



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

April 16, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Spring Cleanup Presentation
Staff Recommendation: Receive Public Works Spring Cleanup Event Presentation.
 - B Arbor Day Presentation
Staff Recommendation: Proclaim Friday, April 25, 2025, as Arbor Day in City of Cottage Grove.
- 7 Consent Agenda
 - A Response to Open Forum Inquiry
Staff Recommendation: Receive the response to the City Council open forum inquiry on April 2, 2025.
 - B Economic Development and Convention & Visitors Bureau Meeting Minutes
Staff Recommendation: Approve the February 11, 2025, Regular Economic Development and Convention & Visitors Bureau Meeting Minutes.
 - C Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - D Artificial Intelligence Use Policy
Staff Recommendation: Staff recommends the approval to implement this policy and establish governance structures that align AI deployment with public trust and city values.
 - E Receive Fund Balance of General Fund as of 12-31-2024
Staff Recommendation: Receive information on the General Fund as of December 31, 2024.
 - F 2024 Budget Revisions
Staff Recommendation: Adopt Resolution 2025-57, 2024 Budget Revisions.
 - G Approve 2024 Interfund Transfers
Staff Recommendation: Approve Resolution 2025-56, Approving interfund transfers and closing funds.
 - H 2024 Ambulance Write-Offs
Staff Recommendation: Approve Resolution 2025-055, Authorizing Write-offs of the EMS accounts receivable of \$4,742,890.

- I **Abatement of Tall Weeds Certification**
Staff Recommendation: Adopt Resolution 2025-58, authorizing the abatement of a Tall Weed Certification in the amount of \$334.81 for parcel identification number 17.027.21.41.0063.
- J **2025 Washington County Grant Agreement for Municipal Recycling**
Staff Recommendation: Approve the 2025 Grant Agreement for Municipal Recycling Grant Distribution in the amount of \$59,016.00.
- K **Rental Agreement with Midwest Machine for Track Loader**
Staff Recommendation: Approve the one-year rental agreement with Midwest Machinery for a track loader for the amount of \$12,000.
- L **City Hall Fountain Renovation**
Staff Recommendation: Authorize Resolution 2025-59 awarding the City Hall Fountain Renovation Project to Superior Landscape and Irrigation in the amount of \$14,877.63 and authorize the service agreement between Superior Landscape and Irrigation and the City of Cottage Grove.
- M **80th Street Feasibility Report Scope Amendment**
Staff Recommendation: Adopt resolution 2025-062 amending the scope of the 80th Street Reconstruction Project feasibility report to include East Point Douglas Road from 80th Street to the three-way intersection of East Point Douglas Road.
- N **Maxfield Research Comprehensive Housing Needs Study**
Staff Recommendation: Accept the Maxfield Research Comprehensive Housing Needs Study
- O **Prairie Dunes – Revised Final Plat and Development Agreement**
Staff Recommendation: 1) Adopt Resolution 2025-060 approving the amended Final Plat for Prairie Dunes. 2) Approve the First Amendment to the Prairie Dunes Development Agreement with Pulte Homes of Minnesota LLC and DRP Multistate P, LLC, with minor modifications as approved by the City Attorney.
- P **Ordinance Amendments - Zoning Code, Sign Code, and Mining, Sand, and Gravel Operations Code**
Staff Recommendation: 1) Adopt Ordinance No. 1100 amending Title 11, Zoning Regulations. 2) Adopt Ordinance No. 1098 amending Title 12, Sign Regulations. 3) Adopt Ordinance No. 1099 amending Title 3, Business and License Regulations.
- Q **Belden and Hardwood Park Playground Surplus Declaration and Disposal**
Staff Recommendation: Declare surplus for fixed assets Belden Park (#100778) and Hardwood Park (#100781) and authorize disposal services agreement with Kids Around the World.
- R **Oltman Park Project – Approve Plans and Specifications and Authorize Bidding**
Staff Recommendation: Adopt Resolution 2025-064 approving the plans and specifications and authorize bidding for the Oltman Park Project.
- S **2025 Water Conservation Program, SWWD Cooperative Agreement, and Water in Motion Work Order**
Staff Recommendation: 1) Approve the Residential Smart Irrigation Controller Program Cooperative Agreement with SWWD; 2) Approve the work order from Water in Motion; 3) Approve the expenditures from the Water Utility Fund of up to \$96,000 to supplement the SWWD contribution of \$4,000 for the implementation of the 2025 Water Conservation Program.
- T **Water Service on 110th St S - Agreement for Contractor Services and Memorandum of Understanding with Property Owner**
Staff Recommendation: Approve the Agreement for Contractor Services and the Memorandum of Understanding and appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

- U Professional Services for Crisis Communications Plan Agreement
Staff Recommendation: Approve Agreement for Professional Services with Eckberg Lammers to create a crisis communications plan for the City of Cottage Grove.
- V Marathon Community Investment Programs Grant
Staff Recommendation: Accept the Marathon Community Investment Programs grant in the amount of \$8,900.
- W Hotel Leakage Study and Property Purchase Updates
Staff Recommendation: Approve the Hotel Leakage Study by HVC, LLC in an amount not to exceed \$13,300, plus approved expenses. Funding is approved and will come from the economic development budget.
- 8 Approve Disbursements
 - A Approve Disbursements
Staff Recommendation: Approve disbursements from 03-28-25 through 04-10-25 in the amount of \$2,067,537.18.
- 9 Public Hearings
- 10 Bid Awards
 - A 2025 Denzer Park Project - Reject All Bids
Staff Recommendation: Adopt Resolution 2025-063 rejecting all bids submitted for the 2025 Denzer Park Project.
 - B Public Works Shop Remodel
Staff Recommendation: Adopt resolution 2025-054 awarding the Public Works Facility Mechanics Shop Remodel to Rochon Construction for the base bid amount plus the alternate for a total of \$298,915.
- 11 Regular Agenda
 - A Leafline Labs – Conditional Use Permit
Staff Recommendation: Adopt Resolution 2025-061 rescinding prior conditional use permit and site plan resolutions and approving the Conditional Use Permit for a Medical Cannabis Combination Business at 8235 97th Street South.
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
 - A 2026 Budget Workshop
Staff Recommendation: Receive information regarding the 2026 Budget Workshop and provide feedback to staff.
- 14 Workshops - Closed to Public
- 15 Adjournment



City Council Action Request

6.A.

Meeting Date	4/16/2025		
Department	Public Works		
Agenda Category	Presentation		
Title	Spring Cleanup Presentation		
Staff Recommendation	Receive Public Works Spring Cleanup Event Presentation.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Spring Cleanup Day -Flyer</td></tr></table>	1.	Spring Cleanup Day -Flyer
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Spring Cleanup Day

Saturday, May 3, 2025, 7 a.m. – 3 p.m.

Got junk? Public Works will be hosting their annual Spring Cleanup Day! Please pay with cash or check only. Make checks payable to City of Cottage Grove.

Questions?



CottageGroveMN.gov/SpringCleanupDay



651-458-2808



CGPublicWorks@CottageGroveMN.gov

Drop-off Items

Household Goods by Item

Air Conditioner	\$10
Chair	\$10
Commercial or RV Appliances	\$100 and up
Couch	\$15
Dehumidifier	\$10
Dishwasher	\$10
Dryer	\$10
Exercise Equipment	\$15
Freezer	\$10
Grill	\$15
Hot Water Heater	\$10
Mattress or Box Spring (all sizes except crib)	\$20
Mattress (crib)	\$10
Push Lawn Mower.....	\$15
Riding Lawn Mower	\$20
Refrigerator (no gas ammonia)	\$10
Snow Blower	\$25
Stove/Oven	\$10
Washer	\$10
Water Softener	\$10

Tires and Batteries

Car Battery	FREE
Car/Light Truck Tire	\$5
Semi Truck Tire	\$15
Tractor Tire	\$35

Treated Lumber

2x4	\$5/piece
4x4	\$8/piece
6x6/6x8/Railroad Tie	\$10/piece

Miscellaneous Material By Load

Box Truck	\$90 and up (price varies on size)
Car Trunk	\$30-70
Pickup Truck (level load)	\$70-170
Station Wagon/SUV	\$40-90

Proportional rates may be applied to partial loads and overloaded trucks

Electronics

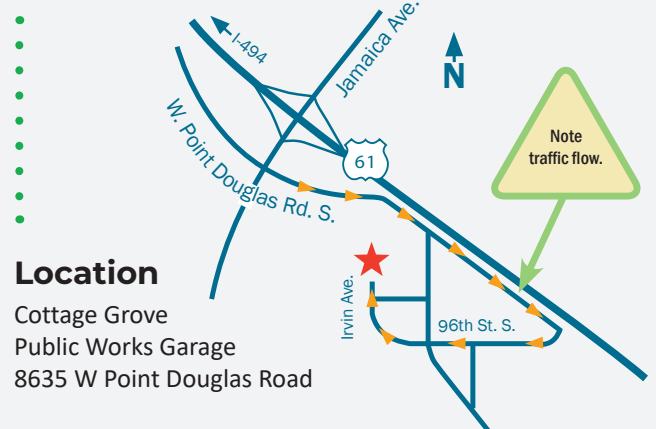
Computers, Monitors and Accessories	FREE
Microwave Ovens	FREE
Phones, Cell phones and Fax Machines	FREE
Printers	FREE
TVs, DVD and VCR Players	FREE

Document Shredding

FREE
In order to serve as many people as possible, no more than 15 boxes per customer will be accepted. Shredding capacity may be reached before the end of the event.

Hazardous Items

We no longer accept household hazardous materials at this event. The Washington County Environmental Center is open year-round for hazardous waste drop off. See reverse side for their location and hours of operation.



Location

Cottage Grove
Public Works Garage
8635 W Point Douglas Road



Environmental Center

Do you have hazardous materials, electronics or recyclables to get rid of? You can bring them to Washington County's Environmental Center in Woodbury.



Hours of Operation

Tuesday	11 a.m. – 7 p.m.
Thursday	8 a.m. – 4:30 p.m.
Friday	8 a.m. – 4:30 p.m.
Saturday	8 a.m. – 2 p.m.

Closed on all county-observed holidays.

Location

Washington County Environmental Center
4039 Cottage Grove Drive, Woodbury, MN 55129

Open to residents of Washington, Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey and Scott counties. Proof of county residency, such as a driver's license, is required.



City Council Action Request

6.B.

Meeting Date	4/16/2025		
Department	Public Works		
Agenda Category	Presentation		
Title	Arbor Day Presentation		
Staff Recommendation	Proclaim Friday, April 25, 2025, as Arbor Day in City of Cottage Grove.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Arbor Day Proclamation 2025</td></tr></table>	1.	Arbor Day Proclamation 2025
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ARBOR DAY PROCLAMTION

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic viability of business areas, and beautify our community, and

WHEREAS, trees – wherever they are planted – are a source of joy and spiritual renewal, and

WHEREAS, The City of Cottage Grove will host a ceremonial tree planting and volunteer planting event at the Cottage Grove Trailway Corridor on Tuesday, April 22nd, 2025, and tree giveaway to residents on Friday, April 25th, 2025, and

NOW THEREFORE, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, hereby proclaim April 25th, 2025, as Arbor Day in the City of Cottage Grove.

Passed this 16th day of April 2025.

Myron Bailey, Mayor



City Council Action Request

7.A.

Meeting Date	4/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Response to Open Forum Inquiry		
Staff Recommendation	Receive the response to the City Council open forum inquiry on April 2, 2025.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>Environmental Review Response</td></tr></table>	1.	Environmental Review Response
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April 3, 2025

Bonnie Matter
6649 Inskip Ave S
Cottage Grove, MN 55016

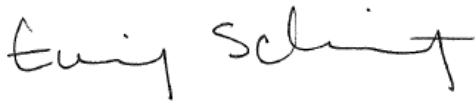
Ms. Matter,

During the March 24th, 2025, Planning Commission Meeting, the City of Cottage Grove held a public hearing on zoning code amendments. Your comments were received during the public hearing at the March 24th, 2025 Planning Commission public hearing as well as at the April 2, 2025 Open Forum at the City Council meeting.

When an Environmental Assessment Worksheet (EAW), Alternative Urban Areawide review (AUAR), or Environmental Impact Statement (EIS) is triggered by a proposed project, the rules outlined in Minnesota State Statute 4410 are required to be followed by the project proposer and the designated Regulatory Governmental Unit (RGU). Title 11-2-10 of the City of Cottage Grove's Zoning Code requires that environmental documents are reviewed pursuant to 4410 which includes a required public meeting be held and the proposed document be published for public comment in the Environmental Quality Board Monitor for no less than 30 days.

Different from standard planning applications received at the city, environmental review processes triggered by State Statute require transparency processes which are unique. The proposed amendment to the city's zoning code is not intended to reduce transparency and continues to require applicants to follow the public outreach processes. The proposed amendment aligns with the State process and maintains the transparency of the public process.

Sincerely,



Emily Schmitz
Community Development Director



City Council Action Request

7.B.

Meeting Date	4/16/2025		
Department	Administration		
Agenda Category	Action Item		
Title	Economic Development and Convention & Visitors Bureau Meeting Minutes		
Staff Recommendation	Approve the February 11, 2025, Regular Economic Development and Convention & Visitors Bureau Meeting Minutes.		
Budget Implication	N/A		
Attachments	<table border="1"><tr><td>1.</td><td>2-11-2025 EDA & CVB Joint Meeting Minutes</td></tr></table>	1.	2-11-2025 EDA & CVB Joint Meeting Minutes
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MINUTES

February 11, 2025

**COTTAGE GROVE ECONOMIC DEVELOPMENT AUTHORITY (EDA)
& CONVENTION AND VISITORS BUREAU (CVB)
JOINT MEETING
12800 Ravine Parkway South
Cottage Grove, MN 55016**

TRAINING ROOM - 7:30 A.M.

Pursuant to due call and notice thereof, a joint meeting of the Economic Development Authority and the Convention and Visitors Bureau was held on the 11th day of February, 2025, at 7:30 a.m.

1. CALL TO ORDER

The joint meeting between the Cottage Grove Economic Development Authority and the Cottage Grove Convention and Visitors Bureau was called to order at 7:30 a.m. by EDA President Myron Bailey.

2. PLEDGE OF ALLEGIANCE

EDA President Bailey asked everyone to please stand and join in reciting the Pledge of Allegiance.

3. ROLL CALL

Gretchen Larson, Economic Development Director, called the roll:

Convention and Visitors Bureau: Chairman Justin Olsen-Here; Director Grecula-Absent; Director Khambata-Here; Director Levine-Here; Director Olson-Here; Director Reese-Absent.

Economic Development Authority: EDA President Bailey-Here; EDA Vice President Olsen-Here; EDA Member Jean-Baptiste-Absent; EDA Member Khambata-Here; EDA Member Latack-Here; EDA Member Scott-Here; EDA Member Tschida-Here.

Staff Present: Jennifer Levitt, City Administrator
Gretchen Larson, Economic Development Director
Phil Jents, Communications Manager
Brenda Malinowski, Finance Director

Others Present: Steve Chandler, Owner/Brand Strategist, Chandlerthinks

4. APPROVAL OF MINUTES

A. *Staff Recommendation: Approve the December 3, 2024 EDA Regular Meeting Minutes.*

EDA Member Scott made a motion to approve the December 3, 2024 EDA Regular Meeting Minutes. Motion was seconded by EDA Member Khambata. Motion passed unanimously (6-to-0 vote).

5. BUSINESS ITEMS

A. Chandlerthinks Strategic Plan Final Review
Staff Recommendation: Receive the Chandlerthinks Strategic Plan Final Report.

Phil Jents, Communications Manager, stated we're here this morning to talk about the Chandlerthinks CVB Strategic Plan. Our consultant, Steve Chandler, is here this morning, and thanked him for coming in person to Cottage Grove for this meeting. Jents also reviewed the process that we had engaged in to date:

- October 7 and 8, 2024: There was a site visit to the City where the City arranged in-person meetings with members of the City Council, EDA, CVB Board Members, River Oaks Golf Course and Event Center staff, Parks and Recreation staff, area hoteliers, business managers, and many others were also present.
- November 26, 2024: There was a general update provided to the CVB Board about where we were at in that process, some of the feedback we had heard and were considering incorporating into our tourism strategies.

Economic Development Authority & Convention and Visitors Bureau Joint Meeting Minutes

February 11, 2025

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- January 9, 2025: Many of you were present for a joint meeting of the CVB and EDA Board Members to conduct a SWOT Analysis.

In addition, any feedback that we have heard to date, throughout this process, we are already considering, which we have incorporated, and also any more feedback we hear today, of course will be incorporated into a final plan. That's just a little bit of background of what brought us here today, and I'll turn it over to our consultant, Steve Chandler.

Steve Chandler, Chandlerthinks, said it's great to be here. I'd like to set up as far as the plan, so we'll be on the same page here. I mean, we're making recommendations, and we get the credit for it, right? Because we're from so far away, but we also don't have to live with the recommendations. We get to make them, you should do this, and we walk away; the reality is this is your plan. Our approach to this is always this is your plan, and so, there's kind of been some messaging going on to get to today, but that doesn't mean that it's even finished yet. We still have to finish the plan. There will be a written, printed plan that you'll be able to have and touch, hoping someone's going to follow it, and monitor it and measure it, but it's very important. The worst thing is that we do work with consultants, they come in and make their recommendations and leave, and it's like, I don't know if we want to do what they told us. You have to embrace it to be yours, which means it's not a tablet in stone, it's something that you adopt as you mature. Hopefully, what you see is the big picture of where you need to go, and that's definitely going to be the emphasis today.

That being said, I'm not going to go over this, I know it's in your packet, so you can read it. You'll notice we stated some goals, but the authoritative voice, you'll notice some pattern in the language and the direction, and it's very deliberate. So, I hope you pick up on that to become the authoritative voice for managing, promoting, and growing tourism in Cottage Grove. That takes time, it takes commitment, it's the very single most important thing that you all could do; it's not marketing and advertising, it is actually to establish the culture of the community and the leadership of you all and others. Tourism is a serious economic development opportunity for us. This isn't party planning, this is about bringing money into our community, that's what this is for. So, yeah, we want to increase funding for tourism by bringing more dollars in, and there are ways of doing that, of course. It talks about revenue to increase because you all get such a little bit out here in Minnesota, I'm still trying to pitch myself on that, but nonetheless, we can increase it and mainly, let's get visitors spending, and I think a lot more than 3% is possible.

Now, I'm just going to elaborate a little bit more of the work that was done. We did meet with a lot of folks, for sure, and yes, there was a site visit. Yes, there was a tourism audit and a marketing assessment. There was actually a little bit of a business survey that was done, and it was kind of impromptu because we saw an opportunity or at least we wanted a little bit more information, I'll come back to that in a second. We wanted more information, so, we decided let's do a quick little business survey to find out some elementary information, and it turned out to be pretty insightful, by the way. We also did some human movement data; we subscribe to Placer AI, if you're familiar with it, that allows us to look at visitor habits to Hope Glen and The Madison and the *Cottage Grove Journal*, where do people come from? What are they doing? Are they staying overnight, or do they come straight from somewhere else? So, we were looking at what visitors look like now. We conducted about six focus groups, so, over 40 people participated in that, and 50 one-on-one interviews, a Gap analysis, a SWOT Analysis, a lot of work was done. A lot of people were included, and I think that's important. For a plan, you can't have just a person come in and look around and give you their opinion. It has to be the input engagement of your tourism community is super important. So, I just wanted to state that before we get going.

That being said, briefly, your SWOT Analysis, you've all seen it, so I'll try to be brief here; I'm not one to read every word, no one likes it anyway. So, I'll copy what I want you to see, for the most part. So, we're going to hit them quick, and you all should know this by now:

STRENGTHS

- Access to the Mississippi River: Obviously is a great strength and a big possibility ahead.
- Well Maintained and Beautiful City: You are clean, it's safe, it's a very family-friendly environment, that was very evident in everything that we saw.
- Wedding Venue Appeal: You have a little collection of places for wedding venues, which is a nice opportunity.
- Sports Tournaments: Your Ice Arena obviously is a huge asset and could we tap more? That's a big question, we were talking about it even more so last night.
- Positive Attitude: There's an optimism about truism right now; it's very, very new, but there's optimism, it's not real tourism overall, there is not much yet here, you all know that. But there's this outlook of yeah, let's do something, and that is a tremendous opportunity to bring everyone together and kind of march together. So, I applaud you, you just passed the tax two years ago, if that, and then immediately like, okay, now let's get a plan together and move. I mean, you're doing the right things.
- Events: You've got some nice events, particularly, Strawberry Festival, as your big strength, I'm sorry your list isn't longer.

WEAKNESSES

- **Limited Lodging:** You all know this, as we've talked in the past already. It's your biggest, it's the big thing. A huge drain is we need more hotel rooms and that accounts for a lot, right? Can we do anything to get an extra hotel built? Yes, but we have to be resourceful and a little bit creative.
- **Absence of a Tourism Culture:** That doesn't mean you don't like tourism, it just means you're not used to tourism, you're not even in agreement of what it is, probably, right? Some people think that it's fanny packs, and they're scared to death we're going to put a rollercoaster around here, they don't want that. Not in a clean, nice, little family-friendly community, it'd be get that out of here! What is a strong tourism culture? Is it Chamber of Commerce stuff? What exactly is it? So, this absence of tourism culture, that foreshadowing is something we have to create, it's not an accident, right?
- **No Major Attraction or Driver:** There's no real reason why people from out of town visit Cottage Grove as there's nowhere to stay, really. There's one place, kind of two, right? But people are coming here because they have to, not because they want to, and it's true; I have to come here for work, you have a lot of businesses around here that are bringing a lot of tourists, and we need to redefine what tourists are. They don't always wear fanny packs, sometimes they were Carhartt's and they go to work and they go to training, and they're working at 3M and they're working at Andersen, right? If they're from out of town, they're a tourist. You don't have to be Clark Griswold to be a tourist; in fact, these kind of tourists that you all could get don't mess up your community as much. They don't want to, right? They come here and then leave; they spend some money, by the way, but you don't have any real attraction, there's no driver for it.
- **No Central Gathering Space in Cottage Grove:** There's no place where people can just walk around and spend money on accident, like downtown Hastings, for example. But you don't have that gathering spot, you're talking about it, which is good, but that density of things to do creates an attraction; that's one thing you should look at for tourism, you don't have it.
- **Location Challenges:** You're not on a major Interstate, and you have Highway 61/10, which is nice, but there's not a lot of action, I just happen to be driving through and maybe they're going to Woodbury, I guess, a little bit.
- **Low Awareness:** Now, what you've all been doing for the last three years and we're past this now, so, the staff doesn't get mad at me anymore, I think, and they've already been working on it. I should hope people haven't been sitting there, twiddling their thumbs, waiting for the consultant; staff's already made adjustments, they're doing things, by the way, very well. This is one of those, but when we first looked at you, we're like they're all over the place. Like why the heck, I remember I looked at the Visitors Guide, and I'm like what's the Chamber of Commerce ad doing on the inside. If I'm a visitor, I want to visit, I don't want to join the Chamber, I'm using that as just an example; it's a well-done ad, by the way. But why do I want Chamber of Commerce messaging? And there was messaging throughout our website and our Visitors Guide that was like community-minded stuff, which is nice, it feels good, but it didn't make me want to visit. It didn't attract me any, I don't want to join your community, I'm just wanting to come and check it out, right? Now, if I have a good time I might come back and join it, right? So, we felt like you were really distracted on a lot of non-tourism content, I won't go into more detail than that. Low awareness, when we did a digital audit, over 80% of all travel planning, as you all do, is done online, that's not a surprise. So, if you really want to see how we're going to be competitive, you kind of need to look at the online world, just find out what we look like. Well, what we found out is nobody's searching for you. The most common thing we all do is name of city where I'm going, hotels. And name of city where I'm going, things to do. You're all practically goose eggs on both of those things, nobody is actually searching for those things; it means you're not the destination. I have to go there because 3M's making me, or my boss is sending me there, right? Some of the, a lot of the businesses I think are really doing that. Or, I have a wedding, your weddings are really regional, because I first met with you all, you're all like weddings, weddings, weddings; you've got some really cool wedding venues, but the data shows most of them, over 80% of everybody who comes to your weddings, live in the Minneapolis area. That shouldn't be a big surprise. Uncle Ned and Betty, they're from Indiana, they come in, so you might get a couple people at the wedding that are from out of town, but for the most part, they're local, right? So, everybody has to come here. If you look at Trip Advisor, the #1 travel website in the world, you're nonexistent; it looks worse, the reality is there's nothing in Cottage Grove, you might as well be up north somewhere. So, we have a real low awareness; that takes a little bit of time, it takes somebody doing stuff there. Creating an online presence is a lot of work and the most important thing you could be doing from a marketing perspective. Somebody's got to do it, all right?

OPPORTUNITIES

- **Additional Lodging:** You all know that. It's the biggest one, I'm just not going to push it because you know it so well, but it's obviously big.
- **Packaging Your Assets Together:** Partnering and packaging is one of the best things we can do because you don't have to create a new product, you just group things together. We went through an exercise with some of our groups, and we're like, what is there to do? And they're like nothing, your own people, and they're telling me there's nothing to do here. I

don't know why I keep fighting with this, Cottage Grove, I like living here, but I'm not going to visit. And, so, we challenged them and had them put together itineraries, okay, well then you three people, you're part of a girls' getaway weekend, and you have to put two days of what you're going to do. And that's kind of the exercise we did around the room. And everyone immediately did it. They're like oh, well, I'd go eat at this one place, and we'd go have pottery here and this activity, and then they all put together the little itineraries; that's what we have to do. We have to package what assets we have and make it sound attractive, and when we do that, we actually have a lot, it's actually pretty nice.

- Weddings: Is a big opportunity for us.
- Old Cottage Grove: That seemed to be a sensitive topic for you all, just in my observation. I don't know why, it's got a lot of baggage with it, I think that's why, I get that. And I know some of the stories, right? I'm just playing dumb. But there is also a sense of pride for some people in the community about Old Cottage Grove, it does exist, and you don't have much historical assets and gathering spots. I get it, and you hold on to what you got. So, there does seem to be an opportunity there, a little bit. I'd do something with it, and I know half the room disagrees with me. I don't care, I would do something with it. I think there's something, there's an opportunity there.

THREATS

- Lodging Shortfalls: Again, your lodging shortfalls are ripe for other people because it teaches your partners, your partners being your business community, how many people in your Business Park? Like 20 something? You know what we're teaching them right now? Not on purpose, go to Woodbury; they're bringing guests to town for work, contractors, things like that, and they're sending them to Woodbury; every single week this is happening, we talked to a handful of them, and overwhelmingly, that's what they do, right? And they would like something here, they told us that, but the more they do it, the more those relationships are being built, the conference hotel, wherever it is, right? And Woodbury loves it, and by the way, you know, they're attacking tourism right now, you know that. I think that's what led to this project, they're ready, so, they are a threat. I know you ought to get competitive against them anyway.

LOCAL AUDIENCES

I won't get too deep into this, but we also looked at audiences. I just want to remind us, again, there's a little bit of theme of education of what tourism is, I think is as important as anything. It's not the fanny pack stuff, right? That's not even on our radar screen, right? We're not looking for that kind of leisure tourism.

- Local Tourism Stakeholders: Are your #1 audience, the most important. Getting people that are in the tourism business that actually provide the product, a place to stay, things to do, places to eat, things to buy, isn't that the goal is to make those cash registers ring? So, your tourism stakeholders are your #1 audience; you can package them together and sell it. That's what our itinerary does, and you want them on board with every single thing you're doing because they're the ones who are going to make it happen. You're just going to promote it.
- Elected Leadership: Obviously, there's an education of what tourism is and what it's not for Cottage Grove is super, super important. We have to make sure they're always, I talked last night about regularly dropping you updates of here's what's going on in tourism, and I mean numbers, and here's what's happened since last time. Showing them results, showing them that it actually is making an economic impact in our community. Do they know that now, do they believe in it now? A little bit, or they wouldn't have made some decisions the past couple years, but it's still down here, we've got to continue to grow it, we have to constantly merchandise what it means and the impact we have on it. I'm putting this emphasis because you're going to see that's going to be our #1 recommendation; the most important thing you need to be doing is in this ballpark.
- Residents: Need to know a little bit, some of them know; reality is if 50% of them know what's going on, we'll be happy, that's the way it is.
- Existing Business Owners: We spoke to St. Paul Tourism, we spoke to Minneapolis Tourism, they're excited that you're doing something. Why? Because they already bought in a long time ago to a regional tourism effect, they've already bought into it; not everybody wants the big metro of Minneapolis, they know that. So, it's going to spill out, we provide something that a lot of big people in Minneapolis can't deliver, it's too expensive or intimidating. So, they want to have an arsenal of opportunities that they can sell, so, of course, they're excited that you all are doing this.
- Industry Peers: Include Woodbury and Hastings, our neighbors. Our hotels that are on our fringe for now, believe it or not, right? I can't put groups here, we got all this big Ice Arena. How many days open do we have? That's one of the first questions I'd ask. How many days open do we have, and what sells? There's nowhere for them to stay. Well, there's hotels around here, and I'm going to go to these hotels and negotiate; so, I'll tell you what, we're going to bring a block of rooms to your community, and for the rooms that I bring you, give me 1% of your 3%, is that a deal? I'll go out and sell it, and bring all these people, overnight, to stay in your community, but you've got to give me 1% of your 3%. I'm using that as an example, but for now, we can't just sit here and twiddle our thumbs until we have more hotels, can we? So, that's the kind of, being a little creative, but also I'm controlling the teams because I'm the one selling the groups to come to our arena, as

an example. So, with your industry peers, right now, we can easily say our competitors are our partners, too, when you think of them that way.

VISITOR AUDIENCES

- Corporate Travelers: Business travel, this kind of seems like your #1, in my opinion. If I could only do one thing, I'm putting all my efforts on making the business traveler's experience to Cottage Grove great because those are important partnerships that you already have. You've already the relationships, so, to me, is the #1.
- Sports Teams: This is #2, for sure, because you do have the Ice Arena, but granted, it's how many days open do you have? Can you actually sell it?
- Weddings: Are nice, for sure.
- Surrounding Communities: You are a regional draw; we don't need to be spending money outside, we don't need to spend money at the Minneapolis airport telling people to come to Cottage Grove. No, we don't need to be doing that. We need to be getting people, you know, within 100 miles or less of the community.

FUNDAMENTALS OF TOURISM

We'll review Fundamentals 101 real quick, and then we'll get to our recommendations, and then we'll fly, okay?

First of all, remember this:

- For tourism to be real, it has to be real. This isn't make believe, this isn't party planning, right?
- You must have somebody to own it.
- Must have the organizational structure to be accountable and provide direction, which you do.
- It must have a revenue source and funding; you've put that in place, so you're doing the right fundamental things. But I'll pause you on that, it must have a revenue source and it must have funding; I think the thing with this number is, cool, we can market outside, but that's the least important thing you all need to be doing right now is spending money. I'm not saying don't spend it, I'm just saying it is a priority, you're going to see, it's just not the top of the list, all right? Because you've got to pay somebody here, and it takes time to do a lot of the things that you need to do.

Keys to Tourism Success

- Promotion: How do we promote? What do we promote? Where do we promote?
- Ownership: Person, Organization, Accountability.
- Product: Food, Shopping, Lodging, Entertainment, Amenities.
- Funding: Occupancy Tax, Tourism Special District, Grants (State & Federal), Sponsorships, Private.

When people get to stay overnight, they spend three-to-five times more money in a community if they stay overnight. Right now, we'll bend the rules. Why? Because we don't have a place for them to stay, but I can make those kind of partnerships with neighboring hotels, hopefully I can do something with our restaurants as a part of that package, right? We'll bid it that we just go one step for right now, right? If no one's spending their money here, on shopping and restaurants. So, if you have to leave in the next five minutes, no worries, here's the recommendations.

RECOMMENDATIONS

Recommended Key Initiatives:

1. Develop a Culture of Tourism
We have to educate ourselves and decide what tourism is all about and what our plan for success is today, so that's the first thing we have to do. But, again, whoever is owning this thing, you're going to be like, why are you doing this? You're going to point to one of these.
2. Partnering and Packaging with Existing Assets
I mentioned this a while ago, there are some ideas that we're going to have on how to do that.
3. Facilitate Product Development (Long Term)
Of course, product is a big part of this. This one is where you have to be careful; you want to always be looking for opportunities, but if you're trying to chase too many things at once, you'll get distracted. The one part of product development that you really need to focus on right now is a hotel, no doubt about it. There are other options out there, of course, especially if you're doing a lot of partnering and packaging, the product may reveal itself to some of your existing partners, long term.
4. Ongoing Marketing
We do want to promote ourselves a little bit, and we have some suggestions of where you should put your dollars.
5. Tracking and Reporting
We can't accomplish this if we don't do this. We have to be accountable, right? We have to show, okay, here's what we're doing with our \$90,000 to 100,000 that we're getting for now, where it's going, and are we moving

that needle? If so, we need to adjust ourselves a little bit to what's going on, right? That's how you build or earn respect and trust that tourism is a real thing, and that we're doing the right stuff.

So, those are the five key initiatives; we have some suggestions of how you can build those and where your priorities need to be.

Key Initiative #1, Develop a Culture of Tourism

Yes, developing a culture of tourism, that's priority #1, it's probably more than anything else, as I mentioned. It's even more priority over developing another hotel, as big as that is; we have to, as tourism is a word that sometimes just gets bent to different agendas and it means different things to different people. So, we've got to define what it is, literally.

WHAT IS A CULTURE OF TOURISM? So, creating a culture of tourism must happen in order for it to develop into a real economic driver, and that's why you're doing this for Cottage Grove. It means...

- It's viewed as economic development.
- It's viewed as a viable new business opportunity.
- Businesses expect new faces and willing to help, this is what tourism culture means. Businesses are used to visitors being here; oh, yeah, where are you from? What's going on? I mean, right now, the hotel that happens, but outside of that, it's teaching people that when we have visitors and guests, we greet them, and there's a level of hospitality training that occurs.
- Tourism businesses are connected to one another.
- Unified understanding of what tourism creates.

ESTABLISH THE STRUCTURE FOR TOURISM:

- Accountability to leadership AND tourism professionals: Tourism board-steering is crucial. When stakeholders are a part of creating the direction, they will also make sure their business aligns.
- Tourism Management: For now, Tourism should continue as a department of the City, and it can stay that way, but at some point, it may be necessary to create a separate Tourism Department or consider branding it out as a 501(c)(6). That's pretty common; the challenge is always when Tourism and Chambers are together, they often get messaging and the purpose are different, they should be. Serving membership in a Chamber and serving visitors are just two different agendas, but shared resources are very tempting, so I would imagine that's why that was probably done, to some degree. I don't know the details of that. But, mostly, Tourism, keep it in the department, and at some point in the future, if your Lodging Tax gets large enough, you may want to push it up; this is more about how people see a source of revenue coming in. Taxpayers are not used to tourism, and when they see revenue coming in, they think it's their money being spent, and it's not, right? Tourism revenues are visitors' money being spent, that's the beauty of it, it's self funding. So, keeping those revenues separate from the rest of your budget, your finances, is super important, and residents will not get confused. So, that's why you just want to see the separation, just remember that, and I've talked to Jennifer about that, too.
- As tourism grows, you may want to hire a Tourism Director, Manager, or Coordinator; what the title is, specifically doesn't matter, walk before you run, would be my recommendation, but you want ownership, you want someone whose job it is. Right now, it's split probably between three-ish people, I think, right? And their #1 priority is City communications; hey, snow removal. I mean, a visitor kind of cares about snow removal, I guess, but not in the same way, you know? Again, they don't care about Easter Egg Hunts, they don't care about the utilities, and the things that you care about as a resident, and so, it's tough to do that, and the Communications Team are going to have to balance both right now. So, at some point, I think your use of revenue is better spent on more focus of a person than advertising outside. And that's just one piece of it, they have to get training, they need to go to conferences. What? Yeah, if we're going to elevate tourism, to be serious, shouldn't there be an expert in the room? Shouldn't there be someone who lives and breathes, every day wakes up and goes man, I've got to go do tourism in Cottage Grove? And they know the latest things that are going on, they understand how the latest trends that are happening, what's affecting Minneapolis and CVBs around the State. They don't just wake up and know it, they have to train themselves, they have to do ongoing training. All right, that's what you need, it's what serious industry would do, and so should this person; that takes time, and money, and travel, and all that good stuff.

CHANGE THE DEPARTMENT NAME:

- Since you are not involved in "conventions" and won't be anytime soon; we're not in the convention business. We recommend changing the name of the organization to Cottage Grove Tourism or Cottage Grove Tourism & Sports.
- You can keep discovercottagegrove.com; add MN in your URL, discovercottagegrovemn.com, might be advantageous for search engine results. Even your consultant a few days ago, when I went to book a hotel in Cottage Grove, because remember the first thing everyone does, where you're going and hotels. I entered Cottage Grove hotels, and I almost booked it, but it was in Wisconsin, right? So, you need to add MN in your URL.

EDUCATE AND EVANGELIZE YOUR TOURISM BOARD:

- Your Board should represent tourism in some form and should be educated on tourism today. The person who owns tourism, whoever that person may be, needs to be the expert in the room in the community, but the next level are you all; you all need to know what's going on, and it takes a person to keep you all educated.
- They need to be aware of the latest trends and local-regional tourism, it's super important data because you're going to get out in the community, and you're going to talk about it. We need people to spread the word that tourism is awesome, right?
- Always provide some level of ongoing education to the Board.
- We recommend you use the newly formed Mission-Vision-Values as guiding lights for tourism, including how the Board works with others and one another.

ESTABLISH YOUR MISSION/VISION/VALUES:

- Proposed Mission Statement: Stimulate the Cottage Grove economy for residents and businesses through the thoughtful promotion, coordination, and preservation of tourism. The Mission Statement is who we are, why we exist, and who we serve. Preservation's in your Mission Statement because tourism isn't just about promoting, it's about maintaining the quality of life that's important to our community and it obviously is, right? You will be voting on that to make that official, and if you want to tweak it, fine.
- Proposed Vision Statement: Vision Statement is more aspirational, of what do we want to become? We want: To be seen as a desired community to visit, an economic catalyst into the local economy, and a trusted community partner. I'm not sure about this, if anyone has brought tourism in, they need to be in this meeting, that's what that means.
- Proposed Values: Passion, Expertise, Resiliency, Collaborative, Authentic, Hospitality, Pride; how are we going to treat each other, how are we going to work together? As a new member of the Tourism Board, you need to know this is how we treat each other, this is how we work together, this is what we're about, right?

DEFINE TOURISM: Create an agreed-upon definition of tourism so everyone knows our purpose and focus.

Our Recommended Definition of Tourism: Tourism is the new tax revenue and direct spending generated by those not living in Cottage Grove (ideally more than 50 miles away). This includes overnight stays and day trippers, it includes recreational, leisure, or business purposes. For now, Cottage Grove Tourism marketing efforts will be regional and will include the Twin Cities area. This is actually your biggest market because it's so close and you'll get a lot of day trippers from there, you're not going to get a lot of overnights, but that's okay for now.

DEFINE COTTAGE GROVE'S TOURISM ROLE: The role of a tourism agency is...

- Destination Marketing: Be the voice for why visitors should want to and should come here.
- Destination Leadership: That's all the hard work, actually; that's bringing partners and stakeholders together under a shared vision and destination strategy.
- In-Destination Management: We want to influence how visitors experience the destination and support sustainable development. So, we've got our nose in things that actually work well for the City and others, like is it clean or is there blight? I don't want people getting off that exit if it looks like rats, no way. Are our front-desk workers at our restaurants and hotels friendly? Do they have the hospitality training that we need? Those are things that we can bring to the table; hospitality training is a very common thing that DMOs (Destination Marketing Organization) do. Hospitality training is very typical of a DMO, once you have a collection of people, of stakeholders together. Because their biggest challenge is keeping their people trained, right? They know how to use their systems and stuff, but basic customer service, believe it or not, is an art, and it's not natural for a lot of people and it's the biggest challenge that our industry has.

This is so you understand the building block that we're creating here, okay?

HOST AN INTRODUCTORY STAKEHOLDER SUMMIT: I'm just going to barely touch on this, but we've got to start beating our chest at least once a year that says hey, here's what tourism's doing. Do we really need to have a Tourism Annual Meeting? It seems a little bit big right now for us; well, maybe it's not a big meeting, but I'd have it. Once a year, I'd beat your chest and say here's what tourism's done. Why? Because it's serious, I'm trying to elevate the role of tourism here. I recognize frontline workers, do some work; you know, we only have a couple hotels. Well, fine, but I'm going to establish the Frontline Worker of the Year, and anybody can nominate who they are, restaurants are included in that; Partner of the Year, Elected Leader, Tourism Ambassador of the Year. Let's recognize our champions so we facilitate the idea of working together, right? And it's an opportunity to show the results of everything that we do. When would I do it? I don't know, how about National Travel and Tourism Week, which is usually the first or second week of May, maybe not this year, but you get my point? Use it whenever tourism's elevated.

ONGOING PROFESSIONAL DEVELOPMENT: I mentioned this, it's necessary.

- Tourism Director/Manager/Coordinator must develop into the local expert, somebody has to be bringing knowledge into the community about what's going on now in tourism. Short-term rentals are the big thing going on, like what's happening

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with Airbnb and VRBO? Are we collecting the taxes the right way? Are there resources (and there are) that allow us to monitor the short-term rental and tell whether they're lying to us or not, which they do. Who's keeping up with the trends?

- Seek industry training and ongoing learning. You've got to invest time to go to the State Tourism Conferences and even Regional Tourism Conferences when they have some. Destination International is international, but it's really U.S. based, but it's kind of the industry authority of tourism; U.S. Travel is another one, they have an annual conference, but they have regional ones, which would be more appropriate for you all. Annual would be too big for you right now; to be honest with you, it'd be overwhelming. But you have to go to those things, and that costs money, and that's time, travel, and budgeting for that.
- Require each Tourism Board Member to attend at least one tourism-related educational event or class annually.
- Constantly share industry trends, other examples and initiatives.

REGULAR STAKEHOLDER COMMUNICATIONS: We can't just ask people to come to a meeting like this all the time, so we need to have...

- A Cottage Grove Tourism newsletter for the stakeholders, for the business of tourism, and that needs to go out every other month, probably. Here's what we're doing, here's where we're going.
- Celebrate the successes of tourism efforts in Cottage Grove, highlight upcoming events, and provide insights into current projects and initiatives. We just got a plan, we're finishing that now, we're actually assembling the group to help us with this, whatever it may be.
- Present short top-line overview of Cottage Grove Tourism Activity-report the numbers, any significant milestones or accomplishments, and upcoming opportunities. It's the opportunity to brag about people in your industry, brag about what you're doing, but you need to keep in touch with them on an ongoing basis. Some places have a whole dedicated portion of their website just for the stakeholders; that way, you can keep kind of a little bulletin board of everything going on, that's not a bad idea, by the way.

BE THE REGIONAL TOURISM HUB: You can work with your neighbors right now, you can work with Woodbury, and I mean, it's in the case of hosting some things. There are other communities in the same situation as you are, so, maybe regionally, we work together and we develop the relationships; relationships take time, it takes a person to do it, who's going to do it? But with Hastings and Woodbury or whatnot and many others. So, you can work together, maybe it's not we do all of our marketing by ourselves, maybe we work together. I gave you an example earlier about bringing groups to town and using the hotel in a nearby community.

- Position *Discover Cottage Grove* as a central connector for tourism in the region.
- Develop strong partnerships with neighboring communities through regular collaboration, such as a quarterly breakfast hosted by *Discover Cottage Grove*.
- Explore joint marketing campaigns and multi-country travel packages.

VISITORS GUIDE: I'm not going to talk about it, we made some recommendations, and your new Visitors Guides just came out like last week or two weeks ago, and a lot of the changes that we recommended are already incorporated. So, again, staff is already moving on a lot of things, which is fantastic.

The primary goal of the Visitors Guide is to inspire visitation. Focus is better. Create itineraries and easy listings of things to do and places to visit.

- More concise Visitors Guide-streamlined page count-add a dedicated section for "Paddle Sports."
- Create a standalone Wedding Guide.

A WEBSITE BUILT FOR TOURISM: Your website is undergoing some changes right now, from a lot of the recommendations that we're making. The one thing I'll say that's super, super important is developing an inquiry database, believe it or not, so we can email people about things and things going on; but when we talk about measurement later on, we don't have a way to measure it. How am I going to do that? How am I going to survey people? You can't walk up to them on the street; well, you can, but that's just not a good sample method to do it because you'd have to do that almost every week for a whole year to make that justifiable. But if we have a database of people who ask for a Visitors Guide, I can follow up with them; because what's the point of a Visitors Guide? Inspire travel, inspire a visit. So, if I have their email address because I know I sent them one, then everybody here has, I've got like 3,000 people that I've sent them to, and I can still survey, and I can ask them the really important question: Did you visit? Hey, goodness gracious, we have a ROI. Now I can tell that for every dollar we spent on marketing Cottage Grove, we're generating \$20 for our community; because I'm not just going to ask if they visit, because of the 25-to-30% that say they did, which is usually what it is, by the way, then I'm going to follow up and ask, oh, really, when? What did you do? Who did you come with? Why'd you visit? Where did you stay? And including, how much money did you spend on those things? Research has shown even six months after the fact or even a year after the fact, it's pretty accurate; people have an idea of how much they spend when they go to a community, it averages out. So, now, I can generate an economic impact of our budget; that's called measuring, being accountable, right?

- The website should have some similar connections to the Visitors Guide (of course it has more fun content).
- Make updates similar to the template of the Guide, but with more options and connections to partners.

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- Section dedicated to *Wedding Venues*, which should include information on the Explore Cottage Grove's website before linking to the venue or other websites.
- Include reference to Weddings in Twin Cities, St. Paul, Minneapolis; all of this helps with search engine optimization.

LOOK TO INCREASE FUNDING: At some point, we'll have to increase funding. Right now, you don't need to be raising taxes, I don't care if it's visitors' money, you just passed one two years ago, you don't need to be asking for it right now. But a hotel is going to double your funding, one hotel will double your funding, which is fantastic.

- Annual budget needs to be \$150K-\$300K for marketing tourism.
- Apply for State tourism grants, also, many Federal grant opportunities; it takes time for someone to search for grants.
- Near future: Increase Lodging Tax to 5%, additional 2% allocated to tourism.

It's important to highlight that this tax is a non-resident tax, collected from visitors, ensuring that local residents are not burdened.

Below are potential grant programs available through the Minnesota Division of Tourism:

<https://mn.gov/tourism-industry/industry-opportunities/grant-programs/>

KEY INITIATIVE #2: PARTNERING/PACKAGING WITH EXISTING ASSETS

The goal is to package and promote existing assets, because we have work to do now; we've got to bring our partners together right now, that's really the idea of this. By packaging these experiences into marketable products, Cottage Grove can attract more visitors and increase tourism revenue.

CONNECT WITH TOURISM STAKEHOLDERS: The best ideas for connecting partners do not come from the consultant, they come from the partners. Bring them together for the purpose of developing ideas on how the community can work together to create tourism programs and events.

So, the best ideas for Packaging and Partners don't come from us, we have some, and they're going to be in your plan, the best ideas are going to come from your tourism partners. Hey, our tourism consultant said that we should do this, it ain't gonna happen. You know any small business out there, they're going to have their ideas, and it's going to be focused on what they should focus on; they want to make money, so, the most important thing we can do in creating a partnership is set a meeting and go, hey, how can we work together? How can we get this restaurant and this restaurant and this restaurant and this restaurant together? I don't know. Well, some communities have a Food Week; oh, that's a good idea. Why don't we do a food week? Let's do it right. The ideas you need to move forward on, on partnering, are with your partners. So, again, we have some, and that's fine, but I've never seen anyone execute them because they want to make money and they're letting them come up with it; that's a true partnership, okay?

HIGHLIGHTING FAMILY AND FRIENDS GATHERINGS: Many visitors come to Cottage Grove to reconnect with loved ones. However, our research shows that residents often take their guests to destinations outside of Cottage Grove. To encourage locals to explore and enjoy what the area has to offer, we propose creating a brochure featuring the top five must-do activities in Cottage Grove. This will serve as a guide for residents, helping them to discover great spots to take their family and friends right within their own community.

You are a family and friends community, it's probably, other than business workers, although they stay at your houses, you do bring friends and family to visit your community from time to time. So, you can create programs that are friendly to that; if you think about it, it's really tourism focused, but you could create a program to residents that says hey, when your friend or family member comes to town, you can create a little passport or something like that, that's creative. But it's the Cottage Grove Friends and Family Week or Month, or whatever; you can put together promotions with your partners. Like, there's an idea there; again, I don't want to get down to details because it's worthless, but the point is you've got to work with what you have right now. And you could do something around Friends and Family, no doubt about it.

WEDDING FAIR EVENT: Thinking of weddings, you've got really smart wedding venue people that know exactly what they should be doing more than we do. You all have some great wedding assets.

- Host an annual Wedding Fair, designed to showcase Cottage Grove as a premier wedding destination.
- Highlight your beautiful, unique wedding venues: The Madison and Hope Glen and even your golf course does fantastic weddings, too.
- A variety of local vendors, include booths from local dress shops, florists, photographers, caterers, makeup artists, and entertainment services, creating a one-stop experience for couples planning their weddings.

If you go to the Meet Minneapolis website, they don't any of you all listed on there for weddings, and barn weddings have never been more popular; that's the reason why that young couple just bought it. It's super, super popular, and take your niche where you can do it, right? And, so, how can you take what you already have and make it something bigger, like a Wedding Fair, and you're bringing flowers and florists from all over the Twin Cities, all over; it's just you happen to be the hub where you host them all for a long weekend or something like that. So, those types of ideas are the point of using what you have.

STRAWBERRY FESTIVAL - "BRING A FRIEND": The Annual Strawberry Festival is a beloved event in Cottage Grove, celebrating the community's rich agricultural heritage and small-town charm. To make this festival even more impactful, we suggest launching a

“Bring a Friend” initiative, encouraging locals to invite friends and family from outside the area to experience the festival and discover the charm of Cottage Grove firsthand. This initiative can foster a sense of community pride while also introducing visitors to the town’s unique attractions and local businesses, driving tourism and economic growth.

This is where you all deliver the best, where you like hit it out of the park, so I’d double down on it; that’s the one that you make a big deal of, it’s when the community is showcased the best, it’s when your residents are loving it and they’re bragging about it. So, I think that’s an opportunity to use programs like the “Bring a Friend,” or something like that, come up with a pass for it.

COTTAGE GROVE DINING WEEK: Launch Cottage Grove Dining Week, a weeklong celebration of the vibrant local food scene, designed to encourage both locals and visitors to explore the area’s restaurants.

Event Structure: Special Menus and Pricing, Burger Week feature.

Marketing & PR: Targeted PR Campaign, Engage with Social Media.

Bonus Events at the Farmers’ Market: Cooking Demonstrations, Live Music & Entertainment, Pop-Up Food Tastings.

KEY INITIATIVE #3: FACILITATE PRODUCT DEVELOPMENT (LONG TERM)

EXPAND LODGING CAPACITY: The City understands the need for a hotel. Currently, Cottage Grove is missing potential for additional revenue. For example, if a new hotel with 90 rooms, with an average room rate of \$135 and a 60% occupancy rate, with a 3% Lodging Tax, can generate over \$80,000 annually in revenue for the City.

The hotel I left this morning is at 90%+ occupancy, and the 3% Lodging Tax, that’s going to generate \$80,000 or \$90,000. Right now, you basically have one-ish hotels, they’re generating about \$90,000, right? So, you double that with one hotel.

But more than hotels, you can also attract other types of lodging, by the way, I just want to throw that out there: Tiny homes, cabins, or glamping, etc. You have a treehouse, and you can see how popular that is to attract nature enthusiasts.

The short-term rental market is exploding; people are building communities of tiny homes, and communities of cabins, and those become the attraction. So, that’s just another thing to open your mind a little bit.

Hotels are the one you want, especially for business travelers, but there are other types of lodging that’s available. There’s another way to look at it, too, that I’m going to emphasize:

NEW HOTEL POTENTIAL

Number of Rooms:	90
Total Rooms’ Nights:	32,850
Occupancy Rate:	65% (National Average, but you’re actually over that)
Rooms’ Nights Sold:	21,353
Avg Daily Rate (ADR):	\$125
Overall Hotel Revenue Generated:	\$2,669,063
MN Sales Tax Generated (6.85%):	\$ 182,831
Cottage Grove City Tax (.28%):	\$ 7,473
Lodging Tax Generated (3%):	\$ 80,072

So, these numbers are cool; that’s another \$80,000 for marketing, and that would pay for somebody, how about that? But the City is losing approximately \$5 million in hotel revenue and \$4 million in direct spending.

If you think about the other part of it, it’s not just the money that they’re paying to stay at the room, it’s the money that could be spent in our community. They’ve got to eat, they shop, those are the two things people do when they visit anywhere; that’s what everybody does. And we project that you’re losing about \$4 million a year right now; so, it’s not just about the hotel revenue, although whoever wants to put a hotel here, we want you to be successful and we have it waiting for us. It’s also our businesses that are out there and the money that’s not going into the community, and right now, it’s going somewhere else. We’re one of the best business development products that Woodbury could ask for, as long as we don’t put any more hotels here.

WINTER WONDERLAND - A MAGICAL HOLIDAY EXPERIENCE:

- Look for opportunities to take existing winter events and create a “Winter Wonderland”, a magical and festive atmosphere that delights locals and draws visitors.
- Multi-week event with holiday markets, family-friendly activities, and eye-catching decorations that encourage spending, dining, and even overnight stays at local accommodations. Could include: Christmas Market; Ice Skating Rink; Christmas Lights Tour; Tree Lighting Ceremony; Santa’s Village & Workshops.

This is a partner idea, but again, we can come up with ideas all day long, but a Christmas Market is because you have these venues that are great and you have some neat little shops; like, you can create an experience over a holiday season, and there’s countless numbers of examples of communities that do this. It’s just a commitment to lights; if you want a good example, there’s a place

where they call themselves Christmas Town U.S.A., they change their name literally one day a year or one month a year or something, it's McAdenville, North Carolina. And it's actually a Statute that you have to participate; as a business owner, you have to, and I don't know the details of it, but I'll look it up if you really want to know. But everyone in the community participates in Christmas with lights, so, it's this little bitty town, there's nothing to do there the rest of the year, but when Christmas comes, everybody goes there. It's just outside of Charlotte, about 35 miles west. And it's a completely different community during Christmas because everybody participates; that means they bought their own lights, they did their own stuff, it just became something that the community bought into, like let's have some fun, let's generate some short-term tourism. So, there are examples out there of how if we work together, we can kind of create a short-term experience without bringing in a big investor at all. We like the investors, but we can still do something, you've got the people who can do most of these things, and in this Minneapolis area, you've all seen ice skating rinks.

BENEFITS OF CEDARHURST MANSION RESTORATION: Preserving a community asset and story-telling venue could open doors for many opportunities:

- Corporate events.
- Community and social events.
- Live concerts.
- Festivals.
- Attracting locals and visitors!

That's a big discussion that I won't get into, but it's definitely something, it seems like it's worth stating as a product development opportunity for you all, you don't have a lot of heritage assets in Cottage Grove, but you do have that one. And it is a source of pride, it's a lot of work, it's intimidating because it's so big, but the potential of what that could do seems pretty strong and worthy for all of those reasons that are listed.

A TOWN CENTER ATTRACTS PEOPLE: By creating a town center or gathering place in Cottage Grove, MN, the community can experience enhanced cohesion, economic growth, and a stronger sense of identity, making it an even more attractive place to live, work, and visit. Advantages to a town center:

- Foster community engagement.
- Support local economy.
- Enhance walkability and sustainability.
- Cultural and civic identity.
- Attracting visitors.

I know you all have been talking about that, so I won't go deeper into that, but having a gathering spot is great tourism because people know they can go do something there. Like, I don't know what we're going to do in Hastings tonight, but let's go, Lori, let's go to Hastings. What, where are we going to? I don't know, we'll figure out something. We can walk around, we'll have a beer, go shop, go to the tavern, right? Density creates attraction, especially for residents, and if they're bringing friends and family, they're going to go there. So, I'd just encourage you all, it's not as easy as the consultant saying you do it, there's a lot of numbers to make all that happen, or course, but it's a tremendous opportunity for you.

DEVELOP MORE FAMILY-FRIENDLY ATTRACTIONS: Cottage Grove lacks entertainment options, especially for families and children. We recommend working with private investors to develop additional family-friendly attractions, such as:

- Indoor arcade with games, laser-tag, and mini golf
- Outdoor adventure park offering zip-lining, obstacle courses, and climbing walls
- Big Swing

Things like Big Swing, family-friendly attraction like things, especially outdoors, seems like it would be a good fit for you. Because you're looking for how can we develop tourism, things to do, I think in the natural, outdoor space makes a lot of sense.

LEVERAGE NATURAL AND RECREATIONAL ASSETS:

- Outdoor Adventure Promotion: Cottage Grove's parks and trails could be marketed as a destination for outdoor recreation, including hiking, biking, kayaking, and bird-watching. Host outdoor events, like 5Ks or nature walks to draw enthusiasts.
- Mississippi River Access: You've got opportunity to develop waterfront activities with the Mississippi River, like kayaking and paddle boats to capitalize on the scenic beauty and calm backwaters of the Mississippi River.
- Winter Tourism: Promote winter sports, like cross-country skiing, ice fishing, and snowshoeing. Consider hosting winter festivals or sporting events to bring tourists during the colder months.

WINERY/BREWERY: If possible, pitch to investors to develop/invest in a local winery, brewery, or distillery. These venues could host events like tastings, live music nights, or craft beer festivals. Just think about that, but I don't want to go too far on that.

KEY INITIATIVE 4: ONGOING MARKETING

MARKETING PRIORITIES:

1. Branding: Tourism doesn't really have a strong brand right now, see what you think about *"More Than You Imagine"* as a tagline. I said you're not, you're not more than I imagined. Actually, what research shows is no one's imagining you, no one imagines you, so, you definitely aren't more than that. And its, you have a nice experience, but its not, you don't walk away and go, wow, that was awesome! Man, Cottage Grove is amazing! I don't see that happening right now. No one's saying anything bad about you, they're just not bragging about you. And not in a visitor world, like, I mean, you need to go check out Cottage Grove. An unidentified person said, how about, "It's everything you want within a 10-minute drive." Everything you want within a 10-minute drive, there you go, yeah, but, I think that's a City thing. I actually would encourage you all to consider branding for tourism, but also for the City economic development, everything. How do we really position ourselves? And you can only be the best you can be. You cannot act like you're someone you're not. You kind of just have a blank slate; there's nothing negative, you just have a, you're like vanilla, and there's an opportunity to tell a stronger story. You do have passionate people in this community that love where they live, and so, I think you need to do a better job harvesting it, to be honest with you. Having that identity, knowing who you are, your voice, the whole thing that goes along with it.
2. Website: If you think about priorities with dollars and time, that goes with that.
3. Visitors Guide
4. Social Media: Is probably the most active, most used, and most valuable; that's the most frequently used volume of work, time, effort of anything that we do in tourism marketing. It's a lot of work, but it pays off because you people in Cottage Grove, you can get a lot of attention without a lot of money.
5. Content Development: Photography, videos. If you're going to do this well and this well and this well, you have to have content, and that's a never-ending process. You can't be talking like, "Whatever your fare, there's something for everyone in Cottage Grove." Please don't say that. Don't say that, you can say it, the Chambers love saying it, the City loves saying it, don't say it for tourism. "We are the friendliest people," don't say that either. Everybody says those things, be very specific. What makes you interesting? And write it down. Don't worry about, well, they're going to get mad because we're promoting them over other people. I don't care, I'm trying to get people interested in this place, so, the fact that the Subway restaurant is mad at me that I've given this unique place attention and not giving it to them, I don't care. I mean, I care that they're mad, but my job is to be marketing for tourism, right? And not to look like everybody else. But we need content, this is an ongoing process.
6. Targeted Paid Promotion (Digital Ad Campaign): By the time you get to this, you're not going to have any money left. You have \$90,000, if you do it right. So, there's not much money left. When you all do advertising, I would put it on Strawberry Festival, and I would target, do digital targeting of people in the Minneapolis, Twin Cities area, and I can work some promotion. I'd have something specific, I mean, you've already got a lot of people there, it's just what the goal would be people have such a good time, they come back, you know, later on. Oh, man, it's 'cause you're on your best at Strawberry Festival, right? "Oh, what a great place, we ought to come back here sometime when it's not as crazy," that would be your desired takeaway, right? So, I would put efforts of an event-based advertising, digital advertising only, and I would target certain ZIP Codes in the Twin City area; that's about all you're going to have the money to do.
7. Build Database (For E-newsletters and future research): So, what marketing dollars you have we agree you're going to be spending them. Make sense?

KEY INITIATIVE 5: TRACKING & REPORTING

PROVIDE REGULAR UPDATES:

- Be tenacious in measuring and reporting tourism. On a semiannual basis, give a State of Tourism report during a commission meeting or tourism's own Annual Meeting.
- Consider recognizing a Lodging Partner of the Year and a Hospitality Partner of the Year for those who have helped in promoting tourism in Cottage Grove.
- Create marketing materials on the impact of tourism during National Tourism Week.

This is pretty self-explanatory, and I mentioned you need to have an annual State of Tourism report, you need to have a Lodging Partner of the Year, you need to have a Hospitality Partner of the Year. You need to be in front of the City Council a couple times a year, saying here's what's going on, here's the needle that we're moving.

I can't emphasize this enough, and I feel so strongly about it: Many times it's, well, we're going to draw up a plan for tourism; because of the nature of tourism, we always assume that means marketing dollars, and these great, creative ideas of how we're going to spend our money. Let's do that in five years. Right now, let's get the foundation we need, right? We're going to make more things happen by not spending money out there, but investing in ourselves, our time, bringing in partners, and getting the assets we need so we have something to promote.

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So, that's kind of the plan, folks. That's just showing examples of being committed to merchandising: This is Delco, Pennsylvania, and they're showing numbers, look where we're at: Here's the economic impact, here's the spending in our county, here's the sales tax generated, or whatever you want to say. And this is Louisiana, and they're pushing the same thing, but it shows you have to work to get your respect at the table.

Steve said, so, that's the plan; I hope it makes a lot of sense.

The goal is after today, in the next 36 hours usually is what happens, there's comments, questions, what about this, what about this? That's fed into Phil and Gretchen, that comes to us, and we make some tweaks and stuff to the plan because, ultimately, it is your plan. And then we're actually, we're going to, no one looks at a presentation after today, and it'll actually be a document. We try not to make it too big, but we'll have an appendix of all background reports and stuff, but I like a plan to be something that's actionable, not a dust catcher, and we all know that, too. So, but that's what we'll be doing the next couple weeks is actually making any revisions and printing up the report and send that to you all. He asked if there were any questions.

EDA President Bailey asked if there were any questions from the EDA or the CVB.

EDA Member Khambata said that was a lot of information to take in; I think, you know, some of it is kind of humbling to kind of admit some of the shortfalls, but I think, you know, everyone kind of knew that they existed. We're finding a way to kind of pull all the pieces of the puzzle, that we do have, together to create more opportunity, and kind of like an organizational structure and how to structure accountability, so we can; because I think right now, and to your point, like we've kind of gone in a lot of directions because the job itself was split up between a handful of people and a handful of stakeholders. I think kind of condensing these ideas and responsibility and accountability into one narrower focus is going to be really beneficial.

EDA President Bailey agreed.

EDA Member Latack said, yeah, you know, that sums up the whole thing perfectly.

EDA Member Khambata replied yeah, so, and it was a good presentation. You have a lot to roll around.

EDA Vice President Olsen said first and foremost, thanks for the in-depth kind of study and suggestions and all of that. I think there was a lot of very good content.

My questions, and I have several, start with: You mentioned that you work with Placer AI, and the mayor and I had a chance to visit with them at the ICSC Convention in Vegas last year, and Myron was asking some questions about the data for our City and how to interpret it and all those sorts of things. And one of the things that we learned is we have an overabundance of grocery stores, like we have way too much for the resident demand; and on the flip side, you know, talked about you don't have enough restaurants, you don't have enough lodging, you don't, all of which sort of ties into that tourism piece. So, I'm wondering how should we consider working with an analytics firm like that for those sort of regular updates, or do you think that may be overkill?

Steve replied Placer, a year of Placer is going to cost you around \$30,000; I say that with great confidence, that's what it is. I'd just say, I mean, that takes off \$30K of your budget right away. But you would have access to it nonstop, and you're not to the place where you probably need it nonstop. You could get it, it's going to be wise for you to make some tactical and some strategic decisions on certain opportunities, and for that, I'd use it; you could probably work with them directly. Their bread and butter, they're working with municipalities right now, and they're getting it, they actually started it through municipalities. Now, they're starting to go, wait a second, tourism's a big deal, too; so, they're starting to buckle up and go that route, but it's actually new for them to look at it that way. So, I think it's incredibly valuable because, you know, I used to have a client that said, "You know, In God We Trust, everyone else bring data." You know, people make big decisions, they need data that's going to give them confidence, and Placer provides data we've never had before. We've just never been able to track things, just been guesses; so, I am a big advocate of it, I think on a very case-by-case scenario is what I would use it, though. I wouldn't subscribe to it, not yet, unless you've got another fund to pay for it outside of tourism.

EDA Vice President Olsen asked EDA Member Khambata, so, did you want to follow up on that?

EDA Member Khambata said, so, I'm a real estate broker, and the go-to resource for housing affordability, for the number of transactions for every sale price is the Association of Realtors because they bill themselves to be the authority on that information. And without having to reinvent the wheel, like where do we go, who's the authority on the type of tourism information that is out there? Like, as you said, in terms of like a semiannual or an annual report, and in an environment or in an ecosystem where everyone's trying to sell you information, and they want, like everyone has the best information; like, again, we can't go chasing around a \$30,000 proposition that we're not going to pay off. And, whereas, like the Association of Realtors sends every one of these Council Members that information at no cost, and you can believe it, you can rely on it. Are there resources out there like that, trade organizations that are willing to share those aspects of tourism with us that we can deem as reliable, without having to kind of go through like a trial and error process?

Steve replied for you, that's going to be Meet Minneapolis or State of Minnesota Tourism. They spend money on research every year, and so, they have knowledge, but it's also to give it to the Cottage Groves. The Minneapolis, St. Pauls of the world, even

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Duluth, they might not need it as much, but we do, and there's more people like Cottage Grove than there are Minneapolis. But how come we don't know about it? Whose job is it? Whose job is it to have the relationship and know? I mean, tonight when I get home, I'm going to the winter meeting of the State of Tennessee Tourism, and there are three regional directors for all areas of Tennessee, as well as six sub-directors are going to be there, and they're having meetings with all the little Cottage Groves all over Tennessee. And the state provides the Placer, by the way, and part of their goal is to make sure what are your specific requests, they made a deal with Placer that they can pull their reports for any of their communities and give them their data. So, that's what we've been talking about, right? So, but you've got to have a relationship with the State of Minnesota and maybe even Minneapolis and St. Paul; I mean, you are part of those metros, and they invest a lot of money in research as well. But if you're not there to ask them, and to be aware of what they're providing, that's 100% where I'd go, and I'm also 100% they have resources; every state tourism agency and tourism agencies that watch Minneapolis invest heavily in research or they're partners. We're just not there looking for it. Yep, no doubt about it. There's a couple other larger organizations, but I wouldn't worry about them; Destinations International is the big one, U.S. Travel's a big one, so, if you want to know big travel trends, that's where you get that information. They publish annual reports to make it available for everybody, but the State is where you go right now.

EDA Vice President Olsen said you mentioned rebranding, and sort of in a halfway method about not just tourism, but also the City. We started on this journey, and we took some counsel from some other communities that do tourism and have been for a long time, and we landed on *Discover Cottage Grove* as our tag for our tourism. What do you think? Steve said, which I like. EDA Vice President Olsen said you do?

Steve replied yeah, I mean, the industry; I'm sorry, I almost kind of cut you off, is that what you're wanting to know?

EDA Vice President Olsen said well, I think I know what you're going to say, so continue, and then I'll check and see.

Steve said about 10 years ago, all of a sudden, I don't know who started, it became the thing to do, it's like instead of calling ourselves Convention and Visitors Bureaus or Tourism Authority, which is a very local business name and there's value to that, we're going to tell people what we want them to do. And, so, everybody had visit, discover, explore, tour, in some cases that's a bad one, but everybody started doing it. And my point of view is that's fine, and there's nothing wrong with it. Like, it's good, it's cool, but your brand is actually Cottage Grove, it's the City name. That's the dot on the map that people are going to visit. So, you could say Discover, it gives you that little call to action, that's what I loved about it; oh, we're telling them we want them to discover, and that's exactly what we want them to do. Cool. Is it better than Visit? I don't know. Or Explore? I don't know. They're all great, so that's fine. More importantly, when it comes to branding, no one ever visits a place, I don't care where it is, because they have a cool logo, they don't do it. I'm not saying a great logo's not important and a tagline; like, I'm not going to go, "Hey, honey, we gotta go to Hastings. Why? Look at their tagline, it's amazing." We don't, that's not how we book travel, that's not how we decide to go somewhere; we do it because of, remember the Content Development? That's why. More people are bragging about communities like Cottage Grove because of the food experiences that are there, because of the cool things to do, because the architecture looks great; that's another reason why a town center is so important, right? If I'm going to brag about Cottage Grove, we have to have a true picture of it. All right? People are showing the bridges in Hastings, more to great placemaking is branding. So, branding is more than just, you need the organizational branding, a logo, and a position we're on is fine, some places don't even use it. And what you do, rules of branding that we all know apply. But unlike any company that I've ever seen, a City has a more-challenging job of branding because it's not just an organization, its a place, and you don't own your name. Like, if I were to bad mouth 3M, I'm going to get a lawsuit. Well, who uses the Cottage Grove name? The City, economic development, tourism, Chamber of Commerce; how many businesses have the name Cottage Grove? We don't own our name, everybody uses it on their address. So, anybody can use the name and everybody is your product, your roads, your people, your businesses, good and bad. It's why we'll go, those people are so worried when you have one bad experience. You brand the whole town, oh, they're rude people over there, right? Yeah, I'm making that up, but you know what I'm talking about. Branding a place as a City is tough to do, and it requires everyone be involved, and you want a nice logo, but the role of the logo is ownership, it shows who's talking to you, who owns the building, who's behind that message, and that's about it. So, I think it's super important, but really the goal of branding is to have an edge and have some distinction and a voice and personality of our community.

EDA Vice President Olsen said on that note, you went exactly where I was going, which was *Discover Cottage Grove* when you look in the tourism world, as you mentioned, everybody's using discover this, find that, every business needs that; and I was going to ask you if you felt like we needed to come up with something more unique, something that separates us from the pack, or if that was a waste of time?

Steve replied, I think the City of Cottage Grove is a bigger priority than tourism right now. EDA Vice President Olsen said okay, fair enough.

Steve said and I think they're connected, don't get me wrong, but it's just that we're not going to be spending a ton of time telling the outside world to come to Cottage Grove right now; I mean, but when we do, we want to be presentable and we want to be unique, and why, why should we? I mean, so, the need is there, but right now, you're in such your infancy of tourism, it's the Friends

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and Family aspect of it. I think knowing who we are and having some pride and distinction about what Cottage Grove is, in general, is important. I think that's why I mentioned, when I said branding, I said tourism branding is necessary, I don't think it has to be alone without the City, I think they are together for now. And I'm the biggest advocate in the world, actually, that it's okay for tourism and the City to have different looks to them, but for you all, that's not necessary; you're one place right now.

EDA Vice President Olsen said and then the last thing is you mentioned about kind of use what you have, package things, all that, which we've all talked about that for many years, but you showed the picture of Cedarhurst. Now, over time, and many in the room know this already, that facility has served several different purposes. When you think about what we have and packaging what we have and all that, should the City be looking at Cedarhurst as kind of a central draw for concerts, for the arts, and maybe even as a lodging facility? Make it into a historic hotel; because I think about Red Wing, they've got the St. James, which is a nice, old, historic hotel, and they now have The Confluence in Hastings, which is in a little historic building downtown there, etc. Do you see that as a potential opportunity to kill two birds with the one stone? We get a lot of people for tournaments and different things all year round, who come and play here, but go to Woodbury to eat their dinner and stay in their hotel. Do you see Cedarhurst as an opportunity to alleviate a little bit of that pressure on the 1.5 hotels that we already have?

Steve replied we see Cedarhurst as a tremendous opportunity for you however, I don't know that it falls under the sports teams staying there.

EDA Vice President Olsen replied no, what I'm saying is it's a historic hotel, then maybe there are people currently staying in Place A that would choose to stay in Place B. Steve said 100%.

EDA Vice President Olsen said weddings. Steve said I was going to say where do you think most people that go to one of those weddings at Hope Glen or The Madison, where do you think they stay? I'm going to put my money that they're not staying at Country Inn & Suites, they're not; EDA Vice President Olsen agreed.

Steve said again, there might be a couple that do, but they're staying at The Confluence. Especially, I don't think the weddings at Hope Glen and The Madison are very cheap, right? EDA Vice President Olsen replied, they're not. Steve said, I mean, they're the kind of weddings where the wedding party is going to have a block of rooms somewhere. Where are you going to put them? I'm going to The Confluence, for example. I mean, right? So, you'd think if that was a historic hotel, do you think? Absolutely, the wedding could be there, I mean, that could be the wedding venue as well. EDA Vice President Olsen agreed. Steve said I think that's worthy of a lot of attention and some discussions of what it could be, it's a tremendous opportunity, historic places like that are. I know where I live we had a farm, I'll just call it a farm for lack of word, but it had some facilities like that on it; and it was actually gifted over to the city with one term, that it can never, ever be developed beyond, they had some parameters around it, because they want it to always be an outlet for the people in the community. So, they have concerts there, they have Fourth of July concerts and things there. Now, they cannot build a hotel on that one, they would never let them do it, a different scenario. But preserving that, and that is your mission, preserving that the right way I think is super important for the community. And if it, if you don't, you just don't have many assets like that.

EDA Vice President Olsen said I appreciate your feedback on that. You know, it is owned by a group that claims to specialize in historic preservation, but they haven't done anything with it, so, I'm just spitballing there. And you're right about the wedding venues, I was at the old barn out in Old Cottage Grove last week, meeting with those owners, and prior to me meeting with them, they had a group of five-or-six families that were touring the facility in hopes of potentially booking it as a wedding; and that was one of the first questions that came up in the group is well, do you have a bridal suite? Do you have a place for mom and dad to stay? Those kinds of things, so, I think we're missing out, and Cedarhurst maybe could be that opportunity, but I guess we'll have to talk about that some more. With that, mayor, back to you.

EDA President Bailey asked if there were any other questions at this point.

EDA Member Latack said one question I have is if we're guarding the content side of things, I think there's already been some good content, but a lot of times with content, for somebody willing to share it on social, they have to get some social currency out of it. So, they don't say, oh, I had a great time in South Chicago, visiting, you know? It's like, oh, I had a great time in Las Vegas, or whatever. So, I'm wondering if we almost set up situations where it's almost for Instagram-able type social? So, now, it's other people saying how fun Cottage Grove is, which is whatever.

Steve replied that is the goal, that's the whole goal of social media, and that's why you see; again, you don't have a town center to do this stuff. I mean, the go-to things are architecture, murals, I mean, how many places have winged murals in places where people? You know what I'm talking about, right? We don't have places for winged murals, right? The Instagram-able moments, the sharable moments; I guarantee you Hope Glen and The Madison get shared galore because they're such unique, interesting places. No one Instagrams the logo of a place. Cottage Grove is so cool, there's a neat logo, nope, no one does that. But they're going to do something that's interesting, that's brag worthy. That's why placemaking is so important, actually, and you can create things; it doesn't have to be a huge project. Indianapolis, they have a big NDY in their downtown, the big N-D-Y, and you make the I, so

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everyone gets their picture made and it says INDY, because I'm the I, you get what I'm saying? Like, that wasn't that expensive. But that's why they did it, so people could brag, and what's behind it? A cool backdrop of the city and all kinds of stuff, right?

EDA Vice President Olsen said well, think about when Chicago did their Bull, right?

Steve said that's what started it all, I think, I really do. Yes, that's why getting art involved and having those types of things that they give you a little bit of a story telling. And they didn't say, hey, we need our logo on art all over town; no, you're not NASCAR, right? You can tell your story in a lot of different ways, if you ever want a different flavor in the community, that's what makes it interesting. So, that's big, placemaking from a City perspective, I think that's super, super important. And you're clean, you're super clean and nice and well executed. The roads are nice, they look great, and the Business Park here, it's a nice place, but having that, and a little edge usually sounds like it's pretty and stuff and it can be, but it doesn't have to be, but you lack having some placemaking points of distinction. We asked people in our groups, what's the iconic visual of Cottage Grove? And, overwhelmingly, everybody's like, they really don't have one. Maybe look at the Mississippi River; well, you're looking at the river, not us, that might be the one thing that came back the most. EDA Vice President Olsen said and my last question is with the limited pay budget, do you think Geofence ads where you can Geofence people that go to Rivertown Days because they're most likely going to some other festivals type thing?

Steve replied, that's 100% what I was talking about when I said digital advertising for Strawberry Festival, and I didn't get into it, but you want to Geo; you don't want to just blanket the whole place and say, hey, everybody come here. You can target people that went to a similar festival to yours last year; you can target people that went to Strawberry Fest a little bit and don't live here, they came to it last year, tell them to come back. And festivals just like it in Hastings; I mean, they came to Hastings, they might as well come here, or Woodbury. You can target people that visited those events last year because they're likely to come. I mean, that's exactly what you want to do, and you've done this before. Steve said that's the tactical way you need to spend your money because you don't have much, but it's high return with that. That's great, I'm glad you brought that up.

EDA President Bailey said all right, thank you, that's a lot of info.

Steve said I hope that stuck, it is a lot of info, you all have a tremendous opportunity here to make sure you're doing the right things.

B. 2025 Meeting Schedule

Staff Recommendation: Accept the schedule for the 2025 Economic Development Authority Meeting Schedule, as presented.

EDA President Bailey said Director Larson has the 2025 EDA Meeting Schedule up on the board.

EDA Member Tschida asked on the meeting schedule, why are we meeting the first Tuesday in November instead of the second? It's just curiosity more than anything else.

Director Larson replied that there are a few things to point out on the calendar:

- We won't have a March meeting.
- November 4 is proposed because your regular meeting date in November falls on Veterans Day, so, in observance of Veterans Day, we moved it to November 4, which is the first Tuesday of the month.
- December 2 is always your HRA Final Levy consideration, and so that has to be held in the evening, at 6:00 p.m., before the City budget is adopted and that is a statutory requirement.

EDA Member Tschida said I should already know the answer to this, but are we allowed to meet on Election Day? Director Larson replied yes.

Director Larson said and that's your recommendation for the schedule, and once that's done, as presented, then we'll finally get those the meetings on your calendars; we hadn't done it yet because we had to have you adopt your annual meeting calendar.

EDA Member Khambata made a motion to accept the 2025 Economic Development Authority meeting schedule, as presented.

EDA Member Scott seconded the motion. Motion passed unanimously (6-to-0 vote).

C. DARTS Updates

Staff Recommendation: Receive the DARTS Annual Report.

EDA President Bailey said we're not going to go through the DARTS Updates at this particular point. But for those who don't know, the EDA funds DARTS transportation for one day a week, in essence, for DARTS to go between different senior facilities; frankly, it doesn't have to just be seniors, it can be anywhere because they go up to the library, etc.

Economic Development Authority & Convention and Visitors Bureau Joint Meeting Minutes

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I will mention to you the data is in there, but I know the County is looking at adding a second day, hopefully by the end of this year, to try to enhance the transportation infrastructure, if you will, within Cottage Grove. So, that's just a heads up for you on that, I just happen to know that from talking to the County.

6. PUBLIC HEARINGS - None.

7. OTHER BUSINESS - None.

8. WORKSHOP - None.

9. ADJOURNMENT

EDA Member Khambata made a motion to adjourn. Motion was seconded by EDA Member Tschida. Motion passed unanimously (6-to-0 vote). The meeting was adjourned at 8:57 a.m.

Respectfully submitted,

Gretchen Larson
Economic Development Director

/jag



City Council Action Request

7.C.

Meeting Date 4/16/2025

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 Approvals Table

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

FROM: Samantha Drewry, Code Enforcement Officer

DATE: April 10, 2025

RE: Rental License Approvals

Background/Discussion

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

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

Recommendation

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

2025 RENTAL LICENSES
CITY COUNCIL APPROVAL - APRIL 16, 2025

RENTAL LICENSE NUMBER	PROPERTY STREET #	PROPERTY STREET NAME	PROPERTY OWNER
RENT-002742	6636	Hinterland Trail South	Easyrentmmk, Mai Yang

MULTI-FAMILY:

Hinton Heights, 7750 Hinton Avenue South: 24 Buildings, 249 Units

The View, 7675 Hardwood Avenue South: 1 Building, 31 Units



City Council Action Request

7.D.

Meeting Date	4/16/2025		
Department	IT Department		
Agenda Category	Action Item		
Title	Artificial Intelligence Use Policy		
Staff Recommendation	Staff recommends the approval to implement this policy and establish governance structures that align AI deployment with public trust and city values.		
Budget Implication	None		
Attachments	<table border="1"><tr><td>1.</td><td>AIPolicyCouncil</td></tr></table>	1.	AIPolicyCouncil
1.	AIPolicyCouncil		



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

FROM: Brian Bluhm

DATE: April 16, 2025

RE: Artificial Intelligence Use Policy

Discussion

Artificial Intelligence (AI) is rapidly transforming industries and government operations, enhancing efficiency, decision-making, and service delivery. With this growth, ethical considerations such as data privacy, bias mitigation, and accountability are crucial in guiding AI implementation. To ensure responsible AI deployment within our city government operations, we propose the adoption of an AI Use Policy, which outlines the types of AI technologies in use and establishes guiding principles for their application.

Recommendation

Staff recommends the approval to implement this policy and establish governance structures that align AI deployment with public trust and city values.

Attachments

1.	AI Policy Council
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To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Brian Bluhm, IT Manager
Cc: Joe Fischbach, Human Resources Manager
Date: April 3, 2025
Subject: Artificial Intelligence Use Policy

Introduction

Artificial Intelligence (AI) is rapidly transforming industries and government operations, enhancing efficiency, decision-making, and service delivery. With this growth, ethical considerations such as data privacy, bias mitigation, and accountability are crucial in guiding AI implementation. To ensure responsible AI deployment within our city government operations, we propose the adoption of an AI Use Policy, which outlines the types of AI technologies in use and establishes guiding principles for their application.

AI Covered in the Policy

The proposed AI Use Policy addresses several key AI technologies relevant to city operations:

- Generative AI – Systems that create text, images, and other content based on input prompts. Examples include automated report generation and virtual assistants.
- Machine Learning (ML) – Algorithms that improve decision-making through data analysis and pattern recognition, such as predictive analytics for city planning.
- Natural Language Processing (NLP) – AI that enables machines to understand and respond to human language, improving communication between residents and government services.
- Prompt-Based AI – AI models that respond to structured prompts to generate responses, useful for customer service and information dissemination.
- Training Datasets – Data sets used to develop AI models, ensuring they are fair, diverse, and reflective of the community's needs.

Guiding Principles for AI Usage

The policy is built on key principles to ensure ethical and effective AI deployment:

- A. Security & Safety: AI systems maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.
- B. Privacy: Privacy is preserved in all AI systems by safeguarding personally identifiable information (“PII”) and sensitive data from unauthorized access, disclosure, and manipulation.
- C. Transparency: The purpose and use of AI systems is proactively communicated and disclosed to the public. An AI system, its data sources, operational model, and policies that govern its use are understandable and documented.
- D. Equity: AI systems support equitable outcomes for everyone. Bias in AI systems is effectively managed with the intention of reducing harm for anyone impacted by its use.
- E. Accountability: Roles and responsibilities govern the deployment and maintenance of AI systems, and human oversight ensures adherence to relevant laws and regulations.
- F. Effectiveness: AI systems are reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
- G. Workforce Empowerment: Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

Staff Recommendation

Staff recommends the approval to implement this policy and establish governance structures that align AI deployment with public trust and city values.

SECTION 36. ARTIFICIAL INTELLIGENCE POLICY

36.1 Scope. The Artificial Intelligence Policy applies to all City departments, agencies, and entities involved in the development, procurement, deployment, or use of AI technologies, as defined herein. It also covers any third-party contractors or vendors that work with the City of Cottage Grove on AI-related projects.

36.2 Policy purpose.

The purpose of this Policy is to establish guidelines and principles for the responsible and ethical use of Artificial Intelligence (“AI”) technologies within the City of Cottage Grove (“City”). This policy enables the City to use AI systems for the benefit of the community while safeguarding against potential harms by ensuring that its deployment upholds the values of transparency, accountability, fairness, and privacy. The key objectives of this Policy are to:

- Provide guidance that is clear, easy to follow, and supports decision-making for the staff, interns, consultants, contractors, partners, and volunteers who may be or leveraging AI systems to provide services to the residents of the City;
- Ensure that when using AI systems, the City or those operating on its behalf, adhere to the Guiding Principles that represent values with regards to how AI systems are purchased, configured, developed, operated, or maintained;
- Define roles and responsibilities related to the City’s usage of AI systems;
- Establish and maintain processes to assess and manage risks presented by AI systems used by the City;
- Align the governance of AI systems with existing data governance, security, and privacy measures in accordance with the State of Minnesota’s Public Artificial Intelligence Services Security Standard, the Minnesota Data Practices Act, and the City’s Data Policies;
- Define prohibited uses of AI systems;
- Establish procedures to safely retire AI systems that no longer meet the needs of the City; and
- Define how AI systems may be used for legitimate City purposes in accordance with applicable local, state, and federal laws, and existing policies.

36.3 Definitions. The following words and terms shall have the meaning as defined herein, unless the context indicates otherwise.

- A. Generative AI – Generative AI refers to AI systems capable of generating new content, such as images, text, audio, or videos, which imitates or is indistinguishable from human-created content. It includes technologies such as Generative Adversarial Networks (“GAN”s), Variational Autoencoders (“VAE”s), and other deep learning-based models. Generative AI models are trained on large datasets and learn the underlying patterns and structures of the data. They can then generate updated content that is like the examples they were trained on. The generated content can take various forms, such as text, images, music, or even videos.

- B. Machine Learning – Machine Learning (“ML”) is a subset of AI that focuses on the development of algorithms and models that enable computers to learn from data and make predictions or decisions without being explicitly programmed. ML algorithms learn patterns and relationships from training data and use that knowledge to make predictions or take actions.
- C. Narrow or Weak AI – Narrow or Weak AI refers to AI systems designed to perform a specific task or a set of specific tasks. These systems excel at the task they are programmed for but lack the ability to generalize beyond their specific domain. Examples include voice assistants, image recognition systems, and recommendation algorithms.
- D. Natural Language Processing: Natural Language Processing (“NLP”) focuses on enabling computers to understand, interpret, and generate human language. NLP involves tasks such as text classification, sentiment analysis, machine translation, and question answering systems. NLP techniques are used in various applications like chatbots, virtual assistants, and language translation tools.
- E. Prompt: Prompts are the inputs or queries that a user or a program gives to a Generative AI tool to elicit a specific response. Prompts can normally be expressed as natural language questions and can be successively refined to tailor the response provided. The prompts and responses may be used by the AI tool to expand its knowledge base, so care must be taken not to expose any sensitive data in the prompt input.
- F. Training Dataset: The “corpus” of information used to train a generative AI tool in the questions it may expect to be posed and how to formulate its response. For City specific generative AI tools, the software vendor may provide a baseline corpus of data, to be extended and refined by City employees to tailor the responses to ensure appropriateness and relevance. For publicly available Generative AI tools, the training data may include arbitrary sources from across the internet and will not be within City control. For example, ChatGPT is trained on a large corpus of text data from the internet. It learns patterns, relationships, and statistical properties of language by processing billions of sentences and uses that knowledge base to formulate its responses. In this case, note that there is no guarantee that its training dataset does not include false or misleading data.

36.4 Policy Statement. Correct usage of Artificial Intelligence technologies within the City shall ensure that confidential City information is not compromised, that generated content is always validated by a person before publishing, and that responsible City staff know, and are comfortable with, the extent to which data provided to an AI tool may be shared with non-City audiences.

AI is a tool, much like a Google search, but more sophisticated. Nevertheless, ultimately the people using the tools are responsible for the outcomes. City users of AI tools must

remain mindful of this reality. Technology enables our work; it does not replace our judgment nor our accountability.

36.5 Guiding Principles For AI Usage. Information Technology (“IT”) develops, delivers, operates, and supports solutions that help City departments efficiently and effectively deliver equitable and responsive services to the public. We recognize that we are entrusted with responsibly stewarding the public’s data and protecting our IT systems. We see the emergence of Generative AI as providing both opportunities that can help us deliver our services, but it also has risks that can threaten our responsibilities. Because the Generative AI field is emergent and rapidly evolving, the potential policy impacts and risks to the City are not yet fully understood. The use of Generative AI systems within the City can have unanticipated and unmitigated impacts. This Policy seeks to safeguard and protect against those negative impacts by ensuring the following:

- A. Security & Safety: AI systems maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.
- B. Privacy: Privacy is preserved in all AI systems by safeguarding personally identifiable information (“PII”) and sensitive data from unauthorized access, disclosure, and manipulation.
- C. Transparency: The purpose and use of AI systems is proactively communicated and disclosed to the public. An AI system, its data sources, operational model, and policies that govern its use are understandable and documented.
- D. Equity: AI systems support equitable outcomes for everyone. Bias in AI systems is effectively managed with the intention of reducing harm for anyone impacted by its use.
- E. Accountability: Roles and responsibilities govern the deployment and maintenance of AI systems, and human oversight ensures adherence to relevant laws and regulations.
- F. Effectiveness: AI systems are reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
- G. Workforce Empowerment: Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

36.6 Rules for Using AI. Staff may use AI products if they follow this Policy and the following basic rules:

- A. The IT Department will maintain a list of approved AI products. Any AI product used by employees must be on the approved list. Anything not on the approved list must be reviewed and approved by IT prior to introduction or use.
- H. Be mindful and careful of the data input into prompts. Data provided in generative AI prompts, especially in the publicly accessible platforms such as ChatGPT and Bard, are used by the companies that power these systems to continuously grow their tool's knowledge base. Even generative AI components embedded in other third-party software may exhibit the same behavior. Do not share sensitive or confidential information in the prompts. Any information that includes personally identifying information about other employees and/or community members could inadvertently be shared with others. Basically, if you would not share information with the public, avoid sharing it in the prompt. If you have a case that requires sensitive information to be used with a generative AI, contact IT so we can help you establish an appropriate solution.
- B. Reference AI usage when you use it for significant communications with the public or for other important purposes. Even when you use AI minimally, disclosure builds trust through transparency, and it might help others catch errors. So be forthcoming about crediting your usage of a generative AI "assistant," and ideally include the version and type of model you used. For example, "This document was generated by ChatGPT 3.5 and edited (heavily | moderately | lightly) by John Doe."
- C. Fact-check all AI generated data. While Generative AI can rapidly produce clear prose, the information and content might be inaccurate, outdated, offensive, or simply made up, making it essential to validate that the output of generative AI systems is accurate, properly attributed, free of someone else's intellectual property, and free of unintended or undesirable instances of bias and potentially offensive or harmful material. City employees must fact check and review all content generated by AI, especially if it will be used in public communication or decision-making. It is the responsibility of the City employee using AI to verify that the information is accurate and appropriate by independently researching claims made by the Generative AI tool.

36.7 Governance Framework. The City's Information Technology Department ("IT Department") will oversee all artificial intelligence initiatives, in concert with employees from sponsoring departments.

- A. The IT Department is responsible for:
 - Directing City technology resources, policies, projects, services, and coordinating the same with other City departments.
 - Approving all AI products for use
 - Overseeing the digital privacy practices, data processing practices, and responsible usage of technology in compliance with this Policy.

- Overseeing the privacy practices of AI systems used by or on behalf of City departments.
- Conducting an AI review to assess the potential risks of AI systems.

The IT Department shall designate the IT Manager to actively ensure AI systems are used in accordance with this Policy, and to actively ensure the AI system is used in accordance with this policy and the requirements of all other laws, regulations, or orders.

B. The IT Manager is responsible for:

- Overseeing the security infrastructure, cybersecurity operations, updating security policies, procedures, standards, guidelines, and monitoring policy compliance.
- Actively ensure the AI system is used in accordance with this policy; and
- Overseeing the security practices of AI systems used by or on behalf of City departments.

C. Each city department involved in AI projects will consult with the Information Technology Department to coordinate and ensure compliance with this Policy.

D. The City Administrator may inspect the usage of AI systems and require a department to alter or cease its usage of AI systems or a partner's usage of AI systems on behalf of the department.

36.8 Oversight and Evaluation Mechanisms.

A. The IT Department will establish an ongoing evaluation and monitoring process to assess the effectiveness, fairness, and safety of AI systems. Periodic audits will be conducted to identify and address any issues related to compliance and ethical considerations.

B. City employees shall obtain IT Department approval before accessing or acquiring an AI product. This is a standard operating practice in the City for all new or non-standard technology. For introduction of new commercial software that includes an AI capability, employees requesting its introduction will provide the IT Department with answers to the following questions:

- What function(s) does the AI component provide or support?
- What data does it use for its training dataset?
- Is it public data, data shared with other vendor customers, or City-accessible only?
- Who creates the training dataset? Who maintains it?
- Does anyone outside the City have access to our data, including user submissions to prompts and the responses?
- Does the City have access to anyone else's data? If so, whose, and why?

- Can we disable the AI component if we so choose? What impact would this have on system functionality?

36.9 Prohibited Uses. The use of certain AI systems is prohibited due to the sensitive nature of the information processed and severe potential risk. This includes the following prohibited purposes:

- Real-time biometric identification;
- Fully automated decisions that do not require any meaningful human oversight, but may substantially impact individuals;
- Emotional analysis, or the use of techniques to classify human facial and body movements into certain emotions or sentiments;
- Social scoring, or the use of AI system to track and classify individuals based on their behaviors, socioeconomic status, or personal characteristics; and
- Any other uses which attempt to score, or otherwise rank individuals based on protected characteristics.

36.10 Policy Review and Updates. This Policy will be reviewed annually, and updates will be made as necessary based on technological advancements and emerging best practices.

36.11 Continuous Learning and Improvement. The City will promote continuous learning and improvement in AI governance and ensure that AI policies remain at the forefront of ethical and technological standards. The IT Department is responsible for conducting an AI review to assess the potential risk of AI systems and coordinate review of AI systems used by the City with all departments as detailed in this Policy.

36.12 Conclusion. This Policy reflects the City's commitment to harnessing AI technologies responsibly and ethically to enhance public services, foster innovation, and benefit our community. Through transparent, accountable, and inclusive AI practices, we aim to create a thriving and sustainable future for all citizens. This Policy sets the foundation for a human-centric approach to AI governance that prioritizes the well-being and values of our City's residents.



City Council Action Request

7.E.

Meeting Date 4/16/2025

Department Finance

Agenda Category Action Item

Title Receive Fund Balance of General Fund as of 12-31-2024

Staff Recommendation Receive information on the General Fund as of December 31, 2024.

Budget Implication N/A

Attachments

1.	cc memo 2024 Designated Fund Balance
2.	2024 Designated fund balance



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

From: Brenda Malinowski, Finance Director

Date: April 16, 2025

Subject: Fund Balance – General Fund on December 31, 2024

Introduction

In accordance with Resolution 2024-183, the City Council shall be advised about the designation of fund balance and associated transfers as soon as is practical after the close of the fiscal year.

Discussion

Council approved the Fund Balance Policy in 2024 which specifies that unassigned fund balance for the General Fund shall be between 45% and 55% of the subsequent General Fund expenditure budget. 48.2% will be unassigned at year-end.

The 2024 original adopted budget for the General Fund was a balanced budget. In other words, there was not to be an increase or decrease to the fund balance. The revised budget for the General Fund has a decrease in fund balance of \$1,370,900 due to the one-time transfer out of \$1,370,900 to establish the Compensated Absences Fund.

This new fund that was approved on December 18, 2024, will demonstrate strong financial stewardship by recording the compensated absences liability and the assets to fund this liability in a separate fund. Previously, the fund balance to fund the compensated absences liability had been simply designated in the General Fund. The new fund will provide more transparency in funding compensated absences.

Despite the large transfer out to establish the new fund, the General Fund-fund balance will increase by \$150,914.

On December 31, 2024, General Fund operating revenues are projected to be 2.3% greater than the revised budget. Building permit revenue and investment earnings were the primary reasons for the positive results. Operating expenditures are projected to be 3.38% less than the revised budget due to a favorable winter season, lower utility costs, and operating savings throughout all departments.

Please note that this information is subject to audit and is not finalized.

General Fund – Fund Balance December 31, 2024, is as follows:

Non-spendable Fund Balance:	
Prepaid Items	\$ 13,556
Assigned Fund Balance:	
Designated for future budgets	776,000
One-time public safety aid for future public safety expenses	1,052,777
School bus safety	5,600
Unassigned Fund Balance (working capital) 48.2% of 2025 Budget	13,719,571
	<u>\$15,567,504</u>

Assignment of Fund Balance for Specific Purposes

The City Administrator and Finance Director have assigned the following balances for specific purposes under the policy.

- \$776,000 is assigned for use in the 2025 budget as follows:

Description	Amount
Absorb LGA cut	\$50,000
Annual Leave Cap	190,000.00
Police Officer start 1/1	60,000.00
Park restrooms-increased costs of service	17,000.00
Bobcat lease-increased costs of lease	14,000.00
Tasers lease-new lease for tasers	42,000.00
Forestry trimming-increased costs	20,000.00
Fire building maintenance-increased costs	4,400.00
Refurbish bearcat-Cottage Grove portion	27,000.00
Stump grinding from 08/29 storm	48,600.00
Topsoil for 8/29 cleanup	12,000.00
8/29 storm tree debris disposal (1 st year of 4 Year program)	30,000.00
Traffic Officer 4th Quarter 2024	41,000.00
Gold Award	12,000.00
Fire Cadet Program	58,000.00
Outdoor sirens grant	10,000.00
Police camera	20,000.00
City hall fountain renovation project	20,000.00
Contract items	100,000.00
	<u>776,000.00</u>

- \$1,733,127 was received for one-time public safety aid in December 2023. \$1,052,777 of this amount will be utilized in 2025 and 2026 so these funds have been assigned at year-end.
- Fine revenue that is received from drivers who violate the school bus stop sign law is restricted to education programs related to traffic safety. The amount that is unspent is \$5,600.

The remaining \$13,719,571 is 48.2% of the annual expenditures of the subsequent years budget as directed per the Fund Balance Policy.

Action Requested

No action is required by the Council.

General Fund
Computation of Fund Balance - December 31, 2024

General Fund Amount Available : *Per the preliminary financial statements*

Non Spendable Fund Balance
Prepaid Items

Other Amounts as determined by City Administrator/Finance Director
Designated for future budgets
Compensated Absences
One-time public safety aid
Amounts collected for violations of "school bus arm"

Unassigned Fund Balance per fund Balance Policy
45% to 55% of subsequent year budget

Total

Amounts in excess of fund balance policy - available for transfer

Outstanding debt
Equipment Replacement
Building Replacement
Future Pavement Mgmt
Internal Service Funds-Insurance Fund

Transferred to other funds

Remaining

Remaining year-end General Fund - Fund Balance

2024		2023	
Based on	Designated Amount	Based on	Designated Amount
	\$ 15,567,504		\$ 15,447,112
	13,556		7,816
Fund Balance Amounts Assigned (Per 2024 Fund Balance Policy)		Fund Balance Amounts Assigned (Per 2023 Fund Balance Policy)	
	776,000		194,000
	-		894,900
	1,052,777		1,733,127
	5,600		5,600
28,446,310		25,152,640	
48.2%	13,719,570	50.0%	12,576,320
	15,567,503		15,411,763
	1		35,349
30%	-	30%	10,605
25%	-	25%	8,837
15%	-	15%	5,302
10%	-	10%	3,535
5%	-	5%	1,767
	-		30,046
	1		4,805
	\$ 15,567,504		\$ 15,416,568



City Council Action Request

7.F.

Meeting Date 4/16/2025

Department Finance

Agenda Category Action Item

Title 2024 Budget Revisions

Staff Recommendation Adopt Resolution 2025-57, 2024 Budget Revisions.

Budget Implication N/A

Attachments

1.	CC Memo 2024 Budget Adjustments
2.	Resolution 2025-57 Revised 2024 Budget



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

From: Brenda Malinowski, Finance Director

Date: April 16, 2025

Subject: 2024 Budget Revisions

Background

The Council is requested to consider resolutions to amend the 2024 Budget.

Discussion

2024 Budget Adjustments

Each year events occur that were not identified in the original adopted Budget. The adopted Budget can be amended to reflect these changes.

- Development Related (\$93,000)
 - Increase expenditure budgets for building inspection, engineering and finance for amounts that were needed due to increased development activity. Increase building permit revenue, charges for services, and investment earnings by the same amount.
- Grants (\$60,000)
 - Increase police aid in police. Increase expenditures in police related to operating costs.
- Transfers out (\$1,370,900)
 - Increase transfers out by the transfer to establish the new Compensated Absences Fund. This transfer was previously approved on December 18, 2024. This action will increase the budget for the transfer.

Recommendation

Approve Resolution 2025-57, 2024 Budget Revisions.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-57

2024 BUDGET REVISIONS

WHEREAS, events surrounding development, grants, donations, and other events that occurred in 2024 that were not part of the original Adopted Budget; and

WHEREAS Resolution 2023-153 adopted the 2024 operating budget and 2024-180 amended the 2024 operating budget; and

WHEREAS the City Council may authorize additional budget adjustments.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the 2024 Budget shall be revised as follows:

	2024 Original Budget	2024 Revised Budget 2024- 180	2024 Revised Budget 2025-57
General Fund			
<u>Revenue</u>			
General Property Tax	\$18,567,010	\$18,567,010	\$18,567,010
Licenses & Permits	2,371,670	2,658,670	2,723,670
Intergovernmental	1,637,810	1,823,810	1,883,810
Charges for Services	1,567,910	1,597,910	1,621,910
Fines	150,000	150,000	150,000
Miscellaneous	208,915	375,015	379,015
Transfers In	649,325	649,325	649,325
Total	\$25,152,640	\$25,821,740	\$25,974,740

	2024 Original Budget	2024 Revised Budget	2024 Revised Budget
<u>Expenditures</u>			
General Government			
Mayor & Council	\$116,370	\$116,370	\$116,370
Administration	919,620	987,420	987,420
Professional services	492,600	572,600	572,600
City Clerk & Elections	236,785	297,985	297,985
Finance	676,130	702,230	706,230
City Hall	574,260	574,260	574,260
Employee & Community Programs	181,335	215,335	215,335
Budget contingency	200,000	-	-
Transfer out	-	-	1,370,900
Community Development			
Planning, Zoning & Historic Preservation	590,600	596,300	596,300
Building inspection & Code Enforcement	1,372,805	1,501,005	1,566,005
Public Safety			
Police	9,893,825	10,068,825	10,128,825
Animal Control	30,710	30,710	30,710
Emergency Preparedness	114,560	327,560	327,560
Fire	1,931,190	1,935,590	1,935,590
Public Works			
Engineering	628,570	633,870	657,870
Street Maintenance	2,048,280	2,049,780	2,049,780
Signage	259,840	259,840	259,840
Snow Plowing	1,019,000	1,019,000	1,019,000
Public Works Admin	485,530	490,230	490,230
Forestry	416,340	441,340	441,340
Parks & Recreation			
Park Maintenance	2,305,300	2,308,600	2,308,600
Recreation	658,990	692,890	692,890
Total	\$25,152,640	\$25,821,740	\$27,345,640

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.G.

Meeting Date 4/16/2025

Department Finance

Agenda Category Action Item

Title Approve 2024 Interfund Transfers

Staff Recommendation Approve Resolution 2025-56, Approving interfund transfers and closing funds.

Budget Implication N/A

Attachments

1.	CC Memo 2025 Interfund Transfers
2.	Resolution 2025-56 Interfund Transfers 2024



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

From: Brenda Malinowski, Finance Director

Date: April 16, 2025

Subject: 2024 Interfund Transfers and Closing of Funds

Background

The City Council is requested to consider a resolution approving interfund transfers and closing of funds for 2024. During the course of the year, various funding transfers occur in order to reflect accurate financial activities between funds. In addition, various TIF-12 funds will be closed into the main TIF 1-12 construction fund since the bonds and pay-go obligations were paid in full during 2024.

Action Requested

Adopt Resolution 2025-56, Resolution Approving Interfund Transfers and Closing Funds.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-56

RESOLUTION APPROVING INTERFUND TRANSFERS AND CLOSING FUNDS

WHEREAS certain interfund transfers have been determined to be necessary in the completion of the 2024 financial statements, and

WHEREAS certain can now be closed since the activity needed to be accounted for in the fund is now complete and the fund is no longer necessary, and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the following interfund transfers and closed funds are made effective December 31, 2024.

From	To	Amount
610-Water Operating Fund		418,078
620-Sewer Operating Fund		3,330
230-Storm Water Utility Fund		714,430
235-Roadway Maint. Fund		306,729
Total	520-MSA Fund	\$1,442,567
Purpose-Record utility portions of East Point Douglas and Jamaica Avenue project as per CIP, feasibility report and final cost allocation report from engineers.		
610-Water Operating Fund		9,202
620-Sewer Operating Fund		15,924
230-Storm Water Utility Fund		22,125
Total	560-Pavement Manage. Fund	47,251
Purpose-Record utility portions of 2024 Pavement Management project as per CIP, feasibility report and final cost allocation report from engineers.		
610-Water Operating Fund		4,012
620-Sewer Operating Fund		2,564
230-Storm Water Utility Fund		145,882
Total	520-MSA Fund	\$152,458
Purpose-Record utility portions of 2024 Mill and Overlay (Jamaica) project as per feasibility report and final cost allocation report from engineers.		
575-Water Area Fund		118,540
580-Sewer Area Fund		192,536
585-Storm Water Area Fund		314,944
Total	286-ED Trust Fund	626,020
Purpose-Record area fund and utility portions of South District Street and Utility (Phase 2) project as per CIP and final cost allocation report from engineers.		

From	To	Amount
290-HERO Center	100-General Fund	52,400
Transfer for administration services provided to HERO Center based upon agreed amounts as outlined in the JPA agreement.		
230-Storm Water Utility	210-Equipment Replace. Fund	52,900
Transfer for vehicle purchased in the prior year for storm water maintenance activities but funded with equipment replacement funds due to timing of vehicle arrivals.		
570-Park Trust Fund	494-2023A Bonds	492,801
Transfer for unspent bonds funds that will be used for the 2023A principal and interest payments as allowed in bond document.		
300-Closed Debt Fund	310-2018A Improve. Bonds	100,000
Transfer as per the 2024 Budget and Financial Management Plan to use of Closed Debt Fund to reduce debt service property tax levy.		
338-2014A Exempt TIF Bonds		2,500
341-2014A Taxable TIF Bonds		39,951
532-Westside const. Fund		8,528
	534-TIF 1-12 Const.Fund	50,979
Closed TIF 1-12 debt service funds and westside construction fund to the TIF 1-12 Fund since all debt and pay-go obligations have been satisfied for the District.		

Passed this 16th Day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.H.

Meeting Date 4/16/2025

Department Finance

Agenda Category Action Item

Title 2024 Ambulance Write-Offs

Staff Recommendation Approve Resolution 2025-055, Authorizing Write-offs of the EMS accounts receivable of \$4,742,890.

Budget Implication N/A

Attachments

1.	cc memo 2024 ambulance write-offs
2.	Resolution 2025-55 Ambulance Write offs 2024



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

From: Brenda Malinowski, Finance Director

Date: April 16, 2025

Subject: Ambulance Write-Offs

Introduction

Each year, certain uncollectible ambulance accounts must be written off. These amounts are a combination of mandatory adjustments related primarily to Medicare and Medicaid. In addition, there is "bad-debt" which has previously been turned over to collection.

Discussion

The following is the breakdown of ambulance charges to be written-off for the year-ended December 31, 2024.

	2023	2024
Gross Revenues:	\$6,625,657	\$6,875,298
Write-offs:		
Mandatory	\$3,647,976	\$3,898,473
Bad Debt Expense	\$793,398	\$844,417
Total Write-offs	\$4,441,374	\$4,742,890
Net Revenue	2,184,283	2,132,408

Mandatory write-off's relate to Medicare, Medicaid and Worker's Compensation write-off's. Payments for these types of calls consist of a small government payment and a small co-payment from the patient for the call. The amounts paid are a fraction of our billing rate and lower than the actual cost to provide the service.

Cottage Grove EMS, like all medical service providers, is required to accept assignment for Medicare payments. Medicare/Medicaid pays a predetermined dollar amount no matter what billing rate is charged. The table below reflects Medicare reimbursement amounts for the past three years. As our rates increased in 2024, the change in the reimbursement amount had little impact on the total Medicare write offs in the collection cycle.

TYPE OF CALL	2022	2023	2024
BLS			
Rate	\$1,775.00	\$1,900.00	\$2,000.00
Medicare Reimbursement	402.31	439.12	463.26
% Reimbursed	22.67%	23.11%	23.16%
ALS-1			
Rate	2,200.00	2,400.00	2,500.00
Medicare Reimbursement	477.74	521.46	550.12
% Reimbursed	21.72%	21.73%	22.00%
ALS-2			
Rate	2,500.00	2,700.00	2,800.00
Medicare Reimbursement	691.47	754.75	767.19
% Reimbursed	27.66%	27.95%	27.40%

The “bad debt” accounts are for ambulance call activity occurring from 2020 through 2024 for the accounts that have not been collected and are deemed uncollectible. Accounts turned over for collection take over 12 months from the date of service to go through the full collection process. If an account is not paid within 120 days of billing, it is sent to collection and/or placed in the State Revenue Recapture program for collection.

Preliminary financial numbers for the EMS Fund indicate a net loss of \$137,330 before transfers and a net loss after transfers of \$255,830. Mandatory write-offs and small reimbursements for the Medicare and Medicaid patients continue to create challenges for the operation.

Action Requested

Adopt Resolution 2025-55, Approve 2024 Ambulance Write-offs.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-055

**RESOLUTION AUTHORIZING WRITE-OFFS OF THE
COTTAGE GROVE EMS ACCOUNTS RECEIVABLE IN THE
AMOUNT OF \$4,742,890**

WHEREAS, certain ambulance bills are determined uncollectable

NOW, THEREFORE BE IT RESOLVED, by the City Council of Cottage Grove, County of Washington, State of Minnesota, that \$4,742,890 be written off the Cottage Grove EMS accounts.

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.I.

Meeting Date	4/16/2025				
Department	Finance				
Agenda Category	Action Item				
Title	Abatement of Tall Weeds Certification				
Staff Recommendation	Adopt Resolution 2025-58, authorizing the abatement of a Tall Weed Certification in the amount of \$334.81 for parcel identification number 17.027.21.41.0063.				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>CC Memo Tall Weeds Abatement 04-16-25</td></tr><tr><td>2.</td><td>Resolution 2025-58 Abatement of Tall Weeds Certification</td></tr></table>	1.	CC Memo Tall Weeds Abatement 04-16-25	2.	Resolution 2025-58 Abatement of Tall Weeds Certification
1.	CC Memo Tall Weeds Abatement 04-16-25				
2.	Resolution 2025-58 Abatement of Tall Weeds Certification				



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

From: Judith Afdahl, Assistant Finance Director

Date: April 16, 2025

Subject: Abatement of Tall Weeds Certification

Introduction

During the review of accounts receivable balances outstanding as part of the year-end audit preparation process, city staff identified an invoice that had been paid but certified to Washington County for collection with the 2025 property taxes. Therefore, the certification should be abated at the County.

Discussion

Parcel identification number 17.027.21.41.0063, 8557 Hinton Avenue South was assessed \$334.81 for the removal of noxious weeds and plants from private property on October 16th 2024. This property was certified to Washington County for collection with the 2025 property taxes. Staff recently discovered a payment was made to the city in full for the amount of the service charges for removal of noxious weeds and plants.

Since the payment was received prior to the November 15th, 2024, due date it is necessary to abate the \$334.81 that was certified to Washington County to remove the assessment.

City staff has notified the property owner of the error and the pending abatement.

Action Requested

Adopt Resolution 2025-58, authorizing the abatement of a Tall Weed Certification in the amount of \$334.81 for parcel identification number 17.027.21.41.0063.

RESOLUTION NO. 2025-58

**RESOLUTION AUTHORIZING ABATEMENT OF A TALL WEED CERTIFICATION IN
THE AMOUNT OF \$334.81**

WHEREAS, the City Council adopted Resolution 2024-142 adopting service charges for the removal of noxious weeds and plants from private property on October 16th 2024; and

WHEREAS, parcel identification number 17.027.21.41.0063, 8557 Hinton Avenue S, was a property included in the resolution; and

WHEREAS, the amount due for this property was paid in full by the November 15th, 2024 due date and should not have been part of the certification file submitted to Washington County for collection with the 2025 property taxes.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, abates \$334.81 for parcel identification number 17.027.21.41.0063

Passed this 16th Day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.J.

Meeting Date 4/16/2025

Department Engineering

Agenda Category Action Item

Title 2025 Washington County Grant Agreement for Municipal Recycling

Staff Recommendation Approve the 2025 Grant Agreement for Municipal Recycling Grant Distribution in the amount of \$59,016.00.

Budget Implication N/A

Attachments	1.	2025 Recycling Grant Memo
	2.	Cottage Grove 2025 Recycling Grant Agreement



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

From: Joe Fox, PE, Project Engineer

Date: April 8, 2025

Re: 2025 Washington County Grant Agreement for Municipal Recycling

Background

In an effort to improve recycling, the Washington County Department of Public Health and Environment awards grants to participating cities to fund recycling awareness messaging and programming for residents. The annual recycling grant reimburses the city for qualifying recycling programs.

Discussion

The County grant for Cottage Grove in 2025 is \$59,016.00. The city utilizes this grant funding for the food scraps collection program, the spring clean-up event at Public Works, to offset the costs of articles on recycling topics that appear in Cottage Grove Reports, and on other recycling-related projects. The grant funding also reimburses the city for staff time spent working on recycling programs.

Recommendation

It is recommended that the City Council approve the 2025 Grant Agreement for Municipal Recycling Grant Distribution in the amount of \$59,016.00.

**2025
GRANT AGREEMENT
FOR
MUNICIPAL RECYCLING GRANT DISTRIBUTION**

THIS GRANT AGREEMENT ("Agreement") made and entered into by and between the County of Washington, 14949 62nd Street North, Stillwater, MN 55082, hereinafter referred to as the "County", and the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, MN 55016, hereinafter referred to as the "Grantee".

WHEREAS, the County desires to encourage and provide opportunities for residential recycling to reduce the County's reliance on solid waste disposal facilities, and

WHEREAS, the Washington County Board of Commissioners has budgeted funds to be used to further develop recycling projects in the County.

NOW, THEREFORE, in consideration of the mutual consideration contained herein, the parties hereto agree as follows:

1. Term:

The term of the Agreement shall be from the date this Agreement is approved by the County to December 31, 2025.

2. The County's Obligations:

The County will pay the Grantee an amount of up to \$59,016.00 which is to be used for recycling program expenses in 2025. Payment will be within sixty (60) days of execution of this Agreement.

3. The Grantee's Obligations:

- a. The Grantee agrees to follow their 2025 Municipal Recycling Grant Application and the guidelines therein, attached and incorporated herein as Exhibit A.
- b. The Grantee will use all recycling grant money received in 2025 as a result of this Agreement, for base funding activities, recycling projects, and public education related to recycling, as indicated in Exhibit A. If all recycling grant funds are not used within the term of this Agreement, the Grantee must return all unexpended funds to the County unless the County approves utilizing the unspent funds for recycling projects the following year.
- c. The Grantee shall sign and return this Agreement to the County by July 1, 2025. Failure to do so will result in a reduction or loss of grant funds.
- d. The Grantee agrees to support State efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- e. The Grantee will prepare and submit annual work plan project reports to the County. The reports shall cover the time period from January 1 to December 31 and shall be submitted to the County by January 31st of the year following the reporting period. The annual reports are available on the County's Municipal

Recycling Grant Application and Reporting software (Re-TRAC Connect).

- f. Pursuant to Minnesota Statutes Sections 115A.46 and 115A.471, all waste generated by city/township government activities (including city/town halls, public works buildings, parks, and for city/townships that arrange for waste services on behalf of their residents) shall be delivered to the Ramsey/Washington Recycling and Energy Center in Newport for disposal. Failure to comply with this provision shall constitute a breach of this Agreement.
- g. The parties agree that if the Grantee contracts or otherwise arranges for municipal solid waste hauling service on behalf of its residents and/or businesses and the Grantee issues bills for this service, the Grantee shall bill the County Environmental Charge (CEC) as a separate line item on the solid waste bill and shall make reasonable effort to collect the CEC. Exception to this provision is if the licensed hauler collected the CEC for the previous year. All County Environmental Charges collected shall be remitted to the County according to section 14.5 of Washington County Ordinance #178 or its replacement, Ordinance #194, effective July 1st, 2014. Failure of the Grantee to comply with this provision shall constitute a breach of this Agreement and will result in loss of grant funds.

4. Indemnification and Insurance:

- a. The Grantee agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the Contractor/Consultant in the performance of this Agreement.
- b. The Grantee agrees that in order to protect itself, as well as the County, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection in the limits specified:
 - 1. Commercial General Liability with Contractual liability coverage in the amount of \$1,500,000 per occurrence with a \$3,000,000 aggregate. An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
 - 2. Automobile coverage in the amount of \$1,500,000 on a combined single limit basis and include hired and non-owned.
 - 3. Worker's Compensation in statutory amount (if applicable) of bodily injury by accident in the amount of \$500,000 each accident, bodily injury by disease in the amount of \$500,000 each employee, and bodily injury by disease in the amount of \$500,000 policy limit.

Washington County shall be listed as additional insured as it relates to Commercial General Liability and Automobile Liability.

Prior to the effective date of this Agreement, the Grantee will furnish the County with a current and valid proof of insurance certificate indicating insurance coverage in the amounts required by this Agreement. This certificate of insurance shall be on file with the County throughout the

term of the Agreement. As a condition subsequent to this Agreement, Grantee shall ensure that the certificate of insurance provided to the County will at all times be current. The parties agree that failure by the Grantee to maintain a current certificate of insurance with the County shall be a substantial breach of the Agreement and payments made pursuant to the Agreement shall be withheld by the County until a certificate of insurance showing current insurance coverage in amounts required by the Agreement is provided to the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' notice thereof to the County.

5. Data Practices:

All data collected, created, received, maintained, or disseminated for any purpose by the activities of the Grantee, because of this Agreement shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (Act), as amended and the Rules implementing the Act now in force or as amended. The Grantee is subject to the requirements of the Act and Rules and must comply with those requirements as if it is a governmental entity. The remedies contained in section 13.08 of the Act shall apply to the Grantee.

6. Condition Subsequent:

It is understood and agreed that in the event that reimbursement to the County from state sources is not obtained and continued at a level sufficient to allow the disbursement of grant funding under this Agreement, the obligations of each party hereunder shall thereupon be reviewed to determine the necessity of renegotiating all or parts of this Agreement.

7. Records Availability and Retention:

Pursuant to Minnesota Statutes, Section 16C.05, Subd. 5, the Grantee agrees that the County, 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 Grantee and involve transactions relating to this Agreement.

Grantee agrees to maintain these records for a period of six (6) years from the date of termination of this Agreement.

8. Independent Contractor:

Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights or benefits, including Worker's Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, shall accrue to the Grantee or employees of the Grantee performing services under this Agreement.

9. Nondiscrimination:

The Grantee agrees to comply with the nondiscrimination provision set forth in Minnesota Statutes, Section 181.59 and not discriminate on the basis of race, creed, color, or national origin. The Grantee's failure to comply with this requirement may result in cancellation or termination of the Agreement, and all money due or to become due under the Agreement may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

10. Possession of Firearms on County Premises:

Unless specifically required by the terms of this Agreement or the person it is subject to an exception provided by 18 USC § 926B or 926C ("LEOSA"), no provider of services pursuant to this Agreement or subcontractors shall carry or possess a firearm on County premises or while acting on behalf of Washington County pursuant to the terms of this Agreement. Violation of this provision is grounds for immediate suspension or termination of this Agreement.

11. Noncompliance by Grantee:

If the County finds that there has been a failure to comply with the provisions of this Agreement, the County may terminate the Agreement at any time following seven (7) days written notice to the Grantee and upon failure of the Grantee to cure the default within the seven (7) day period. The County will require the Grantee to repay the grant funds in full or a portion thereof as determined by the County. Nothing herein shall be construed so as to limit the County's legal remedies to recover grant funds.

12. Termination:

This Agreement may be canceled by either party upon thirty (30) days written notice delivered to the other party at the following addresses:

If to County: Department of Public Health and Environment
14949 62nd Street N
Stillwater, MN 55082-0006
Attention: Max Dalton

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

13. Merger and Modification:

- a. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter of this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

- b. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

14. Conflict of Interest:

Grantee affirms that, to the best of its knowledge, this Agreement does not present a conflict of interest with any party or entity, which may be affected by the terms of this Agreement. The Grantee agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict, and will advise the County whether it will or will not resign from and/or terminate the other engagement or representation. Unless waived by the County, a conflict or potential conflict may, in the County's discretion, be cause for cancellation or termination of this Agreement.

15. Force Majeure Events:

For purposes of this Agreement, "Force Majeure" refers to an event that by its nature is unforeseen, or, if it was foreseen, was beyond reasonable control by either party. Neither County nor Grantee 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 County or Grantee under this Agreement. With a Force Majeure event, the parties agree to 1) make an attempt to reschedule any such municipally planned events impacted included but not limited to community clean-ups, collection events, planned performances, and promotional campaigns, or 2) substitute the impacted event with other acceptable recycling efforts as outline in Exhibit A of this Agreement.

16. Severability:

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

17. 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.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

WASHINGTON COUNTY

BY: _____
David Brummel, Director
Department of Public Health
and Environment

DATE: _____

APPROVED AS TO FORM

BY: _____
Ass't Washington Co. Attorney

DATE: _____

GRANTEE

BY: _____
Myron Bailey, Mayor

BY: _____
Tamara Anderson, City Clerk

DATE: _____

EXHIBIT A

2025 Municipal Recycling Grant Guidelines

Municipalities in Washington County are responsible for establishing and maintaining municipal recycling programs. The County provides educational, financial and technical assistance to local governments to aid these programs. The County's municipal recycling grant program assists municipalities with recycling program expenses.

Grant funding levels are dependent on municipality household counts and recycling program activities. Municipalities are encouraged to apply for the maximum level of funding. Four levels of grant funding are available:

1. Base Funding: funding to cover administrative and program expenses to sustain existing programs and covers the BASIC category of the recycling continuum. Base funding is dependent on the number of households in a community.
2. Project Funding: funding to target specific grant projects that are related to achieving recycling goals and covers projects contained in the IMPROVED and ADVANCED categories of the recycling continuum.
3. Incentive Funding: funding for one-time special projects or purchases that cannot be covered with project funding. Project funding shall be used for before incentive funding is applied for.
4. Shared Resources Funding: funding for collaboration among multiple municipalities.

I. Eligibility Requirements

To receive funding through the Washington County municipal recycling grant program, municipalities must meet the following eligibility requirements:

1. A municipality's curbside recycling program shall be established by; 1) ordinance, 2) contracted with a hauler, or 3) a hauler be licensed to operate within the municipality.
2. Municipality must support State efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, as needed.
3. All multi-unit dwellings (4 or more units) must have recycling service available.
4. At a minimum, the municipality must meet or plan to meet the components under the BASIC category of the recycling continuum (see page 8).
5. At a minimum, municipal staff must participate in two recycling coordinator meetings and one meeting with PHE staff per year to develop the grant project work plan(s).
6. Supply Verification of Compliance with Minnesota Statute 115.471 and 115A.46 Public Entities Law (if applicable).
7. Submit completed previous grant cycle expenditures and project final reports.
8. Submit complete application and project(s) form, as applicable.
 - Complete projects and performance measures outlined on the application or return funds for incomplete projects.
9. Continue to make progress along the municipal recycling performance continuum.

Washington County, on behalf of State requirements, reserves the right to withhold any and all funding from municipalities for; 1) failure to report on previous grant activities of a municipality (not in good effort), 2) failure to complete application and project work plans and 3) failure to not actively engaging with PHE staff in grant funding activities and the execution of projects.

II. Funding Application

Municipalities must complete a funding application by February 28th, 2025, to receive grant funding. Applications and yearly work plan(s) must be submitted using Re-TRAC Connect.

III. Grant Funding Allocation

Funding is separated into four (4) categories:

- 1. Base funding:** funding for activities that sustain the municipalities existing recycling program. This includes funding for administration of a recycling ordinance, resident questions, completing the municipal grant application, work plan(s) and annual report, residential recycling information, website maintenance, and meeting the BASIC category of the continuum, which can be found on page 8. The table below shows how base funding is determined for each community.

# of Households	Eligible Amount for Base Funding
≤450	\$1,500.00
451-1000	\$2,500.00
1001-2000	\$5,000.00
2001-5000	\$10,000.00
5001-10000	\$20,000.00
≥10000	\$30,000.00

Note: household data is retrieved from the Metropolitan Council's most recent population estimates. These estimates are the official population and household estimates for state government purposes, including how local government aid (LGA) and local street aid allocations are determined. Previous year estimates are prepared the following year and certified by July 15.

- 2. Project funding:** funding to develop and implement new or expanded recycling projects that encourage movement along the recycling continuum in the IMPROVED and ADVANCED categories, found on page 8. A municipality is eligible to receive \$0.50/household/project. A municipality may qualify for up to four projects per year.
- 3. Incentive funding:** one-time special project funding for large purchases that cannot be covered with project funding. Incentive funding can be applied for after the February 29th grant application deadline so long as the municipality meets to discuss with PHE staff. Funding can be requested and utilized at any time during the 2025 grant cycle.

4. **Shared Resource funding:** this is targeted to fund collaborations among municipalities. Municipalities participating in shared resource funding must designate one municipality to act as representative and fiscal agent to be liaison with the county.

IV. Eligible Expenses

Grant funds are used for the following expenses and are subject to approval by PHE staff:

1. Administrative (maximum of 75% of County grant funds)
 - Salary and legal costs of personnel only while directly working on, part time or full time, the planning, implementation and promotion of eligible activities.
 - Salaries, benefits and mileage for consultant services or temporary help with prior written approval from PHE and must be related to eligible activities.
 - County-approved educators, performers, and municipal staff who help implement required education activities using County toolkits and standardized messaging.
2. Capital Expenses
 - Event recycling containers
 - Public space recycling containers
 - Recycling containers and education for municipally owned/operated buildings and internal spaces
 - Resident-only municipal food scraps drop-off site
3. Public Education and Promotion*
 - Design, production, and distribution of flyers, brochures, newsletter articles, posters, advertisements, videos, billboards, audio (radio, video, television, theater), electronic (website and e-news) and other communication promotional items reaching at least 1% of a community's population
 - Disseminating Washington County flyers, brochures, newsletters, posters, advertisements, videos, billboards, audio (radio, video, television, theatre) electronic (website and e-news) and other communication promotional items
 - Development of promotional materials for a community event such as a clean-up day or road clean up event
 - The percentage of cost for a municipality's newsletter devoted to recycling
 - Environmental commissions and related expenses directly related to recycling and waste education (maximum of 25% of County grant funds)
4. Singular Item Collection
 - Design, production, and distribution of flyers, brochures, newsletter articles, posters, advertisements, videos, billboards, audio (radio, video, television, theater), electronic (website and e-news) and other communication specific to the collection of a specific item or material. *
 - Disposal costs of items collected for recycling or reuse at special collection events by an approved County vendor
5. Other
 - Yard waste, recycling, or composting project
 - Reuse projects and promotion
 - Other expenses with prior written approval from the PHE

*Municipalities should reference [MN State Statute 16C.073](#) for purchasing of paper for print materials.

V. Ineligible Expenses

Ineligible expenses are considered the following and subject to review by PHE:

1. Permanent, single sort, year-round recycling drop-off locations
2. Disposal expenses for community clean up events or road cleanup activities where specific items are not directed to recycling or reuse
3. Expenses for non-waste abatement, such as energy or ground water
4. Ongoing recycling or garbage service fees (collection, processing, transportation)
5. Costs for office equipment and supplies
6. Street sweeping expenses
7. Beautification projects or rain gardens
8. Lobbying and legal expenses
9. Food or refreshments
10. Funding currently budgeted or being provided by applicant

VI. Standard List of Residential Curbside Recyclables to Be Collected Curbside for Single Sort Collection

PHE created the list of standard recyclable materials to be collected curbside after researching current materials collected curbside by haulers as well as the availability of viable end markets for those materials. This list covers only the **minimum** materials recommended for residential curbside collection. A municipality may require the collection of additional recyclable materials. A municipality may choose how to enforce such as through ordinance or hauler licensing. The Standard List of Residential Curbside recyclables can be found at the link below.

[Washington County Standard List of Residential Curbside Recyclables](#)

This standard list of recyclables for single sort recycling collection will be periodically reviewed and updated by PHE as additional materials and end markets become available. PHE may add materials to this list and require municipalities to begin collection of the new materials within one year of receiving notification from the PHE.

VII. Verification of Compliance with Minnesota Statute 115.471 and 115A.46

Public Entities Law

As a condition of eligibility for the Washington County Municipal Recycling Grant funds, pursuant to Minnesota Statutes 115A.46, subd. 5 and 115A.471, all waste generated by municipal government activities, including, but not limited to city/town halls, public works buildings, parks, etc., and waste arranged or waste contract for on behalf of its residents (such as organized garbage collection), must be managed in accordance with the County's Solid Waste Management Plan and delivered to the Ramsey/Washington County Resource Recovery Facility in Newport for disposal. Failure to comply with this provision shall constitute a breach of the Municipal Recycling Grant Agreement.

VIII. Reporting

1. Hauler Reporting

The Minnesota Pollution Control Agency (the State) will collect tonnage reports directly from haulers on behalf of counties and municipalities. Reports will be collected on a quarterly basis and will have tonnage amounts for MSW/garbage, recycling and source separated organics listed for each county. To ensure data is provided to the State quarterly, municipalities are expected to continue their role in enforcing hauler compliance through existing ordinances, contracts or licenses with haulers. Municipalities are expected to exercise punitive actions, if needed. The final, compiled hauler reports will be available on the County's Re-TRAC Connect system for municipality's to view after the reporting period has closed.

2. Annual Work Plan Project Status Reports

Municipalities receiving funding through the Washington County municipal recycling grant program must complete annual work plan project status reports. The annual report is a measure of a municipality's progress towards meeting components on the recycling continuum and on program expenditures. Annual reports must be completed by the municipality receiving the grant by January 31st of each year using the County's Re-TRAC Connect system.

- **Work plan project status report:**

- project completion (yes/no)
- performance measurements (minimum of 3 forms of measurement, as identified in work plan, should be reported)
- description of information helpful to other municipalities desiring to replicate projects

3. Final Program Expenditures Report

Municipalities receiving funding through the Washington County municipal recycling grant program must complete final program expenditures report at the end of the grant term. Reports must be completed to receive funding in future grant cycles. Components to be included in the final report includes the following:

- **Program expenditures:** *Total program expenditures must equal total program revenue.*

- Administrative costs including
 1. Direct salaries
 2. Direct membership, training, subscriptions
 3. Consultant services and or temporary help
 4. Promotion
 5. Design, printing and postage
 6. Advertisements/Videos/Promotional items
 7. Special events
 8. Other (list and describe)
- **Capital Costs**
- **Collection Costs** (grant funds cannot be used for collection costs)
- **Other**

- For each line item on the report's expenditures sheet, indicate:

- Total County grant funds used
- City/Township funds contributed
- % of County grant used for particular line item
- Total expenditures

IX. Recycling Performance

A municipality's performance will be evaluated based on information from the annual work plan project status reports, and reasonable effort towards reaching outcomes from work plan activities implemented and progression along the recycling continuum. PHE reserves the right to request documentation for information submitted.

Failure by a municipality to demonstrate measurable progress towards one or more of the work plan goals will result in a Recycling Improvement Plan be submitted 90 days of being notified by PHE. The Plan must be negotiated with PHE and specify the efforts that will be undertaken by the municipality to improve its recycling program to achieve the identified goal in the work plan by implement strategies agreed upon by municipal staff and PHE. The plan should focus on components of the recycling continuum. Funding will be withheld until the municipality's Plan is completed and approved by PHE.

X. County Responsibilities

The county will be responsible for the following:

1. Grant documents
PHE will provide the grant application and work plan by January 1st for each municipality to use to request grant funding and to develop project work plans. PHE will also provide the report for municipalities to report on their recycling program. Annual reports are available year-round.
2. Meetings
PHE staff will host quarterly recycling coordinator meetings and will make meeting materials available on the [City Recycling Resources](#) webpage on the County's website. PHE staff will also coordinate individual work plan meetings with each municipality to identify grant projects.
3. Technical assistance
PHE staff will help identify if and how additional technical assistance is needed.
4. Payments
Grant payment will be made in one installment, which is to be used for recycling program expenses in 2025. The payment will be made within 60 days of execution of the Recycling Grant Agreement.
5. Recycling tonnages
Recycling tonnages for each municipality will be collected by the Minnesota Pollution Control Agency (the State) from the community's recycling hauler(s) on a bi-annual basis. Reports are available by request.
6. Residential recycling survey
If requested, PHE will develop a survey on residents' recycling knowledge and behavior for municipalities to promote and distribute regularly.
7. Online recycling information and best practices
PHE will maintain the [City Recycling Resources](#) webpage on the County's website for use by municipal staff to obtain information on recycling best practices, track recycling coordinator meetings and access templates and other educational information designed specifically for use by municipalities.
8. Commercial Recycling
PHE has a separate funding mechanism to promote and support recycling in the commercial sector. This program is called BizRecycling and more information can be found at www.bizrecycling.com.
9. Recycling in multi-unit dwelling (4+ units)
PHE has a separate funding mechanism to promote and support recycling in multi-unit

dwelling. More information and ways to access this program can be found on www.bizrecycling.com.

Supplemental documents required upon application submittal:

1. Updated waste and recycling ordinance(s) (if applicable)
2. Updated waste and recycling contract(s) (if applicable)
3. City/Township council meeting minutes discussing/approving updated ordinances/contracts (if applicable)
4. Verification of public entities law (MN Statute 115.471 and 115A.46) (if applicable)
5. A certificate of insurance indicating the municipalities' general liability limits as indicated in Section 4 of the Agreement. Please include certificate with the application.

Washington County Municipal Recycling Grant Continuum

<i>BASIC</i>	<i>IMPROVED</i>	<i>ADVANCED</i>
Administrative		
Actively participate in municipal recycling grant program	Engage in professional development around recycling best practices	Provide professional development opportunities to municipal leadership and staff on recycling best practices
Participate in a minimum of two recycling coordinator meetings per year	Develop partnerships within the community to create more widespread knowledge of recycling best practices	Establish partnerships with other municipalities
Establish a curbside recycling program by ordinance or contract	Update solid waste/recycling ordinance and/or contract with county assistance to meet current state requirements	Update solid waste/recycling ordinance and/or contract with county assistance to expand and require recycling best practices
Require collection of standard list of recyclables	Support community wide efforts to increase recycling of non-standard items	Adopt municipal policies to support waste reduction, reuse, and recycling for non-standard items
Support state efforts in obtaining hauler reports through ordinance, contract or license requirements		
Capital Expenses		
Establish signage or updated signage for collection best practices	Replace worn/torn/missing signage	Establish municipal drop locations for use by residents for items not available for curbside pick-up
Provide recycling in municipally owned/operated public spaces	Expand recycling in municipally owned/operated public spaces	Establish permanent-away-from-home recycling opportunities, such as fairs, parks, athletic fields, arenas, and recreation centers
Provide recycling in municipally owned/operated buildings (non-public facing)	Expand recycling in municipally owned/operated facilities (non-public facing)	Establish programs that target reuse
Education & Information		
Establish and maintain web page with recycling and waste information for residents and businesses that meet minimum requirements set by the county	Improve information on municipal web page to encourage waste reduction and reuse	Provide recycling and waste information to all new residents in the community
Share designated county created communications	Encourage backyard composting and provide information on county's compost bin/rain barrel sales	Establish recycling targets for the community
Update county resources as shared by the county	Encourage special events in community to utilize the county's special event resources	Encourage special events in the community to utilize municipal-owned special event resources (ex. Clear Streams)
Reach 1% of resident population with municipal waste and recycling information and programs	Encourage reuse opportunities and provide outreach on environmental benefits of reuse	Establish reuse incentive programs or equipment library
Reach 1% of resident population with information on the Ramsey/Washington Food Scrap Pickup Program	Encourage participation in the Ramsey/Washington Food Scrap Pickup Program	Provide recycling and food scrap containers for events hosted or sponsored by the municipality or located on public property
Multi-Unit Dwellings		
Ensure all multi-unit dwellings (4 or more units) have recycling services available	Provide educational materials to interested properties and refer property managers to Washington County staff	Target education to specific multi-units and/or property managers
	Coordinate targeted information /events for multi-units	Host clean-up events for multi-units based on multi-unit turnover



City Council Action Request

7.K.

Meeting Date 4/16/2025

Department Public Works

Agenda Category Action Item

Title Rental Agreement with Midwest Machine for Track Loader

Staff Recommendation Approve the one-year rental agreement with Midwest Machinery for a track loader for the amount of \$12,000.

Budget Implication \$12,000 from Golf Course Rental Fund

Attachments

1.	Skid Steer Rental Golf Course Memo
2.	Skid rental
3.	Midwest Machinery 325G RENTAL QUOTE
4.	T76 River Oaks GC March 2023-Bobcat quote



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

From: Adam Moshier, Fleet and Facilities Manager

Date: April 4th, 2025

Re: Approve One Year Rental Agreement with Midwest Machinery for a Track Loader

Background

In the approved 2025 budget, there is \$12,000 to rent a track loader. This was included in the budget from 2024-2026 for a three-year rental. The River Oaks Golf Course previously rented a track loader from Midwest Machinery for the year 2024. Staff is requesting to continue to rent a track loader from Midwest Machinery for \$1,000 per month for a total of \$12,000 in 2025. A new rental agreement is needed as the golf course is getting a new machine.

Staff collected two quotes in 2024.

Midwest Machinery - \$12,000 per year lease
Tri-State Bobcat - \$17,760 per year lease

Staff recommends the approval of the one-year rental agreement with Midwest Machinery for the amount of \$12,000. The City Attorney has reviewed and approved the agreement.

Recommendation

It is recommended that the City Council approve the one-year rental agreement with Midwest Machinery for a track loader for the amount of \$12,000.

**JOHN DEERE****RENTAL AGREEMENT**

Rental #

10931567

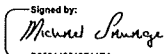
Original

Name	LESSEE	DATE	Mar 01, 2025	RENTAL TERM	BEGINS	Mar 01, 2025	ENDS	Mar 01, 2026
Street or RFD	11099 HIGHWAY 61	Purchaser Acct No		Customer P.O. NO.	ACCOUNT NO.	082034	Government Bid No.	
City, ST Zip Code	COTTAGE GROVE, MN 55016	LESSOR NAME AND ADDRESS MIDWEST MACHINERY CO.						
Telephone Number		12040 Point Douglas Dr South						
Contact		Hastings, MN 55033						
Percentage of Rental Payments Applied to				= Estimated Rental Charge (Rental Rate x Estimated Rental Period)		\$ 12,000.00		
Purchase Option: 100.00 %				+ Itemized Fees		\$ 0.00		
Security Deposit : \$ 0.00				+ Taxes		\$ 0.00		
Maximum Hours No More Than : Per Day				+ Service Charge		\$ 0.00		
Maximum Hours No More Than : Per Week				+ Additional Charges		\$ 0.00		
Maximum Hours No More Than : Per Month				= Additional Charges Subtotal		\$ 0.00		
				Total Rental Charge		\$ 12,000.00		

Notes

EQUIPMENT WILL BE USED AT: (Name)						(Address)		Lessee will not remove the Equipment from this Location without written permission from Lessor.	
RIVER OAKS GOLF CO						11099 POINT DOUGLAS DRIVE S			
(City)	State/Province	(ZIP Code)	County	(Phone Number)					
COTTAGE GROV	MN	55016	WASHINGTON						

Doc Ref No.	Qty	Model	Size & Description of Equipment (Give Product Identification No.)	Hour Meter Reading	Min. Rental Guaranteed By Lessee	Present Value	%
05759799	1	325G COMPACT TRACK LOADER	2025 JOHN DEERE 325G Compact Track Loader (1T0325GMTSJ473953) Stock # 588862 Rental Rate Per Month 1,000.00 Est. Rental Period 12.00	8		\$ 105,967 00	0.00
Primary Insurance Name and Address						\$ 105,967 00	TOTAL PRESENT VALUE
Additional Insured Name and Address							
Insurance Loss Payee Name and Address MIDWEST MACHINERY CO. 12040 Point Douglas Dr South Hastings, MN US							
PURCHASER TYPE		MARKET USE					
1 Commercial		94 Golf Courses					

LESSEE(Customer)	LESSOR(Dealer) SAVAGE,MICHAEL
	BY  0853142548F44EA

THIS RENTAL AGREEMENT IS SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET OUT ON THE FOLLOWING PAGES HEREOF, ALL OF WHICH ARE HEREBY MADE A PART OF THIS RENTAL AGREEMENT.

Customer's Initials _____

Date _____

RENTAL AGREEMENT

1. General. The above-named Lessor hereby leases to the above named Lessee the equipment listed herein ("Equipment") for the term and with the rental payments set out above. Rental payments shall be made to Lessor at the address shown above or to such other person and address as Lessor may direct from time to time. Lessee will pay the cost of transporting the Equipment from Lessor's place of business and returning it thereto. Such transportation shall take place during the term hereof. Lessee agrees to remit to Lessor the rental payments and all other amounts when due and payable, even if Lessor does not send Lessee a bill or an invoice. Lessee agrees that any amount due under this Rental Agreement, may, if specified above, at the option of the Lessor, be submitted by Lessor as a charge authorized by Lessee to the PowerPlan or Farm Plan account of Lessee, and Lessee agrees that the terms of that account shall thereafter apply to any accepted charges. For any payment which is not received by its due date, Lessee agrees to pay a late charge equal to 5% of the past due amount (not to exceed the maximum amount permitted by law) as reasonable collection costs, plus interest from the due date until paid at a rate of 1.5% per month, but in no event more than the maximum lawful rate. Restrictive endorsements on checks Lessee sends to Lessor will not change or reduce Lessee's obligations to Lessor. If a payment is returned to Lessor by the bank for any reason, Lessee agrees to pay Lessor a fee of \$25.00, or the maximum amount permitted by law, whichever is less. Rental payments and other payments may be applied, at Lessor's discretion, to any obligation Lessee may have to Lessor or its assignee or any affiliate of Lessor or its assignee. If the total of all payments made during the rental term exceeds the total of all amounts due under the Rental Agreement by less than \$25, Lessor may retain such excess. Rental terms and conditions from all invoices, monthly statements, or other agreements between Lessor and Lessee are hereby incorporated into this Rental Agreement. **LESSEE'S PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL, AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER.**

2. Security Deposit. Any Security Deposit will be held by Lessor in a non-interest bearing account, commingled with other funds. Lessor may apply the Security Deposit to any amounts due under the Rental Agreement and, if Lessor does so, Lessee agrees to promptly remit to Lessor the amount necessary to restore the Security Deposit to the original amount. The Security Deposit will be returned to Lessee within thirty days of termination of the Rental Agreement and final inspection by Lessor, provided Lessee is not in default.

3. Equipment Use. LESSOR HAS NOT MADE, AND DOES NOT MAKE, ANY REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AS TO THE EQUIPMENT'S MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY, OR OTHERWISE. Lessor is the owner of the Equipment and the Lessee has only the right to use the Equipment under the terms of this Rental Agreement. You agree to **USE THE EQUIPMENT ONLY FOR AGRICULTURAL, BUSINESS OR COMMERCIAL PURPOSES AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.** It is contemplated that the Equipment will be operated for not more than the Maximum Hours specified above, and Lessee agrees to pay additional rental prorated at the applicable daily, weekly or monthly rate for each hour the Equipment is used in excess of the Maximum Hours. The additional rent for excess hours shall be paid at the time the Equipment is returned or, if the Equipment is rented for more than thirty days, on the first day of the month following such use. If there is an hour meter furnished, Lessee agrees to keep it connected to the Equipment and in good working condition at all times and it is to be used as the conclusive basis of the number of hours or operation. Lessee agrees to affix and maintain, in a prominent place on the Equipment, any labels, plates or other markings Lessor may provide. Lessee agrees to pay \$____ if the hour meter is damaged or rendered inoperative during the term of this Rental Agreement. Lessee shall indemnify Lessor against all loss or damage to the Equipment while it is out of Lessor's possession. Damage to the Equipment, shall not abate or excuse the making of prescribed rental payments.

Lessee agrees to use and care for the Equipment in a careful and prudent manner, to pay all operation and maintenance expenses while the Equipment is out of the possession of Lessor, and to make, at Lessee's sole expense, any and all repairs. Lessee agrees (a) to not move the Equipment to another county or state without notifying Lessor within 30 days; (b) to operate and maintain the Equipment in accordance with all (1) laws, ordinances and regulations, (2) manuals and other instructions issued by the manufacturer(s) and supplier(s), and (3) insurance policy terms and requirements; (c) to perform (at Lessee's expense) all maintenance and repairs necessary to keep the Equipment in as good a condition as when delivered to Lessee, reasonable wear excepted; (d) to not install any accessory or device on the Equipment, unless it can be removed without damaging the Equipment or in any way affecting the value, useful life, or originally intended use of the Equipment; (e) to not represent the Equipment as owned by Lessee or to pledge the Equipment as collateral to any lender or other party; (f) to load, unload, transport, and secure for transport, in accordance with all laws; (g) to acquire or purchase all proper permits in compliance with all federal and state traffic law. Upon any expiration or termination of this Rental Agreement, all Equipment shall be returned by Lessee at Lessee's sole expense and in satisfactory condition, along with all use, maintenance and repair records. Equipment is in satisfactory condition if it is in as good a condition as when the Equipment was delivered it to Lessee, reasonable wear excepted, and conforms to any maintenance standards incorporated into the Rental Agreement. If, upon its return to Lessor, the Equipment is not in such good condition, Lessor may repair it and Lessee will pay the cost of any such repairs at Lessor's regular shop rates. If Lessee fails to return the Equipment promptly upon any expiration or termination of this Rental Agreement, additional rent shall be payable by Lessee for each day the Lessee remains in possession of the Equipment, in an amount prorated a tone and one-half times the normal rental payment amount. Lessee agrees to keep the Equipment free and clear of liens and encumbrances, except those in Lessor's favor, and promptly notify Lessor if a lien or encumbrance is placed or threatened against the Equipment. The Equipment may be equipped with telematics hardware and software ("Telematics") that transmit data to Lessor, John Deere, or other John Deere dealers. Lessee agrees that Lessor, John Deere and other John Deere dealers (their affiliates, successors and assigns), without further notice to Lessee have the right to: (i) access, use, collect and disclose any data generated by, collected by, or stored in, the Equipment or any hardware or devices interfacing with the Equipment ("Machine Data"); (ii) access Machine Data directly through data reporting devices integrated within, or attached to, the Equipment, including Telematics ("Data Reporting Systems"); and (iii) update the Data Reporting Systems software from time to time. Machine Data may be transferred out of the country where it is generated, including to the U.S.A. In the event that the Machine Data includes Lessee's personal information, Lessee hereby consents to the collection, use and disclosure of such personal information, to permit Lessor, John Deere and other John Deere dealers to access and use the Machine Data as set forth herein. Lessee warrants that it has obtained any necessary consent from its employees or any other third parties, including with respect to the transfer of Machine Data to other jurisdictions, to comply with any applicable privacy laws or contractual agreements with such employees or third parties and to permit Lessor, John Deere and other John Deere dealers to access and use the Machine Data as set forth herein. Lessee shall not use the Data Reporting Systems to track the location of any person unless Lessee has first obtained any necessary approvals from such person to permit Lessee, Lessor, John Deere and other John Deere dealers to track such location. Lessee shall not remove, modify or disable any Data Reporting Systems without Lessor's prior written consent.

RENTAL AGREEMENT

4. Risk of Loss. Lessee unconditionally assumes all risk and liability for, all damages for injuries or death to person and property arising out of or related (whether directly or indirectly) to the use, rental, possession or transportation of the Equipment including any claims Lessor was negligent, failed to warn Lessee of any risks or dangers associated with use, possession or transportation of the Equipment, failed to assist Lessee load, unload, transport or inspect the Equipment before, during or after the Term of Lease. Lessee's obligation to insure the Equipment continues until Lessee returns the Equipment to Lessor and Lessor accepts it. Neither Lessor, its assigns, the wholesale distributor nor the Manufacturer shall be liable for any special, incidental, consequential or punitive damages which may result from any failure or use of the Equipment or for breach of this Agreement. Until the Equipment is returned to Lessor in satisfactory condition, Lessee is responsible for all risk of loss and damage, loss, theft, destruction or seizure of the Equipment. Lessee must promptly notify Lessor of any such event. In the event of any loss or damage to the Equipment, Lessee agrees to promptly repair or replace the Equipment to Lessor's satisfaction, at Lessee's sole cost, and the terms of the Rental Agreement will continue to apply throughout the Rental Agreement term.

5. Purchase Option. Upon expiration of the term of the Rental Agreement or at any time during such term, and provided Lessee is not in default, Lessee may elect to purchase the Equipment for the "Total Present Value" shown above (plus applicable taxes, including estimated property taxes) and may apply to such purchase price the percentage specified above of all rentals therefore paid. Such election shall be evidenced by execution of a purchase order form supplied by Lessor, together with payment of the remainder of the purchase price in cash or settlement for the Equipment in some other manner agreed to in writing by the parties. Lessor has not made and does not warrant, represent, or otherwise make any promises related to financing the purchase price of the Equipment. Lessee is solely responsible for securing the purchase price of the Equipment. Upon receipt of the remainder of the purchase price, we will transfer to you all of our right, title and interest in the purchased equipment AS-IS, WHEREIS, WITHOUT ANY REPRESENTATION OR WARRANTY WHATSOEVER. The terms of the Rental Agreement continue prior to any final transfer of Lessor's right, title and interest in the purchased Equipment including Lessee's agreement to make timely rental payments.

6. Indemnification. Lessee shall be solely responsible for all losses, damages, injuries, death, suits, actions, claims, attorneys' fees and costs, ("Claims"), incurred or asserted by any person, in any manner related to the Equipment or the use, rental, possession or transportation thereof including any Claims Lessor was negligent. Lessee agrees to protect, defend and indemnify and hold Lessor harmless, from and against all Claims of any kind or nature whatsoever, although Lessor reserves the right to control the defense and to select or approve defense counsel. Lessee will promptly notify Lessor of all Claims made. Lessee's liability under this Section is not limited to the amounts of insurance required under this Rental Agreement. This indemnity commences upon the Rental Term Begins on Date of this Rental Agreement and continues beyond the termination of this Rental Agreement, for acts or omissions, which occurred during the Rental Agreement term. Lessee waives all rights and remedies conferred upon a lessee under Article 2A of the Uniform Commercial Code.

7. Addition of Accessories: Lessee will not, without the express written consent of Lessor, install any accessories or devices on the Equipment if such installation will impair the originally intended function or use of the Equipment. All accessories or devices affixed to the Equipment shall automatically become the property of Lessor unless such accessory device can be removed without in any way (a) diminishing the value of the Equipment, or (b) affecting the originally intended function or use of the Equipment. Any damage to the Equipment caused by the removal of such accessories or devices shall be promptly repaired at Lessee's sole expense to the satisfaction of the Lessor.

8. Compliance with Regulations: Lessee shall comply with and conform to all laws and regulations relating to ownership, possession, use, transportation and maintenance of the Equipment. If applicable law requires tax returns or reports to be filed by Lessee, Lessee agrees to promptly file such tax returns and reports and deliver copies to Lessor. Lessee agrees to keep and make available to Lessor all tax returns and reports for taxes paid by Lessee. If applicable, Lessee shall include the Equipment in its rental fleet for emissions reporting purposes and shall accurately prepare and file all such reports in a timely manner.

9. Inspection: Lessee shall, whenever requested, advise Lessor of the exact location of the Equipment. Lessor and its representatives may, for the purpose of inspection, at all reasonable times, enter upon any job, building or place where the Equipment is located.

10. Assignment: Lessor may, without notice to Lessee, assign this Rental Agreement and all of Lessor's rights in and to the Equipment and all rents due or to become due to Lessor hereunder. Lessee's obligation to pay rent under this Rental Agreement shall not as to any such assignee be subject to any diminution arising out of any breach of any obligation hereunder or other liability of Lessor to Lessee. Lessee may not assign this Rental Agreement, sub-lease or allow anyone other than Lessee's employees to use the Equipment. Lessee agrees not to assert against Lessor's assignee any claims, offsets or defenses which Lessee may have against Lessor.

11. Default: If (a) Lessee shall (1) fail to make rental, service, or other payment when due, (2) attempt to sell or encumber the equipment, (3) cease operating, (4) institute or have instituted against him proceedings under any bankruptcy or insolvency law, (5) make an assignment for the benefit of creditors, (6) fail to comply with any other provisions of this Rental Agreement, (7) merge with or consolidate into another entity; (8) sell substantially all its assets; (9) dissolve or terminate its existence; (10) use the Equipment in a manner Lessor deems is improper or unreasonable; or (11) Lessee (if an individual) dies, or if, (b) any attachment, execution, writ of process is levied against the Equipment or any of Lessee's property, or if (c) a default occurs under any other agreement between Lessee (or any of Lessee's affiliates) and Lessor (or any of Lessor's affiliates); or if (d) for any reason Lessor deems itself insecure or the Equipment unsafe; or if (e) Lessor, in its opinion, deems Lessee's financial condition unsatisfactory lessor may determine that Lessee is in default (An "Event of Default").

RENTAL AGREEMENT

12. Remedies: Upon the occurrence of an Event of Default, Lessee shall (a) deliver the Equipment to Lessor on demand and Lessor may enter upon any job, building or place where the Equipment is located and take possession thereof without notice to Lessee, and this Rental Agreement shall thereupon terminate and be forfeited at the option of Lessor (b) AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, pay the sum of (i) all rent and other amounts then due and payable to Lessor; plus (ii) the present value of all remaining rent payments and other amounts, discounted at the rate implicit in this Rental Agreement, (c) pay damages for any injury to the Equipment, legal expenses (including, without limitation, court costs and attorney's fees), the cost of any repossession and/or removal of the Equipment from the possession of Lessee, and all freight, storage, transportation and other charges incurred in such removal and return to Lessor at its place of business. Upon the occurrence of an Event of Default, Lessor may also exercise any other remedy available at law or in equity. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately at any time. No delay in, or failure to, exercise or enforce any right or remedy hereunder, whether in whole or in part, shall serve to waive, compromise, impair or diminish any such rights or remedies.

13. Construction: This is an agreement for Equipment rental only and nothing herein shall be construed as conveying to Lessee any right, title or interest in or to any item of Equipment rented hereunder except as a Lessee. This Rental Agreement supersedes and replaces all prior understandings and communications (oral or written) concerning the subject matter thereof. In the event of an ambiguity in or dispute regarding the interpretation of this Rental Agreement, interpretation shall not be resolved by any rule providing for interpretation against the party who causes the uncertainty to exist or against the drafting party. If a court finds any part of this Rental Agreement to be invalid or unenforceable, the remainder of this Rental Agreement will remain in effect. Lessee permits Lessor to monitor and record telephone conversations between Lessee and Lessor.

14. Guaranteed Rental – Return of Equipment: Provided the guaranteed rental shown on the reverse side is or has been paid Lessee may return the Equipment and terminate this Rental Agreement on three days' notice to Lessor. In the event such termination occurs prior to the expiration of the rental Agreement term, Lessee agrees to (a) promptly deliver the Equipment to Lessor at the time and place Lessor chooses; and (b) pay to Lessor the remainder of all rental payments for the Minimum Rental period Guaranteed by Lessee, which will all be immediately due and payable. If this Rental Agreement is terminated for any reason and Lessee does not return the Equipment to Lessor, Lessee agrees to remit to Lessor, until such time as the Equipment is returned to Lessor in accordance with the provisions of this Section, additional lease payments each month equal the Rental Rate, or its monthly equivalent.

15. Replacement: Lessor may, at Lessor's option, replace the Equipment with a similar machine at any time during the rental term. Lessor will notify Lessee if Lessor intends to exercise this option, and Lessee will have three (3) business days following such notice in which to exercise the purchase option provided in this Lease or return the Equipment to Lessor. Upon return of the Equipment to Lessor, the rental term hereunder shall terminate, and the parties will enter into a new original Rental Agreement covering the replacement machine. Such new Rental Agreement shall extend, at a minimum, for the remainder of this Rental Agreement's rental term and shall have a rental rate no greater than the rate for rental of the Equipment hereunder.

16. Lessee Representations and Warranties: Lessee represents, warrants and covenants to Lessor so long as this Rental Agreement is in effect, that: (a) execution, delivery and performance by you of this Rental Agreement does not and will not (1) violate any applicable law; (2) breach any order of court or other governmental agency, or of any undertaking Lessee is a party to or by which Lessee is bound; (b) Lessee will comply with all applicable laws, ordinances and regulations; (c) Lessee will not take any action, including filing any tax or other report, that is inconsistent with Lessor's ownership of the Equipment; (d) all information Lessee has given to Lessor is true, accurate and complete; (e) since the date of the most recent financial information given to Lessor, no material adverse change in Lessee's business, assets, or prospects has occurred. Lessee will promptly deliver to Lessor such financial statements, reports and other information as Lessor may request; (f) Lessee is and will remain duly organized, validly existing and in good standing under the laws of Lessee's jurisdiction of organization; (g) Lessee is qualified to do business under the laws of all other jurisdictions where qualification is required or advisable; (h) the execution, delivery and performance by Lessee of the Rental Agreement will not breach any provision of Lessee's organizational documents or legal authority. Lessee acknowledges and agrees, that (1) the Equipment was selected by Lessee; (2) the Equipment (including all manufacturer manuals and instructions) has been delivered to, and examined by, Lessee (3) the safe operation and the proper servicing of the Equipment were explained to Lessee (4) Lessee received the written warranty applicable to the Equipment and understands that the written warranty is not a part of this Rental Agreement.

17. General: Time is of the essence of this Rental Agreement. **LESSOR AND LESSEE EACH IRREVOCABLY WAIVE ANY RIGHT EITHER OF THEM MAY HAVE TO A JURY TRIAL.**

Lessor's failure at anytime to require strict performance by Lessee of any of the provisions of this Rental Agreement shall not waive or diminish Lessor's right thereafter to demands strict compliance there with or with any provision. Waiver of any default shall not waive any other default. Any alteration or modification of this Rental Agreement shall be in writing and signed by the parties hereto. Lessee acknowledges receipt of a signed copy hereof. Lessee irrevocably authorizes Lessor, at any time, to (a) insert or correct information on this Rental Agreement, including Lessee's correct legal name, serial numbers and Equipment descriptions; (b) submit notices and proofs of loss for any required insurance; and (c) endorse Lessee's name on remittances for insurance and Equipment sale or rental proceeds.

ASSIGNMENT

TO: JOHN DEERE

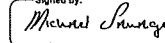
For value received I hereby assign, sell and transfer all my right, title and interest under the above Rental Agreement to you, your successors and assign, subject to all the terms of the applicable John Deere Rental Sale Program which are hereby incorporated in and made a part of hereof, I agree to collect rentals coming due under the Rental Agreement and account for the pay over the same as provided in such Used Equipment Rental Program.

"John Deere" means the John Deere Company, a division of Deere & Company or John Deere Construction & Forestry Company with whom the leasing dealer has executed an Authorized Dealer Agreement.

DATE: 20-Mar-2025

DEALER: MIDWEST MACHINERY CO.

SIGNED BY:

Signed by:

0853142548F44FA

Quote Id: 26664566

Prepared For:
RIVER OAKS MUNICIPAL GOLF COURSE



Prepared By: **Michael Savage**

Midwest Machinery Co.
12040 Point Douglas Dr South
Hastings, MN 55033

Tel: 651-437-7747

Fax: 651-437-3483

Email: msavage@mmcjd.com

Date: 11 May 2022

Offer Expires: 31 May 2022

Confidential

Quote Summary

Prepared For:

RIVER OAKS MUNICIPAL GOLF COURSE
6225 LAMAR AVE S
COTTAGE GROVE, MN 55016

Prepared By:

Michael Savage
Midwest Machinery Co.
12040 Point Douglas Dr South
Hastings, MN 55033
Phone: 651-437-7747
msavage@mmcjd.com

RENTAL OPTION:

\$12,000 / YEAR

1, 2, OR 3 YEAR OPTION

- MIDWEST MACHINERY MAY SWAP THE MACHINE FOR A
NEW UNIT AT ANY TIME.

- FIRST YEAR WILL NEED TO BE PAID UP FRONT

Quote Id: 26664566

Created On: 11 May 2022

Last Modified On: 16 February 2023

Expiration Date: 31 May 2022

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 325G COMPACT TRACK LOADER	\$ 101,925.00	\$ 80,500.00 X	1 =	\$ 80,500.00
Extended Warranty		\$ 4,390.00 X	1 =	\$ 4,390.00
Extended Warranty, 325G, Comprehensive, 2000 Total Hours or 48 Total Months, \$200 Deductible				
Sub Total				\$ 84,890.00
Equipment Total				\$ 84,890.00

Quote Summary

Equipment Total	\$ 84,890.00
SubTotal	\$ 84,890.00
Total	\$ 84,890.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 84,890.00

Salesperson : X _____

Accepted By : X _____



Selling Equipment



Quote Id: 26664566

Customer: RIVER OAKS MUNICIPAL GOLF COURSE

JOHN DEERE 325G COMPACT TRACK LOADER

Hours:

Stock Number:

Suggested List

\$ 101,925.00

Selling Price

\$ 80,500.00

Code	Description	Qty	Unit	Extended
00D2T	325G COMPACT TRACK LOADER	1	\$ 82,391.00	\$ 82,391.00
Standard Options - Per Unit				
0755	Cab/Heat/AC, Power QT, Hi Flow, SL & RC, 2Spd, LED Lights, Rev Fan	1	\$ 10,126.00	\$ 10,126.00
0953	ISO-H Switchable Controls and EH Joystick Performance Package	1	\$ 1,111.00	\$ 1,111.00
1301	Engine - Turbocharged - FT4	1	\$ 0.00	\$ 0.00
1501	English Operator's Manual and Decals	1	\$ 0.00	\$ 0.00
1741	Less JDLink	1	\$ 0.00	\$ 0.00
2645	Zig-Zag Bar Tread Pattern - 15.8 in. (400mm) Tracks	1	\$ 1,750.00	\$ 1,750.00
4001	2-Inch Seat Belt with Shoulder Harness	1	\$ 228.00	\$ 228.00
6006	Air Suspension Seat (Cloth with Heat)	1	\$ 671.00	\$ 671.00
8042	Rear View Camera	1	\$ 912.00	\$ 912.00
8050	Cold Start Package	1	\$ 326.00	\$ 326.00
8342	Radio, AM/FM with Bluetooth	1	\$ 645.00	\$ 645.00
8380	Footrest with Floormat	1	\$ 154.00	\$ 154.00
9052	78 in. HD Construction Bucket (19.4 cu. ft.) with Edge	1	\$ 2,503.00	\$ 2,503.00
Standard Options Total				\$ 18,426.00
Value Added Services				
	Extended Warranty	1	\$ 4,390.00	\$ 4,390.00
Value Added Services Total				\$ 4,390.00
Other Charges				
	Freight	1	\$ 608.00	\$ 608.00
	Setup	1	\$ 500.00	\$ 500.00
Other Charges Total				\$ 1,108.00
Suggested Price				\$ 106,315.00
Customer Discounts				
Customer Discounts Total			\$ -21,425.00	\$ -21,425.00
Total Selling Price				\$ 84,890.00



Extended Warranty Proposal

PowerGard™ Protection Plan

COMPACT CONSTRUCTION EQUIPMENT

Date : February 16, 2023

Machine/Use Information		Plan Description		Price	
Manufacturer	JOHN DEERE	Plan Type:	Extended Warranty	Deductible:	\$ 200
Equipment Type	COMPACT CONSTRUCTION EQUIPMENT	Coverage:	Comprehensive	Quoted Price	\$ 4,390.00
Model	325G	Total Months:	48		
Country	US	Total Hours:	2000	Date Quoted	February 16, 2023
MFWD/Tracks	N				

Scraper Use

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles). "Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.

PowerGard Protection Proposal Prepared for:

I have been offered this extended warranty and

Customer Name - Please Print

☒ I ACCEPT the PowerGard Protection☐ I DECLINE the PowerGard Protection

Customer Signature

If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.

Note : This is **not** a contract. For specific PowerGard Protection coverage terms and conditions, please refer to the actual PowerGard Protection Plan contract for more information and the terms, conditions and limitations of the agreement.

What PowerGard Protection is :

The PowerGard Protection Plan is an **extended warranty** program for reimbursement on parts and labour for covered components that fail due to faulty material or original workmanship that occur beyond the John Deere Basic Warranty coverage period. The agreement is between Deere & Company and the owners of select John Deere Commercial and Agricultural equipment, who purchase the PowerGard Plans for the desired coverage as indicated in this proposal.

What PowerGard Protection is not :

PowerGard Protection is **not insurance**. It also does not cover routine maintenance or high wear items, or insurance-related risks/perils such as collision, overturn, vandalism, wind, fire, hail, etc. It does not cover loss of income or loss of value of crops during or after an equipment failure. See the actual product-specific PowerGard Protection Plan agreement for a complete listing of covered components, and limitations and conditions under the program.

Features/Benefits:

PowerGard protection include the following features and benefits under the program :

- Pays for parts and labour costs incurred on failed covered components (less any applicable deductibles),
- Does not require pre-approval before repairs are made by the authorized John Deere dealership,
- Payments are reimbursed directly to the dealership with no prepayment required by the contract holder.
- PowerGard Protection agreements ensure that only Genuine John Deere Parts are used in all repairs,
- PowerGard coverage is fully transferable to future owners, with no transfer fees when coverage remains,
- PowerGard ensures higher resale value and makes equipment more marketable during the sale or trade-in,
- PowerGard allows you to budget your total cost of ownership, with financing available through John Deere Credit or other sources,
- PowerGard helps prevent large,unexpected repair bills during later years of equipment ownership,in exchange for a smaller protection fee up front.



Product Quotation

Quotation Number: 37063D037160

Date: 2023-03-20 10:59:14

Ship to	Bobcat Dealer	Bill To
River Oaks Golf Course 11099 HIGHWAY 61 Cottage Grove, MN	Tri-State Bobcat, Inc, Little Canada, MN 71 MINNESOTA AVE LITTLE CANADA MN 55117 Phone: (651) 407-3727 Fax: (952) 894-5759 ----- Contact: Adam Delander Phone: 7152450533 Cellular: 7152450533 E Mail: adamd@tristatebobcat.com	River Oaks Golf Course 11099 HIGHWAY 61 Cottage Grove, MN

Description	Part No	Qty	Price Ea.	Total
T76 T4 Bobcat Compact Track Loader 74.0 HP Tier 4 V2 Bobcat Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Selectable Joystick Controls Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated) Horn Instrumentation: Standard 5" Display (Rear Camera Ready) with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts. Lift Arm Support	M0371	1	\$61,645.92	\$61,645.92
	Lift Path: Vertical Lights, Front and Rear LED Operator Cab Includes: Vinyl Adjustable Vinyl Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts) Parking Brake: Spring Applied, Pressure Released (SAPR) Solid Mounted Carriage with 4 Rollers Tracks: Rubber, 12.6" Wide Warranty: 2 years, or 2000 hours whichever occurs first			
P69 Performance Package Power Bob-Tach 7-Pin Attachment Control High Flow Two-Speed	M0371-P06-P69	1	\$6,819.96	\$6,819.96
	Dual Direction Bucket Positioning Automatic Ride Control Reversing Fan			
C67 Comfort Package Enclosed Cab with HVAC Sound Reduction Touch Display with Radio & Bluetooth	M0371-P07-C67	1	\$6,209.28	\$6,209.28
	Heated Cloth Air Ride Suspension Seat Premium LED Lights			
17.7" Multi Bar Track	M0371-R09-C05	1	\$599.76	\$599.76
5-Link Torsion Suspension Undercarriage	M0371-R21-C13	1	\$2,084.88	\$2,084.88
Engine Block Heater	7372533	1	\$200.00	\$200.00
Rear View Camera	7384581	1	\$612.20	\$612.20
80" Heavy Duty Bucket	7272681	1	\$1,550.64	\$1,550.64
--- Bolt-On Cutting Edge, 80"	6718008	1	\$450.00	\$450.00
Total of Items Quoted				\$80,172.64
Dealer P.D.I.				\$0.00
Freight Charges				\$0.00
Dealer Assembly Charges				\$0.00
Other Charges: Material and Logistics				\$0.00

Quote Total - US dollars

\$80,172.64

Notes:
3 Year Lease/500 Hours Per Year \$1,480 Per Month

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:	Purchase Order: _____
Authorized Signature:	
Print: _____	Sign: _____ Date: _____



City Council Action Request

7.L.

Meeting Date	4/16/2025						
Department	Parks and Recreation						
Agenda Category	Action Item						
Title	City Hall Fountain Renovation						
Staff Recommendation	Authorize Resolution 2025-59 awarding the City Hall Fountain Renovation Project to Superior Landscape and Irrigation in the amount of \$14,877.63 and authorize the service agreement between Superior Landscape and Irrigation and the City of Cottage Grove.						
Budget Implication	Funds from 2500-4371						
Attachments	<table><tr><td>1.</td><td>Council Memo_City Hall Fountain Renovation</td></tr><tr><td>2.</td><td>Resolution_City Hall Fountain</td></tr><tr><td>3.</td><td>ServiceAgreement_City Hall Fountain(Final)</td></tr></table>	1.	Council Memo_City Hall Fountain Renovation	2.	Resolution_City Hall Fountain	3.	ServiceAgreement_City Hall Fountain(Final)
1.	Council Memo_City Hall Fountain Renovation						
2.	Resolution_City Hall Fountain						
3.	ServiceAgreement_City Hall Fountain(Final)						

To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator
From: Gavin Hochstetler, Management Analyst
Date: April 16, 2025
Subject: City Hall Fountain Renovation

Introduction/Background

The city hall fountain has served as one of the building's visual focal points since opening in 2012. Events such as Memorial Day have been centered around the fountain. Recently, cosmetic and mechanical problems have made maintenance costly and inefficient. A renovation of the fountain was proposed to greatly improve its functionality and ease of maintenance. Key points the city is looking to accomplish from the renovation of the fountain are as follows:

1. Renovation to existing weathered landscaping block
2. Improved operational efficiencies
3. Significant reliability improvements
4. 10-year manufacture warranty on lighting fixtures

A request for proposals for this project was distributed to two landscape and irrigation companies. The following proposals were received:

1. Superior Landscape and Irrigation - \$14,877.63
2. Cedar Creek Landscaping - \$18,575.00

Staff Recommendation

Authorize Resolution 2025-59 awarding the City Hall Fountain Renovation Project to Superior Landscape and Irrigation in the amount of \$14,877.63 and authorize the Service Agreement between Superior Landscape and Irrigation and the City of Cottage Grove.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-059

**RESOLUTION AWARDING THE CITY HALL FOUNTAIN RENOVATION TO
SUPERIOR LANDSCAPE AND IRRIGATION, FOR \$14,877.63.**

WHEREAS, quotes were requested to provide the necessary work for the City Hall Fountain Renovation according to City standards; and

WHEREAS, quotes were requested from two firms to provide the necessary work;
and

WHEREAS, two firm submitted quotes; and

WHEREAS, it appears that Superior Landscape and Irrigation provided the lowest responsible quote; and

WHEREAS, it is the recommendation of the Parks Director that the quote be awarded to Superior Landscape and Irrigation.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the City Hall Fountain Renovation be awarded to Superior Landscape and Irrigation, for \$14,877.63.

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

AGREEMENT FOR SERVICES
City Hall Fountain Renovation

THIS AGREEMENT ("Agreement") is made and executed this ____ day of _____, 20____, by and between the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, Minnesota 55016, ("City") and Superior Landscape and Irrigation, 2730 Highwood Ave E., Maplewood, MN 55119("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 April 1, 2025, incorporated herein as Exhibit A.
 - ii. Where the terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.
- b. Contractor covenants and agrees to provide the Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 9 of this Agreement.
- c. Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay Contractor \$14,877.63, and Contractor agrees to receive and accept payment for Services as set forth in the Exhibits.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
- c. Contractor shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
- d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.

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

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

5. TERMINATION AND REMEDIES.

- a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 15 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses incurred through the effective date of termination.
- b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
- c. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event:

- i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.
- ii. Perform the Services, in which case, the Contractor shall within thirty (30) days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

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

- d. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.
6. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
 7. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
 8. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.
 9. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.
 10. CITY'S REPRESENTATIVE. The City has designated Gavin Hochstetler to act as the City's representative with respect to the Services to be performed under this Agreement.

He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.

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

12. INDEMNIFICATION.

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

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

- a. Commercial General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
- b. Workers' Compensation Insurance in accordance with statutory requirements.
- c. Automobile Liability Insurance, with a combined single limit of \$2,000,000.

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

14. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the final completion date of all Services. Contractor warrants that all work will be free from defects and that all materials will be new and of first quality. If within one (1) year after final payment any work or material is found to be defective, Contractor shall promptly, without cost to the City, correct such defect.

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

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

Or emailed: ghochstetler@cottagegrovemn.gov

If to Contractor: Superior Landscape and Irrigation
2730 Highwood Ave E.
Maplewood, MN 55119

Or emailed: bryce@superiorlandscape-irrigation.com

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

17. RESPONSIBLE CONTRACTOR.

- a. In accordance with Minnesota Statutes, Section 16C.285, Contractor is hereby advised that the City cannot award a construction contract in excess of \$50,000 unless Contractor is a "responsible contractor" as defined in Minnesota Statutes, Section 16C.285, subdivision 3. Contractor must complete a Responsible Contractor Certificate verifying compliance with the minimum criteria specified in Minnesota Statutes, Section 16C.285, subdivision 3, to be eligible to provide the Services outlined in this Agreement. A Responsible Contractor Certificate must be signed under oath by an owner or officer of Contractor. Contractor is responsible for obtaining the required verifications of compliance with Minnesota Statute, Section 16C.285, subdivision 3 from all subcontractors, using a form provided by the City. Contractor must submit signed verifications from subcontractors upon the City's request.
- b. Contractor or subcontractor who does not meet the minimum criteria established in Minnesota Statutes, Section 16C.285, subdivision 3, or who fails to verify compliance with the minimum requirements of this statute, will not be considered a "responsible contractor" and will be ineligible to provide the Services under this Agreement or otherwise work on the project in any capacity. Contractor and any

subcontractor are advised that making any false statements verifying compliance with Minnesota Statutes, Section 16C.285 will render the Contractor or subcontractor ineligible to perform the Services of this Agreement and may result in termination of this Agreement by the City.

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

18. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

CONTRACTOR

Signature: Bryce Lindquist

Name: Bryce Lindquist

Its: Landscape Designer

Date: 4/7/2025



LANDSCAPE CONTRACT AGREEMENT

Prepared for:

Name: <u>Cottage Grove City Hall (Ryan Gauster)</u> Address: <u>12800 Ravine Parkway S</u> City/State/Zip: <u>Cottage Grove, MN 55016</u> E-Mail: <u>rgauster@cottagegrovemn.gov</u>	Home Phone: _____ Cell Phone: <u>651-458-2808</u> Date: <u>4/1/2024</u> Designer: _____
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This Agreement is for the services of Superior Landscape & Irrigation made by the undersigned Customer, according to the following terms and conditions.

Phase: Fountain Area Refresh

Quantity	Material	Installed Total w/ tax
	Tear Out, Prep Work, & MISC	3,515.64
1	Mobilization; loading, travel, unloading, equipment, cleanup	
1	Remove old rock from fountain area, prepare for new fountain items	
1	Disposal of old landscape rock and other landscape debris in work area	
2	3-6" River Rock landscape rock installed with fabric underlayment	
	Water Features	7,784.24
1	Replace Equivalent* Pump, Oase nozzles for fountains, reset height	
	<i>*Existing pump discontinued, will replace with equivalent or better for flow</i>	
	To reuse water lines for fountain. If needing to be replaced, would require a larger scope of work	
1	New Autofill float to tie into mainline for irrigation system	
	Low Voltage Outdoor Lighting:	3,577.75
	<i>This is quoted using 10 year manufacture's warranty fixtures</i>	
5	Low Voltage LED "Water Lights" to illuminate water fountains	
5	Low Voltage LED "Up lights" to illuminate flagpoles	
1	Tie new light fixtures into existing transformer	

Initial if OK **Not Included unless accepted, extents to be determined:**

☐ High voltage electrical
☐ New transformer or timer for lights
☐ Running new wire for lights if power not getting to fixtures
☐ New water lines if broken, paver/concrete repairs

Total Price:	\$14,877.63
---------------------	--------------------

Check or Cash Payment Terms

Purchase order draws: TBD

Net Balance: Due Upon Completion minus purchase order draws

\$14,877.63

All quoted prices include a 3.5% discount for cash or check, if paying with a Credit Card, add 3.5% to totals

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted.
 You are authorized to do the work as specified.
 Signers have read and clearly understand terms as outlined on BOTH sides of contract.
 Line items are subject to change based upon revisions

Signature of Owner (Guarantee): _____

_____ Date

Superior Landscape & Irrigation (Manager): _____

_____ Date



City Council Action Request

7.M.

Meeting Date 4/16/2025

Department Public Works

Agenda Category Action Item

Title 80th Street Feasibility Report Scope Amendment

Staff Recommendation Adopt resolution 2025-062 amending the scope of the 80th Street Reconstruction Project feasibility report to include East Point Douglas Road from 80th Street to the three-way intersection of East Point Douglas Road.

Budget Implication N/A

Attachments	1.	1-80th Street Feasibility Report Scope Amendment 2025-4-16
	2.	2-80th Street Feasibility Report Scope Amendment Resolution 2025-4-16

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

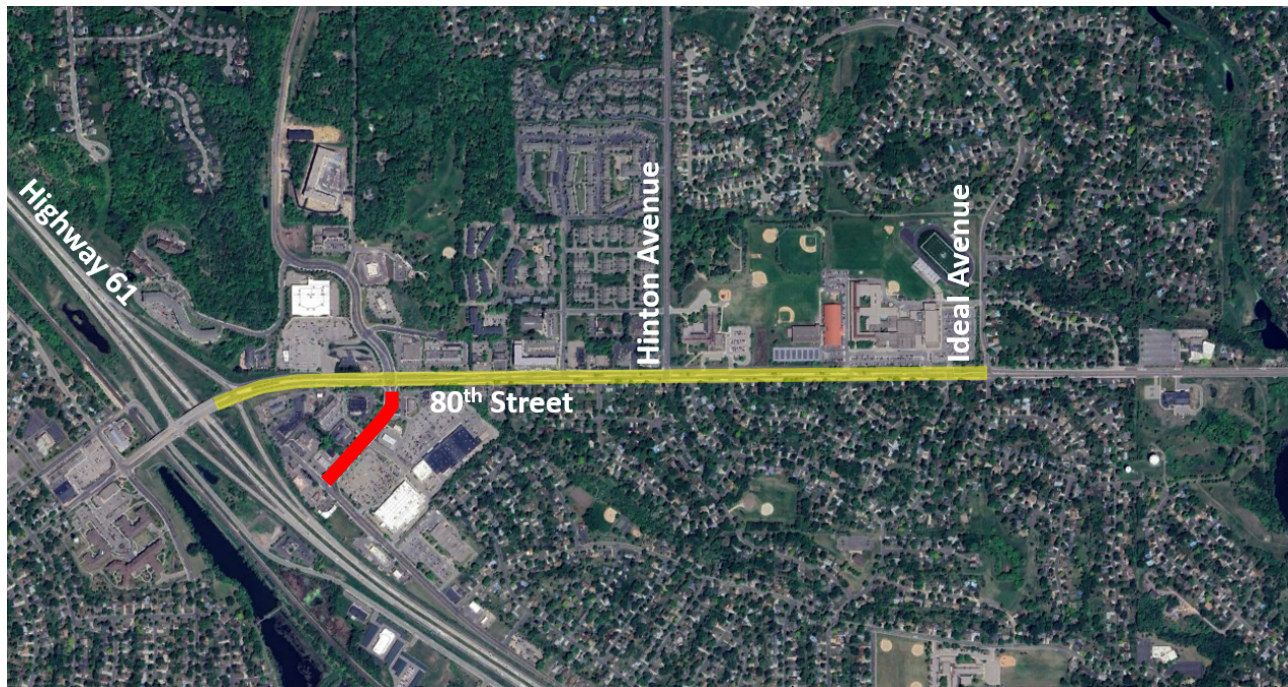
From: Ryan Burfeind, PE, Public Works Director

Date: April 9, 2025

Re: 80th Street Reconstruction – Highway 61 to Ideal Avenue – Amend Feasibility
Report Authorization

Background

Over the past nine years, the City has been rehabilitating the 80th Street corridor in phases, starting with the section from Ideal Avenue to Jamaica Avenue in 2016. This first phase included a full pavement replacement and spot curb replacement. In 2020, a total reconstruction was completed from Jamaica Avenue to Keats Avenue. On June 21, 2023, the City Council authorized a feasibility study for 80th Street from Ideal Avenue to Highway 61, which is shown in yellow below. This project is programmed in the CIP for 2026. As staff has further refined the overall scope of the 80th Street project, it has been determined that East Point Douglas Road south of 80th Street should be added to the 2026 project. This section of road is highlighted in red below.



This recommendation is based on two primary considerations. The first is due to the planned improvements at the 80th Street & East Point Douglas Road/Hardwood Ave signal, which will include the construction of dual left turn lanes on 80th Street. These improvements will require modifications on East Point Douglas Road, which will involve adding an additional traffic lane. This will address the existing traffic issue where a through lane on East Point Douglas Road is

dropped at the Hy-Vee signal. Secondly, this section of roadway is in poor condition and in need of rehabilitation, which will be most cost effective to complete with the 80th Street Reconstruction Project.

Recommendation

It is recommended the City Council adopt resolution 2025-062 amending the scope of the 80th Street Reconstruction Project feasibility report to include East Point Douglas Road from 80th Street to the three-way intersection of East Point Douglas Road.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-062

**RESOLUTION AMENDING THE SCOPE OF THE
FEASIBILITY REPORT FOR THE
80TH STREET RECONSTRUCTION PROJECT**

WHEREAS, based upon the City Council's acceptance of the Capital Improvement Plan, the City Council authorized Resolution 2023-083 authorizing a feasibility report for the 80th Street Reconstruction Project from Highway 61 to Ideal Avenue; and

WHEREAS, due to the scope of improvements necessary at the intersection of 80th Street & East Point Douglas Road/Hardwood Avenue, along with the poor condition of East Point Douglas Road south of 80th Street, it is recommended that the scope of the feasibility report be amended to include East Point Douglas Road from 80th Street to the three-way intersection of East Point Douglas Road; and

WHEREAS, the City desires to assess the cost of said improvements to all benefited properties.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that the scope of the 80th Street Reconstruction Project feasibility report be amended to include East Point Douglas Road from 80th Street to the three-way intersection of East Point Douglas Road.

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

7.N.

Meeting Date	4/16/2025				
Department	Community Development				
Agenda Category	Action Item				
Title	Maxfield Research Comprehensive Housing Needs Study				
Staff Recommendation	Accept the Maxfield Research Comprehensive Housing Needs Study				
Budget Implication	N/A				
Attachments	<table><tr><td>1.</td><td>Housing Study CC Memo 2025-4-16</td></tr><tr><td>2.</td><td>FINAL SUBMITTAL - Cottage Grove Comp Housing Needs Analysis</td></tr></table>	1.	Housing Study CC Memo 2025-4-16	2.	FINAL SUBMITTAL - Cottage Grove Comp Housing Needs Analysis
1.	Housing Study CC Memo 2025-4-16				
2.	FINAL SUBMITTAL - Cottage Grove Comp Housing Needs Analysis				



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

FROM: Emily Schmitz, Community Development Director

DATE: April 9, 2025

RE: Maxfield Research Comprehensive Housing Needs Study

Background

In April of 2024 the EDA approved a recommendation to engage the services of Maxfield Research & Consulting to complete a Housing Needs Study for the city. With the completion of the Study, a detailed recommendation for housing types have been identified as needed in the short and long-term and has identified recommended housing initiatives to close gaps when and where needed as the community continues to grow.

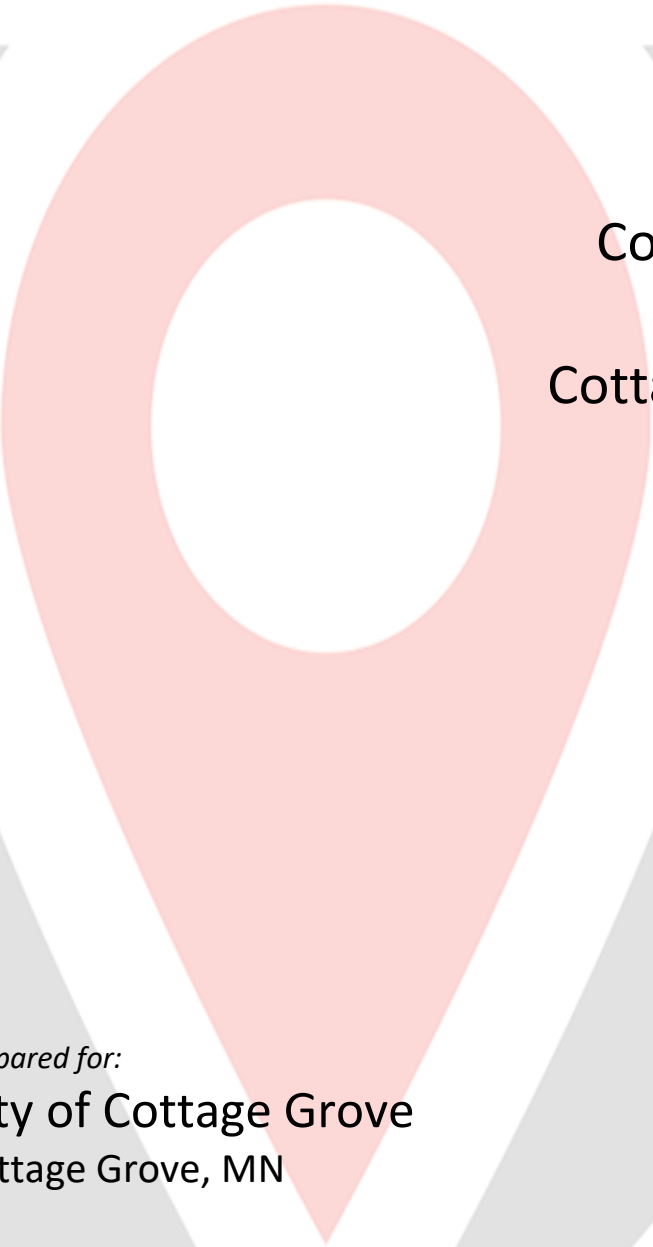
The findings of the study have been presented and reviewed by the Planning Commission and Economic Development Authority.

Recommendation

Accept the Maxfield Research Comprehensive Housing Needs Study.

Attachments:

Maxfield Research Comprehensive Housing Needs Study



Comprehensive Housing Needs Analysis for Cottage Grove, Minnesota

Prepared for:

City of Cottage Grove
Cottage Grove, MN

October 2024



Maxfield
Research & Consulting

901 Twelve Oaks Center Dr.
Suite 922
Wayzata, MN 55391
612.338.0012



Maxfield

Research & Consulting

Breaking Ground since 1983

October 8, 2024

Ms. Emily Schmitz
Community Development Director
City of Cottage Grove
12800 Ravine Parkway S
Cottage Grove MN 55016

Dear Ms. Schmitz:

Attached is the *Comprehensive Housing Needs Analysis for Cottage Grove, Minnesota* conducted by Maxfield Research and Consulting. The study projects the demand for various housing products in the City to 2035. The study also provides recommendations on the amount and types of housing that could be built in Cottage Grove to satisfy demand from current and future residents in the short-term (2024-2029) and the long-term (2030-2035). The study identifies a potential demand for 3,858 to 5,086 new housing units to 2035 divided between general-occupancy housing and age-restricted senior housing.

Overall, the housing market in Cottage Grove in all sectors has been strong during this past decade. Cottage Grove's strong development trend continues and new developments are under construction and approved. Additional multifamily development is needed across all income spectrums as well as additional senior housing, predominantly active adult and independent living. Despite new supply, the rental housing vacancy rate is less than 3% and below market equilibrium. Median sales prices are up considerably from early 2020. The recent uptick of mortgage rates has moderated appreciation and sales velocity decreased slightly as a result. Assisted living senior housing is still recovering from the pandemic, but product targeting active seniors is in strong demand. Detailed information regarding recommended housing concepts can be found in the *Conclusions and Recommendations* section at the end of the report.

We have enjoyed performing this study for you and are available should you have any questions or need additional information.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING

Mary C. Bujold
President

Andrew McIntyre
Research Associate

Attachment

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KEY FINDINGS

This section highlights key findings from the Comprehensive Housing Needs Analysis completed for the City of Cottage Grove. Calculations of projected housing demand are provided to 2035. In addition, recommendations for housing products to meet demand over the short-term (2024 through 2029) and long-term (2030 to 2035) are found in the *Conclusions and Recommendations* section of the report.

Key Findings

1. Despite the COVID-19 pandemic, the Cottage Grove housing market and economy has fared better than expected and outperformed many Metro Area communities. Cottage Grove continued to be a preferred location for new construction owned housing during the pandemic. Home prices increased more than 20% since early 2020. At the same time, the unemployment rate decreased to 2.2% in 2022, albeit rising modestly in 2023 (2.5%) and again in 2024 (3.8%).
2. Cottage Grove has experienced strong population and household growth over the past two decades, increasing its residential base with for-sale and rental options. Looking forward to 2030 and 2040, growth is expected to continue but at a slightly slower pace than in the previous decade. Growth of the city can largely be attributed to the multi-family housing boom that has occurred over the past decade.
3. Cottage Grove's near-term growth is led primarily by the Millennials and Baby Boomers. To 2030, the aging of the population will be led by growth in the 75 to 84 age cohort. These shifts will result in demand for housing products at opposite ends of the residential continuum, including active adult (55+) rental and for-sale homes in addition to households wanting to purchase their first home or move-up. Market rate rental housing has been developed recently in the community, attracting Millennials and empty-nesters.
4. With the amount of residential land remaining for new homes, for-sale and rental housing will combine to increase the housing stock in Cottage Grove. As low-density land supplies decrease, it is important to identify areas where there will be increased density to accommodate a higher number of housing units. Numerically, those 25 to 34 represent the largest number of renters (485 people), or 27.2% of all renters. This is followed by those 35 to 44 (324 people – 18.2% of all renters).

KEY FINDINGS

5. Rental housing in the City is primarily comprised of market rate housing, although there are also a few affordable rental properties. Market rate rental housing comprises most of the units followed by income-restricted affordable housing. Subsidized units represent a small portion of the rental market in Cottage Grove. Combined, the overall vacancy rate is less than 3% across all stabilized projects regardless of income.
6. As detailed previously, Cottage Grove's senior population increased from 2010 to 2020. As noted in the report, active adult rental properties have almost no vacancies, while service-enriched housing posted higher vacancies, resulting from challenging labor supply and seniors preferring to remain in their homes longer rather than relocate to senior housing. We note however, that many senior properties have already or are recovering and occupancies have increased. Although active adult product has virtually no vacancies (1.6% - all active adult types), assisted living was the only service-enriched segment to post a vacancy rate higher above market equilibrium at 10.0%. Therefore, demand is strongest for active adult and independent seniors in the short-term while service-intensive demand will continue growing this decade.
7. The for-sale market has experienced significant appreciation since 2018 as the median sale price is at an all-time high of \$392,500 through year-end 2023. Cottage Grove, Hastings and Woodbury have all been exceptionally strong housing markets as growth has expanded to third-tier locations. Price acceleration slowed slightly with the rapid uptick in mortgage rates, but fewer homes for sale continues to place upward pressure on pricing as demand continues to outstrip supply. With the Federal Reserve now lowering interest rates, the housing market is anticipated to strengthen.
8. The lack of available land, comprised with the high cost of redevelopment, make the construction of new for sale and rental housing a challenge especially in a high interest-rate environment. This makes housing affordability a pressing issue in the City as buyers are on the sidelines and renters are facing rent inflation due in-part to the high inflation conditions property owners are facing for labor, property taxes, insurance, utilities, etc. New construction is expected to be muted in the short-term as buyers put new home purchases on-hold while apartment developers are faced with increasing debt service and tighter underwriting policies. As such, new multifamily construction should slow in the short-term as buyers and developers wait out the market in anticipation for lower interest rates.
9. The unemployment rate in Cottage Grove has remained low since recovering jobs from the pandemic. The unemployment rate was 2.2% in 2022 but increased in 2023 to 2.8% and to 3.5% as of July 2024. Cottage Grove's labor force increased during this period, while employment recently decreased in the first half of 2024. Employment industries in Cottage Grove are diverse with a good mix of jobs throughout almost all sectors. Manufacturing accounted for the largest employment sector with 29.3% of jobs. Trade, Transportation and Utilities accounted for 25.4% and Education and Health Services accounted for 21.3% of jobs as of 4th Quarter 2023.

Purpose and Scope of Study

Maxfield Research and Consulting was engaged by the City of Cottage Grove to conduct a *Comprehensive Housing Needs Analysis* for the City. The scope of this study includes: an analysis of the demographic and economic characteristics of the City and the residential draw area in which it functions; a review of the characteristics of the existing housing stock and building permit trends; an analysis of the market condition for a variety of rental and for-sale housing products; and an assessment of the need for housing by product type in the City. Recommendations on the number and types of housing products that should be considered are also supplied. The Housing Needs Analysis provides recommendations on the amount and types of housing that should be developed to meet the needs of current and future households.

Demographic Analysis

- As of 2024, Cottage Grove is estimated to have 43,148 people. The City continued to experience growth over the last decade (2010 to 2020 – 12.3%), but at a slightly slower pace than in the 2000s (2000 to 2010 – 13.1%). We project that Cottage Grove will add 5,361 people (13.8%) and 3,295 households (25.1%) between 2020 and 2030. These growth rates are higher than what is currently projected by the Metropolitan Council, rates of 7.4% and 8.8%, respectively.
- Between 2030 and 2040, Cottage Grove’s population is forecast to experience an increase of 4,300 people (9.7%) from 44,200 people in 2030 to 48,500 people in 2040 while its households are projected to increase by 2,400 (14.6%) from 16,400 households in 2030 to 18,800 households in 2040.
- The 35 to 44 age cohort is the largest cohort in Cottage Grove comprising 14.8% as of 2024. This age cohort comprised a higher proportion in Cottage Grove than the Metro Area (13.7%).
- Cottage Grove’s population of 18 to 34-year-olds, which consists primarily of renters and first-time homebuyers, increased by 4.2% between 2010 and 2024. However, the same age cohort is projected to increase by 18.2% over the next five years; increasing the demand for rental units and starter homes.
- Cottage Grove had an estimated median household income of \$114,459 in 2024. It is projected to increase to \$125,707 by 2030 (9.8%, or 1.6% annually).
- The median resale price of homes in Cottage Grove was \$392,500 through 2023 (see Table FS-1). The income required to afford a home at this price is estimated to be between \$112,143 to \$130,833; based on the standard of 3.0 to 3.5 times the median income (and assuming households do not have a high level of debt).

EXECUTIVE SUMMARY

- In 2020, 86.3% of all households in Cottage Grove owned their housing. By 2024, that percentage increased slightly to 87.3%. This is primarily due to increased construction of for-sale housing in the City.
- In 2024, 78.6% of Cottage Grove's households under age 25 rented their housing, compared to 20.8% of households between the ages of 25 and 34. Cottage Grove households between the ages of 35 and 74 are overwhelmingly homeowners with homeownership rates ranging from 88.9% to 97.3%. The very high proportion of households ages 65 to 74 owning their housing may also reflect a lack of rental active adult options for households in this age group.
- An estimated 36.6% of renter households in the City of Cottage Grove in 2024 have one person while an additional 17.9% of renter households have two people. One-person households are more likely to look for one-bedroom units and two-person households are more likely to prefer a two-bedroom unit. Two-person households that consist of a parent and child or roommate would primarily seek two-bedroom units. Larger households would seek units with multiple bedrooms.
- Persons Living Alone increased by 384 households (22.0%) between 2010 and 2024. As of 2024, Persons Living Alone accounted for 15.1% of all households. The largest household types in Cottage Grove are Married Couple families without children (35.1%) followed closely by Married Couple families with children (31.0%). Cottage Grove has a higher proportion of Married Couples without children and a lower proportion of people living alone than does the Metro Area.

Housing Characteristics

- From 2010 through May 2024, Cottage Grove issued permits for a total of 2,064 new residential units. Of those, 1,598 were issued for single-family and 466 were issued for multi-family.
- Cottage Grove's housing stock is generally newer with the largest proportions of homes built in the 1990s followed by the 2000s.
- Single-family detached units are the dominant housing type for owned units in Cottage Grove (91.0%) compared to 80% in the Twin Cities Metro Area.
- In Cottage Grove, 72% of homes have a mortgage while 28% own their homes without a mortgage. Thus, the percentage of housing units in Cottage Grove owned without a mortgage is less than the Metro Area (30%).
- The estimated median contract rent in 2024 in Cottage Grove is \$1,467 in 2022, 24.5% higher than the Metro Area.

EXECUTIVE SUMMARY

- The median income of renter households was 39.8% less than the median income of owner households in Cottage Grove. In 2024, owner households in Cottage Grove reported a median income of \$123,333 compared to \$74,167 among renter households.
- Most residents in Cottage Grove did not move during the past year (89% remained in their same home). In the Metro Area, 86% of residents did not move in the last year.

Employment Trends

- Unemployment in Cottage Grove was at its highest in 2009 during the Great Recession at 7.4% and after that continued to drop to 2.2% in 2022. The current unemployment rate is 3.8% as of July 2024. This compares to 3.7% for the Twin Cities Metro Area.
- Unemployment increased briefly in 2020 to 6.5% during the Pandemic, but rapidly declined during the recovery.
- In Cottage Grove, the Information industry reported the highest weekly wage, \$1,474, followed closely by the Manufacturing sector with \$1,435.
- As Table E-5 illustrates, St. Paul was the largest work destination for Cottage Grove residents (16.2%) and the largest home destination for Cottage Grove workers (25.3%).
- Cottage Grove was the second largest work destination for Cottage Grove residents (12.7%) and the first home destination for Cottage Grove workers (25.31%).
- The City of Cottage Grove is a net importer of workers, with 37,337 workers commuting into the city compared to 23,826 workers leaving the city for work. In addition, 2,839 workers live and work in the City.
- Independent School District 833 in the Education sector is the largest employer in the City with an estimated 2,983 employees. The second largest employer is Renewal by Andersen, a window manufacturer, employing 1,600 people in Cottage Grove.
- The largest employers in Cottage Grove include primarily businesses in education, manufacturing, public administration and retail sectors.

Rental Housing Market Analysis

- All rental properties in the PMA represent a combined total of 7,133 units, including 6,298 market rate units (92.4%), 785 affordable units (4.8% of all units) and 50 subsidized units (2.8% of all units).

EXECUTIVE SUMMARY

- At the time of our survey, Cottage Grove had an overall stabilized vacancy rate of 5.5% (322 vacancies), at market equilibrium (5% vacancy rate). Market rate properties had a stabilized vacancy rate of 2.7% (370 vacancies) while affordable and subsidized units each had a vacancy rate of 0.3%. As a result, all unit types have pent up demand.

Senior Housing Market Analysis

- Between 2010 and 2020, the fastest growing proportion of the population in Cottage Grove was those between the ages of 65 and 74, which experienced a 78% increase in population, an addition of 1,379 people. In addition, over the next five years, the fastest population growth in Cottage Grove is projected to be those between the ages of 75 and 84, which are forecast to experience a 52% increase in population, an addition of 708 people.
- The Primary Market Area maintains high rates of homeownership in the older adult age cohorts. The homeownership rate as of 2024 is 81% for households 65+. Seniors typically begin to consider moving into senior housing alternatives or more convenient housing such as apartment buildings or twin homes in their early to mid-70s, although there is not much of a drop between the age 65 to 74 age cohort (82%) and the 75+ age cohort (81%).
- Maxfield Research identified eight senior housing properties in the PMA. Combined, these projects contain a total of 2,110 senior housing units. Of those 2,110 units, 1,353 units are market rate units while 728 are affordable.
- Based on the survey, 61.8% of age-restricted housing provide optional or included services (service-enhanced housing), a total of 1,305 units. These include 471 independent living units, 462 assisted living units and 372 memory care units. The remaining 805 units are active adult (55+ or 62+), including 728 affordable (deep- and shallow-subsidy), 4 market rate rental and 73 cooperative/ownership units. Of all age-restricted units, 90 are currently vacant, representing a 4.3% vacancy rate.
- The affordable active adult properties are predominantly shallow-subsidy properties developed through the Low-Income Housing Tax Credit program.

Housing Affordability

- In Cottage Grove, 15% of owner households and 42% of renter households are considered cost burdened. By comparison, 16% of owner households and 41% of renter households are considered cost burdened in the PMA. The Seven-County Metro Area has 34% of its owner households cost burdened and 47.5% of its renter households cost burdened. The median income of all Cottage Grove households in 2024 was \$114,459. However, the median income varies by tenure. According to the 2022 American Community Survey (most recent available), the median income of a homeowner is \$123,333 compared to \$74,167 for renters.

EXECUTIVE SUMMARY

- An estimated 87% of all households and 80% of owner households could afford to purchase an entry-level home in Cottage Grove (\$250,000). When adjusting for move-up buyers (\$385,000), 63% of all households and 60% of owner households would income qualify.
- About 73% of existing renter households can afford to rent a one-bedroom unit in Cottage Grove (\$1,200/month). The percentage of renter income-qualified households decreases to 59% that can afford an existing three-bedroom unit (\$1,600/month). After adjusting for new construction rental housing, the percentage of renters that are income-qualified decreases.

For-Sale Housing Market Analysis

- Between 2010 and 2023, there has been an average of 664 residential sales per year in Cottage Grove.
- Between 2021 and 2023, Cottage Grove's median resale prices increased 10.5% to \$392,500 while the Seven County Metro's median resale price increased 7.7% to \$370,000.
- As of August 2024, there were 141 homes listed for sale in Cottage Grove and 484 homes listed for sale in the PMA.
- The median list price in Cottage Grove is \$442,000 and \$509,873 for the PMA.
- Based on a median list price of \$442,000 for Cottage Grove, the income required to afford a home at this price would be between \$126,286 and \$147,333; based on the standard of 3.0 to 3.5 times the median income (and assuming these households do not have a high level of debt). A household with significantly more equity (in an existing home and/or savings) could afford a higher priced home. An estimated 45% of Cottage Grove households have annual incomes at or above \$126,286.
- Most single-family and multifamily homes listed for sale in Cottage Grove are priced between \$300,000 and \$399,999 and \$400,000 and \$499,999, respectively.

Housing Needs Analysis (New Construction units)

- Based on our calculations (detailed in the demand section of the report), demand exists in Cottage Grove for the following general occupancy product types between 2024 and 2030:
 - Market Rate Rental 570 units
 - Affordable Rental 185 units
 - Subsidized Rental 178 units
 - For-Sale Single-Family 1,317 units
 - For-Sale Multifamily 593 units

EXECUTIVE SUMMARY

- In addition, we find demand for multiple senior housing product types (detailed in the demand section of the report). By 2030, demand in Cottage Grove for senior housing is estimated for the following:
 - Active Adult Ownership 201 units
 - Active Adult Market Rate Rental 267 units
 - Active Adult Affordable 131 units
 - Active Adult Subsidized 116 units
 - Independent Living 158 units
 - Assisted Living 78 units
 - Memory Care 72 units
- On the following page are suggested development targets by product type for Cottage Grove to 2030.

EXECUTIVE SUMMARY

RECOMMENDED HOUSING DEVELOPMENT				
COTTAGE GROVE				
2024 TO 2030				
		Purchase Price/ Monthly Rent Range ¹	No. of Units	Development Timing
Owned Homes				
Single Family ²				
	Entry-level	\$300,000 - \$350,000	300 - 400	2025+
	Move-up	\$450,000 - \$699,999	400 - 500	2025+
	Executive	\$700,000+	100 - 150	2025+
	Total		800 - 1,050	
Townhomes/Twinhomes/Villas ²				
	Attached Townhomes-Entry-level	\$250,000 - \$325,000	200 - 200	2025+
	Attached Townhomes-Move-Up	\$400,000 - \$500,000	100 - 200	2025+
	Twinhomes / Detached Townhomes/Villas	\$500,000+	100 - 200	2025+
	Total		400 - 600	
Total MF Style For-Sale			400 - 600	
Total Owned			1,200 - 1,650	
General Occupancy Rental Housing				
Market Rate Rental Housing				
	Apartment-style (moderate)	\$1,050/Eff - \$2,300/3BR	300 - 350	2025+
	Apartment-style (luxury)	\$1,500/1BR - \$2,600/3BR	300 - 400	2026+
	Rental Townhomes	\$2,500/2BR - \$2,800/3BR	60 - 80	2025+
	Total		660 - 830	
Affordable Rental Housing				
	Apartment-style	Moderate Income ³	120 - 130	2025+
	Townhomes	Moderate Income ³	50 - 60	2025+
	Subsidized	30% of Income ⁴	50 - 65	2025+
	Total		220 - 255	
Total Renter-Occupied			880 - 1,085	
Senior Housing (i.e. Age Restricted)				
	Active Adult Ownership / Co-op ⁴	\$200,000+	80 - 120	2025+
	Active Adult Market Rate Rental ⁵	\$1,600/1BR - \$2,300/2BR	80 - 100	2025+
	Active Adult Affordable Rental ⁵	Moderate Income ³	125 - 150	2027+
	Independent Living	\$2,400+ per month	100 - 125	2025+
	Assisted Living	\$3,000/EFF - \$5,000/2BR	40 - 45	2027+
	Memory Care	\$5,000/EFF - \$6,000/2BR	30 - 35	2027+
	Subsidized Senior	30% of Income ⁴	70 - 90	2025+
	Total		525 - 665	
Total - All Units			2,605 - 3,400	
¹ Pricing in 2024 dollars. Pricing can be adjusted to account for inflation.				
² Replacement need, infill, and redevelopment. Development of single-family homes and townhomes/twinhomes will hinge on land availability.				
³ Affordability subject to income guidelines per Minnesota Housing Finance Agency (MHFA). See Table HA-1 for Metro Area (Twin Cities) Income limits.				
⁴ Subsized housing will be difficult to develop financially				
⁵ Alternative development concept is to combine active adult affordable and market rate active adult into mixed-income senior community				
Note - Recommended development does not coincide with total demand. Cottage Grove may not be able to accommodate all recommended housing types based on land availability and development constraints.				
Source: Maxfield Research and Consulting				

Introduction

This section of the report examines factors related to the current and future demand for owned and rented housing in Cottage Grove, Minnesota. It includes an analysis of population and household growth trends and projections, age distribution, household income, household types and household tenure. Comparisons, where appropriate, are provided to the Primary Market Area (described in the following section), Washington County and the Twin Cities Seven County Metro (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties). A review of these characteristics provide insight into the demand for various types of housing needed in the City.

Primary Market Area

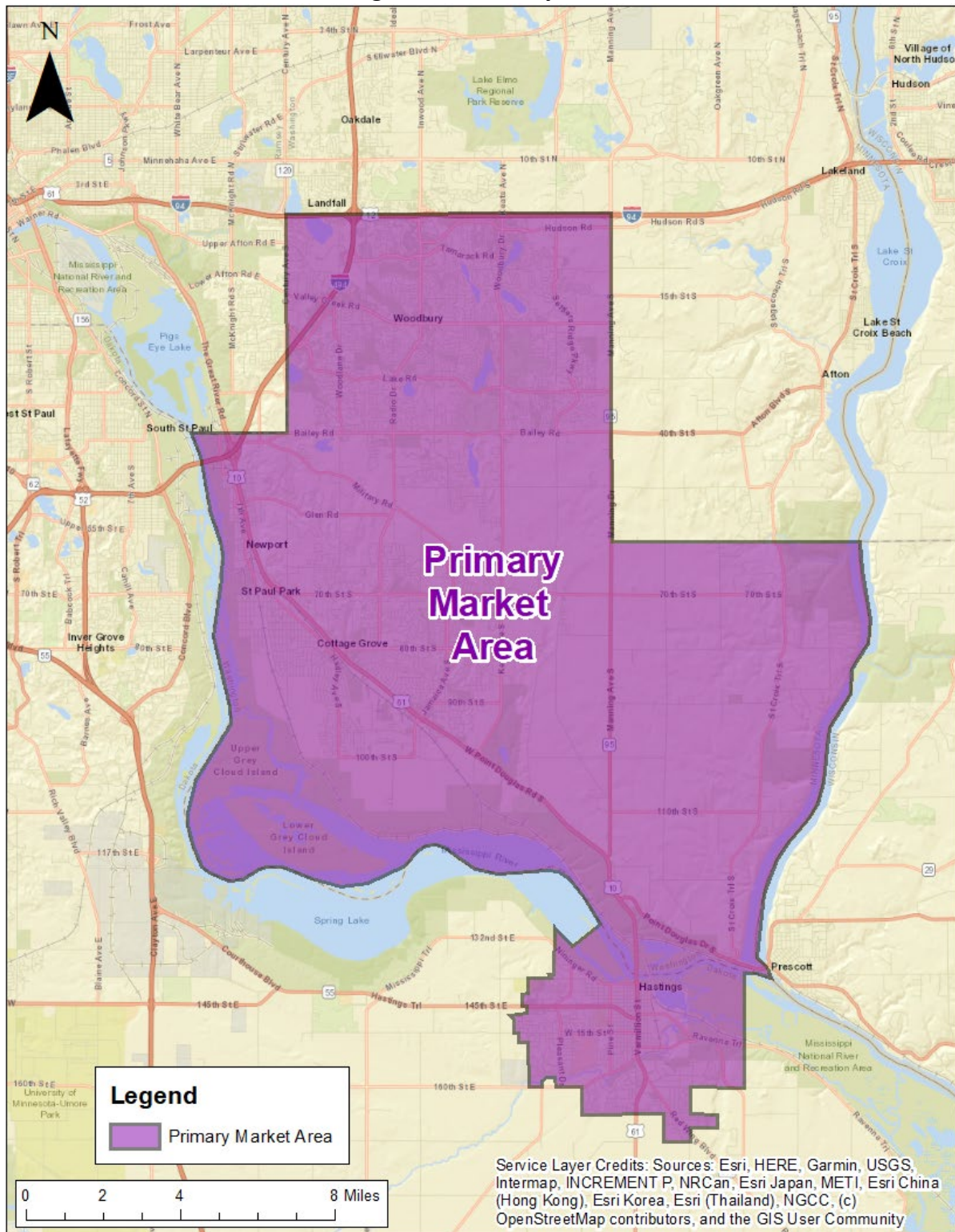
For the housing analysis, the Primary Market Area (PMA) is identified as the Cities of Cottage Grove, Woodbury, Newport, St. Paul Park, Hastings and the Townships of Grey Cloud Island and Denmark. The Primary Market Area is considered as the geography from which an estimated 70% of the demand for housing will be generated. The remaining 30% of demand is expected to be generated from outside of the PMA due to higher household mobility across the Metro Area.

Cottage Grove is classified as a Suburban Edge community by the Metropolitan Council's *Thrive MSP 2040* document. Suburban Edge communities are characterized generally by their auto-focused development patterns, limited transit options, access to recreational opportunities, and ample land still available for development.¹

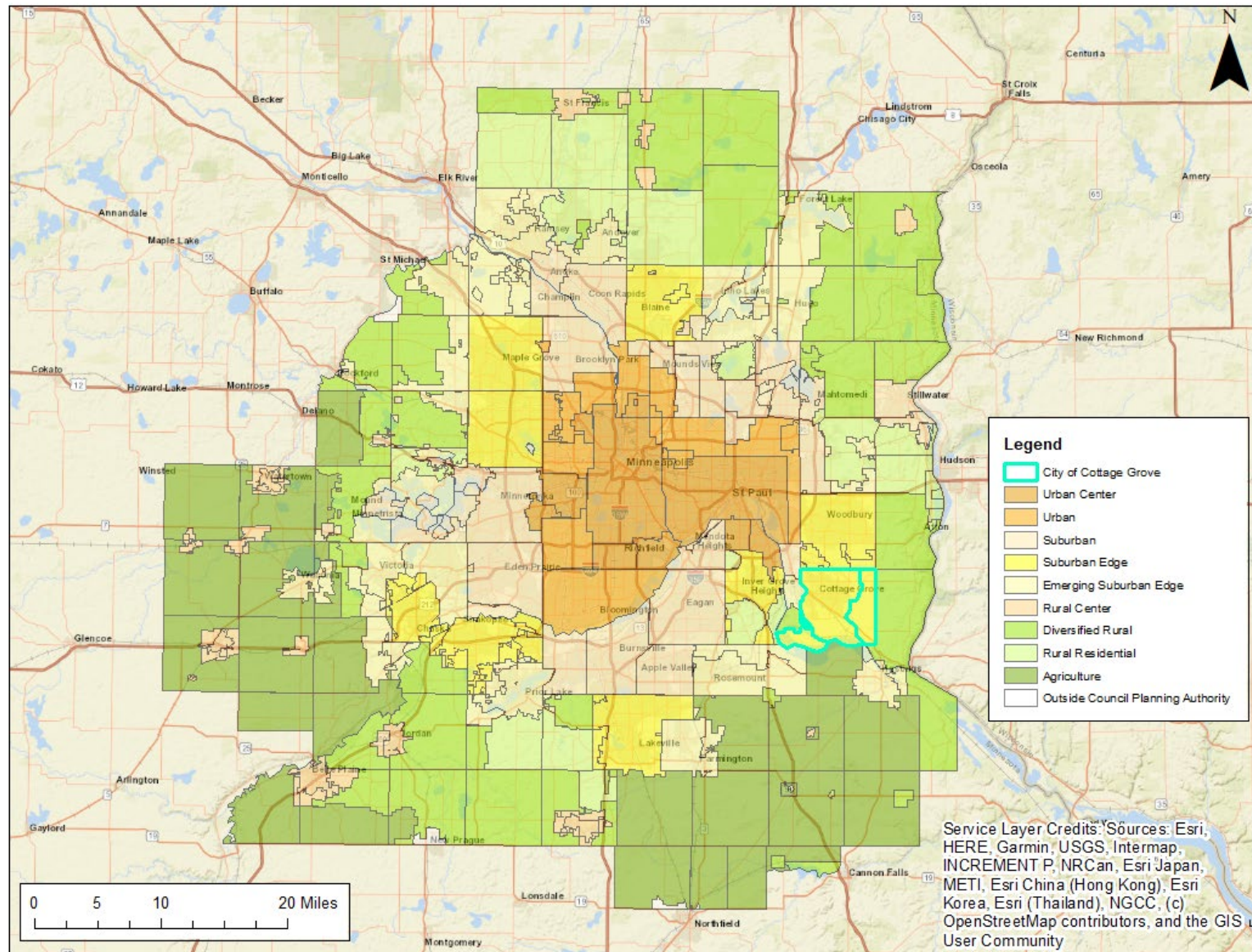
In some cases, additional demand for housing will come from individuals moving from just outside the Market Area, those who return from other locations (particularly young households returning after pursuing their degrees or elderly returning from retirement locations), and seniors who move to be near their adult children living in Cottage Grove or the Remainder of the Market Area. Demand generated from inside and outside of the Market Area considered in the demand calculations is presented later in the analysis. The maps on the following pages highlight the Primary Market Area, the Metropolitan Council's 2040 Community Designations, Regional Boundaries, the Primary Market Area Remainder and Cottage Grove city boundaries.

¹ "Urban Center: Growing vitality in the region's core." *Metropolitan Council: Thrive MSP 2040*. Pgs. 96-97. [https://metro council.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-\(1\)/ThriveMSP2040.aspx](https://metro council.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-(1)/ThriveMSP2040.aspx). Accessed 7 May. 2024.

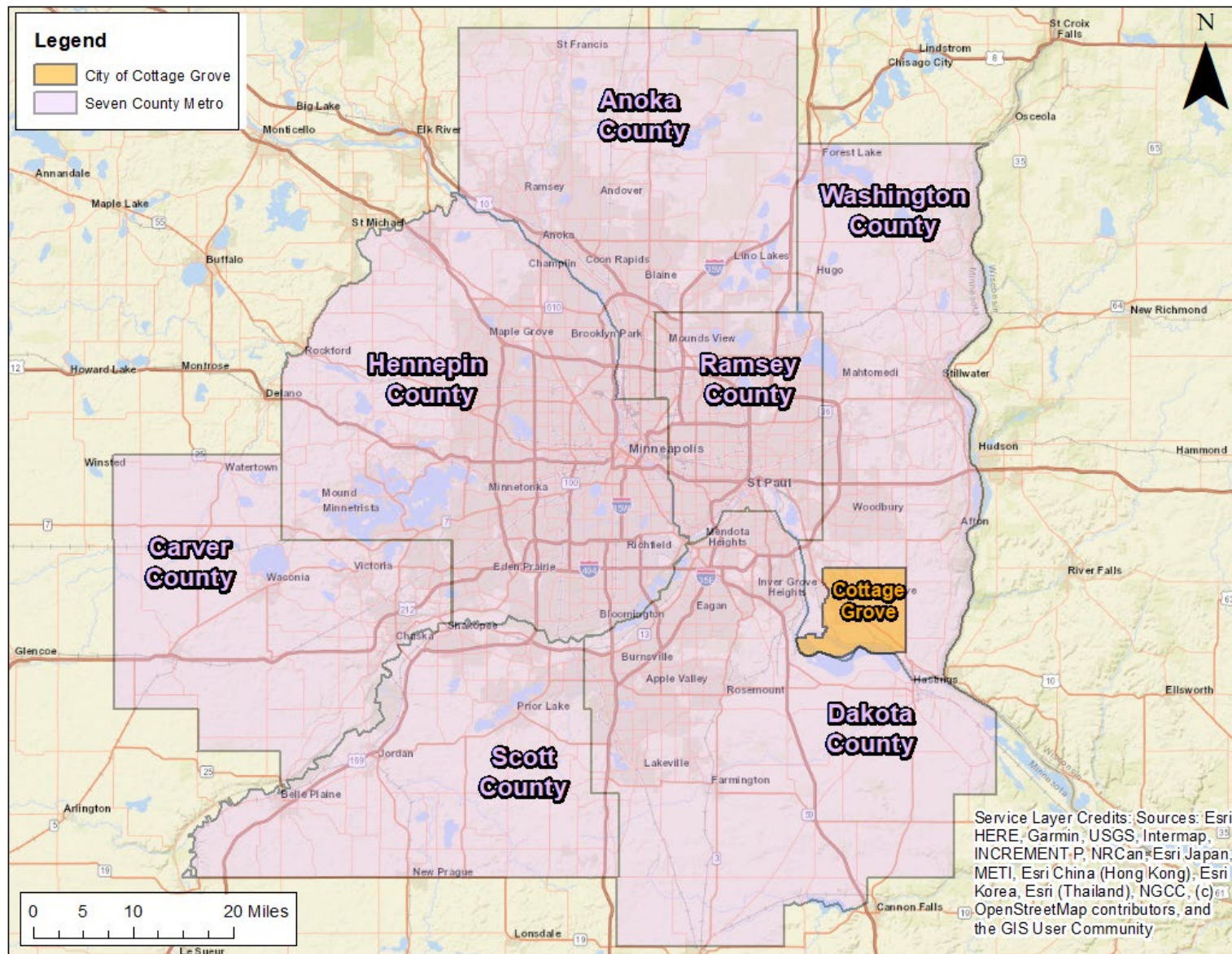
Cottage Grove Primary Market Area



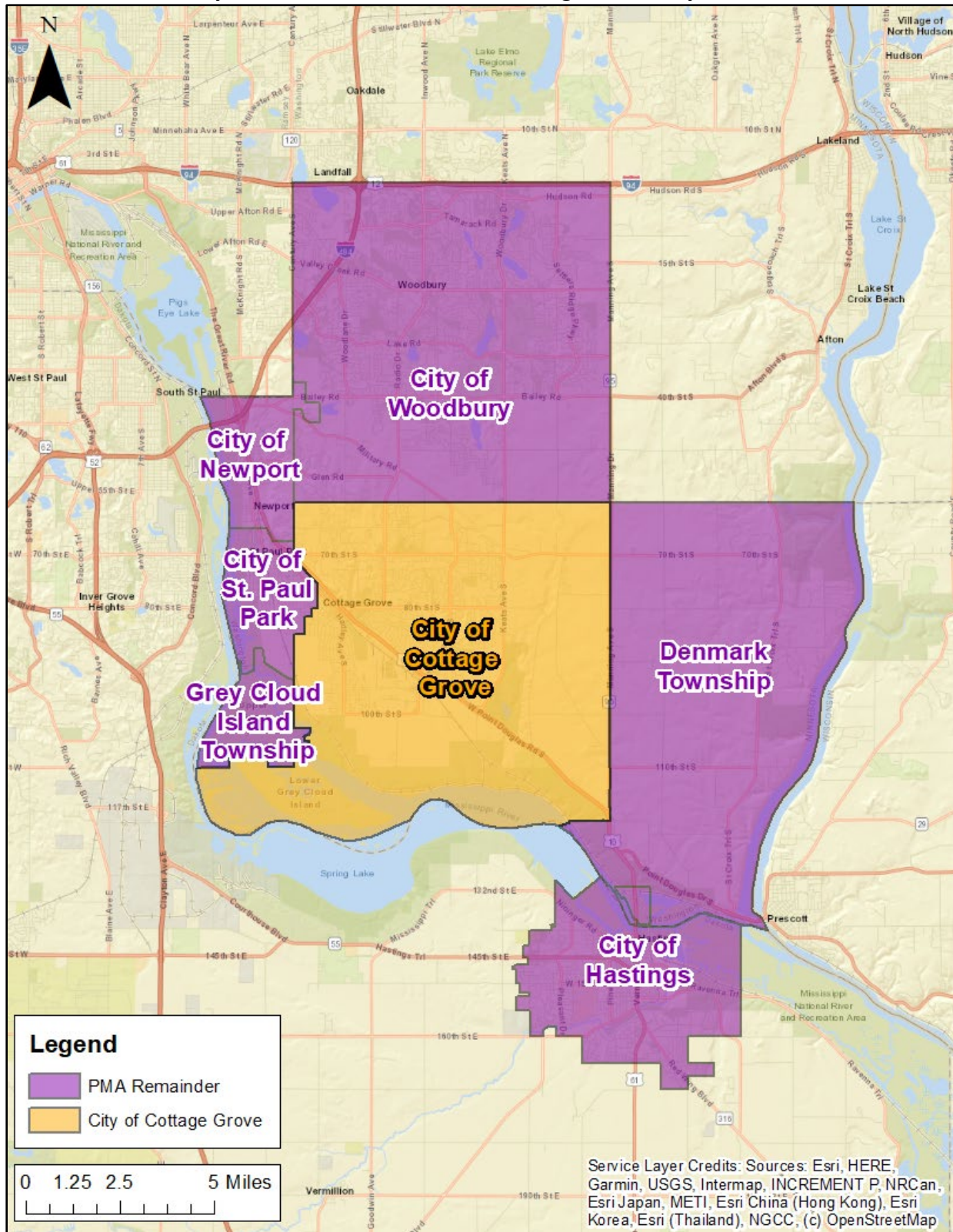
Metropolitan Council's *Thrive 2040* Community Designations



City of Cottage Grove and Seven County Metro

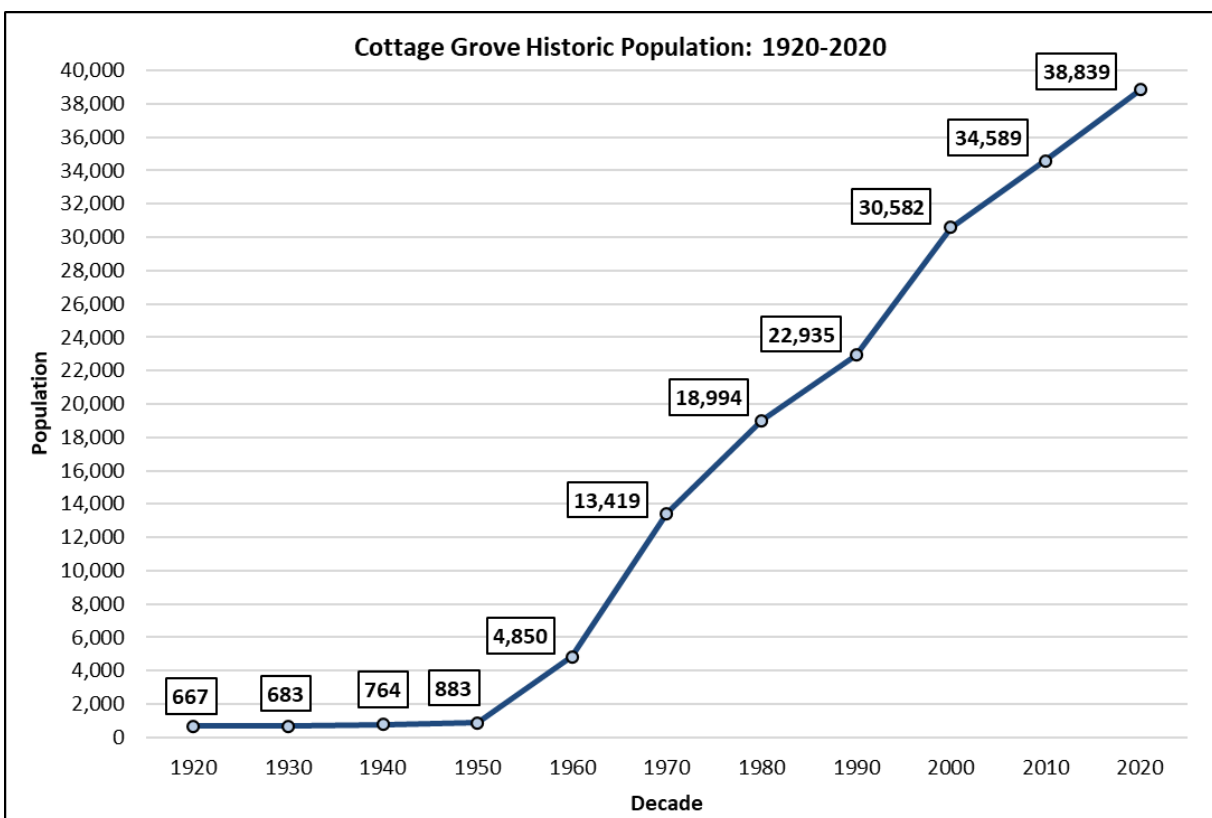


Primary Market Area Remainder & Cottage Grove City Boundaries



Historical Population Growth

In 1920, Cottage Grove had a total of 667 people. Rapid growth began in Cottage Grove in the 1950s when the community grew 449.3% from 883 people in 1950 to 4,850 people in 1960. High growth continued in the City between 1960 and 1970, with an increase of 176.7% from 4,850 people in 1960 to 13,419 people in 1970. Rapid growth persisted between 1970 and 1980 with Cottage Grove's population growing by 41.5% to 18,994 people by 1980. Growth continued, but at a slower pace than during the 1980s, increasing by 20.7% to 22,935 people as of 1990. From 1990 to 2000, the City reached 30,000 people, growing 33.3% to 30,582 people by 2000. From 2000 to 2010 and from 2010 to 2020, Cottage Grove's population increased by 13.1% and 12.3%, respectively, growing to 34,589 people in 2010 and 38,839 people by 2020.



Population and Household Growth from 2000 to 2020

Table D-1 presents population and household growth trends in Cottage Grove as of 2000, 2010 and 2020. Current estimates and projections to 2040 are addressed in the following section. Historical data is from the U.S. Decennial Census.

Population

- Cottage Grove's population increased from 34,589 people to 38,839 people between 2010 and 2020 (4,250 people, 12.3%). Growth this past decade was higher numerically than between 2000 and 2010, but at a slightly slower growth rate, 12.3% versus 13.1%. Washington County's and the Metro Area's growth rates from 2010 to 2020 were 12.4% and 11.0%, respectively.

Households

- Household growth trends are typically a more accurate indicator of housing needs than population growth since a household is, by definition, an occupied housing unit. Additional demand however, can result from changing demographics of the population base, which results in demand for different housing products.
- Cottage Grove added 2,087 households during the 2010s (9.6%), increasing its household base to 23,830 households as of 2020. Households in Washington County increased by 13.3% and the Metro Area increased 10.9% over the same period.
- Household growth rates over the past two decades (2000 to 2020) outpaced population growth in Cottage Grove and in the PMA. Cottage Grove's population increased 27% compared to a 32% increase in households between 2000 and 2020. This is the result of fewer people in each household, caused by demographic and social trends such as couples delaying marriage, an increasing senior base and couples' decisions to have fewer children or no children at all. As a result, most new apartment construction has targeted smaller household sizes in these properties unit mixes (i.e. a higher proportion of one-bedroom units).

Population and Household Estimates and Projections

Table D-1 presents population and household growth trends and projections for Cottage Grove, the Primary Market Area, Washington County and Seven County Metro Area to 2040. Estimates for 2024 and projections to 2040 are based on information from ESRI (a national demographics service provider) and the Metropolitan Council, with adjustments by Maxfield Research.

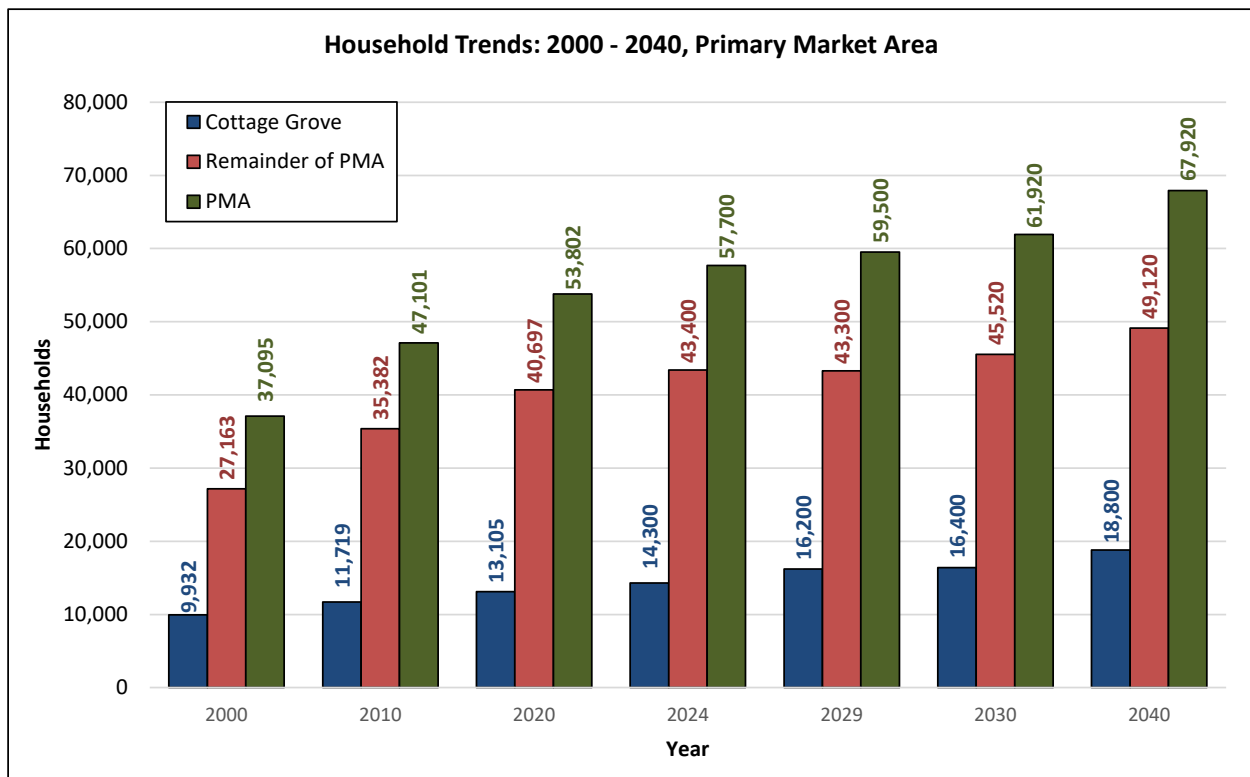
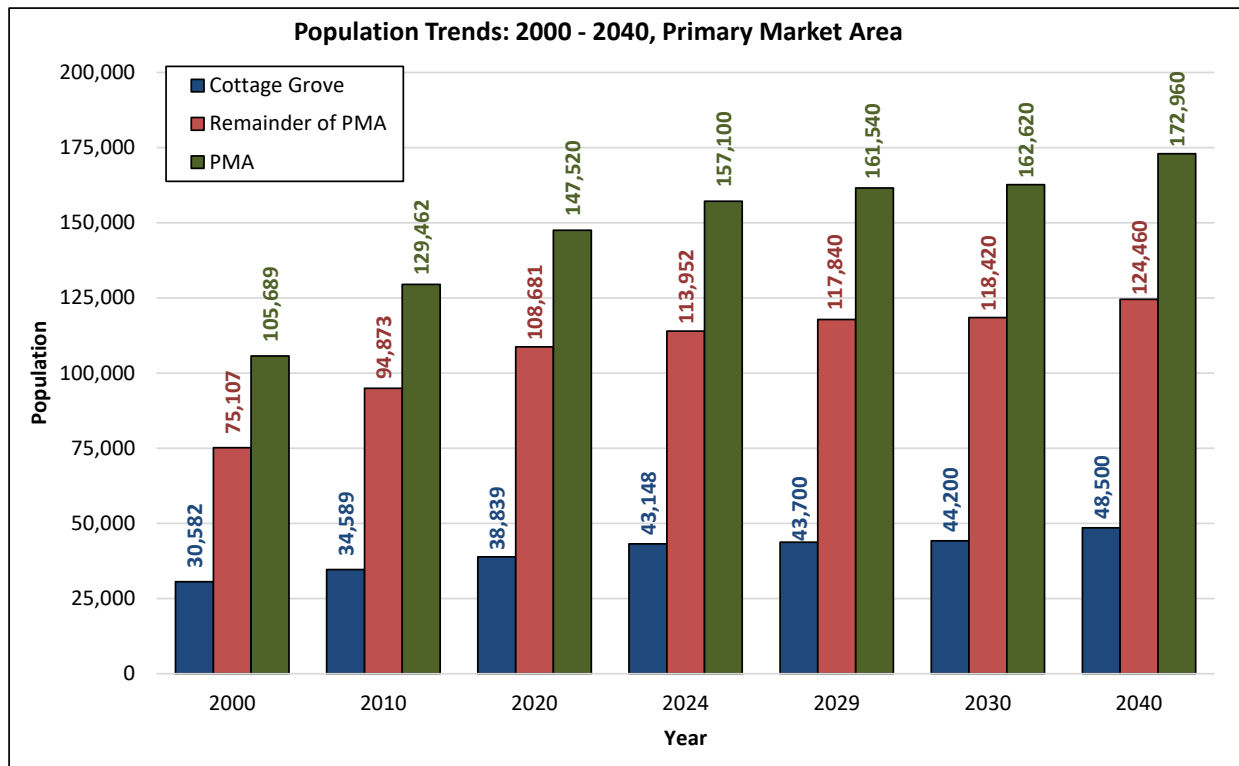
DEMOGRAPHIC ANALYSIS

TABLE D-1
POPULATION AND HOUSEHOLD GROWTH TRENDS AND PROJECTIONS
PRIMARY MARKET AREA
2000 to 2040

								Change							
	U.S. Census			Estimate	Forecast			2000 to 2010		2010 to 2020		2020 to 2030		2030 to 2040	
	2000	2010	2020	2024	2029	2030	2040	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
POPULATION															
Cottage Grove	30,582	34,589	38,839	43,148	43,700	44,200	48,500	4,007	13.1%	4,250	12.3%	5,361	13.8%	4,300	9.7%
Remainder of PMA*	75,107	94,873	108,681	113,952	117,840	118,420	124,460	19,766	26.3%	13,808	14.6%	9,739	9.0%	6,040	5.1%
PMA	105,689	129,462	147,520	157,100	161,540	162,620	172,960	23,773	22.5%	18,058	13.9%	15,100	10.2%	10,340	6.4%
Washington County	201,130	238,136	267,568	284,411	305,950	310,260	341,330	37,006	18.4%	29,432	12.4%	42,692	16.0%	31,070	10.0%
Seven-County Metro Area	2,642,056	2,849,567	3,163,104	3,242,239	3,350,000	3,397,400	3,590,000	207,511	7.9%	313,537	11.0%	234,296	7.4%	192,600	5.7%
HOUSEHOLDS															
Cottage Grove	9,932	11,719	13,105	14,300	16,200	16,400	18,800	1,787	18.0%	1,386	11.8%	3,295	25.1%	2,400	14.6%
Remainder of PMA*	27,163	35,382	40,697	43,400	43,300	45,520	49,120	8,219	30.3%	5,315	15.0%	4,823	11.9%	3,600	7.9%
PMA	37,095	47,101	53,802	57,700	59,500	61,920	67,920	10,006	27.0%	6,701	14.2%	8,118	15.1%	6,000	9.7%
Washington County	71,462	87,859	99,507	108,000	110,000	115,000	124,000	16,397	22.9%	11,648	13.3%	15,493	15.6%	9,000	7.8%
Seven-County Metro Area	1,021,454	1,117,749	1,239,526	1,285,000	1,330,000	1,348,230	1,448,000	96,295	9.4%	121,777	10.9%	108,704	8.8%	99,770	7.4%
Seven County Metro Area includes Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties.															
Sources: U.S. Census Bureau; ESRI; Metropolitan Council; Maxfield Research & Consulting															

DEMOGRAPHIC ANALYSIS

- As of 2024, Cottage Grove is estimated to have 43,148 people. The City continued to grow during the last decade (2010 to 2020 – 12.3%), but at a slightly slower rate than in the 2000s (2000 to 2010 – 13.1%). Between 2020 and 2030, we estimate that Cottage Grove will add 5,361 people (13.8%) and 3,295 households (25.1%).
- As of 2024, the PMA is estimated to have 157,100 people. The Market Area, like Cottage Grove, grew over the last decade (2010 to 2020 – 13.9%), but at a slower rate than in the 2000s (2000 to 2010 – 22.5%). The PMA is estimated to add 9,739 people (9.0%) and 8,118 households (15.1%) between 2020 and 2030.
- Between 2030 and 2040, Cottage Grove’s population is forecast to increase by 4,300 people (9.7%) to 48,500 people while households are projected to increase by 2,400 (14.6%), reaching 18,800 households.
- Between 2030 and 2040, the PMA population is forecast to increase by 9,739 people (9.0%) to 172,960 people while households are projected to increase by 5,585 (9.3%) to 65,378 households.
- Washington County is forecast to increase by 15,100 people (7.4%) and 15,493 people (15.1%) from 2020 to 2030. Between 2030 and 2040, Washington County is projected to gain 20,983 people (7.3%) and 10,528 households (9.6%).
- The Metro Area is forecast to grow by 234,296 people (7.1%) and 108,704 households (8.8%) between 2020 and 2030. From 2030 and 2040, the Metro Area is projected to gain 192,600 people (5.7%) and 99,970 households (7.4%).





City Water Tower

Age Distribution Trends

Age distribution affects demand for different types of housing since needs and desires change at different stages of the life cycle. Table D-2 shows the distribution of persons in nine age cohorts for Cottage Grove, PMA Remainder, PMA and Seven-County Metro Area in 2000 and 2010 with estimates for 2024 and projections for 2030. The 2000 and 2010 age distribution numbers are from the U.S. Census Bureau while 2024 and 2030 data is based on data obtained from the Metropolitan Council and ESRI Inc. with adjustments by Maxfield Research. The following are key points from the table.

- The 35 to 44 age cohort is the largest adult cohort in Cottage Grove and the PMA Remainder comprising 14.8% and 15.5%, respectively as of 2024. This age cohort in Cottage Grove and the PMA Remainder represented higher proportions than in the Metro Area (14.1%).
- Cottage Grove's and the overall PMA's populations of 18 to 34-year-olds, which consists primarily of renters and first-time homebuyers, increased by 28.9% and 18.2%, respectively between 2010 and 2024. The same age cohort is projected to decrease by 0.8% in Cottage Grove, while decreasing by 3.5% in the PMA over the next six years. Despite the modest decreases, demand remains strong as home production has not kept pace with the need.

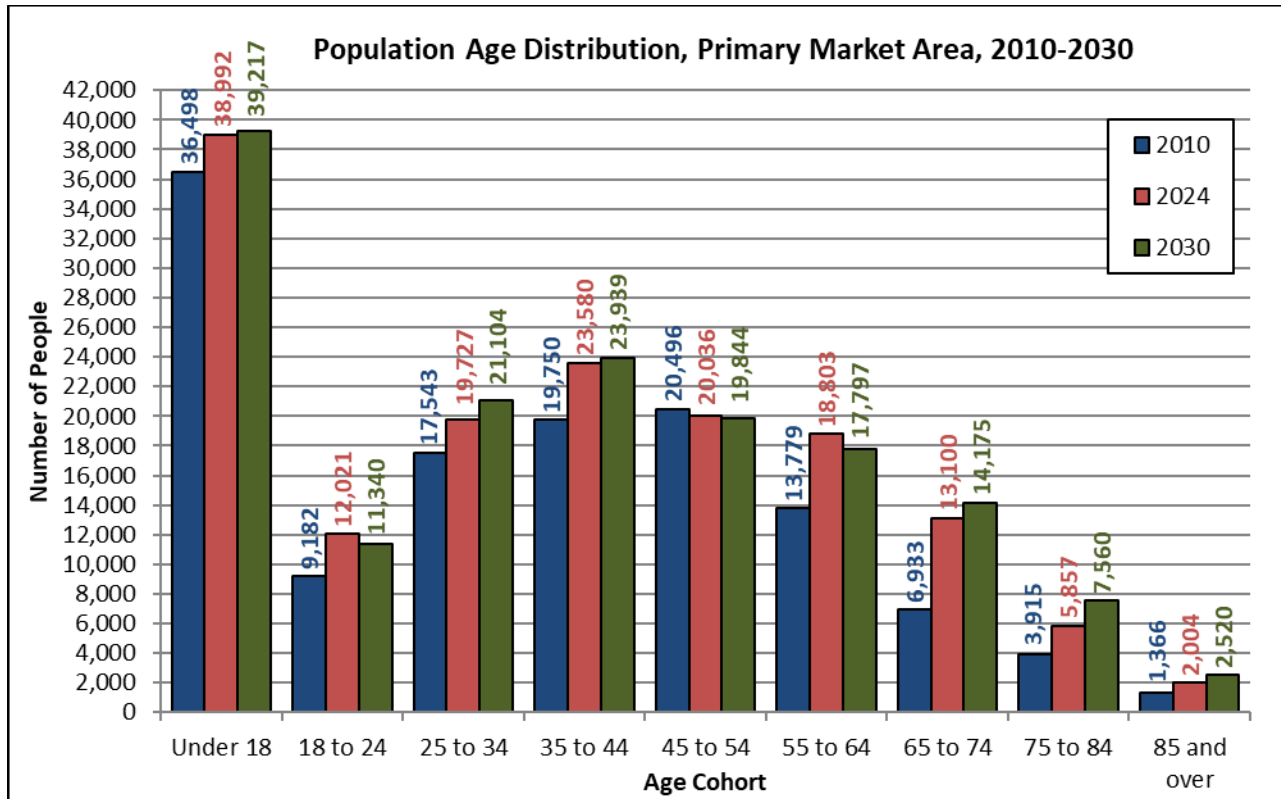
DEMOGRAPHIC ANALYSIS

TABLE D-2
POPULATION AGE DISTRIBUTION
PRIMARY MARKET AREA
2000 to 2030

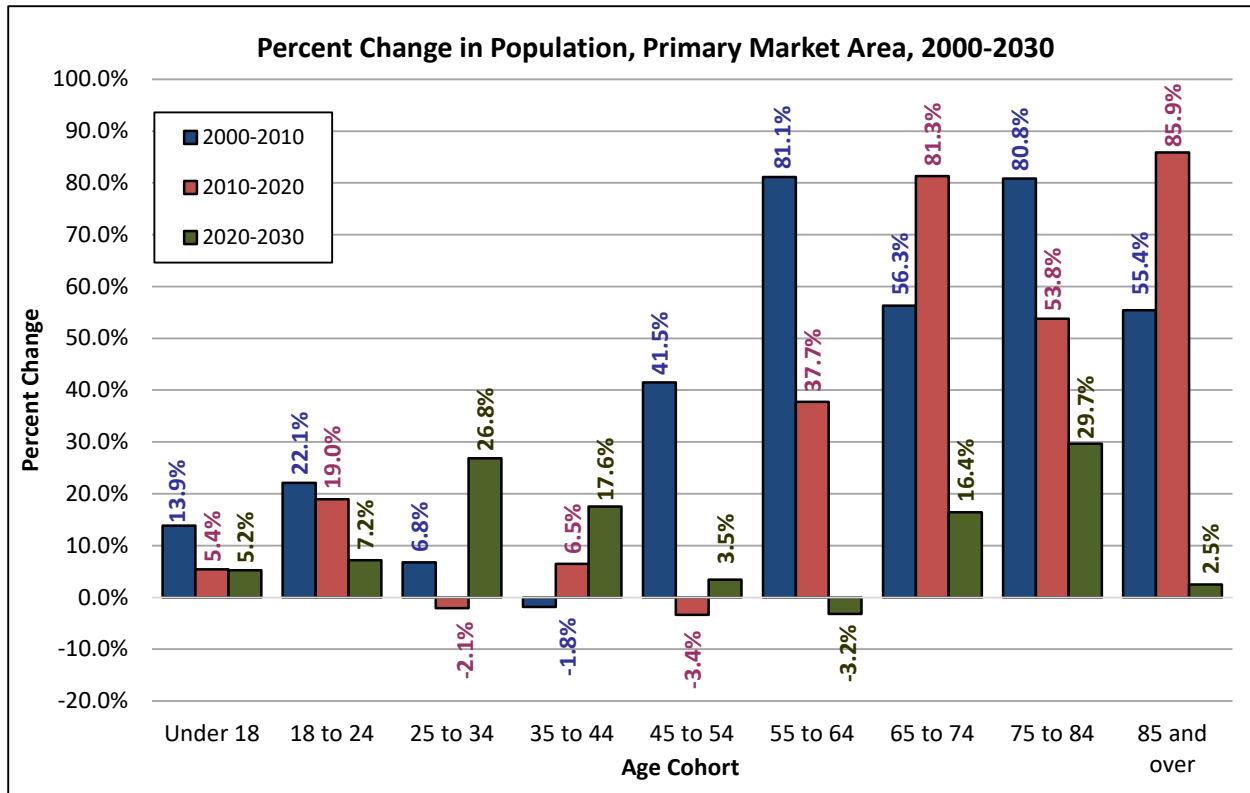
Age	Census			Estimate	Forecast	Change					
	2000	2010	2020	2024	2030	2000-2010		2010-2020		2020-2030	
	No.	No.	No.	No.	No.	No.	Pct.	No.	Pct.	No.	Pct.
Cottage Grove											
Under 18	9,987	10,015	10,604	10,787	10,785	28	0.3%	589	5.9%	181	1.7%
18 to 24	2,257	2,688	2,949	3,322	3,050	431	19.1%	261	9.7%	101	3.4%
25 to 34	4,760	4,609	4,658	6,084	6,276	-151	-3.2%	49	1.1%	1,618	34.7%
35 to 44	5,756	5,447	5,760	6,386	6,895	-309	-5.4%	313	5.7%	1,135	19.7%
45 to 54	4,144	5,318	5,076	5,609	5,481	1,174	28.3%	-242	-4.6%	405	8.0%
55 to 64	2,188	3,655	4,727	5,178	5,039	1,467	67.0%	1,072	29.3%	312	6.6%
65 to 74	1,092	1,765	3,144	3,711	3,978	673	61.6%	1,379	78.1%	834	26.5%
75 to 84	342	860	1,369	1,596	2,077	518	151.5%	509	59.2%	708	51.7%
85 and over	56	232	552	475	619	176	314.3%	320	137.9%	67	12.1%
Total	30,582	34,589	38,839	43,148	44,200	4,007	13.1%	4,250	12.3%	5,361	13.8%
Remainder of PMA											
Under 18	22,064	26,483	27,874	28,959	29,708	4,419	20.0%	1,391	5.3%	1,834	6.6%
18 to 24	5,261	6,494	7,974	8,931	8,659	1,233	23.4%	1,480	22.8%	685	8.6%
25 to 34	11,668	12,934	12,521	14,025	15,515	1,266	10.9%	-413	-3.2%	2,994	23.9%
35 to 44	14,366	14,303	15,266	17,650	17,823	-63	-0.4%	963	6.7%	2,557	16.7%
45 to 54	10,339	15,178	14,730	14,814	15,009	4,839	46.8%	-448	-3.0%	279	1.9%
55 to 64	5,419	10,124	14,252	13,988	13,337	4,705	86.8%	4,128	40.8%	-915	-6.4%
65 to 74	3,344	5,168	9,426	9,643	10,658	1,824	54.5%	4,258	82.4%	1,232	13.1%
75 to 84	1,823	3,055	4,651	4,373	5,728	1,232	67.6%	1,596	52.2%	1,077	23.2%
85 and over	823	1,134	1,987	1,568	1,983	311	37.8%	853	75.2%	-4	-0.2%
Total	75,107	94,873	108,681	113,952	118,420	19,766	26.3%	13,808	14.6%	9,739	9.0%
Primary Market Area											
Under 18	32,051	36,498	38,478	39,746	40,492	4,447	13.9%	1,980	5.4%	2,014	5.2%
18 to 24	7,518	9,182	10,923	12,254	11,709	1,664	22.1%	1,741	19.0%	786	7.2%
25 to 34	16,428	17,543	17,179	20,109	21,791	1,115	6.8%	-364	-2.1%	4,612	26.8%
35 to 44	20,122	19,750	21,026	24,036	24,718	-372	-1.8%	1,276	6.5%	3,692	17.6%
45 to 54	14,483	20,496	19,806	20,423	20,490	6,013	41.5%	-690	-3.4%	684	3.5%
55 to 64	7,607	13,779	18,979	19,166	18,376	6,172	81.1%	5,200	37.7%	-603	-3.2%
65 to 74	4,436	6,933	12,570	13,354	14,636	2,497	56.3%	5,637	81.3%	2,066	16.4%
75 to 84	2,165	3,915	6,020	5,970	7,806	1,750	80.8%	2,105	53.8%	1,786	29.7%
85 and over	879	1,366	2,539	2,042	2,602	487	55.4%	1,173	85.9%	63	2.5%
Total	105,689	129,462	147,520	157,100	162,620	23,773	22.5%	18,058	13.9%	15,100	10.2%
Seven-County Metro Area											
Under 18	697,534	700,960	728,883	723,019	733,838	3,426	0.5%	27,923	4.0%	4,955	0.7%
18 to 24	244,226	263,462	283,334	288,559	295,574	19,236	7.9%	19,872	7.5%	12,240	4.3%
25 to 34	411,155	420,311	461,046	453,913	462,046	9,156	2.2%	40,735	9.7%	1,000	0.2%
35 to 44	469,324	391,324	433,214	457,156	492,623	-78,000	-16.6%	41,890	10.7%	59,409	13.7%
45 to 54	363,592	440,753	383,578	392,311	407,688	77,161	21.2%	-57,175	-13.0%	24,110	6.3%
55 to 64	200,980	326,007	407,524	415,007	390,701	125,027	62.2%	81,517	25.0%	-16,823	-4.1%
65 to 74	130,615	163,425	280,318	311,255	349,932	32,810	25.1%	116,893	71.5%	69,614	24.8%
75 to 84	90,292	97,442	130,248	142,659	193,652	7,150	7.9%	32,806	33.7%	63,404	48.7%
85 and over	34,338	45,883	54,959	58,360	71,345	11,545	33.6%	9,076	19.8%	16,386	29.8%
Total	2,642,056	2,849,567	3,163,104	3,242,239	3,397,400	207,511	7.9%	313,537	11.0%	234,296	7.4%

Sources: U.S. Census Bureau; ESRI; Maxfield Research and Consulting

- Between 2010 and 2020, the largest percentage growth rates in the PMA occurred in the 65 to 74 (81.3%) and the 85 plus (85.9%) age groups. The third largest proportional growth was in the 75 to 84 age group (53.8%). The 25 to 34 age group and the 45 to 54 age groups lost 2.1% and 3.4%, respectively, due to regional demographic shifts in this group.



- Mirroring trends observed across the Nation, the aging Baby Boom generation is substantially impacting the composition of the PMA's population. Born between 1946 and 1964, these individuals primarily comprise the 55 to 64 and 65 to 74 age groups. As of 2024, the 55 to 64 and 65 to 74 age groups accounted for a combined 20.7% of the PMA's population and 20.5% in Cottage Grove.
- The 75 to 84 age cohort is projected to have the greatest percent growth in the PMA from 2024 to 2030, increasing by 30.8% (1,836 people). Growth in this age cohort can be largely attributed to the continued aging of the Baby Boom generation.
- The next three age cohorts with the largest projected proportional growth rates are those 85 and over (27.4%), 65 to 74 (9.6%), and the 25 to 34 (8.4%).
- The social changes that occurred with the aging of the Baby Boom generation, such as higher divorce rates, higher levels of education and lower birth rates has led to a greater variety of lifestyles than existed in the past – not only among baby boomers, but also among their parents and children. The increased variety of lifestyles has fueled demand for alternative housing products to the single-family home. Seniors and mid-age people tend to do more traveling and participate in more activities than previous generations and they increasingly prefer maintenance-free housing that enables them to spend more time on activities outside the home.



Race and Ethnicity

Table D-3 presents the race and ethnicity of the population in Cottage Grove, the PMA Remainder, PMA and Seven County Metro in 2010, 2020 and 2024. One must select their race as well as whether one is of Hispanic/Latino origin. Since people self-identify their racial classification, there may be confusion on the part of some people about what category most accurately describes their race. Some people may choose to self-identify using their ethnicity as their race. The increase in diversity of the United States will likely result in some confusion over race/ethnicity classifications for some time until additional racial classifications are formulated and assigned to population subsets. The term “Whites” in this report refers to Non-Hispanic White or White, Not Hispanic or Latino individuals.

- “Whites,” in 2024, comprised the largest proportion of the population in Cottage Grove (79.4%) and the Primary Market Area (78.5%). While this category has always been the largest, it has increased from the 2010 proportions of 86.5% in Cottage Grove and 85.6% in the PMA. Compared to the Metro Area (69.8%), Cottage Grove has a higher percentage of those considered “White” in 2024.

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**TABLE D-3
POPULATION DISTRIBUTION BY RACE
PRIMARY MARKET AREA
2010, 2020, & 2024**

	White Alone			Black or African American Alone			American Indian or Alaska Native Alone (AIAN)			Native Hawaiian or Pacific Islander Alone (NHPI)		
	2010	2020	2024	2010	2020	2024	2010	2020	2024	2010	2020	2024
Number												
Cottage Grove	29,921	29,623	34,244	1,348	2,370	2,767	175	177	62	20	15	57
Remainder of PMA	80,580	82,797	90,649	4,203	6,734	4,822	335	506	123	26	32	89
Primary Market Area	110,771	112,420	123,329	5,551	9,104	7,293	510	683	180	46	47	140
Seven-County Metro Area	2,161,906	2,216,027	2,262,377	237,599	328,772	334,133	20,698	24,566	18,670	1,247	1,206	967
Percentage												
Cottage Grove	86.5%	71.4%	79.4%	3.9%	5.7%	6.4%	0.5%	0.4%	0.1%	0.06%	0.04%	0.13%
Remainder of PMA	85.2%	72.7%	79.6%	4.4%	5.9%	4.2%	0.4%	0.4%	0.1%	0.03%	0.03%	0.08%
Primary Market Area	85.6%	72.4%	78.5%	4.3%	5.9%	4.6%	0.4%	0.4%	0.1%	0.04%	0.03%	0.09%
Seven-County Metro Area	78.4%	67.0%	69.8%	8.6%	9.9%	10.3%	0.8%	0.7%	0.6%	0.05%	0.04%	0.03%
	Asian Alone			Some Other Race			Two or More Races Alone			Hispanic or Latino (Ethnicity)		
	2010	2020	2024	2010	2020	2024	2010	2020	2024	2010	2020	2024
Number												
Cottage Grove	1,820	2,769	2,497	493	959	714	812	2,926	2,807	1,658	2,628	2,053
Remainder of PMA	6,220	9,553	10,956	976	1,684	2,201	2,263	7,375	5,112	3,504	5,232	5,786
Primary Market Area	8,040	12,322	14,339	1,469	2,643	2,909	3,075	10,301	8,910	5,162	7,860	7,840
Seven-County Metro Area	180,943	259,578	257,408	73,185	115,503	120,207	82,947	217,452	248,477	167,558	146,529	222,840
Percentage												
Cottage Grove	5.3%	6.7%	5.8%	1.4%	2.3%	1.7%	2.3%	7.1%	6.5%	4.8%	6.3%	4.8%
Remainder of PMA	6.6%	8.4%	9.6%	1.0%	1.5%	1.9%	2.4%	6.5%	4.5%	3.7%	4.6%	5.1%
Primary Market Area	6.2%	7.9%	9.1%	1.1%	1.7%	1.9%	2.4%	6.6%	5.7%	4.0%	5.1%	5.0%
Seven-County Metro Area	6.6%	7.8%	7.9%	2.7%	3.5%	3.7%	3.0%	6.6%	7.7%	6.1%	4.4%	6.9%

Note: Hispanic/Latino totals included within the other race categories.

Sources: U.S. Census Bureau; Maxfield Research and Consulting.

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- “Two or More Races Alone” comprised the second largest proportion of those in Cottage Grove (6.5%), followed by “Black, African American” at 6.4% in 2024 while in the PMA, “Asian Alone” was the second largest category (9.1%).
- “Native Hawaiian or Pacific Islander Alone” experienced the largest proportional growth in the PMA, increasing by 204.3% (94 people) between 2010 and 2024. In Cottage Grove, “Two or More Races Alone” experienced the largest proportional growth, increasing by 247.2% (1,995 people).
- Compared to the Twin Cities Metro Area, Cottage Grove and the PMA are less diverse.
- In Cottage Grove and the PMA, Hispanics/Latinos comprised 4.8% and 5.0%, respectively of the population in 2024, less than the Seven-County Metro Area where Latinos comprised 6.9% of the population. Hispanic/Latino Origin may be of any race.

Household Income by Age of Householder

The estimated distribution of household incomes in the Primary Market Area for 2024 and 2030 are shown in Table D-4. The data was estimated by Maxfield Research based on income trends provided by ESRI. The data helps ascertain the demand for different housing products based on the size of the market at specific cost levels.

The Department of Housing and Urban Development defines affordable housing costs as 30% of a household’s adjusted gross income. For example, a household with an income of \$100,000 per year would be able to afford a monthly housing cost of about \$2,500. Maxfield Research utilizes a figure of 25% to 30% for younger households and 40% or more for seniors, since seniors generally have lower living expenses and can often sell their homes and use the proceeds toward rent payments.

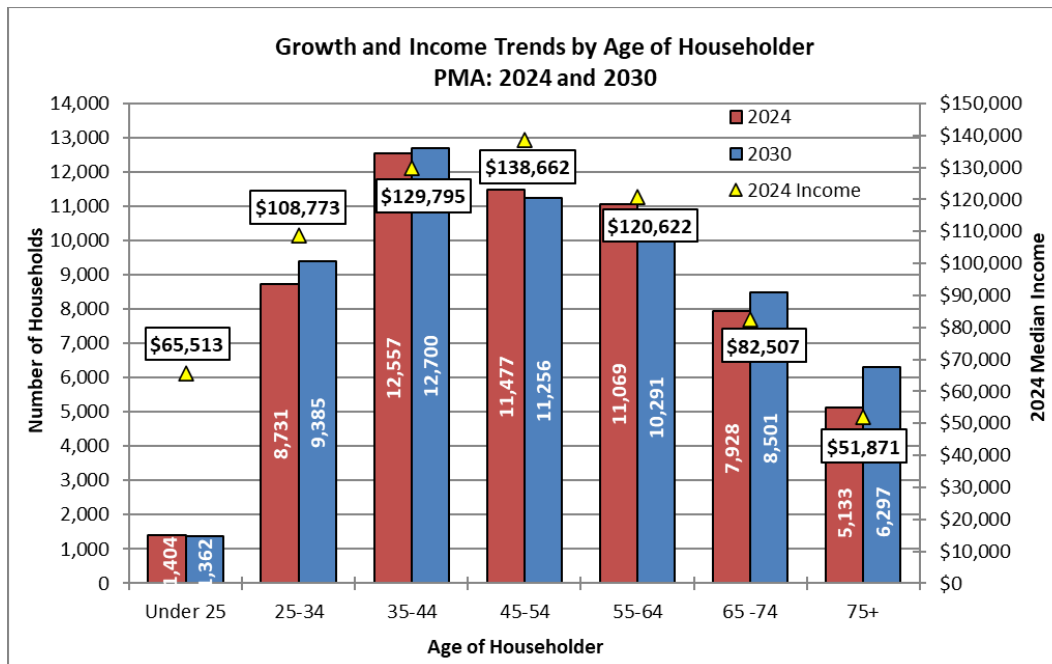
A generally accepted standard for affordable owned housing is that a typical household can afford to pay 3.0 to 3.5 times their annual income. Thus, a \$110,889 income would translate to an affordable owned home of between \$332,700 and \$388,100. The higher end of this range assumes that the person has adequate funds for down payment and closing costs, but also does not include savings or equity in an existing home which would allow them to purchase a higher priced home.

- The PMA had an estimated median household income of \$110,889 in 2024. It is projected to increase over the next six years to \$124,608 in 2030 (12.4%, or 2.0% annually).

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- A 2024 household income of \$96,024 for households under age 65 translates to an estimated monthly housing cost of \$2,401, based on an allocation of 30% of income toward housing. A senior household (65+) with a 2024 median income of \$70,467 could afford a monthly housing cost of \$2,349 based on an allocation of 40% of income toward housing.

TABLE D-4 HOUSEHOLD INCOME BY AGE OF HOUSEHOLDER PRIMARY MARKET AREA (Number of Households) 2024 and 2030								
		Age of Householder						
	Total	Under 25	25-34	35-44	45-54	55-64	65-74	75+
2024								
Less than \$15,000	2,050	125	251	236	239	394	369	437
\$15,000 to \$24,999	1,701	82	147	149	148	318	330	528
\$25,000 to \$34,999	2,333	110	328	224	227	362	377	706
\$35,000 to \$49,999	3,835	174	562	547	386	603	691	874
\$50,000 to \$74,999	8,060	310	1,210	1,355	1,034	1,304	1,868	980
\$75,000 to \$99,999	7,737	256	1,409	1,678	1,329	1,380	1,193	493
\$100,000 to \$149,999	12,749	207	2,126	3,169	2,908	2,487	1,436	417
\$150,000 to \$199,999	9,076	88	1,383	2,287	2,238	1,851	793	437
\$200,000+	10,159	39	1,227	2,784	2,851	2,257	793	208
Total	57,700	1,389	8,641	12,428	11,359	10,955	7,847	5,080
Median Income	\$110,889	\$65,513	\$108,773	\$129,795	\$138,662	\$120,622	\$82,507	\$51,871
2030								
Less than \$15,000	1,832	134	214	197	187	277	335	489
\$15,000 to \$24,999	1,226	62	117	92	93	171	229	463
\$25,000 to \$34,999	1,905	95	262	158	128	224	308	730
\$35,000 to \$49,999	3,219	138	486	408	280	405	563	939
\$50,000 to \$74,999	7,967	310	1,215	1,184	909	1,119	1,919	1,311
\$75,000 to \$99,999	7,763	265	1,419	1,552	1,271	1,247	1,312	698
\$100,000 to \$149,999	13,906	253	2,440	3,341	2,972	2,472	1,770	659
\$150,000 to \$199,999	11,719	116	1,886	2,854	2,634	2,217	1,197	815
\$200,000+	12,383	38	1,681	3,367	3,182	2,526	1,171	417
Total	61,920	1,411	9,719	13,152	11,657	10,657	8,804	6,521
Median Income	\$124,608	\$73,991	\$122,501	\$148,728	\$155,273	\$140,641	\$99,132	\$63,818
Change - 2024 to 2030								
Less than \$15,000	-218	9	-37	-39	-52	-117	-34	52
\$15,000 to \$24,999	-475	-20	-30	-57	-54	-147	-101	-65
\$25,000 to \$34,999	-428	-15	-66	-66	-99	-138	-69	24
\$35,000 to \$49,999	-616	-35	-76	-139	-106	-198	-127	65
\$50,000 to \$74,999	-93	1	5	-171	-124	-185	52	330
\$75,000 to \$99,999	26	10	10	-126	-58	-134	119	205
\$100,000 to \$149,999	1,156	46	314	172	64	-15	334	242
\$150,000 to \$199,999	2,643	28	503	567	397	365	405	378
\$200,000+	2,224	-1	454	583	331	269	378	209
Total	4,220	22	1,078	724	297	-299	957	1,441
Median Income	\$13,718	\$8,478	\$13,728	\$18,934	\$16,612	\$20,020	\$16,625	\$11,947
Sources: ESRI; Maxfield Research and Consulting.								



Non-Senior Households

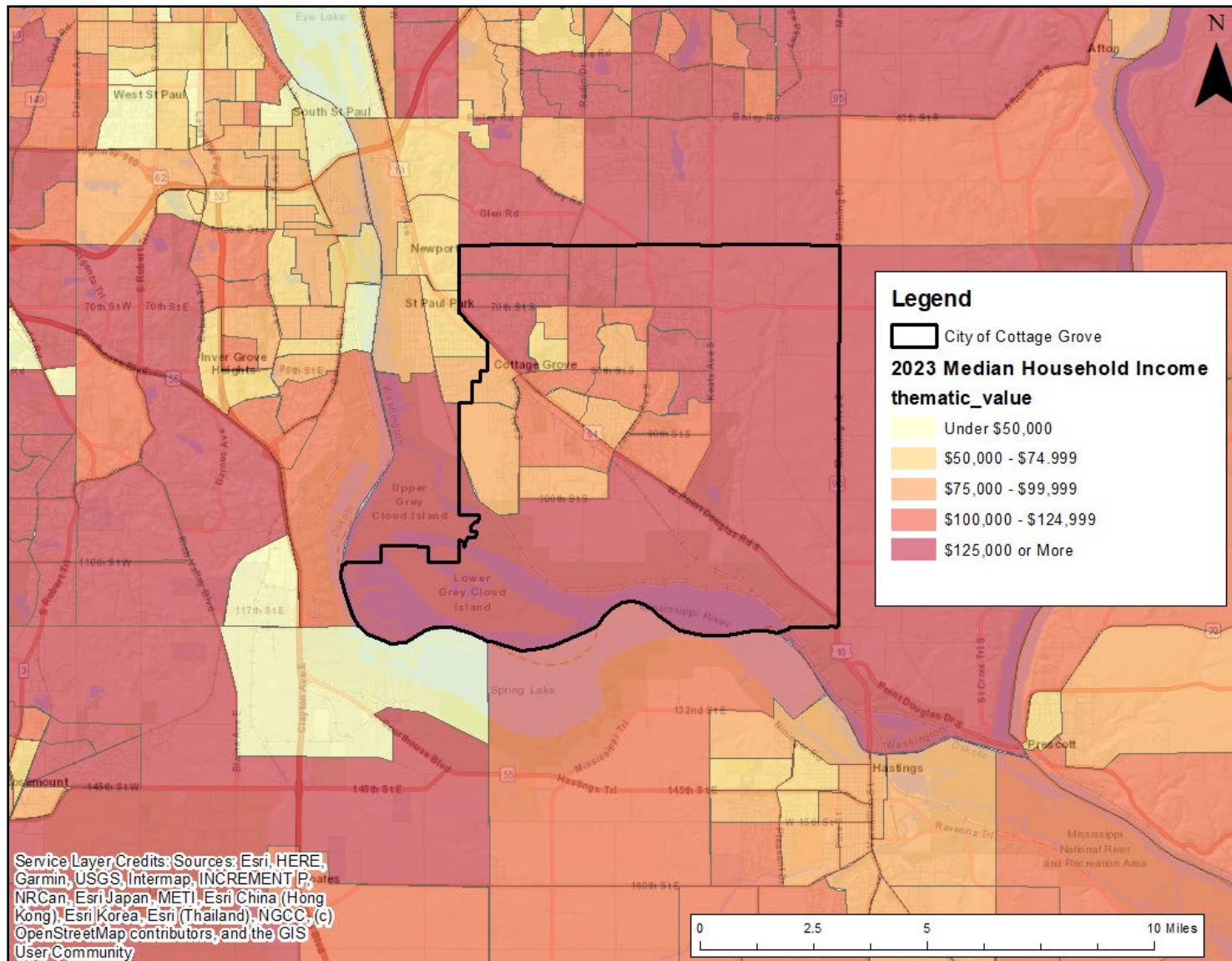
- In 2024, 2.8% of non-senior (under age 65) households in the Primary Market Area had incomes under \$15,000 (1,258 households). These households would be eligible for subsidized rental housing. Another 2.0% of the PMA's non-senior households had incomes between \$15,000 and \$25,000 (898 households). Many of these households would also qualify for subsidized housing, but many could also afford "affordable" or older market rate apartments. If housing costs absorb 30% of income, households with incomes of \$15,000 to \$25,000 could afford to pay \$375 to \$625 per month. Note that very few naturally occurring (NOAH) units in Cottage Grove and the PMA have rents in this range.
- In most geographic areas, household median incomes peak in the 45 to 54 age group, when householders are considered in their peak earning years. This is also the case in the PMA where household median incomes peak in the 45 to 54 age cohort at \$138,662. By 2030, the median income for the 45 to 54 age group is projected to increase by 12.0% to \$155,273.
- The median resale price of homes in the PMA was \$399,890 through 2023 (see Table FS-1). The income required to afford a home at this price would be between \$114,254 and \$133,297; based on the standard of 3.0 to 3.5 times the median income (and assuming these households do not have a high level of debt).
- Incomes are expected to increase by 13.8% between 2024 and 2030 in the PMA for a median income of \$140,782 for non-senior households, equating to a 2.8% annual increase. The PMA's non-senior household income growth is higher than the Metro Area's projected non-senior household income growth of 1.9%.

Senior Households

- The oldest householders are likely to have lower incomes in 2024. In the PMA, 4.7% of households ages 65 to 74 had incomes below \$15,000, in addition to 8.6% of households ages 75 and over. Many of these low-income older senior households rely solely on social security benefits. Typically, younger seniors have higher incomes due to the fact they are still working or are married couples with two incomes and/or higher social security benefits. The 2024 median income for PMA householders in the 65 to 74 age cohort and 75+ age cohort are \$82,507 and \$51,871; respectively.
- Generally, senior households with incomes greater than \$35,000 can afford market rate senior housing (often with the sale of their home proceeds). Based on a 40% allocation of income for housing, this translates to monthly rents of at least \$1,000. An estimated 10,286 senior households in the PMA had incomes of \$35,000 or higher in 2024. A one-bedroom market rate unit at \$1,400 is affordable at \$42,000 based on a 40% allocation of income toward housing.
- Seniors who are able and willing to pay 80% or more of their income on assisted living housing would need an annual income of \$37,875 to afford monthly rents of \$2,525; which is about the beginning monthly rent for assisted living properties in the PMA. There are an estimated 3,243 older senior (ages 75 and over) households with incomes greater than \$37,875 (64.0% of households 75 and over) in 2024. Seniors 75 and older are the primary market for assisted living housing.
- The median income for seniors age 65+ in the PMA is \$70,468 in 2024 and is projected to increase by \$13,638 (19.4%) to \$84,105 by 2030.

A map on the following page, created with ESRI data, displays 2023 median household incomes by block group across Cottage Grove and neighboring communities. Income categories are as follows: under \$50,000; \$50,000 to \$74,999; \$75,000 to \$99,999; \$100,000 to \$124,999; and \$125,000 and over. Median incomes in Cottage Grove are highest in the far southern portion of the City, the far eastern portion of the City and the far northern portion of the City.

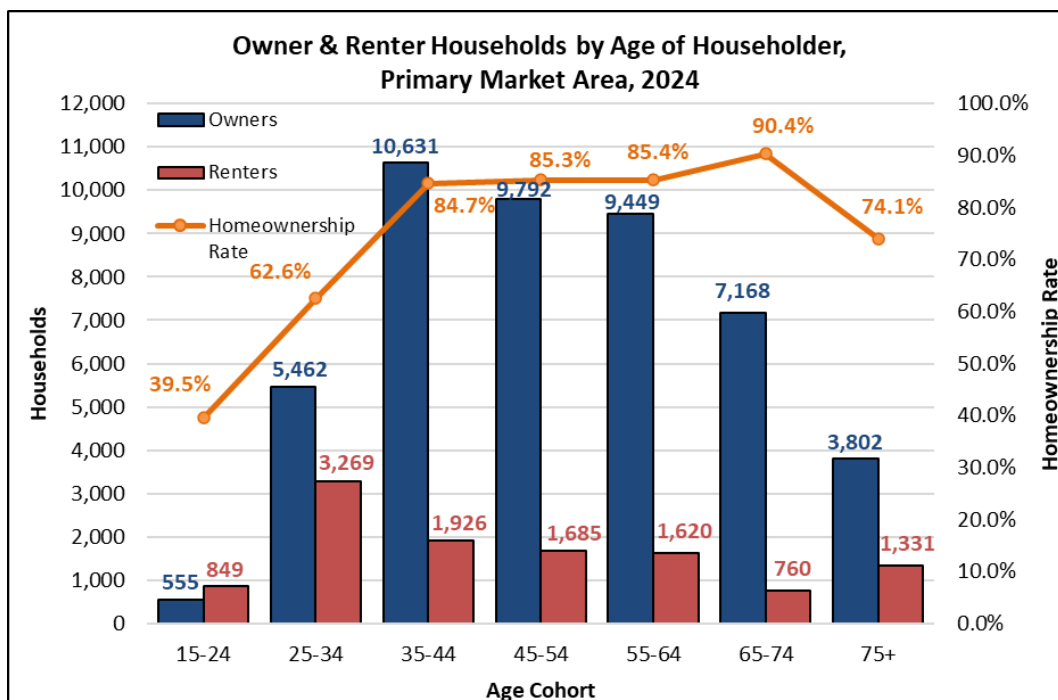
Cottage Grove Median Household Income by Block Group, 2023



Tenure by Age of Householder

Table D-5 shows the number of owner and renter households in Cottage Grove, the PMA Remainder, PMA and Seven-County Metro Area by age group in 2010, 2020, and 2024. The data is useful in determining demand for certain types of housing since housing preferences change throughout an individual's life cycle. The following are key findings from Table D-5.

- In 2010, 88.6% of all households in Cottage Grove and 78.9% of all households in the PMA owned their housing. By 2024, those percentages decreased to 87.3% in Cottage Grove and 78.0% in the PMA as homeownership rates across the Metro Area decreased over the period.
- As households progress through their life cycle, housing needs change. Typically, the proportion of renter households decreases as households age out of their young-adult years. This trend is evident in both Cottage Grove and the PMA. For seniors, rental housing often becomes a more viable option than homeownership, reducing the responsibility of maintenance and a financial commitment.
- In 2024, 60.5% of PMA households between the ages of 15 and 24 rented their housing (78.6% of Cottage Grove households), compared to 37.4% of PMA households between the ages of 25 and 34 (20.8% of Cottage Grove households). The PMA's households between 65 and 74 were overwhelmingly homeowners, resulting in a 90.4% homeownership rate (97.3% in Cottage Grove). Also, note that in the recent 2020 Census 80.9% of white households in the PMA owned versus 68.5% of non-white households. In Cottage Grove, as of 2020, 88% of white households in the PMA owned versus 77.5% of non-white households.



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TABLE D-5
TENURE BY AGE OF HOUSEHOLDER
PRIMARY MARKET AREA
2010, 2020, and 2024

Age		CITY OF COTTAGE GROVE						REMAINDER OF PRIMARY MARKET AREA					
		2010		2020		2024		2010		2020		2024	
		No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
15-24	Own	127	52.9%	67	43.5%	49	21.4%	270	26.7%	160	21.5%	523	44.6%
	Rent	113	47.1%	87	56.5%	181	78.6%	741	73.3%	585	78.5%	650	55.4%
	Total	240	100.0%	154	100.0%	230	100.0%	1,011	100.0%	745	100.0%	1,173	100.0%
25-34	Own	1,597	82.5%	1,371	81.1%	1,843	79.2%	3,967	65.8%	3,078	56.8%	3,180	49.7%
	Rent	339	17.5%	319	18.9%	485	20.8%	2,066	34.2%	2,339	43.2%	3,224	50.3%
	Total	1,936	100.0%	1,690	100.0%	2,327	100.0%	6,033	100.0%	5,417	100.0%	6,404	100.0%
35-44	Own	2,480	89.5%	2,566	87.3%	2,601	88.9%	6,280	81.2%	6,260	76.6%	7,796	80.9%
	Rent	291	10.5%	373	12.7%	324	11.1%	1,450	18.8%	1,917	23.4%	1,836	19.1%
	Total	2,771	100.0%	2,939	100.0%	2,925	100.0%	7,730	100.0%	8,177	100.0%	9,632	100.0%
45-54	Own	2,678	92.2%	2,449	90.0%	2,539	90.6%	7,475	86.5%	6,881	82.4%	7,031	81.0%
	Rent	225	7.8%	272	10.0%	262	9.4%	1,162	13.5%	1,466	17.6%	1,644	19.0%
	Total	2,903	100.0%	2,721	100.0%	2,802	100.0%	8,637	100.0%	8,347	100.0%	8,675	100.0%
55-64	Own	1,967	95.1%	2,393	92.3%	2,431	91.9%	5,261	88.1%	6,950	85.3%	6,735	79.9%
	Rent	101	4.9%	199	7.7%	214	8.1%	713	11.9%	1,200	14.7%	1,690	20.1%
	Total	2,068	100.0%	2,592	100.0%	2,645	100.0%	5,974	100.0%	8,150	100.0%	8,425	100.0%
65-74	Own	985	93.1%	1,616	90.5%	1,887	97.3%	2,795	87.6%	4,797	85.2%	5,115	85.4%
	Rent	73	6.9%	170	9.5%	52	2.7%	397	12.4%	836	14.8%	874	14.6%
	Total	1,058	100.0%	1,786	100.0%	1,939	100.0%	3,192	100.0%	5,633	100.0%	5,989	100.0%
75+	Own	553	74.4%	852	69.7%	918	77.7%	1,987	70.8%	2,983	70.6%	2,805	71.0%
	Rent	190	25.6%	371	30.3%	264	22.3%	818	29.2%	1,245	29.4%	1,147	29.0%
	Total	743	100.0%	1,223	100.0%	1,181	100.0%	2,805	100.0%	4,228	100.0%	3,952	100.0%
TOTAL	Own	10,387	88.6%	11,314	86.3%	12,268	87.3%	28,035	79.2%	31,109	76.4%	33,185	75.0%
	Rent	1,332	11.4%	1,791	13.7%	1,782	12.7%	7,347	20.8%	9,588	23.6%	11,065	25.0%
	Total	11,719	100.0%	13,105	100.0%	14,050	100.0%	35,382	100.0%	40,697	100.0%	44,250	100.0%

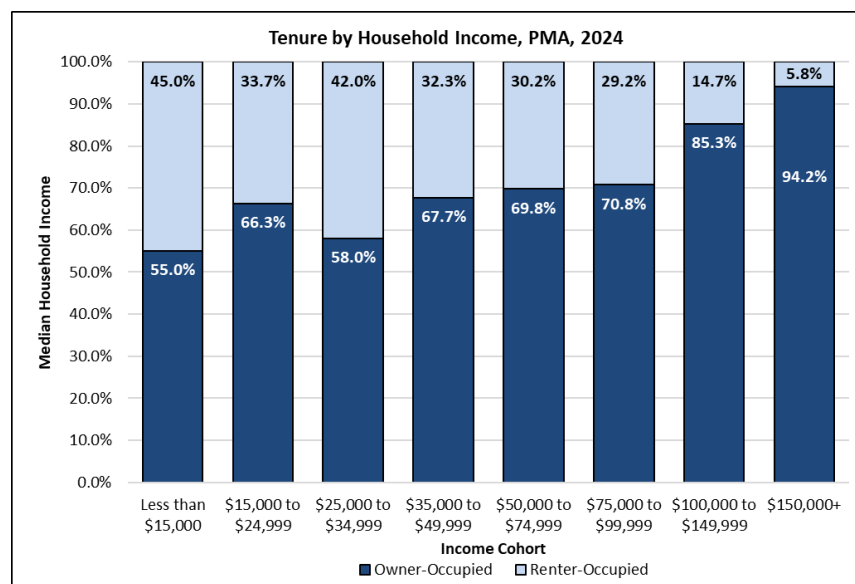
Age		PRIMARY MARKET AREA						SEVEN COUNTY METRO AREA					
		2010		2020		2024		2010		2020		2024	
		No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
15-24	Own	397	31.7%	227	25.3%	555	39.5%	7,947	16.0%	5,639	12.1%	17,582	34.3%
	Rent	854	68.3%	672	74.7%	849	60.5%	41,789	84.0%	40,844	87.9%	33,607	65.7%
	Total	1,251	100.0%	899	100.0%	1,404	100.0%	49,736	100.0%	46,483	100.0%	51,189	100.0%
25-34	Own	5,564	69.8%	4,449	62.6%	5,462	62.6%	102,236	50.6%	93,576	43.8%	144,663	68.7%
	Rent	2,405	30.2%	2,658	37.4%	3,269	37.4%	99,716	49.4%	119,854	56.2%	66,043	31.3%
	Total	7,969	100.0%	7,107	100.0%	8,731	100.0%	201,952	100.0%	213,430	100.0%	210,706	100.0%
35-44	Own	8,760	83.4%	8,826	79.4%	10,631	84.7%	154,678	72.3%	157,237	67.3%	203,244	82.7%
	Rent	1,741	16.6%	2,290	20.6%	1,926	15.3%	59,303	27.7%	76,238	32.7%	42,459	17.3%
	Total	10,501	100.0%	11,116	100.0%	12,557	100.0%	213,981	100.0%	233,475	100.0%	245,703	100.0%
45-54	Own	10,153	88.0%	9,330	84.3%	9,792	85.3%	202,404	79.8%	162,870	75.1%	190,547	86.5%
	Rent	1,387	12.0%	1,738	15.7%	1,685	14.7%	51,379	20.2%	53,890	24.9%	29,742	13.5%
	Total	11,540	100.0%	11,068	100.0%	11,477	100.0%	253,783	100.0%	216,760	100.0%	220,289	100.0%
55-64	Own	7,228	89.9%	9,343	87.0%	9,449	85.4%	162,595	82.6%	187,656	78.9%	213,142	88.5%
	Rent	814	10.1%	1,399	13.0%	1,620	14.6%	34,355	17.4%	50,148	21.1%	27,638	11.5%
	Total	8,042	100.0%	10,742	100.0%	11,069	100.0%	196,950	100.0%	237,804	100.0%	240,780	100.0%
65-74	Own	3,780	88.9%	6,413	86.4%	7,168	90.4%	85,347	82.6%	138,161	80.0%	166,166	87.5%
	Rent	470	11.1%	1,006	13.6%	760	9.6%	17,998	17.4%	34,483	20.0%	23,736	12.5%
	Total	4,250	100.0%	7,419	100.0%	7,928	100.0%	103,345	100.0%	172,644	100.0%	189,902	100.0%
75+	Own	2,540	71.6%	3,835	70.4%	3,802	74.1%	67,268	68.6%	82,507	69.4%	96,817	73.7%
	Rent	1,008	28.4%	1,616	29.6%	1,331	25.9%	30,734	31.4%	36,333	30.6%	34,613	26.3%
	Total	3,548	100.0%	5,451	100.0%	5,133	100.0%	98,002	100.0%	118,840	100.0%	131,430	100.0%
TOTAL	Own	38,422	81.6%	42,423	78.9%	46,860	80.4%	782,475	70.0%	827,646	66.8%	1,032,161	80.0%
	Rent	8,679	18.4%	11,379	21.1%	11,440	19.6%	335,274	30.0%	411,790	33.2%	257,838	20.0%
	Total	47,101	100.0%	53,802	100.0%	58,300	100.0%	1,117,749	100.0%	1,239,436	100.0%	1,289,999	100.0%

Sources: U.S. Census Bureau; Maxfield Research and Consulting.

Tenure by Household Income

Table D-6 shows household tenure by age of householder for Cottage Grove, the PMA Remainder, PMA, and the Seven-County Metro Area in 2024. Data is based on estimates from the American Community Survey with adjustments by Maxfield Research. Household tenure information is important to assess the propensity for owner-occupied or renter-occupied housing options based on household affordability. As stated earlier, the Department of Housing and Urban Development determines affordable housing as not exceeding 30% of the household's income. It is important to note that the higher the income, the lower percentage a household typically allocates to housing. Many lower income households, as well as many young and senior households, spend more than 30% of their income, while middle-aged households in their prime earning years typically allocate 20% to 25% of their income.

- Typically, as income increases, so does the rate of homeownership. This can be seen in the PMA, where the homeownership rate steadily increases from 55.0% of households with incomes below \$15,000 (73.4% of Cottage Grove households) to 94.2% of households with incomes above \$150,000 (95.6% of Cottage Grove households).
- A portion of renter households that are referred to as lifestyle renters, or those who are financially able to own but choose to rent, have household incomes above \$60,000 (\$1,500 rent | 59.2% of PMA renters and 62.3% of Cottage Grove renters in 2024). In addition, 27.5% of PMA renters and 59.2% of Cottage Grove renters earn \$100,000 or more. Some renters choose to be cost burdened (i.e. pay more than 30% of income to housing) and pay higher rental costs for amenities and proximity to transit while giving up their vehicles.
- Households with incomes below \$25,000 are the primary market for deep-subsidy rental housing (14.8% of PMA renters and 8.3% of Cottage Grove renters in 2024). An estimated 11.7% of the PMA's rental housing is affordable units.



DEMOGRAPHIC ANALYSIS

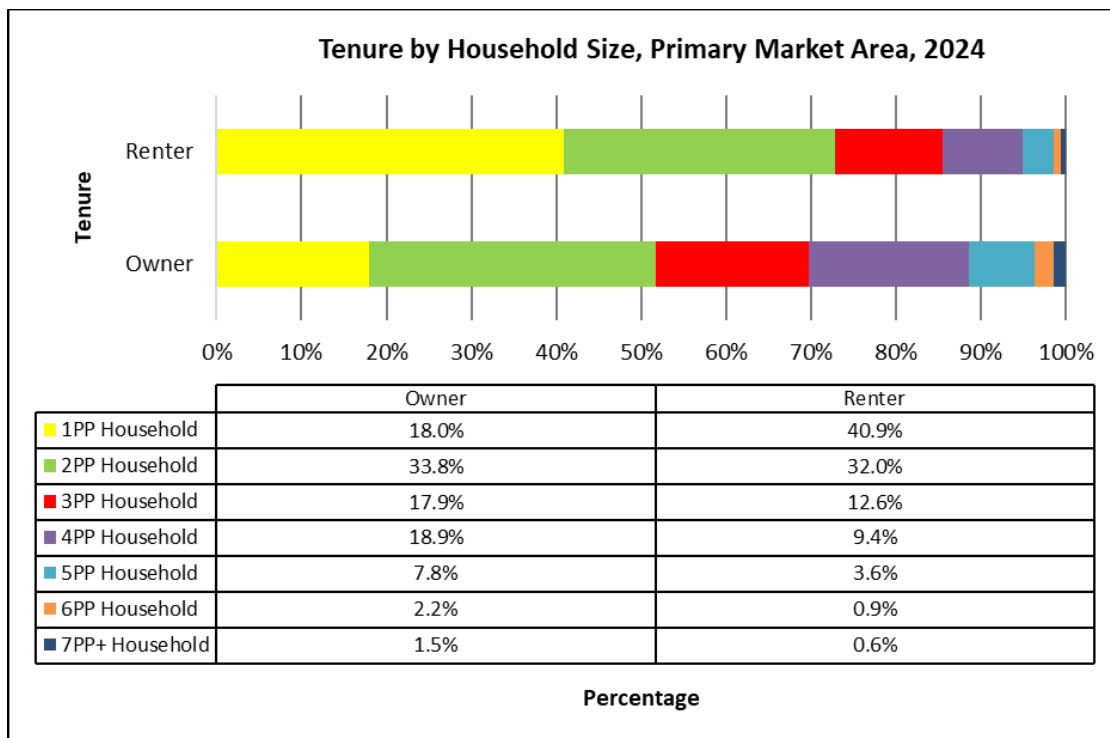
TABLE D-6
TENURE BY HOUSEHOLD INCOME
PRIMARY MARKET AREA
2024

	CITY OF COTTAGE GROVE				REMAINDER OF PMA				PRIMARY MARKET AREA				SEVEN-COUNTY METRO AREA			
Income	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.
Less than \$15,000	279	73.4%	101	26.6%	933	51.2%	889	48.8%	1,212	55.0%	990	45.0%	23,658	32.8%	48,435	67.2%
\$15,000 to \$24,999	167	81.8%	37	18.2%	1,195	64.6%	655	35.4%	1,362	66.3%	692	33.7%	21,481	36.7%	37,129	63.3%
\$25,000 to \$34,999	301	67.4%	146	32.6%	956	55.6%	763	44.4%	1,257	58.0%	909	42.0%	30,081	44.9%	36,925	55.1%
\$35,000 to \$49,999	414	67.5%	199	32.5%	2,073	67.7%	989	32.3%	2,488	67.7%	1,188	32.3%	54,371	49.7%	55,114	50.3%
\$50,000 to \$74,999	1,514	80.5%	366	19.5%	3,485	65.9%	1,800	34.1%	4,999	69.8%	2,167	30.2%	110,556	59.9%	74,085	40.1%
\$75,000 to \$99,999	1,548	89.8%	177	10.2%	4,064	65.5%	2,142	34.5%	5,612	70.8%	2,319	29.2%	110,118	68.6%	50,392	31.4%
\$100,000 to \$149,999	3,649	89.3%	436	10.7%	7,972	83.5%	1,571	16.5%	11,622	85.3%	2,006	14.7%	197,397	80.0%	49,217	20.0%
\$150,000+	4,504	95.6%	210	4.4%	13,845	94%	917	6.2%	18,350	94.2%	1,127	5.8%	313,128	90.9%	31,189	9.1%
Total	12,378	88.1%	1,672	11.9%	34,524	78.0%	9,726	22.0%	46,902	80.4%	11,398	19.6%	860,790	69.2%	382,486	30.8%
Median Household Income*	\$123,333		\$74,167		\$130,364		\$73,331		\$125,079		\$68,649		\$119,273		\$54,187	
*As of 2022. PMA and PMA Remainder renter household income number does not include Grey Cloud Island in calculationswhich is missing data.																
Sources: U.S. Census Bureau - American Community Survey; Maxfield Research and Consulting.																

Tenure by Household Size

Table D-7 shows the distribution of households by size and tenure in the PMA in 2024. This data is useful in that it sheds insight into the number of units by unit type that may be most needed in the City of Cottage Grove, PMA Remainder, PMA, and Seven County Metro Area.

- Household size for renters tends to be smaller than for owners. This trend is a result of the typical market segments for rental housing, including households that are younger and are less likely to be married with children as well as older adults and seniors who choose to downsize from their single-family homes. In 2022, the average Cottage Grove renter household consisted of 2.66 persons compared to the average owner household of 3.01 persons.



- An estimated 41.6% of renter households in the PMA and 36.6% of renter households in Cottage Grove, in 2024, have one person while an additional 32.0% of renter households in the PMA and 17.9% of renter households in Cottage Grove have two people. One-person households would primarily seek one-bedroom units and two-person households that are couples would primarily seek one-bedroom units. Two-person households that consist of a parent and child or roommate would primarily seek two-bedroom units. Larger households would seek units with multiple bedrooms.

DEMOGRAPHIC ANALYSIS

TABLE D-7
TENURE BY HOUSEHOLD SIZE
PRIMARY MARKET AREA
2010, 2020, AND 2024

CITY OF COTTAGE GROVE												
Size	2010				2020				2024			
	Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied	
	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.
1PP Household	1,370	13.2%	374	28.1%	1,550	14.9%	633	47.5%	1,516	12.3%	611	36.6%
2PP Household	3,446	33.2%	318	23.9%	3,755	36.2%	433	32.5%	4,168	33.7%	299	17.9%
3PP Household	1,938	18.7%	250	18.8%	2,038	19.6%	259	19.4%	2,340	18.9%	301	18.0%
4PP Household	2,162	20.8%	189	14.2%	2,273	21.9%	234	17.6%	2,878	23.3%	216	12.9%
5PP Household	980	9.4%	135	10.1%	1,063	10.2%	128	9.6%	1,025	8.3%	119	7.1%
6PP Household	325	3.1%	47	3.5%	380	3.7%	64	4.8%	284	2.3%	71	4.3%
7PP+ Household	166	1.6%	19	1.4%	255	2.5%	40	3.0%	166	1.3%	53	3.2%
Total	10,387	100.0%	1,332	100.0%	11,314	108.9%	1,791	134.5%	12,378	100.0%	1,672	100.0%

REMAINDER OF PRIMARY MARKET AREA												
Size	2010				2020				2024			
	Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied	
	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.
1PP Household	5,220	18.6%	2,714	36.9%	5,939	57.2%	3,754	281.8%	6,908	20.0%	4,049	41.6%
2PP Household	9,567	34.1%	2,144	29.2%	10,537	101.4%	2,852	214.1%	11,675	33.8%	3,343	34.4%
3PP Household	4,861	17.3%	1,192	16.2%	5,102	49.1%	1,324	99.4%	6,075	17.6%	1,138	11.7%
4PP Household	5,159	18.4%	786	10.7%	5,800	55.8%	955	71.7%	5,975	17.3%	859	8.8%
5PP Household	2,242	8.0%	327	4.5%	2,544	24.5%	382	28.7%	2,627	7.6%	286	2.9%
6PP Household	666	2.4%	121	1.6%	803	7.7%	194	14.6%	749	2.2%	31	0.3%
7PP+ Household	320	1.1%	63	0.9%	384	3.7%	127	9.5%	515	1.5%	20	0.2%
Total	28,035	100.0%	7,347	100.0%	31,109	299.5%	9,588	719.8%	34,524	100.0%	9,726	100.0%

PRIMARY MARKET AREA												
Size	2010				2020				2024			
	Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied	
	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.
1PP Household	6,590	17.2%	3,088	35.6%	7,489	72.1%	4,387	329.4%	8,424	18.0%	4,661	40.9%
2PP Household	13,013	33.9%	2,462	28.4%	14,292	137.6%	3,285	246.6%	15,843	33.8%	3,642	32.0%
3PP Household	6,799	17.7%	1,442	16.6%	7,140	68.7%	1,583	118.8%	8,415	17.9%	1,440	12.6%
4PP Household	7,321	19.1%	975	11.2%	8,073	77.7%	1,189	89.3%	8,854	18.9%	1,075	9.4%
5PP Household	3,222	8.4%	462	5.3%	3,607	34.7%	510	38.3%	3,653	7.8%	405	3.6%
6PP Household	991	2.6%	168	1.9%	1,183	11.4%	258	19.4%	1,033	2.2%	102	0.9%
7PP+ Household	486	1.3%	82	0.9%	639	6.2%	167	12.5%	681	1.5%	73	0.6%
Total	38,422	100.0%	8,679	100.0%	42,423	408.4%	11,379	854.3%	46,902	100.0%	11,398	100.0%

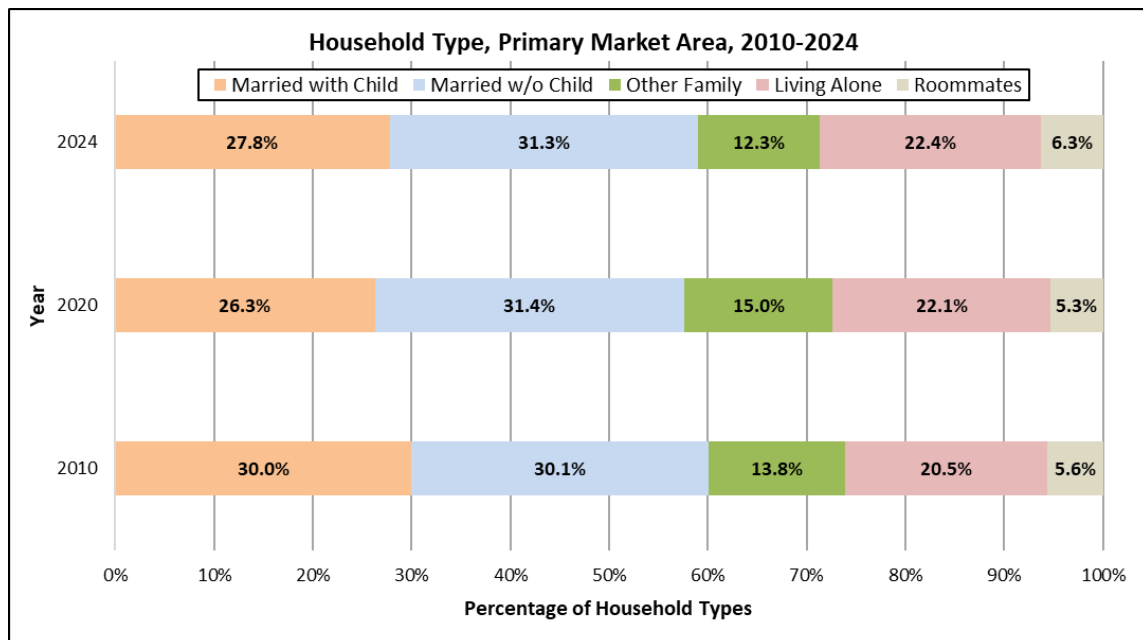
SEVEN-COUNTY METRO AREA												
Size	2010				2020				2024			
	Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied	
	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.	Number	Pct.
1PP Household	171,241	21.9%	147,789	44.1%	175,744	1692.0%	181,959	44.2%	195,840	21.9%	181,499	45.7%
2PP Household	280,552	35.9%	87,139	26.0%	297,838	2867.4%	115,980	28.2%	327,652	36.7%	111,258	28.0%
3PP Household	128,197	16.4%	42,563	12.7%	130,571	1257.1%	48,041	11.7%	140,966	15.8%	45,037	11.3%
4PP Household	123,219	15.7%	29,587	8.8%	132,666	1277.2%	33,797	8.2%	139,247	15.6%	31,241	7.9%
5PP Household	50,854	6.5%	14,883	4.4%	56,390	542.9%	16,539	4.0%	57,225	6.4%	15,955	4.0%
6PP Household	16,887	2.2%	6,908	2.1%	20,411	196.5%	8,376	2.0%	18,944	2.1%	6,240	1.6%
7PP+ Household	11,525	1.5%	6,405	1.9%	14,026	135.0%	7,188	1.7%	13,267	1.5%	5,631	1.4%
Total	782,475	100.0%	335,274	100.0%	827,646	7968.1%	411,880	100.0%	893,140	100.0%	396,860	100.0%

Sources: U.S. Census Bureau; Maxfield Research and Consulting, LLC.

Household Type

Table D-8 shows a breakdown of the type of households present in Cottage Grove, the PMA Remainder, PMA, and Seven-County Metro Area in 2010, 2020, and 2024. The data is useful in assessing housing demand since the household composition often dictates the type of housing needed and preferred.

- Between 2010 and 2024, Cottage Grove and the PMA experienced an increase in all types of households. “Other families” include single-parents and unmarried couples with children. Households with Roommates experienced the largest increase as a percentage in both Cottage Grove (28.3%) and the PMA (40.8%).
- Compared to the PMA, PMA Remainder, and the Metro Area, Cottage Grove had a lower proportion of Married without Children households. In 2024, 35.1% of Cottage Grove households were in the Married without Children compared to 31.3% in the PMA, 30.1% in the PMA Remainder, and 19.2% in the Metro area.
- Persons Living Alone grew significantly adding 3,397 households (37.9%) between 2010 and 2024 in the PMA. This household type is significantly larger in the PMA compared to Cottage Grove (22.0%) and the Metro Area (18.3%). This could indicate an aging senior population or millennials moving to the area.
- As the frailty level of seniors increases, they typically move out of their homes in pursuit of housing with services. Millennials are more likely to choose to live alone due to the generations’ delayed marriage and home purchase rates and preference to live in smaller quarters in urban areas.



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TABLE D-8
HOUSEHOLD TYPE
PRIMARY MARKET AREA
2010, 2020, & 2024

Households	Total HH's			Family Households									Non-Family Households					
	2010	2020	2024	Married w/ Child			Married w/o Child			Other *			Living Alone			Roommates **		
	2010	2020	2024	2010	2020	2024	2010	2020	2024	2010	2020	2024	2010	2020	2024	2010	2020	2024
Cottage Grove	11,719	13,105	14,050	3,857	3,789	4,360	3,947	4,523	4,925	1,633	2,052	1,948	1,744	2,183	2,128	538	558	690
Remainder of PMA	35,382	40,697	44,250	10,269	10,358	11,835	10,219	12,350	13,308	4,858	6,023	5,202	7,934	9,693	10,945	2,102	2,273	2,960
Primary Market Area	47,101	53,802	58,300	14,126	14,147	16,189	14,166	16,873	18,236	6,491	8,075	7,147	9,678	11,876	13,075	2,640	2,831	3,653
Seven-County Metro Area	1,117,749	1,239,526	1,290,000	244,687	244,749	377,487	298,723	343,050	247,221	164,086	186,774	179,342	319,030	357,703	377,339	91,223	107,250	108,611
Percent																		
Cottage Grove	100.0%	100.0%	100.0%	32.9%	28.9%	31.0%	33.7%	34.5%	35.1%	13.9%	15.7%	13.9%	14.9%	16.7%	15.1%	4.6%	4.3%	4.9%
Remainder of PMA	100.0%	100.0%	100.0%	29.0%	25.5%	26.7%	28.9%	30.3%	30.1%	13.7%	14.8%	11.8%	22.4%	23.8%	24.7%	5.9%	5.6%	6.7%
Primary Market Area	100.0%	100.0%	100.0%	30.0%	26.3%	27.8%	30.1%	31.4%	31.3%	13.8%	15.0%	12.3%	20.5%	22.1%	22.4%	5.6%	5.3%	6.3%
Seven-County Metro Area	100.0%	100.0%	100.0%	21.9%	19.7%	29.3%	26.7%	27.7%	19.2%	14.7%	15.1%	13.9%	28.5%	28.9%	29.3%	8.2%	8.7%	8.4%
Change 2010-2024																		
	No.	Pct.		No.	Pct.		No.	Pct.		No.	Pct.		No.	Pct.		No.	Pct.	
Cottage Grove	2,331	19.9%		503	13.0%		978	24.8%		315	19.3%		384	22.0%		152	28.3%	
Remainder of PMA	8,868	25.1%		1,566	15.3%		3,089	30.2%		344	7.1%		3,011	37.9%		858	40.8%	
Primary Market Area	11,199	23.8%		2,063	14.6%		4,070	28.7%		656	10.1%		3,397	35.1%		1,013	38.4%	
Seven-County Metro Area	172,251	15.4%		132,800	54.3%		-51,502	-17.2%		15,256	9.3%		58,309	18.3%		17,388	19.1%	
* Predominantly single-parents with children																		
** Includes unmarried couples without children and unrelated people living together																		
Sources: U. S. Census; ESRI, Inc.; Maxfield Research and Consulting																		

Net Worth

Table D-9 shows household net worth by age of householder in Cottage Grove, the PMA Remainder, PMA and the Seven-County Metro Area in 2024 as well as the 2024 average and median net worth by age cohort for 2024. Simply stated, net worth is the difference between assets and liabilities, or the total value of assets after the debt is subtracted. The data was compiled and estimated by ESRI based on the Survey of Consumer Finances and Federal Reserve Board data with adjustments by Maxfield Research.

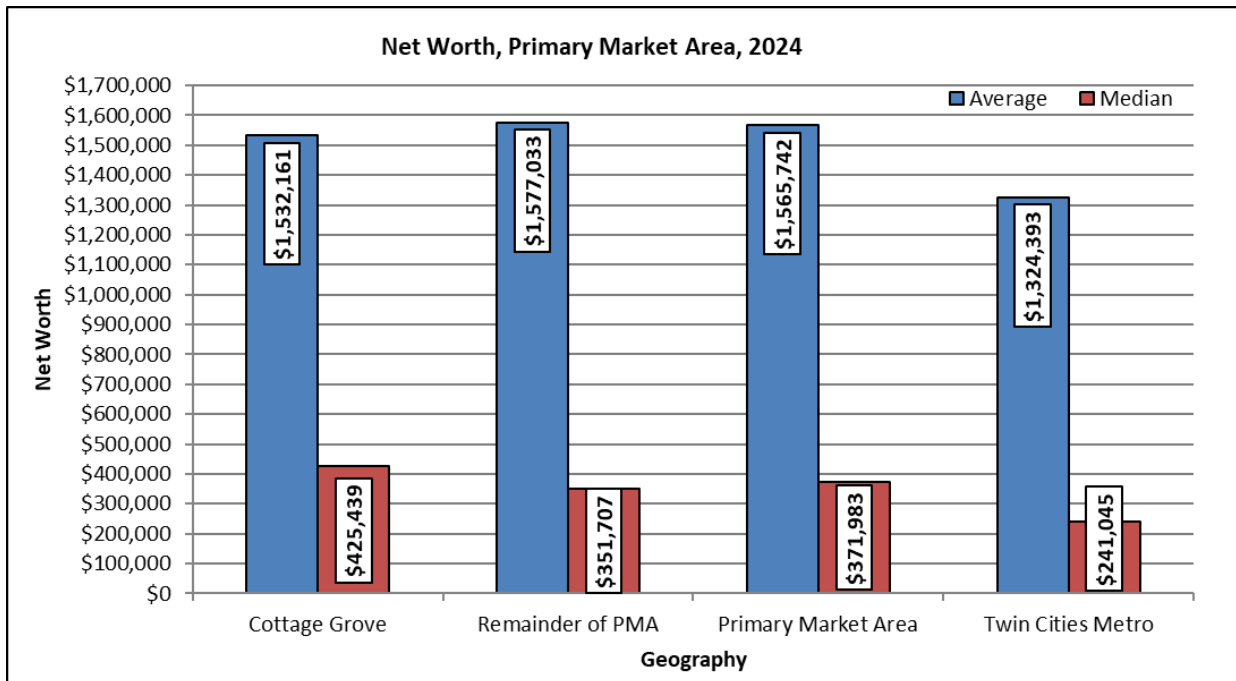
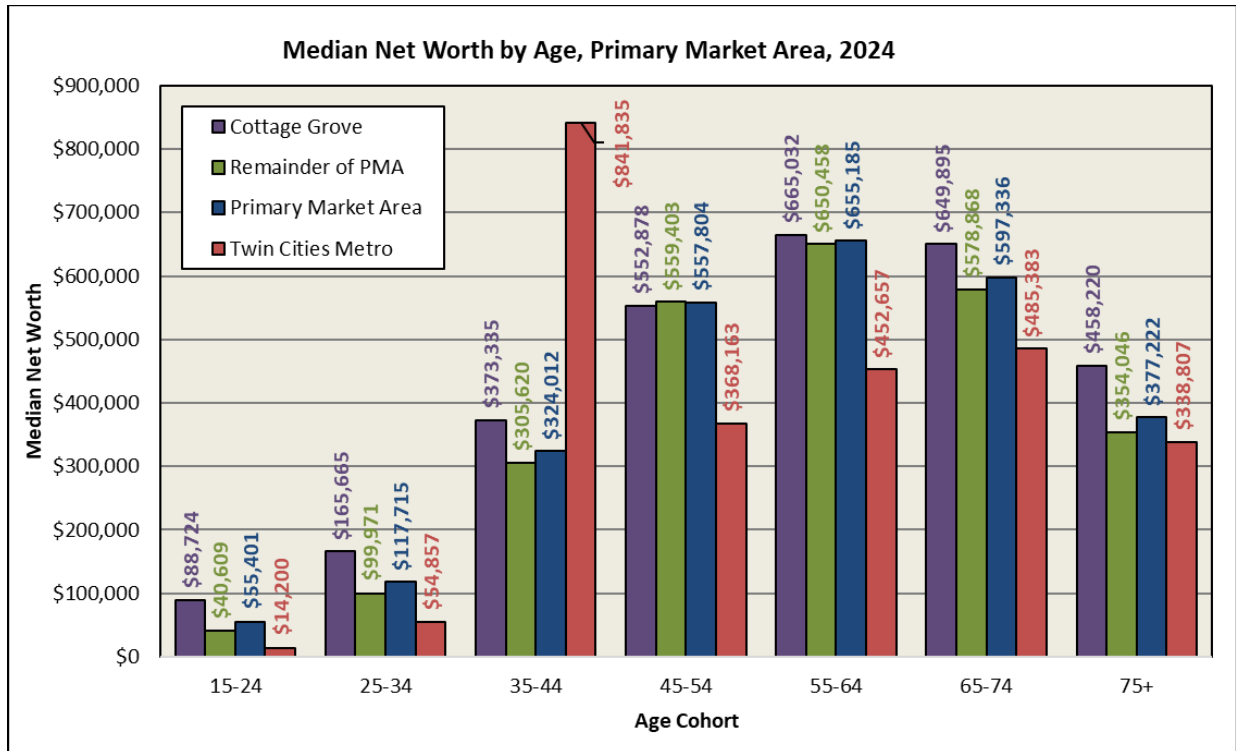
According to data released by the National Association of Realtors in February 2022, the average American homeowner has a net worth about 40 times greater than that of a renter which equates to an average net worth of \$300,000 for homeowners and \$8,000 for renters.²

Cottage Grove had an average net worth of \$1,532,161 in 2024, 2.1% lower than the average net worth of a PMA householder (\$1,565,742) but 15.7% higher than the average net worth of a Metro Area householder (\$1,324,393). Cottage Grove had a 2024 median net worth of \$425,439; 14.4% higher than the median net worth in the PMA (\$371,983) and 76.5% higher than the median net worth in the Metro Area (\$371,983). Median net worth is generally a better indicator of the net worth as it is not significantly impacted by uncommonly high- or low-income households. Median net worth peaked in the 55 to 64 age cohort at \$655,185 while average net worth also peaked in the 55 to 64 age group at \$2,573,769. Similarly, in Cottage Grove, median and average net worth peaked in the 55 to 64 age group at \$665,032 and \$2,343,98; respectively.

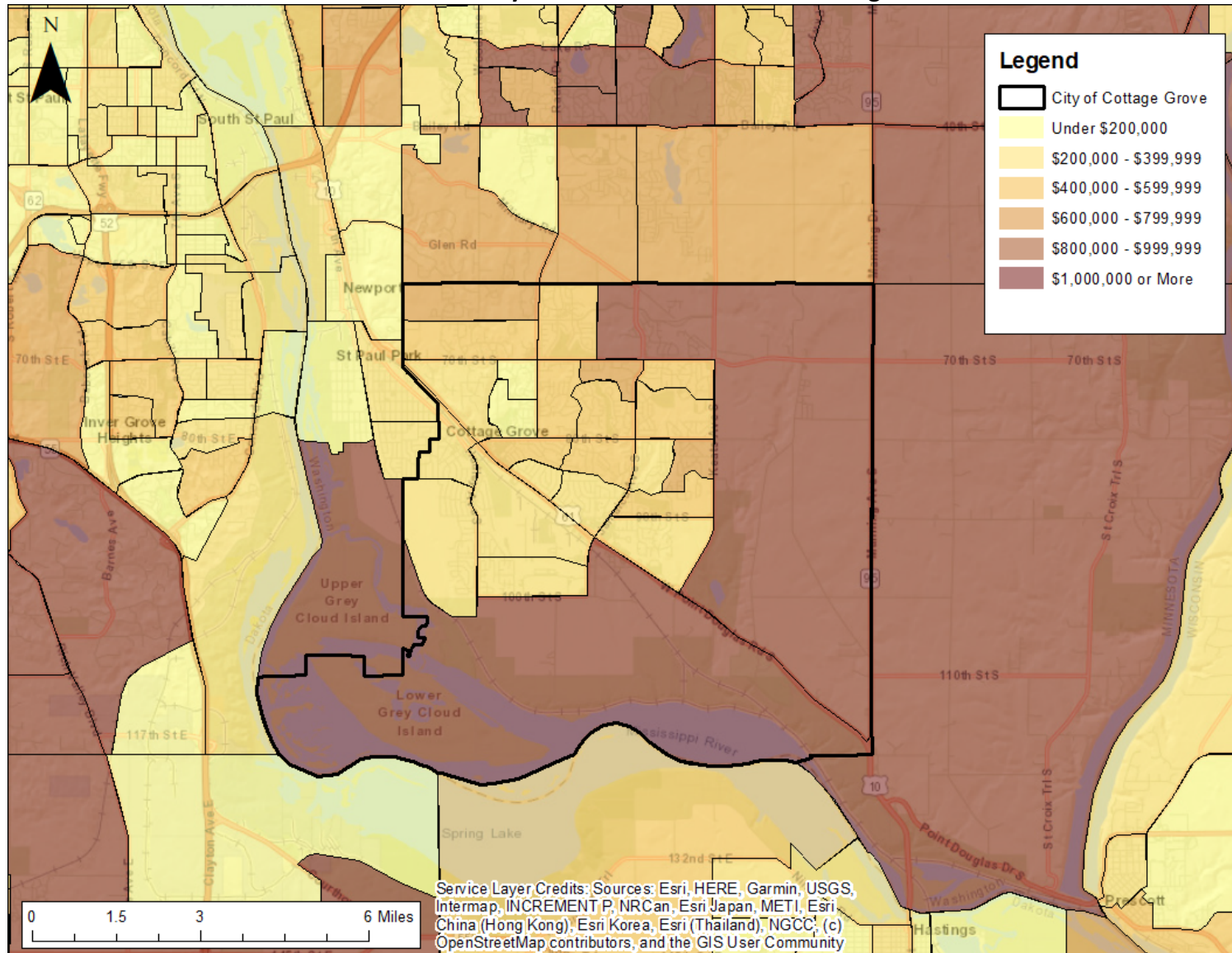
TABLE D-9 ESTIMATED NET WORTH BY AGE OF HOUSEHOLDER PRIMARY MARKET AREA 2024								
	Age of Householder							
	Total		15-24		25-34		35-44	
	Average	Median	Average	Median	Average	Median	Average	Median
Cottage Grove	\$1,532,161	\$425,439	\$111,288	\$88,724	\$281,353	\$165,665	\$1,176,862	\$373,335
Remainder of PMA	\$1,577,033	\$351,707	\$85,250	\$40,609	\$214,410	\$99,971	\$1,093,431	\$305,620
Primary Market Area	\$1,565,742	\$371,983	\$89,725	\$55,401	\$233,084	\$117,715	\$1,113,771	\$324,012
Seven-County Metro Area	\$1,324,393	\$241,045	\$50,523	\$14,200	\$145,139	\$54,857	\$841,835	\$841,835
	45-54		55-64		65-74		75+	
	Average	Median	Average	Median	Average	Median	Average	Median
	Average	Median	Average	Median	Average	Median	Average	Median
Cottage Grove	\$1,884,635	\$552,878	\$2,343,968	\$665,032	\$1,995,413	\$649,895	\$1,739,365	\$458,220
Remainder of PMA	\$2,156,903	\$559,403	\$2,650,388	\$650,458	\$1,922,131	\$578,868	\$1,321,447	\$354,046
Primary Market Area	\$2,087,338	\$557,804	\$2,573,769	\$655,185	\$1,941,043	\$597,336	\$1,422,097	\$377,222
Seven-County Metro Area	\$1,750,410	\$368,163	\$2,269,398	\$452,657	\$1,846,160	\$485,383	\$1,414,027	\$338,807

Sources: ESRI; Maxfield Research and Consulting

² "2022 Snapshot of Race and Home Buying in America." *National Association of Realtors Research® Group*, pp. 5, Feb. 2022. <https://www.nar.realtor/research-and-statistics/research-reports/a-snapshot-of-race-and-home-buying-in-america>. Accessed 7 Oct. 2022.

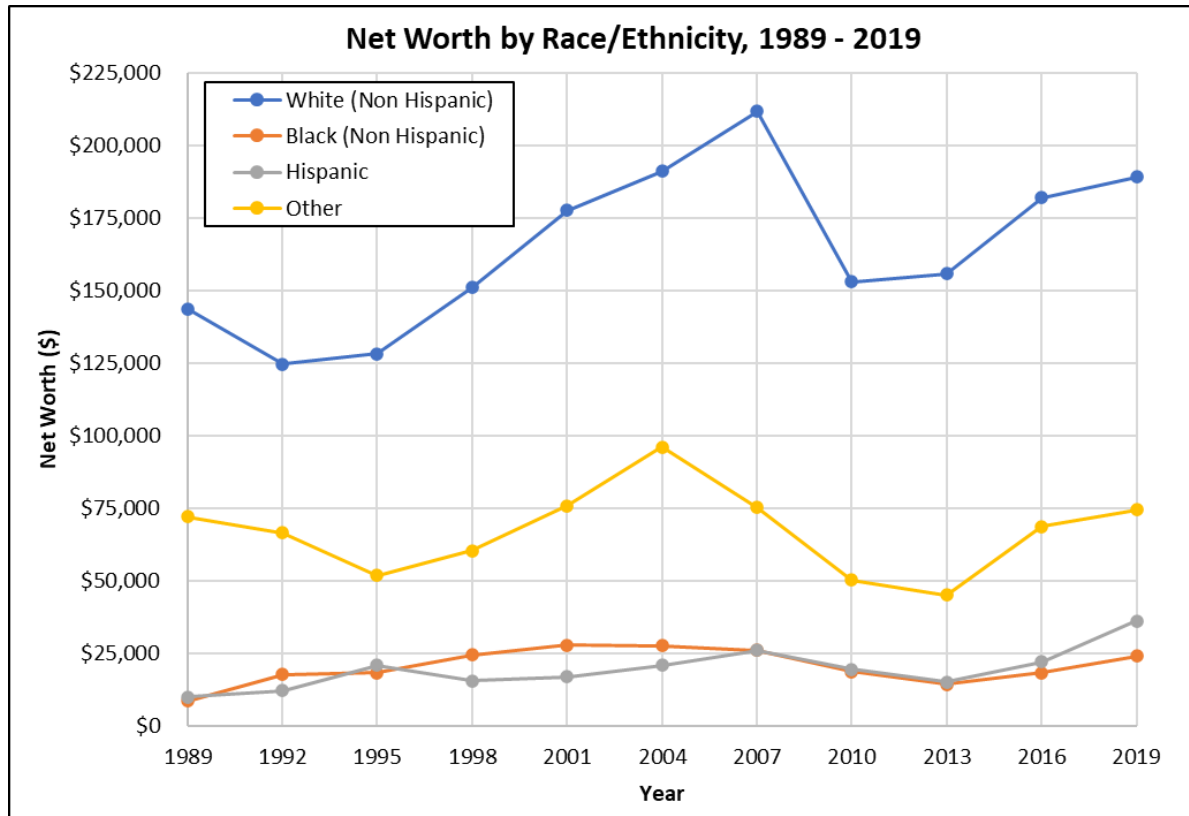


Median Net Worth by Census Block in and Near Cottage Grove



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- The following chart depicts median net worth by race and ethnicity nationwide between 1989 and 2019. The data is sourced to the Federal Reserve Survey of Consumer Finances. As of 2019 housing net worth by category were as follows: White (Non-Hispanic), \$189,100; Black (Non-Hispanic), \$24,100; Hispanic, \$36,050; and Other \$74,500. Between 1989 and 2019 net worth by category increased the following percentages: White (Non-Hispanic), 31.7%; Black (Non-Hispanic), 181.9%; Hispanic, 262.7%; and Other 3.5%.



Demographic Summary

Table D-10 provides a demographic summary that compares Cottage Grove and the PMA and the Metro Area. Data in D-10 is as of 2024.

- Cottage Grove had higher proportions of those age 35 to 44 and 45 to 54 than the Metro Area. As of 2024, 14.8% and 13.0%, respectively of Cottage Grove's population were in these age groups compared to 14.1% and 12.1%, respectively in the Metro Area.
- Cottage Grove's median household income (\$114,459) was an estimated \$5,012 more than in the Remainder of the PMA (\$109,447), \$3,569 more than in the PMA (\$110,889) and \$22,027 more than in the Twin Cities Metro (\$92,432).
- Cottage Grove had a lower percentage of renters at 12.7% of its households compared to 25.0% of households in the PMA Remainder, 22.0% of households in the PMA and 20.0% of households in the Metro Area.
- Cottage Grove had a high percentage of households that were married with children (31.0%). As a comparison, the PMA had 26.7% of households married with children and the Metro Area had 29.3% of households married with children. Additionally, Cottage Grove had a higher proportion of households living alone (15.1%); lower than in the PMA (22.4%) and the Metro Area (29.3%).

DEMOGRAPHIC ANALYSIS

TABLE D-10
DEMOGRAPHIC SUMMARY
PRIMARY MARKET AREA
2024

Summary	Cottage Grove		Remainder of PMA		PMA		TWIN CITIES METRO	
	Num	Pct.	Num	Pct.	Num	Pct.	Num	Pct.
Demographics								
Population	39,940	100.0%	114,180	100.0%	154,120	100.0%	3,281,675	100.0%
Households	14,050	100.0%	44,250	100.0%	58,300	100.0%	1,290,000	100.0%
Age Distribution								
Under 18	10,787	27.0%	28,959	18.8%	39,746	25.8%	723,019	22.0%
18-24	3,322	8.3%	8,931	5.8%	12,254	8.0%	288,559	8.8%
25-34	6,084	15.2%	14,025	9.1%	20,109	13.0%	453,913	13.8%
35-44	6,386	16.0%	17,650	11.5%	24,036	15.6%	457,156	13.9%
45-54	5,609	14.0%	14,814	9.6%	20,423	13.3%	392,311	12.0%
55-64	5,178	13.0%	13,988	9.1%	19,166	12.4%	415,007	12.6%
65-74	3,711	9.3%	9,643	6.3%	13,354	8.7%	311,255	9.5%
75-84	1,596	4.0%	4,373	2.8%	5,970	3.9%	142,659	4.3%
85+	475	1.2%	1,568	1.0%	2,042	1.3%	58,360	1.8%
Household Income								
Average Household Income	\$144,426		\$146,304		\$145,831		\$129,699	
Median Household Income	\$114,459		\$109,447		\$110,889		\$92,432	
Net Worth								
Average Net Worth	\$1,532,161		\$1,577,033		\$1,565,742		\$1,324,393	
Median Net Worth	\$425,439		\$351,707		\$371,983		\$241,045	
Household Tenure								
Own	12,268	87.3%	33,184	75.0%	45,452	78.0%	1,032,161	80.0%
Rent	1,782	12.7%	11,066	25.0%	12,848	22.0%	257,839	20.0%
Household Type								
Married with Children	4,360	31.0%	11,835	26.7%	16,189	27.8%	377,487	29.3%
Married without Children	4,925	35.1%	13,308	30.1%	18,236	31.3%	247,221	19.2%
Other	1,948	13.9%	5,202	11.8%	7,147	12.3%	179,342	13.9%
Living Alone	2,128	15.1%	10,945	24.7%	13,075	22.4%	377,339	29.3%
Roommates	690	4.9%	2,960	6.7%	3,653	6.3%	108,611	8.4%

Sources: U.S. Census Bureau; ESRI; Maxfield Research & Consulting

Introduction

The variety and condition of the housing stock in a community provides the basis for an attractive living environment. Housing functions as a building block for neighborhoods and goods and services. We examined the housing market in Cottage Grove by reviewing data on the age of the existing housing supply; examining residential building trends since 2010; and reviewing housing data from the American Community Survey. Data is also provided for the PMA Remainder and Seven County Metro Area or Minnesota for comparison.

Residential Construction Trends

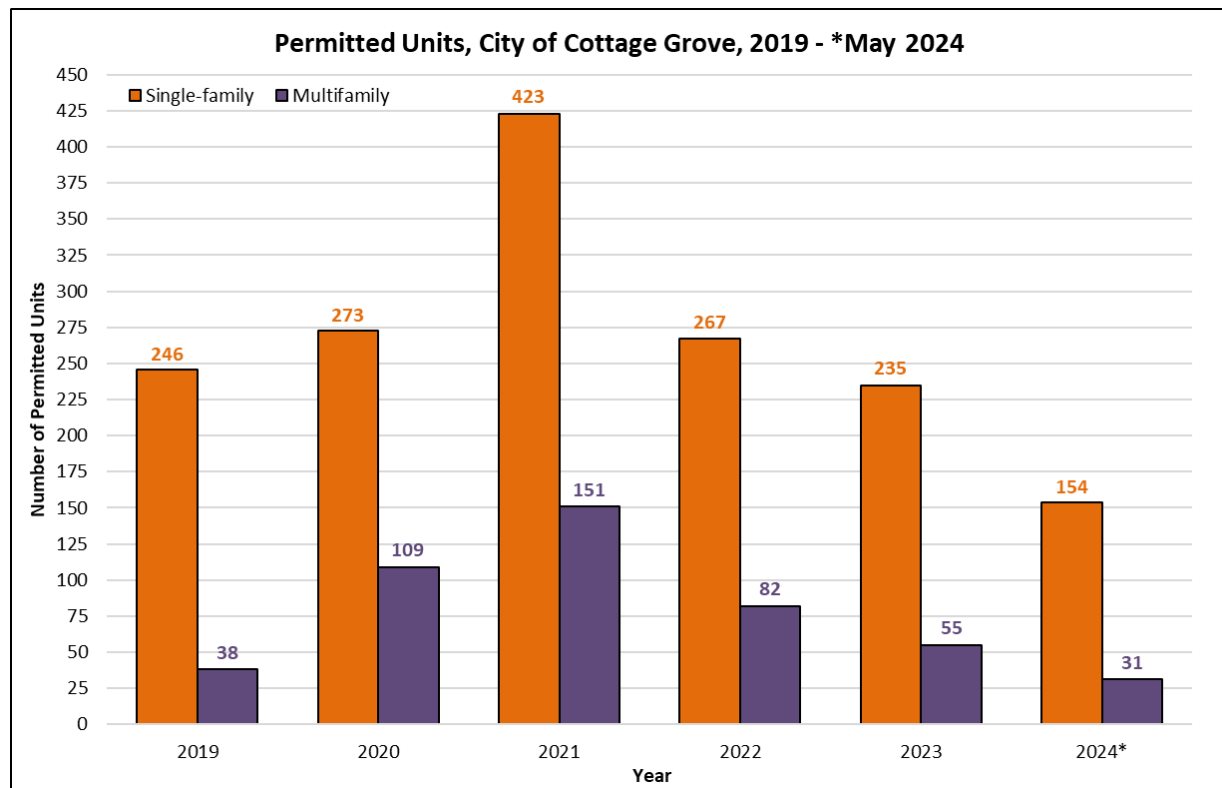
Building Permits

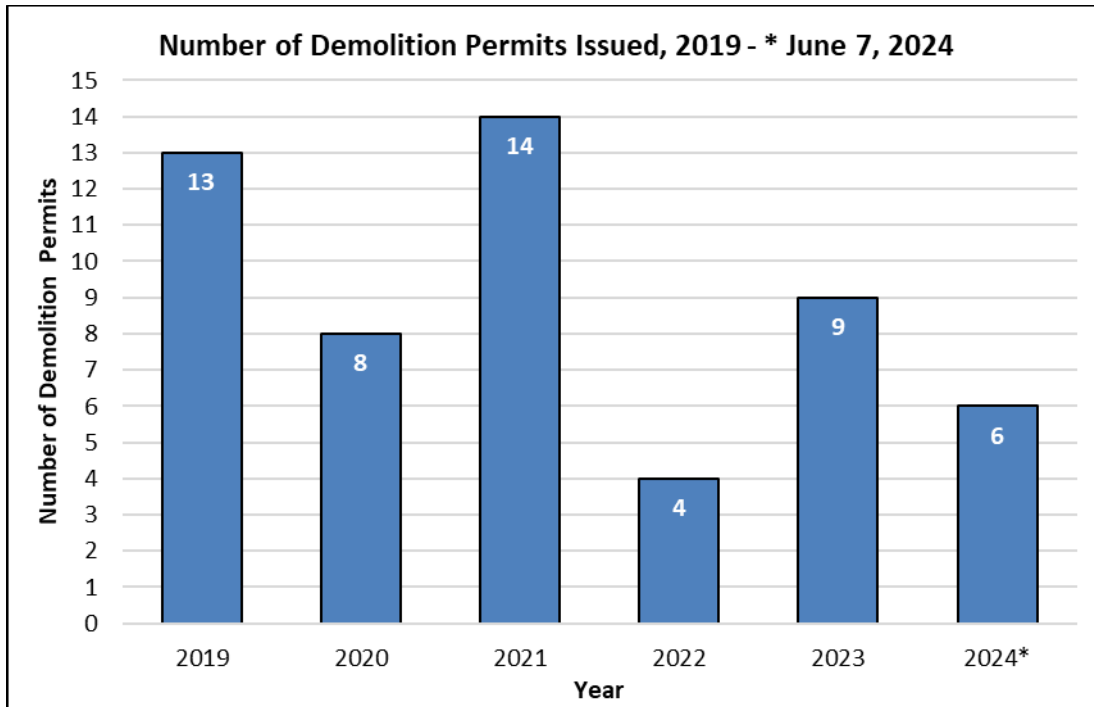
Maxfield Research obtained data on the number of new construction housing units in Cottage Grove from 2019 through May 2024. Note that data for 2024 is through May. Data was obtained from the City of Cottage Grove. Table HC-1, on the following page, displays information for these years.

Detached single-family is defined as fully detached housing units. Multifamily housing includes for-sale and rental projects includes duplex, triplex, and four-plex structures, in addition to buildings with five or more units. A multifamily structure is generally defined as a residential building containing units built one on top of another and those built side-by-side which do not have a ground-to-roof wall and/or have common facilities. Townhomes include attached single-family units, semi-attached units, side-by-side units, and rowhouses. All permitted multifamily units permitted in Cottage Grove between 2019 and May 2024 were townhomes. Table HC-1 breaks down permit activity by single-family and low- and higher-density multifamily.

- Development activity has been high in the City of Cottage Grove with an average of 376 units built per year between 2019 and 2023. In addition, 185 units have already been permitted between January and May 2024.
- Of the 2,064 new residential units permitted in Cottage Grove, over 77% (77.4%) of those permitted units were issued for single-family units while 22.6% were issued for multifamily units.
- In addition to new units added, 54 permits for demolition were issued between 2019 and June 7, 2024. This equates to nine demolition permits issued annually during the period.

HC-1 PERMITTED UNITS CITY OF COTTAGE GROVE 2019 THOROUGH MAY 2024			
Year	Units Permitted		
	Single-Family Units	Multifamily Units	Total Units
2019	246	38	284
2020	273	109	382
2021	423	151	574
2022	267	82	349
2023	235	55	290
2024*	154	31	185
Totals	1,598	466	2,064
* Through May.			
Note: All multifamily units are townhomes.			
Sources: City of Cottage Grove & Maxfield Research and Consulting.			





American Community Survey

The American Community Survey (“ACS”) is an ongoing statistical survey administered by the U.S. Census Bureau that is sent to approximately 3 million addresses annually. The survey gathers data previously contained only in the long form of the decennial census. As a result, the survey provides a more “up-to-date” portrait of demographic, economic, social, and household characteristics every year, not just every ten years. The most recent ACS highlights data collected between 2018 and 2022. All ACS surveys are subject to sampling error and uncertainty. The ACS reports margins of errors (MOEs) with estimates for most standard census geographies. The MOE is shown by reliability from low, medium to high. Due to the MOE, 2022 ACS data may have inconsistencies with previous 2010 Census data and more current 2020 Census data.

Tables HC-2 through HC-10 show key data from the American Community Survey for the City of Cottage Grove, PMA Remainder, Seven County Metro Area and for Table HC-2 and Minnesota.

Occupied Housing Units by Tenure

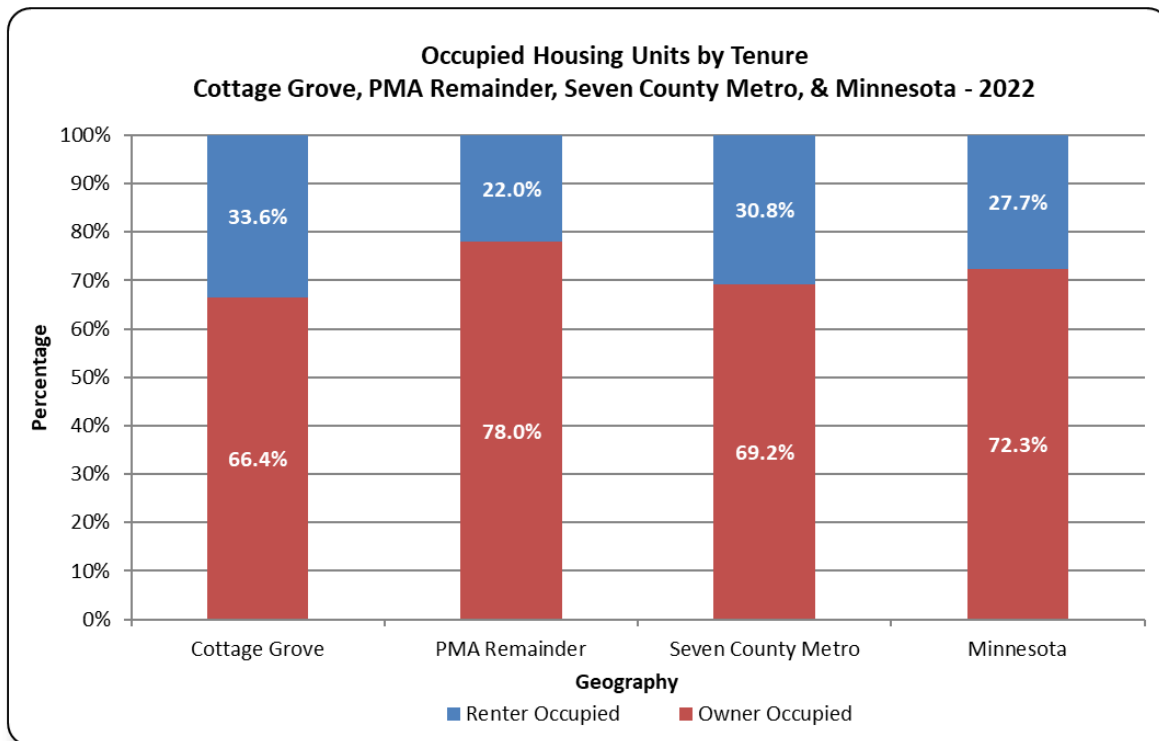
Tenure is a key variable that analyzes the propensity for householders to rent or own their housing unit. Tenure is an integral statistic used by numerous governmental agencies and private sector industries to assess neighborhood stability. Table HC-2 shows the tenure by occupied housing units in 2022.

HOUSING CHARACTERISTICS

- Housing in Cottage Grove is predominantly owner occupied. In 2022, 66.4% of housing units were owner occupied in the City. By comparison, to the PMA Remainder (78.0% owner-occupied), the Seven County Metro (69.2% owner-occupied) and the State of Minnesota (72.3% owner-occupied), the proportion of owner-occupied units in Cottage Grove (66.4%) is less than in the other three geographies.
- The proportion of renter occupied units was higher within the City of Cottage Grove than in the PMA Remainder, Seven-County Metro or the State of Minnesota. In Cottage Grove, 33.6% of households were renter occupied in 2022 compared to 22.0% of households in the PMA Remainder, 30.8% of households in the Seven County Metro, and 27.7% of households in the State of Minnesota.

TABLE HC-2 OCCUPIED HOUSING UNITS BY TENURE PRIMARY MARKET AREA 2022								
Year/Occupancy	Cottage Grove		PMA Remainder		Seven County Metro		Minnesota	
	Pct.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Owner Occupied	3,036	66.4%	32,817	78.0%	860,790	69.2%	1,631,701	72.3%
Renter Occupied	1,534	33.6%	9,230	22.0%	382,486	30.8%	624,425	27.7%
Total	4,570	100.0%	42,047	100.0%	1,243,276	100.0%	2,256,126	100.0%

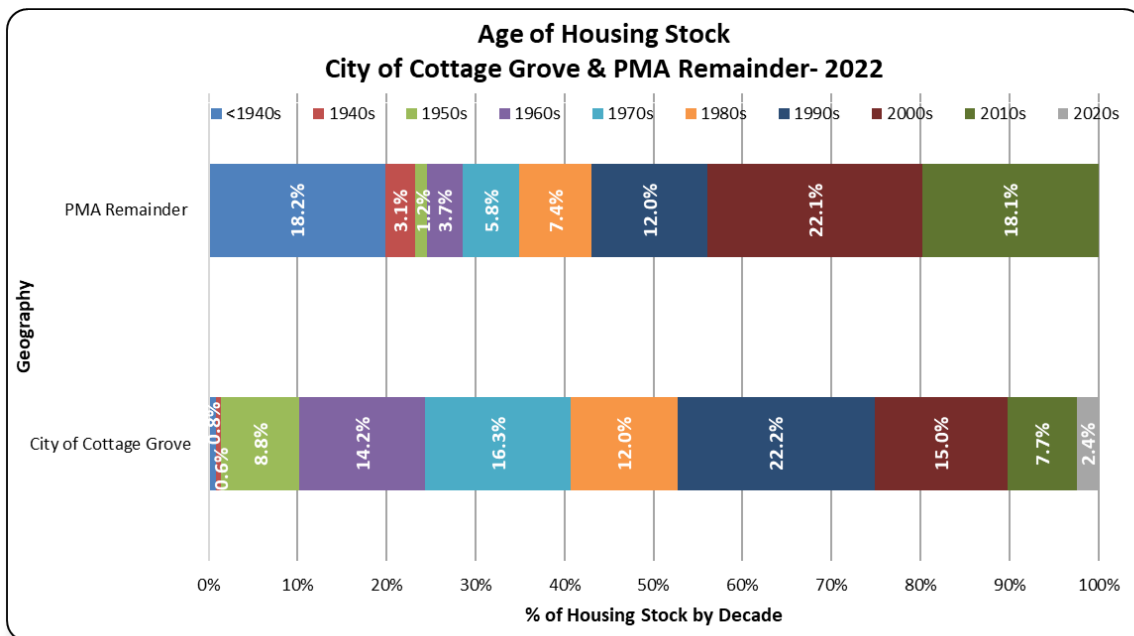
Sources: U.S. Census Bureau-American Community Survey & Maxfield Research and Consulting.



Age of Housing Stock

The following graph shows the age distribution of the housing stock based on data from the U.S. Census Bureau and the American Community Survey (5-Year estimates). Table HC-3 includes the number of housing units built in the City of Cottage Grove, the PMA Remainder, and the Seven County Metro, prior to 1940 and during each decade since.

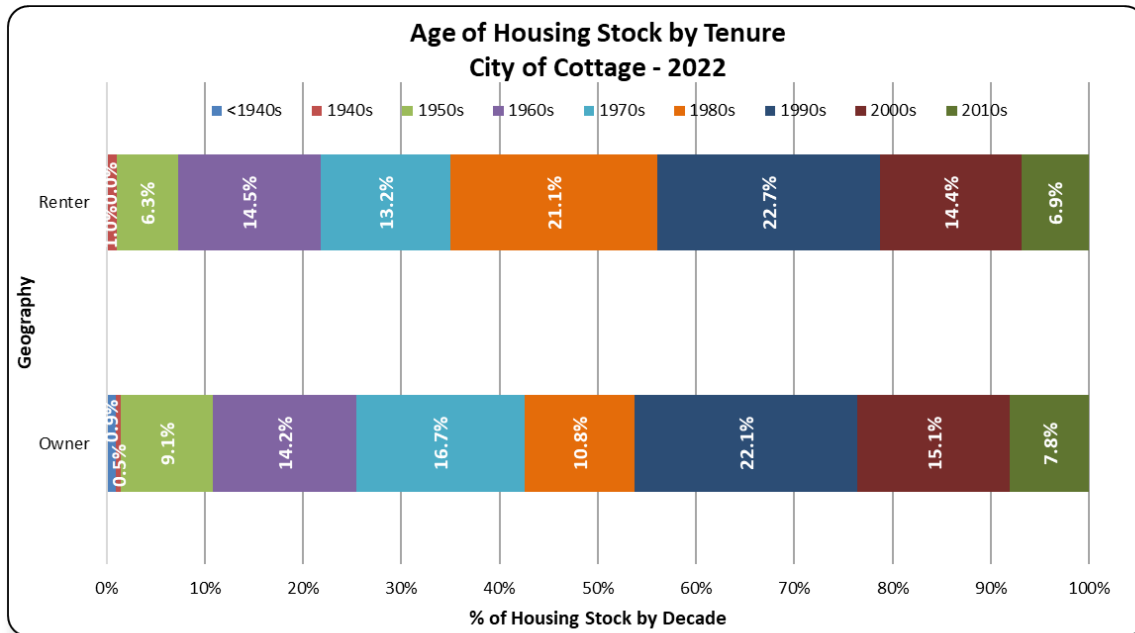
- In Cottage Grove, the highest proportion of homes were built in the 1990s (22.2%). In contrast, in the PMA Remainder, the highest proportion of homes were built in the 2000s (22.1%) while in the Seven County Metro Area most homes were built in the 1980s (14.6%).
- The second highest decade for which housing was built in Cottage Grove was the 1970s (16.3%). By comparison, the second highest decade the PMA Remainder was prior to the 1940s (18.2%) while in the Seven-County Metro the second highest decade was the 1970s (14.1%).
- Since the 2010s, 10.2% of Cottage Grove's housing stock has been built compared to 18.1% in the PMA Remainder and 8.2% in the Metro Area. With over 10% of homes in Cottage Grove and over 18% of homes in the PMA Remainder built since the 2010s, new construction will continue to play a big role in new housing stock in the Market Area.
- The below chart illustrates the breakdown by decade of the housing stock in Cottage Grove compared to the PMA Remainder.



- Owner occupied units in Cottage Grove have an older median age (1988) than in the PMA Remainder (1987) but newer than in the Seven County Metro Area (1976). Similarly, renter

HOUSING CHARACTERISTICS

occupied units in Cottage Grove have an older median age (1987) than in the PMA Remainder (1990) but newer than in the Seven-County Metro Area (1978).



HOUSING CHARACTERISTICS

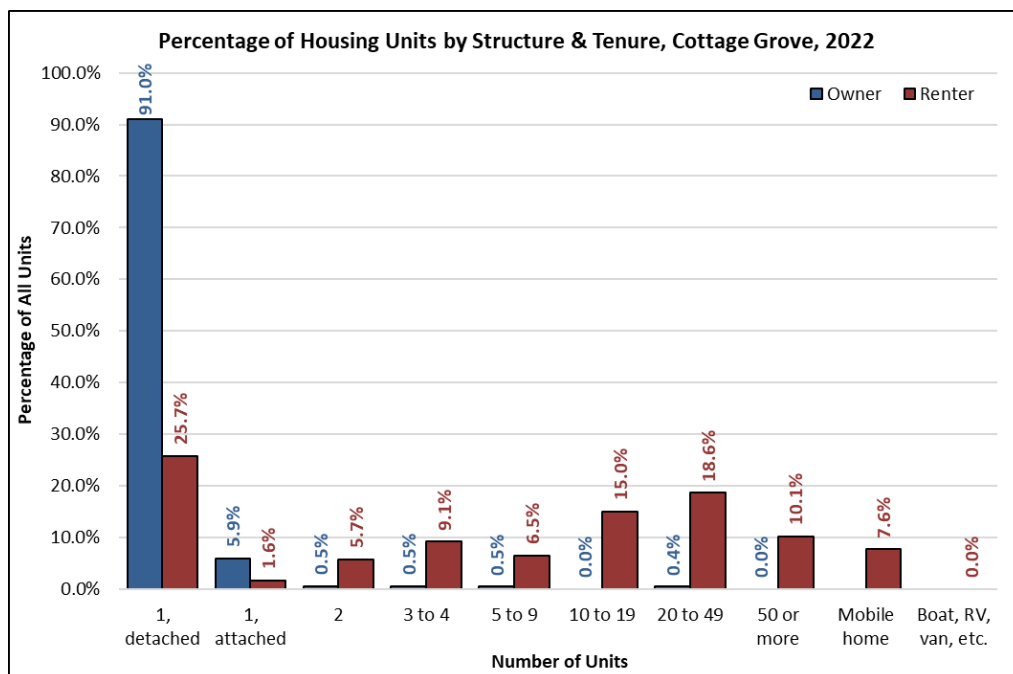
TABLE HC-3
AGE OF HOUSING STOCK
PRIMARY MARKET AREA
2022

			Year Unit Built																			
	Total Units	Med. Yr. Built	<1940		1940s		1950s		1960s		1970s		1980s		1990s		2000s		2010s		2020s	
			No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
City of Cottage Grove																						
Owner-Occupied	11,624	1988	106	0.9%	60	0.5%	1,061	9.1%	1,645	14.2%	1,943	16.7%	1,254	10.8%	2,567	22.1%	1,756	15.1%	910	7.8%	322	2.8%
Renter-Occupied	1,570	1987	0	0.0%	16	1.0%	99	6.3%	227	14.5%	207	13.2%	331	21.1%	356	22.7%	226	14.4%	108	6.9%	0	0.0%
Total	13,194	1988	106	0.8%	76	0.6%	1,160	8.8%	1,872	14.2%	2,150	16.3%	1,585	12.0%	2,923	22.2%	1,982	15.0%	1,018	7.7%	322	2.4%
PMA Remainder																						
Owner-Occupied	41,682	1991	9,230	22.1%	1,183	2.8%	519	1.2%	1,638	3.9%	2,389	5.7%	2,701	6.5%	4,397	10.5%	9,271	22.2%	7,312	17.5%	3,042	7.3%
Renter-Occupied*	9,069	1990*	0	0.0%	366	4.0%	111	1.2%	228	2.5%	555	6.1%	1,049	11.6%	1,686	18.6%	1,964	21.7%	1,864	20.6%	1,246	13.7%
Total	50,751	1991	9,230	18.2%	1,549	3.1%	630	1.2%	1,866	3.7%	2,944	5.8%	3,750	7.4%	6,083	12.0%	11,235	22.1%	9,176	18.1%	4,288	8.4%
Seven County Metro																						
Owner-Occupied	860,790	1976	120,364	14.0%	37,154	4.3%	99,931	11.6%	77,985	9.1%	107,767	12.5%	125,151	14.5%	125,931	14.6%	109,695	12.7%	52,402	6.1%	4,410	0.5%
Renter-Occupied	382,486	1978	53,183	13.9%	11,396	3.0%	25,765	6.7%	47,762	12.5%	67,433	17.6%	56,658	14.8%	39,738	10.4%	36,025	9.4%	42,496	11.1%	2,030	0.5%
Total	1,243,276	1978	173,547	14.0%	48,550	3.9%	125,696	10.1%	125,747	10.1%	175,200	14.1%	181,809	14.6%	165,669	13.3%	145,720	11.7%	94,898	7.6%	6,440	0.5%
*Excludes Grey Cloud Island Township for which renter-occupied data by median year built is not available.																						
Sources: U.S. Census Bureau - American Community Survey & Maxfield Research and Consulting.																						

Housing Units by Structure and Tenure

Table HC-4 shows the housing stock in Cottage Grove, the PMA Remainder, and the Seven County Metro by type of structure and tenure based on 2022 Five-year ACS estimates (2018-2022).

- Single-family detached units are overwhelmingly the dominate housing type for owner-occupied units in the City Cottage Grove (91.0%), the PMA Remainder (74.1%), and the Seven County Metro (80.0%).
- Single family detached units also made of up the largest share of renter-occupied units in the City of Cottage Grove (25.7%). In contrast, in both the PMA Remainder and Seven County Metro, the 50 or more-unit category made up the largest share of renter-occupied units at 11.3% and 34.1%, respectively.
- Single-family units account for about 62.3% of all unit types in Cottage Grove, 60.4% of all unit types in the PMA Remainder, and 59.0% of all unit types in the Seven County Metro. Cottage Grove has a relatively high amount of single-family rental units at 25.7% compared to the PMA Remainder and Seven County Metro at 11.3% and 11.6%, respectively. Single-family rental housing demand is on the rise as home prices continue to increase, due largely to rising home values and higher mortgage rates of the past year. Other Twin Cities ex-urban communities are now building purpose-built single-family rental housing.
- Rental properties with 50 or more units accounted for 10.1% of rental units and buildings in Cottage Grove, 18.6% of rental units with 20 to 49 units in the city, and 15.0% of rental units with 10 to 19 units in the City.



HOUSING CHARACTERISTICS

TABLE HC-4
HOUSING UNITS BY STRUCTURE & TENURE
PRIMARY MARKET AREA
2022

Units in Structure	Cottage Grove				PMA Remainder				Seven County Metro			
	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.
1, detached	2,764	91.0%	395	25.7%	24,328	74.1%	1,040	11.3%	688,821	80.0%	44,556	11.6%
1, attached	180	5.9%	25	1.6%	6,806	20.7%	2,078	22.5%	101,802	11.8%	35,013	9.2%
2	16	0.5%	88	5.7%	238	0.7%	223	2.4%	8,604	1.0%	21,731	5.7%
3 to 4	16	0.5%	140	9.1%	327	1.0%	694	7.5%	6,610	0.8%	18,546	4.8%
5 to 9	14	0.5%	99	6.5%	326	1.0%	339	3.7%	6,738	0.8%	22,202	5.8%
10 to 19	0	0.0%	230	15.0%	113	0.3%	604	6.5%	4,586	0.5%	42,713	11.2%
20 to 49	12	0.4%	285	18.6%	110	0.3%	1,252	13.6%	8,553	1.0%	64,470	16.9%
50 or more	0	0.0%	155	10.1%	157	0.5%	2,884	31.2%	22,469	2.6%	130,561	34.1%
Mobile home	34	1.1%	117	7.6%	408	1.2%	73	0.8%	12,461	1.4%	2,376	0.6%
Boat, RV, van, etc.	0	0.0%	0	0.0%	4	0.0%	43	0.5%	146	0.0%	318	0.1%
Total	3,036	100%	1,534	100%	32,817	100%	9,230	100%	860,790	100%	382,486	100%

Sources: U.S. Census Bureau - American Community Survey & Maxfield Research and Consulting.

Owner-Occupied Housing Units by Mortgage Status

Table HC-5 shows mortgage status from the American Community Survey for 2022 (5-Year estimates). Mortgage status provides information on the cost of homeownership when analyzed in conjunction with mortgage payment data. A mortgage refers to all forms of debt where the property is pledged as security for repayment of debt. A first mortgage has priority claim over any other mortgage or if it is the only mortgage. A second (and sometimes third) mortgage are called a "junior mortgage," a home equity line of credit (HELOC) would also fall into this category. Finally, a housing unit without a mortgage is owned free and clear and is debt free.

- In Cottage Grove, 71.9% of homes have a mortgage while 28.1% own their homes without a mortgage. Thus, the percentage of housing units in Cottage Grove owned without a mortgage is less than the PMA Remainder (30.2%) and the Metro Area (30.3%).
- Of homes with a mortgage in Cottage Grove, 10.6% had an additional second mortgage, home equity loan, or both. In comparison, 10.2% of homes in the PMA Remainder and 3.4% of homes in the Seven County Metro had a second mortgage, home equity loan, or both.
- Housing units with a mortgage reported a higher median value than those without a mortgage. The median value of housing units with a mortgage was \$339,600 in Cottage Grove compared to \$329,400 for homes without a mortgage. Compared to Cottage Grove, homes with mortgages had a median value of \$282,744 in the PMA and \$400,689 in the Seven County Metro. Homes without a mortgage had a median value of \$252,352 in the PMA Remainder and \$376,222 in the Seven County Metro.

HOUSING CHARACTERISTICS

TABLE HC-5
OWNER-OCCUPIED HOUSING UNITS BY MORTGAGE STATUS
PRIMARY MARKET AREA
2022

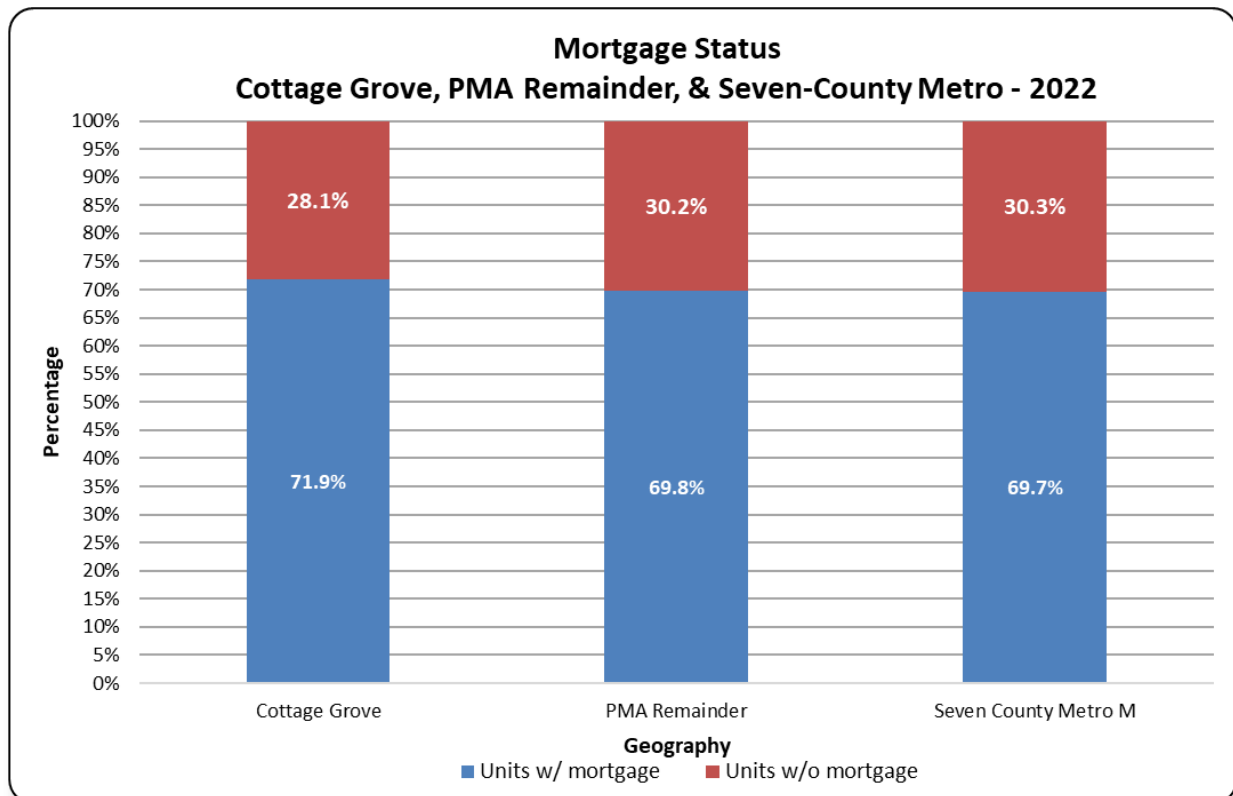
Mortgage Status	Cottage Grove		PMA Remainder		Seven-County Metro	
	No.	Pct.	No.	Pct.	No.	Pct.
Housing units without a mortgage	3,272	28.1%	9,923	30.2%	260,985	30.3%
Housing units with a mortgage/debt	8,352	71.9%	22,894	69.8%	599,805	69.7%
<i>Second mortgage only</i>	164	1.4%	568	1.7%	18,526	2.2%
<i>Home equity loan only</i>	934	8.0%	2,632	8.0%	8,713	1.0%
<i>Both second mortgage and equity loan</i>	136	1.2%	159	0.5%	2,138	0.2%
<i>No second mortgage or equity loan</i>	7,023	60.4%	19,184	58.5%	506,576	58.9%
Total	11,624	100.0%	32,817	100.0%	860,790	100.0%

Median Value by Mortgage Status

Housing units with a mortgage	\$339,600	\$282,744*	\$400,689
Housing units without a mortgage	\$329,400	\$252,352*	\$376,222

* Excludes Washington County portion of Hastings, for which data is not available.

Sources: U.S. Census Bureau - American Community Survey & Maxfield Research and Consulting.



Owner-Occupied Housing Units by Value

Table HC-6 presents data on housing values summarized by nine price ranges. Housing value refers to the estimated price point the property would sell if the property were for sale. For single-family and townhome properties, value includes both the land and the structure. For condominium units, value refers to only the unit.

- The median owner-occupied home value in Cottage Grove (\$337,000) was lower than in either the PMA Remainder (\$373,513) or the Seven-County Metro (\$342,501).
- In Cottage Grove, homes valued between \$300,000 and \$399,999 comprised the largest proportion of homes, accounting for 30.9% of owner-occupied units. Another 20.2% of owner-occupied units were valued between \$200,000 and \$249,999.
- The largest proportion of owner-occupied homes in the PMA Remainder were priced at greater than \$500,000 (22.7%) followed by homes between \$300,000 and \$399,999 (21.5%). The Metro Area's two largest categories of owner-occupied homes were between \$300,000 and \$399,999 (24.4%) followed by greater than \$500,000 (20.3%).

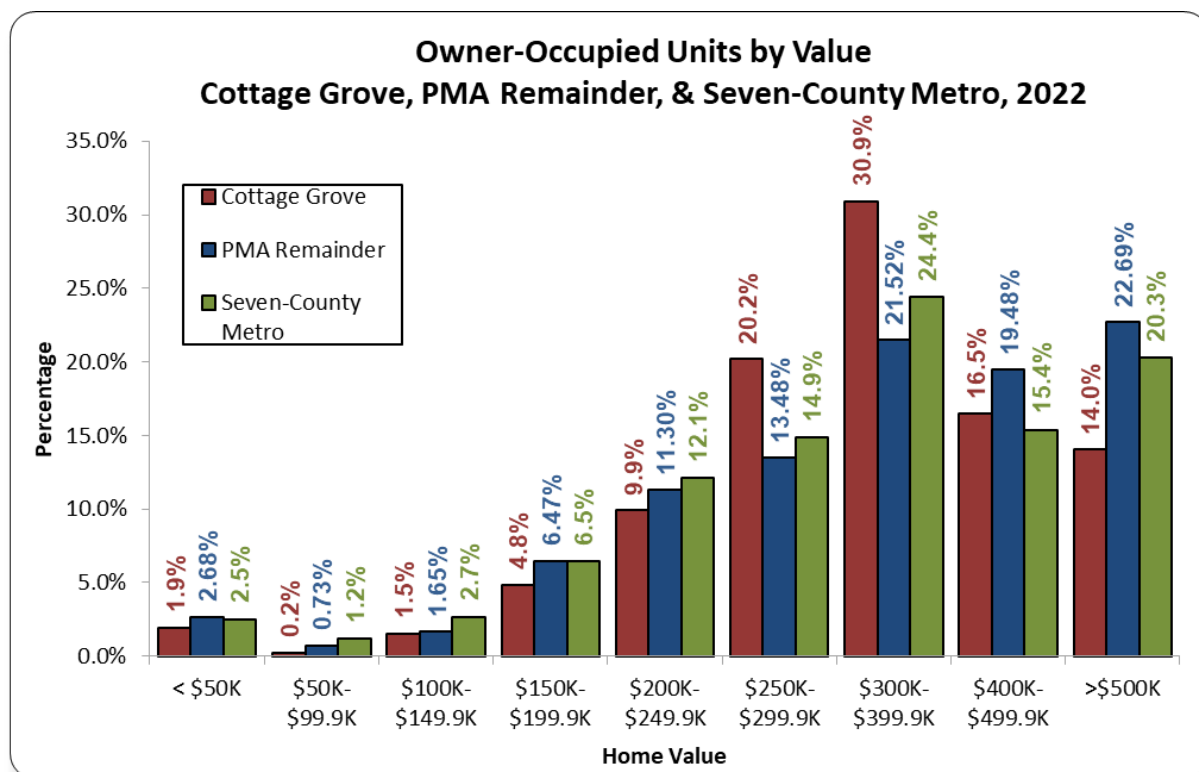


TABLE HC-6 OWNER-OCCUPIED UNITS BY VALUE PRIMARY MARKET AREA 2022						
Home Value	Cottage Grove		PMA Remainder		Seven-County Metro	
	No.	Pct.	No.	Pct.	No.	Pct.
Less than \$50,000	223	1.9%	878	2.7%	21,689	2.5%
\$50,000-\$99,999	26	0.2%	239	0.7%	10,401	1.2%
\$100,000-\$149,999	176	1.5%	541	1.6%	23,115	2.7%
\$150,000-\$199,999	561	4.8%	2,124	6.5%	55,715	6.5%
\$200,000-\$249,999	1,150	9.9%	3,708	11.3%	104,397	12.1%
\$250,000-\$299,999	2,346	20.2%	4,424	13.5%	128,226	14.9%
\$300,000-\$399,999	3,595	30.9%	7,062	21.5%	210,332	24.4%
\$400,000-\$499,999	1,915	16.5%	6,394	19.5%	132,516	15.4%
Greater than \$500,000	1,632	14.0%	7,447	22.7%	174,399	20.3%
Total	11,624	100.0%	32,817	100.0%	860,790	100.0%
Median Home Value	\$337,000		\$373,513		\$342,501	
Note: The median year built for the PMA Remainder is weighted and only includes cities/townships with available data.						
Sources: U.S. Census Bureau - American Community Survey & Maxfield Research and Consulting.						

Renter-Occupied Units by Contract Rent

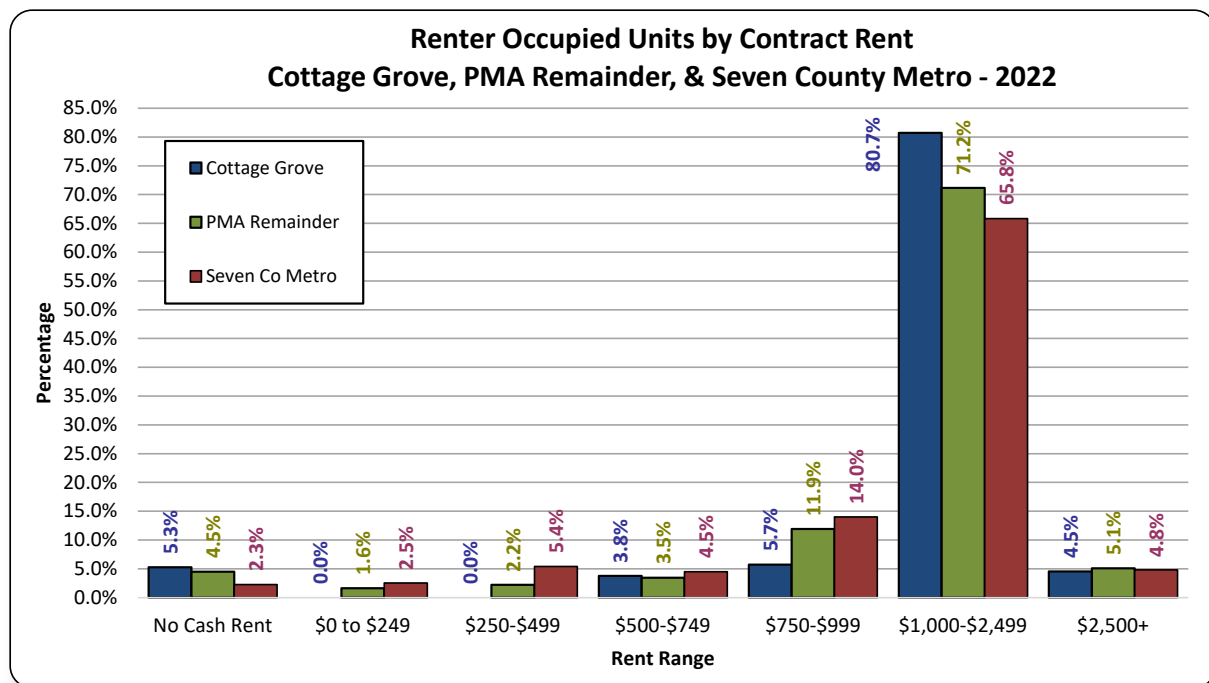
Table HC-7 presents information on the monthly housing costs for renters called contract rent (also known as asking rent) as sourced from the U.S. Census ACS. Contract rent is the monthly rent agreed to regardless of any utilities, furnishings, fees, or services that may be included.

- Cottage Grove renters were most likely to pay between \$1,000 and \$2,499 in monthly rent, with an estimated 80.7% of renter-occupied units reporting rents in this range. Reflecting the high rents in the City, another 4.5% of renters paid \$2,500 or more in monthly rent. Therefore, over 85% (85.2%) of renter households paid \$1,000 or more in monthly rent.
- Compared to the PMA Remainder, residents in the PMA Remainder and Seven County Metro were less likely than Cottage Grove to pay \$1,000 or more in monthly rent. The percentages of those paying \$1,000 or more were the following: 76.3% in the PMA Remainder and 70.7% in the Seven-County Metro.
- The median rent in Cottage Grove was estimated at \$1,467 in 2022, 7.7% higher than in the PMA Remainder (\$1,362) and 16.6% higher than in the Seven-County Metro (\$1,255). Factoring in annual percentage rent increases, the 2024 median rent in Cottage Grove is estimated at \$1,578, based on recent increases of 5% annually. This would compare to \$1,465 for the PMA Remainder and \$1,350 for the Seven County Metro.

HOUSING CHARACTERISTICS

- Housing units without payment of rent (“no cash rent”) make up 5.3% of Cottage Grove renters. The proportion was modestly lower in the PMA Remainder (4.5%) but less than that in the Metro Area (2.3%). Typically, units may be owned by a relative or friend who lives elsewhere whom allow occupancy without charge. Other sources may include caretakers or ministers who may occupy a residence without charge.

Contract Rent	Cottage Grove		PMA Remainder		Seven-County Metro	
	No.	Pct.	No.	Pct.	No.	Pct.
No Cash Rent	83	5.3%	415	4.5%	8,746	2.3%
Cash Rent	1,487	94.7%	8,815	95.5%	373,740	97.7%
\$0 to \$249	0	0.0%	151	1.6%	9,687	2.5%
\$250-\$499	0	0.0%	204	2.2%	20,694	5.4%
\$500-\$749	59	3.8%	320	3.5%	17,234	4.5%
\$750-\$999	90	5.7%	1,101	11.9%	53,582	14.0%
\$1,000-\$2,499	1,267	80.7%	6,568	71.2%	251,831	65.8%
\$2,500+	71	4.5%	471	5.1%	18,480	4.8%
Total	1,570	100.0%	9,230	100.0%	382,486	100.0%
Median Contract Rent	\$1,467		\$1,362*		\$1,255	
*Excludes Denmark Township, Grey Cloud Island Township, and the Washington County portion of Hastings. No data is available for these geographies.						
Sources: U.S. Census Bureau - American Community Survey & Maxfield Research and Consulting.						

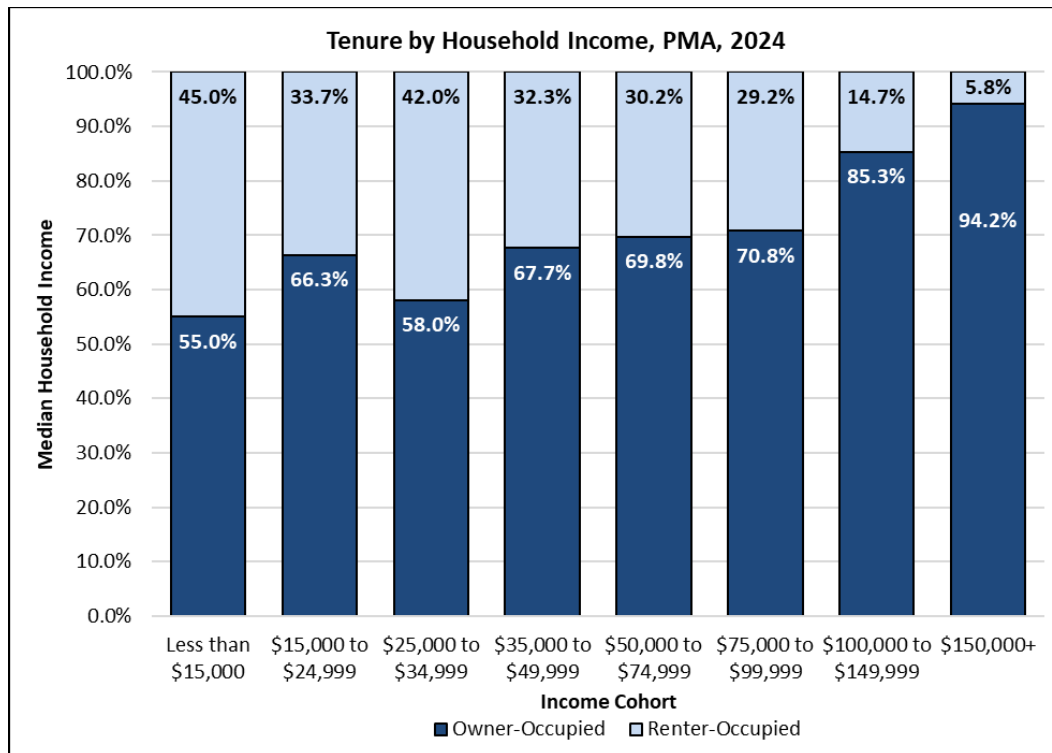


Tenure by Household Income

Table HC-8 presents information on tenure by household incomes in the PMA. Data was obtained through the American Community Survey for 2022 and adjusted forward by Maxfield Research based on current household income totals and tenure proportions.

- Larger communities attract development of rental properties due to employment opportunities and retail goods and services offered. Cottage Grove and its proximity to Woodbury, Interstates 94 and 494, Interstate 35E and the Minneapolis-St. Paul Airport make the City an attraction location for renters. The City is estimated to have 11.9% renter households and 88.1% owner households. By comparison, the PMA Remainder is estimated to have 22.0% renter households and 78.0% owner households while the Metro Area is estimated to have 30.8% renter households and 69.2% owner households.
- As incomes rise, the proportion of owner-occupied units increases. In Cottage Grove, for households earning \$150,000 or more, 95.6% are owners, up from a low of 67.5% of those making between \$25,000 and \$34,999.
- A portion of renter households are referred to as lifestyle renters, those who are financially able to own a home but choose to rent. Lifestyle renters in the Twin Cities Metro Area typically have household incomes of \$60,000 or above (\$1,500 in monthly housing expenses). An estimated 58% of renter households have incomes of \$60,000 or more in Cottage Grove. Therefore, renters in Cottage Grove are more well off than in the PMA Remainder and the Metro Area where 47.6% and 41.9%, respectively, are lifestyle renters.
- The median income of renter households was 40% less than the median income of owner households in Cottage Grove. In 2024, owner households in Cottage Grove reported a median income of \$123,333 compared to \$74,167 among renter-occupied households.

TABLE D-6 TENURE BY HOUSEHOLD INCOME PRIMARY MARKET AREA 2024																
Income	CITY OF COTTAGE GROVE				REMAINDER OF PMA				PRIMARY MARKET AREA				SEVEN-COUNTY METRO AREA			
	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.	Owner-Occupied	Pct.	Renter-Occupied	Pct.
less than \$15,000	279	73.4%	101	26.6%	933	51.2%	889	48.8%	1,212	55.0%	990	45.0%	23,658	32.8%	48,435	67.2%
\$15,000 to \$24,999	167	81.8%	37	18.2%	1,195	64.6%	655	35.4%	1,362	66.3%	692	33.7%	21,481	36.7%	37,129	63.3%
\$25,000 to \$34,999	301	67.4%	146	32.6%	956	55.6%	763	44.4%	1,257	58.0%	909	42.0%	30,081	44.9%	36,925	55.1%
\$35,000 to \$49,999	414	67.5%	199	32.5%	2,073	67.7%	989	32.3%	2,488	67.7%	1,188	32.3%	54,371	49.7%	55,114	50.3%
\$50,000 to \$74,999	1,514	80.5%	366	19.5%	3,485	65.9%	1,800	34.1%	4,999	69.8%	2,167	30.2%	110,556	59.9%	74,085	40.1%
\$75,000 to \$99,999	1,548	89.8%	177	10.2%	4,064	65.5%	2,142	34.5%	5,612	70.8%	2,319	29.2%	110,118	68.6%	50,392	31.4%
\$100,000 to \$149,999	3,649	89.3%	436	10.7%	7,972	83.5%	1,571	16.5%	11,622	85.3%	2,006	14.7%	197,397	80.0%	49,217	20.0%
\$150,000+	4,504	95.6%	210	4.4%	13,845	94%	917	6.2%	18,350	94.2%	1,127	5.8%	313,128	90.9%	31,189	9.1%
Total	12,378	88.1%	1,672	11.9%	34,524	78.0%	9,726	22.0%	46,902	80.4%	11,398	19.6%	860,790	69.2%	382,486	30.8%
Median Household Income*	\$123,333		\$74,167		\$130,364		\$73,331		\$125,079		\$68,649		\$119,273		\$54,187	
*As of 2022. PMA and PMA Remainder renter household income number does not include Grey Cloud Island in calculations which is missing data.																
Sources: U.S. Census Bureau - American Community Survey; Maxfield Research and Consulting.																



Mobility in the Past Year

Table HC-9 shows the mobility patterns of PMA residents. The information reflects the proportion of residents that reported a move within the last year at the time the ACS survey was conducted. The table presents the estimates of mobility within the last year based on an average of five years of data collection (2018-2022).

- Most Cottage Grove residents (86.4%) did not move during the last year. In the PMA Remainder (81.9%) of its residents did not move in the last year while 81.8% of Metro Area residents did not move.
- Among Cottage Grove residents that moved, most were likely to move within their same county (5.0%) followed by a move from a different county in Minnesota (4.3%). Those moving from a different state represented 1.2% while those moving from abroad represented 0.1%.
- The age group most likely to move is the age 25 to 34 cohort as an estimated 20.5% moved in the past year followed by those ages 35 to 44 at 18.8%. Those ages 25 to 34 may consider moving to communities such as Cottage Grove as they begin families.
- Mobility increased among those age 75 years or older as this age group often relocates for health and lifestyle reasons. This cohort may move to smaller homes, a senior living facility or to another community to be closer to family.

HOUSING CHARACTERISTICS

TABLE D-9
MOBILITY IN THE PAST YEAR BY AGE FOR CURRENT RESIDENCE
PRIMARY MARKET AREA
2022

	Did Not Move		Moved							
	Same House		Within Same County		Different County Same State		Different State		Abroad	
Cottage Grove	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Age										
Under 18	8,939	86.1%	678	6.5%	349	3.4%	92	0.9%	12	0.1%
18 to 24	2,795	87.2%	132	4.1%	61	1.9%	120	3.7%	0	0.0%
25 to 34	3,573	79.5%	169	3.8%	504	11.2%	105	2.3%	12	0.3%
35 to 44	5,829	81.2%	556	7.7%	472	6.6%	107	1.5%	0	0.0%
45 to 54	4,751	91.2%	199	3.8%	105	2.0%	0	0.0%	0	0.0%
55 to 64	4,043	90.7%	174	3.9%	93	2.1%	17	0.4%	0	0.0%
65 to 74	2,766	93.1%	0	0.0%	73	2.5%	44	1.5%	0	0.0%
75+	1,804	88.4%	102	5.0%	74	3.6%	0	0.0%	0	0.0%
Total	34,500	86.4%	2,010	5.0%	1,731	4.3%	485	1.2%	24	0.1%
Remainder of PMA	Same House		Within Same County		Different County Same State		Different State		Abroad	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Age										
Under 18	22,495	82.5%	1,527	5.6%	986	3.6%	793	2.9%	12	0.0%
18 to 24	6,488	66.8%	865	8.9%	1,143	11.8%	721	7.4%	0	0.0%
25 to 34	8,667	68.4%	926	7.3%	1,884	14.9%	497	3.9%	12	0.1%
35 to 44	13,656	80.8%	1,181	7.0%	569	3.4%	529	3.1%	0	0.0%
45 to 54	14,130	87.5%	492	3.0%	288	1.8%	372	2.3%	0	0.0%
55 to 64	13,215	88.8%	342	2.3%	342	2.3%	194	1.3%	0	0.0%
65 to 74	9,086	89.8%	207	2.0%	289	2.9%	25	0.2%	0	0.0%
75+	5,828	89.8%	171	2.6%	139	2.1%	26	0.4%	0	0.0%
Total	93,565	81.9%	5,711	5.0%	5,640	4.9%	3,157	2.8%	24	0.0%
PMA	Same House		Within Same County		Different County Same State		Different State		Abroad	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Age										
Under 18	31,434	83.5%	2,205	5.9%	1,335	3.5%	885	2.4%	93	0.2%
18 to 24	9,283	71.9%	997	7.7%	1,204	9.3%	841	6.5%	3	0.0%
25 to 34	12,240	71.3%	1,095	6.4%	2,388	13.9%	602	3.5%	74	0.4%
35 to 44	19,485	80.8%	1,737	7.2%	1,041	4.3%	636	2.6%	123	0.5%
45 to 54	18,881	88.4%	691	3.2%	393	1.8%	372	1.7%	53	0.2%
55 to 64	17,258	89.3%	516	2.7%	435	2.3%	211	1.1%	42	0.2%
65 to 74	11,852	90.6%	207	1.6%	362	2.8%	69	0.5%	5	0.0%
75+	7,632	89.5%	273	3.2%	213	2.5%	26	0.3%	0	0.0%
Total	128,065	83.1%	7,721	5.0%	7,371	4.8%	3,642	2.4%	393	0.3%
Seven-County Metro	Same House		Within Same County		Different County Same State		Different State		Abroad	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Age										
Under 18	611,554	84.1%	42,550	5.9%	23,526	3.2%	9,253	1.3%	2,764	0.4%
18 to 24	184,140	64.8%	36,437	12.8%	30,187	10.6%	15,699	5.5%	3,125	1.1%
25 to 34	340,010	70.2%	57,468	11.9%	40,453	8.4%	18,042	3.7%	3,345	0.7%
35 to 44	382,551	82.5%	30,022	6.5%	17,312	3.7%	8,112	1.7%	1,633	0.4%
45 to 54	353,929	87.0%	16,279	4.0%	10,355	2.5%	4,211	1.0%	1,212	0.3%
55 to 64	377,827	88.6%	13,709	3.2%	8,726	2.0%	3,035	0.7%	1,020	0.2%
65 to 74	263,819	89.8%	8,015	2.7%	4,370	1.5%	1,836	0.6%	500	0.2%
75+	169,551	86.9%	8,516	4.4%	4,572	2.3%	1,740	0.9%	639	0.3%
Total	2,683,381	81.8%	212,996	6.5%	139,501	4.3%	61,928	1.9%	14,238	0.4%

Sources: American Community Survey; Maxfield Research and Consulting.

Introduction

Employment characteristics are important components in assessing housing needs in any given Market Area. These trends are important to consider since employment growth often fuels household growth. Typically, households prefer to live near work for convenience, which is a primary factor in choosing a housing location. This preference is particularly true among renters. Young adults entering the workforce, a primary target market for rental housing, often place excellent value on living near employment, education, shopping and entertainment. Many households commute greater distances to work provided their housing is affordable enough to offset the additional transportation costs.

Although employment growth often parallels population growth, it is tied more strongly to transportation access. Cities with interstate access and intra- and inter-metro transportation connections attract more businesses and post higher employment gains.

Employment Growth and Projections

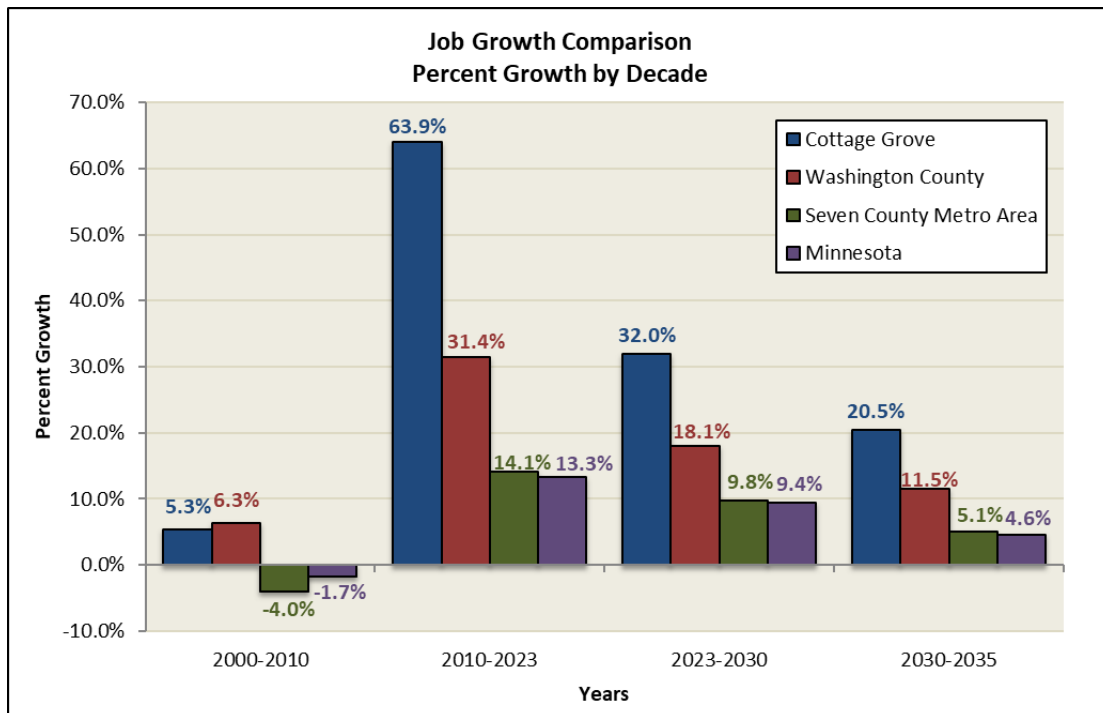
Table E-1 on the following page shows employment growth trends and projections in Cottage Grove, Washington County, the Seven-County Metro Area and Minnesota from 2000 to 2035 based on the latest information available from the Minnesota Department of Employment and Economic Development (MN DEED). Data from 2000 through 2023 represents the annual average employment for that year. Projections for 2025, 2030 and 2035 are based on projections from MN DEED with adjustments by Maxfield Research.

- Between 2000 and 2010, Cottage Grove and Washington County experienced employment increases of 5.3% and 6.3%, respectively. In comparison, the Seven County Metro Minnesota saw declines in employment. The Metro Area declined by 4.0% while Minnesota declined by 1.7%.
- Cottage Grove accounted for 9.0% of jobs in Washington County and 0.4% of jobs in the Seven County Metro in 2000 and 2010. In 2020, Cottage Grove's percentage of jobs in Washington County and the Metro increased to 10.6% and 0.5%, respectively. By 2030, Cottage Grove is projected to make up 12.5% of jobs in Washington County and 0.7% of jobs in the Metro Area.
- Between 2010 and 2023, Cottage Grove gained 4,083 jobs (63.9%) while Washington County gained 22,392 jobs (31.4%). During those 13 years, the number of jobs also increased in the Metro Area (217,284 jobs, 14.1%) and Minnesota (339,873, 13.3%).

TABLE E-1 EMPLOYMENT GROWTH TRENDS AND PROJECTIONS PRIMARY MARKET AREA 2000 to 2035								
Annual Employment	Cottage Grove		Washington County		Seven County Metro Area		Minnesota	
2000	6,061		67,056		1,600,741		2,608,844	
2005	6,321		73,456		1,593,962		2,637,323	
2010	6,385		71,292		1,537,041		2,563,391	
2015	6,863		79,139		1,675,292		2,774,426	
2020	8,917		84,005		1,644,852		2,707,821	
2021	9,561		88,479		1,679,342		2,774,366	
2022	9,860		91,825		1,730,056		2,856,018	
2023	10,468		93,684		1,754,325		2,903,264	
2025 Forecast	11,465		99,195		1,832,865		3,038,350	
2030 Forecast	13,815		110,595		1,925,835		3,177,560	
2035 Forecast	16,650		123,310		2,024,070		3,323,145	

Change	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
2000 - 2010	324	5.3%	4,236	6.3%	-63,700	-4.0%	-45,453	-1.7%
2010 - 2023	4,083	63.9%	22,392	31.4%	217,284	14.1%	339,873	13.3%
2023 - 2030	3,347	32.0%	16,911	18.1%	171,510	9.8%	274,296	9.4%
2030 - 2035	2,835	20.5%	12,715	11.5%	98,235	5.1%	145,585	4.6%

Sources: MN DEED; & Maxfield Research & Consulting.



EMPLOYMENT TRENDS

- Between 2023 and 2030, jobs are projected to increase by 3,347 (32.0%) in Cottage Grove and 16,911 jobs (18.1%) in Washington County. In contrast, the Seven County Metro Area and Minnesota are forecast to increase employment by 171,510 (9.8%) and 274,296 (9.4%), respectively.
- Between 2030 and 2035, employment is projected to increase by 2,835 (20.5%) in Cottage Grove and 12,715 jobs (11.5%) in Washington County. In contrast, the Seven County Metro Area and Minnesota are forecast to increase employment by 98,235 (5.1%) and 145,585 (4.6%), respectively.

Resident Labor Force

Table E-2, on the following page, presents resident employment data for the Cottage Grove from 2008 through July 2024. Resident employment data is calculated as an annual average *and reveals the work force and number of employed persons living in the County*. Not all of these individuals work in Cottage Grove. The data is obtained from the Minnesota Department of Economic Development (MN DEED). Data is also provided for the Twin Cities Metro Area, Minnesota and the US.

- In 2023, Cottage Grove had a labor force of 21,179 with 20,640 employed residents, which equates to a 2.5% unemployment rate. By comparison, 2023 unemployment rates were 2.6% in Washington County, 2.6% in the Seven County Metro Area, 2.8% in Minnesota and 3.6% in the US.
- Cottage Grove's annual unemployment rate has been lower than Washington County, the Seven County Metro, Minnesota and the US every year since 2020.

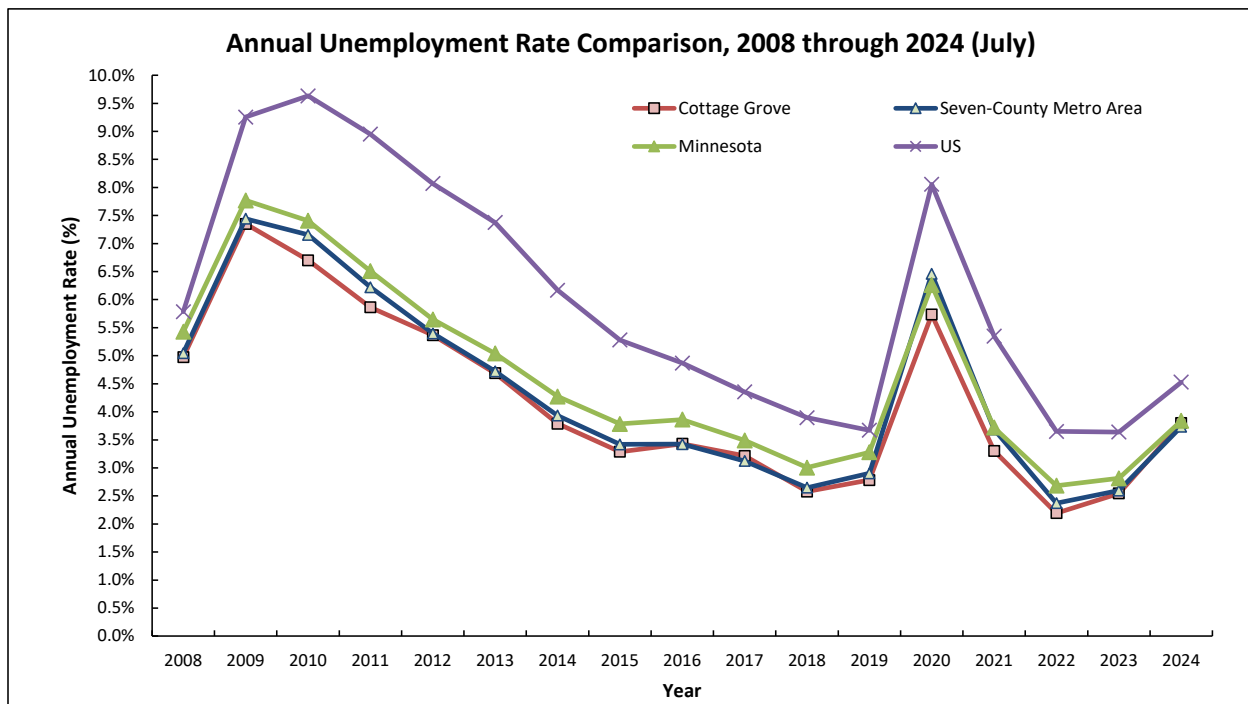
TABLE E-2
ANNUAL AVERAGE RESIDENT EMPLOYMENT
COTTAGE GROVE, SEVEN-COUNTY METRO AREA, MINNESOTA, & US
2008 through 2024 (July)

Year	Labor Force	Employed	Unemployed	Unemployment Rate
Cottage Grove				
2008	19,304	18,344	960	5.0%
2009	19,207	17,795	1,412	7.4%
2010	19,369	18,071	1,298	6.7%
2011	19,458	18,317	1,141	5.9%
2012	19,528	18,480	1,048	5.4%
2013	19,618	18,698	920	4.7%
2014	19,698	18,952	746	3.8%
2015	19,836	19,184	652	3.3%
2016	19,968	19,283	685	3.4%
2017	20,563	19,902	661	3.2%
2018	20,704	20,170	534	2.6%
2019	21,052	20,466	586	2.8%
2020	21,206	19,990	1,216	5.7%
2021	20,676	19,993	683	3.3%
2022	20,961	20,501	460	2.2%
2023	21,179	20,640	539	2.5%
2024	21,208	20,401	807	3.8%
Change 2008 through 2024 (July)				
Number	1,904	2,057	-153	--
Percent	9.9%	11.2%	-15.9%	--
Seven-County Metro Area				
2008	1,603,501	1,522,589	80,912	5.0%
2009	1,601,871	1,482,667	119,204	7.4%
2010	1,593,385	1,479,385	114,000	7.2%
2011	1,606,856	1,506,887	99,969	6.2%
2012	1,611,797	1,524,778	87,019	5.4%
2013	1,626,969	1,550,140	76,829	4.7%
2014	1,642,460	1,577,850	64,610	3.9%
2015	1,653,838	1,597,310	56,528	3.4%
2016	1,669,746	1,612,583	57,163	3.4%
2017	1,706,940	1,653,641	53,299	3.1%
2018	1,714,156	1,668,797	45,359	2.6%
2019	1,736,631	1,686,236	50,395	2.9%
2020	1,742,641	1,630,026	112,615	6.5%
2021	1,694,102	1,631,670	62,432	3.7%
2022	1,712,706	1,672,095	40,611	2.4%
2023	1,728,472	1,683,595	44,877	2.6%
2024	1,726,370	1,661,889	64,481	3.7%
Change 2008-2024 (July)				
Number	122,869	139,300	-16,431	--
Percent	7.7%	9.1%	-20.3%	--
Continued				

TABLE E-2 ANNUAL AVERAGE RESIDENT EMPLOYMENT COTTAGE GROVE, SEVEN-COUNTY METRO AREA, MINNESOTA, & US 2008 to 2024 (July)				
Year	Labor Force	Employed	Unemployed	Unemployment Rate
Minnesota				
2008	2,925,088	2,766,342	158,746	5.4%
2009	2,941,976	2,713,426	228,550	7.8%
2010	2,940,816	2,723,025	217,791	7.4%
2011	2,952,527	2,760,399	192,127	6.5%
2012	2,949,769	2,783,181	166,588	5.6%
2013	2,961,728	2,812,452	149,275	5.0%
2014	2,979,798	2,852,487	127,310	4.3%
2015	3,005,413	2,891,672	113,740	3.8%
2016	3,023,110	2,906,348	116,761	3.9%
2017	3,071,005	2,963,829	107,176	3.5%
2018	3,075,089	2,982,657	92,431	3.0%
2019	3,111,673	3,009,672	102,001	3.3%
2020	3,122,015	2,926,643	195,371	6.3%
2021	3,049,037	2,935,653	113,384	3.7%
2022	3,077,500	2,994,919	82,580	2.7%
2023	3,099,922	3,012,707	87,215	2.8%
2024	3,115,318	2,995,686	119,632	3.8%
Change 2008-2024 (July)				
Number	190,230	229,344	-39,114	--
Percent	6.5%	8.3%	-24.6%	--
US				
2008	154,286,666	145,362,500	8,924,250	5.8%
2009	154,142,000	139,877,500	14,264,583	9.3%
2010	153,888,583	139,063,916	14,824,750	9.6%
2011	153,616,666	139,869,250	13,747,416	8.9%
2012	154,974,583	142,469,083	12,505,583	8.1%
2013	155,389,166	143,929,333	11,459,833	7.4%
2014	155,921,833	146,305,333	9,616,416	6.2%
2015	157,129,916	148,833,416	8,296,333	5.3%
2016	159,187,166	151,435,833	7,751,000	4.9%
2017	160,319,750	153,337,416	6,982,250	4.4%
2018	162,075,000	155,761,000	6,313,916	3.9%
2019	163,538,666	157,538,083	6,000,583	3.7%
2020	160,742,333	147,794,750	12,947,583	8.1%
2021	161,203,916	152,580,666	8,623,250	5.3%
2022	164,287,166	158,291,083	5,996,000	3.6%
2023	167,116,416	161,036,583	6,079,916	3.6%
2024	169,723,000	162,038,000	7,685,000	4.5%
Change 2008-2024 (July)				
Number	15,436,334	16,675,500	-1,239,250	--
Percent	10.0%	11.5%	-13.9%	--
Sources: MN DEED & Maxfield Research & Consulting, LLC.				

EMPLOYMENT TRENDS

- The chart below illustrates how unemployment in Cottage Grove has mirrored national trends but has remained well below the national rate throughout the past twelve years.



- Cottage Grove began the 2010s with a high unemployment rate of 6.4%, reached a low of 2.2% in 2022 and was still low in 2023 at 2.5%.
- As a result of the COVID-19 pandemic and its related shutdowns and layoffs, Cottage Grove's unemployment rate increased dramatically from 2.8% in 2019 to a high of 5.7% in 2020. This was due to the shutdown and layoffs that occurred because of the pandemic. Since 2020, unemployment decreased to 3.3% in 2021 and to 2.2% in 2022 prior to increasing slightly to 2.5% in 2023.
- The chart, on the following page, provides a month-by-month unemployment rate comparison for Cottage Grove, the Seven County Metro, Minnesota and the US from January 2020 before the pandemic hit the US through April 2024, the most recent month with available data.
- The chart demonstrates that after the initial shutdowns, due to the emerging pandemic, the resulting high unemployment rates throughout the country rose significantly in the Spring and early Summer of 2020.

Covered Employment by Industry

Table E-3 presents covered employment workforce numbers for Cottage Grove and the Seven County Metro Area for 2000 through 2023. Covered employment data is calculated as an annual average and *reveals the number of jobs in the designated area*, which are covered by unemployment insurance. Many temporary workforce positions, agricultural, self-employed persons and some other types of jobs are not covered by unemployment insurance and are not included in the table. The data is sourced from the Minnesota Department of Employment and Economic Development. The following are key trends derived from the employment data.

- The Manufacturing industry accounted for the largest share of employment in Cottage Grove with 3,007 employees accounting for nearly 29% (28.7%) in 2023. The Manufacturing Industry is followed by the Trade, Transportation, and Utilities sector with 2,704 employees (25.8% of 2023 employment) and the Education and Health Services sector with 2,147 employees (20.5% of 2023 employment).
- In contrast to Cottage Grove, the Education and Health Services Sector accounted for the largest share of employment in the Seven County Metro Area, with employees accounting for over one quarter of all employment (25.4% - 425,826) in 2023. The Trade, Transportation and Utilities sector is followed by the Trade, Transportation and Utilities sector with 318,157 employees (19.0% of 2023 employment) and the Professional and Business Services sector with 292,175 employees (17.4% of 2023 employment).
- Between 2010 and 2023, the Education and Health Services sector experienced the largest numeric growth in the Metro Area adding 84,148 employees, a 24.6% increase.
- The Metro Area's Construction sector experienced the highest percentage growth between 2010 and 2023, growing by 60.1% (30,046 employees).

EMPLOYMENT TRENDS

TABLE E-3 COVERED EMPLOYMENT TRENDS NOBLES COUNTY AND CITY OF WORTHINGTON 2000 through 2023 NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS)																		
City of Cottage Grove									Change									
Average Number of Employees									2010 - 2023		% of Total							
Industry	2000	2005	2010	2015	2020	2021	2022	2023	No.	Pct.	2000	2005	2010	2015	2020	2021	2022	2023
Natural Resources & Mining	--	--	--	--	--	--	--	--	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Construction	118	212	102	160	321	325	469	512	410	193.4%	1.9%	3.4%	1.6%	2.3%	3.6%	3.4%	4.8%	4.9%
Manufacturing	1,400	1,256	969	870	2,211	2,317	2,593	3,007	2,038	162.3%	23.1%	19.9%	15.2%	12.7%	24.8%	24.2%	26.3%	28.7%
Trade, Transportation, and Utilities	1,501	1,645	1,554	1,891	2,432	2,690	2,667	2,704	1,150	69.9%	24.8%	26.0%	24.3%	27.6%	27.3%	28.1%	27.0%	25.8%
Information	47	42	28	23	38	24	26	23	-5	-11.9%	0.8%	0.7%	0.4%	0.3%	0.4%	0.3%	0.3%	0.2%
Financial Services	157	171	139	144	210	191	226	199	60	35.1%	2.6%	2.7%	2.2%	2.1%	2.4%	2.0%	2.3%	1.9%
Professional and Business Services	223	147	151	240	332	378	333	366	215	146.3%	3.7%	2.3%	2.4%	3.5%	3.7%	4.0%	3.4%	3.5%
Education and Health Services	1,428	1,515	2,107	2,132	2,109	2,108	2,059	2,147	40	2.6%	23.6%	24.0%	33.0%	31.1%	23.7%	22.0%	20.9%	20.5%
Leisure and Hospitality	656	839	746	828	759	828	866	889	143	17.0%	10.8%	13.3%	11.7%	12.1%	8.5%	8.7%	8.8%	8.5%
Other Services	282	205	318	311	237	316	321	317	-1	-0.5%	4.7%	3.2%	5.0%	4.5%	2.7%	3.3%	3.3%	3.0%
Public Administration	249	289	271	264	268	296	300	304	33	11.4%	4.1%	4.6%	4.2%	3.8%	3.0%	3.1%	3.0%	2.9%
Totals	6,061	6,321	6,385	6,863	8,917	9,561	9,860	10,468	4,083	63.9%								
Twin Cities Metro Area									Change									
Average Number of Employees									2010 - 2023		% of Total							
Industry	2000	2005	2010	2015	2020	2021	2022	2023	No.	Pct.	2000	2005	2010	2015	2020	2021	2022	2023
Natural Resources & Mining	3,220	3,568	3,444	3,427	3,668	3,852	4,104	4,183	739	21.5%	na	0.2%	0.2%	0.2%	0.2%	0.3%	0.3%	0.2%
Construction	75,163	78,475	49,972	66,709	73,128	75,994	78,312	80,018	30,046	60.1%	4.7%	4.9%	3.3%	4.0%	4.6%	4.9%	5.1%	4.8%
Manufacturing	217,161	186,238	156,570	168,480	166,172	168,098	174,669	175,817	19,247	12.3%	13.6%	11.7%	10.2%	10.1%	10.4%	10.9%	11.4%	10.5%
Trade, Transportation, and Utilities	341,177	327,767	294,894	313,380	302,009	307,307	315,737	318,157	23,263	7.9%	21.3%	20.6%	19.2%	18.7%	18.9%	20.0%	20.5%	19.0%
Information	44,568	43,964	41,010	38,798	32,215	30,603	31,349	30,049	-10,961	-26.7%	2.8%	2.8%	2.7%	2.3%	2.0%	2.0%	2.0%	1.8%
Financial Services	126,979	137,347	130,997	137,046	140,939	138,171	133,432	130,848	-149	-0.1%	7.9%	8.6%	8.5%	8.2%	8.8%	9.0%	8.7%	7.8%
Professional and Business Services	263,779	244,612	250,151	277,443	283,689	289,095	296,168	292,175	42,024	16.8%	16.5%	15.3%	16.3%	16.6%	17.8%	18.8%	19.3%	17.4%
Education and Health Services	268,968	302,256	341,678	380,336	398,486	405,269	410,924	425,829	84,151	24.6%	16.8%	19.0%	22.2%	22.7%	25.0%	26.4%	26.7%	25.4%
Leisure and Hospitality	138,716	150,712	148,531	164,825	125,410	139,667	160,004	167,245	18,714	12.6%	8.7%	9.5%	9.7%	9.8%	7.9%	9.1%	10.4%	10.0%
Other Services	55,632	55,269	52,359	56,000	48,170	50,914	53,573	55,509	3,150	6.0%	3.5%	3.5%	3.4%	3.3%	3.0%	3.3%	3.5%	3.3%
Public Administration	65,378	63,754	67,435	68,847	70,966	70,372	71,784	74,495	7,060	10.5%	4.1%	4.0%	4.4%	4.1%	4.5%	4.6%	4.7%	4.4%
Totals	1,600,741	1,593,962	1,537,041	1,675,292	1,644,852	1,679,342	1,730,056	1,754,325	217,284	14.1%								
N/A: Not Assessed.																		
Sources: MN DEED; Maxfield Research and Consulting																		

Employment and Wages

Table E-4 displays information on employment and wages in the City of Cottage Grove and the Seven County Metro Area. Quarterly Census of Employment and Wages (QCEW) data is sourced from Minnesota DEED for the fourth quarter of 2022 and 2023. All establishments covered under the Unemployment Insurance (UI) Program are required to report wage and employment statistics quarterly to DEED. Federal government establishments are also covered by the QCEW program.

Certain industries in the table may not display any information which means that there is either no reported economic activity for that industry or the data has been suppressed to protect the confidentiality of cooperating employers. This generally occurs when there are too few employers, or one employer comprises too much of the employment in that geography.

- In Cottage Grove, the Information industry reported the highest weekly wage, \$1,474; or approximately \$76,648 annually in the fourth quarter of 2023. Following not far behind is the Financial Services sector with an average weekly wage of \$1,411 (\$74,620 annually).
- The Manufacturing Services industry accounts for 29.3% of the employment in the City of Cottage Grove. Other large industries in the City include the Trade, Transportation, and Utilities sector (25.4% of employment in Cottage Grove) and the Education and Health Services sector (20.9% of Cottage Grove employment).
- The largest industries in the Seven County Metro were in the Education and Health Services, Trade, Transportation, and Utilities, and Trade, Professional and Business Services sectors.
- The Manufacturing industry experienced the highest percentage employment and numeric growth in Cottage Grove between the fourth quarters of 2022 and 2023, increasing by 15.1% or 417 jobs. The industry with the largest percentage and numeric growth in the Seven County Metro Area was the Education and Health Services Sector at 4.4% or 18,623 jobs.
- In Cottage Grove, the Financial Activities sector reported the largest numeric growth in wages between the fourth quarters of 2022 and 2023. Wages increased by \$62 in this sector. In contrast, in the Metro Area, the Information sector experienced the largest numeric wage increase of any sector, increasing by \$180 between the fourth quarters of 2022 and 2023.
- Percentage wise, the Other Services industry reported the highest percentage growth in wages (10.2% growth) between the fourth quarters of 2022 and 2023 in Cottage Grove. Wages in the Metro Area experienced the largest percentage increase in the Information industry, increasing by 8.8%.

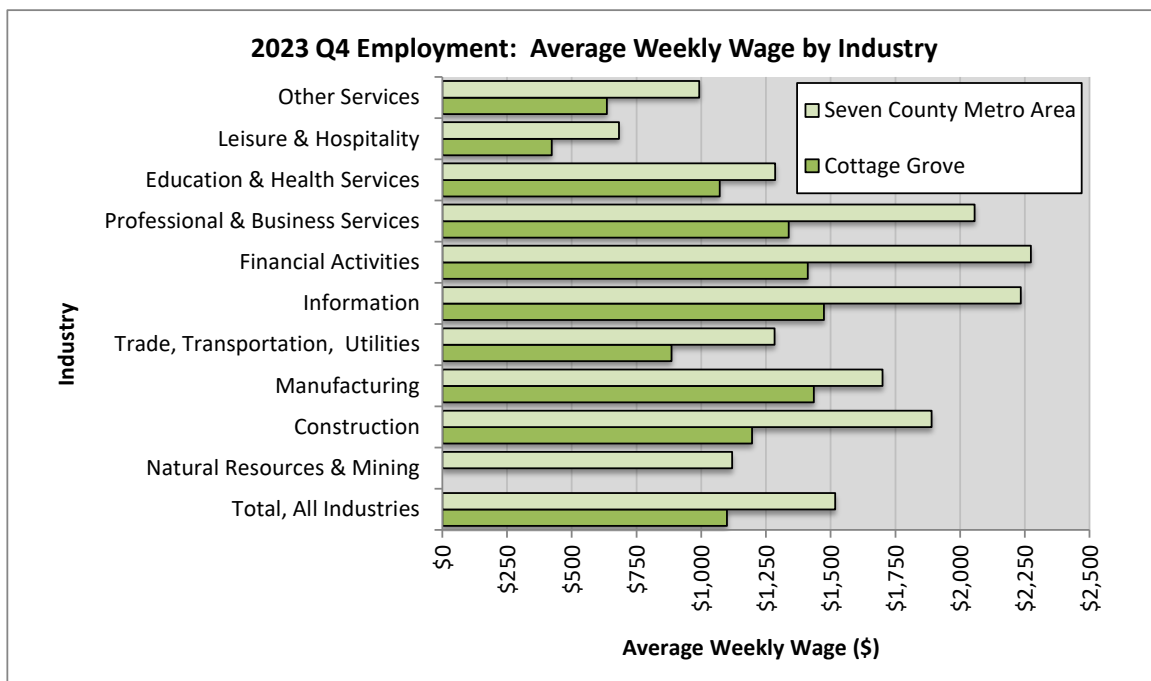
EMPLOYMENT TRENDS

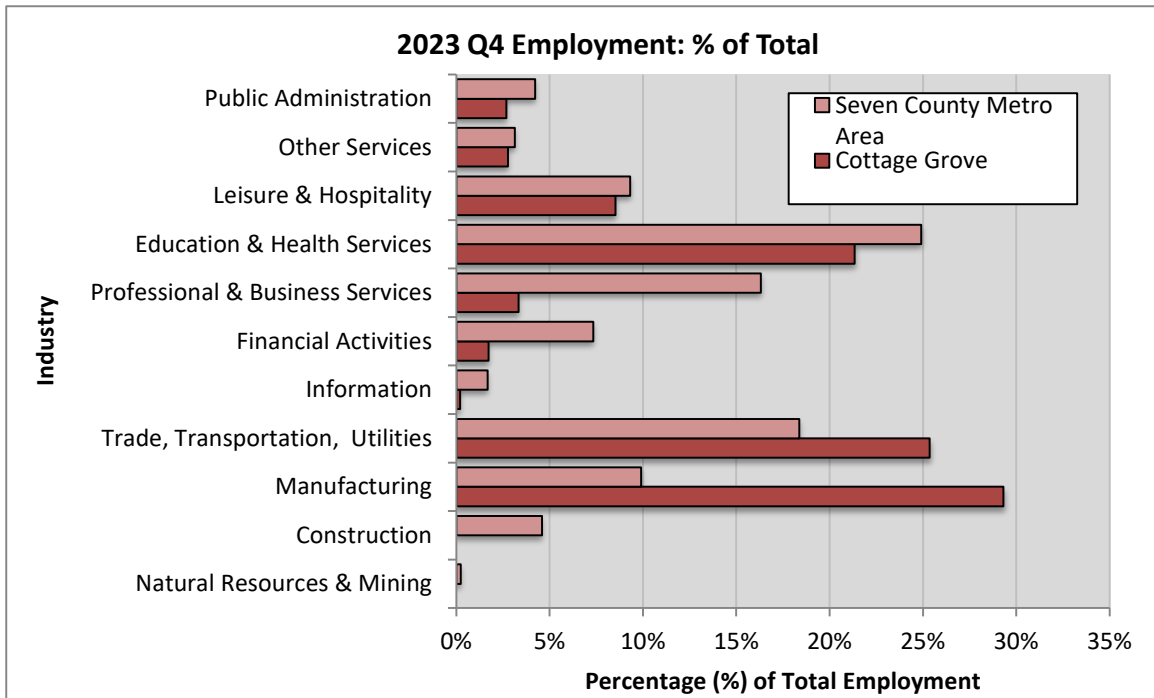
TABLE E-4
QUARTERLY CENSUS OF EMPLOYMENT AND WAGES
PRIMARY MARKET AREA

Industry	2022 Q4			2023 Q4			Change 2022 Q4 - 2023 Q4			
	Establish- ments	Employ- ment	Weekly Wage	Establish- ments	Employ- ment	Weekly Wage	Employment #	%	Wage #	%
Cottage Grove										
Total, All Industries	600	10,050	\$1,072	610	10,835	\$1,099	785	7.8%	\$27	2.5%
Natural Resources & Mining	--	--	--	--	--	--	--	--	--	--
Construction	27	469	\$1,153	34	512	\$1,196	43	9.2%	\$43	3.7%
Manufacturing	9	2,759	\$1,462	8	3,176	\$1,435	417	15.1%	(\$27)	-1.8%
Trade, Transportation, Utilities	133	2,667	\$862	136	2,748	\$885	81	3.0%	\$23	2.7%
Information	8	22	\$1,497	8	23	\$1,474	1	4.5%	(\$23)	-1.5%
Financial Activities	58	233	\$1,349	57	188	\$1,411	-45	-19.3%	\$62	4.6%
Professional & Business Services	93	329	\$1,302	99	361	\$1,338	32	9.7%	\$36	2.8%
Education & Health Services	141	2,109	\$1,045	146	2,313	\$1,071	204	9.7%	\$26	2.5%
Leisure & Hospitality	46	858	\$414	47	924	\$423	66	7.7%	\$9	2.2%
Other Services	82	314	\$577	72	299	\$636	-15	-4.8%	\$59	10.2%
Public Administration	3	290	\$1,171	3	291	\$1,231	1	0.3%	\$60	5.1%
Seven County Metro Area										
Total, All Industries	93,464	1,748,505	\$1,477	93,762	1,765,176	\$1,517	16,671	1.0%	\$40	2.7%
Natural Resources & Mining	347	4,042	\$1,076	345	4,063	\$1,119	21	0.5%	\$43	4.0%
Construction	7,138	78,689	\$1,794	7,106	80,988	\$1,890	2,299	2.9%	\$96	5.4%
Manufacturing	4,064	175,921	\$1,658	4,011	174,755	\$1,700	-1,166	-0.7%	\$42	2.5%
Trade, Transportation, Utilities	15,859	320,994	\$1,279	15,846	324,431	\$1,283	3,437	1.1%	\$4	0.3%
Information	2,053	30,951	\$2,054	2,024	29,545	\$2,234	-1,406	-4.5%	\$180	8.8%
Financial Activities	9,544	132,400	\$2,125	9,515	129,547	\$2,273	-2,853	-2.2%	\$148	7.0%
Professional & Business Services	17,848	298,195	\$1,984	17,937	288,046	\$2,056	-10,149	-3.4%	\$72	3.6%
Education & Health Services	15,945	420,899	\$1,255	16,488	439,522	\$1,286	18,623	4.4%	\$31	2.5%
Leisure & Hospitality	8,356	160,229	\$668	8,363	164,315	\$683	4,086	2.6%	\$15	2.2%
Other Services	11,506	54,382	\$958	11,325	55,459	\$992	1,077	2.0%	\$34	3.5%
Public Administration	804	71,800	\$1,536	804	74,502	\$1,620	2,702	3.8%	\$84	5.5%

NA: Not Assessed/Not Available

Sources: MN DEED; Maxfield Research and Consulting





Commuting Patterns

Proximity to employment is often a primary consideration when choosing where to live, since transportation costs often account for a considerable proportion of households' budgets. Table E-5 highlights the commuting patterns of workers in Cottage Grove in 2021 (the most recent data available), based on Employer-Household Dynamics data from the U.S. Census Bureau. Home destination is defined as where workers live who are employed in the selection area. Work destination is defined as where workers are employed who live in the selection area. Please note: Data is unavailable post 2021, hence these numbers do not reflect the shift in commuting patterns post pandemic and the work from home/hybrid shift in employment.

- As Table E-5 illustrates, of workers who are employed in Cottage Grove, 25.3% also live in Cottage Grove. Other home destinations with a large proportion of Cottage Grove workers include St Paul (10.3%), Woodbury (8.3%), and Hastings 4.7%.
- Of workers who live in Cottage Grove, 16.7% work in St Paul and 12.7% both live and work in Cottage Grove. Other large work destinations for Cottage Grove residents are Minneapolis (10.2%) and Woodbury (7.4%).
- For workers that live in Cottage Grove, over half of all workers (52.7%) commute 10 to 24 miles followed by 35.5% of those commuting less than 10 miles. In addition, 7.9% of workers living in Cottage Grove commute 25 to 50 miles while 3.9% commute more than 50 miles.

**TABLE E-5
COMMUTING PATTERNS
CITY OF COTTAGE GROVE
2021**

Home Destination			Work Destination		
<u>Place of Residence</u>	<u>Count</u>	<u>Share</u>	<u>Place of Employment</u>	<u>Count</u>	<u>Share</u>
Cottage Grove city, MN	2,614	25.3%	St. Paul city, MN	3,326	16.2%
St. Paul city, MN	1,061	10.3%	Cottage Grove city, MN	2,614	12.7%
Woodbury city, MN	863	8.3%	Minneapolis city, MN	2,096	10.2%
Hastings city, MN	488	4.7%	Woodbury city, MN	1,525	7.4%
St. Paul Park city, MN	310	3.0%	Eagan city, MN	884	4.3%
Minneapolis city, MN	250	2.4%	Bloomington city, MN	652	3.2%
Inver Grove Heights city, MN	230	2.2%	Hastings city, MN	386	1.9%
Maplewood city, MN	203	2.0%	Eden Prairie city, MN	376	1.8%
Oakdale city, MN	192	1.9%	Inver Grove Heights city, MN	354	1.7%
Eagan city, MN	182	1.8%	Maplewood city, MN	348	1.7%
All Other Locations	3,946	38.2%	All Other Locations	8,027	39.0%
<u>Distance Traveled</u>			<u>Distance Traveled</u>		
Total of All Jobs	10,339	100.0%	Total of All Jobs	20,588	100.0%
Less than 10 miles	5,466	52.9%	Less than 10 miles	7,304	35.5%
10 to 24 miles	3,436	33.2%	10 to 24 miles	10,848	52.7%
25 to 50 miles	856	8.3%	25 to 50 miles	1,624	7.9%
Greater than 50 miles	581	5.6%	Greater than 50 miles	812	3.9%

Home Destination = Where workers live who are employed in Cottage Grove.

Work Destination = Where workers are employed who live in Cottage Grove.

Sources: US Census Bureau Local Employment Dynamics; Maxfield Research and Consulting

Inflow/Outflow

Table E-6 provides a summary of the inflow and outflow of workers in Cottage Grove. Outflow reflects the number of workers living in the city but employed outside of the city while inflow measures the number of workers that are employed in the city but live outside. Data is sourced to “On the Map” and subject to specified categories as identified by the U.S Census ACS.

- Cottage Grove is a net exporter of workers, with 7,725 workers commuting into the city compared to 17,974 workers leaving the city for work. In addition, 2,614 workers live and work in the city.
- Inflow workers and interior flow workers were most like to work in the “All Other Services” industry, followed by the “Trade, Transportation and Utilities” industry.

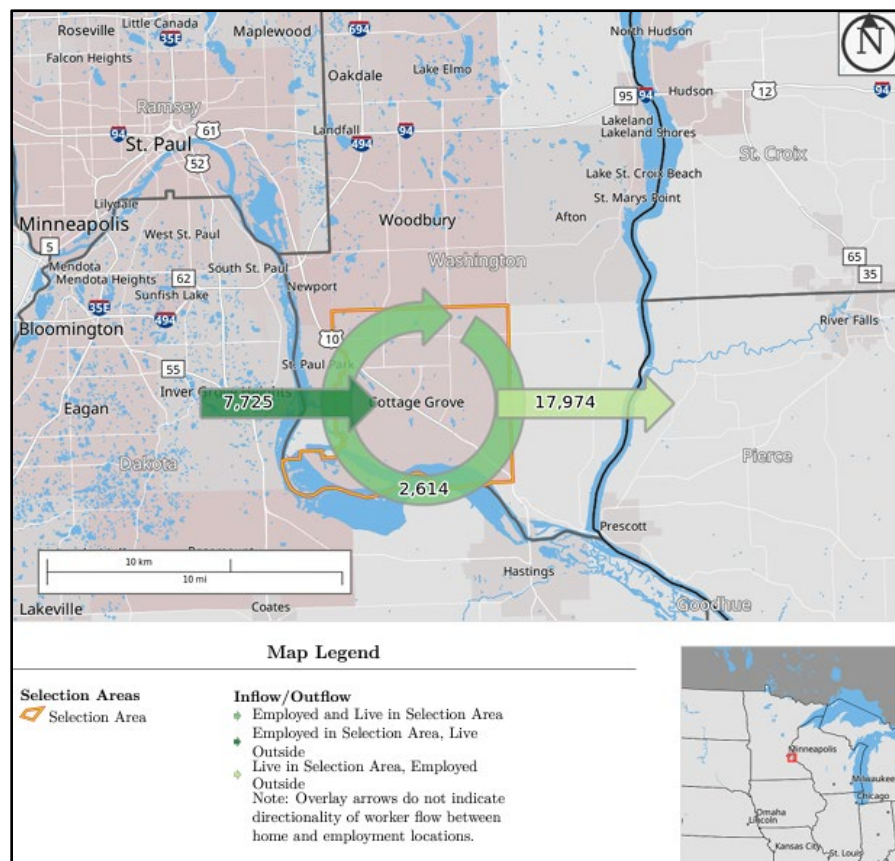
TABLE E-6
COMMUTING INFLOW/OUTFLOW CHARACTERISTICS
CITY OF COTTAGE GROVE
2021

	Outflow		Inflow		Interior Flow	
City of Cottage Grove	17,974	100.0%	7,725	100.0%	2,614	100.0%
By Age						
Workers Aged 29 or younger	3,663	20.4%	2,092	27.1%	915	35.0%
Workers Aged 30 to 54	10,606	59.0%	4,210	54.5%	1,120	42.8%
Workers Aged 55 or older	3,705	20.6%	1,423	18.4%	579	22.1%
By Monthly Wage						
Workers Earning \$1,250 per month or less	2,681	14.9%	1,405	18.2%	840	32.1%
Workers Earning \$1,251 to \$3,333 per month	3,422	19.0%	1,627	21.1%	766	29.3%
Workers Earning More than \$3,333 per month	11,871	66.0%	4,693	60.8%	1,008	38.6%
By Industry						
"Goods Producing"	2,592	14.4%	2,819	36.5%	404	15.5%
"Trade, Transportation, and Utilities"	2,944	16.4%	1,885	24.4%	849	32.5%
"All Other Services"*	12,438	69.2%	3,021	39.1%	1,361	52.1%

*includes the following sectors: Information, Financial Activities, Professional & Business Services, Education & Health Services, Leisure & Hospitality, Other Services, and Public Administration

Sources: US Census Bureau Local Employment Dynamics; Maxfield Research and Consulting

Cottage Grove 2021 Employment Inflow/Outflow



Source: US Census: Longitudinal Employment-Household Dynamics, 2021

Resident Profile

Table E-9 compares characteristics of employed residents living in Cottage Grove, Washington County, the Seven County Metro and Minnesota in 2021. Information on monthly earnings, age, race and ethnicity, educational attainment and job classification is provided. Both primary and private jobs are included.

TABLE E-9 RESIDENT PROFILE CITY OF COTTAGE GROVE, WASHINGTON COUNTY, SEVEN-COUNTY METRO, & MN 2021							
	City of Cottage Grove		Washington County		Seven County Metro		MN
	No.	Pct.	No.	Pct.	No.	Pct.	Pct.
Total Jobs							
Total All Jobs	20,588	100.0%	135,870	100.0%	1,522,848	100.0%	100.0%
Monthly Earnings							
\$1,250 per month or less	3,521	17.1%	23,693	17.4%	257,628	16.9%	18.8%
\$1,251 to \$3,333 per month	4,188	20.3%	26,311	19.4%	330,636	21.7%	23.5%
More than \$3,333 per month	12,879	62.6%	85,866	63.2%	934,584	61.4%	57.7%
Worker Ages							
Age 29 or younger	4,578	22.2%	29,079	21.4%	351,137	23.1%	23.5%
Age 30 to 54	11,726	57.0%	74,459	54.8%	827,110	54.3%	52.9%
Age 55 or older	4,284	20.8%	32,332	23.8%	344,601	22.6%	23.6%
Worker Race and Ethnicity							
White Alone	17,191	83.5%	114,612	84.4%	1,209,136	79.4%	85.2%
Black or African American Alone	1,343	6.5%	7,920	5.8%	145,553	9.6%	6.5%
American Indian or Alaska Native Alone	101	0.5%	622	0.5%	9,059	0.6%	0.9%
Asian Alone	1,589	7.7%	10,239	7.5%	125,663	8.3%	5.5%
Native Hawaiian or Other Pacific Islander Alone	10	0.0%	97	0.1%	1,329	0.1%	0.1%
Two or More Race Groups	354	1.7%	2,380	1.8%	32,108	2.1%	1.8%
Ethnicity							
Not Hispanic or Latino	19,440	94.4%	130,064	95.7%	1,440,887	94.6%	95.1%
Hispanic or Latino	1,148	5.6%	5,806	4.3%	81,961	5.4%	4.9%
Worker Educational Attainment							
Less than high school	1,424	6.9%	8,792	6.5%	106,681	7.0%	6.8%
High school or equivalent, no college	3,846	18.7%	24,824	18.3%	272,068	17.9%	19.4%
Some college or Associate degree	5,172	25.1%	34,577	25.4%	376,237	24.7%	26.2%
Bachelor's degree or advanced degree	5,568	27.0%	38,598	28.4%	416,725	27.4%	24.2%
Educational attainment not available (workers age 29 or younger)	4,578	22.2%	29,079	21.4%	351,137	23.1%	23.5%

Sources: U.S. Census Bureau (LEHD), Maxfield Research and Consulting.

- Cottage Grove residents earning more than \$3,333 per month (monthly earning figures used by the U.S. Census) account for 62.6% of workers. This is above the proportion of residents earning more than \$3,333 per month in the Seven County Metro Area (61.4%) and Minnesota (57.8%), but below that in Washington County (63.2%).
- Workers between the ages of 30 and 54 account for 57.0% of workers in Cottage Grove. This is above the proportion of residents 30 to 54 in Washington County (54.8%), the Seven County Metro Area (54.3%) and Minnesota (52.9%).

EMPLOYMENT TRENDS

- The proportion of workers who live in Cottage Grove with a high school diploma (18.7%) was above that of Washington County (18.3%) and the Seven County Metro Area (17.9%), but below that of Minnesota (19.4%).
- The proportion of those with a bachelor's degree or higher in Cottage Grove (27.0%) was more than that in Minnesota (24.2%) but less than that in Washington County (28.4%) or the Seven County Metro (27.4%).

Major Employers

A portion of the employment growth in Cottage Grove will be generated by the largest employers in the area. Table E-10 lists the top employers in Cottage Grove for 2023 and 2024, along with a description of their primary industry and number of employees based on data from the City of Cottage Grove.

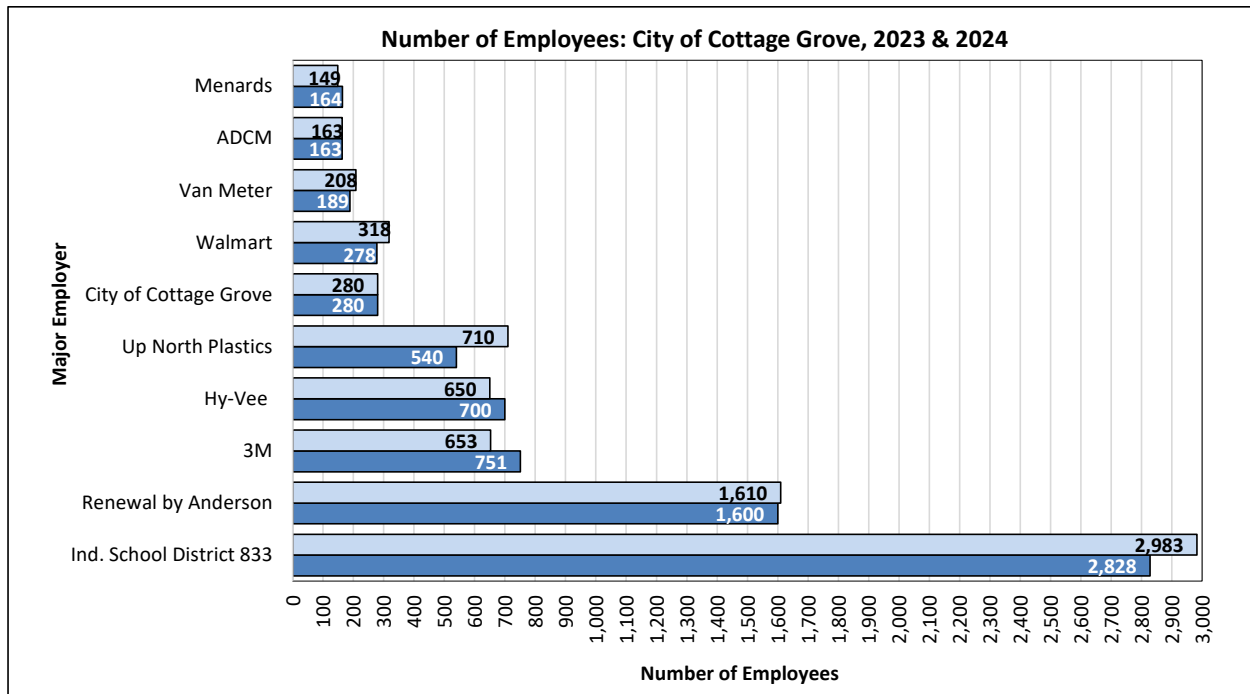
The following are key points from the Table.

- The largest employer in Cottage Grove is Independent School District 833 with 2,828 employees in 2023, increasing 5.5% to 2,893 employees as of 2024. The District includes all or parts of the communities of Cottage Grove, Woodbury, Newport, St. Paul Park and Grey Cloud Island Township. The number listed refers to District employees in Cottage Grove.
- The only other employer in the City with more than 1,000 employees is Renewal by Anderson. The manufacturing company had 1,600 employees as of 2023, increasing 0.6% to 1,610 employees as of 2024.

TABLE E-10 MAJOR EMPLOYERS CITY OF COTTAGE GROVE 2023 & 2024			
Name	Industry/Product/Service	Number of Employees	
		2023	2024
Independent School District 833	Education	2,828	2,983
Renewal by Anderson	Manufacturing	1,600	1,610
3M	Manufacturing	751	653
Hy-Vee	Retail	700	650
Up North Plastics	Manufacturing	540	710
City of Cottage Grove	Government	280	280
Walmart	Retail	278	318
Van Meter	Electrical Equipment & Supplies	189	208
ADCM	Manufacturing	163	163
Menards	Retail	164	149
Totals		7,493	7,724
Sources: City of Cottage Grove and Maxfield Research and Consulting.			

EMPLOYMENT TRENDS

- Other employers in Cottage Grove with 500 or more employees, as of 2024, include 3M (653 employees), Hy-Vee (650 employees) and Up North Plastics (710 employees).
- Among the ten largest employers in Cottage Grove, the manufacturing industry represented the largest employment sector with 40% of all major employers followed by the retail sector with 30% of all major employers.



Introduction

Maxfield Research and Consulting identified and surveyed larger rental properties of 20 or more units in Cottage Grove and the other communities in the Primary Market Area. In addition, interviews were conducted with real estate agents, developers, rental housing management firms and others in the community familiar with Cottage Grove's rental housing stock.

For the analysis, we classify rental properties into two groups, general occupancy and senior (age restricted). All senior properties are included in the *Senior Rental Analysis* section of this report. The general occupancy rental properties are divided into three groups, market rate (those without income restrictions), affordable (those with income restrictions, with incomes between 50% and 80% of AMI) and subsidized (those with income restrictions based on an adjusted household income of 50% or less of AMI).

Rental Market Overview

Table R-1 shows average monthly rents and vacancy from 2nd Quarter 2023 and 2nd Quarter 2024 by unit type in Cottage Grove and its neighboring communities. Data is from Marquette Advisors, Inc., which compiles apartment trends quarterly, with 2nd Quarter 2024 being the most recent information available.

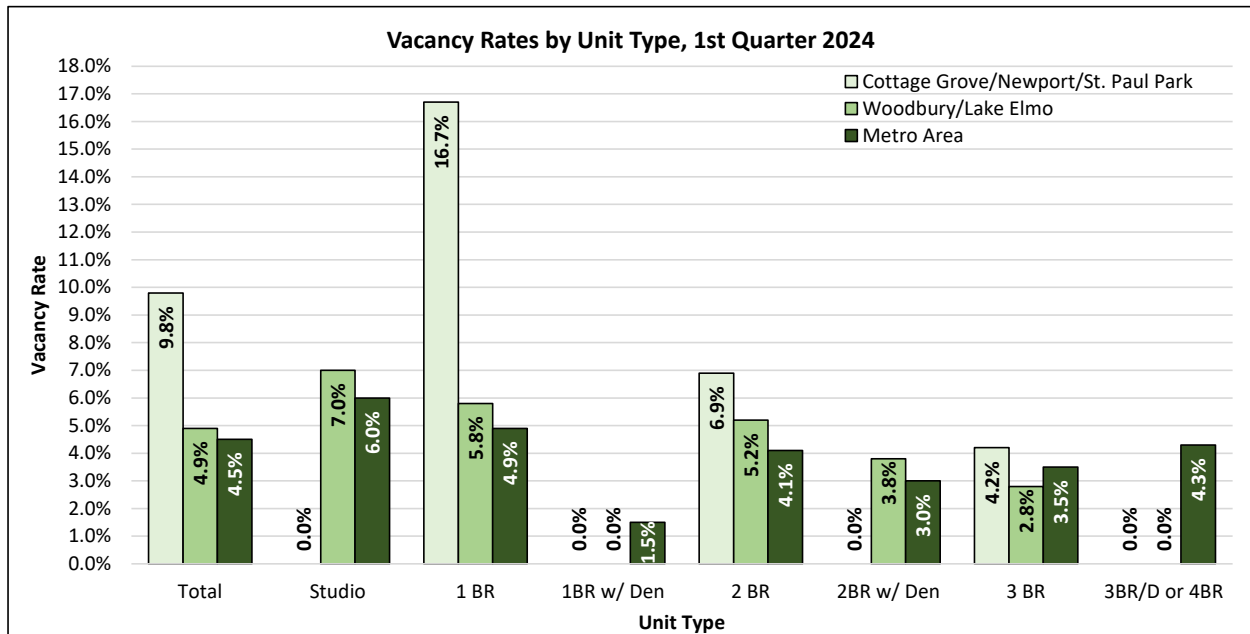
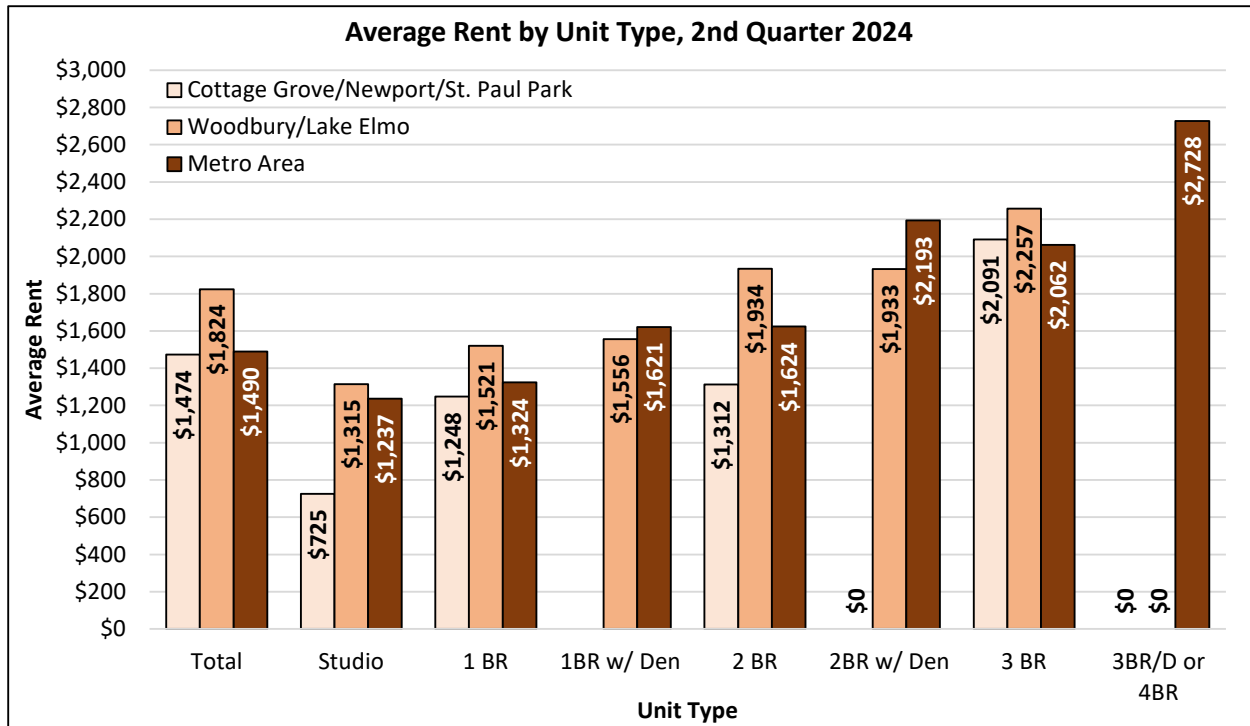
While Cottage Grove has its own employment base that drives housing demand, its housing growth is also tied to the health of the Twin Cities Metro Area as a whole. Table R-1 provides average monthly rents and vacancy as a comparison.

- Average monthly rents, as of the 2nd Quarter of 2024, in Cottage Grove/Newport/St. Paul Park, were \$725 for studio units, \$1,248 for one-bedroom units, \$1,312 for two-bedroom units and \$2,091 for three-bedroom units. Overall, the average monthly rent was \$1,474, which was a 5.1% increase over the previous year.
- The properties included in the survey are newer and older. The Apartment Trends Report does not separate newer from older properties in each submarket. The average rents shown in Table R-1 are less than the newest properties are achieving.
- The overall vacancy rate in Cottage Grove/Newport/St. Paul Park was 9.8%. Vacancy rates above 5% indicate a potential oversupply or softness in the rental market, although a vacancy rate above 5% does not necessarily indicate that more units cannot be supported. The overall Metro Area vacancy rate was 4.5%, just below market equilibrium.

RENTAL MARKET ANALYSIS

- Cottage Grove/Newport/St. Paul Park's 1st Quarter 2024 overall rent was 1.1% lower than the overall Metro Area (\$1,490). In addition, Cottage Grove/Newport/St. Paul Park's 1st Quarter 2024 rent was lower than its neighboring communities of Woodbury/Lake Elmo (\$1,824).

TABLE R-1 AVERAGE RENTS/VACANCIES TRENDS COTTAGE GRVE AND NEIGHBORING COMMUNITIES 2ND QUARTER 2023 & 2ND QUARTER 2024										
	Total	Studio	1 BR	1 BR w/ Den	2 BR	2 BR w/ Den	3 BR	3 BR/D or 4BR	PH	Average Increase
Cottage Grove/Newport/St. Paul Park										
Q2/2023	Units	908	2	294	--	363	--	249	--	--
	No. Vacant	82	0	56	--	19	--	7	--	--
	Avg. Rent	\$1,405	\$789	\$1,107	--	\$1,188	--	\$2,079	--	14.7%
	Vacancy	9.0%	0.0%	19.0%	--	5.2%	--	2.8%	--	6.9%
Q2/2024	Units	1,082	5	395	--	421	--	261	--	--
	No. Vacant	102	0	59	--	29	--	14	--	--
	Avg. Rent	\$1,481	\$725	\$1,250	--	\$1,318	--	\$2,108	--	5.4%
	Vacancy	9.4%	0.0%	14.9%	--	6.9%	--	5.4%	--	0.4%
Woodbury/Lake Elmo										
Q2/2023	Units	4,163	43	1,222	195	2,140	78	485	--	--
	No. Vacant	127	3	39	3	78	1	3	--	--
	Avg. Rent	\$1,747	\$1,381	\$1,497	\$1,544	\$1,803	\$1,958	\$2,206	--	3.1%
	Vacancy	3.1%	7.0%	3.2%	1.5%	3.6%	1.3%	0.6%	--	-1.0%
Q2/2024	Units	4,340	43	1,302	195	2,226	78	496	--	--
	No. Vacant	99	3	36	0	55	3	2	--	--
	Avg. Rent	\$1,829	\$1,319	\$1,523	\$1,556	\$1,941	\$1,939	\$2,263	--	4.7%
	Vacancy	2.3%	7.0%	2.8%	0.0%	2.5%	3.8%	0.4%	--	-0.8%
Twin Cities Metro Area										
Q2/2023	Units	176,726	13,429	78,967	3,728	69,437	1,807	8,950	408	--
	No. Vacant	7,296	794	3,453	76	2,612	65	265	31	--
	Avg. Rent	\$1,458	\$1,194	\$1,291	\$1,614	\$1,600	\$2,184	\$1,944	\$3,008	4.4%
	Vacancy	4.1%	5.9%	4.4%	2.0%	3.8%	3.6%	3.0%	7.6%	0.1%
Q2/2024	Units	186,603	14,661	83,958	3,699	72,134	1,806	9,883	462	--
	No. Vacant	7,365	715	3,614	51	2,654	41	273	17	--
	Avg. Rent	\$1,500	\$1,251	\$1,334	\$1,626	\$1,634	\$2,217	\$2,076	\$2,737	2.9%
	Vacancy	3.9%	4.9%	4.3%	1.4%	3.7%	2.3%	2.8%	3.7%	-0.2%
Sources: Marquette Advisors; Maxfield Research & Consulting.										



General Occupancy Rental Properties

Our research of the Cottage Grove PMA's general occupancy rental market includes a survey of 57 rental properties including 41 market rate communities, 15 affordable communities and one subsidized property as of July and August 2024. Table R-2 shows a summary of the rental properties by their affordability (market rate, affordable, and subsidized).

These properties represent a combined total of 7,049 units, including 6,282 market rate units (89.1%) of all units, 717 affordable units (10.2% of all units) and 50 subsidized units (0.7% of all units).

At the time of the survey, including new construction units, which have not yet reached stabilized occupancy, there were 378 vacant market rate units and 25 vacant affordable units. No subsidized units were vacant. As a result, market rate general occupancy units had a vacancy rate of 6.0%, affordable units had a vacancy rate of 3.5%, and subsidized units had no vacancies. The overall vacancy rate in Cottage Grove for all property types was 5.7%. The overall stabilized vacancy rate was only 2.5%, indicating pent-up demand for additional rental units. The stabilized vacancy rate is lower than the industry standard of 5% vacancy for a balanced rental market which promotes competitive rates, ensures adequate choice, and allows for unit turnover.

Note that vacancies in the previous paragraph includes properties still in initial lease up. Excluding properties in initial lease up leaves an overall stabilized vacancy rate of 3.7% (322 vacancies), below market equilibrium (5% vacancy rate). Market rate properties had a stabilized vacancy rate of 4.0% (322 vacancies) while affordable and subsidized units each had a vacancy rate of 0% (no vacancies). As a result, all unit types have pent up demand.

RENTAL MARKET ANALYSIS

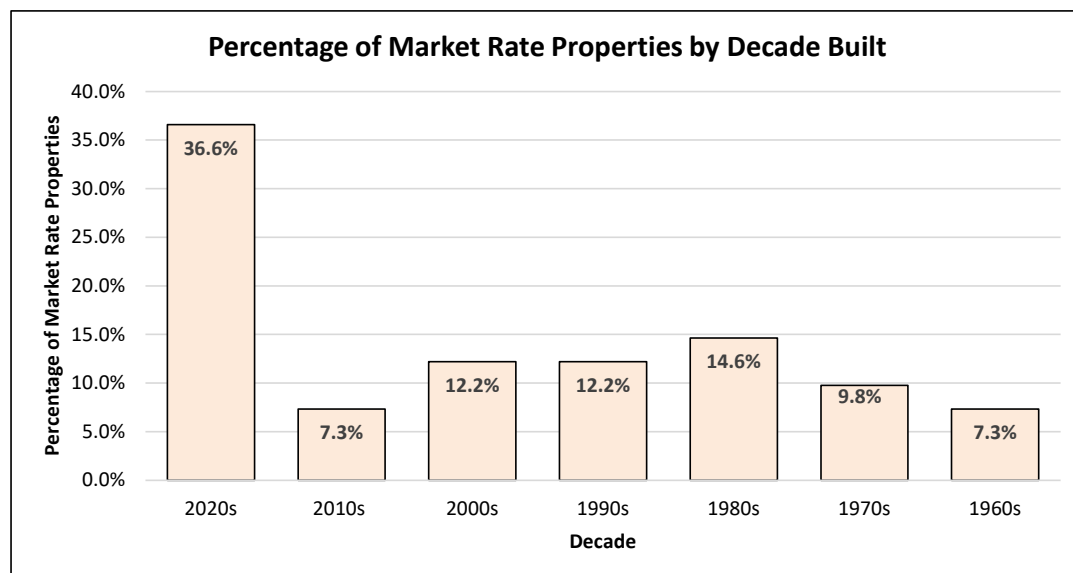
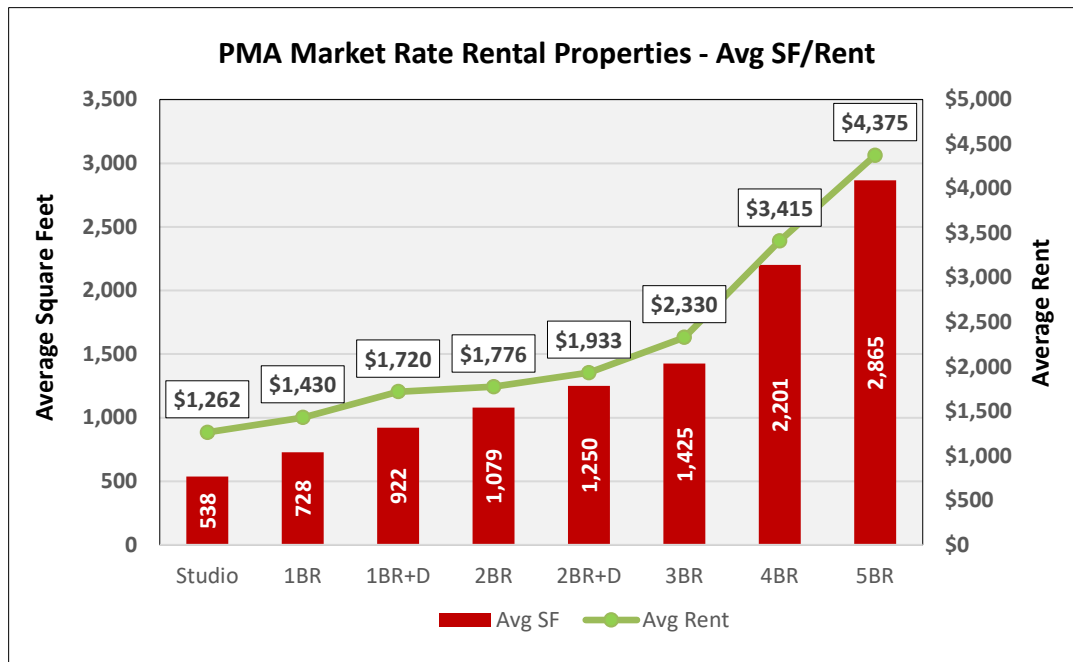
Table R-2 below summarizes information on the PMA's rental properties by type (market rate, affordable and subsidized).

TABLE R-2 RENT SUMMARY GENERAL OCCUPANCY RENTAL DEVELOPMENTS COTTAGE GROVE PRIMARY MARKET AREA SEPTEMBER 2024						
Market Rate						
Unit Type	Total Units	% of Total	Avg. Size	Monthly Rents		
				Range Low - High	Avg. Rent	Avg. Rent/ Sq. Ft.
Studio	160	2.5%	532	\$794 - \$1,686	\$1,243	\$2.33
1BR	1,920	30.5%	733	\$946 - \$2,075	\$1,418	\$2.01
1BR+D	186	3.0%	922	\$1,424 - \$1,995	\$1,720	\$1.86
2BR	3,011	47.8%	1,074	\$1,025 - \$2,807	\$1,757	\$1.65
2BR+D	90	1.4%	1,250	\$1,614 - \$2,255	\$1,933	\$1.55
3BR	825	13.1%	1,429	\$1,054 - \$3,285	\$2,328	\$1.63
4BR	91	1.4%	2,186	\$2,888 - \$3,645	\$3,514	\$1.61
5BR	15	0.2%	2,865	\$4,375 - \$4,375	\$4,375	\$1.53
Total:	6,298	100%	1,044	\$794 - \$4,375	\$1,825	\$1.80
Affordable						
Unit Type	Total Units	% of Total	Avg. Size	Monthly Rents		
				Range Low - High	Avg. Rent	Avg. Rent/ Sq. Ft.
Studio	7	0.9%	715	\$424 - \$755	\$590	\$0.86
1BR	164	20.9%	726	\$757 - \$1,213	\$940	\$1.33
2BR	360	45.9%	1,039	\$824 - \$1,559	\$1,114	\$1.11
3BR	242	30.8%	1,264	\$477 - \$1,944	\$1,334	\$1.08
4BR	12	1.5%	1,706	\$2,194 - \$2,194	\$2,194	\$1.31
Total:	785	100%	1,017	\$424 - \$2,194	\$1,166	\$1.18
Subsidized						
Unit Type	Total Units	% of Total	Avg. Size	Monthly Rents		
				Range Low - High	Avg. Rent	Avg. Rent/ Sq. Ft.
2BR	16	32.0%	882	N/A - N/A	N/A	N/A
3BR	30	60.0%	1,313	N/A - N/A	N/A	N/A
4BR	4	8.0%	1,625	N/A - N/A	N/A	N/A
Total:	50	100%	1,200	N/A - N/A	N/A	N/A
N/A: Not Applicable						
Note: Only includes properties with complete information.						
Source: Maxfield Research & Consulting						

Market Rate

- Two-bedroom units account for most of the market rate units in the Cottage Grove PMA (46.2%).
- The unit breakout by unit type is summarized below.
 - **Studio units:** 150 | 2.5%
 - **One-bedroom units:** 1,902 | 30.3%
 - **One-bedroom + den units:** 186 | 3.0%
 - **Two-bedroom units:** 2,969 | 47.3%
 - **Two-bedroom + den units:** 90 | 1.4%
 - **Three-bedroom units:** 869 | 13.8%
 - **Four-bedroom units:** 91 | 1.4%
 - **Five-bedroom units:** 15 | 0.2%
- The following are the monthly rent ranges and average rent for each unit type:
 - **Studio units:** \$794 to \$1,686 | Avg. \$1,243
 - **One-bedroom units:** \$946 to \$2,075 | Avg. \$1,418
 - **One-bedroom + den units:** \$1,424 to \$1,995 | Avg. \$1,720
 - **Two-bedroom units:** \$1,025 to \$2,807 | Avg. \$1,720
 - **Two-bedroom + den units:** \$1,614 to \$2,255 | Avg. \$1,933
 - **Three-bedroom units:** \$1,054 to \$3,285 | Avg. \$2,301
 - **Four-bedroom units:** \$2,888 to \$3,645 | Avg. \$3,514
 - **Five-bedroom units:** \$4,375 | Avg. \$4,375
- One-bedroom and two bedrooms units are the most common market rate unit types in the Cottage Grove PMA and in Cottage Grove. One-bedroom and two-bedroom units in the PMA account for 30.2% and 46.8%, respectively. In Cottage Grove, these proportions are 26% and 28%, respectively. **Three-bedroom units however, account for the highest proportion of market rate units at 38%, dissimilar to most other communities.**

	Avg Unit SF	Avg Price/SF
Studio	532	2.33
1BR	729	1.96
1BR+D	922	1.86
2BR	1,076	1.65
2BR+D	1,250	1.55
3BR	1,415	1.62
4BR	2,186	1.61
5BR	2,865	1.53
Total-Avg	1,043	1.79



Affordable

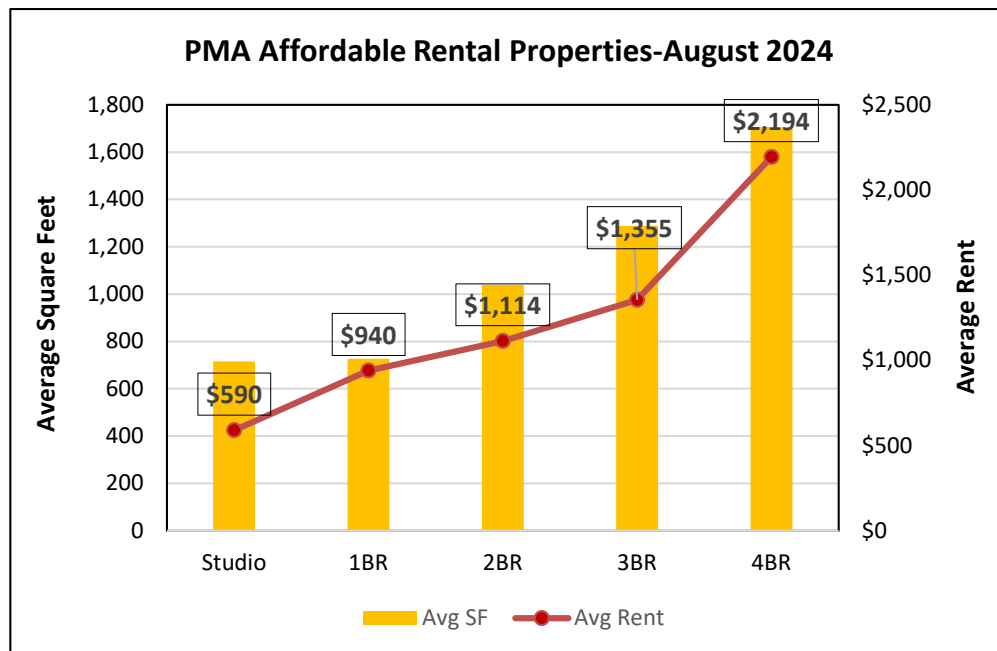
- There are eleven affordable, income-restricted, projects in the Cottage Grove PMA. The largest proportion were constructed in the 2000s (six properties). Only one property has been built since 2020 in Hastings.
- Two-bedroom units constitute the largest share of units (50.2%). One-bedroom units account for 22.9%, three-bedroom units account for 24.3% and four-bedroom units account for 1.7% of units. Below is the breakdown of the unit types by number and percent.

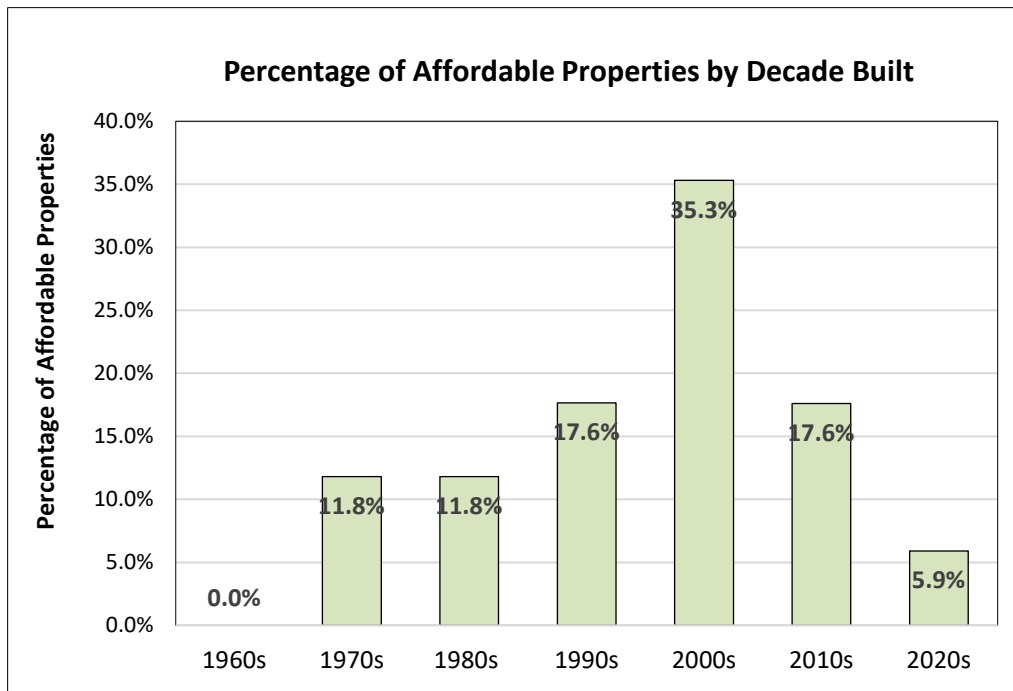
RENTAL MARKET ANALYSIS

- **Studio units:** 7 | 1.0%
 - **One-bedroom units:** 164 | 36.5%
 - **Two-bedroom units:** 360 | 50.2%
 - **Three-bedroom units:** 174 | 24.3%
 - **Four-bedroom units:** 12 | 1.7%
- The following are the monthly rent ranges and average rent for each unit type:
 - **Studio units:** \$424 to \$755 | Avg. \$590
 - **One-bedroom units:** \$757 to \$1,213 | Avg. \$940
 - **Two-bedroom units:** \$824 to \$1,559 | Avg. \$1,114
 - **Three-bedroom units:** \$477 to \$1,944 | Avg. \$1,355
 - **Four-bedroom units:** \$2,194 | Avg. \$2,194
 - Affordable rents per square foot by unit type are as follows:

	Avg./SF	Avg Size
Studio	\$0.86	715
1BR	\$1.33	726
2BR	\$1.11	1,039
3BR	\$1.07	1,288
4BR	\$1.31	1,706

- Of the 16 affordable rental properties, one was built in the 2020s, three in the 2010s, six in the 2000s, three in the 1990s, two in the 1980s and one in the 1970s. The following graphs display this information.





Subsidized

- There is one subsidized property in Cottage Grove with 50 units. Woodmount Townhomes was built in 1980 but has been renovated. The property's wait list is closed, but they started accepting applications in September 2024 for households to be added to the wait list.
- Three-bedroom units account for the largest share of the units at Woodmount Townhomes (60% of the units). The smallest share of units are two-bedroom units.
- Average sizes are 882 square feet for two-bedroom units, three-bedroom units 1,313 square feet and four-bedroom units; 1,625 square feet.

Natural Occurring Affordable Housing (i.e. Unsubsidized Affordable)

Although affordable housing is typically associated with income restrictions, there are other housing units in communities that indirectly provide affordable housing. Housing units that were not developed or designated with income guidelines (i.e. assisted) yet are more affordable than other units in a community are considered "naturally occurring" or "unsubsidized affordable" units. This rental supply is available through the private market, versus assisted housing programs through various government agencies. Property values on these units are lower based on a combination of factors, such as: age of structure/housing stock, location, condition, size, functionally obsolete, lack of contemporary amenities, etc.

According to the *Joint Center for Housing Studies of Harvard University*, the privately unsubsidized housing stock supplies three times as many low-cost affordable units than assisted projects nationwide. Unlike assisted rental developments, most unsubsidized affordable units are scattered across small properties (one to four-unit structures) or in older multifamily structures. Many of these older developments are vulnerable to redevelopment and upgrades due to their age, modest rents, and deferred maintenance.

Because many of these properties have rents that are affordable, project-based, and private housing markets cannot be easily separated. Some households may income-qualify for both market rate and project-based affordable housing, although the gap is widening between market rate and affordable properties as rents in the private market continue to rise. Therefore, it is important to recognize the naturally occurring affordable housing stock to quantify the proportion of units with rents that may be affordable to low and/or moderate-income renters. The analysis does not identify the number of units that are rented to households with incomes at those affordability levels as any tenant that financially qualifies may be able to rent at the property.

Table R-3 illustrates monthly rents by unit type and household size as they relate to affordability. Table R-4 presents a breakdown of all market rate general-occupancy rental properties by household size and area median income (AMI). Table R-5 summarizes property data from Table R-6 based on unit type and affordability. Note that not all properties are included due to rents not being available for all properties. Furthermore, the NOAH tables feature market rate units only and inclusionary units are excluded.

- Among the 673 market rate units in Cottage Grove that were inventoried by unit mix and monthly rents, none are affordable to households with incomes at or less than 30% of AMI. An estimated 16% are affordable to householders with incomes at 50% of AMI. An estimated 39% of units are affordable to households with incomes at 60% AMI while 46% are affordable to households with incomes at 80% AMI.
- Many of the existing rental units in Cottage Grove, excluding single-family and townhome rentals (owned units), are newer construction and therefore have higher income thresholds needed to afford. Comparatively, older rental units have more affordable rents and a higher proportion of households with moderate incomes are able to afford those units.
- With the limited number of units available at the various AMI thresholds, Cottage Grove needs additional rental units, market rate and affordable to meet demand across the income spectrum.

RENTAL MARKET ANALYSIS

TABLE R-3
MAXIMUM RENT BASED ON HOUSEHOLD SIZE AND AREA MEDIAN INCOME
MINNEAPOLIS-ST. PAUL-BLOOMINGTON MN-WI HUD METRO FMR AREA 2024 (EFFECTIVE 4/01/2024)

Unit Type ¹	HHD Size		Maximum Rent Based on Household Size (@30% of Income)											
	Min	Max	30%		50%		60%		80%		100%		120%	
			Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Studio	1	1	\$653	- \$653	\$1,088	- \$1,088	\$1,305	- \$1,305	\$1,740	- \$1,740	\$2,175	- \$2,175	\$2,610	- \$2,610
1BR	1	2	\$653	- \$746	\$1,088	- \$1,243	\$1,305	- \$1,491	\$1,740	- \$1,988	\$2,175	- \$2,485	\$2,610	- \$2,982
2BR	2	4	\$746	- \$932	\$1,243	- \$1,553	\$1,491	- \$1,863	\$1,988	- \$2,484	\$2,485	- \$3,105	\$2,982	- \$3,726
3BR	3	6	\$839	- \$1,081	\$1,398	- \$1,801	\$1,677	- \$2,162	\$2,236	- \$2,882	\$2,795	- \$3,603	\$3,354	- \$4,323
4BR	4	8	\$932	- \$1,230	\$1,553	- \$2,050	\$1,863	- \$2,460	\$2,484	- \$3,280	\$3,105	- \$4,100	\$3,726	- \$4,920
¹ One-bedroom plus den and two-bedroom plus den units are classified as 1BR and 2BR units, respectively. To be classified as a bedroom, a den must have a window and closet. Note: 4-person Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area AMI is \$124,200 (2024)														
Sources: HUD, MHFA, Novogradac, Maxfield Research and Consulting														

RENTAL MARKET ANALYSIS

TABLE R-4
MULTIFAMILY MARKET RATE RENTAL DEVELOPMENTS
ASSESSMENT OF MARKET RATE RENTAL HOUSING BY AFFORDABILITY CALCULATION
CITY OF COTTAGE GROVE
AUGUST 2024

	Total	Rent Range		Min. Income	Units that are Market Rate Affordability by AMI ²					
Unit Type/Project Name	Units	Min	Max	Needed to Afford ¹	30%	50%	60%	80%	100%	120%
Studio										
The Aurilla	12	\$1,365 - \$1,550		\$54,600 - \$62,000	--	--	--	12	--	--
Grove80 Apartments	31	\$1,375 - \$1,450		\$55,000 - \$58,000	--	--	--	31	--	--
Total/ Average	43				0	0	0	43	0	0
One-Bedroom										
The Aurilla	86	\$1,565 - \$1,730		\$62,600 - \$69,200	--	--	--	86	--	--
The View	1	\$1,595 - \$1,595		\$63,800 - \$63,800	--	--	--	1	--	--
Grove80 Apartments	47	\$1,645 - \$1,725		\$65,800 - \$69,000	--	--	--	47	--	--
Hinton Heights	40	\$1,413 - \$1,413		\$56,520 - \$56,520	--	--	40	--	--	--
Grove Ridge	18	\$1,195 - \$1,195		\$47,800 - \$47,800	--	18	--	--	--	--
Total/ Average	192				0	18	40	134	0	0
Two-Bedroom										
The Aurilla	58	\$1,875 - \$2,420		\$75,000 - \$96,800	--	--	--	58	--	--
The View	15	\$1,895 - \$1,895		\$75,800 - \$75,800	--	--	--	15	--	--
Grove80 Apartments	35	\$1,845 - \$2,065		\$73,800 - \$82,600	--	--	10	25	--	--
Hinton Heights	78	\$1,569 - \$1,569		\$62,760 - \$62,760	--	--	78	--	--	--
Grove Ridge	42	\$1,335 - \$1,435		\$53,400 - \$57,400	--	42	--	--	--	--
Total/ Average	228				0	42	88	98	0	0
Three Bedroom										
The Aurilla	12	\$2,400 - \$2,550		\$96,000 - \$102,000	--	--	--	12	--	--
The View	15	\$2,395 - \$2,395		\$95,800 - \$95,800	--	--	--	15	--	--
Grove80 Apartments	4	\$2,525 - \$2,525		\$101,000 - \$101,000	--	--	--	4	--	--
Hinton Heights	131	\$1,914 - \$1,924		\$76,560 - \$76,960	--	--	131	--	--	--
Cottage Grove Estates	24	\$1,385 - \$1,435		\$55,400 - \$57,400	--	24	--	--	--	--
Grove Ridge	24	\$1,580 - \$1,580		\$63,200 - \$63,200	--	24	--	--	--	--
Total/ Average	210				0	48	131	31	0	0
Total/ Average										
Total/ Average	673				0	108	259	306	0	0

¹ Based on a 30% allocation of income to housing for general-occupancy. Senior housing is excluded from the calculation.

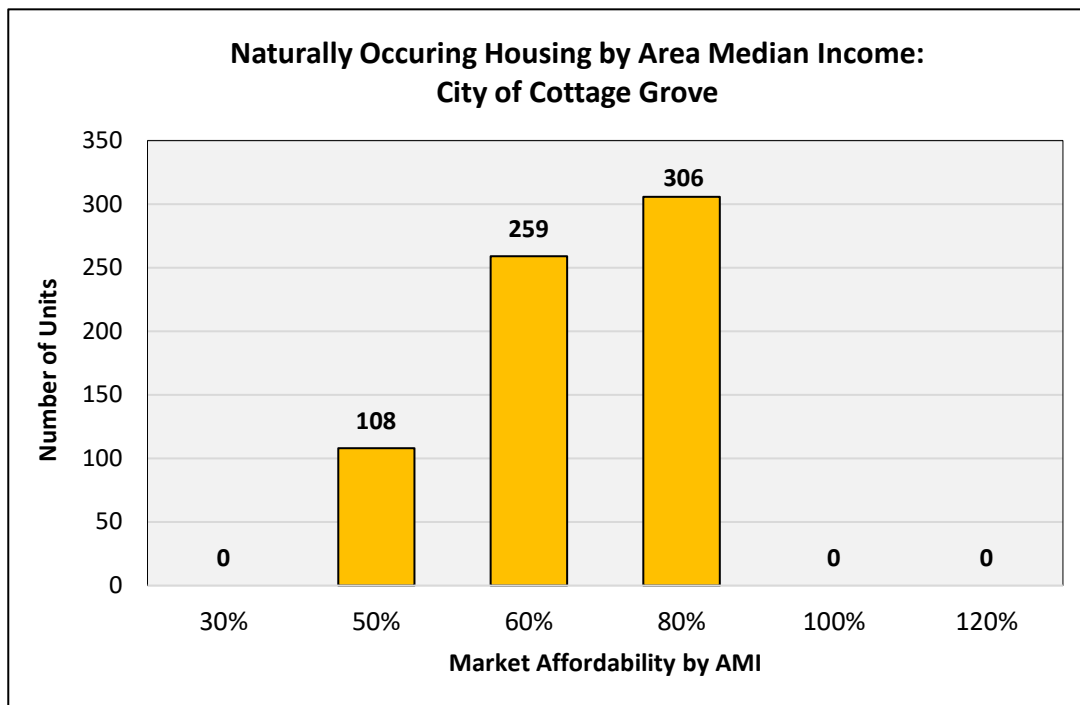
² Market rate housing that has rents that could be classified as "unsubsidized affordable" units based on the monthly rents and adjusted for household size.

Note: Plus den units are categorized by their number of bedrooms. For example one-bedroom plus den units would be classified as one bedroom units and two-bedroom plus den units would be classified as two-bedroom units. One, two, and three bedroom townhomes are also categorized in their respective categories ie. three bedroom townhomes are classified as three bedroom units. Note both numeric mix and rents must be included to be in table.

Source: Maxfield Research and Consulting

- Of market rate units affordable at 60% of AMI, 51.1% are two-bedroom units, 43.4% are one-bedroom units, 4.4% are studio units, and 1.1% are three-bedroom units.
- At 50% of AMI, 36.9% of market rate units are two-bedroom units, 55.1% are one-bedroom units, 6.3% are studio units and 1.7% are three-bedroom units.

TABLE R-5 MULTIFAMILY MARKET RATE RENTAL PROPERTIES NATURAL OCCURRING SUMMARY CITY OF COTTAGE GROVE AUGUST 2024						
Unit Type	Market Rate Affordability by AMI					
	30%	50%	60%	80%	100%	120%
STUDIO	0	0	0	43	0	0
1 BR	0	18	40	134	0	0
2 BR	0	42	88	98	0	0
3 BR	0	48	131	31	0	0
Subtotal	0	108	259	306	0	0
Pct. Of Total	0.0%	16.0%	38.5%	45.5%	0.0%	0.0%
Pct. Of Affordability Category						
STUDIO	0.0%	0.0%	0.0%	14.1%	0.0%	0.0%
1 BR	0.0%	16.7%	15.4%	43.8%	0.0%	0.0%
2 BR	0.0%	38.9%	34.0%	32.0%	0.0%	0.0%
3 BR	0.0%	44.4%	50.6%	10.1%	0.0%	0.0%
Note: Excludes single-family rentals, which are considered separately.						
Source: Maxfield Research and Consulting						



Select Newer Rental Developments



Grove 80 (Cottage Grove)



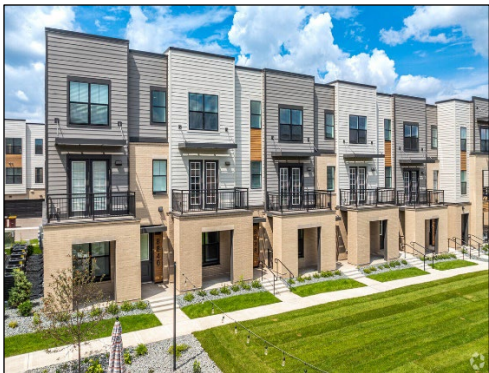
The Aurilla (Cottage Grove)



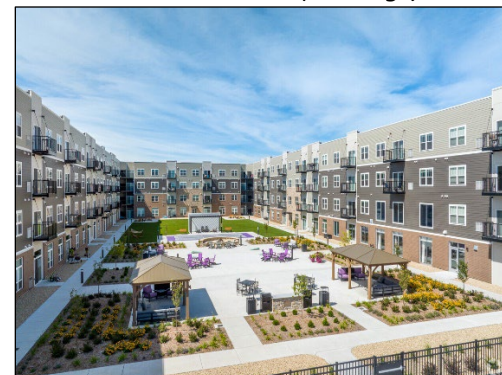
The View (Cottage Grove)



Lake Isabel Flats (Hastings)



Meridian at City Place (Woodbury)



The Edison at Woodbury (Woodbury)



Canvas St. Croix (Woodbury)



Beyond Woodbury (Woodbury)

Select Older Rental Developments



Hinton Heights (Cottage Grove)



Eagle Pointe Apartments (Hastings)



The Barrington (Woodbury)



Cottage Grove Estates (Cottage Grove)



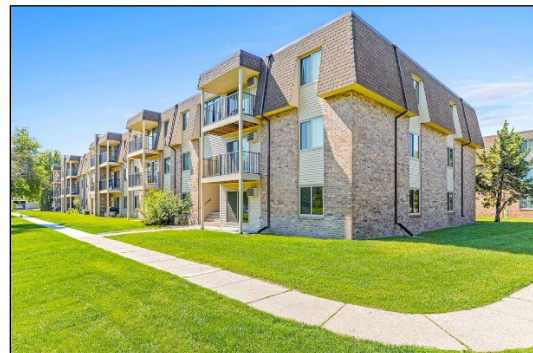
Valley Creek Apts (Woodbury)



Newport Ponds (Newport)



Valley Manor Apts (Hastings)



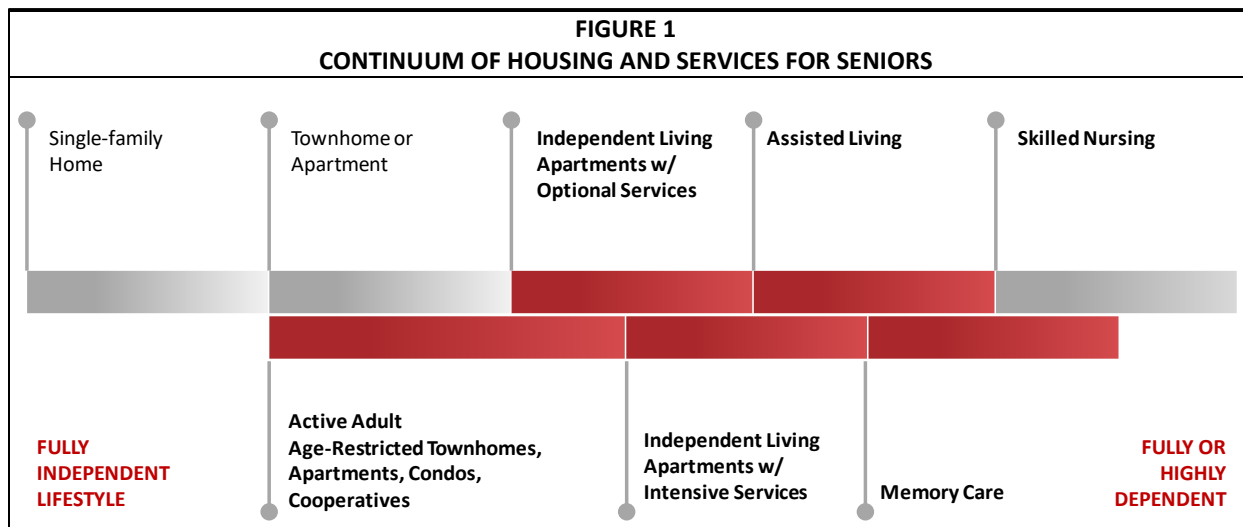
Grove Ridge Apts (Cottage Grove)

Introduction

This section provides an assessment of the market support for senior housing (active adult, independent living, assisted living and memory care) in the Primary Market Area. An overview of the demographic and economic characteristics of the senior population in Cottage Grove, the PMA Remainder, PMA and Twin Cities Metro is presented along with an inventory of existing senior housing developments in the PMA. Demand for senior housing is calculated based on demographic, economic and competitive factors that would impact demand for additional senior housing units in the city. Our assessment concludes with an estimation of the proportion of city demand that could be captured by senior housing communities in Cottage Grove.

Senior Housing Defined

Senior housing is a concept that generally refers to the integrated delivery of housing and services to seniors. However, as Figure 1 illustrates, senior housing embodies a wide variety of product types across the service-delivery spectrum.



Products range from independent apartments and/or townhomes with virtually no services on one end, to highly specialized, service-intensive assisted living units or housing geared for people with dementia-related illnesses (termed "memory care") on the other end of the spectrum.

In general, independent senior housing attracts people 65 and older while assisted living typically attracts people 80 and older who need assistance with activities of daily living (ADLs). For analytical purposes, Maxfield Research and Consulting classifies senior housing into five primary categories based on the level and type of services offered as described in the following figure.

- **Active Adult** properties (or independent living without services available) are similar to a general-occupancy building, in that they offer virtually no services but have age-restrictions (typically 55 or 62 or older). Residents are generally age 70 or older if in an apartment-style building. Organized entertainment, activities and occasionally a transportation program represent the extent of services typically available at these properties. Because of the lack of services, active adult properties generally do not command the rent premiums of more service-enriched senior housing. Active adult properties can have a rental or owner-occupied (condominium or cooperative) format.
- **Independent Living** properties (or independent living with services available) offer support services such as meals and/or housekeeping, either on an optional basis or a limited amount included in the rents. These properties often dedicate a larger share of the overall building area to common areas, in part, because the units are smaller than in adult housing and in part to encourage socialization among residents. Independent living properties attract a slightly older target market than adult housing, typically seniors 75 or older. Rents are also above those of the active adult buildings. Sponsorship by a nursing home, hospital or other health care organization is common.
- **Assisted Living** properties come in a variety of forms, but the target market for most is generally the same: very frail seniors, typically age 80 or older (but can be much younger, depending on their particular health situation), who need extensive support services and personal care assistance. Absent an assisted living option, these seniors would otherwise need to move to a nursing facility. At a minimum, assisted living properties include two meals per day and weekly housekeeping in the monthly fee, with the availability of a third meal and personal care (either included in the monthly fee or for an additional cost). Assisted living properties also have either staff on duty 24 hours per day or at least 24-hour emergency response.
- **Memory Care** properties, designed specifically for persons suffering from Alzheimer's disease or other dementias, is one of the newest trends in senior housing. Properties consist mostly of suite-style or studio units or occasionally one-bedroom apartment-style units, and large amounts of communal areas for activities and programming. In addition, staff typically undergoes specialized training in the care of this population. Because of the greater amount of individualized personal care required by residents, staffing ratios are much higher than traditional assisted living and thus, the costs of care are also higher. Unlike conventional assisted living, however, which addresses housing needs almost exclusively for widows or widowers, a higher proportion of persons afflicted with Alzheimer's disease are in two-person households. That means the decision to move a spouse into a memory care facility involves the caregiver's concern of incurring the costs of health care at a special facility while continuing to maintain their home.

- **Skilled Nursing Care, or long-term care** facilities, provides a living arrangement that integrates shelter and food with medical, nursing, psychosocial and rehabilitation services for persons who require 24-hour nursing supervision. Residents in skilled nursing homes can be funded under Medicare, Medicaid, Veterans, HMOs, and private insurance as well as use of private funds.

Older Adult (Age 55+) Population and Household Trends

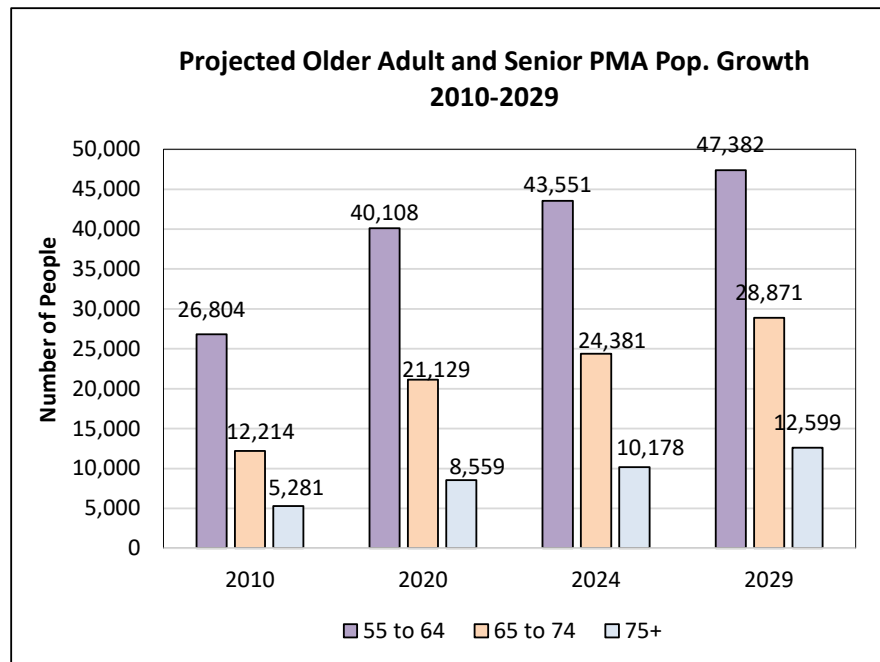
The Demographic Analysis section of this study presented general demographic characteristics of the PMA's population in comparison to the PMA Remainder, PMA and the Seven County Metro Area. The following points summarize key findings from that section as they pertain to the older adult population in the Market Area and Seven County Metro. Table SN-1 shows the older adult and senior population and households from 2010 to 2029.

- Between 2010 and 2020, one of the fastest growing populations in the PMA was those between the ages of 70 and 74, which experienced an 81.3% increase in population, an addition of 5,637 people. Cottage Grove and the Metro Area also experienced significant growth in this age group with increases of 68.8% (1,797 people) and 83.0% (135,656 people), respectively of the population between 65 to 74 increased between 2010 and 2020.
- Between 2020 and 2029, the fastest population growth in the PMA is projected to be in those between the ages of 75 and 84, which are forecast to experience a 54.6% increase in population, an addition of 3,288 people. Over the same period, Cottage Grove and the Metro Area are forecast to experience increases of where 23.9% (609 people) and 29.5% (41,802 people), respectively of the population between 75 and 84 years.

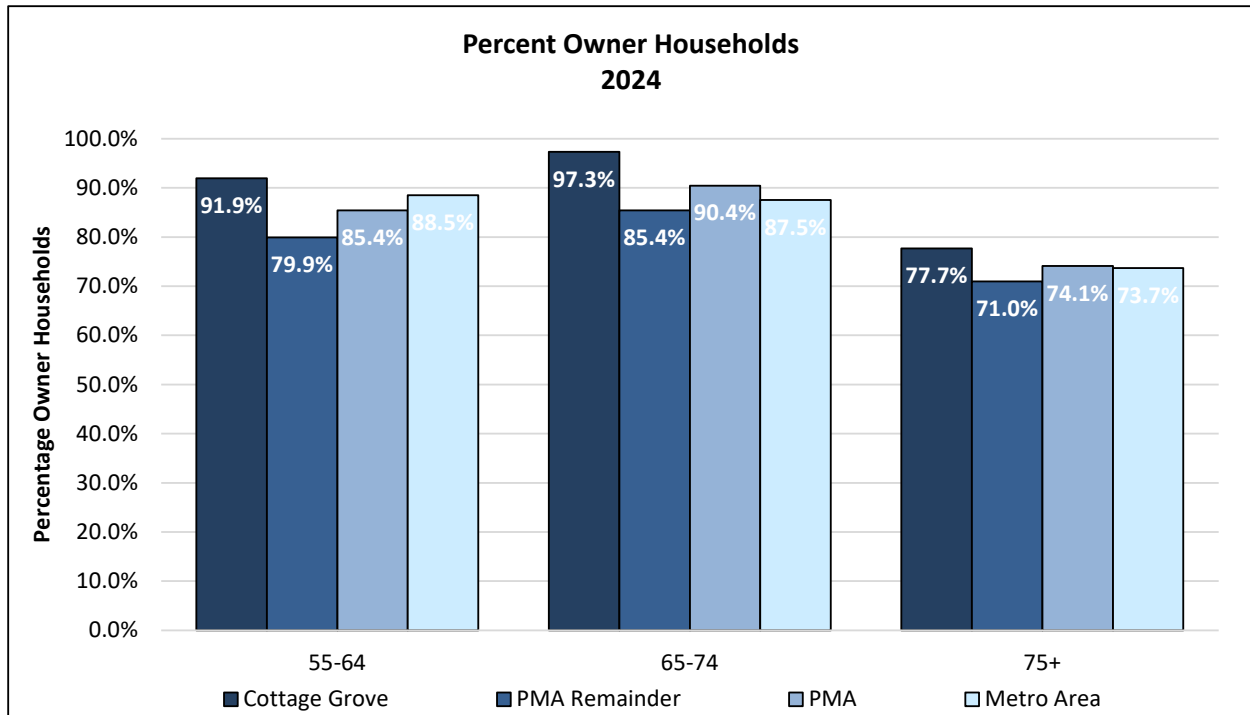
TABLE SN-1
OLDER ADULT (55+) POPULATION & HOUSEHOLD AGE DISTRIBUTION
PRIMARY MARKET AREA
2010 to 2029

	Historic	Current	Estimate	Forecast	Change			
POPULATION								
Age	2010	2020	2024	2029	2010-2020		2020-2029	
55 to 64	14,590	18,979	19,170	18,511	4,389	30.1%	-468	-2.5%
65 to 69	4,014	7,023	7,973	8,888	3,009	75.0%	1,865	26.6%
70 to 74	2,919	5,547	6,230	7,384	2,628	90.0%	1,837	33.1%
75 to 79	2,318	3,610	4,584	5,495	1,292	55.7%	1,885	52.2%
80 to 84	1,597	2,410	2,820	3,813	813	50.9%	1,403	58.2%
85 +	1,366	2,539	2,774	3,291	1,173	85.9%	752	29.6%
Total 55+	26,804	40,108	43,551	47,382	13,304	49.6%	7,274	18.1%
Total 65+	12,214	21,129	24,381	28,871	8,915	73.0%	7,742	36.6%
Total 75+	5,281	8,559	10,178	12,599	3,278	62.1%	4,040	47.2%
Tot. Pop.	129,462	147,520	157,100	166,644	18,058	13.9%	19,124	13.0%
HOUSEHOLDS								
Age	2010	2020	2024	2029	2010-2020		2020-2029	
55 to 64	8,109	10,742	10,871	10,366	2,633	32.5%	-376	-3.5%
65 to 74	6,809	7,419	8,375	9,476	610	9.0%	2,057	27.7%
75+	6,336	5,451	6,478	7,916	-885	-14.0%	2,465	45.2%
Total 55+	21,254	23,612	25,724	27,758	2,358	11.1%	4,146	17.6%
Total 65+	13,145	12,870	14,853	17,392	-275	-2.1%	4,522	35.1%
Total 75+	6,336	5,451	6,478	7,916	-885	-14.0%	2,465	45.2%
Tot. HH	47,101	53,802	57,700	59,500	1,198	2.5%	5,698	10.6%

Sources: U.S. Census Bureau; ESRI; Maxfield Research and Consulting



- The primary market for service-enhanced housing is senior households age 75 and older. While individuals in their 50s and 60s typically do not comprise the market base for service-enhanced senior housing, they often have elderly parents to whom they provide support when they decide to relocate to senior housing. Since elderly parents typically prefer to be near their adult caregivers, growth in the older adult age cohort (age 55 to 64) generally results in additional demand for senior housing products.
- Homeownership information lends insight into the number of households that may still have homes to sell and could potentially supplement their incomes from the sales of their homes to support monthly fees for alternative housing.
- The PMA maintains high rates of homeownership in the older adult age cohorts. The homeownership rate as of 2024 is 85.4% for households 55 to 64. Seniors typically begin to consider moving into senior housing alternatives or more convenient housing such as apartment buildings or twin homes in their early to mid-70s. This movement pattern is demonstrated by the drop in homeownership between the 65 to 74 age cohort (90.4) and the 75+ age cohort (75.1%).



- With a homeownership rate of 84.7% for all Cottage Grove PMA households over the age of 65, many residents would be able to use proceeds from the sales of their homes toward senior housing alternatives. The resale of single-family homes would allow additional senior households to qualify for market rate housing products, since equity from the home sale could be used as supplemental income for alternative housing. These considerations are factored into our demand calculations.

A map on the following page, created with ESRI data, displays the percentage of 65 and older population by census block group in Cottage Grove and neighboring communities in 2023 (latest available data). Percentage categories for those 65 and older are as follows: under 5%; 10% to 14.99%; 15% to 19.99%; 20% to 24.99%; and 25% or more. Areas of Cottage Grove with the highest percentage of those 65 and older are in the southern portion of the City, including Lower Grey Cloud Island and in the central portion of the City paralleling US Highway

Supply of Senior Housing

Table SN-2 provides summary information on number of units, average unit size, average rent and price per square foot by service level in Cottage Grove and the surrounding PMA. The following paragraphs discuss the number of units in the PMA, the number of units in Cottage Grove and current vacancies.

- Maxfield Research identified 13 senior housing developments in the PMA. Several properties provide for a continuum of care while others offer only one service level. Combined, these properties contain a total of 2,126 senior housing units. Of those 2,126 units, 1,398 units (65.8%) are market rate and 728 (34.2%) are either shallow-subsidy or deep-subsidy units.
- Based on the survey, 61.4% of the units provide service-enhanced housing, for a total of 1,305 units. These include 471 independent living units, 462 assisted living units and 372 memory care units. The remaining 38.6% (805 units) are active adult, including 728 affordable (deep- and shallow-subsidy), 4 market rate rental and 73 cooperative/ownership units. Of the 2,126 senior housing units, 90 are currently vacant, representing a 4.2% vacancy rate. Vacancy rates of 5% for independent living and 7% for assisted living and memory care are considered equilibrium for service-enriched housing.
- Market rate active adult units are 0.0% vacant and affordable active adult properties are 2.0% vacant. As such, the current vacancy rates indicate that the market rate active adult market is significantly undersupplied and the affordable active adult market is somewhat undersupplied.
- The affordable active adult properties are predominantly shallow-subsidy properties with rent levels set at between 50% and 60% of AMI. A small portion of units are deep-subsidy where residents pay 30% of their income toward their housing costs and must qualify with an adjusted annual gross income of no greater than 50% of AMI.
- Cottage Grove has two age-restricted senior properties that have income-restricted units: Legends of Cottage Grove (2017) and Cottages of Cottage Grove (1993). Vacancies are very low at both of these properties.

TABLE SN-2 PMA MARKET RATE SENIOR HOUSING UNITS BY SERVICE LEVEL COTTAGE GROVE PRIMARY MARKET AREA August 2024					
Unit Type	No of Units	Avg SF	Price Range	Avg Rent	Rent/SF
Adult Rental					
2BR	2	960	\$1,354 - \$1,354	\$1,354	\$1.41
3BR	2	1,000	\$1,577 - \$1,577	\$1,577	\$1.58
Total/Avg	4	980	\$1,354 - \$1,577	\$1,466	\$1.50
Adult Ownership					
1BR+Den	3	1,059	\$1,485 - \$3,110	\$2,243	\$2.12
2BR	59	1,301	\$2,265 - \$3,705	\$3,283	\$2.52
2BR+Den	11	1,303	\$2,690 - \$4,570	\$3,680	\$2.82
Total/Avg	73	1,024	\$1,485 - \$4,570	\$3,007	\$2.94
Independent Living					
1BR	188	750	\$1,485 - \$3,110	\$2,243	\$2.99
1BR+Den	118	1,069	\$2,265 - \$3,705	\$3,283	\$3.07
2BR	165	1,303	\$2,690 - \$4,570	\$3,680	\$2.82
Total/Avg	471	1,024	\$1,485 - \$4,570	\$3,007	\$2.94
Assisted Living					
Studio	117	448	\$2,525 - \$4,150	\$3,123	\$6.97
1BR	261	633	\$2,800 - \$5,195	\$3,818	\$6.03
1BR+Den	40	842	\$4,310 - \$5,075	\$4,779	\$5.68
2BR	44	990	\$3,250 - \$5,510	\$5,032	\$5.08
Total/Avg	462	637	\$2,525 - \$5,510	\$3,836	\$6.02
Memory Care					
Studio	234	355	\$3,590 - \$9,900	\$5,759	\$16.22
1BR	105	445	\$4,250 - \$10,210	\$3,553	\$7.98
2BR	6	725	\$5,905 - \$10,450	\$8,575	\$11.83
Total/Avg	345	389	\$3,590 - \$10,450	\$5,136	\$13.20
Source: Maxfield Research and Consulting					

- The Cottages of Cottage Grove is the only property with market rate active adult rental units. The development, as mentioned in the previous bullet point, is mixed income. Of the 59 total units, only four units are market rate. Applewood Pointe of Woodbury is the only cooperative senior living property in the PMA with 73 units.

- There are six independent living properties with services available, totaling 471 independent living units in the PMA, 10 of which are vacant (2.1% vacancy rate). Independent living with services available units have rents that range from a low of \$1,485 for a one-bedroom unit to a high of \$4,570 for a two-bedroom unit.
- There are nine assisted living properties in the PMA with a total of 462 units, 46 of which were vacant for a vacancy rate of 9.9%. Assisted living properties generally include three meals per day, snacks, housekeeping, linen and laundry service, and emergency call systems. Fees for service care level packages are in addition to the base monthly fee.
- There are 10 facilities providing 372 memory care units in the PMA with 19 units vacant for a vacancy rate of 5.1%. One facility provides all-inclusive pricing while the others require service care packages in addition to the base monthly fee.
- Pending senior developments can be found later in the report in the Pending Developments section.

Select Senior Developments



Norris Square (Cottage Grove)



White Pine AL/MC (Cottage Grove)



Legends of Cottage Grove (Cottage Grove)



Talamore Senior Living (Woodbury)



Prelude Memory Care (Woodbury)



Red Rock Manor (Newport)



The Quill (Hastings)



St. Therese of Woodbury (Woodbury)

Introduction

Maxfield Research and Consulting analyzed the for-sale housing market in Cottage Grove and the larger Market Area, by collecting data on single-family and multifamily home sales and active listings and pending for-sale developments.

Home Resales in PMA

Table FS-1 presents closed resale data for Cottage Grove, the PMA Remainder, PMA and the Seven County Metro from 2010 through 2023. Table FS-2 presents median resale prices during that same period for the same four geographies. The data was obtained from the Greater Mpls Area Association of Realtors. The following are key points.

Closed Sales

- Between 2010 and 2023, there has been an average of 646 home sales per year in Cottage Grove and 2,514 in the PMA. Sales averaged 768 per year from 2020 through 2023 in Cottage Grove and 2,738 per year in the PMA. Earlier, from 2010 through 2019, there were an average of 597 sales per year in Cottage Grove and 2,424 in the PMA.
- The number of closed sales from 2010 through 2023 in Cottage Grove represented one-quarter (25.7%) of all sales in the PMA and 1.4% of all sales in the Seven County Metro.
- During 2023, there were 615 closed sales in Cottage Grove, down 24.4% from 808 closed sales in 2022. Similarly, from 2022 through 2023, closed sales were down 19.0% and 17.5%, in the PMA remainder and PMA, respectively. In the Seven County Metro, closed sales were down 17.5% during the same period.

TABLE FS-1 CLOSED REALES COTTAGE GROVE, PMA REMAINDER, PMA, & SEVEN COUNTY METRO 2010 - 2023				
Year	Cottage Grove	PMA Remainder	PMA	Seven County Metro
2010	419	1,277	1,696	33,134
2011	439	1,419	1,858	36,194
2012	558	1,588	2,147	42,594
2013	540	1,876	2,419	46,145
2014	538	1,687	2,227	42,965
2015	631	1,914	2,545	48,750
2016	681	2,054	2,740	51,741
2017	683	2,121	2,805	51,745
2018	675	2,107	2,783	50,046
2019	803	2,217	3,022	50,518
2020	813	2,282	3,100	54,085
2021	834	2,284	3,115	55,922
2022	808	1,805	2,617	45,298
2023	615	1,507	2,121	37,389

Source: InfoSparks & Maxfield Research and Consulting.

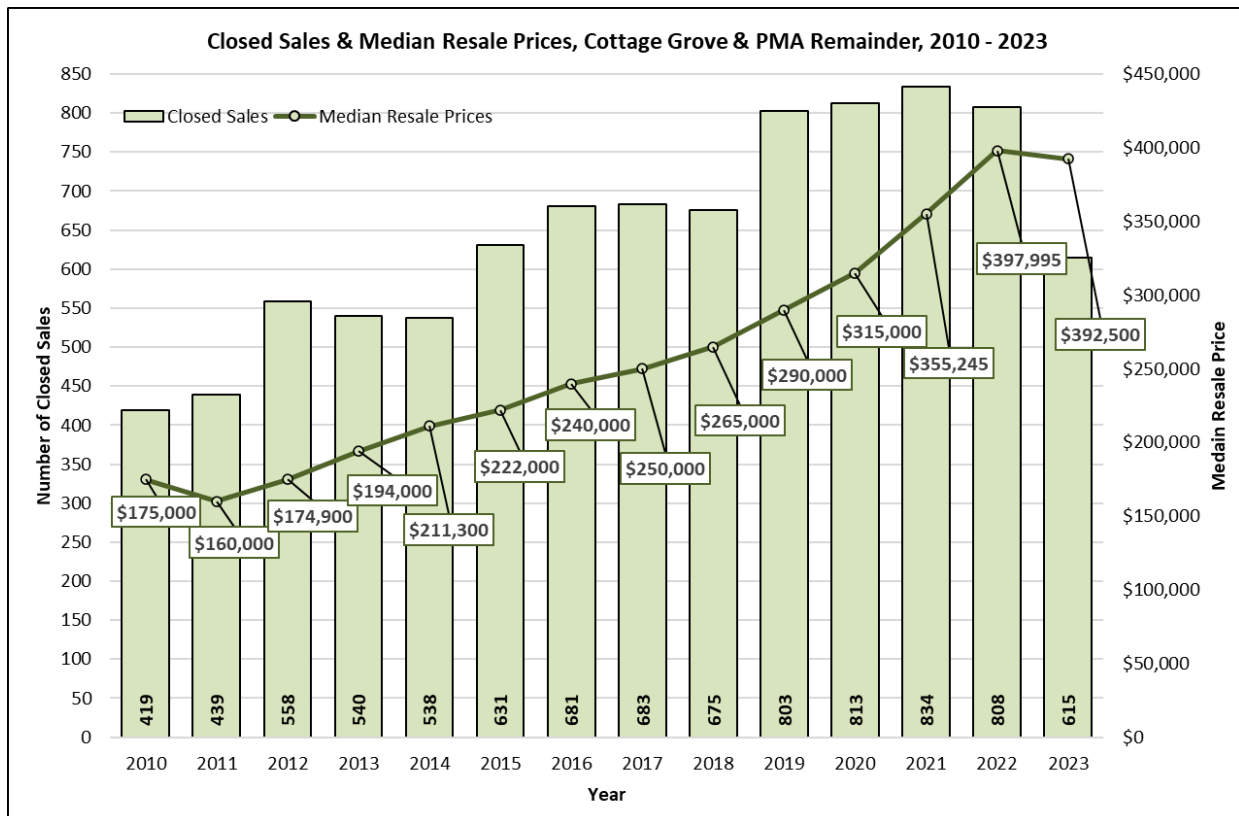
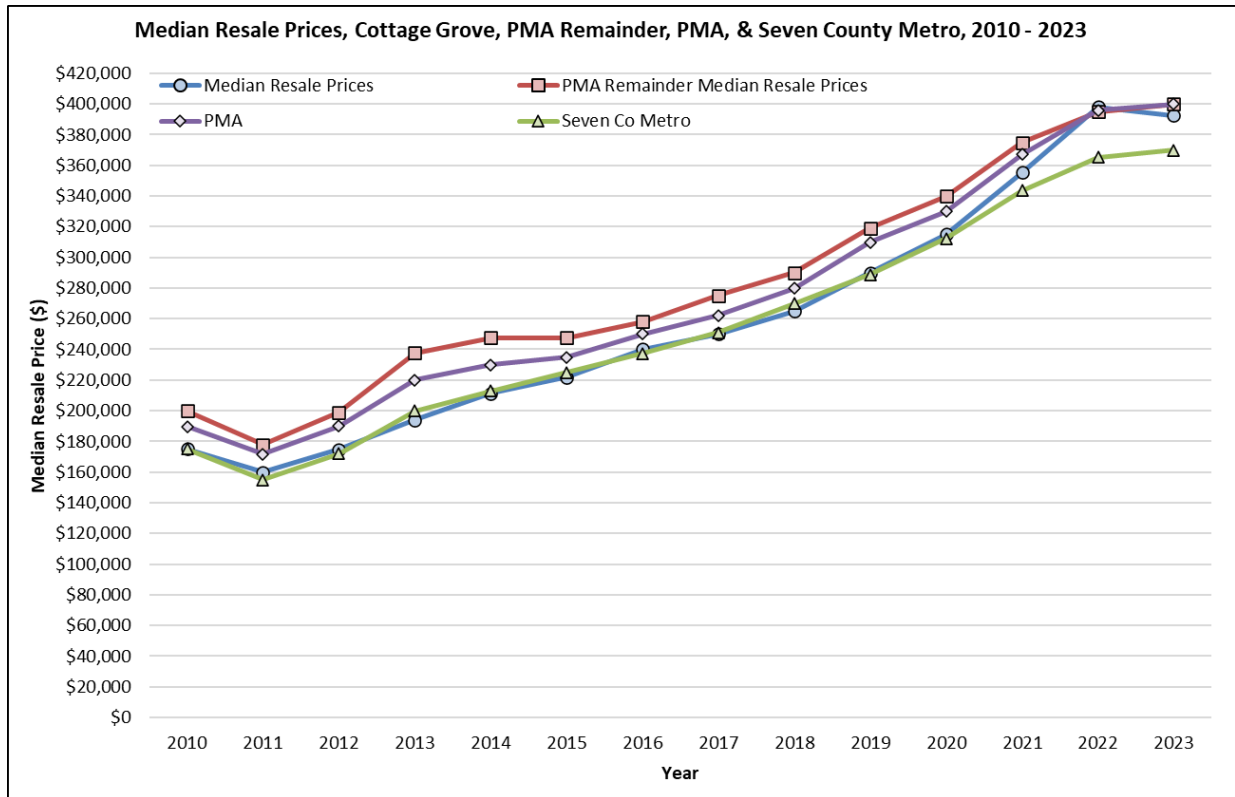
Median Resale Prices

- The median resale price declined 8.6% in Cottage Grove and 9.5% between 2010 and 2011 at the trough of the real estate market. Between 2011 and 2022, the City has experienced median resale increases every year equating to an overall 94.5% increase (8.7% annually).
- Except the period 2022 through 2023 (1.4% decrease), Cottage Grove has experienced median resale price increases every year. Throughout the PMA, since 2011, the PMA experienced median resale price increases every year (7.4% annual increase).
- The PMA Remainder and Seven County Metro Area experienced annual median resale price increases of 7.1% and 9.7%, respectively between 2011 and 2023.

TABLE FS-2 MEDIAN RESALE PRICES COTTAGE GROVE, PMA REMAINDER, PMA, & SEVEN COUNTY METRO 2010 - 2023				
Year	Cottage Grove	PMA Remainder	PMA	Seven County Metro
2010	\$175,000	\$199,900	\$189,700	\$175,000
2011	\$160,000	\$177,900	\$171,750	\$155,000
2012	\$174,900	\$199,000	\$189,900	\$172,000
2013	\$194,000	\$237,731	\$220,000	\$199,900
2014	\$211,300	\$247,500	\$230,000	\$213,000
2015	\$222,000	\$247,565	\$235,000	\$224,900
2016	\$240,000	\$258,050	\$250,000	\$237,200
2017	\$250,000	\$275,000	\$262,000	\$251,000
2018	\$265,000	\$290,000	\$279,900	\$270,000
2019	\$290,000	\$318,965	\$309,900	\$288,900
2020	\$315,000	\$339,900	\$330,000	\$312,146
2021	\$355,245	\$375,000	\$367,000	\$343,500
2022	\$397,995	\$395,000	\$395,963	\$365,115
2023	\$392,500	\$400,000	\$399,890	\$370,000

Source: InfoSparks & Maxfield Research and Consulting.

- In Cottage Grove, from 2010 through 2023, the median resale price was lowest in 2011 at \$160,000. Similarly, median resale prices were also the lowest in 2011 in the PMA Remainder (\$177,900), the PMA (\$171,500) and the Seven County Metro (\$155,000).
- From 2022 through 2023, median resale prices increased in three of the four geographies. The PMA's median resale price increased 1.0% to \$399,890 while the PMA Remainder and Seven County Metro's median resale prices increased 5.1% (to \$368,000) and 7.7% (to \$370,000), respectively. By contrast, Cottage Grove's median resale price decreased slightly by 1.4% to \$392,500.



Current Supply of Homes on the Market

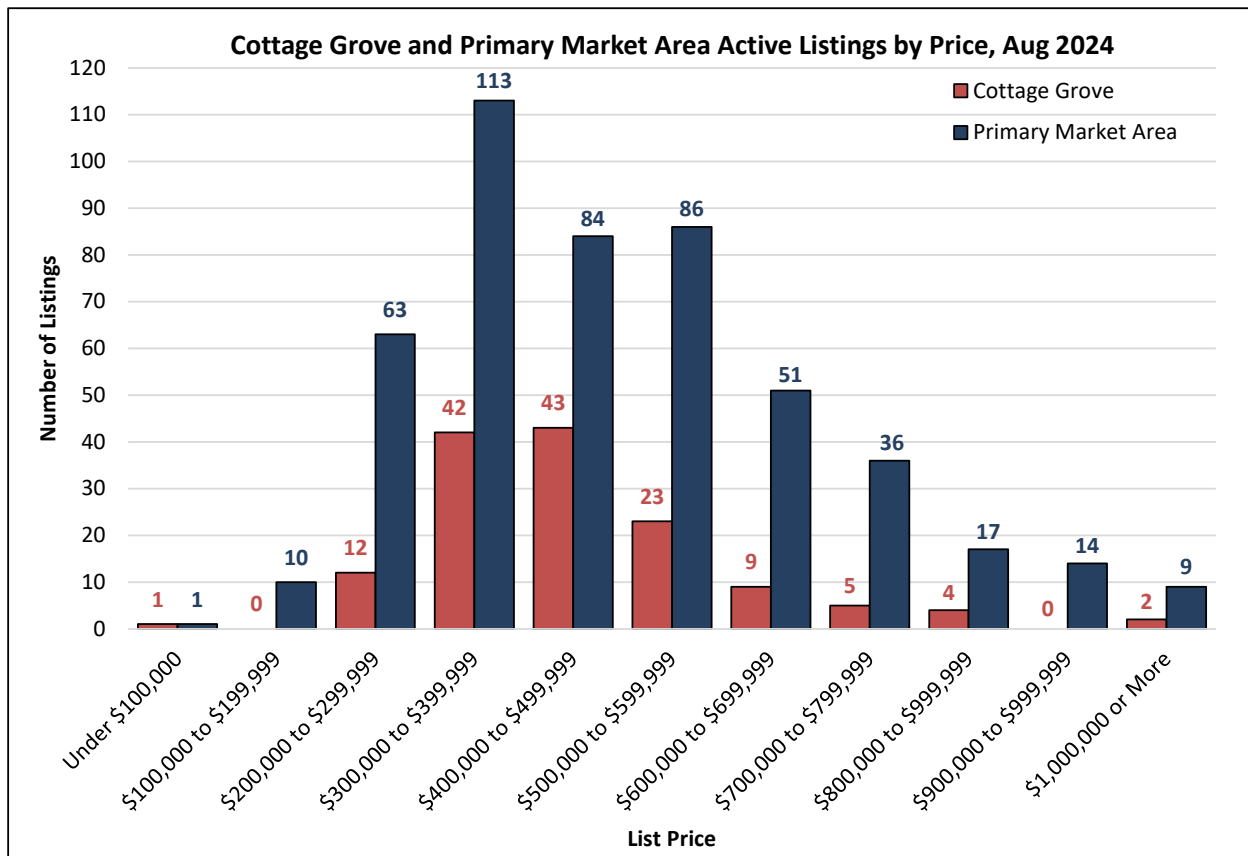
To examine the current market more closely for available owner-occupied housing in Cottage Grove, we reviewed the current supply of homes on the market (listed for sale). Table FS-3 shows homes currently listed for sale in Cottage Grove and the Primary Market Area distributed into eleven price ranges. The listings were obtained August 2024 from the Greater Mpls Area Association of Realtors.

- As of August 2024, there were 141 homes listed for sale in Cottage Grove (96 SF and 45 MF) and 484 homes listed for sale in the Primary Market Area (309 SF and 175 MF).
- The median list prices in Cottage Grove and the PMA, for single-family and multifamily homes were \$485,689 and \$373,990, respectively. The median sale price is generally a more accurate indicator of housing values in a community than the average sale price. Average sale prices can be easily skewed by a few very high-priced or low-priced home sales in any given year, whereas the median sale price better represents the pricing of most homes in a given market.
- The PMA's average listed sales price of \$509,873 was 9.2% more than Cottage Grove's average listed sales price of \$467,004.

TABLE FS-3				
HOMES CURRENTLY LISTED FOR-SALE				
COTTAGE GROVE & PRIMARY MARKET AREA				
August 2024				
Price Range	Cottage Grove		Primary Market Area	
	No.	Pct.	No.	Pct.
Under \$100,000	1	0.7%	1	0.2%
\$100,000 to \$199,999	0	0.0%	10	2.1%
\$200,000 to \$299,999	12	8.5%	63	13.0%
\$300,000 to \$399,999	42	29.8%	113	23.3%
\$400,000 to \$499,999	43	30.5%	84	17.4%
\$500,000 to \$599,999	23	16.3%	86	17.8%
\$600,000 to \$699,999	9	6.4%	51	10.5%
\$700,000 to \$799,999	5	3.5%	36	7.4%
\$800,000 to \$999,999	4	2.8%	17	3.5%
\$900,000 to \$999,999	0	0.0%	14	2.9%
\$1,000,000 or More	2	1.4%	9	1.9%
	141	100%	484	100%
Minimum	\$90,000		\$90,000	
Maximum	\$1,250,000		\$3,200,000	
Median	\$442,000		\$509,873	
Average	\$467,004		\$474,398	
Note: Includes single family, townhomes, twin homes, and condos (Previously owned and completed new construction).				
Sources: Greater Mpls Area Assoc of Realtors; Maxfield Research and Consulting				

FOR-SALE MARKET ANALYSIS

- As shown, 44% of homes in the PMA were priced at \$500,000 or more compared to 31% of homes in Cottage Grove.
- An estimated 69% of homes in Cottage Grove are priced between \$200,000 and \$500,000 while in the PMA, 54% of homes are priced in this same range.
- Based on a median list price of \$442,000 for Cottage Grove, the income required to afford a home at this price would be between \$126,286 and \$147,333; based on the standard of 3.0 to 3.5 times the median income (and assuming these households do not have a high level of debt). A household with significantly more equity (in an existing home and/or savings) could afford a higher priced home. An estimated 43% (42.8%) of Cottage Grove's households have annual incomes at or above \$131,274.
- Based on a median list price of \$489,990 for the PMA, the income required to afford a home at this price would be between \$139,997 and \$163,330; based on the standard of 3.0 to 3.5 times the median income (and assuming these households do not have a high level of debt). A household with significantly more equity (in an existing home and/or savings) could afford a higher priced home. About 38% (37.8%) of PMA households have annual incomes at or above \$139,997.



FOR-SALE MARKET ANALYSIS

- Most of the single-family and multifamily homes listed for sale in Cottage Grove are priced between \$300,000 and \$399,999 (35.5%), \$400,000 and \$499,999 (23.2%), and \$500,000 and \$599,999 (16.7%). In the PMA, Most of the single-family and multifamily homes listed for sale are also priced between \$300,000 and \$399,999 (27.5%), \$500,000 and \$599,999 (18.9%), \$600,000 and \$699,999 (15.4%), and \$400,000 and \$499,999 (14.9%).

Tables FS-4 shows homes currently listed for sale in Cottage Grove by property type while table FS-5 does the same for the PMA. The listings were obtained May 22, 2024, from the RMLS.

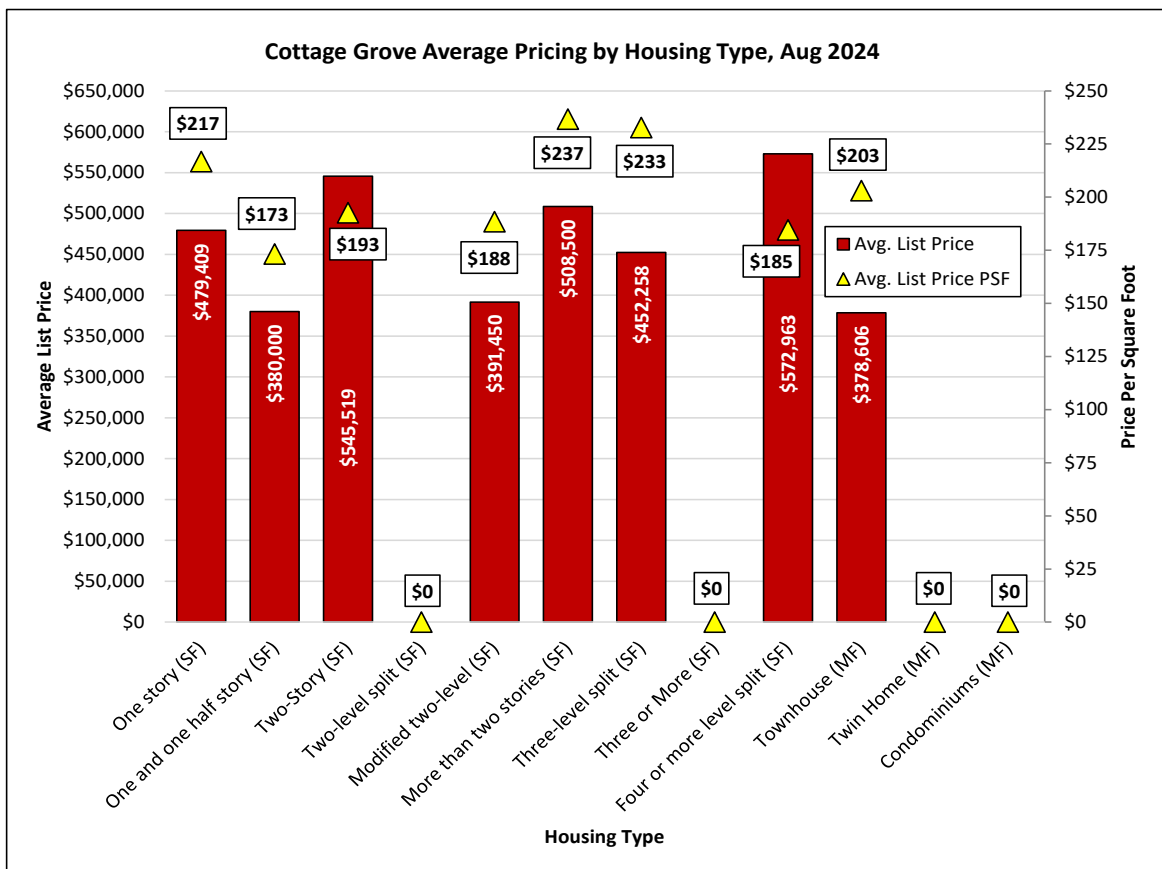
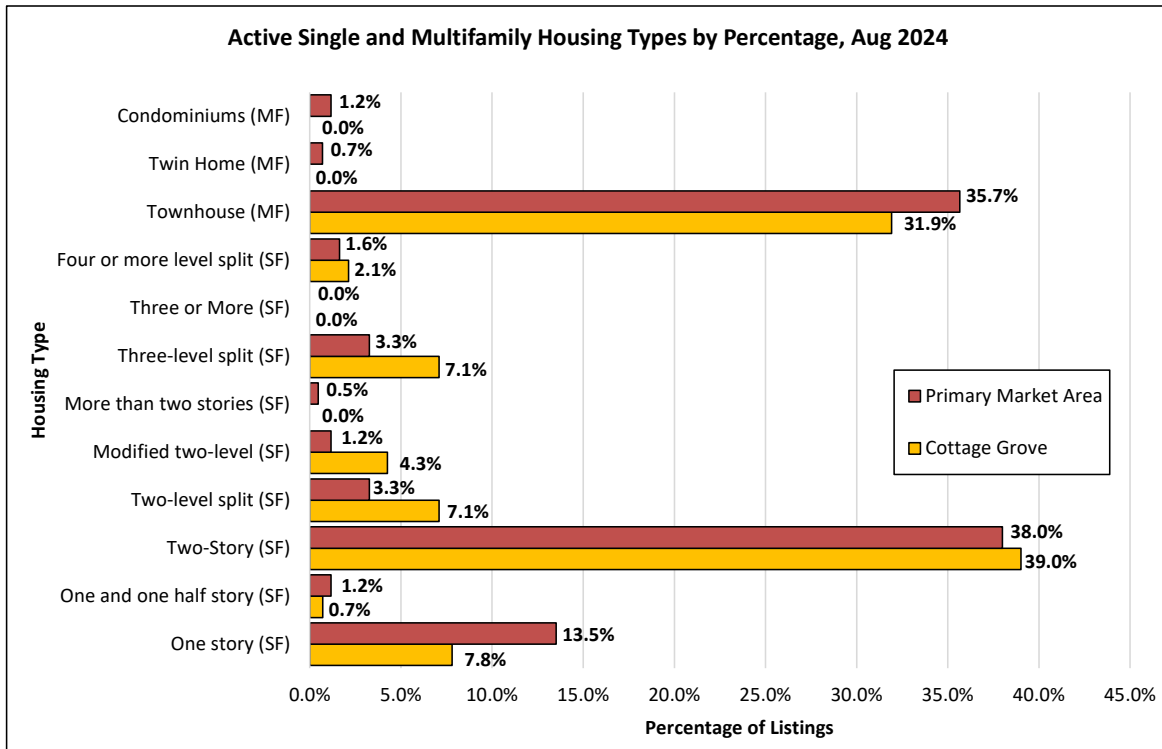
TABLE FS-4 ACTIVE LISTINGS BY HOUSING TYPE COTTAGE GROVE AUGUST 2024						
Property Type	Listings	Pct.	Avg. List Price	Avg. Home Size Sq. Ft.	Avg. Price Per Sq. Ft.	Avg. Age of Home
Single-Family						
One Story	11	8.0%	\$479,409	2,212	\$217	1980
One and One Half Story	1	0.7%	\$380,000	2,193	\$173	1945
Two-Story	55	39.9%	\$545,519	2,831	\$193	2015
More than Two Stories	0	0.0%	--	--	--	--
Two-Level Split	10	7.2%	\$391,450	2,077	\$188	1983
Modified Two Story	6	4.3%	\$508,500	2,148	\$237	1997
Three-Level Split	10	7.2%	\$452,258	1,943	\$233	2003
Three or More	0	0.0%	--	--	--	--
Four or More Level Split	3	2.2%	\$572,963	3,103	\$185	1999
Total	96	69.6%	\$512,311	2,586	\$198	2004
Multifamily						
Townhouse	45	32.6%	\$378,606	1,864	\$203	2017
Twin Home	0	0.0%	--	--	--	--
Condominiums	0	0.0%	--	--	--	--
Total	45	32.6%	\$378,808	1,864	\$203	2017
Cottage Grove Totals	138	100.0%	\$459,458	2,300	\$200	2009
Sources: RMLS & Maxfield Research and Consulting.						

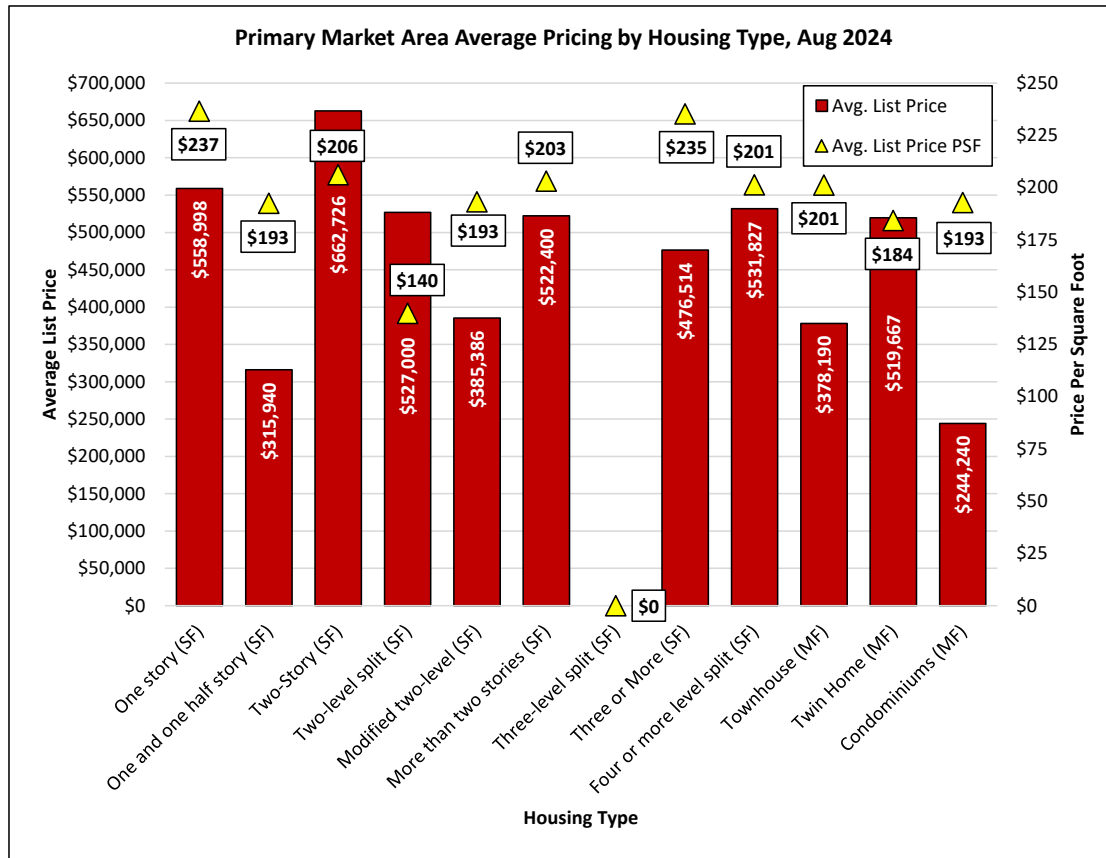
- Of the 141 listings in Cottage Grove, 96 (68.1%) were single-family homes while 45 listings (31.9%) were multifamily homes. In the PMA, of 484 listings, 309 were single family homes (63.8%) while 175 listings were multifamily homes (36.2%).
- Townhomes (39.1%) and two story (37.1%) listings are the two most common housing types in Cottage Grove, accounting for a combined 76.1% of all of listings. In contrast, throughout the PMA, two story (38.0%) and townhomes (35.7%) listings are the two most common property types accounting for a combined 73.7% of all active listings.

- In Cottage Grove, the only multifamily housing type are townhomes. By comparison, townhomes represent 35.7% of all listings, condominiums represent 1.2% of all listings and twin homes represent 0.7% of all listings in the overall PMA.

TABLE FS-5 ACTIVE LISTINGS BY HOUSING TYPE PRIMARY MARKET AREA August 2024						
Property Type	Listings	Pct.	Avg. List Price	Avg. Home Size Sq. Ft.	Avg. Price Per Sq. Ft.	Avg. Age of Home
Single-Family						
One Story	58	13.5%	\$558,998	2,362	\$237	1997
One and One Half Story	5	1.2%	\$315,940	1,641	\$193	1928
Two-Story	163	38.0%	\$662,726	3,214	\$206	2012
More than Two Stories	2	0.5%	\$527,000	3,767	\$140	1949
Two-Level Split	14	3.3%	\$385,386	1,994	\$193	1982
Modified Two Story	5	1.2%	\$522,400	2,571	\$203	1997
Three or More	0	0.0%	--	--	--	--
Three-Level Split	14	3.3%	\$476,514	2,025	\$235	2002
Four or More Level Split	7	1.6%	\$531,827	2,641	\$201	1994
Total	268	62.5%	\$531,827	2,641	\$201	1994
Multifamily						
Townhouse	153	35.7%	\$378,190	1,879	\$201	2011
Twin Home	3	0.7%	\$519,667	2,820	\$184	2003
Condominiums	5	1.2%	\$244,240	1,266	\$193	1989
Total	161	37.5%	\$376,804	1,787	\$211	2018
PMA Totals	429	100.0%	\$517,773	2,486	\$208	2013
Sources: Greater Mpls Area Assoc of Realtors; Maxfield Research and Consulting.						

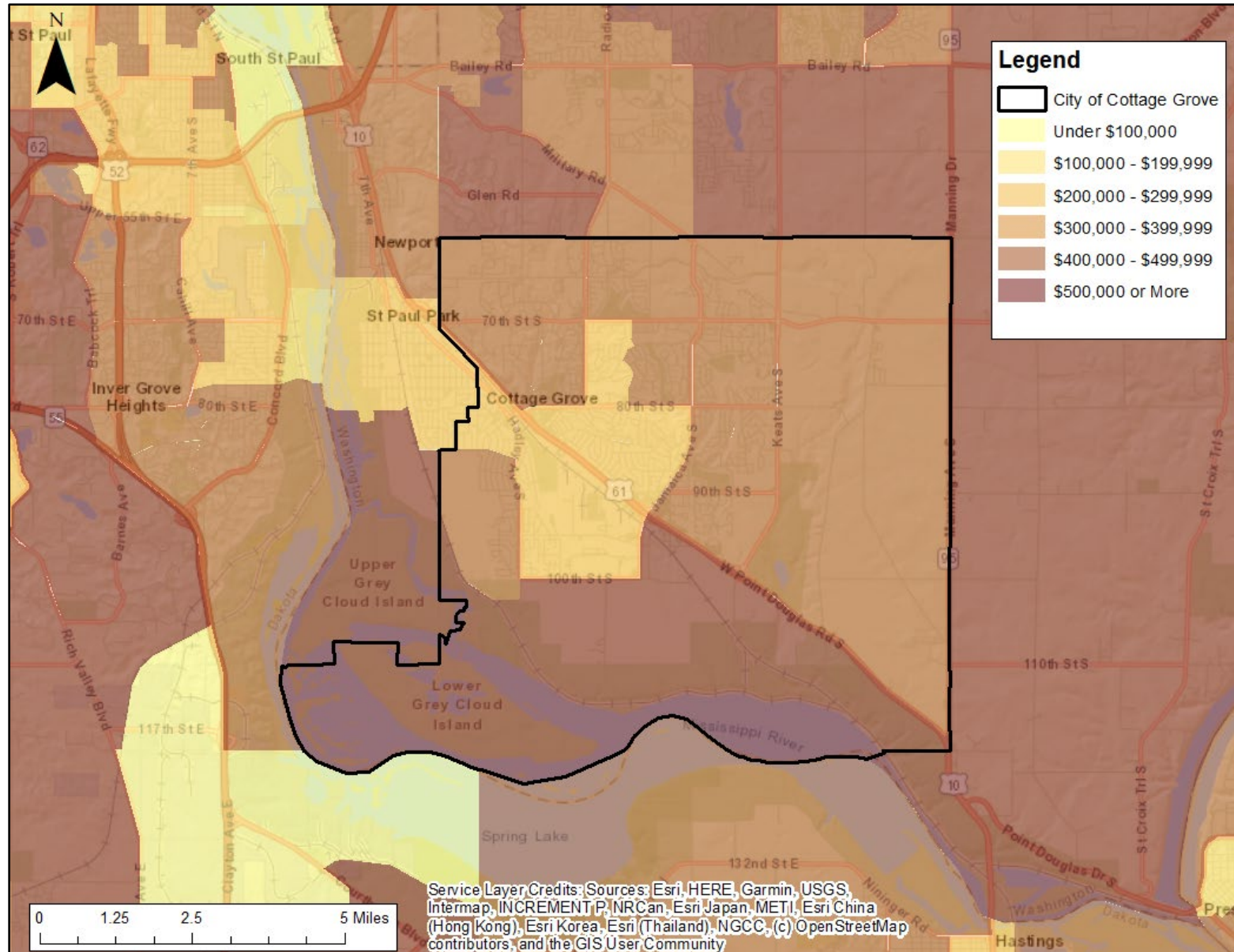
- Listings for townhomes report the lowest average list price (\$378,190) in Cottage Grove while condominiums report the lowest average list price in the PMA (\$244,240). Townhomes report the lowest average square footage in Cottage Grove (1,864 square feet) while condominiums report the lowest average square footage in the PMA (1,266 square feet).
- Listings for four or more level split homes report the highest average list price (\$572,963) in Cottage Grove while two story homes report the highest average list price in the PMA (\$662,726). Four or more level split homes report the highest average square feet in Cottage Grove (3,103 square feet) while more than two-story homes report the highest average square feet in the PMA (3,767 square feet).



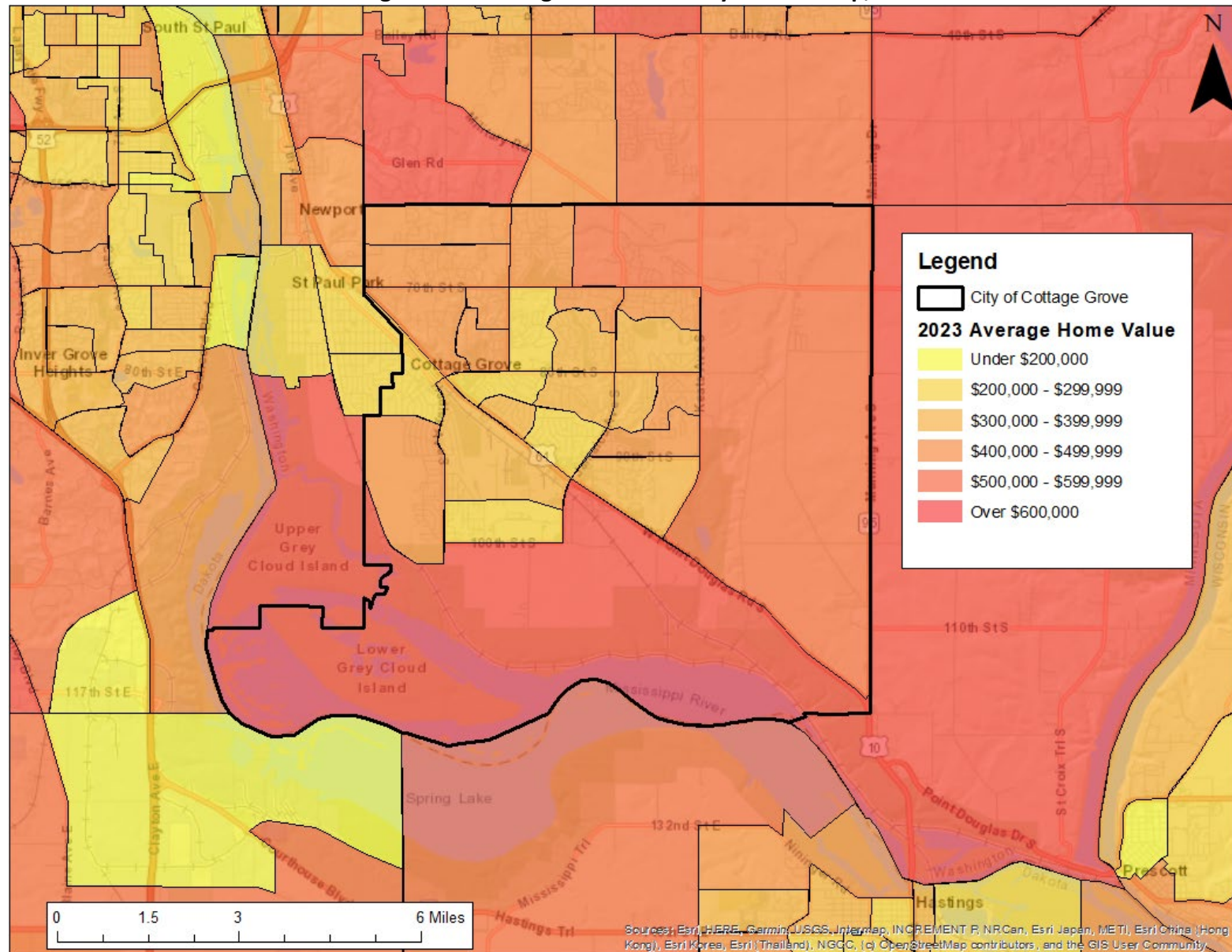


Maps of 2023 median and average home values by census block, created with ESRI data, across Cottage Grove and neighboring communities are displayed on the following pages. Home value categories for both maps are as follows: under \$100,000; \$100,000 to \$199,999; \$200,000 to \$299,999; \$300,000 to \$399,999; \$400,000 to \$499,999; and \$500,000 and over. Median and average home values in Cottage Grove are highest in the southern portion of the City. In addition, median and average home values are also higher in the far eastern and northern portions of the City.

Cottage Grove Median Home Value by Block Group, 2023



Cottage Grove Average Home Value by Block Group, 2023

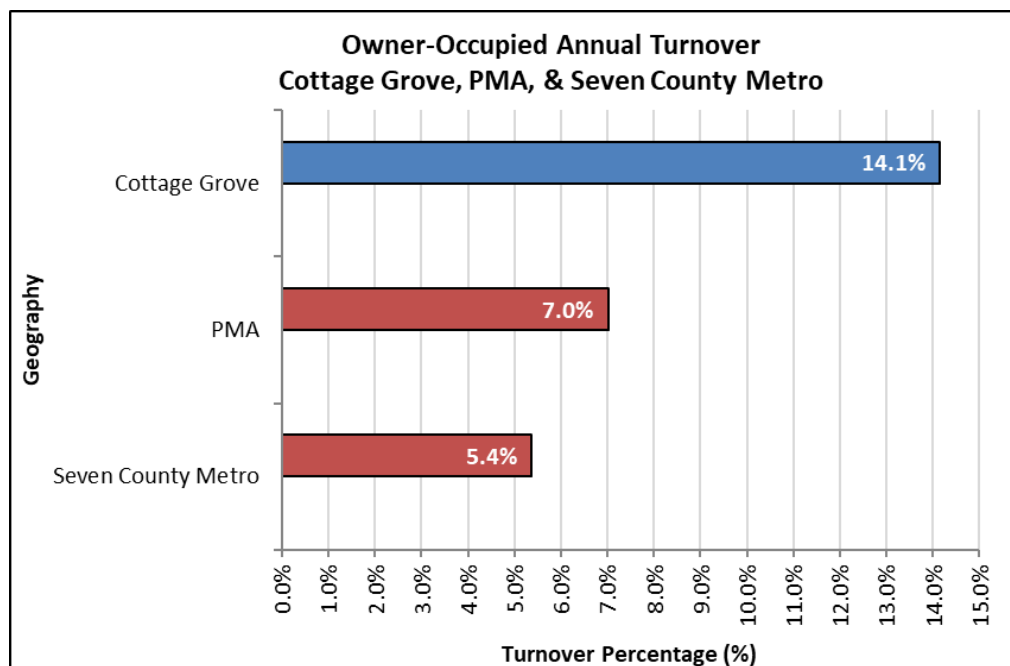


Owner-Occupied Turnover

Table FS-6 illustrates existing home turnover as a percentage of owner-occupied units in Cottage Grove, the PMA and the Seven County Metro. Resales are based on historic transaction volume between 2010 and 2024 as obtained from listings through the Greater Minneapolis Area Association of Realtors. Owned housing units are sourced to the American Community Survey.

As displayed in the table, an estimated 14.1% of Cottage Grove's owner-occupied housing stock is sold annually. The turnover rate in the PMA is 7.0% compared to 5.4% in the Seven County Metro. Typically, the turnover rate for owned homes ranges from 3% at the low-end to 8% at the high-end in many communities in the Midwest.

TABLE FS-6 OWNER-OCCUPIED TURNOVER COTTAGE GROVE, PMA, & SEVEN COUNTY METRO			
Geography	Owner-occupied Housing Units ¹	Resales Annual Avg. ²	Turnover Pct.
Cottage Grove	4,570	646	14.1%
PMA	35,853	2,514	7.0%
Seven County Metro	860,790	46,180	5.4%
¹ Owner-occupied housing units in 2022 (based on American Community Survey 5-year average (2018-2022) adjusted to 2022 by Maxfield Research.			
² Annual average of resales between 2010 and 2023.			
Sources: U.S. Census Bureau, Mpls Area Assoc of Realtors, Maxfield Research and Consulting			



School Districts

School districts have a direct impact on community home values. Nearly all of Cottage Grove is included in the South Washington County School District (District 833) with a small sliver of eastern and southeast Cottage Grove in the Hastings School District (District 200). The South Washington County School District is bordered by the following school districts: Stillwater Area (District 834), Hastings (District 200), Rosemount-Apple Valley-Eagan (District 196), Inver Grove Heights (District 199), South St Paul (District 0006-03), Saint Paul (District 625), and North St. Paul-Maplewood-Oakdale (District 622). Table FS-9 displays school rankings for high schools in or near Cottage Grove. A map, following the text of this section, shows the City of Cottage Grove, as well as nearby districts in Minnesota and Wisconsin.

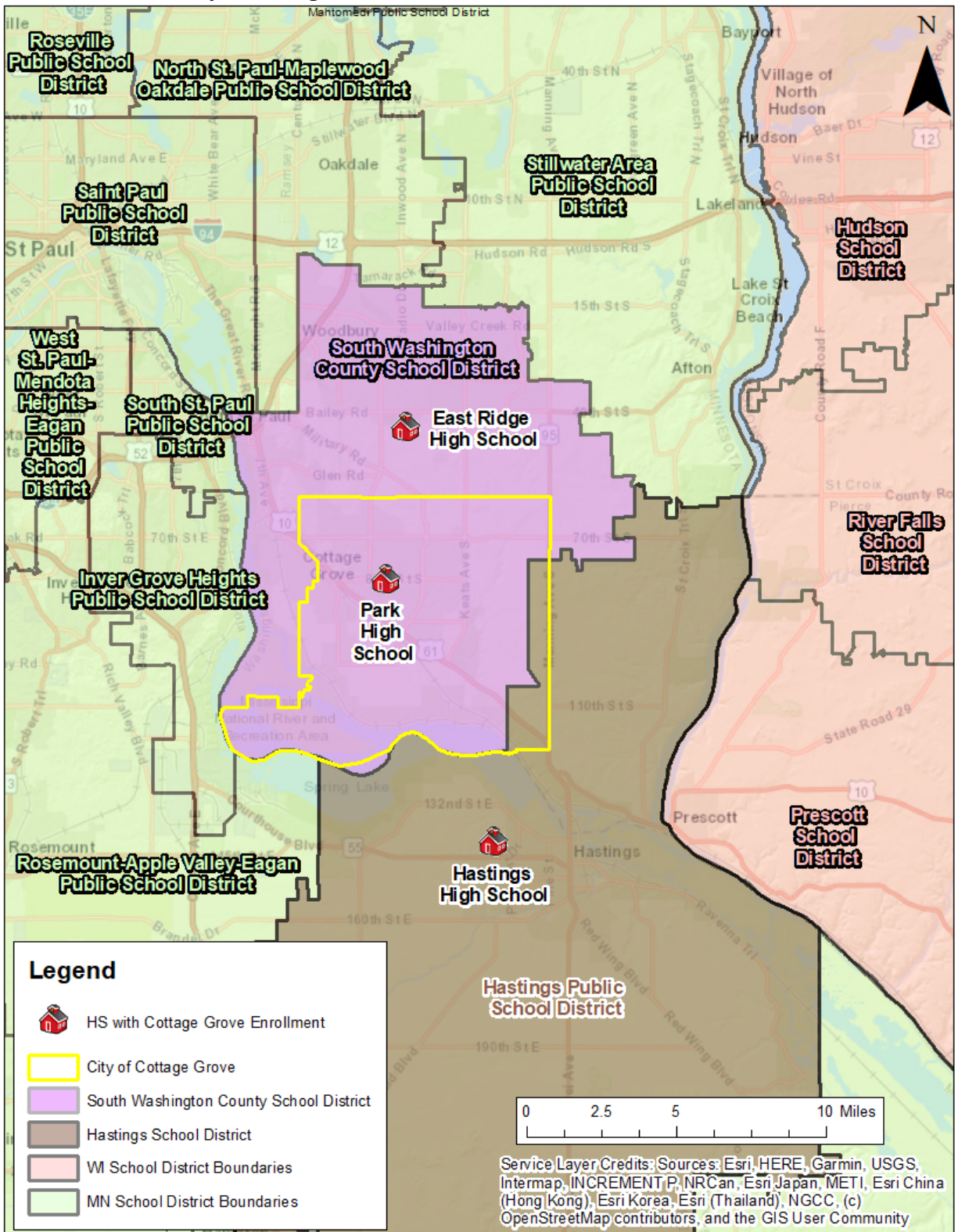
- The South Washington County School District is home to three high schools, Woodbury High School, East Ridge High School, and Park High School. Park High School, located in Cottage Grove, serves most of the city, in addition to the City of City Paul Park. East Ridge High School, located in Woodbury, serves the far northern portion of Cottage Grove, in addition to the City of Newport and southern Woodbury. Woodbury High School only serves the City of Woodbury.
- Of the two high schools in the South Washington County District servicing Cottage Grove residents, East Ridge High School is ranked the 26th best high school in the state and 25th best high school in the Metro Area according to the latest data available in an online study published by US News and World Report. Nationally East Ridge High School is ranked 1,578 across all surveyed schools in the nation. Park High School is ranked the 164th best high school in the state and 100th best high school in the Metro Area according to the latest data available in an online study published by US News and World Report. Nationally Park High School is ranked 8,981 across all surveyed schools in the nation.
- Hastings High School, in Hastings, serves a very small portion of far eastern and southeastern Cottage Grove. Hastings High School is ranked the 69th best high school in the state and 63rd best high school in the Metro Area according to the latest data available in an online study published by US News and World Report. Nationally Hastings High School is ranked 3,972 across all surveyed schools in the nation.
- Of the three high schools serving parts of Cottage Grove, East Ridge High School has the highest college readiness score, 43.4, followed by Park High School at 24.3, and Hastings High School at 22.0. The college readiness score is based on state and Advanced Placement (AP) Testing.
- East Ridge High School and Hastings High School each had graduation rates of 94% while Park High School had a graduation rate of 91%. The average graduation rate among the fourteen schools analyzed was 93%, ranging from a low of 86% at Tartan Senior High School in Oakdale, Minnesota to a high of 98% at Prescott High School in Prescott, Wisconsin.

- Of the three high schools serving parts of Cottage Grove, East Ridge High School had the highest enrollment at 2,021 students followed by Park High School with 1,938 students, and Hastings High School with 1,353 students. The average enrollment was 1,643 students across the 14 schools.
- The student-teacher ratio of 43 students to every teacher at East Ridge High School and 35 students to every teacher at Park High School have the second and third highest student to teacher ratios of all 14 surveyed schools. Only Woodbury High School, at 44 students for every teacher, had a higher student to teacher ratio. Hastings High School had a student to teacher ratio of 23 students to every teacher, below that of the average 25 to one student to teacher ratios across all fourteen schools.
- Of the fourteen surveyed schools, Hudson High School, just across the St. Croix River in Wisconsin was ranked the highest in national rankings at 913 in the nation. In Wisconsin, it was the 20th best high school and in the Minneapolis Metro Area, the 13th best school.

FOR-SALE MARKET ANALYSIS

Table FS-7 COTTAGE GROVE & NEARBY COMMUNITIES: 2024 HIGH SCHOOL RANKINGS										
	High School	Address	National Rankings	Statewide Rankings	Minneapolis Metro Rankings	Grades Served	Enrollment	Student Teacher Ratio	College Readiness*	Graduation Rate
1	Hudson High School	1501 Vine St Hudson St Hudson, WI	913	20	13	9-12	1,783	16:1	55.9	96%
2	Eagan Senior High School	4185 Braddock Tr, Eagan, MN	922	13	14	9-12	2,171	20:1	45.3	95%
3	Woodbury High School	2665 Woodlane Dr Woodbury, MN	1,497	24	24	9-12	1,979	44:1	44.4	94%
4	East Ridge High School	4200 Pioneer Dr Woodbury, MN	1,578	26	25	9-12	2,021	43:1	43.4	94%
5	Two Rivers High School	1897 Delaware Ave, Mendota Heights, MN	1,780	30	28	9-12	1,479	19:1	32	88%
6	Stillwater High School	5701 Stillwater Blvd N, Oak Park Heights, MN	2,601	44	40	9-12	2,647	26:1	38.2	96%
7	Rosemount Senior High School	3335 142nd St W Rosemount, MN	2,743	48	44	9-12	2,425	19:1	41.7	91%
8	River Falls High School	818 Cemetary Rd River Falls, WI	2,767	82	46	9-12	1,112	17:1	22.5	96%
9	Prescott High School	1010 Dexter St Prescott, WI	3,362	108	59	9-12	430	14:1	27.5	98%
10	Hastings High School	200 General Sieben Dr Hastings, MN	3,972	69	63	9-12	1,353	23:1	22.0	94%
11	Tartan Senior High School	828 Greenway Ave N, Oakdale, MN	4,498	80	67	9-12	1,683	20:1	26.8	86%
12	South St. Paul Secondary	7700 N 2nd St South St Paul, MN	4,561	82	68	9-12	923	25:1	28.6	90%
13	Simley Senior High School	2920 80th St E Inver Grove Heights, MN	5,475	101	78	9-12	1,062	22:1	35.3	91%
14	Park High School	8040 80th St S Cottage Grove, MN 55016	8,981	164	100	9-12	1,938	35:1	24.3	91%
*:Based on state proficiency and Advanced Placement (AP) tests. Note: Analyzed Data is based off 2022-2023, 2021-2022, and 2020-2021 school years. Statewide rankings for MN schools are for MN and statewide rankings for WI schools are for WI schools. Source: US News and World Report and RTI International utilizing data from The Common Core of Data (U.S. Department of Education), state math and reading assessments, The College Board, and International Baccalaureate (IB) - 2024 Data.										

City of Cottage Grove and Area School District Boundaries



Lot Supply

Maxfield Research identified newer subdivisions (developed since 2018) in the PMA along with available lots. Table FS-8, on the following pages, displays this information. Data was obtained from the City of Cottage Grove.

- Since 2018 44 new subdivisions have been platted. In those 44 subdivisions are over 2,500 lots (2,504 lots)
- Of the 2,500 lots 22.3% or 559 lots were vacant.
- Average lot sizes ranged from a low of 1.36 acres at Thompson Grove Community Hall to a high of 54.80 acres at Summers Landing 4th Addition.

TABLE FS-8 LOT SUPPLY WITHIN NEWER SUBDIVISIONS IN COTTAGE GROVE SUMMER 2024				
Subdivision	No. of Lots/Units	Vacant Lots	Average Lot Size (Acres)	Density Per Acre
Graymont Village 2nd Addition	66	66	16.36	4.03
Mississippi Landing 1st Addition	110	110	NA	--
Graymont Village 1st Addition	60	20	3.77	15.92
Ravine Crossing	79	65	28.60	2.76
Glacial Valley 2nd	76	64	9.58	7.93
Settlers Bluff 2nd Addition	77	15	16.70	4.61
Hawthorne 2nd Addition	106	69	49.80	2.13
Hinton Woods (Townhomes)	55	0	10.74	5.12
Glacial Valley Estates 1st Addition	24	0	4.06	5.91
Woodward Ponds 2nd & 3rd Addition - Townhomes	116	58	16.62	6.98
High Pointe 2nd Addition - Townhomes	31	0	4.73	6.55
Rolling Meadows	41	14	17.60	2.33
Hinton Woods	61	10	19.98	3.05
Eastbrooke 3rd Addition	38	25	9.73	3.91
Settlers Bluff 1st Addition	78	0	9.73	8.02
Calarosa 6th Addition	86	4	29.33	2.93
Cardinal Reserve	59	24	22.16	2.66
Hawthorne 1st Addition	93	3	68.55	1.36
Northwick Park 2nd Addition	24	0	7.11	3.38
Summers Landing 5th Addition	79	0	10.17	7.77
Calarosa 5th Addition - SF	54	0	7.61	7.10
Woodward Ponds 1st Addition - Townhomes	48	0	12.22	3.93
CONTINUED				

TABLE FS-8 (CONTINUED) LOT SUPPLY WITHIN NEWER SUBDIVISIONS IN COTTAGE GROVE SUMMER 2024				
Subdivision	No. of Lots/Units	Vacant Lots	Average Lot Size (Acres)	Density Per Acre
High Pointe 1st Addition - Townhomes	51	0	14.40	3.54
Summers Landing 4th Addition	122	0	54.80	2.23
Calarosa 5th Addition - SF	35	0	13.62	2.57
Northwick Park 1st Addition	47	0	27.60	1.70
Langdon Hills	51	0	25.01	2.04
Eastbrooke 2nd Addition	33	5	37.99	0.87
Ravine Meadows	26	0	9.85	2.64
Calarosa 4th Addition - Quads	24	0	2.72	8.82
Bailey Woods	41	0	19.94	2.06
Summers Landing 3rd Addition	75	0	25.30	2.96
Parkview Pointe	60	0	20.71	2.90
Kingston Fields 2nd Addition	34	5	10.60	3.21
Young Property by Lennar Homes	10	0	5.00	2.00
Calarosa 3rd Addition - MF	16	0	2.13	7.51
Calarosa 3rd Addition - SF	70	0	20.50	3.41
Kingston Fields	87	0	34.00	2.56
Hamlet Heights	24	0	10.35	2.32
Calarosa 2nd Addition	49	0	28.37	1.73
Eastbrooke (Phase I)	50	0	22.27	2.25
Mississippi Dunes Estates Fifth	44	0	23.38	1.88
Thompson Grove Community Hall	3	0	1.36	2.21
Summers Landing 2nd Addition	91	2	36.34	2.50
Totals	2,504	559	19.10	4.01
Sources: City of Cottage Grove & Maxfield Research and Consulting.				

Planned and Proposed Developments

There are a few pending developments in the planning process in the PMA. This section discusses the developments that have already submitted plans to the City, some of which have received preliminary and/or final approvals. Below is a brief discussion of pending rental and senior developments in Cottage Grove and other PMA communities. Table P-1 lists pending and under construction rental and senior housing developments.

The pending list breaks down into three categories: under construction, approved and proposed. The number of housing units is separated between affordable and market rate.

Most of the for-sale developments in Cottage Grove and Woodbury consists of developments already underway and are building out various subdivisions. Many of these that are in process are nearly sold out or have sold a substantial number of lots.

PLANNED/PENDING DEVELOPMENTS

TABLE P-1 RENTAL & SENIOR HOUSING DEVELOPMENT PIPELINE PRIMARY MARKET AREA AUGUST 2024									
Project Name/Address	City	Developer	Status	Units/Lots			Project Type	Comments	
				Aff.	MR	Total			
Under Construction									
Vermillion Acres Senior Housing 1190 County Rd 47	Hastings	Headwater Development	Under Construction	0	75	75	Assisted Living & Memory	Modular buildings	
Red Rock II 150 Red Rock Crossing	Newport	MWF Properties	Under Construction	60	0	60	Affordable General	Scheduled to open Nov. 2024	
Approved									
Karen Drive Multifamily S of Hudson Rd and E of Settlers Ridge Pkwy	Woodbury	Real Estate Equities	Approved	252	0	252	Affordable	48 (1BR), 126 (2BR) 72 (3BR)	
Manning Avenue Apartments 1/4 Mile S of Hudson Rd & Manning Rd	Woodbury	LSBD Woodbury Manning, LLC	Approved	237	0	237	Affordable	27 (1BR), 111 (2BR), 99 (3BR)	
Roer's Cottage Grove Apartments 6850 E Point Douglas Rd S	Cottage Grove	Roers	Approved	37	107	144	Mixed Income GO Rental	107 units (MR); 29 units (50% AMI) 8 units (60% AMI).	
Bluestem Apartments 7601 79th St S	Cottage Grove	Trellis	Approved	52	0	52	Affordable Active Adult	55+ 36 units 30% AMI and 16 units 60% AMI	
Norhart Apartments Hadley Ave S & 100th St N	Cottage Grove	Norhart Development	Approved	0	299	299	Market Rate	45 Std., 21 Alc; 119 1BR, 89 2BR, 25 3BR	
Prelude Village of Woodbury 10350 Bailey Road	Woodbury	Emmaus Companies	Approved	0	20	20	Senior - IL	Cottages - Taking Reservations	
Summer Valley Jeffrey Ave S. / 63rd Ave S	Cottage Grove	Summergate Development	Approved	0	71	71	Market Rate	Single-Family Homes	
Sienna Grove 10662 Bent Pine Lane	Woodbury	D. R. Horton	Approved	0	172	172	Market Rate	Single-Family Homes	
Proposed									
Walden at Hastings Hwy 316 and Michael Avenue	Hastings	Land Equity LLC	Proposed	0	511	511	Lifestyle-All Ages	54 TW, 68 TH, 170 Apts, 60 AA, 55 SF, 104 AL Need to annex land from Nininger Twp.	
Mississippi Landing II 409 Golf Links Drive	Grey Cloud Is	Rachel Development	Proposed	0	377	377	Market Rate	Redevelopment of former golf course	
				Under Construction	60	75	135		
				Approved	578	669	1,247		
				Proposed	0	888	888		
NA: Not Assessed or Not Applicable.									
Sources: PMA Cities; Maxfield Research and Consulting									

Introduction

Affordable housing is a term that has various definitions according to different people and is a product of supply and demand. According to the U.S. Department of Housing and Urban Development (HUD), the definition of affordability is for a household to pay no more than 30% of its annual income on housing (including utilities). Families who pay more than 30% of their income for housing (either rent or mortgage) are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care.

Generally, housing that is income-restricted to households earning at or below 80% of Area Median Income (AMI) is considered affordable. However, many individual properties have income restrictions set anywhere from 30% to 80% of AMI. Rent is not based on income but instead is a contract amount that is affordable to households within the specific income restriction segment. Moderate-income housing, often referred to as “workforce housing,” refers to both rental and ownership housing. Hence the definition is broadly defined as housing that is income-restricted to households earning between 50% and 120% AMI. Figure 1 below summarizes income ranges for the Minneapolis-St Paul-Bloomington Area.

FIGURE 1 AREA MEDIAN INCOME (AMI) DEFINITIONS	
Definition	AMI Range
Extremely Low Income	0% - 30%
Very Low Income	31% - 50%
Low Income	51% - 80%
Moderate Income Workforce Housing	80% - 120%
Note: Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area 4-person AMI = \$124,200 (2024)	

Naturally Occurring Affordable Housing (i.e. Unsubsidized Affordable)

Although affordable housing is typically associated with an income-restricted property, there are other housing units in communities that indirectly provide affordable housing. Housing units that were not developed or designated with income guidelines (i.e. assisted) yet are more affordable than other units in a community are considered “naturally occurring” or “unsubsidized affordable” units. This rental supply is available through the private market, versus assisted housing programs through various governmental agencies. Property values on these units are lower based on a combination of factors, such as: age of structure/housing stock, location, condition, size, functionally obsolete, school district, etc. Because of these factors, housing costs tend to be lower.

According to the *Joint Center for Housing Studies of Harvard University*, the privately unsubsidized housing stock supplies three times as many low-cost affordable units than assisted projects nationwide. Unlike assisted rental developments, most unsubsidized affordable units are scattered across small properties (one to four-unit structures) or in older multifamily structures. Many of these older developments may be vulnerable to redevelopment due to their age, modest rents, and deferred maintenance.

Because many of these housing units have affordable rents, project-based and private housing markets cannot be easily separated. Some households (typically those with household incomes of 50% to 60% AMI) income-qualify for both market rate and project-based affordable housing.

Based on the review of Cottage Grove's housing stock and the inventory of rental properties; we find a substantial portion of the housing stock would be classified as naturally occurring affordable housing.

Rent and Income Limits

Table HA-1 shows the maximum allowable incomes by household size to qualify for affordable housing and maximum gross rents that can be charged by bedroom size in the Minnesota-St Paul-Bloomington Area. These incomes are published and revised annually by the Department of Housing and Urban Development (HUD) and published separately by the Minnesota Housing Finance Agency based on the date the project was placed into service. Fair market rent is the amount needed to pay gross monthly rent at modest rental housing in a given area. This table is used as a basis for determining the payment standard amount used to calculate the maximum monthly subsidy for families at financially assisted housing.

Table HA-2 shows the maximum rents by household size and AMI based on income limits illustrated in Table HA-1. The rents on Table HA-2 are based on HUD's allocation that monthly rents should not exceed 30% of income. In addition, the table reflects maximum household size based on HUD guidelines of number of persons per unit. For each additional bedroom, the maximum household size increases by two persons.

TABLE HA-1
MHFA/HUD INCOME AND RENT LIMITS
WASHINGTON COUNTY, MN (EFFECTIVE 4/01/2024)

	Income Limits by Household Size							
	1 pph	2 pph	3 pph	4 pph	5 pph	6 pph	7 pph	8 pph
30% of median	\$26,100	\$29,820	\$33,540	\$37,260	\$40,260	\$43,230	\$46,230	\$49,200
50% of median	\$43,500	\$49,700	\$55,900	\$62,100	\$67,100	\$72,050	\$77,050	\$82,000
60% of median	\$52,200	\$59,640	\$67,080	\$74,520	\$80,520	\$86,460	\$92,460	\$98,400
80% of median	\$69,600	\$79,520	\$89,440	\$99,360	\$107,360	\$115,280	\$123,280	\$131,200
100% of median	\$87,000	\$99,400	\$111,800	\$124,200	\$134,200	\$144,100	\$154,100	\$164,000
120% of median	\$104,400	\$119,280	\$134,160	\$149,040	\$161,040	\$172,920	\$184,920	\$196,800
	Maximum Gross Rent							
	EFF	1BR	2BR	3BR	4BR			
30% of median	\$652	\$699	\$838	\$969	\$1,080			
50% of median	\$1,087	\$1,165	\$1,397	\$1,615	\$1,801			
60% of median	\$1,305	\$1,398	\$1,677	\$1,938	\$2,161			
80% of median	\$1,740	\$1,864	\$2,236	\$2,584	\$2,882			
100% of median	\$2,172	\$2,328	\$2,795	\$3,228	\$3,602			
120% of median	\$2,607	\$2,794	\$3,354	\$3,874	\$4,323			
	Fair Market Rent							
	EFF	1BR	2BR	3BR	4BR			
Fair Market Rent	\$1,174	\$1,327	\$1,622	\$2,188	\$2,478			

Sources: MHFA; HUD; Maxfield Research and Consulting

Sources: MHFA; HUD; Maxfield Research and Consulting

HOUSING AFFORDABILITY

TABLE HA-2
MAXIMUM RENT BASED ON HOUSEHOLD SIZE AND AREA MEDIAN INCOME
MINNEAPOLIS-ST. PAUL-BLOOMINGTON MN-WI HUD METRO FMR AREA 2024 (EFFECTIVE 4/01/2024)

Unit Type ¹	HHD Size		Maximum Rent Based on Household Size (@30% of Income)											
	Min	Max	30%		50%		60%		80%		100%		120%	
			Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Studio	1	1	\$653	- \$653	\$1,088	- \$1,088	\$1,305	- \$1,305	\$1,740	- \$1,740	\$2,175	- \$2,175	\$2,610	- \$2,610
1BR	1	2	\$653	- \$746	\$1,088	- \$1,243	\$1,305	- \$1,491	\$1,740	- \$1,988	\$2,175	- \$2,485	\$2,610	- \$2,982
2BR	2	4	\$746	- \$932	\$1,243	- \$1,553	\$1,491	- \$1,863	\$1,988	- \$2,484	\$2,485	- \$3,105	\$2,982	- \$3,726
3BR	3	6	\$839	- \$1,081	\$1,398	- \$1,801	\$1,677	- \$2,162	\$2,236	- \$2,882	\$2,795	- \$3,603	\$3,354	- \$4,323
4BR	4	8	\$932	- \$1,230	\$1,553	- \$2,050	\$1,863	- \$2,460	\$2,484	- \$3,280	\$3,105	- \$4,100	\$3,726	- \$4,920
¹ One-bedroom plus den and two-bedroom plus den units are classified as 1BR and 2BR units, respectively. To be classified as a bedroom, a den must have a window and closet. Note: 4-person Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area AMI is \$124,200 (2024)														
Sources: HUD, MHFA, Novogradac, Maxfield Research and Consulting LLC.														

Housing Cost Burden

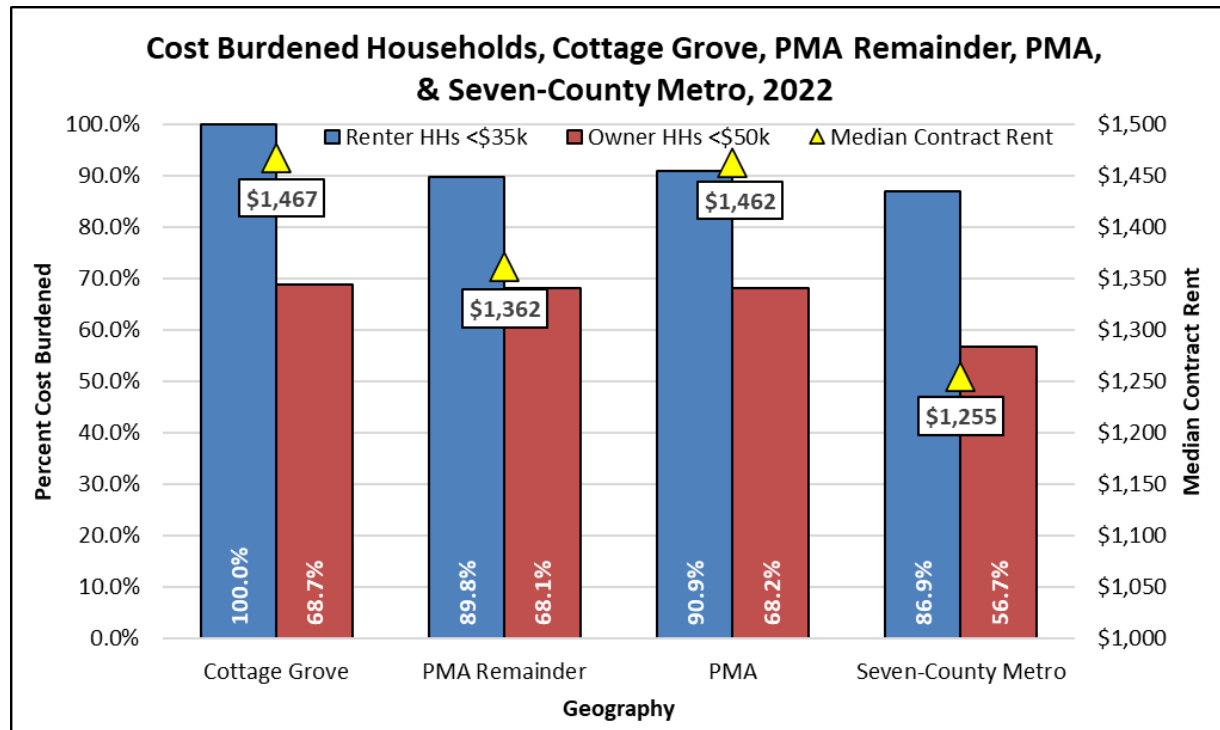
Table HA-3 shows the number and percentage of owner and renter households in Cottage Grove, the PMA Remainder, the PMA and the Seven-County Metro Area that pay 30% or more of their gross income for housing. This information was compiled from the American Community Survey 2022 estimates. This information is different than the 2000 Census which separated households that paid 35% or more in housing costs. As such, the information presented in the tables may be overstated in terms of households that may be “cost burdened.” The Federal standard for affordability is 30% of income for housing costs. Without a separate break out for households that pay 35% or more, there are likely a number of households that elect to pay slightly more than 30% of their gross income to select the housing that they choose. Moderately cost-burdened is defined as households paying between 30% and 50% of their income to housing; while severely cost-burdened is defined as households paying more than 50% of their income for housing.

Higher-income households that are cost-burdened may have the option of moving to lower priced housing, but lower-income households often do not. The figures focus on owner households with incomes below \$50,000 and renter households with incomes below \$35,000.

Key findings from Table HA-3 follow.

- In Cottage Grove, 15.0% of owner households and 42.1% of renter households are considered cost burdened. In comparison, 16.8% of owner households and 40.9% of renter households are considered cost burdened in the PMA Remainder. Throughout the PMA, 16.3% of its owner households and 41.1% of its renter households are cost burdened. Across the Seven-County Metro Area 34.2% of owner households and 47.5% of renter households are cost burdened.
- Among owner households earning less than \$50,000, 68.7% are cost burdened in Cottage Grove. By comparison, among owner households earning less than \$50,000, 68.1% are cost burdened in the PMA Remainder. In the PMA, 68.2% of owner households earning less than \$50,000 are cost burdened while in the Seven-County Metro, 56.7% of owner households earning less than \$50,000 are cost-burdened.
- In Cottage Grove, 100% of renter households earning less than \$35,000 are cost-burdened while 89.8% of PMA Remainder renter households earning less than \$35,000 are cost-burdened. Throughout the PMA, 90.9% of renter households earning less than \$35,000 are cost burdened. In the Seven County Metro, 86.9% of renter households earning less than \$35,000 are cost burdened.

TABLE HA-3 HOUSING COST BURDEN PRIMARY MARKET AREA 2022								
	Cottage Grove		PMA Remainder		PMA		Seven-County Metro	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Owner Households								
All Owner Households	11,624		32,817		44,441		879,008	
Cost Burden 30% or greater	1,739	15.0%	5,479	16.8%	7,218	16.3%	297,746	34.2%
Owner Households w/ incomes <\$50,000	1,091		4,896		5,987		317,495	
Cost Burden 30% or greater	745	68.7%	3,237	68.1%	3,982	68.2%	175,498	56.7%
Renter Households								
All Renter Households	1,570		9,230		10,800		382,486	
Cost Burden 30% or greater	626	42.1%	3,587	40.9%	4,213	41.1%	175,109	47.5%
Renter Households w/ incomes <\$35,000	267		2,188		2,455		122,489	
Cost Burden 30% or greater	260	100.0%	1,827	89.8%	2,087	90.9%	98,983	86.9%
Median Contract Rent ¹	\$1,467		\$1,362*		\$1,462*		\$1,255	
¹ Median Contract Rent 2022 Note: Calculations exclude households not computed. NA: Not Assessed. The majority of PMA cities are missing contract rent data. * Excludes Denmark Township, Grey Cloud Isand Township, and the Washington County portion of Hastings. No data is available for these geographies.								
Sources: American Community Survey 2018-2022 estimates & Maxfield Research and Consulting LLC.								



Housing Vouchers

In addition to subsidized apartments, “tenant-based” subsidies like *Housing Choice Vouchers*, can help lower income households afford market-rate rental housing. The tenant-based subsidy is funded by the Department of Housing and Urban Development (HUD) and is managed by the Washington County Community Development Agency. Under the Housing Choice Voucher program (also referred to as Section 8) qualified households are issued a voucher that can be used in a rental unit within the private market that has rents in line with payment standards. Payment standards are set with guidance from the annually published HUD Fair Market Rents. The household pays approximately 30% of their adjusted gross income for rent and utilities, and the Federal government pays the remainder of the rent to the landlord. The maximum income limit to be eligible for a Housing Choice Voucher is 50% AMI based on household size, as shown in Table HA-1. The following are key points about Washington County’s Housing Choice Voucher Program.

- Washington County is authorized to issue up to 259 vouchers (HCV, VASH, Family Unification, and Mainstream).
- Currently, there are 247 people on the waiting list. Those on the wait list can wait up to three years or more for a voucher.

Housing Costs as Percentage of Household Income

Housing costs are generally considered affordable at 30% of a household's adjusted gross income. Table HA-4 on the following page illustrates key housing metrics based on housing costs and household incomes in Cottage Grove. The table estimates the percentage of Cottage Grove householders that can afford rental and for-sale housing based on a 30% allocation of income to housing. Housing costs are based on the Cottage Grove average.

The housing affordability calculations assume the following:

For-Sale Housing

- 10% down payment with good credit score
- Closing costs rolled into mortgage
- 30-year mortgage at 7.180% interest rate
- Private mortgage insurance (equity of less than 20%)
- Homeowners insurance for single-family homes and association dues for townhomes
- Owner household income per 2023 ACS adjusted to 2024 by Maxfield Research

Rental Housing

- Background check on tenant to ensure credit history
- 30% allocation of income
- Renter household income per 2022 ACS adjusted to 2024 by Maxfield Research

Because of the down payment requirement and strict underwriting criteria for a mortgage, not all households will meet the income qualifications as outlined above.

- The median income of all Cottage Grove households in 2024 was \$114,459. The median income varies by tenure. According to the 2024 American Community Survey, the median income of a homeowner was \$125,079, 45.1% higher than that of renters (\$68,649).
- An estimated 87% of all households and 73% of owner households could afford to purchase an entry-level home in Cottage Grove estimated at \$250,000. When adjusting for move-up buyers (\$380,000) 63% of all households and 60% of owner households would income qualify.
- Of existing renter households, 72% can afford to rent an older one-bedroom unit in Cottage Grove (\$1,200/month). The percentage of renter income-qualified households decreases to 59% that can afford an existing three-bedroom unit (\$1,600/month). After adjusting for new construction rental housing, the percentage of renters that are income-qualified decreases. An estimated 76% of renters can afford a new market rate one-bedroom unit while 39% can afford a new three-bedroom unit.

HOUSING AFFORDABILITY

TABLE HA-4						
PRIMARY MARKET AREA HOUSING AFFORDABILITY - BASED ON HOUSEHOLD INCOME						
For-Sale (Assumes 10% down payment and good credit)						
	Single-Family			Townhome/Twinhome/Condo		
	Entry-Level	Move-Up	Executive	Entry-Level	Move-Up	Executive
Price of House	\$250,000	\$385,000	\$500,000	\$300,000	\$450,000	\$700,000
Pct. Down Payment	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Total Down Payment Amt.	\$25,000	\$38,500	\$50,000	\$30,000	\$45,000	\$70,000
Estimated Closing Costs (rolled into mortgage)	\$7,500	\$11,550	\$15,000	\$9,000	\$13,500	\$21,000
Cost of Loan	\$232,500	\$358,050	\$465,000	\$279,000	\$418,500	\$651,000
Interest Rate	6.750%	6.750%	6.750%	6.750%	6.750%	6.750%
Number of Pmts.	449	449	449	449	449	449
Monthly Payment (P & I)	-\$1,422	-\$2,191	-\$2,845	-\$1,707	-\$2,560	-\$3,983
(plus) Prop. Tax	-\$208	-\$321	-\$417	-\$250	-\$375	-\$583
(plus) HO Insurance/Assoc. Fee for TH	-\$83	-\$128	-\$167	-\$100	-\$100	-\$100
(plus) PMI/MIP (less than 20%)	-\$101	-\$155	-\$202	-\$121	-\$181	-\$282
Subtotal monthly costs	-\$1,815	-\$2,795	-\$3,630	-\$2,178	-\$3,217	-\$4,948
Housing Costs as % of Income	30%	30%	30%	30%	30%	30%
Minimum Income Required	\$72,594	\$111,794	\$145,187	\$87,112	\$128,669	\$197,929
Pct. of ALL Cottage Grove HHDS who can afford ¹	86.8%	63.3%	38.2%	64.7%	45.8%	16.7%
No. of Cottage Grove HHDS who can afford ¹	10,936	7,974	4,818	9,252	6,552	2,385
Pct. of Cottage Grove owner HHDS who can afford ²	79.6%	59.7%	39.3%	91.5%	83.6%	66.4%
No. of Cottage Grove owner HHDS who can afford ²	10,029	7,519	4,956	11,526	10,537	8,362
No. of Cottage Grove owner HHDS who cannot afford ²	2,570	5,080	7,642	1,073	2,061	4,237
Rental (Market Rate)						
	Existing Rental			New Rental		
	1BR	2BR	3BR	1BR	2BR	3BR
Monthly Rent	\$1,200	\$1,450	\$1,600	\$1,600	\$2,000	\$2,500
Annual Rent	\$14,400	\$17,400	\$19,200	\$19,200	\$24,000	\$30,000
Housing Costs as % of Income	30%	30%	30%	30%	30%	30%
Minimum Income Required	\$48,000	\$58,000	\$64,000	\$64,000	\$80,000	\$100,000
Pct. of ALL Cottage Grove HHDS who can afford ¹	87.2%	79.0%	78.6%	78.6%	69.7%	58.9%
No. of Cottage Grove HHDS who can afford ¹	12,475	11,297	11,236	11,236	9,961	8,421
Pct. of Cottage Grove renter HHDS who can afford ²	72.6%	59.5%	58.8%	76.3%	47.1%	38.6%
No. of Cottage Grove renter HHDS who can afford ²	1,236	1,012	1,001	1,299	801	657
No. of Cottage Grove renter HHDS who cannot afford ²	466	690	701	403	901	1,045
¹ Based on 2022 household income for ALL households adjusted to 2024 by Maxfield Research.						
² Based on 2022 ACS household income by tenure adjusted to 2024 by Maxfield Research.						
Source: Maxfield Research & Consulting						

Introduction

Maxfield Research and Consulting was engaged to quantify the demand potential for housing development in Cottage Grove from 2025 to 2035. Earlier sections of this report examined growth trends and demographic characteristics of the household base, employment trends, housing characteristics, along current and pending housing options in the Cottage Grove PMA.

This section of the report quantifies demand for general occupancy ownership housing and rental housing (market rate and affordable) from 2025 to 2035, as well as senior housing demand in 2024 and 2030.

Demographic Profile and Housing Demand

The demographic profile of a community affects housing demand and the types of housing that are needed. The housing life-cycle stages are:

1. *Entry-level householders*
 - Often prefer to rent basic, inexpensive apartments
 - Usually singles or couples in their early 20's without children
 - Will often "double-up" with roommates in apartment setting
2. *First-time homebuyers and move-up renters*
 - Often prefer to purchase modestly priced single-family homes or rent more upscale apartments
 - Usually married or cohabiting couples, in their mid-20's or 30's, some with children, but most are without children
3. *Move-up homebuyers*
 - Typically prefer to purchase newer, larger, and therefore more expensive single-family homes
 - Typically, families with children where householders are in their late 30's to 40's
4. *Empty-nesters (persons whose children have grown and left home) and never-nesters (persons who never have children)*
 - Prefer owning but will consider renting their housing
 - Some will move to alternative lower-maintenance housing products
 - Generally, couples in their 50's or 60's
5. *Younger independent seniors*
 - Prefer owning but will consider renting their housing

- Will often move (at least part of the year) to retirement havens in the Sunbelt and desire to reduce their responsibilities for upkeep and maintenance
- Generally, in their late 60's or 70's

6. *Older seniors*

- May need to move out of their single-family home due to physical and/or health constraints or a desire to reduce their responsibilities for upkeep and maintenance
- Generally single females (widows) in their mid-70's or older

Demand for housing can come from several sources including household growth, changes in housing preferences, and replacement need. Household growth necessitates building new housing unless there is enough desirable vacant housing available to absorb the increase in households. Demand is also affected by shifting demographic factors such as the aging of the population, which dictates the type of housing preferred. New housing to meet replacement need is required, even in the absence of household growth, when existing units no longer meet the needs of the population and when renovation is not feasible because the structure is physically or functionally obsolete.

The graphic on the following page provides greater detail of various housing types supported within each housing life cycle. Information on square footage, average bedrooms/bathrooms, and lot size is provided on the subsequent graphic.

Housing Demand Overview

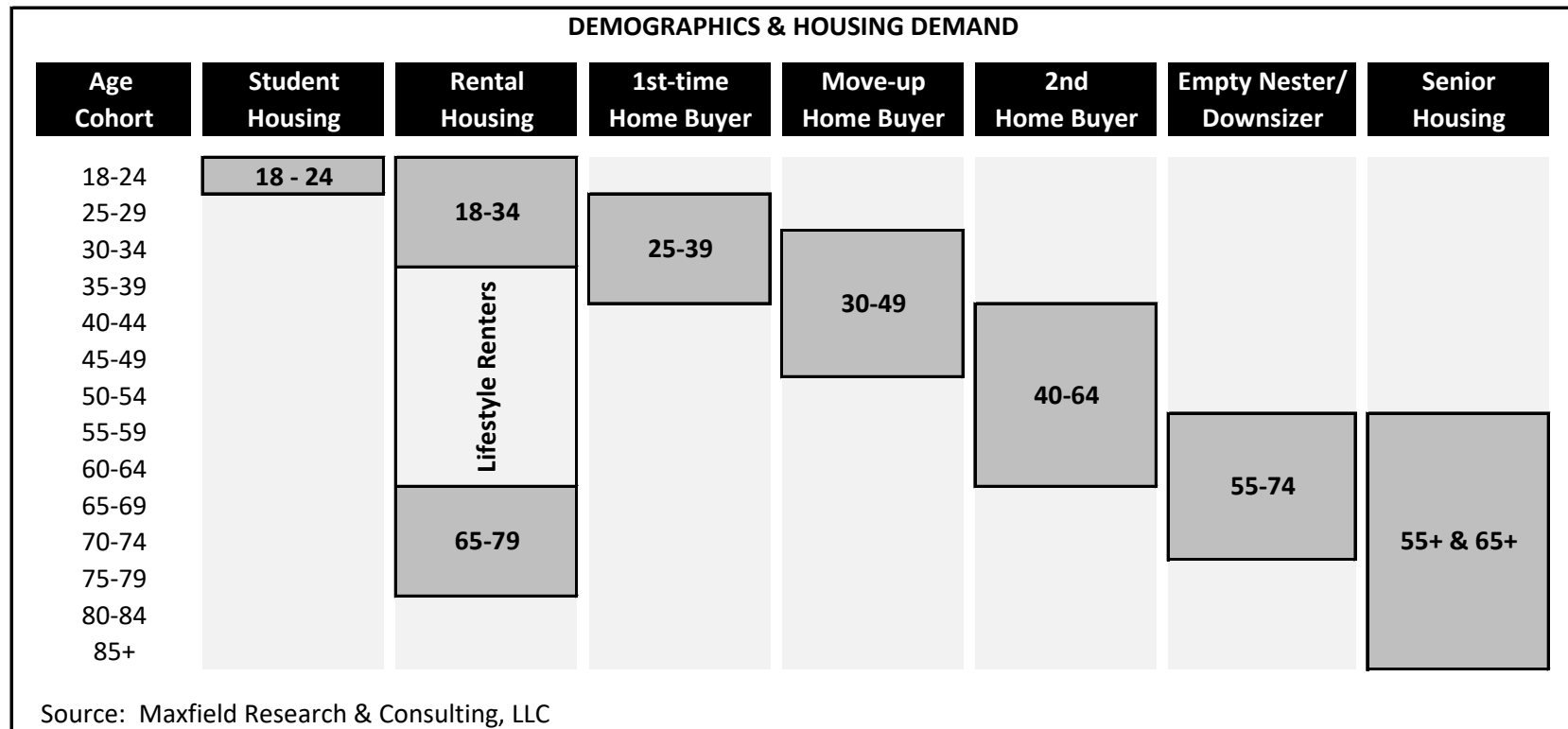
The previous sections of this assessment focused on demographic and economic factors driving demand for housing in Cottage Grove. In this section, we utilize findings from the economic and demographic analysis to calculate demand for new general occupancy housing units in the Cottage Grove.

Housing markets are driven by a range of supply and demand factors that vary by location and submarket. The following bullet points outline several of the key variables driving housing demand.

Demographics

Demographics are major influences that drive housing demand. Household growth and formations are critical (natural growth, immigration, etc.), as well as household types, size, age of householders, incomes, etc.

HOUSING DEMAND ANALYSIS



Economy & Job Growth

The economy and housing market are intertwined; the health of the housing market affects the broader economy and vice versa. Housing market growth depends on job growth (or the prospect of); jobs generate income growth which results in the formation of more households. Historically low unemployment rates have driven both existing home purchases and new-home purchases. Lack of job growth leads to slow or diminishing household growth, which in-turn relates to reduced housing demand. Additionally, low-income growth results in fewer move-up buyers which results in diminished housing turnover across all income brackets.

Consumer Choice/Preferences

A variety of factors contribute to consumer choice and preferences. Many times, a change in family status is the primary factor for a change in housing type (i.e. growing families, empty-nest families, etc.). However, housing demand is also generated from the turnover of existing households who decide to move for a range of reasons. Some households may want to move-up, downsize, change their tenure status (i.e. owner to renter or vice versa), or simply move to a new location.

Supply (Existing Housing Stock)

The stock of existing housing plays a crucial component in the demand for new housing. There are a variety of unique household types and styles, not all of which are desirable to today's consumers. The age of the housing stock is an important component for housing demand, as communities with aging housing stocks have higher demand for remodeling services, replacement new construction, or new home construction as the current inventory does not provide the supply that consumers seek.

Pent-up demand may also exist if supply is unavailable as householders postpone a move until new housing product becomes available.

Housing Finance

Household income is the fundamental measure that dictates what a householder can afford to pay for housing costs. According to the U.S. Department of Housing and Urban Development (HUD), the definition of affordability is for a household to pay no more than 30% of its annual income on housing (including utilities). Families who pay more than 30% of their income for housing (either rent or mortgage) are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care.

Due to the rapid increase of mortgage rates this past year to combat inflation (3% to 7%, back down to 6.5%), affordability has been hit hard and fewer buyers can afford to purchase in 2024.

Mobility

Demand is somewhat fluid between Cottage Grove and the surrounding areas and will be impacted by development activity in nearby areas, including other communities outside of the community.

Demand Estimate for For-Sale Housing

Table HD-1 presents our demand calculations for general occupancy for-sale housing in the PMA and Cottage Grove between 2024 and 2030 while Table HD-2 presents demand calculations between 2030 and 2035.

The 75 and older cohort is typically not a target market for new single-family homes as many of these households will remain in their single-family homes or may relocate to owned multifamily or a senior housing option. Households age 65 to 74 are a target market for detached villas which are usually categorized as single-family detached homes. For the purpose of this calculation, we include households under age 75. Using household income by age of householder data, the PMA is expected to add 2,779 households under 75 between 2024 to 2030 and 1,439 households from 2030 to 2035. We estimate, based on land availability, development trends, building permits and consumer preferences, that 70% would choose to own their housing, resulting in an estimated 2,056 for-sale housing units from 2024 to 2030 and 1,007 units from 2030 to 2035. These figures are based on projected household growth in the under age 75 population from 2024 to 2035. These figures are for the Primary Market Area.

Additional demand is also forecast from existing PMA households through turnover. There are an estimated 43,057 owner households in the PMA as of 2024. Based on mobility data from the Census Bureau, an estimated 58.6% of owner households will turn over in the next six years, resulting in 25,231 existing households projected to turn over. Finally, we estimate 15% of the existing owner households would seek new for-sale housing, resulting in demand for 3,785 for-sale units to 2030. Combined, demand from projected household growth and existing owner households equals 5,841 for sale units.

Next, we estimate that 25% of the total demand for new for-sale units in the PMA will come from people currently living outside of the Market Area. Adding demand from outside the area to the existing demand potential, results in a total estimated demand for 7,788 for-sale housing units to 2030.

Based on land availability, building trends, and demographic shifts (increasing older adult population), we estimate that 65% of the for-sale owners will prefer traditional single-family product types while the remaining 35% will prefer a maintenance-free multi-family product (i.e. twin homes, townhomes, or condominiums). This results in 5,452 single-family lots and 2,336 multi-family lots/units by 2030.

HOUSING DEMAND ANALYSIS

Next platted lots that are under construction or approved are subtracted from the total. After subtracting platted lots, there is demand remaining for 4,389 single-family lots and 1,976 multifamily lots/units to 2030 in the PMA. Demand in 2035 is projected for 3,254 single-family lots and 1,803 multifamily lots/units by 2035.

Of the 4,389 single-family lots and 1,976 multifamily lots in the PMA, we estimate that Cottage Grove can capture 30%, resulting in demand for 1,317 single-family and 593 owned multifamily lots. By 2035, demand in Cottage Grove is estimated at 1,139 single-family lots and 631 multifamily lots.

TABLE HD-1 FOR-SALE HOUSING DEMAND PRIMARY MARKET AREA 2024 to 2030			
Demand from Projected Household Growth			
Projected household growth under age 75 in the PMA 2024 to 2030 ¹			2,779
(times) % propensity to own ²	x		74.0%
(equals) Projected demand from new HH growth	=		2,056
Demand from Existing Owner Households			
Number of owner households under age 75 in the PMA, 2024 ³			43,057
(times) Estimated % of owner turnover age 74 and younger, 2024 to 2030)	x		58.6%
(equals) Total existing households projected to turnover between 2024 and 2030	=		25,231
(times) Estimated % desiring new owner housing	x		15.0%
(equals) Demand from existing households			3,785
(equals) Total demand from HH growth and existing HHs 2024 to 2030	=		5,841
(times) Ownership demand generated from outside the PMA			25.0%
(equals) Total demand potential for ownership housing, 2024 to 2030			7,788
		Single Family	Multi-family*
(times) Percent desiring for-sale single-family vs. multifamily ⁵	x	70.0%	30.0%
(equals) Total demand potential for new single-family & multifamily for-sale housing	=	5,452	2,336
(minus) Units marketing or approved platted lots (undeveloped and developed lots)	-	1,063	360
(equals) Excess demand for new general occupancy for-sale housing	=	4,389	1,976
(times) Percent of Market Area demand capturable by Cottage Grove	x	30.0%	30.0%
(equals) number of units supportable by Cottage Grove		1,317	593
¹ Estimated household growth of those under 75 based on 2022 American Community Survey, Five Year Estimates with adjustments by Maxfield Research and Consulting			
² Pct. of owner households under the age of 75 (ACS 2024).			
³ Based on household turnover and mobility data (2022 American Community Survey, Five Year Estimates).			
⁴ Based on new construction sales data, building permit data, and growing projections by age group.			
⁵ Multifamily demand includes demand for townhomes, twinhomes, and condominium units.			
Source: Maxfield Research and Consulting.			

HOUSING DEMAND ANALYSIS

TABLE HD-2 FOR-SALE HOUSING DEMAND PRIMARY MARKET AREA 2030 to 2035			
Demand from Projected Household Growth			
Projected household growth under age 75 in the PMA 2030 to 2035 ¹		1,439	
(times) % propensity to own ²	x	70.0%	
(equals) Projected demand from new HH growth	=	1,007	
Demand from Existing Owner Households			
Number of owner households under age 75 in the PMA, 2030 ³		43,085	
(times) Estimated % of owner turnover age 74 and younger, 2030 to 2035)	x	56.8%	
(equals) Total existing households projected to turnover between 2030 and 2035	=	24,472	
(times) Estimated % desiring new owner housing	x	15.0%	
(equals) Demand from existing households		3,671	
(equals) Total demand from HH growth and existing HHs 2030 to 2035	=	4,678	
(times) Demand from outside the Primary Market Area		25.0%	
(equals) Total demand potential for ownership housing, 2030 to 2035		6,238	
		Single Family	Multi-family*
(times) Percent desiring for-sale single-family vs. multifamily ⁵	x	65.0%	35.0%
(equals) Total demand potential for new single-family & multifamily for-sale housing	=	4,054	2,183
(minus) Units marketing or approved platted lots (undeveloped and developed lots) ⁶	-	800	380
(equals) Excess demand for new general occupancy for-sale housing	=	3,254	1,803
(times) Percent of Market Area demand capturable by Cottage Grove	x	35.0%	35.0%
(equals) number of units supportable by Cottage Grove		1,139	631
¹ Estimated household growth of those under 75 based on 2022 American Community Survey, Five Year Estimates with adjustments by Maxfield Research and Consulting			
² Pct. of owner households under the age of 75 with adjustments by Maxfield Research.			
³ Based on household turnover and mobility data (2022 American Community Survey, Five Year Estimates).			
⁴ Based on new construction sales data, building permit data, and growing projections by age group.			
⁵ Multifamily demand includes demand for townhomes, twinhomes, and condominium units.			
Source: Maxfield Research and Consulting			

Demand Estimate for General Occupancy Rental Housing

Table HD-3 presents our calculation of general-occupancy rental housing demand in Cottage Grove between 2025 and 2030 while Table HD-4 presents demand calculations between 2030 and 2035. The analysis identifies potential demand for rental housing that is generated from new households and turnover households. A portion of the demand will be drawn from existing households in Cottage Grove that want to upgrade their housing situations.

Although the 65 and older cohort is not typically a primary target market for new general occupancy rental housing, the rising cost of owned housing and senior options has encouraged more seniors to move into the general occupancy market before considering age-restricted options. As such, we include all age groups in the demand calculation. Based on land availability, development trends, building permits, and consumer preferences, we estimate a 25% propensity to rent resulting in projected demand for 456 rental units between 2024 and 2030.

Demand will also occur from existing renter households through turnover. As of 2024, there are an estimated 11,440 renter households in the Primary Market Area. Based on mobility data from the Census Bureau, an estimated 72.4% of renter households will turn over resulting in existing households projected to turn over. Finally, we estimate 25% of the existing renter households will seek new rental housing, resulting in demand for 2,071 rental units to 2030. Combined demand projected household growth and existing renter households equals 2,526 units.

Next, we estimate that 30% of the total demand for new rental units in Cottage Grove will come from people currently living outside of the Market Area. Adding demand from outside the City to the existing demand potential, results in a total estimated demand for 3,368 rental housing units to 2030.

Based on a review of rental household incomes and sizes and monthly rents at existing projects, we estimate that 15% of the total demand will be for subsidized housing (50% or less AMI), 25% will be for affordable housing (51% to 80% AMI) and 60% will be for market rate housing (80% AMI or above and non-income restricted).

Next, we subtract housing developments under construction or pending, since these projects will satisfy some of the calculated demand for general occupancy rental housing. There are currently 406 market rate units, 319 affordable units and 0 deep subsidy units either under construction or recently approved. These units are subtracted at 95% occupancy.

After subtracting pending units either under construction or recently approved results in demand for 505 subsidized units, 523 affordable units and 1,615 market rate units between 2024 and 2030. We estimate that Cottage Grove can capture 35% of the excess demand resulting in demand supportable of 177 subsidized units, 183 affordable units and 565 market rate units between 2024 and 2030. A similar calculation results in demand for 285 subsidized units, 285 affordable units and 855 market rate units from 2030 to 2035.

HOUSING DEMAND ANALYSIS

TABLE HD-3 RENTAL HOUSING DEMAND PRIMARY MARKET AREA 2024 to 2030			
Demand from Projected Household Growth			
Projected HH growth under age 65 in the Primary Market Area 2024 to 2030 ¹			1,822
(times) Estimated % to be renting their housing ²	x		25.0%
(equals) Projected demand from new HH growth	=		456
Demand from Existing Renter Households			
Number of renter households in the PMA, 2024 ³			11,440
(times) Estimated % of renter turnover between 2024 & 2030 ⁴	x		72.4%
(equals) Existing Renter Households Projected to Turnover, 2024 to 2030	=		8,283
(times) Estimated percent desiring new rental housing ⁵	x		25.0%
(equals) Demand from existing households			2,071
(equals) Total demand from HH growth and existing HHs 2024 to 2030	=		2,526
(times) Demand from outside Worthington Market Area			30.0%
(equals) Total demand potential for rental housing, 2024 to 2030			3,368
		Subsidized	Affordable
(times) Percent of rental demand by product type ⁶	x	15.0%	25.0%
(equals) Total demand potential for general-occupancy rental housing units	=	505	842
(minus) Units under construction or pending ⁷	-	0	319
(equals) Excess demand for new general occupancy rental housing	=	505	523
(times) Percent of Market Area demand capturable by Cottage Grove	x	35.0%	35.0%
(equals) number of units supportable by Cottage Grove		177	183
¹ Projected household growth ² Renter Households in 2024 ³ Renter households age 64 and younger plus 20% of renter households age 65 and older. ⁴ Based on household turnover and mobility data (2018-2022 American Community Survey). ⁵ Source - The Upscale Apartment Market: Trends and Prospects. Prepared by Jack Goodman of Hartrey Advisors for the National Multi Housing Council. ⁶ Based on a combination of current rental product, income limits, and household incomes of area renters. ⁷ Pending competitive units at 95% occupancy. Source: Maxfield Research and Consulting.			

HOUSING DEMAND ANALYSIS

TABLE HD-4 RENTAL HOUSING DEMAND PRIMARY MARKET AREA 2030 to 2035			
Demand from Projected Household Growth			
Projected HH growth under age 65 in the Primary Market Area 2030 to 2035 ¹			1,496
(times) Estimated % to be renting their housing ²	x	25.0%	
(equals) Projected demand from new HH growth	=		374
Demand from Existing Renter Households			
Number of renter households in the PMA, 2030 ³			13,684
(times) Estimated % of renter turnover between 2030 & 2035 ⁴	x	72.4%	
(equals) Existing Renter Households Projected to Turnover, 2030 to 2035	=		9,907
(times) Estimated percent desiring new rental housing ⁵	x	25.0%	
(equals) Demand from existing households			2,477
(equals) Total demand from HH growth and existing HHs 2030 to 2035	=		2,851
(times) Demand from outside Primary Market Area			30.0%
(equals) Total demand potential for rental housing, 2030 to 2035			4,073
		Subsidized	Affordable
(times) Percent of rental demand by product type ⁶	x	20.0%	20.0%
(equals) Total demand potential for general-occupancy rental housing units	=	815	815
(minus) Units under construction or pending ⁷	-	0	0
(equals) Excess demand for new general occupancy rental housing	=	815	815
(times) Percent of Market Area demand capturable by Cottage Grove	x	35.0%	35.0%
(equals) number of units supportable by Cottage Grove		285	855
¹ Projected household growth ² Renter Households in 2030 ³ Renter households age 64 and younger plus 20% of renter households age 65 and older. ⁴ Based on household turnover and mobility data (2018-2022 American Community Survey). ⁵ Source - The Upscale Apartment Market: Trends and Prospects. Prepared by Jack Goodman of Hartrey Advisors for the National Multi Housing Council. ⁶ Based on a combination of current rental product, income limits, and household incomes of area renters. ⁷ Pending competitive units at 95% occupancy. Source: Maxfield Research and Consulting.			

Demand for Active Adult (55+) Housing

Table HD-5 presents our demand calculations for market rate active adult/few services housing in Cottage Grove for 2024 and 2030.

In order to determine demand for active adult housing, the potential market is reduced to those households that are both age and income qualified. The age-qualified market is defined as older adults 55 and older, although most of these properties will primarily attract households age 65 and older.

We calculate that the minimum income needed to afford monthly rents is \$40,000 or more plus homeowner households with incomes between \$30,000 and \$39,999 who would be able to supplement their incomes with the proceeds from a home sale. We estimate the number of age/income-qualified senior households in Cottage Grove in 2023 to be 7,620 households.

Adjusting to include appropriate long-term capture rates for each age cohort (1.5% of households age 55 to 64, 7.5% of households age 65 to 74, and 16.5% of households age 75 and over) results in a market rate demand potential for 1,374 active adult (55+) units in 2024.

Some additional demand will come from outside the PMA. We estimate that 25% of the demand will be generated by seniors currently residing outside the PMA. This demand will consist primarily of parents of adult children living in the PMA, individuals who live just outside Cottage Grove and have an orientation to the area, as well as former residents who desire to return. Demand increases to 1,832 units in 2024 after accounting for outside demand.

Next, demand is apportioned between ownership and rental housing. Based on the age distribution, homeownership rates and current product available in the PMA, we estimate that 45% of the PMA's demand will be for adult ownership housing (825 units) and 55% will be for rental housing (1,008 units).

Next, we subtract existing and pending competitive market rate units (minus a vacancy factor of 5% to allow for sufficient consumer choice and turnover) from the owner and rental demand. Subtracting the existing competitive market rate units results in total demand potential for 754 adult owned units and 1,004 active adult rental units.

Adjusting for inflation, we estimate that households with incomes of \$45,000 or more and homeowners with incomes of \$40,000 to \$44,999 would income qualify for market rate independent senior housing in 2030. Considering the growth in the older adult base and the income distribution of the older adult population in 2030, the methodology estimates demand for 805 adult owned units and 1,067 active adult rental units in the PMA. The demand is cumulative, meaning any additional units developed over the period would reduce the demand in 2030. Cottage Grove is estimated to be able to capture 25% of the demand in the PMA resulting in 188 owned units and 251 rental units in 2024. Demand for 2030 increases to 201 owned units and 267 rental units.

TABLE HD-5 MARKET RATE ACTIVE ADULT HOUSING DEMAND PRIMARY MARKET AREA 2024 & 2030						
	2024			2030		
	Age of Householder			Age of Householder		
	55-64	65-74	75+	55-64	65-74	75+
# of Households w/ Incomes of >\$40,000 ¹	9,521	6,881	3,988	9,714	7,565	4,209
# of Households w/ Incomes of \$35,000 to \$39,999 ¹	+ 181	248	312	134	196	310
(times) Homeownership Rate	x 85.4%	90.4%	74.1%	x 85.4%	90.4%	74.1%
(equals) Total Potential Market Base	= 9,676	7,105	4,219	= 9,828	7,742	4,439
(times) Potential Capture Rate	x 1.5%	7.5%	16.5%	x 1.5%	7.5%	16.5%
(equals) Demand Potential	= 145	533	696	= 147	581	732
Potential Demand from Primary Market Area	= 1,374			= 1,460		
(plus) Demand from Outside PMA (25%)	+ 458			+ 487		
(equals) Total Demand Potential	= 1,832			= 1,947		
	Owner-Occupied	Renter-Occupied		Owner-Occupied	Renter-Occupied	
(times) % by Product Type	x 45%	x 55%		x 45%	x 55%	
(equals) Demand Potential by Product Type	= 825	= 1,008		= 876	= 1,071	
(minus) Existing and Pending MR Active Adult Units ²	- 71	- 4		- 71	- 4	
(equals) Excess Demand for MR Active Adult Units	= 754	= 1,004		= 805	= 1,067	
(times) Percent that could be captured in Cottage Grove	x	25%		x	25%	
(equals) Excess market rate AA demand in Cottage Grove	= 188	251		201	267	
¹ 2030 calculations define income-qualified households as all households with incomes greater than \$45,000 and homeowner households with incomes between \$40,000 and \$44,999. ² Existing and pending are deducted at market equilibrium (95% occupancy).						
Source: Maxfield Research and Consulting.						

Demand for Subsidized/Affordable Active Adult Housing

Table HD-6 presents our demand calculations for subsidized/affordable active adult (55+ or 62+) housing in Cottage Grove in 2023 and 2030.

In order to arrive at the potential age and income qualified base for low income and affordable housing, we include all older adult (55+) households with incomes less than \$40,000. We exclude 55+ homeowner households with incomes between \$35,000 and \$39,999, as these households are most likely to have additional equity that could be converted to monthly income following the sales of their single-family homes and they would no longer qualify for income-restricted housing. After applying homeownership rates of 85.4% for those 55 to 64, 90.4% for those 65 to 74 and 74.1% for those 75 and older demand totals 4,802 units.

HOUSING DEMAND ANALYSIS

TABLE HD-6 SUBSIDIZED/AFFORDABLE ACTIVE ADULT HOUSING DEMAND PRIMARY MARKET AREA 2024 & 2030						
	2024			2030		
	Age of Householder			Age of Householder		
	55-64	65-74	75+	55-64	65-74	75+
# of Households w/ Incomes of <\$40,000	1,297	1,486	2,481	1,028	1,472	2,823
Less Households w/ Incomes of \$35,000 to \$39,999 ¹	- 181	248	312	- 134	196	310
(times) Homeownership Rate	x 85.4%	90.4%	74.1%	x 85.4%	90.4%	74.1%
(equals) Total Potential Market Base	= 1,142	1,262	2,250	= 914	1,295	2,593
(times) Potential Capture Rate	x 5.0%	15.0%	30.0%	x 5.0%	15.0%	30.0%
(equals) Demand Potential	= 57	189	675	= 46	194	778
(equals) Potential Demand from Primary Market Area	= 921			1,018		
(plus) Demand from Outside PMA (40%)	+ 614			+ 679		
(equals) Total Demand Potential	= 1,536			= 1,696		
	Subsidized		Affordable	Subsidized		Affordable
(times) % by Product Type	x 35.0%		x 65.0%	x 35.0%		x 65.0%
(equals) Demand Potential by Product Type	= 537		= 998	= 594		= 1,103
(minus) Existing and Pending Aff Active Adult Units ²	- 128		- 578	- 128		- 578
(equals) Excess Demand for Aff/Sub Units	= 409		= 420	= 466		= 525
(times) Percent that could be captured in Cottage Grove	x	25.0%			25.0%	
(equals) Excess sub/aff independent demand in Cottage Grove	= 102	105		116	131	
¹ 2030 calculations define income-qualified households as all households with incomes less than \$47,500. Homeowner households with incomes between \$37,500 and \$47,499 are excluded from the market potential for financially-assisted housing. ² Existing units are deducted at market equilibrium, or 97% occupancy.						
Source: Maxfield Research and Consulting.						

Capture rates are applied to each age cohort, 5% for those 55 to 64, 15% for those 65 to 74 and 30% for those 75 years and older. Additional demand is added for those coming from outside the Primary Market Area at 40%, increasing demand to 1,536 units.

Next, demand is apportioned between deep subsidy and shallow subsidy affordable housing. We estimate that 65% of the PMA's demand will be for shallow subsidy active adult housing (998 units) and 35% will be for deep subsidy active adult housing (537 units).

Next, we subtract existing and pending competitive units from the overall demand. There are 578 existing/pending shallow subsidy units and 128 existing/pending deep subsidy units in the Market Area - minus a vacancy factor of 3% to allow for sufficient consumer choice and turnover). After subtracting these units, demand remains for 409 deep subsidy and 420 shallow subsidy age-restricted units in 2024. Demand capturable by Cottage Grove is estimated at 25% of the excess demand in the PMA as of 2024, which results in 116 deep-subsidy units and 131 shallow-subsidy units.

Demand for Independent Living Housing

Table HD-7 presents our demand calculations for independent living housing in Cottage Grove in 2024 and 2030.

TABLE HD-7 INDEPENDENT LIVING DEMAND PRIMARY MARKET AREA 2024 & 2030				
	2024		2030	
	Age of Householder		Age of Householder	
	65-74	75+	65-74	75+
# of Householders w/ Incomes of \$40,000	6,881	3,988	7,565	4,209
(plus) HHs w/ Incomes of \$35,000 to \$39,999	248	312	196	310
(times) Homeownership Rate	x 90.4%	74.1%	x 90.4%	74.1%
(equals) Potential Market	= 224	231	= 177	230
(equals) Total Potential Market Base	= 7,105	4,219	= 7,742	4,439
(times) Potential Capture Rate of Independent Living Demand ¹	x 1.0%	16.5%	x 1.0%	16.5%
(equals) Potential Demand	= 71	696	= 77	732
Total Local Demand Potential	= 767		= 810	
(plus) Demand from Outside the PMA (25%)	+ 256		+ 270	
(equals) Total Demand Potential	= 1,023		= 1,080	
(minus) Existing & Pending Competitive Units ²	- 447		- 447	
(equals) Total Independent Living Demand Potential	576		633	
(times) Percent of PMA demand capturable in Cottage Grove	x 25.0%		x 25.0%	
(equals) number of units supportable in Cottage Grove	= 144		= 158	
¹ The potential capture rate is derived from data from the Summary Health Statistics for the U.S. Population: National Health Interview Survey, 2018 by the U.S. Department of Health and Human Services. The capture rate used is the percentage of seniors needing assistance with IADLs, but not ADLs (seniors needing assistance with ADLs typically need assistance with multiple IADLs and are primary candidates for service-intensive assisted living.).				
² Competitive existing and pending units at 95% occupancy (market equilibrium).				
Note: 2030 income-qualified equals HH's with incomes of \$45,000 or greater and owner households with incomes of \$40,000-\$44,999.				
Source: Maxfield Research and Consulting				

The potential age- and income-qualified base for independent living senior housing includes all senior (65+) households with incomes of \$40,000 or more as well as homeowner households with incomes between \$35,000 and \$39,999 who would qualify with the proceeds from the sales of their homes. The proportion of income-qualified homeowners is based on the estimated 2024 homeownership rates of PMA seniors. The number of age, income and asset-qualified households in the PMA is estimated to be 11,324 households in 2024.

Demand for independent living housing is need-driven, which reduces the qualified market to only the portion of seniors who need some assistance. Adjusting to include appropriate capture rates for each age cohort (1.0% of households age 65 to 74 and 16.5% of households age 75 and older) results in a local demand potential for 767 independent living units in 2024.

We estimate that seniors currently residing outside of the PMA will generate 25% of the demand. Together, the demand from PMA seniors and demand from seniors who are willing to locate to the PMA totals 1,023 independent living units in 2024. Next, we subtract existing/pending independent living units in the PMA leaving demand for 576 units.

Adjusting for inflation, we estimate that households with incomes of \$45,000 or more and senior homeowners with incomes between \$40,000 and \$44,999 would qualify for independent living housing in 2030. Following the same methodology, leaves demand at 633 units in 2030. We estimate that Cottage Grove can capture 25% of the excess demand identified in the PMA. This results in demand for 144 units in 2024 and 158 units in 2030.

Demand for Assisted Living Housing

Table HD-8 presents our demand calculations for assisted living senior housing in Cottage Grove in 2024 and 2030. This analysis focuses on the potential *private pay/market rate* demand for assisted living units.

The availability of more intensive support services such as meals, housekeeping and personal care at assisted living facilities usually attracts older, frailer seniors. According to the 2009 Overview of Assisted Living (which is a collaborative research project by the American Association of Homes and Services for the Aging, the American Seniors Housing Association, National Center for Assisted Living, and National Investment Center for the Seniors Housing and Care Industry), the average age of residents in freestanding assisted living facilities was 87 years in 2018. Therefore, the age-qualified market for assisted living is defined as seniors ages 75 and over, as we estimate that of the half of demand from seniors under age 87, almost all would be over age 75. In 2024, there are an estimated 10,080 seniors ages 75 and over in the Market Area. The number is projected to increase to 12,599 people by 2030.

Demand for assisted living housing is need-driven, which reduces the qualified market to only the portion of seniors who need assistance. According to a study completed by the CDC and National Center for Health Statistics (Health, United States, 2018 Health and Aging Chartbook), 25.5% of 75-to-79-year-olds, 33.6% of 80-to-84-year-olds and 51.6% of 85+ year olds are unable to perform or need help with ADLs. Applying these percentages to the senior population yields a potential assisted living market of an estimated 3,462 seniors in the Market Area in 2024 and 4,386 seniors in 2030.

HOUSING DEMAND ANALYSIS

TABLE HD-8 MARKET RATE ASSISTED LIVING DEMAND PRIMARY MARKET AREA 2024 & 2030						
Age group	2024			2030		
	People	Percent Needing Assistance ¹	Number Needing Assistance ¹	People	Percent Needing Assistance ¹	Number Needing Assistance ¹
75 - 79	4,725	25.5%	1,207	5,495	25.5%	1,403
80 - 84	2,835	33.6%	954	3,813	33.6%	1,283
85+	2,520	51.6%	1,301	3,291	51.6%	1,699
Total	10,080		3,462	12,599		4,386
(times) Percent Income-Qualified ²			x 56.8%		x 57.4%	
Total potential market			1,966			2,517
(times) Percent living alone (2010 Census of 75+)			x 45.6%		x 45.6%	
(equals) Age/income-qualified singles needing assistance			= 896		=	1,147
(plus) Proportion of demand from couples (12%) ³			+ 118		+	150
(equals) Total age/income-qualified market needing assistance			= 1,013		=	1,297
(times) Potential penetration rate ⁴			x 40.0%		x 40.0%	
(equals) Potential demand from PMA residents			= 405		=	519
(plus) Proportion from outside the PMA (25%)			+ 135		+	173
(equals) Total potential assisted living demand			= 540			= 692
(minus) Existing market rate assisted living units ⁵			- 381		-	381
(equals) Total excess market rate assisted living demand			159			311
(times) Percent of Market Area demand capturable in Cottage Grove			25.0%			25.0%
(equals) Number of units supportable in Cottage Grove			= 40			= 78
¹ The percentage of seniors unable to perform or having difficulty with ADLs, based on the publication Health, United States, 2018 Health and Aging Chartbook, conducted by the Centers for Disease Control and Prevention and the National Center for Health Statistics. ² Includes households with incomes of \$45,000 or more (\$50,000 in 2035) plus 40% of the estimated owner households with incomes below these levels who will spend down assets, including home-equity, in order to live in assisted living housing). ³ The 2018 Overview of Assisted Living (a collaborative project of AAHSA, ASHA, ALFA, NCAL & NIC) found that 12% of assisted living residents are couples. ⁴ We estimate that 60% of the qualified market needing assistance with ADLs could either remain in their homes or reside at less advanced senior housing with the assistance of a family member or home health care, or would need greater care provided in a skilled care facility. ⁵ Existing and pending units at 93% occupancy. We exclude 20.0% of units to account for seniors utilizing public subsidy.						
Source: Maxfield Research and Consulting.						

Due to the supportive nature of assisted living housing, most daily essentials are included in monthly rental fees which allow seniors to spend a higher proportion of their incomes on housing with basic services. Therefore, the second step in determining the potential demand for assisted living housing in the PMA is to identify the income-qualified market based on a senior's ability to pay the monthly rent. We consider seniors in households with incomes of \$40,000 or greater to be income-qualified for assisted living senior housing in the PMA. Households with incomes of \$45,000 could afford monthly assisted living fees of approximately \$2,667 by allocating a high proportion of their income toward the fees (about 80%).

According to the 2009 Overview of Assisted Living, the average arrival income of assisted living residents in 2008 was \$27,260, while the average annual assisted living fee was \$37,281 (\$3,107/month). This data highlights that seniors are spending down assets to live in assisted

living and avoid institutional care. Thus, in addition to households with incomes of \$45,000 or greater, there is a substantial base of senior households with lower incomes who would income-qualify based on assets – their homes, in particular.

We estimate the income-qualified percentage to be all seniors in households with incomes at or above \$45,000 plus 40% of the estimated seniors in owner households with incomes below \$45,000 (who will spend down assets, including home-equity, in order to live in assisted living housing). This results in a total potential market of 1,966 seniors from the Market Area in 2024.

Because most assisted living residents are single (88% according to the 2009 Overview of Assisted Living), our demand methodology multiplies the total potential market by the percentage of seniors age 65+ in the PMA living alone, or 45.6%, based on 2022 American Community Survey 5-year estimates data. This results in a total base of 896 age/income-qualified singles in 2024.

The 2009 Overview of Assisted Living found that 12% of residents in assisted living were couples. Including couples results in a total of 1,023 age/income-qualified seniors needing assistance in the Market Area in 2024.

We estimate that 60% of the qualified market needing significant assistance with ADLs could either remain in their homes or less service-intensive senior housing with the assistance of a family member or home health care or would need greater care provided in a skilled care facility. The remaining 40% could be served by assisted living housing. Applying this market penetration rate of 40% results in demand for 405 assisted living units in 2024.

We estimate that a portion of demand for assisted living units in the PMA (25%) will come from outside the area. This secondary demand will include seniors currently living just outside the area, former residents, and parents of adult children who desire supportive housing near their adult children. Applying this figure increases the total potential demand to 540 assisted living units in 2024.

Next, existing/pending assisted living units at a 93% occupancy rate are subtracted from overall demand. An additional 20% of units are subtracted from existing and pending assisted living units to account for units occupied by Elderly Waiver residents. After subtracting 20% for EW units and the 93% occupancy rate, a total of 381 units are deducted as competitive giving a total excess demand of 159 assisted living units in 2024 and increasing to 311 units in 2030.

Most assisted living developments require residents to have lived in their facility for a certain amount of time before they can use a waiver, and most limit the number of waivers accepted within the community to no more than 15% to 20%. Some small facilities may accept higher amounts of residents on waivers and some new facilities will not accept waivers from first-time residents.

We estimate that Cottage Grove can capture 25% of the excess demand in the PMA for assisted living resulting in 40 units in 2024, increasing to 78 units by 2030.

Demand for Memory Care Housing

Table HD-9 presents our demand calculations for market rate memory care senior housing in Cottage Grove in 2024 and 2030.

Demand is calculated by starting with the estimated Market Area senior (age 65+) population in 2024 and multiplying by the incidence rate of Alzheimer's/dementia among this population's age cohorts. According to the Alzheimer's Association (Alzheimer's Disease Facts and Figures, 2021), 5.0% of seniors ages 65 to 74 years, 13.1% of seniors ages 75 to 84, and 33.0% of seniors ages 85+ are afflicted with Alzheimer's Disease. This yields a potential market of 2,598 seniors in the Primary Market Area in 2024.

According to data from the National Institute of Aging, about 20% of all individuals with memory care impairments comprise the market for memory care housing units. This figure considers that seniors in the early stages of dementia will be able to live independently with the care of a spouse or other family member, while those in the later stages of dementia will require intensive medical care that would only be available in skilled care facilities. Applying this figure to the estimated population with memory impairments yields a potential market of 520 seniors in the PMA.

Because of the staff-intensive nature of dementia care, typical monthly fees for this type of housing start at about \$4,000 or more. A portion of the seniors in the Market Area will have high incomes that they can use to cover the costs of private pay memory care housing (\$60,000+), but many other seniors (or family member of seniors) will be willing to spend down assets and/or would receive financial assistance to afford memory care housing. Based on our review of senior household incomes in the Market Area, homeownership rates, and home sale data, we estimate that 60.1% of all seniors in the Market Area have incomes and/or assets to sufficiently cover the costs for memory care housing in 2024. This figure accounts for married couple households where one spouse may have memory care needs and allows for a sufficient income for the other spouse to live independently. Multiplying the potential market by 60.1% results in a total of 312 income-qualified seniors with Alzheimer's or dementia in the Market Area in 2024. By 2030, the proportion of income-qualified seniors is project to increase to 67.8%.

We estimate that 25% of the overall demand for memory care housing would come from outside of Cottage Grove. As a result, demand increases by 104 units in 2024 to 416 units.

We reduce the demand potential by accounting for the existing/pending memory care product in the PMA. There are 372 units; however, we reduce the competitive units to include memory care units at a 7% vacancy rate and a portion of units occupied by residents utilizing Elderly Waiver. Subtracting these competitive units results in demand for 139 units as of 2024. Potential demand for market rate memory care units in the PMA is expected to increase to 287 units by 2030.

HOUSING DEMAND ANALYSIS

We estimate that Cottage Grove can capture 25% of the excess demand for memory care in the PMA, resulting in demand for 35 units in 2024, increasing to 72 units by 2030.

TABLE HD-9 MEMORY CARE DEMAND PRIMARY MARKET AREA 2024 & 2030		
	2024	2030
65 to 74 Population	14,203	16,272
(times) Dementia Incidence Rate ¹	x 5.0%	x 5.0%
(equals) Estimated Senior Pop. with Dementia	= 710	= 814
75 to 84 Population	7,404	9,308
(times) Dementia Incidence Rate ¹	x 13.1%	x 13.1%
(equals) Estimated Senior Pop. with Dementia	= 970	= 1,219
85+ Population	2,774	3,291
(times) Dementia Incidence Rate ¹	x 33.1%	x 33.1%
(equals) Estimated Senior Pop. with Dementia	= 918	= 1,089
(equals) Total Population with Dementia	2,598	3,122
(times) Percent Needing Specialized Memory Care Assistance	x 20.0%	x 20.0%
(equals) Total Need for Dementia Care	= 520	= 624
(times) Percent Income/Asset-Qualified ²	x 60.1%	x 67.8%
(equals) Total Income-Qualified Market Base in the PMA	= 312	= 423
(plus) Demand from Outside the Study Area (25%)	+ 104	+ 141
Total Demand for Memory Care Units	416	564
(minus) Existing and Pending Memory Care Units ³	- 277	- 277
(equals) Excess Demand Potential	= 139	= 287
(times) Percent of Market Area demand capturable in Cottage Grove	x 25.0%	x 25.0%
(equals) Number of Units Supportable in Cottage Grove	35	72
¹ Alzheimer's Association: Alzheimer's Disease Facts & Figures (2021)		
² Includes seniors with incomes at \$60,000 or above (\$65,000 in 2030) plus 25% of homeowners with incomes below this threshold (who will spend down assets, including home-equity, in order to live in memory care housing).		
³ Existing and pending units at 93% occupancy. We exclude 20% of units to account for seniors utilizing public subsidy.		
Source: Maxfield Research and Consulting		

Introduction/Overall Housing Recommendations

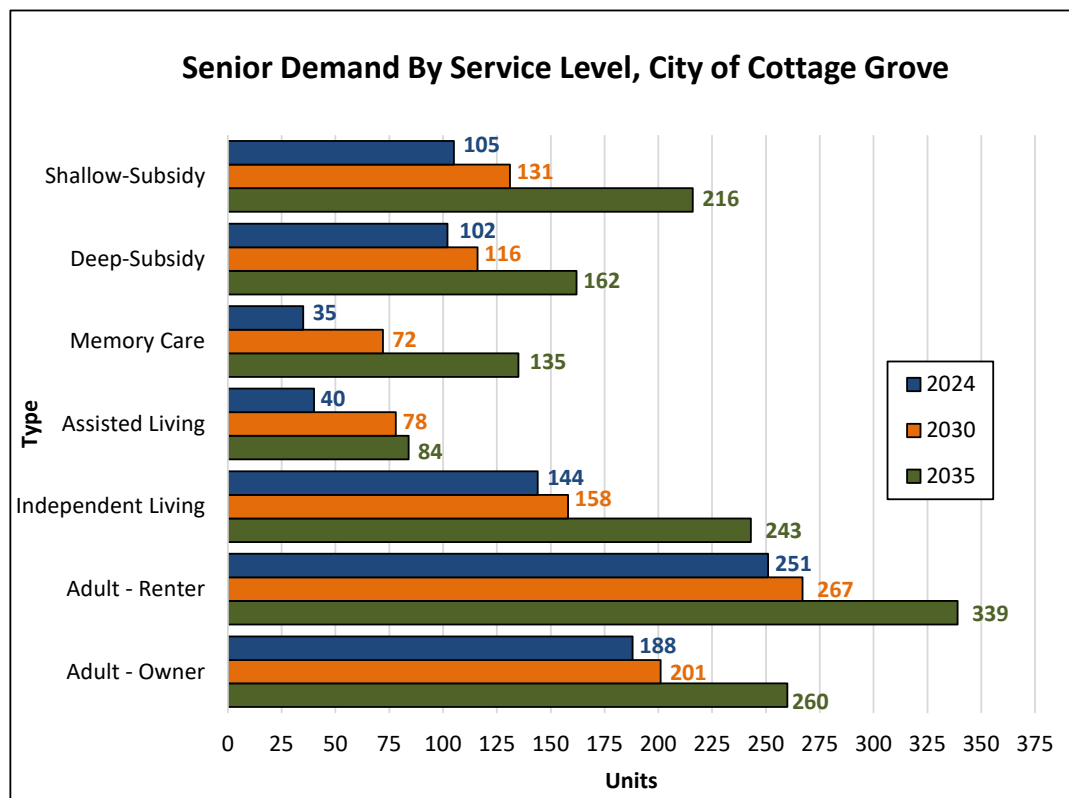
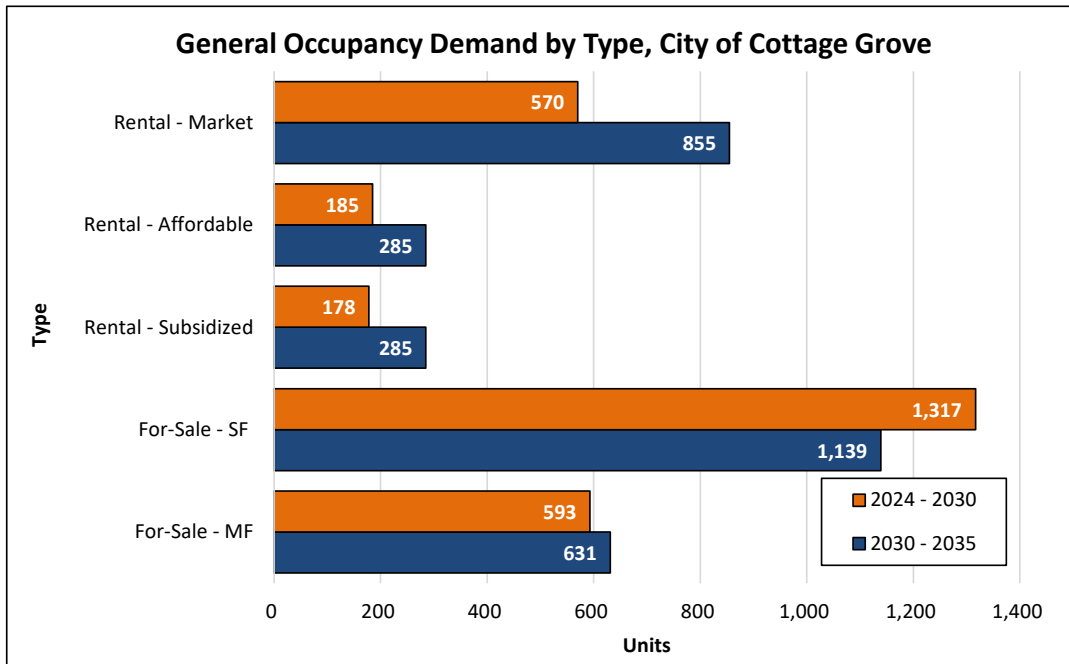
This section summarizes demand calculated for specific housing products in Cottage Grove and recommends development concepts to meet the housing needs forecast for the City. All recommendations are based on findings of the *Comprehensive Housing Market Analysis*. Please note: Demand subtracts housing projects under construction and projects with approvals (see Table P-1). The following table and charts illustrate calculated demand by product type.

TABLE CR-1 HOUSING DEMAND SUMMARY CITY OF COTTAGE GROVE 2024 - 2035			
General Occupancy Housing Demand			
	2024-2030		2030-2035
For-Sale Units (After vacant lot supply absorbed)	1,910		1,770
Detached Single-Family*	1,317		1,139
Other Owned General Occupancy Units**	593		631
General Occupancy Rental Units	933		1,425
Market Rate	570		855
Shallow-Subsidy^	185		285
Deep-Subsidy^	178		285
Total General Occupancy Housing Units	2,843		3,195
Senior Demand			
	2024	2030	2035
Market Rate Active Adult	439	468	599
Owner-Occupied	188	201	260
Renter-Occupied	251	267	339
Affordable Active Adult	207	247	378
Deep-Subsidy^	102	116	162
Shallow-Subsidy^	105	131	216
Service-Enhanced Senior Housing	219	308	462
Independent Living w/ Services	144	158	243
Assisted Living	40	78	84
Memory Care	35	72	135
Total Senior Housing Units	865	1,023	1,439
* After single family lots have been absorbed.			
** Attached single-family (i.e. townhomes, twin homes), condominiums, etc.			
^Shallow-subsidy = affordable to households at 50% to 60% AMI			
^Deep-subsidy = affordable to households at 50% AMI or less			
Source: Maxfield Research and Consulting			

Based on the finding of our analysis and demand calculations, Table CR-2 provides a summary of the recommended development concepts by product type for the Cottage Grove. These proposed concepts are intended to function as a development guide to meet the housing needs of

RECOMMENDATIONS AND CONCLUSIONS

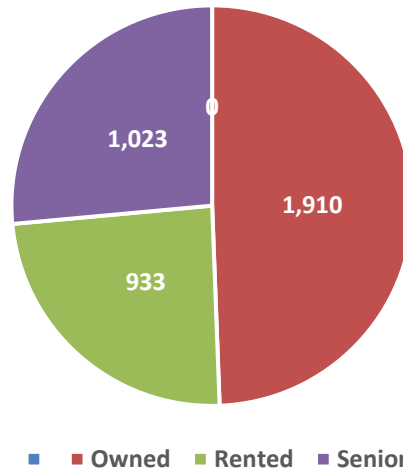
existing and future households most effectively in the City. Table CR-2 identifies short-term targeted development, which may not match demand due to other market factors such as pent-up demand, development costs, labor market dynamics (senior housing), etc.



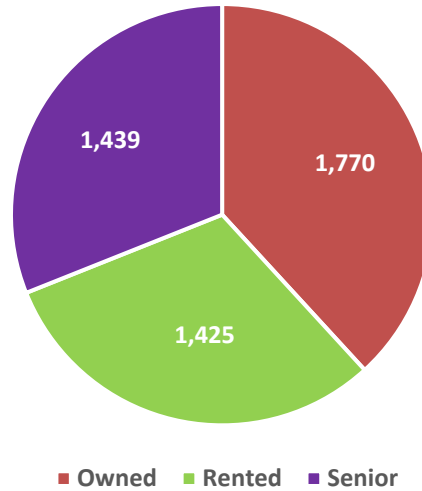
RECOMMENDATIONS AND CONCLUSIONS

TABLE CR-2 RECOMMENDED HOUSING DEVELOPMENT COTTAGE GROVE 2024 TO 2030				
		Purchase Price/ Monthly Rent Range ¹	No. of Units	Development Timing
Owned Homes				
Single Family ²				
	Entry-level	\$300,000 - \$350,000	300 - 400	2025+
	Move-up	\$450,000 - \$699,999	400 - 500	2025+
	Executive	\$700,000+	100 - 150	2025+
	Total		800 - 1,050	
Townhomes/Twinhomes/Villas ²				
	Attached Townhomes-Entry-level	\$250,000 - \$325,000	200 - 200	2025+
	Attached Townhomes-Move-Up	\$400,000 - \$500,000	100 - 200	2025+
	Twinhomes / Detached Townhomes/Villas	\$500,000+	100 - 200	2025+
	Total		400 - 600	
Total MF Style For-Sale			400 - 600	
Total Owned			1,200 - 1,650	
General Occupancy Rental Housing				
Market Rate Rental Housing				
	Apartment-style (moderate)	\$1,050/Eff - \$2,300/3BR	300 - 350	2025+
	Apartment-style (luxury)	\$1,500/1BR - \$2,600/3BR	300 - 400	2026+
	Rental Townhomes	\$2,500/2BR - \$2,800/3BR	60 - 80	2025+
	Total		660 - 830	
Affordable Rental Housing				
	Apartment-style	Moderate Income ³	120 - 130	2025+
	Townhomes	Moderate Income ³	50 - 60	2025+
	Subsidized	30% of Income ⁴	50 - 65	2025+
	Total		220 - 255	
Total Renter-Occupied			880 - 1,085	
Senior Housing (i.e. Age Restricted)				
	Active Adult Ownership / Co-op ⁴	\$200,000+	80 - 120	2025+
	Active Adult Market Rate Rental ⁵	\$1,600/1BR - \$2,300/2BR	80 - 100	2025+
	Active Adult Affordable Rental ⁵	Moderate Income ³	125 - 150	2027+
	Independent Living	\$2,400+ per month	100 - 125	2025+
	Assisted Living	\$3,000/EFF - \$5,000/2BR	40 - 45	2027+
	Memory Care	\$5,000/EFF - \$6,000/2BR	30 - 35	2027+
	Subsidized Senior	30% of Income ⁴	70 - 90	2025+
	Total		525 - 665	
Total - All Units			2,605 - 3,400	
¹ Pricing in 2024 dollars. Pricing can be adjusted to account for inflation.				
² Replacement need, infill, and redevelopment. Development of single-family homes and townhomes/twinhomes will hinge on land availability.				
³ Affordability subject to income guidelines per Minnesota Housing Finance Agency (MHFA). See Table HA-1 for Metro Area (Twin Cities) Income limits.				
⁴ Subsized housing will be difficult to develop financially				
⁵ Alternative development concept is to combine active adult affordable and market rate active adult into mixed-income senior community				
Note - Recommended development does not coincide with total demand. Cottage Grove may not be able to accommodate all recommended housing types based on land availability and development constraints.				
Source: Maxfield Research and Consulting				

Cottage Grove Hsg. Demand - '24 to '30



Cottage Grove Hsg. Demand - '30 to '35



Recommended Housing Product Types

For-Sale Housing

Single-Family Housing

Table HD-1 identified demand for 1,317 single-family homes in Cottage Grove to 2030. Another 1,139 single-family units are supportable from 2030 to 2035.

Most of the housing stock in Cottage Grove is newer and housing units built in the 2000s and 2010s are primarily at a price range targeted to move-up and executive buyers. Entry-level homes, which are currently classified as homes priced under \$350,000 are primarily satisfied by existing single-family homes as residents of these homes move into newer housing, such as move-up single-family homes, rental housing and senior housing. A move-up buyer or step-up buyer is typically one who is selling one house and purchasing another one, usually a larger and more expensive home. Usually, the move is desired because of a lifestyle change, such as a new job or a growing family. Based on our interviews with real estate professionals, new construction move-up homes are generally priced at \$430,000 or higher. Existing move-up homes are priced at \$385,000 or higher. The challenge in today's market is that many existing owners in affordable or even more recently built move-up homes are not relocating and are staying put because of higher mortgage interest rates. This has severely curtailed the availability of existing homes in the market that could be occupied by entry-level buyers. As such, serving this market segment has become one of the most challenging objectives in the Twin Cities and across the nation.

The new construction market in Cottage Grove has been active as an average of 266 new single-family homes and 78 new owned multifamily homes have been constructed annually. Demand in Table HD-1 is modestly higher than historical construction trends, signaling continued pent-up demand for new owned homes.

Much of the new single-family construction in Cottage Grove and the surrounding cities has targeted move-up and executive buyers (pricing \$430,000+). High land and infrastructure costs as well as increasing construction, material and labor costs have resulted in escalating home prices. Despite this, our research and housing experience identifies demand for a variety of price points of new single-family homes.

There is significant demand for new single-family homes priced under \$400,000. This would however, require additional efforts to bring units at this price point to the market including smaller lot sizes, alternative construction formats, creative design/layouts and lower infrastructure costs.

In the short-term, new construction starts will be dampened given persistent higher mortgage rates and continued high costs for land and infrastructure. The upcoming change in Federal government administration and potential changes to Federal policies may result in persistent higher mortgage interest rates for longer than previously anticipated. Therefore, new construction may be constrained to a greater degree until interest rates decrease further.

For-Sale Multifamily Housing

A growing number of households desire and/or are considering owned multifamily products such as townhomes, twinhomes and detached villas. Typically, the target market for for-sale multifamily housing is empty-nesters and retirees seeking to downsize from their single-family homes, although a growing number of singles and couples without children are also looking for this product as a way to enter the for-sale market. In some housing markets, younger households also find purchasing multifamily units to be generally more affordable than purchasing new single-family homes.

Our analysis of the Cottage Grove for-sale housing stock identified townhomes, twinhomes and some detached villas (although this is a new product in the community). There are older units as well as new construction. Demand remains strong for all lower-maintenance products. Given the aging of the population and the growth rate in the 65+ population, Cottage Grove would benefit from continuing to increase this component of the housing stock. Based on the changing demographics and the need for alternative housing types, demand was calculated for 970 new multifamily for-sale units in Cottage Grove to 2030. Like single-family, it will be difficult to achieve this level of development given land acquisition costs and the lack of new condominium construction in the marketplace.

These attached units could be developed as twinhomes, detached townhomes or villas, cottages, townhomes/row homes, condominiums, or any combination. Because the primary target market for many low maintenance housing products is empty-nesters and young seniors, most townhomes should be one-level or at least have an owner's suite on the main level if a unit is two-stories. The following provides additional detail into attached and detached low maintenance concepts.

- *Twinhomes*— By definition, a twinhome is basically two units with a shared wall with each owner owning half of the lot the home is on. Some one-level living units are designed in three-, four-, or even six-unit buildings in a variety of configurations. The swell of support for twinhome and one-level living units is generated by the aging baby boomer generation, which is increasing the numbers of older adults and seniors who desire low-maintenance housing alternatives to their single-family homes but are not ready to move to service-enhanced rental housing (i.e. downsizing or right sizing).

Traditionally most twinhome developments have been designed with the garage being the prominent feature of the home; however, today's newer twinhomes have much more architectural detail. Many higher end twin home developments feature designs where one garage faces the street and the other to the side yard. This design helps reduce the prominence of the garage domination with two separate entrances. Housing products designed to meet the needs of these aging Cottage Grove residents, many of whom desire to stay in their current community if housing is available to meet their needs, will be needed into the near future.

Twinhomes are also a preferred for-sale product by builders as units can be developed as demand warrants. Because twinhomes bring higher density and economies of scale to the construction process, the price point can be lower than stand-alone single-family housing. We recommend a broad range of pricing for twinhomes; pricing however, should start at around \$480,000 per side.

Many older adults and seniors will move to this housing product with substantial equity in their existing single-family home and will be willing to purchase a maintenance-free home that is priced similar to their existing single-family home. The twinhomes should be association-maintained with 40'- to 50'-wide lots on average. Given lot acreage needed, this product will be challenging to develop in Cottage Grove.

- *Detached Townhomes/Villas* – An alternative to the twinhome is the one-level villa product and/or rambler. This product also appeals mainly to baby boomers and empty nesters seeking a product similar to a single-family living on a smaller scale while receiving the benefits of maintenance-free living. Many of these units are designed with a walk-out or lookout lower level if the topography warrants. We recommend lot widths ranging from 45 to 55 feet with main level living areas between 1,600 and 1,800 square feet. The main level living area usually features a master bedroom, great room, dining room, kitchen, and laundry room while offering a “flex room” that could be another bedroom, office, media room, or exercise room. However, owners should also be able to purchase the home with the option to finish the lower level (i.e. additional bedrooms, game room, storage, den/study, etc.) and some owners may want a slab-on-grade product for affordability reasons. Finally, builders could also provide the option to build a two-story detached product that could be mixed with the villa product.

Pricing for a detached townhome/villa will vary based on a slab-on-grade home versus a home with a basement. Base pricing should start at \$550,000 and will fluctuate based on custom finishes, upgrades, etc.

- *Side-by-Side and Back-to-Back Townhomes* – This housing product is designed with three or four or more separate living units in one building and can be built in a variety of configurations. With the relative affordability of these units and multi-level living, side-by-side and back-to-back townhomes have the greatest appeal among entry-level households without children, young families, and singles and/or roommates across the age span. However, two-story townhomes would also be attractive to middle-market, move-up, and empty-nester buyers. Many of these buyers want to downsize from a single-family home into maintenance-free housing, many of which will have equity from the sale of their single-family home.

New attached housing products have taken off since the pandemic as builders try to alleviate high prices through increased density. Side-by-side concepts targeting entry-level buyers should have base prices around \$375,000 and range to about \$450,000.

- *Cottage-style Quad Homes* – Prior to 2010, several companies in the Twin Cities were developing attached single-level homes that had at least two attached walls. The units include a single- or double-car attached garage. This product was very popular and some of the developments were age-restricted (55+), while others were not. Pricing was moderate, higher than attached townhomes, but less than a twinhome. In many situations, these units sold more rapidly than the traditional attached townhomes or rowhomes. This style of development is found both in for-sale and rental formats and both remain very popular, with resales and in the turnover of rental units. Cottages of Cottage Grove is an example of a rental format. While that product is affordable, the for-sale developments of this type were market rate. We suggest that pricing be similar to attached townhome product as listed in the previous paragraph. Unit sizes were somewhat smaller than the attached townhome product beginning at about 1,300 square feet and extending to 1,500 square feet although sizes can be adjusted accordingly with the targeted pricing.

Demand is strong for multifamily for-sale in Cottage Grove for 593 units between 2024 and 2030 and another 631 units from 2030 to 2035. We recommend development with pricing ranging from \$350,000 to \$450,000 or slightly higher if unit sizes exceed 1,500 square feet. This product is intended to focus on the middle market.

General Occupancy Multifamily Rental Housing

Table R-2 identifies an overall vacancy rate of 2.7% among stabilized market rate rental units and 0.3% among affordable rental units. These vacancy rates are well below the equilibrium rate for rental housing (5% vacancy) indicating continued pent-up demand. Maxfield Research found demand for 925 units of rental housing to 2030 (565 market rate, 183 affordable and 177 subsidized units). From 2030 to 2035, demand is identified for 1,425 units.

- *Market Rate Rental* – Cottage Grove has lagged Woodbury in the development of new rental housing and developers have continued to target Woodbury for large scale market rate and affordable rental properties. Woodbury's market area includes demand from east St. Paul, Lake Elmo, Oakdale and the southern portion of Maplewood in addition to competing with Cottage Grove. Cottage Grove has less competition in the surrounding communities, except for Woodbury. Despite the addition of new supply, the overall vacancy rate including properties in lease-up is only 5.7%, just slightly above the equilibrium rate. There are additional units in the pipeline, with 443 market rate units approved in Cottage Grove. These were accounted for in the demand calculation.

Given the elevated construction in the short-term, vacancy rates are expected to increase somewhat as new supply is delivered. New developments will likely offer concessions to new tenants to accelerate the lease-up period as units open. Despite demand, the high costs of developing multifamily are likely to result in some local assistance to be able to bring new supply to the market.

Demand is expected to remain strong through this decade and the next and new product is still absorbing well, despite a modest slackening in the market. Would-be buyers wanted to move into the for-sale market have had to remain in the rental arena for longer periods, supporting rental demand. With new units coming into the market in the short-term, we recommend holding on placing more units into the market until mid-decade (2027 and later). We anticipate that Cottage Grove will continue to increase in popularity for new market rate rental units.

- *Market Rate General Occupancy Rental Townhomes*– In addition to traditional multifamily structures, demand exists for larger townhome units for families – including those new to Cottage Grove who want to rent until they find a home for purchase. A portion of the overall market rate demand may be developed as a traditional townhome and/or townhome-style development (this is already occurring in Woodbury). Estimated rent levels for this type of product should range from \$2,600 for two-bedroom units to \$3,200 for three-bedroom units. Units should feature contemporary amenities (i.e. in-unit washer/dryer, high ceilings, etc.) and an attached two car garage. Because of high land acquisition costs, these would be denser rowhome style apartments and more vertically integrated.
- *Affordable and Subsidized Rental Housing*– Subsidized housing receives financial assistance (i.e. operating subsidies, tax credits, rent payments, bond funding, etc.) from governmental agencies to make the rent affordable to low-to-moderate income households. Demand is identified at 177 subsidized units from 2024 to 2030 and 183 affordable units over the same period. This product almost always requires some type of additional private or public assistance to make units financially feasible. There is moderate demand for subsidized and affordable rental housing. Therefore, formats could range from townhome-style to apartment-style units.

Senior Housing

As illustrated in Table CR-1, demand exists for all types of senior housing product types in Cottage Grove to 2030. Over the course of this decade, there is demand for 1,023 new age-restricted and senior units by 2030. Additional senior housing is recommended to provide housing opportunity to aging residents in their stages of later life. The development of additional active adult and service-enriched senior housing serves a two-fold purpose: older adult and senior residents can relocate to new age-restricted housing in Cottage Grove and existing homes and rental units previously occupied by seniors become available to other new households. Therefore, development of additional senior housing does not mean the housing needs of younger households are neglected; it simply means that a greater percentage of housing need is satisfied by housing unit turnover. The types of housing products needed to accommodate the aging population base are discussed in the following section.

- Active Adult Senior Cooperative – There is one senior age-restricted for-sale development in the Primary Market Area – *Applewood Point of Woodbury* (73) and no units available for sale. Maxfield Research projects demand for 188 active adult ownership units as of 2024, increasing to 2030. Construction of a new stand-alone cooperative facility would satisfy most adult ownership demand this decade.

Maxfield Research recommends a cooperative development with a mix of one-bedroom plus den, two- and three-bedroom units with share costs beginning at starting around \$200,000. The cooperative model, in particular, appeals to a larger base of potential residents in that it has characteristics of both rental and ownership housing. Cooperative developments allow prospective residents an ownership option and homestead tax benefits without a substantial upfront investment as would be true in a condominium development or life care option. Maxfield Research has found the cooperative model to be very well-accepted in rural communities across the Midwest.

- Active Adult Rental - There is one active adult rental community in Cottage Grove, Cottages of Cottage Grove, a mixed income property with only four market rate units and 55 affordable units. We estimate demand for market rate active adult rental units in Cottage Grove at 251 as of 2024, increasing to 267 by 2030. Many seniors who would consider an active adult product are presently residing in their single-family homes or in general occupancy rental properties. Development of this product could be in separate stand-alone facilities or in a mixed-income facility.

Although we find strong demand for this product type; since this product is not need-driven and development costs are expected to be high in the short-term; this product may be best if developed after inflationary pressures subside and mortgage interest rates decrease further. We recommend a product with base rents from primarily from \$1,600 to \$2,500.

RECOMMENDATIONS AND CONCLUSIONS

Because of the hot real estate market since the pandemic, seniors who would sell their homes today will receive top dollar and can capitalize on the strong housing market and reallocate funds to maintenance-free housing products.

- *Affordable and Subsidized Rental* – Demand for affordable senior housing in Cottage Grove by 2030 is estimated at 131 units while demand for subsidized housing is 116 units. Affordable senior housing products can also be incorporated into a mixed income building, which may increase the affordable units' feasibility. Most current programs are funded through the LIHTC program or through special bond funding. Financing subsidized senior housing is difficult as federal funds have been shrinking. A new subsidized development would likely rely on numerous funding sources; from low-income tax credits (LIHTC), state bond funding, tax-exempt bonds, Section 202 program, etc. among others.
- *Independent Living* – There are six existing independent living properties in the PMA with 471 units. Maxfield Research found demand for 158 units by 2030, as seniors age and need more services. In the short-term, there are very few vacancies in this product type. New units could be introduced to the market as early as 2025, although planning is such that the earliest there could be new supply in this segment is likely late 2026.
- *Assisted Living and Memory Care Senior Housing* – Based on demand calculations, demand is estimated for 78 assisted living and 72 memory care units in Cottage Grove by 2030. The COVID pandemic severely impacted service-based senior housing and assisted living occupancies are still recovering from the downturn in 2020. As such, we recommend waiting on new serviced-based senior housing until 2026 or later. Senior housing vacancies across the Twin Cities are still elevated and likely need at least another one to-two years to reach stabilization.

Challenges and Opportunities

The following were identified as the greatest challenges and opportunities for developing the recommended housing types (in no particular order – sorted alphabetically).

- **Accessory Dwelling Units (“ADU”):** Accessory dwelling units (“ADUs”) go by several different names such as: In-law suites, garage apartments, backyard cottages, granny flats, guest houses, etc. An ADU is simply a small, stand-alone residential dwelling unit located on the same property as a detached single-family home. However, in some cases an ADU could include an addition on an existing home, apartment over a garage, or be located within an attic or basement within the home. Legally, however, an ADU is still a part of the original parcel’s PID number and title is with the property owner. The most common reason for building an ADU is generating rental income for the homeowner or housing a family member (often for free).

Because of increased density on the property and smaller sized units, ADUs have the potential to increase housing affordability and create a wider range of housing options. Many communities that permit ADUs in their zoning code limit the number of accessory structures to just one; however, some cities have recently revised their zoning code to allow up to two accessory structures. Some communities monitor ADU construction by limiting new construction to only owner-occupied housing units (main structure is owned), minimum lot size, setbacks, and number of occupants or bedrooms in the accessory structure.

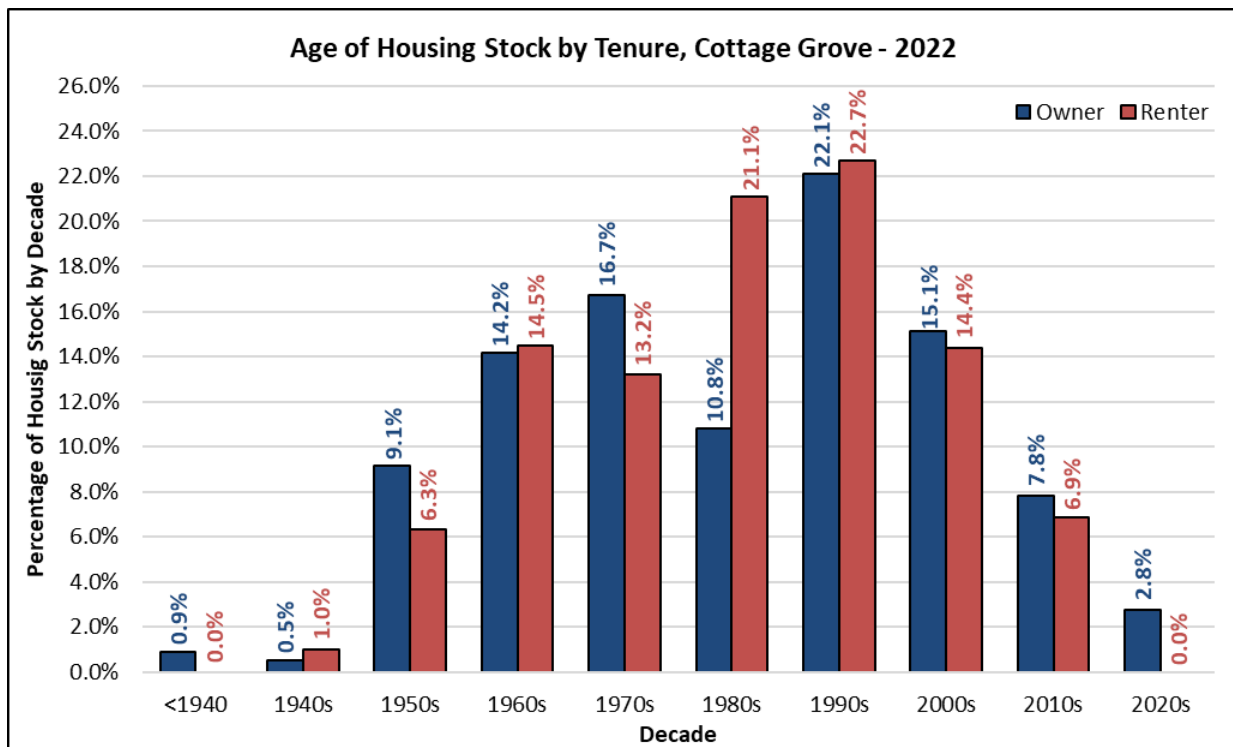
Maxfield Research recommends that local planning departments review their existing zoning code and if not already permitted, revise zoning codes to ensure ADUs can be a permitted use. Demand for ADUs has increased significantly since the COVID-19 pandemic as homeowners sought to move family members together in a multi-generational environment. Also, many homeowners will design the ADU as a multifunctional space as a home office and living space away from the main home. Finally, ADUs offer another solution for meeting rental housing demand and/or short-term housing needs.

- **Affordable Housing/Naturally Occurring Affordable Housing.** Table HA-1 identified Twin Cities Median Incomes (“AMI”) and the fair market rents by bedroom type (i.e. \$1,327/one-bedroom unit). The average market rate rent for a one-bedroom unit in the PMA is \$1,418/month and the average rent per square foot for a one-bedroom unit is \$2.01. The influx of new market rate rentals in the Primary Market Area has driven up the average cost of a one-bedroom unit that is higher than fair market rents. At 60% AMI, the maximum gross rent for a one-bedroom is \$1,398. According to the market rate rental inventory for Cottage Grove for larger properties, 3% of the market rate units and 100% of the affordable/subsidized units in Cottage Grove are affordable at the 60% AMI level.

CHALLENGES AND OPPORTUNITIES

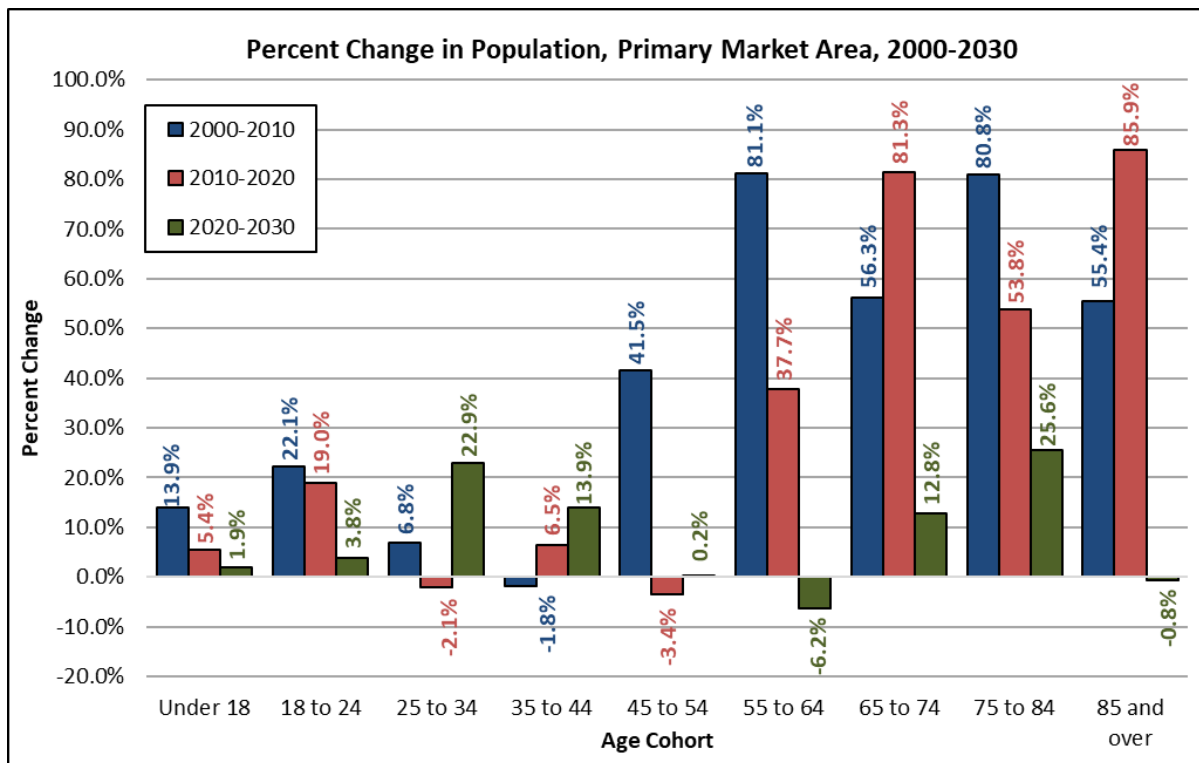
Because of the higher proportion of new rental product and higher rent structures at new market rental buildings in Cottage Grove and the PMA, the minimum income needed to afford new rental units is significantly higher than older existing rentals in Cottage Grove. New rental housing development targets “lifestyle renters” or those with higher incomes who have enough money to buy a house but choose to rent for the convenience and lifestyle. Many of these renters may be cost burdened, but they choose so for the location or amenities and the option to live adjacent to transit and lose car ownership expenses.

- **Age of Existing Housing Stock.** As illustrated in the *Housing Characteristics* Section of the report (Table HC-3), most single-family homes in Cottage Grove were built after 1990. Much of the single-family housing stock in Cottage Grove is comprised of split-level homes, characteristics of the 1980s and 1990s on larger lots. Although there is a rental housing boom underway over the past decade, there is limited new rental housing in Cottage Grove.

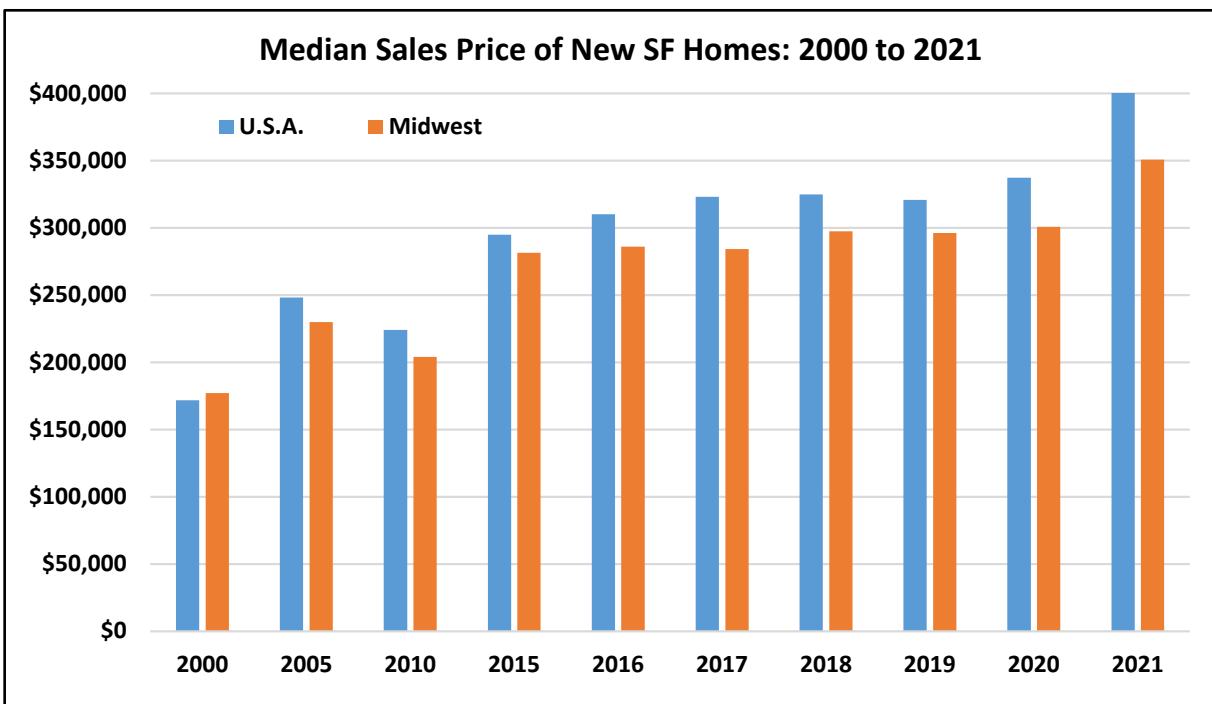


Given Cottage Grove’s location and age of housing stock, demand for new construction housing across the board will continue to increase. Today’s home buyers, especially those buyers with children, are demanding larger home sizes and modern amenities.

- Aging Population.** As illustrated in Table D-2, there is growth in the senior population, especially among ages 75 to 84 (82% growth between 2010 and 2020). Table D-7 shows high homeownership rates among seniors 65+. Cottage Grove seniors homeownership rates are higher than Washington County and the Twin Cities Metro Area. High homeownership rates among seniors indicate there could be lack of senior housing options, or simply that many seniors prefer to live in their home and age in place. Because of the rising population of older adults, demand for alternative maintenance-free housing products should be rising. In addition, demand for home health care services and home remodeling programs to assist seniors with retrofitting their existing homes should also increase.



- **Construction & Development Costs.** The cost to build and develop new single-family housing has increased significantly over the past decade and since the Great Recession in all markets across the U.S., as seen in the chart below. New construction pricing peaked between 2005 and 2007 before falling during the Recession. Pricing in nearly every market across the United States decreased between 2008 and 2011 before rebounding beginning in 2012. Since the Great Recession, however, it has become increasingly difficult for builders to construct entry-level new homes due to a number of constraints – rising land costs, rising material and labor costs, lack of construction labor and increasing regulation and entitlement fees. As a result, affordable new construction homes have become rare as builders are unable to pencil-out modestly priced new construction. New construction pricing is at an all-time high coming out of the pandemic due to strong demand and supply and labor constraints for builders that are driving up housing costs. As interest rates continue to decline, a certain level of affordability will increase, but the challenge will continue to be supplying sufficient housing for the entry-level buyer.



Despite the pandemic over the past three years, the local real estate market has performed above expectations and strong demand remains for housing. Demand for housing in Cottage Grove remains strong and supply remains very low. The pandemic has shifted buyer preferences to a degree as buyers overall have a greater desire for outdoor features, green space, more square footage, flexible spaces for home offices, and healthy living conditions. Buyers are also trading location for more home and are more likely now to be able to reside further from their place of employment.

On the rental side, social distancing initially had an impact on common corridor apartment buildings as all communal areas were shut down and tenants could not utilize amenities. Since the pandemic, the demand for smaller unit sizes has waned as renters desire larger spaces as they work from home, utilize for fitness, etc. With telecommuting and work from home being the norm tenants are seeking a separation of work and live spaces as well as access to balconies and patios to provide fresh air and extra space. These trends and preferences have continued, albeit lessened as the pandemic has waned.

- **Housing Programs.** Cottage Grove offers some programs through 3rd party referrals such as the Washington County CDA and MN Housing to promote and preserve the existing housing stock. Cottage Grove offers fewer programs than many other communities of similar size. Improving referrals to available programs that residents can access can improve the existing housing stock, increase the value of homes and assist existing owners to be able to remain in their homes longer or be able to relocate to other housing. Housing improvement programs offered through Washington County include Rehab Loan Program, Emergency Loan Program, Weatherization, Home Improvement Program, Fix Up Loan. Many of these programs are targeted to low and moderate households and have income restrictions. Other direct assistance programs include first-time homebuyer assistance, renter assistance, emergency housing assistance and affordable housing. Many of these programs have wait lists. Washington County also works with Housing Link in the Twin Cities Metro Area to assist renter households with finding affordable housing. Cottage Grove can assist residents with information and referrals to third-party providers for better access and information related to housing improvement and other direct housing resources.
- **Job Growth/Employment.** The Covid-19 pandemic created a number of new challenges for businesses, workers, and government. As depicted earlier, the unemployment rate in Cottage Grove has historically been under 4.0% before shortly rising to 5.7% during the peak shutdowns in spring 2020. These unprecedented challenges had an economic ripple effect across the country as thousands of Americans found themselves out of work with increases in unemployment. However, Cottage Grove employers weathered the pandemic much better than most of the country as the unemployment rate has stayed low and the area brought back lost jobs from the initial shutdowns earlier in 2020.

The Cottage Grove unemployment rate declined to a low of 2.2% in 2022 and although the labor force expanded, employment did not expand at the same or higher rate resulting in an increase in the unemployment rate. Although a low unemployment rate is generally considered positive news, an extremely low unemployment rate can be challenging for employers looking to add additional staff. Although additional job creation supports the need for housing, a lack of housing and especially, affordable housing, places pressure on attracting and retaining workers.

- **Lifestyle Renters.** Historically, householders rented because they could not afford to buy or did not have the credit to qualify for a mortgage. Today that is no longer the case, and many householders are renting by choice. High-income renters (those earning \$55,000 or more annually) represent the fastest growing market segment of the rental market today; having grown 48% over the past decade. Demand is being driven by the Millennials, would-be buyers on the side-line, and empty nesters. As a result, rental housing is one of the preferred real estate asset classes today across country. Lifestyle renters are attracted to developments offering excellent finishing quality, extensive common area facilities, and typically focus on an environment providing a more social experience. Most of the new market rate rental construction in the PMA targets the lifestyle renter.
- **Modular Housing.** Modular housing, often referred to as manufactured or pre-fabricated housing, is the construction of housing units in a controlled factory-like setting or on a manufacturers site or lumber yard. Modular housing is gaining steam from developers and investors to combat high construction costs, labor shortages and speed-up the construction timeline. The biggest advantage modular housing provides is shaving months of holding costs off the consumer's bottom line. Originally modular housing was mostly single-family oriented; however, developers are now constructing entire apartment buildings, hotels, senior living, man camps and college dorms. Historically the biggest challenge of modular housing is transportation, shipping costs and "perception." Modular housing has significantly increased in quality and in architectural design. Many buildings and units are constructed on concrete foundations and/or include basements. The industry continues to battle a stigma of older mobile homes and the appraisal community continually mis-appraises modular homes due to biases or lack of education on the product. Locally, there is a new manufacturer in Owatonna and future modular plants are in the works along the Interstate 94 corridor and potentially in North Minneapolis. Maxfield Research believes there is considerable opportunity in the modular construction sector that can be utilized in Cottage Grove, providing a win-win scenario by providing housing production and passing cost savings along to consumers.

If not already, we recommend Cottage Grove revise zoning codes to allow for this type of housing if it is not permitted. Design standards however should be enforced to ensure compatibility with existing neighborhoods.

- **Single-Family Rental Demand.** Table HC-4 showed that 26% of the rental housing inventory in Cottage Grove in 2022 was single-family detached units. Another 7.4% of units were within an attached structure such a townhome or twinhome. Nationwide, it is estimate that 25 million of the 43 million rental households in the United States (58%) reside in single-family rentals, townhomes, duplexes, triplexes and quads. Single-family units, townhomes and condos make-up about 34% of all rental units in the country, 27% in Minnesota, and 21% in the Twin Cities Metro Area. Compared to the Twin Cities and Minnesota averages, Cottage Grove has a higher proportion of single-family and townhome rentals than the Twin Cities Metro and Minnesota.

A recent study by Freddie Mac identified the market share of single-family rentals (“SFR”) by ownership type across the country. The study found that 88% of SFR are owned by investors with between 1 and 10 homes. Institutional investors make-up only 1% of the market share today; even though they are they have the financial backing and are able to acquire larger portfolios.

Demand is strong for SFR by providing renter lifestyle choice and the ability to reside in a detached unit without having to obtain the funds for a down payment on a mortgage. Especially today with mortgage rates that have doubled in the past year there is even stronger demand for single-family rentals. Many SF renters may consider purchasing; however, the rising costs of real estate and the down payment requirements hinder some renters from making the leap to homeownership. The COVID-19 pandemic increased demand for SFR as renters desire more square footage, green space/yards, separate entrances, and more privacy than traditional multifamily structures.

Single-family rental communities have been one of the hottest real estate products to come out of the pandemic over the past few years. Although the Twin Cities is behind the rest of the country, there are several developments that have recently been completed, including two in Woodbury. We recommend considering purpose-built single-family or a townhome rental community in Cottage Grove.

APPENDIX

Definitions

Absorption Period – The period of time necessary for newly constructed or renovated properties to achieve the stabilized level of occupancy. The absorption period begins when the first certificate of occupancy is issued and ends when the last unit to reach the stabilized level of occupancy has signed a lease.

Absorption Rate – The average number of units rented each month during the absorption period.

Active adult (or independent living without services available) – Active Adult properties are similar to a general-occupancy apartment building, in that they offer virtually no services but have age-restrictions (typically 55 or 62 or older). Organized activities and occasionally a transportation program are usually all that are available at these properties. Because of the lack of services, active adult properties typically do not command the rent premiums of more service-enriched senior housing.

Adjusted Gross Income “AGI” – Income from taxable sources (including wages, interest, capital gains, income from retirement accounts, etc.) adjusted to account for specific deductions (i.e. contributions to retirement accounts, unreimbursed business and medical expenses, alimony, etc.).

Affordable housing – Housing that is income-restricted to households earning at or below 80% AMI, though individual properties can have income-restrictions set at 40%, 50%, 60% or 80% AMI. Rent is not based on income but instead is a contract amount that is affordable to households within the specific income restriction segment. It is essentially housing affordable to low or very low-income tenants.

Amenity – Tangible or intangible benefits offered to a tenant in the form of common area amenities or in-unit amenities. Typical in-unit amenities include dishwashers, washer/dryers, walk-in showers, and closets and upgraded kitchen finishes. Typical common area amenities include detached or attached garage parking, community room, fitness center and an outdoor patio or grill/picnic area.

Area Median Income “AMI” – AMI is the midpoint in the income distribution within a specific geographic area. By definition, 50% of households earn less than the median income and 50% earn more. The U.S. Department of Housing and Urban Development (HUD) calculates AMI annually and adjustments are made for family size.

Assisted Living – Assisted Living properties come in a variety of forms, but the target market for most is generally the same: very frail seniors, typically age 80 or older (but can be much younger, depending on their particular health situation), who need extensive support services and personal care assistance. Absent an assisted living option, these seniors would otherwise need to move to a nursing facility. At a minimum, assisted living properties include two meals per day and weekly housekeeping in the monthly fee, with the availability of a third meal and personal care (either included in the monthly fee or for an additional cost). Assisted living properties also have either staff on duty 24 hours per day or at least 24-hour emergency response.

Building Permit – Building permits track housing starts, and the number of housing units authorized to be built by the local governing authority. Most jurisdictions require building permits for new construction, major renovations, as well as other building improvements. Building permits ensure that all the work meets applicable building and safety rules and is typically required to be completed by a licensed professional. Once the building is complete and meets the inspector's satisfaction, the jurisdiction will issue a "CO" or "Certificate of Occupancy." Building permits are a key barometer for the health of the housing market and are often a leading indicator in the rest of the economy as it has a major impact on consumer spending.

Capture Rate – The percentage of age, size, and income-qualified renter households in a given area or "Market Area" that the property must capture to fill the units. The capture rate is calculated by dividing the total number of units at the property by the total number of age, size, and income-qualified renter households in the designated area.

Comparable Property – A property that is representative of the rental housing choices of the designated area or "Market Area" that is similar in construction, size, amenities, location and/or age.

Concession – Discount or incentives given to a prospective tenant to induce signature of a lease. Concessions typically are in the form of reduced rent or free rent for a specific lease term, or free amenities, which are normally charged separately, such as parking.

Independent living with services available – Independent living properties offer support services such as meals and/or housekeeping, either on an optional basis or a limited amount included in the rents. These properties typically dedicate a larger share of the overall building area to common areas, in part, because the units are smaller than in adult housing and in part to encourage socialization among residents. Independent living properties attract a slightly older target market than adult housing, typically seniors 75 and older. Rents are also above those of the active adult buildings, even excluding the services.

Contract Rent – The actual monthly rent payable by the tenant, including any rent subsidy paid on behalf of the tenant, to the owner, inclusive of all terms of the lease.

Cost-Burdened – The proportion of income as defined by HUD that is considered as appropriate for a household to spend on housing costs. The HUD proportion is 30% of a household's adjusted gross income. Households spending more than 30% of their adjusted gross income on housing costs are considered "cost-burdened." Households spending 50% or more of their adjusted gross income are considered as "severely cost-burdened."

Demand – The total number of households that would potentially move into a proposed new or renovated housing project. These households must be of appropriate age, income, tenure, and size for a specific proposed development. Components vary and can include, but are not limited to turnover, people living in substandard conditions, rent over-burdened households, income-qualified households, and age of householder. Demand is project specific.

Density – Number of units in a given area. Density is typically measured in dwelling units (DU) per acre – the larger the number of units permitted per acre the higher the density; the fewer units permitted results in lower density. Density is often presented in a gross and net format:

- **Gross Density** – The number of dwelling units per acre based on the gross site acreage.
Gross Density = Total residential units/total development area
- **Net Density** - The number of dwelling units per acre located on the site, but excludes public rights-of-way (ROW) such as streets, alleys, easements, open spaces, etc.
Net Density = Total residential units/total residential land area (excluding ROWs)

Detached housing – a freestanding dwelling unit, most often single-family homes, situated on its own lot.

Effective Rents – Contract rent less applicable concessions.

Elderly or Senior Housing – Housing where all the units in the property are restricted for occupancy by persons 62 years or older, or at least 80% of the units in each building are restricted for occupancy by households where at least one household member is 55 years of age or better and the housing is designed with amenities, facilities, and services to meet the needs of senior citizens.

Extremely low-income – person or household with incomes below 30% of Area Median Income, adjusted for respective household size.

Fair Market Rent – Estimates established by HUD of the Gross Rents needed to obtain modest rental units in acceptable conditions in a specific geographic area. The amount of rental income a given property would command if it were open for leasing at any given moment and/or the amount derived based on market conditions that is needed to pay gross monthly rent at modest rental housing in a given area. This figure is used as a basis for determining the payment standard amount used to calculate the maximum monthly subsidy for families on at financially assisted housing.

Minneapolis-St Paul-Bloomington, MN-WI HUD FMR Area – 2024

	Fair Market Rent				
	EFF	1BR	2BR	3BR	4BR
Fair Market Rent	\$722	\$811	\$1,065	\$1,300	\$1,418

Floor Area Ratio (FAR) Ratio of the floor area of a building to area of the lot on which the building is located.

Foreclosure – A legal process in which a lender or financial institute attempts to recover the balance of a loan from a borrower who has stopped making payments to the lender by using the sale of the house as collateral for the loan.

Gross Rent – The monthly housing cost to a tenant which equals the Contract Rent provided for in the lease, plus the estimated cost of all utilities paid by tenants. Maximum Gross Rents for Minneapolis-St Paul-Bloomington, MN-WI HUD FMR Area -2024 are as follows:

Gross Rent Minneapolis-St Paul-Bloomington, MN-WI HUD FMR Area – 2024

	Maximum Gross Rent				
	EFF	1BR	2BR	3BR	4BR
30% of median	\$423	\$484	\$544	\$605	\$654
50% of median	\$706	\$807	\$907	\$1,008	\$1,090
60% of median	\$847	\$969	\$1,089	\$1,210	\$1,308
80% of median	\$1,130	\$1,292	\$1,452	\$1,614	\$1,744
100% of median	\$1,412	\$1,615	\$1,815	\$2,017	\$2,180
120% of median	\$1,695	\$1,938	\$2,178	\$2,421	\$2,616

Household – All persons who occupy a housing unit, including occupants of a single-family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Household Trends – Changes in the number of households for any particular areas over a measurable period of time, which is a function of new household's formations, changes in average household size, and net migration.

Housing Choice Voucher Program – The federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. Housing choice vouchers are administered locally by public housing agencies. They receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer

the voucher program. A housing subsidy is paid to the landlord directly by the public housing agency on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

Housing unit – House, apartment, mobile home, or group of rooms used as a separate living quarters by a single household.

HUD Project-Based Section 8 – A federal government program that provides rental housing for very low-income families, the elderly, and the disabled in privately owned and managed rental units. The owner reserves some or all of the units in a building in return for a Federal government guarantee to make up the difference between the tenant's contribution and the rent. A tenant who leaves a subsidized project will lose access to the project-based subsidy.

HUD Section 202 Program – Federal program that provides direct capital assistance and operating or rental assistance to finance housing designed for occupancy by elder household who have incomes not exceeding 50% of Area Median Income.

HUD Section 811 Program – Federal program that provides direct capital assistance and operating or rental assistance to finance housing designed for occupancy of persons with disabilities who have incomes not exceeding 50% Area Median Income.

HUD Section 236 Program – Federal program that provides interest reduction payments for loans which finance housing targeted to households with income not exceeding 80% Area Median Income who pay rent equal to the greater or market rate or 30% of their adjusted income.

Income limits – Maximum household's income by a designed geographic area, adjusted for household size and expressed as a percentage of the Area Median Income, for the purpose of establishing an upper limit for eligibility for a specific housing program.

Income Limits
Minneapolis-St Paul-Bloomington, MN-WI HUD FMR Area – 2024

	Income Limits by Household Size							
	1 pph	2 pph	3 pph	4 pph	5 pph	6 pph	7 pph	8 pph
30% of median	\$26,100	\$29,820	\$33,540	\$37,260	\$40,260	\$43,230	\$46,230	\$49,200
50% of median	\$43,500	\$49,700	\$55,900	\$62,100	\$67,100	\$72,050	\$77,050	\$82,000
60% of median	\$52,200	\$59,640	\$67,080	\$74,520	\$80,520	\$86,460	\$92,460	\$98,400
80% of median	\$69,600	\$79,520	\$89,440	\$99,360	\$107,360	\$115,280	\$123,280	\$131,200
100% of median	\$87,000	\$99,400	\$111,800	\$124,200	\$134,200	\$144,100	\$154,100	\$164,000
120% of median	\$104,400	\$119,280	\$134,160	\$149,040	\$161,040	\$172,920	\$184,920	\$196,800

Inflow/Outflow – The Inflow/Outflow Analysis generates results showing the count and characteristics of worker flows in to, out of, and within the defined geographic area.

Low-Income – Person or household with gross household incomes below 80% of Area Median Income, adjusted for household size.

Low-Income Housing Tax Credit – A program aimed to generate equity for investment in affordable rental housing authorized pursuant to Section 42 of the Internal Revenue Code. The program requires that a certain percentage of units built be restricted for occupancy to households earning 60% or less of Area Median Income, and rents on these units be restricted accordingly.

Market analysis – The study of real estate market conditions for a specific type of property, geographic area or proposed (re)development.

Market equilibrium – The rate of vacancy that promotes a balanced rental market and provides enough supply for sufficient consumer choice and to accommodate regular turnover. The rental market equilibrium rates are considered to be 2% for deeply subsidized rental, 5% for affordable (50% to 80% AMI) and 5% for market rate.

Market equilibrium (senior) – The rate of vacancy which promotes a balanced rental market and provide enough supply for sufficient consumer choice and to accommodate regular turnover, which rates are 3% for deep-subsidy, 5% for shallow-subsidy, market rate and independent living and 7% for assisted living and memory care).

Market rent – The rent that an apartment, without rent or income restrictions or rent subsidies, would command in a given area or “Market Area” considering its location, features, and amenities.

Market study – A comprehensive study of a specific proposal including a review of the housing market in a defined market or geography. Project specific market studies are often used by developers, property managers or government entities to determine the appropriateness of a proposed development, whereas market specific market studies are used to determine what house needs, if any, existing within a specific geography.

Market rate rental housing – Housing that does not have any income-restrictions. Some properties will have income guidelines, which are minimum annual incomes required in order to reside at the property.

Memory Care – Memory Care properties, designed specifically for persons suffering from Alzheimer’s disease or other dementias, is one of the newest trends in senior housing. Properties consist mostly of suite-style or studio units or occasionally one-bedroom apartment-style units, and large amounts of communal areas for activities and programming. In addition, staff typically undergoes specialized training in the care of this population. Because of the greater

amount of individualized personal care required by residents, staffing ratios are much higher than traditional assisted living and thus, the costs of care are also higher. Unlike conventional assisted living, however, which deals almost exclusively with widows or widowers, a higher proportion of persons afflicted with Alzheimer's disease are in two-person households. That means the decision to move a spouse into a memory care facility involves the caregiver's concern of incurring the costs of health care at a special facility while continuing to maintain their home.

Migration – The movement of households and/or people into or out of an area.

Mixed-income property – An apartment property contained either both income-restricted and unrestricted units or units restricted at two or more income limits.

Mobility – The ease at which people move from one location to another.

Moderate Income – Person or household with gross household income between 80% and 120% of the Area Median Income, adjusted for household size.

Multifamily – Properties and structures that contain more than two housing units.

Naturally Occurring Affordable Housing – Although affordable housing is typically associated with an income-restricted property, there are other housing units in communities that indirectly provide affordable housing. Housing units that were not developed or designated with income guidelines (i.e. assisted) yet are more affordable than other units in a community are considered “naturally-occurring” or “unsubsidized affordable” units. This rental supply is available through the private market, versus assisted housing programs through various governmental agencies. Property values on these units are lower based on a combination of factors, such as: age of structure/housing stock, location, condition, size, functionally obsolete, school district, etc.

Net Income – Income earned after payroll withholdings such as state and federal income taxes, social security, as well as retirement savings and health insurance.

Net Worth – The difference between assets and liabilities, or the total value of assets after the debt is subtracted.

Pent-up demand – A market in which there is a scarcity of supply and as such, vacancy rates are extremely low or non-existent.

Population – All people living in a geographic area.

Population Density – The population of an area divided by the number of square miles of land area.

Population Trends – Changes in population levels for a particular geographic area over a specific period of time – a function of the level of births, deaths, and in/out migration.

Project-Based rent assistance – Rental assistance from any source that is allocated to the property or a specific number of units in the property and is available to each income eligible tenant of the property or an assisted unit.

Redevelopment – The redesign, rehabilitation, or expansion of existing properties.

Rent burden – gross rent divided by adjusted monthly household income.

Restricted rent – The rent charged under the restriction of a specific housing program or subsidy.

Saturation – The point at which there is no longer demand to support additional market rate, affordable/subsidized, rental, for-sale, or senior housing units. Saturation usually refers to a particular segment of a specific market.

Senior Housing – The term “senior housing” refers to any housing development that is restricted to people 55 and older. Today, senior housing includes an entire spectrum of housing alternatives. Maxfield Research Inc. classifies senior housing into four categories based on the level of support services. The four categories are: Active Adult, Independent Living, Assisted Living and Memory Care.

Short Sale – A sale of real estate in which the net proceeds from selling the property do not cover the sellers’ mortgage obligations. The difference is forgiven by the lender, or other arrangements are made with the lender to settle the remainder of the debt.

Single-family home – A dwelling unit, either attached or detached, designed for use by one household and with direct street access. It does not share heating facilities or other essential electrical, mechanical, or building facilities with another dwelling.

Stabilized level of occupancy – The underwritten or actual number of occupied units that a property is expected to maintain after the initial lease-up period.

Subsidized housing – Housing that is income-restricted to households earning at or below 30% AMI. Rent is generally based on income, with the household contributing 30% of their adjusted gross income toward rent. Also referred to as extremely low-income housing.

Subsidy – Monthly income received by a tenant or by an owner on behalf of a tenant to pay the difference between the apartment’s contract/market rate rent and the amount paid by the tenant toward rent.

Substandard conditions – Housing conditions that are conventionally considered unacceptable and can be defined in terms of lacking plumbing facilities, one or more major mechanical or electrical system malfunctions, or overcrowded conditions.

Target population – The market segment or segments of the given population a development would appeal or cater to.

Tenant – One who rents real property from another individual or rental company.

Tenant-paid utilities – The cost of utilities, excluding cable, telephone, or internet necessary for the habitation of a dwelling unit, which are paid by said tenant.

Tenure – The distinction between owner-occupied and renter-occupied housing units.

Turnover – A measure of movement of residents into and out of a geographic location.

Turnover period – An estimate of the number of housing units in a geographic location as a percentage of the total house units that will likely change occupants in any one year.

Unrestricted units – Units that are not subject to any income or rent restrictions.

Vacancy period – The amount of time an apartment remains vacant and is available on the market for rent.

Workforce housing – Housing that is income-restricted to households earning between 80% and 120% AMI. Also referred to as moderate-income housing.

Zoning – Classification and regulation of land use by local governments according to use categories (zones); often also includes density designations and limitations.



City Council Action Request

7.0.

Meeting Date 4/16/2025

Department Community Development

Agenda Category Action Item

Title Prairie Dunes – Revised Final Plat and Development Agreement

Staff Recommendation 1) Adopt Resolution 2025-060 approving the amended Final Plat for Prairie Dunes. 2) Approve the First Amendment to the Prairie Dunes Development Agreement with Pulte Homes of Minnesota LLC and DRP Multistate P, LLC, with minor modifications as approved by the City Attorney.

Budget Implication N/A

Attachments

1.	Prairie Dunes CC Memo
2.	Prairie Dunes Revised Final Plat
3.	Prairie Dunes Resolution - Revised Final Plat
4.	Prairie Dunes First Amendment to Dev Agree

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

FROM: Samantha Pierret, Senior Planner

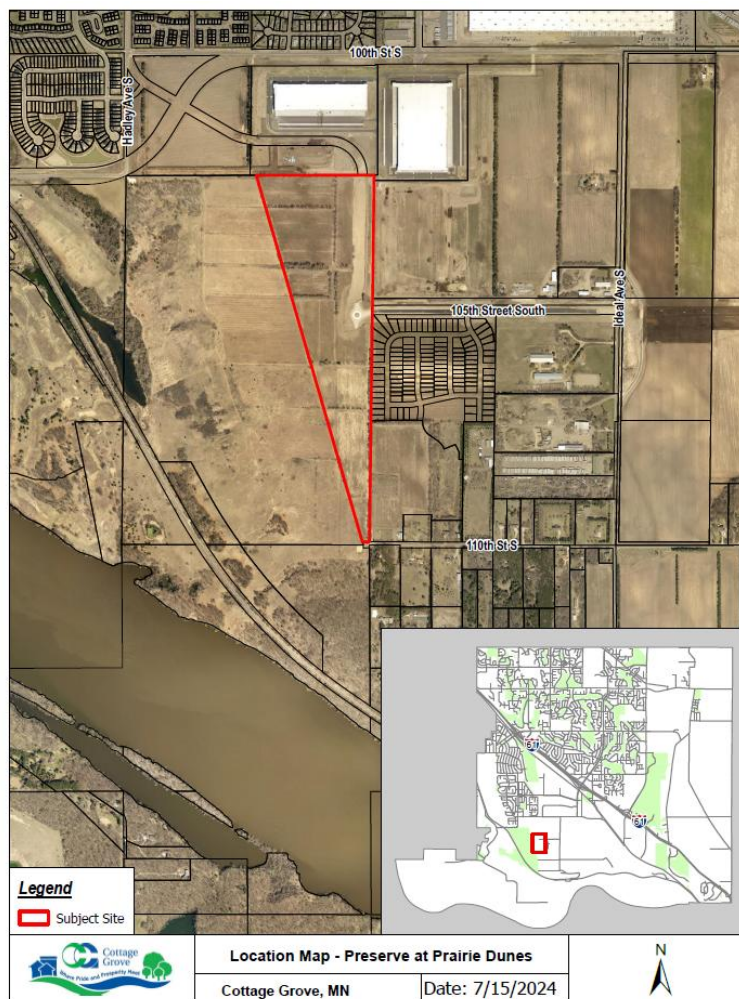
DATE: April 9, 2025

RE: Prairie Dunes – Revised Final Plat and Development Agreement

Proposal

The City Council is requested to take the following actions:

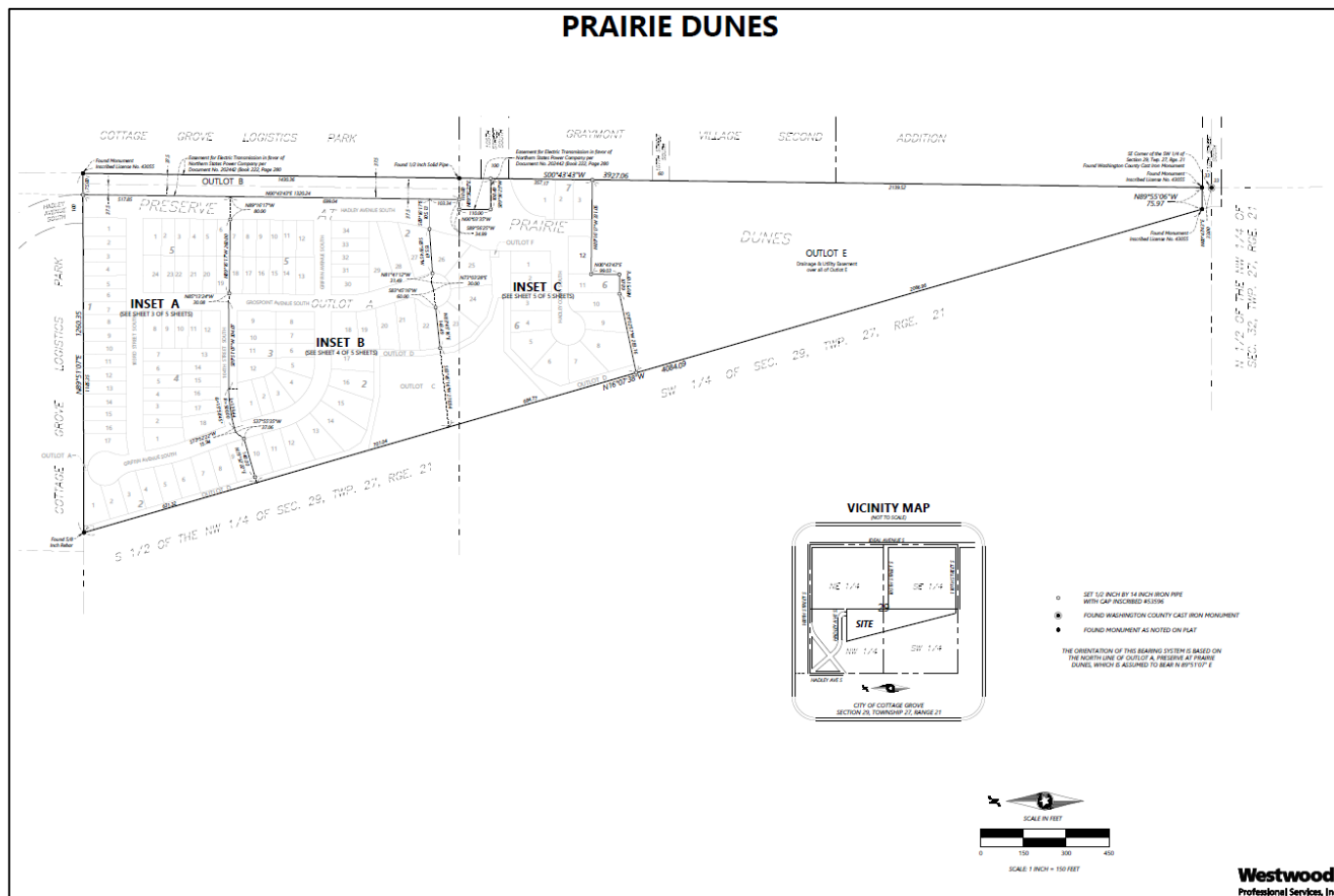
1. Adopt the resolution approving the amended Final Plat for Prairie Dunes.
2. Approve the first amendment to the Prairie Dunes Development Agreement with Pulte Homes of Minnesota LLC and DRP Multistate P, LLC.



Location Map

Background

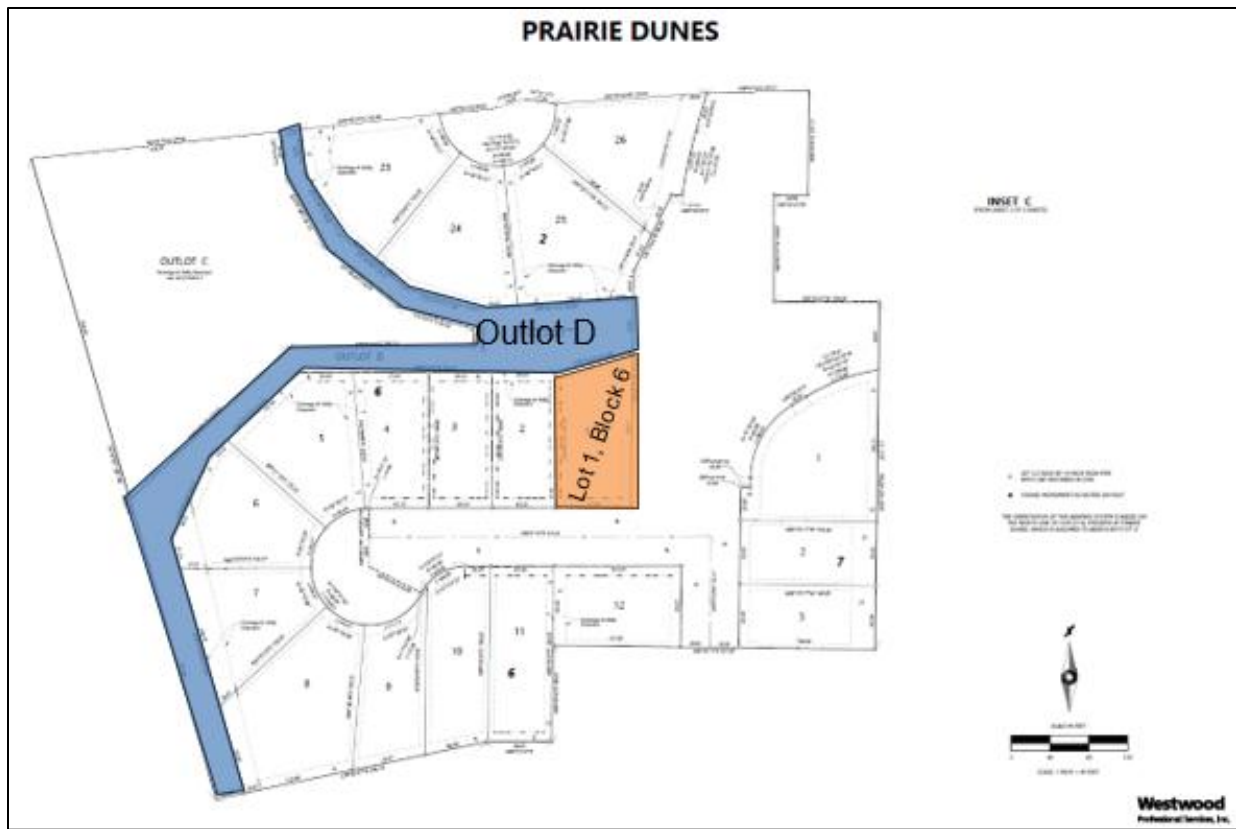
At its February 5, 2025, meeting, the City Council approved Pulte Homes of Minnesota LLC's Final Plat, Development Agreement, and Construction Plans and Specifications for Prairie Dunes. After the Council meeting, the Developer informed staff that area was needed for a monument sign. Staff worked with the Developer to determine the best solution, and the Developer decided to add another outlet (Outlot F) to their final plat for monument signage and irrigation box to serve as the monument sign outlet. With the addition of a new outlet, the amended Final Plat and Development Agreement require review by Council.



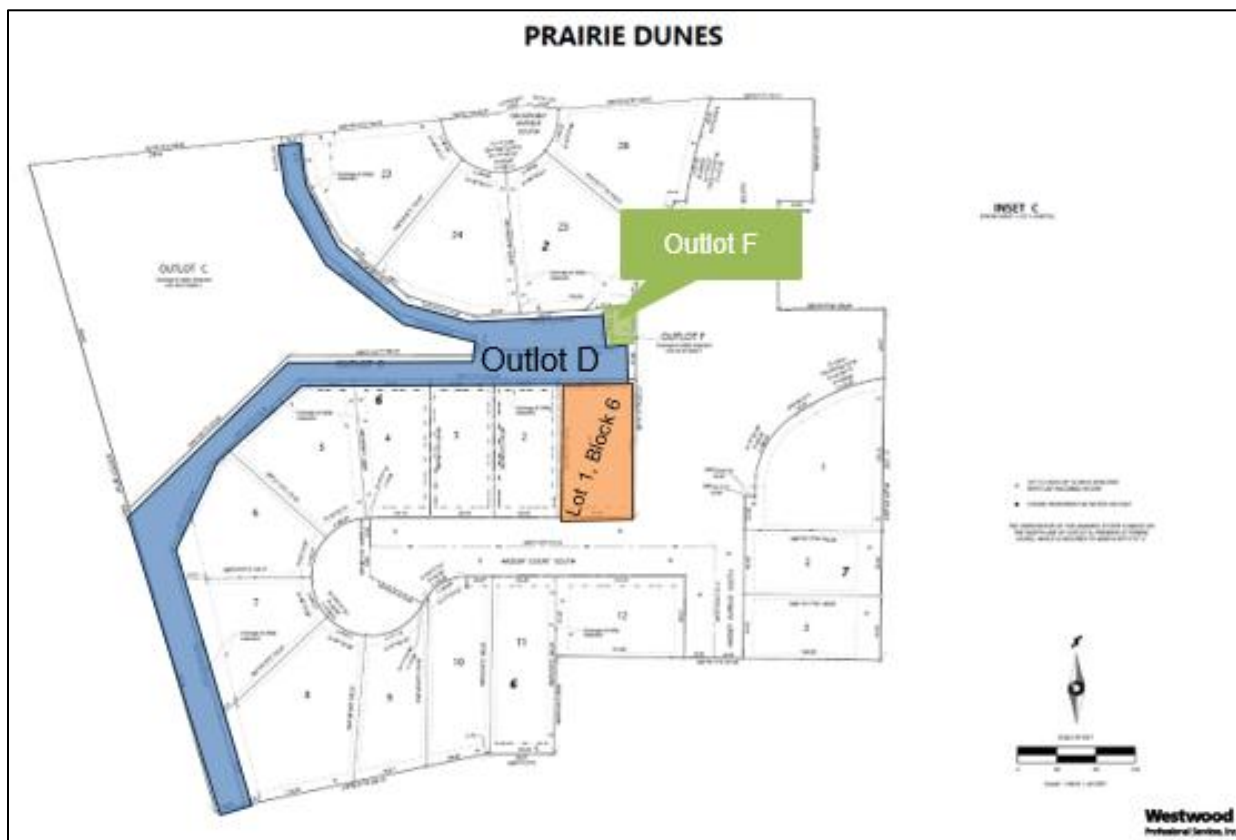
Revised Final Plat

Final Plat Amendment

The Developer has added Outlot F for monument signage and an irrigation box. The outlet was created from Outlot D, which will be deeded to the City for a recreation trail. The rear property line of Lot 1, Block 6 was shifted to ensure the City would retain the same amount of acreage for Outlot D. These property line changes do not affect the City's ability to use Outlot D as intended as a recreation trail.



February 2025 Plat



Revised Final Plat – March 2025

Homeowner's Association

The February Development Agreement did not contain provisions for a Homeowner's Association. With the addition of Outlot F for a monument sign and irrigation box, a Homeowner's Association must be established to maintain Outlot F landscaping, monument signage, irrigation system, and boulevard trees. There will be eleven trees planted in the right of way east of Lot 1, Block 6.

Development Agreement

The Development Agreement must be updated to include the revised Final Plat, Outlot F, and language for the Homeowner's Association.

Recommendation

The City Council is recommended to take the following actions:

1. Adopt Resolution 2025-060 approving the amended Final Plat for Prairie Dunes.
2. Approve the First Amendment to the Prairie Dunes Development Agreement with Pulte Homes of Minnesota LLC and DRP Multistate P, LLC, with minor modifications as approved by the City Attorney.

PRAIRIE DUNES

KNOW ALL PERSONS BY THESE PRESENTS: that DRP Multistate P, LLC, a Delaware limited liability company, owner of the following described property situated in the County of Washington, State of Minnesota, to wit:

Outlot A, PRESERVE AT PRAIRIE DUNES, according to the recorded plat thereof, Washington County, Minnesota

Has caused the same to be surveyed and platted as PRAIRIE DUNES and does hereby donate and dedicate the public ways, as shown on this plat and also dedicate the easements as created by this plat for drainage and utility purposes only.

In witness whereof said DRP Multistate P, LLC, a Delaware limited liability company, has caused these presents to be signed by its proper officer this day of , 20 .

DRP MULTISTATE P, LLC

By: DW General Partner, LLC, a Delaware limited liability company
Its: Manager

By:
Name: Houdin Honarvar
Title: Authorized Signatory

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me on this day of , 20 , by Houdin Honarvar, as authorized signor of DW General Partner LLC, a Delaware limited liability company, manager of DRP Multistate P LLC, a Delaware limited liability company, on behalf of the company.

(Signature) (Name Printed)

Notary Public, County,

My Commission Expires

I hereby certify that I have surveyed and platted or directly supervised the survey and platting of the property described on this plat as PRAIRIE DUNES that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year; that all water boundaries and wet lands as defined in Minnesota Statutes Section 505.01, Subd. 3 existing as of the date of this certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

Dated this , day of , 20

Mathew J. Welinski, Licensed Land Surveyor
Minnesota License No. 53596

STATE OF MINNESOTA
COUNTY OF

The foregoing Surveyor's Certificate was acknowledged before me on this day of , 20 , by Mathew J. Welinski, a Licensed Land Surveyor, Minnesota License No. 53596.

(Signature) (Name Printed)

Notary Public, County, Minnesota

My Commission Expires

CITY OF COTTAGE GROVE, MINNESOTA

This plat was approved by the City Council of the City of Cottage Grove, Minnesota this day of , 20 , and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subdivision 2.

By Mayor By Clerk

COUNTY SURVEYOR

Pursuant to Chapter 820, Laws of Minnesota, 1971, and in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this day of , 20 .

By Washington County Surveyor By

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer has been entered on this day of , 20 .

By Washington County Auditor/Treasurer By Deputy

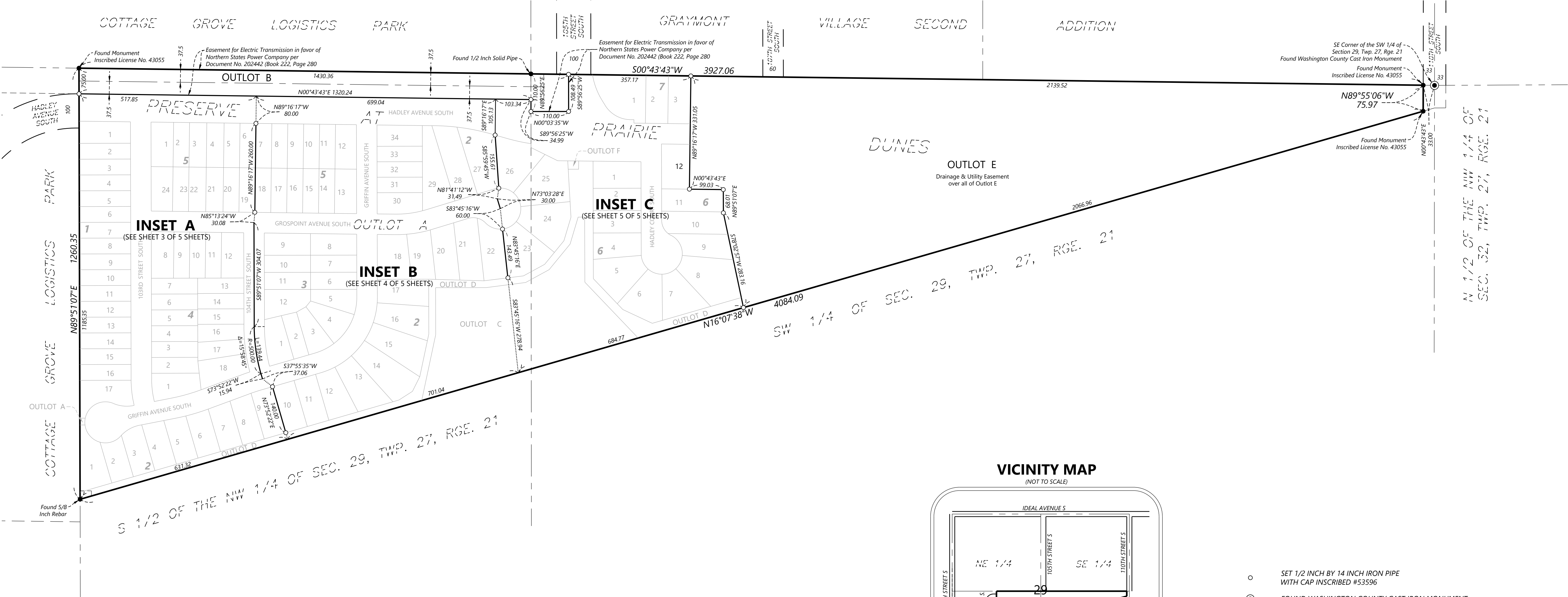
COUNTY RECORDER

Document Number

I hereby certify that this instrument was recorded in the Office of the County Recorder for record on this day of , 20 , at o'clock M., and was duly recorded in Washington County Records.

By Washington County Recorder By Deputy

PRAIRIE DUNES

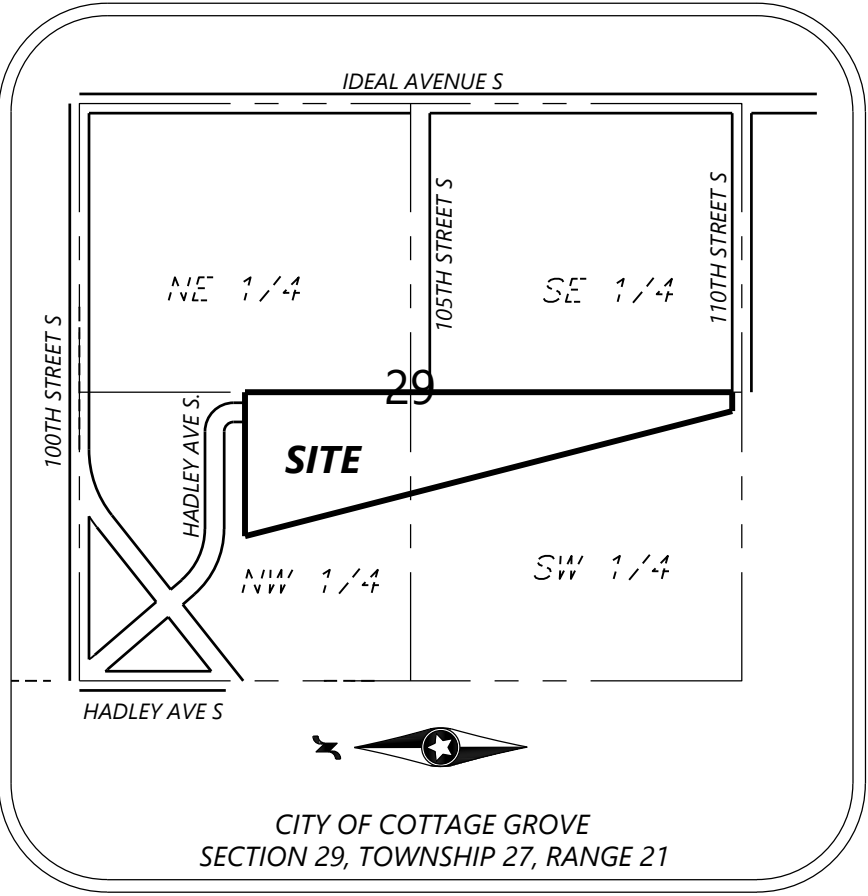


S 1/2 OF THE NW 1/4 OF SEC. 29, TWP. 27, RGE. 21

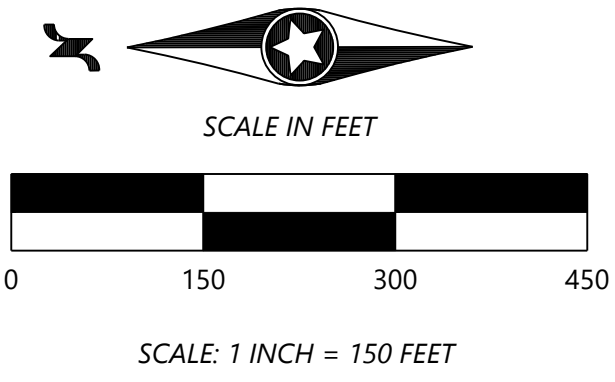
SW 1/4 OF SEC. 29, TWP. 27, RGE. 21

N 1/2 OF THE NW 1/4 OF SEC. 32, TWP. 27, RGE. 21

VICINITY MAP
(NOT TO SCALE)



- SET 1/2 INCH BY 14 INCH IRON PIPE WITH CAP INSCRIBED #53596
 - FOUND WASHINGTON COUNTY CAST IRON MONUMENT
 - FOUND MONUMENT AS NOTED ON PLAT
- THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF OUTLOT A, PRESERVE AT PRAIRIE DUNES, WHICH IS ASSUMED TO BEAR N 89°51'07" E



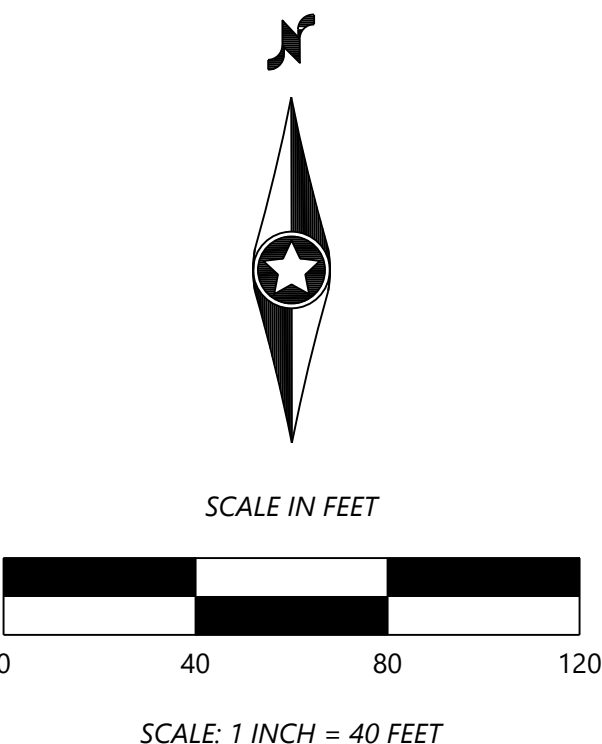
PRAIRIE DUNES

INSET A
(FROM SHEET 2 OF 5 SHEETS)

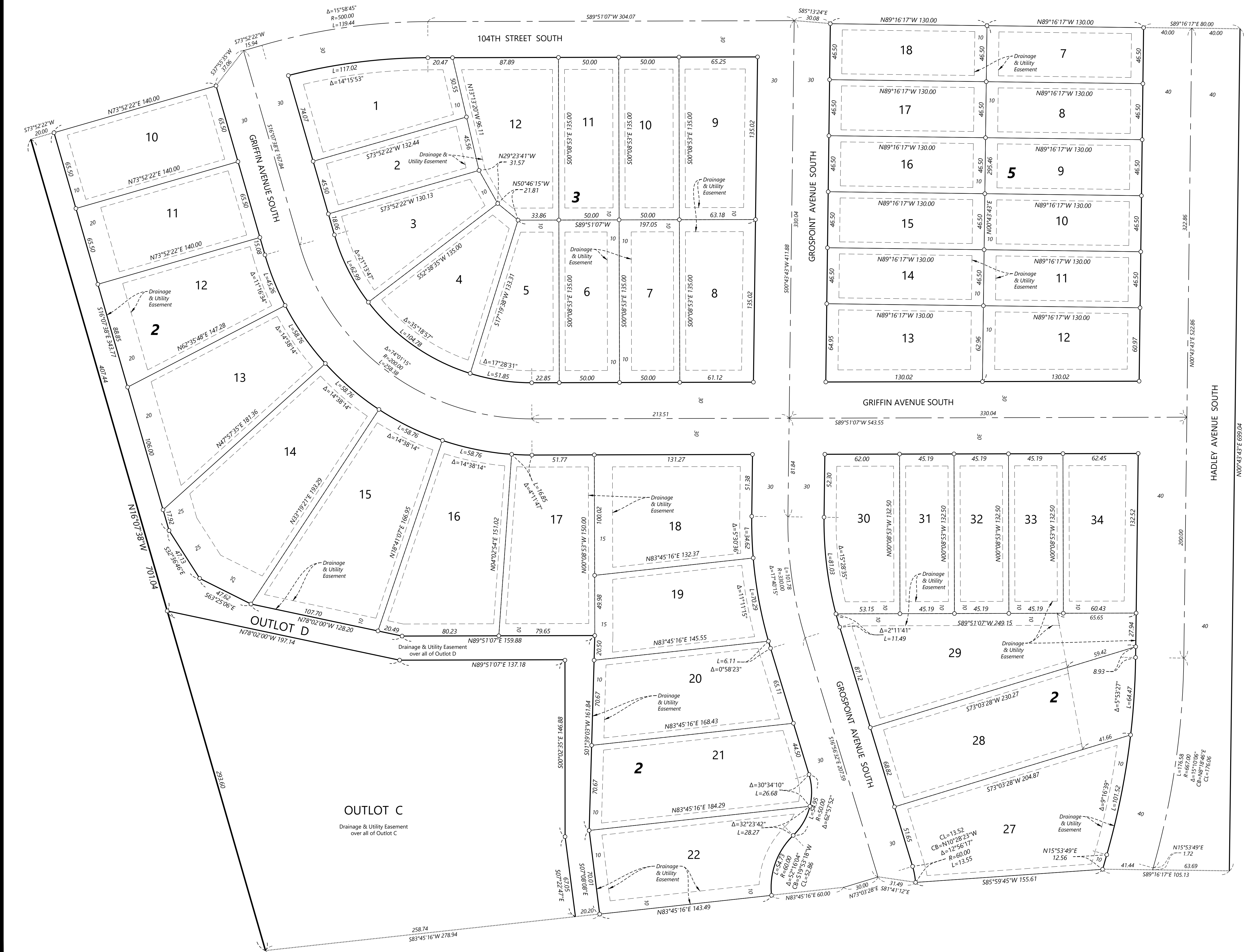


- SET 1/2 INCH BY 14 INCH IRON PIPE WITH CAP INSCRIBED #53596
- FOUND MONUMENT AS NOTED ON PLAT

THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF OUTLOT A, PRESERVE AT PRAIRIE DUNES, WHICH IS ASSUMED TO BEAR N 89°51'07\"/>



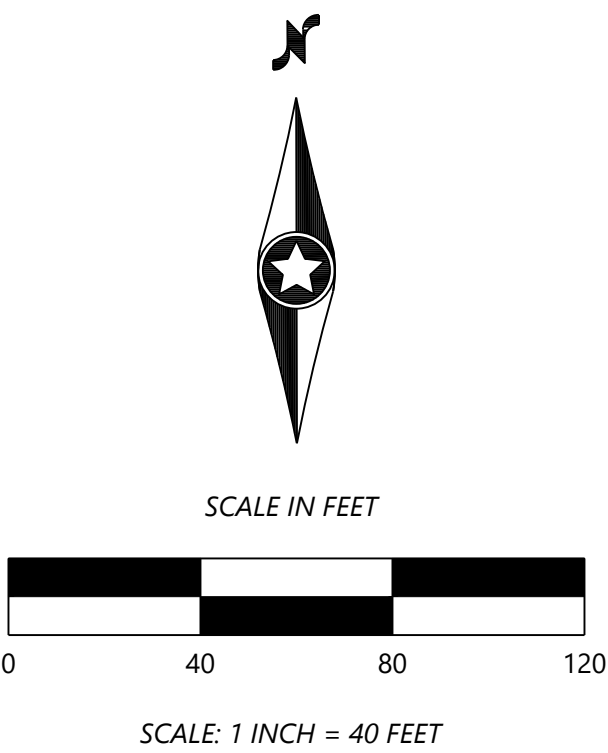
PRAIRIE DUNES



INSET B
(FROM SHEET 2 OF 5 SHEETS)

- SET 1/2 INCH BY 14 INCH IRON PIPE WITH CAP INSCRIBED #53596
- FOUND MONUMENT AS NOTED ON PLAT

THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF OUTLOT A, PRESERVE AT PRAIRIE DUNES, WHICH IS ASSUMED TO BEAR N 89°51'07" E



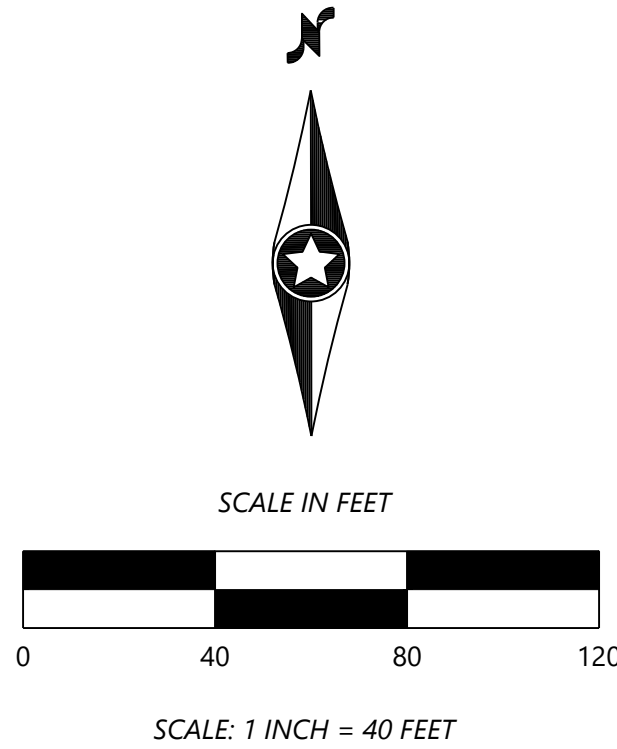
PRAIRIE DUNES



INSET C
(FROM SHEET 2 OF 5 SHEETS)

- SET 1/2 INCH BY 14 INCH IRON PIPE WITH CAP INSCRIBED #53596
- FOUND MONUMENT AS NOTED ON PLAT

THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF OUTLOT A, PRESERVE AT PRAIRIE DUNES, WHICH IS ASSUMED TO BEAR N 89°51'07" E



CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-060

**RESOLUTION APPROVING AMENDED FINAL PLAT NAMED
PRAIRIE DUNES**

WHEREAS, Pulte Group has amended the Final Plat to develop a residential subdivision named Prairie Dunes that consists of 120 detached single-family homes and 6 Outlots, and is located on the 60.2-acre property legally described as:

Lot A Subdivision Cd 3570 Subdivision Name Preserve at Prairie Dunes,
Washington County, Minnesota.

WHEREAS, the City Council approved the final plat for a residential subdivision plat named "Prairie Dunes" on February 5, 2025; and

WHEREAS, the Developer has revised the final plat, adding Outlot F for monument signage; and

WHEREAS, approval of the Final Plat must be amended to include Outlot F.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves the amended final plat for a residential subdivision plat named "Prairie Dunes." This plat consists of 120 detached single-family homes and 6 Outlots, and is located on the property legally described above.

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

**FIRST AMENDMENT TO DEVELOPMENT AGREEMENT FOR THE PLAT OF
PRAIRIE DUNES**

THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT FOR THE PLAT OF PRAIRIE DUNES (this “First Amendment”) made and entered into on the _____ day of _____, 2025, by and between the City of Cottage Grove, a Minnesota municipal corporation (“CITY”), DRP MULTISTATE P, LLC, a Delaware limited liability company (“OWNER”), and Pulte Homes of Minnesota LLC, a Minnesota limited liability company (“DEVELOPER”).

RECITALS

Recital No. 1. City, Owner and Developer entered into a Development Agreement for the Plat of Prairie Dunes by and between the City of Cottage Grove, Pulte Homes of Minnesota LLC and DRP Multistate P, LLC, on February 5, 2025 (“Development Agreement”), for the development of the Plat of Prairie Dunes.

Recital No. 2. The parties mutually agree to modify the Development Agreement to change certain terms and conditions.

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. The entire Development Agreement is hereby incorporated into the First Amendment, except as modified below.
2. Section 4.9 of the Development Agreement shall be removed in its entirety and replaced with the following:

4.9 SOD. The DEVELOPER agrees that the BUILDER must pay for and install cultured sod from the street curb to the rear lot line(s) of each lot in the entire FINAL PLAT. For a lot where the Certificate of Occupancy is issued between October 2 and June 30 of the following year, completion of the work described in this paragraph shall be completed by the BUILDER by July 15; for a lot where the Certificate of Occupancy is issued between July 1 and October 1, completion of the work described in this paragraph shall be completed by the BUILDER by October 15. Notwithstanding anything to the contrary in this DEVELOPMENT AGREEMENT, it is agreed that in lieu of the BUILDER installing sod on each lot, the BUILDER may provide to a lot owner a certificate that entitles the lot owner to have sod delivered to that lot at the owner's request for installation by the lot owner. All pond access routes shall be sodded by the DEVELOPER.

3. Section 4.14(b)(iii) of the Development Agreement shall be removed in its entirety and replaced with the following:

iii. No temporary certificate of occupancy for any lot shall be issued from July 1 through October 1 unless the Residential Temporary Certificate of Occupancy Fee is paid, pursuant to the City's Fee Table;

4. Section 4.17 of the Development Agreement shall be removed in its entirety and replaced with the following:

4.17 LANDSCAPING. The responsibility for landscaping requirements are as follows:

a) The DEVELOPER is responsible for:

- i. Installing all landscaping improvements within the lots shown on the DEVELOPER's approved landscape plan.
- ii. Installing all landscaping improvements as depicted on the DEVELOPER's landscape plan. Landscaping for individual lots shall be installed during the construction of each lot.
- iii. Installing irrigation in lots that contain HOA Common Elements.
- iv. Ensuring that irrigation box and pressurized mains are not located within the rights of way. City is not responsible for damage to any part of the irrigation systems that are located within the rights of way.
- v. Planting of trees in the ROW adjacent to Lot 1, Block 6, in a quantity and location approved by the CITY Forester.

b) Single-family lots shall meet the following standards:

- i. Property owners shall maintain their yards all the way to the curb or shoulder of the abutting roadways, sidewalks and trail for each parcel, including any landscaping in the boulevards.
- ii. Property owners shall maintain their yards to the edge of any abutting CITY trail.

5. Article 7 of the Development Agreement shall be removed in its entirety and replaced with the following:

ARTICLE 7
OTHER DEVELOPMENT REQUIREMENTS

7.1. MISCELLANEOUS REQUIREMENTS. Any additional requirements to approval of the FINAL PLAT and DEVELOPMENT PLANS as specified by the COUNCIL are incorporated herein and identified on Exhibit D.

7.2. OUTLOT F. DEVELOPER shall include in the Homeowners Association (“HOA”) documents that the HOA is responsible for the maintenance of Outlot F, including all signage, irrigation, lighting, landscaping and trees, including any landscaping and trees located in the right-of-way.

6. Section 10.1(i) of the Development Agreement shall be removed in its entirety and replaced with the following:

- i) **HOMEOWNERS’ ASSOCIATION.** DEVELOPER shall create a Homeowners’ Association within 180 days of the Effective Date of this DEVELOPMENT AGREEMENT that governs the rights and responsibilities of the HOA as it relates to Outlot F and the trees in the right-of-way, as outlined in 4.17(a)(v).

7. Exhibit A of the Development Agreement shall be removed in its entirety and replaced with the following:

EXHIBIT A
DEVELOPMENT PROPERTY

Real property situated in the City of Cottage Grove, County of Washington, State of Minnesota, legally described as:

Lots 1-17, inclusive, Block 1, Prairie Dunes
Lots 1-34, inclusive, Block 2, Prairie Dunes
Lots 1-12, inclusive, Block 3, Prairie Dunes
Lots 1-18, inclusive, Block 4, Prairie Dunes
Lots 1-24, inclusive, Block 5, Prairie Dunes
Lots 1-12, inclusive, Block 6, Prairie Dunes
Lots 1-3, inclusive, Block 7, Prairie Dunes
Outlots A-F, inclusive, Prairie Dunes

8. Exhibit B of the Development Agreement shall be removed in its entirety and replaced with the following:

EXHIBIT B
FINAL PLAT

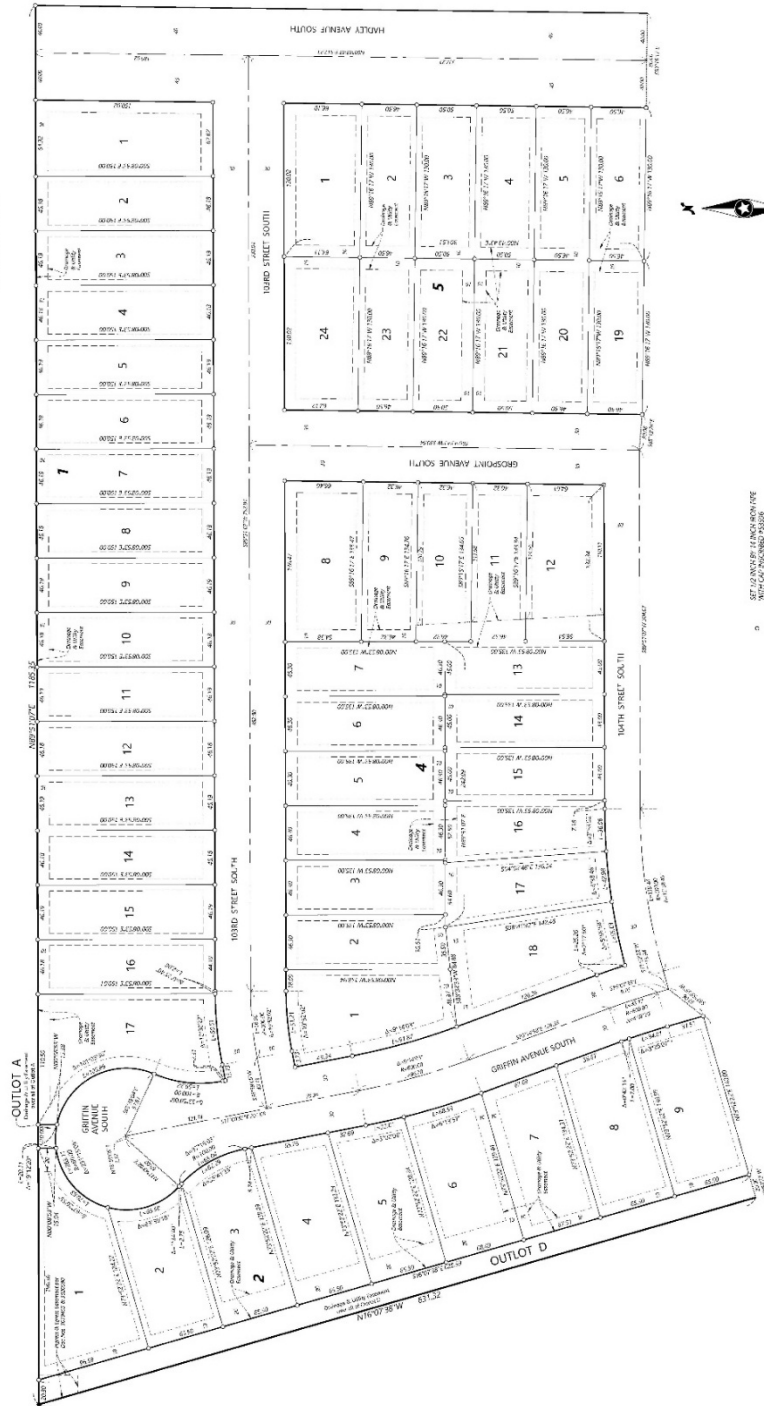
My Carpentier's Engines

PRAIRIE DUNES



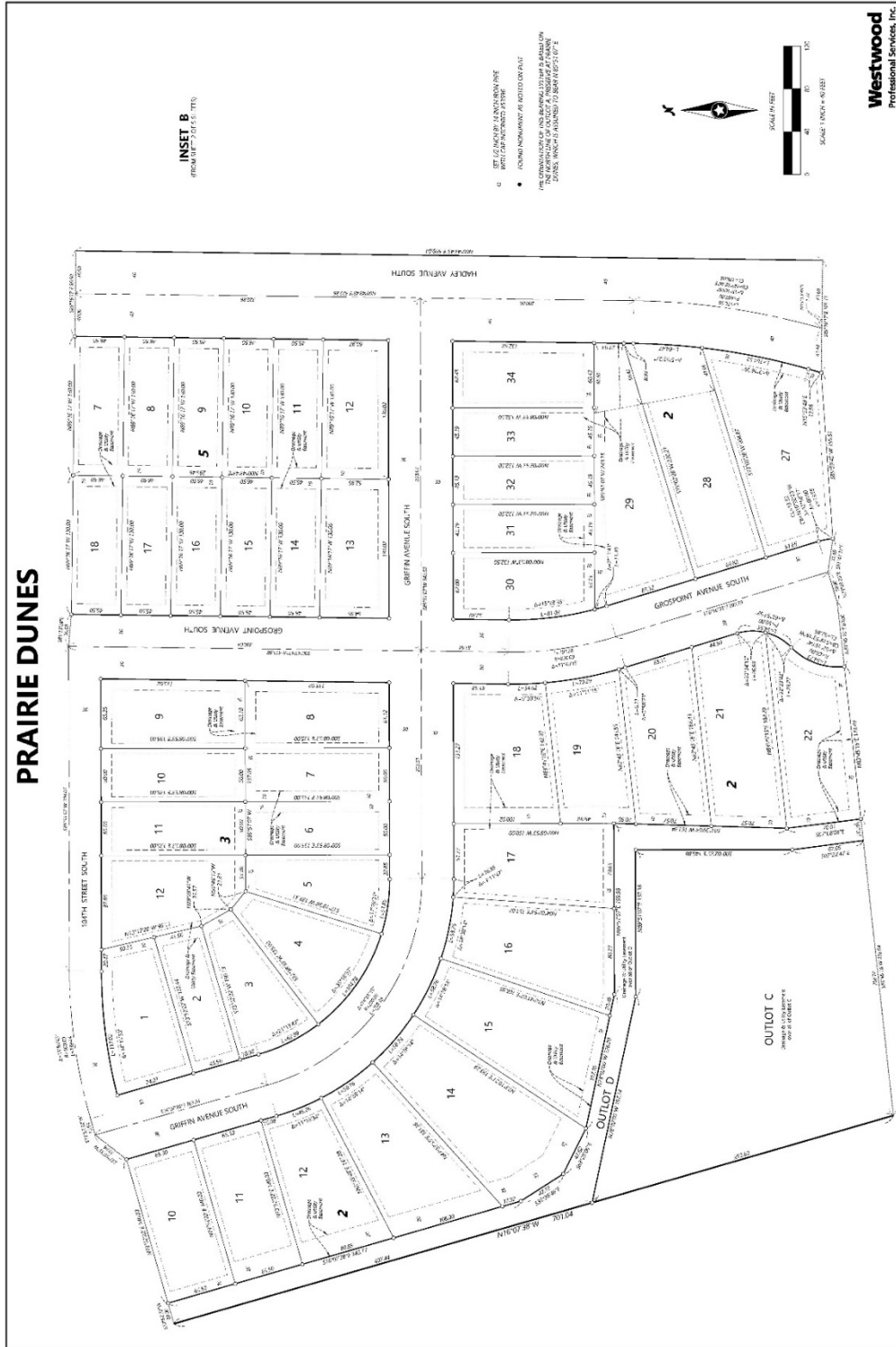
Sheet 2 of 5 sheets

PRAIRIE DUNES

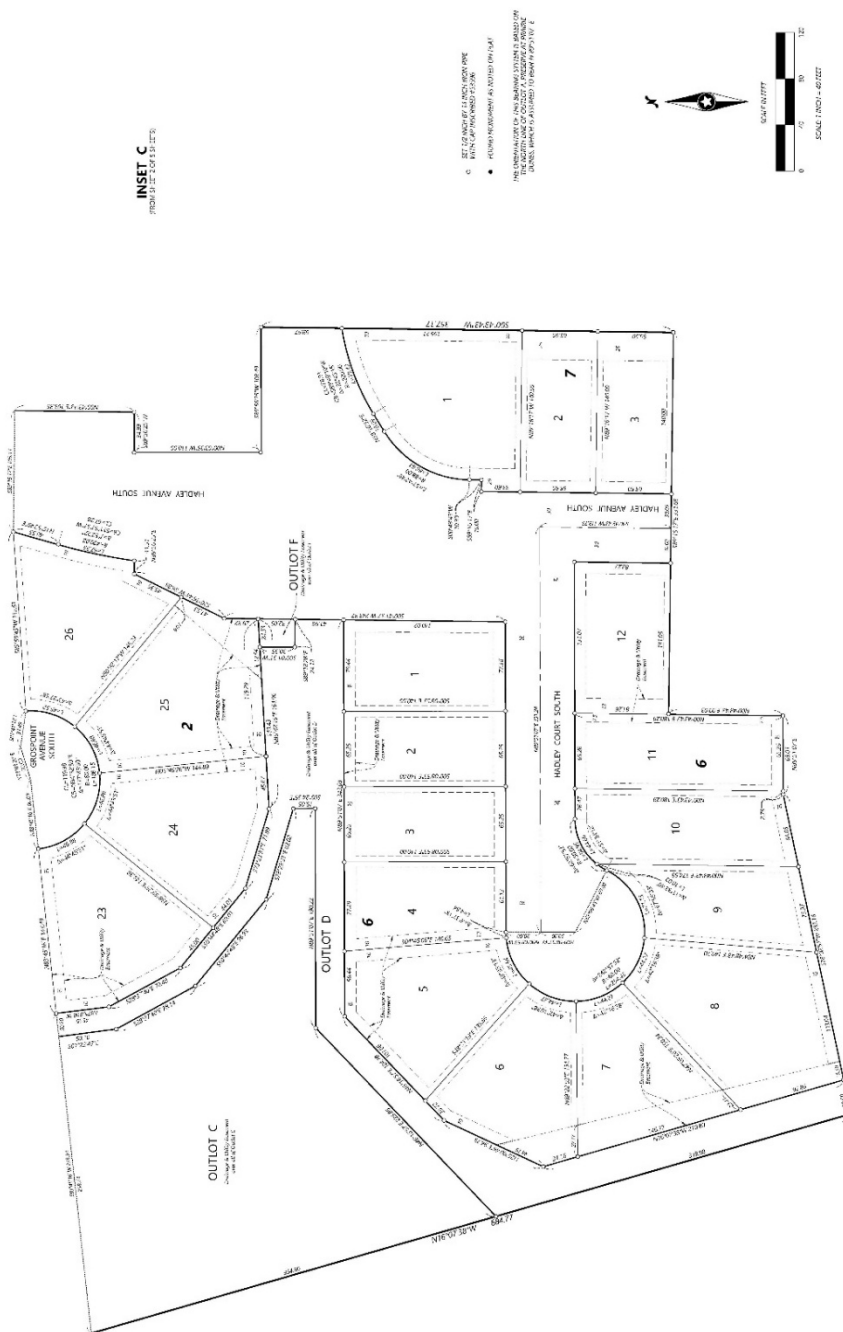


SCALE: 3/8"=1'-0" **Professional Services,** Sheet 6 of 5 Sheets

EXHIBIT B **FINAL PLAT** **CONT.**



PRAIRIE DUNES



Westwood
Professional Services, Inc.

9. Exhibit D of the Development Agreement shall be removed in its entirety and replaced with the following:

EXHIBIT D
MISCELLANEOUS REQUIREMENTS AND CONDITIONS
IMPOSED BY THE CITY

1) **CONDITIONS TO BE SATISFIED BEFORE CITY RELEASES THE FINAL PLAT TO BE RECORDED.**

- a) Letter of Credit. DEVELOPER must provide the LOC required in this DEVELOPMENT AGREEMENT.
- b) All Cash Deposits. DEVELOPER must pay all cash deposits required in this DEVELOPMENT AGREEMENT.
- c) Planning Fees. DEVELOPER must pay the CITY all planning, engineering review and legal fees that have been incurred up to the date of approval of this DEVELOPMENT AGREEMENT.
- d) Stormwater Ponding. DEVELOPER must execute a Warranty Deed to the CITY for Outlot C for stormwater ponding.
- e) Trail Corridor. DEVELOPER must execute a Warranty Deed to the CITY for Outlot A and Outlot D for the trail corridor.
- f) Assessment. Payment of the deferred assessment for the South District Street and Utility Improvements in the amount of \$1,343,122.18, per recorded Document Number 4432539 has been received by the CITY.
- g) Outlot B. DEVELOPER must provide a fully executed Warranty Deed to NP BGO Cottage Grove Logistics Park, LLC for Outlot B.
- h) Outlot F. DEVELOPER must provide a fully executed Warranty Deed to the HOA for Outlot F.

2) **BUILDING PERMITS.** Other than the model home building permits as provided in Section 4.14, no building permits may be obtained for Phase 1A or Phase 1B as identified on Exhibit I, until:

- a) All the conditions in Paragraph 1 of this Exhibit D have been met;
- b) All stormwater ponds and associated drainage features, including storm sewer and drainage swales have been satisfactorily installed as determined by the CITY ENGINEER that support Phase 1A or Phase 1B, whichever is applicable;

- c) All sanitary sewer and water main, including services, have been installed, tested, televised as necessary, and reviewed and approved by the CITY ENGINEER and are available for use for Phase 1A or Phase 1B, whichever is applicable;
 - d) DEVELOPER has constructed a temporary bituminous roadway that is acceptable in design and approved by the CITY for Phase 1A or Phase 1B, whichever is applicable;
 - e) The documents below have been recorded:
 - Final Plat
 - Development Agreement
 - Warranty Deed to the City for Outlots A, C, and D
 - Warranty Deed to NP BGO Cottage Grove Logistics Park, LLC for Outlot B
 - Warranty Deed to the HOA for Outlot F
- 3) **CERTIFICATES OF OCCUPANCY.** Prior to issuance of any certificate of occupancy, all the following conditions must be satisfied:
- a) All the conditions listed in Paragraphs 1 and 2 of this Exhibit D must be satisfied.
 - b) As built surveys have been received by the CITY.
- 4) **SUBDIVISION EROSION CONTROL.** DEVELOPER is responsible for erosion control throughout the FINAL PLAT pursuant to the NPDES permit until all lots in the FINAL PLAT are built upon and until turf is established in each of the individual lots in the FINAL PLAT.
- 5) **CLEAN UP OF CONSTRUCTION DEBRIS ON STREETS AND ADJOINING PROPERTY.** The escrow amount stated on Exhibit G shall include an appropriate amount as determined by the Director of Public Works to ensure that the DEVELOPER removes any construction debris from streets adjoining the FINAL PLAT and from private properties that adjoin the FINAL PLAT. During the construction of the residences and other improvements within the FINAL PLAT, the DEVELOPER is responsible for removing any construction debris (including roofing materials, paper wrappings, construction material and other waste products resulting from construction) that may be blown from the construction site into adjoining private properties or into CITY streets or that may fall from delivery trucks onto adjoining private properties or CITY streets. Further, during construction, the DEVELOPER must clear the CITY streets of any dirt or other earthen material that may fall onto the CITY streets from the delivery trucks that are being used in the excavation and grading of the site.
- 6) **MAILBOXES.** The DEVELOPER is responsible for the placement of a mailbox for all the lots within the DEVELOPMENT PROJECT and must comply with the United States Postal Service's mailbox design and placement requirements. The mailboxes must all be of similar design and color within the DEVELOPMENT PROJECT.
- 7) **SIDEWALK SNOW REMOVAL AND TRAIL MAINTENANCE.** The CITY shall provide snow removal of transportation trails and sidewalks. If the CITY does not provide

snow removal on a trail or sidewalk within the DEVELOPMENT PROJECT, the property owner abutting the trail or sidewalk must remove the snow and/or ice.

- ii) Except as provided for above, the terms and provisions of the Development Agreement shall remain in full force and effect.
- iii) 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.
- iv) 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 Owner or Developer or their 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.
- v) 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.
- vi) This First Amendment shall not be amended, modified or supplemented, except by a written instrument signed by an authorized representative of each party.

[The remainder of this page was intentionally left blank.]

IN AGREEMENT, the parties hereto have hereunto set their hands as of the Effective Date.

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 _____, 2025, 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

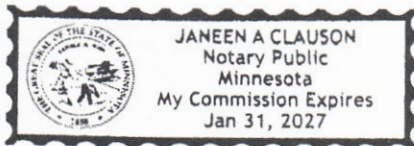
OWNER:
DRP MULTISTATE P, LLC

By: [Signature]
Name: BRIAN CLAUSON
Title: AUTHORIZED SIGNATORY

STATE OF Minnesota)
)
COUNTY OF Dakota)

SS.

The foregoing instrument was acknowledged before me on 8th day of April, 2025, by Brian Clauson, to me personally known, the Authorized Signatory of DRP Multistate P, LLC, a Delaware limited liability company, on behalf of said limited liability company.



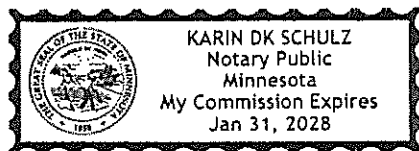
[Signature]
Notary Public

**DEVELOPER:
PULTE HOMES OF MINNESOTA LLC**

By: [Signature]
Name: Chad Osgood
Its: Vice President of Development

STATE OF MINNESOTA)
)
COUNTY OF HENNEPIN) ss.

On this 9th day of April, 2025, before me a Notary Public within and for said County, personally appeared Chad Osgood to me personally known, the Vice President of Development of Pulte Homes of Minnesota LLC, a Minnesota limited liability company, the entity named in the foregoing instrument, and that said instrument was signed on behalf of said entity by authority of its Board of Governors and said Chad Osgood acknowledged said instrument to be the free act and deed of the entity.



[Signature]
Notary Public

**THIS INSTRUMENT DRAFTED BY AND
AFTER RECORDING PLEASE RETURN TO:**
Korine Land, #262432
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121
(651) 451-1831



City Council Action Request

7.P.

Meeting Date 4/16/2025

Department Community Development

Agenda Category Action Item

Title Ordinance Amendments - Zoning Code, Sign Code, and Mining, Sand, and Gravel Operations Code

Staff Recommendation 1) Adopt Ordinance No. 1100 amending Title 11, Zoning Regulations. 2) Adopt Ordinance No. 1098 amending Title 12, Sign Regulations. 3) Adopt Ordinance No. 1099 amending Title 3, Business and License Regulations.

Budget Implication N/A

Attachments

1.	Code Amendments Memo 2025-4-16
2.	Ordinance No. 1100 - Amendments - Zoning
3.	Ordinance No 1098 - Amendments - Sign Code
4.	Ordinance No. 1099 - Amendments - Mining

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

FROM: Samantha Pierret, Senior Planner
Max Erickson, Planner

DATE: April 7, 2025

RE: Zoning Code, Sign Code, and Mining, Sand, and Gravel Operations Code

Introduction

The City of Cottage Grove is requesting to amend sections of City Code Title 11, Zoning Regulations; Title 12, Signs; Title 3-9 Mining, Sand, and Gravel Operations; and Title 7-4, Planting Trees on Boulevard.

Background

The City of Cottage Grove previously adopted an entirely revised zoning code in December 2022. Since its implementation, city staff has identified sections of the code that required minor corrections and clarifying language to ensure clarity in interpretation. Staff is also proposing to amend Title 12, Signs, with clarifying language for shopping complex signage; Title 3 to allow annual mining permits to be administratively issued; and Title 7 to match proposed language in Title 11 regarding boulevard trees.

Planning Commission

At its March 24, 2025, meeting the Planning Commission reviewed this request and held a public hearing. The Planning Commission had the following inquiries:

- Clarification was asked for the reasoning of changing landscape calculation based on disturbed site rather than site area.
 - Staff clarified that because disturbance can occur on a very small proportion of a lot, the required amount of landscaping may not be practical. Sites have other checks and balances such as impervious surface and open space calculations.
- Clarification was asked regarding changes for the removal of boulevard tree language for individual lots.
 - Staff explained that the change would remove required boulevard trees but keep required front yard trees per lot. Staff explained that impervious surface standards would still hold and promote the vegetative state of properties.
- There were multiple inquiries regarding amending Title 11-2-10 to remove formal consideration of EAW, EIS, and AUARs from the Planning Commission.
 - Staff explained that state law does not require the Planning Commission to take action on these environmental documents and that City Council is the Responsible

Governmental Unit (RGU) outlined in state statute. Staff further explained that all regulations and due process including public meetings will continue to be followed as part of the requirements of Minnesota state statutes.

- An inquiry for allowing fuel pumps to count as additional parking spaces was asked if electric vehicle (EV) charging stations were considered additional parking spaces since EVs will remain stationary for longer periods of time.
 - Staff explained that charging stations were not considered as fuel pump parking spaces and charging stations could be considered a surface parking stall.

One resident participated in the public hearing and provided a letter that asked for clarification on the change of review on environmental documents. The Planning Commission Chair moved to add the written letter request into the official record and staff has provided written response to the resident's inquiries. After hearing the testimony and discussion, the Planning Commission voted unanimously (7-to-0 vote) to recommend approval of the zoning code amendments.

Zoning Code Update

The majority of the proposed amendments are administrative and formatting; however, the more substantial amendments with findings of support are listed below:

1. Remove Planning Commission review for environmental documents.
 - 11-2-10: Replace all references to Planning Commission with City Council. City Council will hold a public meeting to consider environmental documents.

Finding: When considering EISs, EAWs, and AUARs, the City Council is the Responsible Government Unit and is actively involved in the preparation of the document, holding public hearings, and is the decision-making authority. Requiring a meeting to be held with the Planning Commission is not required by state rules.
2. Remove Fee Table from 11-2-17: Zoning Application Fees; Deposits.
 - The Fee Table is not required to be in the Zoning Code. Each year the city updates its official fees which require council review and approval. Keeping the Fee Table in the zoning code would then require an additional update to the zoning code. The City fee table is published on the City's website.
3. Clarify requirements for off-street driveways and parking areas when behind the principal structure but accessing an adjacent right of way (corner lots). Amend parking standards to include specific standards for libraries.
 - 11-3-4H(4): Add language to clarify that surfacing for parking areas and driveways in side yards abutting a public right of way must also be paved. Driveways and parking areas behind the front plane of the principal structure may be class 5 gravel if the driveway or parking area is not accessing a public right of way.

- 11-3-4H(4)(a): Clarify that all parking surfaces in front of the principal structure and side yards abutting a public right-of-way must not exceed 40 percent of the required yard area. Parking areas or driveways may not encroach on any drainage and utility easement except for easements running adjacent and parallel to the street which the parking or driveway is accessing.
- 11-3-4H(4)(b): Parking or driveways behind the principal structure on interior lots must be constructed of one of the allowed materials.
- 11-3-4I: Library parking calculations are currently included with calculations for community centers, commercial recreation facilities, and museums, which are calculated based on maximum capacity of patrons. The separation of uses is particularly important for the Park Grove Library where parking space is important to support the activity.

Finding: There are several properties in the City that have a driveway or parking access from a right-of-way that is not in front of their principal structure. When the Code only recognizes driveways and parking areas in front of the principal dwelling or behind the principal dwelling, the same requirements for driveway construction materials and standards are difficult for staff to enforce.



Examples of driveways/parking areas on different right of way compared to dwelling

4. Rearrange language of primary garage maximum areas.
 - Update 11-3-5C to read:
“Number and Size. The number and size of accessory structures or accessory garages permitted on any lot shall be determined by the following table. On a residential lot, the primary garage, attached or detached up to 1,200 square feet, one (1) accessory structure up to two hundred (200) square feet, and swimming pools shall not count towards the number of accessory structures or total square footage calculations.”
 - Remove 11-3-5G because the language is being added to 11-3-5C.

Finding: Staff is proposing to remove Section G, which describes the maximum square footage for attached and detached primary garages, and add this language to the initial paragraph for Section C. This would allow for Title 11-3-5 to be more organized by not allowing separation of language concerning a similar topic by multiple subsections. This change would make it easier for the public to find information regarding maximum size requirements.

5. Clarify distinctions for single family attached and single family detached accessory structure maximum square footages in the R-4, Transitional Residential District.

- Amend table in 11-3-5 C to read:

Property Classification	Number	Total Size
AG-1	2	2,500 sq. ft.
AG-2	2	2,500 sq. ft.
R-1	2	2,500 sq. ft.
R-2	2	2,000 sq. ft.
R-3	1	1,000 sq. ft.
R-4 (Single Family Detached)	1	1,000 sq. ft.
R-4 (Single Family Attached)	1	500 sq. ft. per unit
R-5	1	500 sq. ft. per unit
R-6	1	500 sq. ft. per unit
Business	1 – Site plan review over 1,000 sq. ft.	Site plan review over 1,000 sq. ft.
Industrial	2 – Site Plan review over 1,000 sq. ft.	Site plan review over 1,000 sq. ft.

Finding: This change would honor the nature of the purpose of the R-4 district by providing a distinction between uses on R-4 zoned lots. This will further align the transition between higher density residential districts and other zones.

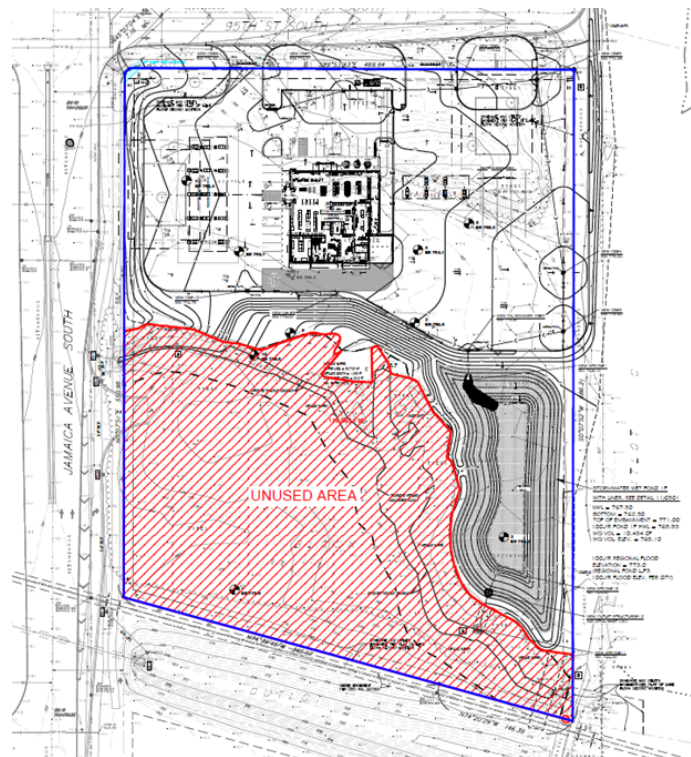
6. Move structure setback from public street rights-of-way on corner lots from Title 11-3-11, Architectural Standards, to Title 11-3-4D, Accessory Structures.
 - The setback will remain 20 feet; however, moving the language to the Accessory Structures section will ensure that setbacks are in the same section of the Code for the public to view. Principal structure setbacks are at least 20 feet on corner lots in all zoning districts.
7. Amend requirements for street trees and instead require front yard trees in Title 11-3-12.

- Remove requirements for street trees on each single-family lot and instead require a front yard tree for each single-family lot.
- Lots under 60 feet wide must have two trees, one of which is in the front yard.
- The front yard trees on lots under 60 feet wide must have a maximum canopy spread of 30 feet and maximum height of 30 feet.
- Lots 60 feet wide or greater must have three yard trees, one of which is in the front yard. The front yard tree on these lots would be a traditional overstory tree.
- Townhome developments will be required to have one tree in between each building group as front yard trees.
- Clarify the required planting location of front yard trees a minimum of five feet from all public street pavement, curbs, sidewalks, and trails.
- Properties that had a preliminary plat approved before January 1, 2025, must adhere to the former boulevard tree rules.

Finding: As the City continues to grow and add residential developments, the City's Public Works Department and City Forester have added responsibility with each tree that is added in public rights of way. This responsibility comes with a cost for maintenance of street trees. As lots also become narrower to facilitate a more affordable and diverse housing product, the area to place a tree in the public right of way decreases. Placing trees in a way that avoids public utilities in the right of way is a challenge on narrower lots, and once a tree is planted in the right of way, snow storage may become an issue when trees are close in proximity to each other. Front yard trees will maintain community aesthetics and ensure the trees are properly spaced from other trees and public utilities and paved areas.

8. Better define site area as it relates to calculating landscape requirements for commercial and industrial uses.
 - 11-3-12E(3): Calculate tree and shrub requirements by multiplying the disturbed site area (area impacted by development including structures, grading, parking, and drive lanes) by the coefficients in the existing table. A clarification should be added that development on existing sites including additions and site redevelopment shall be calculated using only the square footage of newly disturbed areas.

Finding: When tree and shrub calculations are based on an entire site area for building additions or remodeling on a developed site, the amount of trees and shrubs required can be very cost and space prohibitive. Calculating trees and shrubs based on the area to be disturbed would better offset the amount of space being taken up. When a vacant site is proposed to be developed but will leave a large amount of space untouched (for example, the Kwik Trip site on 95th Street), requiring a developer to calculate the amount of trees and shrubs to plant based on the entire site area can also be cost and space prohibitive. The amount of space the applicant is disturbing does not correlate to the number of trees and shrubs that must be planted when using the entire property area as a multiplier.



Kwik Trip Site Plan with Unused Area

9. Clarify gas station canopy column materials and that each fuel service pump may count as one parking space.
 - Amend 11-4-5 B 4 to clarify canopy columns shall be constructed of a Class 1 material. This standard aligns with the majority of existing and proposed gas station canopies.
 - Add a provision that each fuel service pump may count as a parking space towards minimum off street parking requirements due to the high turnover rate of vehicles at gas pumps and the amount of space that is taken up on site by fuel canopies and gas pumps.
10. Amend purpose of R-4, Transitional Residential Zoning District, by removing “two-family dwellings” and adding “single-family detached and single family attached.”

Finding: Dwelling Units are defined in Title 11-1-3 and the term “two-family dwelling” is not defined. The term “Single-family attached” is used for duplexes, townhouses, and quadplexes, all of which would be allowed in the R-4 District.

Sign Code Update

In 2024, the Sign Code was moved to Title 12 of the City Code. With that, the Planning Commission does not need to make a recommendation on Sign Code updates; however, the clarification to shopping complex signage was presented to the Planning Commission on March 24, 2025 for informational purposes.

12-1-10B Add clarification that shopping complexes may have both an individual and joint monument signs.

- Amend 12-1-10B to read: “Properties or businesses within a commercial building complex may request one (1) individual and one (1) joint monument sign if they meet the standards in this section and 11-2-7.”

Mining Code Update

The City Council may amend Title 3, Business and License Regulations, without Planning Commission recommendation. Staff is proposing to amend Title 3-9 to allow annual mining permits to be administratively approved when there are no changes to the type or amount of material to be mined.

- Amend 3-9-3 to read: “The annual mining permit shall be reviewed by the Community Development Director and the permit issued within sixty (60) days after the completed application has been accepted by the City. Increases in the amount of material or changes in the type of material to be mined shall require review by the Planning Commission and approval by the City Council.”

Finding: If a mining operation is not proposing to make major changes to its operations, a more streamlined permit process should be used to issue an annual mining permit administratively. If an operation proposes to make changes from the previous year, the Planning Commission and City Council should consider the item. Mining permits do not require a public hearing.

Public Hearing Notices

The public hearing notice was published in the Pioneer Press on March 12, 2025.

Recommendation

The City Council is recommended to:

- 1) Adopt Ordinance No. 1100 amending Title 11, Zoning Regulations.
- 2) Adopt Ordinance No. 1098 amending Title 12, Sign Regulations.
- 3) Adopt Ordinance No. 1099 amending Title 3, Business and License Regulations.

CITY OF COTTAGE GROVE, MINNESOTA
ORDINANCE NO. 1100

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA, AMENDING
VARIOUS SECTIONS OF THE CODE OF THE CITY OF COTTAGE GROVE,
TITLE 11, ZONING REGULATIONS**

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, Title 11, Chapter 2, Section 11-2-10 C. shall be amended as follows:

§ 11-2-10: ENVIRONMENTAL ASSESSMENT WORKSHEETS AND IMPACT STATEMENTS:

C. Upon completion of the environmental document for distribution, the Community Development Director shall provide mailed notice of the availability of the environmental document, and date of the meeting at which the City Council Planning Commission will consider the matter, to all property owners within five hundred feet (500') of the boundaries of the property that is the subject of the environmental document. Said notice shall be mailed at least ten (10) days before the City Council Planning Commission meeting. Failure of a property owner to receive notice shall not invalidate any such proceedings as set forth in this Chapter. ~~The Planning Commission shall provide its recommendations to the City Council.~~

SECTION 2. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 2, Section 17 C. shall be removed:

§ 11-2-17: ZONING APPLICATION FEES; DEPOSITS:

~~C. Fee Schedule:~~

Item	Fee
Agricultural Preservation Documentation Processing	\$150.00
Business Subsidy Application	\$10,000.00 Escrow (Unused escrow amount returned)
Comprehensive Plan	\$50.00 per Paper Copy / \$10 Digital Format
Comprehensive Plan Amendment, Map or Text	\$670.00 + \$55.00 GIS Fee + \$2,500.00 Escrow
Concept Plan Review	\$1,080.00 plus \$20.00 per Acre; \$1,000.00 Escrow
Conditional Use Permit, Commercial	\$565.00 plus \$5,000.00 Escrow
Conditional Use Permit, Interim	\$565.00 plus \$5,000.00 escrow
Conditional Use Permit, Residential	\$565.00 plus \$5,000.00 escrow

Administrative Use Permit, Commercial	\$565.00 plus \$5,000.00 escrow
Administrative Use Permit, Residential	\$565.00 plus \$5,000.00 escrow
Sketch Plan Review	\$155.00 plus \$500.00 Escrow
Business Park AUAR	\$111.00 per Acre
East Ravine AUAR Charge	\$120.00 per Acre
Environmental Assessment Worksheet	\$620.00 plus Actual Costs
Financial Guarantee, Escrow for Subdivision Improvements	Public Improvements - 125% of Estimated Cost. Boulevard, Landscaping Improvements - 150% of Estimated Cost.
Historic Preservation Delisting	\$515.00
Historic Preservation Designation	\$515.00
Lot Grading and Corner Lot Pin Compliance Escrow	\$1,000.00 per Lot
Metropolitan Council SAC Charge	\$2,485.00 per Unit for Applicable 2023 Permits
Mining, Annual Inspection and Review	\$2,060.00
Mining, Permit Removal per Occurrence	Under 100,000 tons \$250.00. Over 100,000 tons \$500.00
Natural Resources Inventory	\$70.00 per Paper Copy
Park Land Dedication, Commercial	Estimated \$7,800.00 Per Acre or 4% of the Fair Market Value, based on individualized determination.
Park Land Dedication, Industrial	Based on individualized determination.
Park Land Dedication, Residential	Estimated \$4,400.00 Per Unit or 10% of the Fair Market Value, based on individualized determination.
Plat, Final	\$310.00 + \$100.00/acre + \$5,000.00 Escrow
Plat, Preliminary	\$515.00 + \$50.00 per Lot/Unit + \$5,000.00 Escrow
Public ROW and Easement Vacations	\$310.00
Re-addressing	\$100.00
Signs, Illegal, Return of	\$10.00 per Sign
Site Plan	\$415.00 plus \$5,000.00 Escrow
Sketch Plan Review	\$155.00 plus \$500.00 Escrow

Street Lighting--New Developments	\$2.83/Lot/Month for 24 Months
Street Renaming	\$200.00 plus sign material and labor for installation
Subdivision, Minor	\$310.00 plus \$2,000 Escrow
Tree Mitigation	See Title 11-3-13
Variance, Post-Construction	\$875.00
Variance, Pre-Construction	\$255.00
Zoning Amendment, Text or Map	\$615.00 plus \$2,000.00 Escrow
Zoning Appeal	\$260.00
Zoning Letter	\$75.00
Zoning Ordinance	\$30.00 per Paper Copy / \$10 Digital Format
City Maps, Urban or Rural	\$5.00 Each

SECTION 3. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 2, Section 11-3-4. shall be amended as follows:

§ 11-3-4: OFF-STREET PARKING AND LOADING:

H. Design and maintenance of off-street parking areas.

1. General Requirements. Access and parking areas shall be designed so as to provide an adequate means of access to a public alley or street. Such driveway access shall not exceed the driveway dimensions of this Code and shall be so limited so as to cause the least interference with the traffic movement.

a. Except for single-family, two-family, and townhouse dwellings, head in parking, directly off of and adjacent to a public street, with each stall having its own direct access to the public street, shall be prohibited. All parking spaces shall have access from driveways and not directly on a public street.

2. Parking Spaces Striped. All parking spaces shall be striped with suitable paint in accordance with approved plans, except for single-family residences.

3. Calculating Space. When the determination of the number of required off street parking spaces results in a fraction, each fraction up to and including one-half (1/2) shall be disregarded; fractions over one-half (1/2) shall count as one (1) additional space.

4. Surfacing. All parking areas and driveways in the front yard and side yards accessing a public right of way of property in the MUSA must be paved with asphalt, paver bricks, or concrete.

a. All parking surfaces in front of the principal structure and in side yards accessing a public right of way must be in conformance with this code and must not

exceed forty percent (40%) of the ~~front~~ required yard area. A maximum width of two feet (2') of landscape rock or similar landscaping material may additionally be permitted to border such parking or driveway area. The parking or driveway surface may not encroach on any drainage and utility easement, except the ~~front yard~~ drainage and utility easement running adjacent and parallel to the street the parking or driveway surface is accessing.

b. Any parking or driveway surface behind the principal structure must be one (1) of the following: concrete, asphalt, class V gravel (minimum six inches (6") compacted), landscape rock (minimum six inches (6") compacted), landscape paver blocks, or brick. All parking surfaces must be contained within a solid edging or other border. The setback for parking surfaces behind the front of the principal structure is the same as the setbacks for accessory structures in the zoning district. Such parking or driveway surface cannot encroach on any drainage and utility easements.

c. All development in non-MUSA areas must have an asphalt or concrete driveway between the roadway edge and the minimum front yard setback line. The City, at its discretion, can require the entire or a greater portion of the driveway to be paved if erosion or drainage problems are experienced on public or private land. This requirement applies to open sales lots in or out of the MUSA.

l. Required Off-Street Parking. The following minimum areas shall be provided and maintained by ownership, easement or lease, for and during the life of the respective uses set forth below.

Community, activity, and cultural centers, post offices, commercial recreation facilities (indoor and outdoor), libraries , museums and art galleries	1 space per maximum capacity of patrons, plus 1 space for every employee
<u>Libraries</u>	<u>1 space for each 300 square feet of floor area</u>

SECTION 4. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 3, Section 11-3-5 shall be amended as follows:

§ 11-3-5: ACCESSORY STRUCTURES:

C. Number and Size. The number and size of accessory structures or accessory garages are permitted on any lot shall be determined by the following table. On a residential lot, the primary garage, attached or detached up to 1,200 square feet, one (1) accessory structure up to two hundred (200) square feet, and swimming pools shall not count towards the number of accessory structures or total square footage calculations.

Property Classification	Number	Total Size
AG-1	2	2,500 sq. ft.
AG-2	2	2,500 sq. ft.
R-1	2	2,500 sq. ft.
R-2	2	2,000 sq. ft.
R-3	1	1,000 sq. ft.
R-4 (<u>Single Family Detached</u>)	1	<u>1,000 sq. ft.</u> 500 sq. ft. per unit
<u>R-4 (Single Family Attached)</u> R-5	1	500 sq. ft. per unit
R-6 <u>R-5</u>	1	500 sq. ft. per unit
R-6	1	500 sq. ft. per unit
Business	1 - Site plan review over 1,000 sq. ft.	Site plan review over 1,000 sq. ft.
Industrial	2 - Site plan review over 1,000 sq. ft.	Site plan review over 1,000 sq. ft.

D. Setbacks. Setbacks for accessory structures, primary and accessory garages shall be determined by the following table. No structure of any kind shall be placed within twenty feet (20') of a public street right-of-way on a corner lot.

Property Classification	Side Yard	Rear Yard	Front Yard
AG-1	25 feet	50 feet	Behind principal structure
AG-2	25 feet	50 feet	Behind principal structure
R-1	20 feet	50 feet	Behind principal structure
R-2	20 feet	20 feet	Behind principal structure
R-3	6 feet	10 feet	Behind principal structure
R-4	6 feet	10 feet	Behind principal structure
R-5	6 feet	10 feet	Behind principal structure

R-6	6 feet	10 feet	Behind principal structure
Business	Not permitted in side-yard	Follow building setbacks	Behind principal structure
Industrial adjacent to Residential	Not permitted in side-yard	100 feet	Behind principal structure
Industrial not adjacent to Residential	Follow building setbacks	Follow building setbacks	Behind principal structure

~~G. Primary Attached or Detached Garage Requirements in Residential Districts: The garage total floor area in any residential district must not exceed one thousand two hundred (1,200) square feet. (amd. Ord. 1081, 5-1-2024)~~

SECTION 5. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 3, Section 11-3-9 A. shall be amended as follows:

§ 11-3-9: MECHANICAL EQUIPMENT SCREENING REQUIREMENTS:

A. Screening Required.

1. Rooftop mechanical equipment as viewed from ground level at a variety of the centerline of all adjacent right of ways and from property lines of all adjacent residential properties locations must be screened by a raised parapet; or with comparable and compatible exterior building materials.

2. Standards for mechanical equipment screening:

a. Incidental rooftop equipment deemed unnecessary to be screened by City Staff must be of a color to match the roof or the sky, whichever is more effective.

b. Metal cabinets used to enclose and protect rooftop mechanical equipment must not substitute as screening.

3. All ground mounted mechanical equipment accessory to the principal structure thirty inches (30") or greater than twelve (12) cubic feet shall be screened from public views with landscaping, berming, or screen wall, except single dwelling unit and double dwelling unit buildings.

SECTION 6. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 3, Section 11-3-11 C. shall be removed:

§ 11-3-11: ARCHITECTURAL DESIGN STANDARDS:

~~C. Building location. No structure of any kind shall be placed within twenty feet (20') of a public street right-of-way on a corner lot.~~

SECTION 7. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 2, Section 11-3-12 shall be amended as follows:

§ 11-3-12: LANDSCAPING:

D. Residential developments. The minimum required tree and shrub requirements for all residential developments are as follows:

Vegetation Type	Minimum Size	Single-Family Dwellings	Townhouse Developments	Multiple-Family Dwellings
Coniferous trees	6 feet	May be substituted for any of the overstory deciduous trees <u>except for front yard tree</u> (maximum of 2)	1 per unit, but may be substituted on a 1 for 1 basis for the overstory deciduous trees <u>except for front yard trees</u>	Minimum of 30% of required overstory trees must be coniferous
Ornamental deciduous trees	1.5 inch (caliper)		2 may be substituted for 1 overstory (maximum substitution equals 25% of required overstory trees)	2 may be substituted for 1 overstory (maximum substitution equals 50% of required overstory trees)
Overstory deciduous trees	2.5 inch (caliper)	On lots <u>less than</u> 60 feet wide or less: 2 per lot (<u>one in front yard</u>) On lots greater than 60 feet wide <u>or greater</u> : 3 per lot (<u>one in the front yard</u>), no less than 2 different species	1 per 40 linear feet of site perimeter. <u>One in the front yard between each building group.</u>	1 per 40 linear feet of site perimeter, not including the street tree
Shrubs	18 inch height	10 per unit	5 per unit	1 per 5 linear feet of site perimeter

Street tree	2.5 inch (caliper)	1 per adjacent street	1 per unit	Not required
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1. All non-residential uses in a Residential District shall meet the Business and Industrial Development landscaping standards in section 11-3-12 (F).

2. Front Yard Trees.

- a. On lots less than 60 feet wide the front yard tree shall have a maximum canopy spread of thirty (30) feet and maximum height of thirty (30) feet.
- b. Front yard trees shall be planted at least five (5) feet from the nearest public street pavement, curb, sidewalk, or trail.

3. Street Trees

a. ~~One (1) tree must be planted in the front yard right-of-way of every subdivided lot in a manner determined by the City Forester. Street trees may be planted in the street boulevard or in the front yard of the lot~~ in a manner determined by the City Forester and in accordance with City Code Title 7-4-3. ~~as determined by City Staff. On corner or double fronted lots, one (1) street tree must be planted on each side of the lot adjacent to a street.~~ Trees planted in the boulevard do not count toward required yard trees.

b. The location, size and type or species of trees planted shall be of mixed varieties and shall be approved by the City Forester and shall include those with root structures unlikely to interfere with utility lines or sidewalks or otherwise cause nuisance or damage.

c. The minimum size of trees to be planted as street trees or right-of-way replacement trees shall be two and one-half inches (2 ½") caliper.

d. The City Forester shall review and approve proposed street tree locations per the approved landscape plan.

e. On streets having sidewalks, street trees will generally be planted between the curb and the sidewalk.

4.3.—Residential district landscape buffer along major roadways.

a. Purpose. The City recognizes the need to protect new and existing developments in R-2 through R-5 residentially zoned districts from the adverse impacts of being located adjacent to principal arterials, minor expander, major and minor collectors as defined in the City's comprehensive plan ("Major Roadways"), including concerns for safety, noise, light, glare and emissions. In the interest of the health, safety, and welfare of residents, new developments adjacent to Major Roadways must provide for landscaping and screening lying outside and parallel to the road right-of-way.

b. Requirements. For all residential and nonresidential developments within the R-2 through R-5 residentially zoned districts include frontage along a Major Roadway, the landscape plan must provide an average of a fifty-foot (50') buffer, but not less than a thirty-foot (30') buffer, running parallel to the rear lot line for the purposes of creating a barrier to the Major Roadway. The buffer shall be a combination of trees, fences and shrubs that create a minimum of fifty percent (50%) year-round opacity at maturity.

c. Maintenance. The proposed developments shall also include a plan to protect and maintain the tree buffer. This could include a homeowners association or some other form of protection as approved by City Staff, which incorporates the buffer into rear yard landscaping.

E. Business and industrial developments.

3. Tree and Shrub Calculations. The number of trees and shrubs required shall be calculated by multiplying the disturbed site area (area impacted by development including structures, grading, parking, and drive lanes) in square feet by the coefficients in the following table for each landscape material: Development on existing sites including additions and redevelopment shall be calculated using only the square footage of any newly disturbed areas:

Zoning District	Overstory Deciduous	Coniferous	Shrubs
All nonresidential uses in all AG and R districts, B-1, Mixed Use, and (site area minus stormwater basins)	0.0002786	0.0002600	0.0006
B-2, B-3 and P-B (site area minus stormwater basins)	0.0001858	0.0001733	0.0004
Industrial (site area minus stormwater basins)	0.0001392	0.0001300	0.00039

SECTION 8. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 4, Section 11-4-5 shall be amended as follows:

§ 11-4-5: MOTOR FUEL STATIONS:

B. Canopies.

1. The setback of any overhead canopy or weather protection, freestanding or projecting from the station structure, shall be not less than ten feet (10') from the street right-of-way line, nor less than twenty feet (20') from an adjacent property line.

2. The total height of any overhead canopy or weather protection shall not exceed twenty feet (20').

3. No light banding around the exterior of the canopy.

4. Canopy columns shall be constructed of a Class 1 material ~~primary material~~ that matches and compliments the principal building.

C. Architectural Design. Each motor fuel station shall be so architecturally designed as to be as compatible as possible with the general architectural intent of the area in which it is located.

D. Landscaping. A minimum twenty (20) foot landscaped yard shall be planted and maintained behind all property lines adjacent to public streets, except at driveway entrances.

E. Screening. Whenever a motor fuel station abuts a residential district, a fence or landscape hedge not less than fifty percent (50%) opaque nor less than six feet (6') high shall be erected and maintained along the property line(s) that abuts the residential district. Application of this provision shall not require a fence within fifteen feet (15') of any street right-of-way line.

F. Each fuel service pump may count as one parking space toward minimum off street parking standards.

SECTION 9. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 7, Section 11-7-4 A. shall be amended as follows:

§ 11-7-4: R-4 TRANSITIONAL RESIDENTIAL ZONING DISTRICT:

- A. Purpose: The purpose of the R-4 District is to provide transitional areas that will allow a mixing of ~~two-family dwellings and/or~~ single-family detached and single family attached dwellings on smaller lots where property is adjacent to a minor or major collector street and/or where property is adjacent to higher intensity development or land use. Directly related, complementary uses are also appropriate. A full range of public services and facilities shall be available to R-4 areas.

SECTION 10. AMENDMENT. The Code of the City of Cottage Grove, County of Washington, State of Minnesota, Title 11, Chapter 7, Section 11-7-6 F. shall be amended as follows:

§ 11-7-6: R-6 HIGH DENSITY RESIDENTIAL ZONING DISTRICT:

F. Development Standards: The following minimum requirements shall be observed, subject to the additional requirements, exceptions and modifications as set forth in this Title, however exceptions to rigid lot area, width and depth requirements shall be granted for attached units subject to approval of a site plan pursuant to City Code Section 11-2-4 in compliance with the development standards of this District.

Front yard	15 feet
Rear yard	15 feet
Side yard	15 feet
Maximum structure height	55 feet
Setbacks between buildings	15 feet
Setbacks from other districts	30 feet abutting R-1, R-2, R-3, R-4, and R-5 districts
Parking	2 <u>1.6</u> paved off-street parking spaces per dwelling unit
Maximum impervious surface coverage	65% total impervious

SECTION 11. 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 City of Cottage Grove previously adopted an entirely revised zoning code in December 2022. Since its implementation city staff has identified sections of the code that required minor corrections and clarifying language to ensure clarity in interpretation. Staff is also proposing to amend requirements for street trees and instead require front yard trees, clarify off street parking and driveway materials for corner lots, better define site area used to calculate landscaping requirements, and amend the purpose of the R-4, Transitional Residential Zoning District to include single-family attached dwellings.

SECTION 12. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *Pioneer Press* on _____.

CITY OF COTTAGE GROVE, MINNESOTA
ORDINANCE NO. 1098

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA, AMENDING
SECTIONS OF THE CODE OF THE CITY OF COTTAGE GROVE,
TITLE 12, SIGN REGULATIONS**

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, Title 12, Chapter 1, Section 12-1-10. shall be amended as follows:

§ 12-1-10: SIGNS IN BUSINESS DISTRICTS:

B. Properties or businesses within a commercial building complex may request ~~an~~ one (1) individual ~~or~~ and one (1) joint monument sign if they meet the standards in this section and 11-2-7.

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:

Sign Regulations were removed from Title 11 (Zoning Regulations) in 2024 and relocated to Title 12 of the City Code. City staff has identified sections of the code that require minor corrections and clarifying language to ensure clarity in interpretation including provisions for shopping complex signage allowances.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect upon enactment and publication according to law.

Passed this 16th day of April, 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *Saint Paul Pioneer Press* on [Date].

CITY OF COTTAGE GROVE, MINNESOTA
ORDINANCE NO. 1099

**AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA,
AMENDING THE CODE OF THE CITY OF COTTAGE GROVE,
TITLE 3, BUSINESS AND LICENSE REGULATIONS, SECTION 9, MINING,
SAND AND GRAVEL OPERATIONS**

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, Title 3, Chapter 9, Section 3-9-3 shall be amended as follows:

§ 3-9-3: PERMIT REQUIRED; REVIEW AND ACTION:

It shall be unlawful for any person to engage in mining within the City or for a property owner to permit a person to mine on their property without first having obtained an annual mining permit. The annual mining permit shall be reviewed by the Community Development Director ~~Planning Commission~~ and the permit issued within sixty (60) days after the completed application has been accepted by the City. ~~The Commission's recommendation shall be forwarded to the City Council for formal action within thirty (30) days after this review.~~ Increases in the amount of material or changes in the type of material to be mined shall require review by the Planning Commission and approval by the City Council.

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:

Title 3-9 of the City Code details provisions for Mining, Sand, and Gravel Operations. City staff has proposed to allow the Community Development Director to administratively approve annual mining permits unless the amount of material mined increases or the type of material mined changes. This would streamline the review process when the activity is not changing on-site.

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 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Published in the *Pioneer Press* on _____.



City Council Action Request

7.Q.

Meeting Date	4/16/2025						
Department	Parks and Recreation						
Agenda Category	Action Item						
Title	Belden and Hardwood Park Playground Surplus Declaration and Disposal						
Staff Recommendation	Declare surplus for fixed assets Belden Park (#100778) and Hardwood Park (#100781) and authorize disposal services agreement with Kids Around the World.						
Budget Implication	N/A						
Attachments	<table><tr><td>1.</td><td>1-Memo-Kids Around the World Agreement</td></tr><tr><td>2.</td><td>2-Playground Equipment Donation Agreement</td></tr><tr><td>3.</td><td>3-Playground equipment Belden and Hardwood</td></tr></table>	1.	1-Memo-Kids Around the World Agreement	2.	2-Playground Equipment Donation Agreement	3.	3-Playground equipment Belden and Hardwood
1.	1-Memo-Kids Around the World Agreement						
2.	2-Playground Equipment Donation Agreement						
3.	3-Playground equipment Belden and Hardwood						



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

From: Zac Dockter, Parks and Recreation Director

Date: April 8, 2025

Subject: Belden and Hardwood Park Playground Surplus Declaration and Disposal

Introduction

Playgrounds at Belden and Hardwood Parks are scheduled for replacement in 2025. Cottage Grove maintains a 20-year life expectancy for playgrounds to assure the safety and playability of these public structures are not compromised. The playgrounds are now fully depreciated and need to be removed prior to the installation of the new structures approved for purchase by City Council this past winter.

Disposal Options

Staff has considered three disposal options:

1. Park maintenance labor and equipment to demolish playground and properly dispose of the playground into roll-off dumpsters provided and removed by Tennis Sanitation.
Cost = \$3,000
2. Accept quote from Rumpca Excavating to demolish and dispose of playground equipment.
Cost - \$3,000
3. Enter into agreement with Kids Around the World to remove the playground and reuse in another location.
Cost - \$0

Kids Around the World

Kids Around the World's mission is to share hope through food, play and story. Their vision is to empower future generations to live a hope-filled, Christ-centered life by impacting the wholeness of a child to help feed the body, fill the soul, and fuel the spirit.

Through their "PLAY" initiative, they utilize passionate volunteers to upcycle playgrounds to be used around the globe to bring joy and laughter to kids living in difficult circumstances. By transforming playgrounds through upcycling into impoverished communities, they aim to ensure every child has access to play; an essential component for children's physical, emotional and social growth. Since the launch of this play initiative, Kids Around the World has successfully upcycled 1,252 playgrounds in 87 countries. This includes the Lake Elmo Regional Park playground (owned by Washington County) which was completed last fall. Staff has collaborated with Washington County staff on their approach and experience with this organization and understands the process to be manageable and a good reuse of the product. As such, staff is recommending entering into an agreement with Kids Around the World for disposal of playground equipment at Belden and Hardwood Parks.

Staff Recommendation

Declare surplus for fixed assets Belden Park (#100778) and Hardwood Park (#100781) and authorize disposal services agreement with Kids Around the World.



kids around the world

PLAYGROUND EQUIPMENT DONATION AGREEMENT

This agreement is entered this date between Kids Around The World, Inc., 5245 28th Ave., Rockford, IL 61109 (hereinafter referred to as “KIDS”) and _____ (hereafter referred to as “Donating Organization”).

KIDS, an Illinois not-for-profit corporation, registered in Illinois at the above address performing charitable programs including building playgrounds for children in underprivileged locations, desires to Acquire as a donation, the below identified used playground equipment from the Donating Organization (hereafter referred to as the “Equipment”).

In consideration for the donation of the Equipment from the Donating Organization, KIDS agrees to the following:

DISCLAIMER: KIDS acknowledges and agrees that the Donating Organization is neither a manufacturer nor a vendor of the Equipment, that KIDS takes the Equipment and each part thereof “as-is” and that the Donating Organization has not made, and does not hereby make, any representation, warranty, or covenant, express or implied, with respect to compliance with any and all applicable guidelines or regulations, including, but not limited to ASTM and CPSC, the merchantability, condition, quality, durability, design, operation, fitness for use, or suitability of the Equipment in any respect whatsoever or in connection with or for the purposes and uses of KIDS, or as to the absence of latent or other defects whether or not discoverable, or as to the absence of any infringement of any patent, trademark or copyright, or as to any obligation based on strict liability in tort or any other representation, warranty, or covenant of any kind or character, express or implied, with respect thereto, it being agreed that all risk incidents thereto are to be borne by KIDS and the Donating Organization shall not be obligated or liable for actual, incidental, consequential, or other damages of or to buyer or other person or entity arising out of or in connection with the use or performance of the Equipment and the maintenance thereof. KIDS acknowledges that KIDS has selected the Equipment KIDS is acquiring from the Donating Organization based on KIDS’ own judgment and the Donating Organization hereby affirmatively disclaims reliance on any oral representation concerning the Equipment made to KIDS.

INSURANCE REQUIREMENTS: KIDS shall maintain insurance of the types and in the amounts listed below.

A. Commercial General Liability Insurance

KIDS shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence and a \$2,000,000 aggregate limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract.

The Donating Organization shall be included as an additional insured under the CGL insurance form.

B. Business Auto Liability Insurance

If applicable, KIDS shall maintain business auto liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired, and non-owned autos.

C. Workers Compensation Insurance

Kids will maintain a worker's compensation insurance policy to cover all of the Kids employees with a minimum employer's liability limit of \$100,000 / \$500,000 / \$100,000.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to removal of the Equipment, KIDS shall furnish the Donating Organization with a certificate(s) of valid insurance meeting the above noted requirements.

The donated equipment included in this agreement includes: _____

_____.

Representative of KIDS AROUND THE WORLD, INC.

Representative of the DONATING ORGANIZATION

DATE

DATE

**Asset ID: 100778**

Serial Number:	Department: 41 - PARK MANT	Description:
Tag Number: BELDEN PARK	Class: O - OTHER	PLAYGROUND EQUIPMENT
Primary Location: PARKS	Category: 910 - CAPITAL ASSETS	
Sec. Location:	Units: 1.00	
Original Cost: 38,919.20	Type: Normal	
Improvements: 0.00	Acquisit. Method: PURCHASED ASSETS	Depreciable: Y
Partial Disposals: 0.00	Date Acquired: 7/1/2005	Depr. Method: Straight Line
Adjusted Cost: 38,919.20	Original Life: 180.00 Months	Salvage Value: 0.00
Accum. Depreciation: 38,919.20	Improved Life: 0.00 Months	Replacement Cost: 0.00
Net Asset Value: 0.00	Disposed Life: 0.00 Months	Date Last Depr.: 12/31/2020
	Asset Life: 180.00 Months	
Asset Control Acct: 910-00-9910-1580	Vendor:	
Accumulated Acct: 910-00-9910-1581	Invoice Number:	
Expense Acct: 910-00-9910-2670	PO Number:	

Asset ID: 100781

Serial Number:	Department: 41 - PARK MANT	Description:
Tag Number: HARDWOOD PARK	Class: O - OTHER	HARDWOOD PARK PLAYGROUND
Primary Location: PARKS	Category: 910 - CAPITAL ASSETS	EQUIPMENT
Sec. Location:	Units: 1.00	
Original Cost: 29,731.52	Type: Normal	
Improvements: 0.00	Acquisit. Method: PURCHASED ASSETS	Depreciable: Y
Partial Disposals: 0.00	Date Acquired: 7/1/2005	Depr. Method: Straight Line
Adjusted Cost: 29,731.52	Original Life: 180.00 Months	Salvage Value: 0.00
Accum. Depreciation: 29,731.52	Improved Life: 0.00 Months	Replacement Cost: 0.00
Net Asset Value: 0.00	Disposed Life: 0.00 Months	Date Last Depr.: 12/31/2020
	Asset Life: 180.00 Months	
Asset Control Acct: 910-00-9910-1580	Vendor:	
Accumulated Acct: 910-00-9910-1581	Invoice Number:	
Expense Acct: 910-00-9910-2670	PO Number:	

Department Summary

Active Assets: 2

Department	Number	Original Cost	Adjusted Cost	Depreciation	Net Value
41 - PARK MANT	2	68,650.72	68,650.72	68,650.72	0.00
Grand Totals:	2	68,650.72	68,650.72	68,650.72	0.00

Class Totals

Active Assets: 2

Class	Number	Original Cost	Adjusted Cost	Depreciation	Net Value
Department: 41 - PARK MANT					
O - OTHER	2	68,650.72	68,650.72	68,650.72	0.00
Totals:	2	68,650.72	68,650.72	68,650.72	0.00
Grand Totals:	2	68,650.72	68,650.72	68,650.72	0.00

Location Summary

Active Assets: 2

Primary Location	Number	Original Cost	Adjusted Cost	Depreciation	Net Value
PARKS	2	68,650.72	68,650.72	68,650.72	0.00
Grand Totals:	2	68,650.72	68,650.72	68,650.72	0.00

Control Account Summary

Active Assets: 2

Asset Control Account	Asset ID	Original Cost	Adjusted Cost	Depreciation	Net Value
910-00-9910-1580	100778	38,919.20	38,919.20	38,919.20	0.00
	100781	29,731.52	29,731.52	29,731.52	0.00
	Totals: 2	68,650.72	68,650.72	68,650.72	0.00
Grand Totals:	2	68,650.72	68,650.72	68,650.72	0.00



City Council Action Request

7.R.

Meeting Date	4/16/2025						
Department	Engineering						
Agenda Category	Action Item						
Title	Oltman Park Project – Approve Plans and Specifications and Authorize Bidding						
Staff Recommendation	Adopt Resolution 2025-064 approving the plans and specifications and authorize bidding for the Oltman Park Project.						
Budget Implication	\$3,000,000 Total: \$2,300,000 - Bond Proceeds \$350,000 - Park Trust Fund \$350,000 - Federal Land and Water Conservation Funds and/or the State’s Legislative Citizens Commission on Minnesota Resources – Parks and Trails Fund Allocation						
Attachments	<table><tr><td>1.</td><td>Oltman Park Approve P&S Memo</td></tr><tr><td>2.</td><td>Oltman Park Approve P&S Resolution</td></tr><tr><td>3.</td><td>Oltman Park Council Plans</td></tr></table>	1.	Oltman Park Approve P&S Memo	2.	Oltman Park Approve P&S Resolution	3.	Oltman Park Council Plans
1.	Oltman Park Approve P&S Memo						
2.	Oltman Park Approve P&S Resolution						
3.	Oltman Park Council Plans						



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

From: Zac Dockter, Parks and Recreation Director
Genevieve Tester, EIT, Graduate Engineer

Date: March 19, 2025

Subject: Oltman Park Project – Approve Plans and Specifications and Authorize Bidding

Background/Discussion

The Oltman Park Project is located at the corner of 66th Street and Geneva Avenue. It is an approximately 14-acre site just west of Oltman Middle School. The master plan includes multi-purpose turf fields (lacrosse-focused), a parking lot, trail, shelter, playground, training walls, scoreboards, electrical service, and irrigation. At the time Oltman Middle School was constructed in 2018, a concept plan was laid out for Oltman Park along with storm sewer install and site rough grading.

The 2025-2029 Capital Improvements Plan allocates \$3,000,000 in funding from bond proceeds and the Park Trust Fund for the Oltman Park Project over the next two years—2025 and 2026. The estimate for the work proposed in 2025 is \$2,750,000 including 25% indirect costs. This cost estimate does not include the park shelter, playground, scoreboards, training walls, or monument sign as those are future items under separate contracts—the total of these items will be less than \$250,000.

The city has received a \$350,000 grant from the Minnesota Department of Natural Resources' Outdoor Recreation Program which are monies sourced from the Federal Land and Water Conservation Funds and/or the State's Legislative Citizens Commission on Minnesota Resources – Parks and Trails Fund Allocation.

Construction of the project will take place starting the spring of 2025 and must be substantially complete by June 30, 2026 to acquire the grant funds. Plans and specifications have been prepared in accordance with city standards. The engineer's estimate for construction is \$2,200,000.

Recommendation

It is recommended the City Council adopt Resolution 2025-064 approving the plans and specifications and authorize bidding for the Oltman Park Project.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-064

**RESOLUTION APPROVING THE PLANS AND
SPECIFICATIONS AND AUTHORIZING BIDDING FOR THE
OLTMAN PARK PROJECT**

WHEREAS, plans and specifications have been prepared in accordance with the City Standards and Specifications for the Oltman Park Project; and

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

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

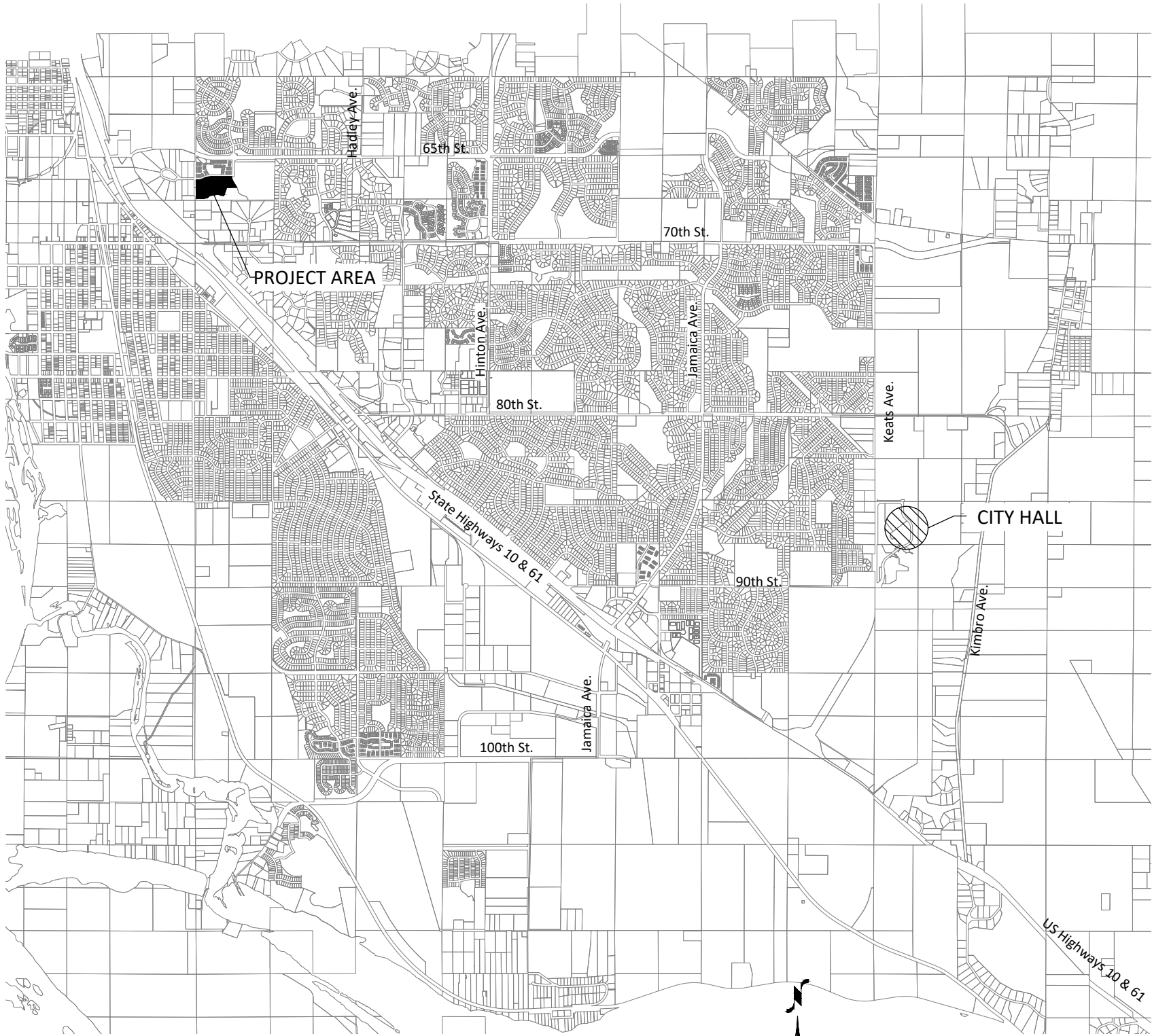
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, approves the plans and specifications and authorizes bidding, for the Oltman Park Project.

Passed this 16th day of April 2025.

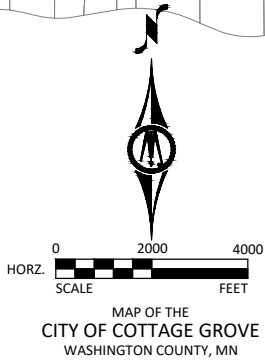
Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



- PROJECT CONTROL NOTES:
1. ALL COORDINATES ARE WASHINGTON COUNTY COORDINATE SYSTEM
 2. HORIZONTAL COORDINATES ARE BASED ON GEODETIC POSITION NAD83, 1986 ADJUSTMENT
 3. VERTICAL ELEVATIONS ARE BASED ON MNDOT NAVD 88



OLTMAN PARK

PARK IMPROVEMENTS

2025

SHEET INDEX

SHEET NO.	DESCRIPTION
G0.01	TITLE SHEET
G0.02	LEGEND
G2.01	LOCATION PLAN
C0.01	EXISTING CONDITIONS AND REMOVALS
C0.02	GEOMETRIC PLAN
C1.00	FINISHING PLAN
C1.01 - C1.04	DETAILS
C1.05 - C1.07	ELECTRICAL DETAILS
C1.08 - C1.13	MNDOT PEDESTRIAN CURB RAMP DETAILS
C2.01	EROSION CONTROL AND TURF ESTABLISHMENT
C2.02 - C2.04	STORMWATER POLLUTION PREVENTION PLAN
C3.01 - C3.04	GRADING PLAN
C5.01	STORM SEWER PLAN
C6.01 - C6.04	TRAIL PLAN & PROFILE
C6.05 - C6.06	PARKING LOT PLAN AND PROFILE
C7.01	SIGNAGE AND STRIPING PLAN
C8.01	CROSS SECTIONS
E1.01 - E1.02	ELECTRICAL PLAN
L1.01	LANDSCAPE PLAN
I1.01 - I1.04	IRRIGATION PLAN
I2.01 - I2.04	IRRIGATION DETAILS

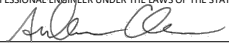
THIS PLAN SET CONTAINS 47 SHEETS.

MYRON BAILEY
DAVE THIEDE
MONIQUE GARZA
JUSTIN OLSEN
DAVID CLAUSEN
JENNIFER LEVITT
RYAN BURFEIND
KORINE LAND

MAYOR
COUNCIL MEMBER
COUNCIL MEMBER
COUNCIL MEMBER
COUNCIL MEMBER
CITY ADMINISTRATOR
DIRECTOR OF PUBLIC WORKS
ATTORNEY

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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 MINNESOTA.


ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
TITLE SHEET

SHEET
G0.01

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PROJECT: 24X.136878-001, CADD: 01, 136878-002.dwg, 4/9/2025, 10:25:59 AM

EXISTING TOPOGRAPHIC SYMBOLS

	ACCESS GRATE		REGULATION STATION GAS
	AIR CONDITION UNIT		SATELLITE DISH
	ANTENNA		SIGN TRAFFIC
	AUTO SPRINKLER CONNECTION		SIGNAL CONTROL CABINET
	BARRICADE PERMANENT		SOIL BORING
	BASKETBALL POST		SIREN
	BENCH		TELEPHONE BOOTH
	BIRD FEEDER		TILE INLET
	BOLLARD		TILE OUTLET
	BUSH		TILE RISER
	CATCH BASIN RECTANGULAR CASTING		TRANSFORMER-ELECTRIC
	CATCH BASIN CIRCULAR CASTING		TREE-CONIFEROUS
	CURB STOP		TREE-DEAD
	CLEAN OUT		TREE-DECIDUOUS
	CULVERT END		TREE STUMP
	DRINKING FOUNTAIN		TRAFFIC ARM BARRIER
	DOWN SPOUT		TRAFFIC SIGNAL
	ELECTRIC CAR CHARGE STATION		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VAULT
	GRILL		VENT PIPE
	GUY WIRE ANCHOR		WATER SPIGOT
	HANDHOLE		WELL
	HANDICAP SPACE		WETLAND DELINEATED MARKER
	IRRIGATION SPRINKLER HEAD		WETLAND
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT
	LIFT STATION		
	LIGHT POLE		
	MAILBOX		
	MANHOLE-COMMUNICATION		
	MANHOLE-ELECTRIC		
	MANHOLE-GAS		
	MANHOLE-HEAT		
	MANHOLE-RECLAIMED WATER		
	MANHOLE-SANITARY SEWER		
	MANHOLE-STORM SEWER		
	MANHOLE-UTILITY		
	MANHOLE-WATER		
	METER		
	DRIVE-THRU MICROPHONE		
	PARKING METER		
	PAVEMENT MARKING		
	PEDESTAL-COMMUNICATION		
	PEDESTAL-ELECTRIC		
	PEDESTRIAN PUSH BUTTON		
	PICNIC TABLE		
	POLE-UTILITY		
	POST		
	RAILROAD SIGNAL POLE		

PROPOSED TOPOGRAPHIC SYMBOLS

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW
	TRAFFIC SIGNS

SURVEY SYMBOLS

	BENCHMARK LOCATION		CAST IRON MONUMENT
	CONTROL POINT		STONE MONUMENT
	MONUMENT FOUND		

EXISTING TOPOGRAPHIC LINES

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

SURVEY LINES

	CONTROLLED ACCESS
	BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE
	TEMPORARY EASEMENT

EXISTING UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	RECLAIMED WATER

PROPOSED UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	PIPE CASING
	TRENCHLESS PIPE (PLAN VIEW)
	TRENCHLESS PIPE (PROFILE VIEW)

GRADING INFORMATION

	EXISTING CONTOUR MINOR
	EXISTING CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED CONTOUR MAJOR
	PROPOSED GRADING LIMITS / SLOPE LIMITS
	PROJECT LIMITS
	PROPOSED SPOT ELEVATION
	RISE:RUN (SLOPE)

HATCH PATTERNS

	BITUMINOUS		GRAVEL
	CONCRETE		

EXISTING PRIVATE UTILITY LINES

NOTE:
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

UTILITIES IDENTIFIED WITH A QUALITY LEVEL :

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
EXAMPLE: G-A G-A UNDERGROUND GAS, QUALITY LEVEL A
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-22.

UTILITY QUALITY LEVELS:

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIT	BITUMINOUS	HH	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TNH	TOP NUT HYDRANT
CL	CENTER LINE	LT	LEFT	TP	TOP OF PIPE
CL	CLASS	MAX	MAXIMUM	TYP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL		
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL		
DWY	DRIVEWAY	PC	POINT OF CURVE	AC	ACRES
E	EXTERNAL CURVE DISTANCE	PCC	POINT OF COMPOUND CURVE	CF	CUBIC FEET
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CV	COMPACTED VOLUME
ELEV	ELEVATION	PED	PEDESTRIAN, PEDESTAL	CY	CUBIC YARD
EOF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	EA	EACH
ER	END RADIUS	PERM	PERMANENT	EV	EXCAVATED VOLUME
ESMT	EASEMENT	PI	POINT OF INTERSECTION	LB	POUND
EX	EXISTING	PL	PROPERTY LINE	LF	LINEAR FEET
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LS	LUMP SUM
F-F	FACE TO FACE	PT	POINT OF TANGENT	LV	LOOSE VOLUME
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	SF	SQUARE FEET
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SV	STOCKPILE VOLUME
FM	FORCEMAIN	R	RADIUS	SY	SQUARE YARD
FO	FIBER OPTIC	R/W	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RCP	REINFORCED CONCRETE PIPE		
GRAN	GRANULAR	RET	RETAINING		

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ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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Email: Oakdale@bolton-menk.com
www.bolton-menk.com



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CITY OF COTTAGE GROVE, MINNESOTA

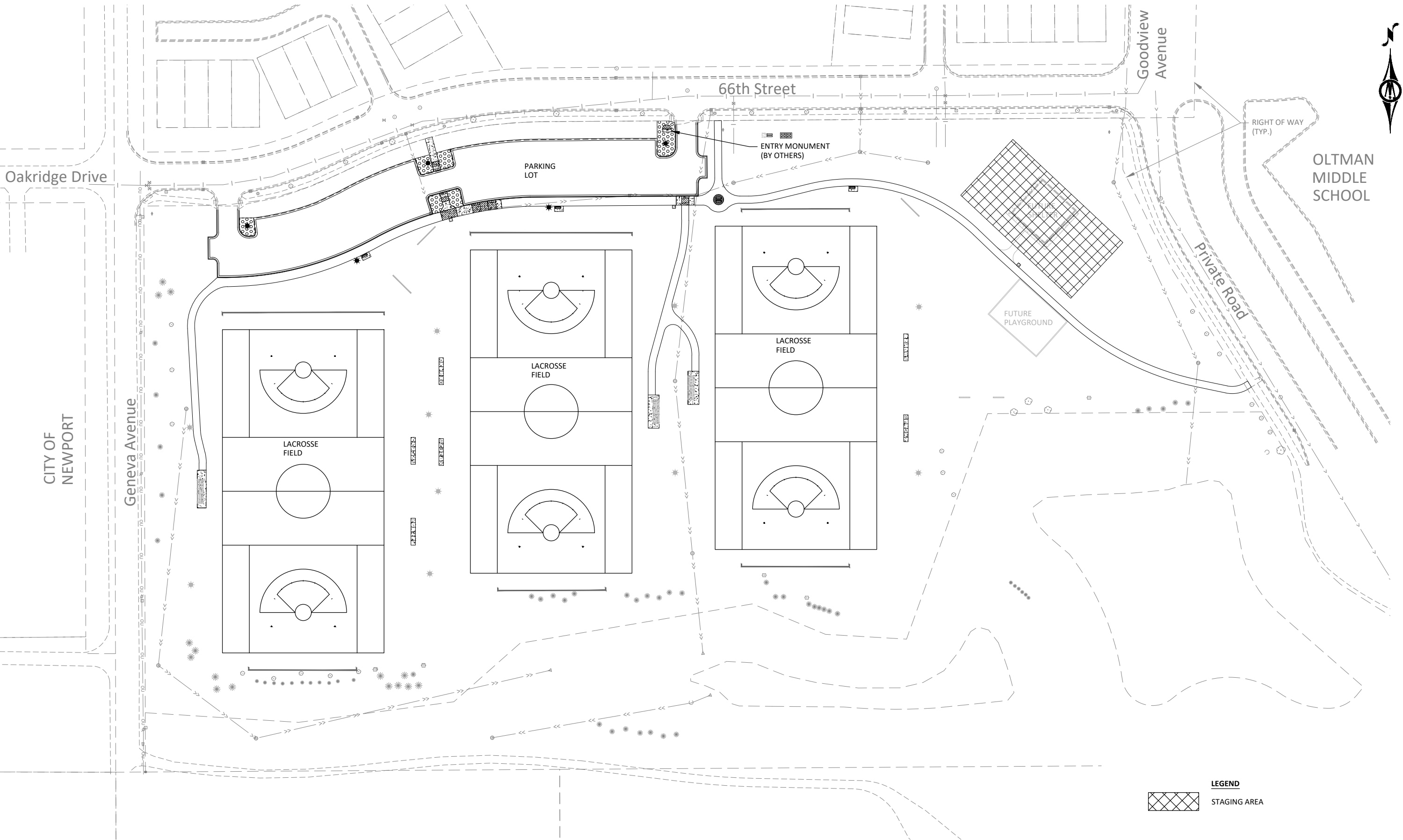
OLTMAN PARK

G0 - GENERAL

SHEET

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SCALE FEET

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ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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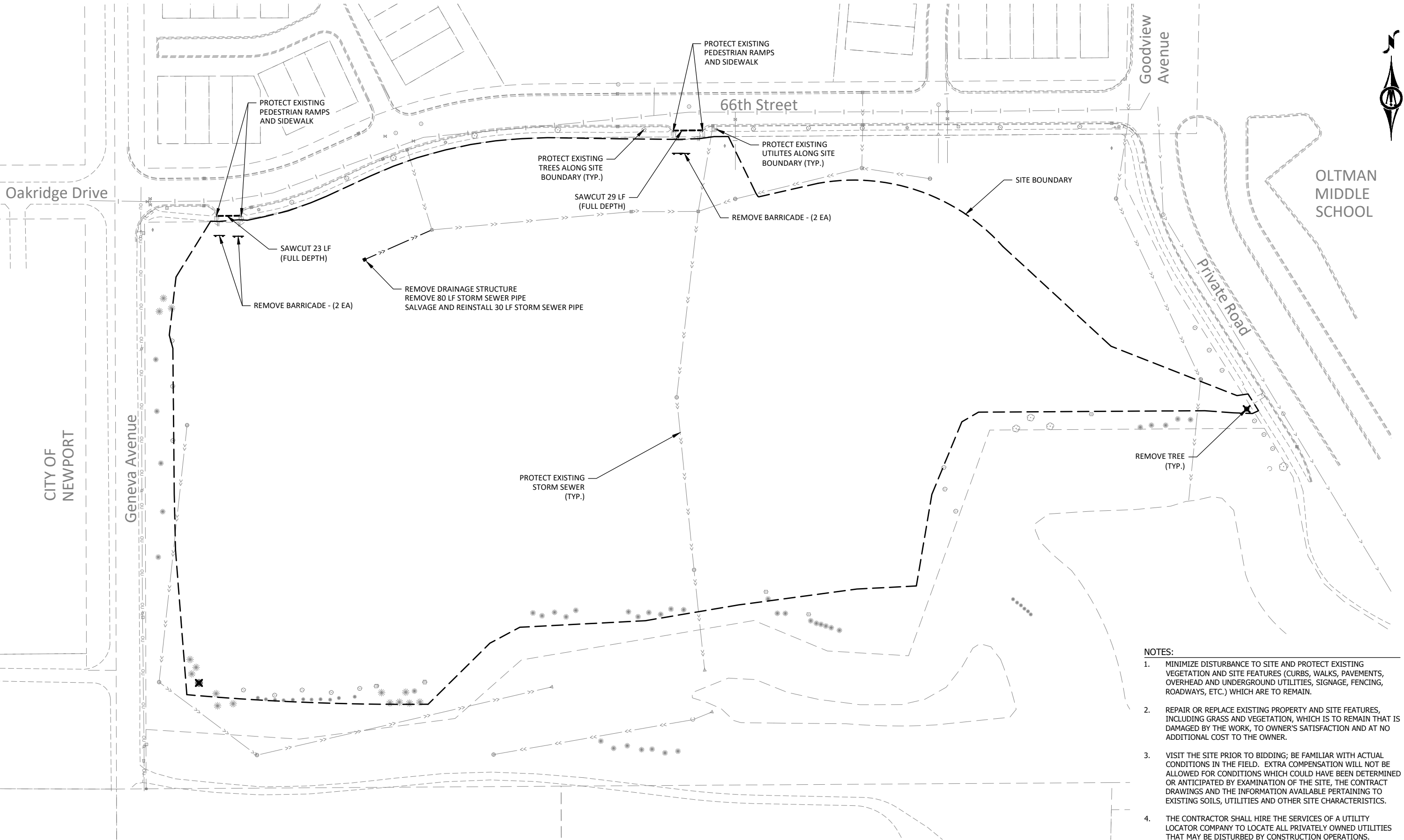
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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
LOCATION PLAN

SHEET

G2.01

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- NOTES:**
1. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
 2. REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
 3. VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
 4. THE CONTRACTOR SHALL HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.



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Andrew N. Olson

ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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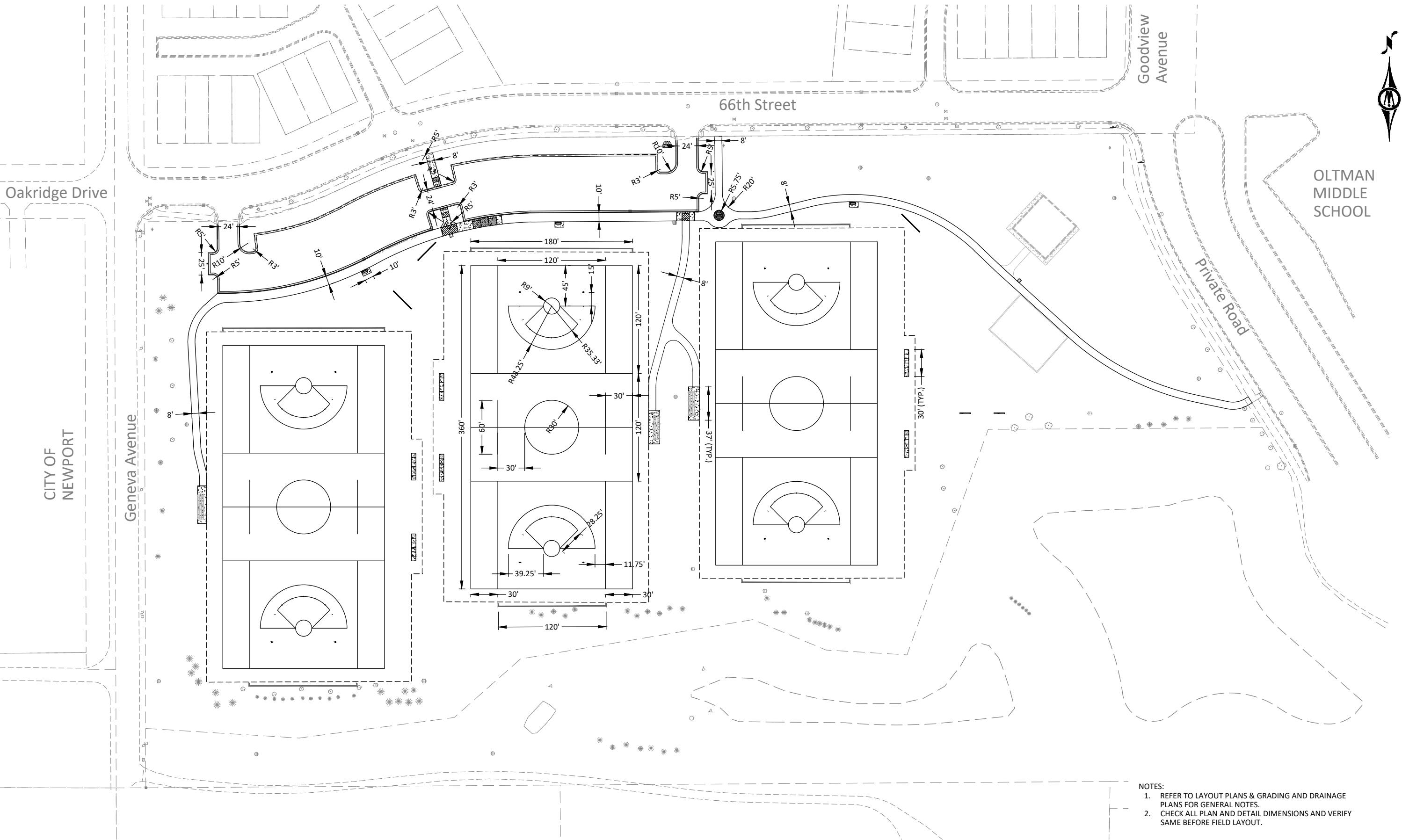


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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
EXISTING CONDITIONS & REMOVALS

SHEET
C0.01

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- NOTES:
1. REFER TO LAYOUT PLANS & GRADING AND DRAINAGE PLANS FOR GENERAL NOTES.
 2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.



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Andrew N. Olson
ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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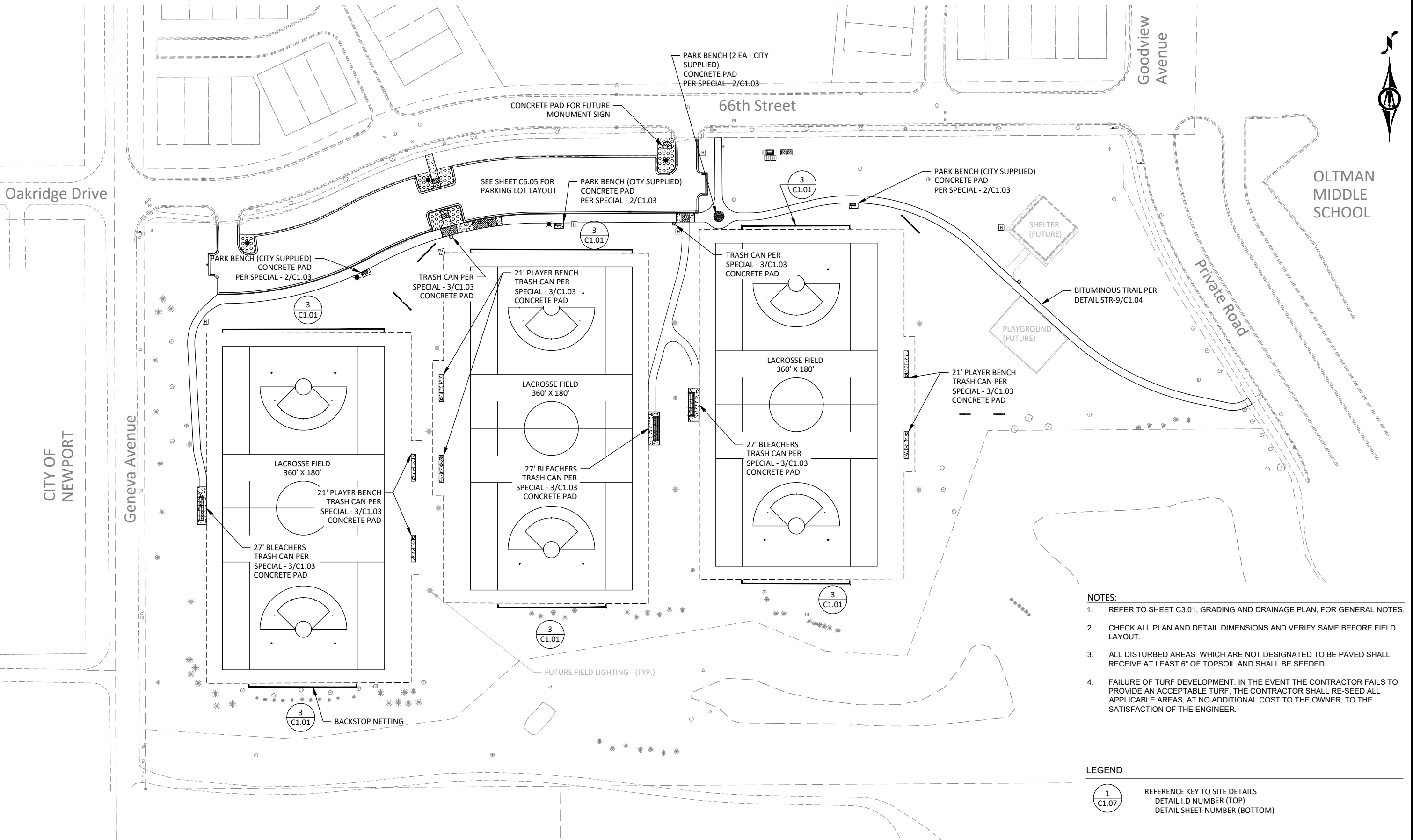
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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
GEOMETRIC PLAN

SHEET

C0.02

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- NOTES:**
1. REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
 2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
 3. ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SEEDED.
 4. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.

LEGEND	
1 C1.07	REFERENCE KEY TO SITE DETAILS DETAIL I.D NUMBER (TOP) DETAIL SHEET NUMBER (BOTTOM)



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.

Andrew N. Olson
ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



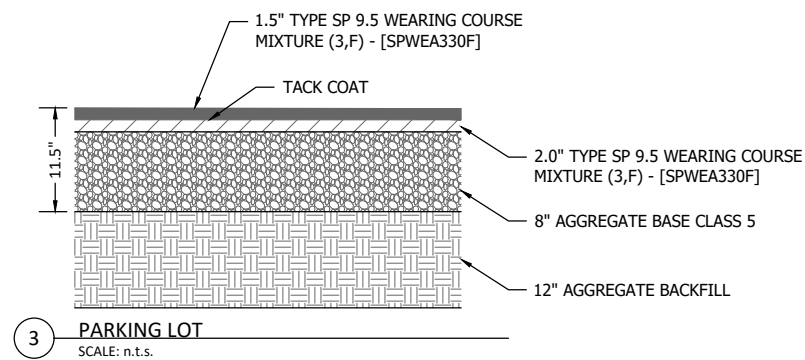
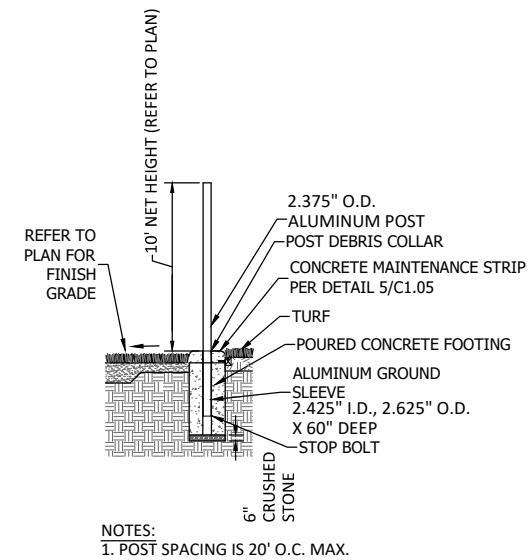
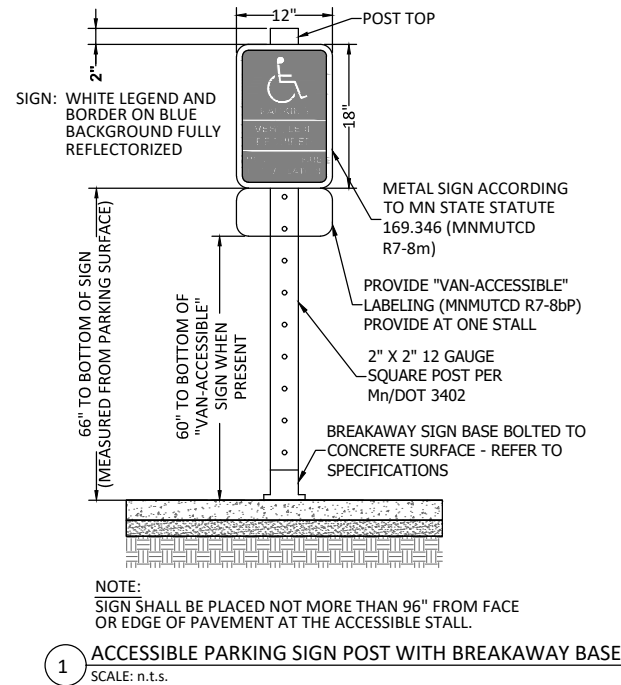
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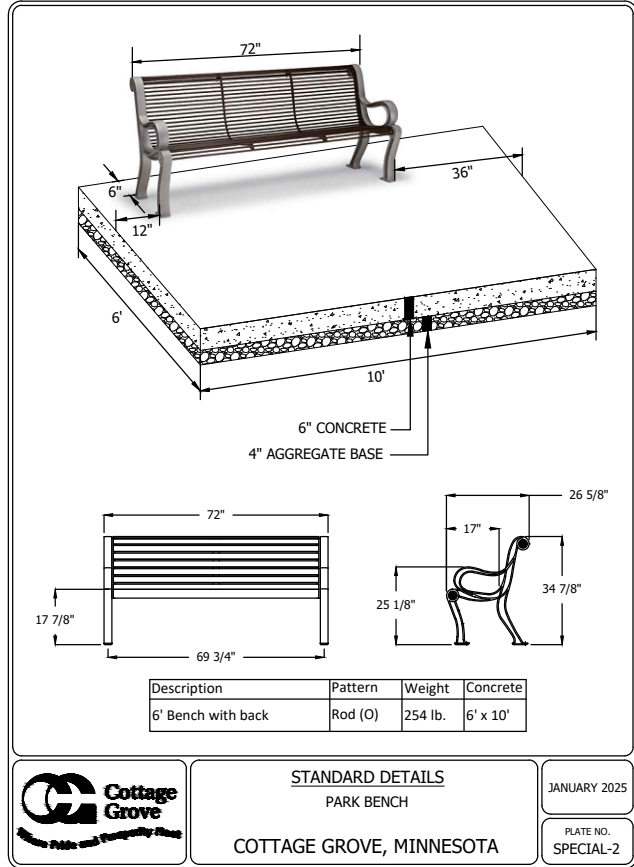


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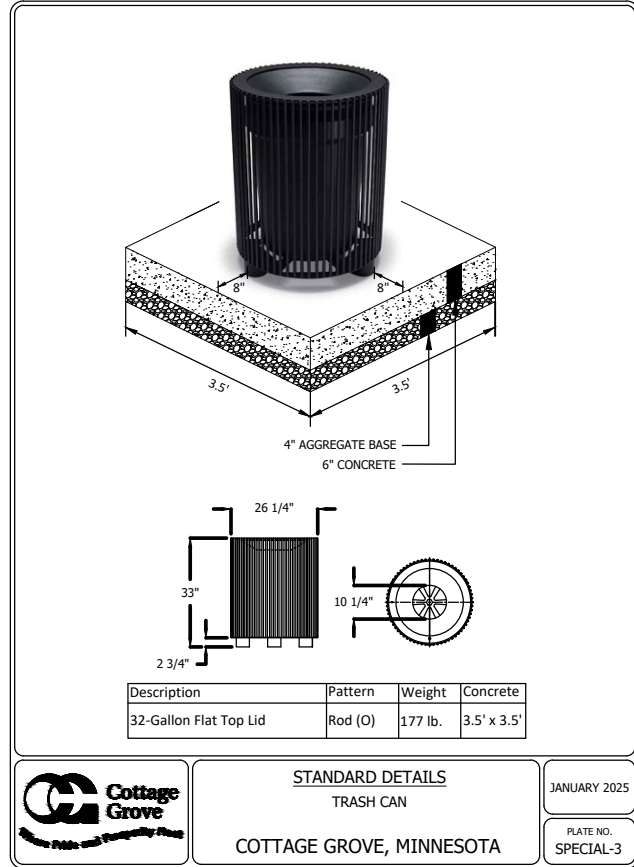
CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
FINISHING PLAN

SHEET
C1.00

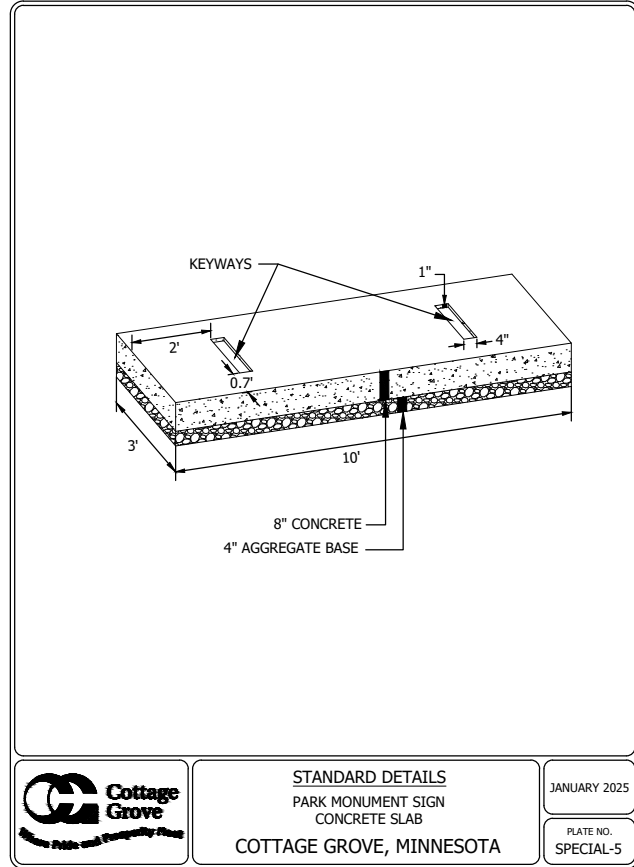




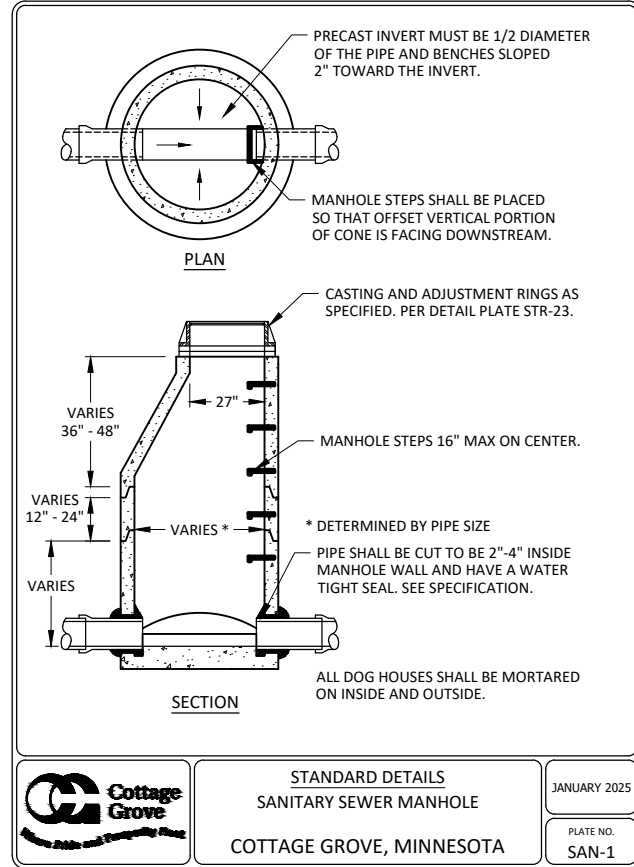
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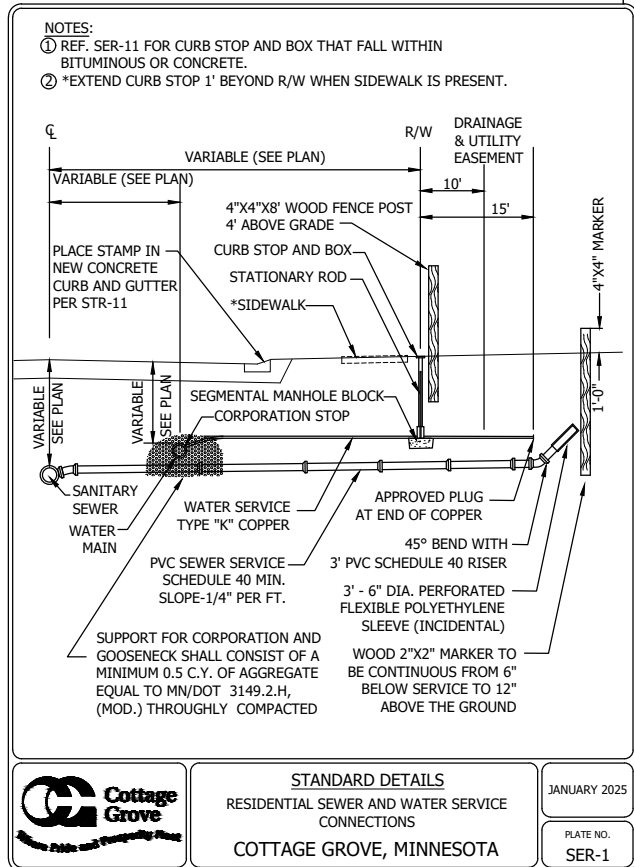
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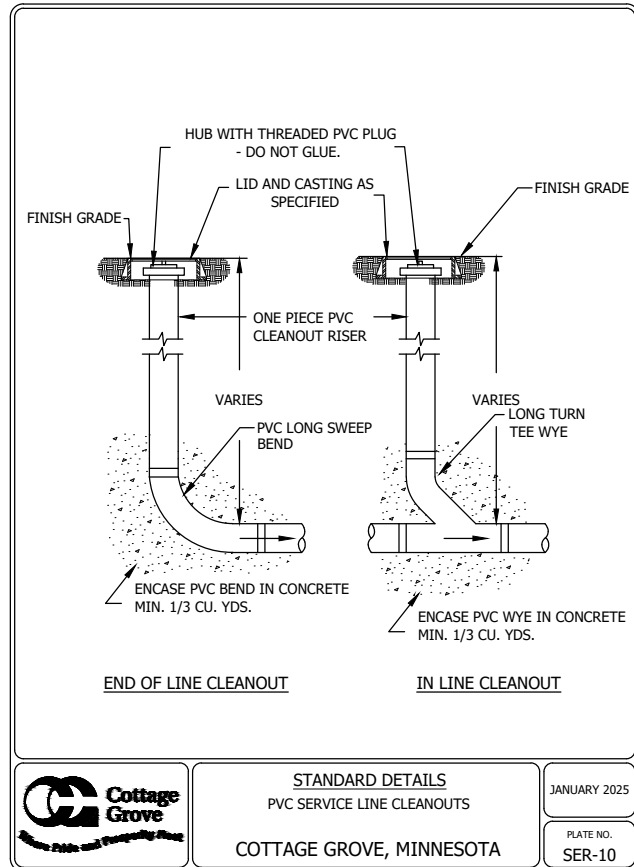
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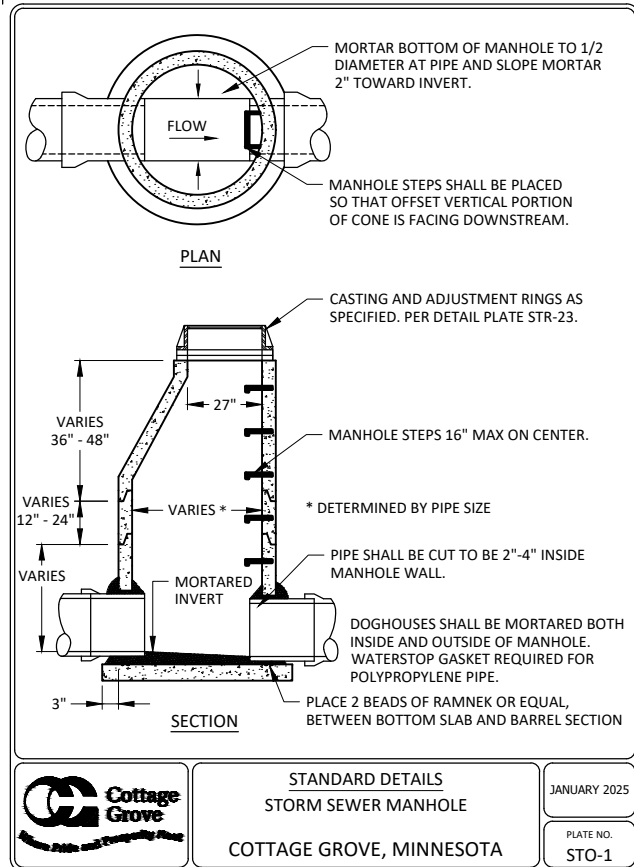
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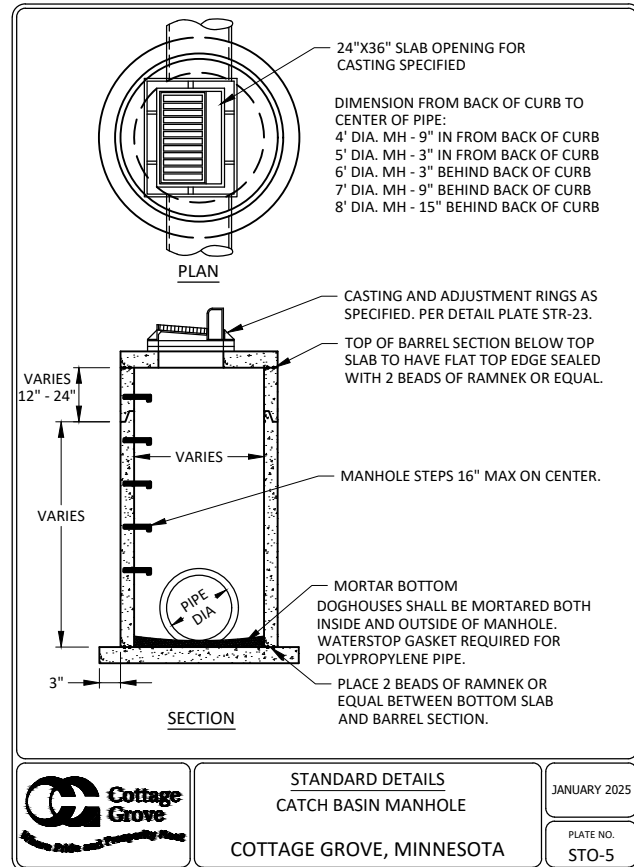
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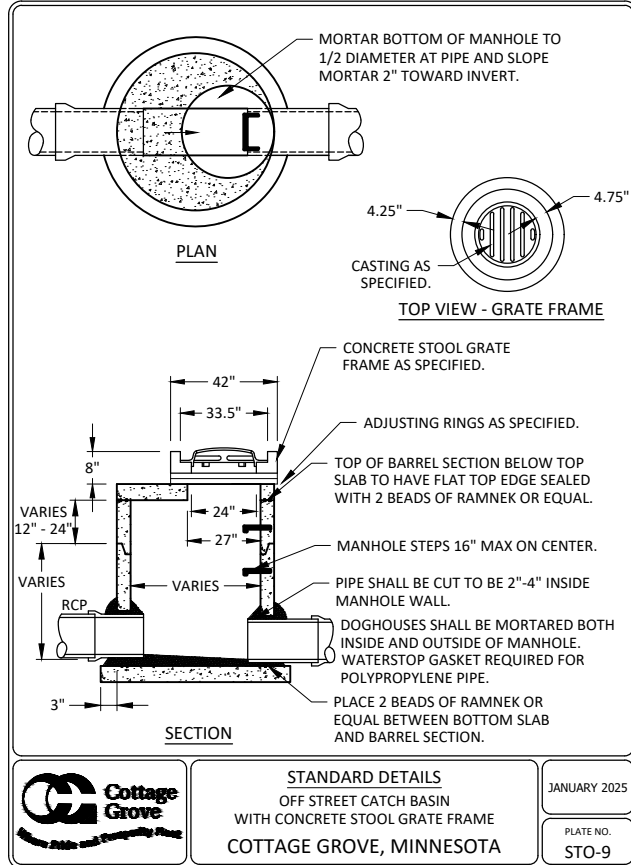
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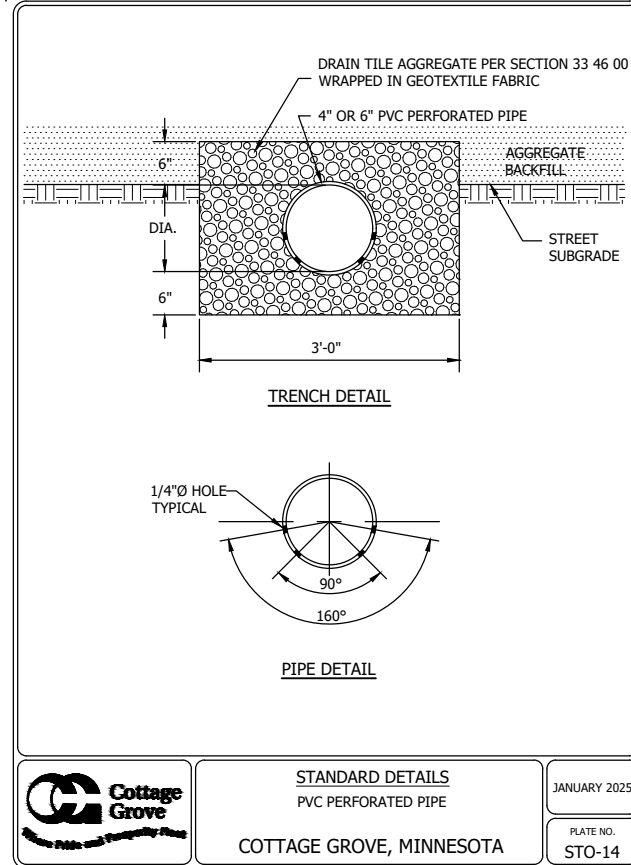
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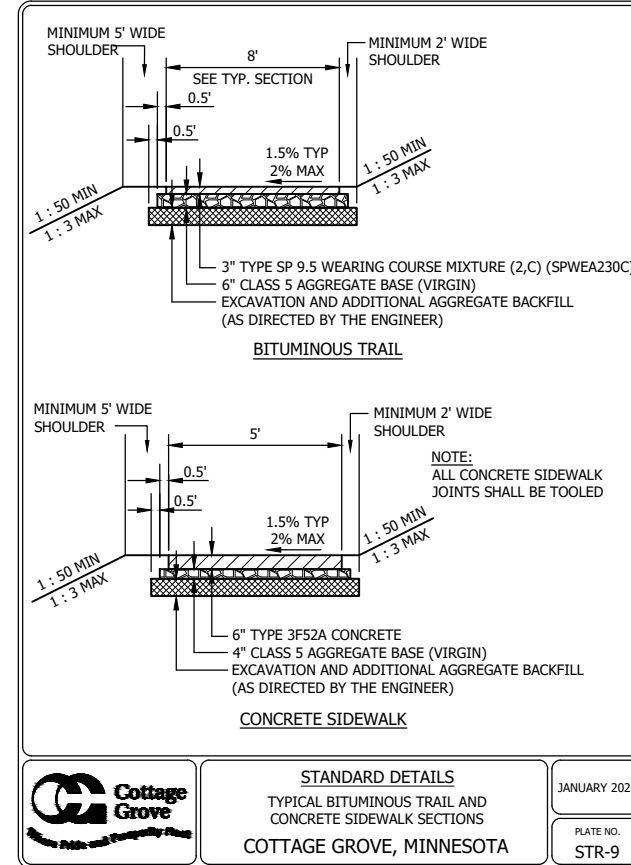
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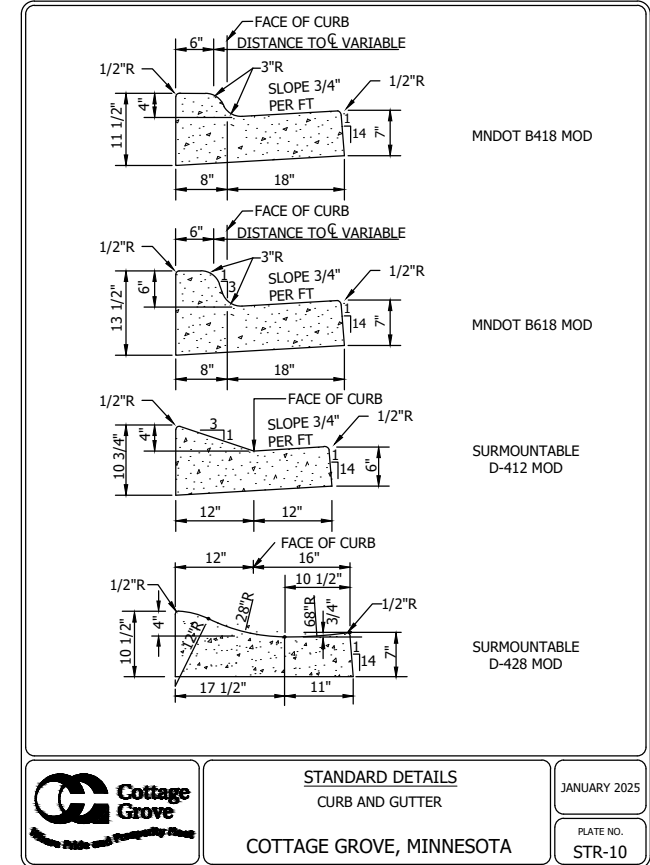
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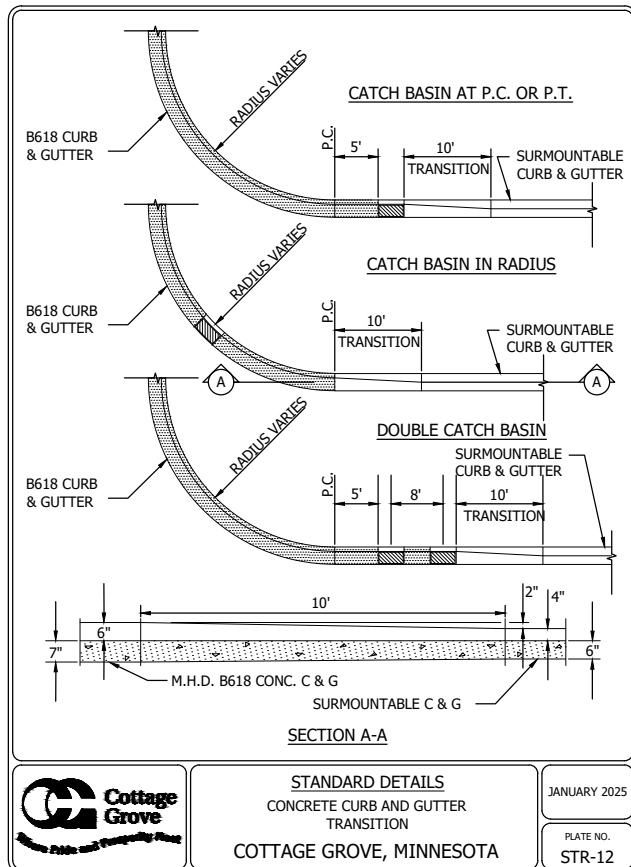
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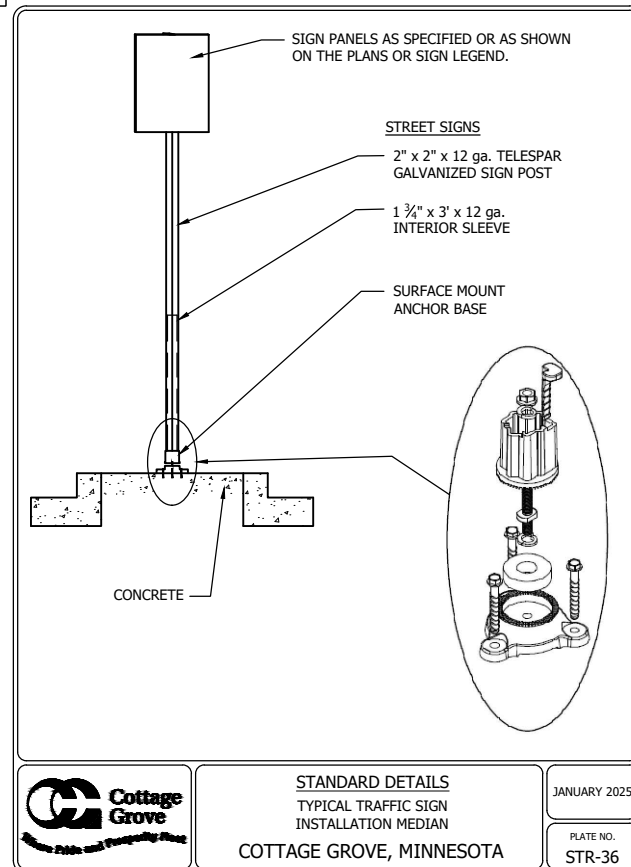
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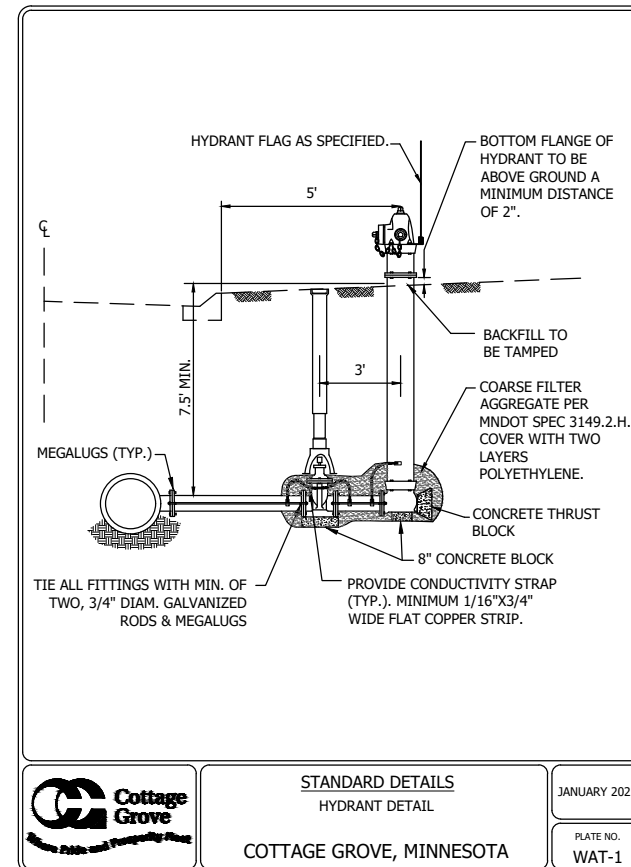
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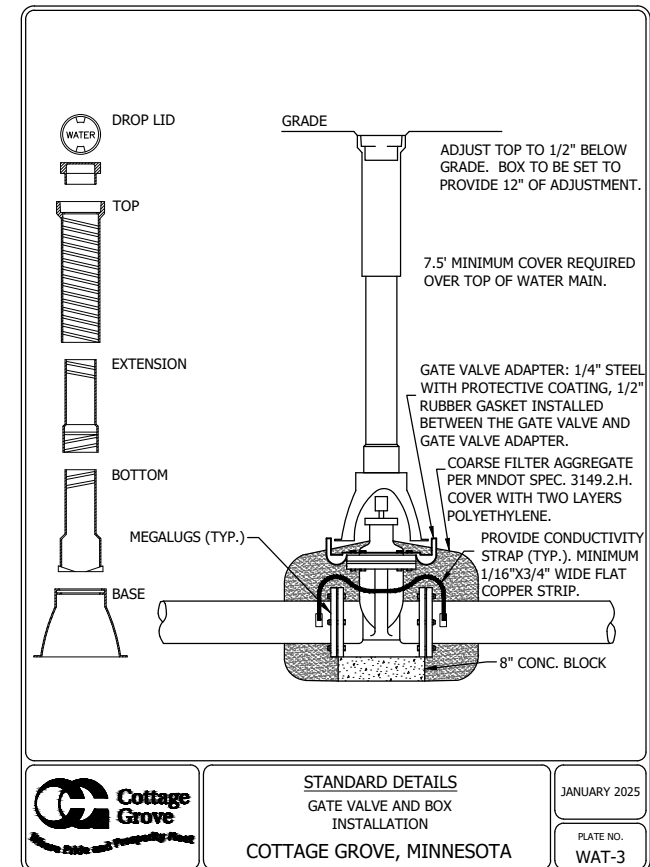
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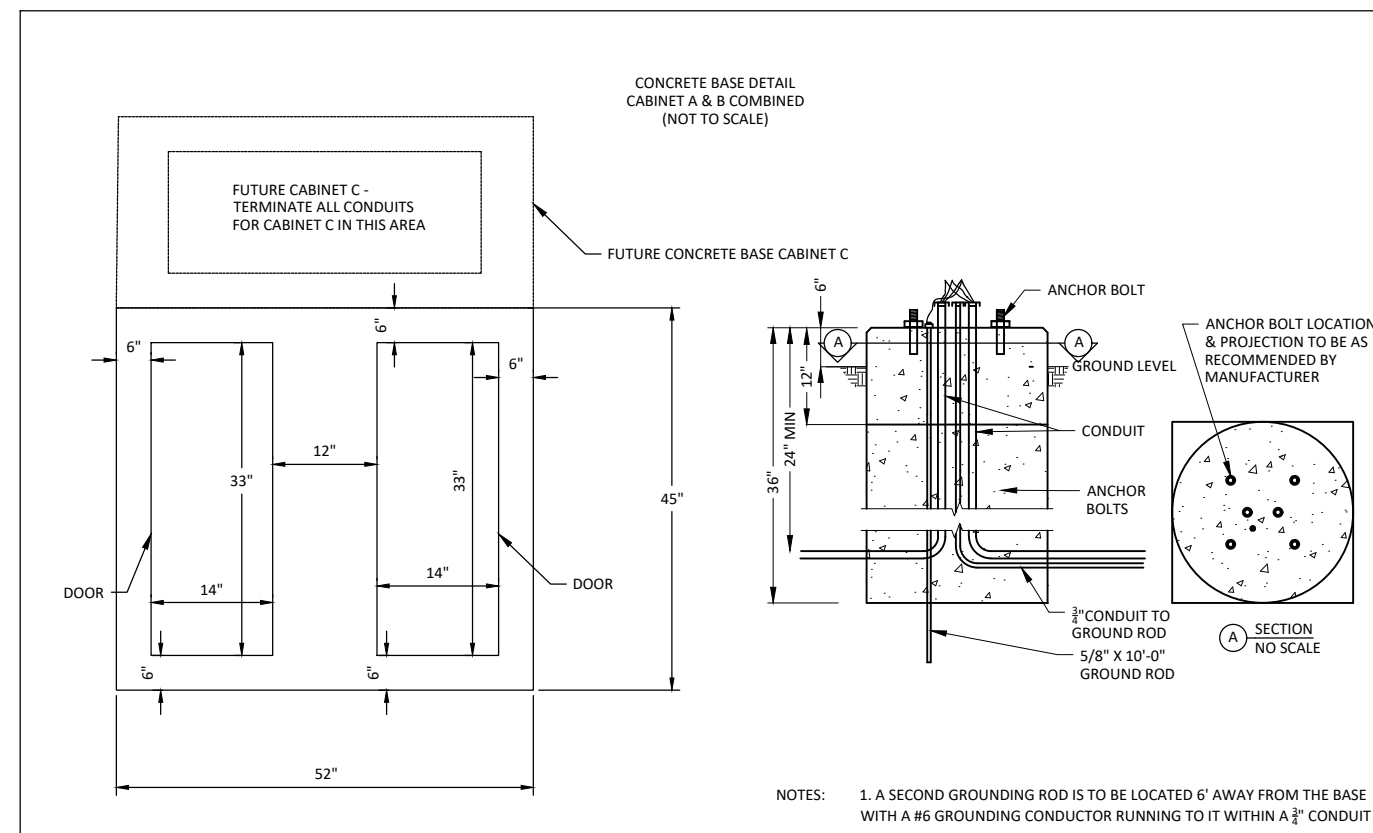
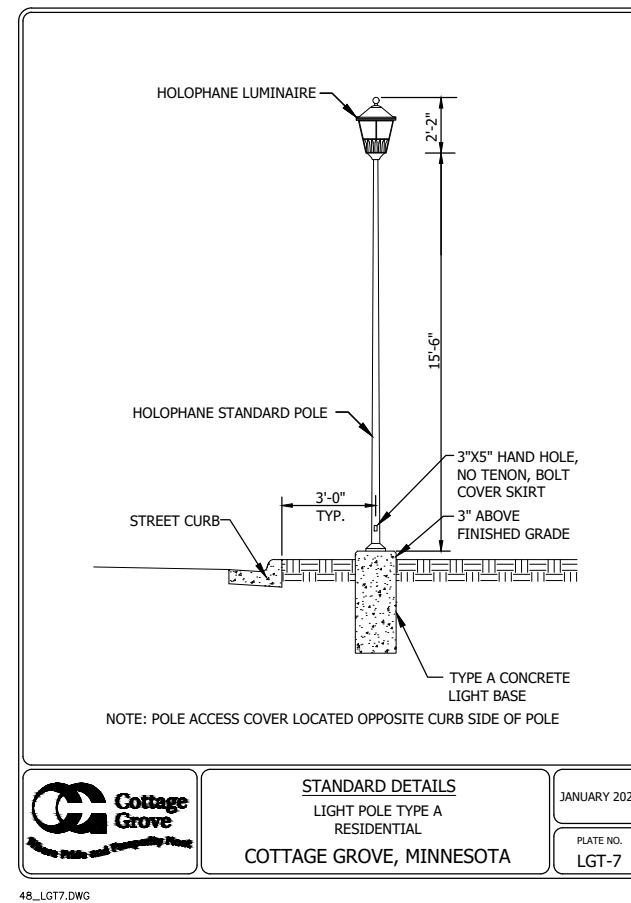
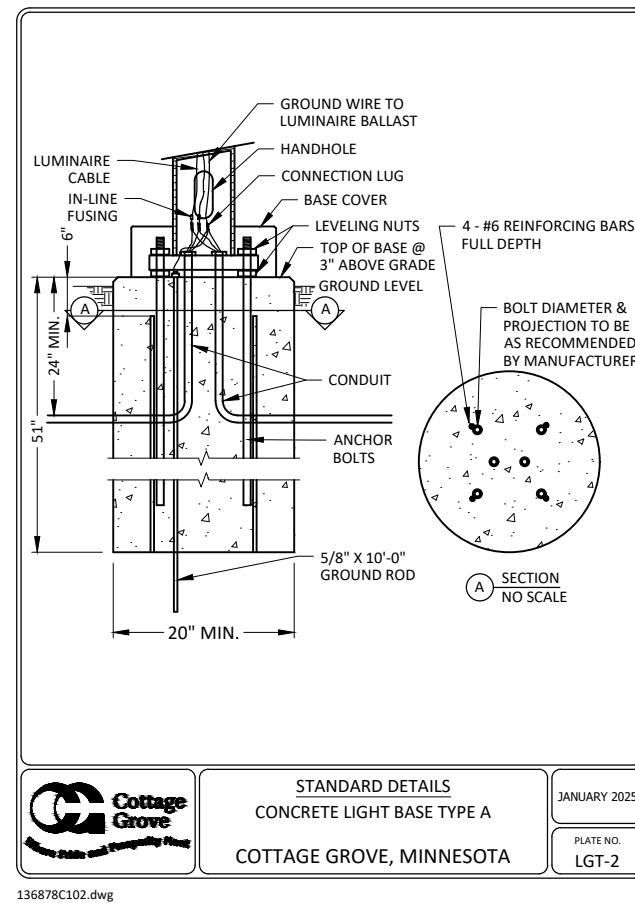
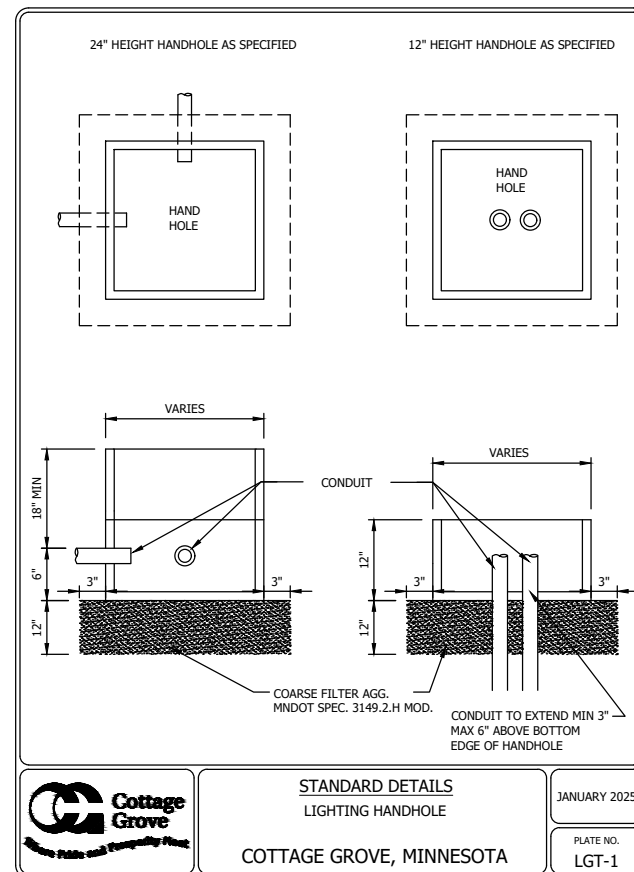
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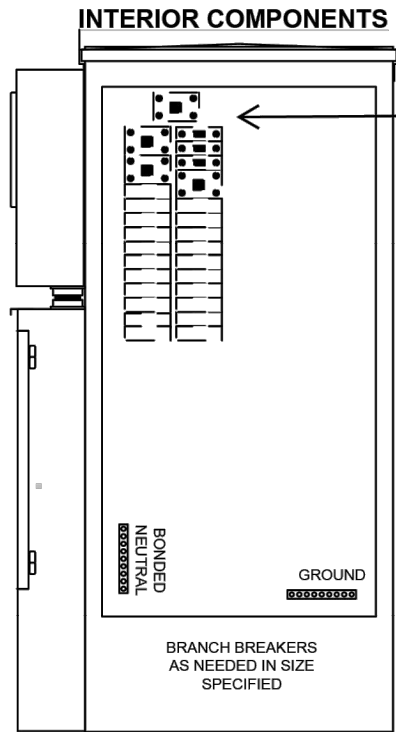
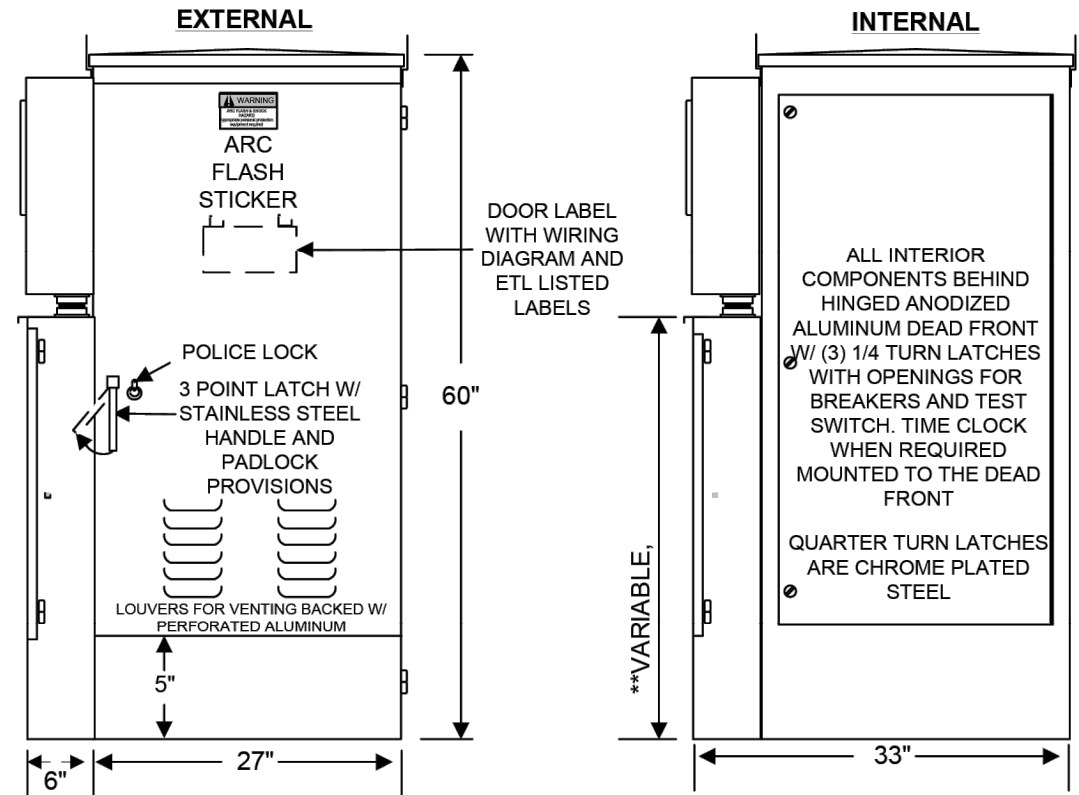
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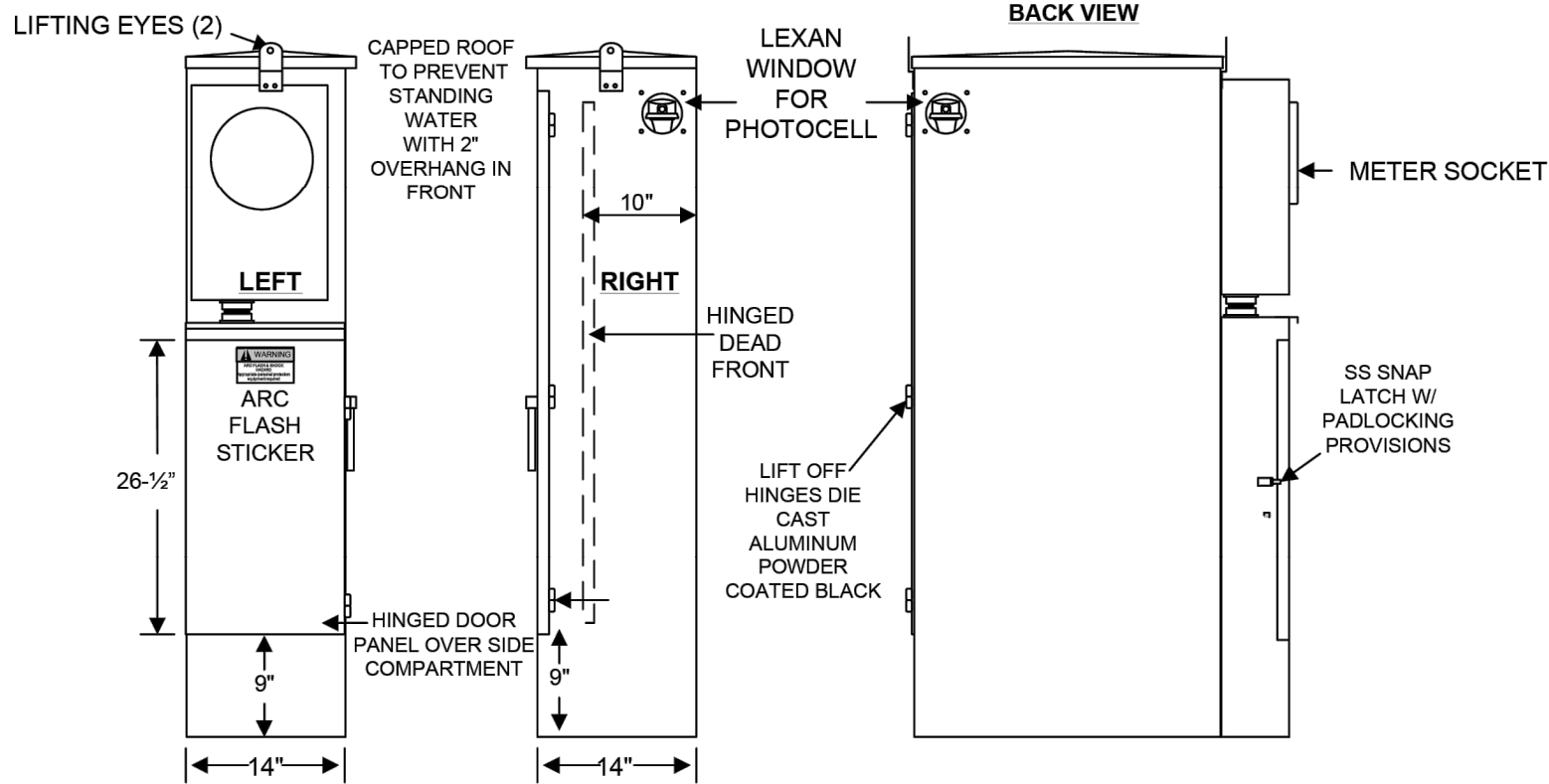
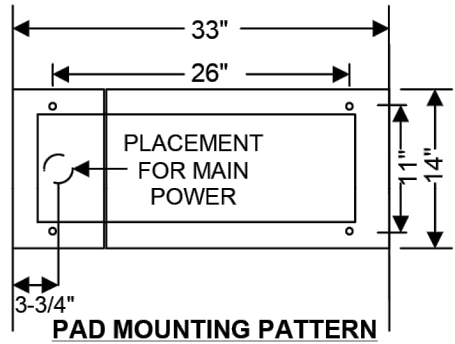


OLTMAN PARK
CABINET A



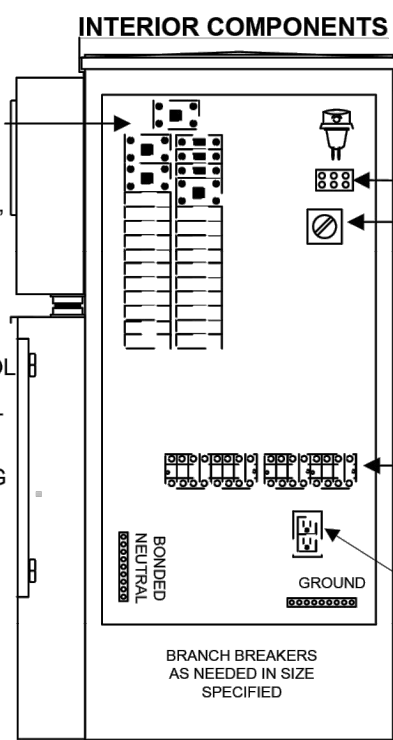
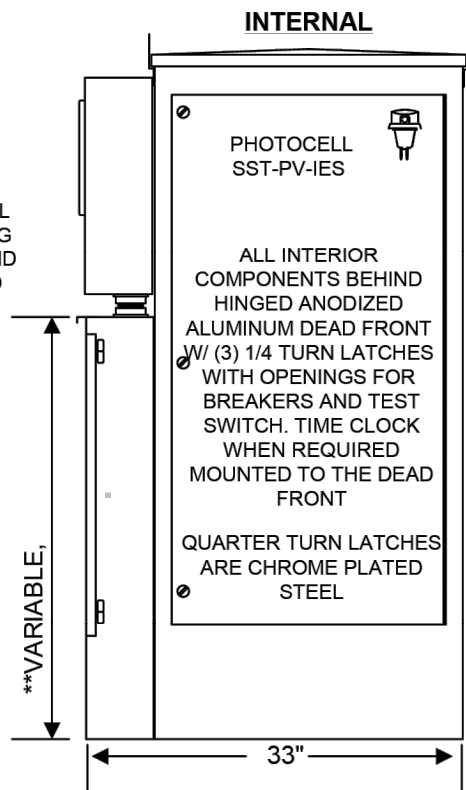
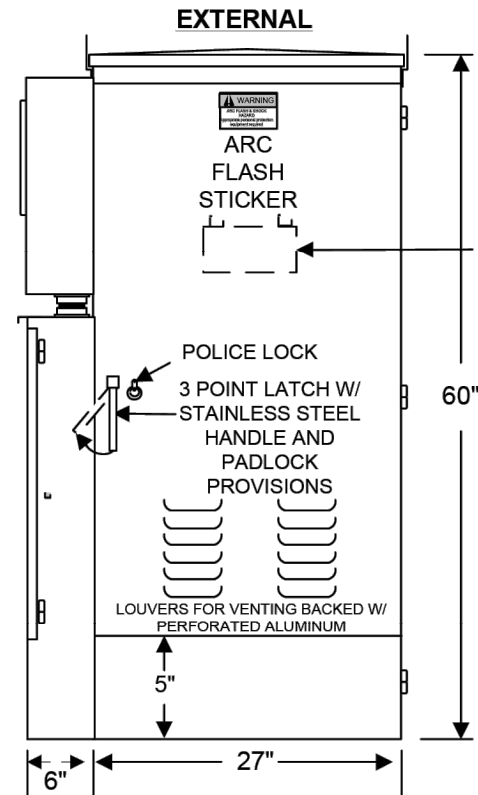
BOX CONSTRUCTION:

- NEMA3R
- 1/8" ALUMINUM 5052-H32
- BARE ALUMINUM FINISH
- NEOPRENE GASKET ON DOORS
- STAINLESS STEEL HARDWARE (UNLESS OTHERWISE NOTED)
- STAINLESS STEEL FASTENERS
- SERVICE ENTRANCE RATED
- WIRING ETL LISTED IN ACCORDANCE WITH UL508A
- BOX ETL LISTED IN ACCORDANCE WITH UL508A



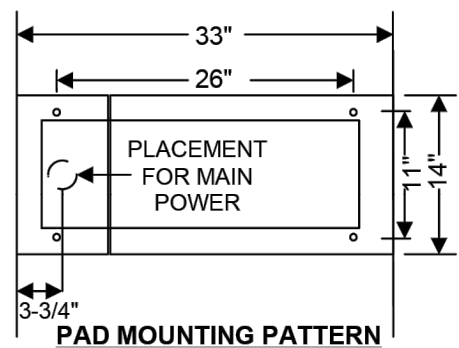
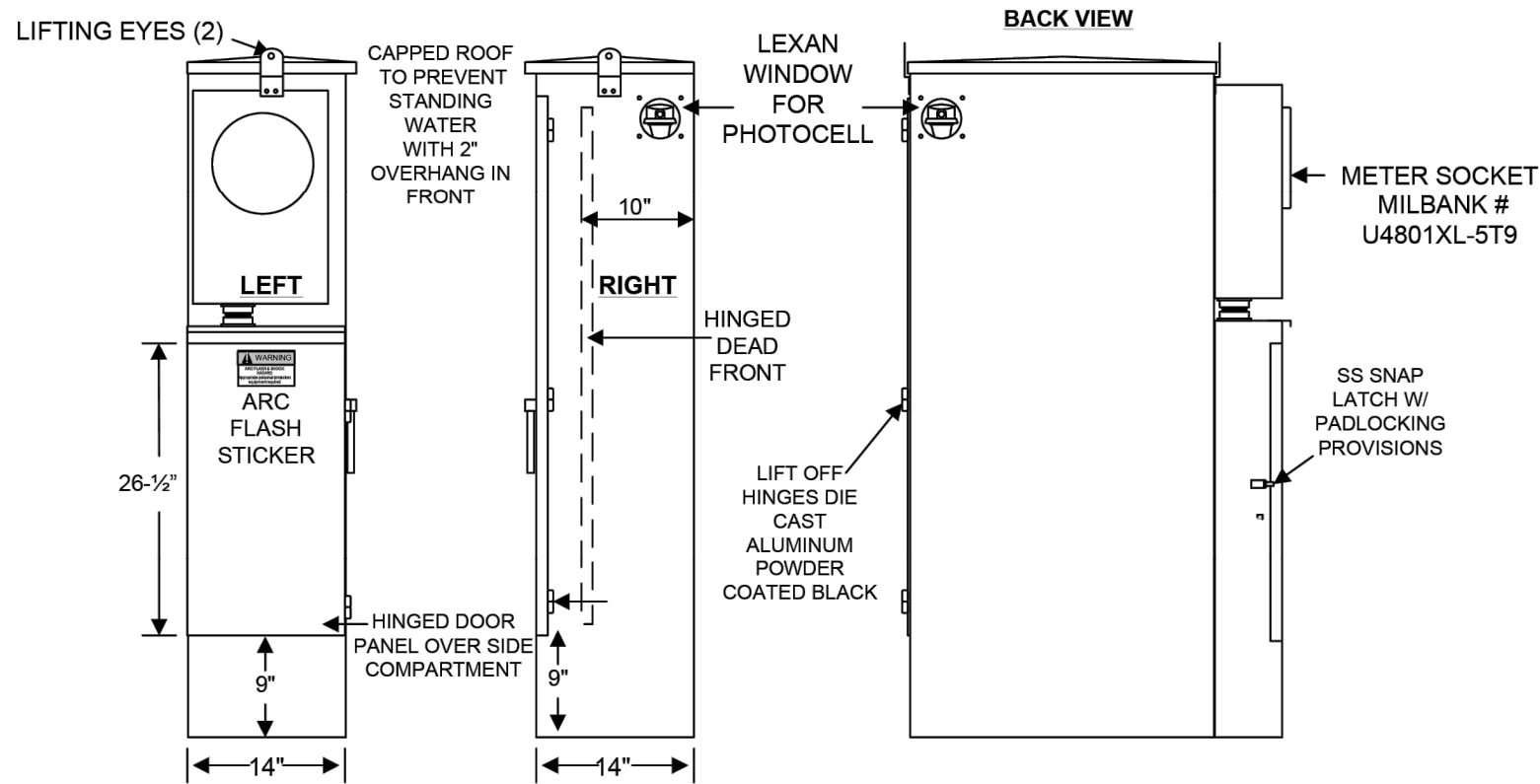
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7350 COURTHOUSE BLVD. INVER GROVE HGTS., MN 55077			
SCALE: N.T.S.	APPROVED BY:	DRAWN BY: MMP	
DATE: 3/18/15	QUANTITY:	REVISED: 4/1/2025	
CUSTOMER: CITY OF COTTAGE GROVE			
PROJECT: OLTMAN PARK		DRAWING NUMBER	
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OLTMAN PARK
CABINET B



BOX CONSTRUCTION:

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- BARE ALUMINUM FINISH
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- STAINLESS STEEL HARDWARE (UNLESS OTHERWISE NOTED)
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- WIRING ETL LISTED IN ACCORDANCE WITH UL508A
- BOX ETL LISTED IN ACCORDANCE WITH UL508A



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Andrew N. Olson

ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025

BOLTON & MENK

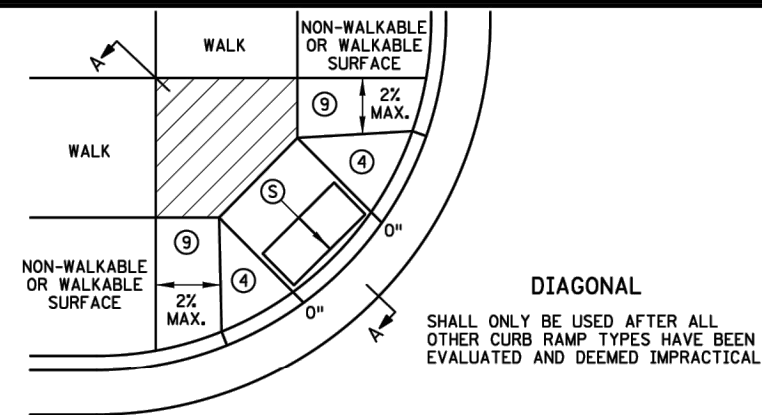
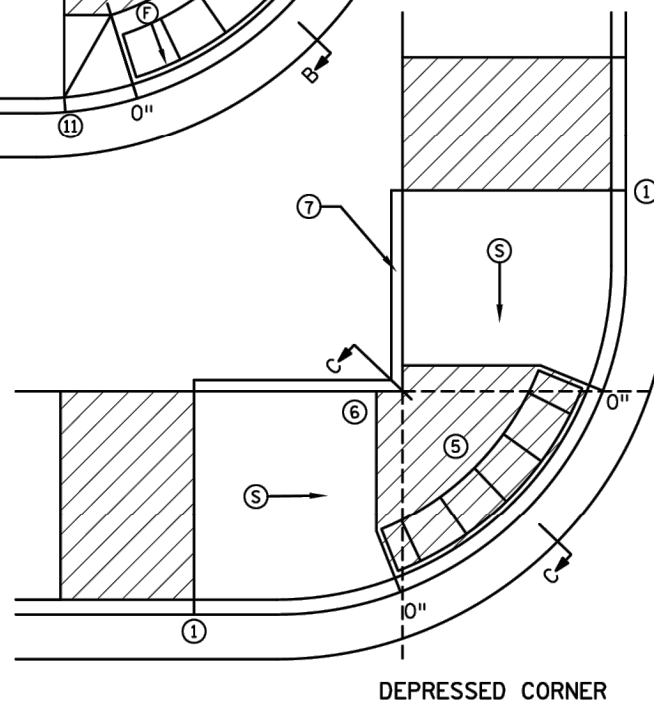
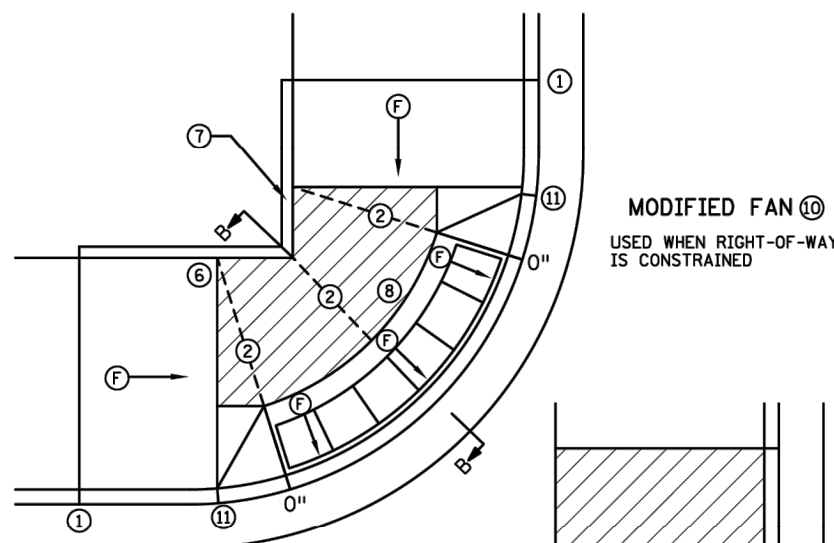
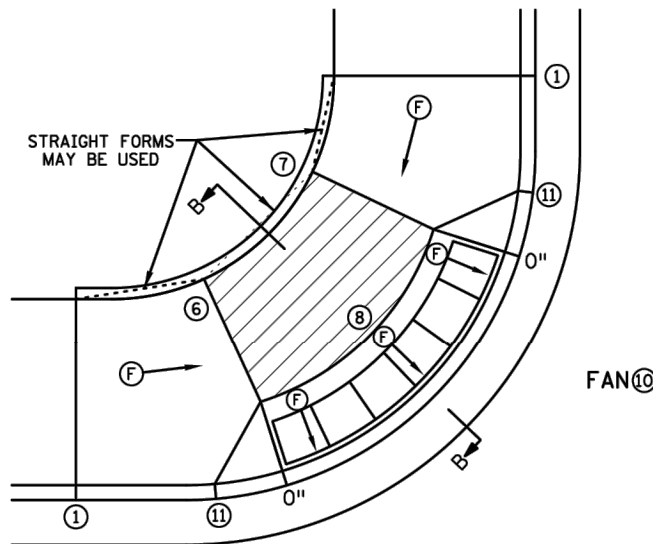
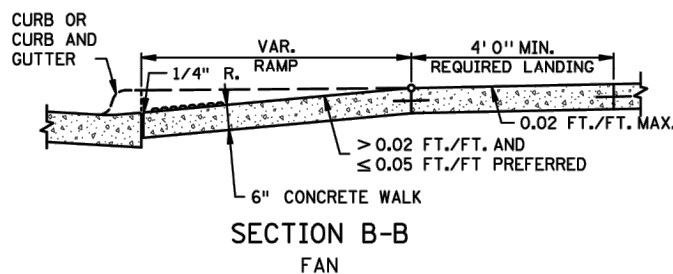
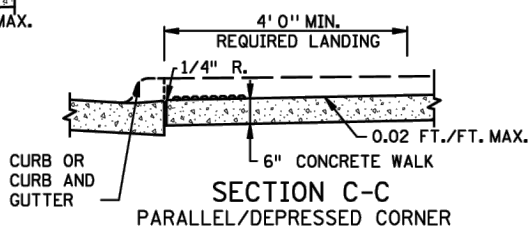
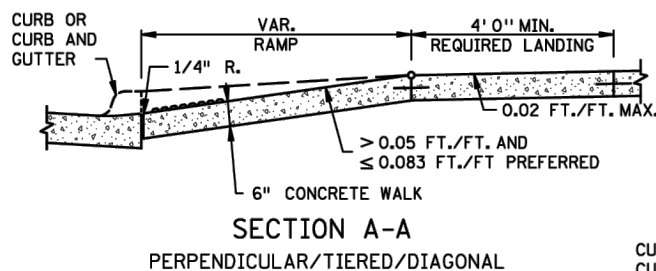
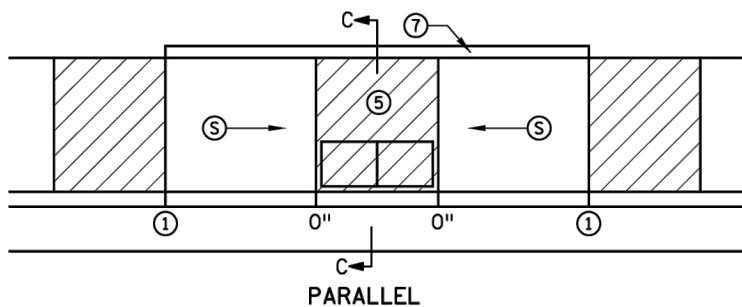
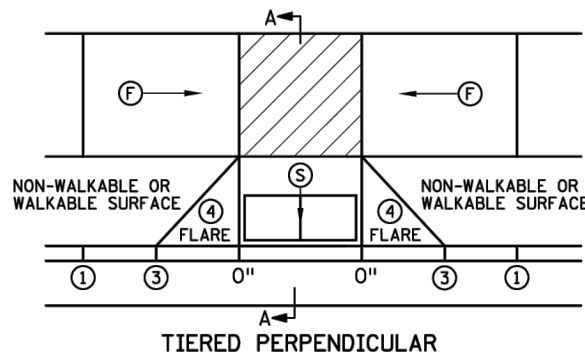
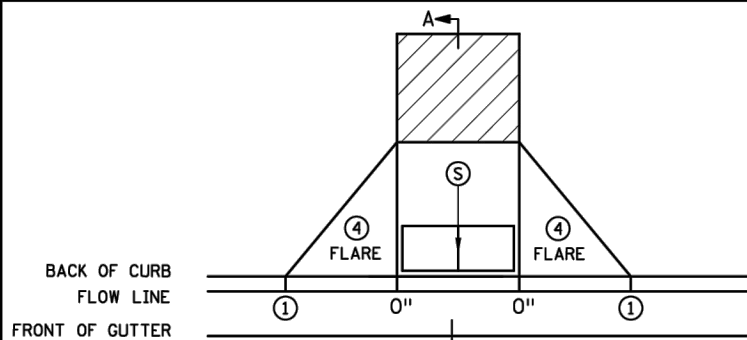
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CITY OF COTTAGE GROVE, MINNESOTA	
OLTMAN PARK	

SHEET



NOTES:

- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.
- INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
- SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.
- CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR, 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
- ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH, (EXCEPT AS STATED IN 6) BELOW.
- TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR, FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 OF 6 FOR ALL SEPARATELY POURED INITIAL LANDINGS.
- WHEN SIDEWALK IS AT BACK OF CURB, TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE. MAINTAIN POSITIVE BOULEVARD DRAINAGE TO TOP OF CURB.
- ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
- 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0" - 3" OFFSET IS ALLOWED.
- WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
- RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

- 1 MATCH FULL HEIGHT CURB.
- 2 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
- 3 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
- 4 SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS.
- 5 DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
- 6 THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
- 7 WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS LESS THAN 5% RUNNING SLOPE SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- 8 A 7' MIN TOP RADIUS GRADE BREAK IS REQUIRED TO BE CONSTRUCTIBLE.
- 9 PAVE FULL WALK WIDTH.
- 10 "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.
- 11 INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8-10% TO A MINIMUM 3" CURB HEIGHT. REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

LEGEND

- THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.
- (S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- (F) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
- X" CURB HEIGHT

REVISION:

APPROVED: 11-04-2021

Jeffrey Perkins
OPERATIONS DIVISION



STANDARD PLAN 5-297.250

1 OF 6

APPROVED: 11-04-2021
REVIS:

THOMAS TYRBYCKI
STATE DESIGN ENGINEER

STATE PROJ. NO.

PEDESTRIAN CURB RAMP DETAILS

(TH) SHEET NO. OF SHEETS

CITY OF COTTAGE GROVE, MINNESOTA

OLTMAN PARK

MNDOT PEDESTRIAN CURB RAMP DETAILS

SHEET

C1.08

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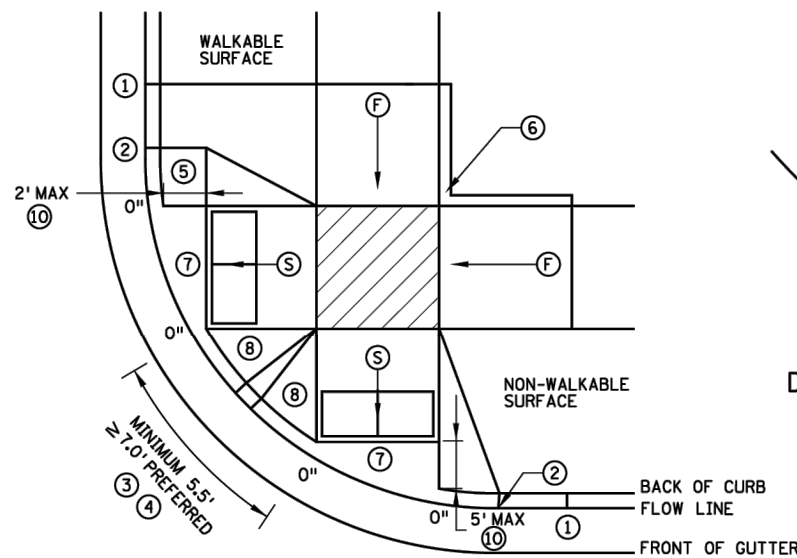
ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



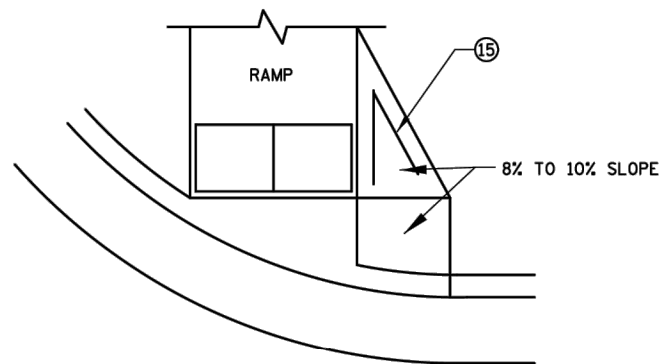
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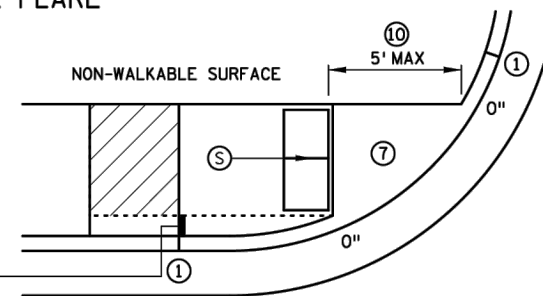


COMBINED DIRECTIONAL

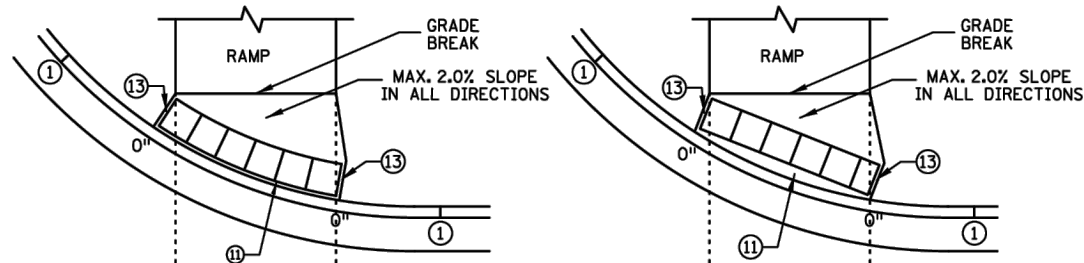


DIRECTIONAL RAMP WALKABLE FLARE

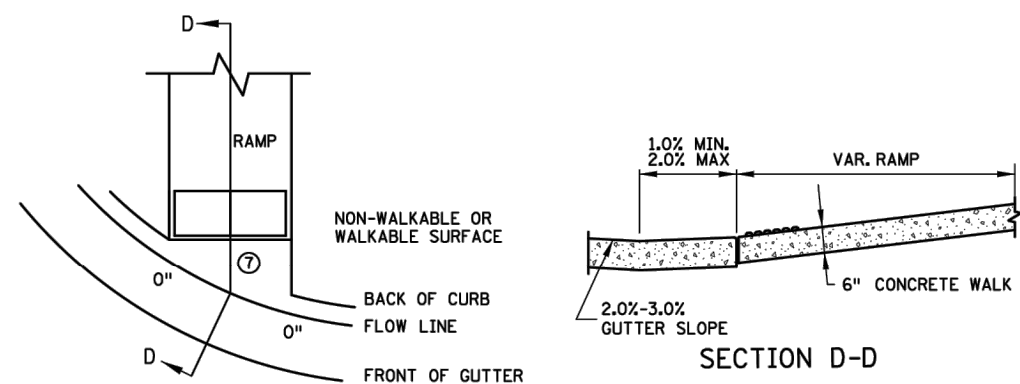
IF NON-CONCRETE BLVD. IS CONSTRUCTED AND IS LESS THAN 2' IN WIDTH AT TOP OF CURB TRANSITION, PAVE CONCRETE RAMP WIDTH TO ADJACENT BACK OF CURB.



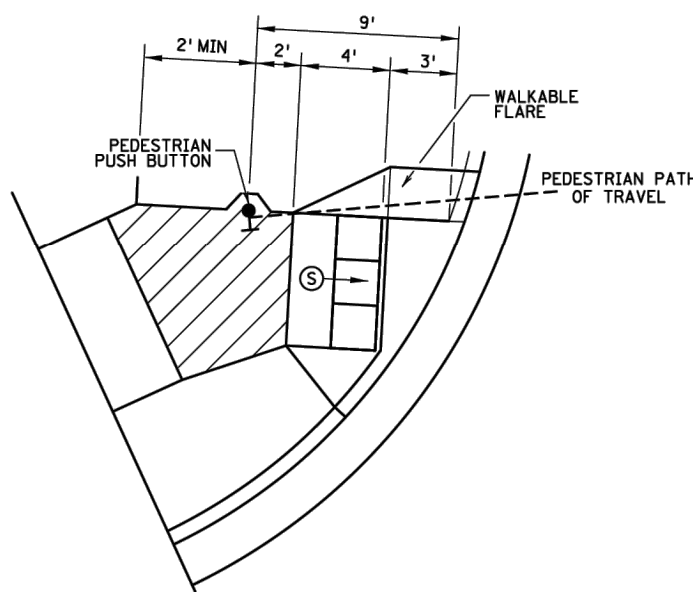
STANDARD ONE-WAY DIRECTIONAL ⑨



ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



CURB FOR DIRECTIONAL RAMPS ⑭



SEMI-DIRECTIONAL RAMP ③④⑨

3' DOME SETBACK, 4' LONG RAMP AND PUSH BUTTON 9' FROM THE BACK OF CURB
PRIMARYLY USED FOR APS APPLICATIONS WHERE THE PAR DOES NOT CONTINUE PAST THE PUSH BUTTON (DEAD-END SIDEWALK)

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY, FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0" - 3" OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

- ① MATCH FULL CURB HEIGHT.
- ② 3" HIGH CURB WHEN USING A 3' LONG RAMP
4" HIGH CURB WHEN USING A 4' LONG RAMP.
- ③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
- ④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
- ⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHALL BE USED. SEE THE DETAIL ON THIS SHEET.
- ⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- ⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
- ⑧ 8% TO 10% WALKABLE FLARE.
- ⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
- ⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- ⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
- ⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
- ⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.
- ⑮ PLACE 2 NO. 4 BARS 4 INCHES FROM SIDE OF FORMS WITH A MINIMUM 2 INCHES OF CONCRETE COVER ALONG EACH SIDE OF FLARE (INCIDENTAL).

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ⑥ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ⑦ LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
- X" CURB HEIGHT

REVISION:
APPROVED: 11-04-2021
<i>Jeffrey Perkins</i>
JEFFREY PERKINS OPERATIONS DIVISION

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.

ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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STANDARD PLAN 5-297.250	2 OF 6
<i>Tom Styrbicki</i>	APPROVED: 11-04-2021
THOMAS STYRBICKI STATE DESIGN ENGINEER	REVISED:
STATE PROJ. NO.	

PEDESTRIAN CURB RAMP DETAILS

(T.H.) SHEET NO. OF SHEETS

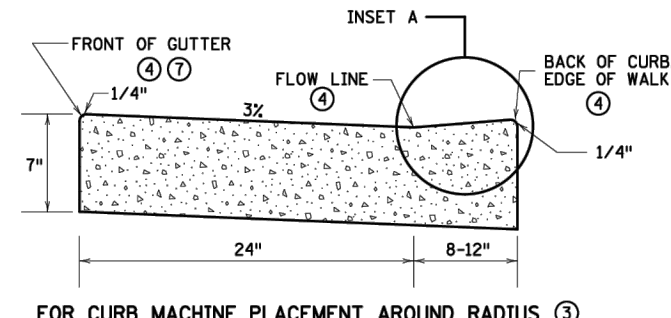
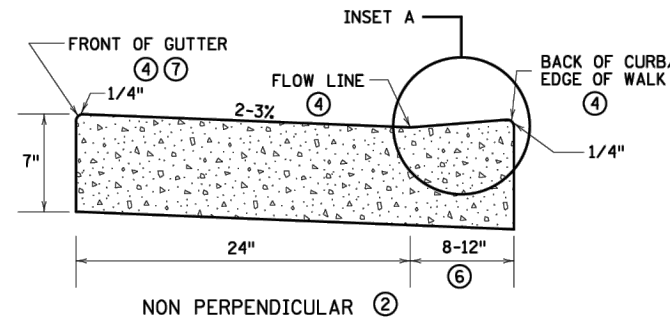
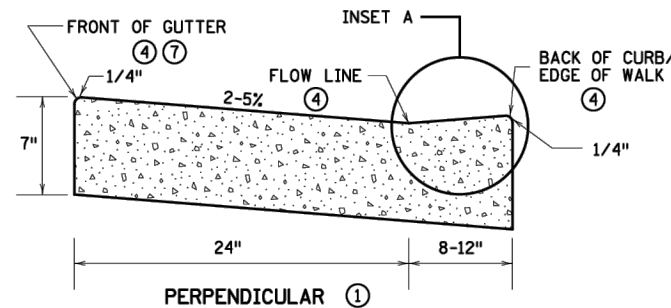
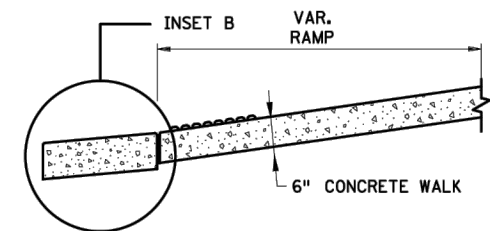
CITY OF COTTAGE GROVE, MINNESOTA

OLTMAN PARK

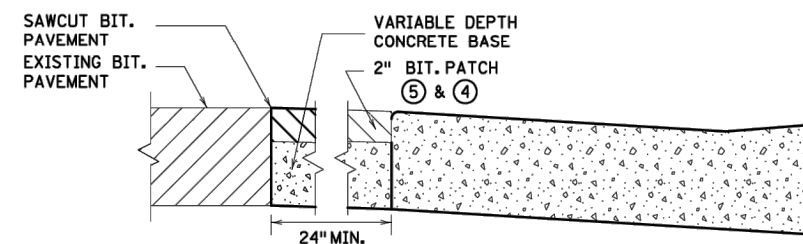
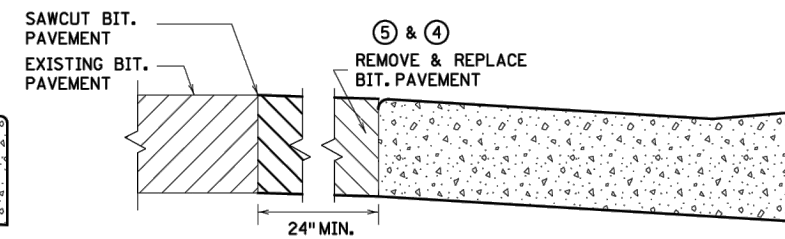
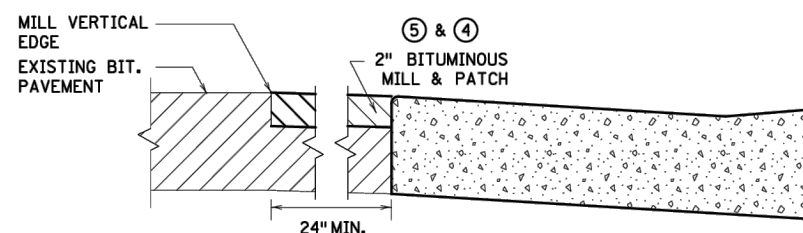
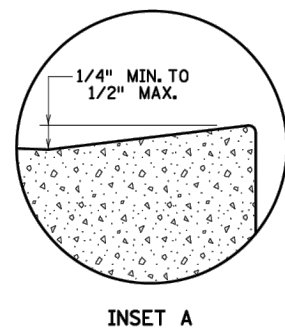
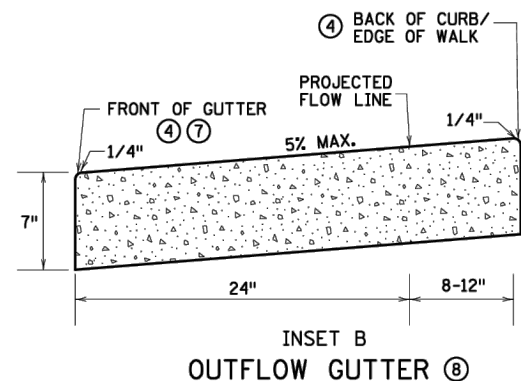
MNDOT PEDESTRIAN CURB RAMP DETAILS

SHEET

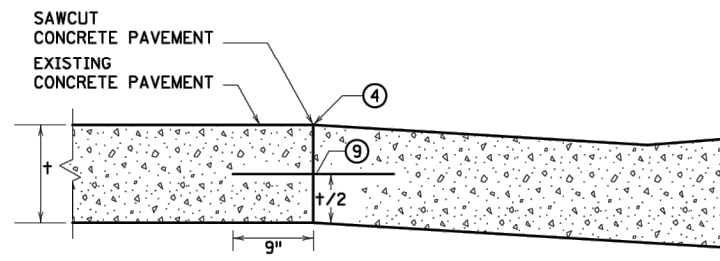
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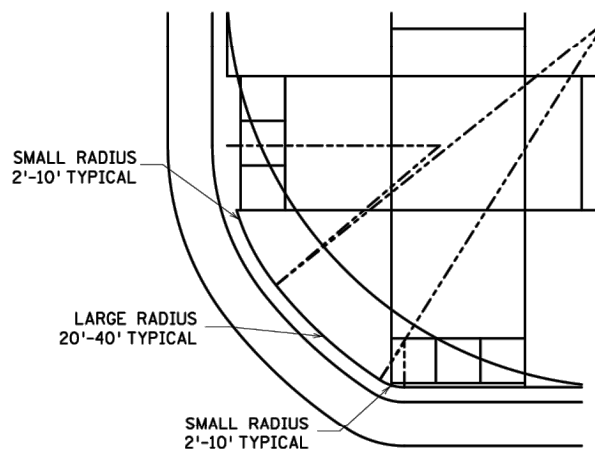
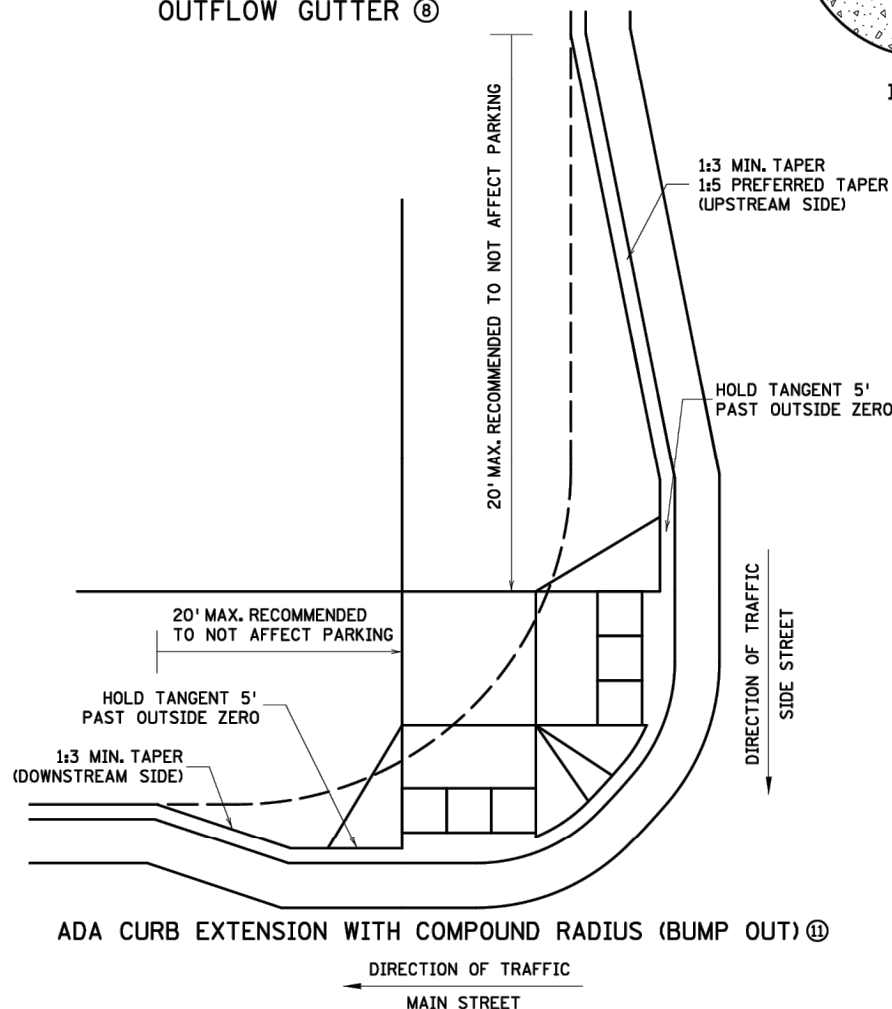
PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL



ONLY ALLOWED PER ENGINEER'S APPROVAL



PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER FOR USE ON CURB RAMP RETROFITS



COMBINED DIRECTIONAL (COMPOUND RADIUS)

NOTES:

- POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM. NO PONDING SHALL BE PRESENT IN THE PAR.
- ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.
- ① FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMP.
- ② FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.
- ③ BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.
- ④ THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".
- ⑤ ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.
- ⑥ VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.
- ⑦ TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.
- ⑧ SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.
- ⑨ DRILL AND GROUT NO. 4 EPOXY-COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1' MINIMUM FROM ALL JOINTS.
- ⑩ HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.
- ⑪ CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.

REVISION:
APPROVED: 11-04-2021
<i>Jeffrey Perkins</i> JEFFREY PERKINS OPERATIONS DIVISION

m MINNESOTA
DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250	3 OF 6
<i>Tom Styrbicki</i> THOMAS STYRBICKI STATE DESIGN ENGINEER	APPROVED: 11-04-2021 REVISED:
STATE PROJ. NO.	

PEDESTRIAN CURB RAMP DETAILS

(TH) SHEET NO. OF SHEETS

CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK

MNDOT PEDESTRIAN CURB RAMP DETAILS

SHEET

C1.10

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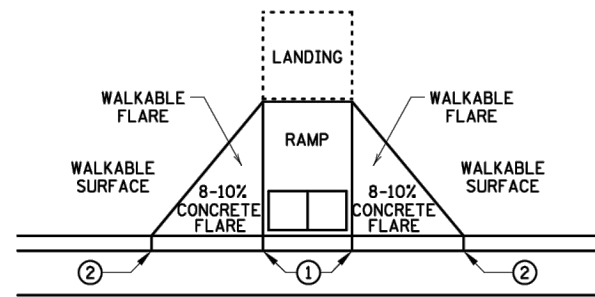
Andrew N Olson
ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



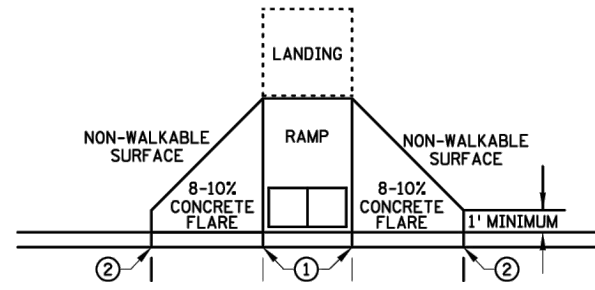
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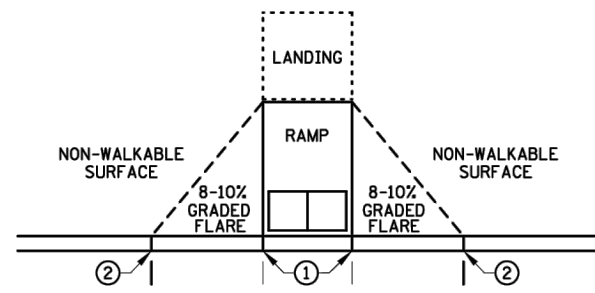
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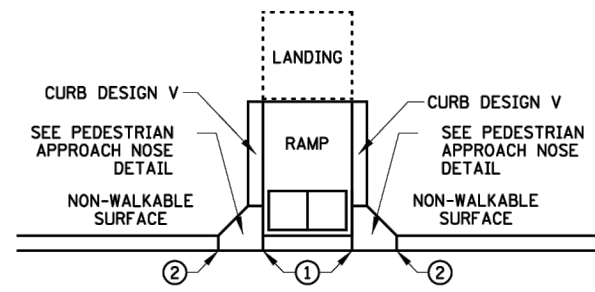
PAVED FLARES
ADJACENT TO WALKABLE SURFACE



PAVED FLARES
ADJACENT TO NON-WALKABLE SURFACE

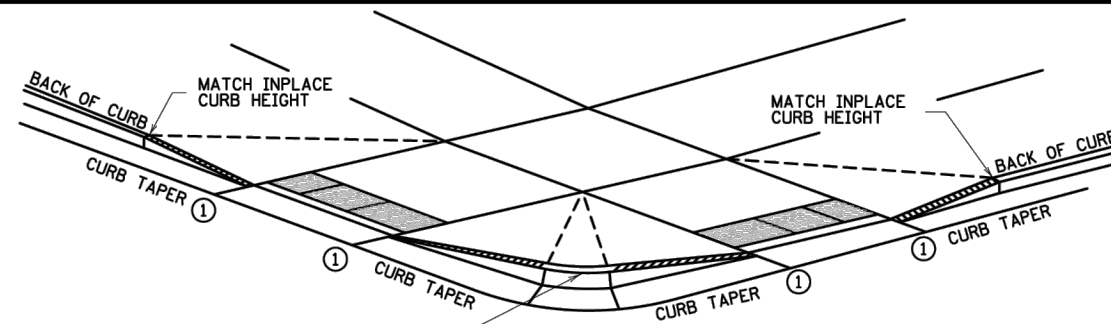


GRADED FLARES



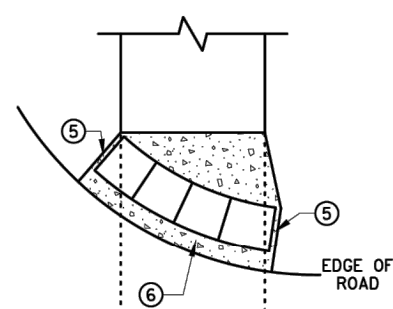
RETURNED CURB ④

TYPICAL SIDE TREATMENT OPTIONS ③ ⑩

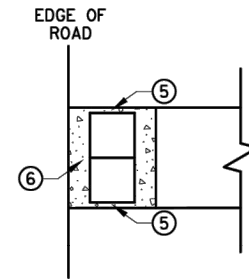


3" MINIMUM CURB HEIGHT, 4" PREFERRED
(MEASURED AT FRONT FACE OF CURB)
FOR A MIN. 6" LENGTH (MEASURED ALONG FLOW LINE)

DETECTABLE EDGE WITH ⑦
CURB AND GUTTER

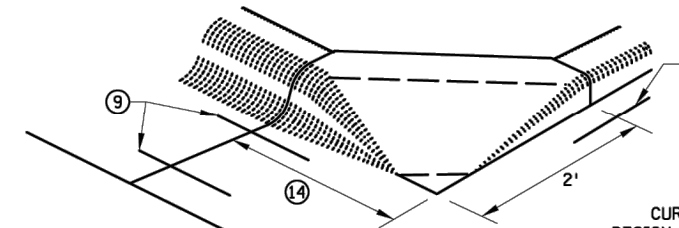


RADIAL DETECTABLE WARNING

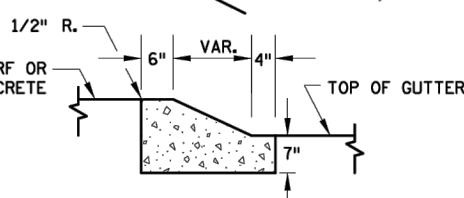


RECTANGULAR DETECTABLE WARNING

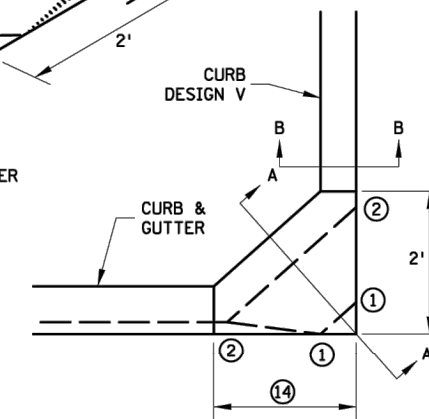
DETECTABLE EDGE WITHOUT CURB AND GUTTER



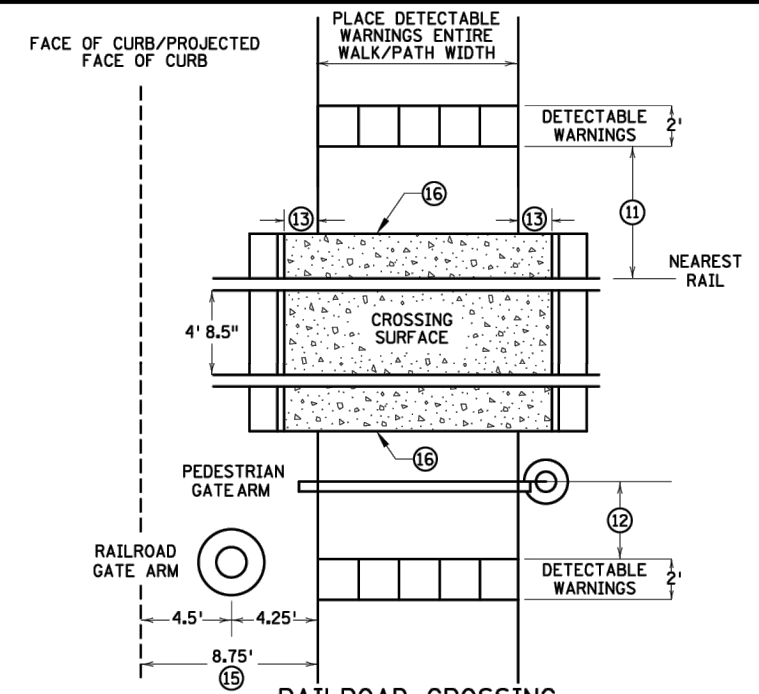
SECTION A-A



SECTION B-B



PEDESTRIAN APPROACH
NOSE DETAIL
(FOR RETURNED CURB
SIDE TREATMENT)



RAILROAD CROSSING
PLAN VIEW

NOTES:

INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8-10% TO A MINIMUM 3 INCH CURB HEIGHT. INCREASE CURB TAPER LENGTH AT LESS THAN 8% OR REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.

A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.

① 0" CURB HEIGHT. SEE INSET A ON SHEET 3 OF 6.

② FULL CURB HEIGHT.

③ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.

④ TYPICALLY USED FOR MEDIANS AND ISLANDS.

⑤ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

⑥ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.

⑦ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.

⑧ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.

⑨ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.

⑩ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE. CONSTRUCT THESE TAPERS AT 0"-3" AT 8-10%, THEN LESS THAN 5% FROM 3" CURB TO FULL CURB HEIGHT.

⑪ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.

⑫ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑪.

⑬ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.

⑭ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.

⑮ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

⑯ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.

REVISION:
APPROVED: 11-04-2021
<i>Jeffrey Perkins</i>
JEFFREY PERKINS
OPERATIONS DIVISION

m MINNESOTA
DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250	4 OF 6
<i>Tom Sika</i>	APPROVED: 11-04-2021
THOMAS TYRBYCKI	REVISD:
STATE PROJ. NO.	(TH) SHEET NO. OF SHEETS

PEDESTRIAN CURB RAMP DETAILS

CITY OF COTTAGE GROVE, MINNESOTA

OLTMAN PARK

MNDOT PEDESTRIAN CURB RAMP DETAILS

SHEET

C1.11

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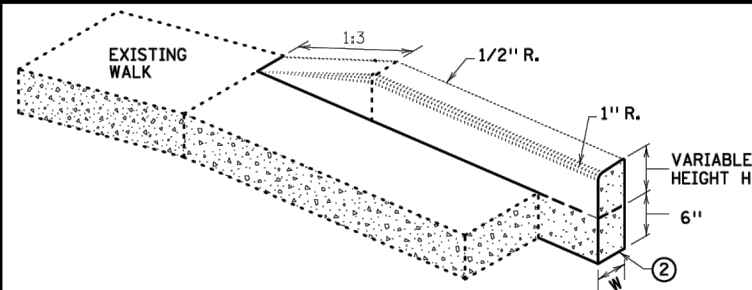
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ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



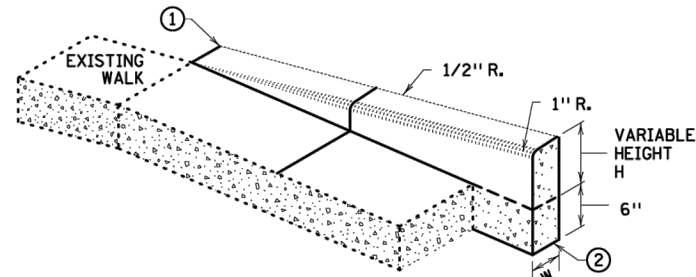
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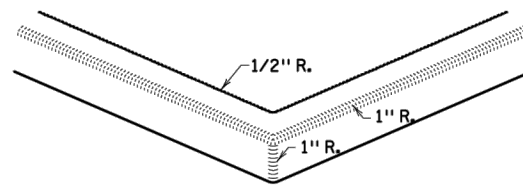
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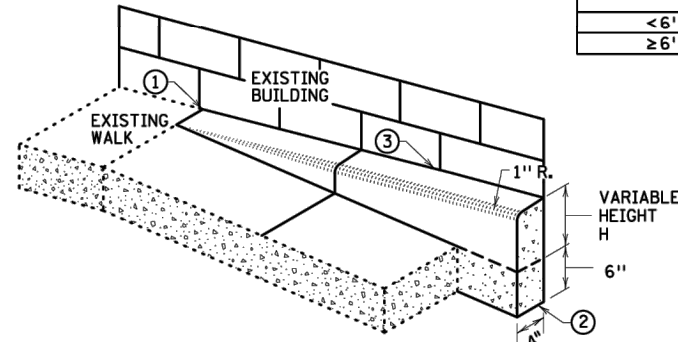
V CURB ADJACENT TO LANDSCAPE
CURB WITHIN SIDEWALK LIMITS



V CURB ADJACENT TO LANDSCAPE
CURB OUTSIDE SIDEWALK LIMITS

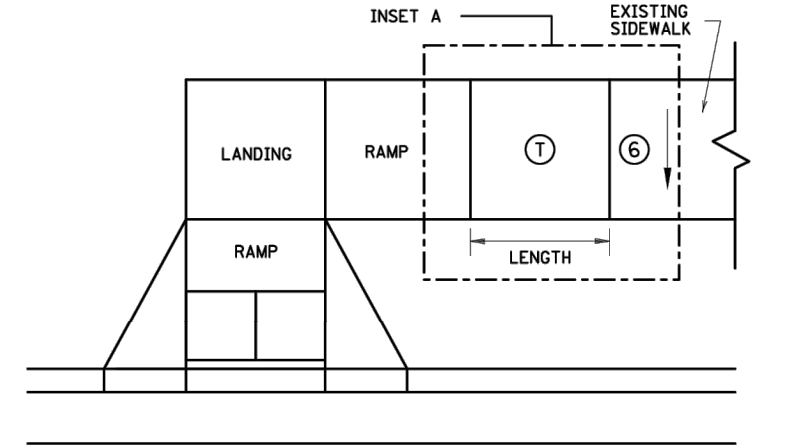


V CURB INTERSECTION

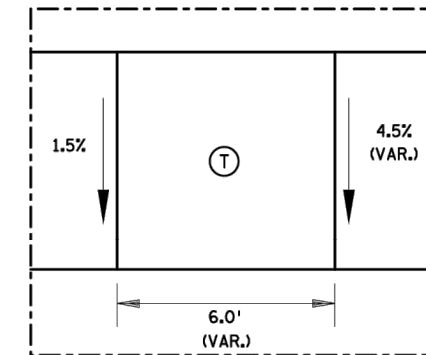


V CURB ADJACENT TO BUILDING
OR BARRIER

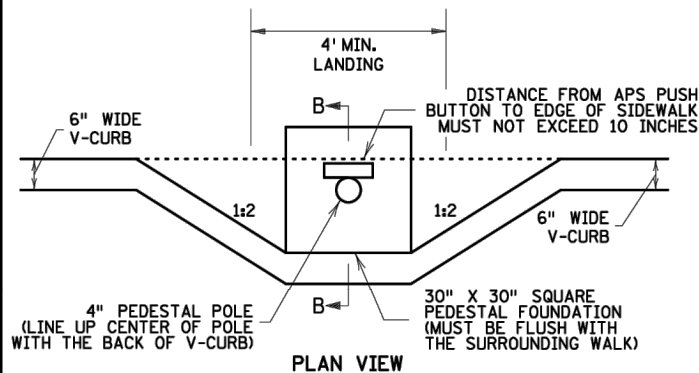
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



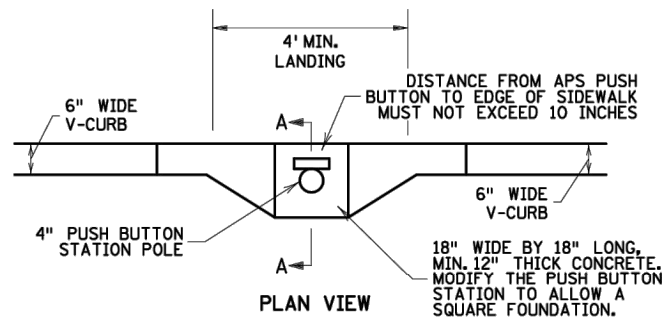
TRANSITION PANEL ④ ⑤



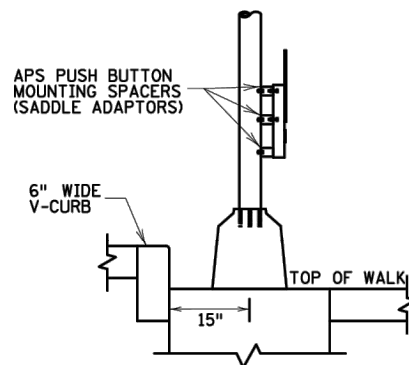
INSET A



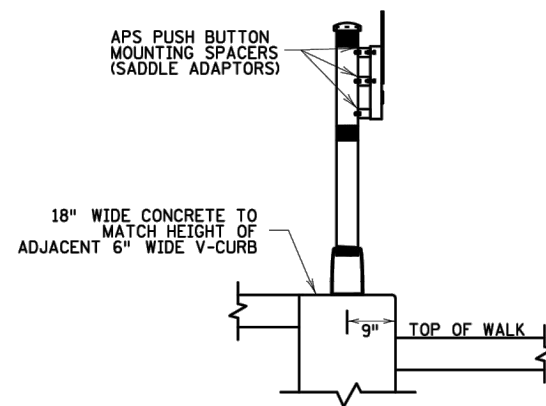
PLAN VIEW



PLAN VIEW



SECTION B-B
SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



SECTION A-A
PUSH BUTTON STATION (V-CURB)

NOTES:

- A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.
- ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.
- WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.
- V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.
- V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.
- END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
- ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- CONSTRUCT USING APPROVED EXPANSION MATERIAL PER MNDOT TYPE A-E EXPANSION. LEAVE A MINIMUM 1/2" TOP GAP AND SEAL WITH MNDOT APPROVED SILICONE PER MNDOT SPEC 3722.
- THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
- TRANSITION PANEL(S) ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
- EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND

- THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.
- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ④ LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
- ① TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

REVISION:

APPROVED: 11-04-2021

Jeffrey Perkins
OPERATIONS DIVISION

MINNESOTA
DEPARTMENT
OF
TRANSPORTATION

STANDARD PLAN 5-297.250 5 OF 6

APPROVED: 11-04-2021
REVISED:

STATE PROJ. NO.

PEDESTRIAN CURB RAMP DETAILS

(TH) SHEET NO. OF SHEETS

CITY OF COTTAGE GROVE, MINNESOTA

OLTMAN PARK

MNDOT PEDESTRIAN CURB RAMP DETAILS

SHEET

C1.12

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.

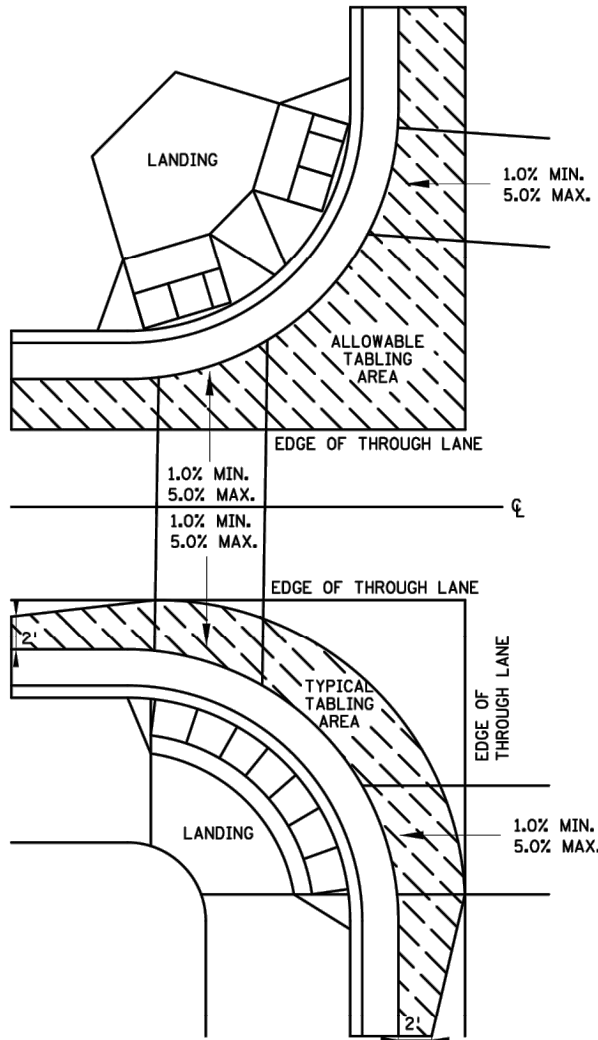
ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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CLIENT PROJ. NO.	24X.136878		



CURB LINE AND ROAD CROSSING ADJUSTMENTS

GENERAL NOTES:

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
- 2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
- 3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
- 4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

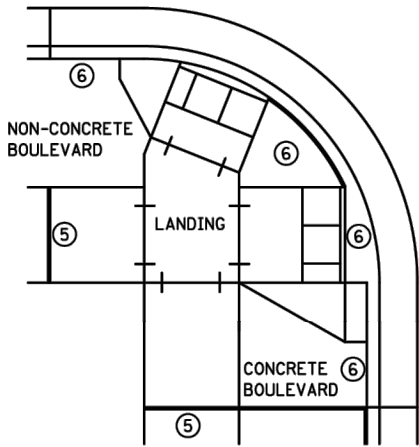
RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
- 2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
- 3) 5.0% RECOMMENDED MAX. FLOW LINE
- 4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

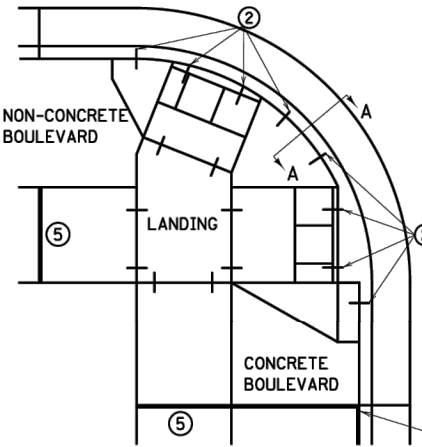
REVISION:

APPROVED: 11-04-2021

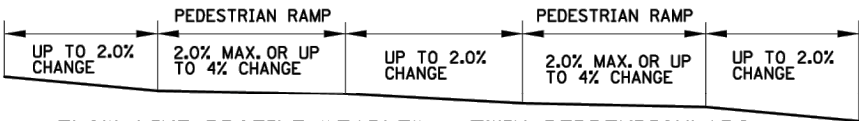
Jeffrey Perkins
JEFFREY PERKINS
OPERATIONS DIVISION



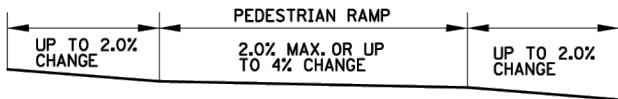
EXPANSION MATERIAL PLACEMENT
FOR CONCRETE ROADWAYS



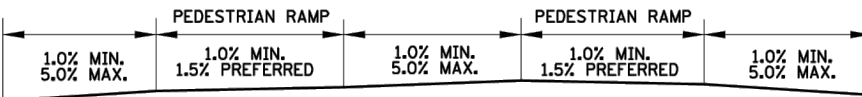
CURB LINE REINFORCEMENT
PLACEMENT ON BITUMINOUS ROADWAYS



FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



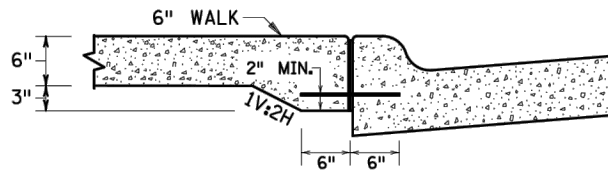
FLOW LINE PROFILE "TABLE" - FAN



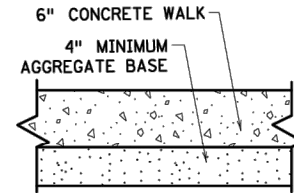
FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS



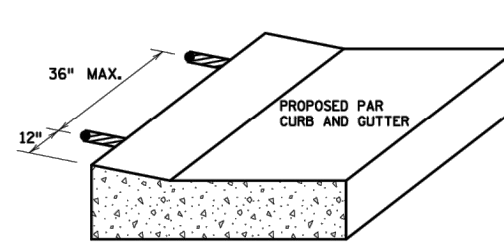
FLOW LINE PROFILE RAISE - FAN



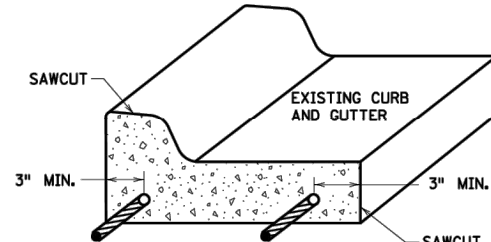
SECTION VIEW A-A
THICKENED SECTION
THROUGH CURB RAMP FLARES



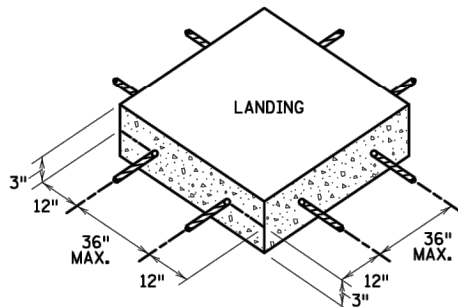
TYPICAL SIDEWALK SECTION
WITHIN INTERSECTION CORNER



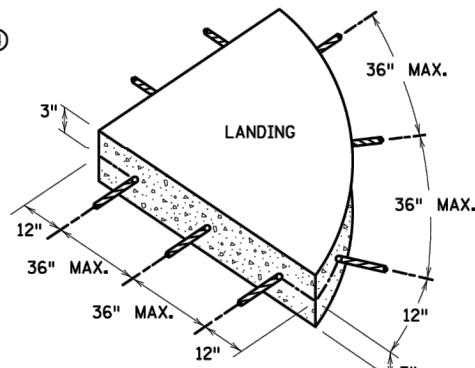
CURB RAMP REINFORCEMENT DETAILS



CURB AND GUTTER
REINFORCEMENT



SEPARATE LANDING
POUR REINFORCEMENT



NOTES:

- 1) TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.
- 2) DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) AT 36" MAXIMUM CENTER TO CENTER MINIMUM 12" SPACING FROM CONSTRUCTION JOINTS. BARS TO BE ADJUSTED TO MATCH RAMP GRADE. BARS TO BE PAID BY EACH.
- 3) DRILL AND GROUT 2 - NO. 4 X 12" LONG (6" EMBEDDED) REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS. BARS TO BE PAID BY EACH.
- 4) THIS CURB LINE REINFORCEMENT DETAIL SHALL BE USED ON BITUMINOUS ROADWAYS. FOR CONCRETE ROADWAYS, SEE NOTE 6.
- 5) CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.
- 6) USE AN APPROVED TYPE F (1/4 INCH THICK) SEPARATION MATERIAL. SEPARATION MATERIAL SHALL MATCH FULL HEIGHT DIMENSION OF ADJACENT CONCRETE.



STANDARD PLAN 5-297.250

6 OF 6

THOMAS STYBICKI
STATE DESIGN ENGINEER

APPROVED: 11-04-2021

REVISED:

STATE PROJ. NO.

PEDESTRIAN CURB RAMP DETAILS

(TH) SHEET NO. OF SHEETS

CITY OF COTTAGE GROVE, MINNESOTA

OLTMAN PARK

MNDOT PEDESTRIAN CURB RAMP DETAILS

SHEET

C1.13



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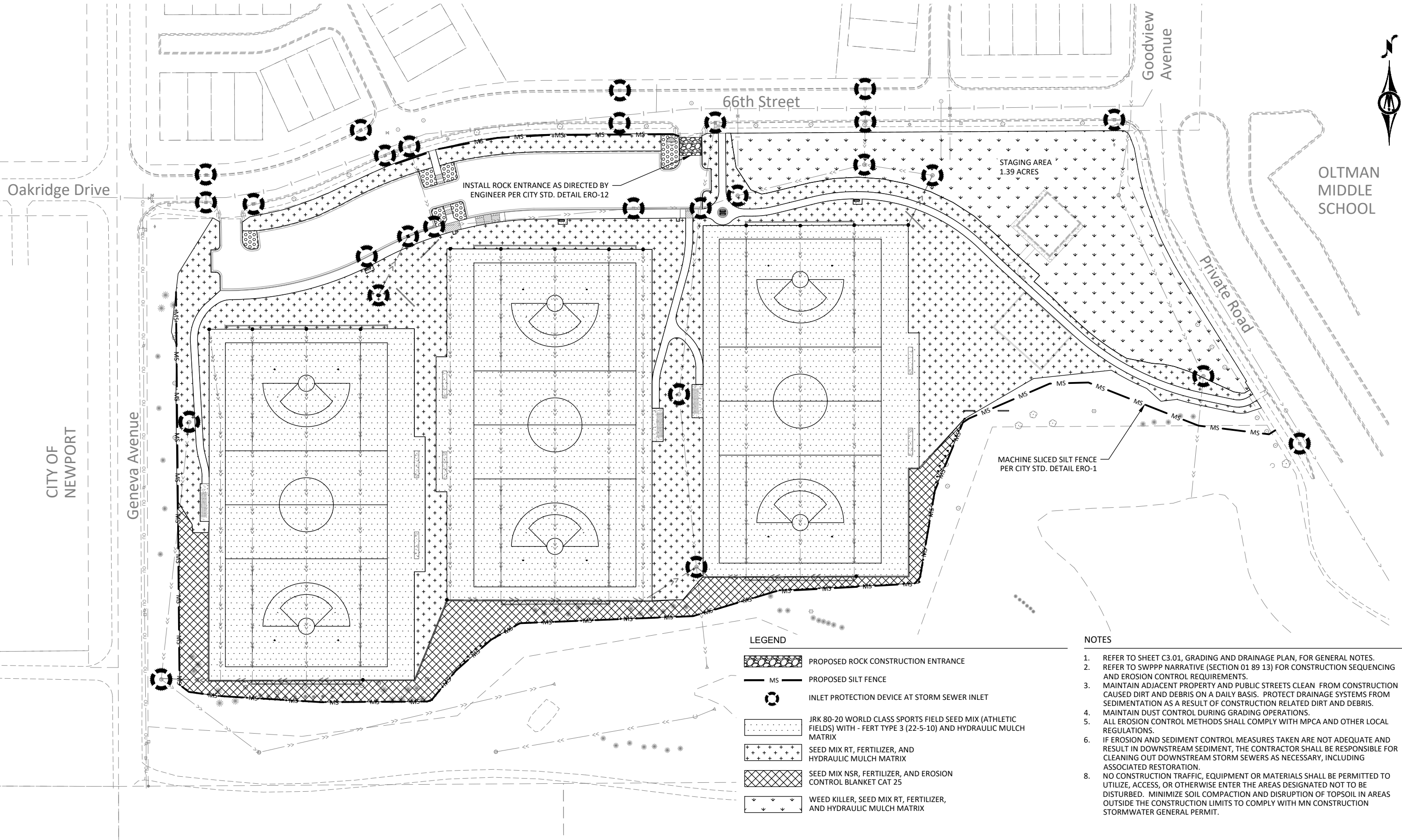


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CLIENT PROJ. NO.			
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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025

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LEGEND

- PROPOSED ROCK CONSTRUCTION ENTRANCE
- PROPOSED SILT FENCE
- INLET PROTECTION DEVICE AT STORM SEWER INLET
- JRK 80-20 WORLD CLASS SPORTS FIELD SEED MIX (ATHLETIC FIELDS) WITH - FERT TYPE 3 (22-5-10) AND HYDRAULIC MULCH MATRIX
- SEED MIX RT, FERTILIZER, AND HYDRAULIC MULCH MATRIX
- SEED MIX NSR, FERTILIZER, AND EROSION CONTROL BLANKET CAT 25
- WEED KILLER, SEED MIX RT, FERTILIZER, AND HYDRAULIC MULCH MATRIX

NOTES

- REFER TO SHEET C3.01, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
- REFER TO SWPPP NARRATIVE (SECTION 01 89 13) FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS.
- MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
- MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
- ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND OTHER LOCAL REGULATIONS.
- IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN DOWNSTREAM SEDIMENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING OUT DOWNSTREAM STORM SEWERS AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
- NO CONSTRUCTION TRAFFIC, EQUIPMENT OR MATERIALS SHALL BE PERMITTED TO UTILIZE, ACCESS, OR OTHERWISE ENTER THE AREAS DESIGNATED NOT TO BE DISTURBED. MINIMIZE SOIL COMPACTION AND DISRUPTION OF TOPSOIL IN AREAS OUTSIDE THE CONSTRUCTION LIMITS TO COMPLY WITH MN CONSTRUCTION STORMWATER GENERAL PERMIT.



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.

ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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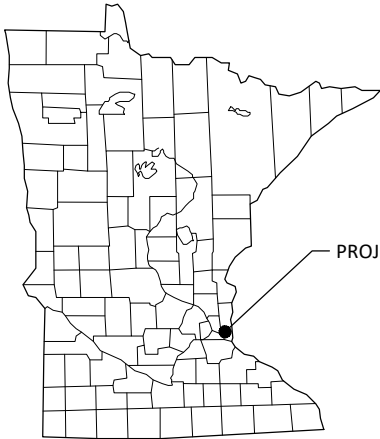
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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
EROSION CONTROL AND TURF ESTABLISHMENT

SHEET
C2.01

STORMWATER
POLLUTION PREVENTION
PLAN (SWPPP)

OLTMAN PARK - PARK IMPROVEMENTS
CITY OF COTTAGE GROVE
WASHINGTON COUNTY, MINNESOTA



PROJECT LOCATION

LEGEND

- 1-MILE BOUNDARY
- PROJECT BOUNDARY
- IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- RECEIVING WATERS

RESPONSIBLE PARTIES:
The Contractor and Owner will be joint applicants under the MPCA's General Stormwater Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program.

The Contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs.

A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

	COMPANY	CONTACT PERSON	PHONE
OWNER:	City of Cottage Grove	Zac Dockter	651-458-2808
SWPPP DESIGNER:	Bolton & Menk, Inc.	BRIAN RUCKER	952-256-3523
CONTRACTOR:	TBD	TBD	TBD
CONSTRUCTION SWPPP MANAGER:	TBD	TBD	TBD
PARTY RESPONSIBLE FOR LONG TERM O&M:	City of Cottage Grove	Zac Dockter	651-458-2808

The SWPPP Designer, Construction SWPPP Manager, and BMP Installer must have appropriate training. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Training documentation for the SWPPP Designer is included on the Narrative sheet. The Contractor shall attach training documentation to this SWPPP for the Construction SWPPP Manager and BMP Installer prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

ADDITIONAL COMPENSATION
Payment for all work associated with Erosion and Sediment Control shall be as described in the Project Manual. Unless otherwise authorized by the Owner no additional payment shall be made for any work required to administer and maintain the site erosion and sediment control in compliance with the Minnesota Pollution Control Agency (MPCA) - General Stormwater Permit for Construction Activity (MN R100001) including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing.

DOCUMENT RETENTION
Permittees must make the SWPPP, including all inspection reports, maintenance records, training records and other information required by this permit, available to federal, state, and local officials within three (3) days upon request for the duration of the permit and for three (3) years following the NOT.

GENERAL STORMWATER DISCHARGE REQUIREMENTS
All requirements listed in Section 5.1 of the Permit for the design of the permanent stormwater management system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:
1. The expected amount, frequency, intensity, and duration of precipitation.
2. The nature of stormwater runoff and run-on at the site
3. Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
4. The range of soil particle sizes expected to be present on the site.

Permanent stormwater treatment systems for this project have been designed in accordance with the guidance in the MN Stormwater Manual in place at the time of bidding. Copies of the design information and calculations are part of this SWPPP and will be provided in digital format upon written request to the Engineer.

PROJECT AREAS:

Total Project Size (disturbed area) =	9.6	ACRES
Existing area of impervious surface =	0.0	ACRES
Post construction area of impervious surface =	1.2	ACRES
Total new impervious surface area created =	1.2	ACRES

Planned Construction Start Date: 07/01/2025
Estimated Construction Completion Date: 10/31/2025

PERMANENT STORMWATER MANAGEMENT SYSTEM:
Type of storm water management used if more than 1 acre of new impervious surface is created:

X	Wet Sedimentation Basin
	Infiltration/Filtration
	Regional Pond
	Permanent Stormwater Management Not Required

PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
Washington County	T27N	R21W	6	44.852653°	-92.982018°

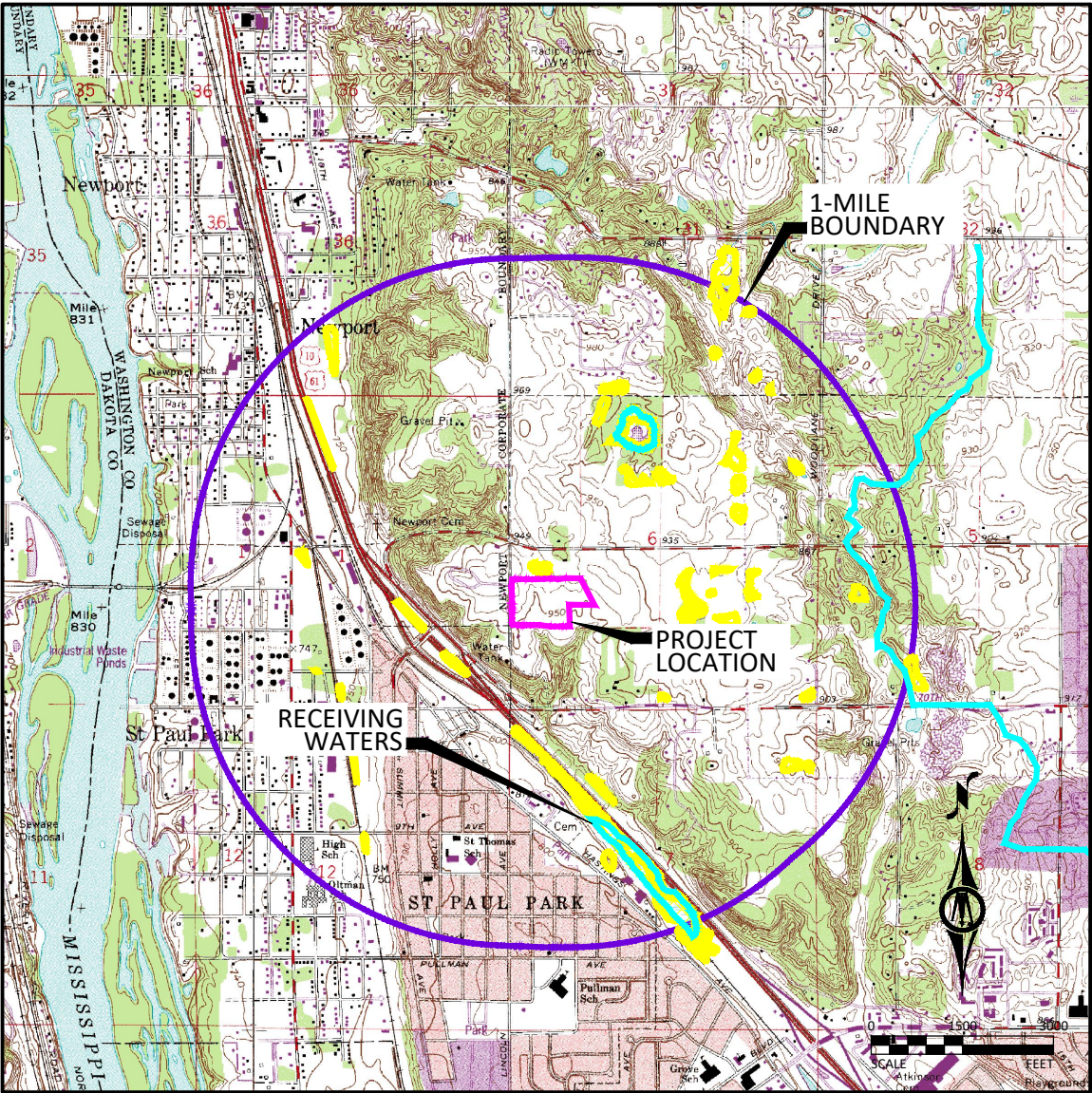
BMP SUMMARY	QUANTITY	UNIT
TEMPORARY CONSTRUCTION ENTRANCE	50	CU YD
INLET PROTECTION (ERO-10)	10	EACH
INLET PROTECTION (ERO-9)	17	EACH
SILT FENCE TYPE MACHINE SLICED	2,170	LIN FT
SANDY CLAY LOAM TOPSOIL BORROW	6,040	CU YD
SEEDING	9.6	ACRE
SEED MIXTURE JRK 80-20	1,740	POUND
SEED MIXTURE RT	710	POUND
FERTILIZER TYPE 3	3,530	POUND
HYDRAULIC SOIL STABILIZER TYPE 8	28,360	POUND
EROSION CONTROL BLANKET	2,790	SQ YD

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
Construction activities include: Site grading, temporary erosion and sediment control, and permanent stabilization.

Stormwater currently sheet flows across a grass field before entering into a stormwater pond.

After construction is complete stormwater runoff will largely remain unchanged.

This project includes the following stormwater management BMPs, project is utilizing existing BMP's on site that have accounted for new impervious surface.



RECEIVING WATERS:
Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, within 1-mile of the project boundary are identified on the USGS 7.5 min quad map above. Receiving waters that are impaired, the impairment, and WLA are listed as follows. All specific BMPs relative to construction activities listed in the permit for special, prohibited, restricted, or impaired have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (ditch, pond, wetland, lake, etc.)	Special, Prohibited, Restricted Water ¹	Flows to Impaired Water Within 1-Mile ²	USEPA Approved Construction Related TMDL ³
UNNAMED POND	POND	NOT LISTED	NOT LISTED	NO
UNNAMED TRIBUTARY	TRIBUTARY	NOT LISTED	NOT LISTED	NO
HAMLET PARK POND	POND	NOT LISTED	NOT LISTED	NO

¹ Special, prohibited, and restricted waters are listed in Section 23 of the MN Construction Stormwater General Permit (MNR100001).
² Identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.
³ Construction Related TMDLs include those related to: phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.

IMPLEMENTATION SCHEDULE AND PHASING: The Contractor is required to provide an updated schedule and site management plan meeting the minimum requirements of Section 1717 of the Minnesota Standard Specifications for Construction.

- 1) Submit SWPPP Updates to Engineer. Submittal shall include any requested changes to the SWPPP, including but not limited to: Trained Personnel, Locations for Stockpiles, Concrete Washout, Sanitation Facilities, Types and Locations of Erosion & Sediment Control. Failure to submit updates shall be considered acceptance of the SWPPP as designed with no changes.
- 2) Install perimeter sediment control, inlet protection, and construction exit.
- 3) Grade site for lacrosse fields and parking lot
- 4) Pave parking lot with curb/gutter and bituminous walking trail
- 5) Seed and Blanket disturbed areas
- 6) Add additional temporary BMPs as necessary during construction based on inspection reports.
- 7) Ensure final stabilization measures are complete.
- 8) Provide digital copy of all Field SWPPP Documentation including Inspection Reports and SWPPP Revisions to the Owner.
- 9) Submit Notice of Termination (NOT) to MPCA. NOTE: The NOT must be submitted to MPCA before Final Stabilization is considered complete.

Information contained in this SWPPP narrative sheet summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN R00001 (Permit) as they apply to this project. All provisions of the Permit including those not specifically cited herein shall apply to this project. The Contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the Permit is available at: <https://www.pca.state.mn.us/sites/default/files/wq-strm2-80a.pdf>

SWPPP AMENDMENTS AND SUBMITTALS

Contractor must prepare and submit to the Engineer a SWPPP amendment as necessary to include additional Best Management Practices (BMPs) to correct problems identified or address the following situations.

1. Contact information and training documentation for Construction SWPPP Manager and BMP Installer,

2. There is a change in construction method of phasing, operation, maintenance, weather or seasonal conditions not anticipated during the design of the SWPPP including but not limited to:

a. Types and/or Locations of BMPs

b. Material Storage and Spill Response

c. Fueling Plans

d. Locations for Stockpiles, Concrete Washout, and Sanitation Facilities and

e. Project Phasing

3. It is determined that the SWPPP is not achieving objectives of minimizing pollutants in stormwater discharges associated with construction activity, or

4. The SWPPP is not consistent with the terms and conditions of the permit.

The Contractor may implement SWPPP amendments immediately and is not required to wait for Engineer review of the submittal. The responsibility for completeness of SWPPP amendments and compliance with the Permit lies with the Contractor. Review, comment, or lack of comment by the Engineer on a SWPPP amendment shall not absolve the responsibilities of the Contractor in any way.

If a change order is issued for a design change the SWPPP amendment will be prepared by the Engineer and included in the change order.

In addition to SWPPP amendments, the Contractor shall submit to the Engineer Weekly Erosion and Sediment Control Schedule meeting the requirements of MnDOT 1717.

The Contractor shall keep copies of all SWPPP amendments, Weekly Erosion and Sediment Control Schedules, inspection logs, and maintenance logs with the field copy of the SWPPP. A PDF copy of these documents will be provided along with a copy of the final Field Copy of the SWPPP to the Engineer along with the signed Notice of Termination when final stabilization is complete.

EROSION PREVENTION PRACTICES

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel.

The normal wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment.

Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of the wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than 2 percent.

Energy dissipation shall be installed at all temporary or permanent pipe outlets within 24 hours of connection to a surface water or permanent stormwater treatment system.

The Contractor shall phase construction and use construction methods to the extent practical to minimize exposed soils. The project phasing shall be documented in the Weekly Erosion and Sediment Control Schedule.

SEDIMENT CONTROL PRACTICES

Down gradient BMPs including perimeter BMPs must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization.

All BMPs that have been adjusted or removed to accommodate short-term activities shall be re-installed or replaced the earlier of the end of the work day or before the next precipitation event even if the activity is not complete.

Inlet BMPs may be removed for specific safety concerns. The BMPs shall be replaced as soon as the safety concern is resolved. The removal shall be documented in the SWPPP as a SWPPP amendment.

Temporary stockpiles must have sediment control BMPs. The Contractor shall prepare and submit to the Engineer a SWPPP amendment showing the location of temporary stockpiles and the BMPs for each stockpile. The SWPPP amendment must meet the minimum requirements of Section 9 of the Permit.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

The use of polymers, flocculants, or other sedimentation treatment chemicals are not proposed as part of this SWPPP as designed by the Engineer. If methods or phasing of construction require the use of any of these chemicals, the Contractor shall prepare and submit to the Engineer a SWPPP amendment that meets the minimum requirements of Section 9 of the Permit.

TEMPORARY SEDIMENTATION BASINS

A temporary sedimentation basin has not been included in this SWPPP as designed by the Engineer. If a basin is later determined to be desirable or necessary the Contractor shall prepare and submit to the Engineer a SWPPP amendment. Temporary sedimentation basins shall meet or exceed the minimum requirements of Section 14 of the Permit and shall include a basin draining plan meeting or exceeding the minimum requirements of Section 10 of the Permit. Where the site discharges to Special and/or Impaired Waters the SWPPP amendment shall also meet or exceed the minimum requirements of Section 23 of the permit.

DEWATERING

A dewatering plan has not been included in this SWPPP as designed by the Engineer. If dewatering is required for this project, the Contractor shall prepare and submit to the Engineer a SWPPP amendment. All dewatering shall meet or exceed the minimum requirements of Section 10 of the Permit.

POLLUTION PREVENTION

Products and materials that have the potential to leach pollutants that are stored on the site must be stored in a manner designed to minimize contact with stormwater. Materials that are not a source of potential contamination to stormwater or that are designed for exposure to stormwater are not required to be covered.

Hazardous materials including but not limited to pesticides, fertilizer, petroleum products, curing compounds and toxic waste must be properly stored and protected from stormwater exposure as recommended by the manufacturer in an access restricted area.

Solid waste must be stored, collected and disposed of in compliance with Minnesota Administrative Rules Chapter 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. No engine degreasing is allowed on site. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

The Contractor shall prepare and submit a SWPPP amendment detailing the location and BMPs proposed for storage of materials, solid waste, portable toilets, and exterior vehicle or equipment washing on the site. The SWPPP amendment shall include a spill prevention and response plan that is appropriate for the materials proposed to be on the site. The SWPPP amendment shall meet or exceed the minimum requirements of Section 12 of the Permit.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site at the time interval indicated on this sheet of the SWPPP during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted at the time interval indicated in the Receiving Waters Table found on the SITE PLAN AND INFORMATION SHEET of the SWPPP.

All inspections and maintenance conducted during construction must be recorded on the day it is completed and must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

The Contractor may request a change in inspection schedule for the following conditions:

- a. Inspections of areas with permanent cover to be reduced to once per month,
- b. Inspections of areas that have permanent cover and have had no construction activity for 12 months to be suspended until construction resumes,
- c. Inspections of areas where construction is suspended due to frozen ground conditions, inspections to be suspended until the earlier of within 24 hours of runoff occurring, or upon resuming construction.

No change in inspection schedule shall occur until authorized by the Engineer.

Inspections must include:

1. All erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness.
2. Surface waters, including drainage ditches and conveyance systems for evidence of erosion and sediment deposition.
3. Construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles.
4. Infiltration areas to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

All non-functioning BMPs and those BMPs where sediment reaches one-half (1/2) of the depth of the BMP, or in the case of sediment basins one-half (1/2) of the storage volume, must be repaired, replaced, or supplemented by the end of the next business day after discovery, or as soon as field conditions allow.

Permittees must repair, replace or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow.

Any sediment that escapes the site must be removed and the area stabilized within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access in which case the work shall be completed within 7 calendar days of authorization. Paved surfaces such as streets shall have any escaped or tracked sediment removed by the end of the day that it is discovered. Sediment release, other than paved surfaces that can be cleaned up with street sweeping shall be reported immediately upon discovery to the Engineer.

PUBLIC WATER RESTRICTIONS:

For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period. MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by an Infested Waters Permit or written notification has been obtained from MN DNR stating that such permit is not required. There is no exception for pre-existing permits. If a MN DNR Permit has been issued for the project and the water is later designated as infested, the Contractor shall halt all work covered by the MN DNR Permit until an Infested Waters Permit is obtained or that written notification is obtained stating that such permit is not required.

FINAL STABILIZATION

Final Stabilization is not complete until all the following requirements have been met:

1. Substantial Completion has been reached and no ground disturbing activities are anticipated.
2. Permanent cover has been installed with an established minimum uniform perennial vegetation density of 70 percent of its expected final growth. Vegetation is not required in areas where no vegetation is proposed by this project such as impervious surfaces or the base of a sand filter.

3. Accumulated sediment has been removed from all permanent stormwater treatment systems as necessary to ensure the system is operating as designed.
4. All sediment has been removed from conveyance systems
5. All temporary synthetic erosion prevention and sediment control BMPs have been removed. BMPs designated on the SWPPP to remain to decompose on-site may remain.
6. For residential construction only, permit coverage terminates on individual lots if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, the residence sells to the homeowner, and the permittee distributes the MPCA's "Homeowner Fact Sheet" to the homeowner.
7. For agricultural land only (e.g., pipelines across cropland), the disturbed land must be returned to its preconstruction agricultural use prior to submitting the NOT.

SITE STABILIZATION COMPLETION:

Stabilization of exposed soils shall begin immediately and shall be completed after the construction activity has temporarily or permanently ceased no later than:	14 calendar days
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SITE INSPECTION INTERVAL:

A trained person shall routinely inspect the entire construction site during active construction at an interval of no more than:	7 calendar days
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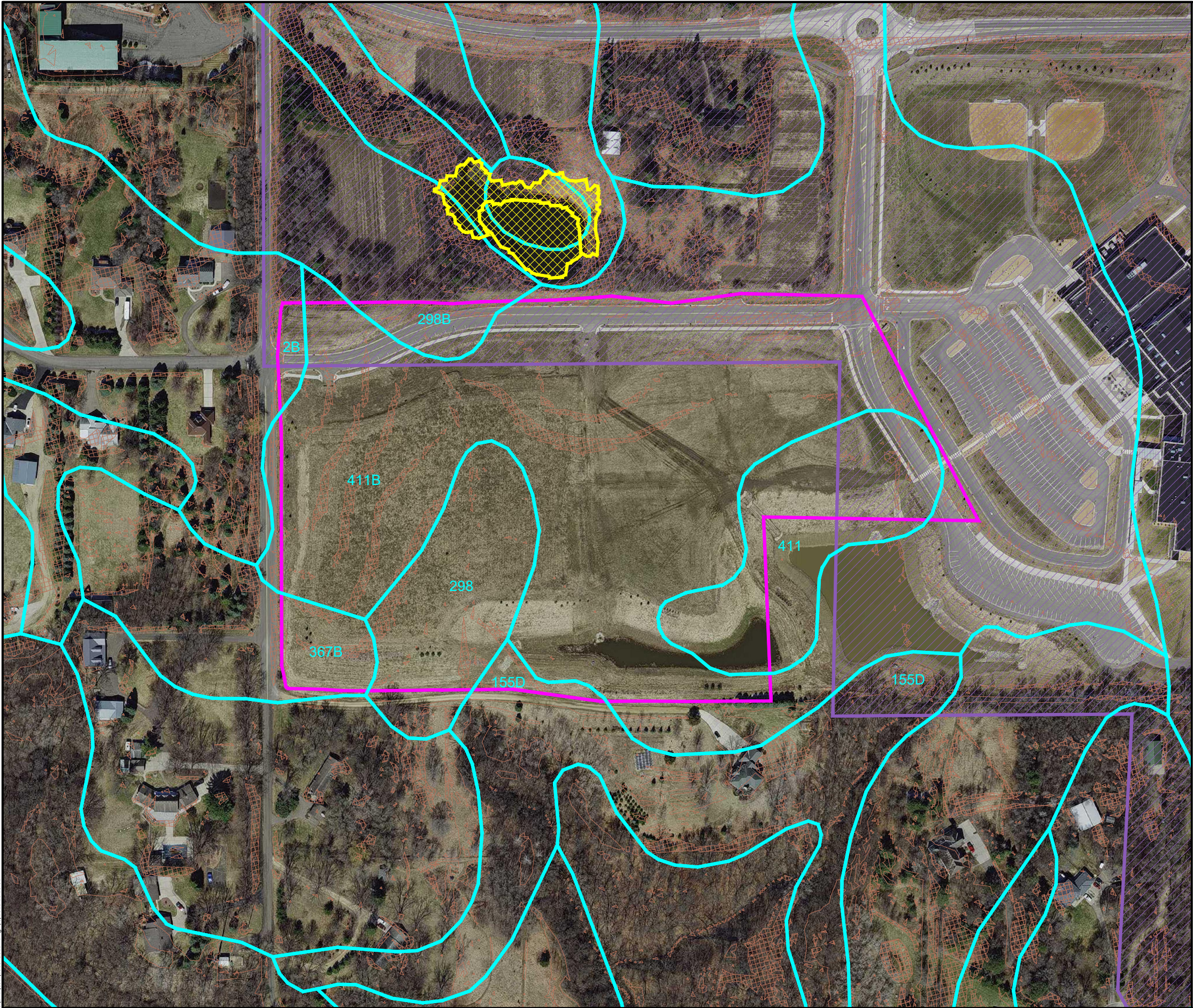
SPECIAL ENVIRONMENTAL CONSIDERATIONS AND PERMITS:

1)	Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	NO
2)	Does any portion of the site have the potential to affect threatened or endangered species or their critical habitat?	NO
3)	Does any portion of this site discharge to a Calcareous fen.	NO
4)	Will any portion of the site potentially affect properties listed on the National Register of Historic Places or a known or discovered archeological site?	NO
5)	Have any Karst features have been identified in the project vicinity?	NO
6)	Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO
7)	Has the MN DNR promulgated "work in water restrictions" for any Public Water this site discharges to during fish spawning?	NO

TYPE OF PERMIT	PERMITTING AGENCY	PERMIT STATUS AND CONDITIONS
Construction Stormwater NPDES	MPCA	In Progress

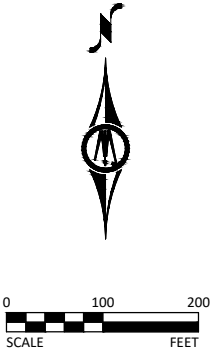
SWPPP DESIGNER TRAINING DOCUMENTATION:

UNIVERSITY OF MINNESOTA
Brian Rucker
Design of Construction SWPPP (May 31 2027)



LEGEND

- PROJECT BOUNDARY
- SOIL TYPE
- IMPAIRED, SPECIAL OR PROTECTED WATERS
- NATIONAL WETLANDS INVENTORY
- DWSMA, LOW VULNERABILITY
- STEEP SLOPES (>33.3%)
- RECEIVING WATERS



SOIL TYPE SUMMARY

Map Unit Symbol	Soil Name	Hyd. Soil Group
155D	CHETEK SANDY LOAM, 12 TO 25 PERCENT SLOPES	A
298	RICHWOOD SILT LOAM, 0 TO 2 PERCENT SLOPES	B
298B	RICHWOOD SILT LOAM, 2 TO 6 PERCENT SLOPES	B
2B	OSTRANDER SILT LOAM, 2 TO 6 PERCENT SLOPES	B
367B	CRYSTAL LAKE SILT LOAM, 1 TO 6 PERCENT SLOPES	C
411	WAUKEGAN SILT LOAM, 0 TO 2 PERCENT SLOPES	B
411B	WAUKEGAN SILT LOAM, 2 TO 6 PERCENT SLOPES	B

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Andrew N Olson
ANDREW N OLSON
LIC. NO. 59327 DATE 04/09/2025



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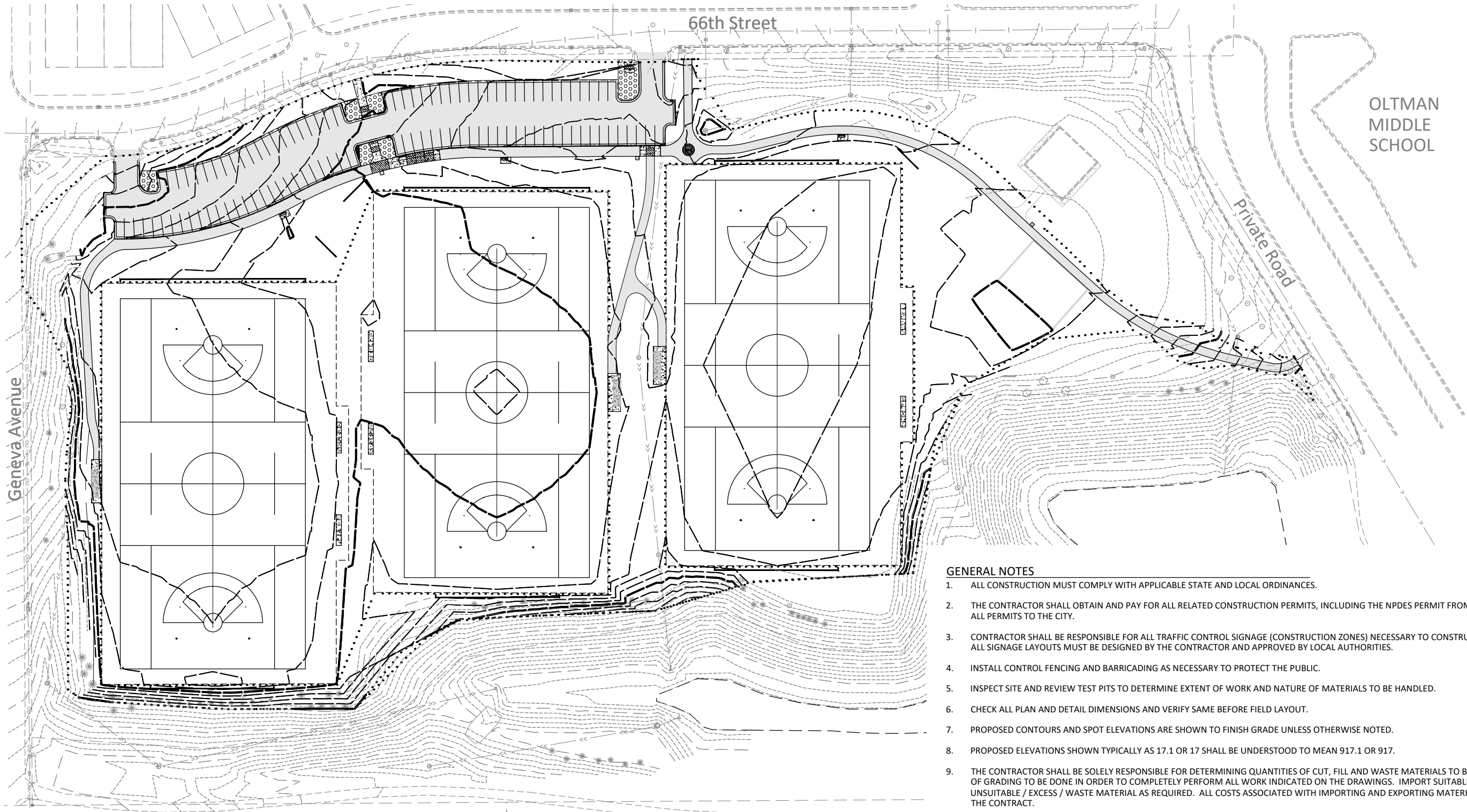
CITY OF COTTAGE GROVE, MINNESOTA

OLTMAN PARK

STORMWATER POLLUTION PREVENTION PLAN

SHEET

C2.04



GENERAL NOTES

- ALL CONSTRUCTION MUST COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
- THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS, INCLUDING THE NPDES PERMIT FROM THE MPCA. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL SIGNAGE (CONSTRUCTION ZONES) NECESSARY TO CONSTRUCT PROPOSED IMPROVEMENTS. ALL SIGNAGE LAYOUTS MUST BE DESIGNED BY THE CONTRACTOR AND APPROVED BY LOCAL AUTHORITIES.
- INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
- INSPECT SITE AND REVIEW TEST PITS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
- CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
- PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
- PROPOSED ELEVATIONS SHOWN TYPICALLY AS 17.1 OR 17 SHALL BE UNDERSTOOD TO MEAN 917.1 OR 917.
- THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
- NO FINISHED SLOPES SHALL EXCEED 3' HORIZONTAL TO 1' VERTICAL (3:1), UNLESS OTHERWISE NOTED.
- ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINTILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
- LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
- ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SEEDED OR SODDED. FIELDS SHALL RECEIVE AT LEAST 6" BORROW WITH 6" TOPSOIL. REFER TO SHEET L1.01.

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Andrew N Olson
ANDREW N OLSON
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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
SITE GRADING - OVERALL

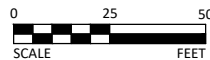
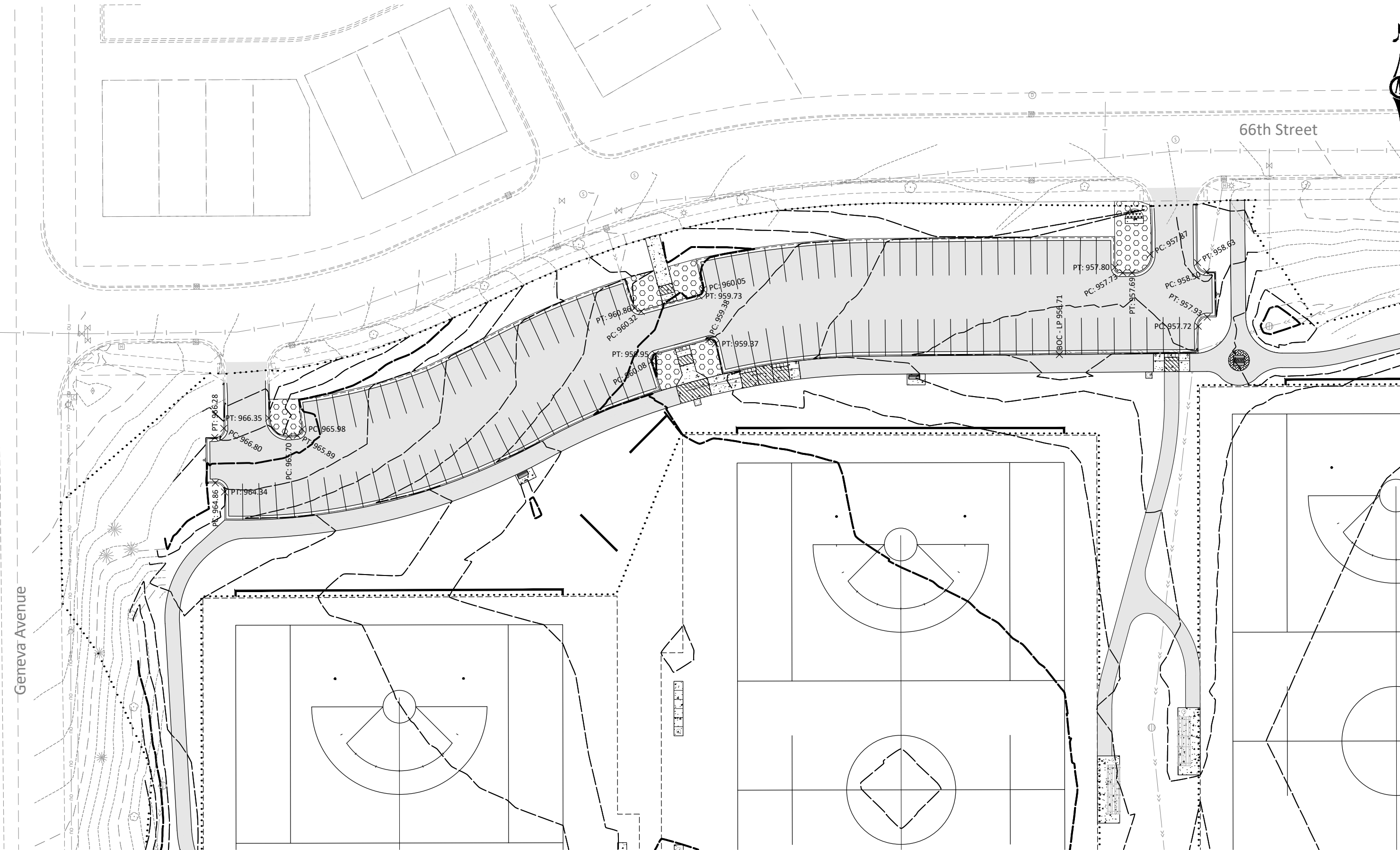
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C3.01

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Geneva Avenue

66th Street



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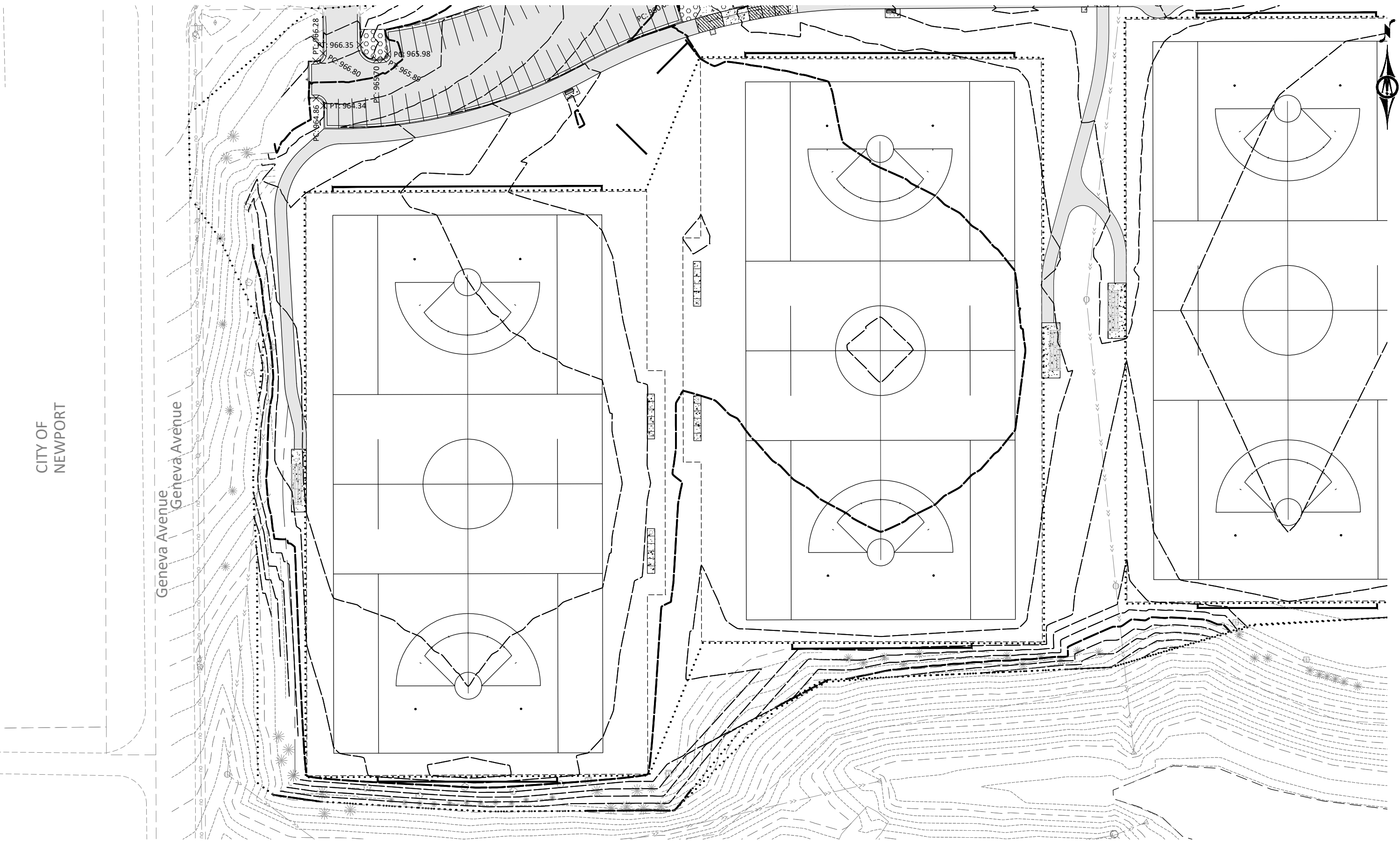
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SITE GRADING - PARKING LOT

SHEET

C3.02

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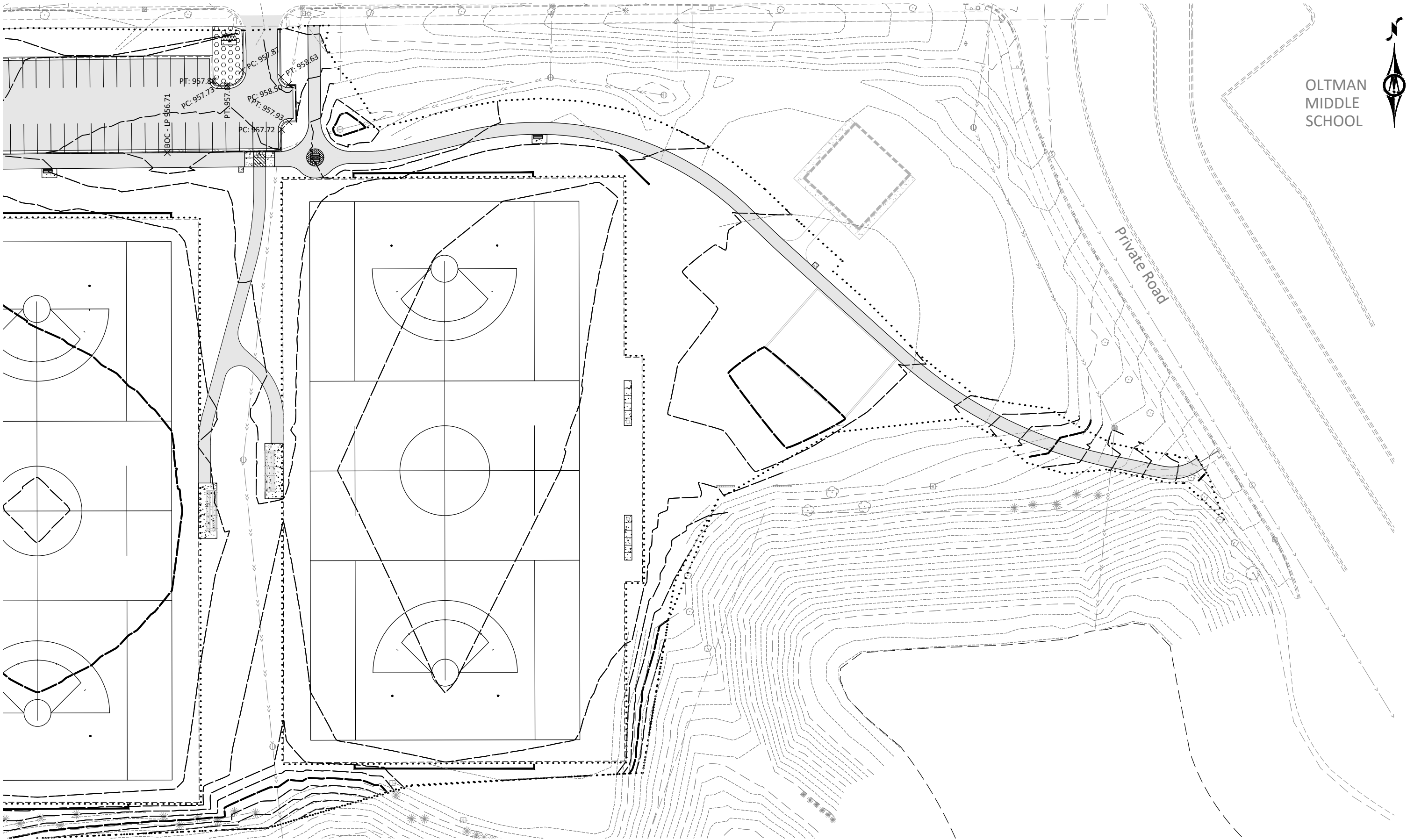
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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
SITE GRADING - WEST

SHEET
C3.03



OLTMAN
MIDDLE
SCHOOL

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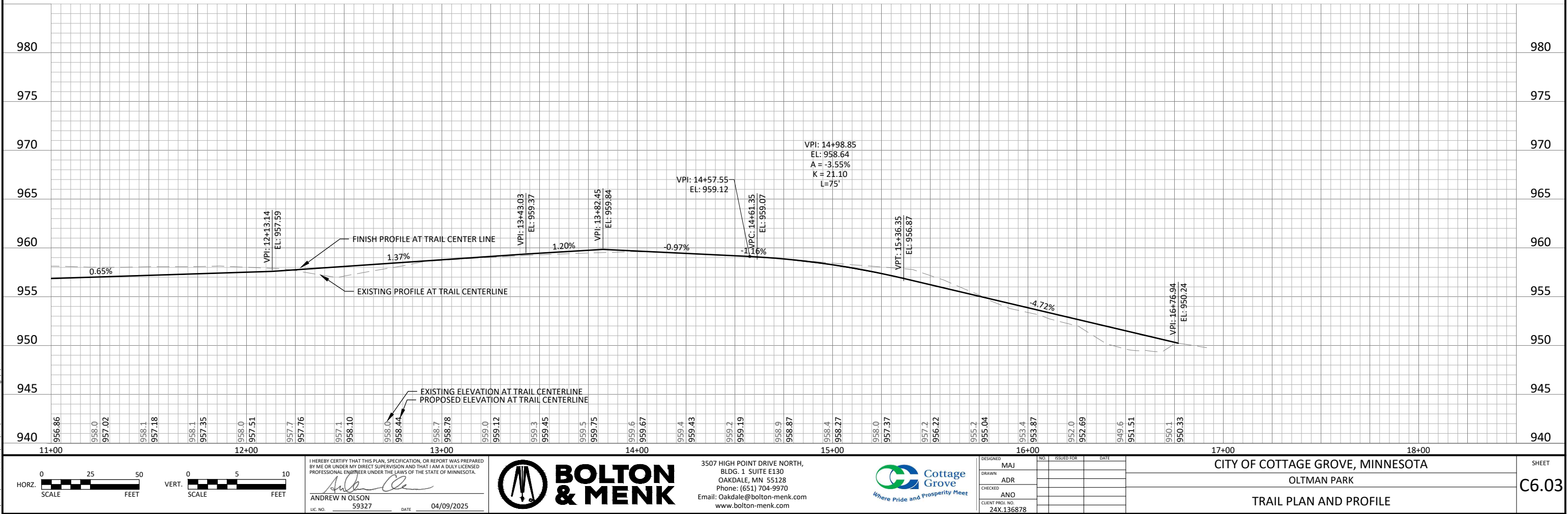
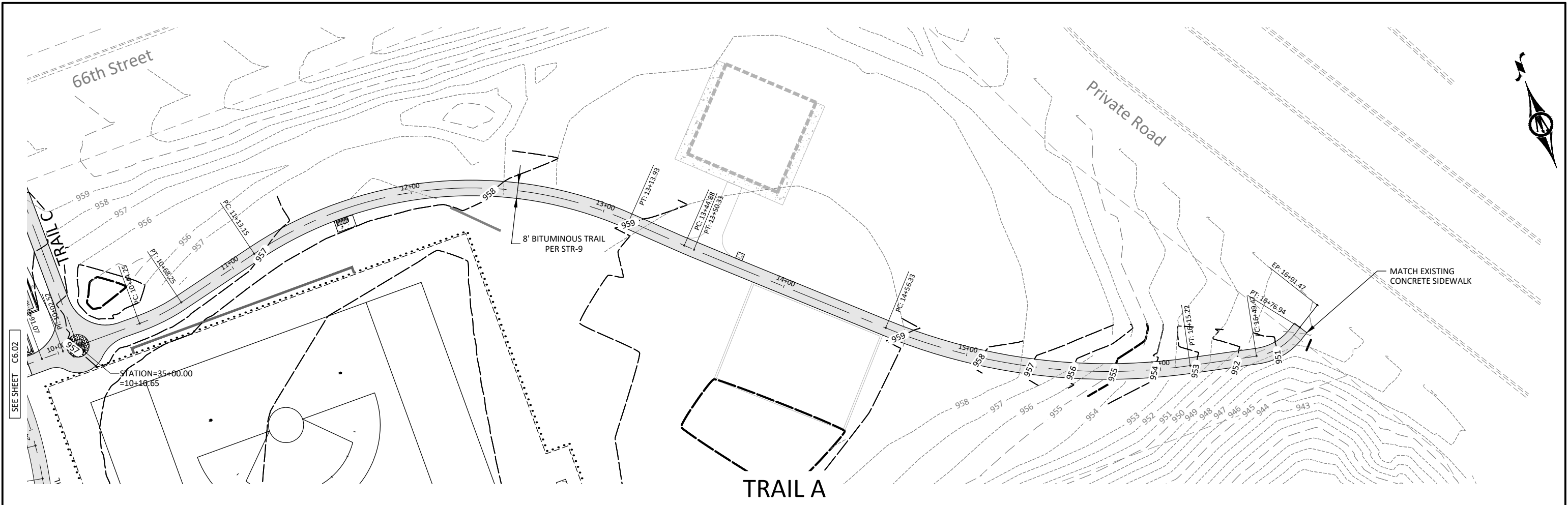


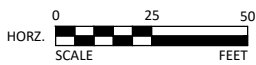
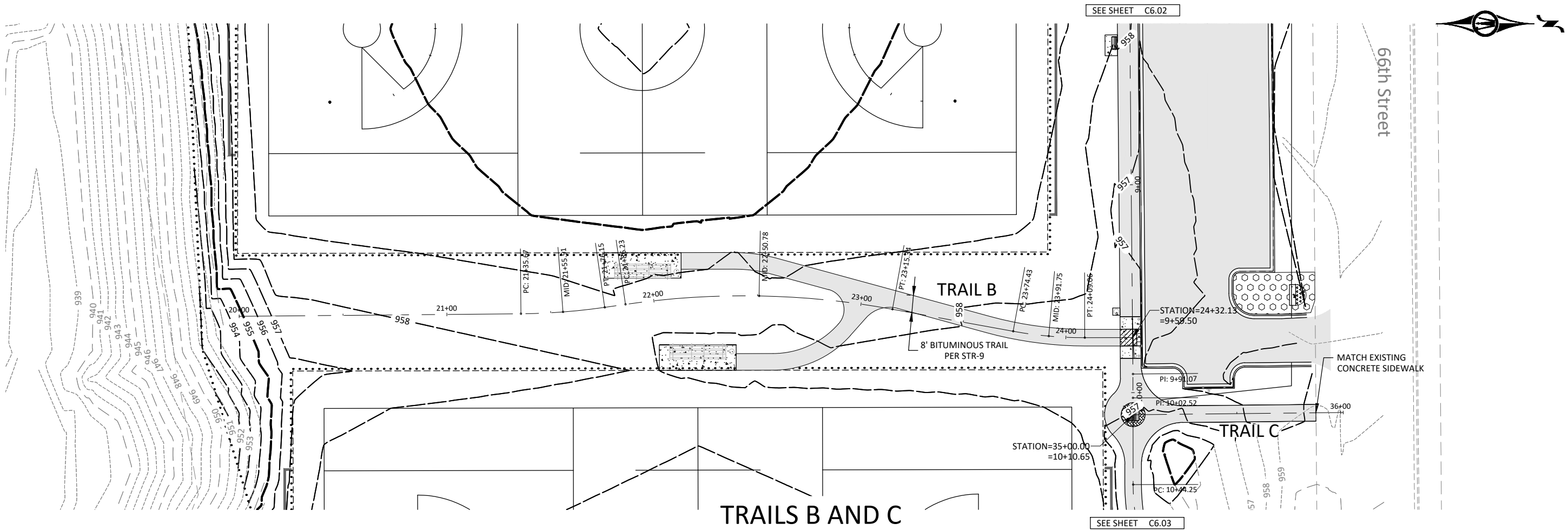
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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
SITE GRADING - EAST

SHEET

C3.04





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CITY OF COTTAGE GROVE, MINNESOTA

OLTMAN PARK

TRAIL PLAN AND PROFILE

SHEET

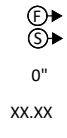
C6.04

LEGEND



REFERENCE KEY TO SITE DETAILS
DETAIL I.D NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)

PROPOSED CONCRETE LANDING



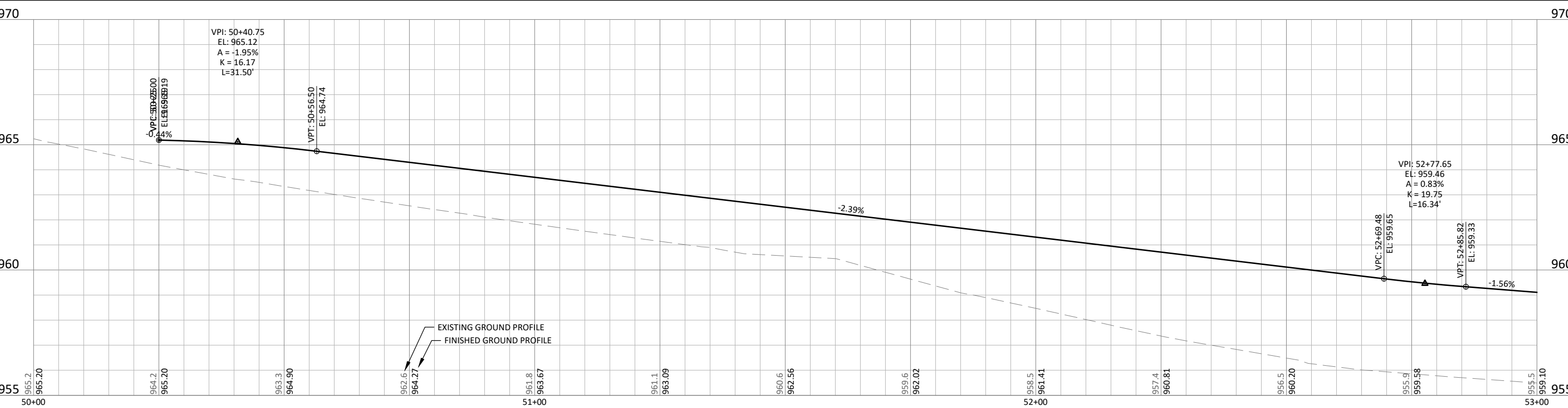
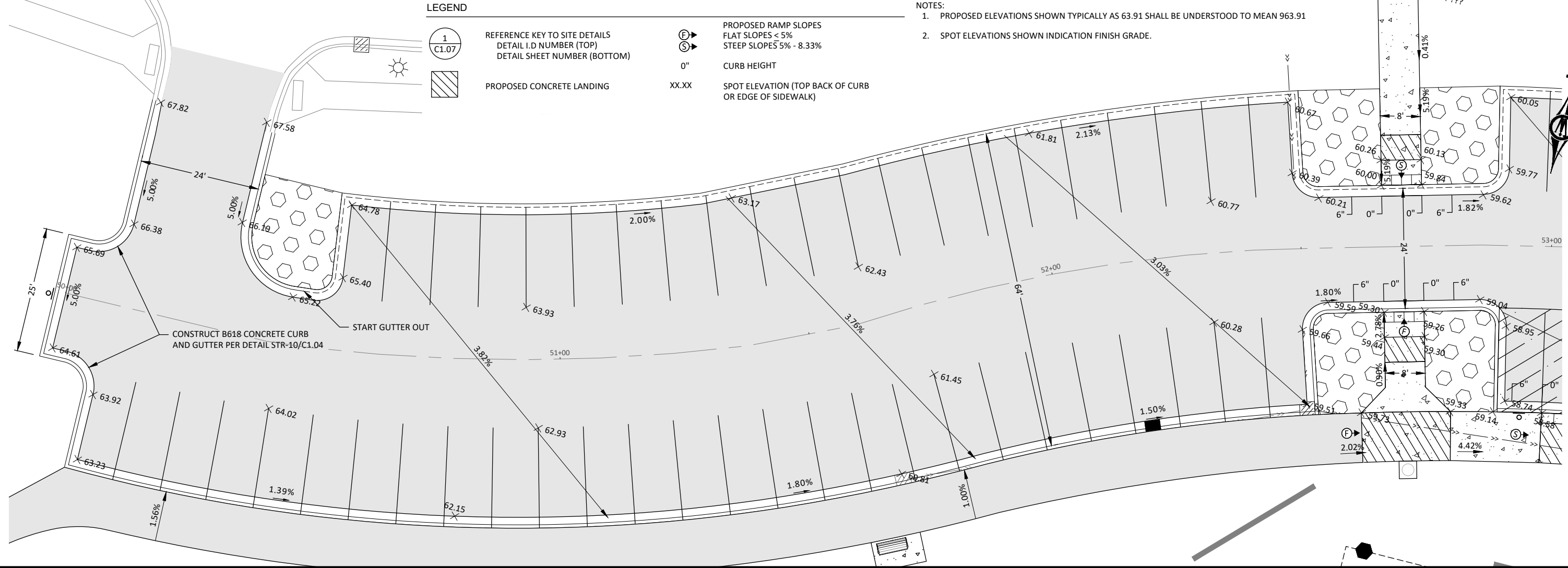
PROPOSED RAMP SLOPES
FLAT SLOPES < 5%
STEEP SLOPES 5% - 8.33%

CURB HEIGHT

SPOT ELEVATION (TOP BACK OF CURB
OR EDGE OF SIDEWALK)

NOTES:

- PROPOSED ELEVATIONS SHOWN TYPICALLY AS 63.91 SHALL BE UNDERSTOOD TO MEAN 963.91
- SPOT ELEVATIONS SHOWN INDICATION FINISH GRADE.



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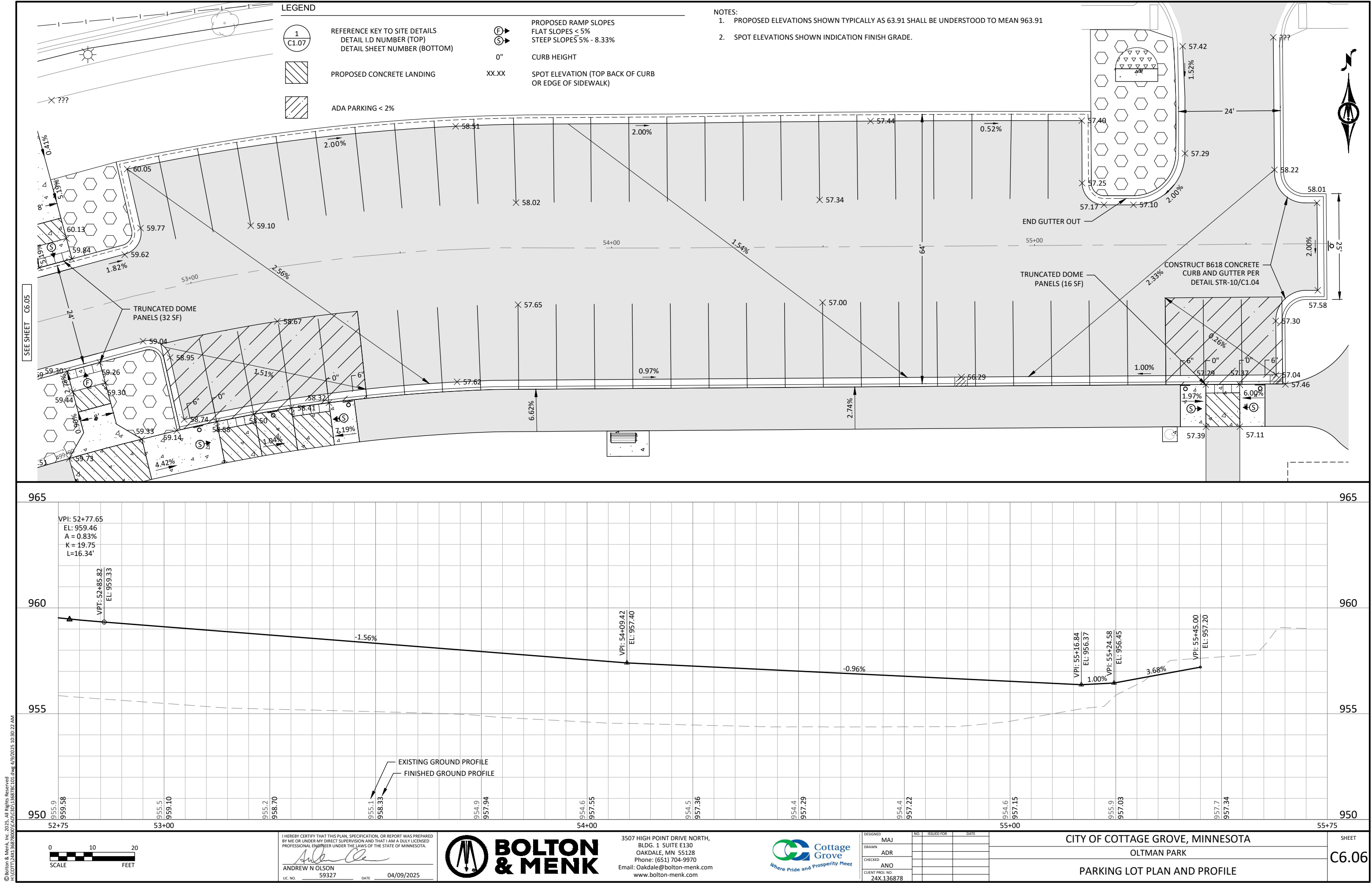
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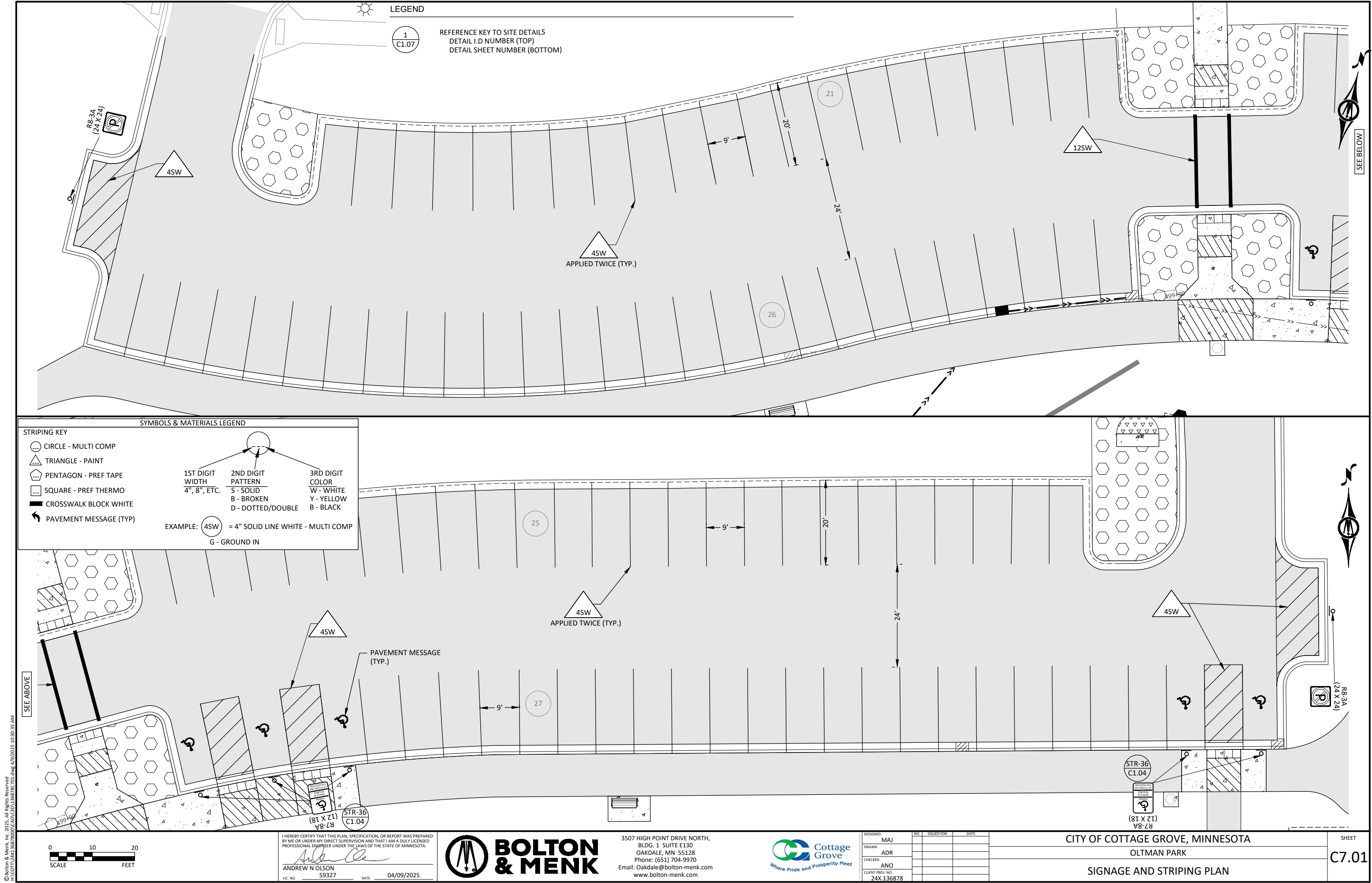


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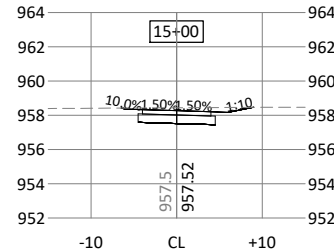
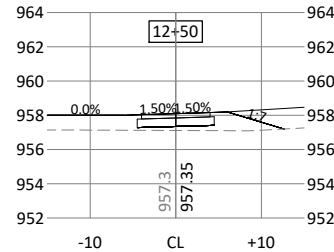
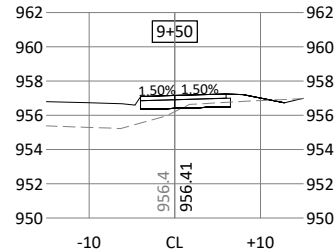
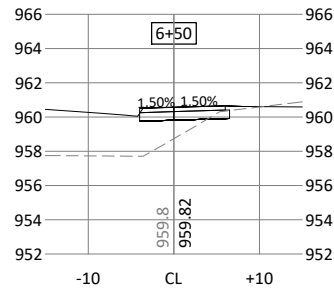
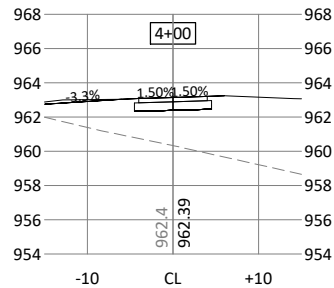
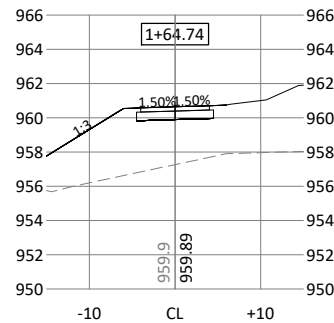
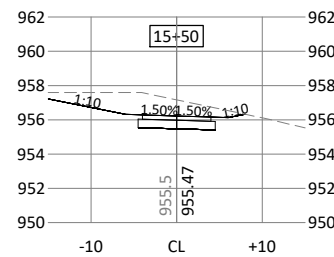
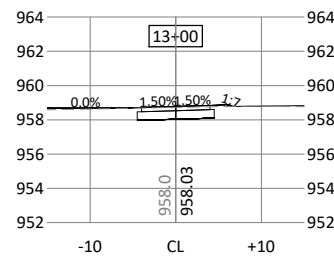
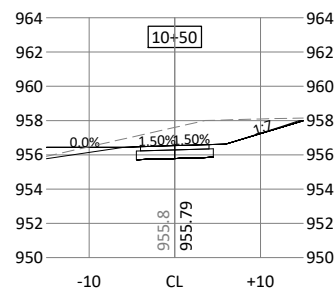
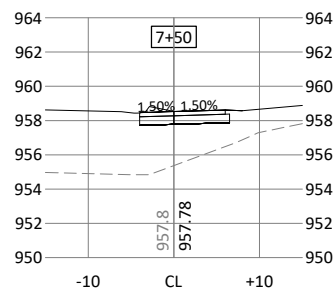
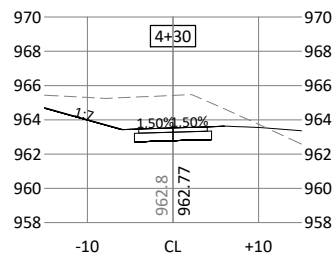
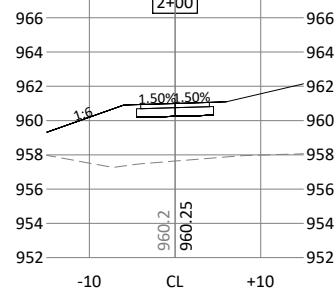
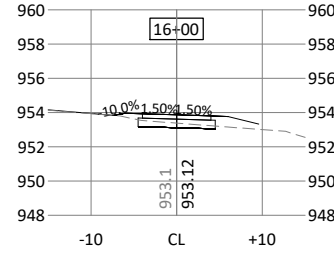
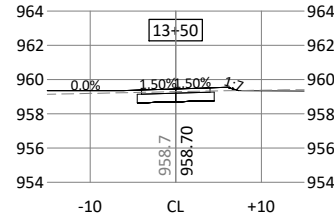
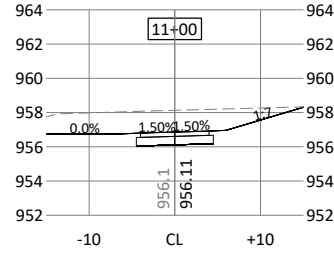
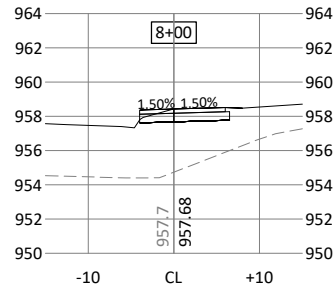
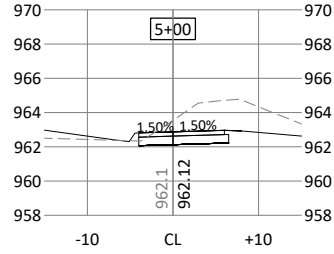
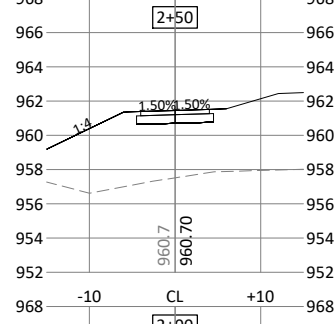
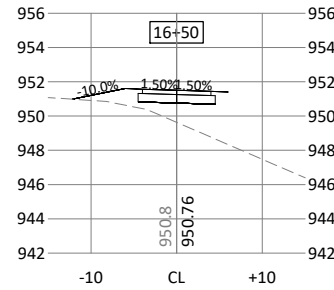
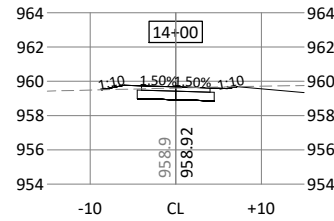
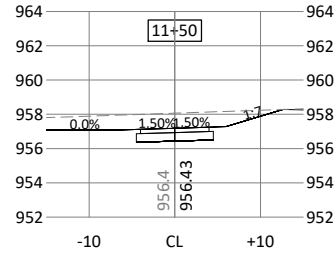
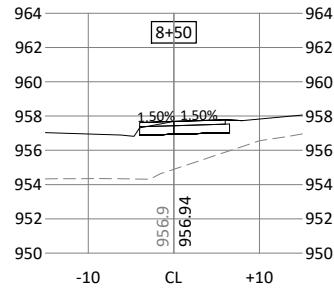
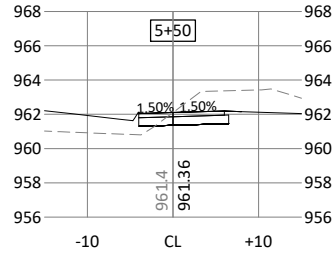
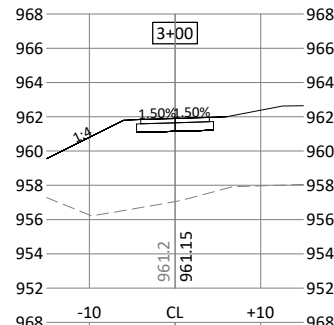
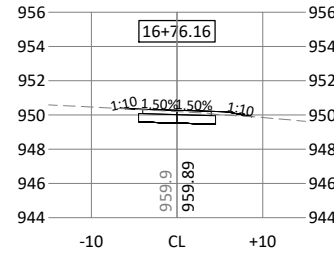
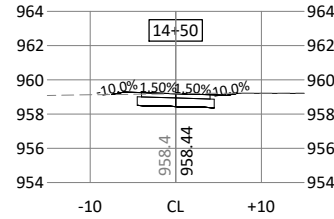
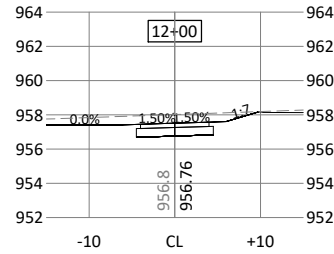
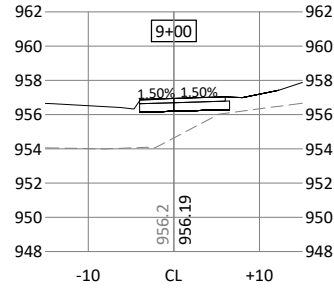
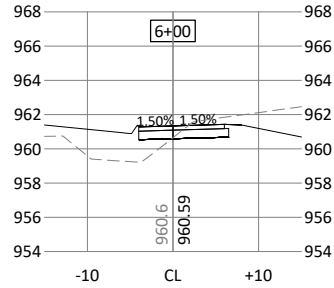
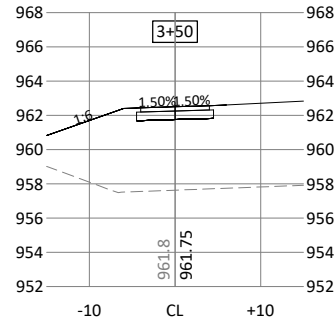
CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
PARKING LOT PLAN AND PROFILE

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Andrew N. Olson

ANDREW N OLSON

LIC. NO. 59327 DATE 04/09/2025



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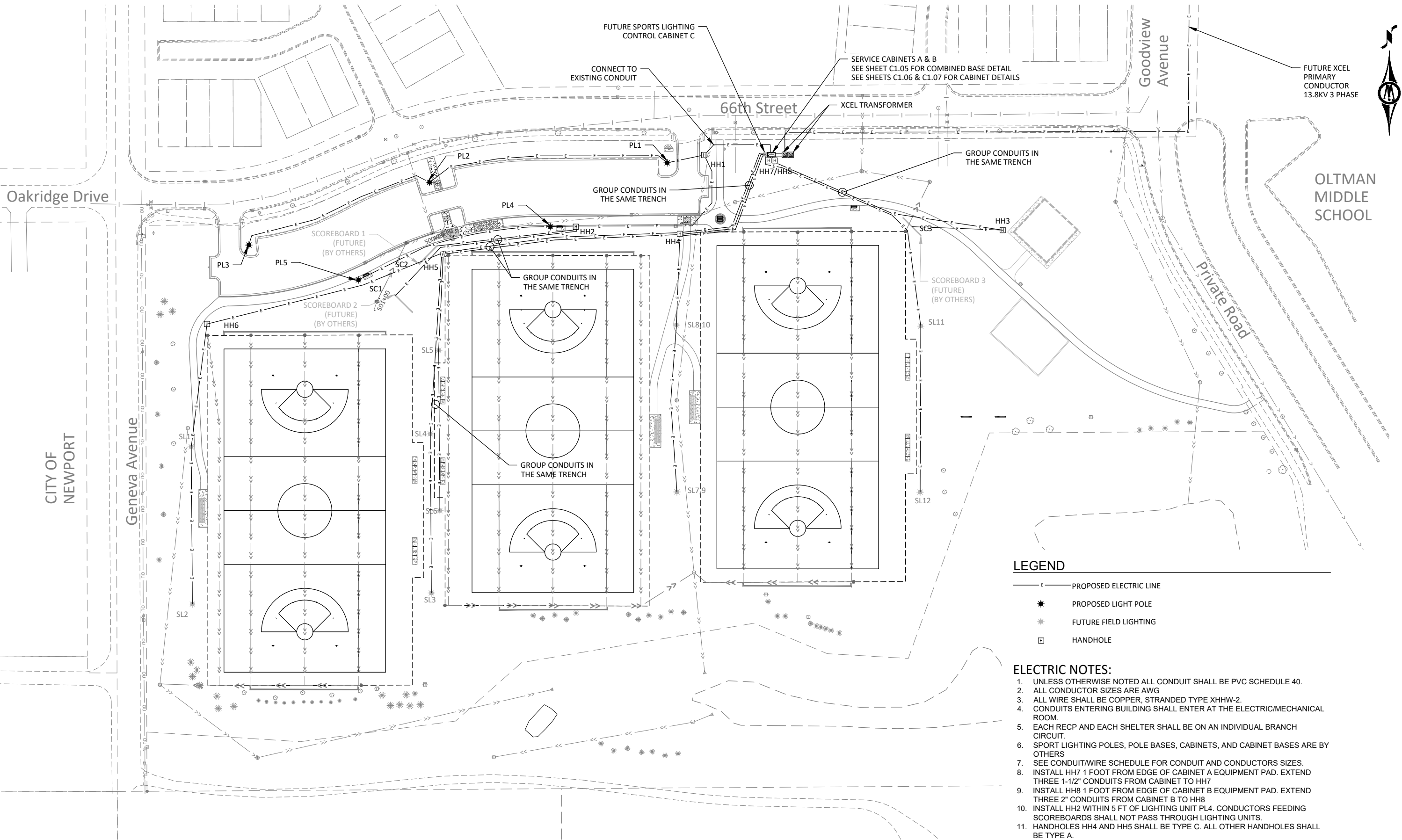
CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK

CROSS SECTIONS - TRAIL A

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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
ELECTRICAL PLAN

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COLUMNS "CONDUIT LENGTH", "PHASE COND LENGTH", "EGC LENGTH" ARE ESTIMATES ONLY AND NOT PART OF BIDDING PURPOSES.

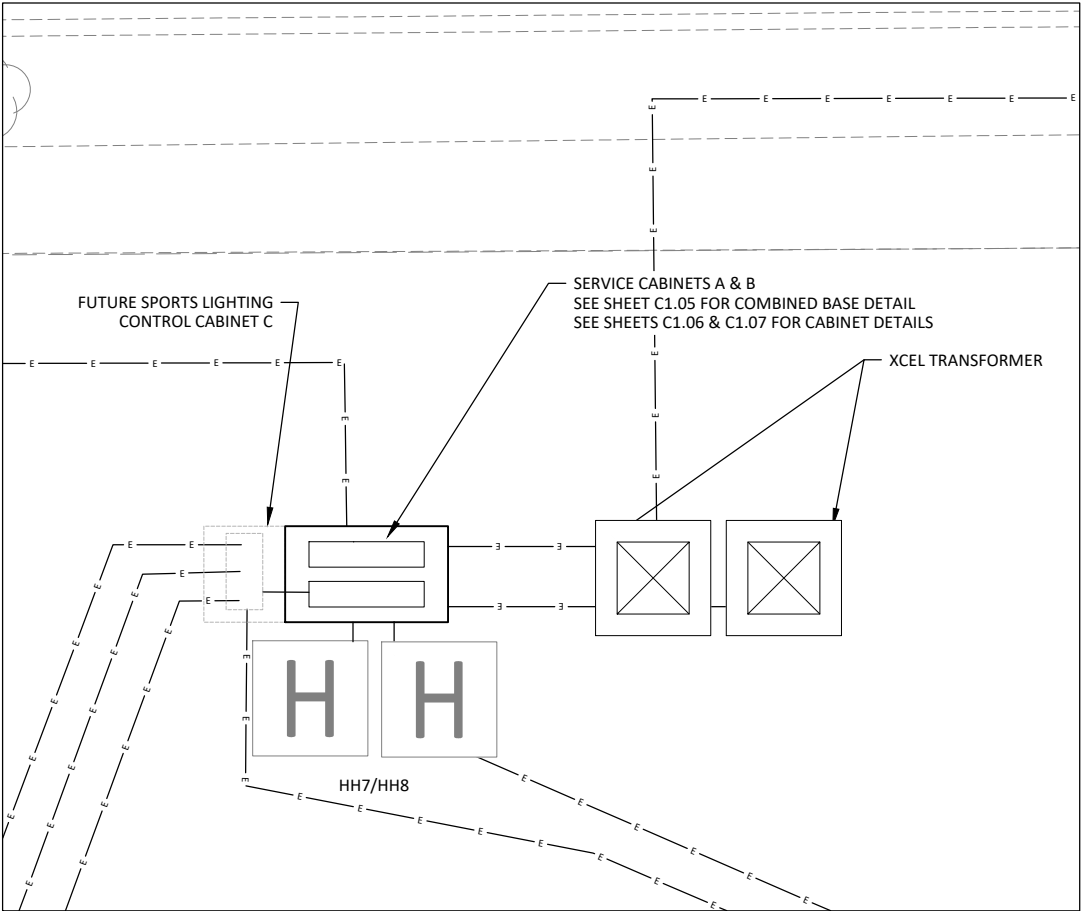
SPORTS LIGHTING CONDUIT SCHEDULE

ALL CONDUIT SIZES ARE TRADE SIZES. ALL WIRE SIZES ARE AWG

DESIGNATION	START	END	CONDUIT SIZE*	CONDUIT TYPE	PHASE COND QTY	PHASE COND QTY/SIZE	LOAD SERVED**	EGC SIZE	CONDUIT LENGTH/FT	PHASE COND LENGTH	EGC LENGTH
	CABINET A	CAB C	2"	PVC			CAB C				
	CABINET A	HH7	3(1-1/2")	PVC			FUTURE				
	CAB C	HH4	1-1/4"	PVC			SL1, SL2				
	CAB C	HH4	1-1/2"	PVC			SL3,SL4,SL5,SL6				
	HH4	HH5	1-1/4"	PVC			SL1,SL2				
	HH4	HH5	1-1/2"	PVC			SL3,SL4,SL5,SL6				
	HH5	HH6	1-1/4"	PVC			SL1,SL2				
	HH6	SL1	1-1/4"	PVC			SL1,SL2				
	SL1	SL2	1"	PVC			SL2				
	HH5	SL4	1-1/4"	PVC			SL4,SL3				
	SL4	SL3	1"	PVC			SL3				
	HH5	SL5	1-1/4"	PVC			SL5,SL6				
	SL5	SL6	1"	PVC			SL6				
	CABINET C	SL8/10	1-1/2"	PVC			SL8/10, SL7/9				
	SL8/10	SL7/9	1-1/4"	PVC			SL7/9				
	CABINET C	SL11	1-1/4"	PVC			SL11, SL12				
	SL11	SL12	1"	PVC			SL12				
	CABINET B	HH1	1-1/4"	PVC	2	#10	PL1-PL5	#10			
	HH1	PL1	1-1/4"	PVC	2	#10	PL1-PL3	#10			
	PL1	PL2	1"	PVC	2	#10	PL2, PL3	#10			
	PL2	PL3	1"	PVC	2	#10	PL3	#10			
	HH1	HH2	1"	PVC	2	#10	PL4,PL5	#10			
	HH2	SC1	3/4"	PVC			SC1				
	HH2	SC2	3/4"	PVC			SC2				
	HH2	PL4	1"	PVC	2	#10	PL4,PL5	#10			
	PL4	PL5	1"	PVC	2	#10	PL5	#10			
	CABINET B	HH8	3(2")	PVC			FUTURE				
	CABINET B	HH3	2"	PVC			PAVILLION,SC3				
	HH3	SC3	3/4"	PVC			SC3				
	CABINET A	IRR CONTR.		PVC			BOOSTER PUMP				

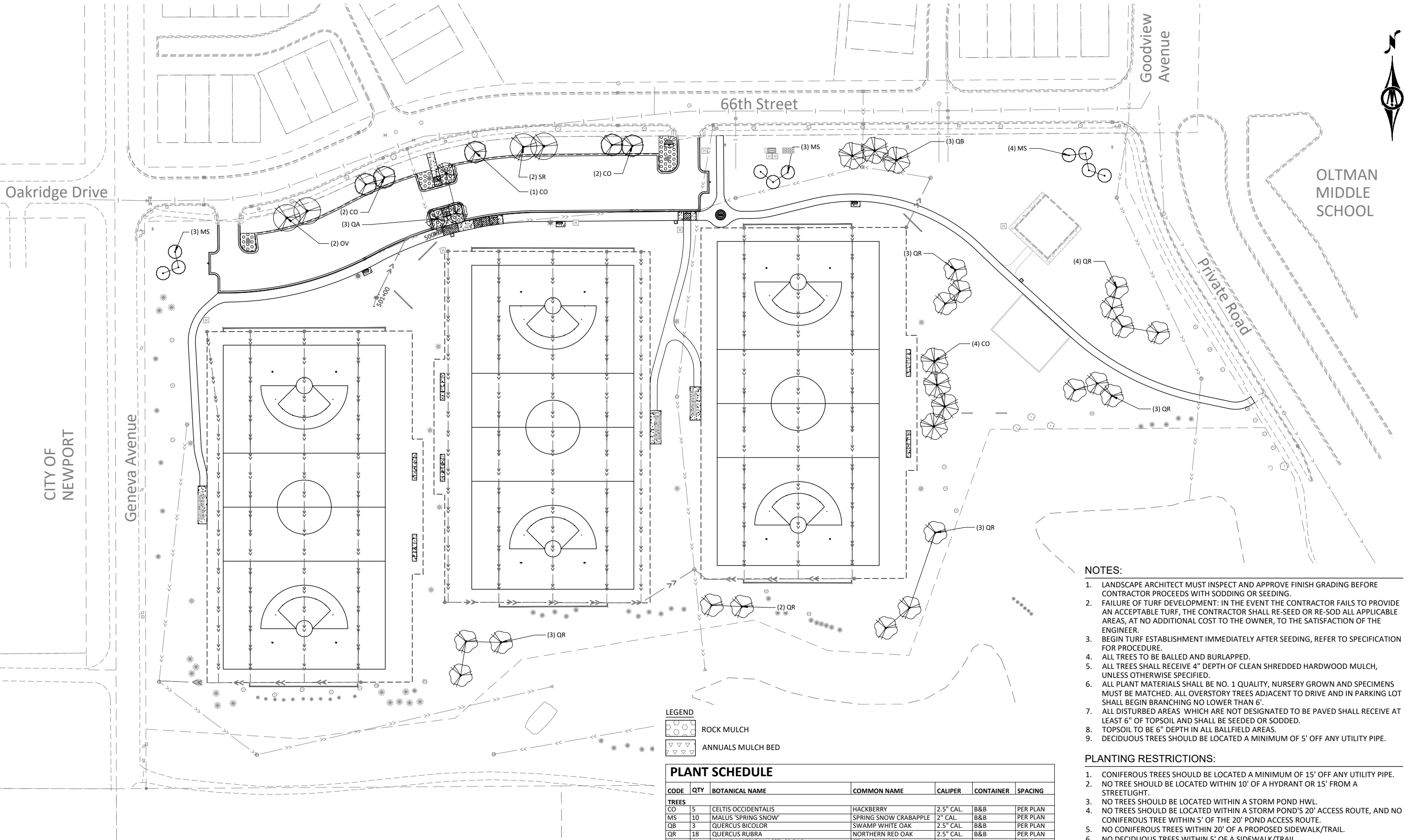
* UNLESS OTHERWISE INDICATED THE NUMBER OF CONDUITS IS ONE.

** CABINET C, SPORTS LIGHTING (SL1-SL12) AND SCOREBOARDS BY OTHERS



CABINET AND TRANSFORMER DETAIL

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NOTES:

- LANDSCAPE ARCHITECT MUST INSPECT AND APPROVE FINISH GRADING BEFORE CONTRACTOR PROCEEDS WITH SODDING OR SEEDING.
- FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED OR RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
- BEGIN TURF ESTABLISHMENT IMMEDIATELY AFTER SEEDING, REFER TO SPECIFICATION FOR PROCEDURE.
- ALL TREES TO BE BALLED AND BURLAPPED.
- ALL TREES SHALL RECEIVE 4" DEPTH OF CLEAN SHREDDED HARDWOOD MULCH, UNLESS OTHERWISE SPECIFIED.
- ALL PLANT MATERIALS SHALL BE NO. 1 QUALITY, NURSERY GROWN AND SPECIMENS MUST BE MATCHED. ALL OVERSTORY TREES ADJACENT TO DRIVE AND IN PARKING LOT SHALL BEGIN BRANCHING NO LOWER THAN 6'.
- ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SEEDDED OR SODDED.
- TOPSOIL TO BE 6" DEPTH IN ALL BALLFIELD AREAS.
- DECIDUOUS TREES SHOULD BE LOCATED A MINIMUM OF 5' OFF ANY UTILITY PIPE.

PLANTING RESTRICTIONS:

- CONIFEROUS TREES SHOULD BE LOCATED A MINIMUM OF 15' OFF ANY UTILITY PIPE.
- NO TREE SHOULD BE LOCATED WITHIN 10' OF A HYDRANT OR 15' FROM A STREETLIGHT.
- NO TREES SHOULD BE LOCATED WITHIN A STORM POND HWL.
- NO TREES SHOULD BE LOCATED WITHIN A STORM POND'S 20' ACCESS ROUTE, AND NO CONIFEROUS TREE WITHIN 5' OF THE 20' POND ACCESS ROUTE.
- NO CONIFEROUS TREES WITHIN 20' OF A PROPOSED SIDEWALK/TRAIL.
- NO DECIDUOUS TREES WITHIN 5' OF A SIDEWALK/TRAIL.
- FOR TREES WITHIN PUBLIC RIGHT-OF-WAY OR PUBLIC OUTLOT, TREES SHALL CONFORM TO THE CURRENT LIST OF APPROVED SPECIES.

LEGEND

- ROCK MULCH
- ANNUALS MULCH BED

PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	CALIPER	CONTAINER	SPACING
TREES						
CO	5	CELTIS OCCIDENTALIS	HACKBERRY	2.5" CAL.	B&B	PER PLAN
MS	10	MALUS 'SPRING SNOW'	SPRING SNOW CRABAPPLE	2" CAL.	B&B	PER PLAN
QB	3	QUERCUS BICOLOR	SWAMP WHITE OAK	2.5" CAL.	B&B	PER PLAN
QR	18	QUERCUS RUBRA	NORTHERN RED OAK	2.5" CAL.	B&B	PER PLAN
UA	4	ULMUS AMERICANA 'ST. CROIX'	ST. CROIX ELM	2.5" CAL.	B&B	PER PLAN
UD	7	ULMUS DAVIDIANA VAR. JAPONICA 'MORTON'	ACCOLADE ELM	2.5" CAL.	B&B	PER PLAN

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RICHARD W KOECHLEIN
LIC. NO. 26678 DATE 04/09/2025



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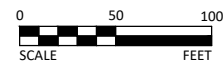
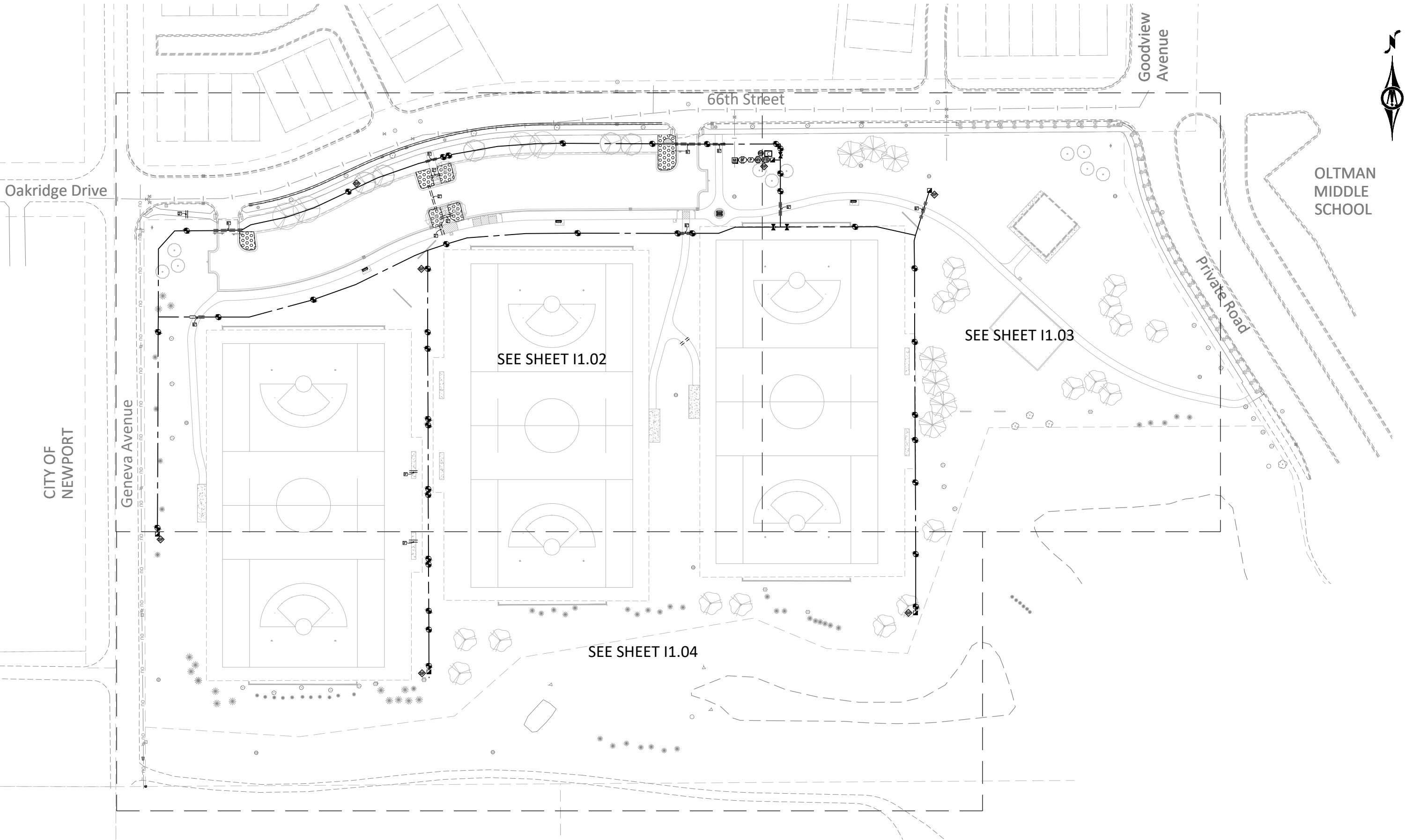


CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
LANDSCAPE PLAN

SHEET

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Richard W. Koehlein
RICHARD W. KOEHLIN
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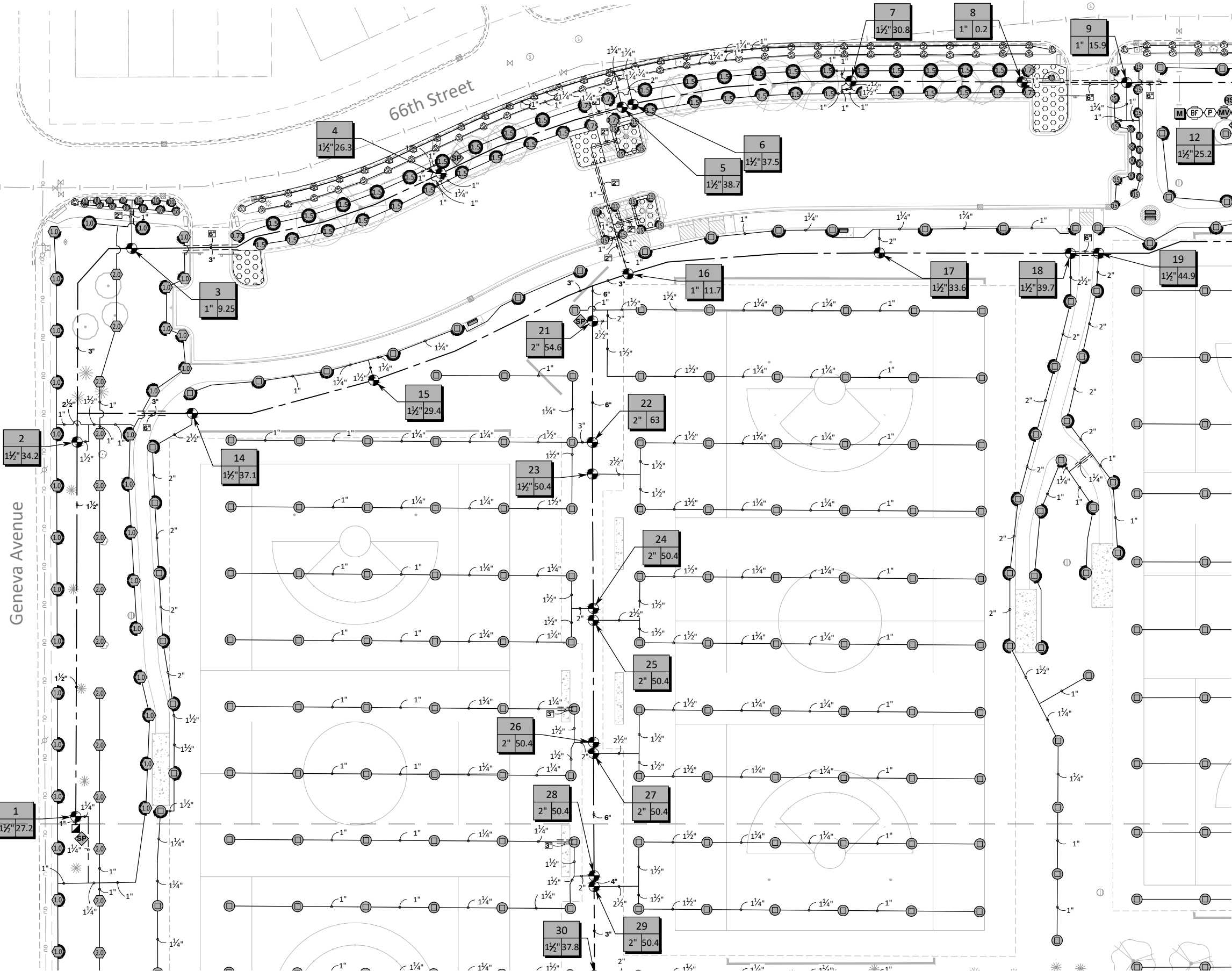
CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
OVERALL IRRIGATION PLAN

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66th Street



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RICHARD W. KOEHNLEIN
LIC. NO. 26678 DATE 04/09/2025



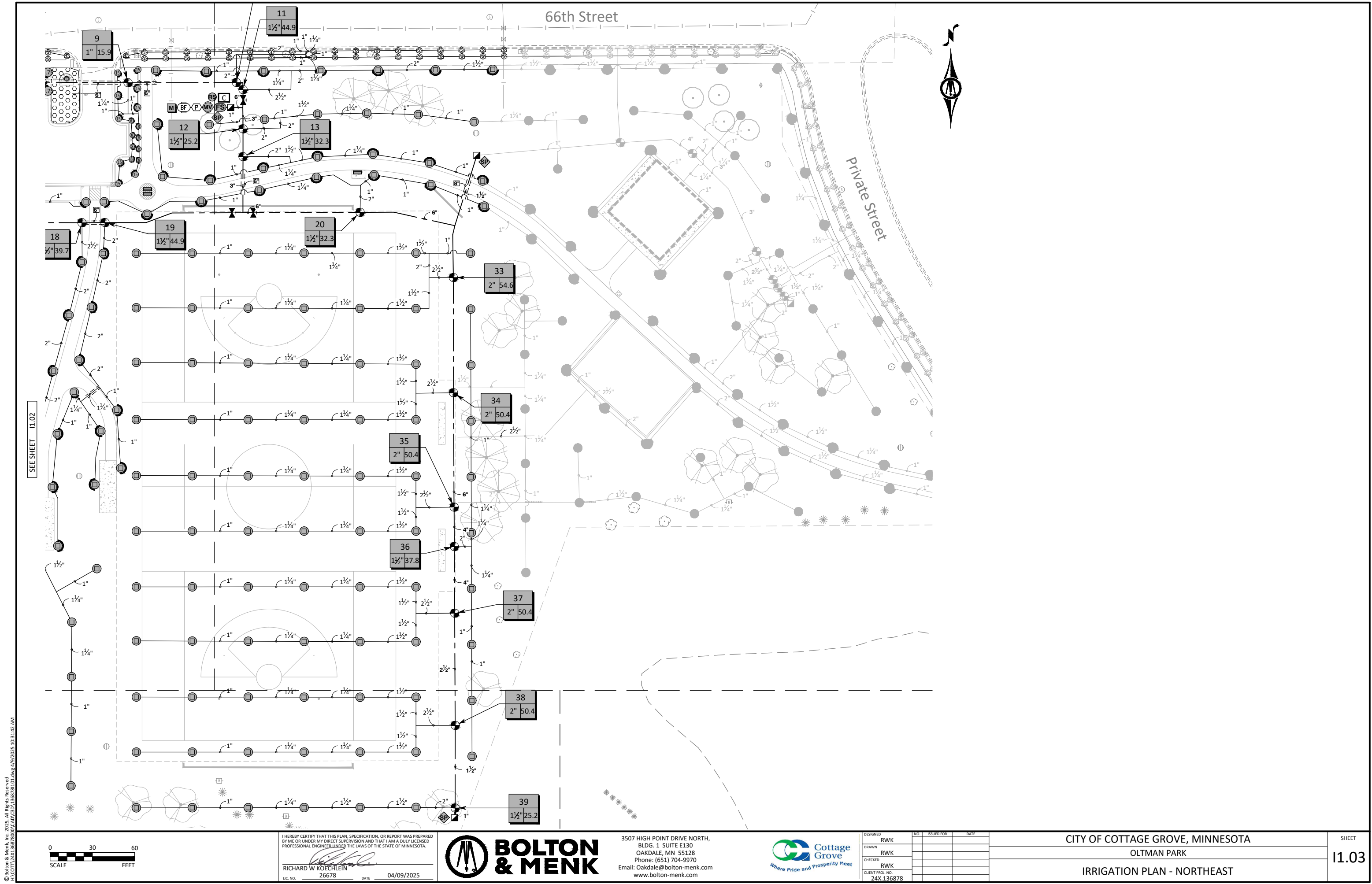
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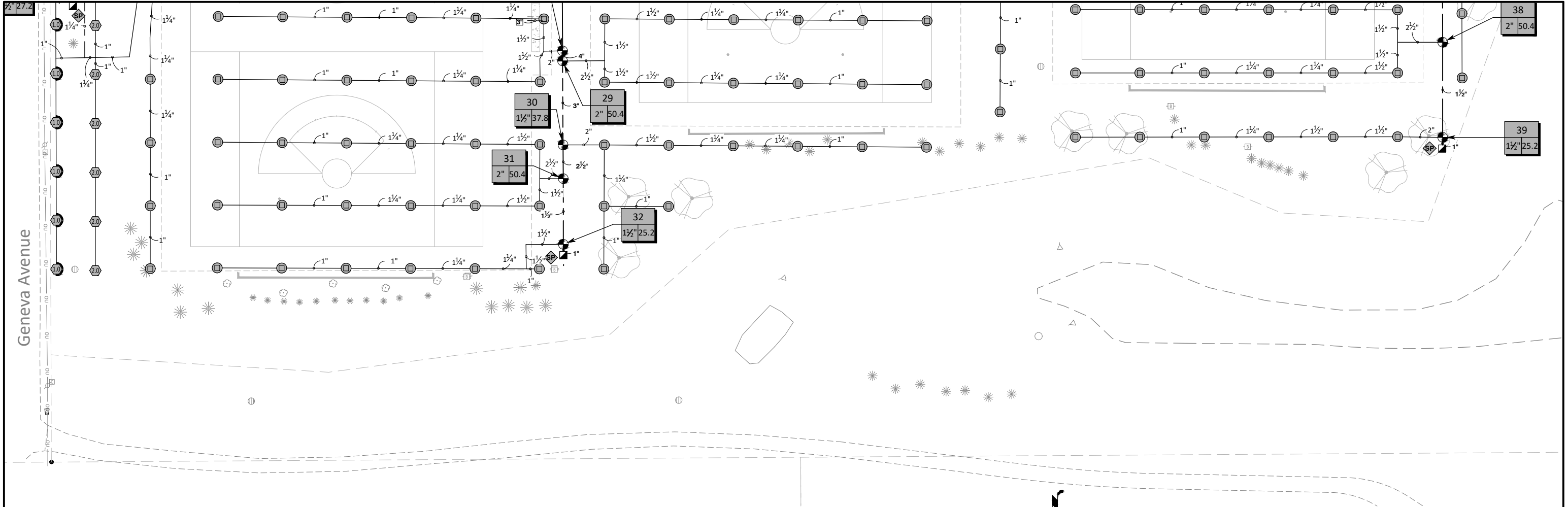


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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
IRRIGATION PLAN - NORTHWEST

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VALVE SCHEDULE

NUMBER	MODEL	SIZE	TYPE	GPM	PSI	PSI @ POC	PRECIP
1	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	27.24	40.6	69.7	0.21 in/h
2	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	34.17	40.5	66.2	0.26 in/h
3	RAIN BIRD PEB-IVM	1"	TURF SPRAY	9.25	32.1	58.2	1.54 in/h
4	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	26.33	39.5	65.7	0.68 in/h
5	RAIN BIRD PEB-IVM	1-1/2"	TURF SPRAY	38.73	42.3	67.9	1.75 in/h
6	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	37.51	41.6	67.1	1.75 in/h
7	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	30.84	39.6	63.3	0.69 in/h
8	RAIN BIRD PEB-IVM	1"	TURF SPRAY	0.2	30.8	52.4	0.49 in/h
9	RAIN BIRD PEB-IVM	1"	TURF SPRAY	15.85	34.7	54.6	1.22 in/h
10	RAIN BIRD PEB-IVM	1-1/2"	TURF SPRAY	44.17	35.4	52.8	1.72 in/h
11	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	44.9	36.3	53.3	0.55 in/h
12	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	25.2	34.8	51.9	0.29 in/h
13	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	32.3	35.1	52.9	0.55 in/h
14	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	37.1	36.5	62.5	0.44 in/h
15	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	29.4	35.7	62.1	0.59 in/h
16	RAIN BIRD PEB-IVM	1"	TURF SPRAY	11.66	32.6	58.6	1.12 in/h
17	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	33.6	36.1	60.5	0.59 in/h
18	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	39.7	36.1	58.4	0.41 in/h
19	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	44.9	36.4	58.3	0.7 in/h
20	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	32.3	35.5	54.6	0.57 in/h
21	RAIN BIRD PEB-IVM	2"	TURF ROTOR	54.6	36.1	62.2	0.27 in/h
22	RAIN BIRD PEB-IVM	2"	TURF ROTOR	63	36.6	62.4	0.26 in/h
23	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	50.4	35.6	61.3	0.26 in/h
24	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	36.5	62.1	0.26 in/h
25	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	35.6	61.2	0.26 in/h
26	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	36.5	62.0	0.26 in/h
27	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	36.8	62.2	0.26 in/h
28	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	36.5	61.9	0.26 in/h
29	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	36.8	62.2	0.26 in/h
30	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	37.8	35.3	61.1	0.26 in/h
31	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	36.7	62.8	0.26 in/h
32	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	25.2	36.5	63.1	0.26 in/h
33	RAIN BIRD PEB-IVM	2"	TURF ROTOR	54.6	36.0	55.1	0.26 in/h
34	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	35.6	55.1	0.26 in/h
35	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	35.6	55.8	0.26 in/h
36	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	37.8	35.6	56.2	0.26 in/h
37	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	35.6	56.7	0.26 in/h
38	RAIN BIRD PEB-IVM	2"	TURF ROTOR	50.4	35.6	58.3	0.26 in/h
39	RAIN BIRD PEB-IVM	1-1/2"	TURF ROTOR	25.2	36.1	60.1	0.26 in/h

CRITICAL ANALYSIS

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P.O.C. NUMBER: 01
Water Source Information:

FLOW AVAILABLE
Water Meter Size: 4"
Flow Available: 375 GPM

PRESSURE AVAILABLE
Static Pressure at POC: 50 PSI
Elevation Change: 5 ft
Service Line Size: 6"
Length of Service Line: 20 ft
Booster Pump pressure provided: 30 PSI
Pressure Available: 78 PSI

DESIGN ANALYSIS
Maximum Multi-valve Flow: 225 GPM
Flow Available at POC: 375 GPM
Residual Flow Available: 150 GPM

Critical Station: 1
Design Pressure: 35 PSI
Friction Loss: 1.7 PSI
Fittings Loss: 0.17 PSI
Elevation Loss: 0 PSI
Loss through Valve: 3.68 PSI
Pressure Req. at Critical Station: 40.6 PSI
Loss for Fittings: 1.15 PSI
Loss for Main Line: 11.5 PSI
Loss for POC to Valve Elevation: 0 PSI
Loss for Backflow: 9 PSI
Loss for Master Valve: 3.35 PSI
Loss for Water Meter: 4.1 PSI
Critical Station Pressure at POC: 69.7 PSI
Pressure Available: 78 PSI
Residual Pressure Available: 8.3 PSI

NOTES

- FIELD VERIFY SITE CONDITIONS AND LOCATE UNDERGROUND UTILITIES PRIOR TO TRENCHING.
- VERIFY THE LOCATION AND DEPTH OF UNDERGROUND ELECTRIC LINES, FIBER LINES, AND OTHER COMMUNICATION LINES PRIOR TO IRRIGATION INSTALLATION.
- LAY OUT WORK IN GENERAL CONFORMANCE WITH THE DRAWINGS. ADJUST NOZZLES, SPRINKLER ARCS, OR HEAD AND PIPE LOCATIONS TO COMPLEMENT ACTUAL FIELD CONDITIONS. MAINTAIN HEAD-TO-HEAD COVERAGE. BALANCE THE PRECIPITATION RATE AMONG ALL SPRINKLERS WITHIN THE ZONE. ADD SUPPLEMENTAL SPRINKLERS AS NECESSARY TO PROVIDE HEAD-TO-HEAD COVERAGE.
- PROVIDE ALL MISCELLANEOUS MATERIALS NECESSARY TO MAKE THE SYSTEM FULLY FUNCTIONAL.
- WATER PRESSURE AT THE WATER SUPPLY HAS BEEN ASSUMED TO BE +/-55 PSI. NOTIFY LANDSCAPE ARCHITECT IF WATER SUPPLY PRESSURE DIFFERS.
- WATER SUPPLY IS LOCATED AT THE PROPOSED 6" STUB ON THE NORTH SIDE OF THE SITE.
- FOLLOW MANUFACTURERS RECOMMENDATIONS FOR PRODUCT SPECIFIC INSTALLATION.
- MAIN LINE PIPING SHALL BE PVC CLASS 200 SDR 21.
- LATERAL PIPING SHALL BE PVC CLASS 160 SDR 26.
- LATERAL PIPING WITH NO SIZE LABEL INDICATED ON THE DRAWINGS SHALL BE 1", PVC CLASS 160 SDR 26.
- INSTALL LATERAL PIPING A MINIMUM 12 INCHES DEEP AND INSTALL MAIN LINE PIPING A MINIMUM 18 INCHES DEEP. NOTIFY LANDSCAPE ARCHITECT A MINIMUM 48 HOURS IN ADVANCE OF PIPING INSTALLATION.
- USE TEFLON TAPE ON ALL THREADED JOINTS.
- SET SPRINKLER HEADS, QUICK COUPLER VALVES, AND OTHER VALVES WITH STEMS PERPENDICULAR TO FINISHED GRADE.
- PLACE ALL VALVES IN SERVICE BOXES.
- ADJUST SPRINKLER HEADS FOR GRADE, AS NECESSARY, AFTER TURFGRASS HAS BEEN ESTABLISHED AND ALL SETTLEMENT AT SPRINKLER HEADS HAS OCCURRED. SET TOP OF SPRINKLER HEAD 3" BELOW FINISH GRADE OR 1/4" BELOW THE TURFGRASS ROOT ZONE. SET TOP OF SPRINKLER HEAD 1" BELOW CONCRETE SURFACES WHEN ADJACENT TO CONCRETE WALKS OR CONCRETE CURBS.
- MAIN LINE PIPING 3" AND LARGER SHALL HAVE THRUST BLOCKING AT ALL ELL'S, TEE'S, AND WYE'S.
- MAIN LINE PIPING 4" AND LARGER SHALL USE JOINT RESTRAINTS.
- CONDUCT PERFORMANCE TEST IN THE PRESENCE OF OWNER AND LANDSCAPE ARCHITECT FOLLOWING COMPLETION OF SYSTEM INSTALLATION. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- CONDUCT AND DEMONSTRATE TO THE OWNER THE WINTERIZATION AND SPRING START-UP PROCESS IN THE FALL FOLLOWING IRRIGATION SYSTEM COMPLETION.



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Richard W Koehlein
RICHARD W KOEHLIN
LIC. NO. 26678 DATE 04/09/2025



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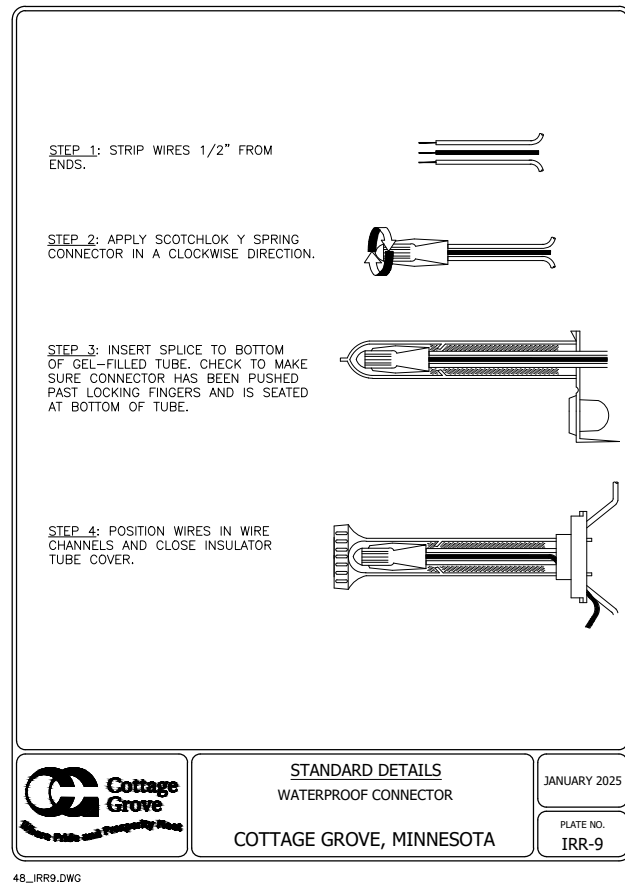
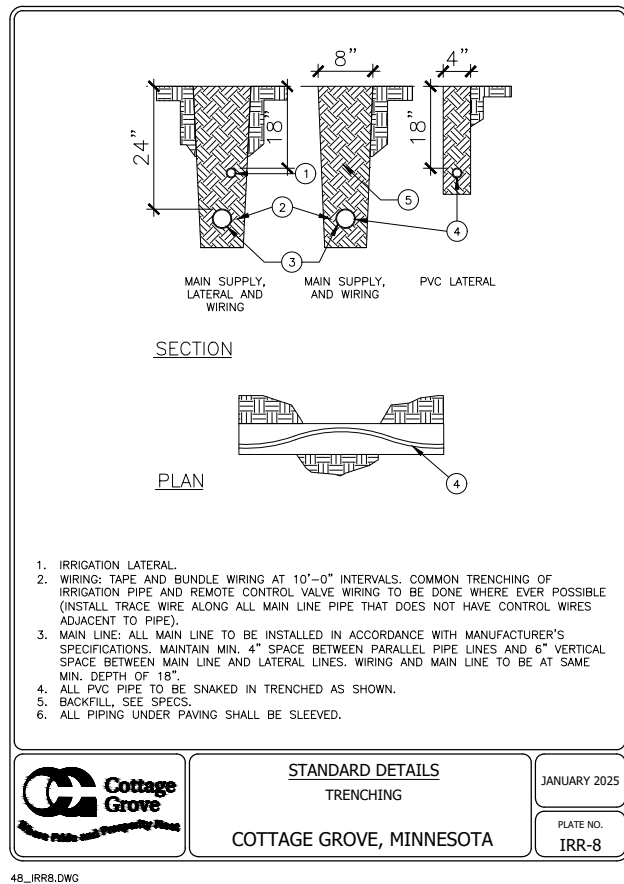
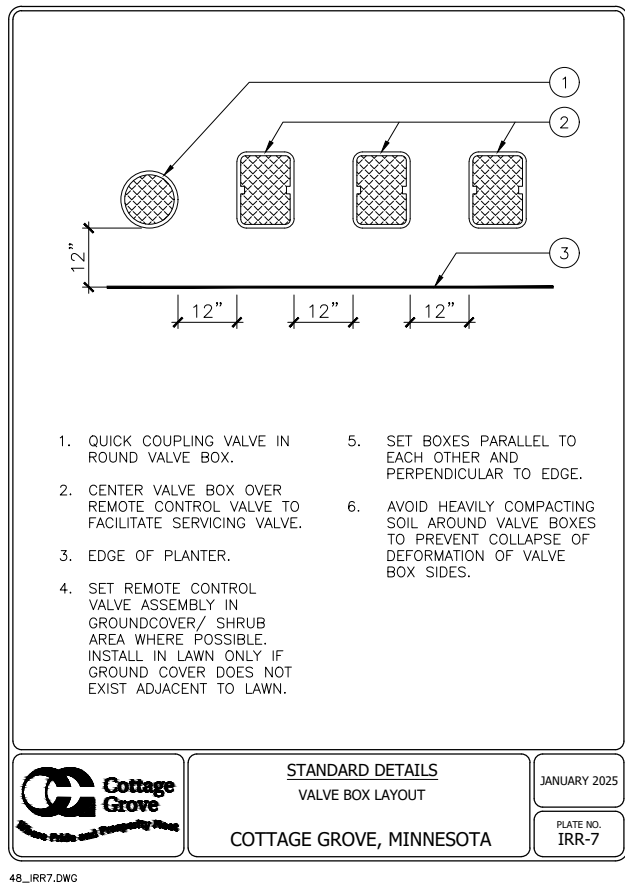
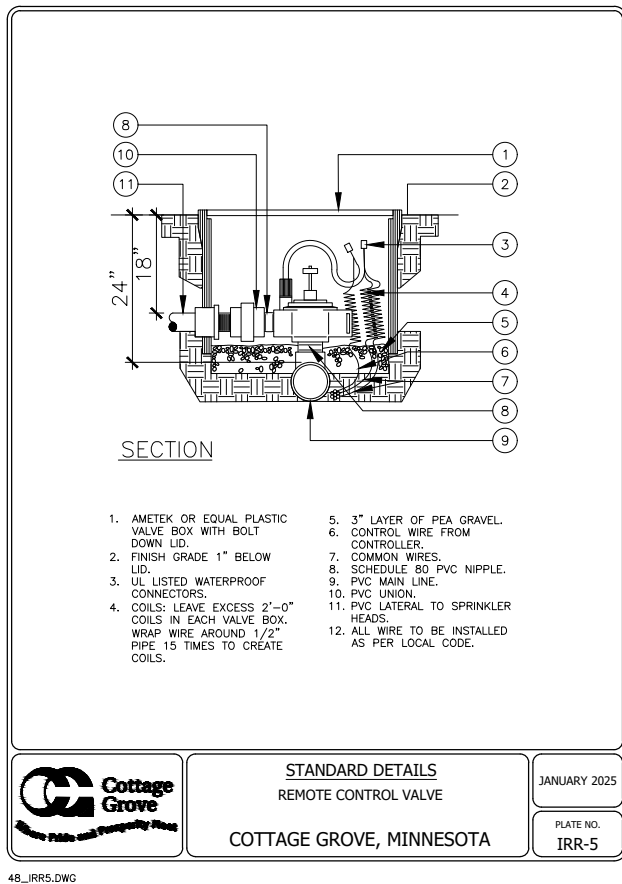
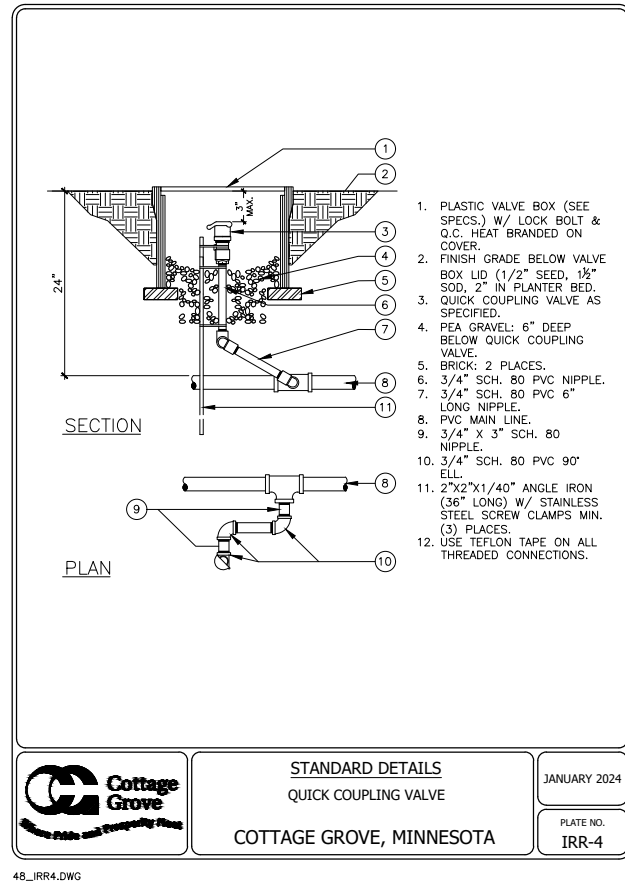
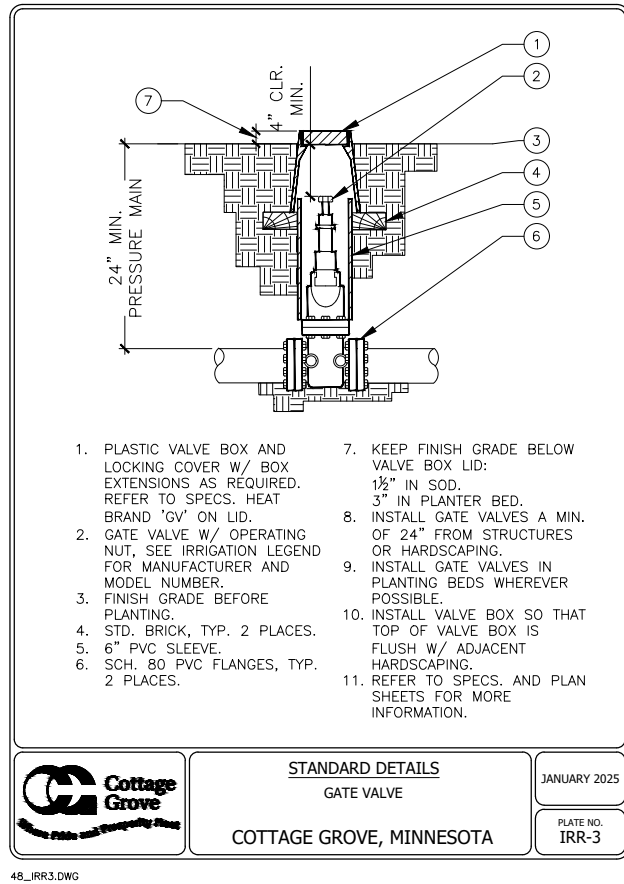
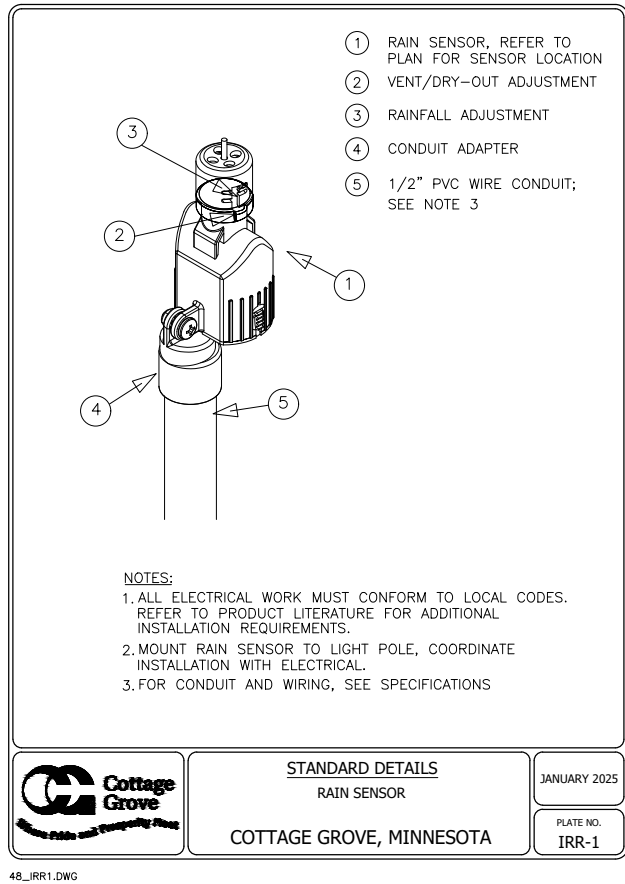
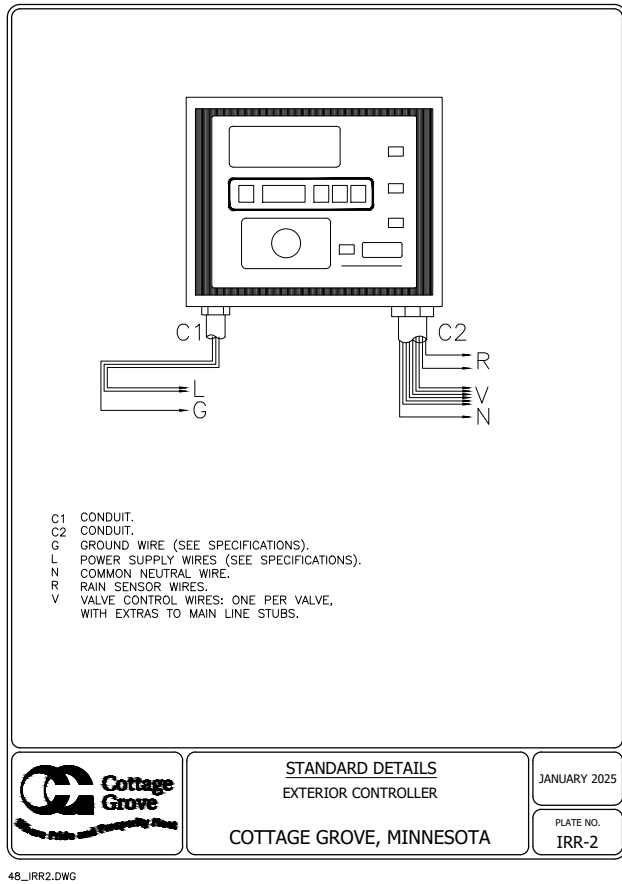
OLTMAN PARK

IRRIGATION PLAN - SOUTHWEST

SHEET

I1.04

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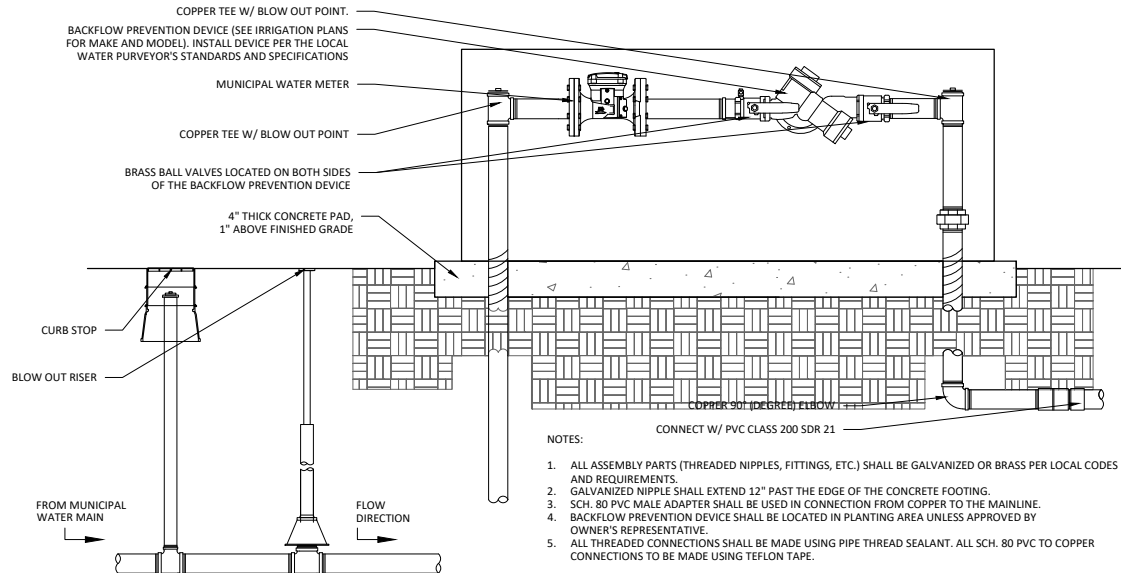
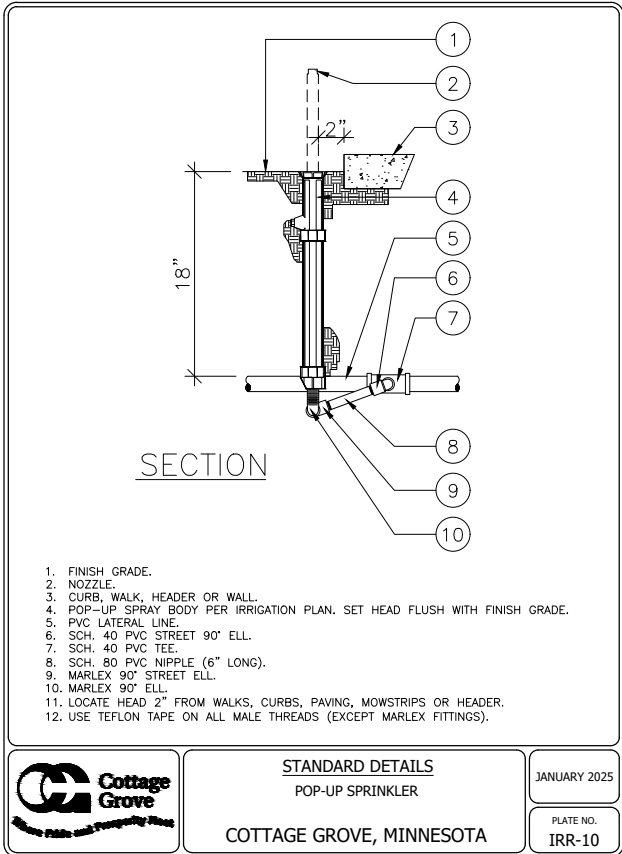
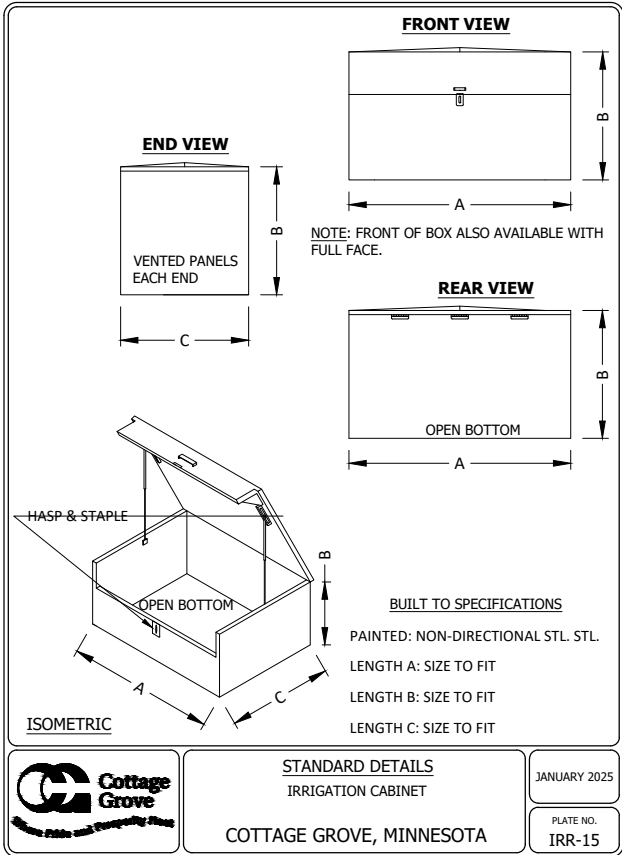


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CITY OF COTTAGE GROVE, MINNESOTA
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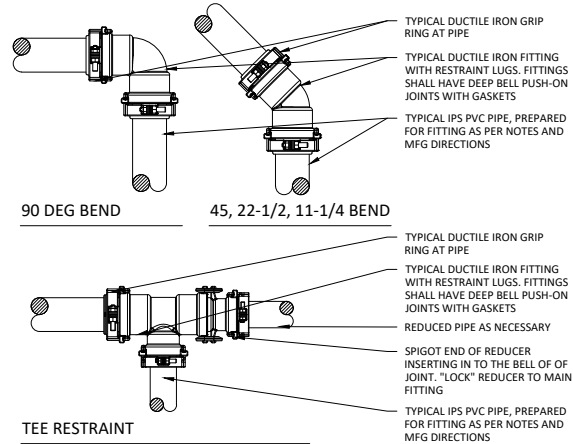


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MUNICIPAL WATER CONNECTION

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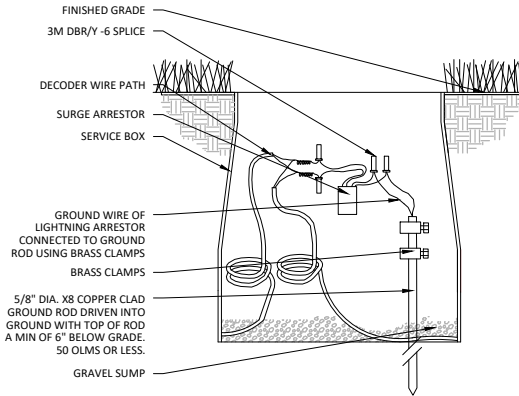


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FITTING TO PIPE JOINT RESTRAINT SYSTEM

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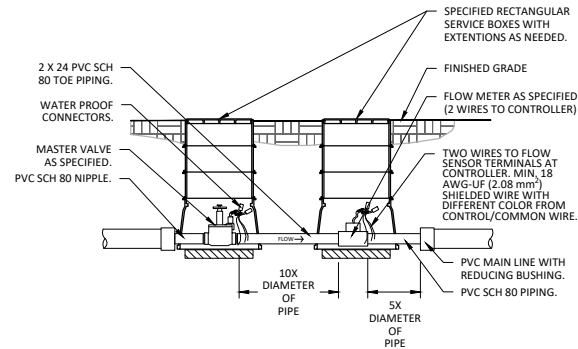


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LIGHTNING ARRESTOR

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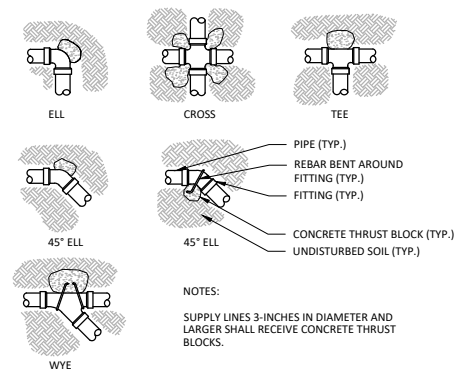


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MASTER VALVE & FLOW SENSOR

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3

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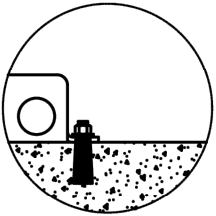
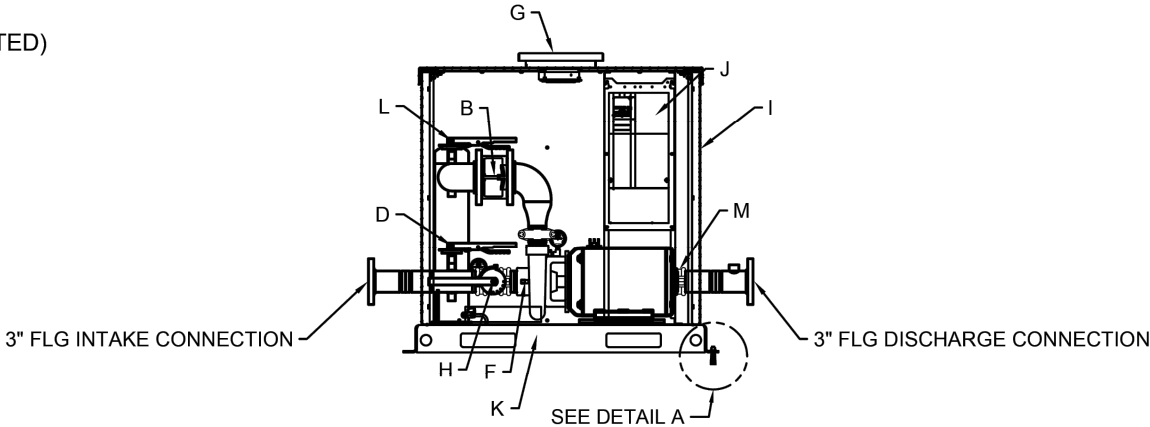
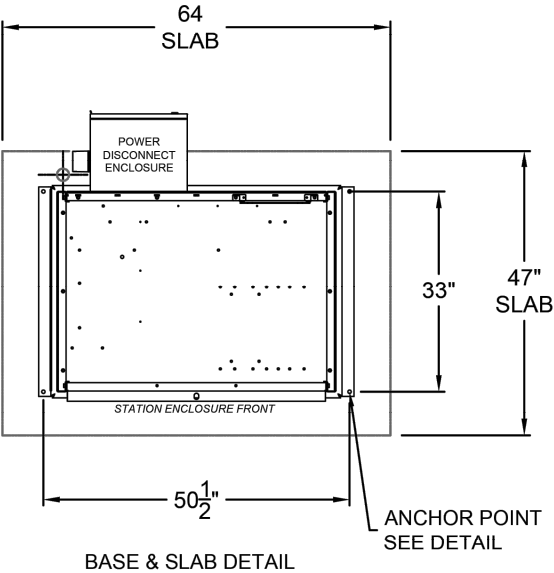
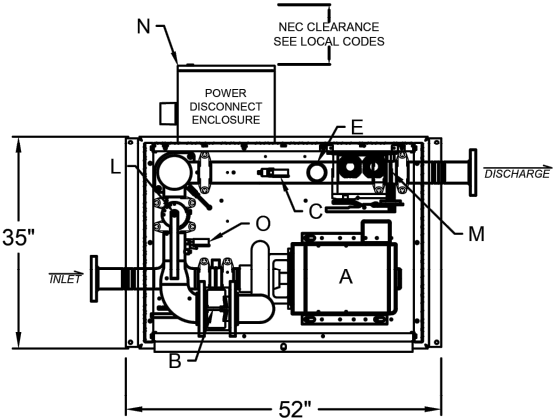
THRUST BLOCK

NOT TO SCALE

PUMP STATION SPECIFICATIONS:
NAME: OLTMAN PARK
STATION MODEL: WMBV-5000-7A-15-240-1-250-90
STATION TOTAL PERFORMANCE: 250 GPM @ 90 PSI
DYNAMIC INLET PRESSURE: 43 PSI
BOOST PRESSURE: 47 PSI
REGULATED DISCHARGE PRESSURE: 90 PSI
PUMP HORSEPOWER:
PUMP NO.1: 15HP (3600RPM)
CHECK VALVE SIZES:
PUMP NO.1 3"
ISOLATION VALVE SIZES:
DISCHARGE ISOLATION VALVE SIZE: 3"
DISCHARGE MANIFOLD SIZE: 3"

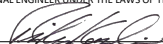
POWER REQUIREMENTS: 480V, 60HZ, 3PHZ, 99FLA (EST.)
EXHAUST FAN REQUIREMENTS: STD. FAN

- STATION COMPONENTS:**
A PUMP AND MOTOR
B CHECK VALVE
C PRESSURE TRANSDUCER WITH GAUGE
D BYPASS VALVE
E FLOW SENSOR
F TEMP SENSOR
G STATION FAN HOOD MOUNTED
H PUMP INTAKE ISOLATION VALVE
I MARINE GRADE ALUMINUM ENCLOSURE (UNPAINTED)
J VFD
K MARINE GRADE ALUMINUM BASE (UNPAINTED)
L PUMP DISCHARGE ISOLATION VALVE
M STATION DISCHARGE ISOLATION VALVE
N DEAD-FRONT DISCONNECT PANEL
O LOW INLET PRESSURE SENSOR



☐ APPROVED AS SUBMITTED	7				DRAWN BY: PJB	DATE: 03/20/2025	TITLE: OLTMAN PARK IRRIGATION PUMP STATION	
☐ APPROVED AS NOTED	6				CHECKED BY:	DATE:		
☐ REVISE AND RESUBMIT	5				THIS DRAWING AND DESIGN, IS THE PROPERTY OF WATERTRONICS AND IS NOT TO BE REPRODUCED IN WHOLE OR PART, NOR EMPLOYED FOR ANY PURPOSE OTHER THAN SPECIFICALLY PERMITTED IN WRITING BY WATERTRONICS. THIS DRAWING LOANED AND SUBJECT TO RETURN ON DEMAND		 A LINDSAY COMPANY	
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RICHARD W. KOEHLIN
LIC. NO. 26678 DATE 04/09/2025



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CITY OF COTTAGE GROVE, MINNESOTA
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IRRIGATION DETAILS

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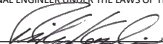
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IRRIGATION SCHEDULE						
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI			
    	RAIN BIRD 1804-PRS 15 STRIP SERIES TURF SPRAY 4.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	102	30			
  	RAIN BIRD 1804-PRS 5 SERIES MPR TURF SPRAY 4.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	1	30			
   	RAIN BIRD 1804-PRS 8 SERIES MPR TURF SPRAY 4.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	16	30			
   	RAIN BIRD 1804-PRS 10 SERIES MPR TURF SPRAY 4.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	6	30			
   	RAIN BIRD 1804-PRS 15 SERIES MPR TURF SPRAY 4.0IN. POP-UP SPRINKLER WITH CO-MOLDED WIPER SEAL. 1/2IN. NPT FEMALE THREADED INLET. PRESSURE REGULATING.	21	30			
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI	GPM	RADIUS	
	RAIN BIRD 3504-PC-SAM 0.75 TURF ROTOR, 4IN. POP-UP. ADJUSTABLE AND FULL CIRCLE. WITH SEAL-A-MATIC CHECK VALVE.	7	35	0.67	17'	
	RAIN BIRD 3504-PC-SAM 1.5 TURF ROTOR, 4IN. POP-UP. ADJUSTABLE AND FULL CIRCLE. WITH SEAL-A-MATIC CHECK VALVE.	41	35	1.28	23'	
	RAIN BIRD 5004-PC-R-LA 1.0 TURF ROTOR, 4IN. POP-UP. PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. LOW ANGLE NOZZLE. PRESSURE REGULATING.	36	35	0.87	28'	
	RAIN BIRD 5004-PC-R-LA 2.0 TURF ROTOR, 4IN. POP-UP. PLASTIC RISER. ADJUSTABLE TO FULL CIRCLE. LOW ANGLE NOZZLE. PRESSURE REGULATING.	17	35	1.77	31'	
	RAIN BIRD 6504-PC, FC-SS 04 TURF ROTOR, 4IN. POP-UP. STAINLESS STEEL RISER, ADJUSTABLE AND FULL CIRCLE. WITH REMOVABLE SEAL-A-MATIC CHECK VALVE, 1IN. FEMALE THREADED INLET.	16	30	2.9	35'	
	RAIN BIRD 6504-PC, FC-SS 06 TURF ROTOR, 4IN. POP-UP. STAINLESS STEEL RISER, ADJUSTABLE AND FULL CIRCLE. WITH REMOVABLE SEAL-A-MATIC CHECK VALVE, 1IN. FEMALE THREADED INLET.	275	30	4.2	39'	

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI			
	RAIN BIRD PEB-IVM 1-1/2" 1-1/2IN. PLASTIC INDUSTRIAL SMART VALVES W/ FACTORY INSTALLED IVM-SOL. LOW FLOW OPERATING CAPABILITY, GLOBE CONFIGURATION.	21				
	RAIN BIRD PEB-IVM 1" 1IN. PLASTIC INDUSTRIAL SMART VALVES W/ FACTORY INSTALLED IVM-SOL. LOW FLOW OPERATING CAPABILITY, GLOBE CONFIGURATION.	4				
	RAIN BIRD PEB-IVM 2" 2IN. PLASTIC INDUSTRIAL SMART VALVES W/ FACTORY INSTALLED IVM-SOL. LOW FLOW OPERATING CAPABILITY, GLOBE CONFIGURATION.	14				
	RAIN BIRD 3-RC 3/4" 3/4IN. BRASS QUICK-COUPLING VALVE, WITH CORROSION-RESISTANT STAINLESS STEEL SPRING, THERMOPLASTIC RUBBER COVER, AND 1-PIECE BODY.	5				
	LEEMCO LBT-SS 1IN.-4IN. (FPT X FPT) STAINLESS STEEL BALL VALVE	3				
	RAIN BIRD PEB-PRS-D 3" 1IN., 1-1/2IN., 2IN., 3IN. PLASTIC INDUSTRIAL MASTER VALVES. LOW FLOW OPERATING CAPABILITY, GLOBE CONFIGURATION. WITH PRESSURE REGULATOR MODULE.	1				
	ZURN 375-BP 4" REDUCED PRESSURE BACKFLOW PREVENTER.	1				
	RAIN BIRD ESPLXIVM-LXMM 60 STATION, 2-WIRE CONTROLLER W/ SMART VALVE TECHNOLOGY. (1) ESPLXIVM 60-STATION, INDOOR/OUTDOOR, PLASTIC WALL-MOUNT ENCLOSURE. INSTALLED IN LXMM POWDER COATED, METAL WALL-MOUNTED CABINET. SYSTEM REQUIREMENTS: RAIN BIRD LXIVM-XXX INTEGRATED VALVE MODULES & 2-WIRE DEVICES. USE PAIGE ELECTRIC CABLE P7072D & RAIN BIRD WC20 DRY SPLICES ONLY. GROUND SYSTEM W/ (X) LXIVMSD SURGE DEVICE IN RAIN BIRD ROUND VALVE BOXES. INSTALL PER MANUFACTURERS RECOMMENDATIONS.	1				
	INTERMATIC AG2401 117 VAC SURGE ARRESTER EACH SATELLITE OR CLUSTER OF OF SATELLITES SHALL HAVE A GROUND ROD, 5/8 INCH DIAMETER BY 8 FEET LONG COPPER CLAD, ATTACHED TO THE GROUNDING LUG INSIDE OF THE PEDESTAL, USING AN 8 GAUGE BARE COPPER WIRE OR LARGER.	7				
	RAIN BIRD RSD-BEX RAIN SENSOR, WITH METAL LATCHING BRACKET, EXTENSION WIRE.	1				
	RAIN BIRD FS-300-P W/ LXIVMSEN 3IN. FLOW SENSOR, PLASTIC PVC MODEL. SUGGESTED OPERATING RANGE 20.0 GPM TO 300.0 GPM. SIZE FOR FLOW NOT ACCORDING TO PIPE SIZE. RAIN BIRD COMPATIBLE CONTROLLERS: ESP-LXIVM(P) LXD LXME2(P) ME3, OR CONTROLLERS ACCEPTING CUSTOM K-FACTOR AND OFFSET. INSTALL IN RAIN BIRD VALVE BOX.	1				
	WATERTRONICS WATERMAX 5000 SINGLE PUMP CENTRIFUGAL SELF-ENCLOSED VFD PUMP STATION, 3-25HP, FLOWS UP TO 400 GPM, PRESSURES UP TO 100 PSI. UL LISTED PACKAGED PUMP STATION, PRESSURE DROP, FLOW BASED AND 24 VAC REMOTE START RELAY STARTING OPTIONS, FLOW SENSOR, TEMP VOLUTE SENSOR	1				
	WATER METER 4"	1				

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI			
—————	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26	837.0 LF				
—————	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 1"	10,200 LF				
—————	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 1 1/4"	2,838 LF				
—————	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 1 1/2"	609.3 LF				
—————	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 2"	228.5 LF				
—————	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 2 1/2"	258.7 LF				
———— — — ———	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 1"	18.8 LF				
———— — — ———	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 1 1/4"	1,290 LF				
———— — — ———	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 1 1/2"	1,639 LF				
———— — — ———	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 2"	1,046 LF				
———— — — ———	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 2 1/2"	230.5 LF				
———— — — ———	IRRIGATION LATERAL LINE: PVC CLASS 160 SDR 26 3"	11.8 LF				
—— ——— ——— ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21	154.0 LF				
—— ——— ——— ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 1"	25.2 LF				
—— ——— ——— ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 3"	64.4 LF				
—— ——— ——— ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 6"	83.1 LF				
———— — — ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 1 1/2"	370.5 LF				
———— — — ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 2 1/2"	117.3 LF				
———— — — ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 3"	1,660 LF				
———— — — ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 4"	96.5 LF				
———— — — ———	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 6"	661.9 LF				
=====	PIPE SLEEVE: PVC SCHEDULE 40	11.4 LF				
=====	PIPE SLEEVE: PVC SCHEDULE 40 2"	75.5 LF				
=====	PIPE SLEEVE: PVC SCHEDULE 40 3"	18.1 LF				
=====	PIPE SLEEVE: PVC SCHEDULE 40 6"	131.8 LF				
=====	PIPE SLEEVE: PVC SCHEDULE 40 8"	19.0 LF				

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CITY OF COTTAGE GROVE, MINNESOTA
OLTMAN PARK
IRRIGATION DETAILS

SHEET

12.04



City Council Action Request

7.S.

Meeting Date 4/16/2025

Department Engineering

Agenda Category Action Item

Title 2025 Water Conservation Program, SWWD Cooperative Agreement, and Water in Motion Work Order

Staff Recommendation 1) Approve the Residential Smart Irrigation Controller Program Cooperative Agreement with SWWD; 2) Approve the work order from Water in Motion; 3) Approve the expenditures from the Water Utility Fund of up to \$96,000 to supplement the SWWD contribution of \$4,000 for the implementation of the 2025 Water Conservation Program.

Budget Implication Up to \$96,000 - City's Water Utility Fund and \$4,000 - SWWD Grant

Attachments	1.	2025 Water Conservation Programs CC Memo
	2.	2025 Water Conservation Programs - Agreement with SWWD
	3.	2025 Water Conservation Programs - Water In Motion Proposal



To: Honorable Mayor and City Council
Jennifer Levitt, P.E., City Administrator

From: Joe Fox, P.E., Project Engineer

Date: April 8, 2025

Re: 2025 Water Conservation Program, SWWD Cooperative Agreement, and the Water in Motion Work Order

Background

In August of 2017, the city received water conservation grant funds from the South Washington Watershed District (SWWD). The City used a portion of the grant funds to purchase and distribute 36 smart irrigation controllers for \$135 each and resold them to the residents for \$35 each. The controllers sold out immediately and feedback from recipients was positive.

In March of 2018, staff contacted SWWD to discuss interest in assisting the City with implementation of a residential smart irrigation controller program. The SWWD agreed to contribute \$15,000 to the city for this purpose. The city entered a Cooperative Agreement with SWWD and contributed \$5,250 for implementation of the program. The city purchased and distributed 200 smart irrigation controllers to residential users.

In 2019, due to the success and popularity of the Smart Irrigation Controller Program, SWWD offered \$25,000 to continue water efficiency and water conservation activities. With the additional financial support from SWWD and revenues from the Water Utility Fund, the City expanded water conservation and efficiency projects. The city purchased 220 smart irrigation controllers for around \$135 and sold them to city residents for \$35.

In 2020 through 2023, the SWWD provided \$25,000 grants for smart irrigation controllers. The city purchased 150 controllers in each year and sold them for \$35. In 2023, there appeared to be less interest in the program. In 2024, the city received \$15,000 from the SWWD for funding to purchase 90 controllers for resale. In 2025, the city will receive just under \$4,000 for the purchase of 22 controllers.

In addition to the irrigation controllers, the city's water efficiency program has in the last few years offered assessments of irrigation systems at no cost to residents, HOAs, and businesses. Water in Motion, an experienced irrigation contractor, conducts the assessments. They look for cost-effective ways to reduce water usage such as fixing broken sprinklers and upgrading to water-efficient irrigation equipment. The city offers reimbursements to HOAs and businesses to help cover the costs of upgrading to an irrigation system that uses less water while maintaining a healthy lawn.

Discussion

The City's 2025 Water Conservation Program consists of the following:

1. Smart Irrigation Controller Program: Total Estimated Cost: \$4,000.

Partner with SWWD to purchase and distribute smart irrigation controllers to private residential property owners (see attached SWWD agreement).

2. Irrigation Assessments: Total Estimated Cost: \$15,000.

The city will offer assessments of irrigation systems to HOAs, commercial sites, and single-family homeowners. Water in Motion will conduct the assessments. The assessments are provided at no cost to the residents, HOAs, or business owners and with no obligation to follow through on the recommendations.

3. Irrigation Retrofit Cost-Share: Total Estimated Cost: \$72,000.

Staff will partner with HOAs and owners of commercial sites to implement recommendations made in irrigation assessments. Retrofit and efficiency upgrade opportunities will be funded with a 50/50 cost share. The city's cost participation would equate to 50 percent of costs, not to exceed \$12,000, per project. The budget would allow the city to help six properties upgrade their irrigation systems.

4. Irrigation Conservation Program Administration: Total Estimated Cost: \$7,000.

Water in Motion will also review HOA and commercial irrigation retrofit proposals for the cost-share program.

5. Water Conservation Information Insert into city newsletter: Total Estimated Cost: \$2,000

Funding for these water conservation efforts will come from the SWWD grant and the city's Water Utility Fund.

Recommendation

It is recommended that the City Council approve:

- 1) The Residential Smart Irrigation Controller Program Cooperative Agreement with SWWD;
- 2) The work order from Water in Motion;
- 3) Expenditures from the Water Utility Fund of up to \$96,000 to supplement the SWWD contribution of \$4,000 for implementation of the 2025 Water Conservation Program.

SOUTH WASHINGTON WATERSHED DISTRICT – CITY OF COTTAGE GROVE
RESIDENTIAL IRRIGATION CONTROLLER PROGRAM
COOPERATIVE AGREEMENT

THIS AGREEMENT, by and between the South Washington Watershed District, a political subdivision of the State of Minnesota, herein after referred to as the “SWWD”, and the City of Cottage Grove, a political subdivision of the State of Minnesota, hereinafter referred to as the “City.” Hereinafter, SWWD and City shall collectively be referred to as the “Parties.”

RESIDENTIAL IRRIGATION CONTROLLER PROGRAM COST PARTICIPATION AGREEMENT (“Agreement”), dated _____, 2025, between South Washington Watershed District, 2302 Tower Drive, Woodbury, MN 55125, and the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, MN 55016.

RECITALS

- A. The City and SWWD have a mutual interest in the management of the groundwater resources in southern Washington County.
- B. The City and SWWD have been included in the Minnesota Department of Natural Resources North & East Groundwater Management Area (N&EGWMA).
- C. The N&EGWMA extends beyond the municipal boundary of the City and the SWWD.
- D. A key element of the N&EGWMA plan is groundwater conservation.
- E. The City manages its water supply system to provide adequate supply for many users.
- F. The City and SWWD have partnered on several water conservation efforts in the past.
- G. The City adopted the Cottage Grove Water Conservation Plan on November 2, 2016, and the City adopted water conservation based policy through new conservation based water rates on December 20, 2017, and updated on December 19, 2018.
- H. The SWWD has established a goal in the SWWD Watershed Management Plan to “implement conservation efforts to ensure long term viability of groundwater resources in South Washington County,” adopted October 1, 2016.
- I. The Washington County groundwater plan establishes a goal to “manage the quality and quantity of groundwater in Washington County to protect health and ensure sufficient supplies of clean water to support human uses and natural ecosystems,” adopted September 23, 2014.
- J. The City and SWWD desire to pursue innovative means to achieve greater groundwater conservation using smart technology developed for residential, commercial, and municipal irrigation systems.
- K. The City and SWWD desire to pursue public outreach and educational opportunities to further inform the community of best water use practices, water conservation and water efficient landscapes.

SOUTH WASHINGTON WATERSHED DISTRICT – CITY OF COTTAGE GROVE
RESIDENTIAL IRRIGATION CONTROLLER PROGRAM
COOPERATIVE AGREEMENT

THEREFORE, in consideration of the mutual promises set forth herein and other good and valuable considerations, the SWWD and the City agree as follows:

I. City of Cottage Grove RESPONSIBILITIES:

- A. Program Implementation. The City will implement a residential irrigation controller program by obtaining smart irrigation controllers, advertise its residential irrigation controller program to residents in its newsletter, on its website, and on its social media platforms; sell the smart irrigation controllers at a reduced price to City residents; verify installation as needed; and after distribution and installation of the controllers, the City will monitor water use and savings.
- B. Funding. The City will receive grant funding from the SWWD for the sole purpose of implementing and maintaining the City's Residential Irrigation Controller Program. Funding received from the SWWD may only be used for irrigation systems within the City and SWWD boundary and must be maintained in a separate fund.
- C. Schedule. The City will seek participation in the City's Residential Irrigation Controller Program from residents within the City and the SWWD boundaries.

II. South Washington Watershed District RESPONSIBILITIES:

- A. Funding. The SWWD will provide funding to the City in the amount of \$25,000 during the term of this Agreement toward the City's implementation and administration of its Residential Irrigation Controller Program. The SWWD will provide payment of the funds to the City upon SWWD's receipt of an invoice from the City for the amount due. SWWD funds may only be used for residential irrigation controller systems within the SWWD boundary.
- B. Schedule. The SWWD will participate in the implementation and administration of the City's Residential Irrigation Controller Program on an as needed basis as determined by the City and SWWD.

III. MISCELLANEOUS:

- A. Relationship of Parties. Nothing contained in this Agreement is intended or shall be construed in any manner as creating or establishing a joint powers relationship, partnership, joint venture, or agency relationship between the Parties.
- B. Employees. The City and SWWD represents that it has, or will secure at its own expense, all personnel and/or contractors required for the performance of this Agreement. Any and all personnel, contractors of the City or SWWD shall not be deemed to have any contractual relationship with either the non-contracting City or SWWD and shall not be considered employees of either the non-contracting City or SWWD for any purpose.
- C. Liability. Except if arising from or out of SWWD's fault or negligence, City agrees to indemnify and defend the SWWD, its successors, and assigns against and will hold harmless the SWWD, its successors and assigns from any claims, expenses or damages, including attorneys' fees, arising from City performance of this Agreement. SWWD agrees to indemnify and defend the

SOUTH WASHINGTON WATERSHED DISTRICT – CITY OF COTTAGE GROVE
RESIDENTIAL IRRIGATION CONTROLLER PROGRAM
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City, its successors, and assigns against and will hold harmless the City, its successors and assigns from any claims, expenses or damages, including attorneys' fees, arising from SWWD's performance of this Agreement. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of SWWD and City, they shall be borne by each party in proportion to its own negligence.

- D. Assignment or Modification. This Agreement shall be binding upon and inure to the benefit of City and the SWWD, and their respective successors and assigns; provided, however, that neither party may assign this Agreement without the prior written consent of the other. Any modification, alteration, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when mutually agreed upon in writing by both parties. Any such waiver shall not affect the waiving party's rights with respect to any other or further breach. City's use of contracted services to meet its obligations under this contract shall not be construed to be an assignment.
- E. Term. The term of this Agreement shall commence on the date written in the second paragraph of this Agreement and shall continue until December 31, 2025. This Agreement will be effective as of the date all of the signatures required below have been provided.
- F. Data Practices. All data collected, created, received, maintained, or disseminated for any purposes by the activities of either party because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. Each party to this Agreement shall respond to data requests made directly to it.
- G. Records. Both Parties agree that either of them 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 Parties to this Agreement and invoice transactions relating to this Agreement.
- H. Termination.
- a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party to the addresses listed in the second paragraph of this Agreement. Upon termination under this provision, if there is no default by the City, City shall be reimbursed for any expenses incurred in the implementation or administration of the City's Residential Irrigation Controller Program until the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.

SOUTH WASHINGTON WATERSHED DISTRICT – CITY OF COTTAGE GROVE
RESIDENTIAL IRRIGATION CONTROLLER PROGRAM
COOPERATIVE AGREEMENT

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

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PROFESSIONAL SERVICES PROPOSAL

DATE: April 04, 2025

TO: Mr. Joe Fox, Project Engineer
City of Cottage Grove, Minnesota
joefox@cottagegrovemn.gov
desk 651-458-2826

FROM: Tim Malooly, US EPA WaterSense Partner

RE: 2025 Cottage Grove Water-Efficiency Program participation

Background and Work

The City of Cottage Grove chooses to build upon past work in outdoor water use efficiency actions and education among identified high water users in the City of Cottage Grove. The City continues its program of outdoor water use (primarily landscape irrigation) system assessments, reporting and recommendations including incentivized actions on the part of participants to improve water use efficiency.

2024 Cottage Grove Water Efficiency Program Breakdown		
1	Smart irrigation controllers (C Grove)	\$ 4,000
2	Existing Irrigation System Assessments (HOA, Residential, Commercial) (WiM)	\$ 15,000
3	Commercial & HOA Irrigation Retrofit cost share (@ \$12,000) (C Grove via WiM admin)	\$ 72,000
4	Irrigation Efficiency program administrative costs (WiM)	\$ 7,000
5	May water conservation insert in newsletter (C Grove)	\$ 2,000
	Total	\$ 100,000

WiM work in 2025 will include Budget Sections:

- 2 - existing landscape irrigation system assessments with reports among interested applicants
- 3 - approval of cost-share applications and improvement verifications at current and previous participant locations
- 4 – Irrigation efficiency program administration

Budget Section 2 (\$15,000) – Existing Irrigation System Assessments

Water in Motion plans to conduct existing system assessments with reports for residential, homeowner association or commercial/institutional participants on a first-come, first-served basis generally as follows:

1. Residential/light commercial - assume \$500 per acre, \$500 minimum fee if scheduled efficiently*
2. Commercial/Institutional/HOA – assume \$1,200 per acre, \$2,400 minimum

. * Residential assessments and reports are generally, less intensive to compile than other property types.

STEP 1 – Refine project process

Water in Motion will work with our Client to:

- finalize project scope, timing and participation parameters

STEP 2 – arrangements among participants

WiM will introduce the program goals and benefits, timing and expectations to new potential participants. The introduction will introduce Water in Motion as the entity selected by the City to administer the project and conduct all work. WiM can help interested past HOA and commercial/institutional report recipients to submit proposals to implement cost-share-worthy improvements per 2025 program guidelines and available cost-share funding.

STEP 3 - fieldwork

Water in Motion will conduct “Stage One” landscape Irrigation assessments upon the participant locations. A Stage One assessment includes a walk-through of the subject irrigation system, inventory of key equipment, observations/evidence of the condition, maintenance and scheduling practices.

Fieldwork will include but, is not necessarily limited to:

- Review of record documentation, if available
- Observation of major system components and performance
- Operation and walk-through of the irrigation system; completely or a representative sample
- Photo evidence where beneficial to the assessment report

A Stage One assessment does not include catch-can data although, the auditor(s) may choose to complete a representative sample using catch-can data if deemed by the auditor(s) as important to the assessment report.

Data collection methods will be by US EPA WaterSense® accredited landscape irrigation auditor(s) and will follow auditing best practices and real-world experiences of the individual assessor(s). Data collection means will include paper, electronic and photography.

STEP 4 - reports

Following assessments, a summary report will be furnished electronically to participants. The report will build upon past reporting formats and may include summarized observations, photo evidence and recommendations including:

- System design observations of:
 - Sprinkler and nozzle selection
 - Hydraulics observations
 - System wiring and controls
- Equipment condition
- Observed effectiveness of irrigation system vs the landscape being served

- Observed maintenance practice outcomes
- Observed scheduling practices
- Suggested prioritized repairs/updates/retrofits with basic cost/benefit information
- General guidance related to proper system maintenance practices
- General guidance to proper system scheduling practices
- Guidance to apply for available cost-share opportunities to improve system efficiency based on available funds and approved actions or products

Reports will not include the following:

- Station map
- Specific maintenance guidance
- Specific irrigation scheduling guidance
- Specific budgets for each recommended action

BUDGET SECTION 3 – (\$72,000) Commercial & HOA Irrigation Retrofit cost share

Water in Motion will assist interested participants in pursuing cost-share actions, up to \$12,000 per property, to improve outdoor water use efficiency based on assessment report recommendations.

STEP 1 – Cost-Share application review

For homeowner association and commercial/institutional participants, Water in Motion will furnish up to one hour of consulting time to:

- help participants assemble cost-share applications using existing City approved forms
- review and approve applications or return applications with comments to applicants
- furnish phone-based support related to cost-share actions.

STEP 2 – Verification of approved cost-share installations

All homeowner association and commercial/institutional property cost-share actions will be subject to verification as a condition of cost-share reimbursement. For approved cost-share projects at homeowner associations or commercial/institutional properties, Water in Motion will:

- verify proper installation and commissioning/programming of improvements
- process paperwork required by the City to release partnership funding

Not included:

- Water in Motion time and expertise to specify enhancements for system owner(s) or to install or oversee the installation of enhancements is available to system owners for additional fees but, not included in this Work scope.

Mr. Joe Fox
April 04, 2025

Budget Section 4 (\$7,000) – 2024 Irrigation Efficiency program Administration

Water in Motion estimates this budget element to include:

- List refinement
- Documents updating
- Outreach and appointments/scheduling
- Site verification of approved improvements to authorize (or refuse) partnership payments
- General administrative and recordkeeping

We are pleased to work with you. If you have any questions or comments regarding any part of this proposal, please contact me at 952-229-1911, or email, timmm@watermotion.com.

Best Regards,



Timothy Malooly
Water In Motion, Inc.
2008 US EPA WaterSense Partner of the Year

ACCEPTANCE

By: _____	_____
Signature	Position
_____	_____
Printed name	Date



2025 Professional Service Rates

Consulting

Principal	\$213.19 per hour
Senior Consultant Hourly Rate	\$213.19 per hour
Consultant Hourly Rate	\$180.00 per hour

Project-based Rates Determined per opportunity. (ex. Master Planning, Central Control/Water Management technology, etc.) as arranged or generally 8%-10% of budget in excess of \$200K project budget and other considerations

Site Assessment/auditor \$180.00 to 213.00 per hour – see also separate WiM assessment rate guidance where applicable

Driving Travel Rate Consultant rate, 15 minutes minimum
Expenses invoiced as incurred

Design Services

CAD Designer	\$131.00 per hour
GPS plotting	\$131.00 per hour plus equipment fee
Plotting 22x34 (color)	\$60.00 per sheet for plot paper, plotter ink, etc.
Plotting 34x44 (color)	\$110.00 per sheet for plot paper, plotter ink, etc.
Plotting 22x34 (b/w)	\$4.50 per sheet for plot paper, plotter ink, etc.
Plotting 34x44 (b/w)	\$8.25 per sheet for plot paper, plotter ink, etc.
Cad file to disc/flash drive	\$10.00 per disc/flash drive

Project Support

Sr. Project Manager	\$213.19 per hour
Project Manager	\$180.00 per hour
Specification Writer	\$180.00 per hour
Administrative/clerical	\$78.19 per hour

Documents

Project-Specific Specifications	Varies, plus printing/publishing
RFP's, RFQ's, ASI	Varies, plus printing/publishing
Report writing	Varies, plus printing/publishing
Printing (8.5 x 11)	\$1.00 per sheet

Presentation & Training Services

Board Presentations	Varies, (min 2 hrs.) plus preparation work & travel expenses
Custom Presentation	Varies, beginning at \$3,000.00 (up to 2 hr. presentation) plus travel expenses
Prepackaged presentation	\$2,500.00 (up to 2 hr. presentation) plus travel expenses
Training	Varies

Service rates listed are intended as guidance, per person plus expenses. Additional rate classifications may be used depending on project requirements. Reimbursable charges such as permitting fees, subcontractor charges, per diem costs, printing, etc., are additional. Rates and titles for new work are subject to change without prior notice.

NOTE: All applicable taxes will be added to the rates and are additional charges. Rules are subject to changes annually to reflect inflation.

M:\1 PROJECT PROPOSALS\1 SALES AND PRICING RESOURCES



City Council Action Request

7.T.

Meeting Date	4/16/2025						
Department	Engineering						
Agenda Category	Action Item						
Title	Water Service on 110th St S - Agreement for Contractor Services and Memorandum of Understanding with Property Owner						
Staff Recommendation	Approve the Agreement for Contractor Services and the Memorandum of Understanding and appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.						
Budget Implication	\$15,295 - Assessment						
Attachments	<table><tr><td>1.</td><td>110th Street S Water Service - CC Memo</td></tr><tr><td>2.</td><td>110th Street S Water Service - Agreement for Contractor Services</td></tr><tr><td>3.</td><td>110th Street S Water Service - Assessment Waiver</td></tr></table>	1.	110th Street S Water Service - CC Memo	2.	110th Street S Water Service - Agreement for Contractor Services	3.	110th Street S Water Service - Assessment Waiver
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2.	110th Street S Water Service - Agreement for Contractor Services						
3.	110th Street S Water Service - Assessment Waiver						

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

From: Angela Popenhagen, Interim City Engineer

Date: April 8, 2025

Re: Water Service on 110th Street South – Agreement for Contractor Services and Assessment Waiver Agreement with Property Owner

Background

The lot at 8465 110th Street South has divided into two parcels and a water service is being requested for the newly created lot (see Figure 1 for location of newly created lot). The property owner will be moving the green house currently located on Ideal Avenue South to this lot. Three quotes were received to perform the installation of the water service. Capra's Utilities Inc. was the lowest quote at \$15,295.00. This lot will also incur water area charges, storm sewer area charges, park dedication fee, and water works connection fee totaling \$34,792.00. The property owner has asked that the water service installation cost of \$15,295.00 be a deferred assessment placed on their tax roll. The area charges and connection fees will be collected prior to the issuance of a building permit per the Assessment Waiver Agreement with the property owner.

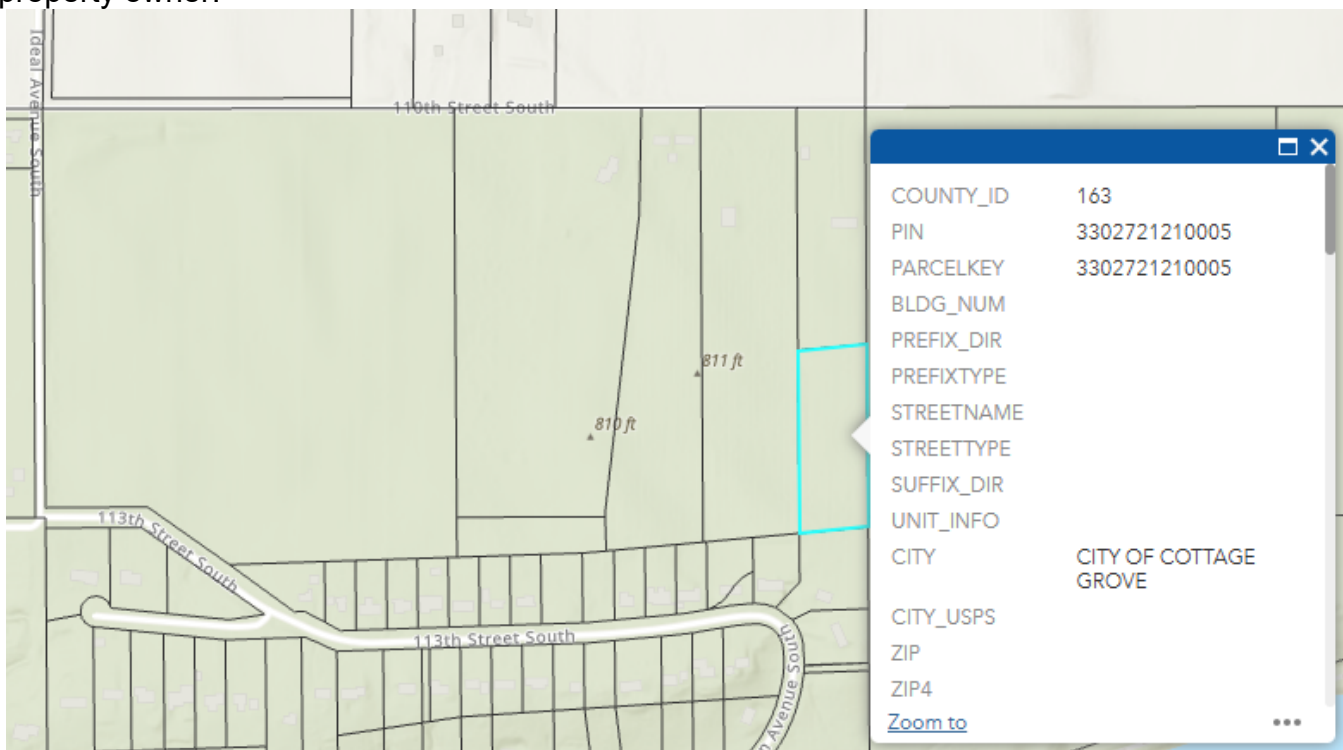


Figure 1: Location of newly created lot

Discussion

Capra's Utilities Inc. has performed other utility connections within the City of Cottage Grove and are a reputable contractor. They will perform the work as outlined in the quote including the water service installation, restoration of the excavated area within the street and yard, and traffic control. Work will be inspected by City staff in conformance with the City of Cottage Grove Standard Specifications for Utility and Street Construction dated January 2025.

The Assessment Waiver Agreement has been prepared by the City Attorney and outlines the costs associated with the water service installation, the deferment of the installation cost over 5 years at 7% interest, and the costs for area charges and connection fee to be paid by the property owner prior to issuance of a building permit.

Recommendation

It is recommended the City Council approve the Agreement for Contractor Services and the Assessment Waiver Agreement and appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.

AGREEMENT FOR SERVICES
110th Street South Water Service (project name)

THIS AGREEMENT (“Agreement”) is made and executed this 16th day of April, 2025, by and between the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, Minnesota 55016, (“City”) and Capra’s Utilities Inc. (name), 2340 Leibel St., White Bear Lake, MN 55110 (address) (“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 3/26/2025, incorporated herein as Exhibit A.
- ii. Other documentation, incorporated herein as Exhibit B.

(Hereinafter “Exhibits”).

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

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

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

2. PAYMENT.

- a. City agrees to pay Contractor \$15,295.00, and Contractor agrees to receive and accept payment for Services as set forth in the Exhibits.
 - b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
 - c. Contractor shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
 - d. Prior to payment, the Contractor will submit evidence that all payrolls, material bills, subcontractors and other indebtedness connected with the Services have been paid as required by the City.
3. TERM. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as herein stated.
4. BONDS. If the Services provided by the Contractor as set forth in the Exhibits and this Agreement exceeds \$100,000, Contractor shall furnish performance and payment bonds covering faithful performance of all the Contractor's obligations, including, without limitation, warranty obligations and of all payment of obligations arising under this Agreement. The bonds shall each be issued in an amount equal to 100% of the stipulated sum identified in Section 2 of this Agreement.

5. TERMINATION AND REMEDIES.

- a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party at the addresses listed in Section 15 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses incurred through the effective date of termination.
- b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.

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

- i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.
- ii. Perform the Services, in which case, the Contractor shall within thirty (30) days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

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

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

6. SUBCONTRACTORS. Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.
7. STANDARD OF CARE. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided.
8. INSPECTION OF WORK. All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.
9. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party

describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.

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

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

12. INDEMNIFICATION.

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

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

- a. Commercial General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
- b. Workers' Compensation Insurance in accordance with statutory requirements.
- c. Automobile Liability Insurance, with a combined single limit of \$2,000,000.

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

14. WARRANTIES. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice, will pass to City no later than the final completion date of all Services. Contractor warrants that all work will be free from defects and that all materials will be new and of first quality. If within one (1) year after final payment any work or material is found to be defective, Contractor shall promptly, without cost to the City, correct such defect.

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

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

Or emailed: jlevitt@cottagegrovemn.gov

If to Contractor: Capra's Utilities Inc.
2340 Leibel St.
White Bear Lake, MN 55110

Or emailed: mike@capras.com

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

17. RESPONSIBLE CONTRACTOR.

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

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

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

18. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Nondiscrimination. Contractor agrees that in the hiring of employees to perform Services under this Agreement, Contractor shall not discriminate against any person by reason of any characteristic protected by state or federal law.
- d. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- e. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- f. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- h. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

CITY OF COTTAGE GROVE

By: _____
Myron A. Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

CONTRACTOR

Signature: Mik 2 Capra

Name: Mike Capra

Its: President

Date: 4/09/2025

LINE NO.	ITEM	UNIT	ESTIMATED QUANTITY	TOTAL		NOTE
				UNIT PRICE	ESTIMATED COST	
1	Mobilization	LS	1	\$500.00	\$500.00	1
2	Street Common Excavation (Bituminous To Subgrade)	LS	1	\$4,000.00	\$4,000.00	1
3	Connect To Existing 12" DIP WMN W / 2" Corp	EACH	1	\$1,500.00	\$1,500.00	1
4	2" Copper Water Service	LF	32	\$75.00	\$2,400.00	1
5	2" Curb Box	EACH	1	\$1,500.00	\$1,500.00	1
6	12" Min. CL. 5 Aggregate	LS	1	\$500.00	\$500.00	1
7	3 1/2" Asphalt	LS	1	\$3,200.00	\$3,200.00	1
8	Turf Restoration With Seed And Hydromulch	LS	1	\$1,195.00	\$1,195.00	1
9	Traffic Control	LS	1	\$500.00	\$500.00	1

Notes

- (1) Refer to Requirements in City of Cottage Grove Standard Specifications for Utility and Street Construction, January 2025

Total Construction Cost \$15,295.00

Mike Capra - Capra's Utilities Inc

Date: 3-26-2025

Mike Capra

**ASSESSMENT WAIVER AGREEMENT FOR
8465 110th STREET SOUTH, COTTAGE GROVE**

THIS AGREEMENT FOR AN ASSESSMENT WAIVER (“Agreement”) is entered into and effective as of the ____ day of _____, 2025 (“Agreement Date”), by and between the City of Cottage Grove, a Minnesota municipal corporation (“City”), and Lauren Sirotiak and Brenda Sirotiak, husband and wife (“Owners”).

RECITALS

- A. Owners are the fee owners of two parcels in the City of Cottage Grove, Washington County, Minnesota. Parcel 1 is legally described on Exhibit A, attached hereto and incorporated herein and Parcel 2 is legally described on Exhibit B, attached hereto and incorporated herein (collectively, Parcel 1 and Parcel 2 shall be considered “the Property”); and
- B. The City has found that certain improvements to Parcel 2 are required; and
- C. The Owners will allow the City to install a water line on Parcel 2 (the “Improvement”) to serve Parcel 2; and
- D. The Owners have requested that the City assess the costs of the Improvement to Parcel 2; and
- E. The Owners acknowledge that the Improvement will benefit Parcel 2; and
- F. The Owners acknowledge that in consideration for the City entering into this Agreement, Owners must pay the following fees prior to the issuance of a building permit: stormwater ponding fee, park dedication fee, and administrative fees, in the amounts to be determined by the City.

NOW, THEREFORE, in consideration of the mutual promises and covenants of each to the other contained in this Agreement and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto do covenant and agree as follows:

ARTICLE I **THE AGREEMENT**

Section 1.01 Purpose. The purpose of this Agreement is to memorialize the covenants and agreements between the Owners and the City with regard to the Property and the Improvement including the Owners' Assessment Amount which constitutes an estimated benefit of the Improvement pursuant to Minnesota Statutes, Chapter 429 in the manner authorized by Minnesota Statutes § 462.3531.

Section 1.02 Term. The term of this Agreement shall commence on the Agreement Date and shall terminate upon the expiration of the Assessment Term or repayment of the Assessment Amount.

Section 1.03 Survival. Notwithstanding the termination of this Agreement pursuant to Section 1.02, the Owners' Covenants and Agreements contained in Section 3.01 and the City's Covenants and Agreements contained in Section 3.02 shall survive the termination of this Agreement.

ARTICLE II **DEFINITIONS**

Section 2.01 Definitions. The following are terms used in this Agreement. Their meanings as used in this Agreement shall be expressly indicated below, unless the context of this Agreement requires otherwise:

- (a) **Agreement**: This Agreement to memorialize the covenants and agreements between the Owners and the City with regard to the Property, Assessment Amount and the Improvement including the assessment appeal waiver provided herein pursuant to Minnesota Statutes, Chapter 429 in the manner authorized by Minnesota Statutes § 462.3531.
- (b) **Agreement Date**: The date written in the first paragraph of the Agreement.
- (c) **Assessment Amount**: The Assessment Amount shall be Fifteen Thousand Two Hundred Ninety-five and 00/100 Dollars (\$15,295.00). The Assessment Amount is commensurate with the estimated special benefit of the Improvement to Parcel 2.
- (d) **Assessment Interest Rate**: The Assessment Amount shall accrue interest at a rate of seven percent (7%) per year for the Assessment Term beginning from the date of this Agreement.
- (e) **Assessment Term**: The term of the special assessment shall be five (5) years after the Assessment Amount is levied against Parcel 2.

- (f) City: The City of Cottage Grove, a Minnesota municipal corporation.
- (g) Owners: Lauren Sirotiak and Brenda Sirotiak, husband and wife.

ARTICLE III **COVENANTS AND AGREEMENTS**

Section 3.01 Covenants and Agreements of the Owner. The Owners covenant and agree with the City that:

- (a) Assessment Appeal Waiver: Owners hereby authorize the City to levy the special assessment against Parcel 2 up to the Assessment Amount for the Improvement. The Owners hereby waive all rights to assessment notices, hearings and appeals, and all other rights pursuant to Minn. Stat. § 429.061, § 429.071 and § 429.081 for the special assessment against Parcel 2 up to the Assessment Amount. The Owners hereby waive any and all procedural and substantive objections to the assessment up to the Assessment Amount against Parcel 2, including, but not limited to, notice and hearing requirements and any claim that any or all of the Assessment Amount against Parcel 2 exceeds the benefit to Parcel 2 for the Improvement. The Owners acknowledge and agree that the benefit of the Improvement to Parcel 2 does in fact equal or exceed the Assessment Amount. The City and the Owners acknowledge and agree that the Owners' waiver of assessment appeal rights pursuant to Minnesota Statutes, Chapter 429, is capped at the Assessment Amount by operation of Minn. Stat. § 462.3531. The City and the Owners acknowledge and agree that the Owners may appeal any special assessment above the Assessment Amount.
- (b) Owners' Covenant Not to Sue the City: Owners hereby covenant with the City not to appeal or sue the City for a court to set aside, reduce, repeal, or invalidate the assessment, or for other relief from the payment of the City's assessment up to the Assessment Amount against Parcel 2 for the Improvement.
- (c) Owners' Covenant that Owners are the Property Fee Owners: Owners hereby covenant and warrant with the City that Owners are seized in fee of the Property and have good right to enter into this Agreement with the City.
- (d) Owners' Agreement to Assessment Amount: Owners understand and agree that the value of the Improvement will increase the market value of Parcel 2 in an amount that equals or exceeds the Assessment Amount.
- (e) Right of Entry: Owners allow the City, its employees, contractors and assigns to enter onto the Property for purposes of constructing the Improvement.

Section 3.02 Covenants and Agreements of the City. The City covenants and agrees with the Owners that:

- (a) Assessment Amount: The City agrees that it will certify/levy the Assessment Amount against Parcel 2 only up to the Assessment Amount for the Improvement pursuant to this Agreement.
- (b) City Recording of this Agreement: The City will record this Agreement against Parcel 2.
- (c) Prepayment of Assessment: The City agrees the Owners may prepay some or all of the City's Assessment Amount against Parcel 2 for the Improvement with no penalty pursuant to Minn. Stat. § 429.061.
- (d) City to Construct Improvements: The City agrees to enter the Property for the purpose of constructing the Improvement. The rights of the City include the right of City, its contractors, agents and servants to enter onto the Property as needed in order to construct and maintain the Improvement.

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 Owners, 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.

ARTICLE IV **DEFAULT**

Section 4.01 Default. If a party to this Agreement materially defaults in the due and timely performance of any of its covenants, or agreements hereunder, the other party(s) may give notice of default of this Agreement. The notice shall specify with particularity the default or defaults on which the notice is based. The notice shall specify a ten (10) day cure period within which the specified default or defaults must be cured. If the specified defaults are not cured within the cure period, the other party(s) may pursue all remedies and sanctions available at law and in equity, including specific performance.

Section 4.02 Attorneys' Fees, Costs and Expenses. The Owners agree that after execution of this Agreement, if they challenge the validity of the Assessment up to the Assessment Amount in any way, then Owners shall pay the City the amount of the City's assessment up to the Assessment Amount with accrued interest beginning as stated in Section 2.01(c), together with the City's attorneys' fees, costs and expenses to defend the assessment by the City up to the Assessment Amount pursuant to this Agreement. The Owners acknowledge and agree that the Owners would be unjustly enriched if the City's assessment up to the Assessment Amount pursuant to this Agreement was set aside, reduced, repealed or invalidated by a court with jurisdiction over Parcel 2. The Owners agree that the court with jurisdiction over Parcel 2 shall award the City the assessment up to the Assessment Amount with accrued interest together with the City's attorneys' fees, costs and expenses for breach of the Owners' covenant not to appeal or sue the City pursuant to Article III, Section 3.01(b).

ARTICLE V
GENERAL PROVISIONS

Section 5.01 Notices. All notices, requests, demands or other communications required or permitted by this Agreement shall be in writing and delivery shall be deemed to be sufficient if delivered personally or by registered or certified mail, return receipt accepted, postage prepaid, addressed as follows:

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

If to the Owners: Lauren D. Sirotiak and Brenda L. Sirotiak
8465 110th Street South
Cottage Grove, MN 55016

Section 5.02 Non-Assignability. Neither the City nor the Owners shall assign any interest in this Agreement nor shall either party transfer any interest in the same without the prior written consent of the other party.

Section 5.03 Binding Effect. This Agreement and the terms, conditions and covenants contained herein and the transaction contemplated hereunder shall be binding upon and inure to the benefit of the parties hereto and their respective successors, heirs, personal representatives, and permitted assigns. This Agreement shall further be binding on subsequent purchasers of the Property and shall run with the Property herein described.

Section 5.04 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 5.05 Amendments, Changes and Modifications. This Agreement may be amended or any of its terms modified or changed only by a written amendment authorized and executed by the City and the Owners.

Section 5.06 Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 5.07 Entire Agreement. This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.

Section 5.08 Notice To Buyers. The Owners agree to notify and provide any buyer of the Property with an executed copy of this Agreement if the Owners sell any interest in the Property following the execution of this Agreement by both the Owners and the City, but before the recording of this Agreement with Washington County Recorder and/or Registrar of Titles.

IN WITNESS WHEREOF, the City and the Owners have caused this Agreement to be executed by their duly authorized representatives.

CITY OF COTTAGE GROVE

By: _____
Myron Bailey
Mayor

By: _____
Tamara Anderson
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this _____ day of _____, 2025, 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

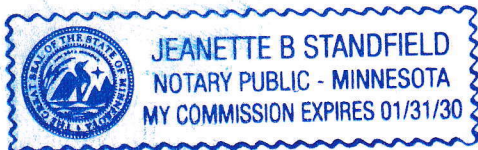
OWNERS:

Lauren Sirotiak
Lauren Sirotiak

Brenda Sirotiak
Brenda Sirotiak

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

The foregoing instrument was acknowledged before me on 9 day of April, 2025
by Lauren Sirotiak and Brenda Sirotiak, husband and wife.



Jeanette B. Standfield
Notary Public

**THIS INSTRUMENT DRAFTED BY AND
AFTER RECORDING PLEASE RETURN TO:**

Korine Land, #262432
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Drive Suite 300
Eagan, MN 55121
(651) 451-1831

EXHIBIT A
PARCEL 1 LEGAL DESCRIPTION

All that part of the Northeast 1/4 of the Northwest 1/4 of Section 33, Township 27, Range 21 West, Village of Cottage Grove, Minnesota, described as follows: Beginning at an iron stake on the East line of said Northwest 1/4 591.3 feet North of the Northeast corner of Lot 23 of House's Island View as now on file and of record in the office of the Register of Deeds, Washington County, Minnesota, thence South 86 degrees 40' West (assumed bearing) parallel with the North line of Lot 23 of House's Island View as platted 221 feet to an iron stake; thence North 1 degree 40' East parallel with the East line of said Northwest 1/4 794.8 feet to the North line of Section 33; thence South 88 degrees 09' East along the North line of Section 33 a distance of 220 feet to the Northeast corner of said Northwest 1/4; thence South 1 degrees 40' West along the East line of said Northwest 1/4 775.4 feet to the point of beginning. Subject to the rights of 110th Street South. Subject to easements of record. Containing 4 acres, more or less. According to the United States Government Survey thereof.

Abstract Property

PID: 33.027.21.21.0004

EXHIBIT B
PARCEL 2 LEGAL DESCRIPTION

All that part of Government Lot Four (4), and that part of the Northwest Quarter (NW 1/4) of Section 33, Township 27 North, Range 21 West, Village (now City) of Cottage Grove, Minnesota, described as follows: Beginning at the Northeast (NE) corner of Lot 23 of House's Island View as platted; then N 1 degree 40' E (assumed Bearing) on the east line of the Northwest Quarter (NW 1/4) of Section 33 at a distance of 591.3 feet to an iron stake; thence S 86 degrees 40' W parallel with the north line of lot 23 House's Island View as platted 221 feet to an iron stake; thence S 1 degree 40' W parallel with the east line of said Northwest Quarter (NW 1/4) 591.3 feet to an iron stake at the Northwest corner of lot 23 House's Island View as platted; then N 86 degrees 40' E on the north line of lot 23 House's Island View as platted 221 feet to the point of beginning, according to the United States Government Survey thereof; and containing 3 acres more or less, Washington County.

Abstract Property

PID: 33.027.21.21.0005



City Council Action Request

7.U.

Meeting Date 4/16/2025

Department Communications

Agenda Category Action Item

Title Professional Services for Crisis Communications Plan Agreement

Staff Recommendation Approve Agreement for Professional Services with Eckberg Lammers to create a crisis communications plan for the City of Cottage Grove.

Budget Implication \$11,000 - Community and Employee Program Fund
\$15,000 - Council Contingency Fund.

Attachments	1.	4-16-25 Eckberg Lammers memo
	2.	Professional Services Agreement Eckberg Lammers 4-16-25



To: Honorable Mayor and City Council
Jennifer Levitt, City Administrator
From: Phil Jents, Communications Manager
Gwen Martin, Deputy Director of Public Safety / Police Captain
Date: April 16, 2025
Subject: Crisis Communications Plan

Introduction

On March 19, 2025, the City Council approved the proposal for a crisis communications plan with consultant Eckberg Lammers, pending approval of the Agreement for Professional Services between the City of Cottage Grove and Eckberg Lammers.

Budget Impact

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

Staff Recommendation

Staff recommends the approval of the professional services agreement between Eckberg Lammers and the City of Cottage Grove.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT ("Agreement") is made and executed this ____ day of _____, 20 __, by and between the City of Cottage Grove, 12800 Ravine Parkway South, Cottage Grove, Minnesota 55016, ("City") and Eckberg Lammers, 1809 Stillwater, MN 55129 ("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 February 18, 2025, incorporated herein as Exhibit A.
- ii. Other documentation, incorporated herein as Exhibit B.

(Hereinafter "Exhibits").

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

- b. Consultant covenants and agrees to provide the Services to the satisfaction of the City in a timely fashion, as set forth in the Exhibits, subject to Section 7 of this Agreement.
- c. Consultant agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement. Consultant represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay and Consultant agrees to receive and accept payment for Services as set forth in the Exhibits.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Consultant shall require prior written approval by the

authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.

- c. Consultant shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
3. TERM. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as stated herein.
4. TERMINATION.
 - a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party to the addresses listed in Section 13 of this Agreement. Upon termination under this provision, if there is no default by the Consultant, Consultant shall be paid for Services rendered and reimbursable expenses incurred until the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
5. SUBCONTRACTORS. Consultant shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor.
6. STANDARD OF CARE. In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant's undertaking herein or its performance of Services.
7. DELAY IN PERFORMANCE. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the

circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.

8. CITY'S REPRESENTATIVE. The City has designated Phil Lents to act as the City's representative with respect to the Services to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.
9. PROJECT MANAGER AND STAFFING. The Consultant has designated Steve Linders and Imran Ali to be the primary contacts for the City in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Consultant may not remove or replace these designated staff without the approval of the City.
10. INDEMNIFICATION.
 - a. Consultant and City each agree to indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.
 - b. Consultant shall indemnify City against legal liability for damages arising out of claims by Consultant's employees. City shall indemnify Consultant against legal liability for damages arising out of claims by City's employees.
11. INSURANCE. During the performance of the Services under this Agreement, Consultant shall maintain the following insurance:
 - a. General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
 - b. Professional Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
 - c. Workers' Compensation Insurance in accordance with statutory requirements.
 - d. Automobile Liability Insurance, with a combined single limit of \$2,000,000.

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

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

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

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

Or emailed:
pjents@cottagegrovemn.gov

If to Consultant: Eckberg Lammers
 1809 Northwestern Ave S
 Stillwater, MN 55129

Or emailed: iali@eckbergammers.com

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

15. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- d. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.

- e. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- f. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- g. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

[The remainder of this page is intentionally left blank]

CITY OF COTTAGE GROVE

By: _____
Myron Bailey, Mayor

By: _____
Tamara Anderson, City Clerk

Date: _____

CONSULTANT

Signature: 

Name: Imran Ali

Its: Executive Director LETAC

Date: 4/11/25

EXHIBIT A



**CRISIS COMMUNICATION PLAN AND
MANAGEMENT PROPOSAL**

City of Cottage Grove, MN
February 18, 2025

SUBMITTED BY:

Eckberg Lammers, P.C.

Steve Linders

Crisis Communications Strategist
slinders@eckberglammers.com

Imran Ali

Shareholder, Attorney
iali@eckberglammers.com

www.eckberglammers.com

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Introduction

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

Executive Summary

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

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

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

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

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

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

Scope of Work

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

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

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

Assessment & Research

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

Plan Development

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

Media & Public Relations Strategy

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

Training & Implementation Support

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

Final Deliverables

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

Proposal Costs

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

Cost of Core Services—Individual

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

(Cost - \$15,000-50,000)

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

(Cost – \$5000.00)

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

(Cost: \$9,000.00)

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

(Cost: \$5000.00)

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

(Cost: \$7,500.00)

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

(Cost: \$10,000.00)

On-Call Service – Since every crisis is unique, our team provide 24/7 technical assistance onsite. This could include telephonic consultations, onsite consultation, press conference organization, media relations, and speech writing. As your team prepares, we will provide the guidance and information needed. Our team, at your direction will work with your crisis response team to ensure any deliverables are met.

(Cost: \$500.00 blended hourly rate or \$8,000.00 annual retainer for up to 20 hours of service)

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

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

Tier 1 Pricing: \$19,000.00 (Value \$25,000.00)

Tier 2 Pricing: \$26,000.00 (Value \$36,500.00)

Tier 3 Pricing \$35,000.00 (Value \$51,000.00)

Qualifications and Experience

Steve Linders—Communication Specialist

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

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

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

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

Imran Ali—Attorney – Director of Training and Consulting

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

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

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

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

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

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

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

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

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

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

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

Lida Bannink—Attorney – Labor and Employment Law

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

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

Labor & Employment

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

Ret. Sheriff Bill Hutton – Director of Strategic Relations

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

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

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

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

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

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

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

Rev. Dr. Shawn Moore – Director of Equity

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

References

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

Conclusion

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

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



City Council Action Request

7.V.

Meeting Date 4/16/2025

Department Administration

Agenda Category Action Item

Title Marathon Community Investment Programs Grant

Staff Recommendation Accept the Marathon Community Investment Programs grant in the amount of \$8,900.

Budget Implication N/A

Attachments

1.	Marathon Community Investment Programs Grant April 14 2025
2.	CG Water Craft Proposal
3.	CG Sauna Proposal



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

From: Jon Pritchard, Fire Chief/Deputy Director of Public Safety

Date: April 14, 2025

Subject: **MARATHON COMMUNITY INVESTMENT PROGRAMS GRANT**

INTRODUCTION

Marathon Petroleum, which operates the St. Paul Park Refinery, invests in the communities in which they operate. Marathon offers opportunities for local organizations, including Public Safety organizations, to apply for funding to support projects that make a positive and meaningful impact on the community.

BACKGROUND

The Cottage Grove fire department has identified several needs after the creation of its 5-year strategic plan in 2024. The strategic plan identified goals to improve the capacity to respond to a variety of specialized rescue incidents. A specific need for the department was to build capacity to respond to water rescue incidents. A critical need for the department is a watercraft that can provide first responders with the ability to rescue those needing help in the water. The department identified an inflatable rescue craft to better respond to water rescue incidents. The cost of this watercraft is approximately \$5,000.00.

In addition to building professional response capabilities for all types of emergencies that may occur in the community, the fire department has placed firefighter health and wellness as a top priority. The department believes a holistic approach to health and wellness is the key to having a happy and healthy workforce ready to serve for many years. The department, through a great amount of input and research from front-line firefighters, identified a sauna as an exceptional way to support this mission. Saunas offer a great line of benefits, including supporting mental and physical health. The department identified that an infrared sauna would be compatible with fire station space and accommodation. The estimated cost for an infrared sauna is approximately \$3,900.00.

In early 2025, the fire department had the opportunity to apply for a Marathon Community Investment Program grant to fund both projects as detailed. The grant request was for \$8,900.00 to cover the full cost of both items. The department was notified that Marathon is offering a generous donation of \$8,900.00 to fulfil the grant request.

RECOMMENDATION

Accept the Marathon Community Investment Programs grant in the amount of \$8,900.00.



Grant Proposal: Water Rescue Craft

Given Cottage Grove's close proximity to water landmarks such as the Mississippi River, water rescue crafts are essential in responding to emergencies in bodies of water such as this. When accidents occur, whether from boating mishaps, floods, or drowning incidents, having a dedicated watercraft ensures a quick, coordinated response to save lives.



Oceanaid™ Water Rescue Craft

The RDC Rapid Deployment Craft is built to take the stresses incurred by those who work in demanding, water-related rescue missions. It can be used in many emergency situations:

- Swiftwater rescue
- Ice rescue
- Mixed waters and transitions
- Low head dam rescue
- Dive rescue platform
- Patient litter, body retrieval
- K9 platform
- Towable behind a PWC
- Snowmobile rescue sled

To watch a video demonstrating how the RDC works, visit: youtube.com/watch?v=EV5OI_ifUbk.

To learn more about the Oceanaid™ Water Rescue Craft, visit: oceanid.com/index.html.

Equipment Details

Oceanaid™

RDC Water Rescue Craft - Financial Ask \$4,900
oceanid.com/RDC-Pricing-Specifications.html

The RDC is designed to withstand severe use conditions for many years. To achieve this, each rescue craft is assembled with the finest, most advanced materials available using the best time tested construction techniques. The RDC fabric is the most durable in the Industry. It is a PU/PVC/polyester alloy material with all the seams being welded and taped for ultimate strength and air retention. No glue or adhesive is used so seams attain the same strength as the fabric. The urethane coating also contains more UV inhibitors than any other material on the market. This allows prolonged sun exposure with no fabric degradation, as occurs with traditional rubber boats. The flooring is an I-Beam Design that, with very little air pressure, can become rock hard. This enhances stability and makes the RDC an excellent litter for carrying an incapacitated victim.

Questions?

Pete Koerner, Public Safety Director
pkoerner@cottagegovemn.gov





Grant Proposal: Infrared Sauna

Cottage Grove prioritizes the health and wellness of our firefighter and EMS personnel. Part of that initiative is providing our crew with equipment that will improve their overall well-being that their day-to-day job often weakens. Infrared saunas can be beneficial due to their unique health benefits, which align well with the physical demands of the profession.



The Problem

The leading cause of on-duty fatalities (approx. 45%) among firefighters are attributed to Cardiometabolic Diseases and sudden cardiac deaths. Firefighters have an increased risk of developing Cardiometabolic Diseases due to factors including sleep deprivation, poor nutrition habits, lack of physical activity, psychological stress, etc. Heat exposure through sauna bathing has been shown to improve CMD markers.

The Solution

Sauna bathing has been shown to acutely decrease blood pressure compared to pre-sauna measures and improve markers of cardiovascular function, such as arterial stiffness. For example, 1-2 sauna bathing sessions per week have been found to significantly decrease sudden cardiac death, coronary heart disease, and overall mortality rates.

Laukkanen et al. reported from a large European prospective study that men who attended a sauna bathing session 2-3 times per week reduced their cardiovascular mortality rates by approximately 30% and men who attended a sauna session 4 or more times per week reduced their risk by approximately 50%.

Sauna bathing is recognized as a safe and practical intervention to improve overall health. The benefits sauna bathing offers are observable at the cellular level as well as the whole organism.

- Muscle recovery and relaxation
- Detoxification
- Improved cardiovascular health
- Stress reduction and improved mental health
- Advanced flexibility and joint health
- Higher respiratory function
- Improved sleep
- Enhanced immune system

Equipment Request

Salus Saunas | SKU: SAN03M004 | Financial Ask \$4,000
Glory, 2 Person
salussaunas.com/products/glory-2-person-infrared-sauna



Case Studies

Arsenic, Cadmium, Lead, and Mercury in Sweat:
A Systematic Review
pmc.ncbi.nlm.nih.gov/articles/PMC3312275

Cardiovascular and Other Health Benefits of Sauna Bathing:
A Review of the Evidence
pubmed.ncbi.nlm.nih.gov/30077204

The Cardiometabolic Health Benefits of Sauna Exposure in Individuals with High-Stress Occupations:
A Mechanistic Review
pmc.ncbi.nlm.nih.gov/articles/PMC7908414

Questions?

Pete Koerner, Public Safety Director
pkoerner@cottagegrovemn.gov



City Council Action Request

7.W.

Meeting Date 4/16/2025

Department Administration

Agenda Category Action Item

Title Hotel Leakage Study and Property Purchase Updates

Staff Recommendation Approve the Hotel Leakage Study by HVC, LLC in an amount not to exceed \$13,300, plus approved expenses. Funding is approved and will come from the economic development budget.

Budget Implication

Attachments

1.	HVS Leakage Memo
2.	HVS Proposal, Hotel Leakage, Cottage Grove, MN, 03.13.2025



TO: President Bailey and Members of the Economic Development Authority
Jennifer Levitt, City Administrator and EDA Executive Director

FROM: Gretchen Larson, Economic Development Director

DATE: April 15, 2025

RE: Hotel Leakage Study and Property Purchase Updates

The property owner agreed to sell their property located at 9430 E. Point Douglas Rd So. to the city. Now that this part of the process has been completed, we can continue on with our due diligence so that we can issue a request for proposal (RFP) for a Hotel Development to be located on the property.

As a part of the Hotel RFP process, staff met with the team at HVS about conducting a Hotel Leakage Study to determine the potential loss of revenue as a result of not having another hotel in the city which would be included in the RFP. We have known for a number of years, that there was a loss in revenue (leakage) into Woodbury and Hastings as a result of all of the sporting events that the city hosts each year and business travelers. During the work on the CVB Strategic Plan, the consultants at Chandlerthinks also pointed out the loss in revenues and we discussed hiring a feasibility expert to confirm the leakage numbers.

Since HVS completed our Hotel Marker Study it made sense to have them conduct the leakage study. The study will give hoteliers added confidence about a project and their revenue projections for financing. This leakage report is especially critical to include in the RFP that will be issued given the uncertainty due to the current tariff policies that are adversely impacting the travel and hospitality industry in particular.

Recommendation

Approve the Hotel Leakage Study by HVC, LLC in an amount not to exceed \$13,300, plus approved expenses. Funding is approved and will come from the economic development budget.



Convention, Sports & Entertainment
Facilities Consulting
Chicago, Illinois

1035 Keystone Ave.
River Forest, IL 60305
+1 312-587-9900
+1 312-488-3631 FAX
www.hvs.com

March 13, 2025

Gretchen Larson
City of Cottage Grove, MN
12800 Ravine Parkway South
Cottage Grove, Minnesota, 55016
651-458-2830
glarson@cottagegrovemn.gov

Re: Hotel Leakage Analysis

Dear Ms. Larson,

HVS Convention, Sports & Entertainment Facilities Consulting ("HVS") is pleased to present this proposal to provide Hotel Leakage Analysis for Cottage Grove, Minnesota.

Our consulting process is distinguished from our competitors by our continuous engagement with our clients and project stakeholders. We promise to keep you informed of our progress, to collaborate on each task, and to efficiently remove obstacles to progress.

Should you wish to proceed with our services and engage us in this pivotal project, we kindly request your signature on the attached confirmation page. Our team is enthusiastic about contributing to this research and eagerly anticipates your response.

Very truly yours,

A handwritten signature in black ink that reads "Thomas Hazinski". The signature is written in a cursive, flowing style.

Thomas Hazinski, Managing Director
HVS Convention, Sports & Entertainment Facilities Consulting
thazinski@hvs.com

PROPOSED SCOPE OF WORK

We understand the City of Cottage Grove is considering releasing an RFP for a hotel development. HVS Hotel Consulting & Valuation completed a study that showed potential for a 90-room, limited-service branded hotel in Cottage Grove. This study supports the need for additional hotel capacity in the area. The existing 75-room Country Inn and Suites is insufficient to meet the demand from business travelers and sporting events. This limitation results in significant overflow to hotels in neighboring cities. Cottage Grove has a significant business/corporate presence and sporting events, and the city does not have the hotel supply to support them.

This analysis will estimate the amount of hotel stay leakage to other cities. HVS will use locational data to analyze visitation data and estimate the lost business opportunity.

We designed our scope of services to meet your goals and allow us to provide our findings according to schedule. HVS will conduct the following tasks:

Task	Description
1	Project Orientation
2	Data Gathering and Interviews
3	Hotel Leakage Analysis
4	Reporting

Task 1: Project Orientation

Our team members will hold a conference call to discuss our study in more detail and formulate a schedule for performing the work. We will gather any information from you that may assist us in performing this assignment. We will perform the following tasks:

- Confirm the goals and objectives of the analysis with Client representatives.
- Identify other appropriate contacts and resources necessary to ensure adequate examination of issues and specific relevant data.

Task 2: Data Gathering and Interviews

HVS will obtain all relevant data, reports, and studies related to the analysis from the City and other sources. We will also work with the City to gather input and data from various corporate and business event planners, such as Anderson and 3M, as well as sporting event planners on the number of overnight stays created by their operations or events and any input regarding the lack of hotel supply to meet their needs. We will work with the City to identify appropriate contacts.

**Task 3:
Hotel Leakage Analysis**

HVS will estimate the amount of hotel demand that cannot be accommodated in Cottage Grove and leaks to neighboring cities.

HVS will collect daily visitation information for Cottage Grove from Placer.ai, a provider of location-based data services. Placer.ai provides anonymized location data from mobile devices, and using output generated by its advanced algorithms, we can analyze visitation behavior patterns more effectively. By utilizing this data, we can estimate the number of visits to Cottage Grove that result in hotel room nights outside the city.

We will use a multi-pronged approach, including analyzing specific tourism nodes and drawing a geographic polygon around Cottage Grove to estimate annual visitation and leakage. This analysis will provide insights into the lost business opportunities due to insufficient hotel capacity.

Using this data, we will estimate the number of hotel room nights that the hotel market could capture from travelers currently staying outside the city.

Task 4: Reporting

Upon completion of our study, HVS will submit a draft narrative report and convene a conference call to discuss our findings. After our conference call, we will incorporate any agreed-upon changes and issue a final narrative report. All reports will be provided electronically in PDF format. This brief narrative report can serve as an appendix to the Hotel Market Study.

SCHEDULE

We propose a 6-week schedule, beginning from the date of our fieldwork.

FEES AND COSTS

We propose to perform the scope of services presented in the proposal for a fee \$13,300. A retainer of \$7,000 will be due upon authorization to proceed.

In addition to the fees presented above, you agree to reimburse us for reasonable out-of-pocket expenses incurred on your behalf. We do not anticipate any expenses to complete the project but will bill for third-party data purchased to conduct the study, including Placer.ai and STR. We will bill all expenses at cost and we don't expect data costs will exceed \$2,000.

To engage our services, please return an executed agreement. Upon authorization to proceed, a retainer is due in the amount of \$7,000. After this initial payment, the remainder of the fees will be due upon delivery of the draft report. All outstanding invoices must be paid in full before delivery of report products.



Restrictions on the Use of Draft Reports

Until the time that all professional fees and other charges have been paid in full, the draft report, which is provided to you as a professional courtesy, remains the intellectual property of HVS and shall not be utilized in attempting:

- a) to obtain financial capital (whether debt or equity).
- b) to further any litigation, mediation, or arbitration processes.
- c) to assist the client in any cause, action, or endeavor.

If HVS has not been paid in full for its outstanding professional fees and other charges, and the draft report is used in violation of this agreement, HVS will be entitled to seek injunctive relief, monetary damages, and the cost of attorney fees and collection expenses.

Rates

The following are our hourly rates for HVS staff for services requested outside our scope of services:

HVS HOURLY RATES

Position	Hourly Rate
Managing Director	\$400
Senior Director	\$350
Director	\$250
Project Manager	\$200
Associate	\$150
Staff	\$90



AUTHORIZATION

Client: Gretchen Larson, City of Cottage Grove, MN

Date: March 13, 2025

Your signature beneath the words "Agreed to and Accepted" signifies your agreement to employ HVS for the services described in the accompanying proposal titled "Hotel Leakage Analysis."

To schedule our assignments and perform your study in accordance with our proposed schedule, we ask that you return an executed copy of this agreement as authorization to proceed with the proposed scope of work. This proposal will remain effective 30 days from the date at the top of this page.

Payment must be made in U.S. dollars, using either a check drawn from a U.S. bank or a wire transfer of funds to the HVS Convention, Sports & Entertainment Facilities Consulting account. If, after completing the fieldwork phase of this assignment, it becomes necessary to alter the study's parameters, HVS will be entitled to charge an additional fee based on our current per diem rates and the time required to incorporate the necessary changes into our analysis and reports. Material changes to the scope may include changes to the property description, financing conditions, management or ownership structure, or other factors that could change the final projections. In addition to adjusting our fees, we will adjust the project schedule to reflect the time required to complete the revised scope of services.

Notwithstanding the proposed fee payment schedule, if, at any time while performing this assignment, it becomes necessary to suspend work for 30 days or more, then HVS will be entitled to bill for the portion of the assignment completed up to the suspension (less any retainer paid) at its current per diem rates.

It is agreed that the liability of HVS, its employees, and anyone associated with this assignment is limited to the amount of the fee paid as liquidated damages. You acknowledge that any opinions, recommendations, and conclusions expressed during this assignment will be rendered by the staff of HVS acting solely as employees and not as individuals. Any responsibility of HVS is limited to the client, and use of our product by third parties shall be solely at the risk of the client and third parties. The study described in this proposal will be subject to certain assumptions and limiting conditions. A copy of our normal assumptions and limiting conditions will be provided upon request.

President
HVS Convention, Sports & Entertainment Facilities Consulting

AGREED TO AND ACCEPTED: Gretchen Larson, City of Cottage Grove, MN

Signature: _____ Date: _____



City Council Action Request

8.A.

Meeting Date 4/16/2025

Department Finance

Agenda Category Action Item

Title Approve Disbursements

Staff Recommendation Approve disbursements from 03-28-25 through 04-10-25 in the amount of \$2,067,537.18.

Budget Implication N/A

Attachments

1.	Expense Approval Report 04-16-2025 Council Meeting
2.	Payroll Check Register 04-16-25 Council Meeting
3.	UB Check Register 04-16-25 (1)
4.	UB Check Register 04-16-25 (2)



City Council Action Request

10.A.

Meeting Date	4/16/2025						
Department	Engineering						
Agenda Category	Action Item						
Title	2025 Denzer Park Project - Reject All Bids						
Staff Recommendation	Adopt Resolution 2025-063 rejecting all bids submitted for the 2025 Denzer Park Project.						
Budget Implication	N/A						
Attachments	<table><tr><td>1.</td><td>Denzer Reject All Bids - CC Memo</td></tr><tr><td>2.</td><td>Denzer Reject All Bids - Resolution</td></tr><tr><td>3.</td><td>Denzer Reject All Bids - Bid Tabulation</td></tr></table>	1.	Denzer Reject All Bids - CC Memo	2.	Denzer Reject All Bids - Resolution	3.	Denzer Reject All Bids - Bid Tabulation
1.	Denzer Reject All Bids - CC Memo						
2.	Denzer Reject All Bids - Resolution						
3.	Denzer Reject All Bids - Bid Tabulation						



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

From: Genevieve Tester, EIT, Graduate Engineer

Date: April 4, 2025

Re: 2025 Denzer Park Project – Reject All Bids

Background

On March 5, 2025, Council approved the plans and specifications and authorized bidding for the 2025 Denzer Park Project. The project consisted of grading, bituminous trail paving, concrete sidewalk paving, sport court construction, and concrete pad construction for other park amenities such as benches and trash cans. A bid alternate was included with the plans for a portable chain-link fence around the worksite for site security throughout construction.

Discussion

Bids were opened on Tuesday, March 25, 2025; nine bids were received. The bid tabulation has been included for reference. There was one alternate included in the bid for the site security fencing; the bid results are tabulated below.

	Base Bid	Alternate No. 1 Security Fence
Engineer's Estimate	\$285,000.00	\$10,000.00
D. Benson Excavating, LLC (Low Bid)	\$257,710.55	\$8,232.00
Shoreline Landscaping & Contracting	\$303,521.82	\$13,720.00
Pember Companies, Inc.	\$311,437.20	\$10,080.00
JL Theis, Inc.	\$312,742.41	\$21,000.00
Winberg Companies, LLC	\$334,477.68	\$9,520.00
Parkstone Contracting, LLC	\$361,145.75	\$11,550.00
Urban Companies	\$382,285.50	\$11,200.00
Swan Companies	\$444,606.83	\$28,280.00
Apadana, LLC	\$835,227.72	\$28,000.00

The 2025 Denzer Park Project was proposed to be funded through the Park Trust Fund which is dependent on development projects in the city. Due to anticipated development projects withdrawing their planning applications in the nearby south district area, the Park Trust Fund does not support all the planned upcoming park projects. The delay of the surrounding development near Denzer Park, consequentially leads to minimal residents within the Park's service area; Denzer Park is no longer a construction priority for 2025. As future development occurs, construction of Denzer Park will be considered. The City Council gave direction to staff regarding park priorities at their workshop on April 2, 2025.

Recommendation

It is recommended the City Council adopt Resolution 2025-063 rejecting all bids submitted for the 2025 Denzer Park Project.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-063

RESOLUTION REJECTING 2025 DENZER PARK PROJECT BIDS

WHEREAS, the City Council authorized bids on March 5, 2025 pursuant to Resolution 2025-029 for the 2025 Denzer Park Project;

WHEREAS, the City opened bids on March 25, 2025, and the following bids were received:

	Base Bid	Alternate No. 1 Security Fence
Engineers Estimate	\$285,000.00	\$10,000.00
D. Benson Excavating, LLC (Low Bid)	\$257,710.55	\$8,232.00
Shoreline Landscaping & Contracting	\$303,521.82	\$13,720.00
Pember Companies, Inc.	\$311,437.20	\$10,080.00
JL Theis, Inc.	\$312,742.41	\$21,000.00
Winberg Companies, LLC	\$334,477.68	\$9,520.00
Parkstone Contracting, LLC	\$361,145.75	\$11,550.00
Urban Companies	\$382,285.50	\$11,200.00
Swan Companies	\$444,606.83	\$28,280.00
Apadana, LLC	\$835,227.72	\$28,000.00

WHEREAS, the 2025 Denzer Park Project was to be funded with monies collected during the development of adjacent properties and other park dedication funds. Due to other park projects being prioritized in 2025 (using available park dedication funds) and the withdrawal and delay of projects on adjacent properties, the City is postponing the 2025 Denzer Park Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, that all bids submitted for the 2025 Denzer Park Project are rejected.

Passed this 16th day of April, 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk

Project Name: **2025 Denzer Park Project**I hereby certify that this is an exact
reproduction of bids received.

City Project No.:

Stantec Project No.: 193807397

Bid Opening: Tuesday, March 25, 2025 at 10:00 AM CDT

Owner: **Cottage Grove, Minnesota**

Dave Sanocki, P.E.

License No. 40973

Bidder No. 1

Bidder No. 2

Bidder No. 3

Bidder No. 4

BID TABULATION

D. Benson Excavating, LLC

Shoreline Landscaping &
Contracting

Pember Companies, Inc.

J L Theis, Inc.

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID:											
PART 1: GENERAL											
1	MOBILIZATION	LS	1	\$15,132.21	\$15,132.21	\$26,789.00	\$26,789.00	\$20,790.00	\$20,790.00	\$24,230.00	\$24,230.00
2	STREET SWEEPER WITH OPERATOR	HR	5	\$292.00	\$1,460.00	\$135.00	\$675.00	\$170.00	\$850.00	\$80.00	\$400.00
3	SKIDSTEER (BOBCAT) WITH OPERATOR	HR	5	\$188.50	\$942.50	\$225.00	\$1,125.00	\$145.00	\$725.00	\$90.00	\$450.00
TOTAL PART 1: GENERAL					\$17,534.71		\$28,589.00		\$22,365.00		\$25,080.00
PART 2: STORMWATER - CULVERT UNDER TRAIL											
4	12" RCP PIPE	LF	40	\$165.70	\$6,628.00	\$121.00	\$4,840.00	\$75.50	\$3,020.00	\$150.00	\$6,000.00
5	12" FES WITH TRASH GUARD	EA	2	\$1,802.15	\$3,604.30	\$2,250.00	\$4,500.00	\$2,185.00	\$4,370.00	\$1,250.00	\$2,500.00
TOTAL PART 2: STORMWATER - CULVERT UNDER TRAIL					\$10,232.30		\$9,340.00		\$7,390.00		\$8,500.00
PART 3: SPORTCOURT BASE											
6	24" AGGREGATE BACKFILL	TN	305	\$26.75	\$8,158.75	\$25.00	\$7,625.00	\$19.30	\$5,886.50	\$26.00	\$7,930.00
7	6" AGGREGATE BASE COURSE	TN	77	\$27.97	\$2,153.69	\$38.00	\$2,926.00	\$34.65	\$2,668.05	\$35.00	\$2,695.00
8	1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) [SPW	TN	19	\$270.25	\$5,134.75	\$156.00	\$2,964.00	\$248.00	\$4,712.00	\$221.40	\$4,206.60
9	1.5" TYPE SP 9.5 WEARING COURSE MIXTURE - SPECIAL (2,C) [SPWEA240C]	TN	19	\$270.25	\$5,134.75	\$163.00	\$3,097.00	\$168.60	\$3,203.40	\$221.40	\$4,206.60
10	TACK	GAL	10	\$23.00	\$230.00	\$17.00	\$170.00	\$15.90	\$159.00	\$21.60	\$216.00
11	EXCAVATION - COMMON (EV)	CY	53	\$7.76	\$411.28	\$48.50	\$2,570.50	\$40.00	\$2,120.00	\$75.00	\$3,975.00
TOTAL PART 3: SPORTCOURT BASE					\$21,223.22		\$19,352.50		\$18,748.95		\$23,229.20
PART 4: CONCRETE WORK											
12	6 INCH CONCRETE SIDEWALK	SY	552	\$92.00	\$50,784.00	\$95.00	\$52,440.00	\$69.20	\$38,198.40	\$77.00	\$42,504.00
13	6 INCH CONCRETE PICNIC SLAB	SY	53	\$92.00	\$4,876.00	\$95.00	\$5,035.00	\$80.50	\$4,266.50	\$88.00	\$4,664.00
14	6 INCH CONCRETE BENCH SLABS (5) - 6'X10'	SY	34	\$92.00	\$3,128.00	\$120.00	\$4,080.00	\$80.50	\$2,737.00	\$88.00	\$2,992.00
15	6 INCH CONCRETE BENCH SLABS (3) - 6'X14'	SY	28	\$92.00	\$2,576.00	\$120.00	\$3,360.00	\$80.50	\$2,254.00	\$88.00	\$2,464.00
16	8 INCH CONCRETE MONUMENT SLAB	SY	4	\$143.75	\$575.00	\$140.00	\$560.00	\$103.50	\$414.00	\$88.00	\$352.00
17	EXCAVATION - COMMON (EV) - SIDEWALK	CY	173	\$7.76	\$1,342.48	\$20.00	\$3,460.00	\$40.00	\$6,920.00	\$65.00	\$11,245.00
18	EXCAVATION - COMMON (EV) - PICNIC SLAB	CY	16	\$7.76	\$124.16	\$60.00	\$960.00	\$40.00	\$640.00	\$65.00	\$1,040.00
19	EXCAVATION - COMMON (EV) - BENCH SLABS (5) - 6'X	CY	10	\$7.76	\$77.60	\$60.00	\$600.00	\$40.00	\$400.00	\$65.00	\$650.00
20	EXCAVATION - COMMON (EV) - BENCH SLABS (3) - 6'X	CY	8	\$7.76	\$62.08	\$60.00	\$480.00	\$40.00	\$320.00	\$65.00	\$520.00
21	EXCAVATION - COMMON (EV) - MONUMENT SLAB	CY	2	\$7.76	\$15.52	\$120.00	\$240.00	\$40.00	\$80.00	\$65.00	\$130.00
22	AGGREGATE BASE, VIRGIN CLASS 5 - SIDEWALK	TN	151	\$27.97	\$4,223.47	\$38.00	\$5,738.00	\$34.65	\$5,232.15	\$33.00	\$4,983.00
23	AGGREGATE BASE, VIRGIN CLASS 5 - PICNIC SLAB	TN	13	\$27.97	\$363.61	\$120.00	\$1,560.00	\$34.65	\$450.45	\$33.00	\$429.00
24	AGGREGATE BASE, VIRGIN CLASS 5 - BENCH SLABS (5) -	TN	9	\$32.13	\$289.17	\$120.00	\$1,080.00	\$34.65	\$311.85	\$33.00	\$297.00
25	AGGREGATE BASE, VIRGIN CLASS 5 - BENCH SLABS (3) -	TN	7	\$16.40	\$114.80	\$150.00	\$1,050.00	\$34.65	\$242.55	\$33.00	\$231.00

BID TABULATION				Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4	
				D. Benson Excavating, LLC		Shoreline Landscaping & Contracting		Pember Companies, Inc.		J L Theis, Inc.	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
26	AGGREGATE BASE, VIRGIN CLASS 5 - MONUMENT SLAB	TN	1	\$156.71	\$156.71	\$240.00	\$240.00	\$34.65	\$34.65	\$33.00	\$33.00
	TOTAL PART 4: CONCRETE WORK				\$68,708.60		\$80,883.00		\$62,501.55		\$72,534.00
	PART 5: TETHERBALL COURT										
27	6 INCH CONCRETE TETHERBALL COURT - 20' DIAMETER	SY	35	\$92.00	\$3,220.00	\$138.00	\$4,830.00	\$80.50	\$2,817.50	\$88.00	\$3,080.00
28	EXCAVATION - COMMON (EV)	CY	11	\$7.76	\$85.36	\$120.00	\$1,320.00	\$40.00	\$440.00	\$65.00	\$715.00
29	AGGREGATE BASE, VIRGIN CLASS 5	TN	10	\$32.14	\$321.40	\$48.00	\$480.00	\$34.65	\$346.50	\$33.00	\$330.00
30	GARED GLAVA PERMANENT INGROUND TETHERBALL SY	LS	1	\$3,365.70	\$3,365.70	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00
	TOTAL PART 5: TETHERBALL COURT				\$6,992.46		\$10,130.00		\$7,104.00		\$7,125.00
	PART 6: BITUMINOUS TRAIL										
31	TYPE SP 9.5 BITUMINOUS TRAIL WEARING COURSE MIXT	TN	315	\$146.05	\$46,005.75	\$142.00	\$44,730.00	\$177.80	\$56,007.00	\$125.28	\$39,463.20
32	EXCAVATION - COMMON (EV)	CY	450	\$7.68	\$3,456.00	\$20.00	\$9,000.00	\$40.00	\$18,000.00	\$44.00	\$19,800.00
33	AGGREGATE BASE, VIRGIN CLASS 5	TN	654	\$27.98	\$18,298.92	\$38.00	\$24,852.00	\$34.65	\$22,661.10	\$33.00	\$21,582.00
	TOTAL PART 6: BITUMINOUS TRAIL				\$67,760.67		\$78,582.00		\$96,668.10		\$80,845.20
	PART 7: EROSION CONTROL AND FINISH GRADING										
34	HYDRAULIC MATRIX TYPE MULCH	SY	22329	\$0.96	\$21,435.84	\$1.08	\$24,115.32	\$1.80	\$40,192.20	\$1.69	\$37,736.01
35	PREMIUM TOPSOIL BORROW (LV) MODIFIED - INCL. SH/	CY	1076	\$33.25	\$35,777.00	\$40.00	\$43,040.00	\$46.15	\$49,657.40	\$45.00	\$48,420.00
36	REMOVE STRUCTURE MARKING SIGNS	EA	3	\$32.50	\$97.50	\$75.00	\$225.00	\$50.00	\$150.00	\$100.00	\$300.00
37	ADJUST MANHOLE STRUCTURE CASTINGS FLUSH WITH FI	EA	3	\$613.87	\$1,841.61	\$875.00	\$2,625.00	\$670.00	\$2,010.00	\$500.00	\$1,500.00
38	STORM DRAIN INLET PROTECTION & MAINTENANCE - EF	EA	2	\$344.64	\$689.28	\$200.00	\$400.00	\$135.00	\$270.00	\$200.00	\$400.00
39	STORM DRAIN INLET PROTECTION & MAINTENANCE - EF	EA	1	\$1,150.84	\$1,150.84	\$200.00	\$200.00	\$145.00	\$145.00	\$200.00	\$200.00
40	MAINTENANCE OF EXISTING BIOLOGS AND SILT FENCE	LS	1	\$807.97	\$807.97	\$3,000.00	\$3,000.00	\$820.00	\$820.00	\$2,323.00	\$2,323.00
41	FURNISH AND INSTALL 8" BIOROLLS	LF	20	\$43.61	\$872.20	\$6.00	\$120.00	\$5.25	\$105.00	\$15.00	\$300.00
42	CONSTRUCTION ENTRANCE - ERO12	CY	50	\$45.18	\$2,258.75	\$42.00	\$2,100.00	\$59.00	\$2,950.00	\$77.00	\$3,850.00
43	4" PVC CONDUIT FOR POTENTIAL IRRIGATION AND ELEI	LF	10	\$32.76	\$327.60	\$82.00	\$820.00	\$36.00	\$360.00	\$40.00	\$400.00
	TOTAL PART 7: EROSION CONTROL AND FINISH GRADING				\$65,258.59		\$76,645.32		\$96,659.60		\$95,429.01
	ALTERNATE - SITE SECURITY										
44	TEMPORARY FENCING FOR SECURITY	LF	1400	\$5.88	\$8,232.00	\$9.80	\$13,720.00	\$7.20	\$10,080.00	\$15.00	\$21,000.00
	TOTAL ALTERNATE - SITE SECURITY				\$8,232.00		\$13,720.00		\$10,080.00		\$21,000.00

BID TABULATION				Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4	
				D. Benson Excavating, LLC		Shoreline Landscaping & Contracting		Pember Companies, Inc.		J L Theis, Inc.	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID SUMMARY:											
TOTAL PART 1: GENERAL					\$17,534.71		\$28,589.00		\$22,365.00		\$25,080.00
TOTAL PART 2: STORMWATER - CULVERT UNDER TRAIL					\$10,232.30		\$9,340.00		\$7,390.00		\$8,500.00
TOTAL PART 3: SPORTCOURT BASE					\$21,223.22		\$19,352.50		\$18,748.95		\$23,229.20
TOTAL PART 4: CONCRETE WORK					\$68,708.60		\$80,883.00		\$62,501.55		\$72,534.00
TOTAL PART 5: TETHERBALL COURT					\$6,992.46		\$10,130.00		\$7,104.00		\$7,125.00
TOTAL PART 6: BITUMINOUS TRAIL					\$67,760.67		\$78,582.00		\$96,668.10		\$80,845.20
TOTAL PART 7: EROSION CONTROL AND FINISH GRADING					\$65,258.59		\$76,645.32		\$96,659.60		\$95,429.01
TOTAL BASE BID					\$257,710.55		\$303,521.82		\$311,437.20		\$312,742.41
TOTAL BASE BID + ALTERNATE					\$265,942.55		\$317,241.82		\$321,517.20		\$333,742.41
Contractor Name and Address:				D. Benson Excavating, LLC		Shoreline Landscaping & Contracting		Pember Companies, Inc.		J L Theis, Inc.	
				W10186 570th Ave.		9455 County Road 15		14045 Northdale Blvd.		14000 Veit Place	
				River Falls, WI 54022		Maple Plain, MN 55359		Rogers, MN 55374		Rogers, MN 55374	
Phone:				(651) 245-3183		507-532-6768		763-746-9072		952-474-2202	
Email:				info@bensonexcavating.com		info@khcconstruction.com		steve@gridor.com		rhollatz@dimarconstruction.com	
Signed By:				Drew Benson		Kim H. Christensen		Harold Theisen		Richard Hollatz	
Title:				Owner		President		CDO		President	
Bid Security:				Bid Bond		Bid Bond		Bid Bond		Bid Bond	
Addenda Acknowledged:				None		None		None		None	

BID TABULATION				Bidder No. 5		Bidder No. 5		Bidder No. 7		Bidder No. 8	
				Winberg Companies, LLC		Parkstone Contracting, LLC		Urban Companies		Swan Companies	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID:											
PART 1: GENERAL											
1	MOBILIZATION	LS	1	\$10,500.00	\$10,500.00	\$18,000.00	\$18,000.00	\$21,000.00	\$21,000.00	\$26,800.00	\$26,800.00
2	STREET SWEEPER WITH OPERATOR	HR	5	\$157.50	\$787.50	\$175.00	\$875.00	\$200.00	\$1,000.00	\$175.00	\$875.00
3	SKIDSTEER (BOBCAT) WITH OPERATOR	HR	5	\$141.75	\$708.75	\$160.00	\$800.00	\$200.00	\$1,000.00	\$156.00	\$780.00
TOTAL PART 1: GENERAL					\$11,996.25		\$19,675.00		\$23,000.00		\$28,455.00
PART 2: STORMWATER - CULVERT UNDER TRAIL											
4	12" RCP PIPE	LF	40	\$84.00	\$3,360.00	\$100.00	\$4,000.00	\$125.00	\$5,000.00	\$163.33	\$6,533.20
5	12" FES WITH TRASH GUARD	EA	2	\$1,102.50	\$2,205.00	\$2,500.00	\$5,000.00	\$1,500.00	\$3,000.00	\$2,145.00	\$4,290.00
TOTAL PART 2: STORMWATER - CULVERT UNDER TRAIL					\$5,565.00		\$9,000.00		\$8,000.00		\$10,823.20
PART 3: SPORTCOURT BASE											
6	24" AGGREGATE BACKFILL	TN	305	\$57.75	\$17,613.75	\$50.00	\$15,250.00	\$25.00	\$7,625.00	\$46.17	\$14,081.85
7	6" AGGREGATE BASE COURSE	TN	77	\$52.50	\$4,042.50	\$50.00	\$3,850.00	\$40.00	\$3,080.00	\$62.11	\$4,782.47
8	1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) [SPW	TN	19	\$183.75	\$3,491.25	\$275.00	\$5,225.00	\$322.00	\$6,118.00	\$165.88	\$3,151.72
9	1.5" TYPE SP 9.5 WEARING COURSE MIXTURE - SPECIAL (2,C) [SPWEA240C]	TN	19	\$166.91	\$3,171.29	\$275.00	\$5,225.00	\$357.00	\$6,783.00	\$174.84	\$3,321.96
10	TACK	GAL	10	\$15.75	\$157.50	\$20.00	\$200.00	\$5.00	\$50.00	\$16.50	\$165.00
11	EXCAVATION - COMMON (EV)	CY	53	\$47.25	\$2,504.25	\$50.00	\$2,650.00	\$60.00	\$3,180.00	\$77.33	\$4,098.49
TOTAL PART 3: SPORTCOURT BASE					\$30,980.54		\$32,400.00		\$26,836.00		\$29,601.49
PART 4: CONCRETE WORK											
12	6 INCH CONCRETE SIDEWALK	SY	552	\$98.70	\$54,482.40	\$95.00	\$52,440.00	\$96.00	\$52,992.00	\$91.85	\$50,701.20
13	6 INCH CONCRETE PICNIC SLAB	SY	53	\$110.25	\$5,843.25	\$95.00	\$5,035.00	\$96.00	\$5,088.00	\$91.84	\$4,867.52
14	6 INCH CONCRETE BENCH SLABS (5) - 6'X10'	SY	34	\$120.75	\$4,105.50	\$110.00	\$3,740.00	\$112.00	\$3,808.00	\$91.85	\$3,122.90
15	6 INCH CONCRETE BENCH SLABS (3) - 6'X14'	SY	28	\$131.25	\$3,675.00	\$110.00	\$3,080.00	\$112.00	\$3,136.00	\$91.85	\$2,571.80
16	8 INCH CONCRETE MONUMENT SLAB	SY	4	\$315.00	\$1,260.00	\$150.00	\$600.00	\$148.00	\$592.00	\$220.00	\$880.00
17	EXCAVATION - COMMON (EV) - SIDEWALK	CY	173	\$44.10	\$7,629.30	\$50.00	\$8,650.00	\$60.00	\$10,380.00	\$83.87	\$14,509.51
18	EXCAVATION - COMMON (EV) - PICNIC SLAB	CY	16	\$84.00	\$1,344.00	\$50.00	\$800.00	\$60.00	\$960.00	\$84.06	\$1,344.96
19	EXCAVATION - COMMON (EV) - BENCH SLABS (5) - 6'X	CY	10	\$105.00	\$1,050.00	\$50.00	\$500.00	\$60.00	\$600.00	\$78.00	\$780.00
20	EXCAVATION - COMMON (EV) - BENCH SLABS (3) - 6'X	CY	8	\$105.00	\$840.00	\$50.00	\$400.00	\$60.00	\$480.00	\$97.50	\$780.00
21	EXCAVATION - COMMON (EV) - MONUMENT SLAB	CY	2	\$262.50	\$525.00	\$50.00	\$100.00	\$60.00	\$120.00	\$302.50	\$605.00
22	AGGREGATE BASE, VIRGIN CLASS 5 - SIDEWALK	TN	151	\$54.60	\$8,244.60	\$50.00	\$7,550.00	\$40.00	\$6,040.00	\$87.74	\$13,248.74
23	AGGREGATE BASE, VIRGIN CLASS 5 - PICNIC SLAB	TN	13	\$105.00	\$1,365.00	\$50.00	\$650.00	\$40.00	\$520.00	\$81.32	\$1,057.16
24	AGGREGATE BASE, VIRGIN CLASS 5 - BENCH SLABS (5) -	TN	9	\$105.00	\$945.00	\$50.00	\$450.00	\$40.00	\$360.00	\$70.52	\$634.68
25	AGGREGATE BASE, VIRGIN CLASS 5 - BENCH SLABS (3) -	TN	7	\$105.00	\$735.00	\$50.00	\$350.00	\$40.00	\$280.00	\$84.17	\$589.19

BID TABULATION				Bidder No. 5		Bidder No. 5		Bidder No. 7		Bidder No. 8	
				Winberg Companies, LLC		Parkstone Contracting, LLC		Urban Companies		Swan Companies	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
26	AGGREGATE BASE, VIRGIN CLASS 5 - MONUMENT SLAB	TN	1	\$262.50	\$262.50	\$50.00	\$50.00	\$40.00	\$40.00	\$452.74	\$452.74
	TOTAL PART 4: CONCRETE WORK				\$92,306.55		\$84,395.00		\$85,396.00		\$96,145.40
	PART 5: TETHERBALL COURT										
27	6 INCH CONCRETE TETHERBALL COURT - 20' DIAMETER	SY	35	\$152.25	\$5,328.75	\$110.00	\$3,850.00	\$112.00	\$3,920.00	\$114.29	\$4,000.15
28	EXCAVATION - COMMON (EV)	CY	11	\$105.00	\$1,155.00	\$50.00	\$550.00	\$75.00	\$825.00	\$110.00	\$1,210.00
29	AGGREGATE BASE, VIRGIN CLASS 5	TN	10	\$63.00	\$630.00	\$50.00	\$500.00	\$40.00	\$400.00	\$112.74	\$1,127.40
30	GARED GLAVA PERMANENT INGROUND TETHERBALL SY	LS	1	\$3,570.00	\$3,570.00	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$3,712.50	\$3,712.50
	TOTAL PART 5: TETHERBALL COURT				\$10,683.75		\$7,900.00		\$15,145.00		\$10,050.05
	PART 6: BITUMINOUS TRAIL										
31	TYPE SP 9.5 BITUMINOUS TRAIL WEARING COURSE MIXT	TN	315	\$161.70	\$50,935.50	\$140.00	\$44,100.00	\$173.00	\$54,495.00	\$145.79	\$45,923.85
32	EXCAVATION - COMMON (EV)	CY	450	\$37.80	\$17,010.00	\$50.00	\$22,500.00	\$60.00	\$27,000.00	\$57.39	\$25,825.50
33	AGGREGATE BASE, VIRGIN CLASS 5	TN	654	\$46.20	\$30,214.80	\$50.00	\$32,700.00	\$40.00	\$26,160.00	\$64.39	\$42,111.06
	TOTAL PART 6: BITUMINOUS TRAIL				\$98,160.30		\$99,300.00		\$107,655.00		\$113,860.41
	PART 7: EROSION CONTROL AND FINISH GRADING										
34	HYDRAULIC MATRIX TYPE MULCH	SY	22329	\$1.26	\$28,134.54	\$1.75	\$39,075.75	\$1.50	\$33,493.50	\$1.56	\$34,833.24
35	PREMIUM TOPSOIL BORROW (LV) MODIFIED - INCL. SH/	CY	1076	\$45.15	\$48,581.40	\$50.00	\$53,800.00	\$60.00	\$64,560.00	\$100.29	\$107,912.04
36	REMOVE STRUCTURE MARKING SIGNS	EA	3	\$105.00	\$315.00	\$50.00	\$150.00	\$100.00	\$300.00	\$100.00	\$300.00
37	ADJUST MANHOLE STRUCTURE CASTINGS FLUSH WITH FI	EA	3	\$288.75	\$866.25	\$1,500.00	\$4,500.00	\$1,250.00	\$3,750.00	\$502.00	\$1,506.00
38	STORM DRAIN INLET PROTECTION & MAINTENANCE - EF	EA	2	\$525.00	\$1,050.00	\$500.00	\$1,000.00	\$400.00	\$800.00	\$100.00	\$200.00
39	STORM DRAIN INLET PROTECTION & MAINTENANCE - EF	EA	1	\$262.50	\$262.50	\$500.00	\$500.00	\$400.00	\$400.00	\$450.00	\$450.00
40	MAINTENANCE OF EXISTING BIOLOGS AND SILT FENCE	LS	1	\$2,520.00	\$2,520.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$7,270.00	\$7,270.00
41	FURNISH AND INSTALL 8" BIOROLLS	LF	20	\$11.03	\$220.60	\$10.00	\$200.00	\$10.00	\$200.00	\$7.50	\$150.00
42	CONSTRUCTION ENTRANCE - ERO12	CY	50	\$48.30	\$2,415.00	\$80.00	\$4,000.00	\$50.00	\$2,500.00	\$50.00	\$2,500.00
43	4" PVC CONDUIT FOR POTENTIAL IRRIGATION AND ELEI	LF	10	\$42.00	\$420.00	\$25.00	\$250.00	\$25.00	\$250.00	\$55.00	\$550.00
	TOTAL PART 7: EROSION CONTROL AND FINISH GRADING				\$84,785.29		\$108,475.75		\$116,253.50		\$155,671.28
	ALTERNATE - SITE SECURITY										
44	TEMPORARY FENCING FOR SECURITY	LF	1400	\$6.80	\$9,520.00	\$8.25	\$11,550.00	\$8.00	\$11,200.00	\$20.20	\$28,280.00
	TOTAL ALTERNATE - SITE SECURITY				\$9,520.00		\$11,550.00		\$11,200.00		\$28,280.00

BID TABULATION				Bidder No. 5		Bidder No. 5		Bidder No. 7		Bidder No. 8	
				Winberg Companies, LLC		Parkstone Contracting, LLC		Urban Companies		Swan Companies	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID SUMMARY:											
TOTAL PART 1: GENERAL					\$11,996.25		\$19,675.00		\$23,000.00		\$28,455.00
TOTAL PART 2: STORMWATER - CULVERT UNDER TRAIL					\$5,565.00		\$9,000.00		\$8,000.00		\$10,823.20
TOTAL PART 3: SPORTCOURT BASE					\$30,980.54		\$32,400.00		\$26,836.00		\$29,601.49
TOTAL PART 4: CONCRETE WORK					\$92,306.55		\$84,395.00		\$85,396.00		\$96,145.40
TOTAL PART 5: TETHERBALL COURT					\$10,683.75		\$7,900.00		\$15,145.00		\$10,050.05
TOTAL PART 6: BITUMINOUS TRAIL					\$98,160.30		\$99,300.00		\$107,655.00		\$113,860.41
TOTAL PART 7: EROSION CONTROL AND FINISH GRADING					\$84,785.29		\$108,475.75		\$116,253.50		\$155,671.28
TOTAL BASE BID					\$334,477.68		\$361,145.75		\$382,285.50		\$444,606.83
TOTAL BASE BID + ALTERNATE					\$343,997.68		\$372,695.75		\$393,485.50		\$472,886.83
Contractor Name and Address:				Winberg Companies, LLC		Parkstone Contracting, LLC		Urban Companies		Swan Companies	
				9760 71st. St. NE		9760 71st. St. NE		9760 71st. St. NE		9760 71st. St. NE	
				Albertville, MN 55301		Albertville, MN 55301		Albertville, MN 55301		Albertville, MN 55301	
Phone:				218-546-5519		218-546-5519		218-546-5519		218-546-5519	
Email:				info@ricelake.org		info@ricelake.org		info@ricelake.org		info@ricelake.org	
Signed By:				Wade Leonard		Wade Leonard		Wade Leonard		Wade Leonard	
Title:				President		President		President		President	
Bid Security:				Bid Bond		Bid Bond		Bid Bond		Bid Bond	
Addenda Acknowledged:				None		None		None		None	

Bidder No. 9

Apadana, LLC

BID TABULATION

Item Num	Item	Units	Qty	Unit Price	Total
BASE BID:					
PART 1: GENERAL					
1	MOBILIZATION	LS	1	\$85,499.00	\$85,499.00
2	STREET SWEEPER WITH OPERATOR	HR	5	\$448.00	\$2,240.00
3	SKIDSTEER (BOBCAT) WITH OPERATOR	HR	5	\$3,360.00	\$16,800.00
TOTAL PART 1: GENERAL					\$104,539.00
PART 2: STORMWATER - CULVERT UNDER TRAIL					
4	12" RCP PIPE	LF	40	\$201.50	\$8,060.00
5	12" FES WITH TRASH GUARD	EA	2	\$528.00	\$1,056.00
TOTAL PART 2: STORMWATER - CULVERT UNDER TRAIL					\$9,116.00
PART 3: SPORTCOURT BASE					
6	24" AGGREGATE BACKFILL	TN	305	\$58.36	\$17,799.80
7	6" AGGREGATE BASE COURSE	TN	77	\$288.90	\$22,245.30
8	1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) [SPW	TN	19	\$488.43	\$9,280.17
9	1.5" TYPE SP 9.5 WEARING COURSE MIXTURE - SPECIAL (2,C) [SPWEA240C]	TN	19	\$608.43	\$11,560.17
10	TACK	GAL	10	\$136.00	\$1,360.00
11	EXCAVATION - COMMON (EV)	CY	53	\$113.40	\$6,010.20
TOTAL PART 3: SPORTCOURT BASE					\$68,255.64
PART 4: CONCRETE WORK					
12	6 INCH CONCRETE SIDEWALK	SY	552	\$250.00	\$138,000.00
13	6 INCH CONCRETE PICNIC SLAB	SY	53	\$250.00	\$13,250.00
14	6 INCH CONCRETE BENCH SLABS (5) - 6'X10'	SY	34	\$250.00	\$8,500.00
15	6 INCH CONCRETE BENCH SLABS (3) - 6'X14'	SY	28	\$250.00	\$7,000.00
16	8 INCH CONCRETE MONUMENT SLAB	SY	4	\$300.00	\$1,200.00
17	EXCAVATION - COMMON (EV) - SIDEWALK	CY	173	\$590.40	\$102,139.20
18	EXCAVATION - COMMON (EV) - PICNIC SLAB	CY	16	\$97.50	\$1,560.00
19	EXCAVATION - COMMON (EV) - BENCH SLABS (5) - 6'X	CY	10	\$108.00	\$1,080.00
20	EXCAVATION - COMMON (EV) - BENCH SLABS (3) - 6'X	CY	8	\$115.00	\$920.00
21	EXCAVATION - COMMON (EV) - MONUMENT SLAB	CY	2	\$220.00	\$440.00
22	AGGREGATE BASE, VIRGIN CLASS 5 - SIDEWALK	TN	151	\$115.00	\$17,365.00
23	AGGREGATE BASE, VIRGIN CLASS 5 - PICNIC SLAB	TN	13	\$174.23	\$2,264.99
24	AGGREGATE BASE, VIRGIN CLASS 5 - BENCH SLABS (5) -	TN	9	\$169.45	\$1,525.05
25	AGGREGATE BASE, VIRGIN CLASS 5 - BENCH SLABS (3) -	TN	7	\$205.00	\$1,435.00

Bidder No. 9

Apadana, LLC

BID TABULATION

Item Num	Item	Units	Qty	Unit Price	Total
26	AGGREGATE BASE, VIRGIN CLASS 5 - MONUMENT SLAB	TN	1	\$605.00	\$605.00
TOTAL PART 4: CONCRETE WORK					\$297,284.24
PART 5: TETHERBALL COURT					
27	6 INCH CONCRETE TETHERBALL COURT - 20' DIAMETER	SY	35	\$78.00	\$2,730.00
28	EXCAVATION - COMMON (EV)	CY	11	\$113.82	\$1,252.02
29	AGGREGATE BASE, VIRGIN CLASS 5	TN	10	\$157.00	\$1,570.00
30	GARED GLAVA PERMANENT INGROUND TETHERBALL SY	LS	1	\$1,500.00	\$1,500.00
TOTAL PART 5: TETHERBALL COURT					\$7,052.02
PART 6: BITUMINOUS TRAIL					
31	TYPE SP 9.5 BITUMINOUS TRAIL WEARING COURSE MIXT	TN	315	\$293.00	\$92,295.00
32	EXCAVATION - COMMON (EV)	CY	450	\$68.45	\$30,802.50
33	AGGREGATE BASE, VIRGIN CLASS 5	TN	654	\$138.00	\$90,252.00
TOTAL PART 6: BITUMINOUS TRAIL					\$213,349.50
PART 7: EROSION CONTROL AND FINISH GRADING					
34	HYDRAULIC MATRIX TYPE MULCH	SY	22329	\$1.78	\$39,745.62
35	PREMIUM TOPSOIL BORROW (LV) MODIFIED - INCL. SH/	CY	1076	\$47.18	\$50,765.68
36	REMOVE STRUCTURE MARKING SIGNS	EA	3	\$473.34	\$1,420.02
37	ADJUST MANHOLE STRUCTURE CASTINGS FLUSH WITH FI	EA	3	\$1,320.00	\$3,960.00
38	STORM DRAIN INLET PROTECTION & MAINTENANCE - EF	EA	2	\$920.00	\$1,840.00
39	STORM DRAIN INLET PROTECTION & MAINTENANCE - EF	EA	1	\$920.00	\$920.00
40	MAINTENANCE OF EXISTING BIOLOGS AND SILT FENCE	LS	1	\$24,890.00	\$24,890.00
41	FURNISH AND INSTALL 8" BIOROLLS	LF	20	\$53.00	\$1,060.00
42	CONSTRUCTION ENTRANCE - ERO12	CY	50	\$194.00	\$9,700.00
43	4" PVC CONDUIT FOR POTENTIAL IRRIGATION AND ELEI	LF	10	\$133.00	\$1,330.00
TOTAL PART 7: EROSION CONTROL AND FINISH GRADING					\$135,631.32
ALTERNATE - SITE SECURITY					
44	TEMPORARY FENCING FOR SECURITY	LF	1400	\$20.00	\$28,000.00
TOTAL ALTERNATE - SITE SECURITY					\$28,000.00

Bidder No. 9

Apadana, LLC

BID TABULATION

Item Num	Item	Units	Qty	Unit Price	Total
BASE BID SUMMARY:					
TOTAL PART 1: GENERAL					\$104,539.00
TOTAL PART 2: STORMWATER - CULVERT UNDER TRAIL					\$9,116.00
TOTAL PART 3: SPORTCOURT BASE					\$68,255.64
TOTAL PART 4: CONCRETE WORK					\$297,284.24
TOTAL PART 5: TETHERBALL COURT					\$7,052.02
TOTAL PART 6: BITUMINOUS TRAIL					\$213,349.50
TOTAL PART 7: EROSION CONTROL AND FINISH GRADING					\$135,631.32
TOTAL BASE BID					\$835,227.72
TOTAL BASE BID + ALTERNATE					\$863,227.72
Contractor Name and Address:				Apadana, LLC	
				9760 71st. St. NE	
				Albertville, MN 55301	
Phone:				218-546-5519	
Email:				info@ricelake.org	
Signed By:				Wade Leonard	
Title:				President	
Bid Security:				Bid Bond	
Addenda Acknowledged:				None	



City Council Action Request

10.B.

Meeting Date 4/16/2025

Department Public Works

Agenda Category Action Item

Title Public Works Shop Remodel

Staff Recommendation Adopt resolution 2025-054 awarding the Public Works Facility Mechanics Shop Remodel to Rochon Construction for the base bid amount plus the alternate for a total of \$298,915.

Budget Implication \$298,915 out of the municipal building.

Attachments

1.	Bid Award Memo Shop Remodel
2.	Resolution for Shop Remodel
3.	Client Bid Results Ltr 20250410
4.	193807340-Bid Tab 20250410



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

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

Date: April 10th, 2025

Re: Public Works Facility Mechanics Shop Remodel – Bid Award

Background

In the 2025 budget, City Council authorized the addition of a 5th mechanic to the shop. With the additional mechanic, staff needed more space. Also in the 2025 budget, City Council authorized \$500,000 out of the municipal building fund to remodel the mechanic shop and add a portable hoist. This memo outlines approving the bid award for the Public Works Facility Mechanics Shop Remodel. The Engineer's estimate was \$301,190 for the construction of the project which includes the base bid and the alternate.

Discussion

Bids were opened on Thursday April 10th, 2025; eight bids were received. The project award recommendation letter and bid tab have been included for reference. There was one alternate included in the bid for the removal and replacement of the lights in the mechanics bay and mezzanine; the bid results are tabulated below.

	Base Bid	Alternate
Engineer's Estimate	\$301,190	
Rochon Corporation	\$284,000	\$14,915
Schreiber Mullaney Const. Co. Inc	\$285,000	\$15,000
Brennan Const. of MN, Inc	\$311,100	\$16,031
Versacon, Inc	\$317,000	\$16,000
Derau Construction	\$319,200	\$16,900
Shaw-Lunquist Associates, Inc	\$328,000	\$15,000
Meisinger Construction Company	\$358,900	\$13,500
CJC Construction, LLC	\$417,000	\$15,000

Recommendation

It is recommended the City Council adopt resolution 2025-054 awarding the Public Works Facility Mechanics Shop Remodel to Rochon Construction for the base bid amount plus the alternate for a total of \$298,915.

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-054

**RESOLUTION AWARDING THE BID FOR THE
PUBLIC WORKS FACILITY MECHANICS SHOP REMODEL PROJECT
IN THE TOTAL AMOUNT OF \$298,915.00, INCLUDING THE BASE BID PLUS THE
ALTERNATE**

WHEREAS, plans and specifications for the Public Works Facility Mechanics Shop Remodel Project were completed according to City standards; and

WHEREAS, bids were requested to provide the necessary work; and

WHEREAS, eight firms submitted bids; and

WHEREAS, it appears that Rochon Corporation provided the lowest responsible bid; and

WHEREAS, it is the recommendation of the Public Works Director that the bid be awarded to Rochon Corporation in the total amount of \$298,915.00, which includes the base bid plus the alternate.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cottage Grove, County of Washington, State of Minnesota, the bid for the Public Works Facility Mechanics Shop Remodel Project is awarded to Rochon Corporation in the total amount of \$298,915.00, which includes the base bid plus the alternate.

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000 Minneapolis, MN 55402

April 10, 2025

Honorable Mayor and City Council
City of Cottage Grove
City Hall
12800 Ravine Pkwy. S.
Cottage Grove, MN 55016

Re: Public Works Facility Mechanics Shop Remodel
Stantec Project No. 193807340
Bid Results

Dear Honorable Mayor and City Council:

Bids were opened for the Project stated above on April 10, 2025. Transmitted herewith is a copy of the Bid Tabulation for your information and file. A copy will also be distributed to the Bidders once the Project has been awarded.

There were a total of 8 Bids. The following summarizes the results of the Bids received:

	Contractor	Total Base Bid	Alternate No. 1
Low	Rochon Corporation	\$284,000.00	\$14,915.00
#2	Schreiber Mullaney Const. Co., Inc.	\$285,000.00	\$15,000.00
#3	Brennan Const. of MN, Inc.	\$311,100.00	\$16,031.00
#4	Versacon, Inc.	\$317,000.00	\$16,000.00
#5	Derau construction	\$319,200.00	\$16,900.00
#6	Shaw-Lundquist Associates, Inc.	\$328,000.00	\$15,000.00
#7	Meisinger Construction Company	\$358,900.00	\$13,500.00
#8	CJC Construction, LLC	\$417,000.00	\$15,000.00

The low Bidder on the Project was Rochon Corporation with a Total Base Bid Amount of \$284,000.00. These Bids have been reviewed and found to be in order.

If the City Council wishes to award the Project to the low Bidder, then **Rochon Corporation** should be awarded the Project on the Total Base Bid and Alternate No. 1 in the Amount of **\$298,915.00**.

Should you have any questions, please feel free to contact me at (612) 712-2108.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Bruce Paulson, P.E.

Enclosure



Project Name: **Public Works Facility Mechanics Shop Remodel**

I hereby certify that this is an exact reproduction of bids received.

Stantec Project No.: 193807340

Bid Opening: Thursday, April 10, 2025 at 10:00 AM CDT

Owner: **Cottage Grove, Minnesota**

Bruce P. Paulson

Bruce P. Paulson, RA
License No. 20910

BID TABULATION				Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4		Bidder No. 5		Bidder No. 6		Bidder No. 7		Bidder No. 8	
				Rochon Corporation		Schreiber Mullaney Construction Co., Inc.		Brennan Construction of MN, Inc.		Versacon, Inc.		Derau Construction		Shaw-Lundquist Associates, Inc.		Meisinger Construction Company		CJC Construcion, LLC	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID:																			
1-1.	MATERIALS, EQUIPMENT, AND LABOR NECESSARY TO COMPLETE THE WORK AS DEFINED ON THE DRAWINGS AND IN THE PROJECT MANUAL	LS	1	\$284,000.00	\$284,000.00	\$285,000.00	\$285,000.00	\$311,100.00	\$311,100.00	\$317,000.00	\$317,000.00	\$319,200.00	\$319,200.00	\$328,000.00	\$328,000.00	\$358,900.00	\$358,900.00	\$417,000.00	\$417,000.00
TOTAL BASE BID				\$284,000.00		\$285,000.00		\$311,100.00		\$317,000.00		\$319,200.00		\$328,000.00		\$358,900.00		\$417,000.00	
PART 2 - ALTERNATES:																			
2-1.	ALTERNATE NO. 1: MATERIALS, LABOR, AND EQUIPMENT NECESSARY TO REMOVE THE EXISTING FLUORESCENT LIGHT FIXTURES IN MECHANICS 102 AND MEZZANINE 201 AS SHOWN ON SHEET E203 AND INSTALL NEW LED REPLACEMENT LIGHT FIXTURES AS SHOWN ON SHEET E204. NOTE: THIS ALTERNATE DOES NOT INCLUDE THE TWO NEW LED LIGHT FIXTURES IN THE NEW EXPANDED MECHANICS 102 SHOWN ON SHEET E204 WHICH ARE BASE BID.	LS	1	\$14,915.00	\$14,915.00	\$15,000.00	\$15,000.00	\$16,031.00	\$16,031.00	\$16,000.00	\$16,000.00	\$16,900.00	\$16,900.00	\$15,000.00	\$15,000.00	\$13,500.00	\$13,500.00	\$15,000.00	\$15,000.00
				\$14,915.00		\$15,000.00		\$16,031.00		\$16,000.00		\$16,900.00		\$15,000.00		\$13,500.00		\$15,000.00	
Contractor Name and Address:				Rochon Corporation 28 2nd Street NW #200 Osseo, MN 55369 Phone: (763) 559-9393 Email: paulbraton@rochoncorp.com Signed By: Paul Braton Title: President Bid Security: Yes Responsible Contractor Form: Yes Addenda Acknowledged: 1, 2, 3		Schreiber Mullaney Construction Co., Inc. 1286 Hudson Road St. Paul, MN 55106 (651) 774-9440 bruce@schreibermullaney.com Bruce Schreiber Vice President Yes Yes 1, 2, 3		Brennan Construction of MN, Inc. 3255 Garfield Avenue, Suite Minneapolis, MN 55408 (507) 625-5417 brennan@bcofmn.com Joe Brennan President Yes Yes 1, 2, 3		Versacon, Inc. 9443 Science Center Drive New Hope, MN 55428 (763) 391-5610 czierhut@versaconinc.com Charles Zierhut President Yes Yes 1, 2, 3		Derau Construction 1407 East Cliff Road Burnsville, MN 55337 (952) 697-5131 pat.r@derauconstruction.com Patrick Rauch President Yes Yes 1, 2, 3		Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, MN 55121 (651) 454-0670 tmeyers@shawlundquist.com Thomas J. Meyers Vice President Yes Yes 1, 2, 3		Meisinger Construction Company 121 Bridge point Way South St. Paul, MN 55075 (651) 452-4778 tom@meisingerconstruction.com Thomas M. Meisinger President Yes Yes 1, 2, 3		CJC Construcion, LLC 11686 Eighth Streeet NE Hanover, MN 55341 (612) 203-6322 cjcconstructionllc1@gmail.com Jeff S. Office Manager Yes Yes 1, 2, 3	



City Council Action Request

11.A.

Meeting Date 4/16/2025

Department Community Development

Agenda Category Action Item

Title Leafline Labs – Conditional Use Permit

Staff Recommendation Adopt Resolution 2025-061 rescinding prior conditional use permit and site plan resolutions and approving the Conditional Use Permit for a Medical Cannabis Combination Business at 8235 97th Street South.

Budget Implication N/A

Attachments

1.	Leafline Labs CC Memo
2.	Leafline Labs Applicant Narrative
3.	Leafline Labs Security Plans Summary Letter
4.	Leafline Labs Byers Scientific Report
5.	Leafline Labs Resolution

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

FROM: Samantha Pierret, Senior Planner

DATE: April 9, 2025

RE: Leafline Labs, LLC – Conditional Use Permit

Proposal

Leafline Labs (Owner), has submitted an application requesting a Conditional Use Permit to allow the property at 8235 97th Street South to grow, manufacture, and process adult use cannabis as a Medical Cannabis Combination Business. They would continue to grow, manufacture, and process medical cannabis on-site. The proposed application would rescind the existing CUP, which was approved in May 2022 as Resolution 2022-075, to produce medical cannabis products.



Location Map

Review Schedule

Application Received: February 26, 2025
Acceptance of Completed Application: March 11, 2025
Planning Commission Date: March 24, 2025
Tentative City Council Date: April 16, 2025
60-Day Review Deadline: May 10, 2025

Background

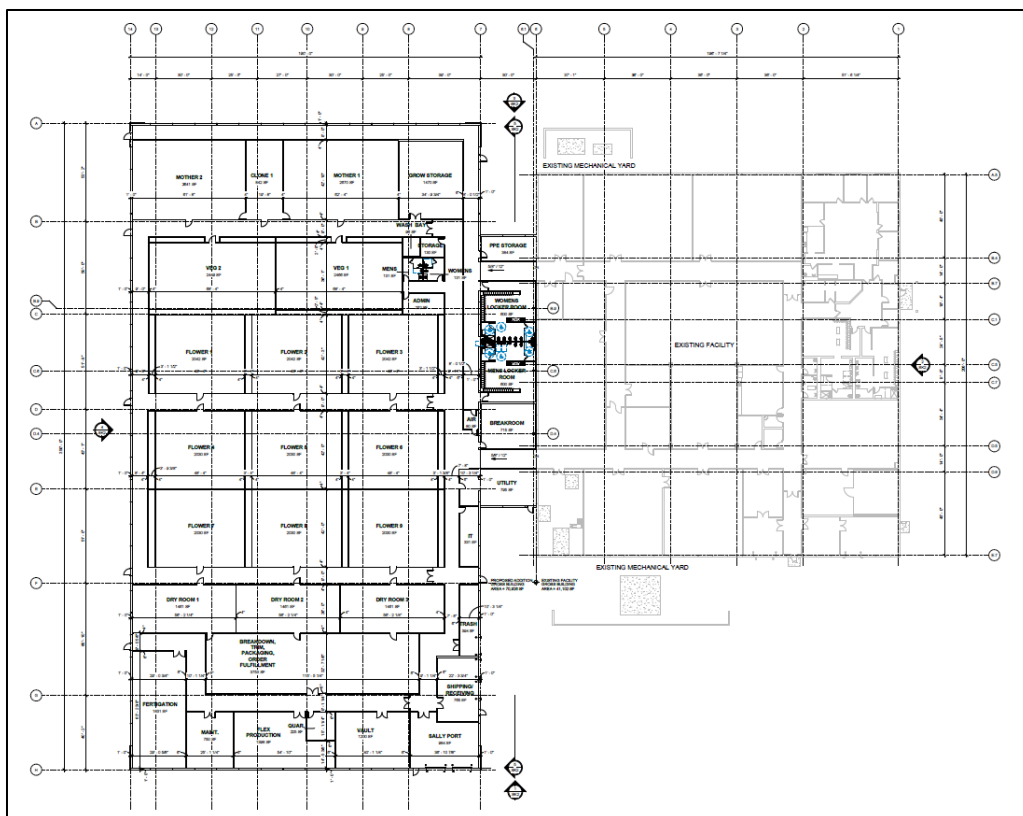
The existing Leafline Labs facility was approved and constructed in 2014 following Minnesota's legalization of the production and use of cannabis for some medical purposes. Leafline Labs was selected as a manufacturer by the Minnesota Department of Health (MDH) as one of two licensed medical cannabis producers in Minnesota. The facility houses growing and processing functions for the company's medical cannabis products. They currently employ 65 cultivation employees serving over 55,000 Minnesotans currently registered to use cannabis for medicinal purposes.

The approved site plan in 2014 planned for a future expansion on the site. In 2022, a Conditional Use Permit and Site Plan Review were approved to allow construction of structure additions in two phases. Phase I was constructed while Phase 2 was not constructed and is not proposed to be constructed as part of this Conditional Use Permit request.

Minnesota legislation passed in 2023 created an adult use cannabis marketplace. The statute under which the Applicant is currently licensed to be a pharmaceutical medical cannabis manufacturer will be repealed on December 1, 2025. To account for these changes at the State level and to allow the Applicant to manufacture, cultivate, test, and process cannabis for medical and recreational purposes in accordance with the Medical Cannabis Combination Business license from the newly created State of Minnesota Office of Cannabis Management, a new CUP has been applied for.

The City of Cottage Grove's Zoning Code was amended in 2024 to add provisions for adult use cannabis license types including performance standards, setbacks, and uses allowed in each zoning district. Medical Cannabis Combination Businesses include the cultivation and manufacture of cannabis and hemp products. These businesses may package these products for sale to customers, patients, or another licensed cannabis business. A new Conditional Use Permit will also ensure conformance with new city zoning regulations.

The Applicant is not expanding its operations on site. There will be no substantive changes to current cultivation, production, manufacturing, or processing operations. The only change will be allocating products to the medical and recreational cannabis markets instead of just the medical market. The Conditional Use Permit is being applied for to ensure compliance with state and local statutes and rules and not due to any operational changes.



2022 Floor Plan

Planning Considerations

Conditional Use Permit

The purpose of a Conditional Use Permit is to authorize and regulate uses that may be beneficial in a specific instance to the general welfare of the community yet ensure that such uses are not detrimental to surrounding property and are consistent with the stated purpose of the zoning district.

The permit shall be approved solely for the proposed use of a particular site, not for a particular person or firm. When granting a Conditional Use Permit, the City may impose conditions as it deems necessary to serve and protect the health, safety, convenience, and general welfare of the community.

When evaluating any proposed conditional use permit, the following findings shall be considered:

- 1. Compliance with and effect upon the Comprehensive Plan, including public facilities and capital improvement plans.*
- 2. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals or comfort.*
- 3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*

4. *The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
5. *Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.*
6. *The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*
7. *The conditional use complies with the general and specific performance standards as specified by the Zoning Code.*

The proposed use of Medical Cannabis Combination Business on the subject property is consistent with the findings above as described in the following report.

Zoning and Comprehensive Plan

The parcel at 8235 97th Street South is located within the Cottage Grove Business Park and is zoned I-1, General Industry. Manufacturing, production, testing, or processing of cannabis, wholesale with product on-site, warehousing, and cultivation (indoor or outdoor) are all conditional uses in the I-1 District.

Existing Conditions

The site consists of a single structure. The east portion of the structure was constructed in 2015, and the west addition was constructed in 2022. No changes to the structure footprint or parking area are proposed with this conditional use permit request.



Existing Site

State of Minnesota Cannabis Requirements

Minnesota Statute 342 was passed in 2023 and amended in 2024 creating an adult use cannabis market. This includes the creation of the Office of Cannabis Management (OCM) which now oversees the cannabis licensing and enforcement process including adult use cannabis, medical cannabis, and lower-potency hemp edibles. OCM has also been tasked with rulemaking to establish final state regulations governing the adult-use cannabis market. Draft rules have been published and OCM has enacted “expedited review” of those rules. It is anticipated these rules will be formally adopted in April 2025.

There are thirteen cannabis license types recognized by the State. Leafline is proposing to transition to a “Medical Cannabis Combination Business” (Med Combo) license wherein the business may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. The application window for adult use cannabis operations closed on March 14, 2025. Med Combo businesses are not a capped license type (where only a specific number of licenses will be issued across the state); therefore, upon a successful preliminary process with OCM, Leafline may obtain local government zoning approvals. After the local government confirms a business meets all local zoning regulations and other local rules/ordinances, OCM will perform a full pre-license inspection. If the inspection passes, the Applicant must pay license fees to the State of Minnesota. After fees are received the business will be a fully licensed cannabis business. Leafline is one of only two licensed medical cannabis manufacturing operators in the state and does not foresee any issues obtaining preliminary approval from OCM.

City of Cottage Grove Cannabis Ordinance Requirements

City Code Title 11-4-18 details Cannabis Uses and Lower-Potency Hemp Edible Uses performance standards.

E. Indoor Cultivation: Any cannabis or lower-potency hemp cultivation that involves indoor cultivation in an enclosed building 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.

The property in question is approximately 21.84 acres and is zoned I-1.

2. The buildings must be setback a minimum of three hundred feet (300') from the property lines.

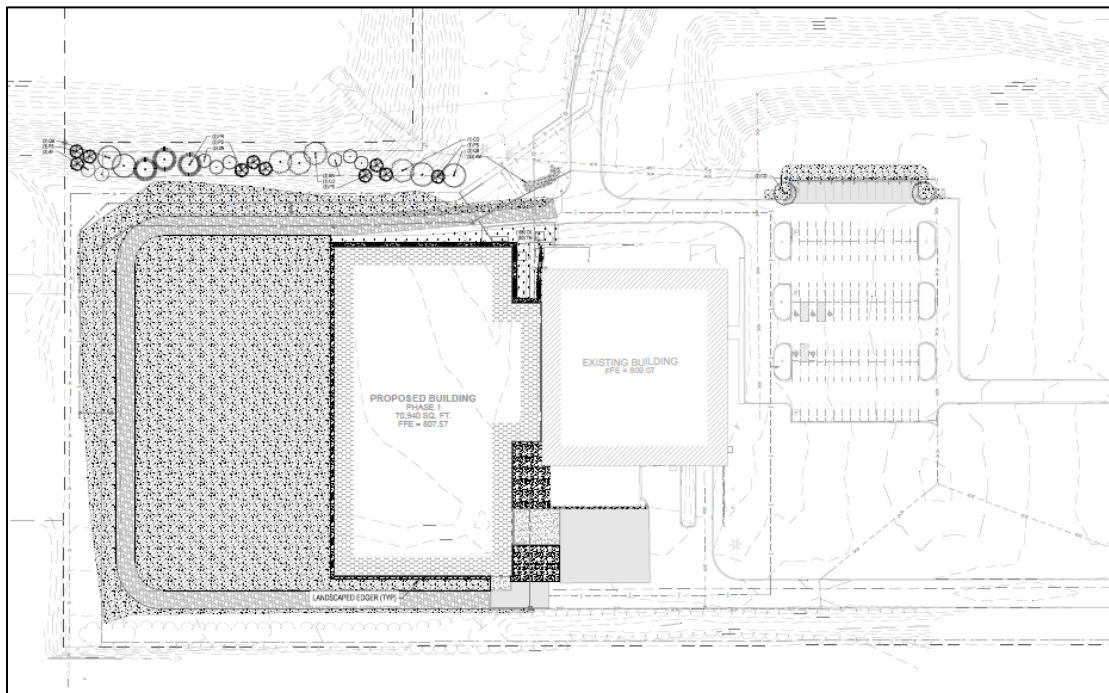
The business operates in an existing structure currently used for medical cannabis growing, processing, and manufacturing. The existing structure is approximately 76 feet from the south property line and approximately 105 feet from the north property line at its closest points. These distances exceed the minimum I-1 setback of 60 feet from rear property lines and 50 feet from front yard property lines. The building is considered an existing non-conformity since Title 11-8-18 standards were adopted after the building was constructed; no footprint changes are proposed.



Existing Setbacks

3. There must be a landscaped or screened buffer within the setback area which may consist of a berm, trees, or combination thereof.

The site was developed between 2015 and 2022 including planting 158 trees, preservation of existing trees, and planting over 200 shrubs. No additional landscaping is proposed. The site contains a well-established vegetative buffer on the north, south, and east sides. Trees and shrubs were planted northwest of the building during the 2022 expansion. There is no landscaped or screened buffer on the west side of the property. It was determined in 2022 that there was not enough room outside of the utility easement for trees.



2022 Site Restoration Plan

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.

The applicant is not proposing to use greenhouses or hoop houses at this time. Any future use of greenhouses or hoop houses must be considered as an amendment to any conditional use permit issued.

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.

No exterior storage is proposed. The existing conditional use permit also contains Condition #5 which states, "Outdoor storage of containers, pallets, waste/recycle containers, etc. are prohibited." This condition is included as part of this conditional use permit.

2. All mechanical, odor suppression equipment, and trash enclosures must comply with City Code Sections 11-3-8 and 11-3-9.

Any new mechanical or odor suppression equipment must comply with these standards. No trash enclosure changes are proposed. The existing conditional use permit also contains Condition #14 which states, "All mechanical and odor suppression equipment and trash enclosures must be screened as required in City Code Title 11, Chapter 6, Section 3, Solid Waste Storage and Title 11, Chapter 6, Section 4, Screening Requirements". This condition is included as part of this conditional use permit.

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 (7) 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.

The Applicant is not proposing to conduct retail sales on the property and is not a licensed 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.

The business is not an on-sale or off-sale liquor establishment.

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.

The business is not an adult use establishment.

4. No retail sales are allowed in the Agricultural or Industrial zoning districts.

The Applicant does not propose to conduct retail sales on-site.

5. No on-site consumption is allowed in the Agricultural or Industrial zoning districts.

The Applicant does not propose to have on-site consumption.

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.

The business has been the subject of various odor complaints since construction of their expansion. The Applicant hired an outside consultant, Byers Scientific, to conduct an odor assessment in February 2025. The consultant recommended various mitigation measures which the Applicant intends to utilize. Odor mitigation is discussed in more detail below. Conditions regarding odor mitigation are also included in the recommendation.

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 1,000 feet between each cannabis or lower-potency hemp edible use.

The business in question is over 3,500 feet from the nearest cannabis or lower-potency hemp edible use (Grove Tobacco, 8599 West Point Douglas).

- b. The location of all cannabis uses must comply with the following:
 - i. More than 1,000 feet from a school as measured from property line of the school to the cannabis business.

The property is 3,647 feet from the nearest school (South Washington Alternative Learning Center, 8400 East Point Douglas).

- ii. More than 500 feet from a day care that is in the B-1, B-2, B-3, PB, or MU zoning districts as measured from property line of the day care to the cannabis business.

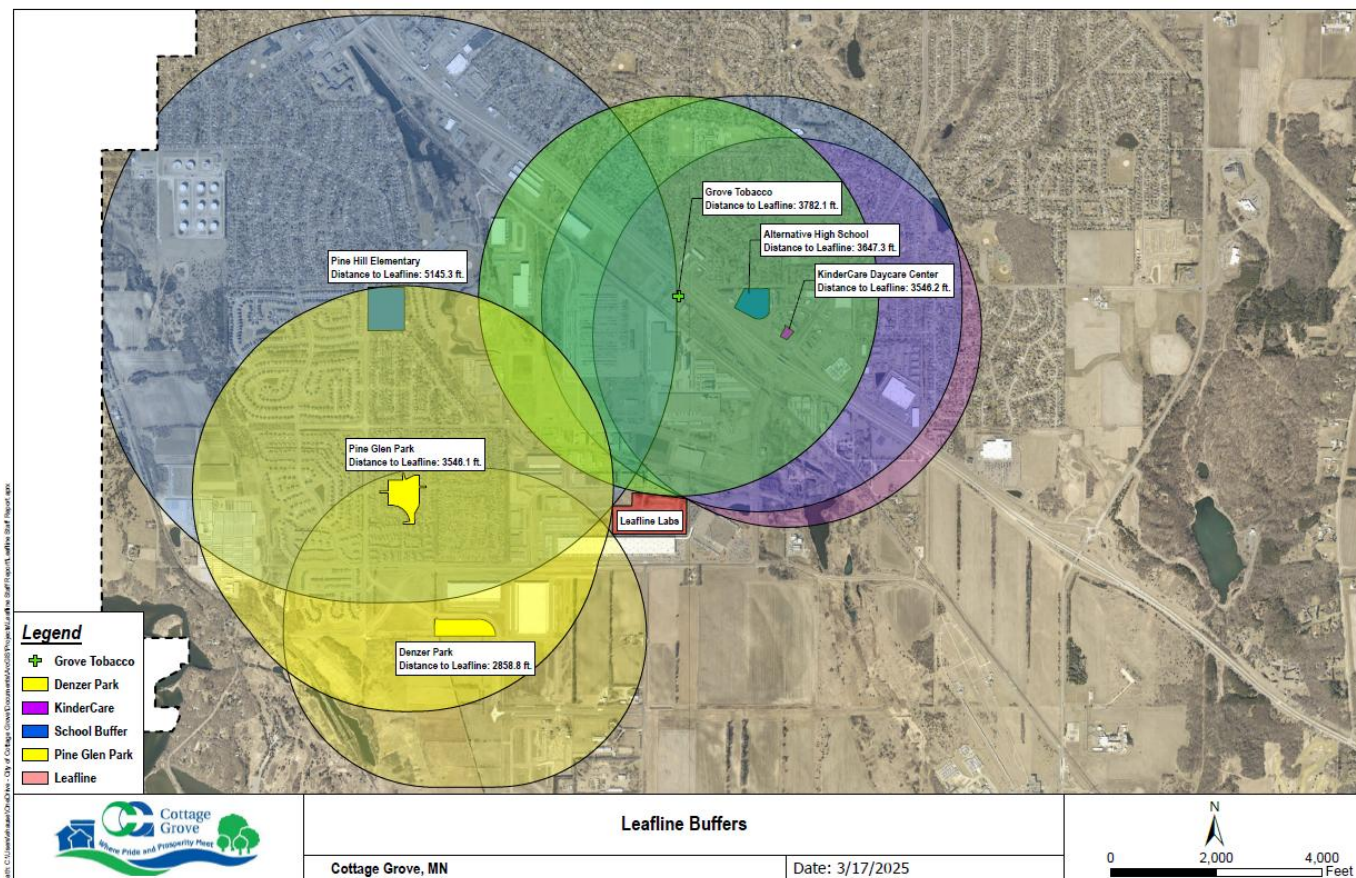
The property is over 3,500 feet from the nearest day care in the B-1, B-2, B-3, PB, or MU Districts (KinderCare Daycare Center, 8453 East Point Douglas).

- iii. More than 500 feet from a residential treatment facility, as measured from the property line of the facility to the cannabis business.

The property is not within 500 feet of any residential treatment facilities.

- iv. More than 500 feet 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 the cannabis business.

The business is not located within 500 feet of any of these features. The nearest parks are Denzer Park (10270 Hadley Avenue) and Pine Glen Park (9701 Hamlet Avenue).

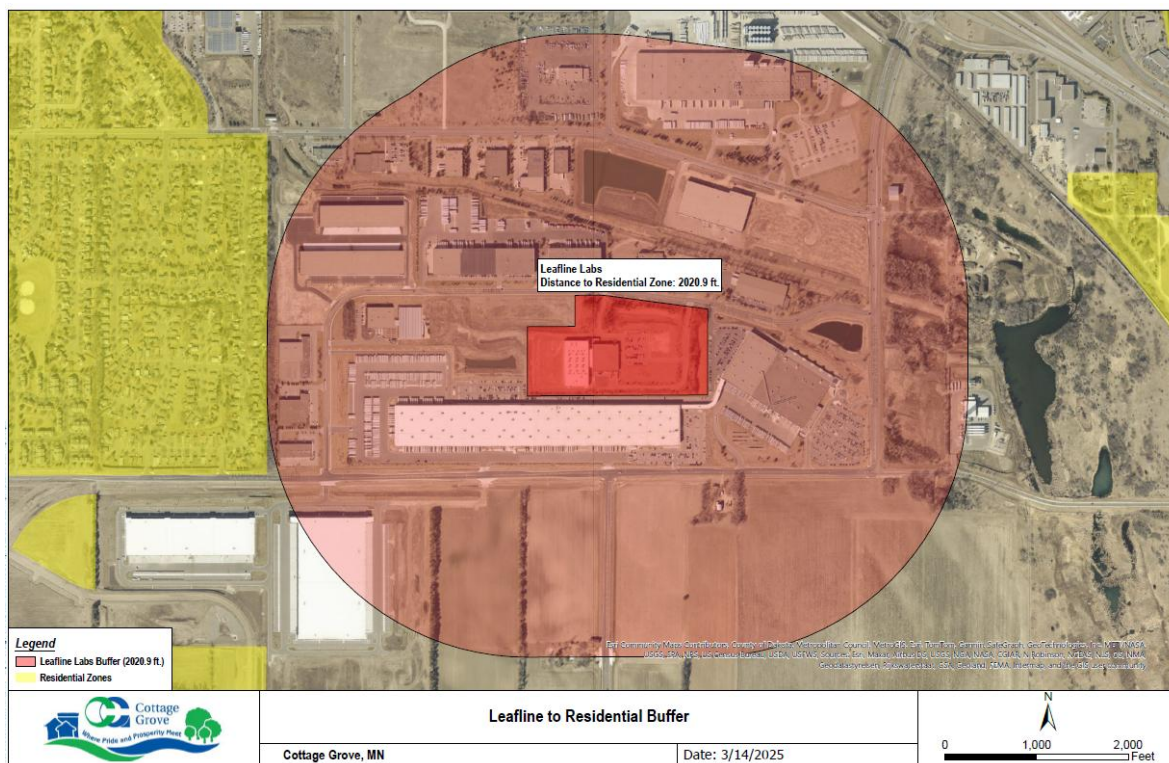


- c. Outdoor and indoor cultivation must be more than 1,000 feet from a residential zoning district or residential use as measured from the cannabis use property line to the property line of the nearest residential zoning district or residential use.

The property is over 2,000 feet from residential zoning districts and uses.

- d. Manufacturing, production, testing, or processing of cannabis, wholesale (if products stored on-site) or warehousing must be setback a minimum of 1,000 feet 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.

The property is over 2,000 feet from the nearest residential zoning district or use.



1. Signage restrictions

No signage changes are proposed with this conditional use permit. Any sign changes will be reviewed for compliance with City Code.

2. Cannabis uses must meet the minimum parking requirements for each type of use as stated in City Code 11-3-4. If there is a combination of cannabis uses at the same location, the use that requires the largest number of spaces must be met.

In 2014, 102 parking spaces were constructed on-site where 111 were required (11-3-9: 1 space required per 250 square feet of office space, 1 space per 400 square feet of manufacturing space, and 4 spaces plus 1 space per 2,000 square feet of warehousing). The reduction in spaces was approved given the minimal traffic to the site and proof of parking was submitted to ensure additional parking could be added if necessary. In 2022, 15 additional parking spaces were to be added with the Phase I expansion and proof of parking for 55 stalls was provided. No additional parking must be added with this conditional use permit as the footprint is not changing and the scope of activity on site is not changing.

3. 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.

This is included as a recommended condition. The State's draft rules proposed for adoption include required security measures that will be verified by OCM. Security measures and specific standards are included for alarm systems, video surveillance, lighting, locks, and an immediate response protocol that must be initiated within 30 minutes after a security event occurs. Cannabis businesses must also establish protocols for testing and maintaining security measures at least once every 90 days by a contracted outside resource and promptly repair any deficiencies. Security measures must also be implemented to protect business assets, facilities, regulated products, workers, visitors, and the community. Cannabis businesses must develop and implement security measures to guard against theft and diversion of cannabis clones, plants, seedlings, flower, plant parts, concentrates, and products.

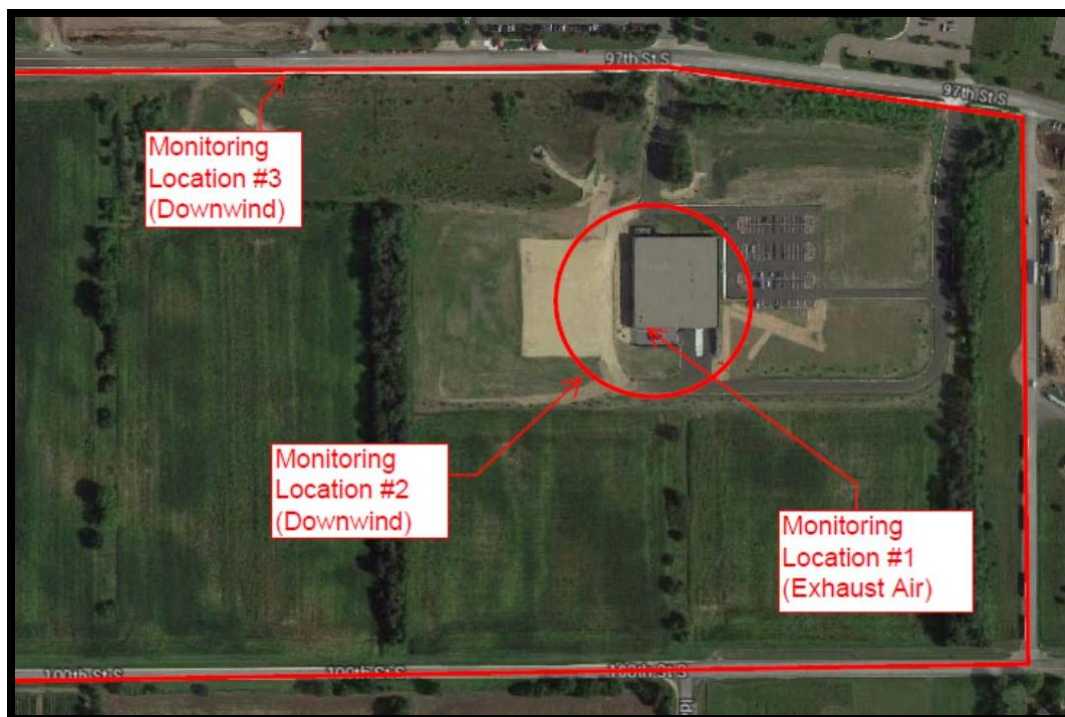
City of Cottage Grove Registration Requirements

City Code Title 3-13, Cannabis Business and Lower-Potency Hemp Edible Business Regulations, was adopted in 2024. With the legislative and statutory changes, local units of government in Minnesota must verify cannabis businesses comply with local zoning regulations before OCM will issue a license. In Cottage Grove, all businesses licensed by the OCM must register with the city. Registrations are issued upon City Council approval. The Applicant must be in compliance with Title 3-13 and all zoning requirements, pay the registration fee, be current on all property taxes and assessments, have a state license issued by OCM, and be current on payment of all other City fees and charges. Under City of Cottage Grove rules, only after OCM issues a license will a local registration be brought to the City Council for approval. This approval must be obtained before commencing operations.

The registration term runs concurrently with the business' state license term and if the state license is suspended, revoked, or terminated the City's registration shall also be suspended, revoked, or terminated. All registered businesses must be open to inspection by local law enforcement or other authorized city official during regular business hours. City registrations must be annually renewed. Before renewal, the city may enter and inspect the business to ensure compliance with zoning ordinance, state laws, and Title 3-13.

Odor Mitigation

As a part of the CUP approval in 2014, the Applicant indicated they would provide appropriate odor mitigation control system as well as an odor mitigation plan. The system they installed included a carbon filter within their exhaust system to avoid noxious odors or creating dangers to people within the vicinity. The odor mitigation plan requires monitoring of odor in three locations: within the exhaust stack, just outside the building, and at the property line. The mitigation plan also allows the city the ability to take odor measurements at any time within the facility or property. The Applicant is required to notify the city if a nasal ranger reading is above 2 dilution-to-threshold (D/T, odor concentration in the air) or "a just noticeable odor" is detected at either location 2 or 3 on the below monitoring location map. If a nasal ranger reading is at or above 4 D/T, the property owner is required to replace the carbon filters as a part of the odor mitigation system. The required monitoring locations were not updated upon completion of the building expansion in 2022.



Monitoring Location Map 2022

City staff has fielded multiple odor complaints related to the facility and the operations since construction of the expansion in 2022. Leafline staff have continued to conduct nasal ranger readings on a regular basis; however, readings submitted to the city have indicated no odors present. The Applicant hired Byers Scientific to conduct a site visit in February 2025 and analyze existing odor mitigation equipment and processes and give recommendations for improvements. Some mitigation measures were identified that will be addressed immediately including turning off economizer mode on rooftop air recirculation units and inspecting each RTU or air handling unit to ensure it is also not operating in economizer mode, installing a meteorological station providing real-time hyper-localized weather conditions, ensure exhaust from vacuum pumps in oil processing laboratory are plumbed to the existing exhaust system which is currently treated with molecular filtration, and take exhaust out of service in the sanitation room if it is not necessary or install molecular filtration. Leafline will also be establishing an Odor Task Force to conduct proactive inspections of engineering controls and areas where air is released from the building and immediately assembling in response to community odor observations and conducting a thorough investigation.



Location of Odor Detected by Byers Scientific February 19, 2025



Leafline Filtration Systems February 19, 2025

Some longer term recommendations were also included such as outfitting Reception 112 with two small molecular filtration recirculation systems to remove odor prior to any release via the front entry, installing two molecular filtration units in the main hallway to remove odors at the source, installing an updated molecular filtration system on the primary exhaust system, and utilizing vapor-phase technology to treat emissions with a curtain of odor neutralizer. Each of these options has a cost and lead time associated with obtaining equipment.

At this time, Leafline will install and enact equipment and processes that can be accomplished in short order. As order lead times, installation timelines, and funding allows the Applicant will install longer term odor mitigation measures. Conditions are included in this CUP regarding odor mitigation.

Public Hearing Notices

The public hearing notice was published in the *St. Paul Pioneer Press* and mailed to the 8 property owners within 500 feet of the property on March 13, 2025.

Planning Commission Meeting

The City's Planning Commission reviewed and held a public hearing for the request at their March 24, 2025 meeting. One resident provided comment on the application. Below is a summary of the inquiry and Planning Commission requests for clarification. The Commission unanimously (7-to-0) voted to recommend approval of the application.

Public Inquiry:

- Will the operation use more water, wastewater, and energy with the proposed change in operations?
 - The Applicant stated that energy consumption, water, and wastewater use is still to be determined because they are still working on finalizing plans for adult use cannabis and it will depend on supply and demand. All of the process is constantly recirculating water in the room; nothing is evaporating to the outside atmosphere.

Planning Commission requests for clarification:

- Why is the number 7 used for the D/T when it is known that odors will still be present? Should a smaller number be used to ensure no odors are present?

- The City Attorney stated that the company that developed the nasal ranger are world-renowned scientific experts in the odor detection field. Their objective analysis and measurements have withstood federal court of appeals scrutiny for constitutionality. Experts can testify to its effectiveness. Further clarification was added that every property has an odor, and those odors could be deemed favorable or unfavorable based on the individual. Everyone's sense of smell is different and not everyone can operate a nasal ranger if their sense of smell is too sensitive. There needs to be an objective measurement; however, the facility will still smell. The City Attorney noted just like all sound cannot be kept completely quiet, all smells cannot be completely contained; however, there is a level of nuisance we measure it by. A threshold of 0 would be unreasonable and unrealistic.
- Why were the Applicant's readings showing no odor present when there were odor complaints regarding the facility?
 - The City Attorney noted that in 2014, the 7 D/T was not known and there was not enough information about the nasal ranger itself or odor in 2014 compared to today. We now know there can be an objective test, nasal rangers must be calibrated, and operators must be certified. It is possible the results were being measured from locations where the odors were not as strong, appropriate levels may not have been registering, or the equipment may not have been properly calibrated. An odor mitigation plan is a required condition of the CUP.
- Regarding the Performance Standards found in City Code, there are provisions for retail sales; will Leafline be selling cannabis from their location?
 - Staff clarified that Leafline does not propose to conduct retail sales on-site and retail sales are prohibited in the Industrial Districts.
- What is the existing license the Applicant is currently operating under?
 - Staff noted the Applicant currently operates as a pharmaceutical manufacturer under the old City Code that was in place prior to 2024. They are licensed by the State as a medical cannabis manufacturer/producer. The new license type was created by State Statute in 2023 and is called Medical Cannabis Combination Business. This term was added to City Code in 2024 and the activities are allowed as a Conditional Use in the I-1 District.
- Is there a reason the map for odor monitoring locations shows two locations west of the facility while winds in Cottage Grove are typically from the northwest towards the river?
 - Staff clarified that the monitoring locations map was from 2014. The Applicant will be required to measure from three property line locations as a condition of this CUP. Their current monitoring locations were also right outside of their buildings when we want odor to be mitigated at property lines.
- Is an increase in production expected once they can open to the adult use cannabis market?
 - The Applicant noted that they do expect to change some product sizes and quantities. They expect to convert the biomass they currently have into whatever the

saleable mix will look like. They are still waiting for state rules to be finalized to determine what the mix will be, what the license will look like, and what demand will be.

- Are there any regulations on how much of the biomass can be cultivated/produced?
 - The Applicant noted that the State has a limitation as to how much can be manufactured and produced, and there is a canopy cap from the State that they cannot go above.
- Where will the meteorological station be installed?
 - The Applicant stated it will be installed outside on-site.
- Would the amount of medical product produced be negatively impacted if demand for adult use cannabis exceeds demand for medical cannabis?
 - The Applicant stated that the State has implemented a ratio for the amount of adult use cannabis that can be produced by their facility that is based on the amount of medical cannabis that is produced. There is also a limit as to how much cannabis can be produced for adult use at their facility. There is a requirement that they must continue to sell medical cannabis.

Recommendation

That the City Council adopt Resolution 2025-061 rescinding prior conditional use permit and site plan resolutions and approving the Conditional Use Permit for a Medical Cannabis Combination Business at 8235 97th Street South.



HELLMUTH
&
JOHNSON

WRITER'S DIRECT DIAL No.: (952) 746-2187
E-MAIL: CMOSS@HJLAWFIRM.COM

February 26, 2025

VIA COURIER

City of Cottage Grove
Community Development Department
Planning Division
12800 Ravine Parkway South
Cottage Grove, MN 55106

Re: Planning Application
Leafline Labs, LLC
Our File No.: 37087.0002

To Whom It May Concern:

In advance of the City Planning Commission meeting set for March 24, 2025, please find enclosed:

1. Conditional Use Permit Planning ("CUP") Application with attached narrative; and
2. Check in the amount of \$5,565.00 for a conditional use permit.

We have not included site plans for the subject property as there will be no construction or site work as part of this proposed CUP, and Leafline has provided site plans as part of its previous application. Please let me know if it would help the Planning Commission to still receive a copy of said plans.

Given that Leafline is not changing any of its current operations or footprints, Leafline respectfully reserves the right to seek itemization of escrow account or partial repayment, if appropriate.

Also, please note that Leafline's application for a revised conditional use permit should not be viewed as an automatic rescission or withdrawal of the current CUP. Rather, rescission of its current CUP should be contingent on a new CUP being issued by the City.

Very truly yours,

HELLMUTH & JOHNSON

Carol R. M. Moss
Attorney at Law

CRMM/amk
Enc.
cc: Leafline Labs, LLC

February 26, 2025

City of Cottage Grove
12800 Ravine Parkway South
Cottage Grove, MN 55016

RE: On behalf of Leafline Labs, LLC and property owner Leafline Real Estate-CG, LLC
Conditional Use Permit Application Narrative
8235 97th Street South

Leafline Labs, LLC (the “Applicant”) submits this narrative in support of its Conditional Use Permit (“CUP”) application to allow use of its existing facility at 8235 97th Street South (“Property”) for the growth, manufacturing, and processing of adult use cannabis. The facility is located in the I-1, General Industrial District.

I. Background

By way of background, Applicant has been an operator in Minnesota since 2015 and currently employs 65 cultivation employees. It serves over 55,000 Minnesotans who are registered with the state to use cannabis for medicinal purposes. Applicant is currently one of only two licensed medical cannabis manufacturing operators supplying pharmaceutical grade medical cannabis.

Applicant is currently licensed with the State of Minnesota as a pharmaceutical manufacturer of medical cannabis under Minn. Stat. 152.25 and utilizes Property as a pharmaceutical manufacturing and processing facility. As such, Applicant received various CUPs for its facility and operations to be utilized with the current CUP being passed on May 4, 2022 and recorded September 19, 2022 (Document No.: 4386044).

In 2023, Minnesota passed significant legislation for the creation and regulation of a cannabis marketplace. (Minn. Chapter 342) As part of this legislation, the Office of Cannabis Management (“OCM”) was created along with a licensing scheme that will be awarded and regulated by OCM for a medical and recreational cannabis industry. With this new legislation, the statute under which Applicant is currently licensed to be a pharmaceutical medical cannabis manufacturer will be repealed on December 1, 2025, and Applicant will no longer be allowed to operate in such capacity.

With the State’s passage of Chapter 324 and the repeal of Minn. Stat. 152.25, Applicant must obtain a license under Minnesota Chapter 342 to continue with its operations and ensure continuity of providing medicine to registered patients. OCM opened the window to submit applications for cannabis licenses on February 18, 2025 and closes March 14, 2025. There will be no other time period in 2025 for an applicant to apply for a cannabis license. OCM is reviewing cannabis applications on a rolling basis.¹ After obtaining OCM’s initial approval at this stage, two different events can happen: applicants applying for uncapped licenses² may move forward with the

¹ Office of Cannabis Management (Feb. 18, 2025) *Office of Cannabis Management now accepting cannabis business license applications* [Press release]. <https://mn.gov/ocm/media/news-releases/?id=1202-669667>

² Capped license generally described those cannabis licenses for which there are a limited number granted and a lottery will take place. These include cultivation, manufacturing, retail, and mezzobusiness licenses. Uncapped licenses generally refers to those cannabis licenses for which there may be an unlimited number granted, and, therefore, no lottery is required.

background check phase, or applicants applying for capped licenses must wait until all similar applications have been reviewed and approved for a lottery to take place, then do background checks. After background checks are completed, applicants with preliminary approval may obtain premises for their business activities and obtain a local government zoning compliance approval. Applicants' next step is to ensure their premises satisfy OCM regulations and have an inspection conducted by OCM. After the premises have passed OCM's inspection, applicants must pay the licensing fee, receive the license and register with local government, as needed.³

II. Applicant's Current Plan:

With the repeal of Minn. Stat. 152.25, Applicant seeks a medical cannabis combination license ("Med/Combo License") under Minn. Stat. 342.515. This combo license will allow Applicant to continue to serve Minnesota's medical patient community while also participating in the recreational market.⁴

Applicant submitted its application for a Med/Combo License on February 21, 2025. Given Applicant's current business practices and establishment, Applicant does not foresee any issues with its initial application. Because Applicant is well-established and has already been satisfying state requirements, Applicant is confident that it would be able to obtain its final license after obtaining the government zoning compliance approval. As such, Applicant seeks a revised CUP pursuant to recently adopted amendments to city code as necessitated by the change in state law.

The CUP changes sought relate solely to the repeal of Minn. Stat. 152.25 and Applicant's obtaining a Med/Combo License under Minn. Stat. 342.515. Applicant is not expanding its operations nor is it expanding its footprint. There will be no substantive changes to Applicant's current cultivation and production operations. Applicant's manufacturing and processing operations will not change. The only difference between what Applicant is doing under its current license and what it expects to do under the Med/Combo License – which is allocate products between the medical and recreational markets.

III. Concerns Regarding Current CUP:

Applicant seeks to address concerns regarding its adherence to the current CUP, specifically paragraph 3 regarding odor control. Applicant is committed to abiding by all ordinances and address the City's concern regarding odor mitigation and control. To that end, Applicant has submitted an approved Odor Control Monitoring Protocol and has a trained employee utilizing a Nasal Ranger to obtain objective readings of odor.

In response to recent concerns, Applicant has been working closely with city staff regarding odor control. Applicant retained an independent company, Byer Scientific, to address the issue. Byer Scientific is comprised of certified professional engineers and is an expert in the field of mitigation

³ For more information on the application process, *see* From Start to License: Your Path to Cannabis Licensing in Minnesota.

https://mn.gov/ocm/assets/OCM_From_Start_to_License_Your_Path_to_Cannabis_Licensing_in_MN_021425_tcm1202-669533.pdf

⁴ Chapter 342 does not have a pure medical cannabis license that is the equivalent of Leafline's current license under Minn. Stat. 152.25.

technologies, emission analysis, and environmental intelligence. Byer Scientific inspected Applicant's facility on February 19, 2025 during which it took air samples and scrutinized all HVAC and exhaust controls. Applicant expects to receive Byer Scientific's findings and potential recommendations within the week. Expert recommendations may include a list of controls solutions and suggested mitigation equipment. Applicant obtaining independent expert assistance on this issue reflects its commitment to resolving this matter, and it will continue to work with the City and update it as to any actions taken.

IV. Addressing Current City Ordinances

A. Requested Modifications to Current CUP

Applicant seeks to obtain a CUP allowing "Cultivation (indoor or outdoor)" and "Manufacturing, production, testing or processing of cannabis, wholesale with product on-site, warehousing" as permitted uses in the I-1 zoned district without any distinction as to "medical" or "recreational" cannabis. Applicant also seeks to remove any reference to being a pharmaceutical manufacturer licensed under Minn. Stat. 152.25 and include reference to cannabis licenses under Chapter 342. Applicant does not seek to revise any of the other conditions listed in the current CUP.

B. Applicant's Review of Current and Revised Ordinances:

Applicant has reviewed City's revised relevant ordinances and submit the following in regard to its adherence to Ordinances Nos. 1088, 1089, 1090:

1. Regarding City Ordinance No. 1088

Applicant is not conducting any outdoor cultivation at the Property nor is it conducting any retail sales or allow any onsite consumption. As to indoor cultivation, Property is zoned I-1 where cannabis cultivation and cannabis manufacturing, production, processing, testing and warehousing is allowed with a CUP. There will continue to be no exterior storage. Property satisfies all signing limitations. Applicant submitted a security plan to OCM as part of its license application. Applicant will submit said plan to Director of Public Safety as required by the ordinance.

2. Regarding City Ordinance 1089

After obtaining its initial application approval from OCM, Applicant will commit to registering with the City as required by this ordinance. Applicant already has policies and procedures that address the prohibited acts outlined in Ordinance 3-13-13 and will continue to ensure such policies are enforced.

3. Regarding City Ordinance No. 1090

As noted above, Applicant will work to ensure that its odor emissions are not offensive or obnoxious to another person within the City, create a determinantal effect on the property of another in the City; or unreasonably interfere with the enjoyment of life, health, safety, peace, comfort, or property of another person in the city.

As outlined above, Applicant takes its obligation for odor control and mitigation seriously. Applicant is working with Byer Scientific to ensure its Odor Control Monitoring Protocol (“Odor Protocol”), dated March 2023 and submitted with its current CUP, is appropriate and satisfied. Applicant is addressing City’s concerns on odor, continuing o

V. Conclusion

The enclosed CUP application is not a relinquishment of the Applicant’s existing CUP or any rights granted thereunder. The Applicant only agrees to relinquishment of its existing CUP on the condition that the enclosed CUP application is approved.

Applicant stands ready to provide any additional information or document the City deems appropriate to evaluate this Application.



HELLMUTH
— & —
JOHNSON

WRITER'S DIRECT DIAL NO.: (952) 746-2187
E-MAIL: CMOSS@HJLAWFIRM.COM

March 24, 2025

Samantha Pierret, AICP
Senior Planner
City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
spierret@cottagegrovemn.gov

VIA EMAIL ONLY

Re: Conditional Use Permit Application, LeafLine Labs
Our File No.: 37087.0002

Dear Ms. Pierret:

I write to provide a summary of LeafLine's security plans for the Cottage Grove facility. As part of its application for a medical/business combo license from the Office of Cannabis Management, LeafLine recently submitted a security plan outlining its robust security plan in place since its inception as a medical cannabis manufacturer. We are providing a summary rather than the plan itself to keep certain sensitive information regarding security from becoming public information.

LeafLine's Cottage Grove facility is not open to the public nor does it conduct any commercial or monetary transactions at the location. Therefore, the safety plan is does not include provisions relating to cash transactions or security involving members of the public. Its current plan satisfies the applicable provisions of Minnesota Statute Chapter 342 and includes the following:

- 24/7 live monitoring through LeafLine's electronic security system which includes recording from internal and external cameras;
- State-of-the-art security system that has multiple different levels of signals from panic and silent alarms to security motion sensors;
- Access control system that limits access to personnel via electronic keycard;
- Complete commercial fire alarm system;
- Commercial-grade doors and locks; and
- An auxiliary power source to ensure continued security measures in case of power outages.

LeafLine conducts audited routine inspections no less than every 30 days to ensure equipment is in good working order. LeafLine's security measures will be re-evaluated with the publication of final regulations to ensure all regulatory requirements are met.

Samantha Pierret, AICP
March 24, 2025
Page 2

Very truly yours,

HELLMUTH & JOHNSON

A handwritten signature in black ink, appearing to read 'CRM', followed by a long horizontal flourish.

Carol R. M. Moss
Attorney at Law

CRM/st
Enc.



HELLMUTH
&
JOHNSON

WRITER'S DIRECT DIAL NO.: (952) 746-2187
E-MAIL: CMOSS@HJLAWFIRM.COM

March 11, 2025

Samantha Pierret, AICP
Senior Planner
City of Cottage Grove
12800 Ravine Parkway
Cottage Grove, MN 55016
spierret@cottagegrovemn.gov

VIA EMAIL ONLY

Re: Conditional Use Permit Application, LeafLine Labs
Our File No.: 37087.0002

Dear Ms. Pierret:

In response to your letter dated, February 27, 2025, please find enclosed and submitted on behalf of LeafLine Labs:

- Byers Scientific Report dated March 11, 2025;
- Correspondence from LeafLine Labs, outlining its odor mitigation actions; and
- LeafLine Labs' Odor Mitigation Team Plan.

LeafLine Labs' correspondence outlines the immediate action it is taking based on Byers Scientific's recommendations, along with potential long-term actions. LeafLine Labs is committed to working with Cottage Grove to ensure it meets the odor mitigation standard in the current CUP, and in Ordinance § 4-8-1.B.

A representative from Byers Scientific will be in attendance at the March 24, 2025 meeting, along with a representative from LeafLine Labs to answer and address the Planning Commission's questions or concerns.

Very truly yours,

HELLMUTH & JOHNSON

Carol R. M. Moss
Attorney at Law

CRM/st
Enc.

March 11, 2025

Mr. Deke Fischer
GTI Cottage Grove MN
8235 97th Street South
Cottage Grove, MN 55016

Re: Byers Scientific / Site Visit Report

Dear Mr. Fischer:

I am writing on behalf of KGM Enterprises, Inc. d/b/a Byers Scientific ("Byers") to briefly outline observations from my site visit to GTI-Cottage Grove MN's ("GTI-CG") commercial cannabis cultivation, processing and manufacturing facility in the City of Cottage Grove, Minnesota (the "City") (the "Facility").

Please note that for purposes of this report, I will be using the term, "observation," in lieu of the term, "complaint," to remove any potential negative connotations about odor observations prior to an investigation and determination of the source of the alleged odor(s).

Background

On February 19, 2025, I conducted a site visit to the Facility in response to a request from Green Thumb Industries Regional Director Jeff Armstrong. The request was driven by a pending permit application for the Facility.

During the site visit, I met with representatives from Facilities Management, Ned Pierson, Quality Control, and Ryan Winchester, as well as the Facility's General Manager, Deke Fischer, to better understand current odor enforcement, historical odor observations, as well as regulations that the Facility is subject to. During this meeting, I learned the following:

- It was reported that community odor observations are not communicated consistently or in a timely manner by the City. I was informed that the City does not adhere to a particular SOP to communicate alleged odor observations and neither the address of the alleged observer nor even a general geographic area is provided by the City, which would greatly assist GTI-CG in its efforts to investigate odor observations.
- It was shared that there have been three (3) reported odor observations from City enforcement in the last 90 days.
 - Apparently, the most recent odor observation location was shared after a GTI-CG representative asked for more information. The location was reported as being at 100th and 90th streets.
- GTI-CG is required to maintain an odor abatement plan (OAP) that was initially established by the Facility's former owner/operator, Leafline Industries. I confirmed with Facility

management that the OAP is actively managed. This appeared to be confirmed by inspecting several Nasal Ranger logs.

- The OAP requires bi-monthly site walks with designated areas where a Nasal Ranger odor detection device must be utilized and results documented. I understand that Ryan Winchester has been trained by the City and is currently designated as the primary GTI-CG contact to use and document results. It was shared that the threshold for compliance is a 2:1 ratio.
- It was shared with me that City enforcement does not use a Nasal Ranger, but rather their agents use their noses and a 0 to 5 scale when deployed to investigate potential fugitive odor. In my company's experience, such scales can be very subjective and potentially inaccurate.
- The City has apparently not offered any details about the three (3) recent odor observations that have been received, only one of which was within the last three months. Unfortunately, the time that has passed makes proper investigation of these claims nearly impossible.
- I learned that GTI-CG does not currently track hyper-localized meteorological conditions, which is a crucial tool for a proper odor investigation.
- Finally, it was shared with me that a proposed residential construction project just south of the Facility will become the closest group of potential residential odor receptors. The engineering control recommendations set forth below consider this information.

Observations

While traveling via vehicle on 100th Street S with windows down, I detected cannabis-related odor. Upon arrival at the Facility, I detected cannabis-related odor while on the east side of the main parking lot corner as well as a faint and fleeting odor at the front door of the Facility. The odor is best described as a combination of cultivation and extraction processes. The wind pattern in the area at that time (based on anemometer readings) would support the detection of these odors coming from the Facility.



While reviewing the rooftop units designed for air recirculation, it was discovered that some may be programmed to operate in economizer mode. While this mode provides excellent energy savings, it also exhausts interior air directly outside. Depending on the area served (e.g., cultivation, drying), this could result in the potential for significant odor release. Economizer mode

is typically activated in late spring, early summer, and early fall. While it may not be the cause of the most recent odor observations, it could have contributed to past observations. Verifying that these units are not programmed to switch to economizer mode is recommended.

As part of the site inspection, I reviewed the Facility's mechanical design plans to better understand intended airflow, including adjustments for temperature and relative humidity. The Facility employs a common approach for cannabis operations, with approximately 95% of the air recirculated through dedicated rooms and corridors. There are two (2) primary exhaust sources—one treated with a molecular filtration unit and the other untreated.

I was given a complete tour of the Facility. I visibly inspected the interior construction of the building, including how walls are finished and connected to the roof deck as well as how the various corridors and areas of the building are connected to each other. I observed the structure and interior envelop of the Facility to be in a such condition that it would not appear to present opportunity for excessive odorous emissions.

Engineering Controls

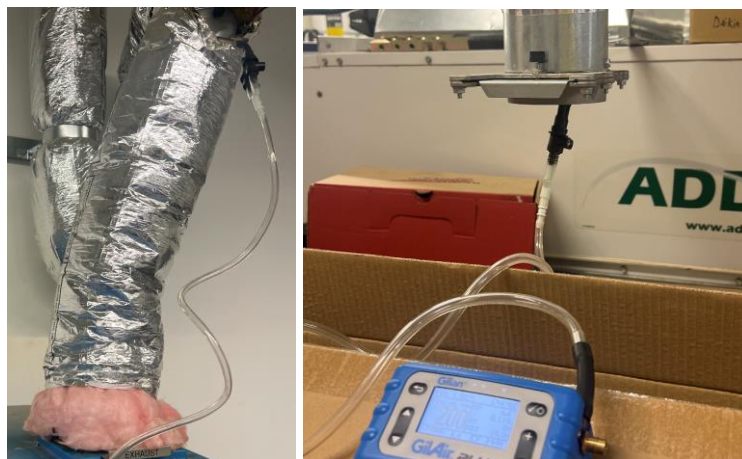
As noted above, GTI-CG currently has an engineering control on the primary exhaust system with a cartridge-style prefilter and molecular filtration housing. The molecular filtration housing design indicates an understanding of the requirement to slow down air flow to increase residence time with the activated carbon media. This is a critical variable allowing odorous compounds sufficient opportunity to be adsorbed by the media. With that said, the current activated carbon media selection is not optimal for cannabis-related odor and does not allow for third-party testing and verification of remaining life. Such testing helps operators proactively manage the engineering control to reduce both waste and the opportunity for odor break through due to saturated media.



Air Sampling

Byers recommended GC/MS analysis of a series of air samples to establish baseline odor concentrations from the identified primary sources at the Facility and to assess the effectiveness of existing engineering controls. One set of air samples was collected from the decarboxylation exhaust before the molecular filtration unit and another sample was taken post-filtration, as shown below.

It is important to note that other intake sources connected to the main exhaust were not sampled or accounted for in this sampling event. Additionally, exterior air samples at the exhaust point could not be taken due to subfreezing temperatures. Byers is coordinating with GTI-CG to schedule the remaining air samples as soon as possible. The results of the air sample analysis are pending with an independent third-party laboratory and will be provided upon receipt.



Air Balance

During the site visit, I conducted a series of field tests throughout the Facility utilizing a handheld anemometer. The below readings are in feet per minute.

	The extraction room was demonstrating a net neutral environment which is good. However, cannabis-related odors were perceivable outside of the lab. Additional engineering controls have been recommended to sequester these odors.
--	--

	Positive pressure from building B to building A at a rate of about 216 feet per minute was observed. This imbalance creates an opportunity for cultivation odor to be pushed into building A, which is currently dedicated to oil processing/extraction. This further supports the deployment of additional molecular filtration in the hallway
	The solventless room had a negative pressure reading inside the room and is not currently considered a primary odor source. Byers is not currently recommending engineering controls for this room.

Additional air balance findings worth noting:

- Flower Room 4 had a very strong interior odor but anemometer readings to the hallway had a net neutral reading and there was no real detectable odor of flowering or cultivation activities in the main hall.
- The emergency exit that sits along the West wall as part of building B demonstrated negative pressure in the hallway. It appeared to be drawing in about 400 to 500 feet/minute into the building.
- Dry Room 3 had a net neutral reading and exhibited more of a greenery/plant-based odor.

Recommendations

Based on the site visit, below are Byers' preliminary recommendations for the Facility include the following:

Immediately Actionable

1. The Facility could benefit from establishing an internal Odor Task Force composed of representatives from operational departments that may contribute to internal odor sources or emissions released from the building.

Task Force Responsibilities:

The Odor Task Force would be responsible for:

- Conducting proactive inspections of engineering controls and areas where air is released from the building.
- Immediately assembling in response to community odor observations and conducting a thorough investigation.

Recommended Investigation Process:

If an odor observation is reported, the task force could take the following steps:

- a. Review Operational Activities:
 - Recap all activities and standard operating procedures (SOPs) before, during, and after the time of the odor observation to identify potential contributors.
- b. Inspect Engineering Controls:
 - Verify the proper operation of all engineering controls at the time of the odor observation.
 - Confirm that systems have been maintained according to protocol.
- c. Analyze Meteorological Conditions:
 - Assess wind direction and speed before, during, and after the odor observation.
 - Determine if meteorological conditions support the reported odor observation (e.g., whether the alleged receptor was upwind or downwind).
- d. Document Findings:
 - Compile a short report summarizing all findings.
 - Submit the report internally and, if directed by compliance/legal, provide it to the City as part of the Facility's commitment to regulatory compliance and community engagement.

By implementing this initiative, GTI-CG would demonstrate a proactive approach to odor management, regulatory compliance, and community responsibility.

***As part of the post site inspection meeting, it was reported that GTI will implement this recommendation ASAP**

2. The Facility should be outfitted with a meteorological station providing real-time hyper-localized weather conditions with WI-FI remote monitoring capability. Such a unit should allow GTI-CG to track meteorological conditions over set periods of time, so that in the event of a reported odor observation, GTI-CG can understand whether the alleged odor receptor was upwind or downwind at the exact time of the alleged odor observation. Below is an option for such a weather station.

- a. https://www.amazon.com/Ambient-Weather-WS-2000-Station-Monitoring/dp/B07GRBY9NP/ref=sr_1_1_sspa?dib=eyJ2IjoiMSJ9.4gYOLNBSOtAqkk9tzYTIzKfMwQiC65R1Bn-FUfr4H3m0e3WyK8coCwsaqGLYdl14I9k9W0-Oq9hKSeiN7PhfsWuvupT6nz2qV2HKEdjfdz6Xc1d5d4QsuXNrIBX-GHkEF_VoIpudqZ21mGJj0q8NveSBaHtOKQVUmFG_LjzwgwpeovZ4XBtSdwmQlr1So6MiRMULnK6O_tAFo9RsL2bdMgy47jcn_vXEYbXWb-PDymbGdGRo3sOSMhPzydern5jNr2kWboSg2ReyN7Az2GCn7aAWSdayK1bKwKAZM1APkXY.pcsjNVFU8VDfG-atFo3AIDEKD9MAyGMkHLVWS80WkyU&dib_tag=se&keywords=wifi%2Bweather%2Bstation&qid=1740527621&sr=8-1-spons&sp_csd=d2lkZ2V0TmFtZT1zcF9hdGY&th=1

***As part of the post site inspection meeting, it was reported that GTI will implement this recommendation ASAP**

3. There are three (3) vacuum pumps that are currently operating in the oil processing laboratory that are venting inside the lab. The exhaust from these pumps is known to contain microscopic oil droplets that not only contribute to a foul odor inside the lab, but are also generally considered to pose a potential inhalation hazard. Byers recommends the exhaust from these units is plumbed to the existing exhaust system which is currently treated with molecular filtration.

***As part of the post site inspection meeting, it was reported that GTI will implement this recommendation ASAP**

4. Each RTU or air handling unit should be inspected to verify that it is not programmed to operate in economizer mode. As discussed in more detail above, generally speaking, economizer mode allows the unit to use outside air to cool the area and in the process, allows warmer air from inside the building interior to be exhausted outside, releasing any potential odors with it.

***As part of the post site inspection meeting, it was reported that GTI will implement this recommendation ASAP**

5. The sanitation room has a dedicated exhaust, which does not have an engineering control. This exhaust should be taken out of service if it is not necessary or in the alternative, inline molecular filtration should be added.

***As part of the post site inspection meeting, it was reported that GTI will implement this recommendation ASAP**

Longer Term

6. Reception 112 should be outfitted with two (2) small molecular filtration recirculation systems designed to remove odor prior to any release via the front entry.

***Due to supply chain constraints, lead time is estimated at 16 weeks. Byers is actively seeking an alternative molecular filter with the same capabilities for these applications.**

7. Due to the concentrated odors generated in the oil processing and extraction rooms, Byers recommends strategically placing two (2) MT-2 Molecular Filtration units in the main hallway. These units will operate 24/7 to capture and remove odors at the source, preventing migration throughout the facility. Additionally, the main building exhaust system (item #7), which also operates 24/7, will serve as a supplemental engineering control to further mitigate odor dispersion.

***Lead time is estimated at 90 days after receipt of down payment**

8. The primary exhaust system for the Facility needs an updated molecular filtration system. Given the number of inputs and variability of potential concentration of odorous gases in the exhausted air stream, Byers is recommending a dual engineering control. This design would allow for molecular filtration to address as much odor as possible prior to the heat recovery system, and then an additional identical molecular filtration system post-heat recovery system for a second treatment of air prior to exhaust to atmosphere. These molecular filtration systems would be slightly oversized to reduce face velocity, increase residence time, and optimize the potential removal of odorous gases for both systems.

***Lead time is estimated at 25-30 days after receipt of down payment.**

9. Finally, as an additional odor control measure, Byers is recommending deployment of its patented vapor-phase technology at an agreed upon location on the exterior of the Facility. Vaporized odor neutralizer would be distributed via 6" pipe running up the side of the building that will feed a ported piping network designed to encircle the Facility roof such that all emissions would be treated with a curtain of odor neutralizer.

***Lead time is estimated at 90 days after receipt of down payment.**

Please let me know if you or anyone from your company has any questions or concerns regarding the above. Otherwise, please contact me at your earliest convenience to discuss how your company would like to proceed.

Sincerely,

Josh Rembusch
Vice President

CITY OF COTTAGE GROVE, MINNESOTA
CITY COUNCIL
RESOLUTION 2025-061

**A RESOLUTION RESCINDING PRIOR CONDITIONAL USE PERMIT AND SITE PLAN
RESOLUTIONS AND APPROVING A CONDITIONAL USE PERMIT FOR A MEDICAL
CANNABIS COMBINATION BUSINESS LOCATED AT 8235 97TH STREET SOUTH**

WHEREAS, Leafline Labs, LLC (“Leafline”) was granted a conditional use permit (CUP) and site plan approval on September 17, 2014 (Resolution No. 2014-088) for the construction of an approximately 43,7000 square foot pharmaceutical manufacturing and processing facility that produces medical cannabis pharmaceutical products on property legally described as:

Block 1, Lot 1 GLENGROVE INDUSTRIAL PARK 4TH ADDITION, Cottage Grove,
Washington County, State of Minnesota

Commonly known as 8235 97th Street South, Cottage Grove, Minnesota; and

WHEREAS, in 2015, pursuant to the approved CUP and Site Plan, Leafline constructed a 41,289 square foot building; and

WHEREAS, Leafline applied for a new CUP and Site Plan, which was granted on February 19, 2020 (Resolution No. 2020-027) which rescinded Resolution 2014-088, acknowledged the original building construction and approved the construction of a 134,000 square foot greenhouse addition to the original building; and

WHEREAS, instead of constructing the greenhouse addition, Leafline applied for an amendment to Resolution No. 2020-027, which was granted on May 4, 2022 (Resolution No. 2022-075) to allow for the construction of a traditional building style instead of a greenhouse, but authorized a larger 134,000 square foot addition, which was to be constructed in two phases; and

WHEREAS, in 2022, pursuant to Resolution 2022-075, Leafline constructed a 70,937 square foot addition, but did not complete the second phase of the addition as contemplated in Resolution 2022-075; and

WHEREAS, Leafline now desires to operate a Medical Cannabis Combination Business, pursuant to Minnesota Statute Ch. 342, which allows one business to manufacture both medical cannabis and adult-use cannabis; and

WHEREAS, Leafline does not propose to expand the existing building and will be operating within the current building footprint, therefore, the City desires to rescind the prior CUP and Site Plan Resolutions (Resolution No. 2020-027 and Resolution No. 2022-075) and approve a new CUP to be clear that the CUP is for a Medical Cannabis Combination Business (medical and adult-use cannabis) which will operate within the existing Site Plan and a building footprint of 112,226 square feet with updated and relevant conditions to protect the public health, safety and general welfare, including conditions such as, but not limited to, odor mitigation and security; 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, the Planning Commission held a public hearing on March 24, 2025; and

WHEREAS, a planning staff report, which detailed specific information on the property and the application request was prepared and presented; and

WHEREAS, the public hearing was open for public testimony 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 conditional use permit, subject to certain conditions.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cottage Grove, Washington County, Minnesota, hereby approves the conditional use permit for a Medical Cannabis Combination Business at 8235 97th Street South, based on the following findings of fact:

- A. The proposed Medical Cannabis Combination Business is a conditional use in the I-1, General Industry District.
- B. All minimum and maximum development regulations for the I-1 District are complied with.
- C. The use as a Medical Cannabis Combination Business for the subject site is consistent with the "industrial" land use designation in the City's adopted Future Vision 2030 Comprehensive Plan and the 2040 Comprehensive Plan.

BE IT FURTHER RESOLVED, the approval of the conditional use permit is subject to the following conditions:

- 1. No retail sales shall take place on site.
- 2. No adult use cannabis products shall be cultivated, manufactured, processed, or stored on-site until a license is approved by the State of Minnesota Office of Cannabis Management ("OCM") and Leafline has registered the business with the City of Cottage Grove in accordance with City Code Title 3-13. City registration shall be renewed annually as required in City Code Title 3-13-9. Leafline will provide the City with a copy of its OCM license.
- 3. Leafline shall maintain its license in good standing with OCM as a Medical Cannabis Combination Business in order to continue to operate pursuant to this CUP.
- 4. Leafline shall apply for and obtain an air permit from the Minnesota Pollution Control Agency, if applicable and provide the City with a copy of its air permit, if applicable.
- 5. Based on the Byers Scientific report completed on March 11, 2025, Leafline must enter into an odor mitigation plan as approved by the Community Development Director within 45 days of approval of a CUP or June 15, 2025, whichever comes first. The odor mitigation/maintenance plan shall include the following information:

Facility Information

- Name and address of facility and mailing address of facility, if different from physical address
- Name, phone number, and email address for facility owner
- Name, phone number, and email address of primary contact for facility operator
- Facility type and license type
- Facility hours of operation
- General description of facility operations
- Emergency contact information

Facility Odor Emissions Information

- Facility Floor Plan
 - A facility floor plan with locations of odor-emitting activities and emissions specified.
 - Relevant information may include but is not limited to, the locations of doors, windows, ventilation systems, and odor sources.
- Specific Odor-Emitting Activities
 - Description of the odor-emitting activities or processes that take place at the facility, the sources of those odors, and the locations from which they are emitted.
- Phases of Odor-Emitting Activities
 - Description of the phases of the odor-emitting activities that take place on the facility with what frequency they take place, and the duration of the activities.

Odor Mitigation Practices

- Administrative Controls
 - Procedural Activities
 - Description of activities such as building management responsibilities as it relates to odor mitigation practices.
 - Staff Training Procedures and Frequency of training for odor mitigation.
 - Recordkeeping Systems
 - A description of the records that will be maintained (e.g. records of purchases of replacement carbon filters, performed maintenance tracking, documentation and notification of malfunctions, monitoring of administrative and engineering controls).
- Engineering Controls
 - Provide evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources.
 - Include evidence that engineering controls meet at least one of the following:
 - Controls are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all odor sources; and/or

- Controls, as installed, have been reviewed and certified by a professional engineer or certified industrial hygienist.
 - Components of engineering controls:
 - System Design
 - Leafline shall install all odor control technologies that are identified in Byers Scientific report dated March 11, 2025 at the facility and explain to which odor-emitting activities, sources, and locations they are applied.
 - If not yet installed, provide dates by when all equipment or technologies will be installed and operational
 - Operational Processes
 - Describe the activities being undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities are performed, and the roles/titles of the personnel responsible for such activities.
 - Maintenance Plan for odor mitigation controls
 - Include a description of the maintenance activities that are performed, the frequency with which such activities will be performed, and the roles/titles of the personnel responsible for maintenance activities.
 - Complaint tracking system:
 - Explain an odor complaint response and tracking system, including responsible staff, mechanism for receiving odor-related complaints, how and by whom such complaints will be addressed, and how the odor complaint and response will be addressed.
- 6. Growing, manufacturing, or processing cannabis products must comply with all applicable laws and shall not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the manufacturer's facilities. Leafline shall provide to the City verification from a professional engineer or qualified industrial hygienist that the facility provides appropriate odor control systems so as not to produce any noxious or dangerous gases or odors or create any dangers to any person or entity in or near the cannabis manufacturing and processing facility.
- 7. Odor monitoring using the Nasal Ranger – Field Olfactometer® (unless a similar testing device is approved by the City) shall be conducted at three property line locations approved by the City no less than daily and the data shall be provided to the City at the end of each week. After a period of 12 consecutive months without a dilution-to-threshold ratio that exceeds the limit of odor units allowed (as later described), Leafline may request that the daily monitoring and weekly reporting requirements be reduced. Leafline shall conduct additional odor monitoring immediately when odor complaints are received. Results of odor

monitoring in response to such complaints shall be promptly forwarded to the City. Dilution-to-threshold ratio as measured at the property line shall not exceed 7 odor units or above.

8. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.
9. Irrigation shall be provided for all sodded and mulched landscaped areas. Irrigation must also be provided to each landscape island interior to the parking lot. The grass area for that section of land abutting Renewal by Andersen's private access road must be maintained.
10. Leafline must allow City personnel to enter upon the property to maintain, repair, and inspect all public utility systems that exist on the property. Flushing the fire hydrant internal to the site is the City's responsibility.
11. All mechanical and odor suppression equipment and trash enclosures must be screened as required in City Code Title 11-3-8, Trash Enclosures and Title 11-3-9, Mechanical Equipment Screening Requirements.
12. A security plan must be submitted to and approved by the Cottage Grove Director of Public Safety including all items required in Title 11-4-18 G 10 prior to beginning adult use cannabis production activities. The security plan shall include a description of the following information:
 - Access Control: Describe how access points are secured and the procedures for allowing access to the various access points; the procedures for removing access when an employee leaves employment; the use of access codes and if so, how often are they changed; compliance with Minn. Stat. §324.24 subd. 3 and the record-keeping requirements for restricted areas
 - Surveillance: The existence of a surveillance system, including the number of cameras inside and outside the facility; the video storage length; whether or not the recordings are date and time stamped; the existence of back-up batteries; maintenance check protocol; notification for system failure or malfunction; capability of monitoring from on and off-site; whether it is motion activated or active 24/7; the process for producing copies of video to law enforcement immediately upon request.
 - Alarms: General description of the security alarm system, including contact information for the alarm company that installed, maintains and monitors the system; whether or not it is motion activated; maintenance check protocol; how to detect employee theft
 - Training: Description of security training provided to employees.
13. Leafline shall comply with all State of Minnesota Laws and Rules relating to medical and adult-use cannabis.
14. All existing signage must comply with City Sign Ordinance regulations, and state regulations. No additional signage shall be allowed as a part of this CUP approval.

15. All site lighting must comply with the existing photometric plan and meet City Code requirements.
16. Resolution No. 2020-027 and Resolution No. 2022-075 are hereby rescinded. No expansion of the existing 112,226 square foot building shall be allowed without Site Plan Approval and compliance with City Ordinances.

Passed this 16th day of April 2025.

Myron Bailey, Mayor

Attest:

Tamara Anderson, City Clerk



City Council Action Request

13.A.

Meeting Date	4/16/2025								
Department	Finance								
Agenda Category	Action Item								
Title	2026 Budget Workshop								
Staff Recommendation	Receive information regarding the 2026 Budget Workshop and provide feedback to staff.								
Budget Implication	N/A								
Attachments	<table><tr><td>1.</td><td>CC memo council budget workshop 04162025</td></tr><tr><td>2.</td><td>Equipment Requests 2025-2034</td></tr><tr><td>3.</td><td>Bonds</td></tr><tr><td>4.</td><td>ASSESSMENT REPORT 2025 (FINAL)</td></tr></table>	1.	CC memo council budget workshop 04162025	2.	Equipment Requests 2025-2034	3.	Bonds	4.	ASSESSMENT REPORT 2025 (FINAL)
1.	CC memo council budget workshop 04162025								
2.	Equipment Requests 2025-2034								
3.	Bonds								
4.	ASSESSMENT REPORT 2025 (FINAL)								



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

From: Brenda Malinowski, Finance Director

Date: April 16, 2025

Subject: 2026 Budget Workshop/Tax Levy direction

INTRODUCTION

The 2026 Budget process requires planning and consensus throughout the process to effectively evaluate the service level impacts and property tax implications. This workshop will begin the 2026 budget process.

Property Tax Levy

Cottage Grove prepares a two-year operating budget to allow a better ability to forecast revenue and expenditure trends, and to understand the budget and property tax levy impacts over a two-year cycle. Therefore, when the 2025 budget was prepared a preliminary 2026 budget was prepared in tandem. That 2026 preliminary 2026 budget contained a property tax levy increase of 12.93%. This property tax levy will certainly change throughout the budget process as the budget is evaluated and refined. In addition, council budget priorities and direction will have an impact on the property tax levy.

	2024 Budget	2025 Budget	2026 Proposed
General Fund Operating Levy	\$18,567,010	\$21,667,300	\$23,692,300
Public Safety/City Hall Levy	300,000	300,000	300,000
Equipment Replacement Levy	319,100	321,000	584,000
EDA Levy	275,000	137,500	187,500
Park Improvement Levy			190,000
Debt Levy	\$3,664,490	\$3,564,800	\$4,414,545
Total Property Tax Levy before HRA	\$23,125,600	\$25,990,600	29,368,345
% Increase		12.39%	13.00%
HRA Levy		137,500	137,500
Total Property Tax Levy	\$23,125,600	\$26,128,100	\$29,505,845
% Increase		12.98%	12.93%

Assessment Report and Taxable Values

The 2025 Assessment Report has an increase of 6% in assessed values with 2.68% of this increase due to new construction. Per the Assessment Report, the median home will increase in value by 3.9% from \$354,500 to \$368,400. Preliminary Taxable Values will be released by the County in April. Until that time, very preliminary assumptions are shown below regarding different changes in Tax Capacity with the increase of the property tax levy of 12.93%.

Preliminary Values	City Taxes on Median Home	Increase from 2025
4% Tax Capacity Increase	\$1,439	\$168
5% Tax Capacity Increase	\$1,432	\$162
6% Tax Capacity Increase	\$1,418	\$148

While the median home had been estimated to increase by \$130, that was based on an increase in taxable value of 2%. The increase of 3.9% is causing a larger increase in city taxes on the median home. If the median home had increased in value by 2% the impact at the 5% tax capacity increase would have been \$130, or \$117 at the 6% tax capacity increase.

A 9.87% increase in the property tax levy at a 6% tax capacity increase is estimated to have an increase of \$105 on the median home. For the 9.87% increase, the 2026 preliminary property tax levy would need to be lowered by \$800,000.

EDA and HRA Levy

Until 2025, the City had utilized the EDA levy for both EDA and redevelopment activities. Starting with the 2025 budget, a separate levy was approved for each activity. This occurred based on consensus to start increasing the property tax levy for redevelopment and housing activities. For transparency to the taxpayer, it made sense to include the development and housing activities in a separate HRA levy. Council and the EDA will need to determine whether to increase the HRA levy. The 2025 HRA levy is \$137,500.

One-time public safety aid

\$1,733,090 in one-time public safety aid was received in 2023. These funds were identified to be utilized in the 2024 to 2026 budgets as detailed below. The aid granted the city opportunity to hire these positions in an earlier budget cycle than would have been possible if the City had not received the one-time public safety aid.

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	183,300
Standards of coverage study		50,000	
Toughbook computers and watchguard	188,000	103,000	79,990
SCBA's for fire			2,737
Total	\$680,350	\$638,750	\$414,027

However, there will be a property tax impact of adding these items to the property tax levy as the one-time public safety aid is depleted. With the decline in this allocation, there will be an impact to the property tax levy for both 2026 (.86%) and 2027 (1.5%).

Other Considerations

As in any budget process there are many initiatives and projects that must be considered as these items have an impact to the levy. Items for Council to consider and prioritize include the following:

- Salaries for existing employees
 - Labor contracts for all unions have been settled for 2026. The COLA of 3% and market rate adjustment of 3% have been included in the 2026 property tax levy.
- Paid family and medical leave
 - The state-administrated paid family and medical leave insurance will begin January 1, 2026, unless the state delays, modifies, or repeals this program. Currently, there are not any exemptions for cities. While the leave program started with a contribution of .7%, this amount has been increased .88% by DEED. 50% of this premium can be paid by the employee and this has been included in the most recent union contracts. The employer portion for the General Fund will need to be added to the property tax levy, and the other operating budgets will need to add the expense for those premiums to their budgets. Preliminary estimates for just the General Fund portion total over \$70,000. There is a private plan exemption for employers and the HR staff is determining the cost of a private plan.
- Equipment Capital
 - \$2.9 million of equipment requests were submitted for 2026 during the 2025 budget cycle. Available funding within the proposed property tax levy and equipment certificates is only \$1.5 million of this equipment.
- Additional employees
 - No additional employees have been included in the 2026 budget.
- There are several 2026 projects that will require debt issuance. Not shown below is \$1 million (600,000 for pavement management and 400,000 for equipment) in bond premium from the 2025 bond issuance that can be used to “buy down” these bonds.
 - 2026 Pavement Management (East Point Douglas (Inwood to CDS) & Kingsborough Trail
 - \$3.5 million project with \$2.9 million in debt issuance
 - 100th Street Improvement (part of CSAH 19 & TH 61)
 - \$2.8 million (this is the current city portion)
 - Oltman park project
 - \$3 million with \$2.3 million in debt issuance.
 - Equipment certificates
 - \$1 million
 - Assigned squads.
 - The assigned squad program began in 2024. The preliminary additional cost for this program was estimated to be \$20,000 per year.
- Other Budget Additions that are submitted by departments throughout the budget process.
- Other Council considerations.

Action Requested

City Council discussion and direction for the 2026 Budget.

Equipment Replacement Fund Equipment

Replacement Based on Replacement Year

Grouped By Replacement Year Updated 7-17-2024 by Public Works

2025

	Cost
41-4204-08 2008 Ford 1 Ton Dump Truck	\$115,000
31-4008-09 Dump Truck Single Axle / 31-4008-09	\$325,000
31-4002-10 Single-Axle Dump Truck 2010 Freightliner / 31-4002-10	\$325,000
31-6001-09 Brush Chipper	\$100,000
31-6008-05 Freightliner Asphalt Patcher	\$305,000
31-8501-15 Exmark Vantage Stand Up Mower	\$10,000
13-5011-11 11 Malibu Sedan	\$45,000
26-3115-95 1995 Comb Custom Freightliner	\$650,000
26-1360-14 2014 Ford Explorer Squad 1360	\$72,000
51-5003-13 SUV 2013 Ford Explorer	\$50,000
New 16ft mower	\$159,000
New Gator	\$32,500
New Plow for 1409	\$13,000
New Plow for 1003	\$13,000
New Building Maintenance Van	\$100,000
Squad cars	\$360,000
Total 2025	\$2,674,500

Equipment in 2025 Budget

2026

	Cost
34-8710-18 Bombardier SW4S-F Sidewalk Machine	\$225,000
21-1662-12 2020 Ford f150	\$53,500
21-1839-14 2014 Chrysler	\$53,500
31-4001-10 2010 Single-Axle Dump Truck Freightliner 4001	\$335,000
31-6010-16 Stand on Spreader	\$13,000
31-7004-06 Trailer/7004	\$12,000
31-8002-91 John Deere 772BH Grader & Wing	\$337,000
31-8409-16 Holder	\$235,000
32-1101-07 GMC Crew Cab Sign Truck C4500	\$170,000
36-6009-07 Ford F550 Forestry Aerial Service Truck	\$240,000
41-6003-14 Isuzu Garbage Truck With Side Loader	\$165,000
41-7015-01 Trailer	\$12,000

41-8401-plow	Plow	\$46,000	
41-8403-08	John Deere 5625 Tractor	\$117,000	
41-8511-18	16ft Toro GM5910 Mower	\$165,000	
41-8704-05	John Deere Gator Turf	\$32,500	
33-8602-12	Tennant Scrubber/sweeper	\$85,000	
New	Blower	\$20,000	
New	Gator	\$32,500	
New	Crew Cab Streets	\$70,000	
Squads		\$556,200	
Total 2026		\$2,975,200	Equipment in 2026 Budget

2027		<u>Cost</u>	
26-3117-15	2015 ford explorer 3117 squad 2	\$72,000	
15-4300-07	Command Vehicle	\$215,000	
14-1704-15	GMC Pickup 1500 Extended Cab	\$55,000	
26-3127-17	Ford Explorer 3127	\$71,850	
41-1402-15	2015 GMC Sierra WT/41-1402-15	\$80,000	
41-8502-19	Toro GM4000 Mower	\$80,000	
51-5001-15	GMC Sierra WT/Recreation	\$50,000	
31-1005-15	2015 GMC Sierra Wt	\$80,000	
31-8402-19	MT Trackless	\$230,000	
31-0037-08	Solar arrow board	\$10,000	
31-0049-09	Trafficx Scorpion Towed Attenuator	\$20,000	
31-0050-11	Message Board trailer	\$15,000	
26-0214-14	Utv Polaris 0214	\$24,000	
	SCBA's	\$349,000	
Squads		\$509,000	
Total 2027		\$1,860,850	

2028		<u>Cost</u>	
26-3102-18	2018 CHEVY TAHOE	\$80,000	
41-1404-16	2016 Ford F350 1404	\$85,000	
41-1409-16	2016 Ford F250 1409	\$85,000	
41-8702-18	Kromer Field Maintainer/Striper	\$85,000	
31-1002-16	2016 Ford F250 1002	\$85,000	
31-4203-15	2015 Ford 1-Ton Dump Truck	\$150,000	
31-8603-13	Tymco Sweeper (air)	\$340,000	

26-3148-04	Ford F350 4x4 grass rig	\$80,000	
41-8003-91	Huber	\$40,000	
21-1943-19	Dodge caravan	\$35,000	
21-7041-13	Speed Trailer	\$30,000	
21-7042-13	Aluminum Barricade trailer	\$10,000	
34-9007-13	Sno Go Blower	\$150,000	
31-6002-93	Ford Tandem Water tanker	\$250,000	
Squads		\$530,000	
Total 2028		\$2,035,000	Note-FMP has \$1,205,000

2029		<u>Cost</u>	
15-1901-19	Mobile light generator	\$20,000	
13-5006-17	2017 Ford Escape 5006	\$55,000	
26-3128-13	2013 pickup Crew Cab Fire Brush	\$65,000	
41-1701-17	2017 Ford F250 Crew Cab	\$85,000	
41-8401-16	John Deere Tractor 5115	\$150,000	
41-8407-17	John Deere Tractor 3046R	\$50,000	
41-8506-21	Toro Groundmaster 4000-T4	\$100,000	
41-8706-17	John Deere Pro Gator 2030A	\$40,000	
31-8207-16	Caterpillar 926M Loader	\$325,000	
32-7016-14	Trailer Single-Axle	\$20,000	
Squads		\$550,000	
Total 2029		\$1,460,000	Note-FMP has \$1,350,000

2030		<u>Cost</u>	
26-344-10	2010 Ford 4wd Pickup F250	\$50,000	
36-9003-16	2016 Stump Grinder	\$5,000	
13-5005-17	2017 Ford Escape 5005	\$45,000	
41-7006-15	Trailer Tandem 16 foot	\$15,000	
41-7007-18	Single Axle Kromer Trailer 83 x 12	\$10,000	
41-7008-18	Tandem Water Tanker Trailer 77 x 12	\$10,000	
41-7011-18	Single Axle Utility Trailer 83 x 12/ 41-7011	\$10,000	
41-7012-18	Single Axle Utility Trailer 83 x 12	\$10,000	
41-7014-18	Tandem Axle Utility Trailer 83 x 16	\$10,000	
41-8507-22	2022 Ferris mower 5ft	\$35,000	
41-8508-22	2022 Ferris mower 5ft	\$35,000	
31-0044-10	Hydroseeder	\$38,000	

31-4004-15	Dump Truck Single Axle 2015	\$340,000	
31-4005-15	Dump Truck Single Axle / 31-4005-15	\$340,000	
31-8205-18	Cat 926M Loader	\$340,000	
31-8408-18	John Deere Tractor with Flail Mower	\$150,000	
32-7001-15	Interstate Enclosed Cargo Trailer 18 FT	\$10,000	
New Mower		\$40,000	
21-2197-21	2021 Polaris Ranger	\$45,000	
21-7046-05	Car Hauler Trailer	\$10,000	
Squads		\$572,000	
Total 2030		\$2,120,000	Note-FMP has \$1,880,400

2031		<u>Cost</u>	
14-5002-19	Ford Escape 5002	\$45,000	
36-6004-04	GMC Forestry Aerial Truck	\$210,000	
13-5004-19	Ford Escape 5004	\$45,000	
41-0037-08	Dakota Turf Top Dresser	\$25,000	
41-1401-19	Ford F250 1401	\$80,000	
41-1410-19	Ford F250 pickup 1410	\$80,000	
41-1705-19	Ford F150 1705	\$60,000	
41-8406-19	John Deere 4066R Tractor	\$60,000	
31-1007-19	FORD F250 Pickup	\$80,000	
31-7019-16	Felling Deck Over Trailer	\$40,000	
31-8301-19	CB1.8 Roller	\$35,000	
31-8306-13	Patcher Spray Injection	\$90,000	
Squads		\$595,000	
Total 2031		\$1,355,000	Note-FMP has \$1,510,300

2032		<u>Cost</u>	
26-3145-12	Fire engine 4	\$730,000	
41-1406-20	2020 Ford F250	\$80,000	
21-1744-17	Transit Van	\$80,000	
31-1008-20	Ranger	\$60,000	
31-4103-17	Dump truck	\$360,000	
31-7002-17	Trailer	\$15,000	
31-7005-17	Trailer	\$10,000	
31-8302-17	Roller	\$60,000	
Squads		\$619,000	

Total 2032**\$2,014,000** Note-FMP has \$1,846,140**2033**

41-1411-21 2021 Ford Ranger
41-7018-18 Road Warrior Deck Over Trailer
New Mower
Squads

Cost

\$60,000
\$10,000
\$165,000
\$643,800

Total 2033**\$878,800****2034**

26-3128-13 2013 Pickup crew cab
41-0062-22 Brush Hog Mower
New Holder
New Mower
Squads

Cost

\$65,000
\$30,000
\$245,000
\$165,000
\$669,600

Total 2034**\$1,174,600**

10-Year Total

\$18,547,950

Bond Issuance Amounts Identified in 2025-2029 CIP

Project	2025	2026	2027	2028	2029	Total
Water Tower	4,000,000					4,000,000
Pavement Management	2,453,000	2,909,000	2,801,000	3,026,000	4,085,000	15,274,000
CSAH 19 & TH 61		2,850,000	650,000			3,500,000
Shoppes at Cottage View				377,000	2,760,000	3,137,000
Harkness Avenue					938,000	938,000
Jamaica (Rose of Sharon to Military)				3,000,000		3,000,000
Kingston Park			5,000,000			5,000,000
Oltman-lacrosse complex&parking lot		2,300,000				2,300,000
Equipment	1,920,000	1,080,000	560,000			3,560,000
Golf Irrigation Equipment	1,600,000					1,600,000
Total Bonds	9,973,000	9,139,000	9,011,000	6,403,000	7,783,000	42,309,000

ASSESSMENT REPORT 2025

This report includes specific information regarding the 2025 assessment, as well as general information about both the appeals and assessment processes.

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INTRODUCTION

The Washington County Assessor Division has prepared this 2025 Assessment Report for use by the County Board, City Councils, Town Boards, residents, and staff. This report includes specific information regarding the 2025 assessment, as well as general information about both the appeals and assessment processes.

Minnesota statutes establish specific requirements for the assessment of property. The law requires that all real property be valued at market value, which is defined as the usual or most likely selling price as of the January 2nd assessment date.

The estimated market values established through the 2025 assessment are based upon actual real estate market trends of Washington County properties from **October 1, 2023, through September 30, 2024**. From these trends, our mass appraisal system is used to determine individual property values. Detailed discussion of the sales analysis can be found in the “Sales Analysis” section of this report.

The summaries breaking down the adjustments made in each community, by property use, can be found in the “Past and Current Year Adjustments/Parcel Count” section of this report.

Property owners who have questions or concerns regarding the estimated market value that has been established for their property are encouraged to contact the property appraiser responsible for their area. In most cases, an interior inspection of the property will be necessary. For detailed discussion regarding the appeals period, please refer to the section of this report titled “Other Assessment Related Information.”

Lisa Young, S.A.M.A.

Washington County Assessor

SALES ANALYSIS SECTION

Sales Analysis

The assessment function is governed by Minnesota State statute. The law requires that all real property be valued at market value, which is defined as the usual or most likely selling price as of the assessment date of January 2nd of each year. Assessors are historians and measure the market based on sales which have occurred previous to the assessment date. Assessors do not create the value or predict what the market will do; rather, the assessor's job is to follow the patterns set by the real estate market.

Information on the sales of real estate is of paramount importance to the assessors in a market-based property tax system. Sales information is required to be submitted electronically using the program developed by the Minnesota Department of Revenue. This program is known as the Electronic Certificate of Real Estate Value (eCRV). The Department of Revenue requires all County Assessors to utilize a specified time period for sales analysis. This time period of 12 months is from October 1st through September 30th preceding the assessment date. Sales within this time period will be used to determine the changes in assessed value that may be needed in each community for the impending assessment.

For example, the sales that occurred between **October 1, 2023, and September 30, 2024**, are used to establish the **January 2, 2025**, assessed values.

The assessor's office is charged with setting estimated market values for tax purposes at actual market value. The relationship between sales prices to estimated market value is called the sales ratio. The target median ratio range is set by the assessor's office for all Washington County communities (for all classes of property); the range established for the 2025 assessment is **93%-96%**. We make every effort to make certain that each municipality in Washington County falls within this range. In this way, we ensure an equitable distribution of the property tax burden for all Washington County taxpayers.

Sales Statistics Defined

In addition to the median ratio, we have the ability to measure other statistics to test the accuracy of the assessment. Some of these are also used at the state level. The primary statistics used are:

Median Ratio

This is a measure of central tendency. The median of a sample is the value for which one-half (50%) of the observations (when stratified) will lie above that value and one-half will lie below that value. The median is not susceptible to extreme observations referred to as outliers. We use this ratio, much like the mean, not only to measure our assessment level, but also to analyze

property values by municipality, type of dwelling and value range. These studies enable us to track market trends in neighborhoods, popular housing types and classes of property.

Arithmetic Mean Ratio

The mean is the average ratio. Unlike the median, the mean is influenced by outliers. We use this ratio not only to measure our assessment level, but also to analyze property values by municipality, type of dwelling and value range. These studies enable us to track market trends in neighborhoods, popular housing types and classes of property.

Within the county, we strive to achieve a ratio within the **93%-96%** range for the median and mean. This allows us a margin to account for a fluctuating market and still maintain ratios within state mandated guidelines.

Coefficient of Dispersion (COD)

The COD is used to measure the accuracy of the assessment. The COD indicates the spread of the ratios from the mean or median ratio. The goal of a good assessment is a COD of **10 to 20**. A COD under 10 is considered excellent and anything over 20 will result in an assessment review by the Department of Revenue.

Price-Related Differential (PRD)

The PRD is used to measure value related inequities in the assessment, referred to as regressivity or progressivity. Appraised values are regressive if high value properties are under appraised relative to low value properties and progressive if high value properties are over appraised relative to the low value properties. The PRD is found by taking the mean (average) ratio of the sample and dividing it by the weighted (aggregate) mean ratio. The acceptable range is **.98 to 1.03**.

Arm's-Length Transactions

The Department of Revenue requires all County Assessors to utilize a specified time period in their sales analysis. This time period is 12 months from October 1st through September 30th, preceding the January 2nd assessment date. Sales within this time period will be used to determine the changes in the prior years assessed values in each community for the impending assessment.

The sales that occur within this October 1st through September 30th time period, each year, are closely scrutinized by the appraisers within the Assessor Division. Evidence suggesting a forced sale, foreclosure, a sale to a relative, or anything other than an arm's-length transaction requires the sales to be disqualified from the sales study. This is important, because the real estate sales information constitutes the statistical basis for determining the annual adjustments that are made to the valuation models.

An arm's-length transaction is any transaction in which buyers and sellers of a product act independently and have no relationship to each other. The concept of an arm's-length transaction is to ensure that both parties in the deal are acting in their own self-interest and are not subject to any pressure or duress from the other party.

The following graphs and charts show the number of arm's-length transactions that occurred within each sales period.

Sales Period	10/1/19- 9/30/20	10/1/20- 9/30/21	10/1/21- 9/30/22	10/1/22- 9/30/23	10/1/23- 9/30/24
	ay2021	ay2022	ay2023	ay2024	ay2025
Apartment	10	10	6	5	7
Commercial	49	61	59	44	50
Residential	4,004	4,341	3,810	2,938	2,867
Single Family	2,719	2,996	2,621	1,981	1,939
Townhome/Condo	1,285	1,345	1,189	957	928
TOTAL	4,063	4,412	3,875	2,987	2,924

Residential/SRR (Seasonal Rec) sales count ay2021-ay2025

Sales Period	10/1/19- 9/30/20	10/1/20- 9/30/21	10/1/21- 9/30/22	10/1/22- 9/30/23	10/1/23- 9/30/24	Difference from Previous Year
	ay2021	ay2022	ay2023	ay2024	ay2025	
Afton	36	34	24	20	25	5
Bayport	31	50	42	33	32	-1
Baytown	23	20	33	18	19	1
Birchwood	12	12	16	4	11	7
Cottage Grove	527	585	513	455	407	-48
Dellwood	12	18	14	13	18	5
Denmark	15	10	11	7	8	1
Forest Lake	267	290	300	212	209	-3
Grant	45	51	37	27	32	5
Grey Cloud	4	3	2	2	4	2
Hastings	0	0	0	0	0	0
Hugo	323	316	315	219	220	1
Lake Elmo	166	172	135	114	133	19
Lake St. Croix	17	12	16	6	13	7
Lakeland	22	25	23	17	10	-7
Lakeland Shores	1	3	3	2	1	-1
Landfall	0	0	0	0	0	0
Mahtomedi	113	117	100	67	76	9
Marine	15	14	9	5	14	9
May	36	30	32	15	28	13
Newport	43	48	55	32	24	-8
Oak Park Hgts	69	55	46	41	39	-2
Oakdale	391	404	388	333	310	-23
Pine Springs	5	4	5	1	1	0
St. Mary's Point	6	5	7	1	3	2
St. Paul Park	62	84	77	47	45	-2
Scandia	52	69	30	39	28	-11
Stillwater	344	363	308	200	233	33
Stillwater Twp	14	22	25	14	13	-1
West Lakeland	41	44	39	20	15	-5
White Bear Lake	2	4	1	3	2	-1
Willernie	13	12	13	5	9	4
Woodbury	1,297	1,465	1,191	966	885	-81
COUNTY	4,004	4,341	3,810	2,938	2,867	-71

Residential Lender-Mediated Sales

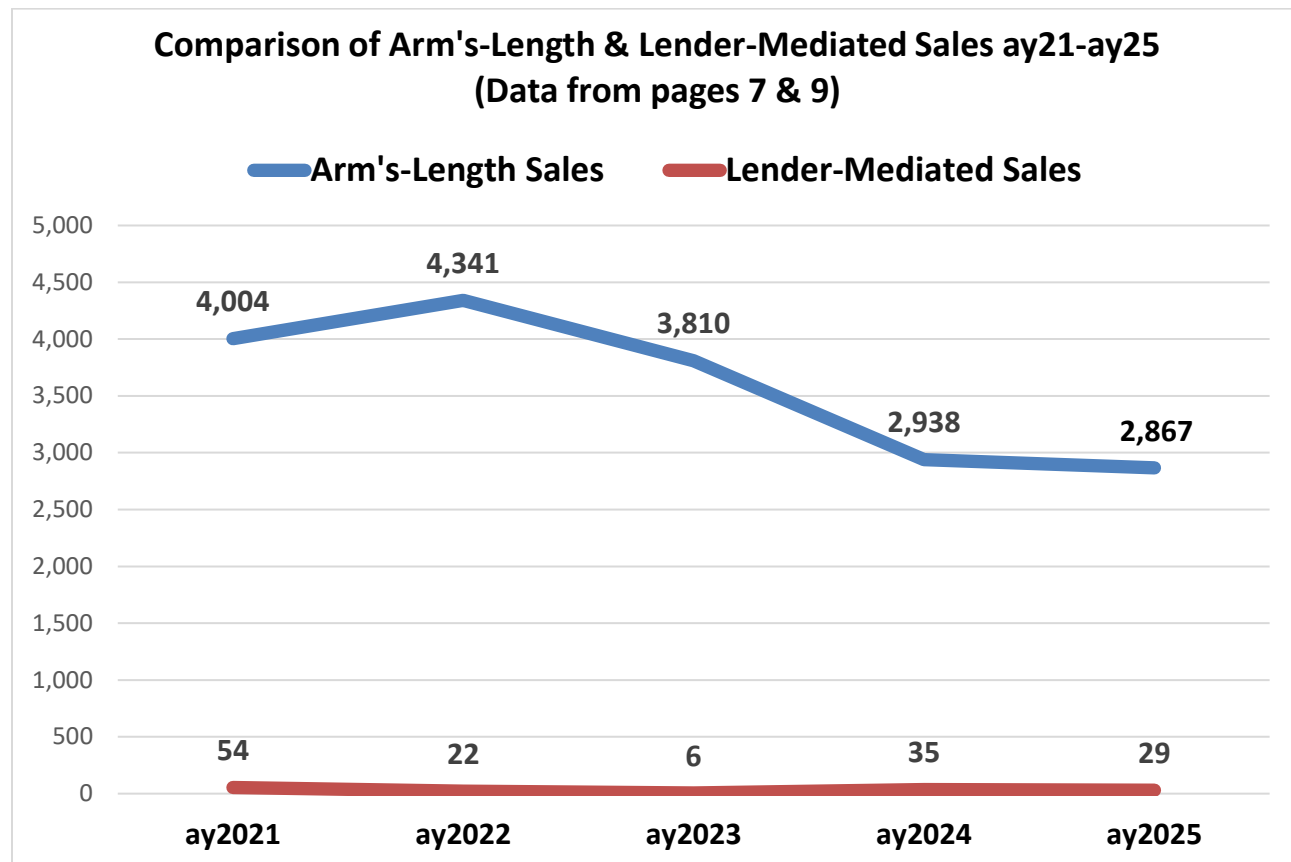
Foreclosures

Properties in which the financial institution has repossessed the home from the owner due to non-payment of mortgage obligations.

Short Sales

Unique arrangements where the financial institution and in-default homeowner work together in an attempt to sell the home before it is foreclosed upon.

In both situations, lenders are highly motivated “sellers”, which can result in discounted asking prices as they attempt to move the assets quickly from the balance sheets. Lender mediated sales are *not* used in the sales study.



Residential Lender Mediated Sales Count ay2021-ay2025

Sales Period	10/1/19- 9/30/20	10/1/20- 9/30/21	10/1/21- 9/30/22	10/1/22- 9/30/23	10/1/23- 9/30/24
	ay2021	ay2022	ay2023	ay2024	ay2025
Afton	0	0	0	3	0
Bayport	2	1	0	0	0
Baytown	0	0	0	0	0
Birchwood	0	0	0	0	0
Cottage Grove	9	2	1	2	5
Dellwood	0	0	0	0	0
Denmark	0	0	0	1	0
Forest Lake	5	1	2	2	6
Grant	3	2	0	1	1
Grey Cloud	0	0	0	0	1
Hastings	0	0	0	0	0
Hugo	2	2	1	0	0
Lake Elmo	2	0	0	0	0
Lake St. Croix	0	1	0	0	0
Lakeland	0	0	0	3	1
Lakeland Shores	0	0	0	0	0
Landfall	0	0	0	0	0
Mahtomedi	2	0	0	4	0
Marine	0	0	0	1	0
May	1	0	0	1	0
Newport	2	0	0	0	0
Oak Park Hgts	0	0	0	0	0
Oakdale	8	6	0	4	4
Pine Springs	0	0	0	0	0
St. Mary's Point	0	0	0	0	0
St. Paul Park	3	2	0	4	3
Scandia	0	1	0	0	0
Stillwater	2	0	2	2	2
Stillwater Twp	1	1	0	0	1
West Lakeland	0	0	0	1	0
White Bear Lake	0	0	0	0	0
Willernie	0	0	0	0	0
Woodbury	12	3	0	6	5
COUNTY	54	22	6	35	29

County Sales Statistics by Classification

The statistics listed for each use (classification) below are measured after the annual adjustments are applied to each classification of each property.

Apartment Sales Statistics (After Annual Adjustments)

Sales Period	10/1/19- 9/30/20	10/1/20- 9/30/21	10/1/21- 9/30/22	10/1/22- 9/30/23	10/1/23- 9/30/24
	ay2021	ay2022	ay2023	ay2024	ay2025
Number of Sales	10	10	6	5	7
Median	94.9%	94.5%	94.7%	97.6%	99.3%
Mean	103.0%	92.0%	95.2%	98.2%	96.5%
COD	5.7	2.6	2.9	4.2	3.1

Commercial/Industrial Sales Statistics (After Annual Adjustments)

Sales Period	10/1/19- 9/30/20	10/1/20- 9/30/21	10/1/21- 9/30/22	10/1/22- 9/30/23	10/1/23- 9/30/24
	ay2021	ay2022	ay2023	ay2024	ay2025
Number of Sales	49	61	59	44	50
Median	95.5%	99.5%	93.9%	94.4%	97.1%
Mean	93.8%	101.9%	94.4%	97.5%	97.0%
COD	8.3	7.4	7.5	8.7	7.1

Residential Sales Statistics (After Annual Adjustments)

Sales Period	10/1/19- 9/30/20	10/1/20- 9/30/21	10/1/21- 9/30/22	10/1/22- 9/30/23	10/1/23- 9/30/24
	ay2021	ay2022	ay2023	ay2024	ay2025
Number of Sales	4,004	4,341	3,810	2,938	2,867
Median	93.6%	93.8%	93.3%	94.7%	95.0%
Mean	94.1%	94.2%	94.4%	95.1%	95.3%
COD	5.8	8.0	7.2	6.1	5.8

Residential Sales Statistics

The sales statistics (Number of Sales, Low Sale Price, and High Sale Price) are based on data collected from sales that occurred between **October 1, 2023, and September 30, 2024**.

The remaining statistics are measured after annual value changes are applied to the going-in ratio (previous year assessed value/sale price) in each community for the 2025 assessment. The Department of Revenue uses median sales ratio to analyze the performance of the assessment. Median sales ratios are calculated when there are at least six sales and ratios are required to be between 90% to 105%. If there are 30 sales or less in a community, the median sales ratio is the only statistic deemed reliable.

	# of Sales	Median Sales Ratio	COD	PRD	Low Sale (no trend applied)	High Sale (no trend applied)
Afton	25	95.2%			\$ 329,522	\$ 3,400,000
Bayport	32	95.6%	12.22	1.085	\$ 232,000	\$ 2,625,000
Baytown	19	95.3%			\$ 615,000	\$ 1,412,500
Birchwood	11	95.2%			\$ 220,000	\$ 1,100,000
Cottage Grove	407	94.9%	6.16	1.004	\$ 205,000	\$ 775,000
Dellwood	18	94.3%			\$ 381,000	\$ 3,450,000
Denmark	8	95.5%			\$ 467,540	\$ 950,000
Forest Lake	209	95.3%	7.45	1.014	\$ 168,000	\$ 1,174,900
Grant	32	95.3%	15.49	1.086	\$ 401,580	\$ 3,300,000
Grey Cloud	4				\$ 237,650	\$ 731,200
Hastings	0				\$ -	\$ -
Hugo	220	94.8%	7.06	1.009	\$ 187,500	\$ 930,000
Lake Elmo	133	94.5%	7.91	1.011	\$ 289,000	\$ 1,810,000
Lake St. Croix	13	95.5%			\$ 205,000	\$ 600,000
Lakeland	10	95.5%			\$ 259,863	\$ 3,385,000
Lakeland Shores	1				\$ 353,500	\$ 353,500
Landfall	0				\$ -	\$ -
Mahtomedi	76	94.8%	7.71	1.019	\$ 201,051	\$ 3,000,000
Marine	14	95.8%			\$ 346,100	\$ 965,000
May	28	96.3%			\$ 390,000	\$ 1,350,000
Newport	24	95.6%			\$ 182,000	\$ 556,000
Oak Park Hgts	39	95.3%	7.91	1.016	\$ 100,000	\$ 850,000
Oakdale	310	95.1%	6.89	1.007	\$ 77,600	\$ 679,900
Pine Springs	1				\$ 645,500	\$ 645,500
St. Mary's Point	3				\$ 230,000	\$ 1,375,000
St. Paul Park	45	95.0%	10.26	1.007	\$ 220,000	\$ 385,000
Scandia	28	96.2%			\$ 210,000	\$ 1,575,000
Stillwater	233	95.0%	8.55	1.024	\$ 195,000	\$ 1,400,000
Stillwater Twp	13	95.2%			\$ 457,000	\$ 1,525,000
West Lakeland	15	95.2%			\$ 449,000	\$ 2,060,000
White Bear Lake	2				\$ 327,500	\$ 410,000
Willernie	9	94.8%			\$ 170,000	\$ 524,100
Woodbury	885	94.9%	5.89	1.005	\$ 140,000	\$ 2,695,000
COUNTY	2,867	95.0%	7.52	1.013	\$ 77,600	\$ 3,450,000

Historic Average Sale Prices: Single Family & Townhome/Condo

	ay2021	ay2022	ay2023	ay2024	ay2025
Afton	\$ 604,345	\$ 722,300	\$ 724,500	\$ 809,500	\$ 1,025,900
Bayport	\$ 350,999	\$ 361,000	\$ 436,400	\$ 424,400	\$ 576,100
Baytown	\$ 687,415	\$ 754,000	\$ 894,000	\$ 1,031,300	\$ 1,026,900
Birchwood	\$ 384,548	\$ 494,800	\$ 438,800	\$ 476,300	\$ 528,300
Cottage Grove	\$ 303,060	\$ 344,300	\$ 371,500	\$ 388,300	\$ 397,800
Dellwood	\$ 969,333	\$ 1,100,000	\$ 1,226,900	\$ 849,700	\$ 1,018,400
Denmark	\$ 875,786	\$ 697,300	\$ 751,800	\$ 727,800	\$ 624,300
Forest Lake	\$ 294,563	\$ 375,900	\$ 383,600	\$ 431,200	\$ 398,200
Grant	\$ 673,901	\$ 672,700	\$ 754,200	\$ 773,500	\$ 881,400
Grey Cloud	\$ 561,717	\$ 564,700	\$ 272,500	\$ 527,500	\$ 399,900
Hastings	\$ -	\$ -	\$ -	\$ -	\$ -
Hugo	\$ 300,311	\$ 449,900	\$ 392,000	\$ 403,800	\$ 411,200
Lake Elmo	\$ 537,760	\$ 619,000	\$ 657,300	\$ 659,600	\$ 697,600
Lake St. Croix	\$ 266,870	\$ 354,800	\$ 411,700	\$ 419,700	\$ 354,000
Lakeland	\$ 414,202	\$ 571,200	\$ 538,700	\$ 416,800	\$ 772,700
Lakeland Shores	\$ 1,625,000	\$ 1,004,700	\$ 502,300	\$ 530,500	\$ 353,500
Landfall	\$ -	\$ -	\$ -	\$ -	\$ -
Mahtomedi	\$ 409,456	\$ 527,900	\$ 471,400	\$ 496,800	\$ 610,200
Marine	\$ 422,754	\$ 572,400	\$ 386,100	\$ 553,400	\$ 577,100
May	\$ 597,749	\$ 691,800	\$ 754,800	\$ 800,300	\$ 765,700
Newport	\$ 294,723	\$ 304,500	\$ 357,800	\$ 354,400	\$ 348,900
Oak Park Hgts	\$ 247,558	\$ 284,700	\$ 337,300	\$ 343,300	\$ 332,400
Oakdale	\$ 260,361	\$ 288,000	\$ 320,500	\$ 329,200	\$ 333,600
Pine Springs	\$ 408,850	\$ 663,700	\$ 648,000	\$ 619,900	\$ 645,500
St. Mary's Point	\$ 968,883	\$ 544,000	\$ 429,300	\$ 380,000	\$ 626,700
St. Paul Park	\$ 234,443	\$ 267,000	\$ 286,400	\$ 296,500	\$ 288,600
Scandia	\$ 448,700	\$ 499,100	\$ 578,800	\$ 648,100	\$ 574,500
Stillwater	\$ 352,427	\$ 413,300	\$ 462,700	\$ 446,100	\$ 476,900
Stillwater Twp	\$ 570,652	\$ 802,900	\$ 696,800	\$ 811,300	\$ 827,900
West Lakeland	\$ 585,678	\$ 695,200	\$ 841,900	\$ 776,600	\$ 927,900
White Bear Lake	\$ 263,268	\$ 390,600	\$ 345,000	\$ 342,100	\$ 368,800
Willernie	\$ 273,820	\$ 277,800	\$ 326,500	\$ 249,200	\$ 365,800
Woodbury	\$ 357,373	\$ 411,600	\$ 441,000	\$ 458,800	\$ 469,000
COUNTY AVERAGE	\$ 355,283	\$ 410,300	\$ 437,500	\$ 447,900	\$ 471,100

PAST & CURRENT YEAR ADJUSTMENTS/PARCEL COUNT SECTION

Agricultural Class Summary: Current Year Adjustments

	ay2025 New Construction	Number of Parcels	ay2024 Agricultural Value	ay2025 Agricultural Value	ay2025 % Growth (less NC)
Afton	\$ 443,400	167	\$ 154,668,100	\$ 170,238,700	9.8%
Bayport	\$ -	0	\$ -	\$ -	0.0%
Baytown	\$ 33,600	43	\$ 30,290,700	\$ 30,757,700	1.4%
Birchwood	\$ -	0	\$ -	\$ -	0.0%
Cottage Grove	\$ -	150	\$ 132,532,100	\$ 135,639,100	2.3%
Dellwood	\$ -	5	\$ 5,292,900	\$ 5,187,000	-2.0%
Denmark	\$ 626,100	339	\$ 197,069,500	\$ 233,427,700	18.1%
Forest Lake	\$ 149,900	150	\$ 74,528,600	\$ 74,464,800	-0.3%
Grant	\$ 83,200	141	\$ 113,384,200	\$ 115,064,400	1.4%
Grey Cloud	\$ -	10	\$ 5,231,100	\$ 5,273,000	0.8%
Hastings	\$ -	0	\$ 28,500	\$ 28,500	0.0%
Hugo	\$ 492,300	259	\$ 148,099,100	\$ 147,046,300	-1.0%
Lake Elmo	\$ 320,400	108	\$ 102,896,400	\$ 100,065,000	-3.1%
Lake St. Croix	\$ -	0	\$ -	\$ -	0.0%
Lakeland	\$ -	4	\$ 1,952,400	\$ 2,276,200	16.6%
Lakeland Shores	\$ -	0	\$ -	\$ -	0.0%
Landfall	\$ -	0	\$ -	\$ -	0.0%
Mahtomedi	\$ -	2	\$ 262,000	\$ 314,200	19.9%
Marine	\$ -	9	\$ 5,808,700	\$ 5,907,900	1.7%
May	\$ 1,005,300	293	\$ 200,478,700	\$ 191,486,200	-5.0%
Newport	\$ -	3	\$ 8,016,800	\$ 8,009,100	-0.1%
Oak Park Hgts	\$ -	0	\$ -	\$ -	0.0%
Oakdale	\$ -	4	\$ 6,926,500	\$ 3,917,100	-43.4%
Pine Springs	\$ -	0	\$ -	\$ -	0.0%
St. Mary's Point	\$ -	0	\$ -	\$ -	0.0%
St. Paul Park	\$ -	58	\$ 4,759,300	\$ 4,970,600	4.4%
Scandia	\$ 502,100	300	\$ 140,113,900	\$ 143,986,800	2.4%
Stillwater	\$ -	4	\$ 3,680,900	\$ 3,691,100	0.3%
Stillwater Twp	\$ 26,400	106	\$ 83,799,100	\$ 79,335,300	-5.4%
West Lakeland	\$ -	43	\$ 32,110,600	\$ 36,753,100	14.5%
White Bear Lake	\$ -	0	\$ -	\$ -	0.0%
Willernie	\$ -	0	\$ -	\$ -	0.0%
Woodbury	\$ 414,500	87	\$ 138,878,800	\$ 141,369,400	1.5%
COUNTY	\$ 4,097,200	2,285	\$ 1,590,808,900	\$ 1,639,209,200	2.8%

Agricultural Class: Past & Current Year Adjustments

	ay2021	ay2022	ay2023	ay2024	ay2025	5-Year Change
Afton	3.2%	21.6%	28.3%	-6.7%	9.8%	56.3%
Bayport	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Baytown	5.7%	15.3%	19.3%	3.4%	1.4%	45.2%
Birchwood	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Cottage Grove	-3.0%	18.6%	5.0%	-1.0%	2.3%	22.0%
Dellwood	16.8%	39.6%	42.7%	-1.1%	-2.0%	95.9%
Denmark	3.0%	26.9%	12.9%	1.7%	18.1%	62.7%
Forest Lake	3.0%	26.6%	4.1%	-1.0%	-0.3%	32.4%
Grant	3.6%	29.1%	10.9%	-2.1%	1.4%	43.0%
Grey Cloud	0.1%	25.9%	1.7%	1.8%	0.8%	30.4%
Hastings	0.0%	19.7%	0.0%	0.0%	0.0%	19.7%
Hugo	1.9%	22.6%	13.4%	-4.7%	-1.0%	32.2%
Lake Elmo	-5.4%	28.1%	9.4%	-1.4%	-3.1%	27.7%
Lake St. Croix	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Lakeland	0.0%	15.2%	7.8%	4.6%	16.6%	44.2%
Lakeland Shores	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Landfall	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Mahtomedi	-22.9%	25.0%	16.1%	-41.7%	19.9%	-3.5%
Marine	7.2%	36.5%	3.4%	2.9%	1.7%	51.7%
May	4.2%	29.0%	14.3%	-0.2%	-5.0%	42.3%
Newport	2.1%	20.9%	22.0%	-0.2%	-0.1%	44.8%
Oak Park Hgts	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Oakdale	-60.8%	15.3%	8.8%	-21.5%	-43.4%	-101.5%
Pine Springs	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Mary's Point	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Paul Park	3.8%	26.4%	19.6%	-0.2%	4.4%	54.0%
Scandia	1.4%	30.0%	5.5%	1.2%	2.4%	40.5%
Stillwater	-78.8%	16.4%	7.4%	0.0%	0.3%	-54.8%
Stillwater Twp	-0.4%	23.1%	19.3%	2.5%	-5.4%	39.1%
West Lakeland	0.2%	18.9%	5.5%	0.5%	14.5%	39.6%
White Bear Lake	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Willernie	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Woodbury	-11.4%	13.6%	-4.1%	-16.4%	1.5%	-16.9%
COUNTY	-2.0%	23.7%	10.6%	-2.8%	2.8%	32.4%

Agricultural Class: Parcel Counts

	ay2021 # Parcels	ay2022 # Parcels	ay2023 # Parcels	ay2024 # Parcels	ay2025 # Parcels	+/-
Afton	172	173	169	171	167	-4
Bayport	0	0	0	0	0	0
Baytown	50	46	44	43	43	0
Birchwood	0	0	0	0	0	0
Cottage Grove	165	160	158	149	150	1
Dellwood	6	5	5	5	5	0
Denmark	338	333	333	331	339	8
Forest Lake	150	153	152	149	150	1
Grant	143	144	142	141	141	0
Grey Cloud	10	10	10	10	10	0
Hastings	1	1	1	0	0	0
Hugo	265	264	264	262	259	-3
Lake Elmo	122	118	118	118	108	-10
Lake St. Croix	0	0	0	0	0	0
Lakeland	4	4	4	4	4	0
Lakeland Shores	0	0	0	0	0	0
Landfall	0	0	0	0	0	0
Mahtomedi	2	2	2	2	2	0
Marine	9	9	9	9	9	0
May	311	312	311	302	293	-9
Newport	3	3	3	3	3	0
Oak Park Hgts	0	0	0	0	0	0
Oakdale	4	4	4	4	4	0
Pine Springs	0	0	0	0	0	0
St. Mary's Point	0	0	0	0	0	0
St. Paul Park	57	58	63	58	58	0
Scandia	327	323	313	311	300	-11
Stillwater	4	4	4	4	4	0
Stillwater Twp	108	109	110	110	106	-4
West Lakeland	47	46	45	44	43	-1
White Bear Lake	0	0	0	0	0	0
Willernie	0	0	0	0	0	0
Woodbury	102	97	90	90	87	-3
COUNTY	2,400	2,378	2,354	2,320	2,285	-35

Apartment Class Summary: Current Year Adjustments

	ay2025 New Construction	Number of Parcels	ay2024 Apartment Value	ay2025 Apartment Value	ay2025 % Growth (less NC)
Afton	\$ -	2	\$ 2,275,300	\$ 2,270,000	-0.2%
Bayport	\$ -	22	\$ 27,129,200	\$ 27,113,300	-0.1%
Baytown	\$ -	1	\$ 769,700	\$ 769,700	0.0%
Birchwood	\$ -	0	\$ -	\$ -	0.0%
Cottage Grove	\$ 15,322,900	47	\$ 248,676,700	\$ 261,727,200	-0.9%
Dellwood	\$ -	0	\$ -	\$ -	0.0%
Denmark	\$ -	1	\$ 1,280,900	\$ 1,314,700	2.6%
Forest Lake	\$ -	76	\$ 312,840,500	\$ 293,705,700	-6.1%
Grant	\$ -	1	\$ 1,516,800	\$ 1,530,000	0.9%
Grey Cloud	\$ -	0	\$ -	\$ -	0.0%
Hastings	\$ -	0	\$ -	\$ -	0.0%
Hugo	\$ -	12	\$ 56,788,400	\$ 57,747,600	1.7%
Lake Elmo	\$ 838,700	17	\$ 125,353,700	\$ 130,993,500	3.8%
Lake St. Croix	\$ -	1	\$ 627,900	\$ 627,900	0.0%
Lakeland	\$ -	2	\$ 977,000	\$ 973,200	-0.4%
Lakeland Shores	\$ -	0	\$ -	\$ -	0.0%
Landfall	\$ -	0	\$ -	\$ -	0.0%
Mahtomedi	\$ 6,628,000	20	\$ 94,713,600	\$ 99,427,500	-2.0%
Marine	\$ -	2	\$ 493,100	\$ 493,100	0.0%
May	\$ -	0	\$ -	\$ -	0.0%
Newport	\$ 8,967,700	44	\$ 82,841,800	\$ 89,989,800	-2.2%
Oak Park Hgts	\$ -	33	\$ 177,880,800	\$ 177,417,300	-0.3%
Oakdale	\$ 111,167,700	61	\$ 449,383,200	\$ 540,809,500	-4.4%
Pine Springs	\$ -	0	\$ -	\$ -	0.0%
St. Mary's Point	\$ -	0	\$ -	\$ -	0.0%
St. Paul Park	\$ -	32	\$ 9,318,200	\$ 9,324,000	0.1%
Scandia	\$ -	2	\$ -	\$ -	0.0%
Stillwater	\$ 12,233,100	83	\$ 201,873,100	\$ 212,179,700	-1.0%
Stillwater Twp	\$ -	0	\$ -	\$ -	0.0%
West Lakeland	\$ -	1	\$ 984,700	\$ 976,400	-0.8%
White Bear Lake	\$ -	1	\$ 14,296,300	\$ 14,446,100	1.0%
Willernie	\$ -	1	\$ 1,096,000	\$ 1,096,000	0.0%
Woodbury	\$ 18,606,800	81	\$ 1,201,642,600	\$ 1,230,870,900	0.9%
COUNTY	\$ 173,764,900	543	\$ 3,012,759,500	\$ 3,155,803,100	-1.0%

Apartment Class: Past & Current Year Adjustments

	ay2021	ay2022	ay2023	ay2024	ay2025	5-Year Change
Afton	17.5%	1.8%	17.3%	2.9%	-0.2%	39.3%
Bayport	6.0%	17.0%	7.5%	1.5%	-0.1%	32.0%
Baytown	0.0%	8.8%	3.3%	0.0%	0.0%	12.1%
Birchwood	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Cottage Grove	2.8%	31.6%	3.5%	0.9%	-0.9%	38.0%
Dellwood	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Denmark	-24.8%	10.1%	16.4%	-3.3%	2.6%	1.0%
Forest Lake	2.5%	18.3%	14.1%	-0.3%	-6.1%	28.5%
Grant	4.6%	4.6%	23.7%	5.9%	0.9%	39.7%
Grey Cloud	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Hastings	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Hugo	13.1%	17.6%	6.9%	0.0%	1.7%	39.3%
Lake Elmo	52.1%	9.7%	6.4%	1.0%	3.8%	73.0%
Lake St. Croix	30.7%	27.5%	12.0%	1.6%	0.0%	71.8%
Lakeland	25.4%	15.1%	4.6%	5.2%	-0.4%	49.9%
Lakeland Shores	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Landfall	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Mahtomedi	2.1%	12.9%	9.4%	-0.9%	-2.0%	21.5%
Marine	7.8%	15.2%	2.3%	0.0%	0.0%	25.3%
May	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Newport	1.8%	15.3%	18.8%	10.9%	-2.2%	44.6%
Oak Park Hgts	2.6%	16.0%	3.2%	-0.5%	-0.3%	21.0%
Oakdale	4.1%	28.6%	14.7%	-0.3%	-4.4%	42.6%
Pine Springs	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Mary's Point	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Paul Park	3.2%	22.7%	0.1%	0.0%	0.1%	26.1%
Scandia	3.3%	16.7%	0.0%	0.0%	0.0%	20.0%
Stillwater	4.8%	27.0%	8.3%	-0.3%	-1.0%	38.8%
Stillwater Twp	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
West Lakeland	4.0%	13.4%	16.4%	5.2%	-0.8%	38.2%
White Bear Lake	1.7%	10.6%	-8.9%	0.0%	1.0%	4.4%
Willernie	1.5%	11.6%	-3.4%	0.0%	0.0%	9.8%
Woodbury	7.6%	16.1%	2.6%	0.0%	0.9%	27.1%
COUNTY	5.5%	19.4%	6.6%	0.3%	-1.0%	30.8%

Apartment Class: Parcel Counts

	ay2021 # Parcels	ay2022 # Parcels	ay2023 # Parcels	ay2024 # Parcels	ay2025 # Parcels	+/-
Afton	2	2	2	2	2	0
Bayport	22	22	22	22	22	0
Baytown	1	1	1	1	1	0
Birchwood	0	0	0	0	0	0
Cottage Grove	41	44	45	46	47	1
Dellwood	0	0	0	0	0	0
Denmark	1	1	1	1	1	0
Forest Lake	71	73	74	75	76	1
Grant	1	2	1	1	1	0
Grey Cloud	0	0	0	0	0	0
Hastings	0	0	0	0	0	0
Hugo	9	11	11	11	12	1
Lake Elmo	10	10	10	12	17	5
Lake St. Croix	1	1	1	1	1	0
Lakeland	2	2	2	2	2	0
Lakeland Shores	0	0	0	0	0	0
Landfall	0	0	0	0	0	0
Mahtomedi	17	17	19	19	20	1
Marine	2	2	2	2	2	0
May	0	0	0	0	0	0
Newport	42	42	42	44	44	0
Oak Park Hgts	33	33	33	33	33	0
Oakdale	51	56	57	65	61	-4
Pine Springs	0	0	0	0	0	0
St. Mary's Point	0	0	0	0	0	0
St. Paul Park	31	31	31	31	32	1
Scandia	3	3	2	2	2	0
Stillwater	79	80	81	81	83	2
Stillwater Twp	0	0	0	0	0	0
West Lakeland	1	1	1	1	1	0
White Bear Lake	1	1	1	1	1	0
Willernie	1	1	1	1	1	0
Woodbury	75	81	79	76	81	5
COUNTY	497	517	519	530	543	13

Commercial/Industrial Class Summary: Current Year Adjustments

	ay2025 New Construction	Number of Parcels	ay2024 Comm/Ind Value	ay2025 Comm/Ind Value	ay2025 % Growth (less NC)
Afton	\$ 3,144,200	38	\$ 48,278,900	\$ 51,499,800	0.2%
Bayport	\$ -	101	\$ 52,161,000	\$ 52,662,500	1.0%
Baytown	\$ -	12	\$ 4,049,300	\$ 4,049,300	0.0%
Birchwood	\$ -	0	\$ -	\$ -	0.0%
Cottage Grove	\$ 26,769,700	564	\$ 655,593,300	\$ 674,649,000	-1.2%
Dellwood	\$ -	26	\$ 20,023,900	\$ 20,021,900	0.0%
Denmark	\$ 756,500	65	\$ 39,654,200	\$ 41,427,900	2.6%
Forest Lake	\$ 12,542,400	539	\$ 371,208,100	\$ 375,751,600	-2.2%
Grant	\$ -	93	\$ 25,811,400	\$ 26,206,100	1.5%
Grey Cloud	\$ -	22	\$ 3,843,400	\$ 3,842,700	0.0%
Hastings	\$ -	5	\$ 2,019,500	\$ 2,019,500	0.0%
Hugo	\$ 866,100	198	\$ 220,137,900	\$ 215,918,800	-2.3%
Lake Elmo	\$ 21,873,000	210	\$ 240,080,800	\$ 263,492,600	0.6%
Lake St. Croix	\$ -	9	\$ 3,023,300	\$ 3,066,700	1.4%
Lakeland	\$ 63,500	39	\$ 18,266,600	\$ 17,939,800	-2.1%
Lakeland Shores	\$ -	9	\$ 3,200,500	\$ 3,433,100	7.3%
Landfall	\$ -	7	\$ 11,790,700	\$ 11,702,000	-0.8%
Mahtomedi	\$ 34,400	69	\$ 80,824,000	\$ 79,402,000	-1.8%
Marine	\$ -	16	\$ 4,035,900	\$ 4,036,800	0.0%
May	\$ -	8	\$ 3,428,200	\$ 3,175,800	-7.4%
Newport	\$ -	200	\$ 104,111,800	\$ 106,013,300	1.8%
Oak Park Hgts	\$ 2,136,100	215	\$ 284,466,300	\$ 286,521,900	0.0%
Oakdale	\$ 7,383,500	386	\$ 671,209,000	\$ 671,555,400	-1.0%
Pine Springs	\$ -	0	\$ -	\$ -	0.0%
St. Mary's Point	\$ -	0	\$ 100,000	\$ 100,000	0.0%
St. Paul Park	\$ 785,900	202	\$ 65,043,300	\$ 72,609,600	10.4%
Scandia	\$ 356,000	71	\$ 21,549,500	\$ 21,942,000	0.2%
Stillwater	\$ 3,267,900	400	\$ 465,750,800	\$ 489,232,400	4.3%
Stillwater Twp	\$ -	6	\$ 1,954,000	\$ 1,761,600	-9.8%
West Lakeland	\$ -	34	\$ 19,850,000	\$ 20,793,700	4.8%
White Bear Lake	\$ -	8	\$ 7,892,800	\$ 8,781,700	11.3%
Willernie	\$ -	33	\$ 7,982,600	\$ 8,019,900	0.5%
Woodbury	\$ 19,406,900	658	\$ 1,992,932,100	\$ 1,987,541,600	-1.2%
COUNTY	\$ 99,386,100	4,243	\$ 5,450,273,100	\$ 5,529,171,000	-0.4%

Commercial/Industrial Class: Past & Current Year Adjustments

	ay2021	ay2022	ay2023	ay2024	ay2025	5-Year Change
Afton	4.4%	14.4%	15.9%	4.6%	0.2%	39.5%
Bayport	4.4%	-0.7%	19.7%	0.7%	1.0%	25.0%
Baytown	5.8%	6.0%	31.1%	14.7%	0.0%	57.6%
Birchwood	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Cottage Grove	7.1%	5.1%	27.1%	1.4%	-1.2%	39.6%
Dellwood	10.0%	18.3%	15.6%	0.9%	0.0%	44.8%
Denmark	11.3%	5.0%	22.3%	-0.5%	2.6%	40.7%
Forest Lake	8.8%	1.0%	21.4%	0.5%	-2.2%	29.5%
Grant	6.4%	-3.2%	16.4%	0.1%	1.5%	21.1%
Grey Cloud	-1.5%	9.7%	8.8%	-2.0%	0.0%	15.0%
Hastings	10.0%	0.0%	9.9%	0.0%	0.0%	19.9%
Hugo	5.9%	5.4%	21.6%	-0.2%	-2.3%	30.3%
Lake Elmo	7.7%	3.7%	20.0%	2.5%	0.6%	34.6%
Lake St. Croix	9.8%	2.7%	21.9%	5.8%	1.4%	41.7%
Lakeland	4.5%	0.1%	14.6%	0.9%	-2.1%	18.0%
Lakeland Shores	13.3%	-0.2%	12.5%	1.3%	7.3%	34.2%
Landfall	10.0%	0.0%	22.8%	0.0%	-0.8%	32.1%
Mahtomedi	5.2%	5.9%	22.4%	1.0%	-1.8%	32.8%
Marine	-19.0%	-0.5%	13.5%	0.3%	0.0%	-5.7%
May	7.1%	10.6%	4.2%	4.3%	-7.4%	18.9%
Newport	5.3%	4.1%	23.2%	1.5%	1.8%	36.0%
Oak Park Hgts	9.5%	1.7%	16.1%	-1.1%	0.0%	26.1%
Oakdale	8.1%	3.0%	17.7%	0.2%	-1.0%	28.0%
Pine Springs	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Mary's Point	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Paul Park	24.4%	22.0%	41.6%	-0.6%	10.4%	97.7%
Scandia	8.7%	6.9%	16.6%	0.1%	0.2%	32.5%
Stillwater	9.1%	1.2%	18.5%	0.1%	4.3%	33.2%
Stillwater Twp	9.3%	7.0%	1.3%	1.6%	-9.8%	9.3%
West Lakeland	8.2%	6.8%	23.8%	3.8%	4.8%	47.4%
White Bear Lake	10.0%	-0.1%	21.2%	2.6%	11.3%	45.0%
Willernie	8.3%	2.3%	24.7%	0.5%	0.5%	36.2%
Woodbury	9.0%	1.8%	18.2%	0.0%	-1.2%	27.7%
COUNTY	8.4%	2.9%	19.8%	0.4%	-0.4%	31.1%

Commercial/Industrial Class: Parcel Counts

	ay2021 # Parcels	ay2022 # Parcels	ay2023 # Parcels	ay2024 # Parcels	ay2025 # Parcels	+/-
Afton	36	39	38	39	38	-1
Bayport	107	107	107	101	101	0
Baytown	10	10	12	12	12	0
Birchwood	0	0	0	0	0	0
Cottage Grove	567	567	568	569	564	-5
Dellwood	28	28	26	26	26	0
Denmark	66	65	65	65	65	0
Forest Lake	546	546	544	540	539	-1
Grant	95	93	93	93	93	0
Grey Cloud	21	22	22	22	22	0
Hastings	5	5	5	5	5	0
Hugo	194	195	205	202	198	-4
Lake Elmo	201	201	204	209	210	1
Lake St. Croix	9	9	9	9	9	0
Lakeland	38	38	38	38	39	1
Lakeland Shores	9	9	9	9	9	0
Landfall	7	7	7	7	7	0
Mahtomedi	78	77	68	68	69	1
Marine	17	16	16	16	16	0
May	8	8	8	8	8	0
Newport	197	197	197	201	200	-1
Oak Park Hgts	220	220	215	215	215	0
Oakdale	398	393	398	394	386	-8
Pine Springs	0	0	0	0	0	0
St. Mary's Point	0	0	0	0	0	0
St. Paul Park	201	200	201	202	202	0
Scandia	77	75	72	72	71	-1
Stillwater	400	394	391	390	400	10
Stillwater Twp	6	6	6	6	6	0
West Lakeland	34	33	33	34	34	0
White Bear Lake	9	9	9	9	8	-1
Willernie	33	33	33	33	33	0
Woodbury	575	574	577	571	658	87
COUNTY	4,192	4,176	4,176	4,165	4,243	78

Residential/SRR Class Summary: Current Year Adjustments

	ay2025 New Construction	Number of Parcels	ay2024 Res/SRR Value	ay2025 Res/SRR Value	ay2025 % Growth (less NC)
Afton	\$ 9,429,000	1,255	\$ 769,879,100	\$ 825,907,400	6.1%
Bayport	\$ 1,469,500	1,019	\$ 411,029,300	\$ 440,567,800	6.8%
Baytown	\$ 13,432,200	894	\$ 663,715,700	\$ 675,564,500	-0.2%
Birchwood	\$ 2,125,900	414	\$ 222,218,800	\$ 220,126,400	-1.9%
Cottage Grove	\$ 126,909,200	14,706	\$ 5,273,692,200	\$ 5,617,800,200	4.1%
Dellwood	\$ 2,264,400	505	\$ 492,858,900	\$ 461,679,900	-6.8%
Denmark	\$ 4,429,400	743	\$ 460,521,200	\$ 445,700,600	-4.2%
Forest Lake	\$ 20,740,800	7,560	\$ 2,843,346,300	\$ 2,873,330,500	0.3%
Grant	\$ 10,756,000	1,751	\$ 1,115,349,600	\$ 1,168,294,500	3.8%
Grey Cloud	\$ 82,100	151	\$ 55,692,200	\$ 58,156,300	4.3%
Hastings	\$ -	4	\$ 785,500	\$ 791,100	0.7%
Hugo	\$ 67,454,200	6,888	\$ 2,633,101,300	\$ 2,790,786,100	3.4%
Lake Elmo	\$ 61,300,300	5,151	\$ 2,900,838,100	\$ 2,982,909,700	0.7%
Lake St. Croix	\$ 712,400	707	\$ 163,610,800	\$ 178,726,800	8.8%
Lakeland	\$ 708,800	784	\$ 314,954,700	\$ 333,773,800	5.8%
Lakeland Shores	\$ 365,700	144	\$ 80,787,700	\$ 79,767,100	-1.7%
Landfall	\$ -	1	\$ 213,200	\$ 215,600	1.1%
Mahtomedi	\$ 7,801,800	3,034	\$ 1,446,316,500	\$ 1,472,085,900	1.2%
Marine	\$ 1,108,400	511	\$ 196,085,500	\$ 208,117,400	5.6%
May	\$ 7,158,300	1,426	\$ 778,716,600	\$ 846,935,100	7.8%
Newport	\$ 1,625,500	1,413	\$ 437,830,900	\$ 476,194,500	8.4%
Oak Park Hgts	\$ 1,535,500	1,565	\$ 431,838,400	\$ 460,655,900	6.3%
Oakdale	\$ 33,112,700	9,931	\$ 3,088,305,900	\$ 3,161,298,500	1.3%
Pine Springs	\$ 111,900	164	\$ 85,138,900	\$ 84,002,600	-1.5%
St. Mary's Point	\$ 135,400	296	\$ 121,385,900	\$ 114,794,600	-5.5%
St. Paul Park	\$ 1,940,200	2,001	\$ 513,570,200	\$ 537,010,600	4.2%
Scandia	\$ 6,517,600	2,208	\$ 901,140,200	\$ 941,532,600	3.8%
Stillwater	\$ 8,512,100	7,548	\$ 3,137,439,200	\$ 3,162,618,500	0.5%
Stillwater Twp	\$ 5,121,400	815	\$ 521,299,400	\$ 524,134,700	-0.4%
West Lakeland	\$ 7,277,400	1,446	\$ 960,469,600	\$ 1,055,838,600	9.2%
White Bear Lake	\$ -	99	\$ 34,319,800	\$ 34,231,500	-0.3%
Willernie	\$ 118,400	312	\$ 59,528,400	\$ 65,117,600	9.2%
Woodbury	\$ 208,104,500	27,022	\$ 11,670,672,200	\$ 12,068,390,200	1.6%
COUNTY	\$ 612,361,000	102,468	\$ 42,786,652,200	\$ 44,367,057,100	2.3%

Residential/SRR Class: Past & Current Year Adjustments

	ay2021	ay2022	ay2023	ay2024	ay2025	5-Year Change
Afton	1.6%	19.1%	14.0%	-12.8%	6.1%	28.0%
Bayport	4.3%	15.6%	11.1%	-3.8%	6.8%	34.1%
Baytown	3.2%	18.1%	18.4%	0.2%	-0.2%	39.6%
Birchwood	1.5%	26.0%	-0.8%	2.4%	-1.9%	27.2%
Cottage Grove	2.6%	22.2%	9.9%	-3.5%	4.1%	35.3%
Dellwood	1.8%	22.5%	8.5%	-3.3%	-6.8%	22.8%
Denmark	2.7%	25.4%	5.4%	-0.2%	-4.2%	29.1%
Forest Lake	3.6%	27.1%	4.7%	2.2%	0.3%	37.9%
Grant	1.9%	21.6%	8.1%	-3.7%	3.8%	31.7%
Grey Cloud	3.1%	27.2%	0.8%	2.3%	4.3%	37.6%
Hastings	1.2%	19.8%	3.7%	-0.2%	0.7%	25.3%
Hugo	4.8%	21.0%	7.0%	-4.0%	3.4%	32.2%
Lake Elmo	5.4%	22.1%	3.6%	1.3%	0.7%	33.1%
Lake St. Croix	3.1%	17.3%	10.1%	-7.3%	8.8%	32.1%
Lakeland	3.6%	17.1%	5.2%	-5.4%	5.8%	26.3%
Lakeland Shores	3.2%	17.3%	4.8%	2.0%	-1.7%	25.6%
Landfall	12.1%	3.7%	23.8%	0.0%	1.1%	40.7%
Mahtomedi	-2.6%	25.2%	1.5%	1.2%	1.2%	26.6%
Marine	-1.6%	32.8%	-2.6%	5.6%	5.6%	39.7%
May	0.0%	23.8%	7.8%	-8.3%	7.8%	31.1%
Newport	2.4%	20.9%	9.0%	-7.1%	8.4%	33.6%
Oak Park Hgts	2.7%	20.0%	5.3%	1.0%	6.3%	35.3%
Oakdale	2.6%	18.1%	8.6%	-1.6%	1.3%	28.9%
Pine Springs	3.5%	25.5%	4.4%	3.2%	-1.5%	35.1%
St. Mary's Point	11.4%	20.2%	10.8%	-1.8%	-5.5%	35.0%
St. Paul Park	1.3%	20.0%	4.2%	-0.2%	4.2%	29.5%
Scandia	1.7%	24.6%	4.6%	-1.7%	3.8%	33.0%
Stillwater	5.6%	18.7%	9.3%	-1.6%	0.5%	32.5%
Stillwater Twp	3.6%	20.6%	1.0%	0.5%	-0.4%	25.2%
West Lakeland	4.5%	19.5%	13.8%	-6.6%	9.2%	40.3%
White Bear Lake	2.0%	24.8%	0.3%	1.6%	-0.3%	28.5%
Willernie	6.1%	17.6%	-4.5%	0.4%	9.2%	28.8%
Woodbury	3.4%	18.6%	9.3%	-3.2%	1.6%	29.6%
COUNTY	3.2%	20.7%	7.9%	-2.4%	2.3%	31.6%

Residential/SRR Class: Parcel Counts

	ay2021 # Parcels	ay2022 # Parcels	ay2023 # Parcels	ay2024 # Parcels	ay2025 # Parcels	+/-
Afton	1,275	1,266	1,255	1,256	1,255	-1
Bayport	1,030	1,026	1,023	1,019	1,019	0
Baytown	805	856	872	874	894	20
Birchwood	414	413	415	414	414	0
Cottage Grove	13,078	13,875	14,177	14,439	14,706	267
Dellwood	513	509	506	506	505	-1
Denmark	737	742	744	747	743	-4
Forest Lake	7,369	7,386	7,381	7,403	7,560	157
Grant	1,752	1,753	1,755	1,752	1,751	-1
Grey Cloud	152	151	151	151	151	0
Hastings	3	3	4	4	4	0
Hugo	6,286	6,425	6,468	6,618	6,888	270
Lake Elmo	4,579	4,872	4,902	4,947	5,151	204
Lake St. Croix	717	714	714	714	707	-7
Lakeland	791	788	787	786	784	-2
Lakeland Shores	144	144	144	144	144	0
Landfall	1	1	1	1	1	0
Mahtomedi	3,003	3,010	3,011	3,015	3,034	19
Marine	518	510	511	510	511	1
May	1,430	1,429	1,427	1,429	1,426	-3
Newport	1,424	1,424	1,421	1,414	1,413	-1
Oak Park Hgts	1,564	1,558	1,557	1,553	1,565	12
Oakdale	9,524	9,633	9,690	9,749	9,931	182
Pine Springs	164	164	164	164	164	0
St. Mary's Point	305	307	301	299	296	-3
St. Paul Park	1,990	1,991	1,982	1,983	2,001	18
Scandia	2,211	2,205	2,198	2,206	2,208	2
Stillwater	7,487	7,502	7,504	7,503	7,548	45
Stillwater Twp	814	812	811	812	815	3
West Lakeland	1,437	1,438	1,442	1,446	1,446	0
White Bear Lake	99	99	99	99	99	0
Willernie	312	311	311	311	312	1
Woodbury	24,981	25,270	26,136	26,357	27,022	665
COUNTY	96,909	98,587	99,864	100,625	102,468	1,843

Total Taxable Class Summary: Current Year Adjustments

	ay2025 New Construction	Number of Parcels	ay2024 Total Value	ay2025 Total Value	ay2025 % Growth (less NC)
Afton	\$ 13,016,600	1,462	\$ 975,101,400	\$ 1,049,915,900	6.3%
Bayport	\$ 1,469,500	1,142	\$ 490,319,500	\$ 520,343,600	5.8%
Baytown	\$ 13,465,800	950	\$ 698,825,400	\$ 711,141,200	-0.2%
Birchwood	\$ 2,125,900	414	\$ 222,218,800	\$ 220,126,400	-1.9%
Cottage Grove	\$ 169,001,800	15,467	\$ 6,310,494,300	\$ 6,689,815,500	3.3%
Dellwood	\$ 2,264,400	536	\$ 518,175,700	\$ 486,888,800	-6.5%
Denmark	\$ 5,812,000	1,148	\$ 698,525,800	\$ 721,870,900	2.5%
Forest Lake	\$ 33,433,100	8,325	\$ 3,601,923,500	\$ 3,617,252,600	-0.5%
Grant	\$ 10,839,200	1,986	\$ 1,256,062,000	\$ 1,311,095,000	3.5%
Grey Cloud	\$ 82,100	183	\$ 64,766,700	\$ 67,272,000	3.7%
Hastings	\$ -	9	\$ 2,833,500	\$ 2,839,100	0.2%
Hugo	\$ 68,812,600	7,357	\$ 3,058,126,700	\$ 3,211,498,800	2.8%
Lake Elmo	\$ 84,332,400	5,486	\$ 3,369,169,000	\$ 3,477,460,800	0.7%
Lake St. Croix	\$ 712,400	717	\$ 167,262,000	\$ 182,421,400	8.6%
Lakeland	\$ 772,300	829	\$ 336,150,700	\$ 354,963,000	5.4%
Lakeland Shores	\$ 365,700	153	\$ 83,988,200	\$ 83,200,200	-1.4%
Landfall	\$ -	8	\$ 12,003,900	\$ 11,917,600	-0.7%
Mahtomedi	\$ 14,464,200	3,125	\$ 1,622,116,100	\$ 1,651,229,600	0.9%
Marine	\$ 1,108,400	538	\$ 206,423,200	\$ 218,555,200	5.3%
May	\$ 8,163,600	1,727	\$ 982,623,500	\$ 1,041,597,100	5.2%
Newport	\$ 10,593,200	1,660	\$ 632,801,300	\$ 680,206,700	5.8%
Oak Park Hgts	\$ 3,671,600	1,813	\$ 894,185,500	\$ 924,595,100	3.0%
Oakdale	\$ 151,663,900	10,382	\$ 4,215,824,600	\$ 4,377,580,500	0.2%
Pine Springs	\$ 111,900	164	\$ 85,138,900	\$ 84,002,600	-1.5%
St. Mary's Point	\$ 135,400	296	\$ 121,485,900	\$ 114,894,600	-5.5%
St. Paul Park	\$ 2,726,100	2,293	\$ 592,691,000	\$ 623,914,800	4.8%
Scandia	\$ 7,375,700	2,581	\$ 1,062,803,600	\$ 1,107,461,400	3.5%
Stillwater	\$ 24,013,100	8,035	\$ 3,808,744,000	\$ 3,867,721,700	0.9%
Stillwater Twp	\$ 5,147,800	927	\$ 607,052,500	\$ 605,231,600	-1.1%
West Lakeland	\$ 7,277,400	1,524	\$ 1,013,414,900	\$ 1,114,361,800	9.2%
White Bear Lake	\$ -	108	\$ 56,508,900	\$ 57,459,300	1.7%
Willernie	\$ 118,400	346	\$ 68,607,000	\$ 74,233,500	8.0%
Woodbury	\$ 246,532,700	27,848	\$ 15,004,125,700	\$ 15,428,172,100	1.2%
COUNTY	\$ 889,609,200	109,539	\$ 52,840,493,700	\$ 54,691,240,400	1.8%

Total Taxable Class: Past & Current Year Adjustments

	ay2021	ay2022	ay2023	ay2024	ay2025	5-Year Change
Afton	2.0%	19.3%	16.1%	-11.1%	6.3%	32.6%
Bayport	4.4%	13.9%	11.8%	-3.0%	5.8%	32.8%
Baytown	3.3%	17.9%	18.5%	0.4%	-0.2%	39.9%
Birchwood	1.5%	26.0%	-0.8%	2.4%	-1.9%	27.2%
Cottage Grove	2.8%	20.9%	10.9%	-2.8%	3.3%	35.1%
Dellwood	2.3%	22.5%	9.0%	-3.1%	-6.5%	24.2%
Denmark	3.2%	24.5%	8.4%	0.3%	2.5%	38.9%
Forest Lake	4.0%	23.4%	7.0%	1.7%	-0.5%	35.7%
Grant	2.2%	21.7%	8.5%	-3.5%	3.5%	32.4%
Grey Cloud	2.5%	26.0%	1.3%	2.0%	3.7%	35.5%
Hastings	7.6%	5.2%	8.0%	-0.1%	0.2%	20.9%
Hugo	4.8%	19.8%	8.3%	-3.7%	2.8%	32.0%
Lake Elmo	5.4%	20.8%	4.9%	1.3%	0.7%	33.0%
Lake St. Croix	3.3%	17.1%	10.5%	-7.0%	8.6%	32.5%
Lakeland	3.7%	16.2%	5.7%	-5.0%	5.4%	26.0%
Lakeland Shores	3.6%	16.6%	5.1%	2.0%	-1.4%	25.8%
Landfall	10.0%	0.1%	22.8%	0.0%	-0.7%	32.2%
Mahtomedi	-2.0%	23.7%	2.8%	1.0%	0.9%	26.3%
Marine	-1.9%	32.0%	-2.1%	5.4%	5.3%	38.8%
May	0.8%	24.7%	9.0%	-6.7%	5.2%	33.1%
Newport	2.9%	17.3%	12.3%	-3.5%	5.8%	34.7%
Oak Park Hgts	4.8%	13.3%	8.1%	0.0%	3.0%	29.1%
Oakdale	3.2%	16.3%	10.4%	-1.3%	0.2%	28.9%
Pine Springs	3.5%	25.5%	4.4%	3.2%	-1.5%	35.1%
St. Mary's Point	11.3%	20.2%	10.8%	-1.8%	-5.5%	35.0%
St. Paul Park	3.6%	20.3%	7.8%	-0.3%	4.8%	36.3%
Scandia	1.8%	24.9%	4.9%	-1.3%	3.5%	33.9%
Stillwater	5.6%	16.7%	10.3%	-1.3%	0.9%	32.2%
Stillwater Twp	3.0%	20.8%	3.1%	0.8%	-1.1%	26.6%
West Lakeland	4.4%	19.3%	13.7%	-6.2%	9.2%	40.4%
White Bear Lake	2.9%	17.1%	0.2%	1.4%	1.7%	23.3%
Willernie	6.2%	15.9%	-1.8%	0.4%	8.0%	28.8%
Woodbury	4.2%	16.0%	9.7%	-2.7%	1.2%	28.3%
COUNTY	3.6%	18.9%	9.0%	-2.0%	1.8%	31.4%

Total Taxable Class: Parcel Counts

	ay2021 # Parcels	ay2022 # Parcels	ay2023 # Parcels	ay2024 # Parcels	ay2025 # Parcels	+/-
Afton	1,485	1,480	1,464	1,468	1,462	-6
Bayport	1,159	1,155	1,152	1,142	1,142	0
Baytown	866	913	929	930	950	20
Birchwood	414	413	415	414	414	0
Cottage Grove	13,851	14,646	14,948	15,203	15,467	264
Dellwood	547	542	537	537	536	-1
Denmark	1,142	1,141	1,143	1,144	1,148	4
Forest Lake	8,136	8,158	8,151	8,167	8,325	158
Grant	1,991	1,992	1,991	1,987	1,986	-1
Grey Cloud	183	183	183	183	183	0
Hastings	9	9	10	9	9	0
Hugo	6,754	6,895	6,948	7,093	7,357	264
Lake Elmo	4,912	5,201	5,234	5,286	5,486	200
Lake St. Croix	727	724	724	724	717	-7
Lakeland	835	832	831	830	829	-1
Lakeland Shores	153	153	153	153	153	0
Landfall	8	8	8	8	8	0
Mahtomedi	3,100	3,106	3,100	3,104	3,125	21
Marine	546	537	538	537	538	1
May	1,749	1,749	1,746	1,739	1,727	-12
Newport	1,666	1,666	1,663	1,662	1,660	-2
Oak Park Hgts	1,817	1,811	1,805	1,801	1,813	12
Oakdale	9,977	10,086	10,149	10,212	10,382	170
Pine Springs	164	164	164	164	164	0
St. Mary's Point	305	307	301	299	296	-3
St. Paul Park	2,286	2,280	2,277	2,274	2,293	19
Scandia	2,633	2,606	2,585	2,591	2,581	-10
Stillwater	7,970	7,980	7,980	7,978	8,035	57
Stillwater Twp	928	927	927	928	927	-1
West Lakeland	1,519	1,518	1,521	1,525	1,524	-1
White Bear Lake	109	109	109	109	108	-1
Willernie	346	345	345	345	346	1
Woodbury	25,733	26,022	26,882	27,094	27,848	754
COUNTY	104,020	105,658	106,913	107,640	109,539	1,899

Residential/SRR Class: Current Year Value Changes

This table displays a breakdown of the number of value changes by percent change for the residential and seasonal recreational properties in each community for the 2025 assessment. The percent change groupings are listed across the top row of the table. For the 2025 assessment, 71.54% are receiving a valuation notice indicating an increase in their property value.

	Over 15% Decrease	10.1% - 15% Decrease	5.1% - 10% Decrease	.1% to 5% Decrease	No Change	.1% to 5% Increase	5.1% - 10% Increase	10.1% - 15% Increase	Over 15% Increase	Total	Total Decrease & No Change	Total Increase
Afton	4	3	6	8	103	178	887	32	34	1,255	124	1,131
Bayport	4	1	3	267	86	258	66	213	121	1,019	361	658
Baytown	4	5	36	570	63	111	38	3	64	894	678	216
Birchwood	1	3	35	116	47	198	5	1	8	414	202	212
Cottage Grove	3	5	36	1,815	563	7,251	3,186	964	883	14,706	2,422	12,284
Dellwood	15	154	162	44	38	74	6	4	8	505	413	92
Denmark	3	8	206	382	89	38	5	1	11	743	688	55
Forest Lake	14	9	258	2,492	836	3,319	339	69	224	7,560	3,609	3,951
Grant	2	-	4	35	195	1,027	399	46	43	1,751	236	1,515
Grey Cloud	-	1	-	1	37	69	40	2	1	151	39	112
Hastings	-	-	-	-	2	2	-	-	-	4	2	2
Hugo	41	51	196	772	275	3,512	1,403	218	420	6,888	1,335	5,553
Lake Elmo	7	13	176	2,096	920	1,306	237	28	368	5,151	3,212	1,939
Lake St. Croix	4	1	1	9	155	36	229	179	93	707	170	537
Lakeland	12	2	2	3	45	98	578	28	16	784	64	720
Lakeland Shores	3	1	9	97	25	5	1	1	2	144	135	9
Landfall	-	-	-	-	1	-	-	-	-	1	1	-
Mahtomedi	13	15	12	516	312	1,733	349	44	40	3,034	868	2,166
Marine	-	-	2	14	130	167	150	15	33	511	146	365
May	2	1	16	39	265	264	276	314	249	1,426	323	1,103
Newport	-	1	7	12	105	197	611	354	126	1,413	125	1,288
Oak Park Hgts	1	-	-	305	77	272	666	170	74	1,565	383	1,182
Oakdale	4	3	157	2,110	597	6,272	538	36	214	9,931	2,871	7,060
Pine Springs	16	1	2	112	16	15	1	1	-	164	147	17
St. Mary's Point	24	58	34	52	124	2	1	-	1	296	292	4
St. Paul Park	8	13	59	146	258	670	530	226	91	2,001	484	1,517
Scandia	11	38	54	173	567	479	686	108	92	2,208	843	1,365
Stillwater	4	6	320	1,712	978	4,187	263	34	44	7,548	3,020	4,528
Stillwater Twp	3	15	187	327	125	56	48	31	23	815	657	158
West Lakeland	2	8	16	19	45	129	508	627	92	1,446	90	1,356
White Bear Lake	-	-	-	43	47	9	-	-	-	99	90	9
Willernie	-	-	-	22	74	10	99	81	26	312	96	216
Woodbury	36	61	141	3,724	1,078	18,933	1,888	193	968	27,022	5,040	21,982
COUNTY	241	477	2,137	18,033	8,278	50,877	14,033	4,023	4,369	102,468	29,166	73,302
	0.24%	0.47%	2.09%	17.60%	8.08%	49.65%	13.70%	3.93%	4.26%	100.00%	28.46%	71.54%

MARKET VALUE SECTION

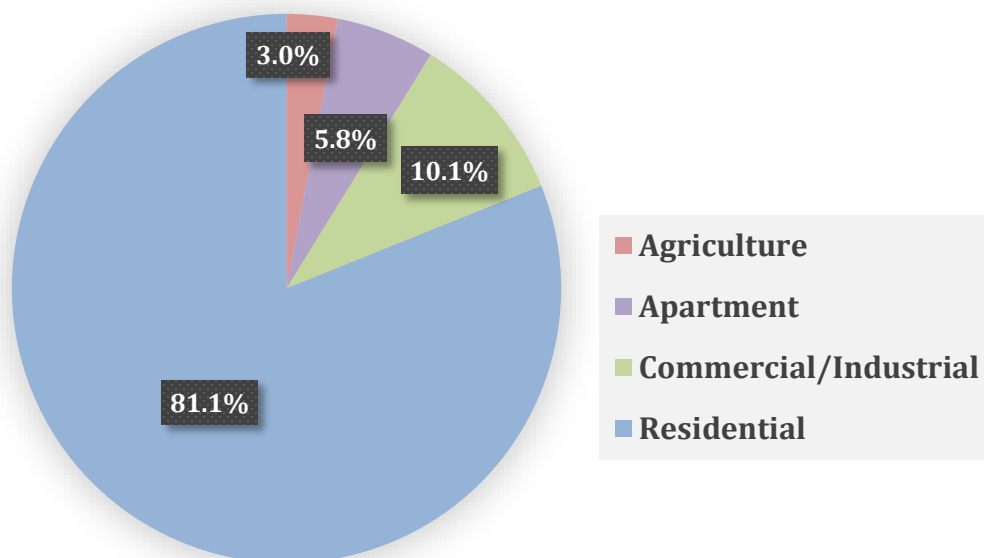
Distribution of Market Value by Classification

With new construction included the pattern of change in the county's total value and classification value distribution can be seen in the following list of past assessment year data.

Estimated Market Value (EMV) by Classification & Percentage of Total

EMV (includes new construction)	ay2021	ay2022	ay2023	ay2024	ay2025
Total EMV	\$ 39,314,872,800	\$ 47,713,887,100	\$ 53,051,928,400	\$ 52,840,493,700	\$ 54,691,240,400
Agriculture EMV	\$ 1,271,577,600	\$ 1,578,317,900	\$ 1,650,874,300	\$ 1,608,999,100	\$ 1,639,209,200
Agriculture % of Total	3.2%	3.3%	3.1%	3.0%	3.0%
Apartment EMV	\$ 1,939,119,200	\$ 2,492,341,700	\$ 2,840,263,100	\$ 3,012,759,500	\$ 3,155,803,100
Apartment % of Total	4.9%	5.2%	5.4%	5.7%	5.8%
Commercial/Industrial EMV	\$ 4,214,432,800	\$ 4,395,244,900	\$ 5,374,873,700	\$ 5,450,273,100	\$ 5,529,171,000
Comm/Industrial % of Total	10.7%	9.2%	10.1%	10.3%	10.1%
Residential/SRR EMV	\$ 31,889,743,200	\$ 39,247,982,600	\$ 43,185,917,300	\$ 42,786,652,200	\$ 44,367,057,100
Residential/SRR % of Total	81.1%	82.3%	81.4%	81.0%	81.1%

2025 EMV Distribution by Classification



Median Values

Historical Median Residential Improved Value: Residential/SRR

(Combined Single Family and Townhome/Condo with improvement value ≥ \$25,000)

	Median ay2021	% Change	Median ay2022	% Change	Median ay2023	% Change	Median ay2024	% Change	Median ay2025	% Change
Afton	\$ 489,100	-1.6%	\$ 597,000	22.1%	\$ 697,800	16.9%	\$ 617,600	-11.5%	\$ 661,000	7.0%
Bayport	\$ 288,200	9.6%	\$ 336,400	16.7%	\$ 375,100	11.5%	\$ 377,400	0.6%	\$ 389,700	3.3%
Baytown	\$ 589,500	9.0%	\$ 691,900	17.4%	\$ 837,200	21.0%	\$ 841,000	0.5%	\$ 832,600	-1.0%
Birchwood	\$ 354,800	-1.0%	\$ 435,400	22.7%	\$ 416,700	-4.3%	\$ 437,400	5.0%	\$ 439,700	0.5%
Cottage Grove	\$ 270,700	6.7%	\$ 328,600	21.4%	\$ 365,200	11.1%	\$ 354,500	-2.9%	\$ 368,400	3.9%
Dellwood	\$ 688,100	24.4%	\$ 804,900	17.0%	\$ 895,600	11.3%	\$ 854,200	-4.6%	\$ 772,800	-9.5%
Denmark	\$ 467,400	6.3%	\$ 612,100	31.0%	\$ 655,500	7.1%	\$ 669,000	2.1%	\$ 643,600	-3.8%
Forest Lake	\$ 281,400	4.0%	\$ 361,000	28.3%	\$ 371,500	2.9%	\$ 383,600	3.3%	\$ 387,000	0.9%
Grant	\$ 503,400	-0.9%	\$ 618,400	22.8%	\$ 676,700	9.4%	\$ 654,000	-3.4%	\$ 684,700	4.7%
Grey Cloud	\$ 371,400	7.9%	\$ 480,500	29.4%	\$ 478,600	-0.4%	\$ 488,700	2.1%	\$ 519,600	6.3%
Hastings										
Hugo	\$ 309,800	11.2%	\$ 379,300	22.4%	\$ 408,700	7.8%	\$ 389,400	-4.7%	\$ 408,700	5.0%
Lake Elmo	\$ 458,700	6.5%	\$ 553,800	20.7%	\$ 585,700	5.8%	\$ 581,700	-0.7%	\$ 585,800	0.7%
Lake St. Croix	\$ 250,000	8.3%	\$ 293,700	17.5%	\$ 325,700	10.9%	\$ 300,000	-7.9%	\$ 332,600	10.9%
Lakeland	\$ 297,000	10.4%	\$ 349,000	17.5%	\$ 370,500	6.2%	\$ 337,200	-9.0%	\$ 358,600	6.3%
Lakeland Shores	\$ 358,500	5.1%	\$ 418,300	16.7%	\$ 444,400	6.2%	\$ 451,400	1.6%	\$ 437,300	-3.1%
Landfall										
Mahtomedi	\$ 351,200	2.5%	\$ 435,800	24.1%	\$ 444,100	1.9%	\$ 450,900	1.5%	\$ 455,900	1.1%
Marine	\$ 379,900	-1.8%	\$ 499,600	31.5%	\$ 477,300	-4.5%	\$ 529,000	10.8%	\$ 556,100	5.1%
May	\$ 452,100	-0.5%	\$ 567,200	25.5%	\$ 621,700	9.6%	\$ 578,600	-6.9%	\$ 644,400	11.4%
Newport	\$ 229,600	6.2%	\$ 285,700	24.4%	\$ 325,500	13.9%	\$ 305,100	-6.3%	\$ 327,500	7.3%
Oak Park Hgts	\$ 251,000	6.0%	\$ 294,600	17.4%	\$ 322,400	9.4%	\$ 321,900	-0.2%	\$ 350,000	8.7%
Oakdale	\$ 264,300	4.5%	\$ 315,000	19.2%	\$ 343,300	9.0%	\$ 337,800	-1.6%	\$ 342,700	1.5%
Pine Springs	\$ 429,200	4.1%	\$ 538,900	25.6%	\$ 563,400	4.5%	\$ 582,400	3.4%	\$ 580,400	-0.3%
St. Mary's Point	\$ 335,000	5.4%	\$ 402,900	20.3%	\$ 446,500	10.8%	\$ 446,000	-0.1%	\$ 403,800	-9.5%
St. Paul Park	\$ 221,600	5.0%	\$ 266,600	20.3%	\$ 277,600	4.1%	\$ 279,500	0.7%	\$ 291,500	4.3%
Scandia	\$ 375,500	2.7%	\$ 476,800	27.0%	\$ 495,600	3.9%	\$ 497,600	0.4%	\$ 522,800	5.1%
Stillwater	\$ 313,400	8.3%	\$ 373,800	19.3%	\$ 409,500	9.6%	\$ 409,400	0.0%	\$ 408,000	-0.3%
Stillwater Twp	\$ 499,700	-1.2%	\$ 612,400	22.6%	\$ 630,500	3.0%	\$ 644,800	2.3%	\$ 643,500	-0.2%
West Lakeland	\$ 503,300	5.7%	\$ 606,500	20.5%	\$ 695,900	14.7%	\$ 648,300	-6.8%	\$ 710,100	9.5%
White Bear Lake	\$ 276,500	4.6%	\$ 345,500	25.0%	\$ 345,800	0.1%	\$ 354,600	2.5%	\$ 354,600	0.0%
Willernie	\$ 226,300	11.8%	\$ 266,200	17.6%	\$ 254,500	-4.4%	\$ 255,100	0.2%	\$ 282,800	10.9%
Woodbury	\$ 351,100	7.2%	\$ 419,000	19.3%	\$ 456,600	9.0%	\$ 441,100	-3.4%	\$ 451,500	2.4%
COUNTY MEDIAN	\$ 316,800	6.8%	\$ 384,200	21.3%	\$ 415,600	8.2%	\$ 407,900	-1.9%	\$ 417,400	2.3%

Historical Median Residential Improved Value: Townhomes/Condos

(With improvement value ≥ \$25,000)

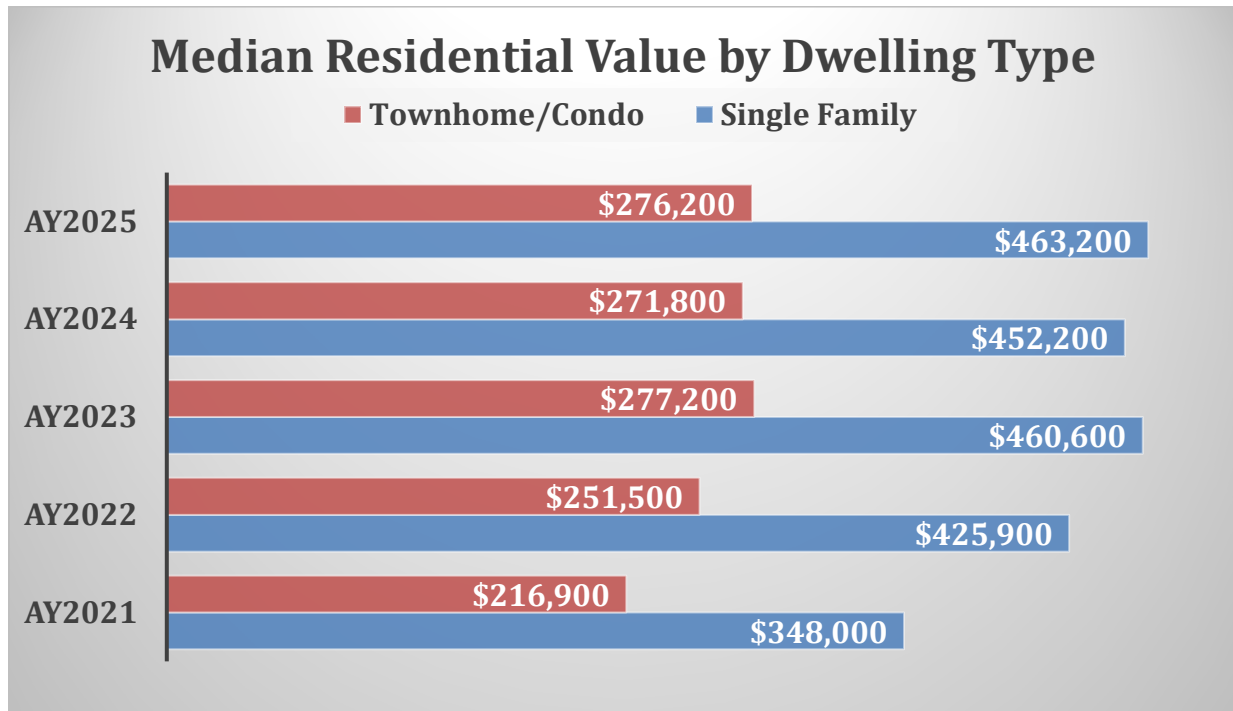
	Median ay2021	% Change	Median ay2022	% Change	Median ay2023	% Change	Median ay2024	% Change	Median ay2025	% Change
Bayport	\$ 364,600	17.5%	\$ 418,700	14.8%	\$ 457,600	9.3%	\$ 443,300	-3.1%	\$ 447,500	0.9%
Cottage Grove	\$ 199,000	11.5%	\$ 236,300	18.7%	\$ 259,300	9.7%	\$ 248,000	-4.4%	\$ 268,300	8.2%
Forest Lake	\$ 196,800	3.8%	\$ 246,300	25.2%	\$ 261,900	6.3%	\$ 270,700	3.4%	\$ 273,000	0.8%
Hugo	\$ 212,000	8.4%	\$ 254,800	20.2%	\$ 280,400	10.0%	\$ 268,400	-4.3%	\$ 274,400	2.2%
Lake Elmo	\$ 309,700	8.5%	\$ 341,800	10.4%	\$ 375,600	9.9%	\$ 368,100	-2.0%	\$ 361,000	-1.9%
Mahtomedi	\$ 281,500	1.5%	\$ 340,600	21.0%	\$ 334,500	-1.8%	\$ 339,700	1.6%	\$ 333,500	-1.8%
Marine	\$ 219,900	4.2%	\$ 291,200	32.4%	\$ 277,300	-4.8%	\$ 290,900	4.9%	\$ 363,700	25.0%
Newport	\$ 174,400	5.5%	\$ 212,300	21.7%	\$ 207,100	-2.4%	\$ 229,200	10.7%	\$ 234,200	2.2%
Oak Park Hgts	\$ 202,300	11.5%	\$ 270,200	33.6%	\$ 245,500	-9.1%	\$ 263,000	7.1%	\$ 284,300	8.1%
Oakdale	\$ 194,600	7.6%	\$ 220,000	13.1%	\$ 245,500	11.6%	\$ 242,000	-1.4%	\$ 245,700	1.5%
St. Paul Park	\$ 199,800	-2.6%	\$ 241,100	20.7%	\$ 250,400	3.9%	\$ 239,300	-4.4%	\$ 271,100	13.3%
Stillwater	\$ 262,800	5.5%	\$ 299,400	13.9%	\$ 334,500	11.7%	\$ 327,000	-2.2%	\$ 327,700	0.2%
Woodbury	\$ 231,700	11.5%	\$ 261,900	13.0%	\$ 290,200	10.8%	\$ 280,600	-3.3%	\$ 285,800	1.9%
COUNTY MEDIAN	\$ 216,900	10.0%	\$ 251,500	16.0%	\$ 277,200	10.2%	\$ 271,800	-1.9%	\$ 276,200	1.6%

Historical Median Residential Improved Value: Single Family

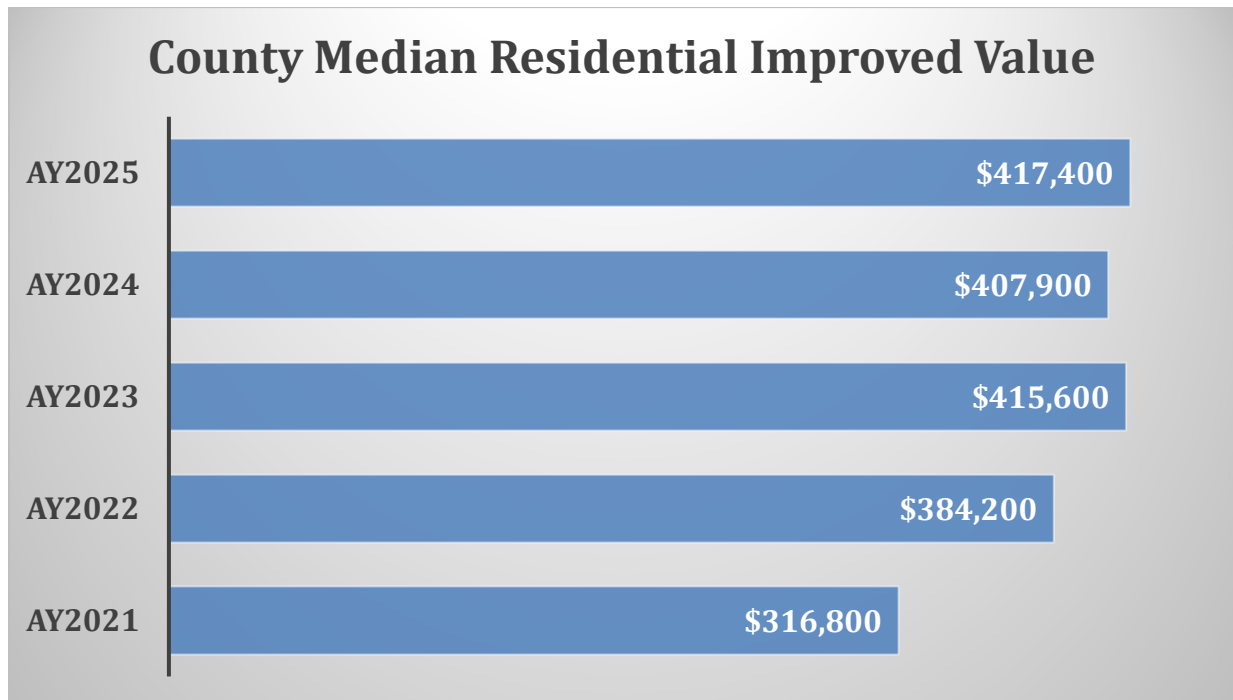
(With improvement value ≥ \$25,000)

	Median ay2021	% Change	Median ay2022	% Change	Median ay2023	% Change	Median ay2024	% Change	Median ay2025	% Change
Afton	\$ 489,100	-1.6%	\$ 597,000	22.1%	\$ 697,800	16.9%	\$ 617,600	3.5%	\$ 661,000	7.0%
Bayport	\$ 283,200	10.5%	\$ 332,300	17.3%	\$ 368,500	10.9%	\$ 375,400	13.0%	\$ 381,300	1.6%
Baytown	\$ 589,500	9.0%	\$ 691,900	17.4%	\$ 837,200	21.0%	\$ 841,000	21.5%	\$ 832,600	-1.0%
Birchwood	\$ 354,800	-1.0%	\$ 435,400	22.7%	\$ 416,700	-4.3%	\$ 437,400	0.5%	\$ 439,700	0.5%
Cottage Grove	\$ 279,000	7.0%	\$ 339,100	21.5%	\$ 379,200	11.8%	\$ 369,500	9.0%	\$ 381,500	3.2%
Dellwood	\$ 688,100	24.4%	\$ 804,900	17.0%	\$ 895,600	11.3%	\$ 854,200	6.1%	\$ 772,800	-9.5%
Denmark	\$ 467,400	6.3%	\$ 612,100	31.0%	\$ 655,500	7.1%	\$ 669,000	9.3%	\$ 643,600	-3.8%
Forest Lake	\$ 302,800	4.1%	\$ 389,800	28.7%	\$ 399,800	2.6%	\$ 413,300	6.0%	\$ 415,700	0.6%
Grant	\$ 503,400	-0.9%	\$ 618,400	22.8%	\$ 676,700	9.4%	\$ 654,000	5.8%	\$ 684,700	4.7%
Grey Cloud	\$ 371,400	7.9%	\$ 480,500	29.4%	\$ 478,600	-0.4%	\$ 488,700	1.7%	\$ 519,600	6.3%
Hastings										
Hugo	\$ 372,100	6.8%	\$ 450,200	21.0%	\$ 484,900	7.7%	\$ 467,400	3.8%	\$ 478,400	2.4%
Lake Elmo	\$ 464,600	5.9%	\$ 563,500	21.3%	\$ 598,300	6.2%	\$ 600,100	6.5%	\$ 603,500	0.6%
Lake St. Croix	\$ 250,000	8.3%	\$ 293,700	17.5%	\$ 325,700	10.9%	\$ 297,000	1.1%	\$ 327,900	10.4%
Lakeland	\$ 297,000	10.4%	\$ 349,000	17.5%	\$ 370,500	6.2%	\$ 337,400	-3.3%	\$ 359,300	6.5%
Lakeland Shores	\$ 358,500	5.1%	\$ 418,300	16.7%	\$ 444,400	6.2%	\$ 451,400	7.9%	\$ 437,300	-3.1%
Landfall										
Mahtomedi	\$ 361,600	2.8%	\$ 451,300	24.8%	\$ 458,500	1.6%	\$ 467,800	3.7%	\$ 474,900	1.5%
Marine	\$ 379,900	-1.8%	\$ 513,900	35.3%	\$ 495,200	-3.6%	\$ 539,900	5.1%	\$ 570,400	5.6%
May	\$ 452,100	-0.5%	\$ 567,200	25.5%	\$ 621,700	9.6%	\$ 578,600	2.0%	\$ 644,400	11.4%
Newport	\$ 229,600	6.2%	\$ 289,400	26.0%	\$ 330,100	14.1%	\$ 309,500	6.9%	\$ 331,500	7.1%
Oak Park Hgts	\$ 270,600	4.9%	\$ 314,500	16.2%	\$ 348,500	10.8%	\$ 346,300	10.1%	\$ 373,900	8.0%
Oakdale	\$ 284,600	5.1%	\$ 340,900	19.8%	\$ 367,900	7.9%	\$ 363,400	6.6%	\$ 367,300	1.1%
Pine Springs	\$ 429,200	4.1%	\$ 538,900	25.6%	\$ 563,400	4.5%	\$ 582,400	8.1%	\$ 580,400	-0.3%
St. Mary's Point	\$ 335,000	5.4%	\$ 402,900	20.3%	\$ 446,500	10.8%	\$ 446,000	10.7%	\$ 403,800	-9.5%
St. Paul Park	\$ 221,600	5.0%	\$ 268,900	21.3%	\$ 279,900	4.1%	\$ 282,400	5.0%	\$ 293,600	4.0%
Scandia	\$ 375,500	2.7%	\$ 476,800	27.0%	\$ 495,600	3.9%	\$ 498,100	4.5%	\$ 522,900	5.0%
Stillwater	\$ 321,800	8.4%	\$ 387,600	20.4%	\$ 422,800	9.1%	\$ 422,600	9.0%	\$ 423,300	0.2%
Stillwater Twp	\$ 499,700	-1.2%	\$ 612,400	22.6%	\$ 630,500	3.0%	\$ 644,800	5.3%	\$ 643,500	-0.2%
West Lakeland	\$ 503,300	5.7%	\$ 606,500	20.5%	\$ 695,900	14.7%	\$ 648,300	6.9%	\$ 710,100	9.5%
White Bear Lake	\$ 276,500	4.6%	\$ 345,500	25.0%	\$ 345,800	0.1%	\$ 354,600	2.6%	\$ 354,600	0.0%
Willernie	\$ 226,300	11.8%	\$ 266,200	17.6%	\$ 254,500	-4.4%	\$ 251,500	-5.5%	\$ 278,000	10.5%
Woodbury	\$ 395,400	6.5%	\$ 476,100	20.4%	\$ 520,000	9.2%	\$ 503,700	5.8%	\$ 512,700	1.8%
COUNTY MEDIAN	\$ 348,000	6.1%	\$ 425,900	22.4%	\$ 460,600	8.1%	\$ 452,200	6.2%	\$ 463,200	2.4%

Single Family and Townhome/Condo breakdown (Data from pages 31 & 32)
 (With improvement value $\geq$ \$25,000)



Historical County Median Residential Improved Value (Data from page 30)
 (Includes both Single Family and Townhome/Condo with improvement value $\geq$ \$25,000)



OTHER ASSESSMENT RELATED INFORMATION

New Construction

Current New Construction Starts: All Classifications

Calendar Year	SFR 2024 New Starts	TH/Condo 2024 New Starts	Comm/Ind 2024 New Starts	Apartment 2024 New Starts	Exempt 2024 New Starts	Total 2024 New Starts
Afton	3	0	0	0	1	4
Bayport	1	0	0	0	0	1
Baytown	16	0	0	0	0	16
Birchwood	1	0	0	0	0	1
Cottage Grove	281	54	1	1	3	340
Dellwood	1	0	0	0	0	1
Denmark	7	0	0	0	0	7
Forest Lake	67	27	3	1	1	99
Grant	7	0	0	0	0	7
Grey Cloud	0	0	0	0	0	0
Hastings	0	0	0	0	0	0
Hugo	162	8	0	0	0	170
Lake Elmo	86	10	3	1	0	100
Lake St. Croix	1	0	0	0	0	1
Lakeland	0	0	0	0	0	0
Lakeland Shores	0	0	0	0	0	0
Landfall	0	0	0	0	0	0
Mahtomedi	4	0	0	0	0	4
Marine	2	0	0	0	0	2
May	15	0	0	0	0	15
Newport	0	0	0	1	0	1
Oak Park Hgts	2	0	2	0	0	4
Oakdale	94	0	2	0	0	96
Pine Springs	0	0	0	0	0	0
St. Mary's Point	0	0	0	0	0	0
St. Paul Park	2	2	1	0	0	5
Scandia	9	0	0	0	0	9
Stillwater	7	0	0	0	0	7
Stillwater Twp	3	0	0	0	0	3
West Lakeland	4	0	0	0	2	6
White Bear Lake	0	0	0	0	0	0
Willernie	0	0	0	0	0	0
Woodbury	347	123	3	0	4	477
COUNTY	1,122	224	15	4	11	1,376

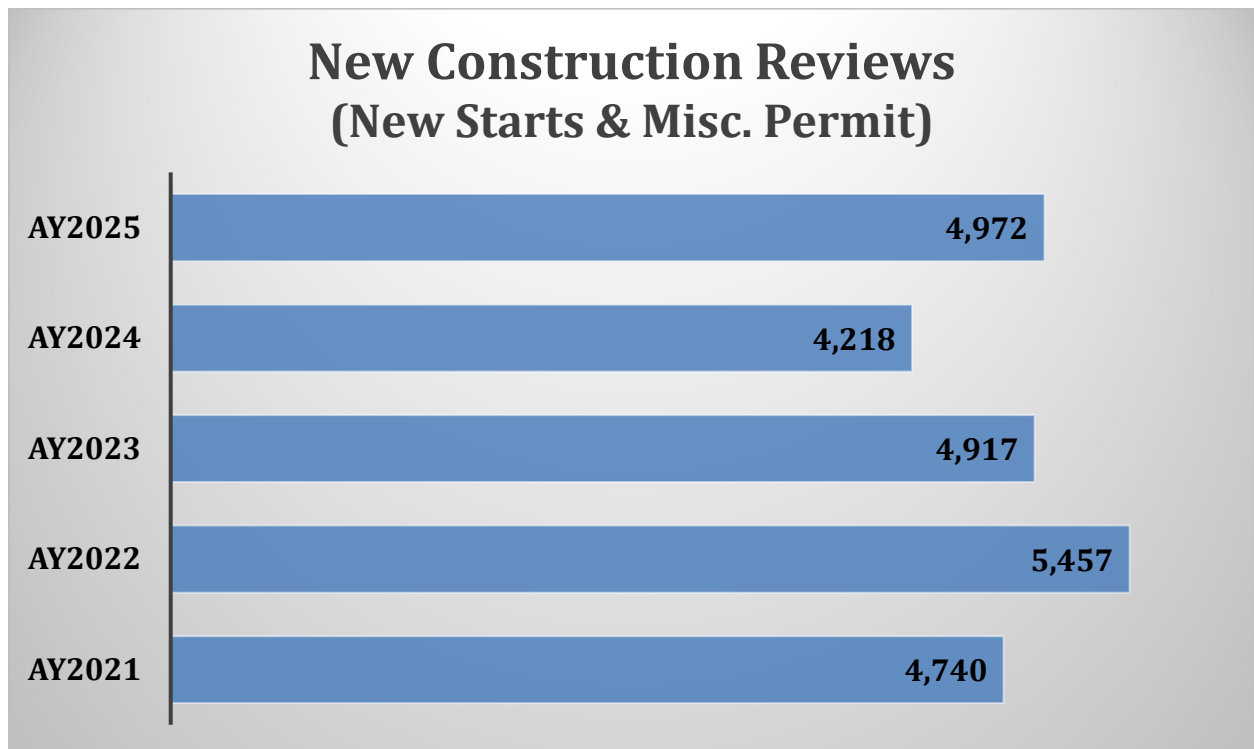
Past & Current New Construction Starts: Single Family and Townhome/Condo

Calendar Year	2020 New Starts	2021 New Starts	2022 New Starts	2023 New Starts	2024 New Starts
Afton	8	19	11	7	3
Bayport	28	8	14	3	1
Baytown	11	9	12	18	16
Birchwood	2	1	0	2	1
Cottage Grove	359	536	406	307	335
Dellwood	4	2	3	0	1
Denmark	13	15	6	3	7
Forest Lake	52	41	34	19	94
Grant	16	19	14	7	7
Grey Cloud	0	0	0	0	0
Hastings	0	0	0	0	0
Hugo	161	197	110	119	170
Lake Elmo	282	326	162	202	96
Lake St. Croix	1	0	1	0	1
Lakeland	2	1	0	2	0
Lakeland Shores	0	0	1	1	0
Landfall	0	0	0	0	0
Mahtomedi	13	6	6	14	4
Marine	0	5	6	2	2
May	3	3	8	4	15
Newport	67	70	10	6	0
Oak Park Hgts	6	5	1	0	2
Oakdale	4	24	69	48	94
Pine Springs	0	0	0	0	0
St. Mary's Point	0	2	0	0	0
St. Paul Park	0	1	1	6	4
Scandia	7	20	21	10	9
Stillwater	33	39	26	11	7
Stillwater Twp	1	6	1	4	3
West Lakeland	8	18	6	2	4
White Bear Lake	0	0	0	0	0
Willernie	2	2	3	0	0
Woodbury	383	533	352	482	470
COUNTY	1,466	1,908	1,284	1,279	1,346

Historical New Construction Summary: All Classifications

	2020 ay2021	2021 ay2022	2022 ay2023	2023 ay2024	2024 ay2025
Single Family	1,247	1,592	1,066	975	1,122
Townhome/Condo	219	316	218	304	224
Apartment	10	4	9	7	4
Commercial/Industrial	14	18	23	16	15
Misc Permits	3,250	3,527	3,601	2,916	3,607
TOTAL	4,740	5,457	4,917	4,218	4,972
Taxable Value Added	\$ 703,302,300	\$ 987,855,900	\$ 1,121,556,700	\$ 897,986,300	\$ 889,609,200

Historical Comparison of New Construction: ay21–ay25



Appraiser Activity: Permit & Quintile Review Counts

Current state law mandates that all property must be re-assessed each year and reviewed once every five years (aka quintile). Staff also inspect properties that have taken out a construction permit during the course of the year.

During 2024 (for the 2025 assessment), the Assessor Division appraisers and locally hired assessors reviewed 27,029 properties. Below is the breakdown of the properties that were reviewed over the last five years.

	2020 ay2021	2021 ay2022	2022 ay2023	2023 ay2024	2024 ay2025
Residential Quintile	24,160	23,008	22,605	21,696	21,130
Apt/CI Reviews	1,191	499	1,240	1,320	927
New Construction Reviews	4,740	5,457	4,917	4,218	4,972
Misc Reviews	0	1,494	2	1,474	0
TOTAL	30,091	30,458	28,764	28,708	27,029

Appraiser Activity: Tax Petition Related

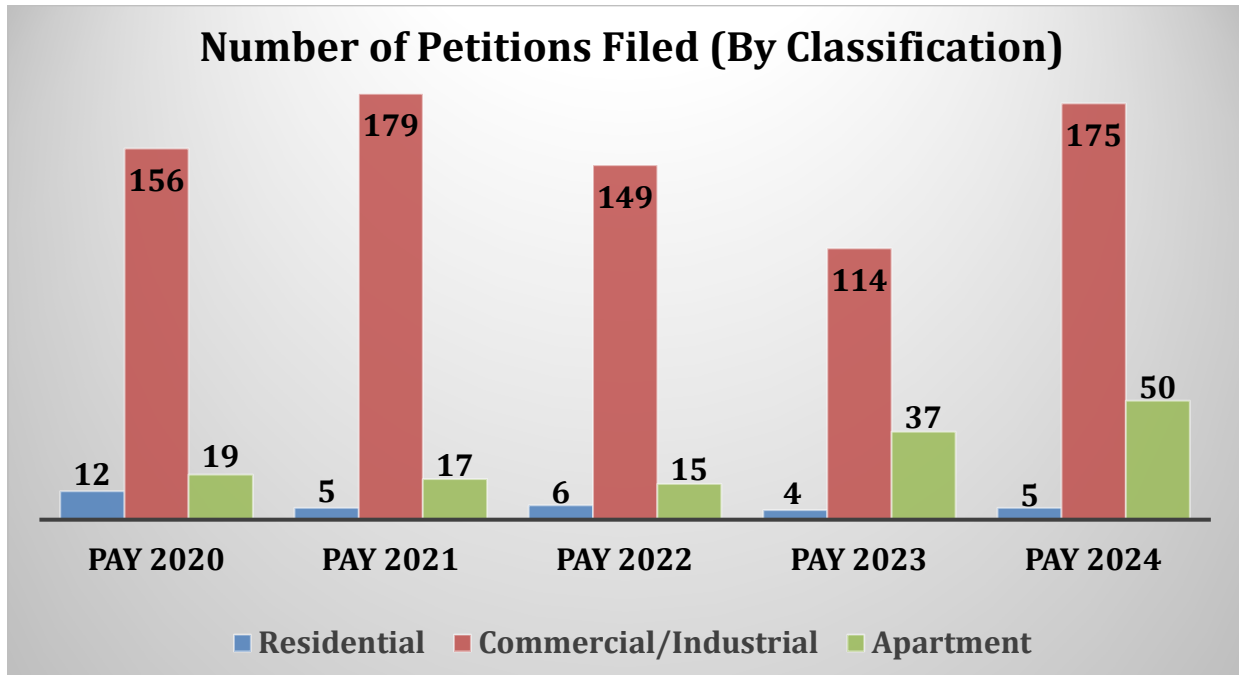
Minnesota Tax Court has been established by the Minnesota Legislature for the purpose of hearing only tax related cases. The Court's judges have expertise in tax laws and apply that knowledge in a manner to ensure that taxpayers are assessed in a fair and equitable way.

The tax petition process is a complicated and ever-changing part of our business. The entire process continues to consume a large amount of our Commercial/Industrial/Apartment appraiser workload.

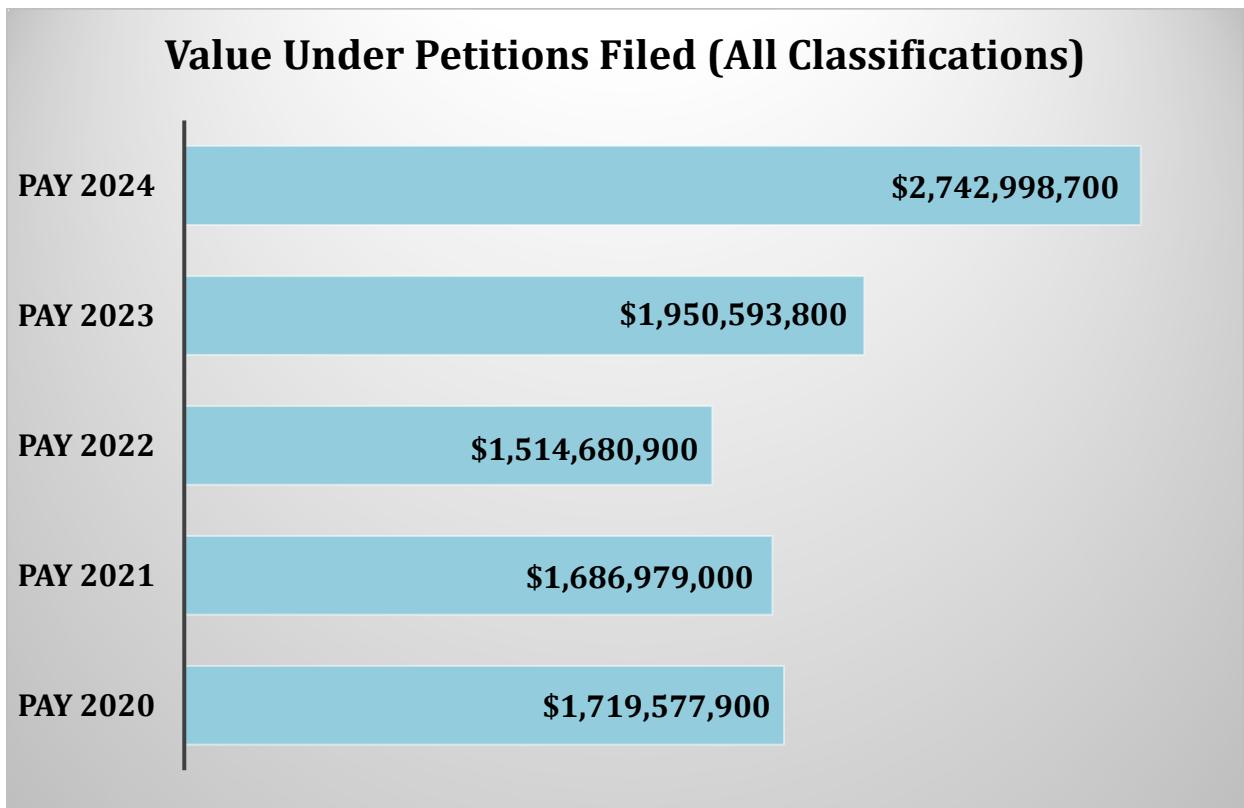
The table below provides a summary of the petition filings in Washington County over the last five payable years. Petitions related to taxes payable 2024 increased in the **number of petitions filed** by 75 petitions. All property types have an increase in filings. The total **value under petitions filed** for pay2024 increased roughly 40.6% when compared to the previous year.

Number of Petitions Filed					
Payable Year	2020	2021	2022	2023	2024
Residential	12	5	6	4	5
Commercial/Industrial	156	179	149	114	175
Apartment	19	17	15	37	50
TOTAL	187	201	170	155	230
Value Under Petitions Filed					
Payable Year	2020	2021	2022	2023	2024
Residential	\$ 18,685,600	\$ 4,333,700	\$ 7,242,400	\$ 3,474,200	\$ 44,469,400
Commercial/Industrial	\$ 1,281,098,600	\$ 1,336,984,000	\$ 1,228,442,100	\$ 925,542,600	\$ 1,405,576,500
Apartment	\$ 419,793,700	\$ 345,661,300	\$ 278,996,400	\$ 1,021,577,000	\$ 1,292,952,800
TOTAL	\$ 1,719,577,900	\$ 1,686,979,000	\$ 1,514,680,900	\$ 1,950,593,800	\$ 2,742,998,700

Tax Petitions: Number of Petitions Filed for Payable Years 2020-2024



Tax Petitions: Value Under Petitions Filed for Payable Years 2020-2024



Assessment Process: Statutory Requirements

Minnesota law establishes specific requirements for the entire property tax system, including the assessment of property (M.S. Chapter 273). These requirements have not changed during the past year. The laws require the following:

1. All real property is to be valued at market value, which is defined as the usual or most likely selling price at the time of assessment. Special qualified exclusions such as the Veterans' Exclusion are subtracted from the market value to arrive at the taxable value.
2. Property is classified according to state law, and the tax capacity is calculated.
3. The tax capacity is multiplied by the tax rate (the total of county, school, city, and miscellaneous levies) to determine the amount of property tax.

The annual property assessment focuses on the very first step of this process - establishing an estimated market value for each parcel of property.

Market values are assessed locally by either a county employed appraiser or a locally hired assessor. The work of both county and local assessors is monitored by the County Assessor, whose work is in turn monitored by the Minnesota Department of Revenue. The monitoring agency is authorized by law to adjust the property assessment to help ensure county-wide and state-wide equalization of property assessments.

The County Assessor has established the standard that all Washington County communities, with at least six (6) sales in their sales study, have a community median ratio in the range of **93%-96%** of actual market values in relationship to time-adjusted sales prices. At times, local assessment levels have been adjusted by the County Assessor or the State of Minnesota.

State law also requires that each individual property be reviewed by the assessor at least once every five years. Each community has a rotating revaluation schedule to ensure that this requirement is met.

What is market value?

Minnesota Statue 273.03 defines market value as "... the usual selling price at the time of assessment." The Assessor's Office works throughout the year to estimate market values of each property for the following January 2nd assessment date.

How is market value determined?

Review Property: Approximately every fifth year, an appraiser working under the supervision of the County Assessor will review the property. Any property that had a building permit issued in a given year is reviewed and the new value is calculated as of January 2nd following the construction.

Gather Information: The appraiser gathers information on all characteristics of the property that affect market value, such as size, age, quality of construction, basement finish, and extra features, such as fireplaces, walk-out basements, et cetera.

Compute Value: The characteristics are entered into a computerized system (CAMA). Information on actual market sales is used to establish the building and component rates used to calculate the property's market value. The market value estimated by the appraiser should be very close to the amount the property would sell for, if placed on the open market.

Why may market value change from year to year?

Property values change continuously depending on the economic conditions affecting the local market. In addition to market changes, physical changes made to a property can also affect its market value. All factors are considered in estimating the value of property.

Appeals Process

In Minnesota, property tax laws provide the legal parameters that govern the work of assessors. These statutes lay down a cycle of assessment activities that are conducted on an annual basis. Each year, assessors are required to work on a number of tasks that include listing, valuing, and classifying all taxable properties; processing both real and personal property transfers; analyzing market data; monitoring assessment levels for several different classes of property; and arranging and conducting an appeals process.

The latter of these activities is a key part of the assessment cycle that provides property owners with an opportunity to review and, if necessary, challenge their estimate of market value and/or classification that will be used for taxation purposes in the following year.

At what point in the assessment cycle does the appeals process begin?

The appeals process begins in March and extends through June. When property owners receive their Valuation Notices during the month of March, they should read them carefully for instructions about deadlines, filing procedures, meeting dates and times. If they are not clear, they should call the assessor's office for clarification and additional information because a missed deadline, an incorrect filing, or the failure to attend a scheduled meeting can cause an appeal to be dismissed.

What steps should property owners take to appeal their assessments?

There are two avenues of appeal that property owners may take to challenge their assessments. The first route is referred to as the three-step appeal and the second is known as the one-step appeal. These steps are illustrated in the flow chart on the following page.

How should property owners begin their appeal?

Property owners are encouraged to contact their appraiser to discuss their property assessment concerns. An informal meeting can be scheduled to review the property, examine market data, answer questions, and clarify the valuation and classification practices used. This discussion can also be handled by telephone, mail, or email during regular business hours.

Appeals Process: What are the options?

First Contact the County Assessor's Office or your Local Assessor 651-430-6175.

- Discuss your concerns with the assessor or an appraiser.
- Compare values of neighboring or similar properties.
- Review local comparable sales information.
- If you and your assessor or the County staff do not agree, continue below:

Appeal directly to Tax Court (One-Step Appeal)

Appeal to your Local Board of Appeal & Equalization (LBAE) or attend one of four regional Open Book meetings (meeting times & locations are listed on your valuation notice).

- Appeal in person, by letter, or by designated representative.
- If your appeal is not addressed to your satisfaction, or you and the County staff cannot agree to a change in valuation or classification, continue to the next step.

Appeal to the Washington County Board of Appeal & Equalization (CBAE).

- You must have first appealed to your LBAE (unless your property is in an Open Book community) Check your valuation notice to verify.
- The CBAE meets in June - Call the Assessor's Office at 651-430-6175 by **May 1, 2025**, to make an appointment.
- If you still do not feel your concerns have been addressed to your satisfaction, you may next appeal to the Minnesota Tax Court.

Appeal in the Minnesota Tax Court

- Appeals may be filed up until April 30th of the year when the taxes are due.
- The Tax Court can be contacted at 651-539-3260 for more information on procedures, forms, and filing fees.

Regular Division

- Can be used for any property type
- Must be used for property assessed > \$300,000
- Can be appealed to the Supreme Court

Small Claims Division

- All homestead property
1 unit/parcel/petition
- Homestead classifications
- Assessed < \$300,000
- All decisions are final

Property Tax Calendar



Published on Minnesota Department of Revenue (<https://www.revenue.state.mn.us>)
Last Updated January 03, 2024

Jan. 2	Assessment date for both real and personal property.
Jan. 15	Last day for owners to apply for class 1c or 4c(5) resort classification.
Feb. 1	Last day to file for tax-exempt status with the assessor.
March 31	Last day for county treasurers to mail Property Tax Statements to property owners.
March - April	Valuation Notices are mailed to property owners.
April - May	Local Boards of Appeal and Equalization convene.
April 1	PRISM Submission 1, Preliminary Assessment and Submission 3, Final Assessment and Taxation are due.
April 30	Last day to file Tax Court petition for dispute over value that affects the taxes payable in the current year.
April 30	Property Tax Refund data for Real Property Homesteads are due.
May 1	Last day to file application for Green Acres for the current assessment year.
May 1	Last day to file application for Rural Preserve for the current assessment year.
May 1	Last day to file application for class 2c Managed Forest Land for the current assessment year.
May 15	First-half real property taxes due (except for class 1c or 4c seasonal commercial and some class 3a commercial property which have until May 31).
May 29	Last day for owners of manufactured homes assessed as personal property to establish and apply to assessor for homestead treatment.
June	County Boards of Appeal and Equalization convene.
June 30	Final Adjustment Net Tax Capacities are due.
June 1	Last day to file application for Metropolitan Agricultural Preserves.
July 1	Last day property owners can notify the county assessor of entity-owned property that may qualify for value linkage to their individually-owned and homestead agricultural property to receive the lower first tier agricultural homestead classification rate for the current assessment year.
July 1	Last day for enrolled SFIA participants to return their signed certification forms.
July 1	Last day for the Department of Revenue to send annual certification letters to enrolled SFIA participants.
July 31	Duplicate Homestead data for Real Property and Manufactured Housing is due.

Aug. 15	<u>Property Tax Refund Returns (Form M1PR)</u> due. You can claim your refund up to one year past this date (e.g. returns due Aug. 15, 2023 can be filed and claimed until Aug 15, 2024).
Aug. 31	Last day to pay first half of personal property tax on manufactured homes.
Sept. 1	PRISM Submission 2, Adjusted Assessment and Submission 4 and Manufactured Homes are due.
Oct. 1	Last day to file in Tax Court regarding manufactured home valuation or taxes.
Oct. 1	Last day for taxpayers to apply for class 1b (blind and disabled) for current assessment year.
Oct. 1	Annual SFIA incentive payments sent to enrolled participants on or before this date.
Oct. 15	Last day to pay second half of real estate taxes unless part of the parcel is classified 2a agricultural land.
Oct. 15	Last day for assessors to certify approval of applications for Open Space for the current year.
Oct. 31	Last day to file application for enrollment in SFIA.
Nov. 1	Last day for senior citizens to file for property tax deferral (for the next year's tax).
Nov. 3	Last day to file application for Open Space for the next assessment year.
Nov. 10-25	Truth-in-Taxation notices sent to all property owners.
Nov. 15	Last day to pay second half of personal property taxes on manufactured homes and second half of real estate taxes on parcels with any class 2a agricultural land.
Nov. 25	Truth-in-Taxation meetings may occur on or after this date.
Dec. 31	Last day for real property owners to move into their homes and file a homestead application with the assessor for the current year's assessment.
Dec. 31	Last day disabled veterans can file applications (and reapplications) for value exclusion for the current assessment year.
Dec. 31	Last day for assessors to file a copy of clerical corrections and administrative errors made after Local and County Boards of Appeal and Equalization with the county board of commissioners.
Dec. 31	County assessor's term expiration every four years.

2025 Local Board & Open Book Meeting Schedule

City/Township	Format	Meeting Date	Time	Location
Baytown	Local Board	Monday, April 7, 2025	4:00-5:00pm	Baytown Community Center 4020 McDonald Dr N
Birchwood	Local Board	Tuesday, April 8, 2025	6:00-6:30pm	Birchwood Village City Hall 207 Birchwood Ave
Denmark	Local Board	Tuesday, April 8, 2025	4:30-5:30pm	Denmark Town Hall 14008 90th St S
Forest Lake	Local Board	Monday, April 14, 2025	5:30-6:30pm	Forest Lake City Hall 1408 Lake St S
Grey Cloud Island	Local Board	Thursday, April 10, 2025	6:00-7:00pm	Grey Cloud Island Town Hall 9910 Grey Cloud Island Dr S
Hugo	Local Board	Thursday, April 3, 2025	5:30-7:00pm	Hugo City Hall 14669 Fitzgerald Ave N
Lake Elmo	Local Board	Tuesday, April 15, 2025	4:30-6:30pm	Lake Elmo City Hall 3880 Laverne Ave N
Mahtomedi	Local Board	Wednesday, April 2, 2025	5:00-6:00pm	Mahtomedi City Hall 600 Stillwater Rd
Marine on St Croix	Local Board	Tuesday, April 1, 2025	9:00-9:30am	Marine on St Croix City Hall 121 Judd St
May	Local Board	Wednesday, April 16, 2025	9:00-10:00am	May Town Hall 13939 Norell Ave N
Scandia	Local Board	Monday, April 14, 2025	5:00-6:00pm	Scandia Community Center 14727 209th St N
Willernie	Local Board	Monday, April 21, 2025	5:30-6:30pm	Willernie City Hall 111 Wildwood Rd
Afton	Open Book	May attend any one of four Regional Open Book meetings <u>Regional Open Book-Cottage Grove</u> Thursday April 3, 2025 5:00-7:00pm Cottage Grove City Hall 12800 Ravine Pkwy S <u>Regional Open Book-Oakdale</u> Wednesday April 9, 2025 5:00-7:00pm Oakdale City Hall 1584 Hadley Ave N <u>Regional Open Book-Woodbury</u> Thursday April 17, 2025 5:00-7:00pm Woodbury City Hall 8301 Valley Creek Rd <u>Regional Open Book-Stillwater</u> Wednesday April 23, 2025 2:00-7:00pm Washington Cty Govt Center 14949 62nd St N		
Bayport	Open Book			
Dellwood	Open Book			
Cottage Grove	Open Book			
Grant	Open Book			
Hastings	Open Book			
Lake St Croix Beach	Open Book			
Lakeland	Open Book			
Lakeland Shores	Open Book			
Landfall	Open Book			
Newport	Open Book			
Oak Park Heights	Open Book			
Oakdale	Open Book			
Pine Springs	Open Book			
St Mary's Point	Open Book			
St Paul Park	Open Book			
Stillwater City	Open Book			
Stillwater Township	Open Book			
West Lakeland	Open Book			
White Bear Lake	Open Book			
Woodbury	Open Book			
County Board	Govt Center	Tuesday, June 17, 2025	5:00pm	**By Appointment (times subject to change)
County Board	Govt Center	Tuesday, June 24, 2025	11:00am	
**Appointment deadline for County Board			Thursday	
				May 1, 2025