

Meeting Date April 6, 2026

Memo Date: April 2, 2026
To: Village Board and Village Administrator Matt Giese
From: Chief Mark W. Garry II
Subject: Photographic and Video Documentation Services for Police Facility Project

Background

The Cottage Grove Police Department is currently overseeing the construction of a new police facility, which began planning in 2024 and is projected for completion in 2027. With the project recently commencing construction, it would be worthwhile to capture comprehensive visual documentation for historical records, construction management, and community transparency. To ensure high-quality tracking of the site's progress, several avenues for aerial and interior photography and videography have been explored. We're interested in Board member feedback and direction.

Overview

There are three primary options currently under consideration for the documentation of the construction site and the eventual finished facility:

Option 1: Midwest Aerial Productions (MAP), LLC has submitted a formal proposal for a comprehensive service package totaling a \$13,000 subtotal (plus 5.60% tax on edited materials).

- Service Frequency: 12 monthly aerial progress shoots.
- Deliverables: 20–30 retouched photos and 15–20 RAW video clips per visit.
- Multimedia: Monthly and quarterly edited progress videos with music, logos, and text, plus a final 2-minute finished video.
- Special Features: Includes an "Advanced FPV Indoor Tour" involving the coordination of people within the building.
- Rights: Assignment of all rights and title to the final art to the Village upon full payment.

Option 2: Robert Bertera Photography has submitted a quote dated April 2, 2026, and has already provided two courtesy aerial photos of the site taken on March 31, 2026.

- Service Frequency: Suggested monthly exterior drone flights and interior/exterior SLR photo sessions.
- Cost Estimate: \$125.00 total per monthly session (\$50.00 for drone aerials and \$75.00 for high-resolution SLR images). Based on 12 months, the estimated cost is \$1,500.00.
- Deliverables: High-resolution digital images using a Mavic Drone and Nikon SLR cameras.

- Access/Rights: All images can be downloaded from a secure gallery with no copyright restrictions.
- History: The Village of Cottage Grove has established a known working relationship with this business for similar services in the past.

Option 3: Internal Staff Documentation the Village may utilize internal staff and existing departmental equipment to capture photos and videos.

- Financial Impact: Eliminates direct vendor costs.
- Operational Impact: Relies on the availability and technical expertise of staff members who are currently managing other project-related duties and the department's 5-Year Strategic Plan.

Recommendation

It is recommended that the Village Board review these proposals to determine the most cost-effective method for documenting this infrastructure project. If the priority is high-end video production, construction management and community transparency materials, Option 1 (MAP LLC) provides a professional, fixed-rate video package. If the priority is high-quality historical photo documentation at a significantly lower cost from a local provider, Option 2 (Bertera) is the more economical choice.

Attachments

- MAP LLC Progress Proposal
- Robert Bertera Photography Quote (4/2/26)
- Courtesy Aerial Site Photos 1 & 2 (Robert Bertera)