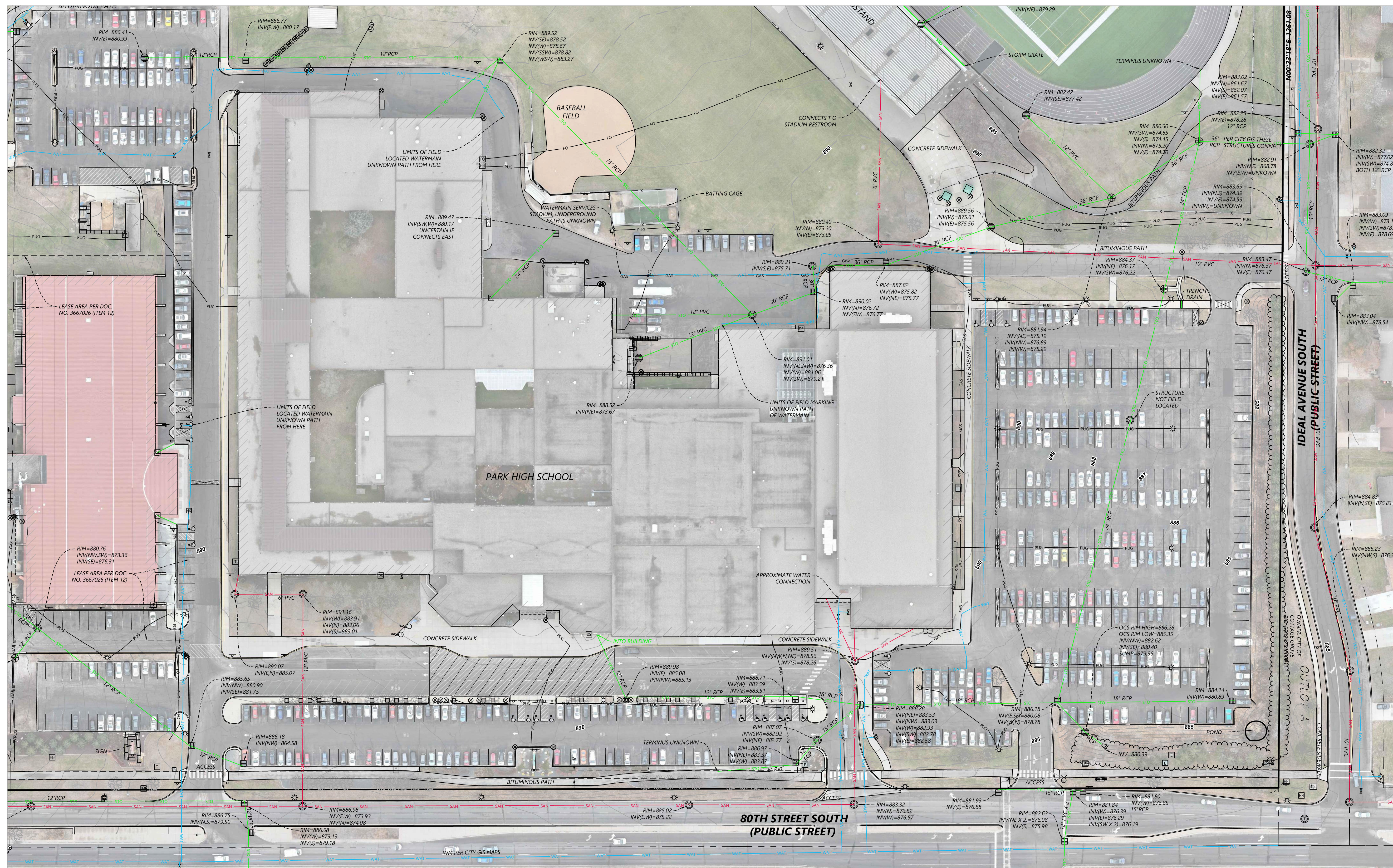
Phone (952) 937-5150 12701 Whitewater Drive, Suite 8300
Fax (952) 937-5822 Minneapolis, MN 55343
Toll Free (888) 937-5150 www.westwoodps.com
Westwood Professional Services, Inc.

ALTA/NSPS
LAND TITLE SURVEY

PROJECT NUMBER: 0051262

SHEET NUMBER:

2 OF 6

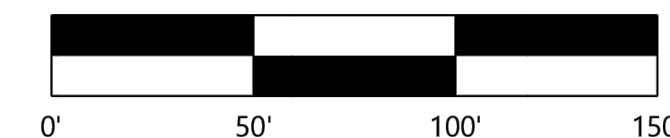


LEGEND

- SANITARY MANHOLE
- SEWER CLEANOUT
- STORM MANHOLE
- BEEHIVE CATCH BASIN
- CATCH BASIN
- FLARED END SECTION
- CATCH BASIN MANHOLE
- DOWNSPOUT
- HYDRANT
- GATE VALVE
- WATER METER
- FIRE DEPARTMENT CONNECTION
- WATER MANHOLE
- ELECTRIC BOX
- ELECTRIC METER
- ELECTRIC MANHOLE
- ELECTRIC TOWER
- LIGHT POLE
- GUY WIRE
- POWER POLE
- TRAFFIC SIGNAL-NO ARM
- TRAFFIC SIGNAL ARM
- TELEPHONE BOX
- TELEPHONE MANHOLE
- HAND HOLE/JUNCTION BOX
- FIBER OPTIC PEDESTAL
- FIBER OPTIC VAULT
- NATURAL GAS METER
- NATURAL GAS VALVE
- UNKNOWN MANHOLE
- MISCELLANEOUS PEDESTAL
- STEEL/WOOD POST
- SIGN
- MAIL BOX
- FLAG POLE
- HANDICAPPED STALL
- BENCH
- CONIFEROUS TREE
- DECIDUOUS TREE
- TREE LINE
- GAS LINE
- POWER OVERHEAD
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- TELEPHONE OVERHEAD
- TELEPHONE UNDERGROUND
- WATERMAIN
- FIBER OPTIC
- FENCE LINE
- CURB & GUTTER



1" = 50'



DESIGNED: _____
CHECKED: CNA
DRAWN: MSC
HORIZONTAL SCALE: 50'
VERTICAL SCALE: _____

INITIAL ISSUE: 1/16/2024
REVISIONS: _____

PREPARED FOR:

**SOUTH WASHINGTON
SCHOOLS**

**PARK HIGH SCHOOL
CRESTVIEW ELEMENTARY**
COTTAGE GROVE, MN

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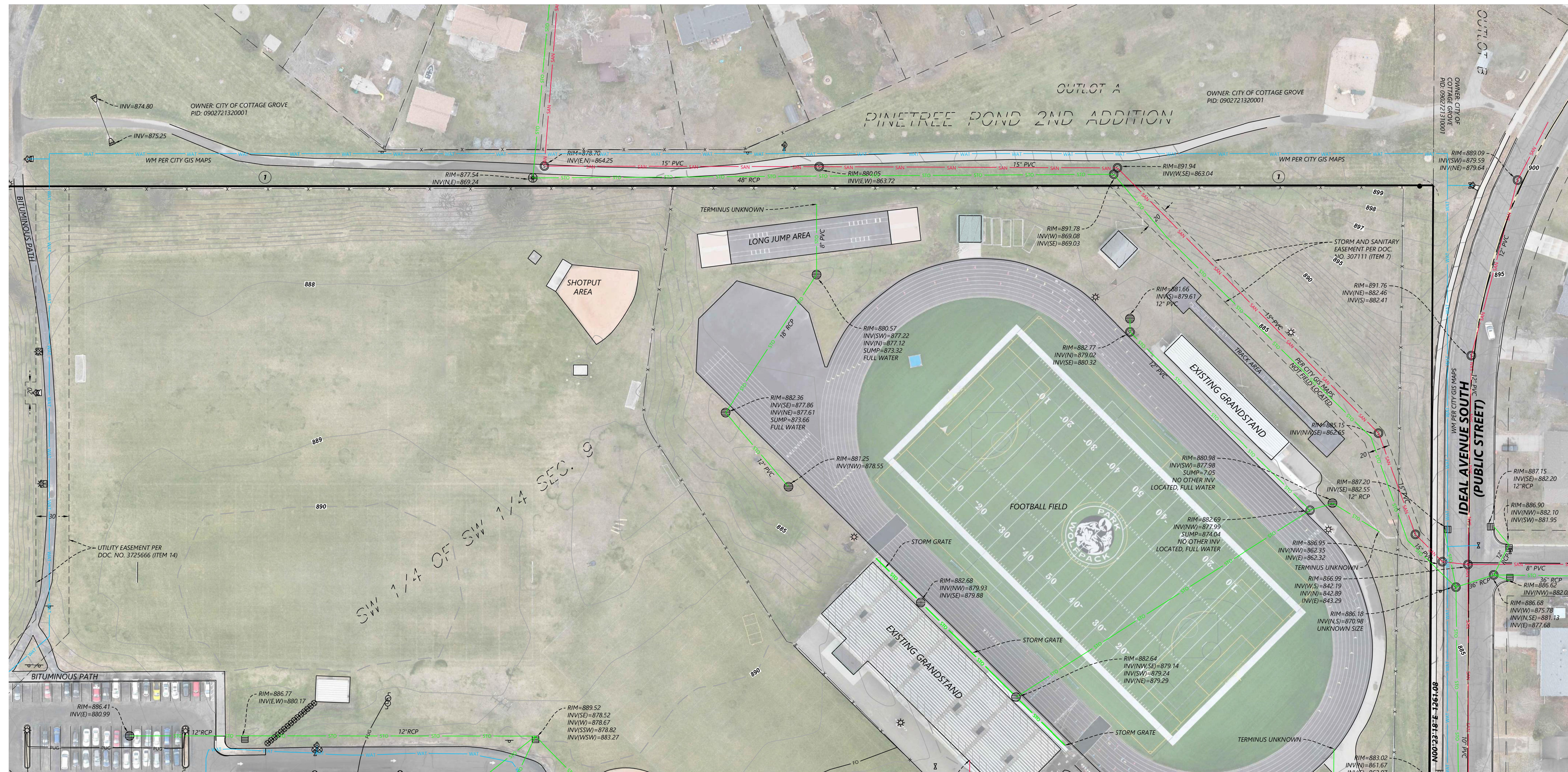
ALTA/NSPS
LAND TITLE SURVEY

PROJECT NUMBER: 0051262

SHEET NUMBER:

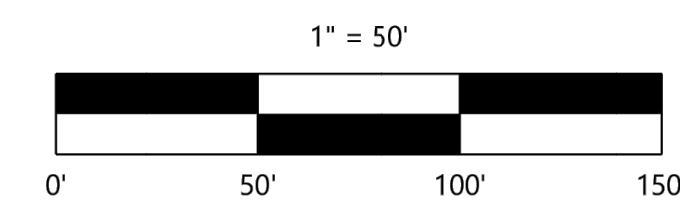
3 OF

6



LEGEND

- SANITARY MANHOLE
- SEWER CLEANOUT
- STORM MANHOLE
- BEEHIVE CATCH BASIN
- CATCH BASIN
- FLARED END SECTION
- CATCH BASIN MANHOLE
- DOWNSPOUT
- HYDRANT
- GATE VALVE
- WATER METER
- FIRE DEPARTMENT CONNECTION
- WATER MANHOLE
- ELECTRIC BOX
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- TRAFFIC SIGNAL-NO ARM
- TRAFFIC SIGNAL ARM
- TELEPHONE BOX
- TELEPHONE MANHOLE
- HAND HOLE/JUNCTION BOX
- FIBER OPTIC PEDESTAL
- FIBER OPTIC VAULT
- NATURAL GAS METER
- NATURAL GAS VALVE
- UNKNOWN MANHOLE
- MISCELLANEOUS PEDESTAL
- STEEL/WOOD POST
- SIGN
- MAIL BOX
- FLAG POLE
- HANDICAPPED STALL
- BENCH
- CONIFEROUS TREE
- DECIDUOUS TREE
- TREE LINE
- GAS LINE
- POWER OVERHEAD
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- TELEPHONE OVERHEAD
- TELEPHONE UNDERGROUND
- WATERMAIN
- FIBER OPTIC
- FENCE LINE
- CURB & GUTTER



DESIGNED: _____
CHECKED: CNA
DRAWN: MSC
HORIZONTAL SCALE: 50'
VERTICAL SCALE: _____

INITIAL ISSUE: 1/16/2024
REVISIONS: _____

PREPARED FOR:

**SOUTH WASHINGTON
SCHOOLS**

**PARK HIGH SCHOOL
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ALTA/NSPS
LAND TITLE SURVEY

PROJECT NUMBER: 0051262

SHEET NUMBER:

4

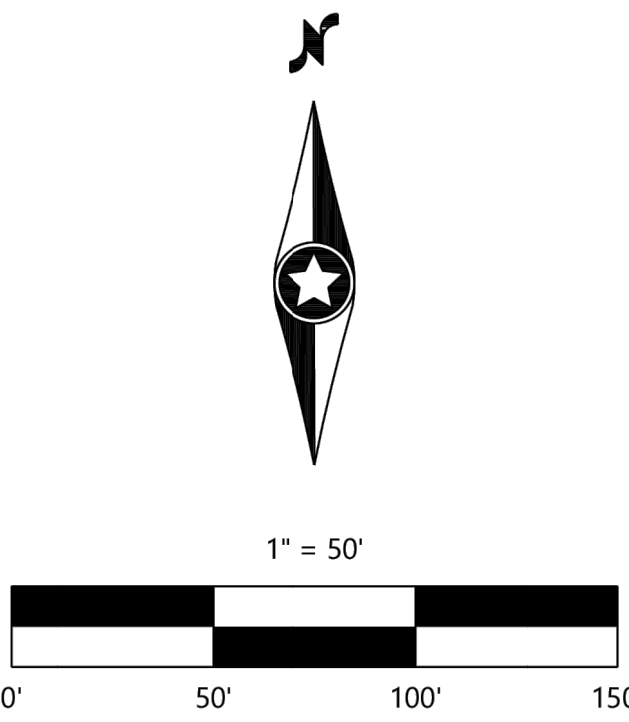
OF

6



LEGEND

- SANITARY MANHOLE
- SEWER CLEANOUT
- STORM MANHOLE
- BEEHIVE CATCH BASIN
- CATCH BASIN
- FLARED END SECTION
- CATCH BASIN MANHOLE
- DOWNSPOUT
- HYDRANT
- GATE VALVE
- WATER METER
- FIRE DEPARTMENT CONNECTION
- WATER MANHOLE
- ELECTRIC BOX
- ELECTRIC METER
- ELECTRIC MANHOLE
- ELECTRIC TOWER
- LIGHT POLE
- GUY WIRE
- POWER POLE
- TRAFFIC SIGNAL-NO ARM
- TRAFFIC SIGNAL ARM
- TELEPHONE BOX
- TELEPHONE MANHOLE
- HAND HOLE/JUNCTION BOX
- FIBER OPTIC PEDESTAL
- FIBER OPTIC VAULT
- NATURAL GAS METER
- NATURAL GAS VALVE
- UNKNOWN MANHOLE
- MISCELLANEOUS PEDESTAL
- STEEL/WOOD POST
- SIGN
- MAIL BOX
- FLAG POLE
- HANDICAPPED STALL
- BENCH
- CONIFEROUS TREE
- DECIDUOUS TREE
- TREE LINE
- GAS LINE
- POWER OVERHEAD
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- TELEPHONE OVERHEAD
- TELEPHONE UNDERGROUND
- WATERMAIN
- FIBER OPTIC
- FENCE LINE
- CURB & GUTTER



DESIGNED:
CHECKED: CNA
DRAWN: MSC
HORIZONTAL SCALE: 50'
VERTICAL SCALE: 10' or 5'

INITIAL ISSUE: 1/16/2024
REVISIONS:

PREPARED FOR:

**SOUTH WASHINGTON
SCHOOLS**

**PARK HIGH SCHOOL
CRESTVIEW ELEMENTARY**
COTTAGE GROVE, MN

Westwood

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**ALTA/NSPS
LAND TITLE SURVEY**

PROJECT NUMBER: 0051262

SHEET NUMBER:

5 OF

6

LEGAL DESCRIPTION

The following information was provided in Old Republic National Title Insurance Company File Number 67792 which has an effective date of December 7, 2023:

The Southeast Quarter of the Southeast Quarter (SE 1/4 of SE 1/4) of Section Eight (8), Township Twenty-seven (27), Range Twenty-one (21), Washington County, Minnesota.

AND

The Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Nine (9), Township Twenty-seven (27), Range Twenty-one (21), Washington County, Minnesota, except that part thereof described as follows:

Beginning at the Southwest corner of the Southwest 1/4 of Section 9, Township 27 North, Range 21 West; thence North on the West line of said Section 300 feet; thence East and parallel with the South line of said Section 300 feet; thence South and parallel with the West line of said Section 300 feet to the South line of said Section; thence West along the South line of said Section 300 feet to the point of beginning, subject to public roads and highways.

AND

That part of the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Nine (9), Township Twenty-seven (27), Range Twenty-one (21), Washington County, Minnesota, described as follows:

Beginning at the Southwest corner of the Southwest 1/4 of Section 9, Township 27 North, Range 21 West; thence North on the West line of said Section 300 feet; thence East and parallel with the South line of said Section 300 feet; thence South and parallel with the West line of said Section 300 feet to the South line of said Section; thence West along the South line of said Section 300 feet to the point of beginning, subject to public roads and highways.

EXCEPT THE FOLLOWING PARCELS:

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota, lying west of a line drawn 40.00 feet East of and parallel with the following described line:

Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and there terminating.

AND

The West 60.00 feet of the North 20.00 feet of the South 318.00 feet of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota.

AND

The West 115.00 feet of the North 20.00 feet of the South 1118.00 feet of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota.

AND

The South 60 feet of the Southwest Quarter of the Southwest Quarter of Section 9, Township 27, Range 21, Washington County, Minnesota; and The South 60 feet of that part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota, lying east of a line parallel with and distant 40 feet east from the following described line: Beginning at the southwest corner of said Southeast Quarter of the Southeast Quarter; thence northerly 2641.75 feet to a point on the north line of the Northeast Quarter of Southeast Quarter of said Section 8, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and said line there terminating. (Abstract Property)

GENERAL NOTES

- Bearings of property lines shown hereon are based on the Washington County coordinate system, (NAD 83 - 2011 Control Adjustment).
- Lengths of lines and distances between features are measured in US-Survey Feet.
- Elevations and ground contours shown hereon are relative to the NAVD88.

STATEMENT OF POSSIBLE ENCROACHMENTS

The following items are items observed by the surveyor which may constitute an encroachment onto/from the subject property and are provided to draw the users attention, the items below may not in fact constitute an encroachment.

- Fences lie on or near property boundaries, the surveyor is not aware of the ownership or maintenance responsibilities for these fences.

SCHEDULE B SECTION 2 ITEM NOTES

The following notes correspond to the numbering system of Schedule B, Section 2 of the above mentioned title commitment. Items _____ are not survey related and are not addressed hereon.

- Storm and sanitary sewer easement(s) over the Land in favor of City of Cottage Grove, as created in instrument filed in Book 319 of Deeds, at Page 941, as Document No. 307111. - **SAID EASEMENT AFFECTS SUBJECT PROPERTY AND IS SHOWN HEREON**
- Sidewalk easement(s) over the Land in favor of City of Cottage Grove, as created in Document No. 324870. - **SAID EASEMENT AFFECTS SUBJECT PROPERTY AND IS SHOWN HEREON**
- Terms and conditions of City of Cottage Grove Resolution No. 98-213, approving a conditional use permit, filed August 20, 1999, as Document No. 3065622. - **BLANKET IN NATURE AND AFFECTS THE ENTIRE SUBJECT PROPERTY**
- Terms and conditions of City of Cottage Grove Resolution No. 00-191, approving a conditional use permit, filed October 9, 2000, as Document No. 3124111. - **BLANKET IN NATURE AND AFFECTS THE ENTIRE SUBJECT PROPERTY**
- Terms and conditions of City of Cottage Grove Resolution No. 01-058, approving a conditional use permit, filed July 13, 2001, as Document No. 3167895. Amended by Document No. 3189450. - **BLANKET IN NATURE AND AFFECTS THE ENTIRE SUBJECT PROPERTY**
- Terms and conditions of that certain lease by and between Independent School District No. 833, as lessor, and City of Cottage Grove, as lessee, dated May 02, 2007, filed October 23, 2007, as Document No. 3667026. - **LEASE AREA AFFECTS SUBJECT PROPERTY AND IS SHOWN HEREON**
- Utility easement(s) over the Land in favor of City of Cottage Grove, as created in Document No. 3721571. - **SAID EASEMENT AFFECTS SUBJECT PROPERTY AND IS SHOWN HEREON**
- Utility easement(s) over the Land in favor of City of Cottage Grove, as created in Document No. 3725666. - **SAID EASEMENT AFFECTS SUBJECT PROPERTY AND IS SHOWN HEREON**
- Terms and conditions of City of Cottage Grove Resolution No. 2009-074, granting a variance, filed May 22, 2009 as Document No. 3741123. - **BLANKET IN NATURE AND AFFECTS ENTIRE SUBJECT PROPERTY**

TABLE A OPTIONAL ITEM NOTES

- Property corner markers have been found or placed as shown hereon
- The address of the surveyed property is 7830 and 8040 80th Street South, Cottage Grove, MN 55016.
- The subject property appears to lie within Zone "X" according to FEMA Flood Insurance Rate Map Community - Panel Number 27163C0405E which has an effective date of 2/3/2010.
- The subject property contains 3,272,940.88 sq. ft. or 75.14 acres, more or less.
- Elevations and ground contours shown hereon are based on the NAVD88.
- There were no Zoning Reports or Letters provided by the title company, client or owner.
- There were no Zoning Reports or Letters provided by the title company, client or owner.
- The surveyor has made a good faith effort to show all substantial, above ground, visible, and permanent features observed during the course of the survey. AT THE TIME OF SURVEY THERE WAS SNOW AND ICE COVERING ALL OR PARTS OF THE SUBJECT PROPERTY, FEATURES OBSCURED BY SNOW OR ICE MAY NOT BE SHOWN.
- The subject property contains 817 regular parking stalls, 24 handicapped stalls and 0 motorcycle stalls.
- There were no site utility plans and/or reports provided by the client.
- A private utility marking request was made by the surveyor (One Call Ticket No.233391477). The underground utility lines shown have been located from field survey information and existing drawings. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned nor do we guarantee the accuracy or completeness of the markings and maps provided.
- Names of adjoining owners are shown according to the Washington County GIS Map.

SURVEYOR'S CERTIFICATION

To: ISD 833, Lender, Old Republic National Title Insurance Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 5 6(a)(b), 8, 9, 11(a)(b) and 13 of Table A thereof.

The fieldwork was completed on 12/19/2023.

Date of Map: 1/16/24


Name: Chris Ambour
License No. 43055
email address: Chris.Ambour@westwoodps.com

DESIGNED:	
CHECKED:	CNA
DRAWN:	MSC
HORIZONTAL SCALE:	
VERTICAL SCALE:	

INITIAL ISSUE:	1/16/2024
REVISIONS:	

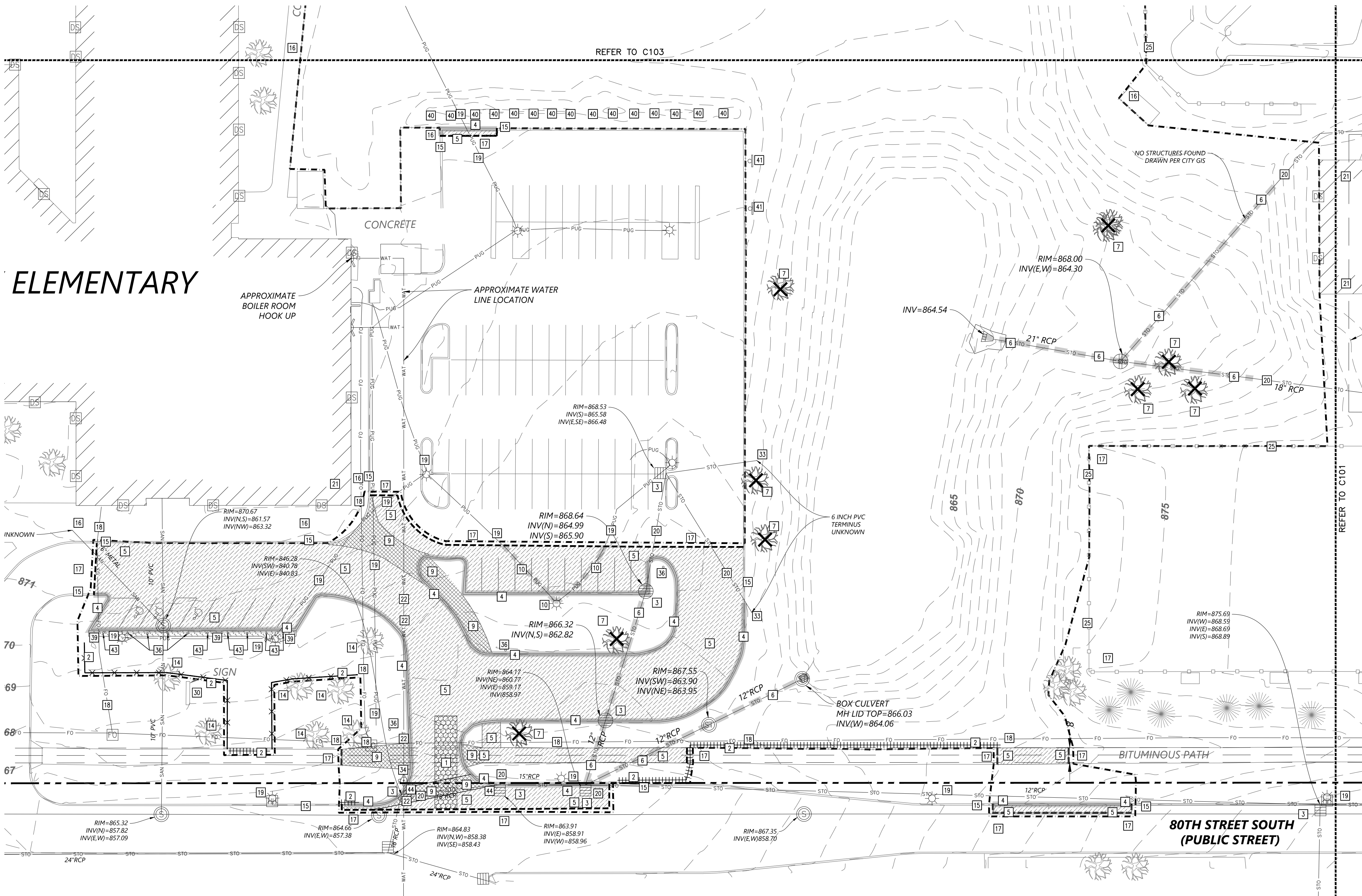
PREPARED FOR:	

PARK HIGH SCHOOL CRESTVIEW ELEMENTARY COTTAGE GROVE, MN

Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
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Westwood Professional Services, Inc.

ALTA/NSPS LAND TITLE SURVEY
PROJECT NUMBER: 0051262

SHEET NUMBER:	6	OF	6
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1
C100
SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
1" = 30'

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	---X---
SEDIMENT CONTROL LOG	=====
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
CONSTRUCTION ENTRANCE	---
BITUMINOUS REMOVAL	---
CONCRETE REMOVAL	---
LANDSCAPING REMOVAL	---
CURB REMOVAL	---
PIPE REMOVAL	---
UTILITY REMOVAL	---
TREE REMOVAL	---

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CNC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

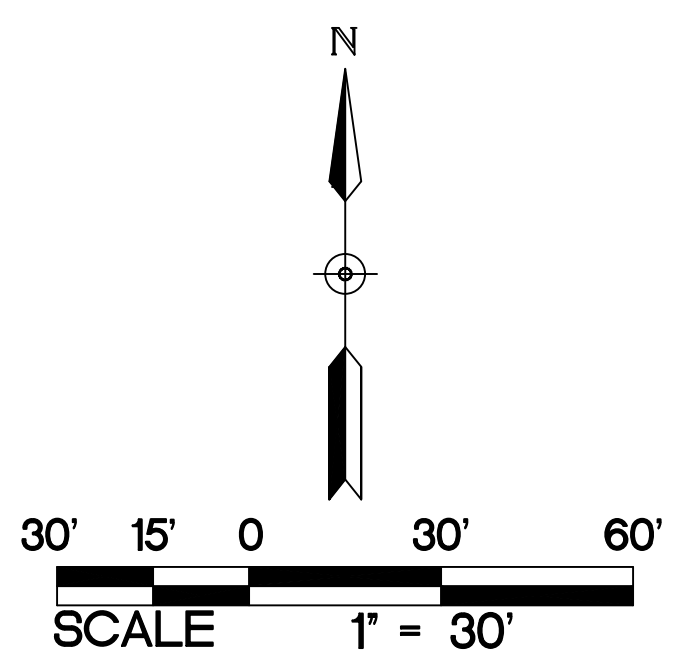
NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAILS 4/C500 AND 5/C500 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

NOTE:
CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING TO OBTAIN CLEAR UNDERSTANDING OF THE FULL SCOPE OF TREE, UNDER BRUSH, AND OTHER VEGETATION CLEARING THAT NEEDS TO OCCUR.

- DEMOLITION AND REMOVAL NOTES:
- CONTRACTOR SHALL FOLLOW ALL CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.
 - PRIOR TO START OF ANY CONSTRUCTION ACTIVITY, ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE INSTALLED BY THE CONTRACTOR AND INSPECTED BY THE CITY OF COTTAGE GROVE. PERIMETER SEDIMENT PROTECTION SHALL BE INSTALLED ALONG THE CONTOUR.
 - IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION AND MARK ALL EXISTING UTILITIES 48 HOURS BEFORE CONSTRUCTION STARTS. THE ENGINEER, ARCHITECT, OR OWNER DOES NOT GUARANTEE THAT ALL THE UTILITIES ARE MAPPED, OR, IF MAPPED, ARE SHOWN CORRECTLY. CONTACT Gopher State One Call at 651-454-0002 FOR FIELD LOCATING UTILITIES. CONTACT UTILITY OWNER IF DAMAGE OCCURS DUE TO CONSTRUCTION.
 - PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR IS TO CLEARLY IDENTIFY IN THE FIELD THE WETLAND PERIMETERS THAT ARE NOT TO BE IMPACTED SO THAT NO ENCROACHMENT OCCURS. AFTER THE PERIMETERS ARE CLEARLY MARKED IN THE FIELD, THE CONTRACTOR SHALL CONTACT SOUTH WASHINGTON WATERSHED DISTRICT TO CONFIRM AND APPROVE NO ENCROACHMENT LIMITS.
 - THERE MAY BE MISCELLANEOUS ITEMS TO BE REMOVED THAT ARE NOT IDENTIFIED ON THESE PLANS. THE CONTRACTOR SHALL VISIT THE SITE AND REVIEW THE DOCUMENTS TO OBTAIN A CLEAR UNDERSTANDING OF THE INTENDED SCOPE OF WORK.
 - REMOVE ALL GAS AND ELECTRIC LINES UNDER PROPOSED BUILDING FOOTPRINT. COORDINATE DISCONNECTION OF EACH UTILITY WITH THE UTILITY OWNER.
 - ANY UTILITIES NOT INDICATED FOR REMOVAL OR ABANDONMENT ARE TO BE PROTECTED AT ALL TIMES.
 - EXISTING CONCRETE PAVEMENT AND CURB AND GUTTER SHOWN TO BE REMOVED WITHIN THE SCOPE OF THE PROJECT SHALL BE REMOVED FROM THE SAW CUT LINES TO THE NEAREST JOINT.
 - THE BACKGROUND INFORMATION WAS PREPARED BY WESTWOOD PROFESSIONAL SERVICES, (952) 937-5150.
 - ALL WORK IN THE PUBLIC RIGHT OF WAY IS TO BE COORDINATED WITH THE CITY OF COTTAGE GROVE. ROADWAY REPAIRS, BOULEVARD REPAIRS, AND TRAFFIC CONTROL ARE TO BE PER CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.

- GENERAL NOTES:
- CONCRETE CURB AND GUTTER REMOVAL, PAVEMENT REMOVAL, AND UTILITY REMOVAL LIMITS ARE TO BE COORDINATED WITH THE CITY OF COTTAGE GROVE AND UTILITY OWNER.
 - THE CONTRACTOR SHALL DEVELOP AND IMPLEMENT A TRAFFIC CONTROL PLAN WHILE WORKING WITHIN THE RIGHT-OF-WAY. THE TRAFFIC CONTROL PLAN SHALL BE APPROVED BY THE CITY ENGINEERING DEPARTMENT PRIOR TO STREET ENCROACHMENT.
 - CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING AND REVIEW ALL CONSTRUCTION DOCUMENTS AND GEOTECHNICAL REPORTS. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR ITEMS THAT SHOULD HAVE BEEN ANTICIPATED BY PERFORMING THE ABOVE.
 - THE CONSTRUCTION ENTRANCE INDICATED ON THE PLAN IS SHOWN IN AN APPROXIMATE LOCATION. PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR IS TO COORDINATE WITH THE CITY OF COTTAGE GROVE FOR THE EXACT CONSTRUCTION ENTRANCE LOCATION.

- KEYED NOTES
- KEYED NOTES ARE DENOTED BY [] ON PLAN.
- INSTALL CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C500.
 - INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.
 - INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
 - REMOVE CURB AND GUTTER IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN. SAWCUT AND REMOVE AT NEAREST JOINT.
 - SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - REMOVE STORM SEWER IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - REMOVE TREE IN ITS ENTIRETY INCLUDING STUMP.
 - REMOVE CONCRETE PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - REMOVE EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO THE APPROXIMATE EXTENT SHOWN. CONTRACTOR SHALL COORDINATE EXACT LIMITS OF REMOVAL WITH THE ELECTRICAL CONTRACTOR.
 - EXISTING TREE TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING CURB TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING CONCRETE PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING BITUMINOUS PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING FIBER OPTIC LINE TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING CATCH BASIN, MANHOLE, AND STORM SEWER TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING BUILDING TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING WATER MAIN, HYDRANTS, VALVES, AND IRRIGATION TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING FENCE TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING MONUMENT SIGN TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING PIPE EXTENTS NOT IDENTIFIED ON SURVEY, IF PIPE IS ENCOUNTERED DURING EXCAVATION FOR PROPOSED POND, CONTACT CIVIL ENGINEER TO DISCUSS NEXT STEPS.
 - REMOVE EXISTING HYDRANT. EXISTING WATER MAIN TO REMAIN.
 - REMOVE SIGN IT ITS ENTIRETY INCLUDING ANY BELOW GRADE FOUNDATION.
 - REMOVE LANDSCAPE ROCK.
 - REMOVE LANDSCAPE BOULDERS. COORDINATE WITH SCHOOL DISTRICT FOR RELOCATION OR REMOVAL.
 - REMOVE BASKETBALL HOOP AND STANDARD IN ITS ENTIRETY INCLUDING ANY BELOW GRADE FOUNDATION. COORDINATE WITH SCHOOL DISTRICT FOR REINSTALLATION OR REMOVAL.
 - REMOVE AND SALVAGE NO PARKING SIGN AND POST. REMOVE BELOW GRADE FOUNDATION IN ITS ENTIRETY. REFER TO C400 FOR REINSTALLATION.
 - REMOVE EXISTING TOP SLAB AND CASTING FROM STORM STRUCTURE. STRUCTURE TO REMAIN. PROTECT AT ALL TIMES. REFER TO SHEET C3.000 FOR REPLACEMENT CASTING TYPE.



KRAUS-ANDERSON CONSTRUCTION COMPANY
901 SOUTH EIGHTH STREET, MINNEAPOLIS, MN 55404
P. 612.333.7281

KOMA
ARCHITECTS | DESIGNERS | ENGINEERS
2051 MILLERBREW DRIVE, SUITE 680, BLOOMINGTON, MN 55425
P. 651.451.4605
KOMAINC.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

BKBM
Structural & Civil Engineers
6120 Earle Brown Drive Suite 700 Minneapolis, MN 55426 Phone: 763.543.0420
bkbm.com

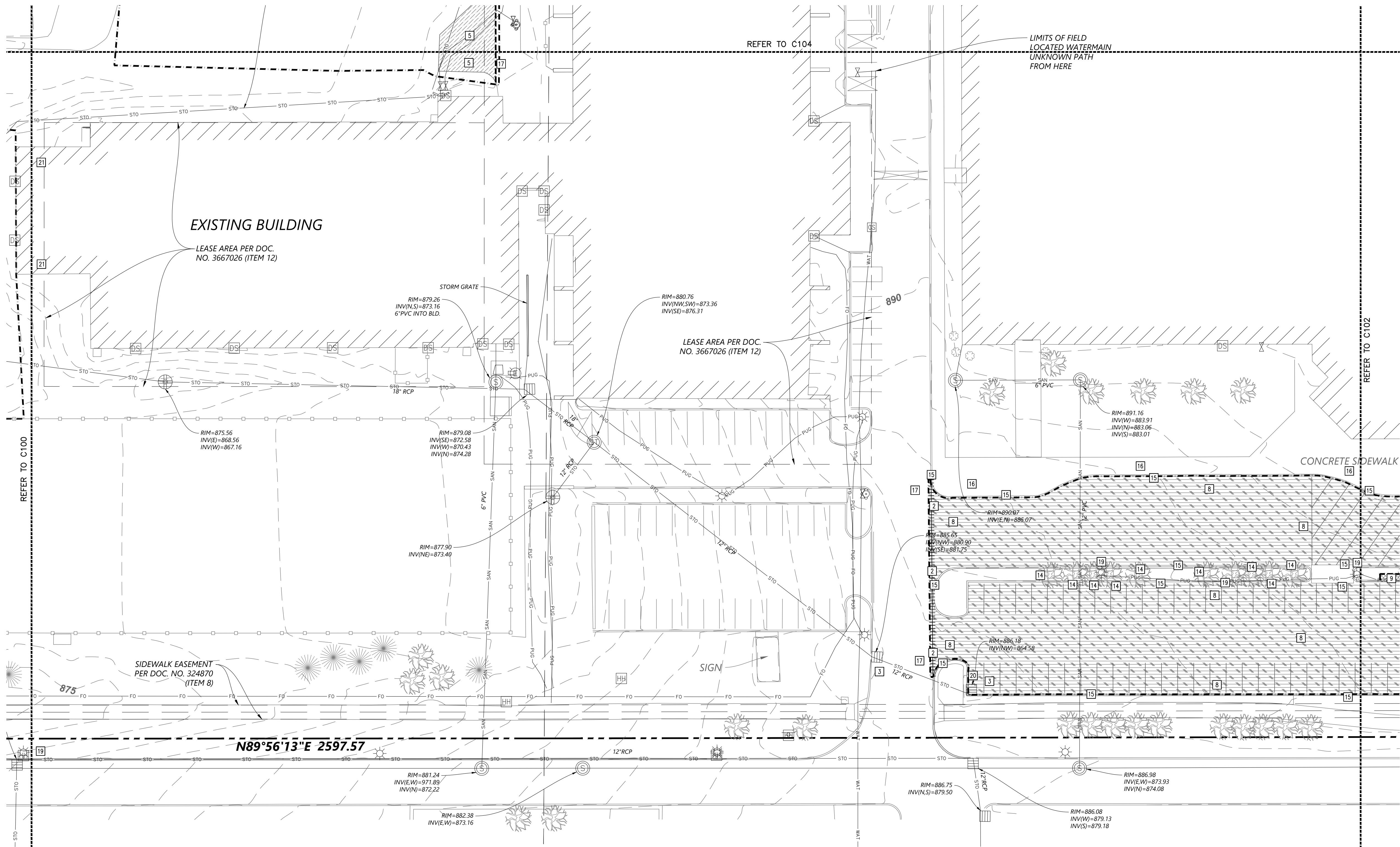
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Bakke, Kopp, Sauer, & Wolf, Inc.
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BKBM Project No. 24222-50

SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
PARK HIGH SCHOOL ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
SET

C100

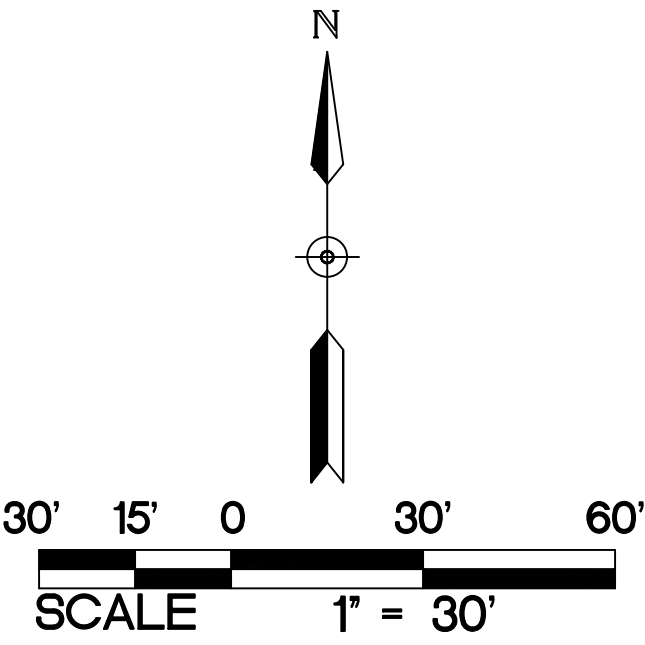


1
C101
SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
1" = 30'

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
BITUMINOUS RECLAMATION	---

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN
MAY RECEIVE RUNOFF FROM CONSTRUCTION
ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION
PER DETAILS 4/C500 AND 5/C500 ON ALL
STORM INLETS THAT MAY RECEIVE RUNOFF.



NOTE:
CONTRACTOR SHALL VISIT THE SITE PRIOR TO
BIDDING TO OBTAIN CLEAR UNDERSTANDING
OF THE FULL SCOPE OF TREE, UNDER
BRUSH, AND OTHER VEGETATION CLEARING
THAT NEEDS TO OCCUR.

NOTE:
REFER TO C100 FOR DEMOLITION AND
REMOVAL NOTES.
REFER TO C100 FOR GENERAL NOTES.

KEYED NOTES

- KEYED NOTES ARE DENOTED BY [N] ON PLAN.
- INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.
 - INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
 - SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - PROVIDE 6-INCH DEPTH BITUMINOUS RECLAMATION AND SUBCUT SUBGRADE TO PROVIDE NEW 4-INCH BITUMINOUS SECTION. REFER TO DETAIL 7/C502 FOR NEW BITUMINOUS SECTION.
 - EXISTING TREE TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING CURB TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING CONCRETE PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING BITUMINOUS PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING CATCH BASIN, MANHOLE, AND STORM SEWER TO REMAIN. PROTECT AT ALL TIMES.
 - EXISTING BUILDING TO REMAIN. PROTECT AT ALL TIMES.

SO
wash
CO
SCHOOLS



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I hereby certify that this plan, specification or report was
prepared by me or under my direct supervision and that I am
a duly Licensed PROFESSIONAL ENGINEER under the laws
of the State of MN.

Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

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BKBM Project No. 24222-50

SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN

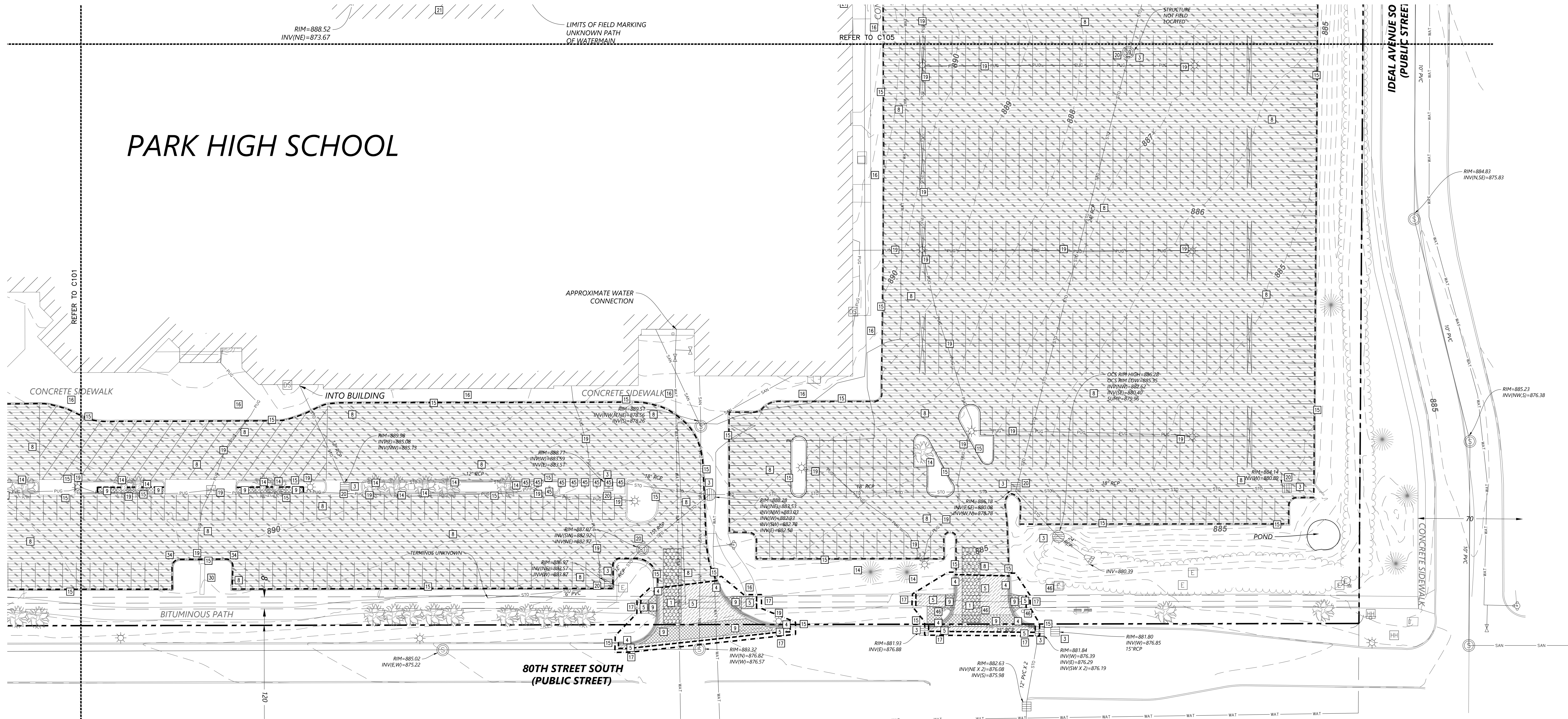
PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
SET

C101

PARK HIGH SCHOOL



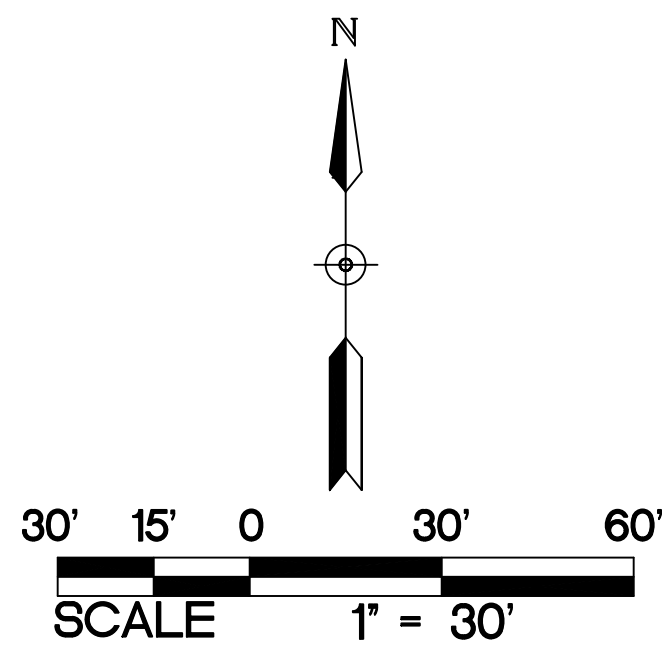
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C102 SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
1" = 30'

KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

1. INSTALL CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C500.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
4. REMOVE CURB AND GUTTER IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN. SAWCUT AND REMOVE AT NEAREST JOINT.
5. SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
8. PROVIDE 6-INCH DEPTH BITUMINOUS RECLAMATION AND SUBCUT SUBGRADE TO PROVIDE NEW 4-INCH BITUMINOUS SECTION. REFER TO DETAIL 7/C502 FOR NEW BITUMINOUS SECTION.
9. REMOVE CONCRETE PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
14. EXISTING TREE TO REMAIN. PROTECT AT ALL TIMES.
15. EXISTING CURB TO REMAIN. PROTECT AT ALL TIMES.
16. EXISTING CONCRETE PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
17. EXISTING BITUMINOUS PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
19. EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO REMAIN. PROTECT AT ALL TIMES.
20. EXISTING CATCH BASIN, MANHOLE, AND STORM SEWER TO REMAIN. PROTECT AT ALL TIMES.
21. EXISTING BUILDING TO REMAIN. PROTECT AT ALL TIMES.
30. EXISTING MONUMENT SIGN TO REMAIN. PROTECT AT ALL TIMES.
34. EXISTING BOLLARD TO REMAIN. PROTECT AT ALL TIMES. BOLLARD NOT IDENTIFIED ON SURVEY. LOCATION SHOWN IS APPROXIMATE.
45. REMOVE SIGN AND POST FROM BOLLARD. EXISTING BOLLARD TO REMAIN.
46. EXISTING TRAFFIC SIGNAL INFRASTRUCTURE EXISTS IN THIS AREA INCLUDING SIGNAL POSTS, CABINETS, AND LOOP DETECTORS. CONTRACTOR SHALL PROTECT SIGNAL POSTS AND CABINETS AT ALL TIMES. IF LOOP DETECTORS ARE DAMAGED AS PART OF THE PAVEMENT RECLAIM PROCESS, CONTRACTOR SHALL REPAIR LOOP DETECTORS PER CITY STANDARDS.

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
BITUMINOUS RECLAMATION	---
CONCRETE REMOVAL	---



ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

NOTE:
STORM SEWER INLETS NOT SHOWN ON
PLAN MAY RECEIVE RUNOFF FROM
CONSTRUCTION ACTIVITIES. INSTALL INLET
SEDIMENT PROTECTION PER DETAILS
4/C500 AND 5/C500 ON ALL STORM
INLETS THAT MAY RECEIVE RUNOFF.

NOTE:
REFER TO C100 FOR DEMOLITION AND
REMOVAL NOTES.
REFER TO C100 FOR GENERAL NOTES.

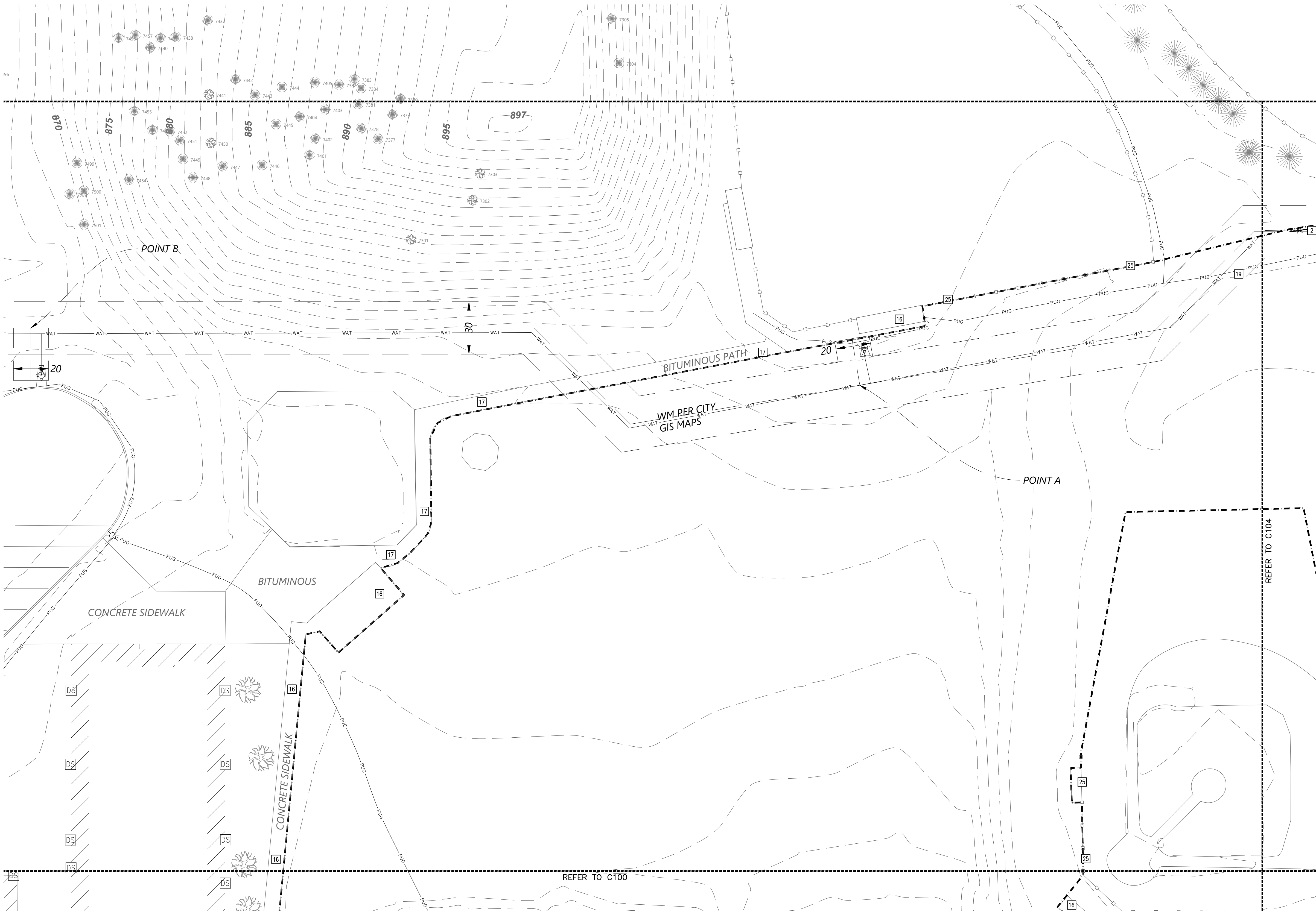
SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

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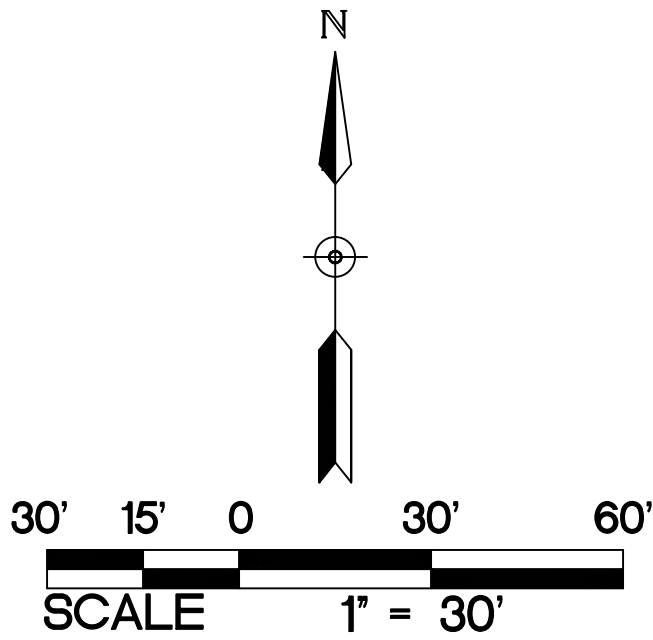
C102



ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	XX
SEDIMENT CONTROL LOG	+++++
PROPERTY LINE	---

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN
MAY RECEIVE RUNOFF FROM CONSTRUCTION
ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION
PER DETAILS 4/C500 AND 5/C500 ON ALL
STORM INLETS THAT MAY RECEIVE RUNOFF.



NOTE:
REFER TO C100 FOR DEMOLITION AND
REMOVAL NOTES.
REFER TO C100 FOR GENERAL NOTES.

KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

[16] EXISTING CONCRETE PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.

[17] EXISTING BITUMINOUS PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.

[19] EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO REMAIN. PROTECT AT ALL TIMES.

[25] EXISTING FENCE TO REMAIN. PROTECT AT ALL TIMES.

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C103
SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
1" = 30'

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I hereby certify that this plan, specification or report was
prepared by me or under my direct supervision and that I am
a duly Licensed PROFESSIONAL ENGINEER under the laws
of the State of MN.

Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

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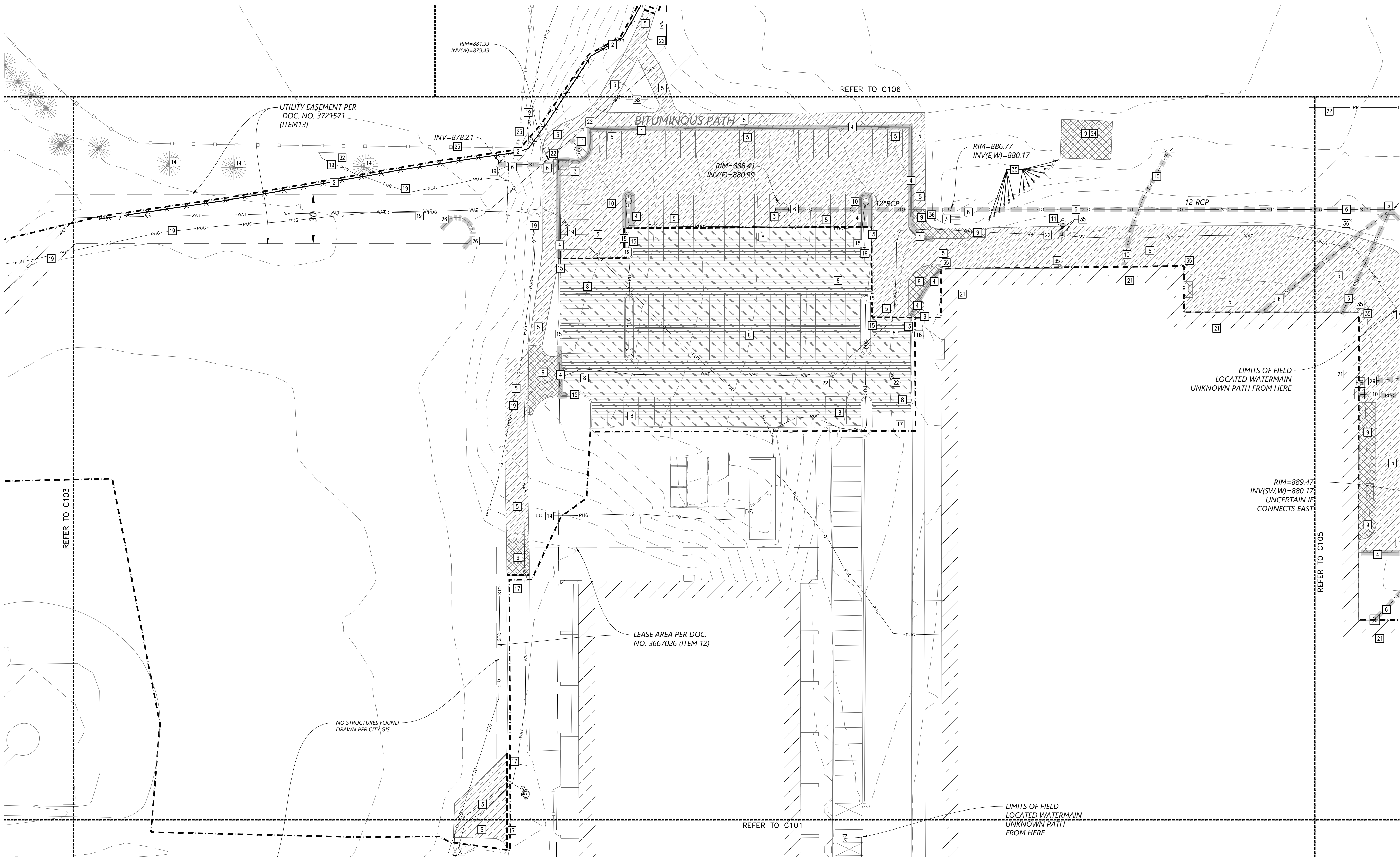
SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

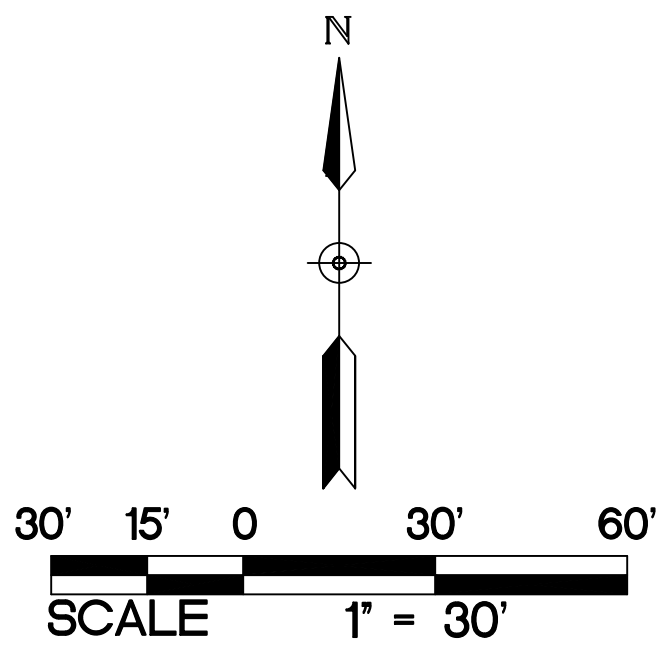
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C103



ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	XXXXXX
SEDIMENT CONTROL LOG	
PROPERTY LINE	----
SAWCUT LINE (APPROX.)	- - - - -
BITUMINOUS REMOVAL	[Hatched Pattern]
CONCRETE REMOVAL	[Cross-hatched Pattern]
BITUMINOUS RECLAMATION	[Diagonal Hatched Pattern]
CURB REMOVAL	[Horizontal Hatched Pattern]
PIPE REMOVAL	[Vertical Hatched Pattern]



NOTE: STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAILS 4/C500 AND 5/C500 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

NOTE: REFER TO C100 FOR DEMOLITION AND REMOVAL NOTES.
REFER TO C100 FOR GENERAL NOTES.

- KEYED NOTES
- KEYED NOTES ARE DENOTED BY [Number] ON PLAN.
- [2] INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.
 - [3] INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
 - [4] REMOVE CURB AND GUTTER IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN. SAWCUT AND REMOVE AT NEAREST JOINT.
 - [5] SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - [6] REMOVE STORM SEWER IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - [8] PROVIDE 6-INCH DEPTH BITUMINOUS RECLAMATION AND SUBCUT SUBGRADE TO PROVIDE NEW 4-INCH BITUMINOUS SECTION. REFER TO DETAIL 7/C502 FOR NEW BITUMINOUS SECTION.
 - [9] REMOVE CONCRETE PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - [10] REMOVE EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO THE APPROXIMATE EXTENT SHOWN. CONTRACTOR SHALL COORDINATE EXACT LIMITS OF REMOVAL WITH THE ELECTRICAL CONTRACTOR.
 - [11] REMOVE WATER MAIN, HYDRANTS, AND VALVES IN THEIR ENTIRETY TO THE EXTENTS SHOWN.
 - [14] EXISTING TREE TO REMAIN. PROTECT AT ALL TIMES.
 - [15] EXISTING CURB TO REMAIN. PROTECT AT ALL TIMES.
 - [16] EXISTING CONCRETE PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
 - [17] EXISTING BITUMINOUS PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
 - [19] EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO REMAIN. PROTECT AT ALL TIMES.
 - [21] EXISTING BUILDING TO REMAIN. PROTECT AT ALL TIMES.
 - [22] EXISTING WATER MAIN, HYDRANTS, VALVES, AND IRRIGATION TO REMAIN. PROTECT AT ALL TIMES.
 - [24] REMOVE AND SALVAGE EXISTING BLEACHERS IN THEIR ENTIRETY. COORDINATE WITH SCHOOL DISTRICT.
 - [25] EXISTING FENCE TO REMAIN. PROTECT AT ALL TIMES.
 - [26] REMOVE AND SALVAGE EXISTING BATTING CAGE IN ITS ENTIRETY. COORDINATE WITH SCHOOL DISTRICT FOR RELOCATION.
 - [29] REMOVE FIBER OPTIC LINE IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
 - [32] EXISTING SCORE BOARD TO REMAIN. PROTECT AT ALL TIMES.
 - [35] REMOVE BOLLARD IN ITS ENTIRETY.
 - [36] REMOVE SIGN IF ITS ENTIRETY INCLUDING ANY BELOW GRADE FOUNDATION.
 - [38] REMOVE AND SALVAGE SIGN. REFER TO C404 FOR RELOCATION.

1
C104 SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
1" = 30'

SO
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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

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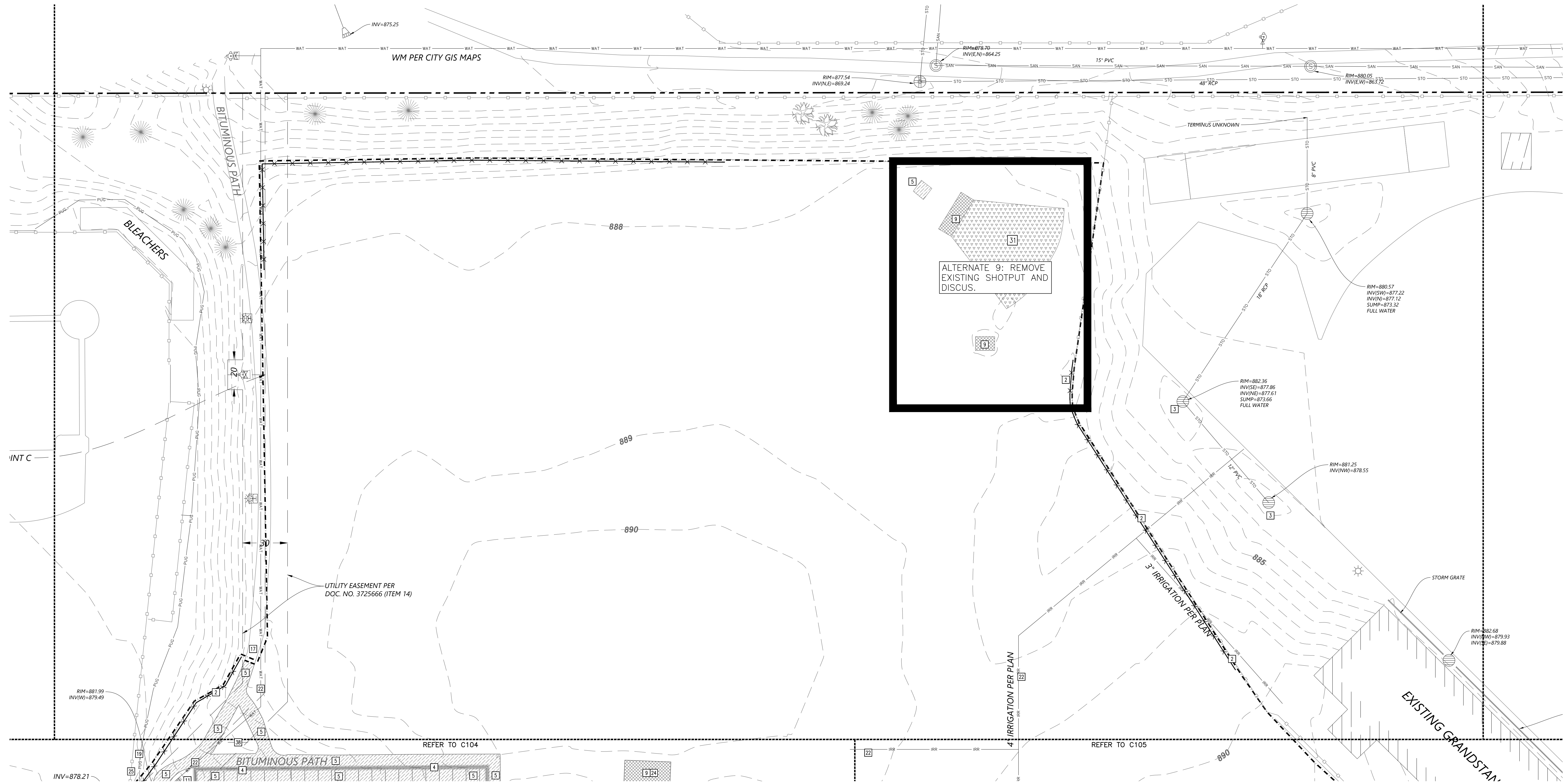
SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
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C104



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C106
SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
1" = 30'

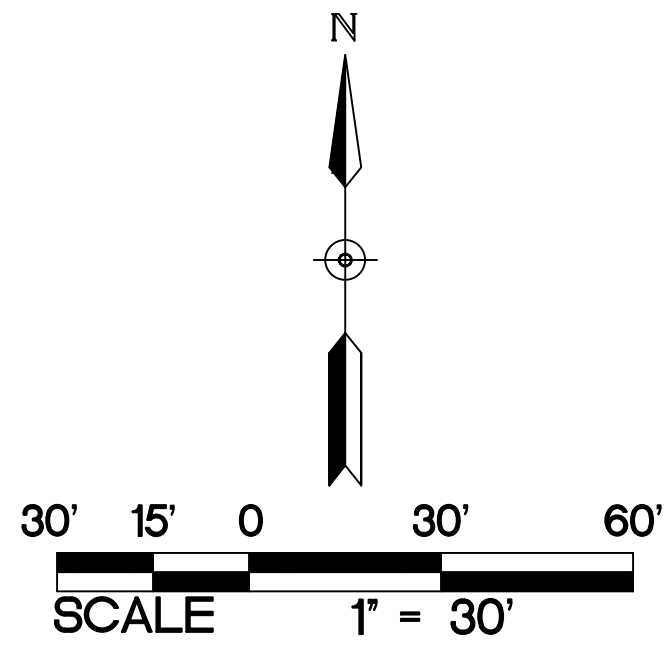
KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

- [2] INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.
- [3] INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
- [4] REMOVE CURB AND GUTTER IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN. SAWCUT AND REMOVE AT NEAREST JOINT.
- [5] SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
- [9] REMOVE CONCRETE PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
- [17] EXISTING BITUMINOUS PAVEMENT TO REMAIN. PROTECT AT ALL TIMES.
- [19] EXISTING ELECTRICAL LINES, LIGHT POLES, AND FOOTINGS TO REMAIN. PROTECT AT ALL TIMES.
- [22] EXISTING WATER MAIN, HYDRANTS, VALVES, AND IRRIGATION TO REMAIN. PROTECT AT ALL TIMES.
- [24] REMOVE AND SALVAGE EXISTING BLEACHERS IN THEIR ENTIRETY. COORDINATE WITH SCHOOL DISTRICT.
- [25] EXISTING FENCE TO REMAIN. PROTECT AT ALL TIMES.
- [31] REMOVE GRAVEL SURFACE IN ITS ENTIRETY TO THE EXTENTS SHOWN.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	---X---
SEDIMENT CONTROL LOG	+++++
PROPERTY LINE	-----
SAWCUT LINE (APPROX.)	- - - - -
BITUMINOUS REMOVAL	[Hatched Pattern]
CONCRETE REMOVAL	[Cross-hatched Pattern]
GRAVEL REMOVAL	[Dotted Pattern]



NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN
MAY RECEIVE RUNOFF FROM CONSTRUCTION
ACTIVITIES. INSTALL INLET SEDIMENT
PROTECTION PER DETAILS 4/C500 AND
5/C500 ON ALL STORM INLETS THAT MAY
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NOTE:
REFER TO C100 FOR DEMOLITION AND
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REFER TO C100 FOR GENERAL NOTES.

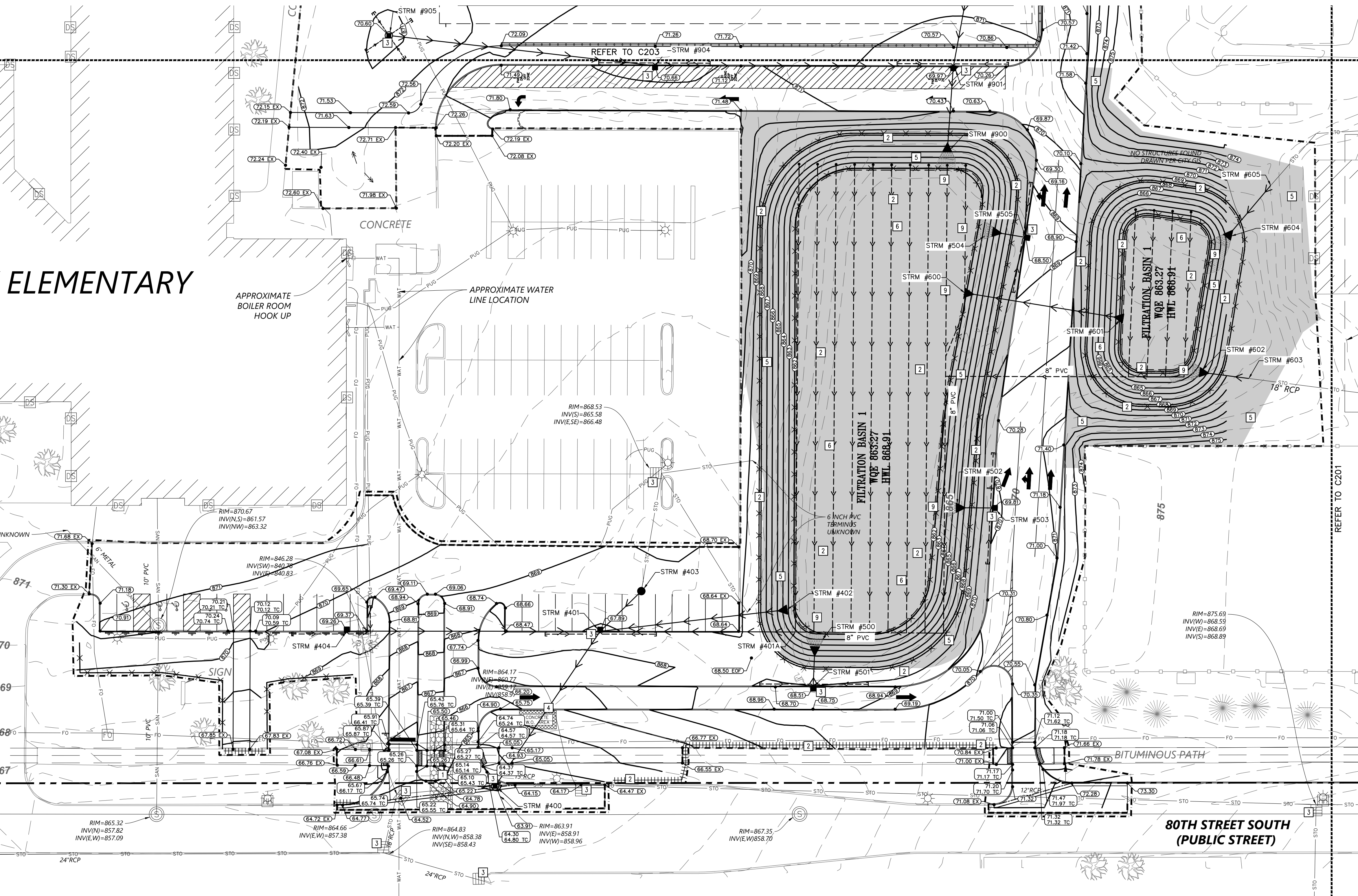
SELECTIVE SITE DEMOLITION AND
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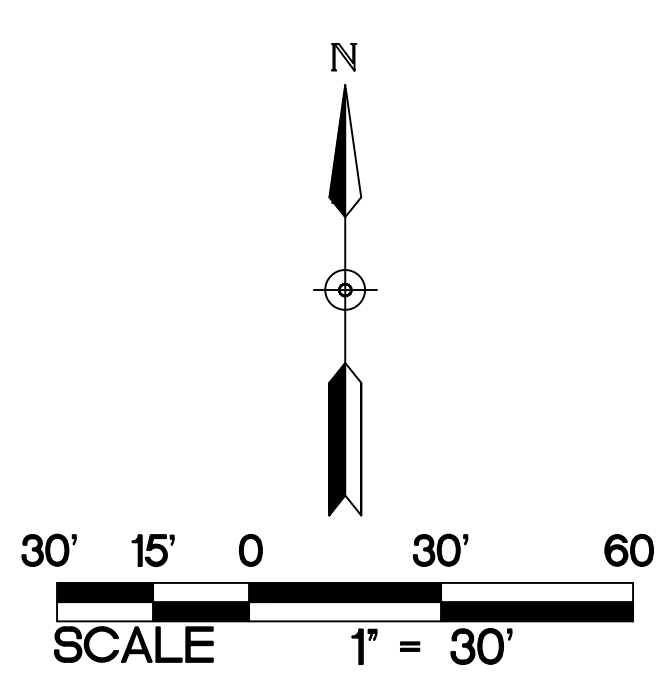
C106



ELEMENTARY

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	XXXXXX
SEDIMENT CONTROL LOG	
PROPERTY LINE	----
SAWCUT LINE (APPROX.)	- - - -
PROPOSED CONTOUR	---ELEV---
DRAIN TILE	---
STORM SEWER	---
RETAINING WALL	---
CATCH BASIN	---
MANHOLE	---
FLARED END SECTION WITH RIPRAP	---
EROSION CONTROL BLANKET (TEMPORARY)	---
ROCK CONSTRUCTION ENTRANCE	---
DRAINAGE FLOW ARROW	---
SPOT ELEVATION	---
SOIL BORING	---
CONCRETE WASHOUT AREA	---

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
BS	Bottom of Step
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
HWL	High Water Level
INV	Invert
LFE	Lower Floor Elevation
MAX	Maximum
MH	Manhole
MIN	Minimum
NWL	Normal Water Level
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
STRM	Storm Sewer Structure
TC	Top of Curb
TS	Top of Step
TW	Top of Wall
W.O.	Washout
WQE	Water Quality Elevation



WALKWAY NOTES:

1. GRADING CONTRACTOR IS TO COORDINATE WITH PAVING CONTRACTOR SO THAT ALL STEPS AND LANDINGS ARE SLOPED PER CODE.
2. ALL SIDEWALK LONGITUDINAL AND TRANSVERSE SLOPES ARE TO BE PER CODE.

NOTE: STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAILS 4/C500 AND 5/C500 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

RETAINING WALL NOTES:

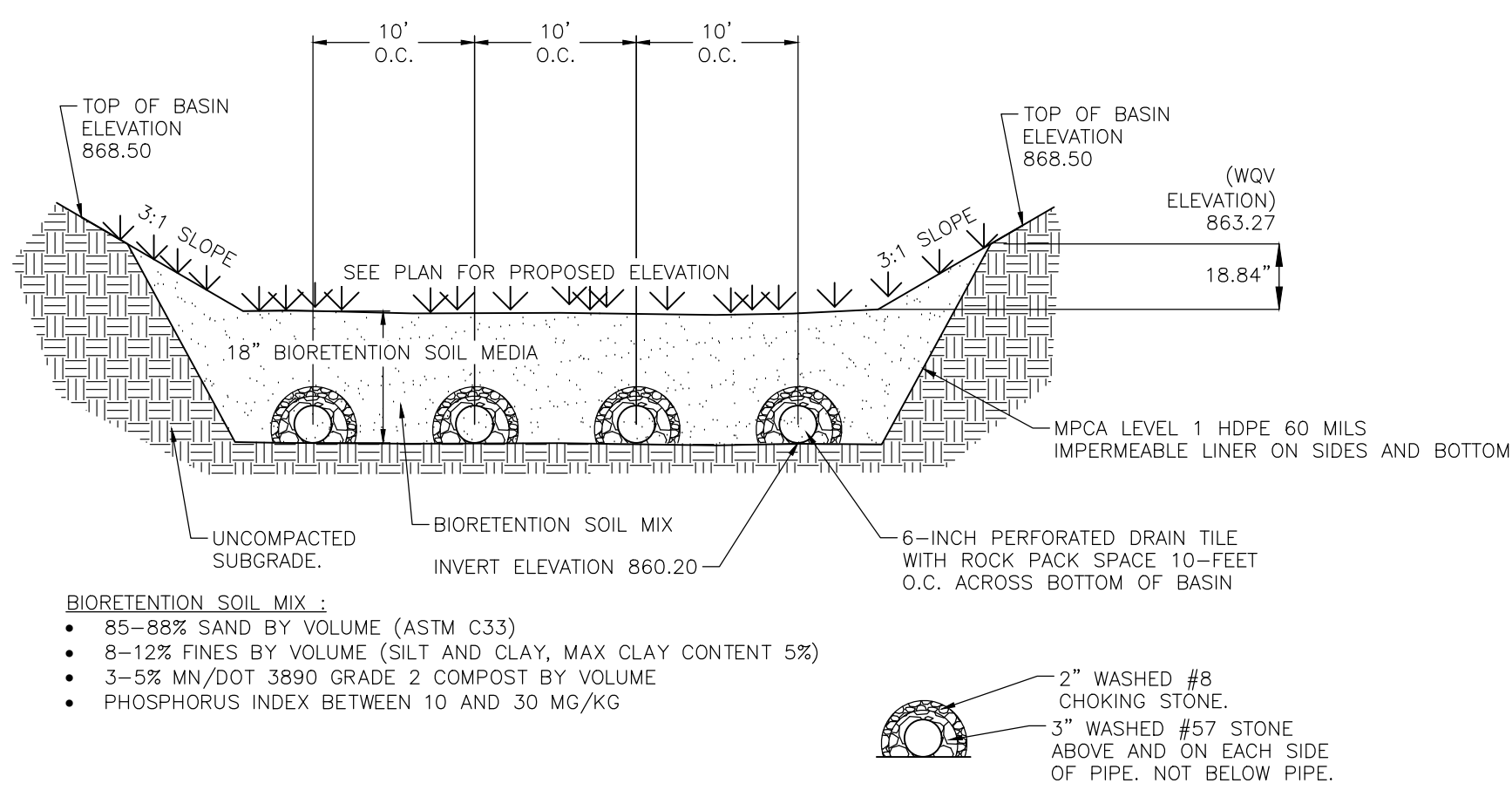
1. ALL TOP AND BOTTOM ELEVATIONS CORRESPOND TO THE RESPECTIVE GRADE ELEVATIONS ON EACH SIDE OF THE WALL.
2. THE BOTTOM ELEVATION IS THE ELEVATION OF THE LOW-GRADE SIDE OF THE WALL, NOT THE TOP ELEVATION OF THE BURIED FOUNDATION.
3. ALL RETAINING WALLS SHALL HAVE PROTECTIVE FENCING AT THE TOP WHERE THE VERTICAL HEIGHT EXCEEDS 30 INCHES. REFER TO ARCHITECTURAL AND LANDSCAPE PLANS AND SPECIFICATIONS.

KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

1. INSTALL CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C500.
2. INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
4. APPROXIMATE LOCATION OF TEMPORARY CONTAINED CONCRETE WASH OUT BIN. REFER TO THE MINNESOTA HURD/SOS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY FOR MORE DETAILS. SELF-CONTAINED CONCRETE WASHOUTS ON CONCRETE DELIVERY TRUCKS IS AN ACCEPTABLE ALTERNATIVE TO ON-SITE CONTAINMENT.
5. INSTALL MN/DOT 3885 CATEGORY 20 TEMPORARY STRAW FIBER EROSION CONTROL BLANKET.
6. FILTRATION BASIN IS TO BE CONSTRUCTED AT THE END OF GRADING OPERATIONS ONCE THE TRIBUTARY AREA'S FINAL STABILIZATION HAS BEEN INSTALLED. REFER TO DETAIL 2/C200 FOR FILTRATION BASIN CROSS SECTION. CONSTRUCTION TRAFFIC IN FILTRATION AREA IS NOT ALLOWED AFTER AREA HAS BEEN EXCAVATED. PRIOR TO FINAL STABILIZATION, LOOSEN SOIL WITH MECHANICAL TIER. FILTRATION AREAS ARE NOT APPROVED BORROW SITES AND ARE NOT TO BE USED FOR TEMPORARY SEDIMENT BASIN ONCE BASIN SUBGRADE ELEVATION HAS BEEN EXCAVATED. CONTRACTOR SHALL ENSURE THAT BASIN INFILTRATES AT A MINIMUM RATE OF 0.8-INCHES PER HOUR USING A DOUBLE RING INFILTRATOR TEST BEFORE FINAL ACCEPTANCE. DOUBLE RING INFILTRATOR TEST SHALL BE SIGNED BY A REGISTERED GEOTECHNICAL ENGINEER AND SUBMITTED TO THE CITY AND ENGINEER FOR REVIEW BEFORE FINAL APPROVAL.
7. INSTALL RIPRAP AT FLARED END SECTION TO THE APPROXIMATE EXTENTS SHOWN. INTENT IS FOR RIPRAP TO EXTEND TO THE BOTTOM OF THE BASIN. REFER TO DETAIL 7/C501.

- NOTES:
1. PLACE IN 12"-15" LIFTS, HAND TAMPED. SUBMIT MIX DESIGN SHOP DRAWING FOR APPROVAL.
 2. REFER TO LANDSCAPE ARCHITECTURAL PLANS FOR SEEDING.



2 C200 FILTRATION BASIN 1 DETAIL NOT TO SCALE

DRAIN TILE ROCK PACK DETAIL

GRADING NOTES:

1. THE CONTRACTOR SHALL VISIT THE SITE, REVIEW ALL CONSTRUCTION DOCUMENTS, AND FIELD VERIFY THE EXISTING CONDITIONS PRIOR TO BIDDING. NO ADDITIONAL COMPENSATION WILL BE GIVEN FOR WORK THAT COULD HAVE BEEN IDENTIFIED BY A SITE VISIT OR CONSTRUCTION DOCUMENT REVIEW.
2. THE BACKGROUND INFORMATION WAS PREPARED BY WESTWOOD PROFESSIONAL SERVICES, (952) 937-5150.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION AND MARK ALL EXISTING UTILITIES 48 HOURS BEFORE CONSTRUCTION STARTS. THE ENGINEER, ARCHITECT, OR OWNER DOES NOT GUARANTEE THAT ALL THE UTILITIES ARE MAPPED, OR, IF MAPPED, ARE SHOWN CORRECTLY. CONTACT Gopher State One Call at 651-454-0002 FOR FIELD LOCATING EXISTING UTILITIES. CONTACT UTILITY OWNER IF DAMAGE OCCURS DUE TO CONSTRUCTION.
4. PROTECT ALL EXISTING STRUCTURES AND UTILITIES WHICH ARE NOT SCHEDULED FOR REMOVAL.
5. NOTIFY CITY BUILDING INSPECTOR BEFORE TRENCHING AND EXCAVATION WORK COMMENCES. THE CONTRACTOR SHALL OBTAIN ALL APPLICABLE PERMITS PRIOR TO START OF CONSTRUCTION.
6. ALL SPOT ELEVATIONS SHOWN AS 68.88, FOR EXAMPLE, ARE TO BE UNDERSTOOD TO MEAN 68.88.
7. ALL SPOT ELEVATIONS ALONG THE CURB-LINE INDICATE THE ELEVATION OF THE GUTTER UNLESS NOTED OTHERWISE.
8. NO LANDSCAPED SLOPES ARE TO EXCEED 3:1 (3 FEET HORIZONTAL TO 1 FOOT VERTICAL) UNLESS NOTED OTHERWISE.
9. ACCESSIBLE PARKING AREAS SHALL NOT HAVE SLOPES IN ANY DIRECTION THAT EXCEED 2%.
10. PROVIDE POSITIVE DRAINAGE FROM BUILDINGS AT ALL TIMES.
11. UPON COMPLETION OF THE GRADING AND UTILITY WORK, THE CONTRACTOR SHALL CERTIFY THAT ALL GRADING AND UTILITY WORK WAS PERFORMED IN ACCORDANCE WITH THE APPROVED GRADING AND UTILITY PERMITS. AN AS-BUILT GRADING AND UTILITY PLAN SHALL BE PERFORMED BY A REGISTERED LAND SURVEYOR HIRED BY THE CONTRACTOR. SURVEY SHALL BE PROVIDED TO CIVIL ENGINEER.
12. PRIOR TO ISSUANCE OF BUILDING PERMITS, ALL NECESSARY EROSION CONTROL DEVICES MUST BE IN PLACE AND FUNCTIONING. THE CITY (AND SOUTH WASHINGTON WATERSHED DISTRICT) WILL INSPECT THE SITE TO DETERMINE ITS SUITABILITY FOR BUILDING ACTIVITIES. IF THE PUBLIC UTILITIES HAVE NOT BEEN INSTALLED AT THIS POINT, IT MAY BE NECESSARY TO WITHHOLD BUILDING PERMITS FOR VARIOUS LOTS TO ALLOW THE CONTRACTOR ADEQUATE SPACE TO PERFORM THIS WORK.
13. ALL DEBRIS CREATED IN THE PROCESS OF CLEARING AND GRADING THE SITE SHALL BE REMOVED FROM THE SITE. THIS INCLUDES TREES AND SHRUBS. UNDER NO CIRCUMSTANCES SHALL THIS TYPE OF MATERIAL BE BURIED OR BURNED ON THE SITE.
14. THE CONTRACTOR MAY STRIP AND SALVAGE TOPSOIL FOR POTENTIAL RE-SPREADING ON THE SITE, IF APPROVED BY THE LANDSCAPE ARCHITECT AND/OR SPECIFICATIONS. SIX INCHES OF TOPSOIL - AFTER COMPACTION - SHALL BE RE-SPREAD PRIOR TO SEEDING AND MULCHING. EXCESS TOPSOIL MAY BE REMOVED FROM THE SITE PROVIDED THERE IS ADEQUATE TOPSOIL REMAINING TO PROPERLY FINISH THE SITE AS NOTED ABOVE. THE TOPSOIL STRIPPING, STOCKPILING, AND RE-SPREADING SHALL BE DONE IN ACCORDANCE WITH, AND NOTED ON, THE APPROVED GRADING PLAN AND SPECIFICATIONS. THE CONTRACTOR SHALL REFER TO THE LANDSCAPE DRAWINGS AND SPECIFICATIONS FOR ANY SPECIAL TOPSOIL OR PLANTING REQUIREMENTS.
15. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION. EROSION CONTROL MEASURES SHALL BE INSTALLED TO PREVENT SEDIMENT FROM RUNNING OFF ONTO ADJACENT PROPERTIES. ANY DAMAGE TO ADJACENT PROPERTIES MUST BE CORRECTED AND RESTORED AS SOON AS PERMISSION IS GRANTED FROM THE ADJACENT PROPERTY OWNER(S).
16. IF CONSTRUCTION OF THE SITE WORK PROCEEDS THROUGH THE WINTER MONTHS, ANY DISTURBED AREAS OUTSIDE THE BUILDING FOOTPRINTS ARE TO BE MINIMALLY STABILIZED PRIOR TO MARCH 1 AS FOLLOWS: AREAS PLANNED TO RECEIVE PAVEMENTS ARE TO HAVE CLASS 5 BASE INSTALLED; ALL OTHER DISTURBED AREAS ARE TO BE SEEDED, STRAW MULCH PLACED, AND DISC-ANCHORED.
17. WINTER MULCHING:
 - 17.A. SNOW MULCHING SHALL BE DEFINED AS MULCH MATERIAL SPREAD OVER THE TOP OF SNOW SO THAT THE MULCH MELTS THROUGH THE SNOW AND STICKS TO THE EXPOSED SOILS.
 - 17.B. FROZEN GROUND MULCHING SHALL BE DEFINED AS MULCH MATERIAL SPREAD OVER FROZEN GROUND. MULCH MATERIALS THAT DO NOT REQUIRE DISC-ANCHORING INTO THE SOIL MAY BE INJECTED SOIL MODIFICATION. MULCH MATERIALS THAT REQUIRE DISC-ANCHORING MAY BE ANCHORED WITH HYDRAULIC SOIL STABILIZERS OR MAY BE FROZEN TO THE SOIL BY APPLYING WATER AT A RATE OF 2000 GALLONS PER ACRE OVER THE MULCH AS A SUBSTITUTION FOR DISC-ANCHORING.
18. RETAINING WALLS AND APPROPRIATE SAFETY FENCING ALONG THE TOP OF WALLS ARE TO BE DESIGNED AND CERTIFIED BY A REGISTERED PROFESSIONAL ENGINEER. SUBMIT RETAINING WALL SHOP DRAWINGS TO PROJECT TEAM PRIOR TO CONSTRUCTION.
19. THE CONTRACTOR SHALL LIMIT THE DISTURBED AREA AS MUCH AS POSSIBLE.

EROSION CONTROL NOTES:

1. ALL EROSION CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY SITE GRADING OPERATIONS. THE CITY ENGINEERING DEPARTMENT AND SOUTH WASHINGTON WATERSHED DISTRICT MUST BE NOTIFIED UPON COMPLETION OF THE INSTALLATION OF THE REQUIRED EROSION CONTROL FACILITIES AND PRIOR TO ANY GRADING OPERATION BEING COMMENCED. THE CONTRACTOR IS RESPONSIBLE FOR SCHEDULING A PRE-CONSTRUCTION GRADING MEETING ON-SITE WITH THE CITY AND SOUTH WASHINGTON WATERSHED DISTRICT. IF DAMAGED OR REMOVED DURING CONSTRUCTION, ALL EROSION CONTROL FACILITIES SHALL BE RESTORED AND IN PLACE AT THE END OF EACH DAY.
2. ANY EROSION CONTROL FACILITIES DEEMED NECESSARY BY THE CITY OR SOUTH WASHINGTON WATERSHED DISTRICT, BEFORE, DURING, OR AFTER THE GRADING ACTIVITIES, SHALL BE INSTALLED AT THEIR REQUEST.
3. NO DEVIATIONS SHALL BE MADE FROM THE ELEVATIONS SHOWN ON THE APPROVED GRADING PLAN WITHOUT PRIOR APPROVAL FROM THE CIVIL ENGINEER.
4. FOR SITES GREATER THAN 1.0 ACRE, AS REQUIRED BY THE MPCA PERMIT REQUIREMENTS, THE PERMIT APPLICANT MUST KEEP AN EROSION CONTROL INSPECTION LOG. INSPECTION MUST BE MADE ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS AFTER EVERY RAIN EVENT. THE INSPECTION RECORD MUST BE MADE AVAILABLE TO THE CITY AND SOUTH WASHINGTON WATERSHED DISTRICT WITHIN 24 HOURS OF REQUEST.
5. FLOWS FROM DIVERSION CHANNELS OR PIPES (TEMPORARY OR PERMANENT) SHALL BE ROUTED TO SEDIMENTATION BASINS OR APPROPRIATE ENERGY DISSIPATORS TO PREVENT TRANSPORT OF SEDIMENT TO OUTFLOW TO LATERAL CONVEYORS AND TO PREVENT EROSION AND SEDIMENTATION WHEN RUNOFF FLOWS INTO THESE CONVEYORS.
6. SITE ACCESS ROADS SHALL BE GRADED OR OTHERWISE PROTECTED WITH SILT FENCES, DIVERSION CHANNELS, OR DIKES AND PIPES TO PREVENT SEDIMENT FROM EXITING THE SITE VIA THE ACCESS ROADS. SITE-ACCESS ROADS/DRIVEWAYS SHALL BE SURFACED WITH CRUSHED ROCK WHERE THEY ADJOIN EXISTING PAVED ROADWAYS.
7. SOILS TRACKED FROM THE SITE BY MOTOR VEHICLES OR EQUIPMENT SHALL BE CLEANED DAILY FROM PAVED ROADWAY SURFACES, OR MORE FREQUENTLY IF REQUESTED BY THE CITY OR SOUTH WASHINGTON WATERSHED DISTRICT, THROUGHOUT THE DURATION OF CONSTRUCTION.
8. DUST CONTROL MEASURES SHALL BE PERFORMED PERIODICALLY WHEN CONDITIONS REQUIRE AND/OR AS DIRECTED BY THE CITY OR SOUTH WASHINGTON WATERSHED DISTRICT.
9. ALL EROSION CONTROL MEASURES SHALL BE USED AND MAINTAINED FOR THE DURATION OF SITE CONSTRUCTION. IF CONSTRUCTION OPERATIONS OR NATURAL EVENTS DAMAGE OR INTERFERE WITH THESE EROSION CONTROL MEASURES, THEY SHALL BE RESTORED TO SERVE THEIR INTENDED FUNCTION AT THE END OF EACH DAY OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.
10. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED AS SOON AS POSSIBLE. ANY AREAS WHICH HAVE BEEN FINISHED GRADED OR AREAS THAT HAVE BEEN DISTURBED AND FOR WHICH GRADING OR SITE BUILDING CONSTRUCTION OPERATIONS ARE NOT ACTIVELY UNDERWAY SHALL BE SEEDED AND MULCHED AS SET FORTH IN THE FOLLOWING PARAGRAPHS WITHIN 14 DAYS:
 - A. ALL SEEDED AREAS SHALL BE EITHER MULCHED AND DISC-ANCHORED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION. TEMPORARY STRAW MULCH SHALL BE DISC-ANCHORED AND APPLIED AT A UNIFORM RATE OF NOT LESS THAN TWO TONS PER ACRE AND NOT LESS THAN 80% COVERAGE.
 - B. IF THE GRADED AREA IS ANTICIPATED TO BE RE-DISTURBED/DEVELOPED WITHIN SIX MONTHS, PROVIDE A TEMPORARY VEGETATIVE COVER CONSISTING OF MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) SEED MIXTURE 21-111 (OATS), OR 21-112 (WINTER WHEAT), AT A RATE OF 100 POUNDS PER ACRE.
 - C. IF GRADED AREA WILL NOT BE DEVELOPED FOR A PERIOD GREATER THAN SIX MONTHS, PROVIDE A SEMI-PERMANENT VEGETATIVE COVER OF SEED MIXTURE MNDOT 22-112 AT A RATE OF 40 POUNDS PER ACRE.
 - D. GRADING BONDS OR THE EQUIVALENT SECURITIES SHALL BE RETAINED UNTIL TURF HAS GERMINATED AND SURVIVED A 60-DAY GROWING PERIOD.
 - E. REFER TO LANDSCAPE PLANS FOR PERMANENT TURF RESTORATION.
 - F. WHENEVER OTHER EROSION AND SEDIMENT CONTROL PRACTICES ARE INADEQUATE, TEMPORARY ON-SITE SEDIMENT BASINS THAT CONFORM TO THE CRITERIA FOR ON-SITE DETENTION BASINS SHALL BE PROVIDED.
 - G. MULCH, HYDROMULCH, AND TACKIFIERS MAY NOT BE USED FOR STABILIZATION IN SWALES OR DRAINAGE DITCHES UNLESS THE LONGITUDINAL SLOPE IS LESS THAN 2 PERCENT.
 - H. RUNOFF SHALL BE PREVENTED FROM ENTERING ALL STORM SEWER CATCH BASINS PROVIDING THEY ARE NOT NEEDED DURING CONSTRUCTION. WHERE STORM SEWER CATCH BASINS ARE NECESSARY FOR SITE DRAINAGE DURING CONSTRUCTION, SEDIMENT PROTECTION DEVICES AS DETAILED SHALL BE INSTALLED AND MAINTAINED AROUND ALL CATCH BASINS UNTIL THE TRIBUTARY AREA TO THE CATCH BASIN IS RESTORED.
11. GRADING ACTIVITIES PROPOSED TO BEGIN AFTER OCTOBER 15 WILL REQUIRE AN APPROVED PHASING SCHEDULE. THE AREA OF LAND THAT THE CITY WILL ALLOW TO BE DISTURBED AT THIS TIME OF YEAR WILL BE SEVERELY LIMITED. THE CITY WILL ALSO REQUIRE ADDITIONAL EROSION CONTROL DEVICES, I.E., TEMPORARY SEDIMENT BASINS, DORMANT SEEDING AND HIGH RATES OF APPLICATION OF BOTH SEED AND MULCH.
12. FILTER BLANKET AND RIPRAP SHALL BE INSTALLED ON THE DOWNSTREAM SIDES OF ALL STORM SEWER OUTLETS 24 HOURS AFTER CONSTRUCTION AS INDICATED AND DETAILED. ALL RIPRAP SHALL BE INSTALLED WITH A FILTER MATERIAL MEETING THE MNDOT SPECIFICATIONS FOR RIPRAP AND FILTER MATERIAL.
13. EROSION CONTROL FACILITIES SHALL BE INSTALLED AND MAINTAINED AROUND THE PERIMETER OF ALL PONDS AND WETLANDS WITHIN OR ADJACENT TO THE AREA TO BE GRADED UNTIL THE TRIBUTARY AREA TO THE POND OR WETLAND IS RESTORED.
14. TO MINIMIZE EROSION, ALL 3:1 SLOPES SHALL BE COVERED WITH A MN/DOT 3885 CATEGORY 20 STRAW EROSION CONTROL BLANKETS OR STAKED SOIL.
15. ACCUMULATION OF ALL SEDIMENT OCCURRING IN PONDS, WETLANDS, STORM SEWERS, AND DITCHES SHALL BE REMOVED PRIOR TO, DURING, AND AFTER COMPLETION OF GRADING ACTIVITIES.
16. EROSION CONTROL ITEMS AND DEVICES SHALL BE REMOVED ONLY AFTER THE AREA HAS RECEIVED FINAL STABILIZATION OR AS DIRECTED BY THE CITY AND/OR SOUTH WASHINGTON WATERSHED DISTRICT.

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

Kevin A. Bohl

Date: 11-1-2024 License Number: 52209

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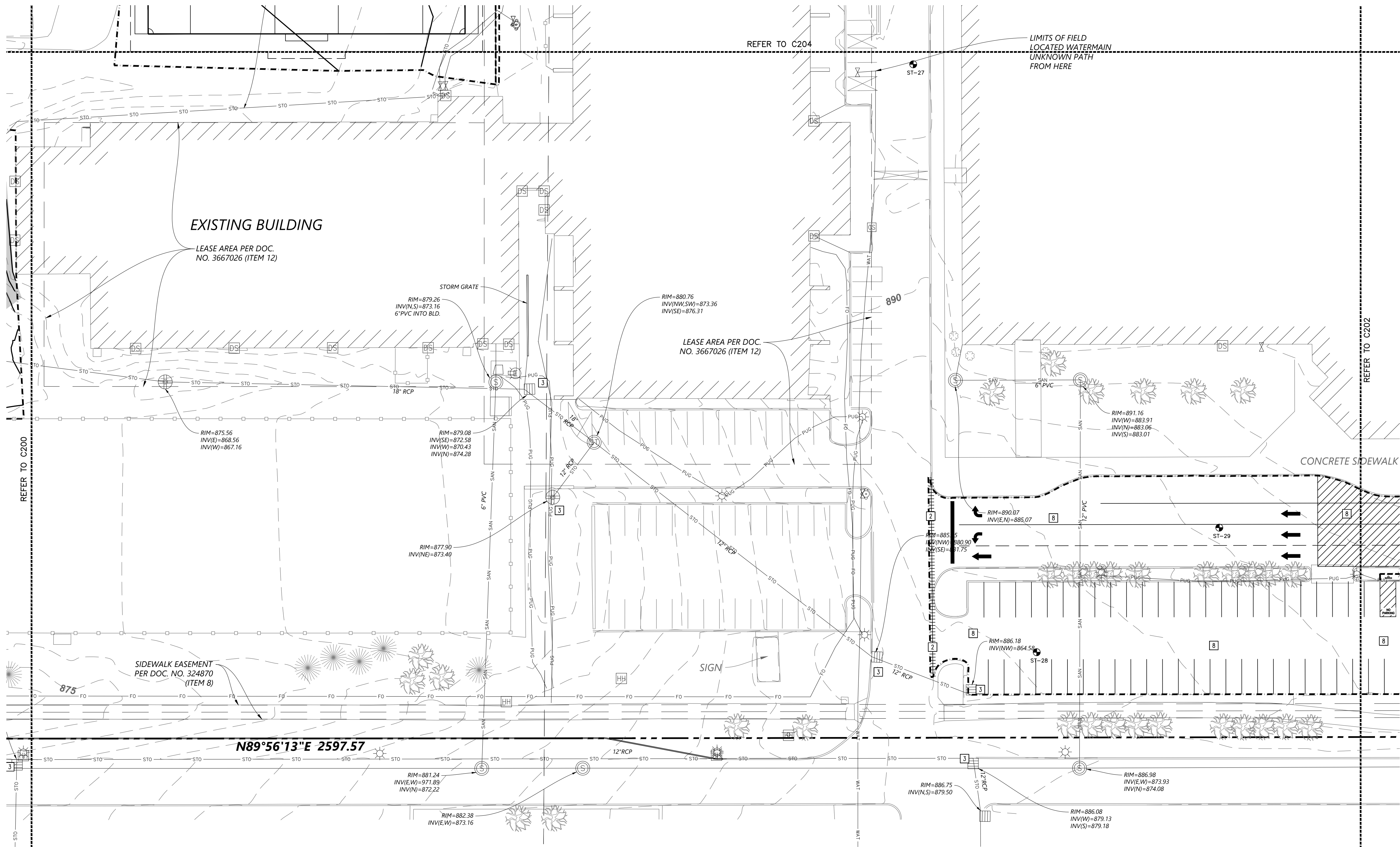
GRADING, DRAINAGE, AND
EROSION CONTROL PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

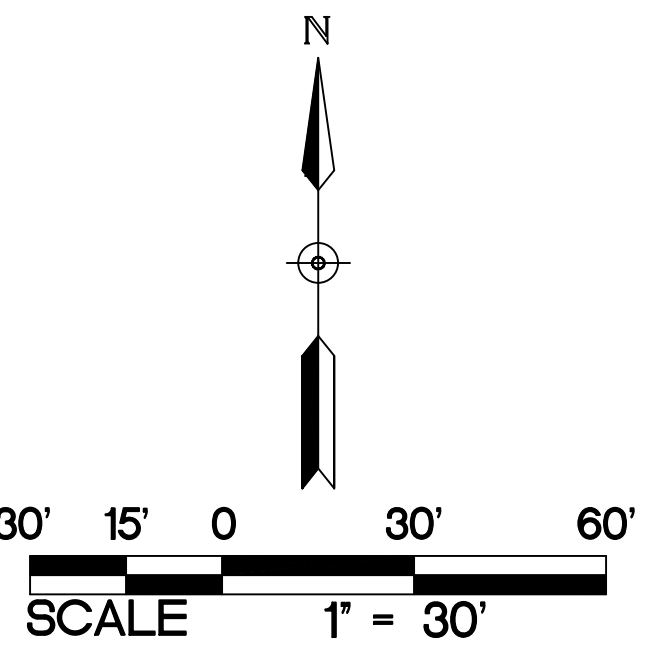
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C200



1
C201 GRADING, DRAINAGE, AND EROSION CONTROL PLAN
1" = 30'

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
BS	Bottom of Step
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
HWL	High Water Level
INV	Invert
LFE	Lower Floor Elevation
MAX	Maximum
MH	Manhole
MIN	Minimum
NWL	Normal Water Level
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
STRM	Storm Sewer Structure
TC	Top of Curb
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W.O.	Washout
WQE	Water Quality Elevation



PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	-----
SEDIMENT CONTROL LOG	=====
SAWCUT LINE (APPROX.)	-----
PROPOSED CONTOUR	---
EROSION CONTROL BLANKET (TEMPORARY)	---
SOIL BORING	SP-1

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN
MAY RECEIVE RUNOFF FROM CONSTRUCTION
ACTIVITIES. INSTALL INLET SEDIMENT
PROTECTION PER DETAILS 4/C500 AND
5/C500 ON ALL STORM INLETS THAT MAY
RECEIVE RUNOFF.

WALKWAY NOTES:
1. GRADING CONTRACTOR IS TO
COORDINATE WITH PAVING CONTRACTOR
SO THAT ALL STEPS AND LANDINGS ARE
SLOPED PER CODE.
2. ALL SIDEWALK LONGITUDINAL AND
TRANSVERSE SLOPES ARE TO BE PER
CODE.

NOTE:
REFER TO C200 FOR EROSION CONTROL
NOTES.
REFER TO C200 FOR GRADING NOTES.

- KEYED NOTES
- KEYED NOTES ARE DENOTED BY [NO] ON PLAN.
- [2] INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.
- [3] INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
- [8] CONTRACTOR SHALL MATCH EXISTING GRADING CONDITIONS IN RECLAIMED PAVEMENT AREA. PRIOR TO
INSTALLATION OF PAVEMENT, CONTRACTOR SHALL VERIFY THAT EXISTING CONDITIONS WILL NOT
CREATE ANY PONDING. IF DRAINAGE ISSUES APPEAR TO BE PRESENT, CONTRACTOR SHALL CONTACT
CIVIL ENGINEER FOR NEXT STEPS.



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I hereby certify that this plan, specification or report was
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of the State of MN.

Kevin A. Bohl
Date: 11-1-2024 License Number: 52209



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BKBM Project No. 24222-50

GRADING, DRAINAGE, AND EROSION CONTROL PLAN

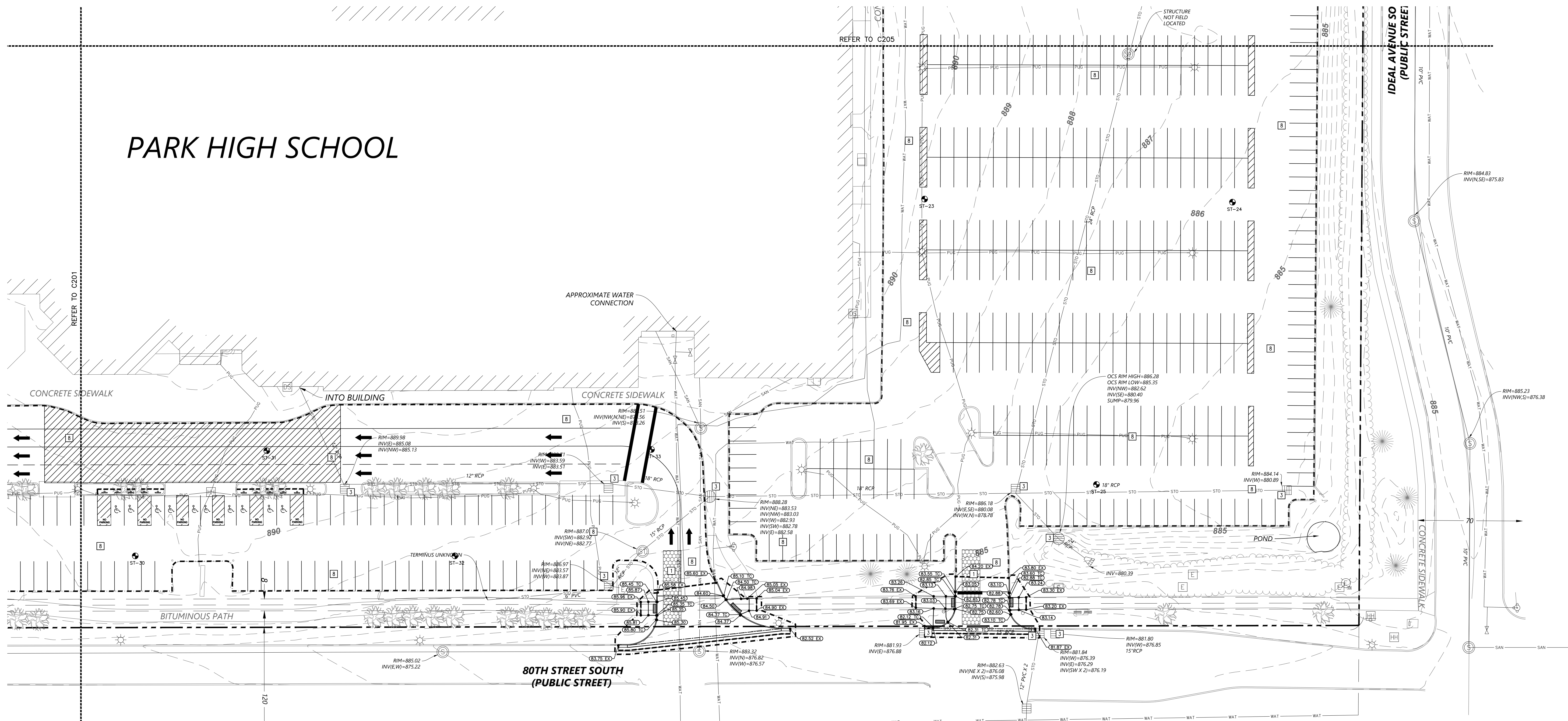
PARK HIGH SCHOOL ADDITIONS & RENOVATIONS 8040 80TH STREET SOUTH COTTAGE GROVE, MN 55016

PROJECT:	23270
DRAWN BY:	WH
CHECKED BY:	KAB
DATE:	11.1.2024
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C201

PARK HIGH SCHOOL



1 GRADING, DRAINAGE, AND EROSION CONTROL PLAN
C202 1" = 30'

KEYED NOTES

KEYED NOTES ARE DENOTED BY [Symbol] ON PLAN.

[1] INSTALL CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C500.

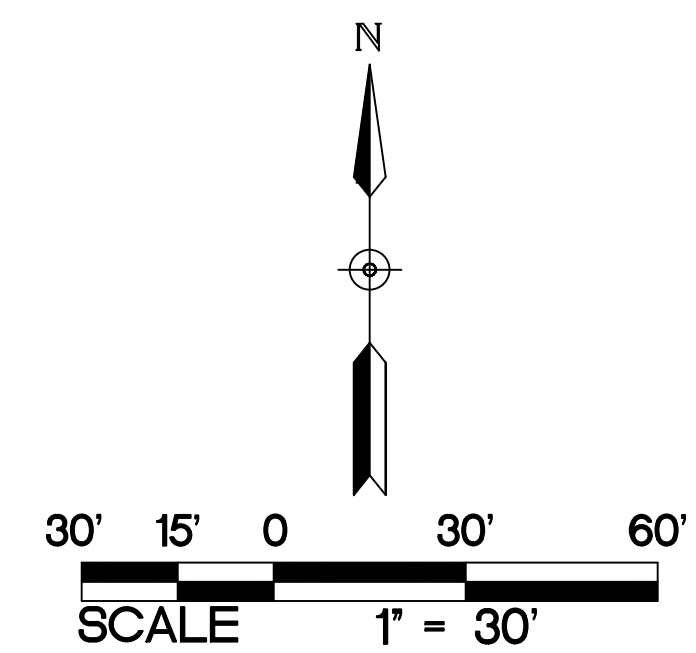
[3] INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.

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ABBREVIATIONS	
BLDG	Building
BM	Benchmark
BS	Bottom of Step
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
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PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
STRM	Storm Sewer Structure
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W.O.	Washout
WQE	Water Quality Elevation

PROPOSED PLAN SYMBOLS

CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
SOIL BORING	SB-1



NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN
MAY RECEIVE RUNOFF FROM CONSTRUCTION
ACTIVITIES. INSTALL INLET SEDIMENT
PROTECTION PER DETAILS 4/C500 AND
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WALKWAY NOTES:
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SO THAT ALL STEPS AND LANDINGS ARE
SLOPED PER CODE.
2. ALL SIDEWALK LONGITUDINAL AND
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NOTE:
REFER TO C200 FOR EROSION CONTROL
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REFER TO C200 FOR GRADING NOTES.

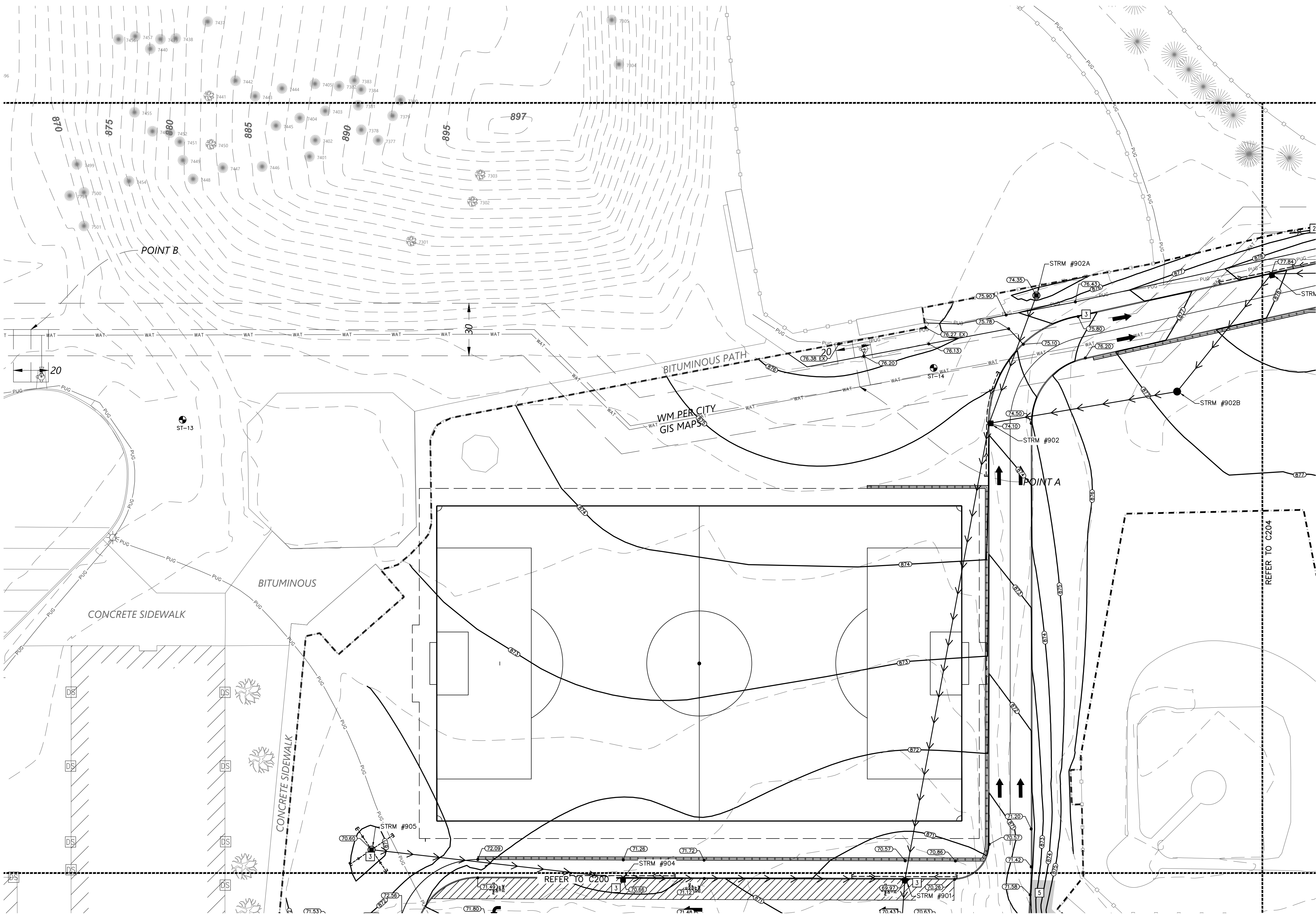
GRADING, DRAINAGE, AND EROSION CONTROL PLAN

PARK HIGH SCHOOL
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COTTAGE GROVE, MN 55016

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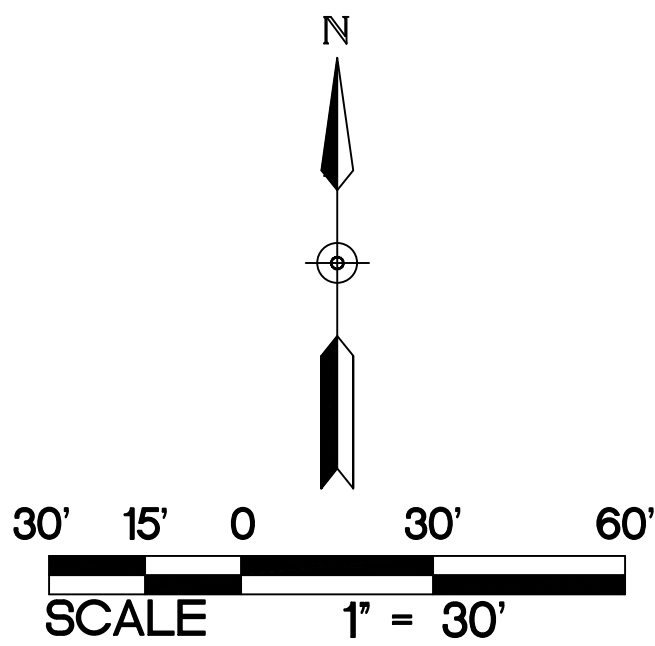
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C203 GRADING, DRAINAGE, AND EROSION CONTROL PLAN
1" = 30'

ABBREVIATIONS	
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PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
PROPOSED CONTOUR	---
DRAIN TILE	---
STORM SEWER	---
CATCH BASIN	---
MANHOLE	---
EROSION CONTROL BLANKET (TEMPORARY)	---
DRAINAGE FLOW ARROW	---
SPOT ELEVATION	---
SOIL BORING	---

KEYED NOTES

- KEYED NOTES ARE DENOTED BY [] ON PLAN.
- [] INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
- [] INSTALL MN/DOT 3885 CATEGORY 20 TEMPORARY STRAW FIBER EROSION CONTROL BLANKET.



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REFER TO C200 FOR GRADING NOTES.

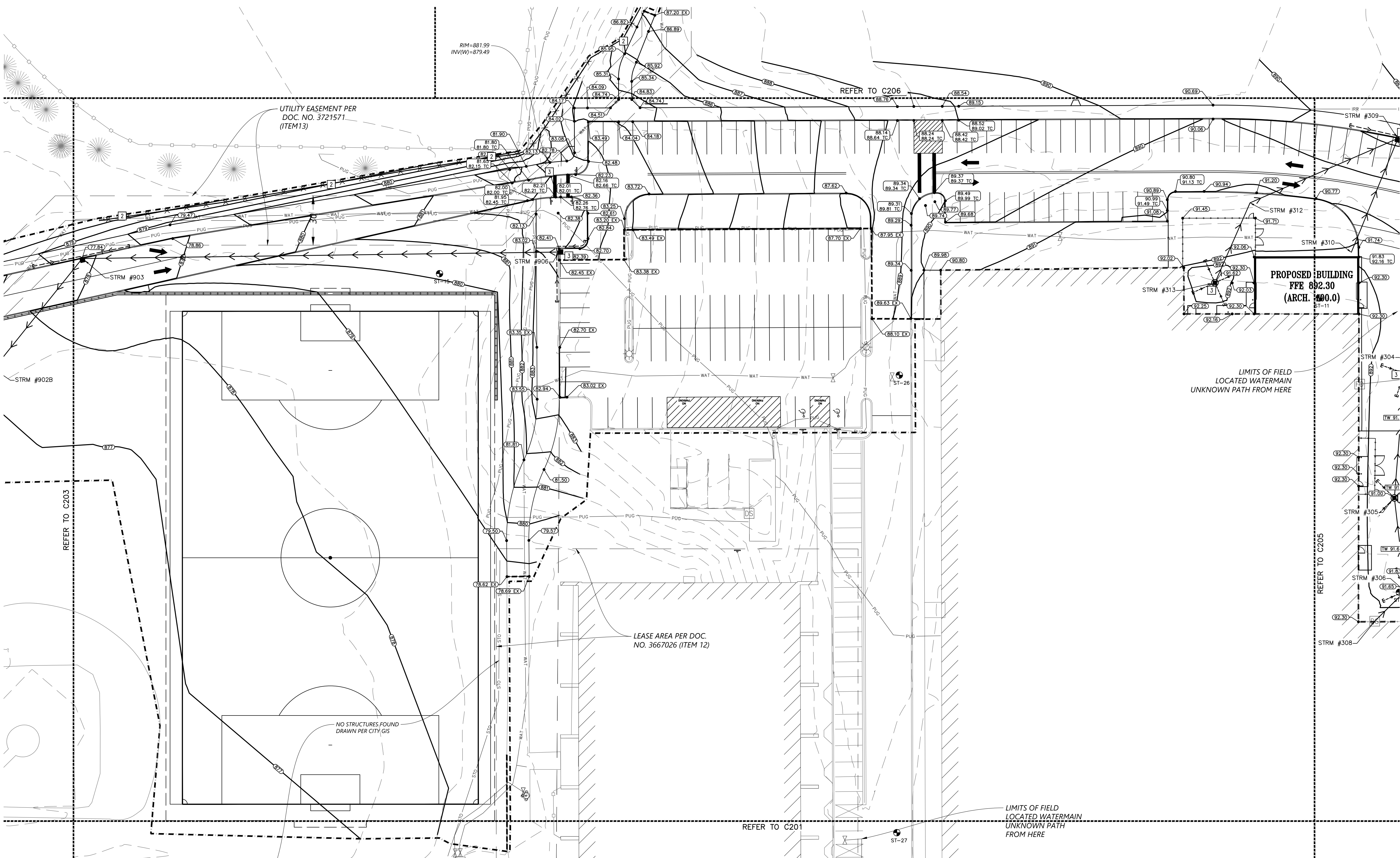
GRADING, DRAINAGE, AND
EROSION CONTROL PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
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C203



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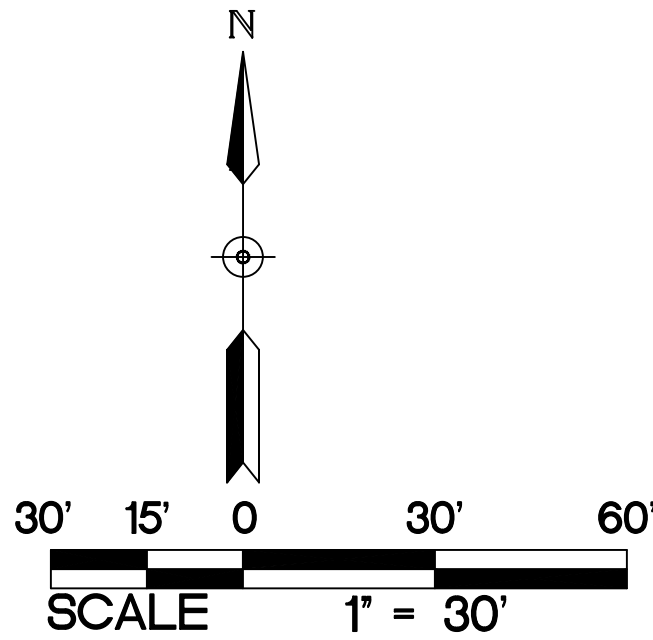
PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	XXXXXX
SEDIMENT CONTROL LOG	=====
PROPERTY LINE	-----
SAWCUT LINE (APPROX.)	-----
PROPOSED CONTOUR	-----
DRAIN TILE	-----
STORM SEWER	-----
CATCH BASIN	-----
MANHOLE	-----
EROSION CONTROL BLANKET (TEMPORARY)	-----
DRAINAGE FLOW ARROW	-----
RETAINING WALL SPOT ELEVATION	-----
SPOT ELEVATION	-----
SOIL BORING	-----

KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

[] INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.

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REFER TO C200 FOR EROSION CONTROL
NOTES.

REFER TO C200 FOR GRADING NOTES.

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License Number: 52209

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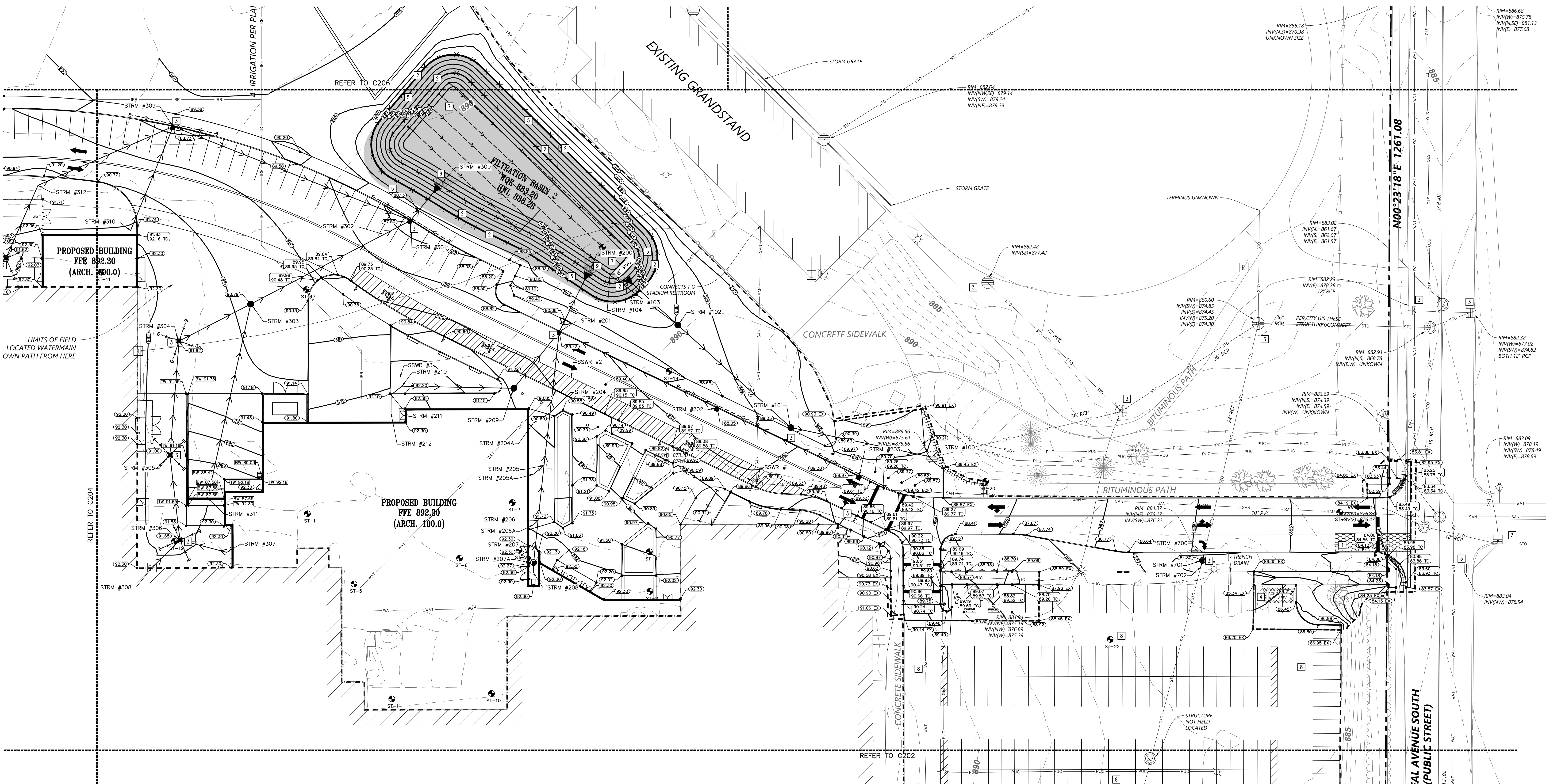
GRADING, DRAINAGE, AND
EROSION CONTROL PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

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C204



1
C205 GRADING, DRAINAGE, AND EROSION CONTROL PLAN
1" = 30'

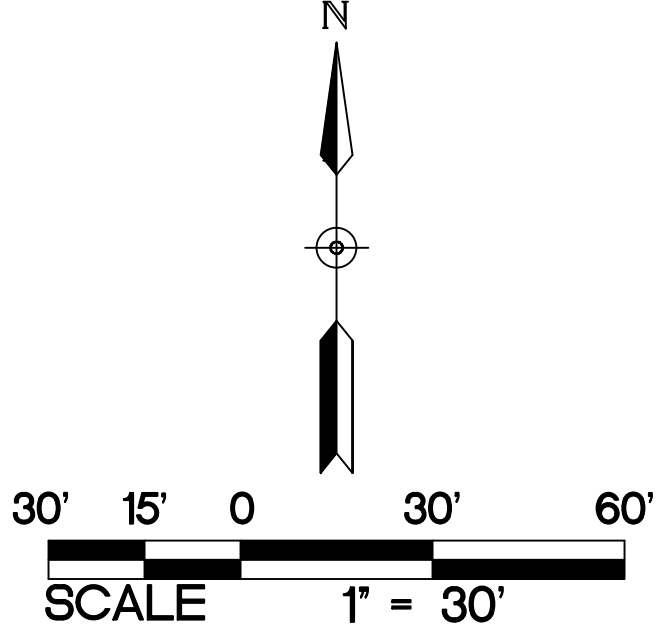
KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

1. INSTALL CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C500.
2. INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.
4. APPROXIMATE LOCATION OF TEMPORARY CONTAINED CONCRETE WASH OUT BIN. REFER TO THE MINNESOTA'S NPDES/SDS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY FOR MORE DETAILS. SELF-CONTAINED CONCRETE WASHOUTS ON CONCRETE DELIVERY TRUCKS IS AN ACCEPTABLE ALTERNATIVE TO ON-SITE CONTAINMENT.
5. INSTALL MN/DOT 3885 CATEGORY 20 TEMPORARY STRAW FIBER EROSION CONTROL BLANKET.
7. FILTRATION BASIN IS TO BE CONSTRUCTED AT THE END OF GRADING OPERATIONS ONCE THE TRIBUTARY AREA'S FINAL STABILIZATION HAS BEEN INSTALLED. REFER TO DETAIL 6/C501 FOR FILTRATION BASIN CROSS-SECTION. **CONSTRUCTION TRAFFIC IN FILTRATION AREA IS NOT ALLOWED AFTER AREA HAS BEEN EXCAVATED. PRIOR TO FINAL STABILIZATION, LOOSEN SOIL WITH MECHANICAL TILLER. FILTRATION AREA IS NOT APPROVED BORROW SITE AND IS NOT TO BE USED FOR TEMPORARY SEDIMENT BASIN ONCE BASIN SUBGRADE ELEVATION HAS BEEN EXCAVATED. CONTRACTOR SHALL ENSURE THAT BASIN INFILTRATES AT A MINIMUM RATE OF 0.6-INCHES PER HOUR USING A DOUBLE RING INFILTRMETER TEST BEFORE FINAL ACCEPTANCE. DOUBLE RING INFILTRMETER TEST SHALL BE SIGNED BY A REGISTERED GEOTECHNICAL ENGINEER AND SUBMITTED TO THE CITY AND ENGINEER FOR REVIEW BEFORE FINAL APPROVAL.**
8. CONTRACTOR SHALL WATCH EXISTING GRADING CONDITIONS IN RECLAIMED PAVEMENT AREA. PRIOR TO INSTALLATION OF PAVEMENT, CONTRACTOR SHALL VERIFY THAT EXISTING CONDITIONS WILL NOT CREATE ANY PONDING. IF DRAINAGE ISSUES APPEAR TO BE PRESENT, CONTRACTOR SHALL CONTACT CIVIL ENGINEER FOR NEXT STEPS.
9. INSTALL RIPRAP AT FLARED END SECTION TO THE APPROXIMATE EXTENTS SHOWN. INTENT IS FOR RIPRAP TO EXTEND TO THE BOTTOM OF THE BASIN. REFER TO DETAIL 7/C501.

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	---X---
SEDIMENT CONTROL LOG	
PROPERTY LINE	----
SAWCUT LINE (APPROX.)	----
PROPOSED CONTOUR	---
DRAIN TILE	---
STORM SEWER	---
RETAINING WALL	---
CATCH BASIN	---
MANHOLE	---
FLARED END SECTION	---
EROSION CONTROL BLANKET (TEMPORARY)	---
ROCK CONSTRUCTION ENTRANCE	---
DRAINAGE FLOW ARROW	---
RETAINING WALL SPOT ELEVATION	---
SPOT ELEVATION	---
SOIL BORING	---
CONCRETE WASHOUT AREA	---

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
BS	Bottom of Step
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
HWL	High Water Level
INV	Invert
LFE	Lower Floor Elevation
MAX	Maximum
MH	Manhole
MIN	Minimum
NWL	Normal Water Level
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
STRM	Storm Sewer Structure
TC	Top of Curb
TS	Top of Step
TW	Top of Wall
W.O.	Washout
WQE	Water Quality Elevation



NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAILS 4/C500 AND 5/C500 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

WALKWAY NOTES:
1. GRADING CONTRACTOR IS TO COORDINATE WITH PAVING CONTRACTOR SO THAT ALL STEPS AND LANDINGS ARE SLOPED PER CODE.
2. ALL SIDEWALK LONGITUDINAL AND TRANSVERSE SLOPES ARE TO BE PER CODE.

NOTE:
REFER TO C200 FOR EROSION CONTROL NOTES.
REFER TO C200 FOR GRADING NOTES.

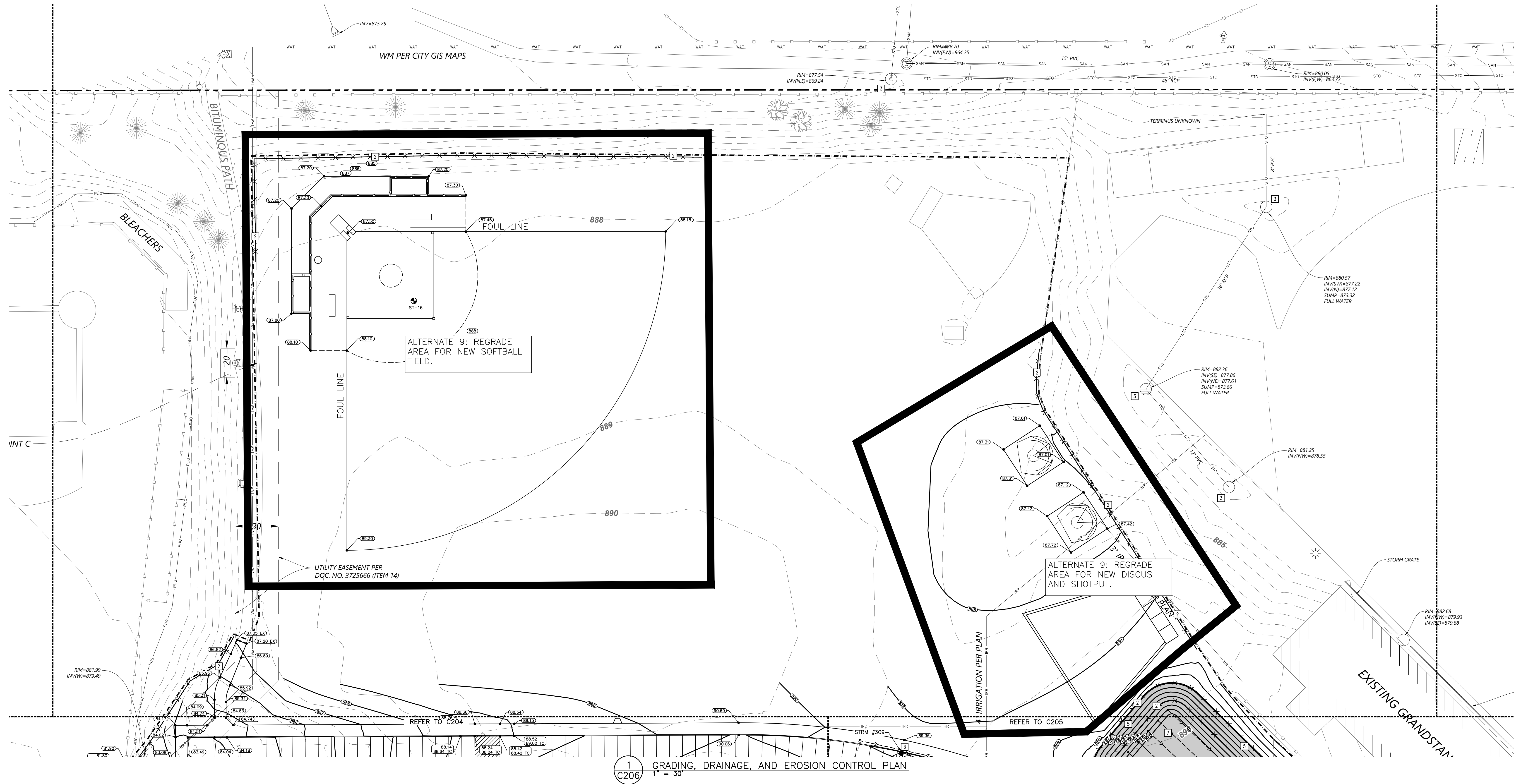
GRADING, DRAINAGE, AND
EROSION CONTROL PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
SET

C205



KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

[2] INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.

[3] INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAILS 4/C500 AND 5/C500.

[5] INSTALL MN/DOT 3885 CATEGORY 20 TEMPORARY STRAW FIBER EROSION CONTROL BLANKET.

[7] INFILTRATION BASIN(S) AND WATER QUALITY TREATMENT POND(S) ARE TO BE CONSTRUCTED AT THE END OF GRADING OPERATIONS ONCE THE TRIBUTARY AREA'S FINAL STABILIZATION HAS BEEN INSTALLED. REFER TO DETAIL 6/C501 FOR INFILTRATION BASIN(S) CROSS SECTION. CONSTRUCTION TRAFFIC IN INFILTRATION AREA(S) IS NOT ALLOWED AFTER AREA HAS BEEN EXCAVATED. PRIOR TO FINAL STABILIZATION, LOOSEN SOIL WITH MECHANICAL TILLER. INFILTRATION AREA(S) ARE NOT APPROVED BORROW SITES AND ARE NOT TO BE USED FOR TEMPORARY SEDIMENT BASIN(S) ONCE BASIN(S) SUBGRADE ELEVATION HAS BEEN EXCAVATED. CONTRACTOR SHALL ENSURE THAT BASIN(S) INFILTRATE AT A MINIMUM RATE OF 0.8-INCHES PER HOUR USING A DOUBLE RING INFILTRMETER TEST BEFORE FINAL ACCEPTANCE. DOUBLE RING INFILTRMETER TEST SHALL BE SIGNED BY A REGISTERED GEOTECHNICAL ENGINEER AND SUBMITTED TO THE CITY AND ENGINEER FOR REVIEW BEFORE FINAL APPROVAL.

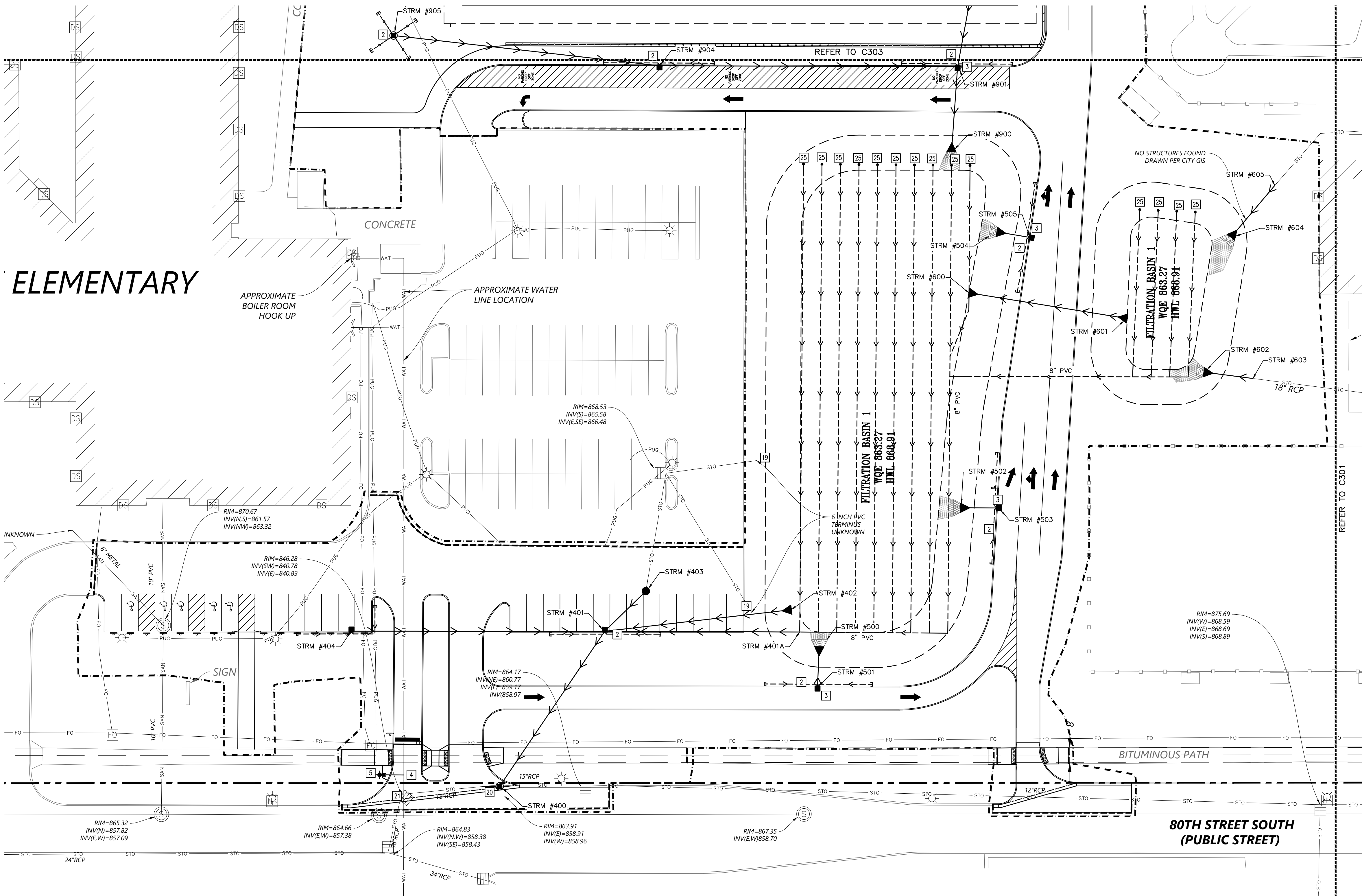
ABBREVIATIONS	
BLDG	Building
BM	Benchmark
BS	Bottom of Step
BW	Bottom of Wall
CB	Catch Basin
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
HWL	High Water Level
INV	Invert
LFE	Lower Floor Elevation
MAX	Maximum
MI	Manhole
MIN	Minimum
NWL	Normal Water Level
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
STRM	Storm Sewer Structure
TC	Top of Curb
TS	Top of Step
TW	Top of Wall
W.O.	Washout
WQE	Water Quality Elevation

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
SILTATION FENCE	---X---
SEDIMENT CONTROL LOG	=====
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
PROPOSED CONTOUR	---
DRAIN TILE	---
STORM SEWER	---
CATCH BASIN	---
MANHOLE	---
EROSION CONTROL BLANKET (TEMPORARY)	---
DRAINAGE FLOW ARROW	---
SPOT ELEVATION	---
SOIL BORING	---

NOTE:
STORM SEWER INLETS NOT SHOWN ON PLAN
MAY RECEIVE RUNOFF FROM CONSTRUCTION
ACTIVITIES. INSTALL INLET SEDIMENT
PROTECTION PER DETAILS 4/C500 AND
5/C500 ON ALL STORM INLETS THAT MAY
RECEIVE RUNOFF.

WALKWAY NOTES:
1. GRADING CONTRACTOR IS TO
COORDINATE WITH PAVING CONTRACTOR
SO THAT ALL STEPS AND LANDINGS ARE
SLOPED PER CODE.
2. ALL SIDEWALK LONGITUDINAL AND
TRANSVERSE SLOPES ARE TO BE PER
CODE.

NOTE:
REFER TO C200 FOR EROSION CONTROL
NOTES.
REFER TO C200 FOR GRADING NOTES.



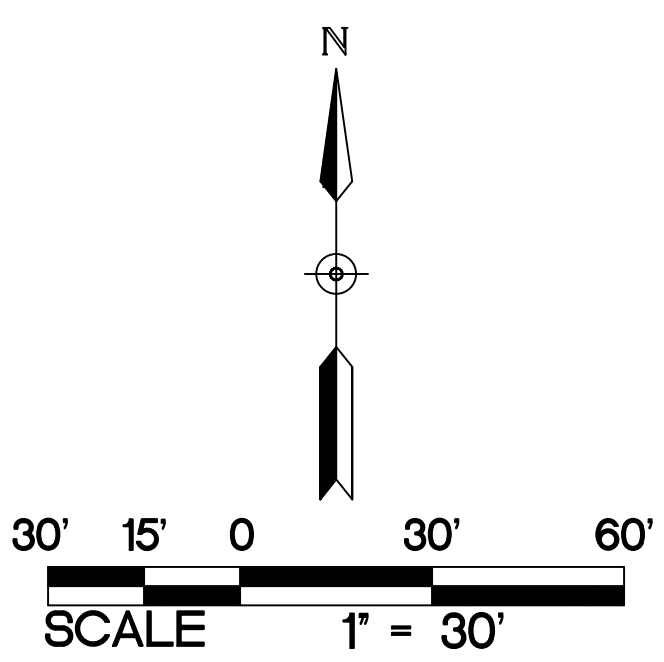
1
C300
UTILITY PLAN
1" = 30'

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
WATER PIPE	---
DRAIN TILE	---
STORM SEWER	---
FIRE HYDRANT	---
GATE VALVE	---
CATCH BASIN	---
MANHOLE	---
FLARED END SECTION	---
FLARED END SECTION WITH RIPRAP	---

NOTE:
WHERE PROPOSED GRADE OVER EXISTING SMALL UTILITIES IS PROPOSED TO BE LOWERED, CONTRACTOR SHALL COORDINATE WITH UTILITY OWNER FOR THE LOWERING OF THE EXISTING UTILITY TO PROVIDE THE MINIMUM COVER REQUIRED AT NO ADDITIONAL COST TO THE OWNER.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FO	Fiber Optic
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PUG	Underground Power
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
WQE	Water Quality Elevation

NOTE:
PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL POOTHOLE AND DETERMINE THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES. CONTACT CIVIL ENGINEER IF EXISTING UTILITIES TO REMAIN WILL BE IMPACTED BY PROPOSED WORK.



UTILITY NOTES FOR WORK IN PUBLIC RIGHT-OF-WAY:

1. FOLLOW ALL CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.
2. PRIOR TO CONSTRUCTION, CONTRACTORS ARE TO COORDINATE ALL WORK WITHIN RIGHT-OF-WAY AND OBTAIN ALL APPLICABLE PERMITS.

UTILITY NOTES:

1. CONTRACTOR SHALL FOLLOW ALL CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.
2. COORDINATE SERVICE CONNECTION LOCATIONS AND SIZES AT THE BUILDING WITH THE MECHANICAL CONTRACTOR PRIOR TO CONSTRUCTION. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR UNCOORDINATED WORK.
3. COORDINATE UTILITY INSTALLATION WITH STRUCTURAL PRIOR TO START OF CONSTRUCTION. UTILITIES SHALL NOT BE INSTALLED WITHIN THE ZONE OF INFLUENCE OF ANY STRUCTURAL ELEMENTS. NO ADDITIONAL COMPENSATION WILL BE PROVIDED FOR UNCOORDINATED WORK.
4. ALL SEWER SERVICE CONNECTIONS WITH LESS THAN 5 FEET OF COVER OVER THE TOP OF PIPE SHALL BE INSULATED. INSULATION SHALL BE INSTALLED FROM THE CONNECTION OF THE SERVICE AT THE BUILDING TO THE POINT WHICH THE SERVICE ATTAINS 5 FEET OF COVER. CONTRACTOR SHALL OBTAIN WRITTEN PERMISSION FROM ARCHITECT OR ENGINEER PRIOR TO INSTALLATION OF INSULATION.
5. PROTECT ALL EXISTING STRUCTURES AND UTILITIES WHICH ARE NOT SCHEDULED TO BE REMOVED.
6. ALL SEWER AND WATER CROSSINGS SHALL HAVE A MINIMUM VERTICAL SEPARATION OF 1.5 FEET AND HORIZONTAL SEPARATION OF 10 FEET. FOLLOW ALL HEALTH DEPARTMENT AND CITY OF COTTAGE GROVE STANDARDS.
7. ALL WATER MAINS SHALL BE DUCTILE IRON PIPE, CLASS 52, UNLESS NOTED OTHERWISE.
8. ALL WATER MAIN SHALL HAVE A MINIMUM DEPTH OF COVER OF 7.5 FEET OVER TOP OF WATER MAIN.
9. PROVIDE THRUST BLOCKING ON ALL WATER MAIN PER CITY OF COTTAGE GROVE. PROVIDE MECHANICAL JOINT RESTRAINTS ON ALL BENDS, VALVES, TEES, PLUGS, AND HYDRANT LEADS.
10. SANITARY SEWER PIPING SHALL BE SDR 35 PVC UNLESS NOTED OTHERWISE.
11. STORM SEWER PIPING SHALL BE REINFORCED CONCRETE PIPE (RCP), UNLESS NOTED OTHERWISE. ALL 12-INCH THROUGH 18-INCH RCP STORM SEWER PIPE SHALL BE CLASS 5. RCP PIPE LARGER THAN 18-INCH SHALL BE CLASS 3 UNLESS NOTED OTHERWISE. ALL STORM SEWER PIPE THAT IS EXTENDED TO THE BUILDING FOR ROOF DRAIN SERVICES SHALL BE ASTM D1785 OR ASTM D2665 SCHEDULE 40 PVC.
12. ALL FLARED END SECTIONS SHALL HAVE TRASH GUARDS. ALL DOWNSTREAM FLARED END SECTIONS SHALL HAVE GEOTEXTILE FABRIC AND RIPRAP PER MNDOT STANDARDS, AS DETAILED.
13. CONTRACTOR SHALL COORDINATE ALL WORK WITH GAS, ELECTRIC, TELEVISION, AND TELEPHONE COMPANIES PRIOR TO START OF CONSTRUCTION.
14. WHERE PROPOSED GRADE OVER EXISTING SMALL UTILITIES IS PROPOSED TO BE LOWERED, CONTRACTOR SHALL COORDINATE WITH UTILITY OWNER FOR THE LOWERING OF THE EXISTING UTILITY TO PROVIDE THE MINIMUM COVER REQUIRED AT NO ADDITIONAL COST TO THE OWNER.
15. ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10-FEET OF THE BUILDING OR WATER SERVICE LINE SHALL BE TESTED IN ACCORDANCE WITH MN PLUMBING CODE. PIPING MATERIAL SHALL BE SCHEDULE 40 PVC.
16. ALL JOINTS AND CONNECTIONS IN THE STORM SEWER SYSTEM SHALL BE GAS TIGHT OR WATER TIGHT IN ACCORDANCE TO MN PLUMBING CODE. APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATER TIGHT CONNECTIONS TO MANHOLES, CATCH BASINS, AND OTHER STRUCTURES. RESILIENT WATER-STOP GROUTING RINGS ARE AN ACCEPTABLE ALTERNATIVE. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.

KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

1. INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 9/C501.
2. INSTALL SUMP CATCH BASIN WITH SNUOT, ENVIROHOOD, OR APPROVED EQUAL. REFER TO DETAIL 2/C501.
3. INSTALL 6-INCH WET TAP.
4. INSTALL FIRE HYDRANT AND GATE VALVE. REFER TO DETAIL 8/C500.
5. EXISTING PIPE EXTENTS NOT IDENTIFIED ON SURVEY. IF PIPE IS ENCOUNTERED DURING EXCAVATION FOR PROPOSED POND, CONTACT CIVIL ENGINEER TO DISCUSS NEXT STEPS.
6. CONTRACTOR SHALL INSTALL MANHOLE IN LINE WITH EXISTING 18-INCH RCP PIPE TO THE WEST AND EXISTING 15-INCH RCP PIPE TO THE EAST. REFER TO STORM SEWER TABLE FOR APPROXIMATE INVERTS OF EXISTING PIPES AND FOR PROPOSED MANHOLE INFORMATION.
7. INSTALL NEW TOP SLAB AND NEENAH R-1733 CASTING ON EXISTING STORM STRUCTURE. REFER TO C2.000 FOR RIM ELEVATION.
8. INSTALL DRAIN TILE CLEAN OUT. TOP OF CLEAN OUT SHALL BE INSTALLED AT 2-FEET ABOVE FINISHED GRADE. REFER TO DETAIL 15/C502.

STORM SEWER TABLE					
STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #400	72" CB MH	R-2390	864.52	W = 858.96 E = 859.46 NE = 859.00	101 L.F. OF 12" RCP @ 0.50%, STRM #401
STRM #401	72" CB MH	R-3067	867.89	SW = 859.51 E = 861.75 NE = 864.68 W = 864.46 E = 859.59	102 L.F. OF 12" RCP @ 1.50%, STRM #402 31 L.F. OF 12" RCP @ 1.00%, STRM #403 137 L.F. OF 12" RCP @ 1.05%, STRM #404 105 L.F. OF DRAIN TILE CONNECTION @ 0.58%, STRM #401A
STRM #401A	DRAIN TILE CONNECTION	NA		W = 860.20	
STRM #402	12" FES	NA		W = 863.27	
STRM #403	48" MH	R-1733	868.54	SW = 864.89 N = 864.99	
STRM #404	24"x36" CB	R-3067	869.26	E = 865.90	
STRM #500	12" FES	NA		S = 864.33	22 L.F. OF 12" RCP @ 0.77%, STRM #501
STRM #501	48" SUMP CB MH	R-3067	868.51	N = 864.50	
STRM #502	12" FES	NA		E = 864.85	
STRM #503	48" SUMP CB MH	R-3067	869.81	W = 865.00	20 L.F. OF 12" RCP @ -0.77%, STRM #502
STRM #504	12" FES	NA		E = 864.85	18 L.F. OF 12" RCP @ 0.85%, STRM #505
STRM #505	48" SUMP CB MH	R-3067	868.50	W = 865.00	
STRM #600	12" FES	NA		E = 861.00	87 L.F. OF 12" RCP @ 0.00%, STRM #601
STRM #601	12" FES	NA		W = 861.00	
STRM #602	18" FES	NA		E = 864.99	27 L.F. OF 18" RCP @ 1.38%, STRM #603
STRM #603	EX PIPE CONNECTION	NA		W = 865.36	
STRM #604	12" FES	NA		NE = 865.23	37 L.F. OF 12" RCP @ 1.00%, STRM #605
STRM #605	EX PIPE CONNECTION	NA		SW = 865.60	
STRM #900	24" FES	NA		N = 865.00	46 L.F. OF 24" RCP @ 0.59%, STRM #901
STRM #901	48" SUMP CB MH	R-3067	869.97	S = 865.27 N = 865.90 W = 865.65	285 L.F. OF 18" RCP @ 1.74%, STRM #902 161 L.F. OF 12" RCP @ 0.78%, STRM #904



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P. 612.333.7281

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P. 651.451.4605
KOMAINC.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

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bkbm.com

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BKBM Project No. 24222.50

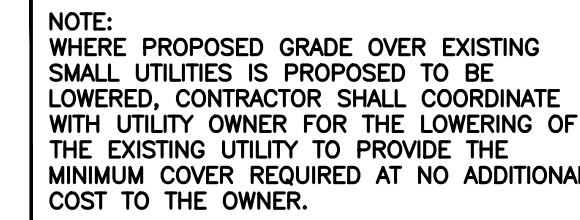
UTILITY PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
SET

C300



BKBM Project No. 24222.50

C301

PARK HIGH SCHOOL

REFER TO C301

CONCRETE SIDEWALK

INTO BUILDING

APPROXIMATE WATER CONNECTION

CONCRETE SIDEWALK

12" RCP

18" RCP

15" RCP

12" PVC

TERMINUS UNKNOWN

BITUMINOUS PATH

80TH STREET SOUTH (PUBLIC STREET)

IDEAL AVENUE SO (PUBLIC STREET)

POND

STRUCTURE NOT FIELD LOCATED

REFER TO C305

OC'S RIM HIGH=886.28
OC'S RIM LOW=885.35
INV(INV)=882.62
INV(SE)=880.40
SUMP=875.96

RIM=881.93
INV(E)=876.88

RIM=881.80
INV(W)=876.85
15" RCP

RIM=881.64
INV(W)=876.39
INV(E)=876.29
INV(SW X 2)=876.19

RIM=882.63
INV(E X 2)=876.08
INV(S)=875.98

RIM=883.32
INV(N)=876.82
INV(W)=876.57

RIM=888.28
INV(NE)=883.53
INV(W)=883.03
INV(W)=882.93
INV(SW)=882.78
INV(E)=882.58

RIM=886.18
INV(E)=880.08
INV(W)=878.78

RIM=884.14
INV(W)=880.89

RIM=884.83
INV(NSE)=875.83

RIM=885.23
INV(NW,SI)=876.38

RIM=885.02
INV(W)=875.22

RIM=887.07
INV(SW)=882.92
INV(N)=882.77

RIM=886.97
INV(NE)=883.57
INV(W)=883.07

RIM=883.71
INV(W)=883.59
INV(E)=883.57

RIM=889.98
INV(E)=885.08
INV(W)=885.13

120

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
DS	Downspout
E	Electric
ELEV	Elevation
EX	Existing
FO	Fiber Optic
HH	Hand Hole
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PUG	Underground Power
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

1. FOLLOW ALL CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.
2. PRIOR TO CONSTRUCTION, CONTRACTORS ARE TO COORDINATE ALL WORK WITHIN RIGHT-OF-WAY AND OBTAIN ALL APPLICABLE PERMITS.

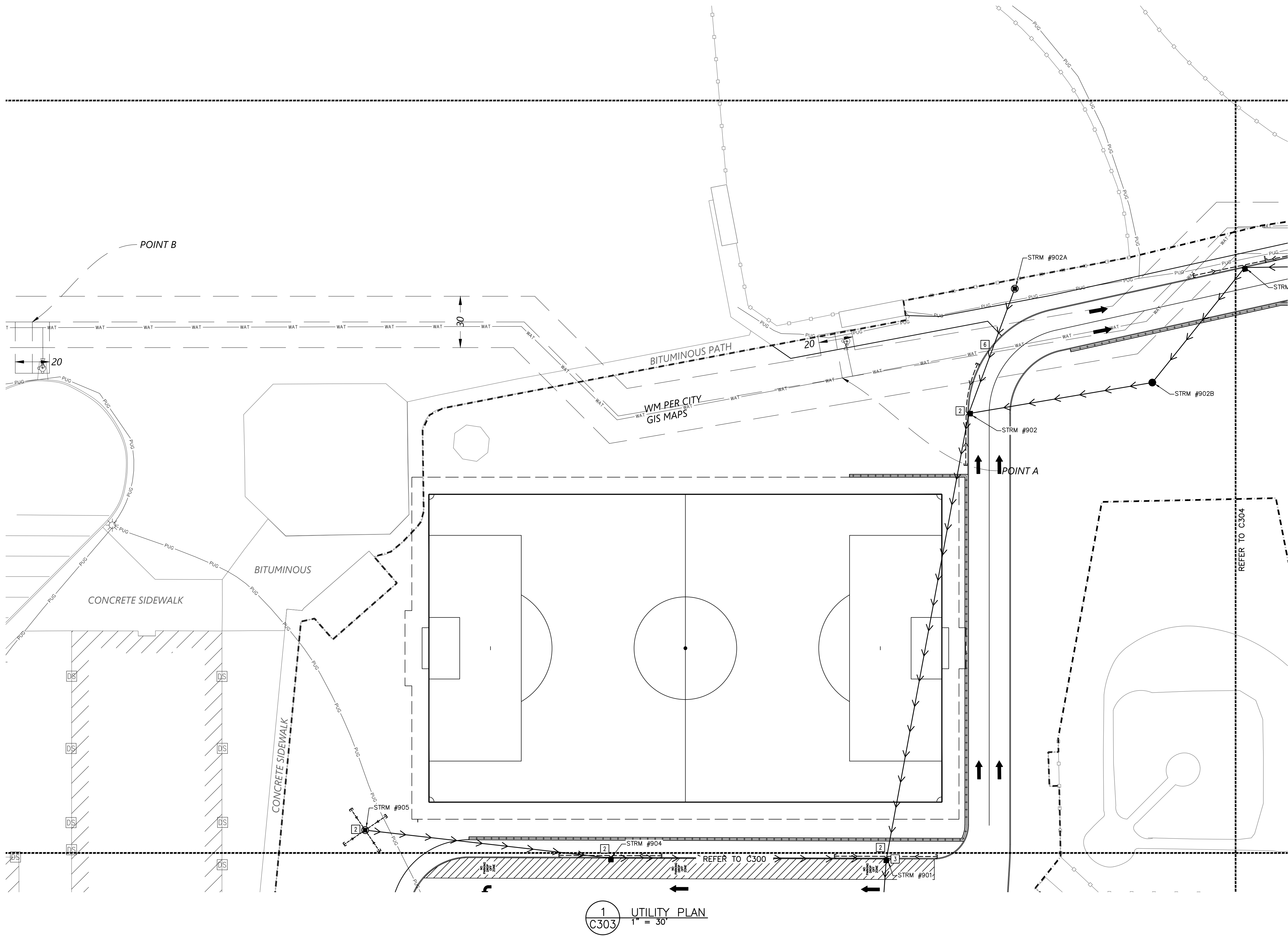
NOTE:
PRIOR TO THE START OF CONSTRUCTION,
THE CONTRACTOR SHALL POTHOLE AND
DETERMINE THE LOCATION AND ELEVATION OF
EXISTING UNDERGROUND UTILITIES. CONTACT
CIVIL ENGINEER IF EXISTING UTILITIES TO
REMAIN WILL BE IMPACTED BY PROPOSED
WORK.

NOTE:
REFER TO C300 FOR UTILITY NOTES.

**PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS**
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

**BID PACKAGE
#1: PRICING
SET**

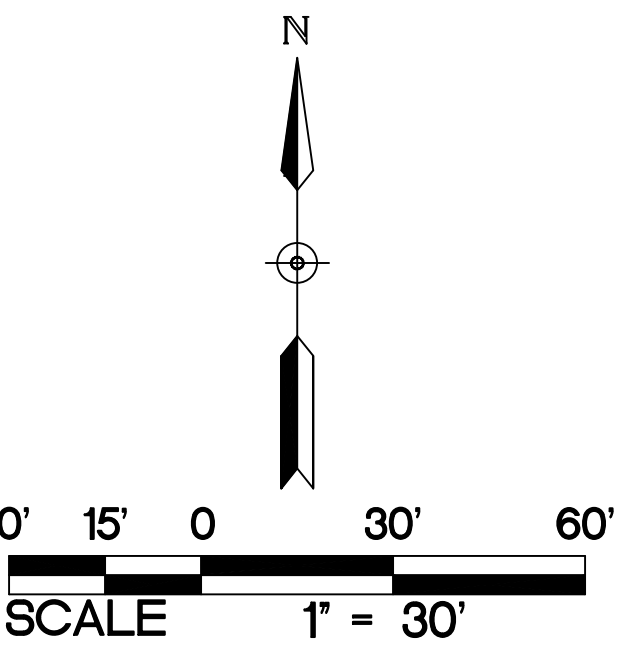
C302



ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
DS	Downspout
ELEV	Elevation
EX	Existing
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PUG	Underground Power
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
DRAIN TILE	---
STORM SEWER	---
CATCH BASIN	■

NOTE:
PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL POthOLE AND DETERMINE THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES. CONTACT CIVIL ENGINEER IF EXISTING UTILITIES TO REMAIN WILL BE IMPACTED BY PROPOSED WORK.



- UTILITY NOTES FOR WORK IN PUBLIC RIGHT-OF-WAY:
- FOLLOW ALL CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.
 - PRIOR TO CONSTRUCTION, CONTRACTORS ARE TO COORDINATE ALL WORK WITHIN RIGHT-OF-WAY AND OBTAIN ALL APPLICABLE PERMITS.

NOTE:
WHERE PROPOSED GRADE OVER EXISTING SMALL UTILITIES IS PROPOSED TO BE LOWERED, CONTRACTOR SHALL COORDINATE WITH UTILITY OWNER FOR THE LOWERING OF THE EXISTING UTILITY TO PROVIDE THE MINIMUM COVER REQUIRED AT NO ADDITIONAL COST TO THE OWNER.

NOTE:
REFER TO C300 FOR UTILITY NOTES.

KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

- CORE DRILL EXISTING MANHOLE FOR PROPOSED PIPE CONNECTION. PROVIDE WATERTIGHT SEAL WITH FLEXIBLE COMPRESSION JOINT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.
- INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 9/C501.
- INSTALL SUMP CATCH BASIN WITH SNOUT, ENVIROHOOD, OR APPROVED EQUAL. REFER TO DETAIL 9/C501.
- CONTRACTOR SHALL POthOLE TO DETERMINE EXISTING WATER MAIN DEPTH PRIOR TO ORDERING SHOP DRAWINGS FOR STORM SEWER UTILITIES. CONTACT CIVIL ENGINEER WITH FINDINGS. A MINIMUM OF 1.5 FEET OF VERTICAL SEPARATION IS REQUIRED BETWEEN WATER MAINS AND SEWER LINES.

STORM SEWER TABLE					
STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #902	48" CB MH	R-3067	874.10	S = 870.51 E = 871.85 N = 871.21	109 L.F. OF 15" RCP @ 3.12%, STRM #902B 78 L.F. OF 10" PVC @ 0.93%, STRM #902A
STRM #902A	27" CB	R-2390	874.35	S = 871.94	-----
STRM #902B	48" MH	R-1733	877.24	W = 875.25 NE = 875.25	86 L.F. OF 15" RCP @ 3.19%, STRM #903
STRM #905	27" CB	R-2390	870.60	E = 867.33	-----

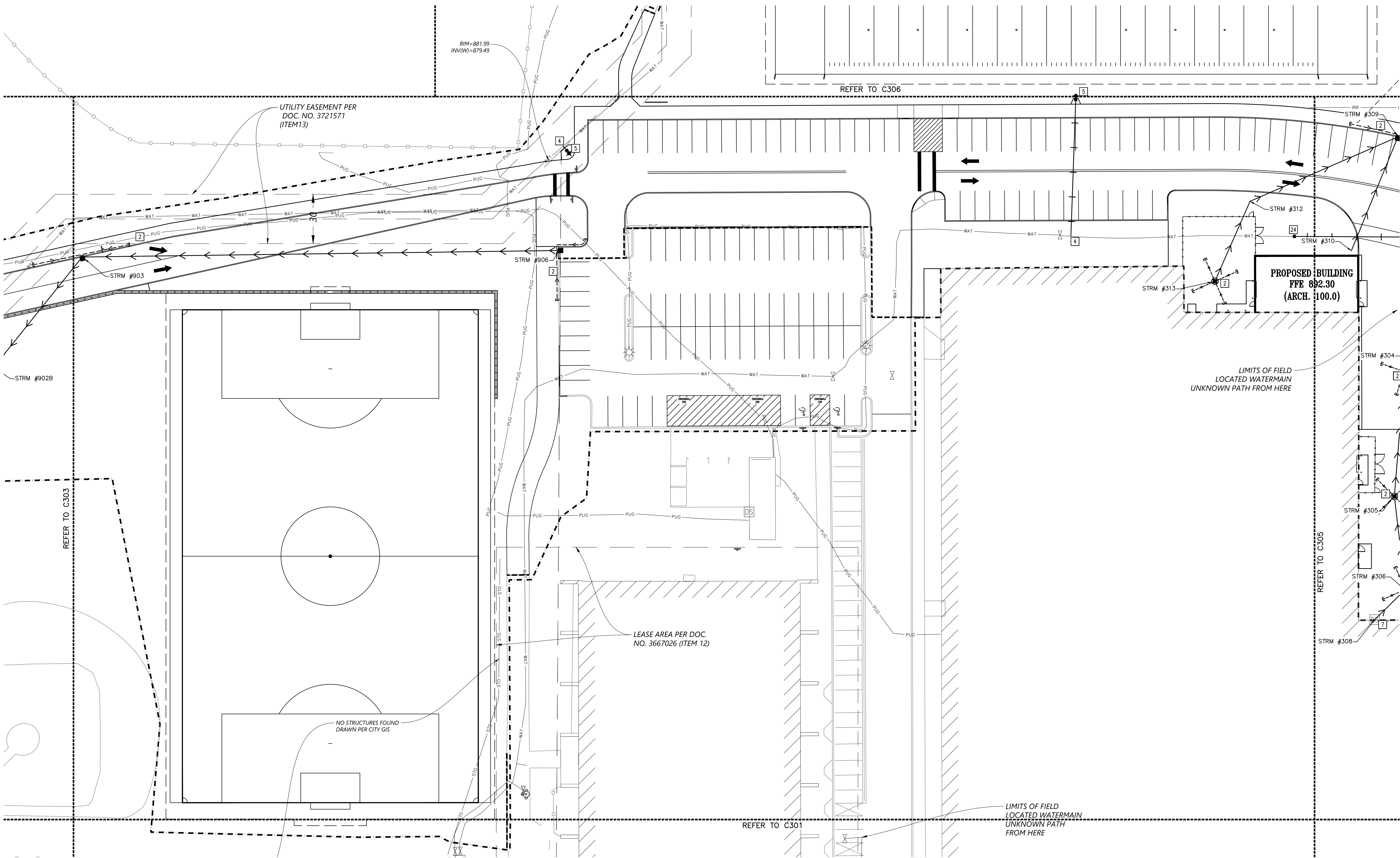
UTILITY PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
SET

C303



ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
DS	Downspout
ELEV	Elevation
EX	Existing
FO	Fiber Optic
HH	Hand Hole
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PUG	Underground Power
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
WATER PIPE	---
DRAIN TILE	---
STORM SEWER	---
FIRE HYDRANT	---
GATE VALVE	---
CATCH BASIN	---

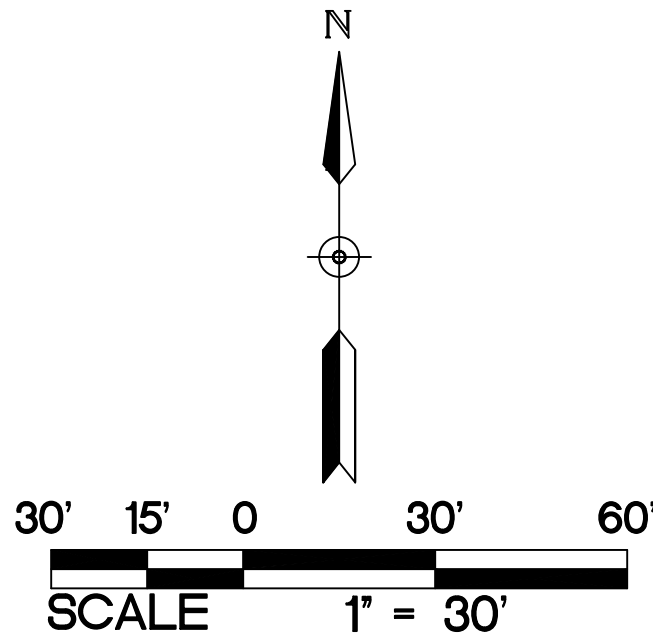
*NOTE: CONSTRUCTION LIMITS ARE ANTICIPATED TO BE PROPERTY LINE UNLESS OTHERWISE SHOWN.

NOTE: PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL POTHOLE AND DETERMINE THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES. CONTACT CIVIL ENGINEER IF EXISTING UTILITIES TO REMAIN WILL BE IMPACTED BY PROPOSED WORK.

KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

- CORE DRILL EXISTING MANHOLE FOR PROPOSED PIPE CONNECTION. PROVIDE WATERTIGHT SEAL WITH FLEXIBLE COMPRESSION JOINT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.
- INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 9/C501.
- INSTALL 6-INCH WET TAP.
- INSTALL FIRE HYDRANT AND GATE VALVE. REFER TO DETAIL 8/C500.
- CONTRACTOR SHALL POTHOLE TO DETERMINE EXISTING WATER MAIN DEPTH PRIOR TO ORDERING SHOP DRAWINGS FOR STORM SEWER UTILITIES. CONTACT CIVIL ENGINEER WITH FINDINGS. A MINIMUM OF 1.5 FEET OF VERTICAL SEPARATION IS REQUIRED BETWEEN WATER MAINS AND SEWER LINES.
- PROVIDE PIPE CONNECTION TO EXISTING DOWNSPOUT. REFER TO DETAIL 10/C501. REFER TO STORM SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. FIELD VERIFY EXACT LOCATION AND SIZE PRIOR TO THE START OF CONSTRUCTION.



UTILITY NOTES FOR WORK IN PUBLIC RIGHT-OF-WAY:

- FOLLOW ALL CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.
- PRIOR TO CONSTRUCTION, CONTRACTORS ARE TO COORDINATE ALL WORK WITHIN RIGHT-OF-WAY AND OBTAIN ALL APPLICABLE PERMITS.

NOTE: WHERE PROPOSED GRADE OVER EXISTING SMALL UTILITIES IS PROPOSED TO BE LOWERED, CONTRACTOR SHALL COORDINATE WITH UTILITY OWNER FOR THE LOWERING OF THE EXISTING UTILITY TO PROVIDE THE MINIMUM COVER REQUIRED AT NO ADDITIONAL COST TO THE OWNER.

NOTE: REFER TO C300 FOR UTILITY NOTES.

1 C304 UTILITY PLAN 1" = 30'

STORM SEWER TABLE					
STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #312	10-INCH PVC 45 DEGREE BEND	NA		NE = 887.19 SW = 887.19	53 L.F. OF 10" PVC @ 1.72%, STRM #313
STRM #313	27" CB	R-2390	891.62	NE = 888.10	-----
STRM #903	48" CB MH	R-3067	879.94	SW = 878.00 E = 878.00	290 L.F. OF 12" RCP @ 0.34%, STRM #906
STRM #906	24"x36" CB	R-3067	882.39	W = 879.00	-----



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

Kevin A. Bohl License Number: 52209



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BKBM Project No. 24222 50

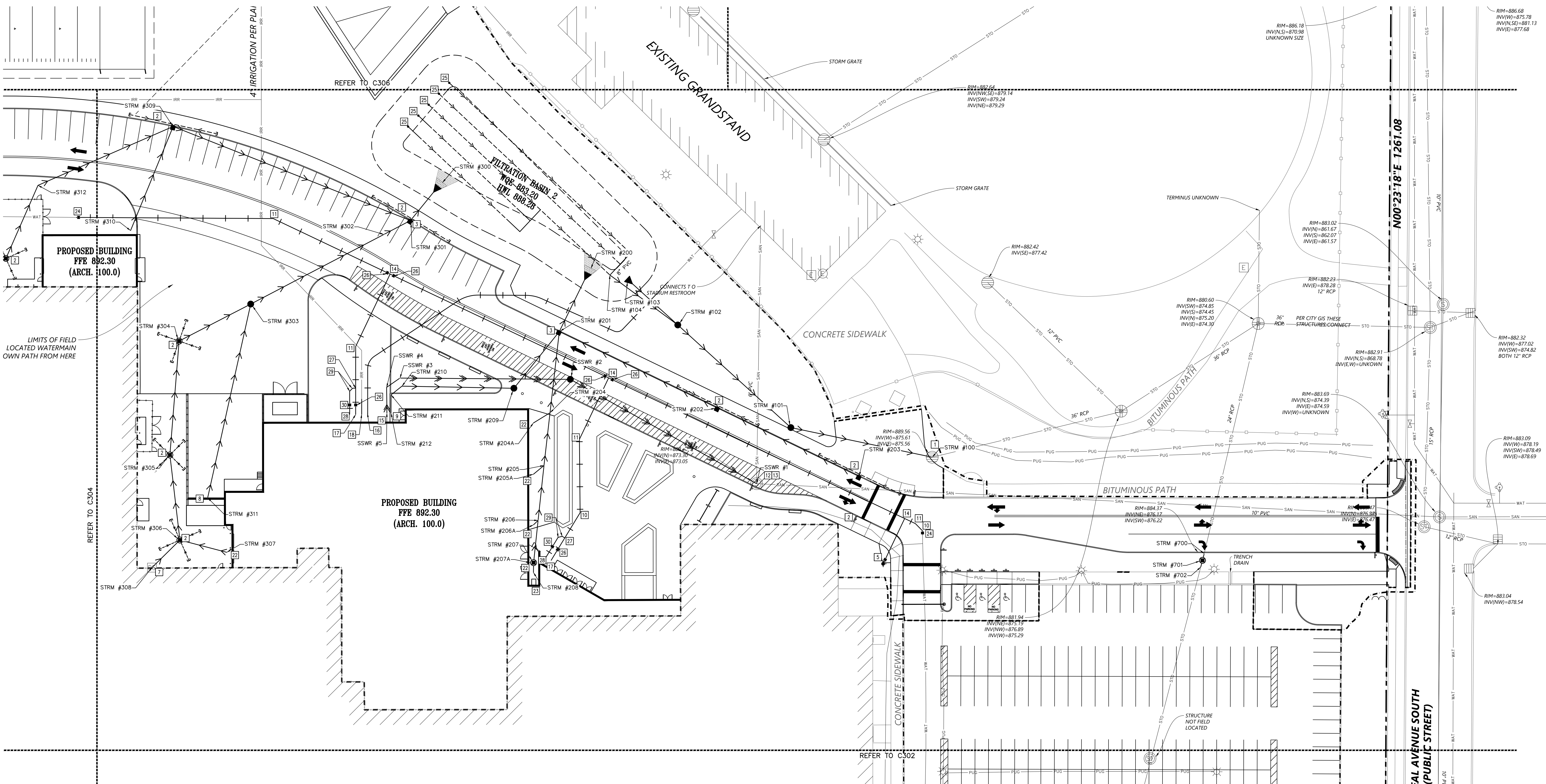
UTILITY PLAN

PARK HIGH SCHOOL ADDITIONS & RENOVATIONS 8040 80TH STREET SOUTH COTTAGE GROVE, MN 55016

PROJECT:	23270
DRAWN BY:	WH
CHECKED BY:	KAB
DATE:	11.1.2024
REVISIONS:	

BID PACKAGE #1: PRICING SET

C304



1 C305 UTILITY PLAN
1" = 30'

STORM SEWER TABLE					
STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #100	EX. MH	EX.	889.80	W = 876.02	96 L.F. OF 18" RCP @ 1.00%, STRM #101
STRM #101	60" MH	R-1733	889.35	E = 876.98 NW = 876.98	102 L.F. OF 18" RCP @ 1.00%, STRM #102
STRM #102	48" MH	R-1733	888.07	SE = 878.00 SW = 862.74 NW = 878.22	46 L.F. OF 18" RCP @ 1.00%, STRM #103 56 L.F. OF 8" PVC @ 0.50%, STRM #104
STRM #103	18" FES	NA		SE = 883.20	-----
STRM #104	DRAIN TILE CONNECTION	NA		SE = 878.50	-----
STRM #200	12" FES	NA		SW = 883.25	43 L.F. OF 12" PVC @ 0.63%, STRM #201
STRM #201	48" SUMP CB MH	R-3067	889.43	NE = 883.52 SE = 883.52 S = 883.80 SW = 885.01	117 L.F. OF 12" RCP @ 0.95%, STRM #202 54 L.F. OF 10" PVC @ 1.13%, STRM #204 48 L.F. OF 10" PVC @ 1.10%, STRM #209
STRM #202	48" CB MH	R-3067	888.05	NW = 884.63 SE = 884.63	105 L.F. OF 12" RCP @ 0.35%, STRM #203
STRM #203	48" CB MH	R-3067	888.97	NW = 885.00	-----
STRM #204	10-INCH X 10-INCH PVC WYE	NA		N = 884.42 S = 884.42	35 L.F. OF 10" PVC @ 1.13%, STRM #205 13 L.F. OF 10" PVC @ 1.10%, STRM #204A
STRM #204A	DOWNSPOUT CONNECTION	NDS DURACAST IN-LINE GRATE	890.78	NE = 884.56	-----
STRM #205	10-INCH X 10-INCH PVC WYE	NA		N = 884.82 S = 884.82 SW = 884.82	37 L.F. OF 10" PVC @ 1.13%, STRM #206 9 L.F. OF 10" PVC @ 1.10%, STRM #205A
STRM #205A	DOWNSPOUT CONNECTION	NDS DURACAST IN-LINE GRATE	891.27	NE = 884.92	-----
STRM #207	YARD DRAIN	NDS DURACAST IN-LINE GRATE	892.13	N = 885.55 S = 885.55 W = 885.81	7 L.F. OF 10" PVC @ 1.13%, STRM #208 2 L.F. OF 10" PVC @ 1.10%, STRM #207A
STRM #208	DOWNSPOUT CONNECTION	NDS DURACAST IN-LINE GRATE	892.10	N = 885.63	-----
STRM #209	48" MH	R-1733	890.92	NE = 885.54 W = 885.54	75 L.F. OF 10" PVC @ 1.10%, STRM #210
STRM #210	10-INCH PVC 45 DEGREE BEND	NA		E = 886.35 SW = 886.36	9 L.F. OF 10" PVC @ 1.10%, STRM #211
STRM #211	10-INCH PVC 45 DEGREE BEND	NA		NE = 886.47 S = 886.47	12 L.F. OF 10" PVC @ 1.10%, STRM #212
STRM #212	PRIMARY DRAIN CONNECTION	NA		N = 886.60	-----
STRM #300	15" FES	NA		SW = 883.25	29 L.F. OF 15" RCP @ 1.21%, STRM #301

STORM SEWER TABLE					
STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
STRM #301	48" SUMP CB MH	R-3067	887.50	NE = 883.80 SW = 883.60 W = 884.00	20 L.F. OF 10" PVC @ 1.00%, STRM #302 170 L.F. OF 12" RCP @ 0.70%, STRM #309
STRM #302	10-INCH X 10-INCH PVC WYE	NA		NE = 883.80 SW = 883.80	100 L.F. OF 10" PVC @ 1.00%, STRM #303
STRM #303	48" MH	R-1733	890.79	NE = 884.80 SW = 884.80 S = 884.80	54 L.F. OF 10" PVC @ 1.00%, STRM #304 132 L.F. OF 10" PVC @ 0.52%, STRM #311
STRM #304	48" CB MH	R-2390	891.62	NE = 885.34 S = 885.34	76 L.F. OF 10" PVC @ 1.00%, STRM #305
STRM #305	48" CB MH	R-2390	891.00	N = 885.10 S = 885.10	57 L.F. OF 10" PVC @ 1.00%, STRM #306
STRM #306	48" CB MH	R-2390	891.65	N = 886.67 SW = 886.70 E = 886.70	26 L.F. OF 12" PVC @ 1.10%, STRM #308 32 L.F. OF 8" PVC @ 1.10%, STRM #307
STRM #307	DOWNSPOUT CONNECTION	NA		W = 887.05	-----
STRM #308	DOWNSPOUT CONNECTION	NDS DURACAST IN-LINE GRATE	892.11	NE = 886.98	-----
STRM #309	60" CB MH	R-3067	888.73	E = 885.19 S = 885.50 SW = 885.50	75 L.F. OF 8" PVC @ 1.10%, STRM #310 98 L.F. OF 10" PVC @ 1.72%, STRM #312
STRM #310	DOWNSPOUT CONNECTION	NA		N = 886.32	-----
STRM #311	TRENCH DRAIN CONNECTION	NA		N = 885.49	-----

SANITARY SEWER TABLE					
STRUCTURE ID	STRUCTURE DIMENSION (INCHES)	NEENAH CASTING TYPE	RIM ELEVATION	INVERT ELEVATION(S)	PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE
SSWR #1	EX. MH	NA		NW = 884.34	142 L.F. OF 8" PVC @ 0.85%, SSWR #2
SSWR #2	48" MH	R-1733	889.74	SE = 885.54 W = 885.64	113 L.F. OF 8" PVC @ 1.94%, SSWR #3
SSWR #3	6-INCH PVC 45 DEGREE BEND	NA		E = 887.83 SW = 887.83	-----
SSWR #4	6-INCH PVC 45 DEGREE BEND	NA		NE = 888.11 S = 888.22	17 L.F. OF 8" PVC @ 1.62%, SSWR #5
SSWR #5	SANITARY SERVICE CONNECTION	NA		N = 888.49	-----

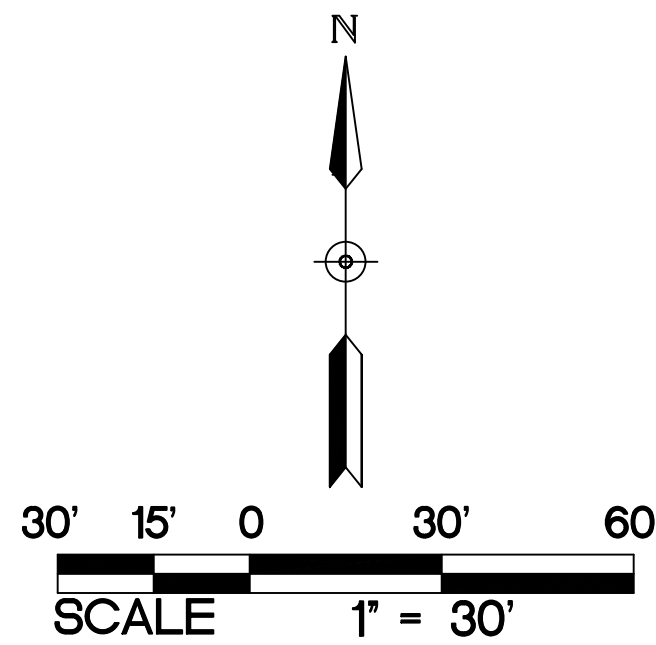
KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

- CORE DRILL EXISTING MANHOLE FOR PROPOSED PIPE CONNECTION. PROVIDE WATERTIGHT SEAL WITH FLEXIBLE COMPRESSION JOINT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.
- INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 9/C501.
- INSTALL SUMP CATCH BASIN WITH SNOUT, ENVIROHOOD, OR APPROVED EQUAL. REFER TO DETAIL 2/C501.
- INSTALL FIRE HYDRANT AND GATE VALVE. REFER TO DETAIL 8/C500.
- CONTRACTOR SHALL POT-HOLE TO DETERMINE EXISTING WATER MAIN DEPTH PRIOR TO ORDERING SHOP DRAWINGS FOR STORM SEWER UTILITIES. CONTACT CIVIL ENGINEER WITH FINDINGS. A MINIMUM OF 1.5 FEET OF VERTICAL SEPARATION IS REQUIRED BETWEEN WATER MAINS AND SEWER LINES.
- PROVIDE PIPE CONNECTION TO EXISTING DOWNSPOUT. REFER TO DETAIL 10/C501. REFER TO STORM SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. FIELD VERIFY EXACT LOCATION AND SIZE PRIOR TO THE START OF CONSTRUCTION.
- INSTALL TRENCH DRAIN. REFER TO DETAIL 5/C501.
- LOCATION OF PROPOSED ROOF DRAIN LEAD. REFER TO STORM SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. COORDINATE EXACT LOCATION, SIZE, AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
- INSTALL 6-INCH 45-DEGREE BEND WITH THRUST BLOCKING.
- INSTALL 6-INCH 22.5-DEGREE BEND WITH THRUST BLOCKING.
- ADJUST EXISTING MANHOLE TO MATCH PROPOSED GRADE. REFER TO C205 FOR PROPOSED ELEVATION.
- CORE DRILL EXISTING MANHOLE FOR PROPOSED PIPE CONNECTION. AT INVERT 874.00. PROVIDE WATERTIGHT SEAL WITH FLEXIBLE COMPRESSION JOINT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.
- INSTALL 6-INCH BY 6-INCH TEE.
- LOCATION OF PROPOSED SANITARY SEWER SERVICE. REFER TO SANITARY SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. COORDINATE EXACT LOCATION, SIZE, AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
- STUB 2-INCH TYPE K COPPER WATER SERVICE TO BUILDING. COORDINATE EXACT LOCATION, SIZE, AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
- STUB 6-INCH FIRE PROTECTION WATERLINE TO WITHIN 5- FEET OF THE PROPOSED BUILDING. TOP OF WATER SERVICE SHALL BE 7.5 FEET BELOW FINISHED GRADE AT THE PROPOSED CONNECTION POINT. COORDINATE EXACT LOCATION WITH MECHANICAL AND STRUCTURAL PLANS PRIOR TO THE START OF CONSTRUCTION.
- STUB 4-INCH IRRIGATION WATERLINE TO WITHIN 5- FEET OF THE PROPOSED BUILDING. TOP OF WATER SERVICE SHALL BE 7.5 FEET BELOW FINISHED GRADE AT THE PROPOSED CONNECTION POINT. COORDINATE EXACT LOCATION WITH MECHANICAL AND STRUCTURAL PLANS PRIOR TO THE START OF CONSTRUCTION.
- LOCATION OF PROPOSED DOWNSPOUT CONNECTION. REFER TO STORM SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. REFER TO DETAIL 10/C501. COORDINATE EXACT LOCATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
- LOCATION OF PROPOSED COW'S TONGUE DOWNSPOUT PICK-UP. REFER TO STORM SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. REFER TO DETAIL 14/C500. COORDINATE EXACT LOCATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
- CONNECT TO EXISTING 6-INCH WATER MAIN WITH 6-INCH VALVE. REFER TO DETAIL 9/C500.
- INSTALL DRAIN TILE CLEAN OUT. TOP OF CLEAN OUT SHALL BE INSTALLED AT 2- FEET ABOVE FINISHED GRADE. REFER TO DETAIL 15/C502.
- INSTALL 6-INCH GATE VALVE.
- INSTALL 6-INCH BY 4-INCH TEE.
- STUB 4-INCH DOMESTIC WATERLINE TO WITHIN 5- FEET OF THE PROPOSED BUILDING. TOP OF WATER SERVICE SHALL BE 7.5 FEET BELOW FINISHED GRADE AT THE PROPOSED CONNECTION POINT. COORDINATE EXACT LOCATION WITH MECHANICAL AND STRUCTURAL PLANS PRIOR TO THE START OF CONSTRUCTION.
- INSTALL 4-INCH 45-DEGREE BEND WITH THRUST BLOCKING.
- INSTALL 4-INCH GATE VALVE.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
DS	Downspout
E	Electric
ELEV	Elevation
EX	Existing
FFE	Finish Floor Elevation
FD	Fiber Optic
HH	Hand Hole
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
UP	Underground Power
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
WQE	Water Quality Elevation

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWTOOTH LINE (APPROX.)	- - - - -
WATER PIPE	---
DRAIN TILE	---
STORM SEWER	---
FIRE HYDRANT	---
GATE VALVE	---
CATCH BASIN	---
MANHOLE	---
FLARED END SECTION	---
FLARED END SECTION WITH RIPRAP	---



UTILITY NOTES FOR WORK IN PUBLIC RIGHT-OF-WAY:

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NOTE: WHERE PROPOSED GRADE OVER EXISTING SMALL UTILITIES IS PROPOSED TO BE LOWERED, CONTRACTOR SHALL COORDINATE WITH UTILITY OWNER FOR THE LOWERING OF THE EXISTING UTILITY TO PROVIDE THE MINIMUM COVER REQUIRED AT NO ADDITIONAL COST TO THE OWNER.

NOTE: PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL POT-HOLE AND DETERMINE THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES. CONTACT CIVIL ENGINEER IF EXISTING UTILITIES TO REMAIN WILL BE IMPACTED BY PROPOSED WORK.

NOTE: REFER TO C300 FOR UTILITY NOTES.



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KOMA
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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

BKBM
Structural & Civil Engineers

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BKBM Project No. 242222-50

UTILITY PLAN

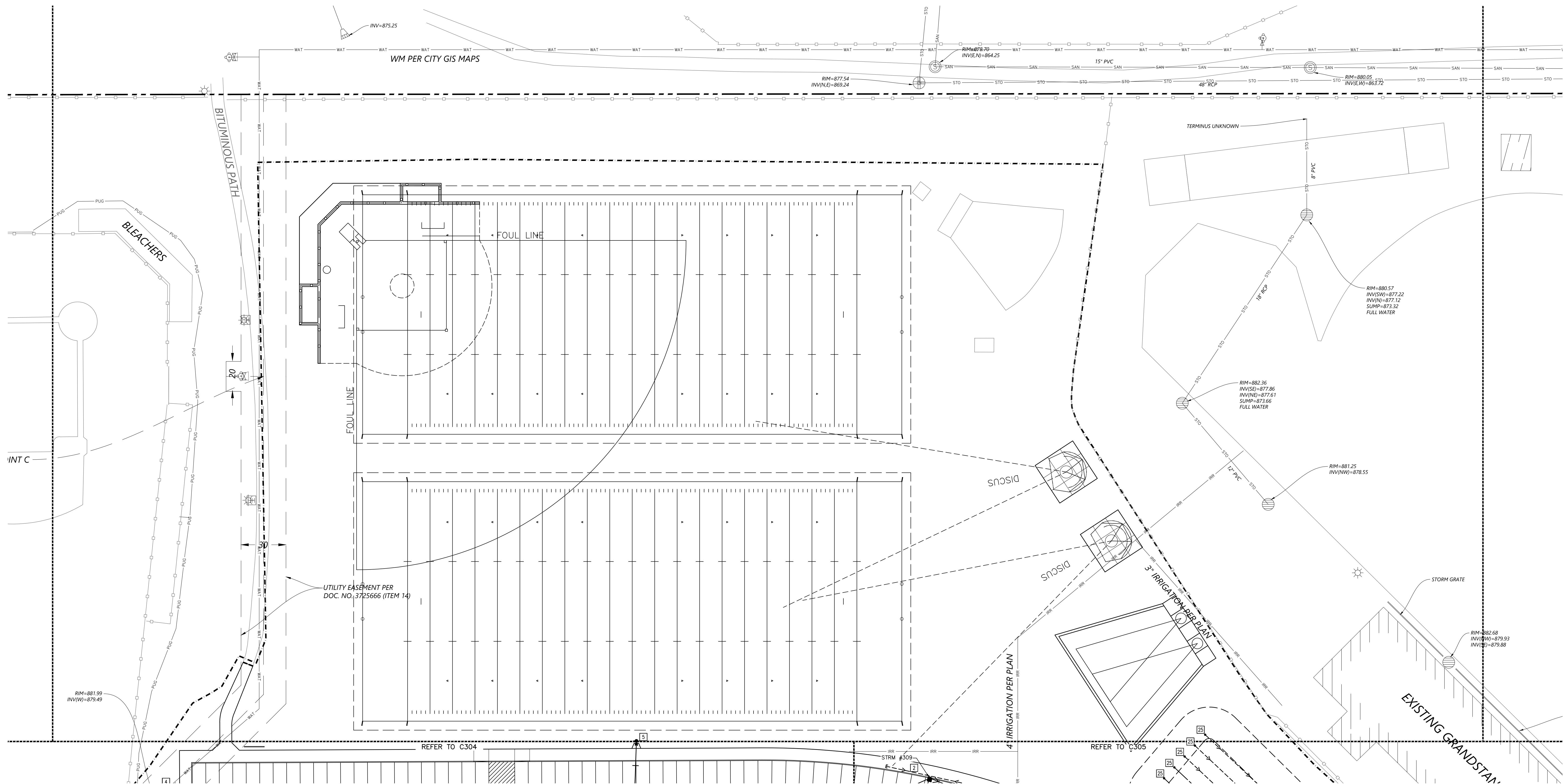
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8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
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BID PACKAGE #1: PRICING SET

C305



1
C306
UTILITY PLAN
1" = 30'

KEYED NOTES

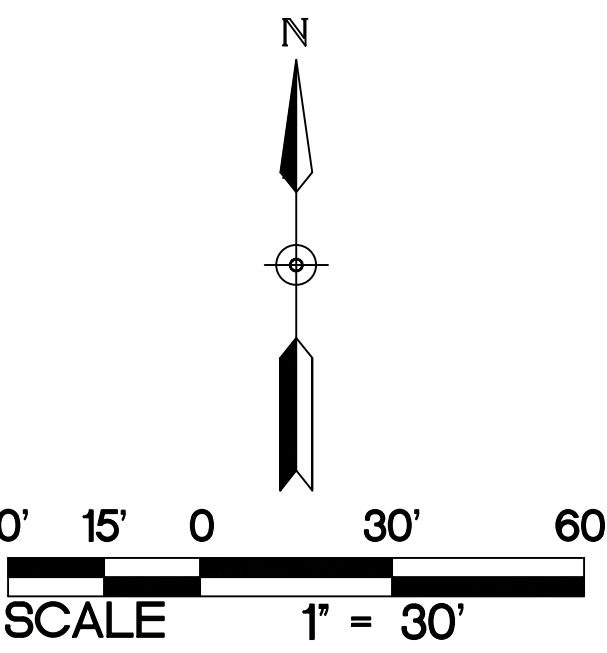
KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

- [1] INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 9/C501.
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[3] INSTALL DRAIN TILE CLEAN OUT. TOP OF CLEAN OUT SHALL BE INSTALLED AT 2'-FEET ABOVE FINISHED GRADE. REFER TO DETAIL 15/C502.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
HDPE	High Density Polyethylene
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PV	Post Indicator Valve
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe
RD	Roof Drain
WQE	Water Quality Elevation

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	----
SAWCUT LINE (APPROX.)	- - - - -
WATER PIPE	+
FIRE HYDRANT	[Symbol]

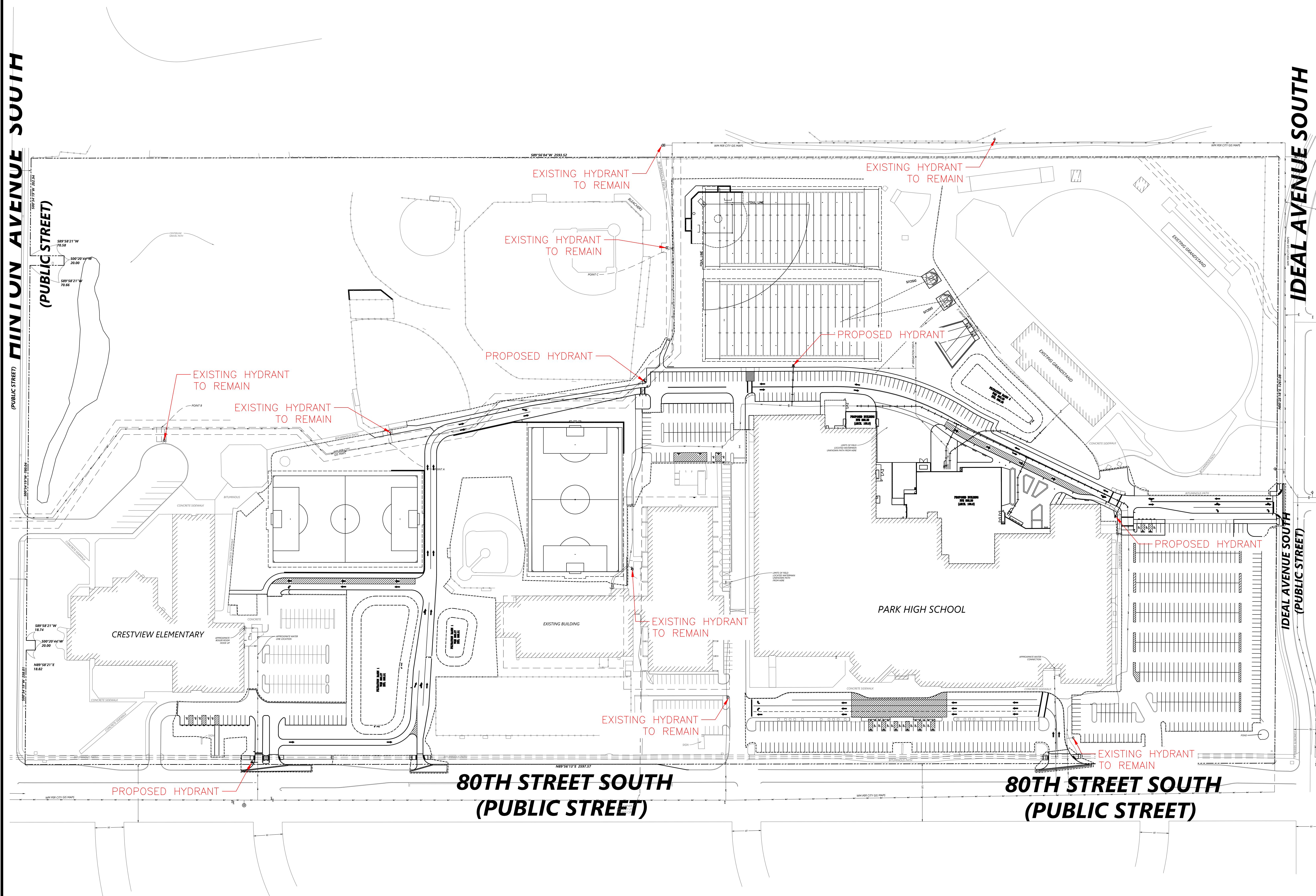
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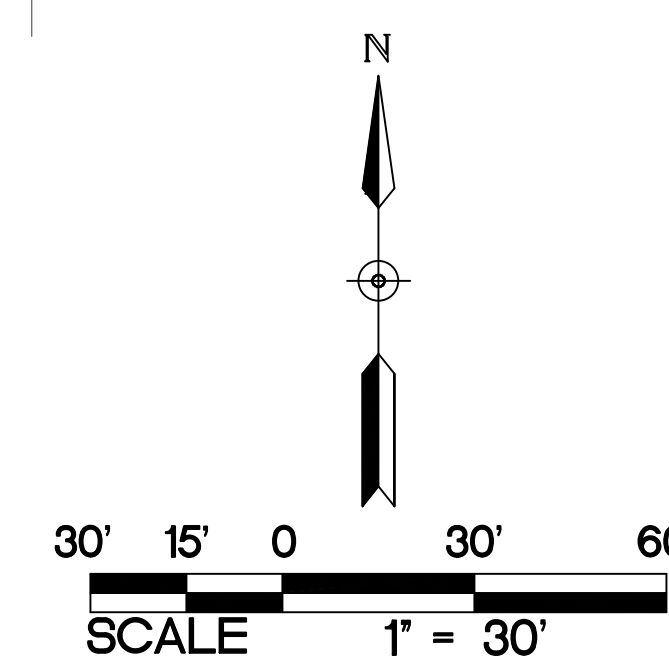
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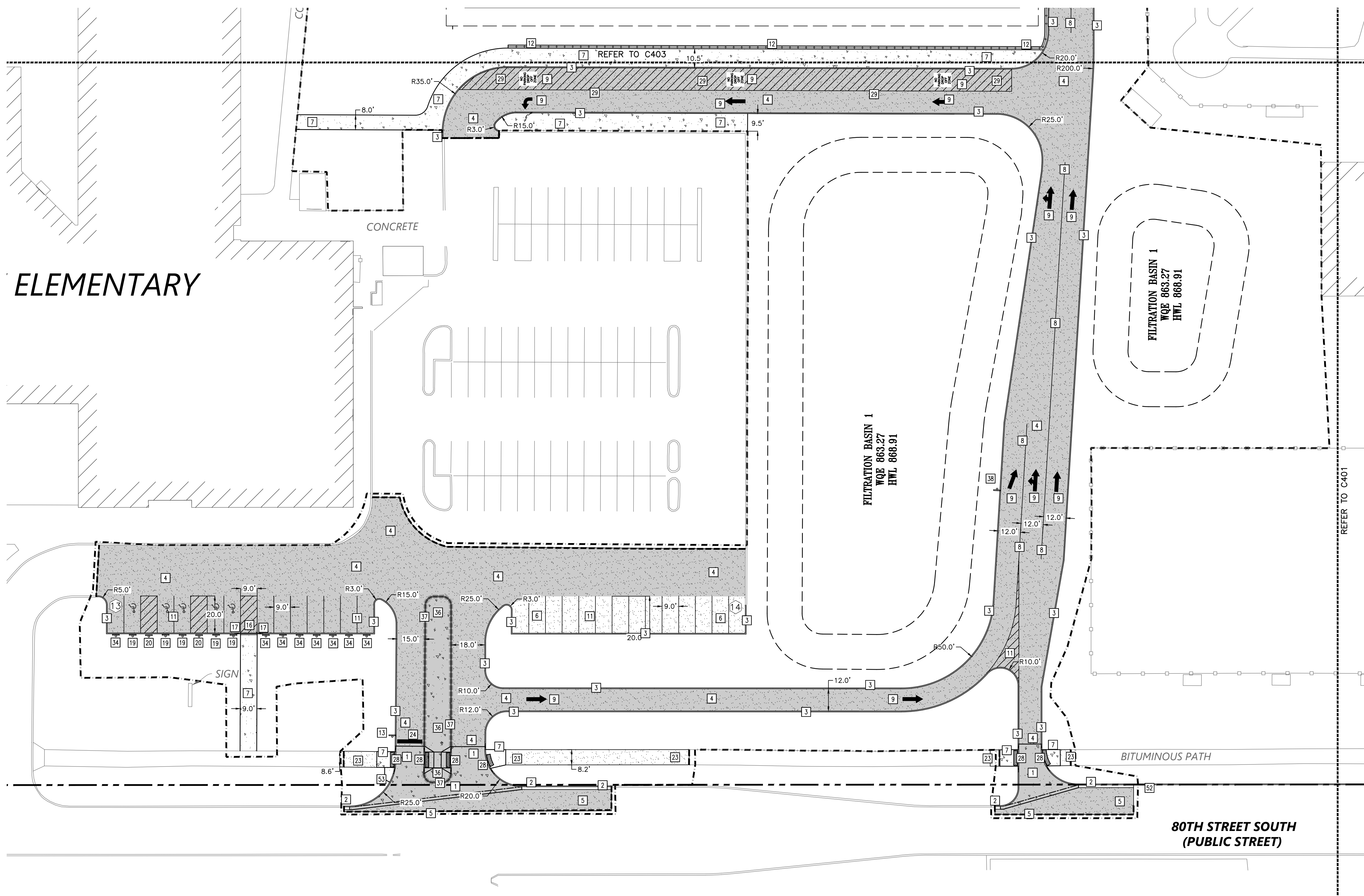
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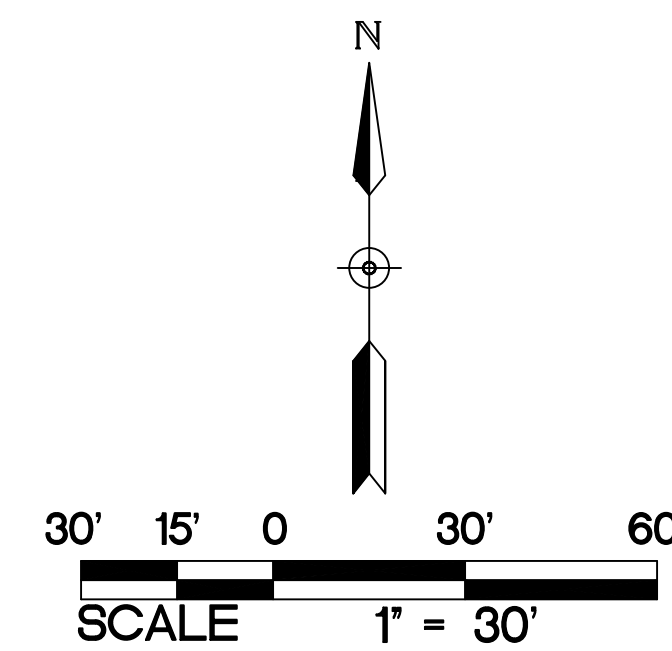
1 FIRE HYDRANT EXHIBIT
C307 1" = 80'





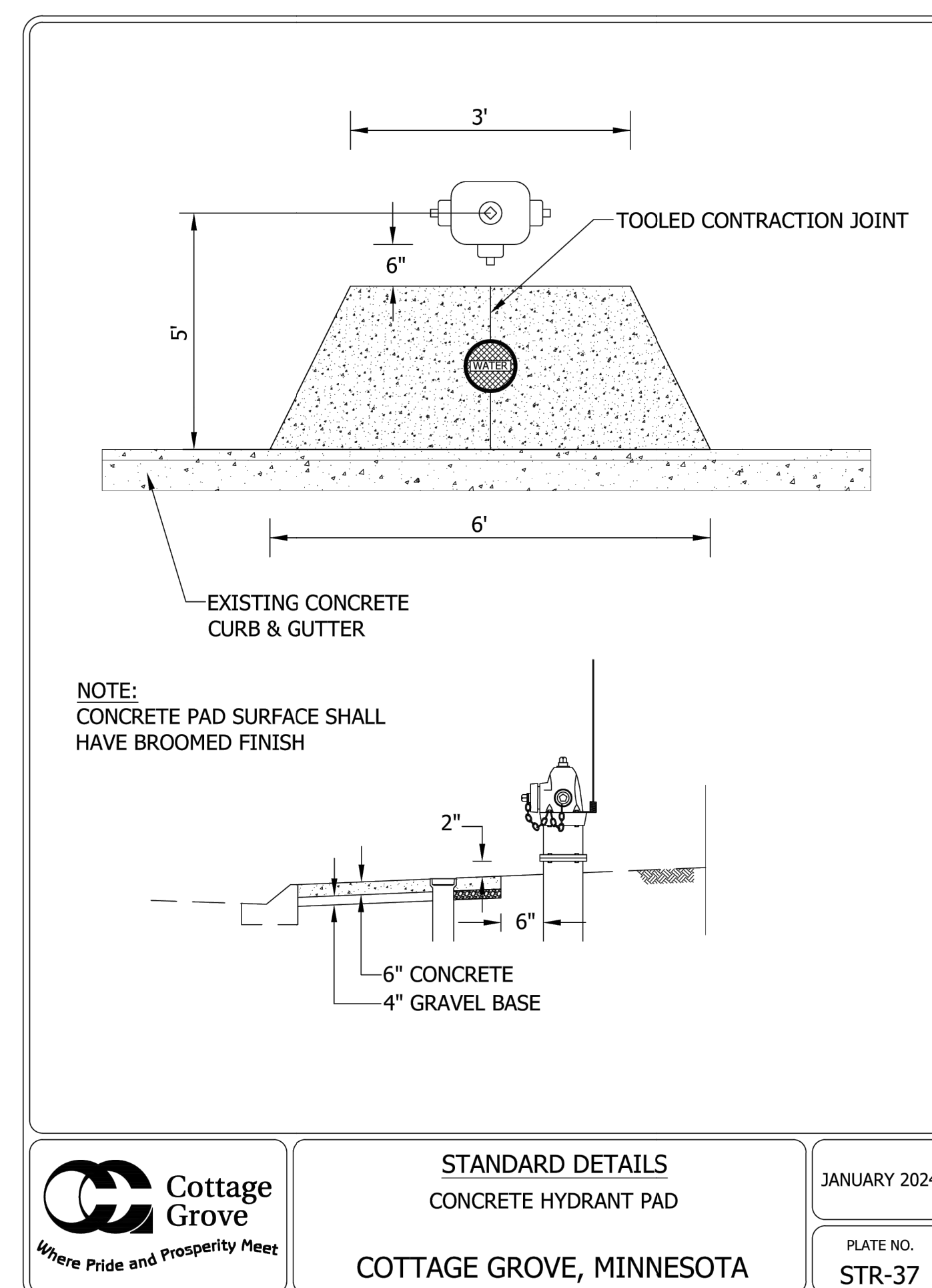
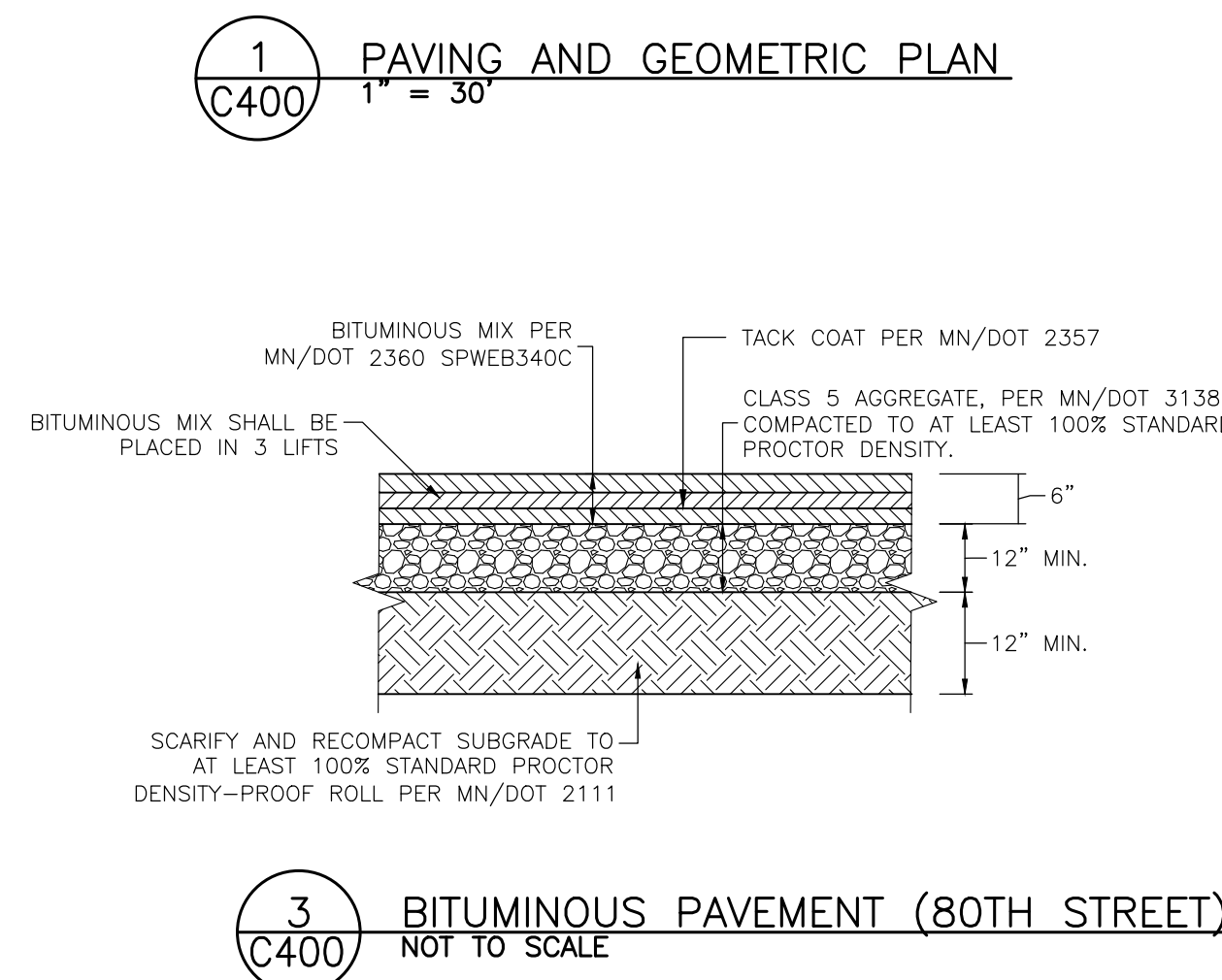
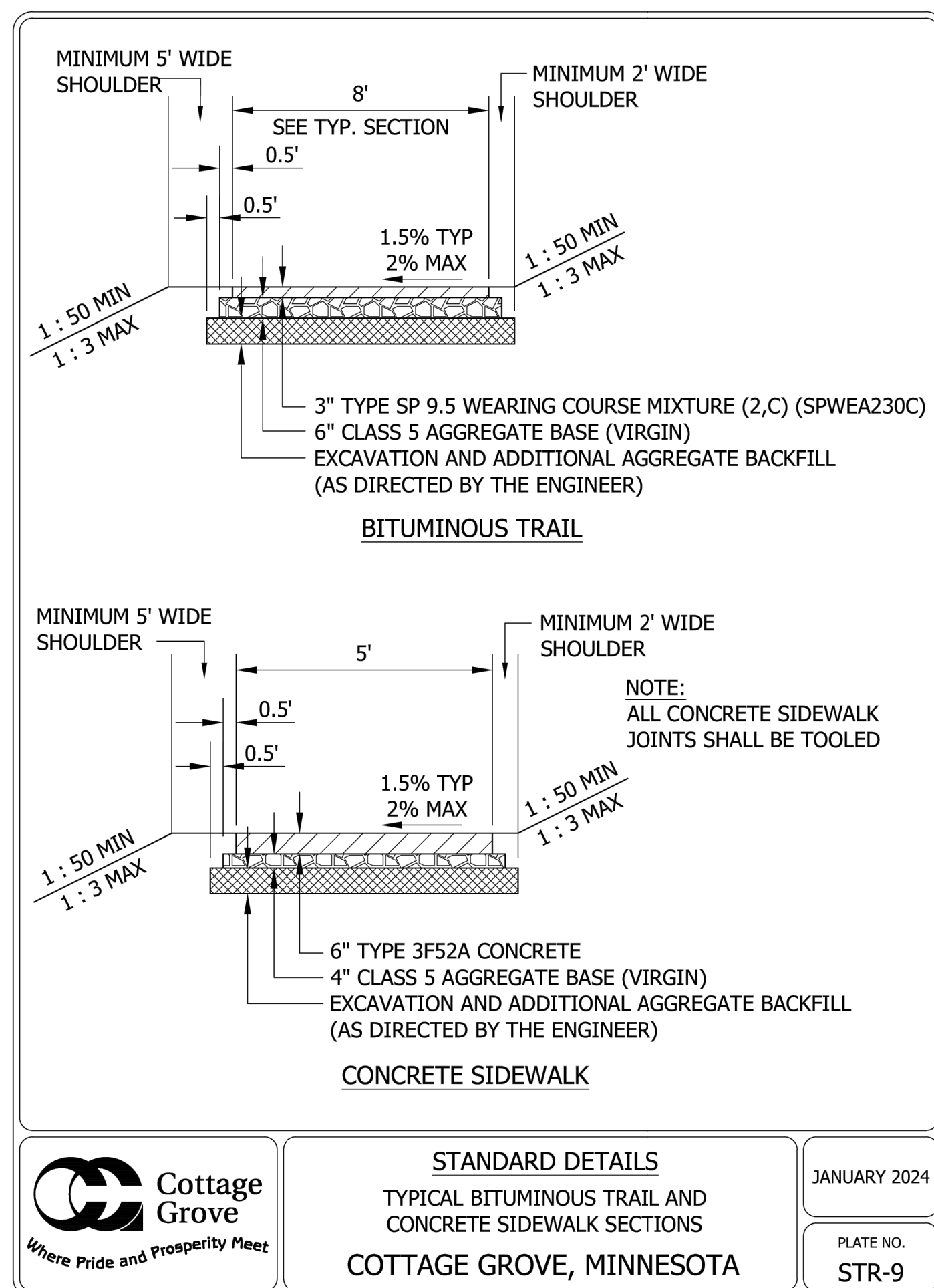
PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
FENCE	---
LIGHT DUTY BITUMINOUS PAVEMENT	[Symbol]
HEAVY DUTY BITUMINOUS PAVEMENT	[Symbol]
CONCRETE SIDEWALK	[Symbol]
CONCRETE PAVEMENT	[Symbol]
FLAT CURB AND GUTTER	[Symbol]
FLAT CURB AND GUTTER	[Symbol]
PEDESTRIAN CURB RAMP	[Symbol]
SIGN	[Symbol]
PARKING STALL COUNT	[Symbol]
WORK BY OTHERS	[Symbol]

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CONC	Concrete
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP.	Typical
MNUTCD	Minnesota Manual on Uniform Traffic Control Devices



- PAVING NOTES:
- CONTRACTOR SHALL FOLLOW ALL CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS.
 - ALL DIMENSIONS ARE TO FACE OF CURB UNLESS NOTED OTHERWISE.
 - ALL CURB AND GUTTER IS TO BE B612 CONCRETE CURB AND GUTTER UNLESS NOTED OTHERWISE.
 - NO SIDEWALK IS TO HAVE MORE THAN A 2% CROSS SLOPE OR MORE THAN A 5% LONGITUDINAL SLOPE.
 - REFER TO ARCHITECTURAL PLANS FOR PROPOSED BUILDING LAYOUT.
 - FOLLOW ALL CITY OF COTTAGE GROVE RULES, REGULATIONS, AND SPECIFICATIONS WHEN WORKING IN PUBLIC RIGHT OF WAY.
 - STRIPED PARKING LOTS AS SHOWN. ALL PARKING STALLS ARE TO BE 9 FEET WIDE BY 20 FEET LONG, UNLESS NOTED OTHERWISE.
 - ACCESSIBLE AISLES SHALL BE STRIPED PER MN CODE (SECTION 502), WHERE "NO PARKING" SIGNAGE WOULD OBSTRUCT A CURB RAMP OR ACCESSIBLE ROUTE, "NO PARKING" SHALL BE PRINTED ON THE SURFACE OF THE ACCESS AISLE.
 - THE CONTRACTOR IS TO CONTACT THE CITY OF COTTAGE GROVE FIRE MARSHALL FOR THE EXACT PLACEMENT OF FIRE LANES, YELLOW-PAINTED CURBING, AND NO PARKING AREAS FOR FIRE PROTECTION PURPOSES.
 - REFER TO STRUCTURAL PLANS FOR STOOP DETAILS. ALL WALKS ARE TO BE CENTERED ON THE DOORS.
 - INSTALL APPROPRIATE EXPANSION MATERIAL WHERE CONCRETE IS ADJACENT TO BUILDING FACE.
 - ALL EXPANSION AND ISOLATION JOINTS SHALL BE SEALED PER SPECIFICATIONS.
 - MATCH NEW PAVEMENT, CURB AND GUTTER, AND SIDEWALK INTO EXISTING. NO ABRUPT GRADE TRANSITIONS OR PONDING OF WATER WILL BE ALLOWED.
 - SAWCUT EXISTING PAVEMENT, SIDEWALK, AND CURB AND GUTTER TO NEAREST JOINT. COORDINATE REMOVAL LIMITS WITH SITE DEMOLITION CONTRACTOR AND CONSTRUCTION MANAGER.
 - INSTALL DRIVE ENTRANCE PER CITY OF COTTAGE GROVE STANDARDS AND SPECIFICATIONS. FOLLOW ALL CITY OF COTTAGE GROVE REQUIREMENTS FOR TRAFFIC CONTROL.
 - REFER TO SPECIFICATIONS FOR GRADE VERIFICATION SURVEY REQUIREMENTS PRIOR TO PLACEMENT OF SUB-BASE MATERIAL, BASE MATERIAL, AND PAVEMENTS/SIDEWALKS.

- KEYED NOTES
- KEYED NOTES ARE DENOTED BY [10] ON PLAN.
- INSTALL CONCRETE DRIVE ENTRANCE. REFER TO DETAIL 1/C502.
 - INSTALL B618 CONCRETE CURB AND GUTTER. REFER TO DETAIL 2/C502.
 - INSTALL B612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 3/C502.
 - INSTALL HEAVY-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 7/C502.
 - INSTALL NEW BITUMINOUS PAVEMENT TO MATCH EXISTING PAVEMENT CROSS SECTION IN BOTH STREET. REFER TO DETAIL 3/C400.
 - INSTALL LIGHT-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 6/C502.
 - INSTALL CONCRETE WALK. REFER TO DETAIL 10/C502.
 - STRIPED LANE DELINEATION, 4" WIDE AND WHITE IN COLOR.
 - PAINT TRAFFIC ARROW AND VERBIAGE AS SHOWN, WHITE IN COLOR.
 - PAINT PARKING LOT STRIPING AND NO PARKING AREA, 4" WIDE STRIPES, WHITE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
 - INSTALL FENCE WITH CONCRETE MAINTENANCE STRIP. REFER TO DETAIL 14/C502 FOR MAINTENANCE STRIP. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS FOR FENCING.
 - INSTALL STOP SIGN. REFER TO DETAIL 13/C502.
 - INSTALL FLAT CURB. REFER TO DETAIL 4/C502.
 - INSTALL NOSE-DOWN CURB SECTION. REFER TO DETAIL 5/C502.
 - INSTALL ACCESSIBLE PARKING SIGN. REFER TO DETAIL 13/C502.
 - INSTALL NO PARKING ANY TIME SIGN. REFER TO DETAIL 13/C502.
 - INSTALL BITUMINOUS PATH TO MATCH EXISTING BITUMINOUS PATH SECTION. REFER TO DETAIL 2/C400.
 - STRIPED STOP BAR, 24" WIDE AND WHITE IN COLOR WITH 4" BLACK STRIPES TO EITHER SIDE WHEN PLACED ON CONCRETE.
 - INSTALL PEDESTRIAN CURB RAMP. REFER TO MN/DOT STANDARD PLANS ON C503. PEDESTRIAN CURB RAMP TO BITUMINOUS TRAILS SHALL USE GRADED FLARES WHEN NOT ADJACENT TO A VALUABLE SURFACE.
 - PAINT PARKING LOT NO PARKING AREA, 4" WIDE STRIPES, BLUE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
 - INSTALL SALVAGED NO PARKING SIGN AND NEW POST. REFER TO DETAIL 13/C502 FOR NEW POST INSTALLATION.
 - INSTALL CONCRETE PAVEMENT. REFER TO DETAIL 8/C502.
 - INSTALL D412 SURMOUNTABLE CURB. REFER TO DETAIL 12/C502.
 - INSTALL LEFT LANE ENDS MERGE RIGHT PARKING SIGN. REFER TO DETAIL 13/C502.
 - WORK BY OTHERS. SHOWN FOR REFERENCE ONLY.
 - INSTALL CONCRETE HYDRANT PAD. REFER TO DETAIL 4/C400.



PARKING STALL COUNT - CRESTVIEW ELEMENTARY SCHOOL	
REQUIRED PARKING STALLS	40
REQUIRED ADA STALLS	2
EXISTING PARKING STALLS	93
EXISTING ADA STALLS	3
PROPOSED PARKING STALLS	105
PROPOSED ADA STALLS	5

PARKING STALL COUNT - PARK HIGH SCHOOL	
REQUIRED PARKING STALLS	248
REQUIRED ADA STALLS	7
EXISTING PARKING STALLS	662
EXISTING ADA STALLS	15
PROPOSED PARKING STALLS	733
PROPOSED ADA STALLS	15

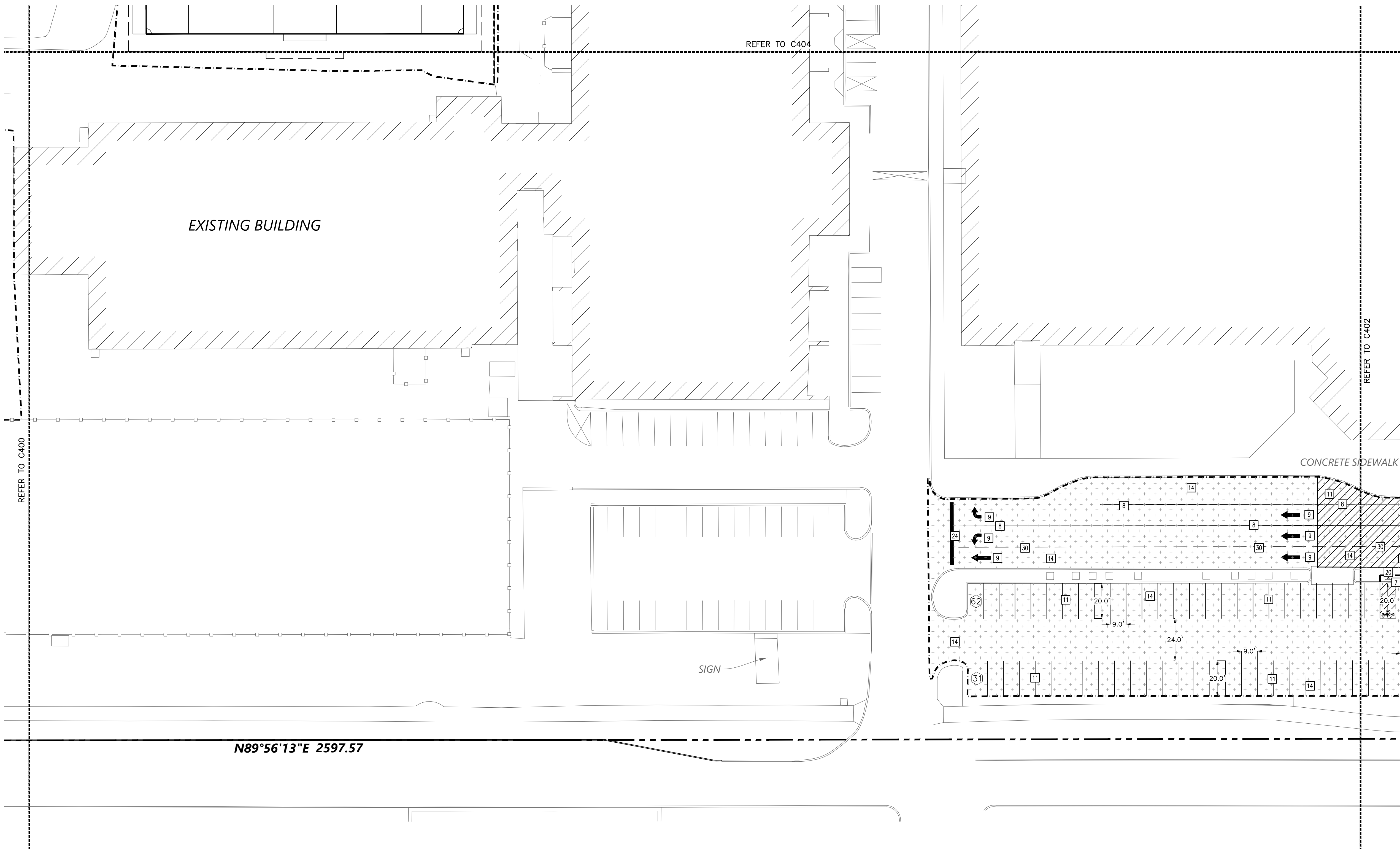
PAVING AND GEOMETRIC PLAN

PARK HIGH SCHOOL ADDITIONS & RENOVATIONS 8040 80TH STREET SOUTH COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

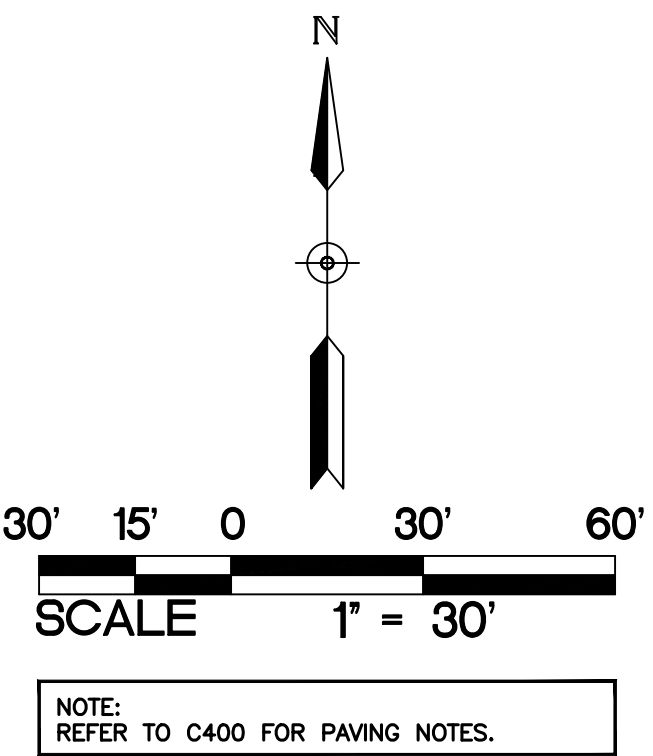
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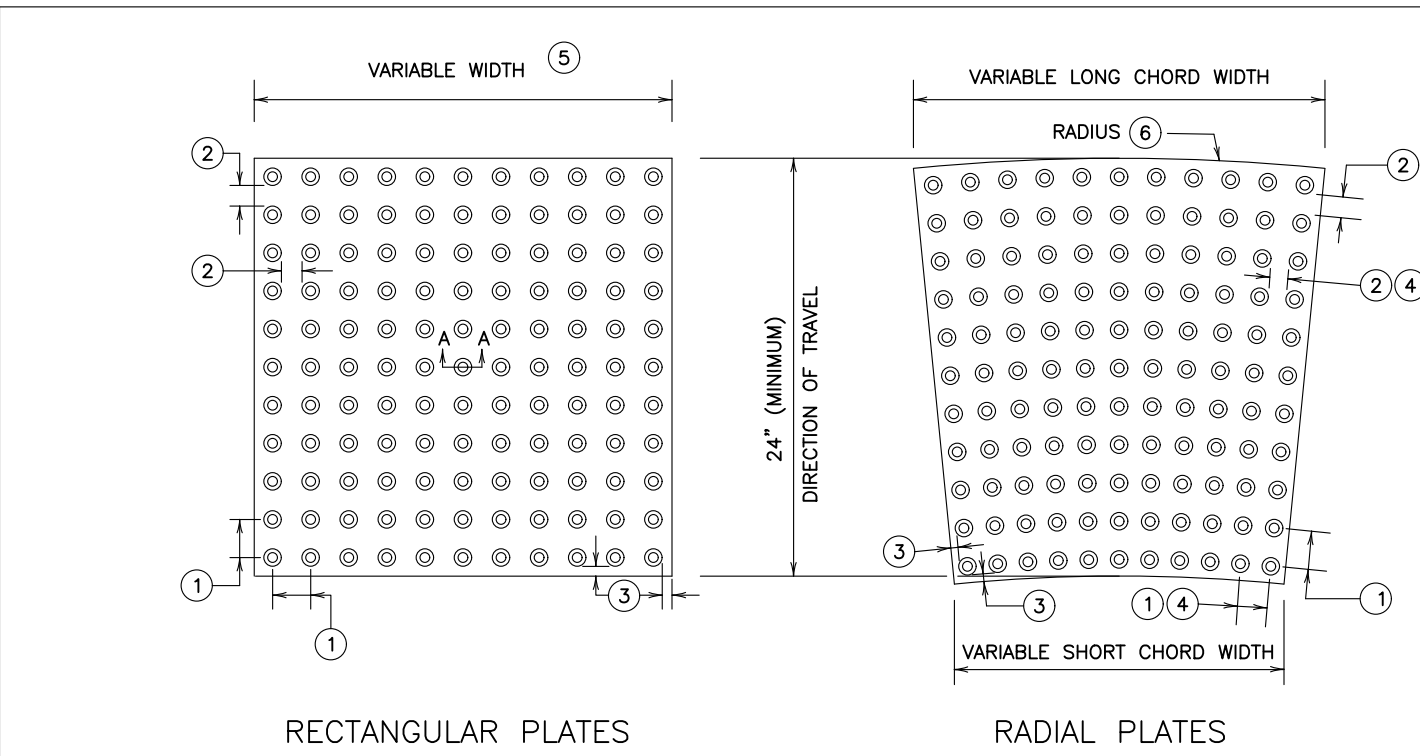


ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CONC	Concrete
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP	Typical
MN/UTCD	Minnesota Manual on Uniform Traffic Control Devices

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
BITUMINOUS RESURFACING	[Pattern]
PARKING STALL COUNT	(31)



- KEYED NOTES
- KEYED NOTES ARE DENOTED BY [] ON PLAN.
- [8] STRIPE LANE DELINEATION, 4" WIDE AND WHITE IN COLOR.
- [9] PAINT TRAFFIC ARROW AND VERBIAGE AS SHOWN, WHITE IN COLOR.
- [11] PAINT PARKING LOT STRIPING AND NO PARKING AREA, 4" WIDE STRIPES, WHITE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
- [14] PROVIDE 6-INCH DEPTH BITUMINOUS RECLAMATION AND SUBCUT SUBGRADE TO PROVIDE NEW 4-INCH BITUMINOUS SECTION. REFER TO DETAIL 12/C501 FOR NEW BITUMINOUS SECTION.
- [24] STRIPE STOP BAR, 24" WIDE AND WHITE IN COLOR WITH 4" BLACK STRIPES TO EITHER SIDE WHEN PLACED ON CONCRETE.
- [30] STRIPE DASHED LANE DELINEATION, 4" WIDE, 2-FEET SOLID, 6-FEET GAP, AND WHITE IN COLOR.



TYPICAL RADIAL TRUNCATED DOME PLATES			
RADIUS (FEET)	LONG CHORD WIDTH (INCHES)	SQ. FT. PER PLATE	PLATES REQUIRED FOR 90 DEGREE TURN
10	23-1/2	3.53	8
15	18-13/16	2.93	15
15	23-1/2	3.67	12
20	18-13/16	3.00	20
20	18-7/8	2.98	20
25	20-1/2	3.28	23
25	23-9/16	3.77	20
30	22-5/8	3.65	25
35	22	3.56	30

NOTES:		DETECTABLE WARNING PLATES SHALL BE INENAH FOUNDRY, UNCOATED CAST IRON OR APPROVED EQUAL.	
DETECTABLE WARNING SURFACES SHALL FOLLOW THE PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG).		ALL TRUNCATED DOME SYSTEMS SHALL BE PLACED IN STRICT ACCORDANCE WITH THE RECOMMENDATIONS OF THE MANUFACTURER.	
DETECTABLE WARNINGS CONSIST OF TRUNCATED DOMES ALIGNED IN A SQUARE OR RADIAL GRID PATTERN.		1 CENTER TO CENTER DOME SPACING: 1.6" MINIMUM, 2.4" MAXIMUM.	
DETECTABLE WARNINGS ARE REQUIRED:		2 BASE TO BASE DOME SPACING: 0.65" MINIMUM, 0.75" MAXIMUM.	
- WHERE RAMP, LANDING, OR BLENDED TRANSITIONS PROVIDE A FLUSH PEDESTRIAN CONNECTION TO THE ROADWAY.		3 DOME BASE TO PLATE EDGE SPACING: 0.35" MINIMUM, 0.75" MAXIMUM.	
- WHERE PEDESTRIAN ACCESS ROUTES CROSS COMMERCIAL DRIVEWAYS THAT ARE PROVIDED WITH TRAFFIC CONTROL DEVICES OR OTHERWISE PERMITTED TO OPERATE LIKE A PUBLIC ROADWAY.		4 SPACING VARIES ON RADIAL PLATES.	
- AT PEDESTRIAN RAILWAY CROSSINGS.		5 TYPICAL WIDTHS AVAILABLE: 12", 18", 24", 30", 36".	
- ON RAIL PLATFORMS WHERE BOARDING EDGES ARE NOT PROTECTED.		6 CHECK WITH MANUFACTURERS FOR AVAILABLE WIDTHS.	
DETECTABLE WARNINGS SHALL EXTEND:		7 ON RADIAL PLATE, RADIUS DEFINED AT BACK OF CURB.	
- A MINIMUM OF 24" IN THE DIRECTION OF TRAVEL.		TYPICAL RADII. CHECK WITH MANUFACTURERS FOR AVAILABLE RADII.	
- THE FULL WIDTH OF THE RAMP, LANDING, OR BLENDED TRANSITION, WITHIN 3' OF FULL WIDTH ON EITHER END.			
- THE FULL LENGTH OF THE PUBLIC USE AREA OF A RAIL PLATFORM.			
DETECTABLE WARNING SURFACES SHALL CONTRAST VISUALLY WITH ADJACENT OUTTER, ROADWAY, OR WALKWAY, EITHER A LIGHT-ON-DARK OR DARK-ON-LIGHT. CONTRAST MAY BE PROVIDED ON THE FULL RAMP SURFACE, EXCLUDING THE FLARED SIDES.			
STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION		SPECIFICATION REFERENCE 2531	STANDARD PLATE NO. 7038A
DETECTABLE WARNING SURFACE TRUNCATED DOMES			

NOTE:
FOR ADA COMPLIANT PEDESTRIAN RAMPS, REFER TO MN/DOT STANDARD PLAN 5-297.250 PEDESTRIAN CURB RAMP DETAILS AT THE FOLLOWING WEB ADDRESS:
[HTTP://STANDARDPLATES.DOT.STATE.MN.US/STDPLATE.ASPX](http://STANDARDPLATES.DOT.STATE.MN.US/STDPLATE.ASPX)

CONTRACTOR SHALL COORDINATE FINAL CURB RAMP LOCATION AND PEDESTRIAN CURB RAMP DETAIL WITH THE CITY AND OWNER PRIOR TO INSTALLATION.

2 PEDESTRIAN CURB RAMP — DETECTABLE WARNING
C401 NOT TO SCALE

SO
wash
CO
SCHOOLS



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

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Date: 11-1-2024 License Number: 52209

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PAVING AND GEOMETRIC PLAN

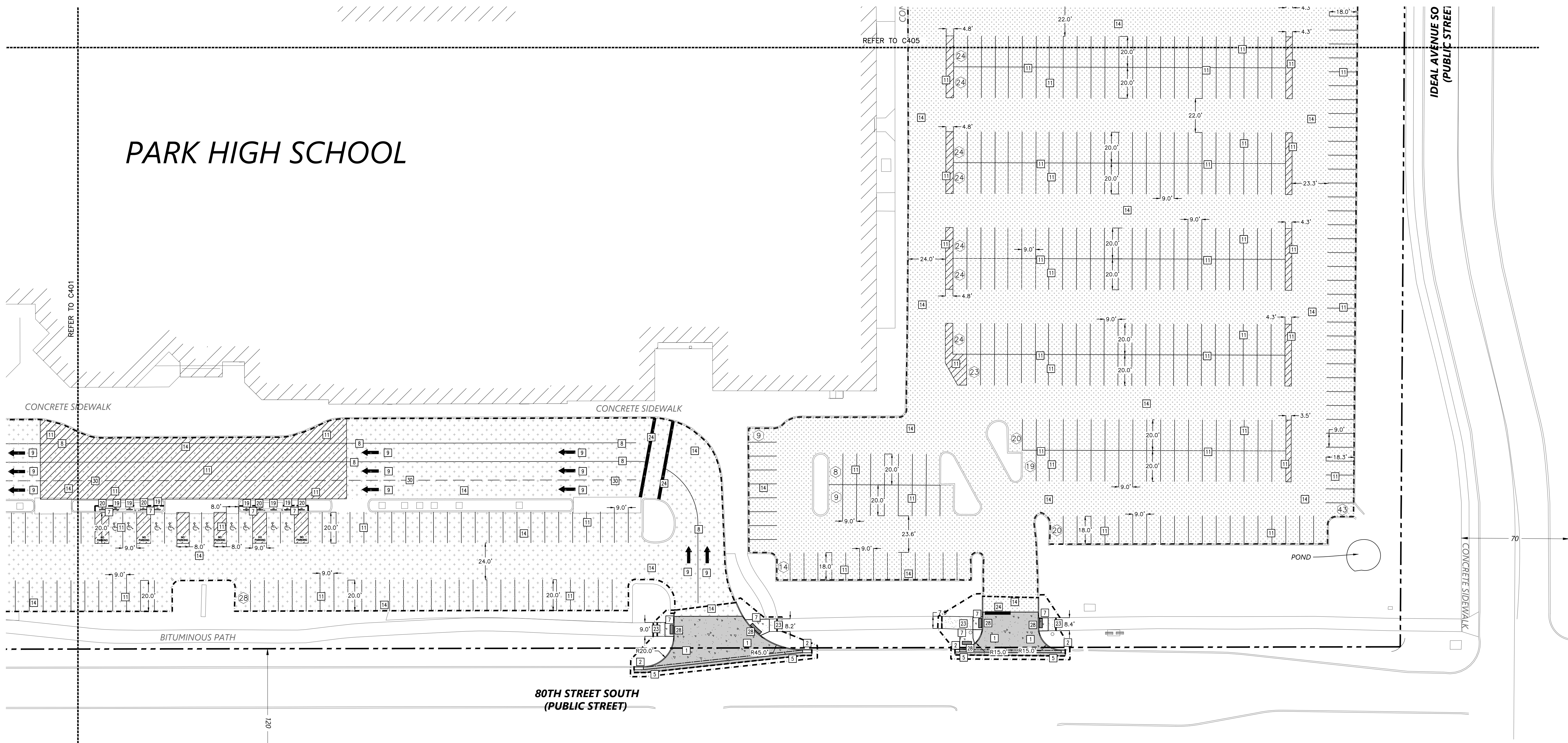
PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

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PARK HIGH SCHOOL



1 PAVING AND GEOMETRIC PLAN
C402 1" = 30'

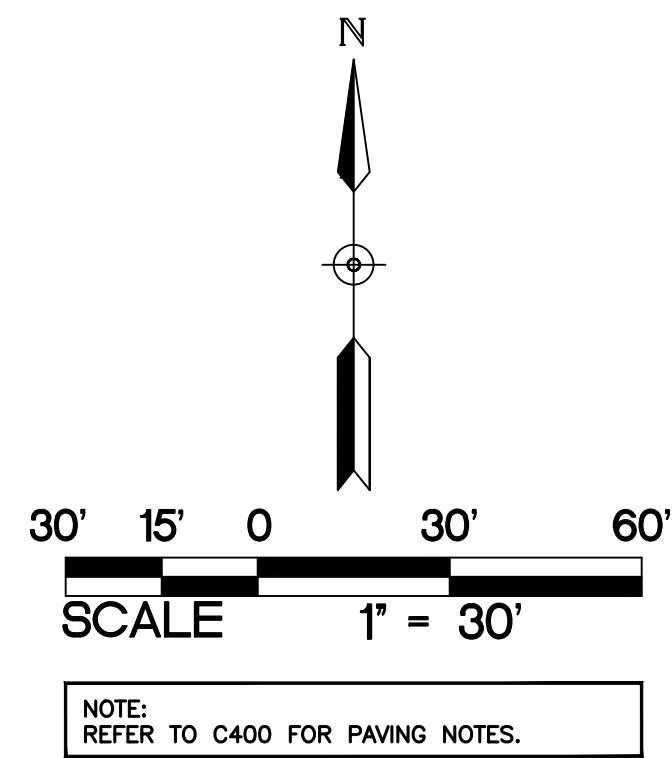
KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

- 11 INSTALL CONCRETE DRIVE ENTRANCE. REFER TO DETAIL 1/C502.
- 2 INSTALL B618 CONCRETE CURB AND GUTTER. REFER TO DETAIL 2/C502.
- 3 INSTALL NEW BITUMINOUS PAVEMENT TO MATCH EXISTING PAVEMENT CROSS SECTION IN BOTH STREET. REFER TO DETAIL 3/C400.
- 7 INSTALL CONCRETE WALK. REFER TO DETAIL 10/C502.
- 8 STRIPE LANE DELINEATION, 4" WIDE AND WHITE IN COLOR.
- 9 PAINT TRAFFIC ARROW AND VERBIAGE AS SHOWN, WHITE IN COLOR.
- 11 PAINT PARKING LOT STRIPING AND NO PARKING AREA, 4" WIDE STRIPES, WHITE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
- 14 PROVIDE 6-INCH DEPTH BITUMINOUS RECLAMATION AND SUBCUT SUBGRADE TO PROVIDE NEW 4-INCH BITUMINOUS SECTION. REFER TO DETAIL 12/C501 FOR NEW BITUMINOUS SECTION.
- 19 INSTALL ACCESSIBLE PARKING SIGN. REFER TO DETAIL 13/C502.
- 20 INSTALL NO PARKING ANY TIME SIGN. REFER TO DETAIL 13/C502.
- 22 INSTALL BITUMINOUS PATH TO MATCH EXISTING BITUMINOUS PATH SECTION. REFER TO DETAIL 2/C400.
- 24 STRIPE STOP BAR, 24" WIDE AND WHITE IN COLOR WITH 4" BLACK STRIPES TO EITHER SIDE WHEN PLACED ON CONCRETE.
- 28 INSTALL PEDESTRIAN CURB RAMP. REFER TO MN/DOT STANDARD PLANS ON C503. PEDESTRIAN CURB RAMP TO BITUMINOUS TRAILS SHALL USE GRADED FLARES WHEN NOT ADJACENT TO A WALKABLE SURFACE.
- 30 STRIPE DASHED LANE DELINEATION, 4" WIDE, 2-FOOT SOLID, 6-FOOT GAP, AND WHITE IN COLOR.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CONC	Concrete
ELEV	Elevation
EX	Existing
FTE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP	Typical
MN MUTCD	Minnesota Manual on Uniform Traffic Control Devices

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
BITUMINOUS RESURFACING	[Pattern]
CONCRETE SIDEWALK	[Pattern]
PARKING STALL COUNT	[14]



PAVING AND GEOMETRIC PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
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C402

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wash
CO
SCHOOLS



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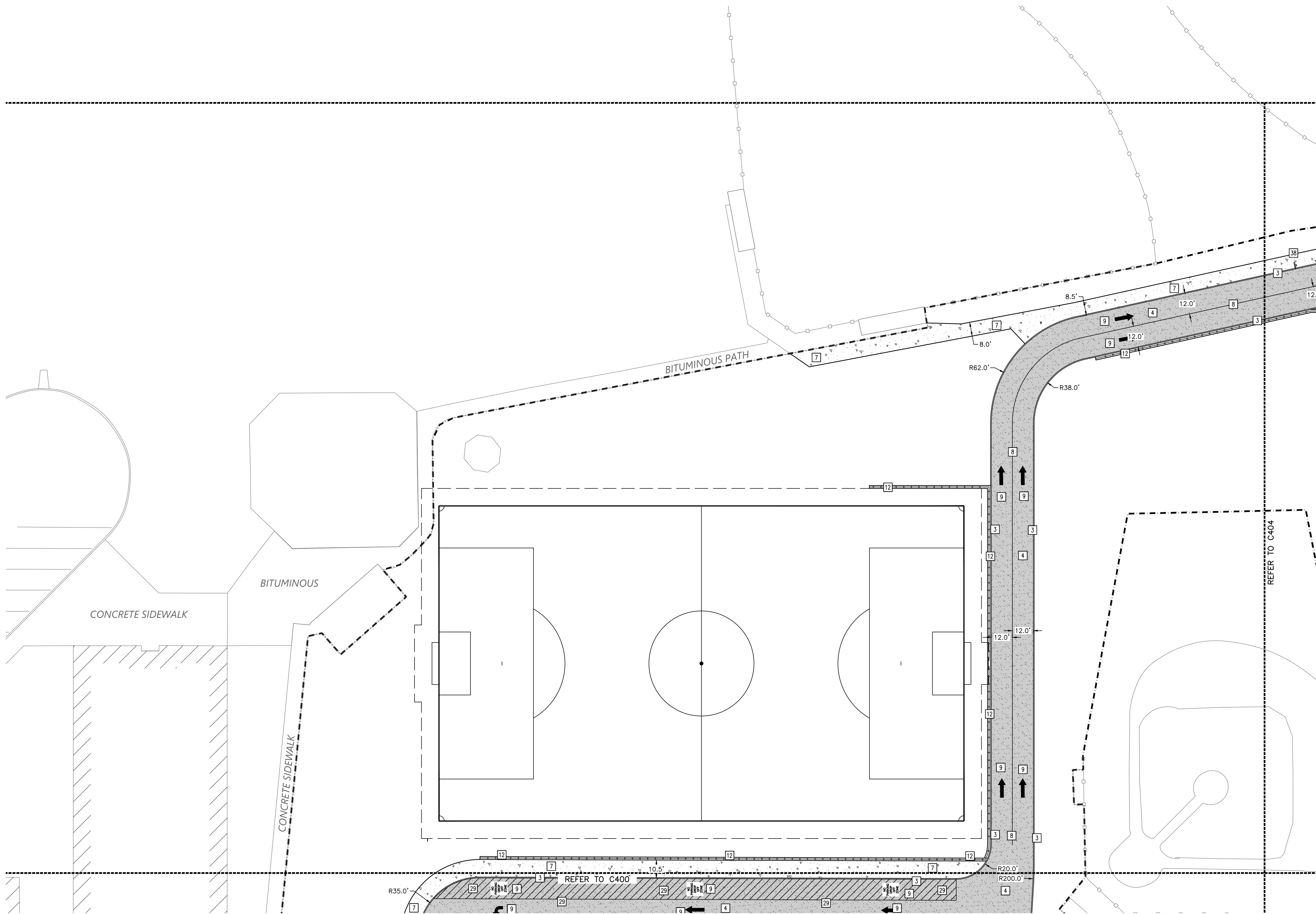
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Date: 11-1-2024 License Number: 52209

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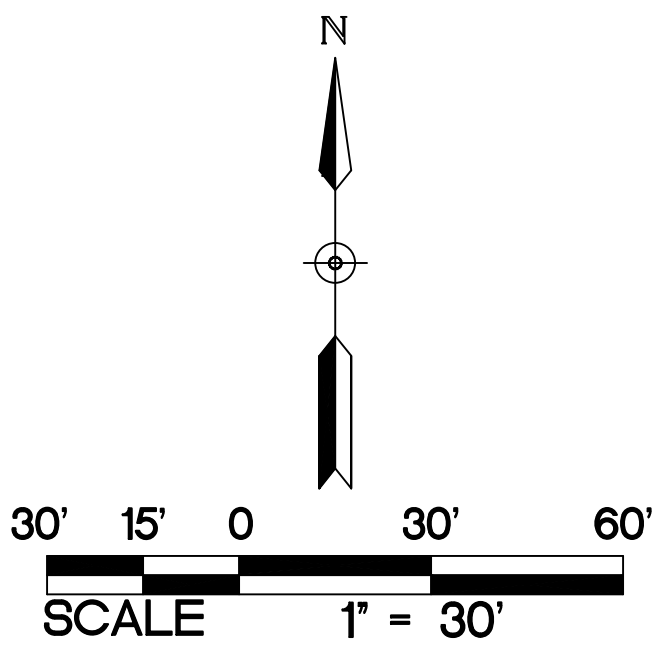
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BKBM Project No. 24222.50



1
C403 PAVING AND GEOMETRIC PLAN
1" = 30'

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
FENCE	---
HEAVY DUTY BITUMINOUS PAVEMENT	---
CONCRETE PAVEMENT/SIDEWALK	---



NOTE:
REFER TO C400 FOR PAVING NOTES.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP.	Typical
MMUTCD	Minnesota Manual on Uniform Traffic Control Devices

KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

[3] INSTALL B612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 3/C502.

[4] INSTALL HEAVY-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 7/C502.

[7] INSTALL CONCRETE WALK. REFER TO DETAIL 10/C502.

[8] STRIPE LANE DELINEATION, 4" WIDE AND WHITE IN COLOR.

[9] PAINT TRAFFIC ARROW AND VERBIAGE AS SHOWN, WHITE IN COLOR.

[12] INSTALL FENCE WITH CONCRETE MAINTENANCE STRIP. REFER TO DETAIL 14/C502 FOR MAINTENANCE STRIP. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS FOR FENCING.

[20] PAINT PARKING LOT NO PARKING AREA, 4" WIDE STRIPES, BLUE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.

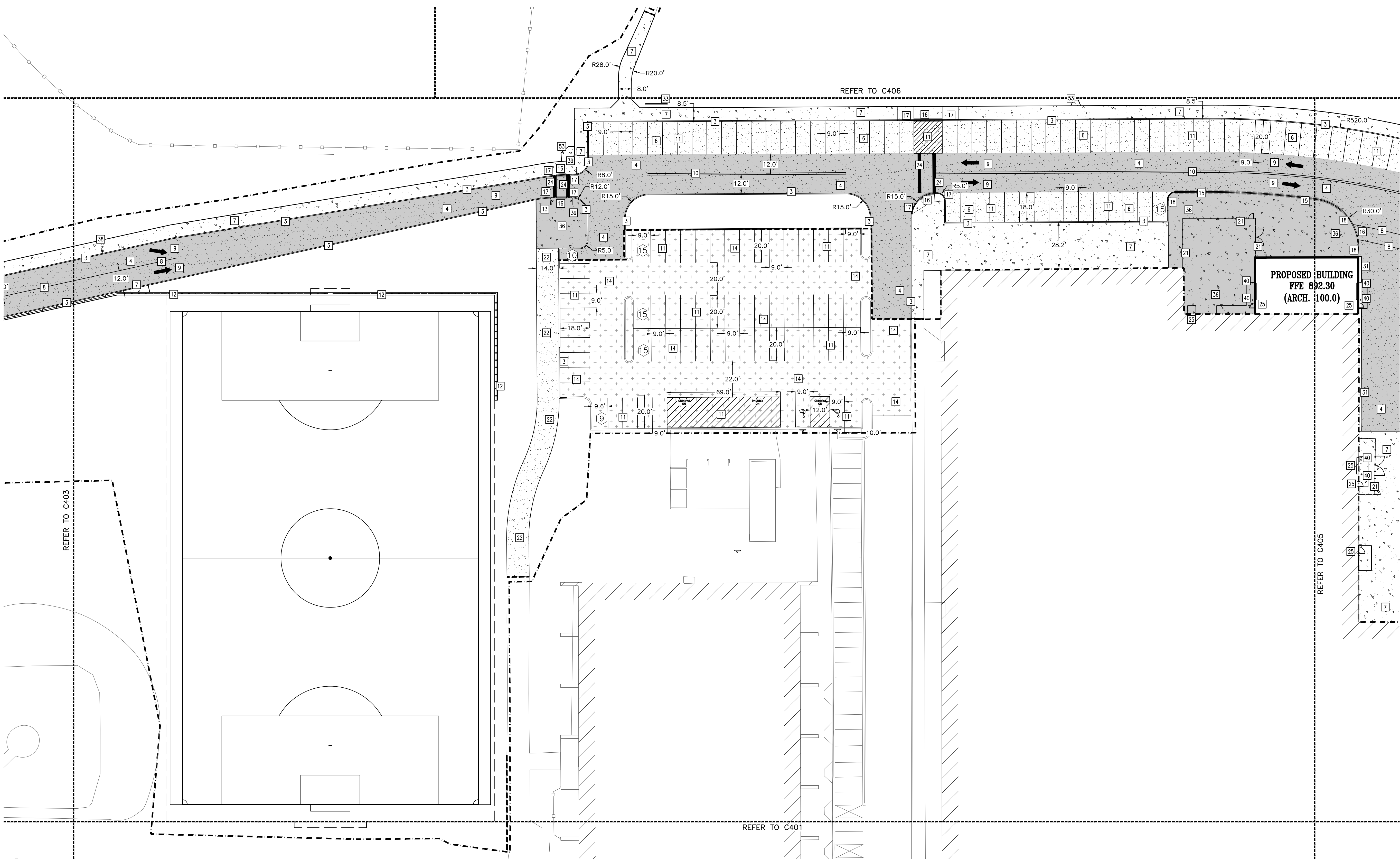
PAVING AND GEOMETRIC PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
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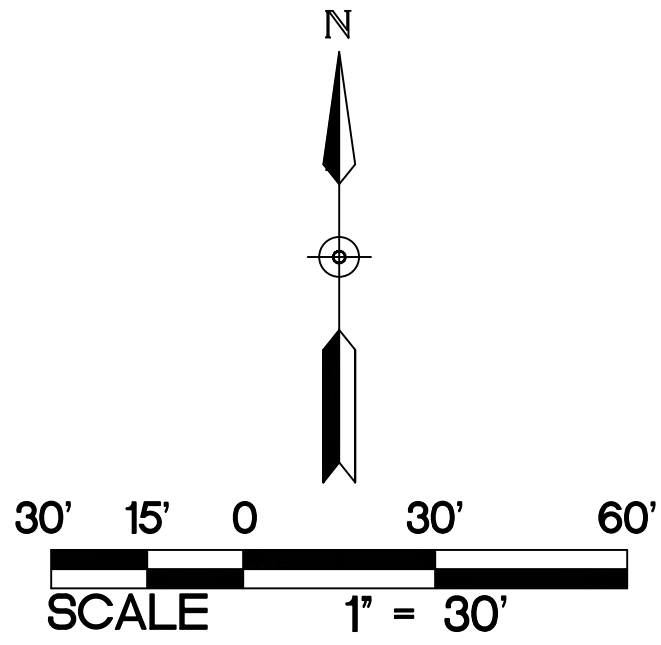
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C403



ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CB	Catch Basin
CONC	Concrete
DIP	Ductile Iron Pipe
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
INV	Invert
MAX	Maximum
MH	Manhole
MIN	Minimum
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete Pipe

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
FENCE	---
LIGHT DUTY BITUMINOUS PAVEMENT	[Pattern]
HEAVY DUTY BITUMINOUS PAVEMENT	[Pattern]
BITUMINOUS RESURFACING	[Pattern]
CONCRETE SIDEWALK	[Pattern]
CONCRETE PAVEMENT	[Pattern]
FLAT CURB AND GUTTER	[Pattern]
SURMOUNTABLE CURB AND GUTTER	[Pattern]
PEDESTRIAN CURB RAMP	[Symbol]
ACCESSIBLE PARKING SYMBOL	[Symbol]
SIGN	[Symbol]
PARKING STALL COUNT	[Symbol]



NOTE: REFER TO C400 FOR PAVING NOTES.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CONC	Concrete
ELEV	Elevation
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MAX	Maximum
MIN	Minimum
R	Radius
TYP.	Typical
MN MUTCD	Minnesota Manual on Uniform Traffic Control Devices

- KEYED NOTES
- KEYED NOTES ARE DENOTED BY [Symbol] ON PLAN.
- 1. INSTALL 8612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 3/C502.
 - 2. INSTALL HEAVY-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 7/C502.
 - 3. INSTALL LIGHT-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 6/C502.
 - 4. INSTALL CONCRETE WALK. REFER TO DETAIL 10/C502.
 - 5. STRIPE LANE DELINEATION, 4" WIDE AND WHITE IN COLOR.
 - 6. PAINT TRAFFIC ARROW AND VERBIAGE AS SHOWN, WHITE IN COLOR.
 - 7. STRIPE DOUBLE LANE DELINEATION, 4" WIDE AND YELLOW IN COLOR.
 - 8. PAINT PARKING LOT STRIPING AND NO PARKING AREA, 4" WIDE STRIPES, WHITE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
 - 9. INSTALL FENCE WITH CONCRETE MAINTENANCE STRIP. REFER TO DETAIL 14/C502 FOR MAINTENANCE STRIP. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS FOR FENCING.
 - 10. INSTALL STOP SIGN. REFER TO DETAIL 13/C502.
 - 11. PROVIDE 6-INCH DEPTH BITUMINOUS RECLAMATION AND SUBCUT SUBGRADE TO PROVIDE NEW 4-INCH BITUMINOUS SECTION. REFER TO DETAIL 12/C501 FOR NEW BITUMINOUS SECTION.
 - 12. INSTALL SURMOUNTABLE CONCRETE CURB AND GUTTER. REFER TO DETAIL 12/C502.
 - 13. INSTALL FLAT CURB. REFER TO DETAIL 4/C502.
 - 14. INSTALL NOSE-DOWN CURB SECTION. REFER TO DETAIL 5/C502.
 - 15. PROVIDE 10-FOOT TRANSITION BETWEEN CURB TYPES.
 - 16. INSTALL FENCE. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS FOR FENCING.
 - 17. INSTALL BITUMINOUS PATH. REFER TO DETAIL 9/C502.
 - 18. STRIPE STOP BAR, 24" WIDE AND WHITE IN COLOR WITH 4" BLACK STRIPES TO EITHER SIDE WHEN PLACED ON CONCRETE.
 - 19. STOOP. REFER TO STRUCTURAL PLANS AND DETAILS.
 - 20. INSTALL CONCRETE MAINTENANCE STRIP. REFER TO DETAIL 11/C501.
 - 21. INSTALL SALVAGED GRANVILLE O. SMITH FIELD HOME OF WOLFPACK BASEBALL SIGN. COORDINATE WITH SCHOOL DISTRICT FOR EXACT LOCATION.
 - 22. INSTALL CONCRETE PAVEMENT. REFER TO DETAIL 8/C502.
 - 23. INSTALL LEFT LANE ENDS MERGE RIGHT PARKING SIGN. REFER TO DETAIL 13/C502.
 - 24. INSTALL DO NOT ENTER SIGN. REFER TO DETAIL 13/C502.
 - 25. INSTALL CONCRETE HYDRANT PAD. REFER TO DETAIL 4/C400.

1 PAVING AND GEOMETRIC PLAN
C404 1" = 30'



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Date: 11-1-2024 License Number: 52209

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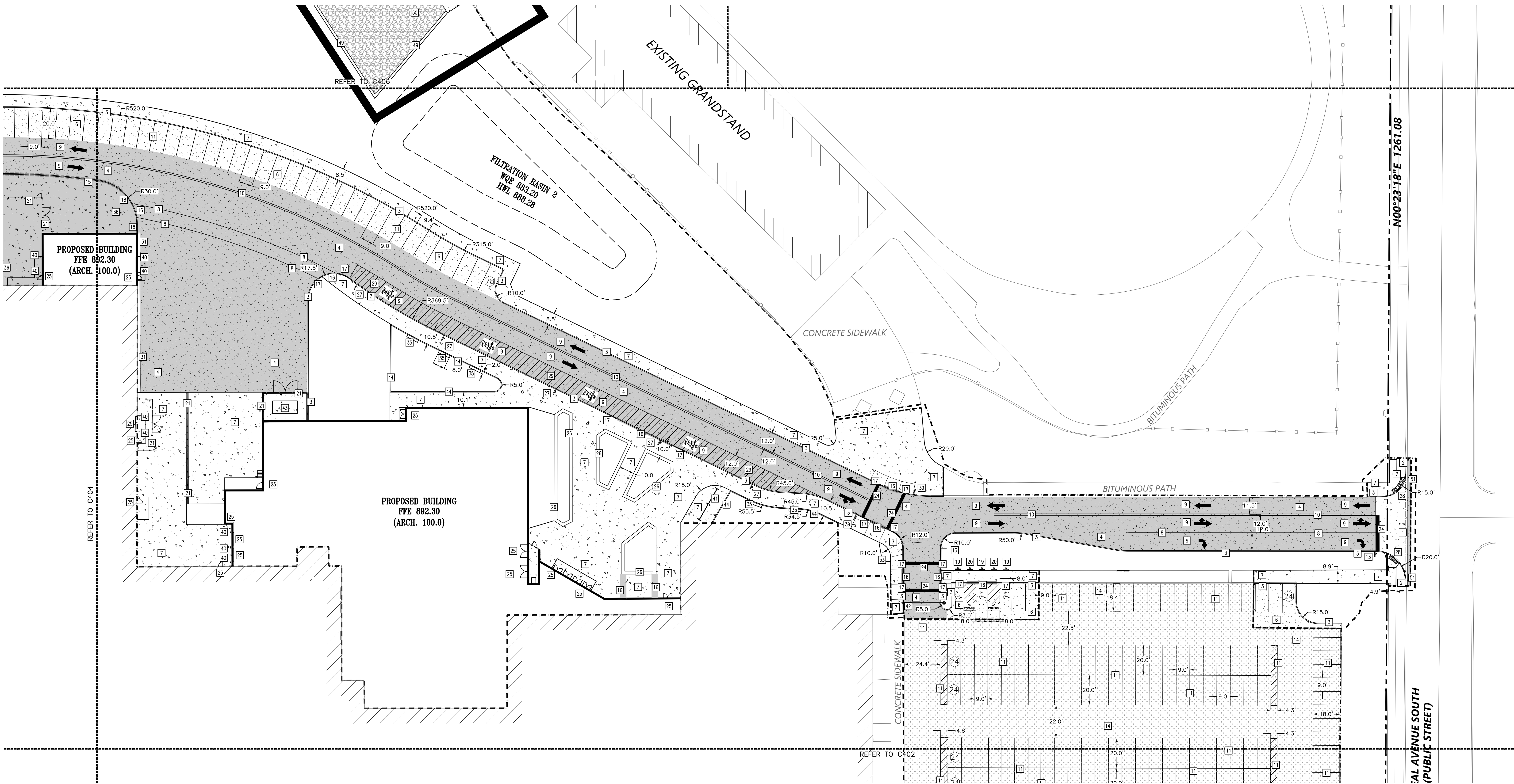
PAVING AND GEOMETRIC PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
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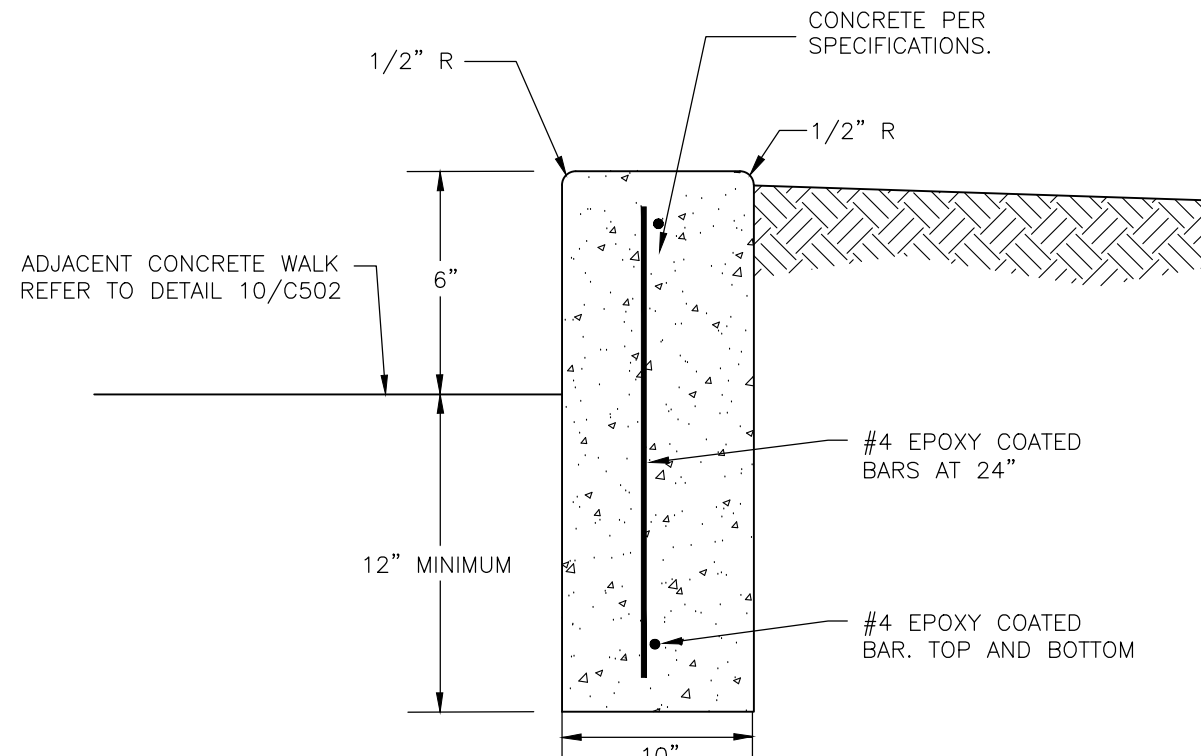
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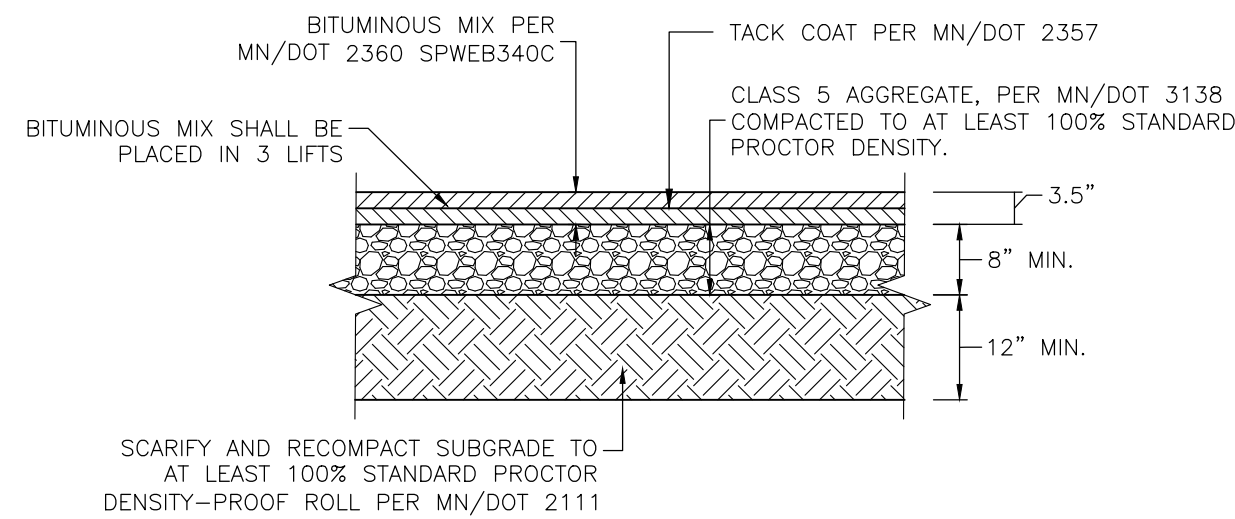
C404



1
C405 PAVING AND GEOMETRIC PLAN
1" = 30'



2
C405 VERTICAL CURB
NOT TO SCALE



3
C405 BITUMINOUS PAVEMENT (IDEAL AVENUE)
NOT TO SCALE

KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

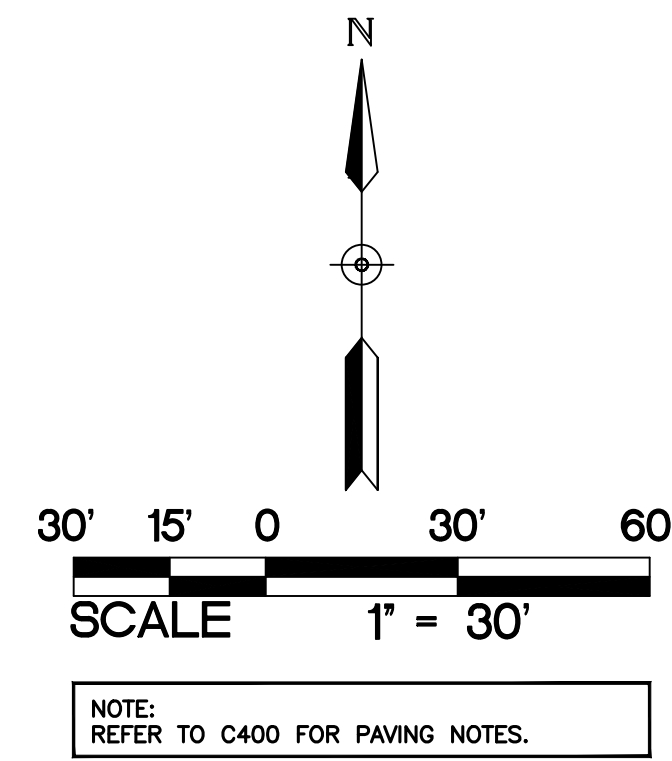
1. INSTALL CONCRETE DRIVE ENTRANCE. REFER TO DETAIL 1/C502.
2. INSTALL B618 CONCRETE CURB AND GUTTER. REFER TO DETAIL 2/C502.
3. INSTALL B612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 3/C502.
4. INSTALL HEAVY-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 7/C502.
5. INSTALL LIGHT-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 6/C502.
7. INSTALL CONCRETE WALK. REFER TO DETAIL 10/C502.
8. STRIPE LANE DELINEATION, 4" WIDE AND WHITE IN COLOR.
9. PAINT TRAFFIC ARROW AND VERBIAGE AS SHOWN, WHITE IN COLOR.
10. STRIPE DOUBLE LANE DELINEATION, 4" WIDE AND YELLOW IN COLOR.
11. PAINT PARKING LOT STRIPING AND NO PARKING AREA, 4" WIDE STRIPES, WHITE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
12. INSTALL STOP SIGN. REFER TO DETAIL 13/C502.
13. PROVIDE 6-INCH DEPTH BITUMINOUS RECLAMATION AND SUBCUT SUBGRADE TO PROVIDE NEW 4-INCH BITUMINOUS SECTION. REFER TO DETAIL 7/C502 FOR NEW BITUMINOUS SECTION.
15. INSTALL SURMOUNTABLE CONCRETE CURB AND GUTTER. REFER TO DETAIL 12/C502.
16. INSTALL FLAT CURB. REFER TO DETAIL 4/C502.
17. INSTALL NOSE-DOWN CURB SECTION. REFER TO DETAIL 5/C502.
18. PROVIDE 10-FOOT TRANSITION BETWEEN CURB TYPES.
19. INSTALL ACCESSIBLE PARKING SIGN. REFER TO DETAIL 13/C502.
20. INSTALL NO PARKING ANY TIME SIGN. REFER TO DETAIL 13/C502.
21. INSTALL FENCE. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS FOR FENCING.
24. STRIPE STOP BAR, 24" WIDE AND WHITE IN COLOR WITH 4" BLACK STRIPES TO EITHER SIDE WHEN PLACED ON CONCRETE.
25. STOOP. REFER TO STRUCTURAL PLANS AND DETAILS.
26. LANDSCAPE WALL. REFER TO ARCHITECTURAL PLANS.
27. INSTALL PICK UP AND DROP OFF LANE SIGN. REFER TO DETAIL 13/C502.
28. INSTALL PEDESTRIAN CURB RAMP. REFER TO MN/DOT STANDARD PLAN 5-297.250 AND MN/DOT STANDARD PLATE 7038A.
29. PAINT PARKING LOT NO PARKING AREA, 4" WIDE STRIPES, BLUE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.

KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

11. INSTALL CONCRETE MAINTENANCE STRIP. REFER TO DETAIL 11/C501.
15. INSTALL CONCRETE PAD FOR BENCH. REFER TO DETAIL 10/C502. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS FOR BENCH.
30. INSTALL CONCRETE PAVEMENT. REFER TO DETAIL 8/C502.
40. INSTALL BOLLARD. REFER TO DETAIL 11/C502.
41. INSTALL BIKE RACK. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS.
42. INSTALL SWING GATE. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS.
43. INSTALL CONCRETE EQUIPMENT PAD. REFER TO MECHANICAL DRAWINGS AND MANUFACTURERS' DETAILS. FOR BIDDING PURPOSES REFER TO DETAIL 13/C501.
44. INSTALL VERTICAL CURB. REFER TO DETAIL 2/C405.
45. INSTALL NEW BITUMINOUS PAVEMENT TO MATCH EXISTING PAVEMENT CROSS SECTION IN IDEAL AVENUE. REFER TO DETAIL 3/C405.
53. INSTALL CONCRETE HYDRANT PAD. REFER TO DETAIL 4/C400.

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWTOOTH LINE (APPROX.)	---
FENCE	---
LIGHT DUTY BITUMINOUS PAVEMENT	[Pattern]
HEAVY DUTY BITUMINOUS PAVEMENT	[Pattern]
BITUMINOUS RESURFACING	[Pattern]
CONCRETE PAVEMENT/SIDEWALK	[Pattern]
FLAT CURB AND GUTTER	[Pattern]
SURMOUNTABLE CURB AND GUTTER	[Pattern]
ACCESSIBLE PARKING SYMBOL	[Symbol]
SIGN	[Symbol]
PARKING STALL COUNT	[Symbol]



ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP	Typical
MN/MUTCD	Minnesota Manual on Uniform Traffic Control Devices

PAVING AND GEOMETRIC PLAN

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

PROJECT: 23270
DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
SET

C405

SO
wash
CO
SCHOOLS



KRAUS-ANDERSON CONSTRUCTION COMPANY
901 SOUTH EIGHTH STREET, MINNEAPOLIS, MN 55404
P. 612.333.7281

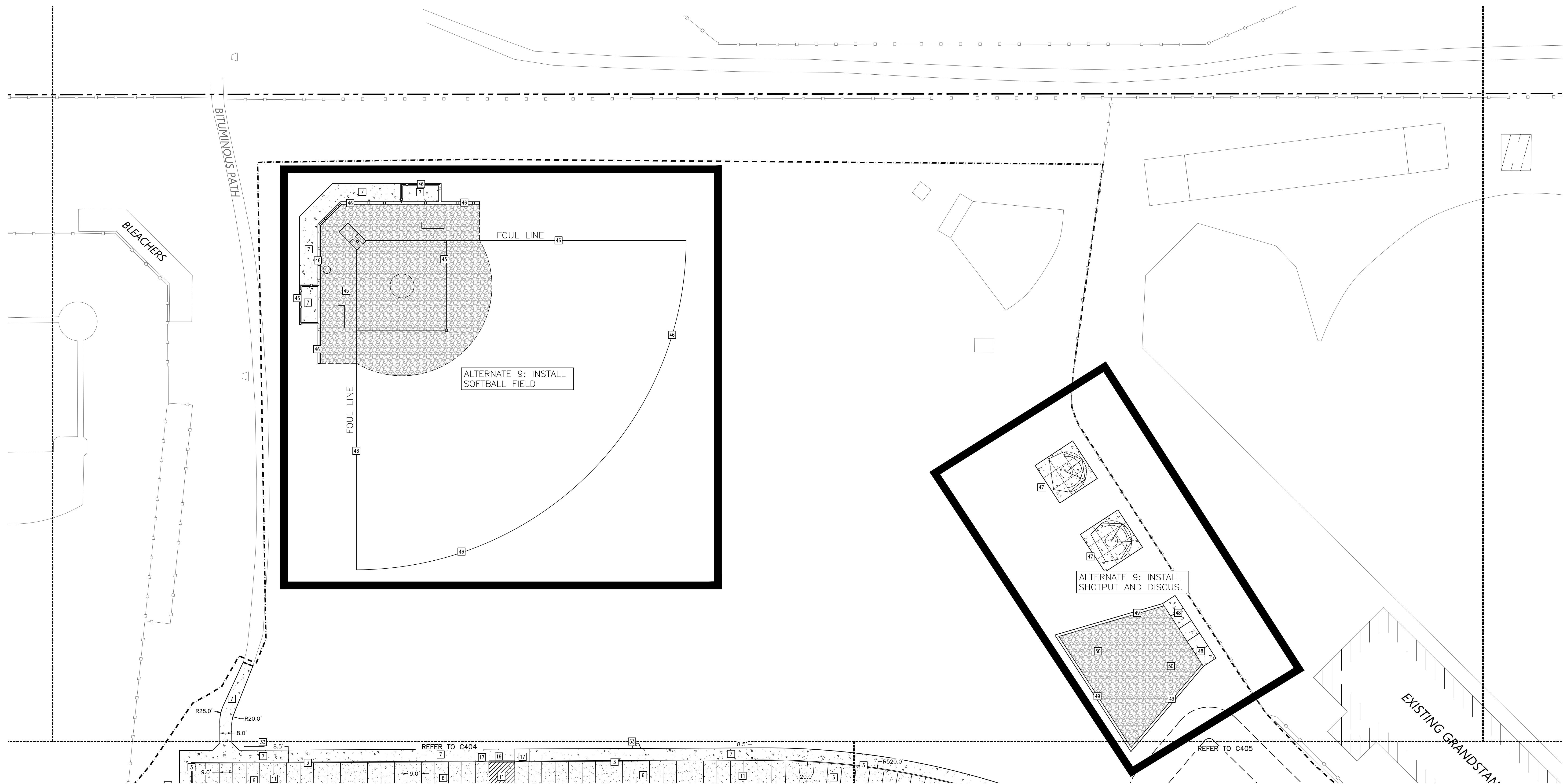
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ARCHITECTS | DESIGNERS | ENGINEERS
2051 MILLERBREW DRIVE, SUITE 680, BLOOMINGTON, MN 55425
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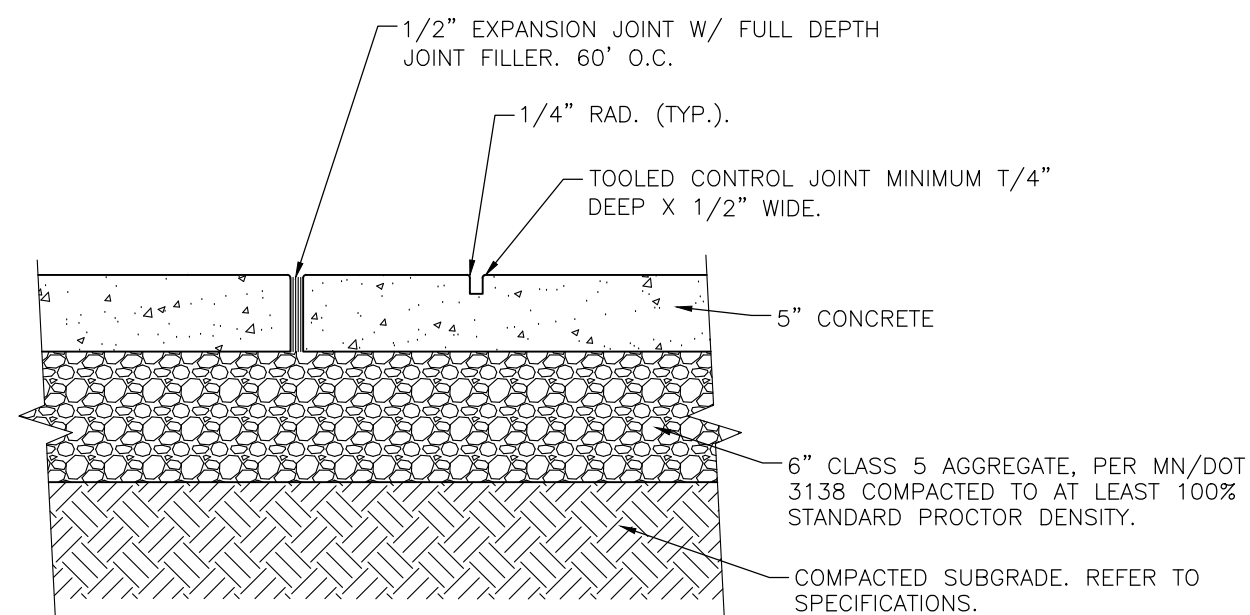
Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

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Structural & Civil Engineers
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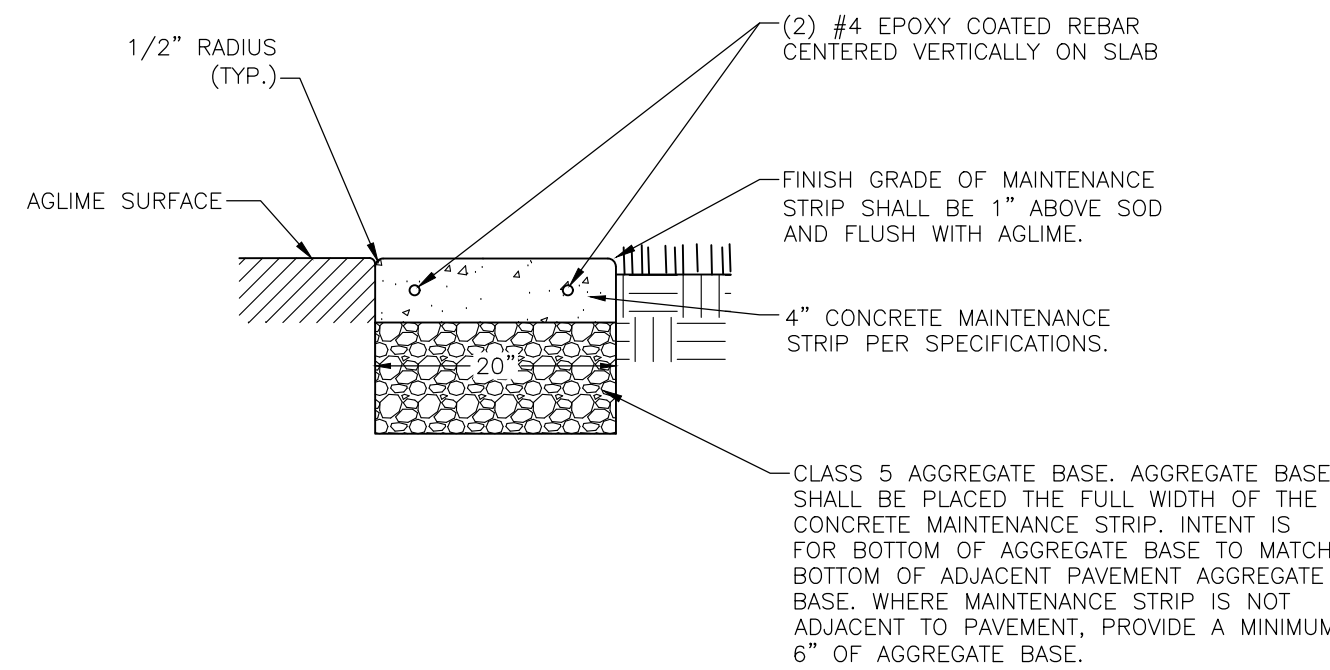


1 PAVING AND GEOMETRIC PLAN
1" = 30'



NOTE:
1: JOINT SPACING SHALL BE A MAXIMUM OF 10-FEET ON CENTER.
2: NO CONTROL JOINTS WITHIN THROWING CIRCLE WILL BE ALLOWED.

2 CONCRETE SLAB — DISCUS AND SHOT PUT
NOT TO SCALE



3 CONCRETE MAINTENANCE STRIP — SHOT PUT
NOT TO SCALE

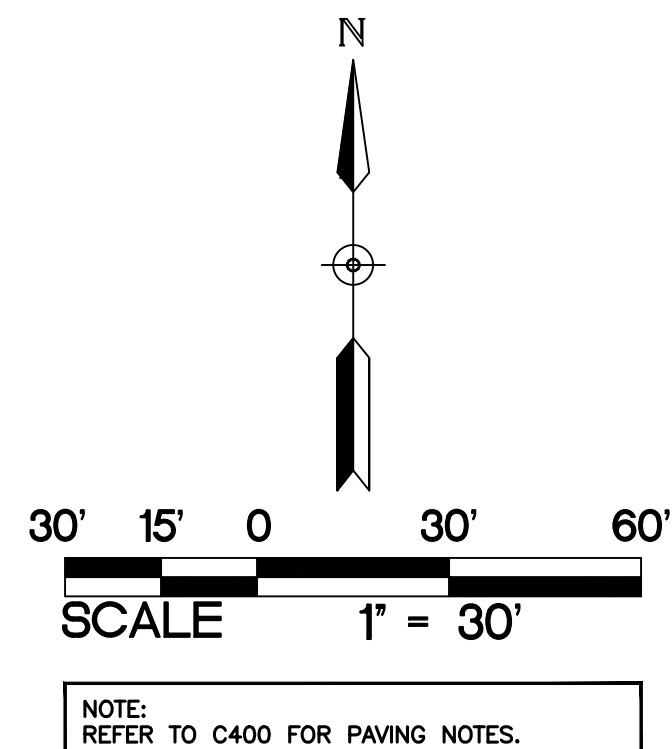
KEYED NOTES

KEYED NOTES ARE DENOTED BY [] ON PLAN.

- INSTALL B612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 3/C502.
- INSTALL LIGHT-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 6/C502.
- INSTALL CONCRETE WALK. REFER TO DETAIL 10/C502.
- PAINT PARKING LOT STRIPING AND NO PARKING AREA. 4" WIDE STRIPES, WHITE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
- INSTALL FLAT CURB. REFER TO DETAIL 4/C502.
- INSTALL NOSE-DOWN CURB SECTION. REFER TO DETAIL 5/C502.
- INSTALL AGGREGATE LIMESTONE. REFER TO LANDSCAPE PLANS FOR LAYOUT AND EXTENTS.
- INSTALL SOFTBALL FIELD. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS. REFER TO DETAIL 14/C502 FOR MAINTENANCE STRIP WHERE PERMANENT FENCE IS INSTALLED.
- INSTALL DISCUS THROW. REFER TO DETAIL 2/C406 FOR CONCRETE SLAB. JOINT CONCRETE AS SHOWN. NO CONTROL JOINTS WITHIN THROWING CIRCLE WILL BE ALLOWED. REFER TO LANDSCAPE PLANS.
- INSTALL SHOT PUT. REFER TO DETAIL 2/C406 FOR CONCRETE SLAB AND LANDSCAPE PLANS FOR THROWING RING. JOINT CONCRETE AS SHOWN. NO CONTROL JOINTS WITHIN THROWING CIRCLE WILL BE ALLOWED.
- INSTALL CONCRETE MAINTENANCE STRIP. REFER TO DETAIL 3/C406.
- INSTALL CRUSHED AGGREGATE LIMESTONE TO A DEPTH OF 8-INCHES TO THE EXTENTS SHOWN.

ABBREVIATIONS	
BLDG	Building
BM	Benchmark
CONC	Concrete
ELEV	Elevation
EX	Existing
FFE	Finished Floor Elevation
LFE	Lower Floor Elevation
MAX	Maximum
MIN	Minimum
R	Radius
TYP	Typical
MN MUTCD	Minnesota Manual on Uniform Traffic Control Devices

PROPOSED PLAN SYMBOLS	
CONSTRUCTION LIMITS	---
PROPERTY LINE	---
SAWCUT LINE (APPROX.)	---
BITUMINOUS PAVEMENT	[Pattern]
CONCRETE PAVEMENT/SIDEWALK	[Pattern]
SURMOUNTABLE CURB AND GUTTER	[Pattern]



PAVING AND GEOMETRIC PLAN

PARK HIGH SCHOOL
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8040 80TH STREET SOUTH
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Kevin A. Bohl
Date: 11-1-2024 License Number: 52209

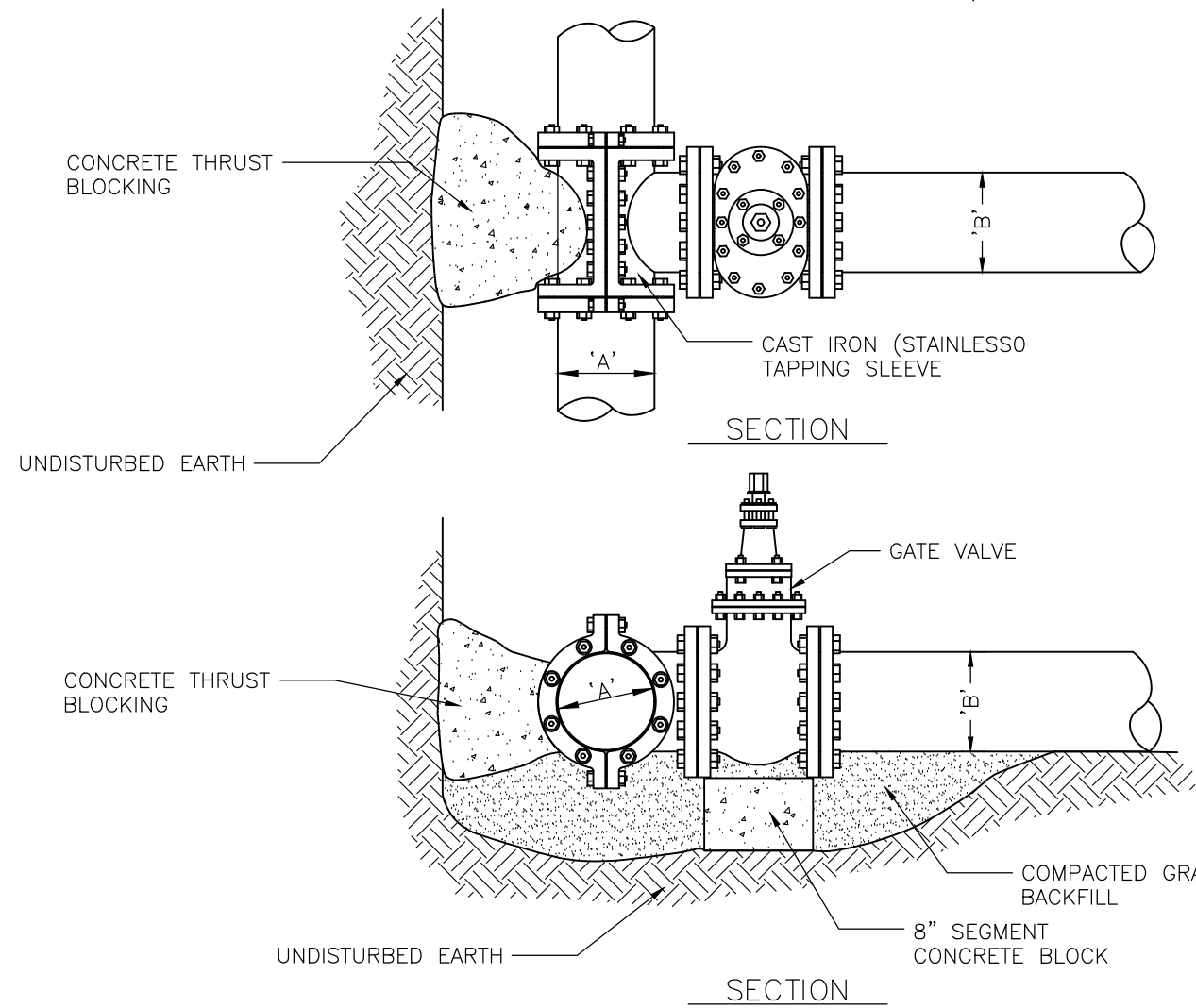
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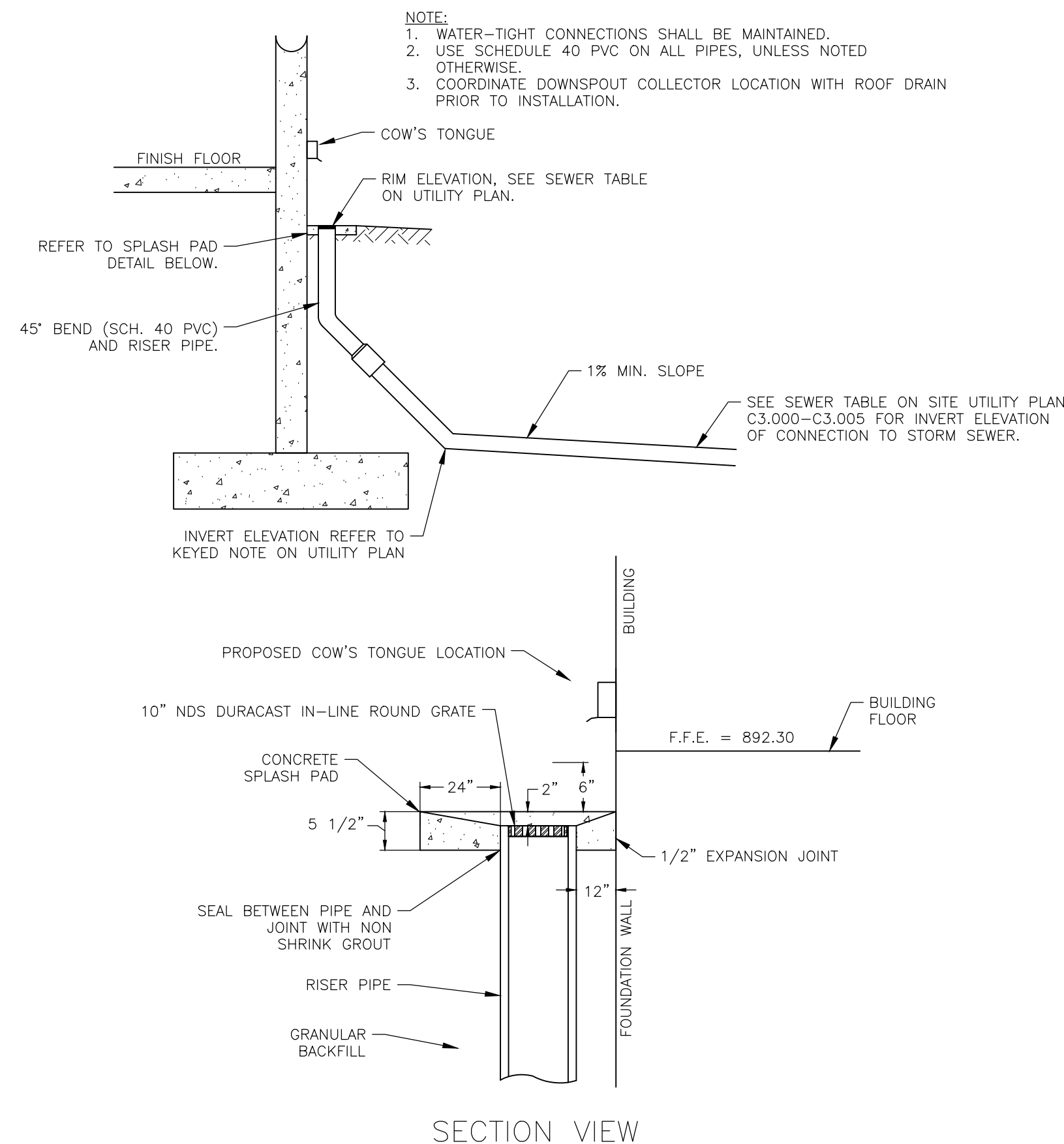
BRANCH PIPE "B"	EXISTING PIPE "A"									
	12"	16"	18"	12"	10"	8"	6"	4"	3"	2"
12"	C,D	C,D	C	C						
10"	C,D	C,D	C,D	C	C					
8"	C,D	C,D	C,D	C,D	C	C				
6"	C,D	C,D	C,D	C,D	C,D	C	C			
4"	C,D	C,D	C,D	C,D	C,D	C,D	C	C		

C = CLOW F-5205, TOW A212A OR EQUAL.
FULL CAST IRON TAPPING SLEEVE.
D = KENNEDY SQUARESEAL OR EQUAL.
CAST IRON TAPPING SLEEVE.

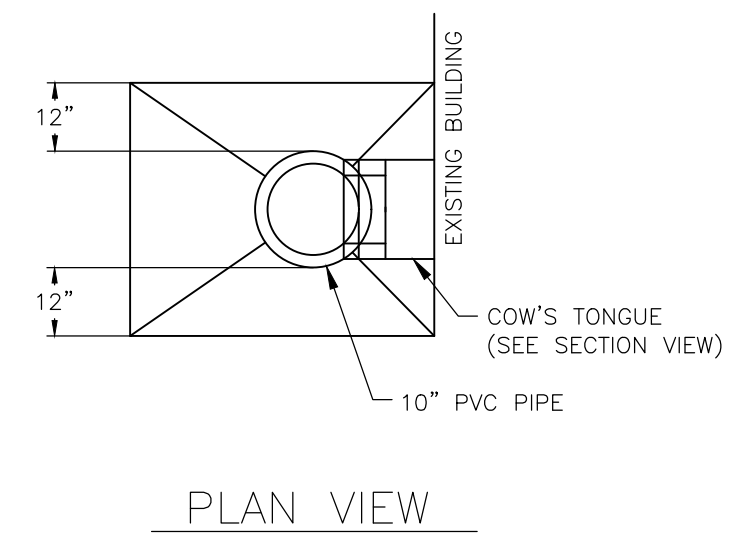
NOTE:
STAINLESS TAPPING SLEEVES
ALLOWED AS EQUAL.



13 WATERMAIN WET TAP (TYP.) C500 NOT TO SCALE



14 COW'S TONGUE DRAIN WITH SPLASH PAD AND CASTING C500 NOT TO SCALE



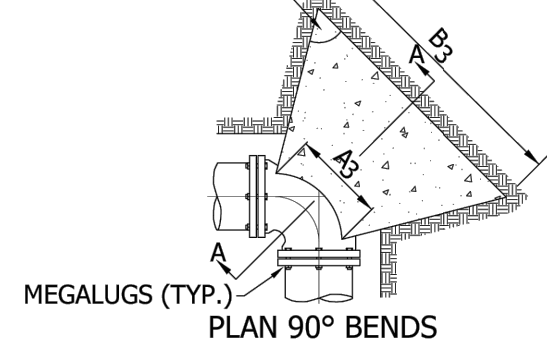
NOTES:

1. SHAPE OF BACK OF BUTTRESS MAY VARY AS LONG AS POURED AGAINST FIRM UNDISTURBED EARTH.
2. DIMENSION C1, C2, C3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE 0 EQUAL TO OR LARGER THAN 45°.
3. DIMENSION A1, A2, A3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH M1 BOLTS.
4. 0 = 45° MINIMUM.
5. PLACE POLYETHYLENE BETWEEN CONCRETE & PIPE.

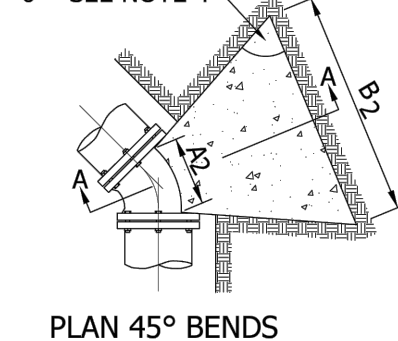
BUTTRESS DIMENSIONS

PIPE SIZE	22 1/2" BEND	45° BEND	90° BEND
6"	B1 D1	B2 D2	B3 D3
8"	—	—	2'-4" 1'-6"
12"	1'-10" 1'-10"	3'-4" 2'-0"	4'-9" 2'-6"
16"	3'-0" 2'-0"	3'-10" 3'-0"	6'-2" 3'-6"
20"	3'-6" 2'-8"	5'-6" 3'-4"	8'-4" 4'-0"
24"	4'-4" 3'-0"	6'-10" 3'-10"	9'-8" 5'-0"
30"	—	9'-3" 6'-0"	17'-0" 6'-0"

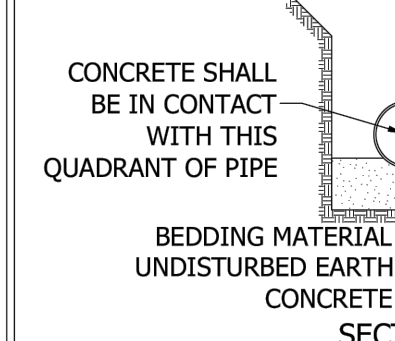
0 - SEE NOTE 4



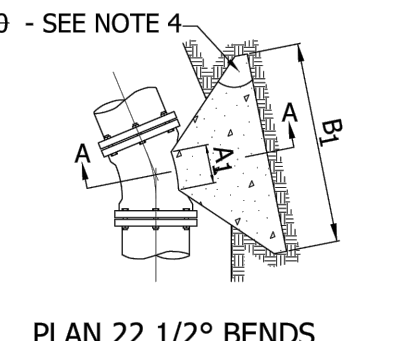
0 - SEE NOTE 4



CONCRETE SHALL BE IN CONTACT WITH THIS QUADRANT OF PIPE



0 - SEE NOTE 4



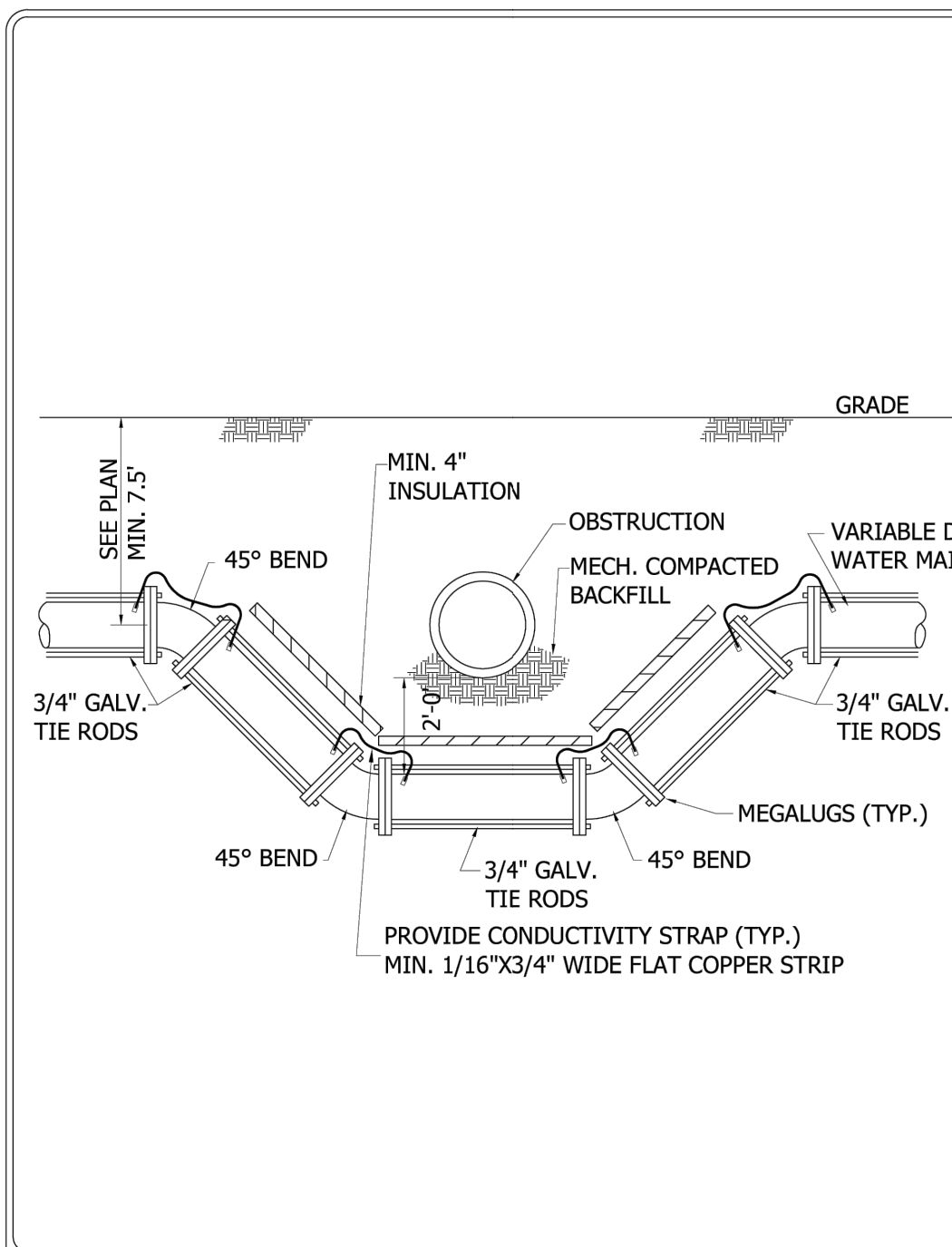
STANDARD DETAILS
CONCRETE THRUST BLOCKING
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
WAT-6

48_WAT6.DWG

10 THRUST BLOCKING C500 NOT TO SCALE



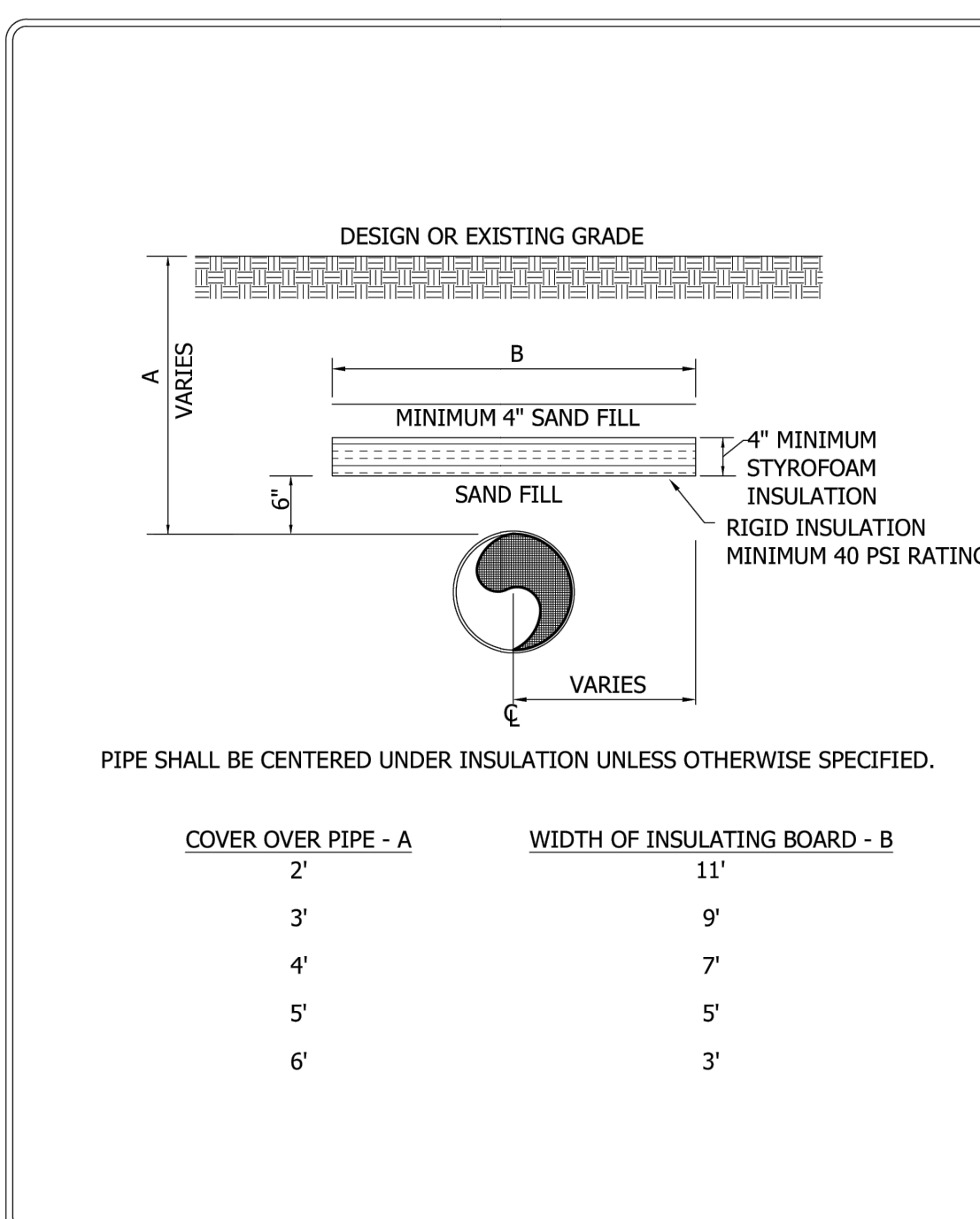
STANDARD DETAILS
WATER MAIN OFFSET
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
WAT-7

48_WAT7.DWG

11 WATERMAIN OFFSET C500 NOT TO SCALE



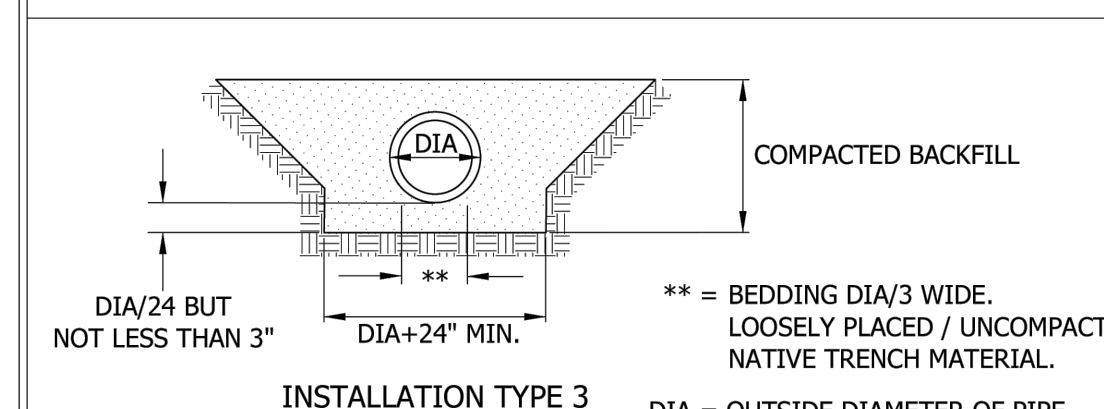
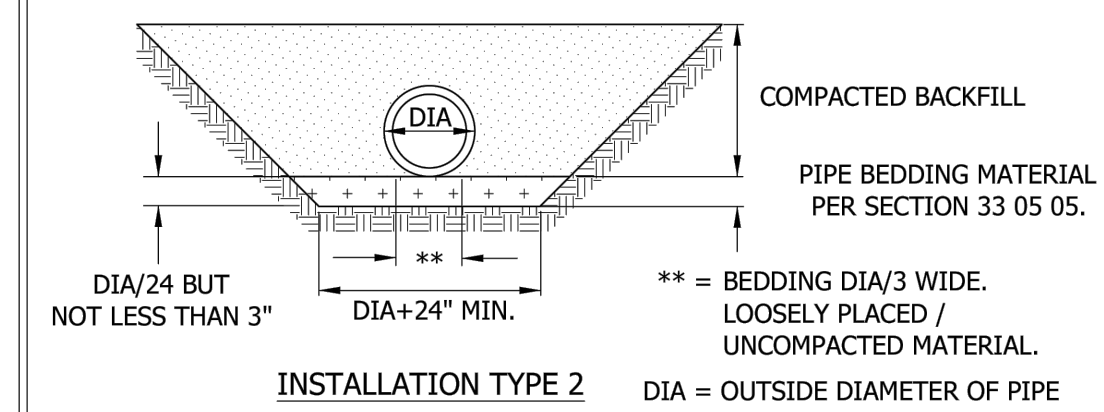
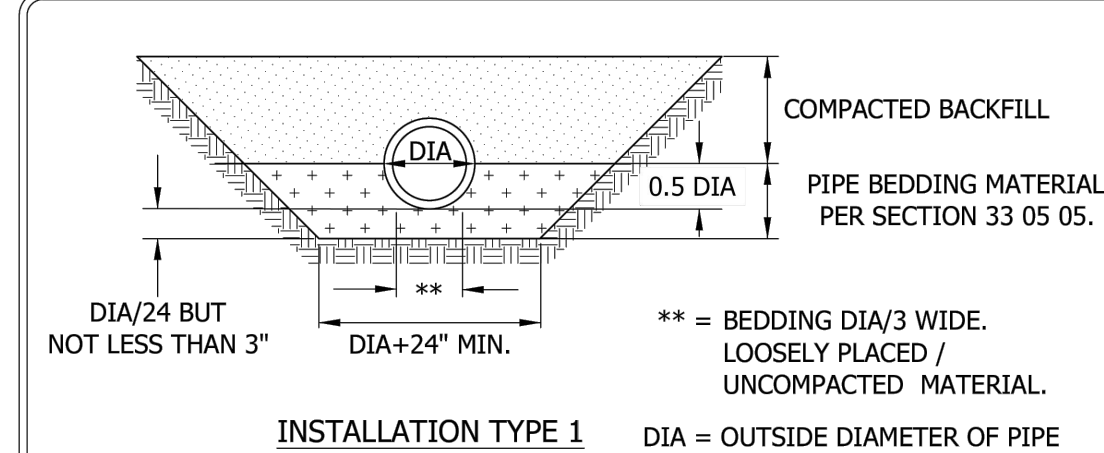
STANDARD DETAILS
INSULATION DETAIL
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
WAT-9

48_WAT9.DWG

12 INSULATION DETAIL C500 NOT TO SCALE



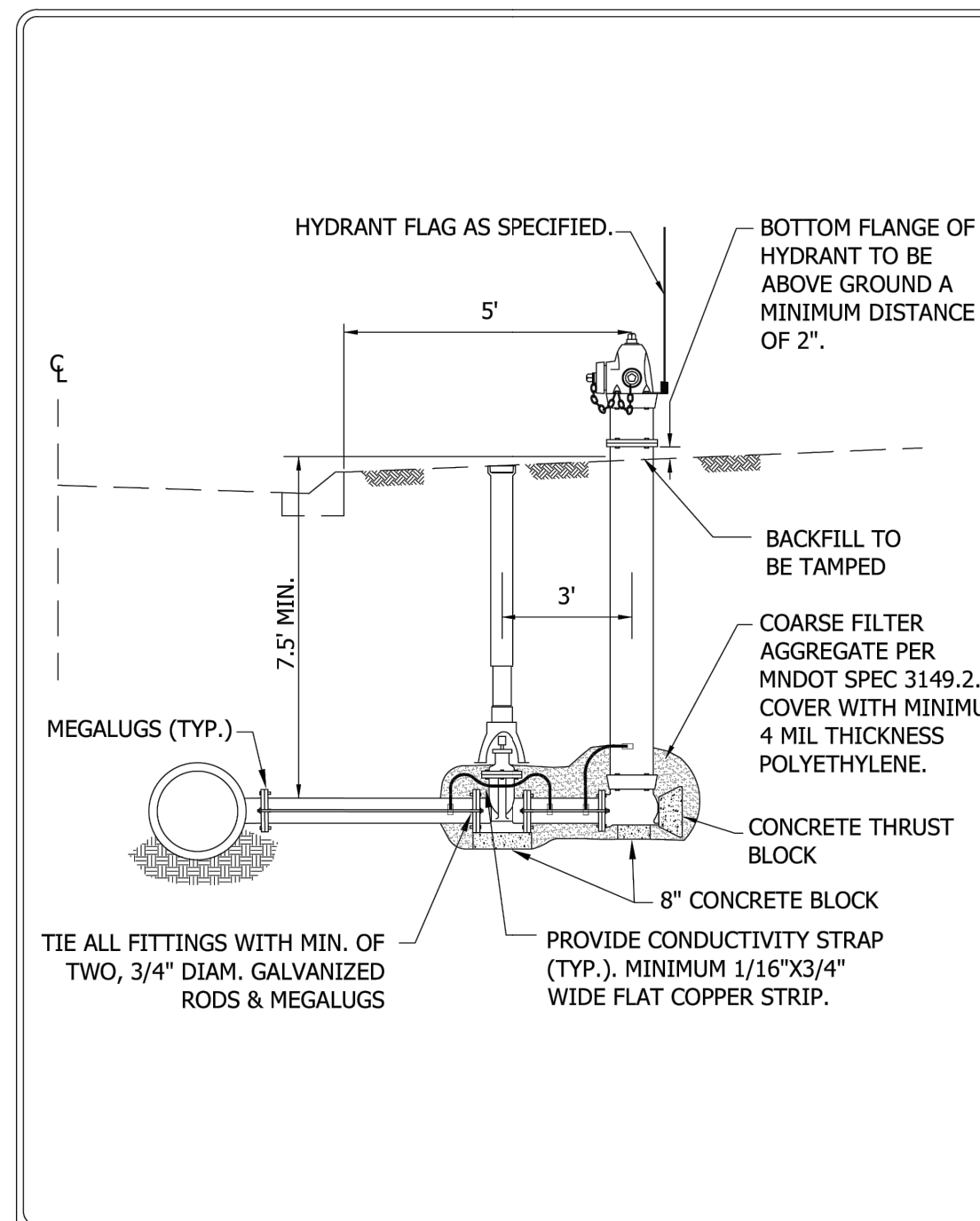
STANDARD DETAILS
PIPE FOUNDATION & BEDDING METHODS FOR RCP & DIP
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
BED-2

48_BED2.DWG

7 PIPE BEDDING - DIP & RCP C500 NOT TO SCALE



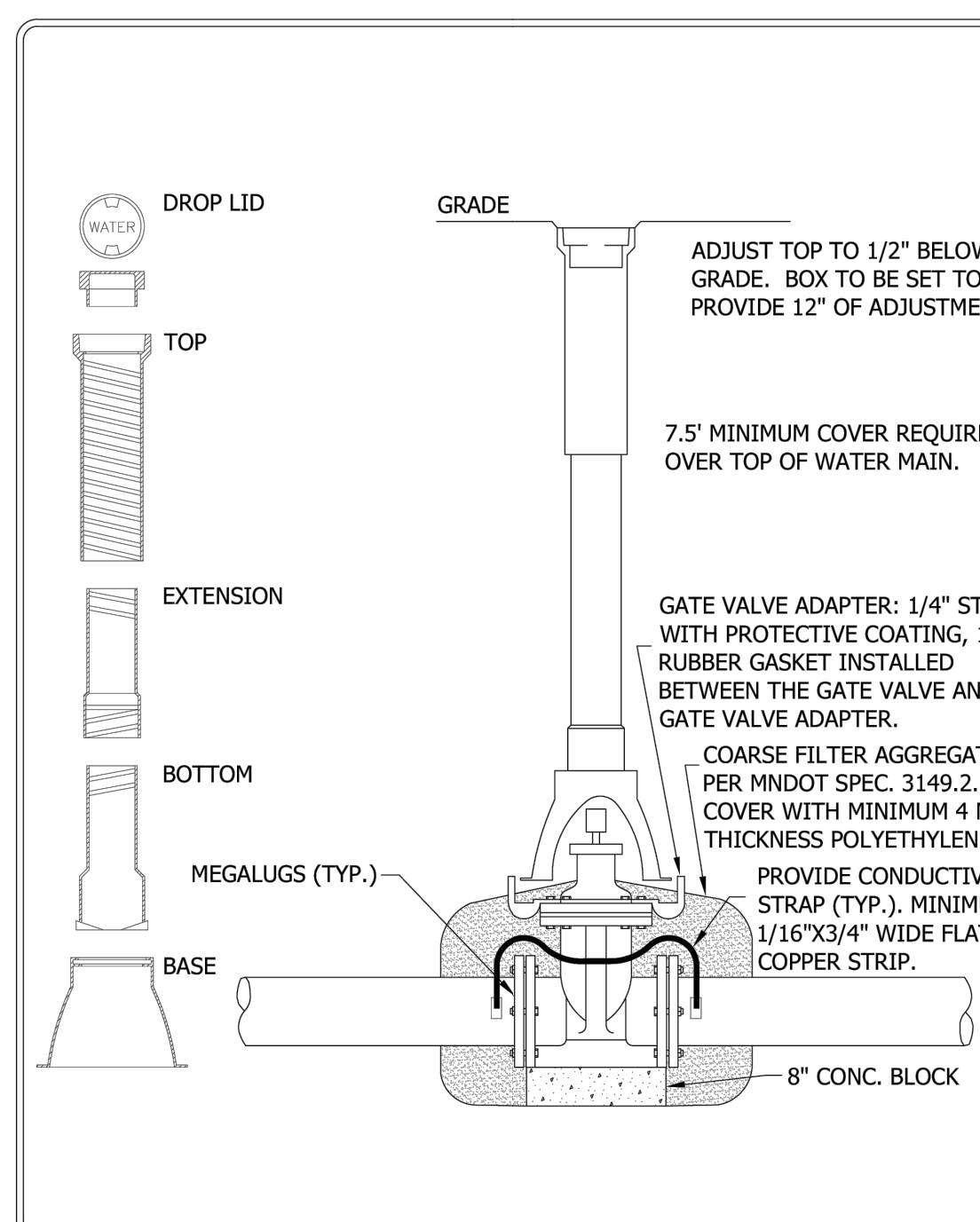
STANDARD DETAILS
HYDRANT DETAIL
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
WAT-1

48_WAT1.DWG

8 HYDRANT DETAIL C500 NOT TO SCALE



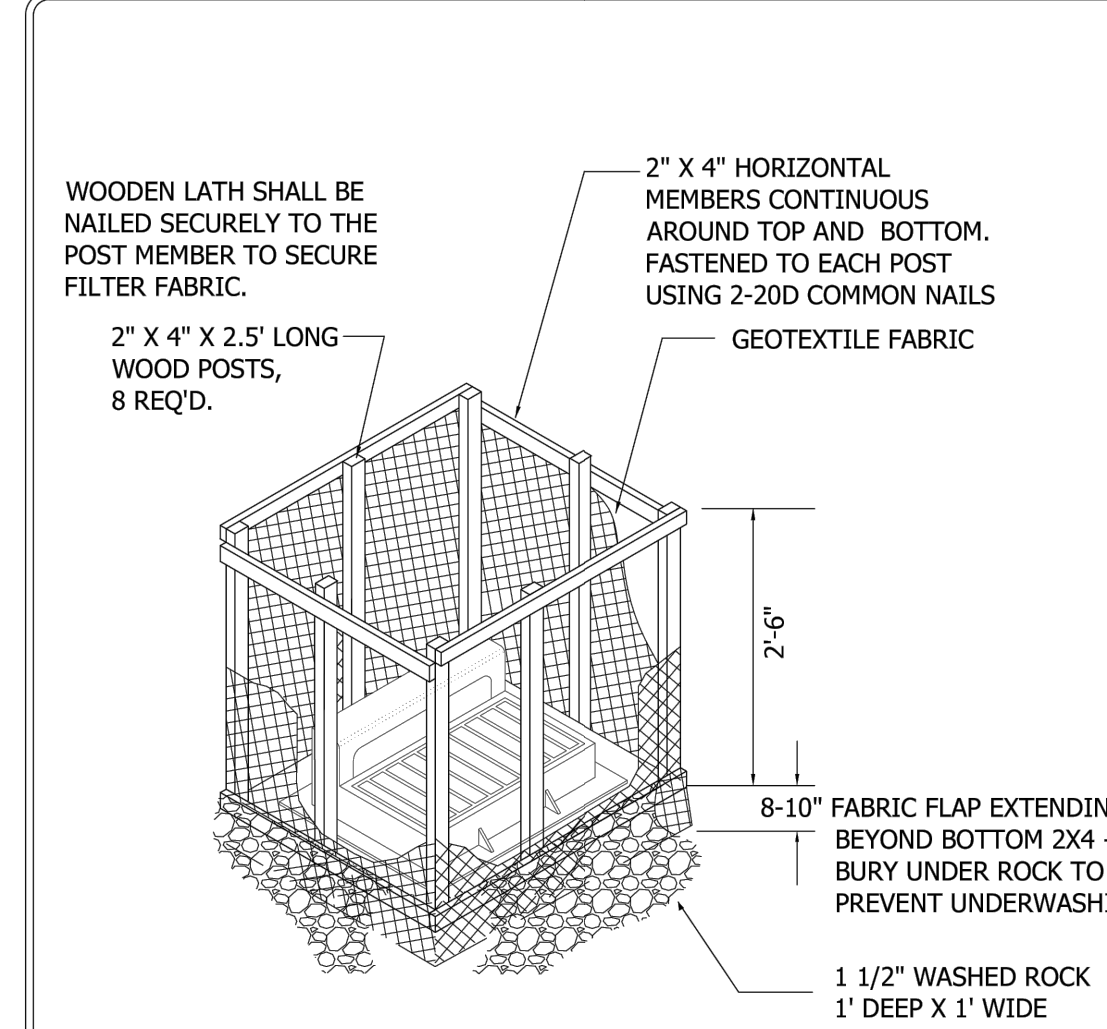
STANDARD DETAILS
GATE VALVE AND BOX INSTALLATION
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
WAT-3

48_WAT3.DWG

9 GATE VALVE AND BOX C500 NOT TO SCALE



NOTES:
CONTRACTOR SHALL CONSTRUCT SILT BOX TO FIT AROUND THE INLET STRUCTURE WITH 6" MINIMUM CLEARANCE TO EDGES OF STRUCTURE. SILT BOX TO BE PLACED ON AN EVEN SURFACE 6" BELOW STRUCTURE OPENING. TOP OF SILT BOX TO EXTEND 18" MINIMUM ABOVE EXISTING GRADE.



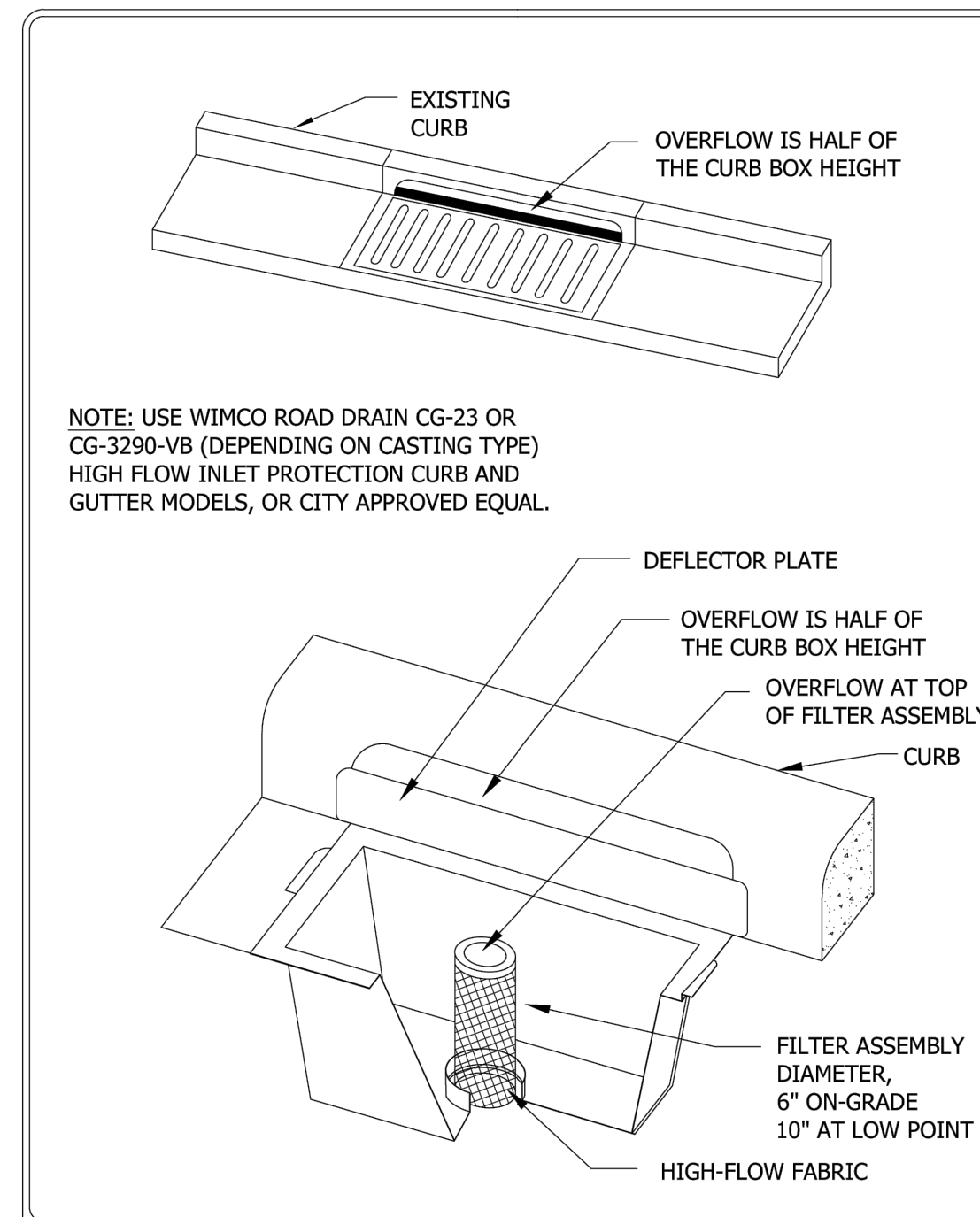
STANDARD DETAILS
INLET PROTECTION SILT BOX FOR CATCH BASIN
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
ERO-7

48_ERO7.DWG

4 INLET PROTECTION - SILT BOX C500 NOT TO SCALE



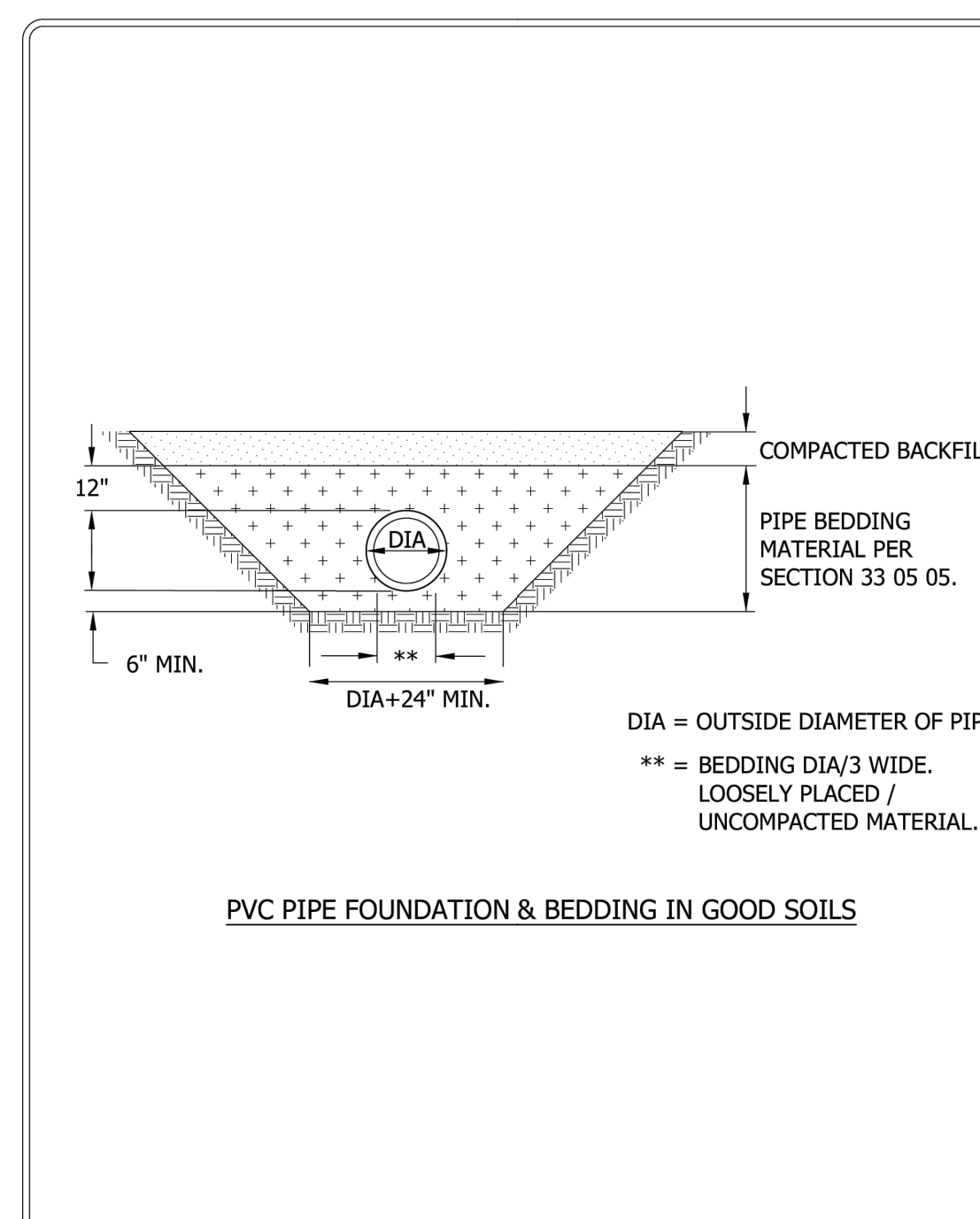
STANDARD DETAILS
INLET PROTECTION CATCH BASIN INSERT
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
ERO-9

48_ERO9.DWG

5 INLET PROTECTION - INSERT C500 NOT TO SCALE



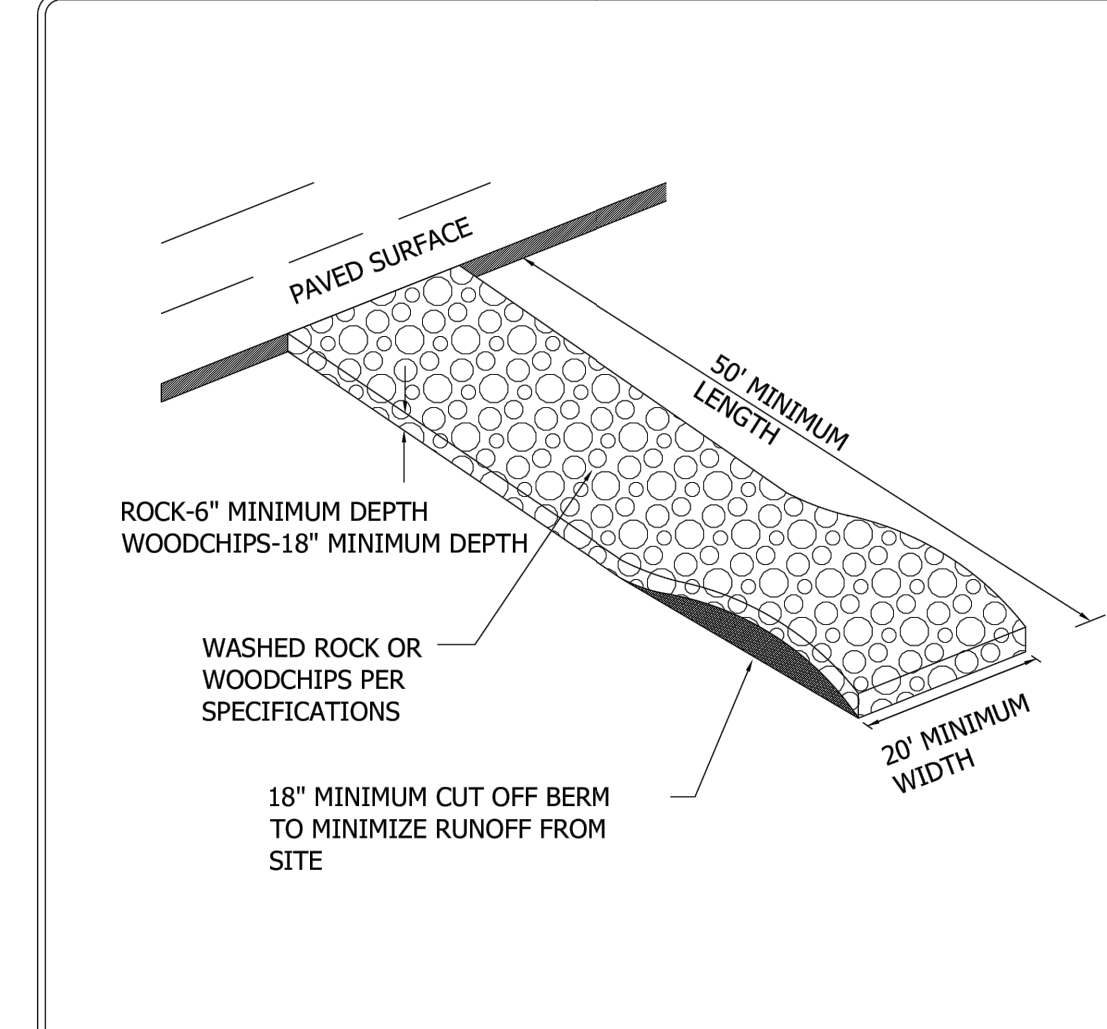
STANDARD DETAILS
PIPE FOUNDATION & BEDDING METHOD FOR PVC
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
BED-1

48_BED1.DWG

6 PIPE BEDDING - PVC C500 NOT TO SCALE



NOTES:
1. FILTER FABRIC SHALL BE PLACED UNDER ROCK OR WOODCHIPS TO STOP MUD MIGRATION THROUGH ROCK.
2. ENTRANCE MUST BE MAINTAINED REGULARLY TO PREVENT SEDIMENTATION TRACKING.



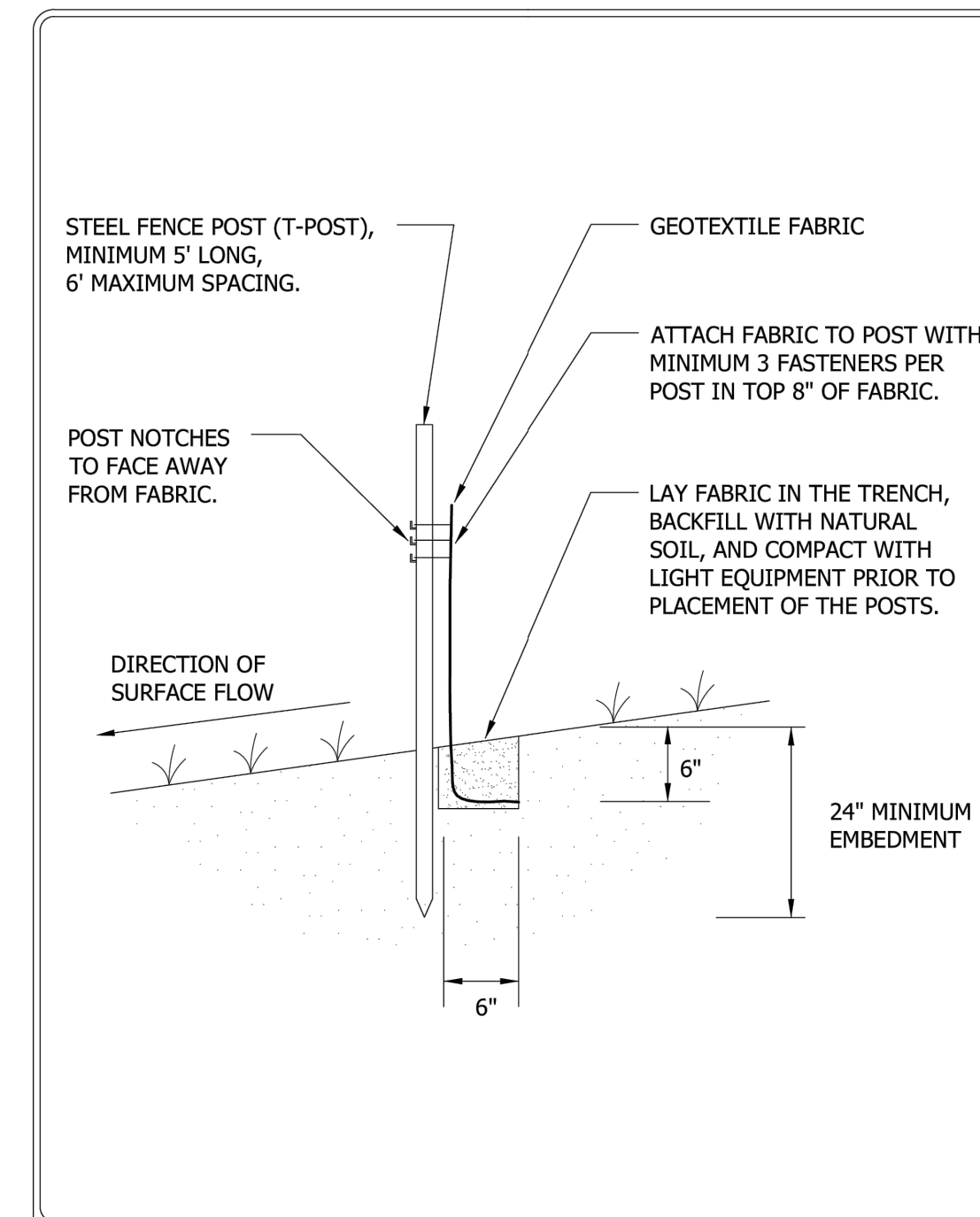
STANDARD DETAILS
CONSTRUCTION ENTRANCE ROCK AND WOODCHIP
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
ERO-12

48_ERO12.DWG

1 CONSTRUCTION ENTRANCE C500 NOT TO SCALE



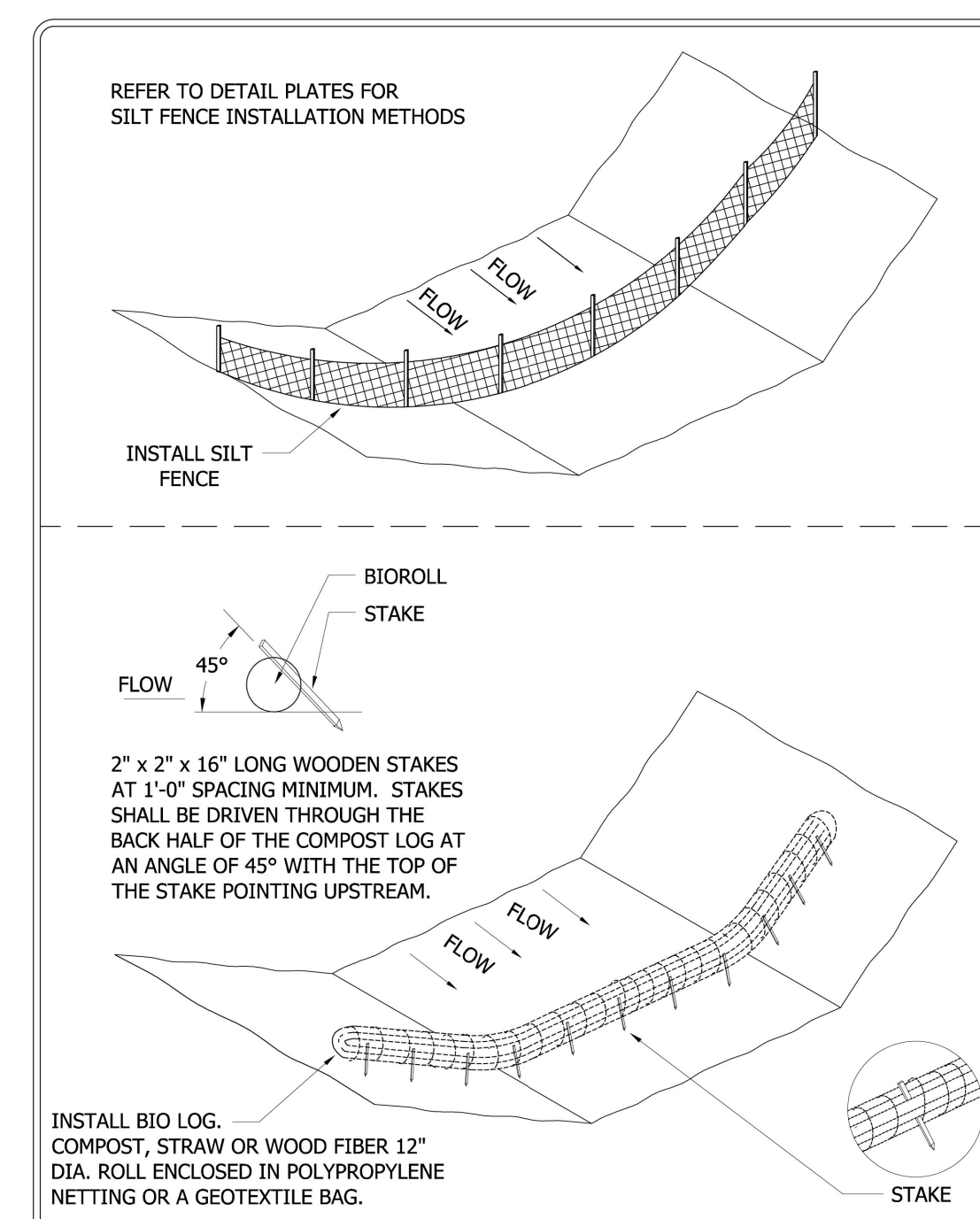
STANDARD DETAILS
HAND INSTALLED SILT FENCE
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
ERO-2

48_ERO2.DWG

2 SILT FENCE C500 NOT TO SCALE



STANDARD DETAILS
FILTER BERMS
COTTAGE GROVE, MINNESOTA

JANUARY 2024

PLATE NO.
ERO-11

48_ERO11.DWG

3 BIO LOG DITCH CHECK C500 NOT TO SCALE

SO
wash
CO
SCHOOLS



KRAUS-ANDERSON CONSTRUCTION COMPANY
901 SOUTH EIGHTH STREET, MINNEAPOLIS, MN 55404
P. 612.333.7281

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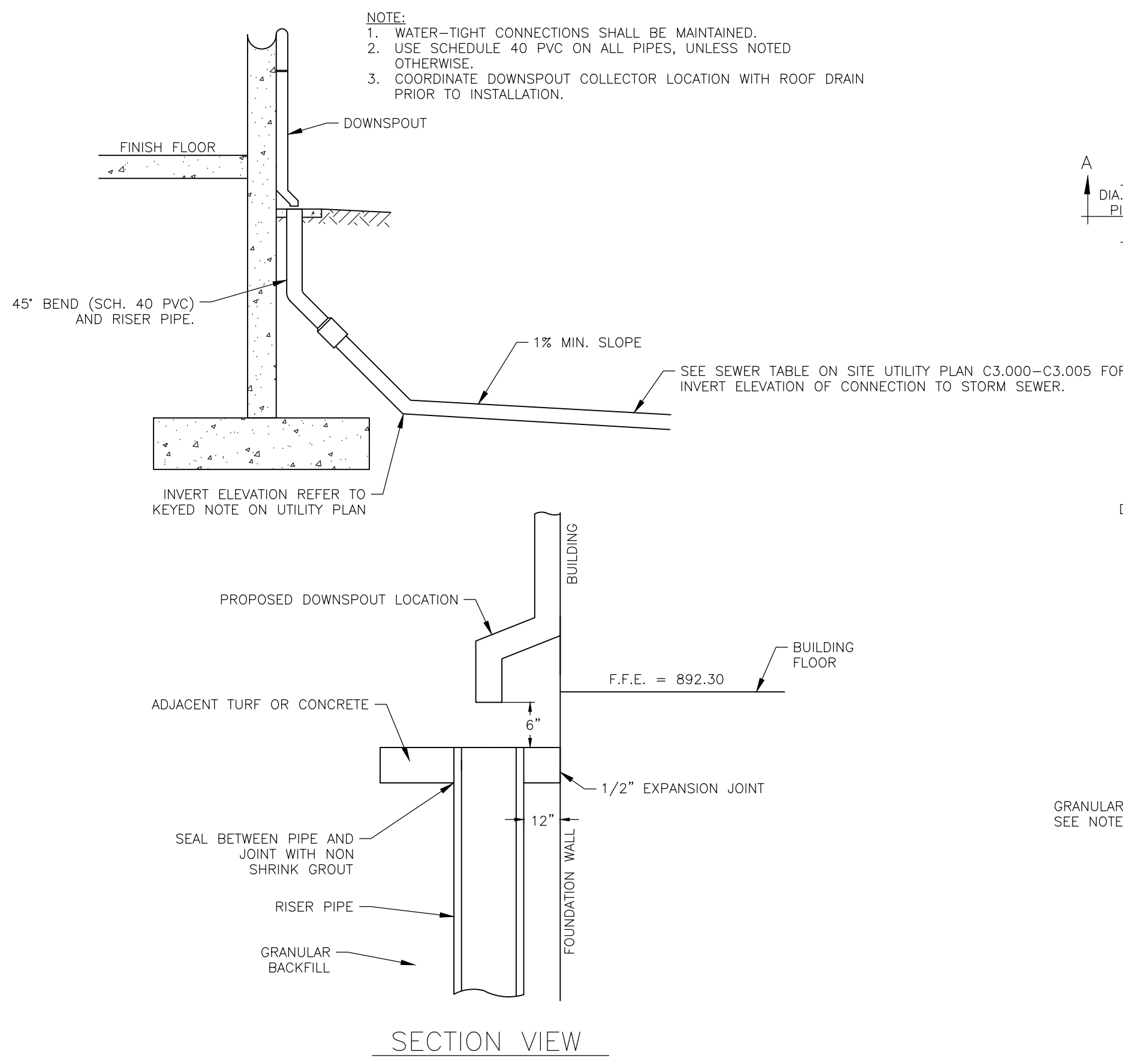
CIVIL DETAILS

PARK HIGH SCHOOL
ADDITIONS & RENOVATIONS
8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

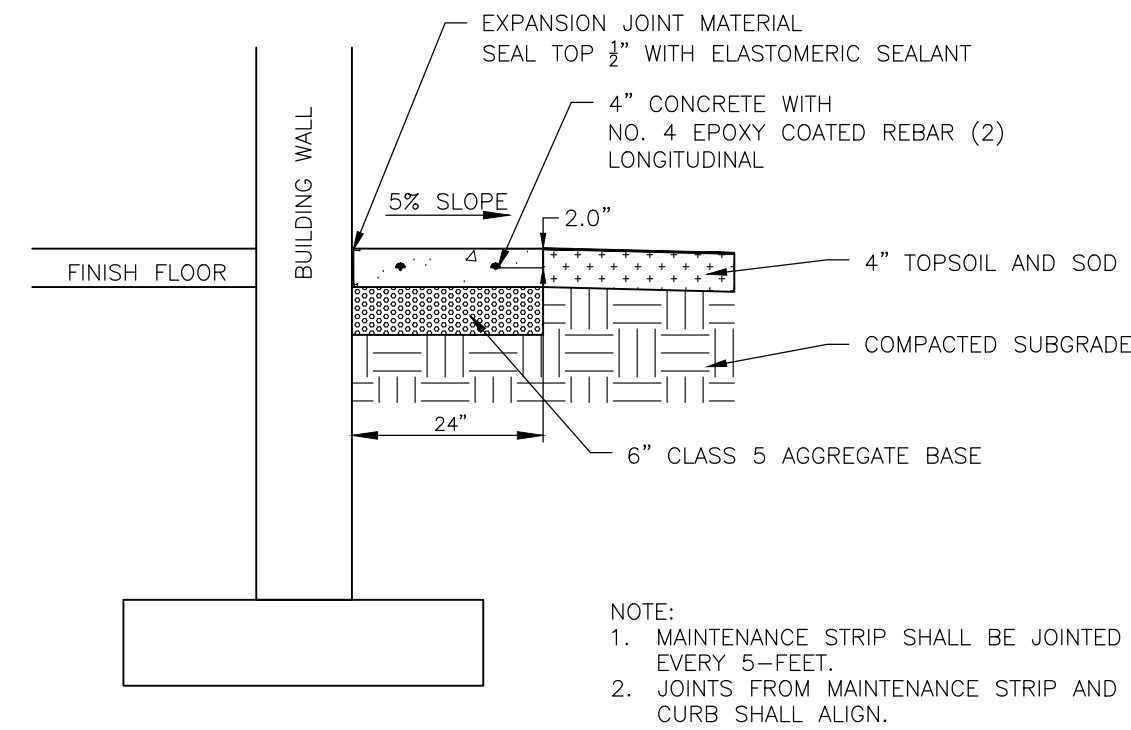
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DRAWN BY: WH
CHECKED BY: KAB
DATE: 11.1.2024
REVISIONS:

BID PACKAGE
#1: PRICING
SET

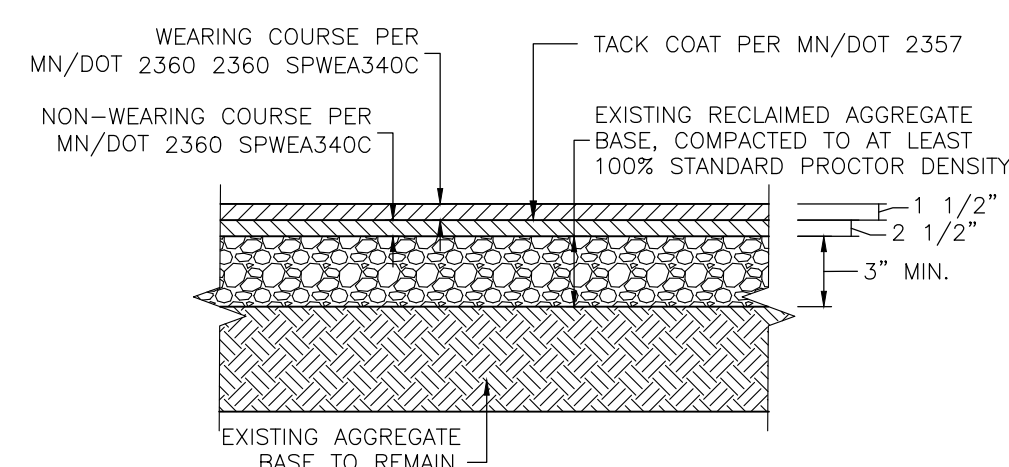
C500



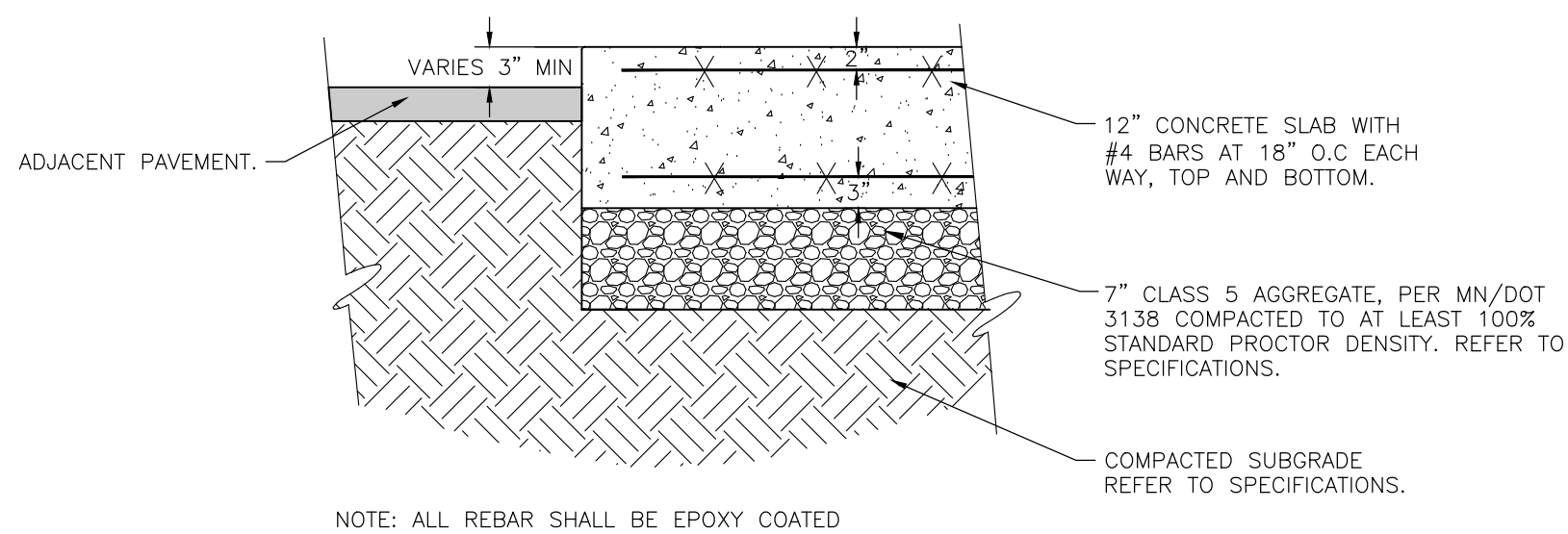
10
C501 DOWNSPOUT DRAIN WITH RISER PIPE CONNECTION
NOT TO SCALE



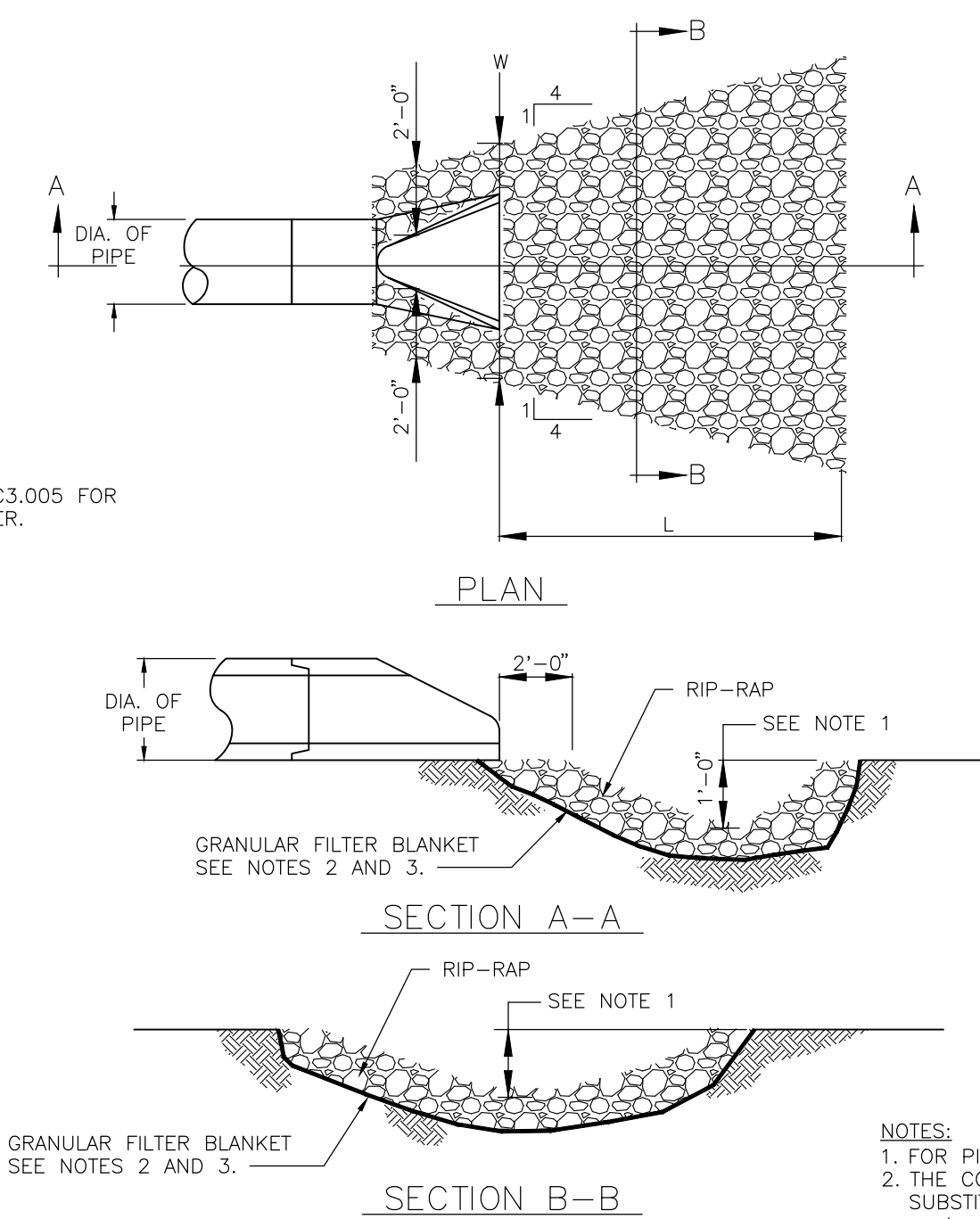
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C501 CONCRETE MAINTENANCE STRIP
NOT TO SCALE



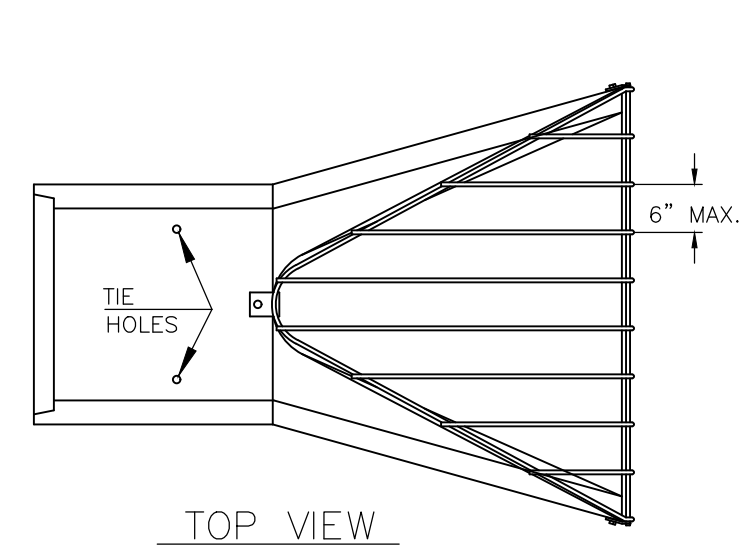
12
C501 BITUMINOUS PAVEMENT (RECLAIM)
NOT TO SCALE



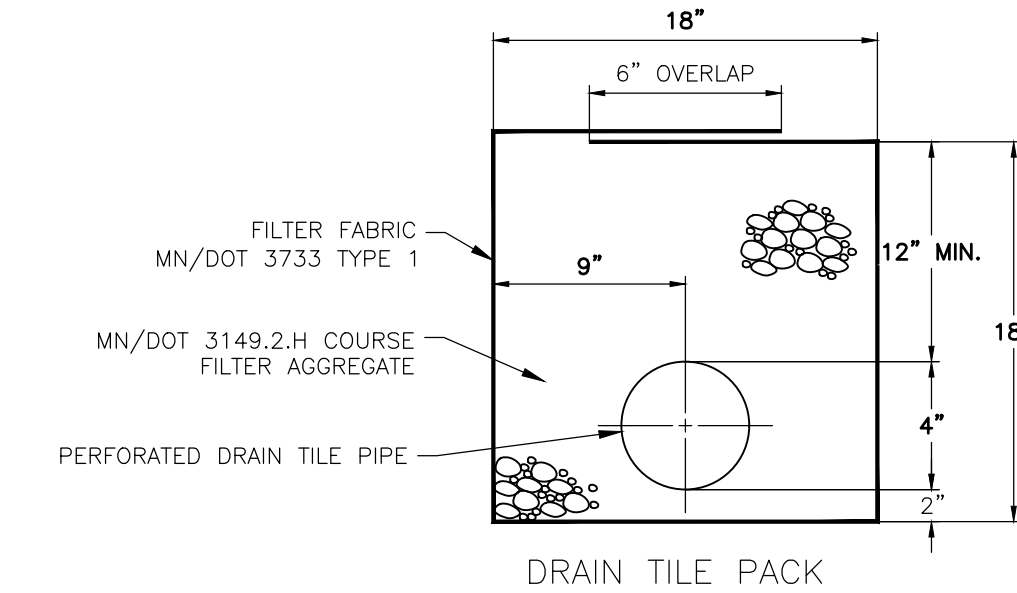
13
C501 MECHANICAL SLAB
NOT TO SCALE



7
C501 RIP-RAP AT FLARED ENDS
NOT TO SCALE

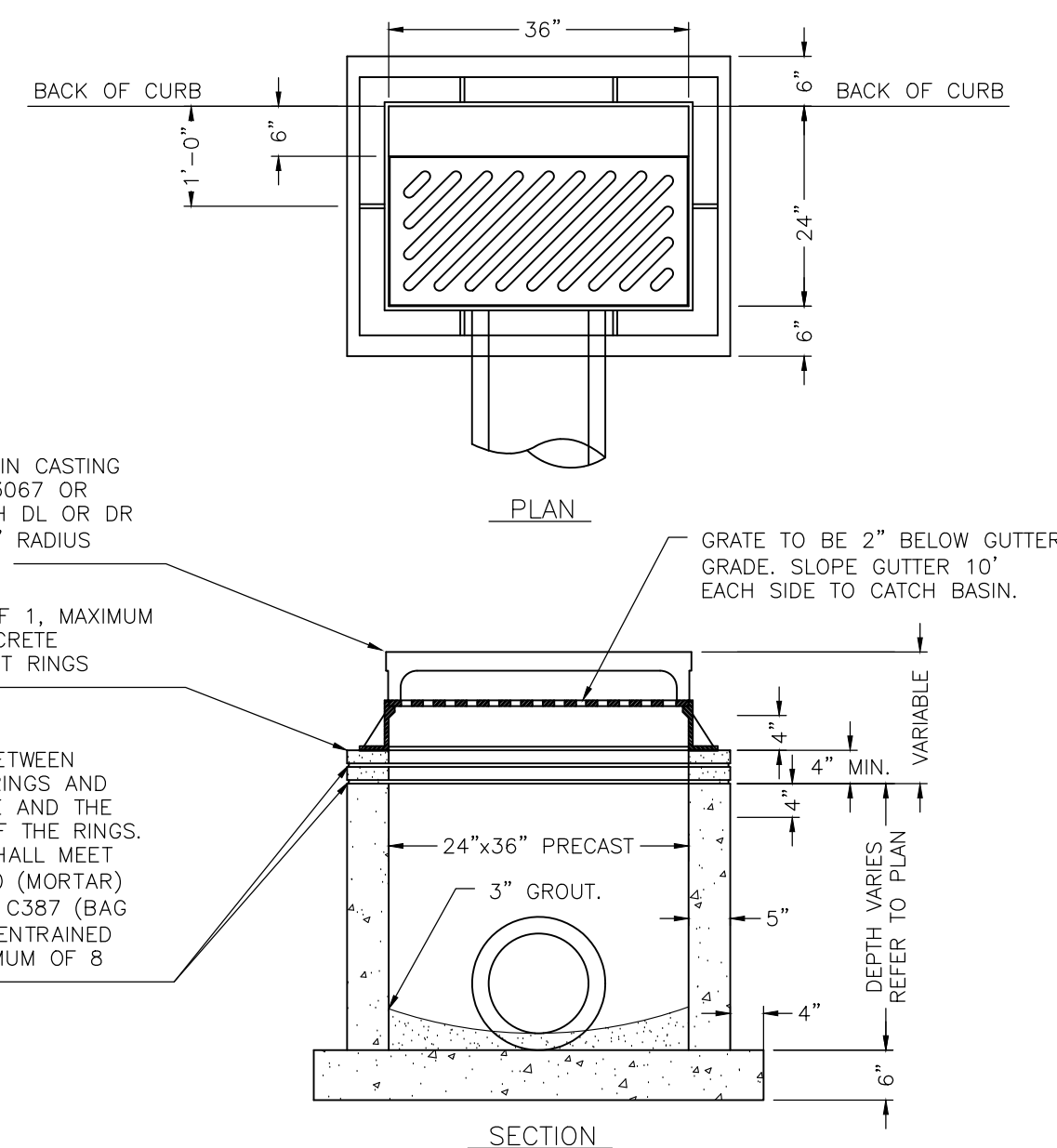


8
C501 FLARED-END SECTION
NOT TO SCALE

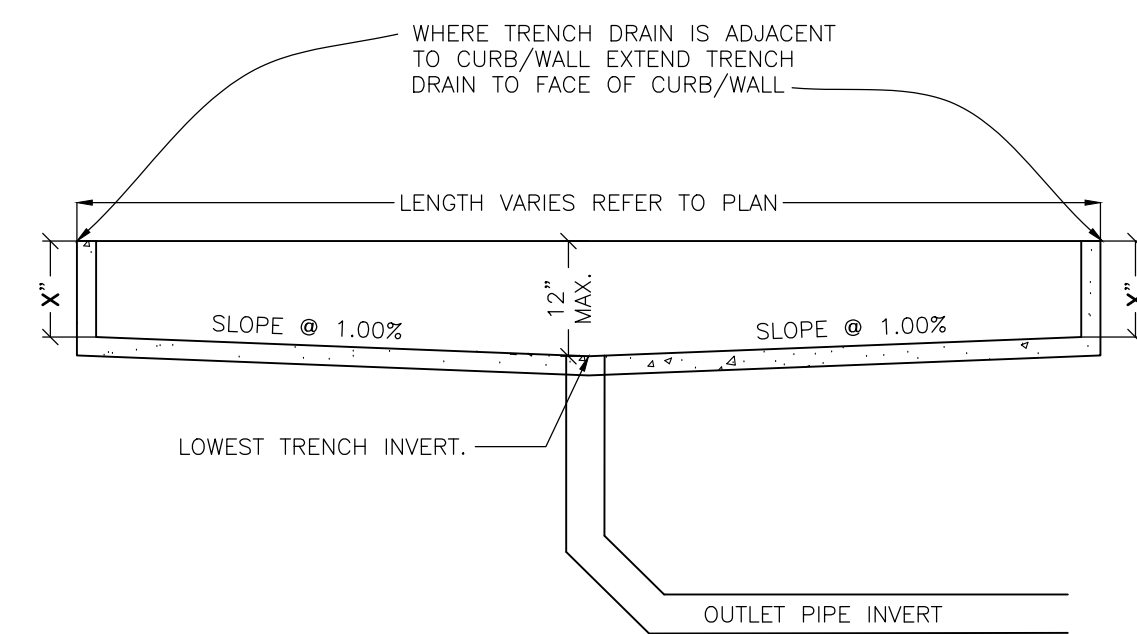


9
C501 DRAIN TILE AT LOW POINT CATCH BASIN
NOT TO SCALE

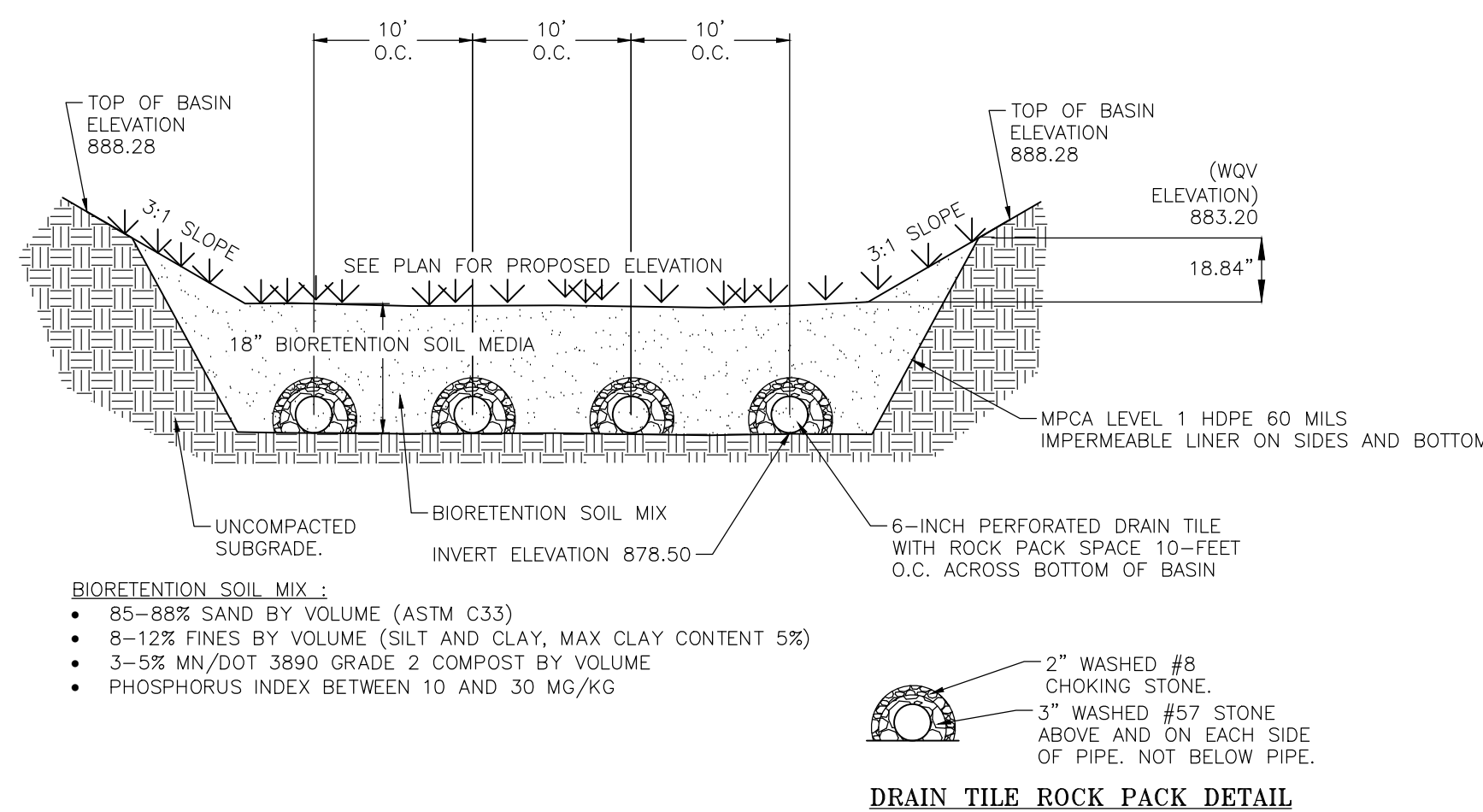
DIA. OF ROUND PIPE (IN.)	W (FT.)	L (FT.)	12\"/>
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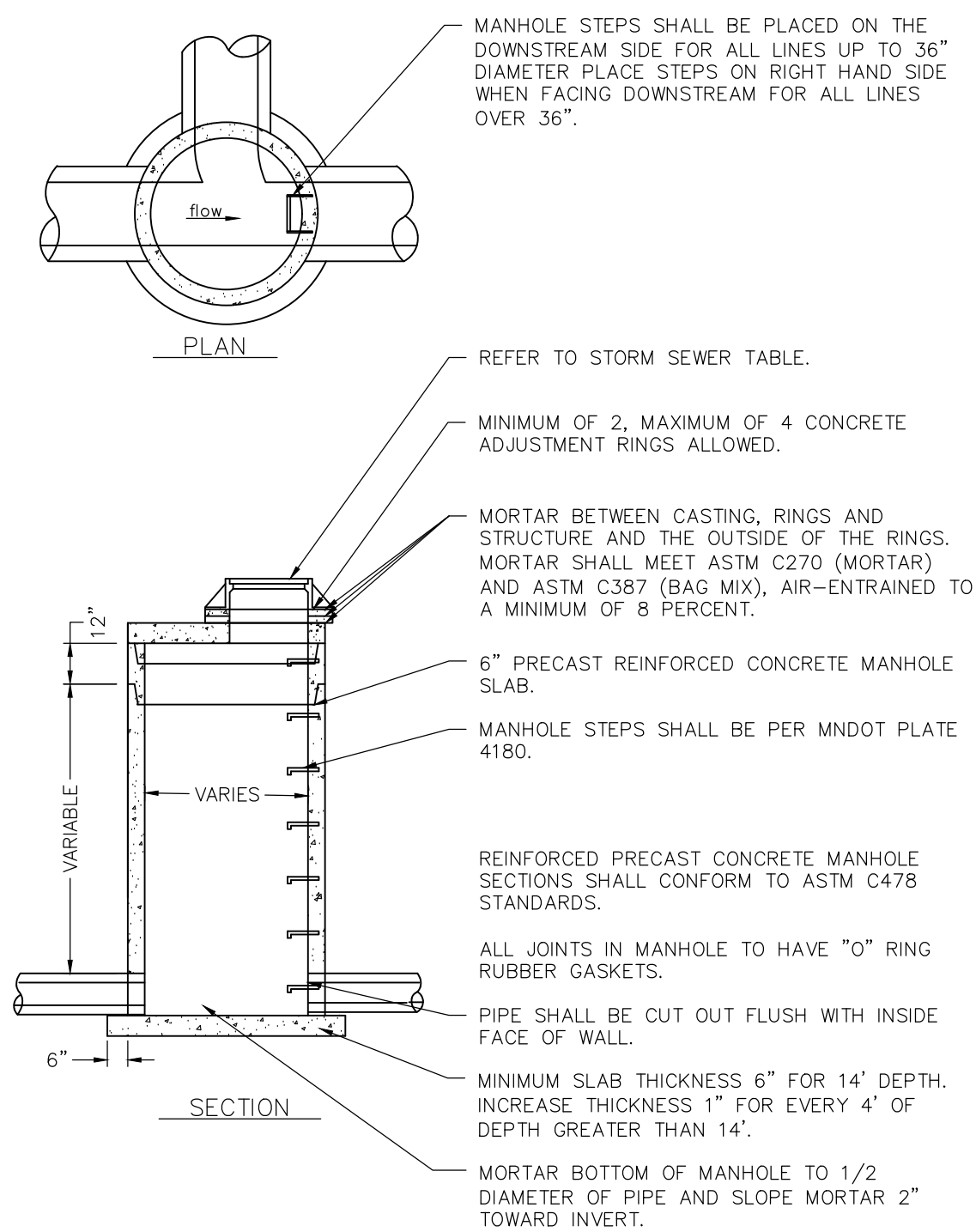
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C501 24\"/>



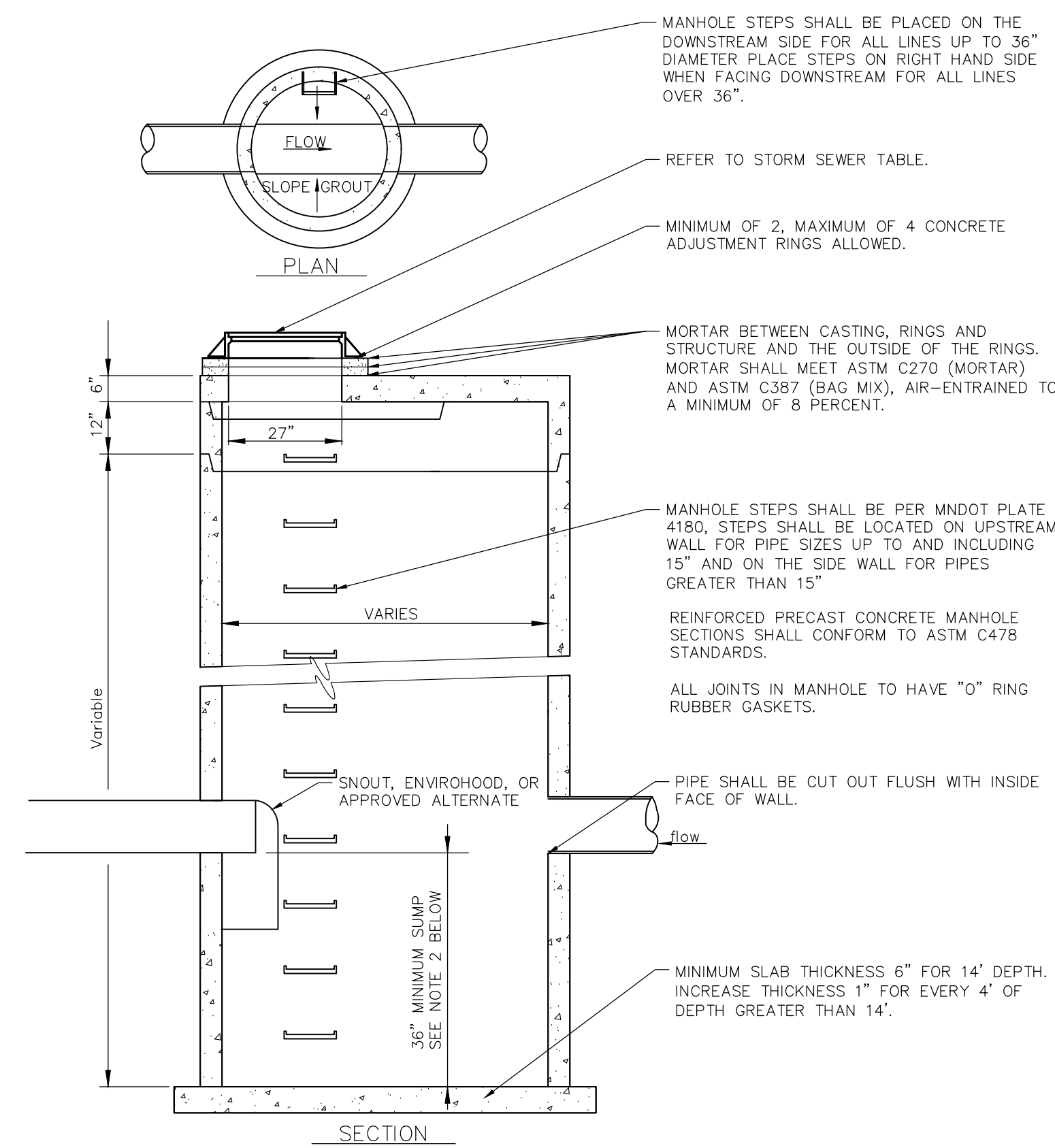
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C501 TRENCH DRAIN DETAIL
NOT TO SCALE



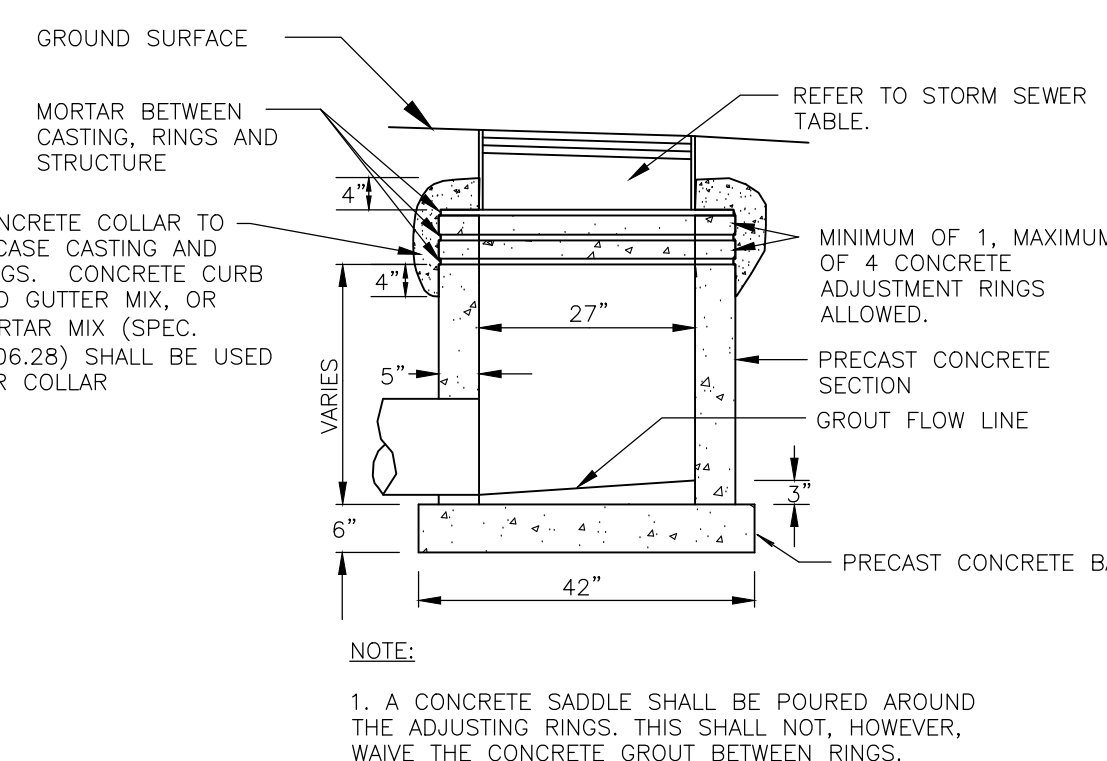
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C501 FILTRATION BASIN 2 DETAIL
NOT TO SCALE



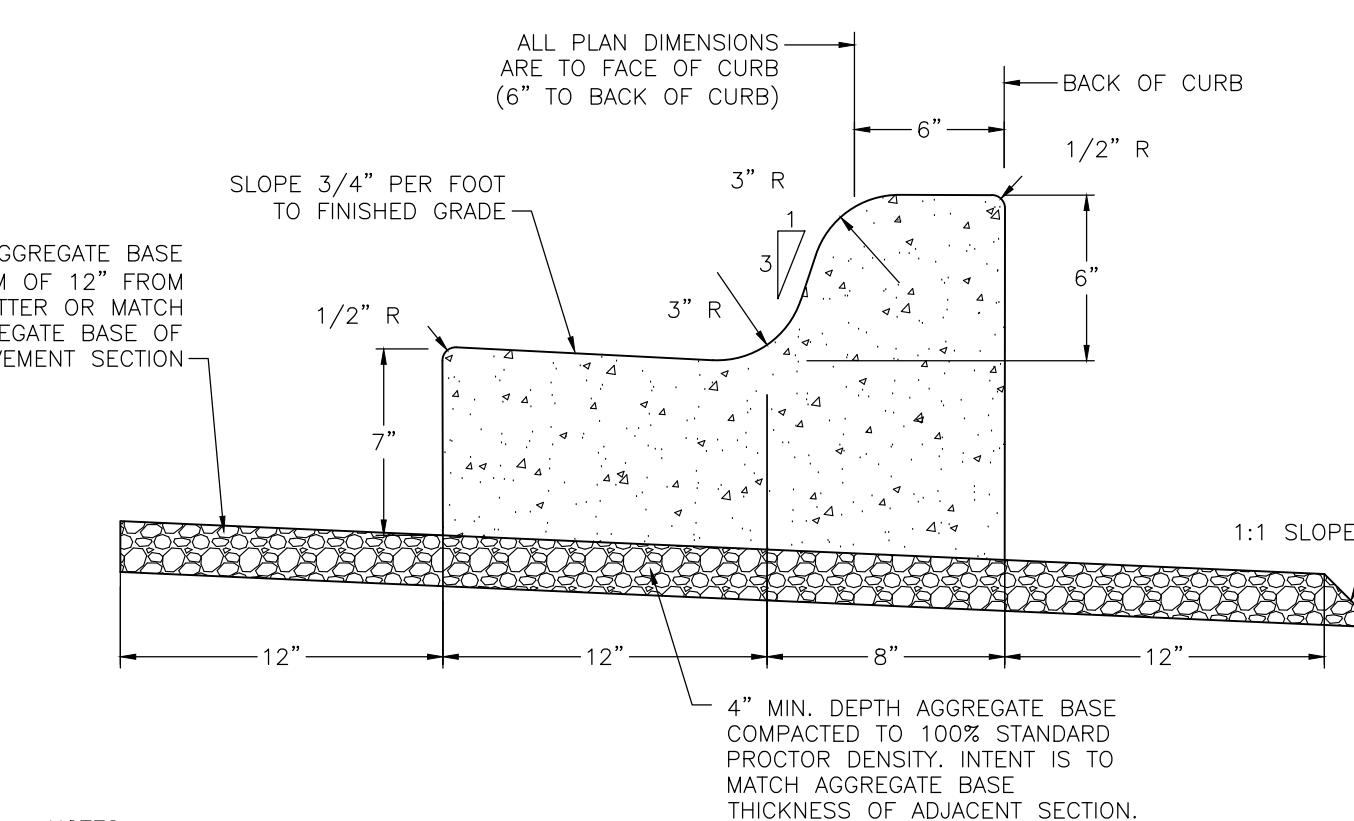
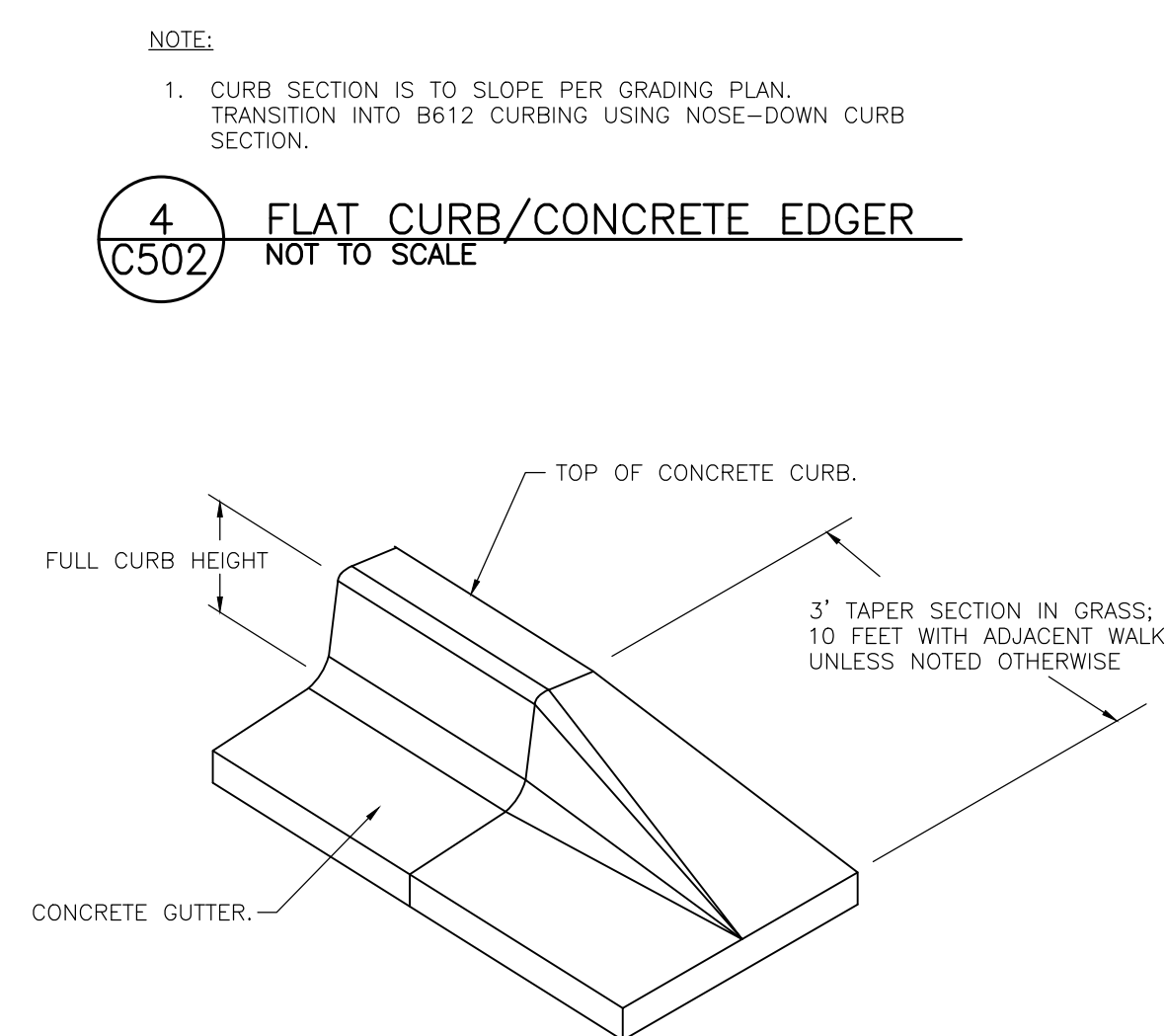
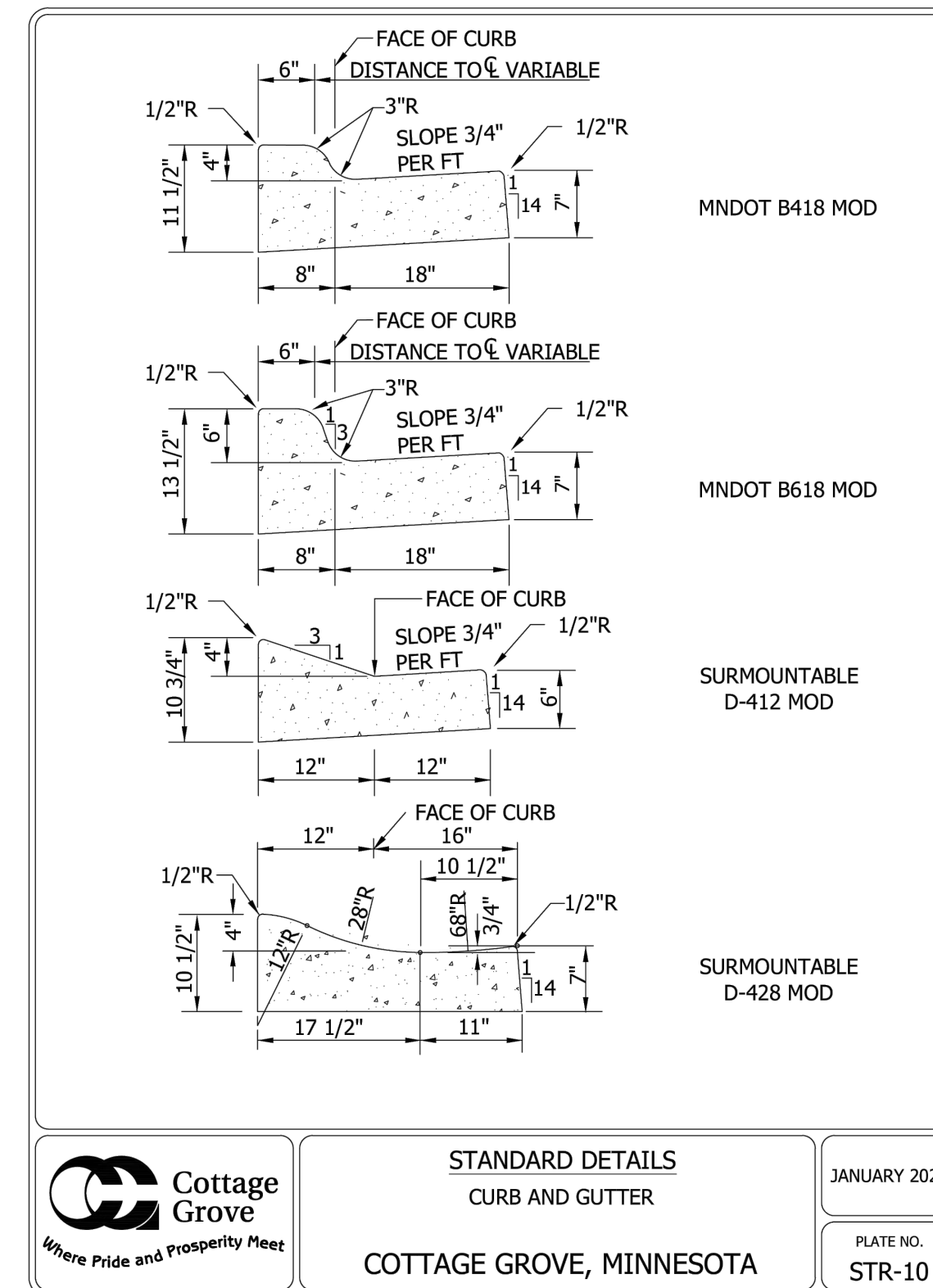
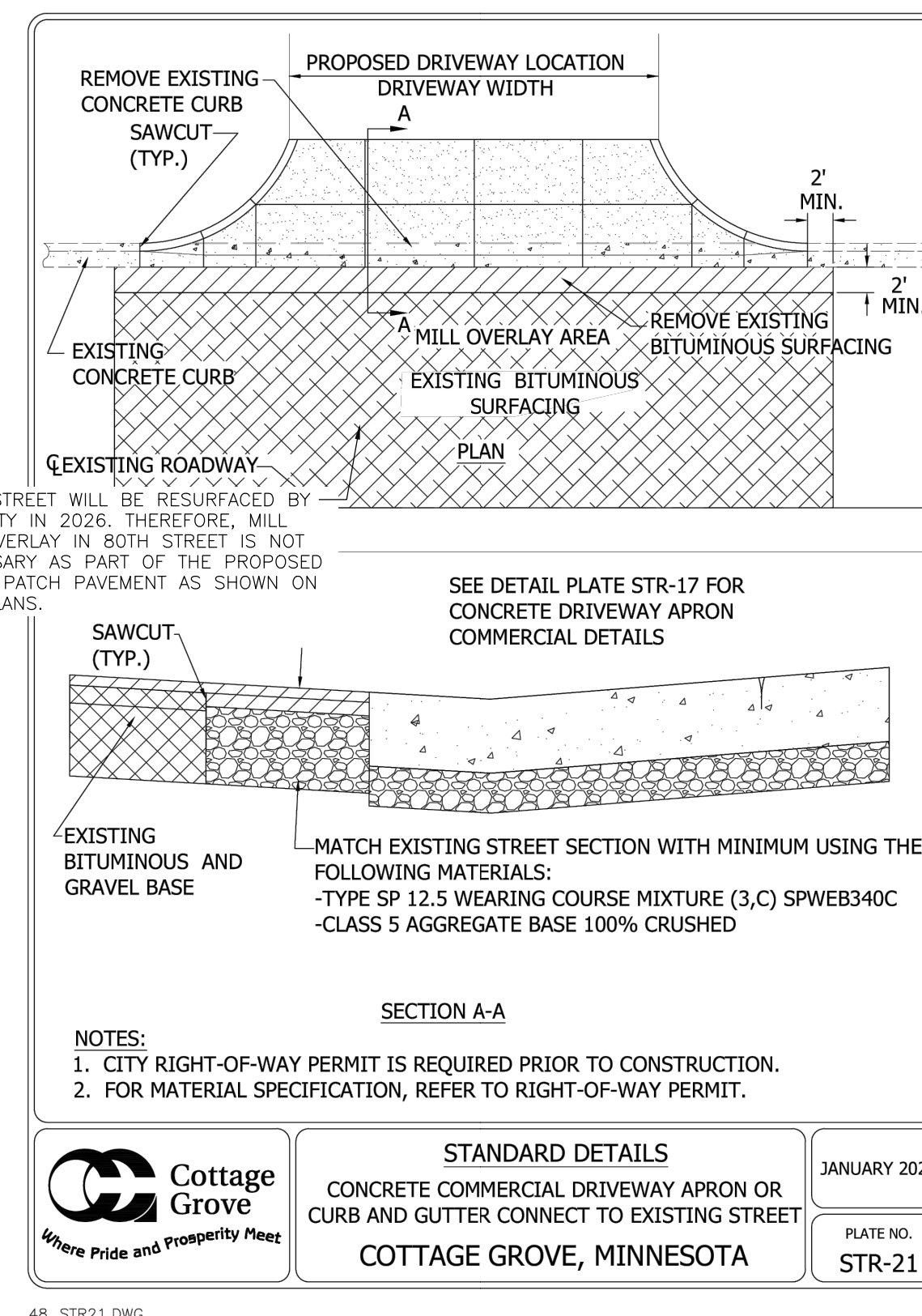
1
C501 STORM SEWER MANHOLE/CATCH BASIN
NOT TO SCALE

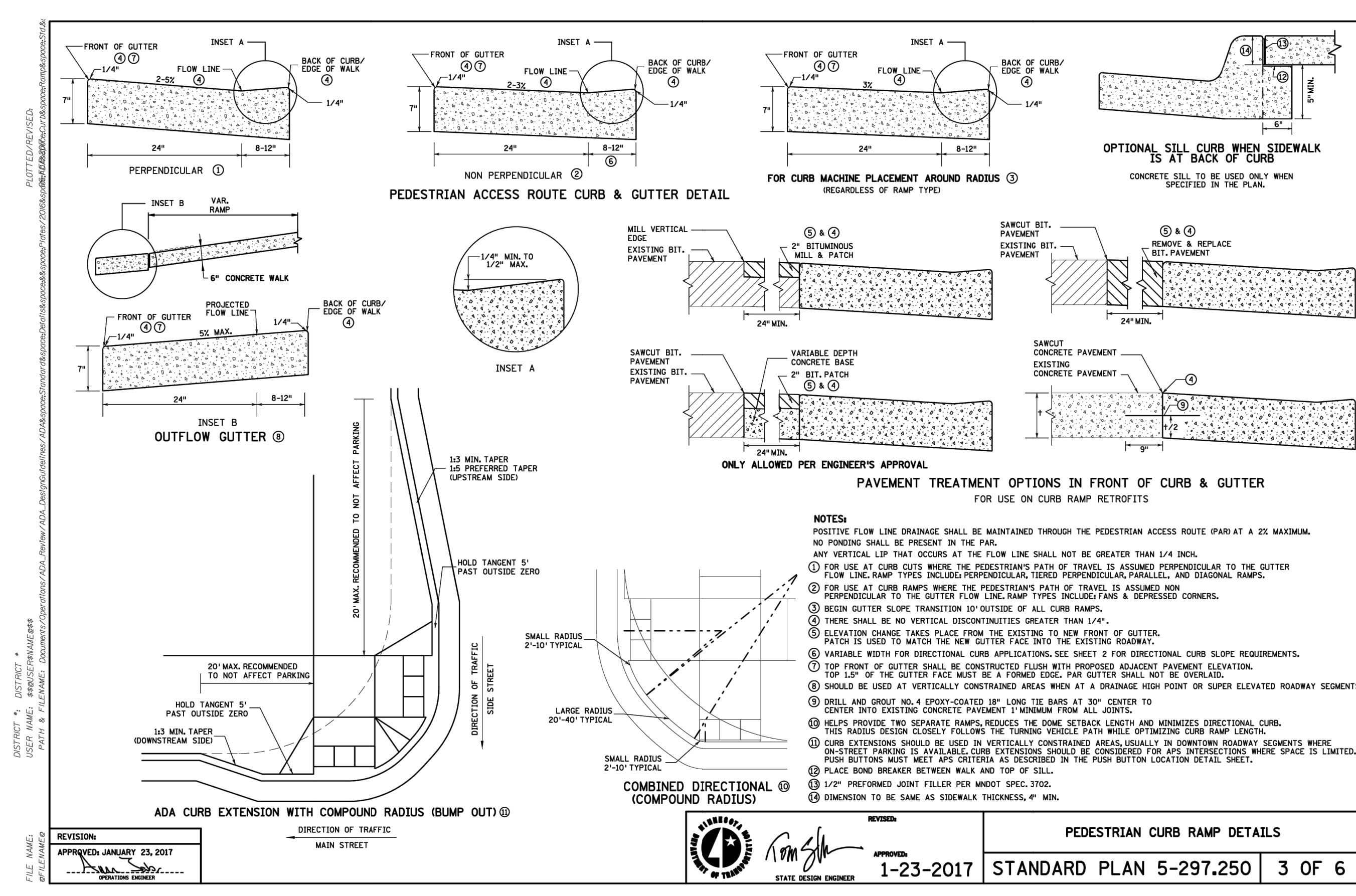
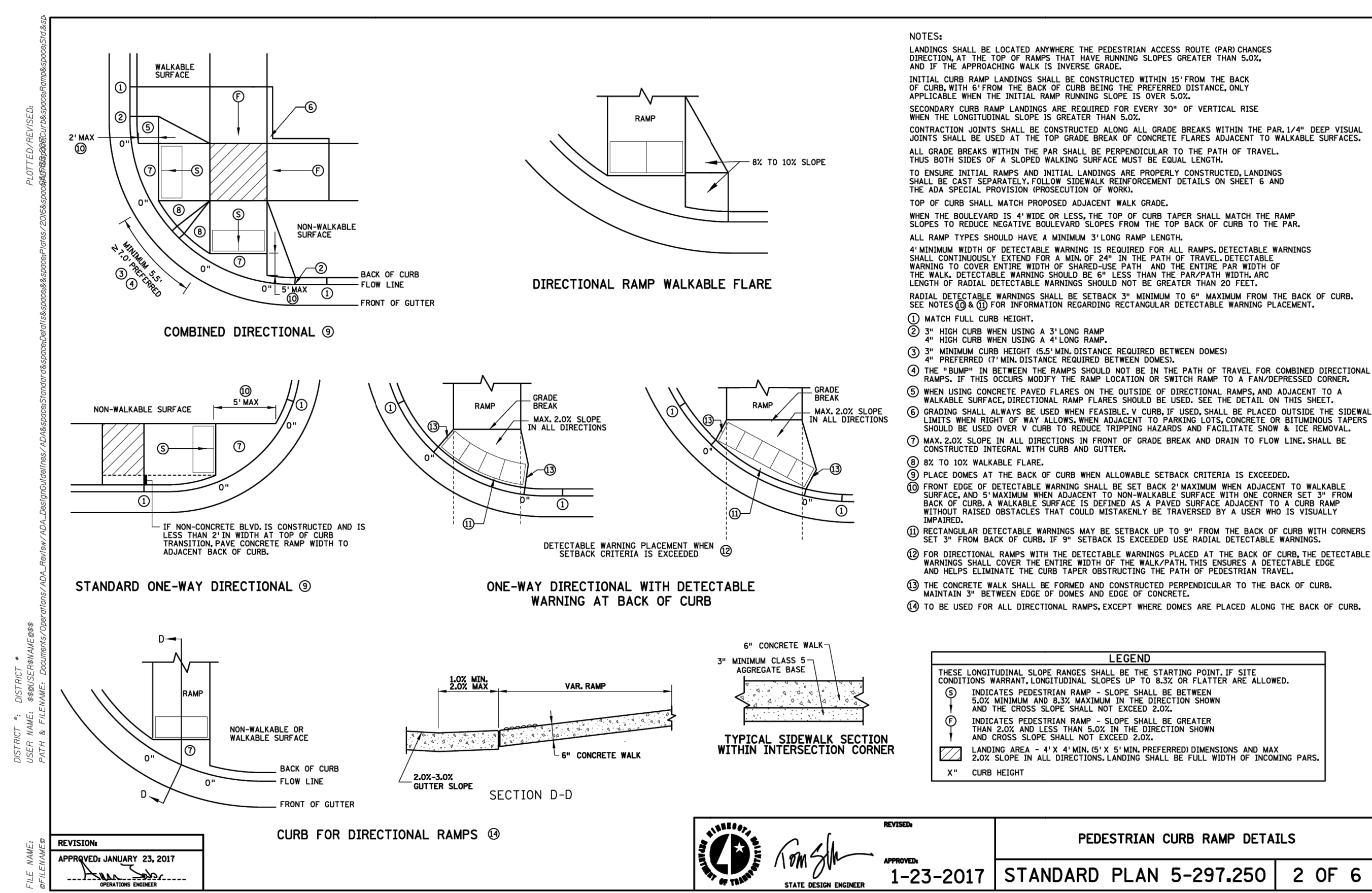
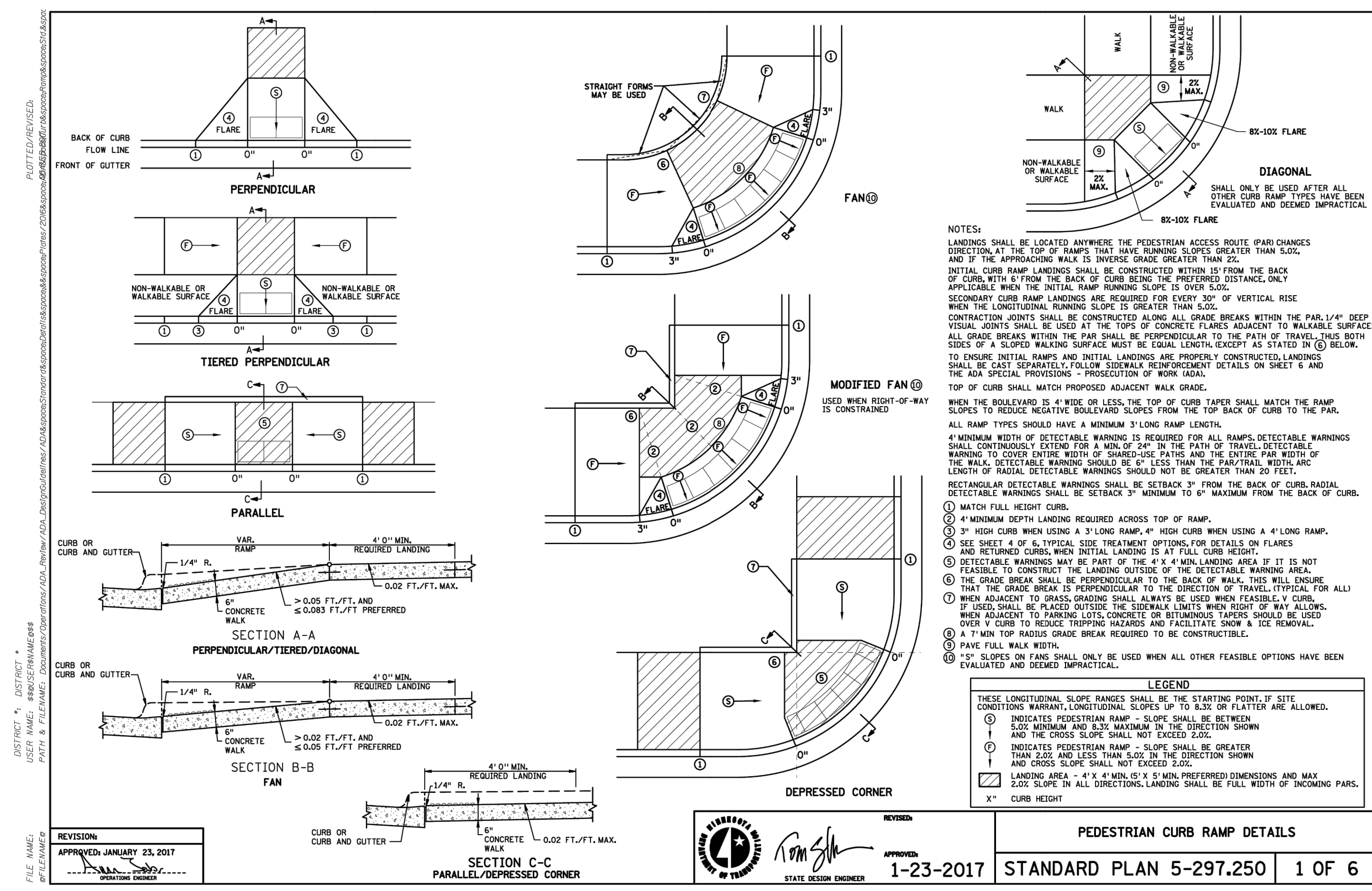
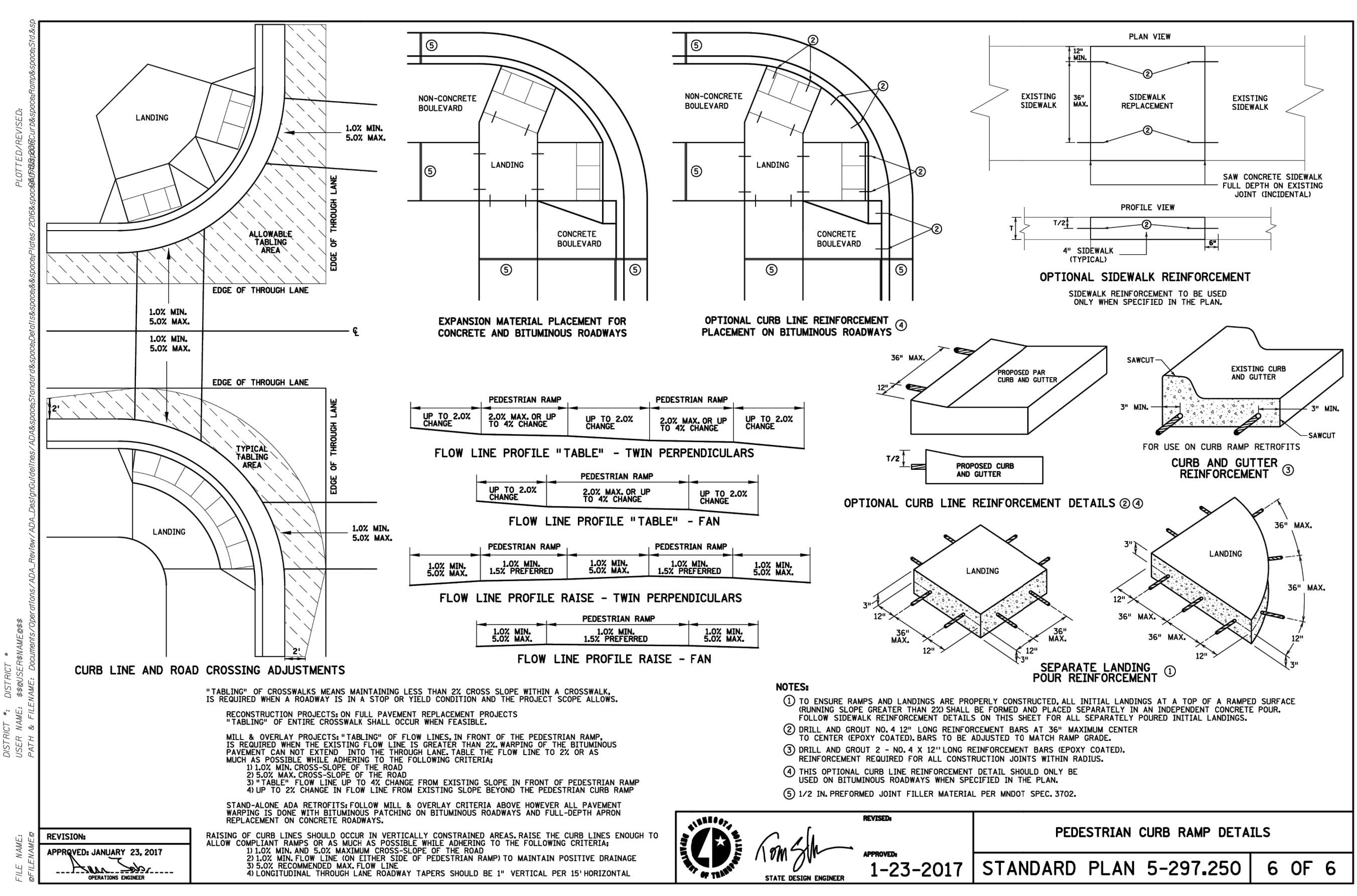
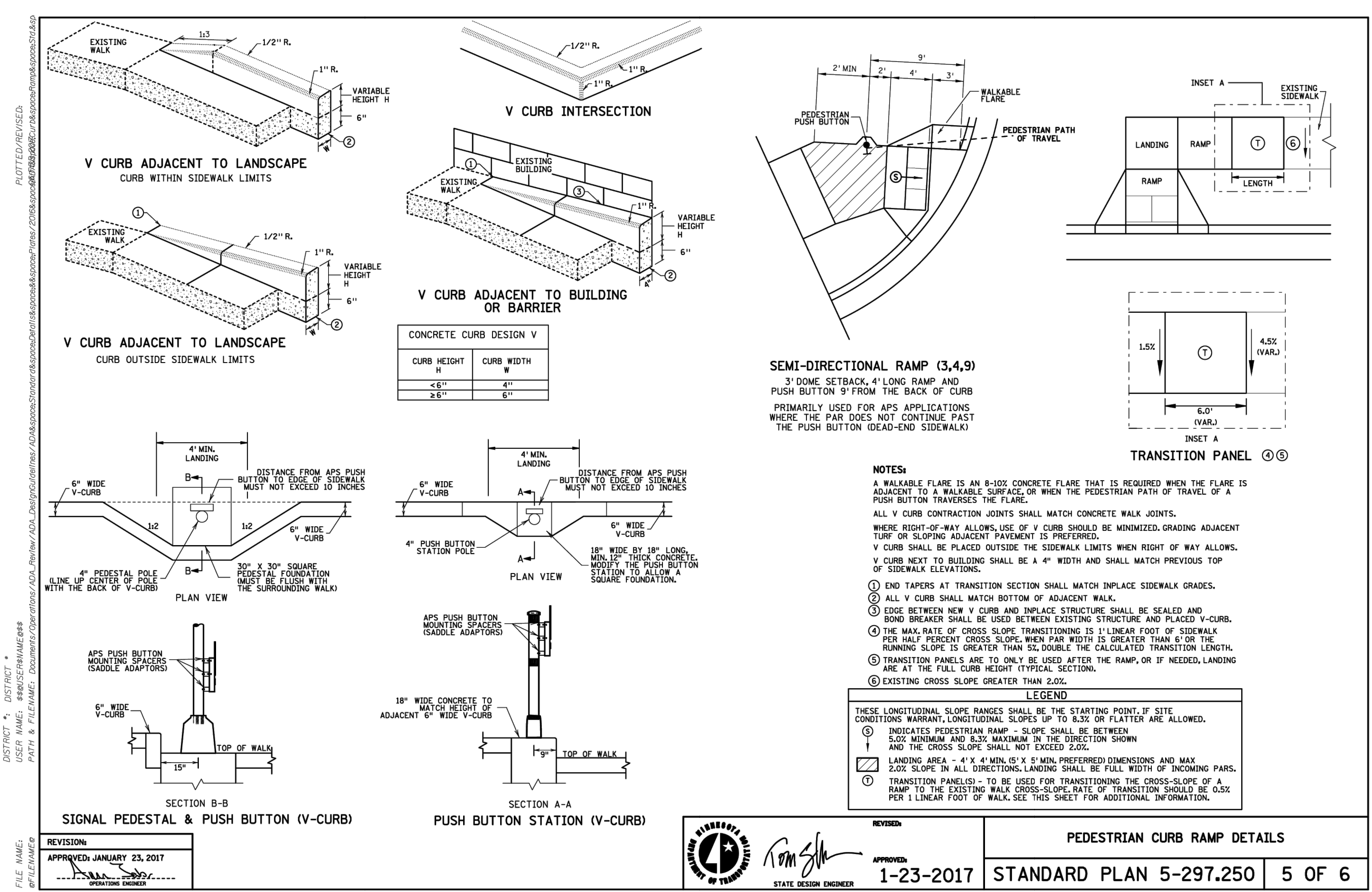
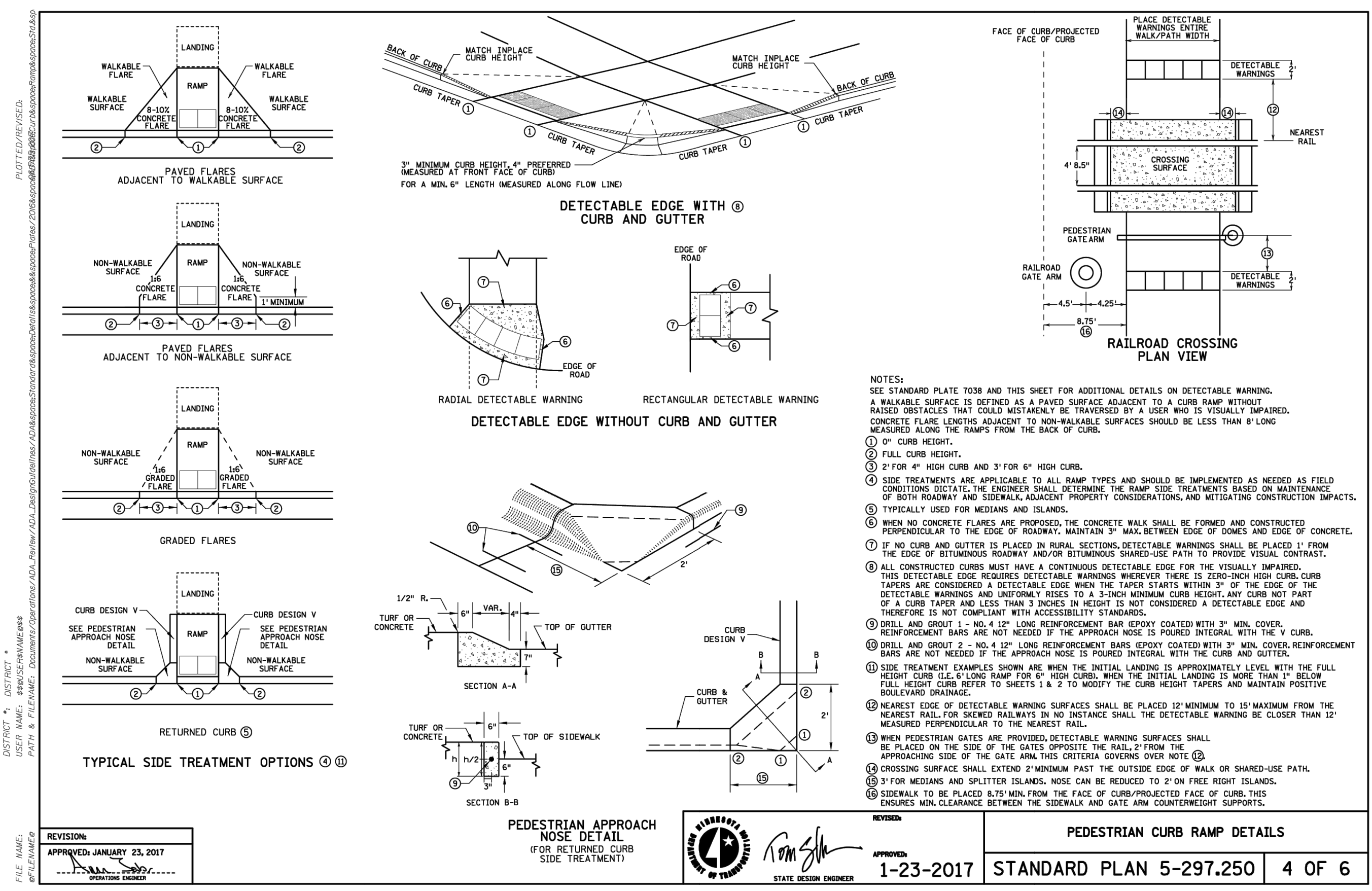


2
C501 SUMP CATCH BASIN MANHOLE
NOT TO SCALE



3
C501 27-INCH CATCH BASIN
NOT TO SCALE





KRAUS-ANDERSON CONSTRUCTION COMPANY
 901 SOUTH EIGHTH STREET, MINNEAPOLIS, MN 55404
 612-330-7281

2051 MILLER DRIVE, SUITE 600, BLOOMINGTON, MN 55425
 612-885-4605

6120 Earle Brown Drive
 Suite 700 Minneapolis, MN 55420
 763-543-0420
 bkbm.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MN.

Kevin A. Bohl
 License Number: 52209

BKM Project No. 24222-50

MN/DOT PEDESTRIAN CURB RAMPS

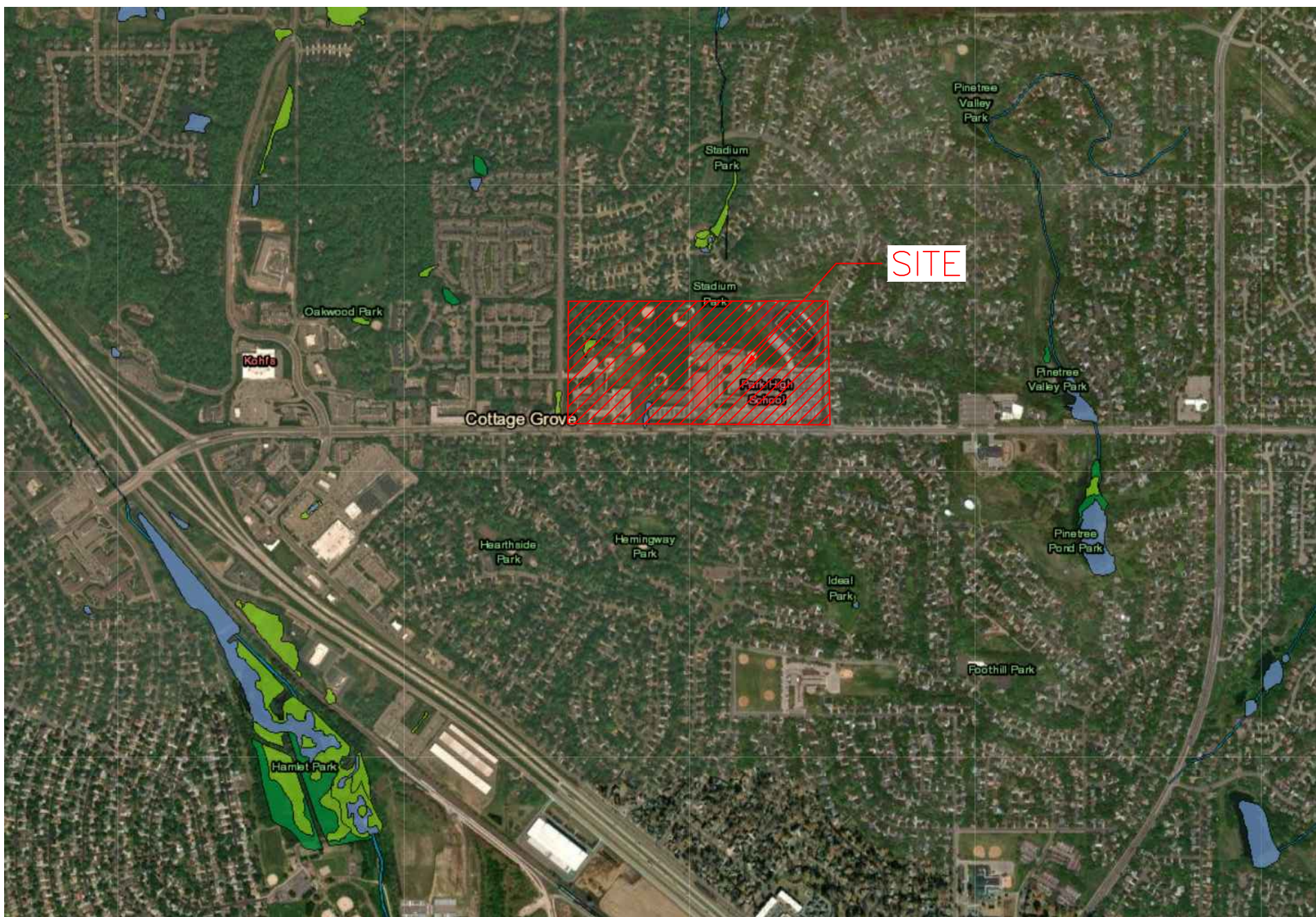
PARK HIGH SCHOOL ADDITIONS & RENOVATIONS

8040 80TH STREET SOUTH
COTTAGE GROVE, MN 55016

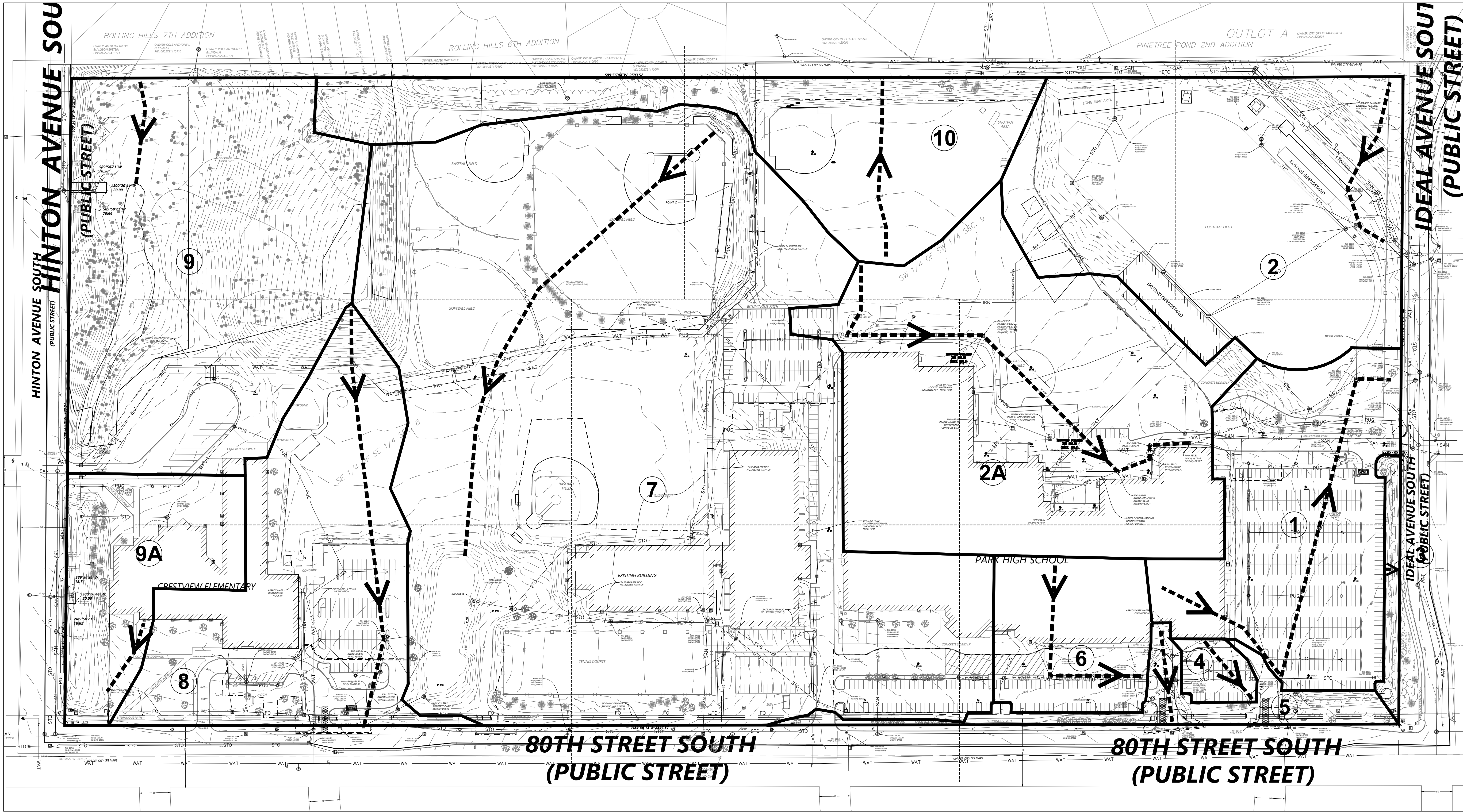
PROJECT: 23270
 DRAWN BY: WH
 CHECKED BY: KAB
 DATE: 11.1.2024
 REVISIONS:

BID PACKAGE #1: PRICING SET

C503



VICINITY MAP
COTTAGE GROVE, MINNESOTA



1
C600 EXISTING CONDITIONS
1" = 100'

EXISTING DRAINAGE AREAS							
DRAINAGE AREA	IMPERVIOUS AREA (ACRES)	PERVIOUS AREA (ACRES)	TOTAL AREA (ACRES)	Q OUT (CFS) STORM EVENT			ROUTING
				2-YEAR (2.79")	10-YEAR (4.15")	100-YEAR (7.40")	
1	3.95	1.13	5.08	17.25	27.13	52.00	IDEAL AVE SOUTH
2	2.42	5.93	8.35	10.26	20.94	52.85	IDEAL AVE SOUTH
2A	5.61	3.94	9.55	18.29	30.47	63.32	IDEAL AVE SOUTH
3	0.01	0.36	0.37	0.17	0.66	2.25	IDEAL AVE SOUTH
4	0.35	0.02	0.37	1.51	2.28	4.13	80TH STREET SOUTH
5	0.59	0.63	1.22	2.71	4.77	10.43	80TH STREET SOUTH
6	2.03	0.05	2.08	8.71	13.11	23.63	IDEAL AVE SOUTH
7	8.83	16.39	25.22	-	-	-	EX. CENTRAL INFILTRATION BASIN
8	3.05	3.14	6.19	11.65	20.34	44.42	80TH STREET SOUTH
9	0.64	8.30	8.94	-	-	-	EX. NORTH WEST INFILTRATION BASIN
9A	1.04	1.62	2.66	-	-	-	EX. SOUTH WEST INFILTRATION BASIN
10	0.11	5.02	5.13	1.43	5.93	21.65	OFFSITE TO THE NORTH
EX. CENTRAL INFILTRATION BASIN	-	-	-	0.00	3.80	47.59	80TH STREET SOUTH
EX. NORTH WEST INFILTRATION BASIN	-	-	-	-	-	-	EX. SOUTH WEST INFILTRATION BASIN
EX. SOUTH WEST INFILTRATION BASIN	-	-	-	4.51	6.33	9.21	HINTON AVENUE SOUTH
TOTAL	28.63	46.52	75.15	76.49	135.76	331.48	

PROPOSED DRAINAGE AREAS							
DRAINAGE AREA	IMPERVIOUS AREA (ACRES)	PERVIOUS AREA (ACRES)	TOTAL AREA (ACRES)	Q OUT (CFS) STORM EVENT			ROUTING
				2-YEAR (2.79")	10-YEAR (4.15")	100-YEAR (7.40")	
1	3.88	1.08	4.96	16.94	26.61	50.93	IDEAL AVE SOUTH
2	2.58	5.81	8.38	10.78	21.59	53.64	IDEAL AVE SOUTH
2A	6.51	2.36	8.87	-	-	-	FILTRATION BASIN 2
3	0.00	0.35	0.36	0.14	0.59	2.12	IDEAL AVE SOUTH
4	0.35	0.02	0.37	1.51	2.28	4.13	80TH STREET SOUTH
5	0.59	0.63	1.22	2.71	4.77	10.43	80TH STREET SOUTH
6	2.03	0.05	2.08	8.71	13.11	23.63	IDEAL AVE SOUTH
7	10.84	17.49	28.33	-	-	-	FILTRATION BASIN 1
8	2.69	1.16	3.85	10.87	17.48	34.54	80TH STREET SOUTH
9	0.64	8.30	8.94	-	-	-	EX. NORTH WEST INFILTRATION BASIN
9A	1.04	1.62	2.66	-	-	-	EX. SOUTH WEST INFILTRATION BASIN
10	0.35	4.77	5.13	1.93	6.26	20.97	OFFSITE TO THE NORTH
FILTRATION BASIN 1	-	-	-	4.21	10.83	29.50	80TH STREET SOUTH
EX. NORTH WEST INFILTRATION BASIN	-	-	-	-	-	-	EX. SOUTH WEST INFILTRATION BASIN
EX. SOUTH WEST INFILTRATION BASIN	-	-	-	4.60	6.38	9.23	HINTON AVENUE SOUTH
FILTRATION BASIN 2	-	-	-	6.29	19.30	39.23	IDEAL AVE SOUTH
TOTAL	31.50	43.64	75.15	68.69	129.20	278.35	

STORMWATER RUNOFF SUMMARY			
	2-YR STORM (2.79") RUNOFF (CFS)	10-YR STORM (4.15") RUNOFF (CFS)	100-YR STORM (7.40") RUNOFF (CFS)
EXISTING SITE	76.49	135.76	331.48
PROPOSED SITE	68.69	129.20	278.35



Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: (651) 704-9970
Bolton-Menk.com

MEMORANDUM

Date: 11/18/2024
To: Amanda Meyer, PE
From: Mike Boex, PE
Subject: Park High School Expansion
City of Cottage Grove, MN
Project No.: 24X136020000

This memo summarizes the review of site plan documents submitted by BKBM Engineers, dated 11/01/24 (received 11/08/24).

Easements:

1. We understand the following easement descriptions and exhibits are in progress.
 - a. The city would prefer a 30-ft easement over the existing sewer and water in the northeast corner of the site (a 20-ft easement exists today). Please provide an additional 5-ft on each side of the existing easement.
 - b. A 10-ft perimeter drainage and utility easement should be provided along Ideal Avenue South and Hinton Avenue.
 - c. 80th Street:
 - i. Provide a Permanent Right of Way Easement along 80th Street, the northern line being 83' north of the south line of Section 8 and 9.
 - ii. In the previous review memo, a separate 20' (west-east) x 10' (north-south) Permanent Right of Way Easement at the northeast corner of 80th Street and Hyde Avenue was requested for the existing traffic signal cabinet. Rather than create a separate easement, the signal use could be described into the drainage and utility easement. The City Attorney will proceed along those lines unless the school district objects.
 - iii. A 10-ft perimeter drainage and utility easement should be provided behind the new right-of-way easement.
2. Once complete, right-of-way and drainage and utility easements shall be shown and labeled on the final approved plans, for clarity.

Sheet C104:

3. Keynote 11: The city will not allow the contractor to shut down the 16" city trunk watermain. Therefore, the hydrant valve should likely remain during the removal of the hydrant.

Sheet C200:

4. The submitted plans and spot elevations have not been reviewed for detailed ADA compliance. Pedestrian ramps along public roadways will need to comply with the MnDOT standard plans and be constructed per ADA standards. The city encourages the school district's engineer to carefully review their design.
5. Please submit a proposed phasing plan and schedule for the school improvements such that work on 80th Street in 2026 can be coordinated. For example, the new right-in entrance near Crestview Elementary should be coordinated with turn lane work planned by the City. Depending on schedule, additional comments may be provided related to elevations near the apron.
 - a. On Sheet C400 the right-in does not depict the existing curb line. Depending on when this is intended to be constructed, additional detail should be provided as to how it fits into the existing roadway in an interim condition.

Sheet C203:

6. According to city records (attached to this memo), there is a 16" butterfly valve on the trunk main just west of the hydrant near the ballfield (near the location labeled as "Point A"). The valve is not shown on the plans, so it may be buried. The grading in this area appears to result in a slight rise in the finish grade; please expose and adjust the valve to grade as necessary.
7. Existing easement over the existing trunk water main: the city will provide an encroachment agreement for review.

Sheet C205:

8. The new apron on Ideal Avenue should depict a mill-overlay per city detail STR-21. An exception to the mill overlay was provided on 80th Street since it's planned to be rehabilitated in 2026, but that does not apply to Ideal Avenue.

Sheet C307:

9. The Fire Marshall has reviewed the hydrant locations and found them to be acceptable.

Sheet C401:

10. The pavement message arrow configuration appears confusing (left turn arrow to the right of a thru arrow). It would seem people wanting to go through the north-south aisle should be in the northern left turn lane, turn left, then turn right into the lot.

Sheet C500:

11. Please incorporate city standard detail STO-5 and STR-23 for STRM-400 in the public roadway.

Other:

12. Please clarify if there is any new parking lot lighting proposed.

Stormwater:

13. Rate Control:
 - a. Rate control is not met at all subbasins, but is met when peak flows from every basin are summed. Proposed Drainage Area No. 2 shows an increase in peak flows in the 2-yr, 10-

yr and 100-yr storms. Area No. 10 and Filtration Basin 1 both show an increase in the 2-yr and 10-yr storms.

- b. Flows in the 2-year and 10-year increase moderately to 80th Street and increase slightly offsite to the north. Please work to reduce the 2-year and 10-year outflows to 80th Street.
- c. Peak flow rates might be lower if hydrographs are summed by the HydroCAD model rather than arithmetically in the rate control tables.
- d. The HydroCAD model is mostly comprised of unconnected drainage areas and does not include catch basins, storm drains, channels or weirs. Inclusion of temporary storage areas and conveyance features would likely reduce the simulated outflow rates.

14. P8 Water Quality Model

- a. The P8 models use default filtration efficiencies that would be appropriate for infiltration basins, but since filter basins are proposed, dissolved phosphorus will not be removed so please adjust the filtration efficiencies as MPCA recommends for filter basins: *"The default filtration efficiency values for the dissolved (P0%) and particulate (P10% through P80%) particles are 90% and 100%, respectively. Based on information and sources presented in the Minnesota Stormwater Manual, it is recommended that the filtration efficiency values shown in the table below be used. The same filtration efficiency values would generally be applicable for modeling other filtration practices (e.g., permeable pavement, tree trench with underdrain, etc.). Since the values shown below are constants that are applied to all modeled BMPs, the Particle Removal Scale Factor can be changed in P8 for individual practices to account for pollutant removals that are expected to differ from the constants."*¹

Filtration type	Filtration efficiency (% removal)		
	Dissolved (P0%)	Particulate (P10%)	Particulate (P30% through P80%)
Sand filters and biofiltration [1]	0%	25%	100%
Iron-enhanced sand filter [2]	60%	25%	100%

15. The P8 Model input data for proposed conditions TP, includes a typo in the unswept impervious runoff coefficient for watershed Pro. 1: a value of "0.09 is entered but should be corrected to "0.90".
16. Pretreatment: On Sheet C300 please provide pretreatment measures, such as sumps, at inlets to the new filtration basin at STRM #605 and STRM #603.
17. Seeding: A note on the Filtration Basin Detail of Sheet C200 states: Refer to Landscape Plans for Seeding. Please plan to use a native seed mix for the filtration basins such as MNDOT Mix 33-261 Stormwater South & West.
18. Rational Storm Sewer Design: On-site storm sewer should be sized to a 5-year rational method design. Submit design calculations for the storm sewer system and a drainage area map showing each catchment with manholes and catch basins labeled. Include individual pipe segment

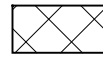
¹ [Recommendations and guidance for utilizing P8 to meet TMDL permit requirements - Minnesota Stormwater Manual](#) accessed 11-12-2024.

velocities with calculations for review. Trunk facilities should be analyzed and designed to accommodate the 100-year ponded discharges plus 5-year rational flows from areas that enter the trunk to be carried to the next storage area downstream.

- a. Pipe sizes and slopes should be selected to provide a minimum open channel velocity of 3 feet per second.
 - b. Maximum storm sewer velocities should be kept at 10 feet per second or less.
 - c. When changing pipe sizes in structure, match crown of pipe elevations instead of inverts.
 - d. Please show storm catch basin IDs, pipe sizes, grades, elevations, and drainage areas on the plans consistent with the rational design tables.
 - e. Pipe outlets to wet ponds should be placed at the NWL and have design velocities of 6 fps or less. Pipe outlets into filtration basins or other overland discharge should have design velocities of 4 fps or less.
19. Freeboard standards: For stormwater facilities with emergency overflows, the low adjacent grade elevation for all new structures must be a minimum of 3 feet above both the peak surface water elevation for the 100-year precipitation event and 2 feet above the emergency overflow elevation of any immediately adjacent new stormwater basin. For backyard and side-yard conveyance and temporary ponding areas, there must be at least 1 foot between the overland overflow elevation and the low adjacent grade elevation of the adjacent structure.
 - a. Sheet C205 lists the HWL of Filtration Basin 2 as 888.28 feet. Please revise the HWL elevation to match the HydroCAD model (887.16 feet).
 - b. It appears freeboard requirements are met on the site. For clarity, please label the location and elevation of the emergency overflows (EOFs) for each stormwater basin.
20. SWPPP:
 - a. Sheet C200 states that: "Approximate disturbed area is 19.00 acres." Please include a tabulation of disturbed area, existing and proposed impervious surfaces, fully reconstructed impervious surfaces and milled/overlaid surfaces.
 - b. Sheet C601 states that soil borings are provided in a geotechnical report by Braun. Please provide the borings.
 - c. Identify the person knowledgeable and experienced in erosion prevention who will oversee the implementation of the SWPPP.
 - d. Documentation for all trained individuals.
 - e. Reference the stormwater report for information on precipitation and stormwater runoff.
21. Models: Please note that digital copies of the final version stormwater models and shapefiles or CAD drawings of existing and proposed drainage areas are to be submitted to the city once the review and revision process is complete.
22. A stormwater maintenance agreement will be required for stormwater BMPs within the site; the city will prepare the agreement.

NOTE:
CONTRACTOR TO COORDINATE MARKING OF PRIVATE UTILITIES &
IRRIGATION SYSTEMS ON SCHOOL DISTRICT PROPERTIES WITH DISTRICT
PERSONNEL PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

LEGEND



STREET REHABILITATION



MANHOLE RECONSTRUCTION



MANHOLE CASTING ADJUSTMENT



WATER MAIN IMPROVEMENTS



SANITARY SEWER SPOT REPAIRS



CATCH BASIN
RECONSTRUCTION/REPLACEMENT



CATCH BASIN CASTING
ADJUSTMENT



GATE VALVE ADJUSTMENT



STORM SEWER IMPROVEMENTS

NOTE:
CONTRACTOR TO FILL & GRADE "LOW AREA" W/
TOPSOIL TO PROVIDE GENERAL DRAINAGE TO THE
SOUTH. RESTORE BY HYDROSEEDING.

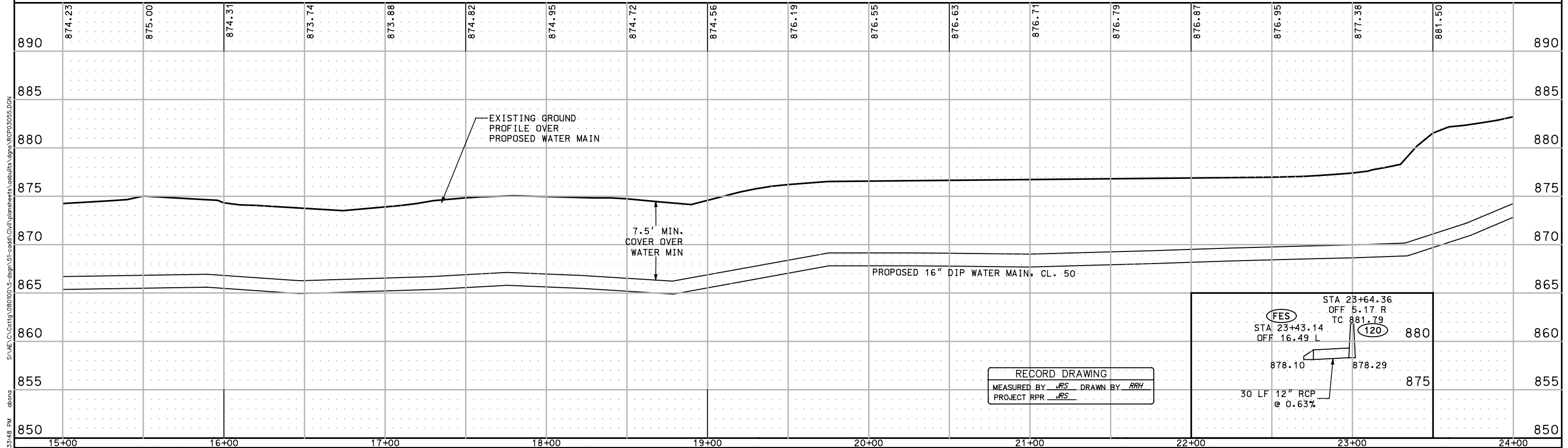
SEE SHEET 21

SEE SHEET 23

- NOTES:
1. CONTRACTOR TO VERIFY ALL UTILITY ELEVATIONS AND PIPE SIZES
WHEN CONNECTING TO EXISTING FACILITIES.
 2. PROTECT ALL FACILITIES NOT SPECIFIED FOR REMOVAL.
 3. SPOT REMOVAL & REPLACEMENT OF C&G SHALL BE AS DIRECTED
BY THE ENGINEER IN THE FIELD.
 4. SEE PROJECT SPECIFICATIONS FOR SOIL BORING LOGS AND LOCATION MAP.

TRUNK WATER MAIN

NOTE:
CONTRACTOR TO INSTALL & MAINTAIN ORANGE SAFETY FENCE ALONG
CONSTRUCTION LIMITS WITHIN SCHOOL DISTRICT PROPERTIES. (INSTALL PRIOR
TO START OF CONSTRUCTION ACTIVITIES.)



RECORD DRAWING
MEASURED BY JRS DRAWN BY RRH
PROJECT RPR JRS

STA 23+64.36
OFF 5.17 R
TC 881.79
(120)
880
875
878.10
878.29
30 LF 12" RCP
@ 0.63%

DRAWN: AB				
DESIGNED: DY				
CHECKED: CS				
NO.	BY	DATE	REVISIONS	

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Chad E. Setterholm
CHAD E. SETTERHOLM, PE
Lic. No. 40913
Date: 1/16/2008

PHONE: 651.490.2000
3535 VADNAIS CENTER DR.
ST. PAUL, MN 55110

SEH

COTTAGE GROVE,
MINNESOTA
CLIENT PROJ. NO. 08-001

PLAN & PROFILE
TRUNK WATER MAIN
2008 PAVEMENT MANAGEMENT PROJECT

FILE NO.
ACOTTAG0801.00

22
135



MEMORANDUM

Date: November 20, 2024

To: Ryan Burfeind, P.E.
Public Works Director
City of Cottage Grove

From: Bryan T. Nemeth, P.E., PTOE

Subject: Park High School Renovations: Traffic Outcome Summary
City of Cottage Grove, MN
Project No.: 24X.136020

Introduction

This memorandum provides a summary of the traffic review outcomes and updates to the Park High School Additions and Renovations project as submitted November 8, 2024. The traffic review was completed on October 4, 2024 in response to the site plan submitted September 4, 2024. Subsequent discussions on the review and discussions for incorporation of traffic improvement elements were completed on October 7, 2024 and October 22, 2024 between the developer, schools, and school district with the City of Cottage Grove.

Plan Updates and Safety or Operational Impacts

A figure of the site and improvements is shown at the end of this memo. The callouts match the items below (i.e. Bullet A below corresponds with the A callout on the figure).

Crestview Elementary School Accesses

- The school currently has two access points on 80th Street.
 - There is also one access point on Hinton Avenue for buses.
- The proposed configuration has three access points on 80th Street.
 - A. The west-most access point is exit only to westbound 80th Street – access to remain as-is
 - B. The middle access point is inbound and outbound – access to remain but be reconfigured
 - 1. The current access point serves traffic entering from both eastbound and westbound 80th Street and traffic backups currently extend west to Hinton Avenue and east to the high school at times.
 - 2. The intention is to have this access be the primary access for traffic entering into the site from eastbound 80th Street, providing access to the parking lots and the school drop-off.

- a. This inbound access also provides a connection to parking within the site for traffic from westbound 80th Street.
 - b. The inbound access is one lane to reduce the total conflict points that pedestrians have to navigate when crossing the access and also reduces vehicles coming in from two directions at once, improving pedestrian safety.
 3. The exiting lane allows all for all movements as currently provided today.
 - a. The exiting lane is realigned to provide more stacking and be a direct connection from the school drop-off.
 4. A median is provided between the inbound and outbound lanes to allow pedestrians and bicyclists to cross the entering traffic and exiting traffic one approach at a time – improving safety.
 - a. The median is built to be traversable to allow larger vehicles including trucks to make maneuvers during non-peak times.
- C. The east-most access point is a new access into the site from westbound 80th Street only.
 1. The intention is to have this access be the primary access for traffic entering into the site from westbound 80th Street to access the school drop-off/pick-up.
 2. This access serves the drop-off/pick-up for both the elementary school and high school traffic. The start and dismissal times are staggered which should reduce concurrent traffic use, but access is designed to accommodate some concurrent traffic.
 3. The access includes a right turn lane of approximately 465 feet on westbound 80th Street. This provides extra stacking distance out of the way of through traffic on 80th Street, improving safety. This also allows for traffic to slow down and move out of the way of through traffic entirely within the turn lane when not being used for stacking.
 4. North of the access from 80th Street, there is an expansion of lanes.
 - a. The lane from the west comes from the middle access and allows traffic entering from eastbound 80th Street to access the school drop-off/pick-up. The comes in as a merging lane with stacking around the south side of the drainage pond to provide improved traffic flow and reduce the possibility of backups onto 80th Street.
 - b. The inbound lane widens out to two lanes northbound so that traffic going to the elementary school and the high school is separated. The left lane serves the elementary school drop-off/pick-up while the right lane serves the high school drop-off/pick-up and access to the ice arena/football stadium.
 - o The left lane to the elementary school drop-off/pick-up is designated a through/left lane to also allow for vehicles from

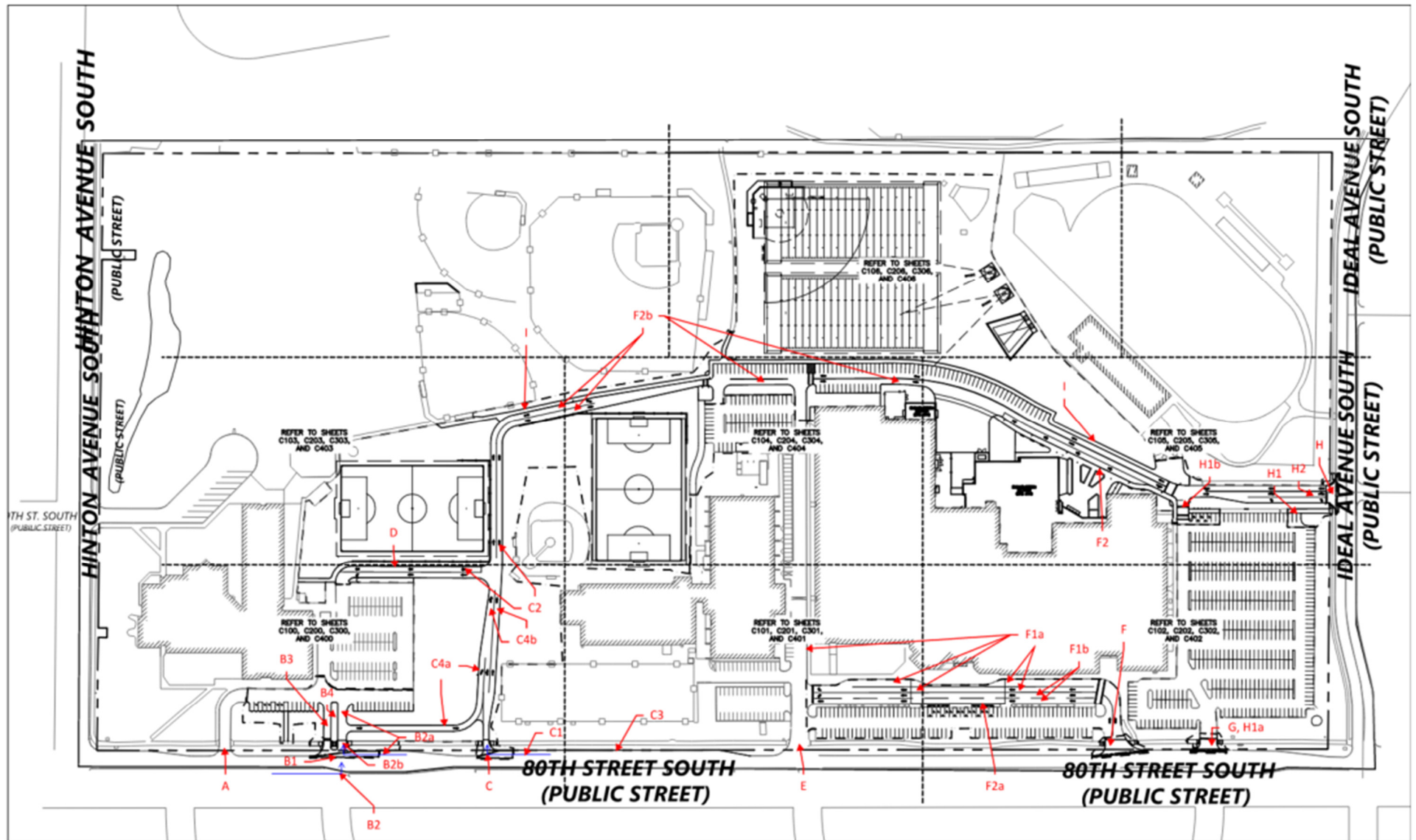
eastbound 80th Street to merge north of the elementary school if unable to change lanes earlier, improving safety.

- D. Elementary School drop-off/pick-up zone is designated at the north side of the parking lot for improved stacking and avoids the inbound pick-up/drop-off traffic mixing with the parking lot traffic.

Park High School Accesses

- The school currently has three access points on 80th Street.
 - The school currently has one access point on Ideal Avenue.
- The proposed configuration maintains all four access points.
 - E. The west access on 80th Street is for exiting traffic from the site. No changes proposed.
 - 1. The site plan proposes to have less traffic exiting the site at this access, being primarily buses and teachers during school start and dismissal times.
 - F. The middle access on 80th Street is for entering traffic into the site.
 - 1. The access currently serves bus traffic, teacher parking, and as student drop-off/pick-up.
 - a. Buses currently stack along the front of the school and along the west side of the school.
 - b. Student drop-off/pick-up is in the outer lanes and in the parking lot.
 - This results in students running between buses and other vehicles to access the school.
 - This also results in vehicles stacking up on 80th Street east past Ideal Avenue, blocking the Hyde Avenue/school access at times.
 - 2. The site plan revises the front of the school for buses only. Student drop-off/pick-up is now located on the north side of the school, improving safety.
 - a. The parking space along the front of the school adjacent to the bus lanes has been eliminated to reduce bus conflicts and improve safety.
 - b. The site plan provides for stacking distance along the drive between the elementary school and the high school, reducing the backup potential onto 80th Street and improving safety along 80th Street.
 - G. The east access on 80th Street is the primary access to the student parking lot on the east side of the school. The intersection is signalized. No changes proposed beyond an improved pedestrian crossing across the access.
 - H. The access on Ideal Avenue is currently used to get around the north side of the building and provides access to the student parking lot on the east side of the school.
 - 1. Due to the signal and traffic on 80th Street many students use the back access that connects to the Ideal Avenue access to enter and exit the parking lot.

- a. The back access will be closed and student traffic will be directed to use the east access on 80th Street.
 - b. A new connection will be provided on the north side of the parking lot next to school that will be gated.
2. The access will be revised to include signing and striping for inbound and outbound lanes, and dedicated lanes for left and right turns will be provided (through a left/through lane and a dedicated right turn lane), proving for improved vehicle stacking and improved safety.
- I. Continuous sidewalks are added on the north side of the site to connect from Ideal Avenue to the Elementary School for improved pedestrian safety.



PARK HIGH SCHOOL EXPANSION AND RENOVATIONS NARRATIVE November 20, 2024

In November of 2023, voters in the South Washington County School district, ISD 833, approved a plan to fund expansions and renovations at several of the district buildings and sites, including Park High School at 8040 South 80th Street in Cottage Grove.

The core needs at Park High School enumerated in the referendum plan were:

- A new kitchen and cafeteria
- Renovation of CTE/STEM/Robotics spaces, including an additional CTE space

The existing kitchen, cafeteria, and CTE (Career and Technical Education) spaces were constructed between 1965 and 1970 and have received minimal if any renovation since that time. The facilities no longer meet the needs of the approximately 2000 students nor the Minnesota Department of Education (MDE) guidelines for modern use.

The school currently serves three lunches per day and the existing square footage of 3,900 is well below the MDE guidelines of approximately 7,200 sf. The cafeteria space – approximately 6,400 square feet – is also well below the MDE guidelines (15sf/student x 650 (current students at lunch) = 9,750).

The new kitchen (7,500sf) and cafeteria (16,500sf) addition achieves multiple benefits: meeting the MDE guidelines, allowing for future school growth (potential of 2,500 students), and serving as the new code required storm shelter for the entire, future school population (students and staff = 2,800).

The growing investment in CTE programming within the district also needed additional and reconfigured spaces. The current plan adds 1500sf to create an enhanced construction lab, additional and renovated Earth/Space, Biology, and Chemistry classroom labs, new business labs, and renovated Art spaces. All of which will enhance the STEM offerings at Park HS.

In the process of design and through many meetings with city staff and engineers, another challenge to solve with the renovations on the site was traffic flow – buses, visitors, staff, and before/after school drop off and pick up. Currently the parent drop off/pick up is mixed with the bus traffic on the south side of the building. This not only creates a significant amount of congestion in this area, but also creates an unsafe condition where students need to pass between buses to be picked up by their parents. In addition, over the past 5-6 years, most schools in Minnesota have seen a drop in bus use and an increase in parent drop off and pick up. Park High School (and similar schools) were not designed with to accommodate this much parent traffic, and as such, the queueing is backing up onto 80th Street.

In addition to the Park High School traffic, there is significant traffic along 80th street in front of the adjacent elementary school, Crestview. Because Crestview's and Park's property is contiguous, a renovated entry sequence at the current Crestview entrance was designed to serve both Crestview's and Park's drop off and pickup (these do not occur simultaneously).

The design team and school district felt we could take advantage of the new cafeteria addition planned for the north side of the existing building and add a new entrance to the building that could be utilized for parent drop off and pick up. With the proposed addition of

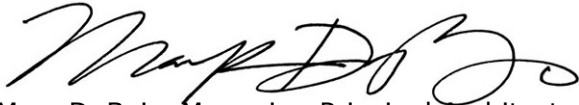
a new drive along the north side of the addition, the before and after school vehicle traffic will be separated from the bus traffic on the south side of the building and provide an adequate amount of queueing on site to prevent backups on to the public roadways. This should provide a safer condition for students and significantly alleviate congestion along 80th street in front of the school.

Another benefit to the north drive lane being added, is additional parking can be provided north of the drive lane. This parking is anticipated to be used by staff during the day and will also provide parking for after school activities such as use of the north practice fields and stadium. As part of this project, 57 stalls will be added along the north side of the proposed drive lane.

In addition to the proposed new road/drive north of the school, the student parking lot on the east side of the site will be modified slightly such that the existing northeast exit will be blocked, funneling all student traffic to the signal at 80th and Hyde Avenue – with the similar goal of separating student drivers from pick up and drop off vehicles and buses.

We appreciate continued feedback on the proposed design and look forward to a solution that can work for all. Thank you for working with us as we look to improve the Park High School site and building to meet its current and future needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marc DuBois', with a stylized, flowing script.

Marc DuBois, Managing Principal Architect, KOMA, on behalf of South Washington County Schools, ISD 833, and the entire design team.

CITY OF COTTAGE GROVE
CITY COUNCIL
RESOLUTION NO. 2024-177

RESOLUTION APPROVING THE SITE PLAN REVIEW FOR TWO ADDITIONS TOTALING APPROXIMATELY 35,000 SQUARE FEET TO PARK HIGH SCHOOL LOCATED AT 8040 80TH STREET SOUTH AND ADDITIONAL SITE IMPROVEMENTS TO PROPERTY LOCATED AT 8040 80TH STREET SOUTH AND 7830 80TH STREET SOUTH

WHEREAS, Koma Architects on behalf of South Washington School District ISD 833, has applied for a site plan review for two additions to Park High School and additional site improvements to be located on property legally described as:

The following information was provided in Old Republic National Title Insurance Company File Number 67792 which has an effective date of December 7, 2023:

The Southeast Quarter of the Southeast Quarter (SE 1/4 of SE 1/4) of Section Eight (8), Township Twenty-seven (27), Range Twenty-one (21), Washington County, Minnesota.

AND

The Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section (9), Township Twenty-seven (27), Range Twenty-one (21), Washington County, Minnesota, except that part thereof described as follows:

Beginning at the Southwest corner of the Southwest 1/4 of Section 9, Township 27 North, Range 21 West; thence North on the West line of said Section 300 feet; thence East and parallel with the South line of said Section 300 feet; thence South and parallel with the West line of said Section 300 feet to the South line of said Section; thence West along the South line of said Section 300 feet to the point of beginning, subject to public roads and highways.

AND

That part of the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Nine (9), Township Twenty-seven (27), Range Twenty-one (21), Washington County, Minnesota, described as follows:

Beginning at the Southwest corner of the Southwest 1/4 of Section 9, Township 27 North, Range 21 West; thence North on the West line of said Section 300 feet; thence East and parallel with the South line of said Section 300 feet; thence South and parallel with the West line of said Section 300 feet to the South line of said Section; thence West along the South line of said Section 300 feet to the point of beginning, subject to public roads and highways.

EXCEPT THE FOLLOWING PARCELS:

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota, lying west of a line drawn 40.00 feet East of and parallel with the following described line:

Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and there terminating.

AND

The West 60.00 feet of the North 20.00 feet of the South 318.00 feet of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota.

AND

The West 115.00 feet of the North 20.00 feet of the South 1118.00 feet of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota.

AND

The South 60 feet of the Southwest Quarter of the Southwest Quarter of Section 9, Township 27, Range 21, Washington County, Minnesota; and the South 60 feet of that part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota, lying east of the line parallel with and distant 40 feet east from the following described line: Beginning at the southwest corner of said Southeast Quarter of the Southeast Quarter; thence northerly 2641.75 feet to a point on the north line of the Northeast Quarter of Southeast Quarter of said Section 8, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and said line there terminating. (Abstract Property)

Commonly known as 8040 80th Street South and 7830 80th Street South, Cottage Grove, Washington County, State of Minnesota.

WHEREAS, public hearing notices were mailed to surrounding property owners within 500 feet of the proposed development site and a public hearing notice was published in the Saint Paul Pioneer Press; and

WHEREAS, the Planning Commission held the public hearing on this application on November 25, 2024; and

WHEREAS, the public hearing was open for public testimony and testimony from the applicant and the public was received and entered into the public record; and

WHEREAS, the Planning Commission unanimously (7-to-0 vote) recommended approval of the site plan review for two additions totaling approximately 35,000 square feet to Park High School and additional site improvements, subject to certain conditions.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves the site plan review for two additions totaling approximately 35,000 square feet to Park High School and additional site improvements

to property legally described above. The approval of the site plan review is subject to the following conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to the plans, as determined by planning staff, shall require review and approval by the Planning Commission and City Council.
2. Prior to the issuance of a grading permit, drainage and utility easements, right-of-way easement and required encroachment agreement shall be recorded with the Washington County Recorder's Office and the final grading plan shall be approved by the City Engineer.
3. Prior to the issuance of a building permit, the Developer shall incorporate the recommendations, requirements, and evaluations noted in the comment letter dated November 18, 2024, and subject to modifications that are agreed to by the Applicant and City Engineer. All comments shall be adopted herein by reference.
4. All applicable permits (i.e., building, demo, electrical, grading, right-of-way and mechanical) and a commercial plan review packet must be completed, submitted, and approved by the City prior to the commencement of any construction activities. Detailed construction plans must be reviewed and approved by the Building Official, City Engineer, and Fire Marshal.
5. Installation of landscaping shall occur in a timely fashion and be consistent with an approved plan. Prior to the issuance of a building permit, a letter of credit in the amount of 150 percent of the landscape estimate shall be submitted to the City as required by City ordinance. The financial guarantee shall be held until all required plantings are installed. At such time of installation, the Planning Department shall conduct an inspection to verify compliance with the landscape plan. If the inspection is approved, 50 percent of the financial guarantee shall be released. One year from the date of initial inspection a follow-up inspection shall be conducted to verify survivability. If the follow-up inspection is approved, the remainder of the financial guarantee shall be released.
6. The grading and erosion control plan for the site must comply with NPDES II Permit requirements. Erosion control devices must be installed prior to commencement of any grading activity. Erosion control must be performed in accordance with the recommended practices of the "Minnesota Construction Site Erosion and Sediment Control Planning Handbook" and the conditions stipulated in Title 9-7-1, Erosion Control During Construction, of the City's Subdivision Ordinance. The Applicant shall be responsible for the costs for the City to inspect the site in relation to erosion control conformance.
7. The Applicant must provide the City with an as-built survey of all utilities and grading plan.
8. Proposed trash enclosures shall be constructed using materials and patterns that complement those used on the building. Rubbish, waste, and recycling containers

shall be stored within an appropriately sized enclosed structure compliant with City ordinance screening requirements and shall always be maintained so as not cause odors or other public nuisances.

9. The Applicant is responsible for removing debris from all adjacent public and private roadways during their grading and construction process. The adjacent streets shall be swept clean daily or as needed.
10. All areas of the site, where practical, shall be established and maintained per the approved final landscaping plan.
11. Irrigation shall be provided for all landscaped areas. The irrigation system shall consist of an underground sprinkling system that is designed by a professional irrigation installer to meet the water requirements of the site's specific vegetation. The system shall be detailed on the final landscape plan.
12. Signage is not approved as part of this application. Any proposed signage shall meet the requirements of the sign ordinance and require a separate building permit.

Passed this 4th day of December 2024.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

**AGREEMENT RELATING TO LANDOWNER IMPROVEMENTS FOR
DRIVEWAY/PRIVATE DRIVE FOR PARK HIGH SCHOOL
IN THE CITY OF COTTAGE GROVE,
WASHINGTON COUNTY, MINNESOTA**

THIS AGREEMENT (“Agreement”) is made, entered into and effective this ____ day of _____, 2024, by and between the City of Cottage Grove, a Minnesota municipal corporation (“City”), and Independent School District 833, a Minnesota public corporation, (“Landowner”). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

ARTICLE 1
DEFINITIONS

1.1. Terms. The following terms, unless elsewhere specifically defined herein, shall have the following meanings as set forth below.

1.2. City. “City” means the City of Cottage Grove, a Minnesota municipal corporation.

1.3. City Easements. “City Easements” means the Utility Easements recorded in the Washington County Recorder’s Office as Document Nos. 3721571 and 3725666.

1.4. Encroachment Area. “Encroachment Area” means that portion of real property that lies within the City Easements that contains Landowner Improvements. The Encroachment Area is depicted on Exhibit A, attached hereto and incorporated herein.

1.5. Landowner. “Landowner” means Independent School District 833, a Minnesota public corporation and their successors and assigns in interest.

1.6. Landowner Improvements. “Landowner Improvements” means Landowner’s private driveway and other private roadway improvements that are located within the Encroachment Area on City Easements. It is understood that Landowner Improvements shall be used by Landowner’s employees, guests, visitors and members of the public.

1.7. **Landowner Property.** “Landowner Property” means the real property located in the City of Cottage Grove, Washington County, Minnesota legally described on Exhibit B, attached hereto and incorporated herein.

1.8. **Maintain.** As used in this Agreement with respect to the Landowner Improvements, “maintain” and derivations thereof means to upkeep and repair in accordance with relevant City ordinances and regulations applicable to such improvements.

ARTICLE 2 **RECITALS**

2.1. Landowner owns Landowner Property.

2.2. Landowner Property requires an encroachment on City Easements for Landowner Improvements so that the Landowner Property can have reasonable access and circulation within Landowner Property.

2.3. Subject to the terms of this Agreement, the City is willing to allow the Landowner Improvements to be placed within the Encroachment Area, on the condition the Landowner maintains Landowner Improvements and subject to other terms and conditions herein.

ARTICLE 3 **AGREEMENTS**

3.1. **Construction and Maintenance of Landowner Improvements.** Under the terms and conditions stated herein, Landowner, at its own cost, is hereby authorized by the City to construct and maintain the Landowner Improvements in the Encroachment Area. The Landowner Improvements shall only be placed in the Encroachment Area. Landowner shall not place any other structures, retaining walls, irrigation systems, buildings, fences, landscaping, trees or shrubs in the Encroachment Area, except for the Landowner Improvements, without the City’s written consent. Landowner, at its own expense, shall maintain and repair the Landowner Improvements. Landowner shall obtain proper permits from the City prior to making any modifications to Landowner Improvements.

3.2. **City Not Responsible for Landowner Improvements.** Nothing contained herein shall be deemed an assumption by the City of any responsibility for construction, maintenance, replacement or repair of the Landowner Improvements.

3.3. **Continuing Right to Encroachment Area.** Nothing contained herein shall be deemed a waiver or abandonment or transfer of the right, title and interest that the City holds to the Encroachment Area. Landowner understands that City may be improving, maintaining, replacing or repairing the portion of City Easements upon which Encroachment Area is located.

3.4. **Subordinate Position of Landowner Improvements.** The Landowner Improvements are subordinate to the rights of the City in the Encroachment Area. Landowner

understands that utilities are located in the Encroachment Area and Landowner will not disturb, alter, damage or otherwise interfere with the utilities. The City's rights supersede and are superior to Landowner Improvements.

3.5. Risk of Loss. Landowner understands and agrees that the Landowner Improvements within the Encroachment Area may be adversely affected by damage caused to Landowner Improvements arising out of the City's use or the use of utilities in the Encroachment Area. The parties agree that the City is not responsible for such events; the City shall have no liability to Landowner for such events. Landowner assumes the risk of using the Landowner Improvements in the Encroachment Area.

3.6. Emergency. The City shall not be required to give such notice if the City's engineer determines that an emergency exists in the Encroachment Area. In such instance, the City, without giving notice to Landowner, may perform the work. If such work is related to Landowner's use of Landowner Improvements, the Landowner shall reimburse the City for the costs and expenses relating to the work. Once the City's costs and expenses have been determined by the City, the City shall send an invoice for such costs and expenses to the Landowner. The Landowner must pay the invoice within thirty (30) days after the date of the invoice. Such costs and expenses include, but are not limited to, costs charged to the City by third parties such as contractors as well as the costs for City personnel that may have performed the work. Bills not paid shall incur the standard penalty and interest established by the City for utility bills within the City.

3.7. Remedies. If the Landowner fails to perform its obligations under this Agreement, then the City may avail itself of any remedy afforded by law or in equity and any of the following non-exclusive remedies:

- (a) The City may specifically enforce this Agreement.
- (b) If Landowner fails to make payments under Section 3.6, then the City may certify to Washington County the amounts due as payable with the real estate taxes for Landowner Property in the next calendar year; such certifications may be made under Minnesota Statutes, Chapter 444 in a manner similar to certifications for unpaid utility bills. The Landowner waives any and all procedural and substantive objections to the imposition of such usual and customary charges on the Landowner Property. Further, as an alternate means of collection, if the written billing is not paid by the Landowner, the City, without notice and without hearing, may specially assess the Landowner Property for the costs and expenses incurred by the City. The Landowner hereby waives any and all procedural and substantive objections to special assessments for the costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Landowner Property. The Landowner waives any appeal rights otherwise available pursuant to Minnesota Statute §429.081. The Landowner acknowledges that the benefit from the performance of tasks by the City equals or exceeds the amount of the charges and assessments for the costs that are being imposed hereunder upon the Landowner Property.

No remedy herein conferred upon or reserved to the City shall be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

3.8. Indemnification. The Landowner shall indemnify, defend and hold the City, its council, agents, consultants, attorneys, employees and representatives harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies including interest, penalties and attorneys' fees, that the City incurs or suffers, or that the private utilities incur or suffer, which arise out of, result from or relate to any of the following:

- (a) The Landowner Improvements;
- (b) Maintenance of the Landowner Improvements;
- (c) Failure by the Landowner to observe or perform any covenant, condition, obligation or agreement on their part to be observed or performed under this Agreement; and
- (d) Use of the Encroachment Area for Landowner Improvements by Landowner, its agents, consultants, employees, representatives, guests, invitees or members of the public.

3.9. City Duties. Nothing contained in this Agreement shall be considered an affirmative duty upon the City to perform the Landowner's obligations contained in Article 3 if the Landowner does not perform such obligations.

3.10. No Third Party Recourse. Third parties shall have no recourse against the City under this Agreement. Landowner shall defend and indemnify City for any actions brought by third parties arising out of any of the terms, conditions or obligations, of Landowner related to Landowner Improvements.

3.11. Recording. This Agreement shall be recorded with the Washington County Recorder against the Landowner Property.

3.12. Binding Agreement. The parties mutually recognize and agree that all terms and conditions of this recordable Agreement shall run with the Landowner Property and shall be binding upon the heirs, successors, administrators and assigns of the parties, for so long as the Landowner Improvements remain on the City Easements.

3.13. Amendment and Waiver. The parties hereto may by mutual written agreement amend this Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Agreement, waive compliance by another with any of the covenants contained in this Agreement and performance of any obligations by the other or waive the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Agreement. Any agreement on the part of any party for any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

3.14. Governing Law. This Agreement shall be governed by and construed in accord with the laws of the State of Minnesota, and any action venued in Washington County District Court.

3.15. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

3.16. Headings. The subject headings of the sections this Agreement are included for purposes of convenience only and shall not affect the construction of interpretation of any of its provisions.

3.17 Notice. Notice shall mean notices given by one party to the other if in writing and if and when delivered or tendered: (i) in person; (ii) by depositing it in the United States mail in a sealed envelope, by certified mail, return receipt requested, with postage and postal charges prepaid, or (iii) by proper and timely delivery to an overnight courier service addressed by name and address to the party or person intended addressed as follows:

If to City:	City of Cottage Grove Attention: City Administrator 12800 Ravine Parkway South Cottage Grove, MN 55016
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If to Landowner:	Independent School District 833 Attention: Superintendent 7362 E. Point Douglas Road South Cottage Grove, MN 55016
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or to such other address as the party addressed shall have previously designated by notice given in accordance with this Section. Notices shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, on the third day after mailing if mailed by United States postal service as provided above, or within twenty-four (24) hours if sent via overnight courier service provided, that a notice not given as above shall, if it is in writing, be deemed given if and when actually received by a party.

IN WITNESS WHEREOF, the parties have executed this Agreement the year and day first set forth above.

CITY:
CITY OF COTTAGE GROVE

Myron Bailey
Its Mayor

Tamara Anderson
Its City Clerk

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this ____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson, to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that said instrument was signed on behalf of said municipality by authority of its City Council and said Mayor and Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

**LANDOWNER:
INDEPENDENT SCHOOL DISTRICT NO. 833**

By: Julie Nielsen
Printed Name: Julie Nielsen
Its: Superintendent

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was executed this 28 day of November, 2024, by Julie Nielsen, the Superintendent of Independent School District No. 833, a Minnesota public corporation, on behalf of the corporation.



[Signature]
Notary Public

**This instrument drafted by
And after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121
651-451-1831

EXHIBIT A DEPICTION OF ENCROACHMENT AREA

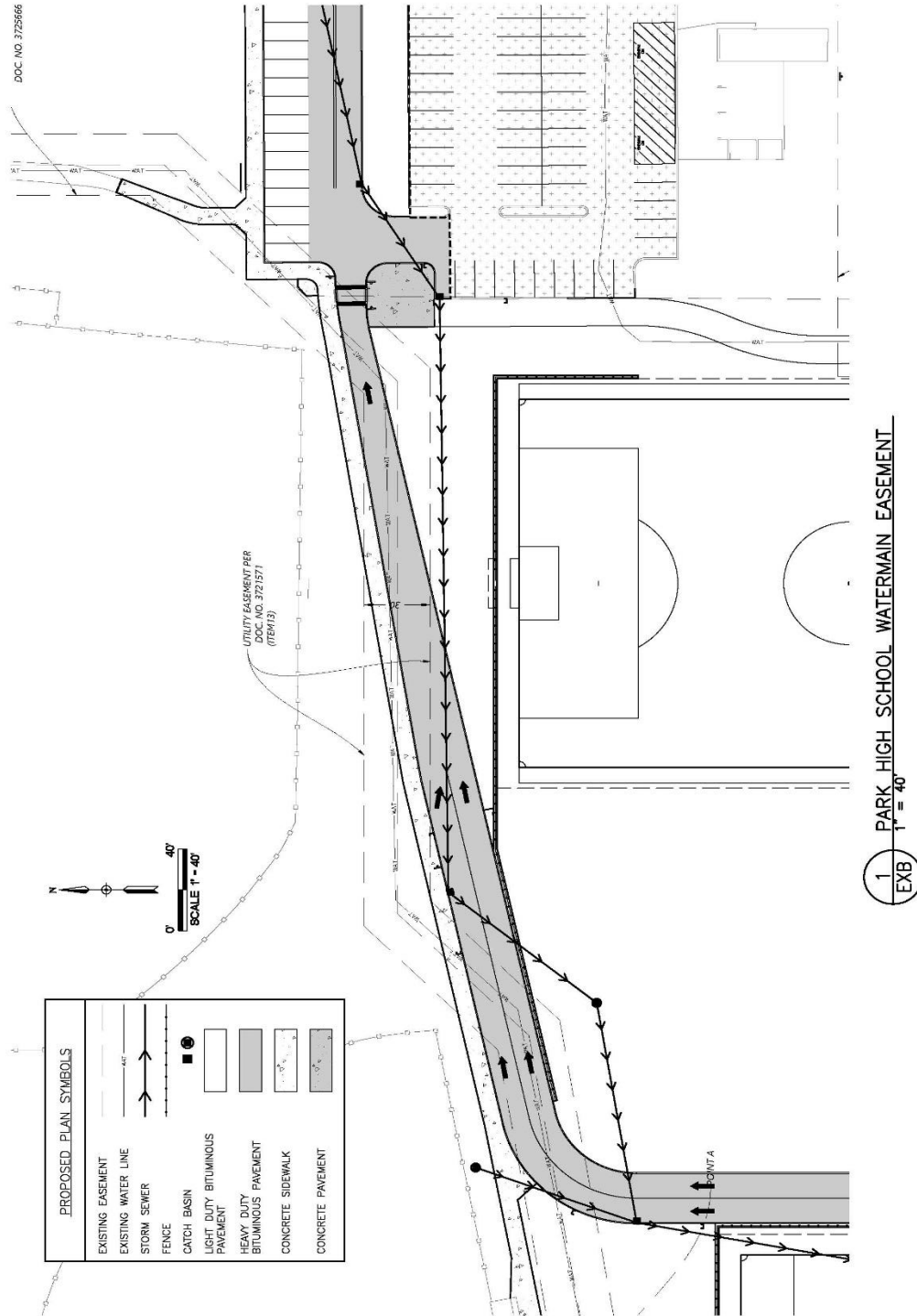


EXHIBIT B
LEGAL DESCRIPTION OF LANDOWNER PROPERTY

PARCEL 1:

That tract or parcel of land lying and being in the County of Washington, State of Minnesota, described as follows, to-wit:

Southwest Quarter of Southwest Quarter of Section 9, Township 27, Range 21 except south 60 feet thereof subject to utility easement.

Abstract Property

PID: 09.027.21.33.0003

PARCEL 2:

That tract or parcel of land lying and being in the County of Washington, State of Minnesota, described as follows, to-wit:

Southeast Quarter of Southeast Quarter of Section 8, Township 27, Section 21, Washington County, Minnesota, except therefrom that part lying west of line drawn 40 feet East of and parallel with following described line: Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and there terminating; also except that part of the West 60 feet of the North 20 feet of the South 318 feet of said Southeast Quarter of Southeast Quarter; also except South 60 feet of said Southeast Quarter of Southeast Quarter lying east of line parallel with and 40 feet East from following described line: Beginning at southwest corner of said Southeast Quarter of Southeast Quarter thence northerly distant 2641.75 feet to point on north line of said Northeast Quarter of Southeast Quarter said section distant 10.45 feet East from northwest corner of said Northeast Quarter of Southeast Quarter and said line there terminating. Subject to easements.

Abstract Property

PID: 08.027.21.44.0004

FIRST AMENDMENT TO
CERTIFICATE RECORDED AS DOCUMENT NUMBER 307111

THIS FIRST AMENDMENT TO CERTIFICATE (this “First Amendment”) is entered into as of _____, 2024 (the “Effective Date”), by and Independent School District No. 833, a Minnesota public corporation (“Landowner”), and the City of Cottage Grove, a Minnesota municipal corporation (“City”).

RECITALS

Recital No. 1. City was issued a Certificate dated January 5, 1973, and recorded in the Washington County Records Office on January 16, 1973 as Document No. 307111.

Recital No. 2. The Certificate was recorded against that certain real property legally described on Exhibit A, and was part of a condemnation action related to Court File No. 41589 that awarded the City a perpetual easement over a portion of real property identified in the Certificate as Tract I for storm and sanitary sewer purposes (“Easement”).

Recital No. 3. City has requested the Easement be amended to expand the perpetual easement defined as Tract I the Easement.

Recital No. 4. Landowner does not object to the expansion, subject to the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants of each to the other contained in this First Amendment and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto do covenant and agree as follows:

1. Tract I of the Easement shall be removed and replaced in its entirety with the following:

A 30.00 foot strip of land lying over, under and across that part of the Southwest Quarter of the Southwest Quarter of Section 9, Township 27, Range 21, the centerline of which is described as follows:

Commencing at the southeast corner of said Southwest Quarter of the Southwest Quarter; thence North 00 degrees 23 minutes 25 seconds East, assumed bearing along the east line of said Southwest Quarter of the Southwest Quarter, a distance of 982.00 feet to the point of beginning of the centerline to be described; thence North 44 degrees 47 minutes 28 seconds West, a distance of 25.00 feet; thence North 20 degrees 02 minutes 28 seconds West, a distance of 98.00 feet; thence North 44 degrees 47 minutes 28 seconds West, a distance of 322.77 feet to the north line of said Southwest Quarter of the Southwest Quarter and said centerline there terminating.

The sidelines of said easement are to be prolonged or shortened to terminate as said east line of the Southwest Quarter of the Southwest Quarter and said north line of the Southwest Quarter of the Southwest Quarter.

EXCEPTING THEREFROM

An Existing 20 foot Storm & Sanitary Easement per Document Number 307111.

As described and depicted on Exhibit B.

2. The City acknowledges that the Landowner has a light pole ("Light Pole") located in Tract I that will remain in its location. If the City damages the Light Pole during of the exercise of its easement rights granted in the Easement, the City shall repair or replace the Light Pole to the satisfaction of the Landowner, or reimburse the Landowner for the costs, based on written documentation of such costs.
3. Except as provided for above, the terms and provisions of the Easement shall remain in full force and effect.
4. This First Amendment and all disputes or controversies arising out of or relating to this First Amendment or the transactions contemplated hereby shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota, without regard to the laws of any other jurisdiction that might be applied because of the conflicts of laws principles of the State of Minnesota.
5. Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statutes, Chapter 466.

6. This First Amendment may be executed in two or more counterparts, all of which shall be considered one and the same instrument and shall become effective when one or more counterparts have been signed by the parties and delivered to the other parties.
7. This First Amendment shall not be amended, modified or supplemented, except by a written instrument signed by an authorized representative of each party.

[Remainder of this page has been intentionally left blank]

IN TESTIMONY WHEREOF, the parties have caused this First Amendment to be executed as of the day and year first above written.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its Mayor

By: _____
Tamara Anderson
Its City Clerk

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that the said instrument was signed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

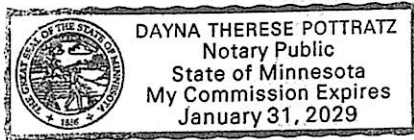
Notary Public

LANDOWNER:
INDEPENDENT SCHOOL DISTRICT NO. 833

By: Julie Nielsen
Printed Name: Julie Nielsen
Its: Superintendent

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was executed this 26 day of November, 2024, by
Julie Nielsen, the Superintendent of Independent School
District No. 833, a Minnesota public corporation, on behalf of the corporation.



[Signature]
Notary Public

**This instrument was drafted by
and after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121
651-451-1831

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

Real property in Washington County, Minnesota, described as follows:

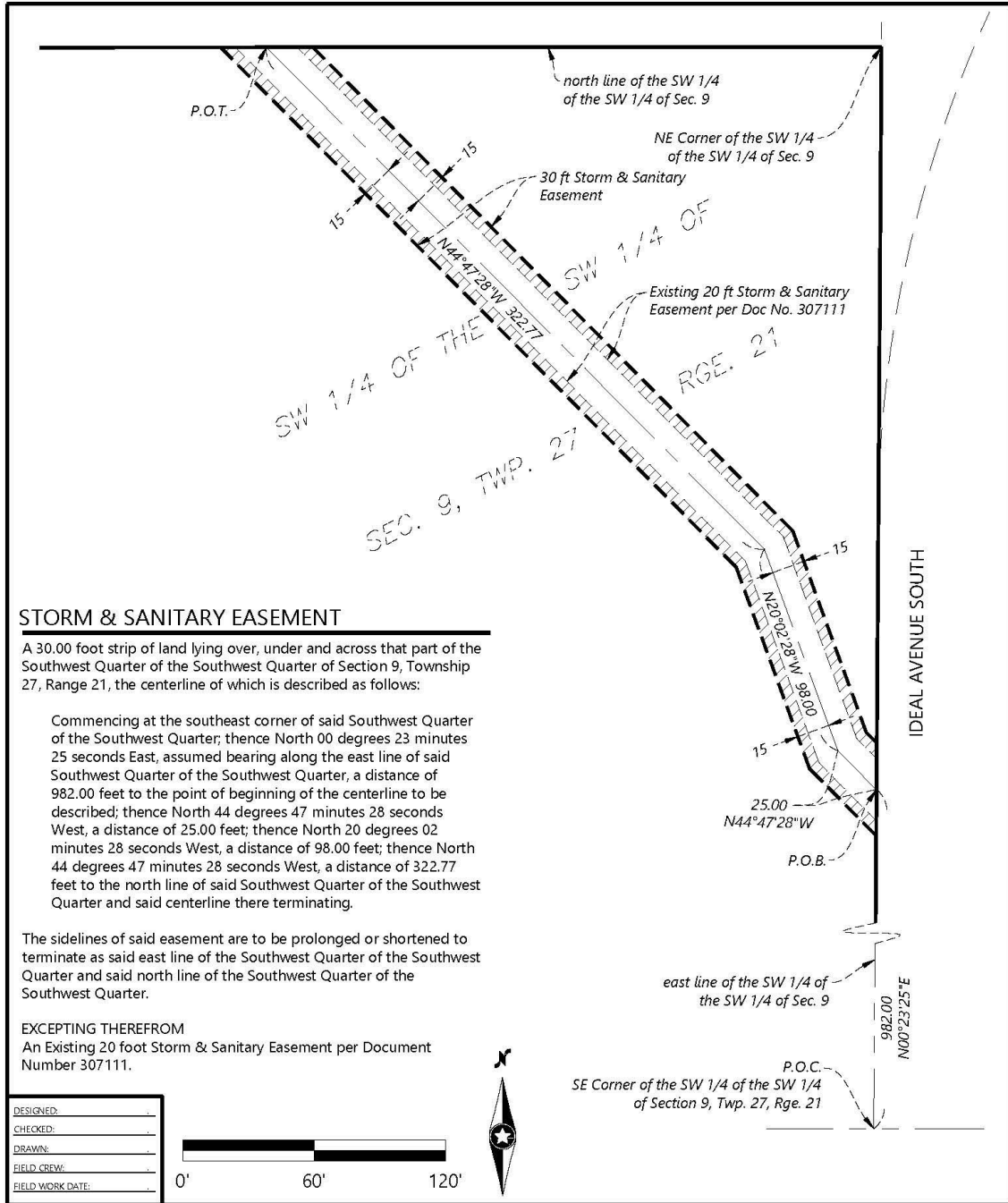
Southwest Quarter of Southwest Quarter of Section 9, Township 27, Range 21 except south 60 feet thereof subject to utility easement.

Abstract Property

PID: 08.027.21.44.0004

EXHIBIT B
LEGAL DESCRIPTION AND DEPICTION OF TRACT I

© 2024 Westwood Professional Services, Inc.



PERMANENT DRAINAGE AND UTILITY EASEMENT

The undersigned Landowner for and in consideration of One and no/100 Dollars (\$1.00) and other good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby grant and convey to the City of Cottage Grove ("City") a permanent non-exclusive easement ("Permanent Easement") under, over, across, through and upon the following described land situated in the County of Washington, State of Minnesota, to wit:

PROPERTY DESCRIPTION:

Real property in Washington County, Minnesota, described as follows:

Southwest Quarter of Southwest Quarter of Section 9, Township 27, Range 21 except south 60 feet thereof subject to utility easement.

Abstract Property

PID: 09.027.21.33.0003

AND

Southeast Quarter of Southeast Quarter of Section 8, Township 27, Section 21, Washington County, Minnesota, except therefrom that part lying west of line drawn 40 feet East of and parallel with following described line: Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and there terminating; also except that part of the West 60 feet of the North 20 feet of the South 318 feet of said Southeast Quarter of Southeast Quarter; also except South 60 feet of said Southeast Quarter of Southeast Quarter lying east of line parallel with and 40 feet East from following described line:

Beginning at southwest corner of said Southeast Quarter of Southeast Quarter thence northerly distant 2641.75 feet to point on north line of said Northeast Quarter of Southeast Quarter said section distant 10.45 feet from Northeast Quarter of Southeast Quarter and said line there terminating. Subject to easements.

Abstract Property

PID: 08.027.21.44.0004

("Landowner's Property").

PERMANENT EASEMENT DESCRIPTION

The Landowner does hereby grant and convey unto the City, its successors and assigns, the following:

A permanent non-exclusive easement for utility and drainage purposes and all such purposes ancillary, incident or related thereto (hereinafter "Permanent Easement") under, over, across, through and upon that real property legally described and depicted on Exhibit A (hereinafter the "Permanent Easement Area") attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any sanitary sewer, storm sewer, storm water facilities, signal cabinets, above ground and below ground drainage facilities, any related utilities, underground pipes, conduits, culverts, telecommunication and other utilities and mains, and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area.

The Permanent Non-Exclusive Easement rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the purposes of construction, maintenance, repair and replacement of any sanitary sewer, storm sewer, storm water facilities, above ground and below ground drainage facilities any related utilities, underground pipes, conduits, culverts, other utilities, mains and all facilities and improvements ancillary, incident or related thereto.

EXEMPT FROM STATE DEED TAX

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and
- (b) To maintain the Permanent Easement Area, any City improvements and any underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth

and other obstructions interfering with the location, construction and maintenance of the utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and

- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property prior to the date hereof.

The City acknowledges that the Landowner has a monument sign ("the Sign") and parking lot ("Parking Lot") located in the Permanent Easement Area that will remain. If the City damages the Sign or Parking Lot during of the exercise of its Easement rights, the City shall repair or replace the Sign or portion of the Parking Lot to the satisfaction of the Landowner, or reimburse the Landowner for the costs, based on written documentation of such costs.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or their successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statute, Chapter 466.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that they are well seized in fee of the Landowner's Property described above, the Permanent Easement Area described and depicted on Exhibit A and has good right to grant and convey the Permanent Easement herein to the City.

City agrees to defend, indemnify, and hold Landowner and its elected and appointed officials, officers, and employees harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way resulting from the City's activities under the easement granted herein.

This agreement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

[remainder of page intentionally blank]

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its Mayor

By: _____
Tamara Anderson
Its City Clerk

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that the said instrument was signed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

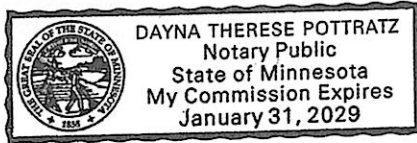
Notary Public

LANDOWNER:
INDEPENDENT SCHOOL DISTRICT NO. 833

By: Patricia L Driscoll
Printed Name: Patricia L Driscoll
Its: Board Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

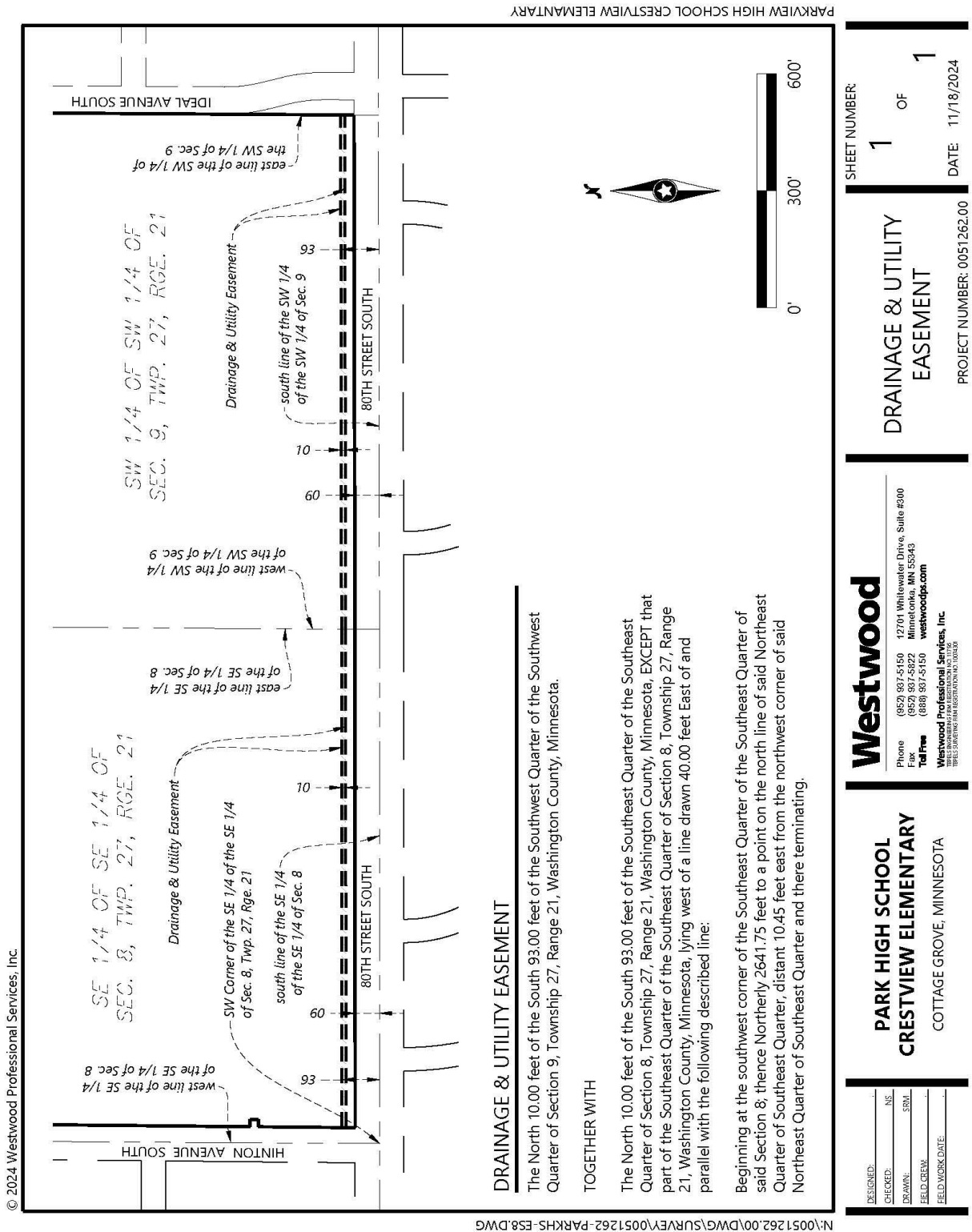
The foregoing instrument was executed this 21 day of November, 2024, by
Pat Driscoll, the Clerk of Independent School
District No. 833, a Minnesota public corporation, on behalf of the corporation.



IO. B. Hart
Notary Public

**This instrument drafted by
and after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Dr Suite 300
Eagan, MN 55121

LEGAL DESCRIPTION AND DEPICTION OF PERMANENT EASEMENT AREA



PERMANENT DRAINAGE AND UTILITY EASEMENT

The undersigned Landowner for and in consideration of One and no/100 Dollars (\$1.00) and other good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby grant and convey to the City of Cottage Grove ("City") a permanent non-exclusive easement ("Permanent Easement") under, over, across, through and upon the following described land situated in the County of Washington, State of Minnesota, to wit:

PROPERTY DESCRIPTION:

Real property in Washington County, Minnesota, described as follows:

Southeast Quarter of Southeast Quarter of Section 8, Township 27, Section 21, Washington County, Minnesota, except therefrom that part lying west of line drawn 40 feet East of and parallel with following described line: Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and there terminating; also except that part of the West 60 feet of the North 20 feet of the South 318 feet of said Southeast Quarter of Southeast Quarter; also except South 60 feet of said Southeast Quarter of Southeast Quarter lying east of line parallel with and 40 feet East from following described line: Beginning at southwest corner of said Southeast Quarter of Southeast Quarter thence northerly distant 2641.75 feet to point on north line of said Northeast Quarter of Southeast Quarter said section distant 10.45 feet from Northeast Quarter of Southeast Quarter and said line there terminating. Subject to easements.

Abstract Property
PID: 08.027.21.44.0004

("Landowner's Property").

PERMANENT EASEMENT DESCRIPTION

The Landowner does hereby grant and convey unto the City, its successors and assigns, the following:

A permanent non-exclusive easement for utility and drainage purposes and all such purposes ancillary, incident or related thereto (hereinafter "Permanent Easement") under, over, across, through and upon that real property legally described and depicted on Exhibit A (hereinafter the "Permanent Easement Area") attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any sanitary sewer, storm sewer, storm water facilities, above ground and below ground drainage facilities, any related utilities, underground pipes, conduits, culverts, other utilities and mains, and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area.

The Permanent Easement rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the purposes of construction, maintenance, repair and replacement of any sanitary sewer, storm sewer, storm water facilities, above ground and below ground drainage facilities any related utilities, underground pipes, conduits, culverts, other utilities, mains and all facilities and improvements ancillary, incident or related thereto.

EXEMPT FROM STATE DEED TAX

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and
- (b) To maintain the Permanent Easement Area, any City improvements and any underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, construction and maintenance of the utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and losses resulting from any claims, actions, suits, or proceedings based upon a

release or threat of release of any hazardous substances, petroleum, pollutants, and contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property prior to the date hereof.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or their successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statute, Chapter 466.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that they are well seized in fee of the Landowner's Property described above, the Permanent Easement Area described and depicted on Exhibit A and has good right to grant and convey the Permanent Easement herein to the City.

City agrees to defend, indemnify, and hold Landowner and its elected and appointed officials, officers, and employees harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way resulting from the City's activities under the Permanent Easement granted herein.

This agreement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its Mayor

By: _____
Tamara Anderson
Its City Clerk

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that the said instrument was signed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

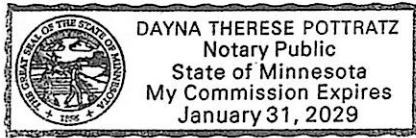
Notary Public

**LANDOWNER:
INDEPENDENT SCHOOL DISTRICT NO. 833**

By: Patricia L. Driscoll
Printed Name: Patricia L. Driscoll
Its: Board Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was executed this 21 day of November, 2024, by
Pat Driscoll, the Clerk of Independent School
District No. 833, a Minnesota public corporation, on behalf of the corporation.



[Signature]
Notary Public

**This instrument drafted by
and after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Dr Suite 300
Eagan, MN 55121

EXHIBIT A

LEGAL DESCRIPTION AND DEPICTION OF PERMANENT EASEMENT AREA

© 2024 Westwood Professional Services, Inc.

DRAINAGE & UTILITY EASEMENT

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota, lying westerly of the following described line:

Commencing at the northwest corner of said Southeast Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 31 seconds East, assumed bearing along the north line of said Southeast Quarter of the Southeast Quarter, a distance of 55.23 feet to the point of beginning of the line to be described; thence South 00 degrees 34 minutes 19 seconds West, a distance of 1261.00 feet to the north line of the South 60.00 feet of said Southeast Quarter of the Southeast Quarter and said line there terminating.

EXCEPT THE FOLLOWING

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota, lying west of a line drawn 40.00 feet East of and parallel with the following described line:

Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of the Northeast Quarter of Southeast Quarter of said Section 8 and there terminating.

AND

The West 60.00 feet of the North 20.00 feet of the South 318.00 feet of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota.

AND

The West 115.00 feet of the North 20.00 feet of the South 1118.00 feet of the Southeast Quarter of the Southeast Quarter of Section 8, Township 27, Range 21, Washington County, Minnesota.

N:\0051262\DWG\SURVEY\0051262-PARKHS-ESS.DWG

DESIGNED: _____
CHECKED: _____
DRAWN: _____
FIELD CREW: _____
FIELD WORK DATE: _____

0' 150' 300'



79TH STREET SOUTH

HINTON AVENUE SOUTH

80TH STREET SOUTH

Drainage & Utility Easement

SW Corner of the SE 1/4 of the SE 1/4 of Sec. 8, Twp. 27, Rge. 21

south line of the SE 1/4 of the SE 1/4 of Section 8

P.O.T.

P.O.B.

N89°54'31"E
55.23

north line of the SE 1/4 of the SE 1/4 of Section 8

P.O.C.

NW Corner of the SE 1/4 of the SE 1/4 of Section 8, Twp. 27, Rge. 21

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SE 1/4 OF SE 1/4 OF SEC. 8, TWP. 27, RGE. 21

PARK HIGH SCHOOL CRESTVIEW ELEMENTARY

**PARK HIGH SCHOOL
CRESTVIEW
ELEMENTARY**
COTTAGE GROVE, MINNESOTA

Westwood

Phone (852) 937-5150 12701 Whitewater Drive, Suite #300
Fax (852) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.
TERRA ENGINEERING FIRM REGISTRATION NO. 17370
TERRA SURVEYING FIRM REGISTRATION NO. 1004265

**DRAINAGE &
UTILITY
EASEMENT**

SHEET NUMBER:

1 OF 1

DATE: 11/18/2024

PROJECT NUMBER: 0051262.00

PERMANENT DRAINAGE AND UTILITY EASEMENT

The undersigned Landowner for and in consideration of One and no/100 Dollars (\$1.00) and other good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby grant and convey to the City of Cottage Grove (“City”) a permanent non-exclusive easement (“Permanent Easement”) under, over, across, through and upon the following described land situated in the County of Washington, State of Minnesota, to wit:

PROPERTY DESCRIPTION:

Real property in Washington County, Minnesota, described as follows:

Southwest Quarter of Southwest Quarter of Section 9, Township 27, Range 21 except south 60 feet thereof subject to utility easement.

Abstract Property

PID: 09.027.21.33.0003

(“Landowner’s Property”).

PERMANENT EASEMENT DESCRIPTION

The Landowner does hereby grant and convey unto the City, its successors and assigns, the following:

A permanent easement for utility and drainage purposes and all such purposes ancillary, incident or related thereto (hereinafter “Permanent Easement”) under, over, across, through and upon that real property legally described and depicted on Exhibit A (hereinafter the “Permanent Easement Area”) attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any sanitary sewer, storm sewer, storm water facilities, above ground and below ground drainage facilities, any related utilities, underground pipes, conduits, culverts, other utilities and mains, and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area.

The Permanent Non-Exclusive Easement rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the purposes of construction, maintenance, repair and replacement of any sanitary sewer, storm sewer, storm water facilities, above ground and below ground drainage facilities any related utilities, underground pipes, conduits, culverts, other utilities, mains and all facilities and improvements ancillary, incident or related thereto.

EXEMPT FROM STATE DEED TAX

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and
- (b) To maintain the Permanent Easement Area, any City improvements and any underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, construction and maintenance of the utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property prior to the date hereof.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or their successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statute, Chapter 466.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that they are well seized in fee of the Landowner's Property

described above, the Permanent Easement Area described and depicted on Exhibit A and has good right to grant and convey the Permanent Easement herein to the City.

City agrees to defend, indemnify, and hold Landowner and its elected and appointed officials, officers, and employees harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way resulting from the City's activities under the easement granted herein.

This agreement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its Mayor

By: _____
Tamara Anderson
Its City Clerk

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that the said instrument was signed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

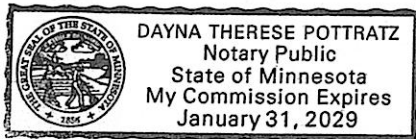
Notary Public

LANDOWNER:
INDEPENDENT SCHOOL DISTRICT NO. 833

By: Julie Nielsen
Printed Name: Julie Nielsen
Its: Superintendent

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was executed this 26 day of November, 2024, by Julie Nielsen, the Superintendent of Independent School District No. 833, a Minnesota public corporation, on behalf of the corporation.

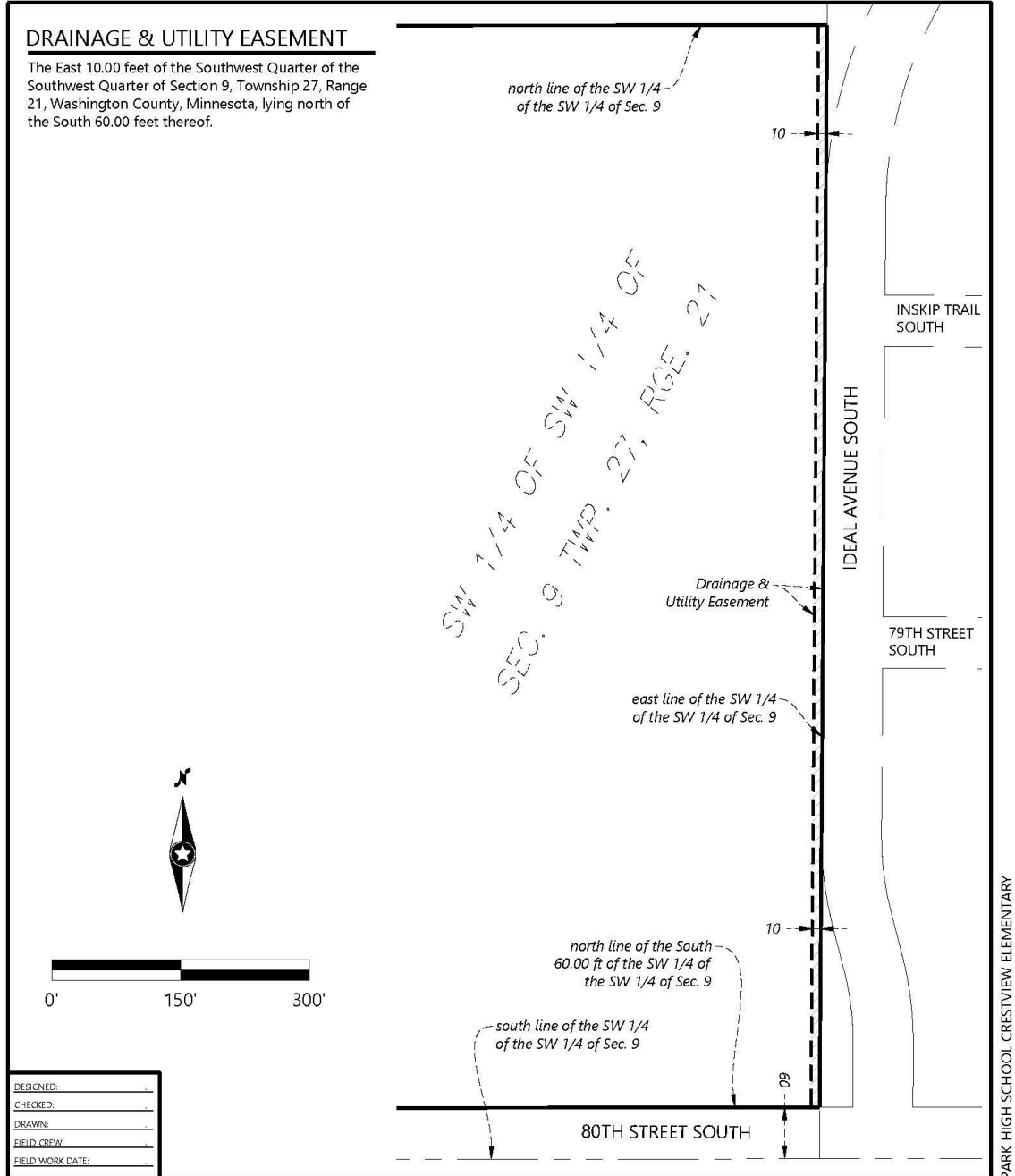


Dayna Pottratz
Notary Public

**This instrument drafted by
and after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Dr Suite 300
Eagan, MN 55121

EXHIBIT A **LEGAL DESCRIPTION AND DEPICTION OF PERMANENT EASEMENT AREA**

© 2024 Westwood Professional Services, Inc.



**PARK HIGH SCHOOL
CRESTVIEW
ELEMENTARY**
COTTAGE GROVE, MINNESOTA

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
 Fax (952) 937-5822 Minnetonka, MN 55343
 Toll Free (888) 937-5150 westwoodps.com
 Westwood Professional Services, Inc.
TIER 1 SURVEYING FIRM REGISTRATION NO. 11718
 TIER 5 SURVEYING FIRM REGISTRATION NO. 1007430

**DRAINAGE &
UTILITY
EASEMENT**

SHEET NUMBER:

1
OF
1

DATE: 11/18/2024

PROJECT NUMBER: 0051262.00

PERMANENT RIGHT-OF-WAY EASEMENT

THIS EASEMENT AGREEMENT (“Easement”) is made, granted and conveyed this _____ day of _____, 2024, by and between Independent School District No. 833 (“Landowner”) and the City of Cottage Grove, a Minnesota municipal corporation (“City”).

PROPERTY DESCRIPTION

Landowner owns real property in Washington County, Minnesota, legally described as follows:

Southwest Quarter of Southwest Quarter of Section 9, Township 27, Range 21 except south 60 feet thereof subject to utility easement.

Abstract Property

PID: 09.027.21.33.0003

AND

Southeast Quarter of Southeast Quarter of Section 8, Township 27, Section 21, Washington County, Minnesota, except therefrom that part lying west of line drawn 40 feet East of and parallel with following described line: Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and there terminating; also except that part of the West 60 feet of the North 20 feet of the South 318 feet of said Southeast Quarter of Southeast Quarter; also except South 60 feet of said Southeast Quarter of Southeast Quarter lying east of line parallel with and 40 feet East from following described line: Beginning at southwest corner of said Southeast Quarter of Southeast Quarter thence northerly distant 2641.75 feet to point on north line of said Northeast Quarter of Southeast Quarter said

section distant 10.45 feet from Northeast Quarter of Southeast Quarter and said line there terminating. Subject to easements.

Abstract Property

PID: 08.027.21.44.0004

("Property")

EXEMPT FROM STATE DEED TAX

PERMANENT EASEMENT DESCRIPTION

The Landowner in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey to the City, its successors and assigns, forever the following:

A permanent easement for public right-of-way, including roadway, trail, lights, street lights, signal lights, utility boxes, signs, drainage and utility purposes, and all such purposes ancillary, incident or related thereto ("Permanent Easement"), under, over, across, through and upon the Property. The Permanent Easement Area is legally described and depicted on Exhibit A, attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any public right-of-way, sanitary sewer, storm sewer, water mains, storm water facilities, above ground and below ground drainage facilities, any utilities, telecommunication facilities, underground pipes, conduits, culverts, signals, lights, signs, other utilities and mains, and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area ("Easement Rights").

The Permanent Easement Rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the purposes of performing the Easement Rights.

The access and Easement Rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and
- (b) To maintain the Permanent Easement Area, any City improvements and any public right-of-way, underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth

and other obstructions interfering with the location, construction and maintenance of the public right-of-way, utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and

- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and/or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and/or contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property, prior to the date hereof.

The City acknowledges that the Landowner has a monument sign ("the Sign") located in the Permanent Easement Area that will remain in its location. If the City damages the Sign during of the exercise of its Easement Rights, the City shall repair or replace the Sign to the satisfaction of the Landowner, or reimburse the Landowner for the costs, based on written documentation of such costs.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statutes, Chapter 466.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that it is well seized in fee of the Landowner's Property and the Permanent Easement Area described on Exhibit A and has good right to grant and convey the Permanent Easement herein to the City.

This agreement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

City agrees to defend, indemnify, and hold Landowner and its elected and appointed officials, officers, and employees harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way resulting from the City's activities under the easement granted herein.

This agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

[remainder of page intentionally blank]

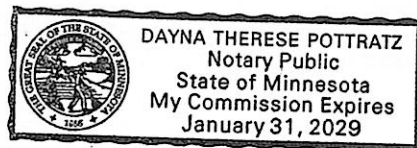
IN TESTIMONY WHEREOF, the Landowner and the City have caused this Easement to be executed as of the day and year first written.

LANDOWNER:
INDEPENDENT SCHOOL DISTRICT NO. 833

By: Patricia L. Driscoll
Printed Name: Patricia L. Driscoll
Its: Board Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was executed this 21 day of November, 2024, by Pat Driscoll, the Clerk of Independent School District No. 833, a Minnesota public corporation, on behalf of the corporation.



Dayna Pottratz
Notary Public

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its Mayor

By: _____
Tamara Anderson
Its City Clerk

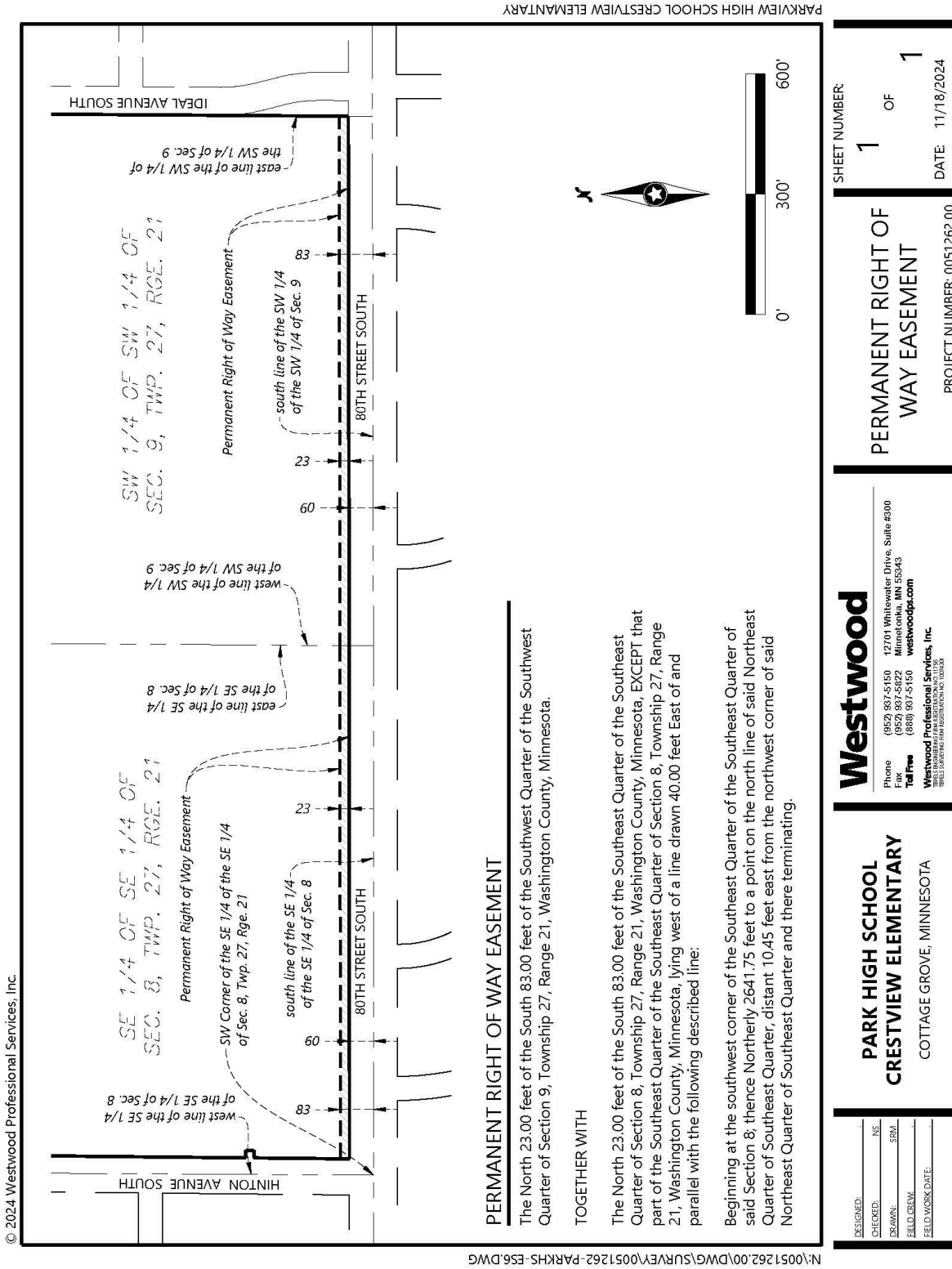
STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that the said instrument was signed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

**This instrument drafted by
and after recording, please return to:**
Korine L. Land (#262432)
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Dr Suite 300
Eagan, MN 55121
651-451-1831

EXHIBIT A
LEGAL DESCRIPTION AND DEPICTION OF PERMANENT EASEMENT AREA



(Reserved for Recording Data)

STORMWATER MANAGEMENT FACILITIES AGREEMENT

This Stormwater Management Facilities Agreement (“Agreement”) is made, entered into and effective this ____ day of _____, 2024, by and between the City of Cottage Grove, a Minnesota municipal corporation (“City”) and Independent School District 833, a Minnesota public corporation (“School District”).

WHEREAS, the School District owns the following real property situated within Washington County, Minnesota described as follows:

Southwest Quarter of Southwest Quarter of Section 9, Township 27, Range 21 except south 60 feet thereof subject to utility easement.

Abstract Property
PID: 09.027.21.33.0003

(“Park High School”).

WHEREAS, the School District owns the following real property situated within Washington County, Minnesota described as follows:

Southeast Quarter of Southeast Quarter of Section 8, Township 27, Section 21, Washington County, Minnesota, except therefrom that part lying west of line drawn 40 feet East of and parallel with following described line: Beginning at the southwest corner of the Southeast Quarter of the Southeast Quarter of said Section 8; thence Northerly 2641.75 feet to a point on the north line of said Northeast Quarter of Southeast Quarter, distant 10.45 feet east from the northwest corner of said Northeast Quarter of Southeast Quarter and there terminating; also except that part of the West 60 feet of the North 20 feet of the South 318 feet of said Southeast Quarter of Southeast Quarter; also except South 60 feet of said Southeast Quarter of Southeast Quarter lying east of line parallel with and 40 feet East from following described line: Beginning at southwest corner of said Southeast Quarter of Southeast Quarter thence northerly distant 2641.75 feet to point on north line of said

Northeast Quarter of Southeast Quarter said section distant 10.45 feet from Northeast Quarter of Southeast Quarter and said line there terminating. Subject to easements.

Abstract Property
PID: 08.027.21.44.0004

(“Crestview Elementary School”; together the “Properties”).

WHEREAS, School District has obtained the approval from the City to use a portion of the Properties for a Stormwater Management Facilities; and

WHEREAS, as used herein, the term “Stormwater Management Facilities” may refer to water quality and/or water quantity facilities (i.e. detention basins, retention basins, swales, pipes, oil/water separators, sand filtering devices, infiltration facilities, sump structures, etc.) which are located on the Properties; and

WHEREAS, the City has required that the School District make provision for the construction, maintenance and repair of the Stormwater Management Facilities located within the boundaries of the Properties as the same is described and depicted in the construction plans approved by the City Engineer and on file with the City (“Plans”); and

WHEREAS, the City and School District desire to set forth their understanding with respect to the construction, repair and maintenance of the Stormwater Management Facilities and the responsibility relating to the costs of the repair and maintenance of the Stormwater Management Facilities.

NOW THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Construction and Maintenance of Stormwater Management Facilities. The School District agrees to construct the Stormwater Management Facilities according to the Plans and repair and maintain the Stormwater Management Facilities at its sole cost and expense. Maintenance of the Stormwater Management Facilities shall mean an annual inspection, and certification, by a qualified individual or company acceptable to the City that the stormwater system is functioning in accordance with the approved Plans. If, as a result of an inspection by a qualified individual or company acceptable to the City or City staff, it is determined that the Stormwater Management Facilities (1) has not been maintained; or (2) is not functioning as originally designed and intended; or (3) is in need of repair, the School District agrees to restore the Irrigation System so that it functions as it was designed and intended. Subject to Section 5 below, School District shall be solely responsible for the repair and maintenance of the Stormwater Management System and shall provide a copy of the required annual inspection report to the City. If the required annual inspection report is not submitted to the City by September 30th of each year, the School District shall provide the City with the right to enter onto the property to conduct the annual inspection.

2. School District's Default. In the event of default by the School District as to any of the work to be performed by it hereunder, following at least thirty (30) days prior written notice and School District's failure to cure such default within such time-frame, except in an emergency as determined by the City, the City may, at its option, perform the work and the School District shall promptly, following receipt of an invoice and reasonable substantiation of such costs, reimburse the City for any reasonable out-of-pocket expense incurred by the City. This Agreement is a license for the City to act when so authorized under this Agreement, and it shall not be necessary for the City to seek a Court order for permission to enter the Properties. When the City does any such work, the City may, in addition to its other remedies, assess the reasonable out-of-pocket cost in whole or in part.

3. Future City Policy. Notwithstanding anything contained in this Agreement to the contrary, in the event the City shall in the future establish a policy for repair and maintenance by the City of Stormwater Management Facilities owned by private parties located elsewhere in the City under which policy the costs of such repair and maintenance are to be paid either out of general City revenues or by collection of utility or service fees or charges, then any owner of any portion of the Properties shall be entitled to petition the City for the inclusion of the Stormwater Management Facilities under such repair and maintenance program. The recording of a certified copy of the Resolution of the City Council of the City which sets forth the consent and authorization described in the foregoing sentence shall serve to terminate this Agreement, without further action on the part of any party hereto.

4. Changes to Site Configuration or Stormwater Management Facilities. If site configurations or Stormwater Management Facilities change, causing decreased effectiveness of Stormwater Management Facilities, new or improved Stormwater Management Facilities must be implemented to ensure the conditions for post-construction stormwater management continue to be met.

5. Exempt from Watering Restrictions. Because this Agreement is necessary in order for School District to comply with stormwater management requirements, School District shall not be required to comply with the City's watering restrictions in City Code Section 8-1-10.B.

6. Terms and Conditions. The terms and conditions of this Agreement shall be binding upon and shall insure to the benefit of the parties hereto and their respective successors and assigns.

7. School District Warranty. School District warrants and represents the following to the City and acknowledges that this Agreement has been duly executed and delivered and constitutes the legal, valid and binding obligation of School District enforceable in accordance with its terms. The party signing on behalf of the School District has been duly authorized by the entity to sign the Agreement and bind the entity. School District has been duly formed under the laws of the State of Minnesota and is in good standing under the laws of the jurisdiction in which the Properties are located, is duly qualified to transact business in the jurisdiction in which the Properties are located, and has the requisite power and authority to enter into and perform this Agreement and the documents and instruments required to be executed and delivered by School District pursuant hereto. This Agreement and the documents and instruments required to be executed and delivered by School District pursuant hereto have each been duly authorized by all

necessary action on the part of School District and such execution, delivery and performance does and will not conflict with or result in a violation of School District's organizational agreement or any judgment or order. The execution, delivery and performance by School District of this Agreement will not (a) violate any provision of any law, statute, rule or regulation or any order, writ, judgment, injunction, decree, determination or award of any court, governmental agency or arbitrator presently in effect having applicability to School District, or (b) result in a breach of or constitute a default under any indenture, loan or credit agreement or any other agreement, lease or instrument to which School District is a party or by which it or any of its properties may be bound.

8. Amendment and Waiver. The parties hereto may by mutual written agreement amend this Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Agreement, waive compliance by another with any of the covenants contained in this Agreement, waive performance of any obligations by the other or waive the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Agreement. Any agreement on the part of any party for any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

10. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

11. Consent. School District consents to the recording of this Agreement.

12. Indemnification and Limitation of Liability.

- a. District Obligations. School District agrees to defend, indemnify and hold City, its elected and appointed officials, officers, and employees harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way connected with the School District's performance of this Agreement.
- b. City's Obligations. City agrees to defend, indemnify and hold School District, its officer, agents, employees and volunteers harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way connected with City's negligent performance of this Agreement.
- c. Limit of Liability. Nothing contained herein shall be deemed a waiver by the City or School District of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by a third party shall be subject

to any governmental immunity defenses of the City and School District and the maximum liability limits provided by Minnesota Statute, Chapter 466.

13. Notice. Notice shall mean notices given by one party to the other if in writing and if and when delivered or tendered: (i) in person; (ii) by depositing it in the United States mail in a sealed envelope, by certified mail, return receipt requested, with postage and postal charges prepaid, or (iii) by proper and timely delivery to an overnight courier service addressed by name and address to the party or person intended addressed as follows:

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

If to School District:	Independent School District 833 Attention: Superintendent 7362 E. Point Douglas Road South Cottage Grove, MN 55016
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or to such other address as the party addressed shall have previously designated by notice given in accordance with this Section. Notices shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, on the third day after mailing if mailed by United States postal service as provided above, or within twenty-four (24) hours if sent via overnight courier service provided, that a notice not given as above shall, if it is in writing, be deemed given if and when actually received by a party.

[The remainder of this page was intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

CITY:
CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Its Mayor

By: _____
Tamara Anderson
Its City Clerk

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this _____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Myron Bailey and Tamara Anderson to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Cottage Grove, the municipality named in the foregoing instrument, and that the said instrument was signed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

**SCHOOL DISTRICT:
INDEPENDENT SCHOOL DISTRICT NO. 833**

By: Patricia L. Driscoll
Printed Name: Patricia L. Driscoll
Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was executed this 21 day of November, 2024, by
Pat Driscoll, the Chair of Independent School
District No. 833, a Minnesota public corporation, on behalf of the corporation.



Dayna Pottratz
Notary Public

**This instrument drafted by
And after recording, please return to:**
Korine Land, #262432
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Dr., Suite 300
Eagan, MN 55121
(651) 451-1831



City Council Action Request

14.A.

Meeting Date	12/4/2024
Department	Administration
Agenda Category	Action Item
Title	Performance Evaluation - Jennifer Levitt, 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.
Budget Implication	N/A
Attachments	None