



COTTAGE GROVE PUBLIC SERVICES
COMMISSION

May 19, 2025

HERO CENTER
10125 85TH ST S
COTTAGE GROVE, MN 55016
CLASSROOM A&B - 7:00 PM

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Minutes
 - A. March 17, 2025
- F. Open Forum
- G. Presentations
 - A. Construction Update
 - B. 2024 Fire Department Year in Review
- H. Business Items
- I. Commission Comments
- J. Staff Reports and Materials
- K. Council Comments
 - A. Council Agendas
- L. Adjournment



MINUTES

COTTAGE GROVE PUBLIC SERVICE COMMISSION

March 17, 2025

City Council Chambers

12800 Ravine Parkway South, Cottage Grove, Minnesota, 55016

1. CALL TO ORDER

Vice Chair Ron Kath called the Public Service Commission meeting to order at 7:00 p.m., explained Chair Lisa Kons was fighting a cold, so he's helping her out.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Vice Chair Kath was advised that Roll Call had been taken. Absent: Commissioner Jenny Olson, Commissioner Lise Rediske, Commissioner Kelsey Moyer

4. APPROVAL OF THE AGENDA

Commissioner Tracy Jenson made a motion to approve the agenda; Commissioner Nate Lotts seconded. Motion carried: 4-0.

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM THE JANUARY 27, 2025 MEETING

Motion by Chair Kons to approve the January 27, 2025 meeting minutes; Commissioner Lotts seconded.

Motion carried: 4-0.

6. OPEN FORUM

Vice Chair Kath said open forum is a process for anyone in the audience who wishes to speak to the commission may do so at this time. No one spoke. Vice Chair Kath closed the open forum.

7. PRESENTATIONS

A. GIRL SCOUT PEDESTRIAN SAFETY PRESENTATION

Ryan Burfeind, Public Works Director, said Girl Scout Troop 57482 is here to talk about pedestrian safety in Cottage Grove. They have a short presentation, which I believe they also gave recently to the School Board. He invited them to come up to give their presentation.

Girl Scout Kinsley Chase introduced herself and her fellow Girl Scouts, Natalie Long, Julia Schwalm, and Nyx Talbot, all with Troop 57482; she said unfortunately, one of our members, Genevieve Vang, couldn't make it tonight. We have a take action project that we are going to be talking about.

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Natalie spoke about Our Goals:

- Create safer walking paths for pedestrians
- Make it easier for the kids who don't have rides
- Inform and address the community of hazardous walking patterns among walkers

What a Take Action Project is:

- A project that helps us with the Silver Award
- A problem we have noticed within the community
- Our take action project is focused on kids who walk to and from school and is meant to improve safety for children and pedestrians

Julia spoke about Our Proposal:

- Adding shortcut trails, which will benefit walkers who are looking to cut their time while traveling to school
- We want to inform the community and drivers of unsafe walking patterns to and from school, so they can be aware that kids may be crossing at unsafe intersections
- Enforcing a lower speed limit in school zones to decrease the chance of injury in pedestrians and walkers
- Adding crosswalks and flashing crosswalk signs where students walk:
 - Crosswalks, stop signs, trails for shortcuts most often used by kids
 - Around Cottage Grove Schools (wide variety of ages and grades), our plans is specific to Cottage Grove and is made to benefit all these ages with a special note to keep school walkers in mind

Nicks spoke about their researched Stop Sign Info:

24" x 24" Stop Sign: \$37.75

30" x 30" Stop Sign: \$54.25

12" x 36" Crossing Sign: \$52.25

24" x 24" Crossing Sign: \$44.95

We have some upcoming maps in the presentation, and I would like you to note that we would like to:

- Put 2 stop signs around Oltman Middle School
- 1 crosswalk around Oltman Middle School
- 6 to 9 stop signs around Cottage Grove Middle School
- 3 crosswalks around Cottage Grove Middle School

Nicks gave Reasons Why this is Important:

- We need a plan that keeps the students in mind, not where we want them to be.

Weather and Accessibility:

- For around half of the school year in Minnesota, weather and accessibility is harder for students:
 - Low temperatures during the winter with unsafe gear is unsafe, can lead to hypothermia and frostbite.
 - Kids also have to walk through bad weather, way longer than intended, which can interfere with sleep and tardiness at school.

Crossing the Road or Intersections:

- Because of the seasons, it's a lot darker in the morning, and kids need to cross; it's harder for cars and other vehicles to see them, which can increase the risk of crashes and injuries.
- Walkers in our Troop have experienced people that we know getting into crashes when they are trying to get to school.

Busing Zones are Being Expanded:

- Grades K-6 More than 1 mile
- Grades 6-8 More than 1.5 miles
- Grades 9-12 More than 2 miles

I personally cannot imagine a kindergartner having to walk more than 1 mile to school because they don't have a bus.

On these maps, we have the two general areas where we want to put either signs or crosswalks for the students to cross:

- At Oltman Middle School, one of the places we would like to put a sign or better visible areas for people to cross is because there is a hill over there and it is a lot harder to see them, especially when you're coming up on that hill. I know I have encountered a few close calls trying to make sure that drivers could see me when I was trying to make my way to school.

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- At Cottage Grove Middle School, near Park High School there is a big hill surrounding the area, and it's a lot harder for kids to get to school when they have to deal with those hills.

Pictures:

- On the next slide, we have a few pictures of the Oltman intersection; the second picture is the hill coming up to the place where students want to walk.
- On the last picture is where we want to put a crosswalk for students to cross. We do need to keep in mind that kids have to walk more than a mile to school, following the roads and other paths, instead of just the mile radius of the school walking zone.

Sources: These are the sources where we found the Stop Sign information; it showed maps were from Google Maps.

Vice Chair Kath asked the girls to please stay up there, as we might have a question or two for you. As we get started, first of all, I just want to thank you girls for coming forward, I thought you did a really nice job. I loved the PowerPoint that you put together, too. So, it gives us an opportunity to have a discussion now and talk about your proposal, and then if we feel that we need to, we'll give staff some guidance at that point. Vice Chair Kath asked the commissioners if they any questions for the Troop.

Commissioner Jenson thanked the Troop for being here and being involved in making the community safer, we really appreciate your presentation. I just wanted to understand, can you talk a little bit about how you picked the locations? Did you observe situations, or?

Nyx replied we picked the locations based on places we know it's unsafe for walkers who do need to cross and places that students most often cross in order to get to school on time.

Commissioner Lotts said I don't have any questions, but thank you so much, nice job, nice presentation. Fantastic mime, by the way, with the frozen one.

Nyx stated I would also like to mention one other thing. On 65th Street, the speed limit is around like 50 MPH, and they don't consider that area a school zone, but kids still have to pass through there.

Vice Chair Kath replied well, actually, being a school bus driver, I drive that road a lot, so you guys have picked some really good intersections to have us at least deliberate and talk about. So, I commend you that you put a lot of time and effort in this, even researching the cost of the signs, where we could actually put some signage, at least to identify some safer zones. Because I think the other thing that maybe I thought about, too, when you talk about safety, especially during the school year, it's a lot darker, too. We don't have a lot of daylight once it kind of gets late in fall, and in winter, our kids are walking at that time, and you were totally correct on the walking distances. For a mile for a kindergartner is too far, and even for the Middle School, it is 1.5 miles right now. You probably learned at the School Board, too, they have the different types of roads where if it's a certain speed limit, then we don't want the kids crossing and they will be bused at that point. So, I know at least the School District has put those type of guardrails out there to help, and from a safety perspective, as one who actually used to serve on the School Board, it was always our concern of our walkers out there at that point.

So, I guess what I'd like to do is maybe open it up a little bit to Ryan and see if staff has taken any type of a look at this and seen what, because some of them seem realistic and I don't know why we couldn't put a sign up. Especially the Oltman one, right away, coming up 65th, you've got the walking path that comes out of the park; there's kind of that walking path, you come out of the subdivision and there's a path, you go across 65th and then we're on the sidewalk. So, to me, I see a lot of people crossing there, not only kids going to school, but even people out walking in the afternoon, just going for a walk.

Director Burfeind said certainly there was a lot of good information here, and I want to thank the Girl Scout Troop as well for being here tonight and giving a great presentation. It's definitely something that we will look at, and there could be a few different things; there could be ones that are maybe more obvious kind of things that we could implement and don't really need a lot of study. Something like 65th Street is always a little harder because it is a County Road, and obviously, the County is just as concerned about pedestrian safety; one of the challenges, because the speed limit was mentioned, that is a 50 MPH road. When you're talking about those kind of speed limits, if it's something like a crosswalk at an intersection, it's always a legal place to cross, but most studies show that just adding a sign or crosswalk bars can actually increase accidents because it can maybe give a little false sense of security. So, those are things we want to look really closely at and work with the County on to make sure what we're doing is really the safest approach.

We also want to look at this holistically; I think there's a lot of good information here for both Middle Schools. Like I said, we'll probably look at all of it first, see if there's easier things to implement. Certainly, by Cottage Grove Middle School, you're talking lower-speed roads with Indian Boulevard, where it can be very appropriate to have additional crosswalk signage, crosswalk markings, things like that.

The only thing I want to mention is the City was successful in getting what's called an SS4A Grant, Safe Streets and Roads for All; it was a Federal Grant of \$352,000 that we got, and then we got a matching State Grant for the remaining 20%, to get us up

to \$440,000, to kind of look at pedestrian safety holistically in our City. The only unfortunate thing is with some of the Federal funding freezes right now, we've been told to pause all work on that and not move ahead, but we're confident that will get worked out and we'll be able to implement that grant.

So, this would be, I think, great information, that'll actually result in kind of a technical committee at the City from all the different departments; so, from Public Safety, Public Works, Engineering, even Community Development, will all be involved in this committee. There will probably be a lot of presentations that a commission like this works, so I think taking this information and incorporating it into that study. What's also nice is there is money for like Pilot Projects, so it wasn't just about a study, we can actually implement some real work, new crosswalks, things like that; there's actually a portion of the funding that we can actually do real projects with as well. Assuming that grant can move ahead, we would start that work here in the summer and do the study part of it, summer, fall, into winter, and we could implement some Pilot Projects as well in that same timeframe. So, that'd be kind of our approach, like I said, it's twofold: Look at the easier stuff, and then the more-challenging ones, we'll work with the County and with that grant if the commission sees that as a good option.

Vice Chair Kath said so, one quick question, Ryan, do you think you would've looked at these locations without the girls coming forward?

Director Burfeind replied I would say a lot of what we take is public input, so I wouldn't say that we would necessarily have targeted these, right? Because it's such a big City with so much going on, a lot of what we take is public input, whether it be sign requests or something like this presentation. So, it is really helpful to have these because no one knows the issues like the people using them, right? As staff, we know the City really well, but the residents and students using our infrastructure know it better than anyone, and they can bring those issues to us in a way that we can't probably as effectively do. So, I think this actually is really helpful to target areas like this.

Vice Chair Kath replied I'm glad you said that because I just wanted them to feel like this is actually, it's not just me coming in to do a presentation just to do something, there might be some action that'll come out of this. So, I think you girls should be very proud of that, bringing your voices forward.

Chair Kons said I have one quick question. So, you mentioned that this is for a silver badge, or a project; how do you know at the conclusion, you mentioned something earlier in the PowerPoint, there was a purpose behind this?

Nyx replied this contributes to our Silver Award project, as it's helping us push towards our goal, like it's helping us focus on our Silver Award project, when we finish up our take action project. The goal for this is to make sure that pedestrians and students can go through the crosswalks without having to feel like they're always at risk of getting into a crash.

Chair Kons asked, so, then are you tracking this project, or will we stay in touch with them, so as we move forward, it can?

Director Burfeind replied yep, that's a good question. So, at a staff level, we would stay in touch with the Girl Scout Troop. Our Engineering Division, specifically, one of our Project Engineers, has been communicating so far; it may transition to our Graduate Engineer, she's going to be more involved with the SS4A Project. So, we would stay in communication with them, just to kind of let them know where we're at, because we always want to give feedback and not feel like it's going into a hole and what's coming out of it. So, we would definitely communicate throughout the process.

Chair Kons said that's perfect.

Vice Chair Kath said, so we can give you Ryan's phone number if he doesn't get back to you, too, okay? We won't tell you where he lives, but at least we'll give you that stuff, okay?

Director Burfeind replied no worries, I'm right on the website, so I'm easy to track down.

Vice Chair Kath asked the commissioners if there were any other questions, and there were none. He stated well, again, girls, thank you so much for bringing this forward, okay? And enjoy the rest of your school year, though I heard a number of them are 8th-graders, so, they'll be moving on to high school here pretty quick. So, good luck to you girls the rest of the school year, okay?

They said thank you.

8. BUSINESS ITEMS

A. GRANADA PARK PARKING UPDATE

Director Burfeind said just a quick update on this project. We had a good discussion back in the fall, I think it was probably at the November commission meeting where we had the public invited to talk about at that time a potential parking restriction related to some issues going on at Granada Park. This was the slide and what we talked about then: You've got Granada Avenue and

there was a request from the public to look at a No Parking Zone on the west side of Granada Avenue. A lot of good discussion at that time with some direction to kind of go back and maybe revisit some other parking enhancement ideas. It also went back to the Parks Commission as well to look at this, so they had a lot of good discussion at our previous meeting. If you recall, I think the direction wasn't necessarily to do the parking restriction right away, only because it's not necessarily solving the issue, right? There's a lot of extra parking with all the pickleball use, it was just kind of moving the issue, it was just moving it outside of the parking restriction. There was discussion about like a dedicated parking lot; however, that was going to take up a lot of that open green space, which is really nice to have at Granada Park.

At a staff level, what we looked at was doing kind of like we have on Indian Boulevard for Pine Tree Valley Park, and doing just dedicated perpendicular parking that we can construct pretty cost effectively. Right now, we showed 9 stalls, and we'll fit that to what makes the most sense to try and not impact all the boulevard trees and things like that. This was the direction that the Parks Commission felt best for the park to provide some dedicated parking, but not impact the park in a major way. Really, when we're looking at the cost here, we would have to hire a contractor to do like the curb and gutter work, but the paving we would do inhouse with our Public Works Department. So, a very low-cost approach here to provide some good additional dedicated parking.

Right now, I just wanted to give an update to the commission; that's kind of the direction that we're proposing to go, and then we'll continue to monitor the issue, the Parks Department will see if this is sufficient or do we need to have more of this. There's plenty of room to add this dedicated perpendicular parking but not having that big impact to the park.

So, no specific recommendation needed from the commission. I just wanted to give the update, but I'm happy to answer any questions that you might have, kind of where we are at in this situation.

Vice Chair Kath said okay, thanks, Ryan. I'll open it up to my fellow colleagues here, are there any questions, or?

Commissioner Jenson said not a question, but this is great solution vs. cutting in and taking a big chunk of the park, so nice job, I think, on trying to accommodate the parking without losing a lot of green space. So, that was good.

Director Burfeind replied thank you.

Commissioner Lotts said, yeah, it's almost like he hasn't done this before. Seriously, a fantastic solution.

Director Burfeind replied I think it's a good middle ground, right? It doesn't provide quite the number of spaces that a dedicated parking lot does, but this work we can really easily do mostly inhouse and work well with that Park budget; obviously, it's a limited budget, too, and we're going to spread that across the City as best we can.

Vice Chair Kath said so, the park on Indian Boulevard that has the same kind of parking stalls, that one has a hockey rink with it, so those stalls get plowed all winter; would these be plowed in the winter? Since that park, I don't know if it gets used in the wintertime.

Director Burfeind replied you're right, like the pickleball we wouldn't have, there wouldn't be a lot of use. I think having that there just to make sure drainage and everything is working properly, we probably would continue to plow them all winter just because of the way the gutter and everything will work once we do this; it's best for us to make sure we're plowing it all winter.

Vice Chair Kath said okay, good. And I, too, felt that it was a nice compromise on what was originally proposed, and I'll be excited when you bring it forward to the Council and see what they think, too. And maybe that's a good reminder for the public, too: Before it's ever approved, it'll go before Council for an open dialogue, correct me if I'm wrong.

Director Burfeind replied so, there will be some work that Council would see; this is pretty minor, so, it's not like a big "project" that the Council would see, but I think we would probably just mention it when we're talking about budgeting and things like that. I think we would like to implement it this year, but the Parks Department feels pretty comfortable that they have the funds to implement it this year, so it'd be more of something in our Council Updates and such to let them know that this is the direction we're going.

Vice Chair Kath said okay, and what about the residents? Especially the ones that came before us, have they been notified, obviously, through our commission, if they're watching tonight before the agendas and stuff, but are we going to go back and try to let those folks know on that street?

Director Burfeind replied yep, I think what our plan would be is now that this commission's seen it, we kind of close the loop on everything, there would be another mailing that would go out just to update them on this is the direction we're going right now. We're not looking at the parking restriction and let them know we'll continue to monitor the situation.

Commissioner Lotts said okay, I think this would also be a fantastic solution to their concerns, too, right? The parking in front of the driveways, they're close to the driveways, like you said, you're going to plow it in the wintertime. So, it can still act as parking for holidays and that type of stuff, wherever parking would be densest in that area, rather than having to restrict parking by their driveways, they can have people park there.

Director Burfeind said and another nice thing, I think when you have this dedicated perpendicular parking, people are more inclined to use it. I think when you're parking on a street anyway, depending on the direction they come from, they're going to park on that side of the street. So, even if it's not busy, they might have still parked against those residents' driveways, but now that you have dedicated parking, I think the idea is people will be more inclined to use that first before they're parking on the roadway.

Commissioner Lotts commented field of dreams style; Director Burfeind replied exactly.

Vice Chair Kath said Ryan, my last question was regarding one resident that came before us at the commission, I remember you guys were going to go back and talk to more people in the neighborhood; did we get any more feedback?

Director Burfeind replied no, there was never any more feedback or responses from the letter that we had sent; so, I think it was mostly the one resident who had the biggest concern, and he's the one who had initially brought it up. We had sent a letter to a bigger group just to try to see if there were any other questions or concerns, but nothing at this time. So, when we send out the additional letter, we still have contact information, so if people have questions, they can still reach out on the solution.

Vice Chair Kath said awesome, well, thank you again. He asked the commissioner if they had any other questions or comments, but there were none.

9. COMMISSION COMMENTS - None.

10. STAFF REPORTS AND MATERIALS

Council Member Dave Clausen introduced himself, said hello, I'm new to City government, I've just been elected, and I'm trying to meet with all the commissions or at least attend all the meetings to show my face and say hello. Dave Thiede is the official representative, so consider me Dave 2.0, I guess, as Dave wasn't able to make it tonight. If you have any questions, I'm easy to get a hold of on the City website.

I also want to thank the Girl Scouts for coming, what a great presentation. So, after their idea leaves the commission, it comes to the City Council in most cases, to make sure that the City, of course, has the money to spend on this item, but it sounds like we do. I also want to give you kudos for doing your research on the cost of signs; I think your costs are probably better than what we can make them for. Anyway, thank you so much.

Vice Chair Kath said all right, thank you, David.

Director Burfeind said I can keep going here, and as usual, I'll let Gary Orloff talk more about some of the street stuff.

But a few other project-related things: We have projects out to bid right now, so we have our Pavement Management Project for 2025, that's going to be the Hidden Valley neighborhood, which is Council Member Clausen's neighborhood, along with Council Member Thiede, so that'll be a good project for this year. The bids came in quite favorable, so they were about \$400,000 under the Engineer's Estimate, so, that's a good start to the project. What's nice is when you're talking about a project like that, asphalt, paving, some of these concerns about tariffs and such are not really all that applicable, so we're not seeing issues with that, oil prices are still at a good spot right now. So, that was good.

Our Mill and Overlay project for 2025 will be out to bid here shortly. That one is kind of a combination, we have neighborhoods in the Timber Ridge neighborhood, kind of north of 70th Street, as you go north on Hardwood, that area; and then also Hardwood Avenue will be Mill and Overlay as well, that's a road that definitely needs some pavement maintenance to keep it in good drivable condition. So, we would do 70th Street to 80th Street.

The other thing that is happening is a signal being installed at Hardwood Court and Hardwood Avenue with that project. That intersection was specifically designed for a signal, we can just basically put the poles right in, we have to do some pedestrian ramp updates because since the road was built, the standards are different now; but otherwise, it was set up perfectly for a signal, and there's been a lot of talk on that. I had some additional information for the Council when that went out to bid just because obviously making sure we aren't creating a new East Point Douglas and Jamaica; that Hardwood Court feels really close to 80th Street, but it actually is about twice the distance that the old signals by Target used to be, with about half the traffic. So, it's a much more appropriate situation with that signal spacing, so it's kind of following the plan that was implemented 20 years ago when that road was first built. You will see that installed this summer as well, but not a great impact during construction, because like I said, it's mostly just erecting the signal poles on the side of the road.

Commissioner Jenson asked is that the intersection by like Goodwill and Kohl's?

Director Burfeind replied yes, that's correct, commissioner. So, you're going into Kohl's the one way and Goodwill the other. We did look at a roundabout as well; obviously, when we can, roundabouts can be a great solution, but there the traffic is really not balanced very well at all. There's still a lot more traffic on Hardwood, so the signal has some benefit there. The other part is we would have needed to acquire a very large amount of Right-of-Way to do a roundabout because that wasn't contemplated

20 years ago, and there is only one way in and out for those business areas; and there is no way to build that roundabout without at least closing one side, so it really was just not a feasible solution to do a roundabout, but the signal was always planned and it'll work well.

Another project that we have out for bid is called the High Zone Raw Watermain, kind of an interesting name, but what we're doing is we have the new Water Treatment Plant being built by the Central Fire Station. We have two City wells, Well 11 is in Highlands Park and Well 12 is in Sunnyhill Park, and we have to connect that by a dedicated watermain to that Water Treatment Plant; so, it's about a \$7 million project to snake a very large diameter, 2.5 mile long watermain from those wells to the new Water Treatment Plant. So, it's a very challenging project, but we have a good plan in place, and that's out for bid right now to do that work this summer; that's fully funded by the 3M Settlement, so, no cost to the City at all.

So, those are probably the big project updates I would say for this year. In terms of our different divisions, I said Gary will cover Streets.

The only thing I do want to mention is plowing because we had the big, wet snowstorm 2 weeks ago, and now they're starting to hint at maybe snow on Wednesday. Just reminding folks, those big, wet snowstorms are a challenge. So, this time of year, everyone has removed all their plow stakes, and when you have a fresh 11 inches of snow or 6 inches of snow, for our drivers it's really hard to know where is the curb, if you're on a sidewalk, where is the edge of the sidewalk. So, they do their best, they really try, they know their routes really well, but there's still a lot of what we call plow damage during that storm, and it's just inevitable. There's no way around it, and none of it is intentional, and it's amazing; you know, we had all those little 1-inch snowstorms this winter, and we can clean those up in 6 hours. Well, this one, I still think we did an amazing job, by noon, roughly, we had basically 2 passes in every direction, all the roads passable, but we were still getting calls at 10:00 and 11:00, when are you going to plow my road? Why is it not done? And I know personally, from other friends in other cities, it was 3, 4, 5 o'clock before they even saw the first plow. So, people just need a little more patience on these days; these big, wet snowstorms take a long time to remove, and if we get this on Wednesday again, we just look for everyone's patience as well as we manage it. With that, I'll turn it over to Gary.

Commissioner Lotts said put those stakes back in the ground, mine are still there. It's warming up, the ground is thawed out; I'm optimistic, but I'm not that optimistic, those things are still in the ground.

Gary Orloff, Streets Superintendent, said one thing with Ryan, when he's talking about the plow damage, they can all Public Works, 651-458-2808, or go on the website and report plow damage. The third week of May we typically get out and put black dirt out, seed, and hydro-mulch it, so just report it, and we'll take care of it. If we damaged it, we'll fix it.

Let's hope this storm misses us because we're already out sweeping, we started last Wednesday, and we got out, sweeping the main roads. Our big sweep with McPhillips Sweeping, which received the contract this year, will be April 14, weather permitting.

We still are out tree trimming, inhouse the 8-inch and under trees; our contractor is still south of 90th, hopefully, he'll be finishing up by the middle of April.

Potholes: We already started filling potholes, a pretty minor season for us in Cottage Grove, our roads are in pretty good shape. They actually opened up a hot mix plant in St. Paul, so we'll be switching from cold mix to hot mix; so, if any residents drive and see any kind of potholes, report it to Public Works and we'll get out there and fix them.

Gary said that's about all I have for right now; fingers crossed, the storm stays south of us. Gary asked if there were any questions.

Vice Chair Kath said I have one quick one for Ryan, and I know we had some disruptions with the Jamaica, East Point Douglas intersections and all that; do we foresee any more disruption, or is that sewer work all done now, or?

Director Burfeind replied that should be all done, and what that was, was after the contractor was done, they installed a lot of new concrete pipe; we do postconstruction televising, so we have a contractor run a camera through there and look at all of it, and they had identified some cracked sections of pipe. So, the contractor had to install a special liner inside of it, so that was the work that had to be done, and that should be all wrapped up. Some people asked on Facebook, why didn't you do this during the project? Well, it was work that they already did and they had to repair, so we're really holding the contractor accountable. A lot of agencies don't do that televising afterwards, its installed and they're done. So, we do that extra step and those would have been pipes if we didn't do this work that instead of lasting 50 years, they might last 10, 20 years before they start failing. So, that's important work to do, but I know it was a headache for those handful of days to have that, probably some bad memories from the previous two years. It was quick, in and out, they did as much as they could, and we should be wrapped up.

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Vice Chair Kath said and then one last one, is there any pressure we can put on the State with the roundabout there to get the lines painted when Spring gets here? Because I know they did a little bit of work, but it seemed like they didn't finish the job. Is there any way we can put pressure on the State?

Director Burfeind replied yep, so, I actually have already connected with them, and they will be back out as soon as the conditions are appropriate to finish it. There was some confusion on their end, they did what they felt was all the MnDOT striping; because if you look at what was left, it was like the crosswalks going onto Jamaica and West Point, and they thought that was City, but that is actually all MnDOT owned striping. So, they did not finish it last year, so they will be out and finishing that as soon as the weather allows this year.

Vice Chair Kath said awesome, okay, thank you.

Commissioner Lotts said I was going to actually ask about that watermain, its 2 miles, you said; is that, I think we discussed this, I want to say I asked a question like in November, is that taking place on all City-owned property, I think you mentioned the powerlines Right-of-Way there?

Director Burfeind replied yep, so that is, I would say 99% all City Right-of-Way or City park property, and actually, like those powerlines, the City owns the underlying property and the powerlines just have an easement over it. There's one section we have to cross from the powerlines under Pine Tree Valley Park by Indian Boulevard there, we do have a City Outlot with a trail, but it's not quite wide enough; there's a sewer running through there and some other utilities already. So, we did have to acquire a small easement from a homeowner, and we're actually directionally drilling under their property, so there won't be any actual impact. They are being compensated, there's kind of a standard process to do an appraisal for that easement, and they're being compensated for that easement.

Commissioner Lotts asked and that's all mostly trenched pipe inlay, but you have to do some directional?

Director Burfeind replied yep, that's correct. So, anywhere we're in the park or like just in a City street, we do open trench because we do duct iron pipe; and with our soils with all the big boulders, that actually can be challenging to directionally drill in Cottage Grove, but we will drill it under that single-family property. It's not under the home, it's right on the edge of their yard, and then under Pine Tree Valley Park, so we're not impacting the park as well.

Commissioner Lotts said fantastic, thank you.

Vice Chair Kath said thanks, Ryan, we'll move over to Jon.

Jon Pritchard, Fire Chief, said I have two things for you tonight:

First of all, we ended February not quite as busy as January, but we still are up about 18% in our call volumes for the year; so, despite January being closer to 25%, compared to last year, we're still incredibly busy, which actually is a great segue into some exciting news.

I may have mentioned at January's meeting and it was also in our Strategic Plan that one of our goals within the 5-year census plan was to do something called the Standards of Coverage and Community Risk Assessment, which brings in an outside firm to do like a comprehensive study of how we deliver and emergency services, EMS services, in our community. So, in December, we put it out for Request for Proposals, and over 6 proposals came back to us, and then we went through the process of evaluating them. We did interviews at the beginning of March, and we've chosen a finalist to do that; so, right now, we're just drafting a Professional Service contract with them, and that should go to the Council at their first Council Meeting in April, which will be April 2.

Once that is finalized, it's about a six-month process in which they'll come in, evaluate everything about us, and give us some recommendations on kind of the best steps forward to provide comprehensive fire and emergency services to our City. That includes what to do with Station 4, as that is not really a staffed station anymore, and what we can do to be more efficient and effective in how we deliver services. So, it's a really exciting development for us, many other communities have done these studies, communities our size; this is definitely a time when you kind of eclipse that 40,000 mark where you've really got to evaluate how you deliver services and such. So, I think this is great timing for us and really thankful to our Council for allowing us to budget for this in 2025 and look forward to their approval and remarks on it when we bring it to Council. So, we'll hopefully see that finalized in early April. Thank you.

Vice Chair Kath said awesome, thanks, Jon.

Chief Pritchard said with Captain Petersen not here tonight, Sergeant Henseler will give an update as well.

Detective Sergeant Justin Henseler said thank you, commission, I've been to a couple meetings now, so your faces look familiar. He introduced himself, said he's been with the Cottage Grove Police Department for about 11 years now. I'm currently assigned to the Investigative Unit, but I wanted to cover a couple of things on the Police side:

Addressing the Girl Scouts, he said I want to thank you again for coming in and presenting on that, I was a School Resource Officer (S.R.O.) at Cottage Grove Middle School as well as Oltman Middle School, so I know exactly what problems you guys are talking about. So, that's a great hit.

Detective Henseler said on the Police side, we have a total of 6 new hires: Three were laterals that were coming from the County or other agencies; the other three started immediately, the other three are starting in waves once they finish their POST license. Two of these officers were active C.S.O.s, and one is in our C.S.O. Cadet Program, and that's where we'll help pay for their schooling to become a police officer for the City of Cottage Grove.

On Wednesday night, we'll have a swearing in for Therapy K9 Riggs for the Cottage Grove Police Department; he's a cutie, a little Golden Retriever mix, so if you are attending that meeting, you will see Riggs.

We also have our social worker embedded within our Police Department; I'm not sure if Jen has come in and talked to you commissioners or at City Council. I know she's going to make some appearances here pretty soon, it's fantastic to have a social worker embedded with our Police Department, working with our person in crisis calls and mental health services that she brings from the County. So, that's staffed from Washington County, and we help pay for that and employ her here in Cottage Grove.

For new equipment updates for the department, we have new Tasers, the Taser 7s, a new updated version of what we currently carry as a less-lethal device on our belts.

Detective Henseler said I want to say thank you, and I'll open it up to the commission and everybody in attendance if you have any questions.

Vice Chair Kath asked the commissioners if they had any questions.

Commissioner Jenson said I saw a picture of Riggs, and he's got to be your most popular officer on the force right now.

Detective Henseler replied yeah, our Facebook posts go up a lot, we have to put him up there about every two weeks so we can get some more likes.

Vice Chair Kath said awesome, thanks for filling in this evening for us; Detective Henseler replied thank you.

11. COUNCIL COMMENTS

A. Council Agendas

Vice Chair Kath asked Council Member Clausen if there were any updates from the Council he wished to share with the commission this evening.

Council Member Clausen replied not that I can think of right now, thanks.

12. ADJOURNMENT

Vice Chair Kath adjourned the meeting at 7:41 p.m.

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

Cottage Grove Fire Department 2024 Year in Review

Public Services Commission

May 2025



Vision



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



COTTAGE GROVE PUBLIC SAFETY

2024 Fire Department Overview

- Accomplishments
- Response review
- Training hours
- Community Risk Reduction Activities (fire prevention)
- EMS Patient experience
- Looking ahead



COTTAGE GROVE PUBLIC SAFETY

Accomplishments

- Five Year Strategic Plan
- 4930 Calls despite staffing crisis
- Firefighter/EMT to Paramedic program
- Hiring, Training, mentoring and moving forward
- Equipment and PPE updates (turn-out gear, hose, etc.)
- Added Deputy Chief position



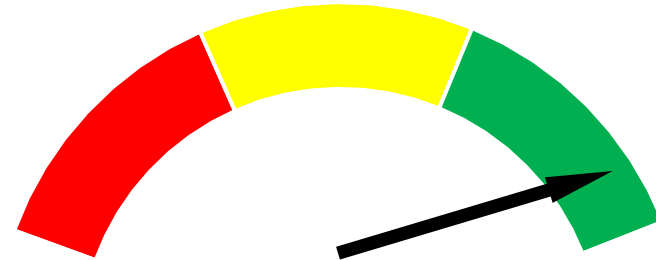


2025 Incident Review

COTTAGE GROVE PUBLIC SAFETY

2024 Total calls for service

- 4930 calls for service
- 7.1% increase from 2023!
 - Predicted 5.6% (goal)



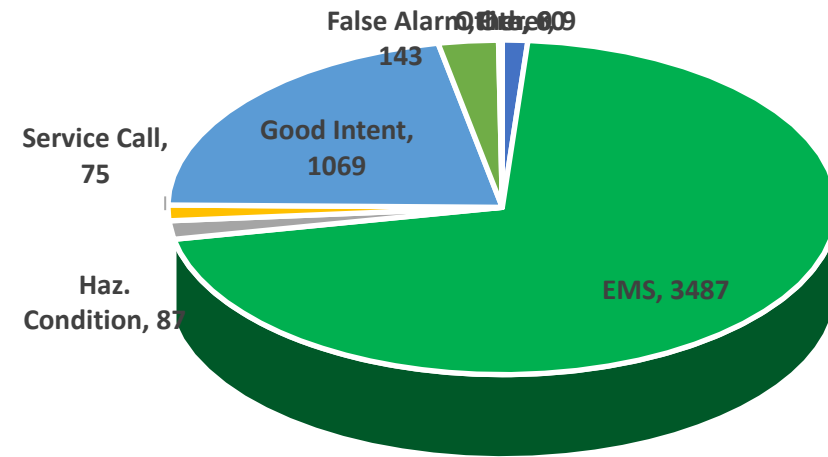
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: -5 to +5 percent of goal



COTTAGE GROVE PUBLIC SAFETY

Call volume breakdown

- **Fire: 60**
 - We put out the fire
- **EMS: 3487**
 - Patient contact/care
- **Hazardous Condition: 87**
- **Good intent: 1069**
 - Includes “canceled” prior to arrival, smoke scare
- **Service calls: 75**
 - Smoke odor, assist police, mutual aid
- **False calls: 143**
 - Fire alarms, no fire
- **“Other”:** 9



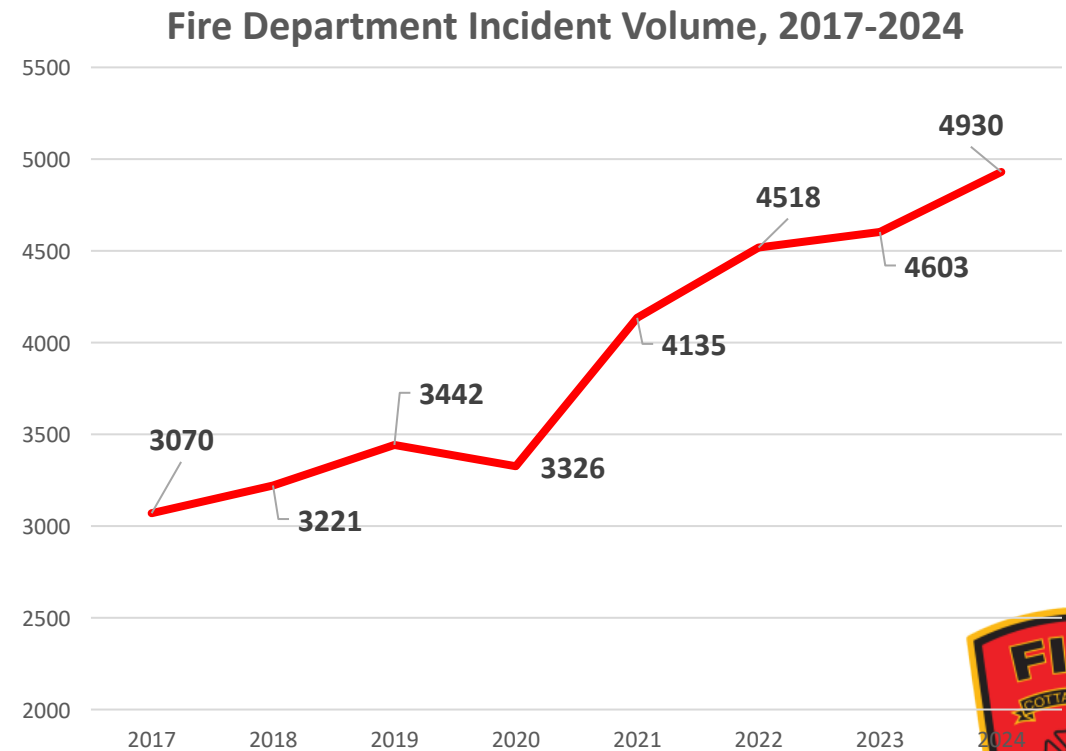
■ Fire ■ EMS ■ Haz. Condition ■ Service Call ■ Good Intent ■ False Alarm ■ Other



COTTAGE GROVE PUBLIC SAFETY

Fire Department Call Volume

- Significant increasing call volume since 2017
- 61 percent increase since 2017



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid

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



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid

Provided (we helped other communities)

2019: 263

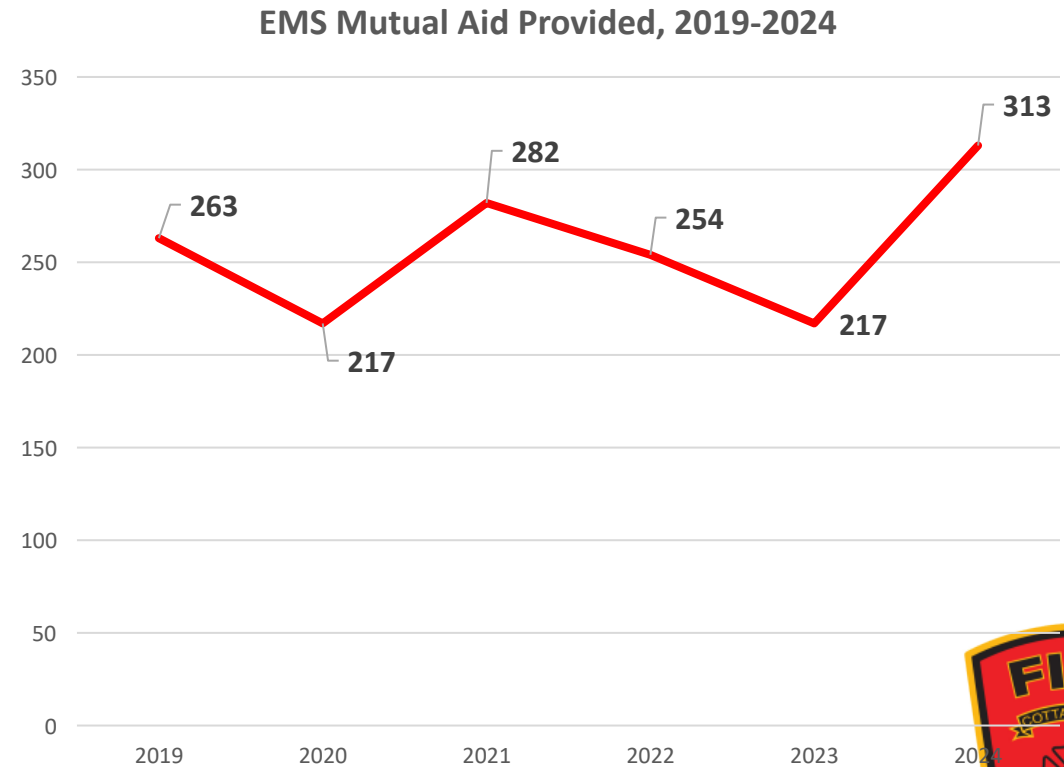
2020: 217

2021: 282

2022: 254

2023: 217

2024: 313



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid Received

Another ambulance provided to our community

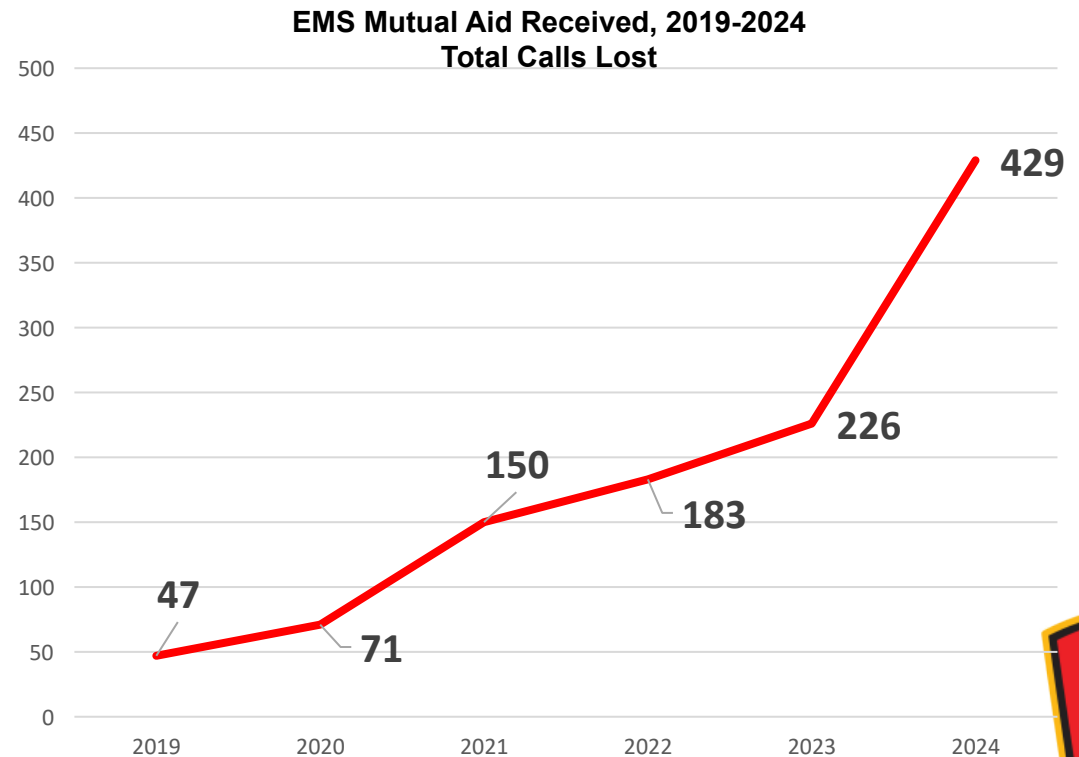
2020: 71

2021: 150

2022: 183

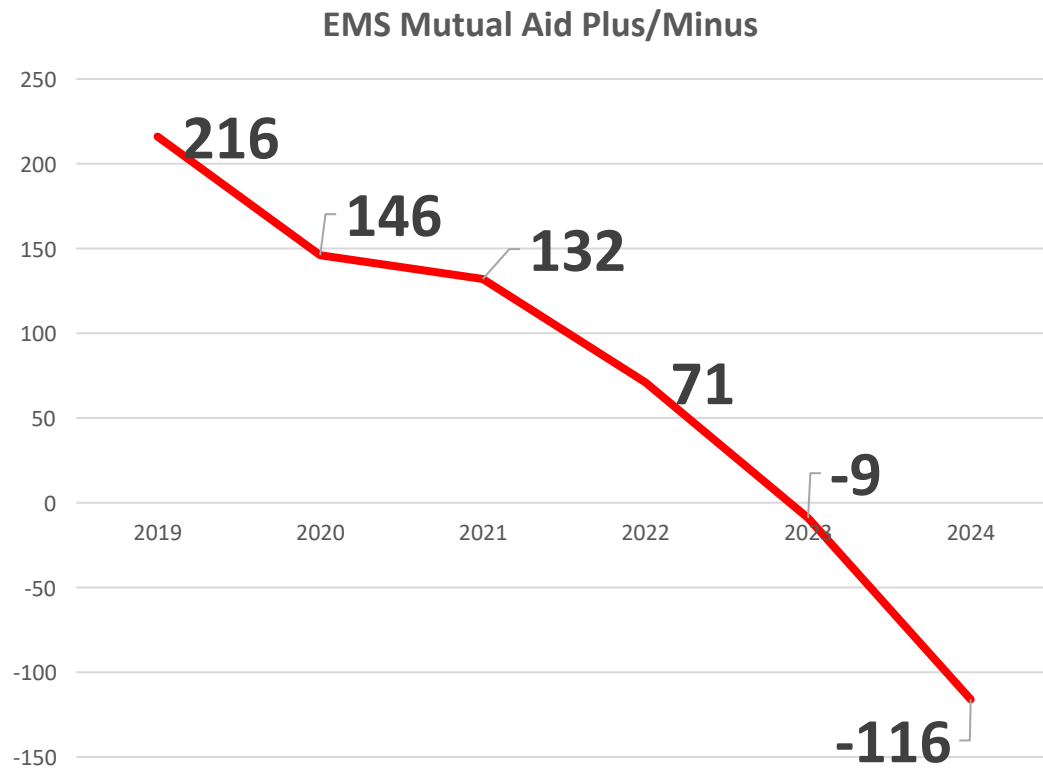
2023: 226

2024: 429



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid Plus/Minus



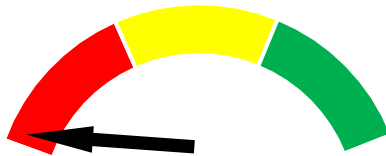
Needed help more help than we could provide



COTTAGE GROVE PUBLIC SAFETY

EMS Mutual Aid

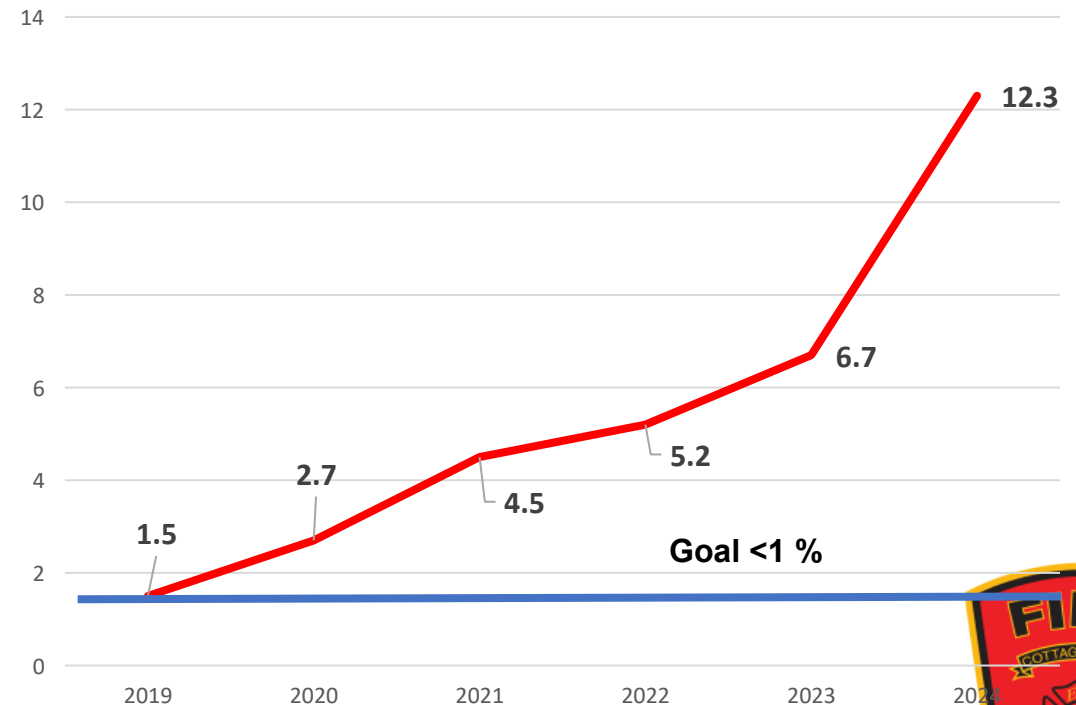
- Overall percentage of EMS calls that require mutual aid
- Goal is less than one percent
- Goal < 1 Percent



Red: > 10 percent under goal

Yellow: 5-10 percent under goal

Mutual Aid Percentage, 2019-2024



COTTAGE GROVE PUBLIC SAFETY

Response Times

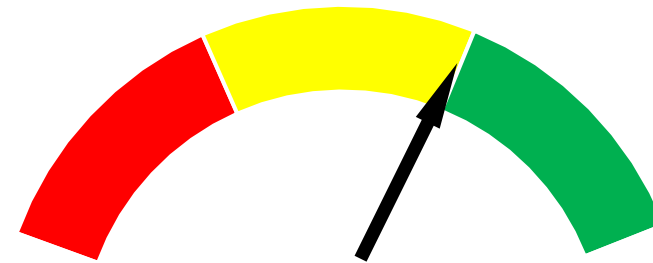
- Response times are for “lights and sirens” calls only (“emergency calls”) in Cottage Grove
- We evaluate EMS calls and fire calls separately (due to need to get into fire gear when responding)



COTTAGE GROVE PUBLIC SAFETY

EMS Response Times

- Average: 6:22
 - Goal <6 minutes
- 90th percentile: 9:40
 - Goal <8 minutes
- Does not include mutual aid response times (2-4 times increase)
- Factors: overlapping calls, more response from hospitals, cross-staffing*



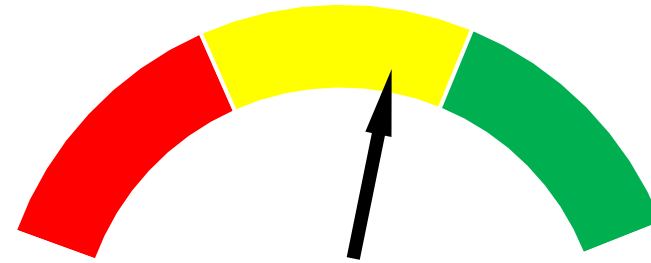
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: -5 to +5 percent of goal



COTTAGE GROVE PUBLIC SAFETY

Fire Response Time

- Average: 6:37
 - Goal <6 minutes
- 90th percentile: 9:53
 - Goal <8 minutes
- Factors: overlapping calls, cross-staffing*, no “dedicated” fire engine, competing priorities (on fire inspections/public education)



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



COTTAGE GROVE PUBLIC SAFETY

Community Risk Reduction

- Established Community Paramedic Program with Case Management Unit (co-responder)
- Trained hundreds in CPR and first aid
- Attended dozens of events throughout the year



COTTAGE GROVE PUBLIC SAFETY

Safe Haven Visits

- 180 Total Visits!
- 210 Smoke Alarms
- 127 CO Alarms
- 266 Stove Top Fire Stops
- 256 Surge protectors
- 16 Firefighters helped with the visits



COTTAGE GROVE PUBLIC SAFETY

Training Update

- Over 4101 hours of logged training in 2024
- The most highly qualified, trained and prepared Firefighter/Paramedic/EMTs
- Promoting professional certification and licensure



COTTAGE GROVE PUBLIC SAFETY

EMS Patient Experience Summary



COTTAGE GROVE PUBLIC SAFETY

2024 EMS Patient Experience Summary

- Cornerstone to the Fire Department's mission is to deliver exceptional patient-centered EMS care
- Deliver great outcomes while providing respectful, caring and professional care to our patients



COTTAGE GROVE PUBLIC SAFETY

Strategic Plan Goal

- Strategic Goal: Deliver customer-centered EMS care
- Key Outcome: At least 90 percent of EMS customers (patients) respond with agree or strongly agree that they received quality services and were treated with respond through EMS experience surveys.



COTTAGE GROVE PUBLIC SAFETY

EMS Experience Surveys

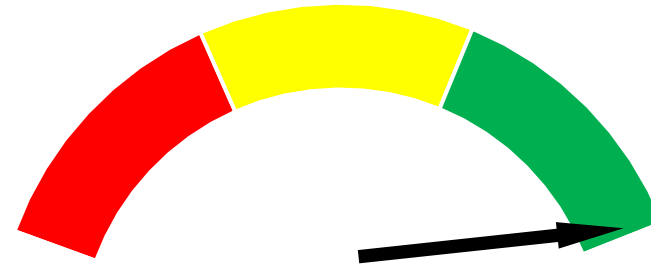
- Patients are sent a survey after receiving EMS services
- Given to approximately 20 percent of patients (randomly to every 5th patient)
- Sent to Cottage Grove residents only (no mutual aid)
- 137 surveys returned for 2024 calls for service
 - 45 percent response rate!



COTTAGE GROVE PUBLIC SAFETY

My ambulance team was professional

- Goal: $\geq 90\%$ Strongly agree or agree
- 121 Strongly agree
- 12 agree
- **97% Strongly agree/agree**
 - **133/136 surveys**



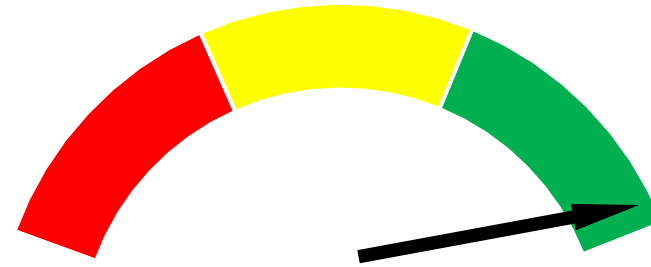
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: >-5 of goal



COTTAGE GROVE PUBLIC SAFETY

My ambulance team was knowledgeable and competent

- Goal: $\geq 90\%$ Strongly agree or agree
- 118 Strongly agree
- 13 agree
- **96% Strongly agree/agree**
 - **131/136 surveys**



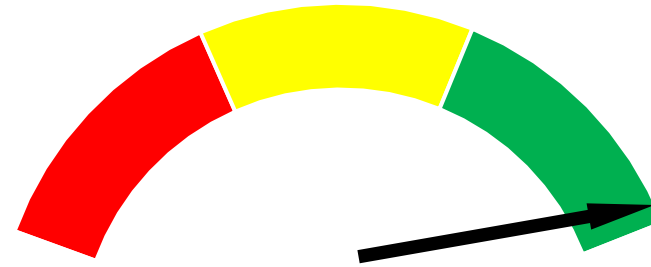
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: >-5 of goal



COTTAGE GROVE PUBLIC SAFETY

My ambulance team treated with respect and courtesy

- Goal: $\geq 90\%$ Strongly agree or agree
- 122 Strongly agree
- 10 agree
- **97% Strongly agree/agree**
 - **132/136 surveys**



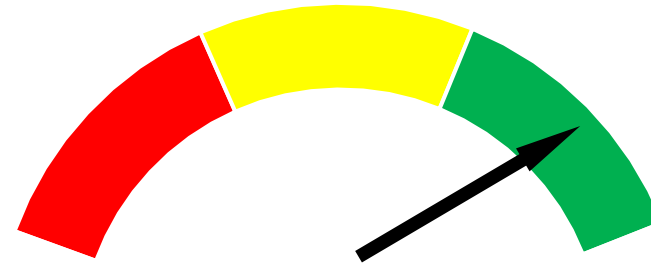
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: >-5 of goal



COTTAGE GROVE PUBLIC SAFETY

My ambulance team showed concern for my family members

- Goal: $\geq 90\%$ Strongly agree or agree
- 110 Strongly agree
- 9 agree
- **92% Strongly agree/agree**
 - **119/129 surveys**



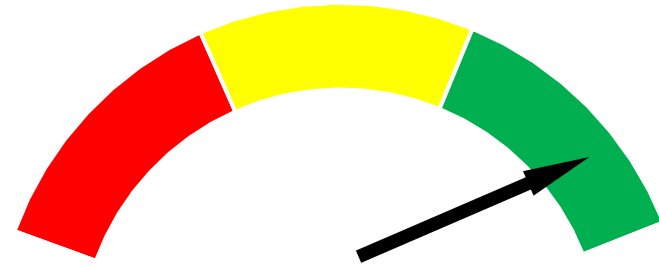
Red: > 10 percent under goal
Yellow: 5-10 percent under goal
Green: >-5 of goal



COTTAGE GROVE PUBLIC SAFETY

I was satisfied with the care I received from my fire and ambulance team

- Goal: $\geq 90\%$ Strongly agree or agree
- 119 Strongly agree
- 13 agree
- **97% Strongly agree/agree**
 - **132/136 surveys**



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



COTTAGE GROVE PUBLIC SAFETY

Comments

- *Unfortunately, I have had to use ambulance service several times recently and am always so impressed with service and care. They are the best!*
- *I didn't need to be transported. The team called my family for input about my condition. Above and Beyond as far as I am concerned. Thank you!!*
- *The service provided (lift assists) was extremely helpful. The team(s) (I called twice) were attentive and caring.*
- *They were awesome! Kept me calm and relaxed as possible. I felt like they really cared.*



COTTAGE GROVE PUBLIC SAFETY

Looking Ahead - 2025

- Continue Strategic Plan Progress
- Peer Support Program
- Cadet Program
- Training, Training, Training
- Continue optimizing equipment with budget parameters
- Establish specialized operation programs



COTTAGE GROVE PUBLIC SAFETY

Strategic Plan Scorecard

2025	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<i>Community Risk Reduction: Fire Inspection and Code Enforcement</i>				
Perform life safety inspections in 90 percent or more of non-residential occupancies annually				
Perform life safety inspections in all multi-family buildings annually				
Perform fire inspection, plan review and permitting of all new construction				
Implement improved fire inspection fee schedule including annual life safety inspections				
Maintain Fire Marshal position and add three, shift-based promoted fire inspector specialty positions				



COTTAGE GROVE PUBLIC SAFETY

Questions and Discussion





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

March 19, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Introducing Riggs: Cottage Grove Public Safety's Therapy Dog
Staff Recommendation: Allow Case Management Detective Scott Shaver the opportunity to introduce Cottage Grove Public Safety's Therapy Dog Riggs.
- 7 Consent Agenda
 - A Parks, Recreation and Natural Resources Meeting Minutes (2025-02-10)
Staff Recommendation: Approve the February 10, 2025, Parks, Recreation and Natural Resources Regular Meeting Minutes.
 - B Public Services Commission Meeting Minutes (2025-01-27)
Staff Recommendation: Approve the January 27, 2025, Public Service Commission Regular Meeting Minutes.
 - C Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
 - D Minnesota Chiefs of Police Foundation Community Partnerships Grant Award
Staff Recommendation: Accept the Grant Award in the amount of \$2,500 from the Minnesota Chiefs of Police Foundation Community Partnerships Grant Program.
 - E Public Safety Grants - Authorization to Apply
Staff Recommendation: Authorize the Public Safety Department – Police Division to apply for the COPS Hiring, Law Enforcement Mental Health & Wellness, Pathway to Policing, Intensive Comprehensive Peace Officer Education & Training, and the Driving While Impaired/Traffic Safety Officer grants in 2025.
 - F Intrastate Mutual Aid Cooperative Agreement
*Staff Recommendation: 1.) Adopt Resolution 2025-031, approving the City of Cottage Grove's participation in the Minnesota Incident Command System (MNICS) Organization/Incident Management Team.
2.) Approve the Intrastate Mutual Aid Cooperative Agreement between the Minnesota Department of Public Safety, Homeland Security and Emergency Management and the City of Cottage Grove.*
 - G School Resource Officer Services Agreement
Staff Recommendation: Approve the School Resource Officer Services Agreement between the City of Cottage Grove and Independent School District No. 833.

- H Crisis Communication Plan
Staff Recommendation: Approve the Eckberg Lammers crisis communications proposal for \$26,000, contingent upon an agreed-upon professional services agreement between Eckberg Lammers and the City of Cottage Grove.
- I ACTIVE Net Connect App
Staff Recommendation: Approve the purchase of the Active Net Connect App in the amount of \$5000 as reviewed by staff.
- J Automobile Theft Prevention Grant
Staff Recommendation: Authorize the Public Safety Department – Police Division to apply for the Automobile Theft Prevention Grant through the State of Minnesota.
- K Public Works Facility Mechanics Shop Remodel - Approve Plans and Specifications and Authorize Bidding
Staff Recommendation: Adopt Resolution 2025-030 approving the plans and specifications and authorize bidding for the Public Works Facility Mechanic Shop Remodel Project.
- L 2025 Traffic Counting Program – Professional Services Agreement
Staff Recommendation: Approve the Professional Services Agreement with Quality Counts LLC for the 2025 Traffic Counting Program.
- M City Hall/Central Fire Facility Condition Assessment Proposal Approval
Staff Recommendation: Approve the Facility Condition Assessment Proposal from Kraus-Anderson for City Hall/Public Safety and Central Fire Buildings in the amount of \$13,500.
- N Utilities & Engineering Building HVAC Service Agreement
Staff Recommendation: Approve the Contractor Service Agreement with NOVA Fire Protection for the Utility and Engineering Building.
- O Northpoint LLC – Outdoor Storage (Lumberman's)
Staff Recommendation: Adopt Resolution 2025-032 approving the Conditional Use Permit allowing for the outdoor storage of materials incidental to the principal use at 7701 100th Street South.
- P 2023 Pavement Management Final Payment - MN Paving and Materials
Staff Recommendation: Adopt Resolution 2025-035 authorizing final payment in the amount of \$125,248.00 to be made to Minnesota Paving and Materials for the 2023 Pavement Management Project.
- Q Single Occasion Gambling Permit - Loriann Olsen
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to Loriann Olsen on behalf of the Cottage Grove Strawberry Fest to conduct a raffle at Park High School, 8040 80th Street South on June 23, 2025, at 6:00 PM.

8 Approve Disbursements

- A Approve Disbursements

9 Public Hearings

10 Bid Awards

- A 2025 Pavement Management Project
Staff Recommendation: Adopt Resolution 2025-034 awarding the bid for the 2025 Pavement Management Project to McNamara Contracting, Inc. in the total amount of \$2,739,406.95.

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

A Yellow Tree Proposed Multifamily Project and Abatement Subsidy

Staff Recommendation: Provide feedback and direction related to the proposed project, proposed materials, and requested tax abatement by Yellow Tree.

14 Workshops - Closed to Public

15 Adjournment



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

April 2, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A World Autism Month Proclamation
Staff Recommendation: Proclaim April 2025 as World Autism Month.
 - B National Volunteer Month Proclamation
Staff Recommendation: Proclaim April 2025 as National Volunteer Month.
- 7 Consent Agenda
 - A City Council Special Meeting Minutes (2025-03-05)
Staff Recommendation: Approve the March 5, 2025, Special Meeting Minutes.
 - B City Council Regular Meeting Minutes (2025-03-05)
Staff Recommendation: Approve the March 5, 2025, Regular Meeting Minutes.
 - C City Council Special Meeting Minutes (2025-03-19)
Staff Recommendation: Approve the March 19, 2025, Special Meeting Minutes.
 - D City Council Regular Meeting Minutes (2025-03-19)
Staff Recommendation: Approve the March 19, 2025, Regular Meeting Minutes.
 - E Planning Commission Meeting Minutes (2025-02-24)
Staff Recommendation: Accept and place on file the minutes from the February 24, 2025, Planning Commission meeting.
 - F Temporary Liquor License - Cottage Grove Lions Club
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to Kaitlyn Mary Tobritzhofer on behalf of the Cottage Grove Lions Club for Strawberry Fest on June 19 - 21, 2025.
 - G Temporary Liquor License - St. Paul Park Lions Club
Staff Recommendation: Authorize issuance of a temporary intoxicating liquor license to Zac Dockter on behalf of the St. Paul Park Lions Club for Strawberry Fest on June 20th and June 21st, 2025.
 - H Single Occasion Gambling Permit - Phoenix Residence
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to Corrie Lynn Kopischke and Jacqueline Marie Larson on behalf of the Phoenix Residence to conduct a raffle at River Oaks Golf Course (11099 South Highway 61, Cottage Grove, MN 55016) on June 9, 2025, from 12:30pm to 6:00pm.

- I League of MN Cities Insurance Trust Workers Compensation & Package Policy Renewals
Staff Recommendation: Approve the renewals of the workers compensation and package policies with the League of MN Cities Insurance Trust for the 2025-2026 policy period in the amount of \$1,347,293.00.
- J Rental License Approvals
Staff Recommendation: Approve the issuance of rental licenses to the properties listed in the attached table.
- K Authorization to Apply for Spark Good Grant
Staff Recommendation: Authorize the Public Safety Department (Fire Division) to apply for the Spark Good Grant offered through the Walmart Foundation.
- L Fire Services Standards of Cover Study Professional Services Agreement
Staff Recommendation: Approve the Professional Service Agreement between the City of Cottage Grove and Fitch and Associates to complete a Standards of Cover/Community Risk Assessment for the cost of \$49,995.00.
- M Kingston Park Building-Contract for Construction Management Services
Staff Recommendation: Authorize Construction Manager as Adviser AIA C132 contract with Kraus Anderson for construction of the Kingston Park building project.
- N Metropolitan Council Community Tree Planting Grant
Staff Recommendation: Authorize staff to apply for the Metropolitan Council Community Tree Planting Grant in the amount of \$75,000.
- O Tree Planting Quote Award
Staff Recommendation: Authorize Resolution 2025-038 awarding the 2025 Tree Planting Contract to Hoffman & McNamara Nursery and Landscape in the amount of \$43,180 for the material and labor to install 100 boulevard trees and authorize the service agreement between Hoffman & McNamara Nursery and Landscape and the City of Cottage Grove.
- P 2025 Stump Grinding Project
Staff Recommendation: Adopt Resolution 2025-037 awarding the 2025 Stump Grinding Contract to Anderson Stump Grinding & Restoration in the amount of \$3.10 per linear inch and authorize the service agreement between Anderson Stump Grinding & Restoration and the City of Cottage Grove.
- Q Intermediate Zone Water Treatment Plant Project – Approve Plans and Specifications and Authorize Bidding
Staff Recommendation: Adopt Resolution 2025-044 approving the plans and specifications and authorizing bidding for the Intermediate Zone Water Treatment Plant Project.
- R Ravine Parkway Soil Borings - Approve Right-to-Enter Agreements
Staff Recommendation: Approve the Right-To-Enter agreements to allow soil boring work to be completed for Ravine Parkway from 85th Street to 70th Street, with minor modifications by the City Attorney.
- S Summers Landing 4th Addition Final Payment
Staff Recommendation: Approve Resolution 2025-047 authorizing the final payment for the Summer Landing 4th Addition Project to Northern Lines Contracting in the amount of \$45,725.80.
- T Resolution of Support CR 74 Improvement Project
Staff Recommendation: Adopt Resolution 2025-053 in support of the County Road 74 Improvement Project.
- U Mississippi Landing 2nd Addition – Final Plat, Development Agreement, & Plans & Specs
Staff Recommendation: 1) Adopt Resolution 2025-040 approving the Mississippi Landing 2nd Addition final plat, which is an approximate 15.06-acre residential development with 80 single family lots. 2) Approve the Mississippi Landing 2nd Addition Development Agreement with Rachel Development, Inc. and authorize execution of all easements, deeds, and agreements required for the plat and project. 3) Adopt Resolution 2025-041 approving the Mississippi Landing 2nd Addition Development Plans dated January 27, 2025, prepared by Alliant Engineering, and as modified by request of the City Engineer.

- V East Point Douglas Road and Jamaica Avenue Reconstruction and Signal Project - Easement Acquisition – Parcel 17
Staff Recommendation: Approve the Award of Commissioners for Parcel 17 and authorize payment.
- 8 Approve Disbursements
 - A Approve Disbursements
- 9 Public Hearings
 - A Hawthorne Pines 2nd Addition - Easement Vacation & Boundary Line Adjustment
Staff Recommendation: 1) Hold the public hearing and adopt Resolution 2025-045 vacating, rescinding, terminating, and releasing certain easements pertaining to real property within the City of Cottage Grove. 2) Adopt Resolution 2025-046 approving the boundary line adjustment and the drainage and utility easement as proposed on Lots 3 and 4, Block 4, Hawthorne Pines 2nd Addition.
- 10 Bid Awards
 - A High Zone Raw Water Main Project
Staff Recommendation: Adopt resolution 2025-039, awarding the High Zone Raw Water Main Project to A-1 Excavating LLC, in the amount of \$5,134,648.00.
 - B 2025 Mill and Overlay - Bid Award
Staff Recommendation: Adopt Resolution 2025-052 awarding the 2025 Mill and Overlay and Hardwood Court Intersection Improvements to Northwest Asphalt, Inc. for the base bid amount plus the alternate for a total of \$1,845,575.90.
- 11 Regular Agenda
 - A Kwik Trip – Conditional Use Permit, Site Plan Review, and Variance
Staff Recommendation: 1) Adopt Resolution 2025-043 to approve the Conditional Use Permit for a Kwik Trip convenience store to be located on 95th Street South. 2) Adopt Resolution 2025-042 to approve the Site Plan Review and Variance to the minimum side yard setback for a parking area and drive lanes. 3) Approve the Development Agreement with Kwik Trip, Inc. and authorize execution of all agreements required for the project as outlined in the Development Agreement.
- 12 Council Comments and Requests
- 13 Workshops - Open to Public
 - A Twin City Land Development – Tank Property Concept Workshop
Staff Recommendation: Receive information from Twin City Land Development on their proposed concept plan on land east of Keats Avenue and south of 70th Street and provide comment and feedback on their proposed concept plan.
- 14 Workshops - Closed to Public
 - A Closed Meeting - Property Acquisition
Staff Recommendation: Closed session pursuant to Minn. Stat. 13D.05 subd. 3(c) to develop offers for the purchase of property at PID # 11.027.21.41.0001 & PID # 11.027.21.12.0003.
- 15 Adjournment



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



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

May 7, 2025

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Open Forum
- 5 Adoption of Agenda
- 6 Presentations
 - A Proclamation - Mental Health Awareness Month
Staff Recommendation: Proclaim May 2025 Mental Health Awareness Month.
 - B Proclamation - Police Week and Police Officer Memorial Day
Staff Recommendation: Proclaim National Police Week May 11-17, 2025, and Peace Officers Memorial Day May 15, 2025.
 - C Proclamation - EMS Week
Staff Recommendation: Designate the week of May 18-24, 2025 as Emergency Services Week.
 - D Proclamation - Building Safety Month
Staff Recommendation: Proclaim May 2025 Building Safety Month.
 - E Proclamation - Asian American and Pacific Islander Heritage Month
Staff Recommendation: Proclaim May 2025 Asian American and Pacific Islander Heritage Month.
- 7 Consent Agenda
 - A City Council Special Meeting Minutes (2025-04-02)
Staff Recommendation: Approve the April 2, 2025, Special Meeting Minutes.
 - B City Council Regular Meeting Minutes (2025-04-02)
Staff Recommendation: Approve the April 2, 2025 City Council Regular Meeting Minutes.
 - C City Council Regular Meeting Minutes (2025-04-16)
Staff Recommendation: Approve the April 16, 2025, Regular Meeting Minutes.
 - D Gambling Permit - Ruth Kay Linkenmeyer-Meirick (MN Foundation for Agriculture)
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to Ruth Kay Linkenmeyer-Meirick on behalf of MN Foundation for Agriculture to conduct a raffle at River Oaks Golf Course (11099 Highway 61) on June 17, 2025.
 - E Gambling Permit - Pamela Jeane Tobritzhofer (Cottage Grove Lions Club)
Staff Recommendation: Authorize issuance of a single-occassion gambling permit to Pamela Jeane Tobritzhofer on behalf of the Cottage Grove Lions Club to conduct a raffle at Carbones Pizza (7155 Jorgensen Avenue South) on September 16, 2025.

- F Massage Therapist License - Sarah Ann Meyer
Staff Recommendation: Authorize issuance of a Massage Therapist License to Sarah Ann Meyer.
- G Fee Table Change - Ordinance 1097
Staff Recommendation: Adopt Ordinance 1097 accepting the changes to the City Fee Table as outlined in the City Ordinance.
- H City Engineer Position - Appointment
Staff Recommendation: Appoint Paul Sponholz to the position of City Engineer, at grade X01, step 6, with a start date to be effective as soon as possible.
- I Approval of Rental Licenses
Staff Recommendation: Approve the issuance of rental licenses to the properties in the attached table.
- J 2025 Body-Worn Camera Audit - Executive Summary
Staff Recommendation: Accept the Cottage Grove Police Department 2025 Body-Worn Camera (BWC) Audit.
- K FinnlySport MSA and Contract
Staff Recommendation: Approve the proposed contract between the City of Cottage Grove and FinnlySport in the amount of \$6,157.30. This partnership will allow the Ice Arena to modernize its systems, improve operational efficiency, and better serve our community.
- L Code Compliance/Abatement Mowing - Valdes Lawn Care and Snow Removal LLC
Staff Recommendation: Adopt Resolution 2025-36 approving the agreement for Lawn Care Maintenance Abatement Services to Valdes Lawn Care and Snow Removal LLC for the 2025 - 2026 seasons in the amount of \$80 per hour.
- M Temporary Certificates of Occupancy Policy
Staff Recommendation: Adopt the Temporary Certificate of Occupancy Policy.
- N ISD 833 - Park High School Turn Lane MOU
Staff Recommendation: Execute the Memorandum of Understanding with Independent School District 833 to include the design and construction of the required turn lane modifications in the 80th Street Improvements project related to the Park High School Improvements.
- O Purchase Agreement - Outlot G Eastridge Woods 2nd Addition
Staff Recommendation: Approve the Purchase Agreement between the City of Cottage Grove and Ryan and Colleen Johnsen for Outlot G of the Eastridge Woods 2nd Addition.
- P Boundary Adjustment and Drainage and Utility Easement – 7560 Harkness Avenue & 7675 Hardwood Avenue
Staff Recommendation: Adopt Resolution 2025-067 approving the Boundary Adjustment and Permanent Drainage and Utility Easement at 7675 Hardwood Avenue South.
- Q Utility & Engineering Building Change Order #6
Staff Recommendation: Approve Change Order #6 in the amount of \$40,419.50 for the Utilities and Engineering Division Building project, resulting in a remaining construction contingency in the amount of \$458,048.44, and a remaining Owner’s contingency in the amount of \$86,800.11.
- R 105th St Engineering Study and Traffic Investigation - Ideal Ave to Hadley Ave
Staff Recommendation: Adopt Resolution 2025-068 requesting MnDOT to complete an Engineering Study and Traffic Investigation along 105th Street South from Ideal Avenue to Hadley Avenue.
- S Newport Water System Interconnection - JPA Approval
Staff Recommendation: Approve the Joint Powers Agreement with the City of Newport for a Water System Interconnection to supply water to the Cherrywood and Cherry Meadow developments.
- T 6646 96th Street South - Encroachment Agreement
Staff Recommendation: Approve the Encroachment Agreement for 6646 96th Street South and appropriate officials are hereby authorized to sign the Encroachment Agreement to effectuate this action.

- U CCIP Grant Acceptance
Staff Recommendation: Approve the South Washington Watershed District (SWWD) Coordinated Capital Improvement Program (CCIP) agreement for the Salt Spreader Controls Upgrade Project in the amount of \$102,500.
- V Public Works Concrete Quote & Service Agreement
Staff Recommendation: Adopt resolution 2025-066 awarding the Public Works Concrete Services Contract to Frank Zamora's Concrete and authorize the service agreement between Frank Zamora's Concrete and the City of Cottage Grove.
- W 2026 Pavement Management - Isle Ave ROW
Staff Recommendation: Approve the MOU for Isle Avenue Right of Way.
- X 2025 Televising and Cleaning Project Quote Award
Staff Recommendation: Adopt Resolution 2025-070 awarding the 2025 Televising and Cleaning Project to the accepted quote supplied by Pipe Services in the amount of \$32,371.41, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- Y 2025 Joint Services Street Striping Project – Quote Award
Staff Recommendation: Adopt Resolution 2025-069 awarding the 2025 Joint Services Street Striping Project to the lowest accepted quote supplied by Sir Lines-A-Lot, LLC in the amount of \$77,931.62, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- Z 2025 Joint Services Crack Sealing Project Quote Award
Staff Recommendation: Adopt Resolution 2025-071 awarding the 2025 Joint Services Crack Sealing Project to the lowest accepted quote supplied by Asphalt Surface Technologies Corporation in the amount of \$85,680.00, and the appropriate officials are hereby authorized to sign all necessary documents to effectuate these actions.
- AA Hearthside Park Sports Lighting
Staff Recommendation: Authorize purchase order to Musco Sports Lighting, LLC for Hearthside Park sports lighting package in the amount of \$40,900.
- BB Denzer Park Retaining Wall
Staff Recommendation: Authorize service agreement with Boulder Images, Inc. for construction of the Denzer Park boulder wall for the amount of \$48,160.00.
- CC WCD Native Vegetation Inspection Contract
Staff Recommendation: Approve the 2025 Service Agreement between the Washington Conservation District and the City of Cottage Grove for Native Vegetation Inspections.

8 Approve Disbursements

- A Approve Disbursements
Staff Recommendation: Approve disbursements from 04-11-2025 through 05-01-2025 in the amount of \$4,230,541.57.

9 Public Hearings

10 Bid Awards

11 Regular Agenda

12 Council Comments and Requests

13 Workshops - Open to Public

- A Real Estate Equities – Proposed Multi-Family Project
Staff Recommendation: Provide feedback and direction related to the proposed project and LAHA request by Real Estate Equities.

B New Well 13 Construction Update

Staff Recommendation: Receive information on the construction status of Well 13 and offer feedback.

14 Workshops - Closed to Public

15 Adjournment