

**PUBLIC WORKS &  
PROPERTIES COMMITTEE**

**Tuesday, October 6, 2020**

**6:00 PM**

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/92615180685> You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 926 1518 0685 # When asked for your Participant ID, just press #. Passcode: 221

You may also choose to participate by providing public comment prior to the meeting via email to the Director of Public Works & Utilities, JJ Larson at [jl Larson@village.cottage-grove.wi.us](mailto:jl Larson@village.cottage-grove.wi.us).

**AGENDA**

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.
- 4) **Old Business**
  - a. Update on Glacial Drumlin Bike Path/Clark/Grove St Project
  - b. Update on the Buss Road/CTH BB project.
- 5) **New Business**
  - a. Discuss and consider recommendation on pond proposal
  - b. Discuss and consider recommendation on PW budget proposal
  - c. Discuss and consider road salt reduction plan
- 6) **Engineer’s report**
- 7) **Director’s report**
- 8) **Approve the minutes of the September 1, 2020 Public Works & Properties Committee meeting.**
- 9) **Set tentative date for next meeting**
- 10) **Future Agenda Items**
- 11) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action

## Summary

### GDP Grant Project

TOTAL CONSTRUCTION GRANT ELIGIBLE ESTIMATE	\$	519,299.50
TOTAL CONSTRUCTION NON-GRANT ELIGIBLE ESTIMATE	\$	44,745.00
ENGINEERING AND REAL ESTATE	\$	112,850.00
CONSTRUCTION SERVICES (8%)	\$	41,543.96
<b>TOTAL</b>	<b>\$</b>	<b>718,438.46</b>
<b>GRANT FUNDS MAX.</b>	<b>\$</b>	<b>554,800.00</b>
<b>VILLAGE PORTION</b>	<b>\$</b>	<b>163,638.46</b>

### Grove Street Urbanization

TOTAL CONSTRUCTION ESTIMATE	\$	966,487.00
ENGINEERING (10%)	\$	96,648.70
CONSTRUCTION SERVICES (8%)	\$	77,318.96
<b>TOTAL</b>	<b>\$</b>	<b>1,140,454.66</b>

### Clark Street West Urbanization (Includes approx. 550' of Town Road)

TOTAL CONSTRUCTION ESTIMATE	\$	1,189,650.00
ENGINEERING (10%)	\$	118,965.00
CONSTRUCTION SERVICES (8%)	\$	95,172.00
<b>TOTAL (Approx. \$200k is Town Road Reconstruction)</b>	<b>\$</b>	<b>1,403,787.00</b>

### Grove Street Pulverization

TOTAL CONSTRUCTION ESTIMATE	\$	85,629.40
ENGINEERING (10%)	\$	8,562.94
CONSTRUCTION SERVICES (8%)	\$	6,850.35
<b>TOTAL</b>	<b>\$</b>	<b>101,042.69</b>

TOTAL PROJECT ESTIMATE	\$	3,363,722.81
TOTAL VILLAGE ESTIMATE (MINUS GRANT)	\$	2,808,922.81

Cottage Grove Clark Street and Grove Street  
 Estimated Cost September 29, 2020

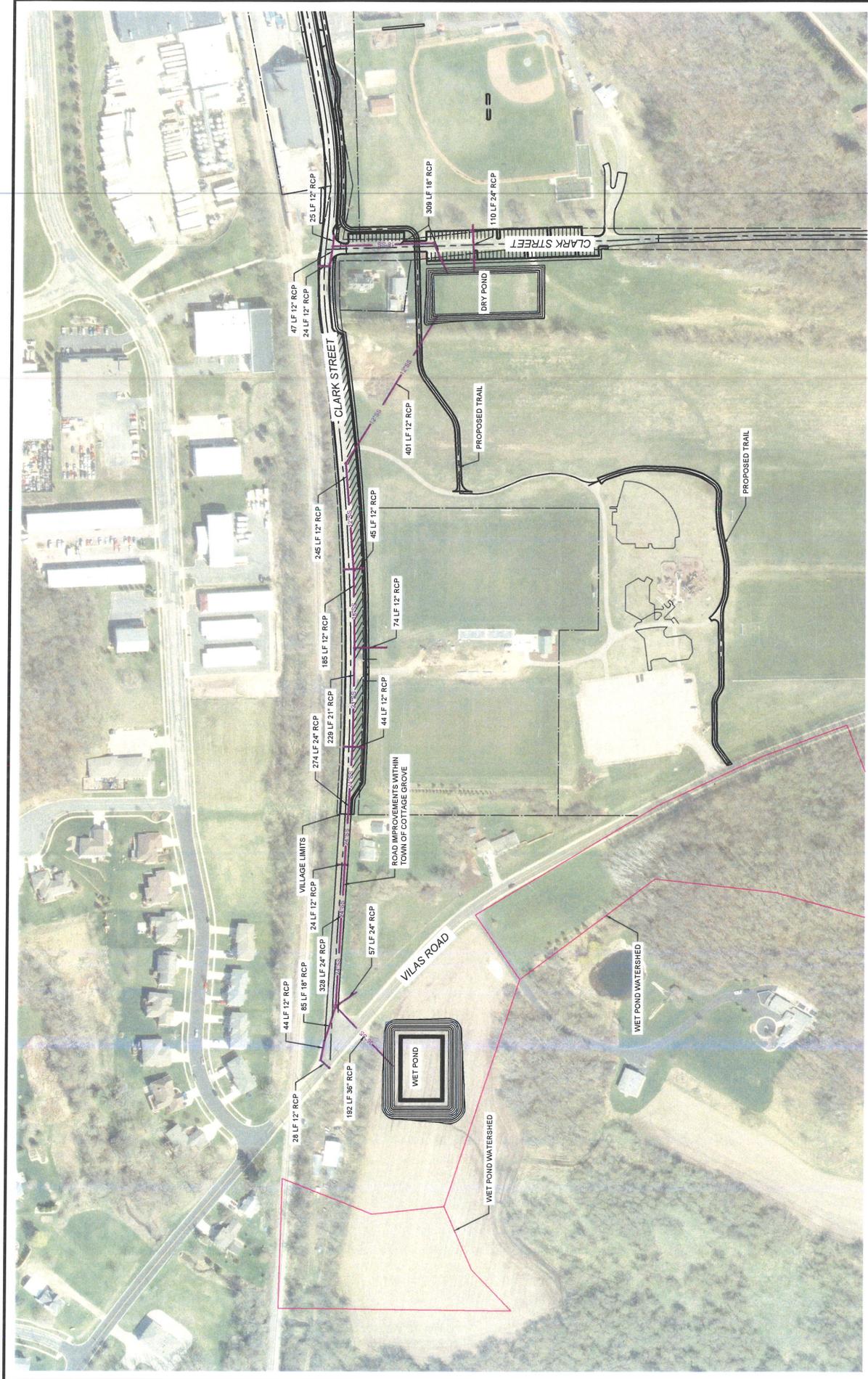
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>Grant Eligible</b>					
1.	Mobilization/Bonds/Insurance	1	LS	\$ 30,000.00	\$ 30,000.00
2.	Traffic Control	1	LS	\$ 4,500.00	\$ 4,500.00
3.	Utility Line Opening (U.L.O.)	6	EA	\$ 600.00	\$ 3,600.00
3.	Remove Asphaltic Pavement	2,800	SY	\$ 2.00	\$ 5,600.00
4.	Remove Conc. Curb & Gutter	2,360	LF	\$ 12.00	\$ 28,320.00
5.	Remove Concrete	6,000	SF	\$ 4.00	\$ 24,000.00
6.	Remove Storm Structure	5	EA	\$ 500.00	\$ 2,500.00
7.	Remove Signage	1	LS	\$ 400.00	\$ 400.00
8.	Remove and Replace Mailbox	14	EA	\$ 175.00	\$ 2,450.00
9.	Tree Removal	5	EA	\$ 700.00	\$ 3,500.00
10.	Topsoil Stripping	1,800	SY	\$ 2.50	\$ 4,500.00
11.	Unclassified Excavation (Path)	1	LS	\$ 14,000.00	\$ 14,000.00
12.	Excavation Below Subgrade (EBS)	200	CY	\$ 20.00	\$ 4,000.00
13.	Breaker Run for EBS	200	CY	\$ 40.00	\$ 8,000.00
14.	Dense Graded Base	4,500	TON	\$ 15.00	\$ 67,500.00
15.	Concrete Driveway Apron, 7-Inch Thick	2,550	SF	\$ 14.50	\$ 36,975.00
16.	Concrete Sidewalk, 6-Inch Thick	1,875	SF	\$ 12.50	\$ 23,437.50
17.	Concrete Sidewalk, 4-Inch Thick	360	SF	\$ 11.50	\$ 4,140.00
18.	Stamped Colored Concrete, 4-Inch Thick w/ Base (Main St.)	300	SF	\$ 15.00	\$ 4,500.00
19.	Concrete Curb and Gutter, 24-Inch	2,360	LF	\$ 19.00	\$ 44,840.00
20.	Asphaltic Pavement, 2-Inch Binder Course	300	TON	\$ 75.00	\$ 22,500.00
21.	Asphaltic Pavement, 2-Inch Surface Course	300	TON	\$ 75.00	\$ 22,500.00
22.	Asphalt Pavement, 3-Inch Thick, 4 LT 58-28S	498	TON	\$ 75.00	\$ 37,350.00
23.	Detectable Warning Field	180	SF	\$ 50.00	\$ 9,000.00
24.	Rectangular Rapid Flashing Beacon (R.R.F.B.)	1	LS	\$ 14,000.00	\$ 14,000.00
25.	Storm Inlet, 2'x3' Inlet	7	EA	\$ 3,500.00	\$ 24,500.00
26.	Storm Sewer, RCP	210	LF	\$ 90.00	\$ 18,900.00
27.	Storm Sewer, Apron Endwalls	2	EA	\$ 1,500.00	\$ 3,000.00
28.	Adjust Manhole Casting	3	EA	\$ 500.00	\$ 1,500.00
29.	Pavement Marking Epoxy, 4-Inch White	1,000	LF	\$ 5.50	\$ 5,500.00
30.	Pavement Marking Epoxy, Curb Solid Yellow	150	LF	\$ 5.50	\$ 825.00
31.	Pavement Marking Crossing Epoxy, 6-Inch White	393	LF	\$ 10.00	\$ 3,930.00
32.	Pavement Marking Stop Line Epoxy, 24-Inch White	49	LF	\$ 18.00	\$ 882.00
33.	Main Street Crosswalk Coloring	450	SF	\$ 40.00	\$ 18,000.00
34.	Permanent Signage	100	SF	\$ 80.00	\$ 8,000.00
35.	Sign Poles	10	EA	\$ 250.00	\$ 2,500.00
36.	Erosion Control (Silt Fence, Inlet Protection...)	1	LS	\$ 4,500.00	\$ 4,500.00
37.	Topsoil(1" Thick), Seed, Fertilize and Mulch(Path Shoulder)	700	SY	\$ 3.50	\$ 2,450.00
38.	Topsoil, Seed, Fertilize and Erosion Matting	300	SY	\$ 9.00	\$ 2,700.00
<b>TOTAL CONSTRUCTION COSTS: Items #1-#47</b>				<b>Subtotal</b>	<b>\$ 519,299.50</b>
<b>ENGINEERING AND REAL ESTATE</b>					<b>\$ 112,850.00</b>
<b>CONSTRUCTION SERVICES (8%)</b>					<b>\$ 41,543.96</b>
<b>TOTAL</b>					<b>\$ 673,693.46</b>
<b>GRANT FUNDS MAX.</b>					<b>\$ 554,800.00</b>
<b>BALANCE</b>					<b>\$ 118,893.46</b>

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>100% Village</b>					
1.	Adjust Manhole Casting	6	EA	\$ 575.00	\$ 3,450.00
2.	Watermain Valve Relocation & Adjustments	2	EA	\$ 4,500.00	\$ 9,000.00
3.	Watermain Curbstop Relocation and Reinstallation with Box	8	EA	\$ 1,200.00	\$ 9,600.00
4.	Watermain Services 1" Copper	171	LF	\$ 45.00	\$ 7,695.00
5.	Ductile Iron Watermain, 6"	20	LF	\$ 90.00	\$ 1,800.00
6.	6" Gate Valve	2	EA	\$ 1,800.00	\$ 3,600.00
7.	Hydrant	2	EA	\$ 4,800.00	\$ 9,600.00
8.	Address 119 Clark Street, Complete	1	LS	\$ 8,500.00	\$ 8,500.00
<b>TOTAL CONSTRUCTION COSTS: Items #1-#47</b>				<b>Subtotal</b>	<b>\$ 44,745.00</b>
<b>TOTAL VILLAGE FUNDED</b>					<b>\$ 163,638.46</b>

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>Grove Street Urbanization</b>					
1	Mobilization/Bonds/Insurance	1	LS	\$ 35,000.00	\$ 50,000.00
2	Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00
3	Utility Line Opening (U.L.O.)	4	EA	\$ 600.00	\$ 2,400.00
4	Remove Asphaltic Pavement	3,510	SY	\$ 2.00	\$ 7,020.00
5	Remove Concrete	300	SF	\$ 4.00	\$ 1,200.00
6	Remove Existing Storm Sewer	1	LS	\$ 750.00	\$ 750.00
7	Remove Signage	1	LS	\$ 350.00	\$ 350.00
8	Remove and Replace Mailbox	1	EA	\$ 175.00	\$ 175.00
9	Tree Removal	9	EA	\$ 700.00	\$ 6,300.00
10	Topsoil Stripping	9,000	SY	\$ 2.50	\$ 22,500.00
11	Unclassified Excavation	1	LS	\$ 40,000.00	\$ 40,000.00
12	Excavation Below Subgrade (EBS)	1,775	CY	\$ 20.00	\$ 35,500.00
13	Breaker Run for EBS	1,775	CY	\$ 40.00	\$ 71,000.00
14	Dense Graded Base	3,900	TON	\$ 15.00	\$ 58,500.00
15	Concrete Driveway Apron, 7-Inch Thick	330	SF	\$ 14.50	\$ 4,785.00
16	Concrete Sidewalk, 6-Inch Thick	350	SF	\$ 12.50	\$ 4,375.00
17	Concrete Sidewalk, 4-Inch Thick	3,000	SF	\$ 11.50	\$ 34,500.00
18	Concrete Curb and Gutter, 24-Inch	1,650	LF	\$ 19.00	\$ 31,350.00
19	Asphaltic Pavement, 2-Inch Binder Course	550	TON	\$ 75.00	\$ 41,250.00
20	Asphaltic Pavement, 2-Inch Surface Course	550	TON	\$ 75.00	\$ 41,250.00
21	Detectable Warning Field	80	SF	\$ 50.00	\$ 4,000.00
22	Watermain, 8-Inch C-900	1,283	LF	\$ 110.00	\$ 141,130.00
23	Watermain, 6-Inch C-900	20	LF	\$ 90.00	\$ 1,800.00
24	D.I. Bend, 8-Inch	6	EA	\$ 700.00	\$ 4,200.00
25	Watermain Reducer, 8-Inch x 6-Inch	1	EA	\$ 700.00	\$ 700.00
26	Watermain Tee, 8-Inch x 6-Inch	2	EA	\$ 900.00	\$ 1,800.00
27	Gate Valve with Box, 8-Inch	3	EA	\$ 2,700.00	\$ 8,100.00
28	Gate Valve with Box, 6-Inch	2	EA	\$ 1,800.00	\$ 3,600.00
29	Hydrant	2	EA	\$ 4,000.00	\$ 8,000.00
30	Watermain Service, Complete	1	EA	\$ 2,000.00	\$ 2,000.00
31	Trucked in Backfill, Watermain	600	TF	\$ 5.25	\$ 3,150.00
32	Storm Inlet, 2'x3' Inlet	7	EA	\$ 2,400.00	\$ 16,800.00
33	Storm Manhole, 4-Foot	2	EA	\$ 3,000.00	\$ 6,000.00
34	12" Storm Sewer, RCP	509	LF	\$ 60.00	\$ 30,540.00
35	18" Storm Sewer, RCP	309	LF	\$ 68.00	\$ 21,012.00
36	24" Storm Sewer, RCP	110	LF	\$ 75.00	\$ 8,250.00
37	18" Apron Endwalls, RCP	1	EA	\$ 1,800.00	\$ 1,800.00
38	24" Apron Endwalls, RCP	2	EA	\$ 2,000.00	\$ 4,000.00
39	Storm Pond	1	LS	\$ 150,000.00	\$ 150,000.00
40	Pavement Marking Epoxy, 4-Inch White	2,700	LF	\$ 5.50	\$ 14,850.00
41	Pavement Marking Epoxy, ADA Symbol	18	EA	\$ 275.00	\$ 4,950.00
42	Permanent Signage	120	SF	\$ 80.00	\$ 9,600.00
43	Sign Poles	24	EA	\$ 250.00	\$ 6,000.00
44	Erosion Control (Silt Fence, Inlet Protection...)	1	LS	\$ 7,500.00	\$ 7,500.00
45	Topsoil, Seed, Fertilize and Erosion Matting	4,500	SY	\$ 9.00	\$ 40,500.00
46	Trees	15	EA	\$ 700.00	\$ 10,500.00
<b>TOTAL CONSTRUCTION COSTS: Items #1-#46</b>				<b>Subtotal</b>	<b>\$ 966,487.00</b>
<b>ENGINEERING (10%)</b>					<b>\$ 96,648.70</b>
<b>CONSTRUCTION SERVICES (8%)</b>					<b>\$ 77,318.96</b>
<b>TOTAL</b>					<b>\$ 1,140,454.66</b>

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>Clark Street West Urbanization (Includes approx. 550' of Town Road)</b>					
1.	Mobilization/Bonds/Insurance	1	LS	\$ 30,000.00	\$ 50,000.00
2	Traffic Control	1	LS	\$ 3,500.00	\$ 3,500.00
3	Utility Line Opening (U.L.O.)	4	EA	\$ 600.00	\$ 2,400.00
4	Remove Asphaltic Pavement	7,250	SY	\$ 2.00	\$ 14,500.00
5	Remove Conc. Curb & Gutter	630	LF	\$ 12.00	\$ 7,560.00
6	Remove Existing Storm Sewer	1	LS	\$ 7,500.00	\$ 7,500.00
7	Remove Signage	1	LS	\$ 700.00	\$ 700.00
8	Remove and Replace Mailbox	2	EA	\$ 175.00	\$ 350.00
9	Tree Removal	1	EA	\$ 700.00	\$ 700.00
10	Topsoil Stripping	5,500	SY	\$ 2.50	\$ 13,750.00
11	Unclassified Excavation	1	LS	\$ 75,000.00	\$ 75,000.00
12	Excavation Below Subgrade (EBS)	2,200	CY	\$ 20.00	\$ 44,000.00
13	Breaker Run for EBS	2,200	CY	\$ 40.00	\$ 88,000.00
14	Dense Graded Base	6,000	TON	\$ 15.00	\$ 90,000.00
15	Concrete Driveway Apron, 7-Inch Thick	150	SF	\$ 14.50	\$ 2,175.00
16	Concrete Sidewalk, 6-Inch Thick	250	SF	\$ 12.50	\$ 3,125.00
17	Concrete Sidewalk, 4-Inch Thick	8,800	SF	\$ 11.50	\$ 101,200.00
18	Concrete Curb and Gutter, 24-Inch	3,500	LF	\$ 19.00	\$ 66,500.00
19	Asphaltic Pavement, 2-Inch Binder Course	845	TON	\$ 75.00	\$ 63,375.00
20	Asphaltic Pavement, 2-Inch Surface Course	845	TON	\$ 75.00	\$ 63,375.00
21	Detectable Warning Field	40	SF	\$ 50.00	\$ 2,000.00
22	Adjust Manhole Casting	5	EA	\$ 575.00	\$ 2,875.00
23	Storm Inlet, 2'x3' Inlet	10	EA	\$ 2,400.00	\$ 24,000.00
24	Storm Manhole, 4-Foot Dia	5	EA	\$ 3,000.00	\$ 15,000.00
25	Storm Manhole, 8-Foot Dia	1	EA	\$ 6,000.00	\$ 6,000.00
25	12" Storm Sewer, RCP	504	LF	\$ 60.00	\$ 30,240.00
25	18" Storm Sewer, RCP	270	LF	\$ 68.00	\$ 18,360.00
26	21" Storm Sewer, RCP	229	LF	\$ 70.00	\$ 16,030.00
27	24" Storm Sewer, RCP	659	LF	\$ 75.00	\$ 49,425.00
28	36" Storm Sewer, RCP	192	LF	\$ 80.00	\$ 15,360.00
28	12" Apron Endwalls, RCP	1	EA	\$ 1,500.00	\$ 1,500.00
29	24" Apron Endwalls, RCP	1	EA	\$ 2,000.00	\$ 2,000.00
30	36" Apron Endwalls, RCP	1	EA	\$ 2,500.00	\$ 2,500.00
26	Pond Outlet Structure	1	EA	\$ 10,000.00	\$ 10,000.00
31	Stormwater Pond	1	EA	\$ 150,000.00	\$ 150,000.00
29	Pavement Marking Epoxy, 4-Inch White	1,900	LF	\$ 5.50	\$ 10,450.00
30	Pavement Marking Epoxy, ADA Symbol	8	EA	\$ 275.00	\$ 2,200.00
31	Permanent Signage	100	SF	\$ 80.00	\$ 8,000.00
32	Sign Poles	24	EA	\$ 250.00	\$ 6,000.00
33	Erosion Control (Silt Fence, Inlet Protection ...)	1	LS	\$ 12,000.00	\$ 12,000.00
34	Topsoil, Seed, Fertilize and Erosion Matting	12,000	SY	\$ 9.00	\$ 108,000.00
35	Trees	0	EA	\$ 700.00	\$ -
<b>TOTAL CONSTRUCTION COSTS: Items #1-#35</b>				<b>Subtotal</b>	<b>\$ 1,189,650.00</b>
<b>ENGINEERING (10%)</b>					<b>\$ 118,965.00</b>
<b>CONSTRUCTION SERVICES (8%)</b>					<b>\$ 95,172.00</b>
<b>TOTAL (Approx. \$200k is Town Road Reconstruction)</b>					<b>\$ 1,403,787.00</b>

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>Grove Street Pulverization</b>					
1.	Mobilization/Bonds/Insurance	1	LS	\$ 8,500.00	\$ 8,500.00
2.	Pulverize Existing Pavement and Base	2,046	SY	\$ 1.40	\$ 2,864.40
3.	Grading and Shaping	1	LS	\$ 10,000.00	\$ 10,000.00
4.	Excavation Below Subgrade (EBS)	184	CY	\$ 20.00	\$ 3,680.00
5.	3-Inch Breaker Run with Fabric	184	CY	\$ 40.00	\$ 7,360.00
6.	Asphaltic Pavement, 1.75-Inch Binder Course	200	TON	\$ 75.00	\$ 15,000.00
7.	Asphaltic Pavement, 1.75-Inch Surface Course	200	TON	\$ 75.00	\$ 15,000.00
8.	Dense Graded Base	1,468	TON	\$ 15.00	\$ 22,020.00
9.	Shouldering, 1-Foot	47	TON	\$ 15.00	\$ 705.00
10.	Topsoil, Seed, Fertilize and Mulch	100	SY	\$ 5.00	\$ 500.00
<b>TOTAL CONSTRUCTION COSTS: Items #1-#10</b>				<b>Subtotal</b>	<b>\$ 85,629.40</b>
<b>ENGINEERING (10%)</b>					<b>\$ 8,562.94</b>
<b>CONSTRUCTION SERVICES (8%)</b>					<b>\$ 6,850.35</b>
<b>TOTAL</b>					<b>\$ 101,042.69</b>



PROJECT DATE:		DRAWN BY:		NO.		REVISION:	
ELOT DATE: 8/18/2023		S.E. PAI		1			
CHECKED BY:		DATE:		NO.		REVISION:	
M. J. HANSEN		8/18/2023		1			
ENGINEERING   ARCHITECTURE   ENVIRONMENTAL FUNDING   PLANNING   ENVIRONMENTAL 1702 Parkside St. Madison, WI 53704 (608) 261-4444   www.msa-engineers.com							
				<b>MSA</b>			
ROAD IMPROVEMENTS WITHIN TOWN OF COTTAGE GROVE				CLARK STREET - STORMWATER IMPROVEMENTS			
VILLAGE OF COTTAGE GROVE DANE COUNTY, WISCONSIN				GLACIAL DRUMLIN STATE TRAIL VILLAGE OF COTTAGE GROVE DANE COUNTY, WISCONSIN			



# PUBLIC WORKS STAFF REPORT

<b>MEMO DATE:</b>	October 2, 2020
<b>MTG. DATE:</b>	October 6, 2020
<b>TO:</b>	Public Works Committee
<b>FROM:</b>	JJ Larson – Village Director of Public Works & Utilities
<b>RE:</b>	<b>Additional budget proposal for consideration</b>

## BACKGROUND

As this Committee is well aware, our Department is very lean when compared to similar communities. With the exception of our Foreman and half-time Forester, the staff all have the same position descriptions and share responsibility for all the work we do. In recent years, there has been a steady increase in the number of utility locate requests; which we are legally obligated to respond to; often on tight timelines. Our staff currently rotates the locate duties between staff weekly, but more and more time is being spent on these locate tickets, taking yet more staff time away from the work Marty and his team have to do. Likewise, we have seen an increasing number of right-of-way permit requests; of all sizes. These are typically reviewed and handled by me but following up on complete restoration, any corrective actions and close-out of all of the smaller ones can take significant time. Given that these duties alone could fill one FTE, I plan to propose a new position to the Utility Commission when we are discussing the Water and Sewer budgets in the coming months. When the locating and permitting work is slow; this position will also handle other preventive maintenance tasks that fall under the Water & Sewer Utilities purview like valve exercising, system mapping updates, manhole inspections, hydrant maintenance and flushing and could be utilized to assist in water meter maintenance. The intent is to also have this position take over winter plowing operations at the water and sewer facilities.

This planned position will typically report directly to the Director but may work under the Foreman in certain instances. The proposal calls for funding the position 45% Sewer, 45% Water and 10% General Fund given the nature of the responsibilities.

## STAFF OVERVIEW

Having a position take on these utility-specific duties will ease the overall load on the rest of our staff by freeing up the increasing amount of time spent on legally-required responsibilities. Factoring a wage of \$22/hour and benefits, the General Fund portion of this proposed position would be around \$7,300 annually.

## STAFF RECOMMENDATION

I recommend this Committee modify the previously approved Public Works operating budget to include an additional \$7,300 to fund this new position in 2021.



# PUBLIC WORKS STAFF REPORT

<b>MEMO DATE:</b>	September 28, 2020
<b>MTG. DATE:</b>	October 6, 2020
<b>TO:</b>	Public Works & Properties Committee
<b>FROM:</b>	JJ Larson – Village Director of Public Works & Utilities
<b>RE:</b>	<b>Road Salt Reduction Plan</b>

## BACKGROUND

As with most communities in Wisconsin, the Village utilizes road salt in snow & ice control operations throughout the winter months. Road salt utilization began in earnest in the Midwest about 60 years ago. Chloride loads have been increasing in area lakes, streams and, possibly most concerning, groundwater as a direct result of this practice.

Over the decades, public awareness and concern has ebbed and flowed as to the damage this practice causes our environment. But regardless of public attention at any given moment, these increases threaten the health of aquatic life, recreational opportunities and drinking water quality.

The biggest hurdles to reducing salt use in winter maintenance are public expectations and resulting political pressure to maintain “bare pavement.”

Road salt is expensive. Annually, just the purchase of it takes up about 6 – 7 % of the total operating budget for the Department; this doesn't include the equipment and staff time it takes to repeatedly load up the trucks, repair and maintain the equipment, etc. And in the larger picture of sodium and chloride in our waters, we are setting ourselves up, nationwide, for significant future costs to remove or mitigate their effects on our environment if we don't change our practices and adjust public expectations soon.

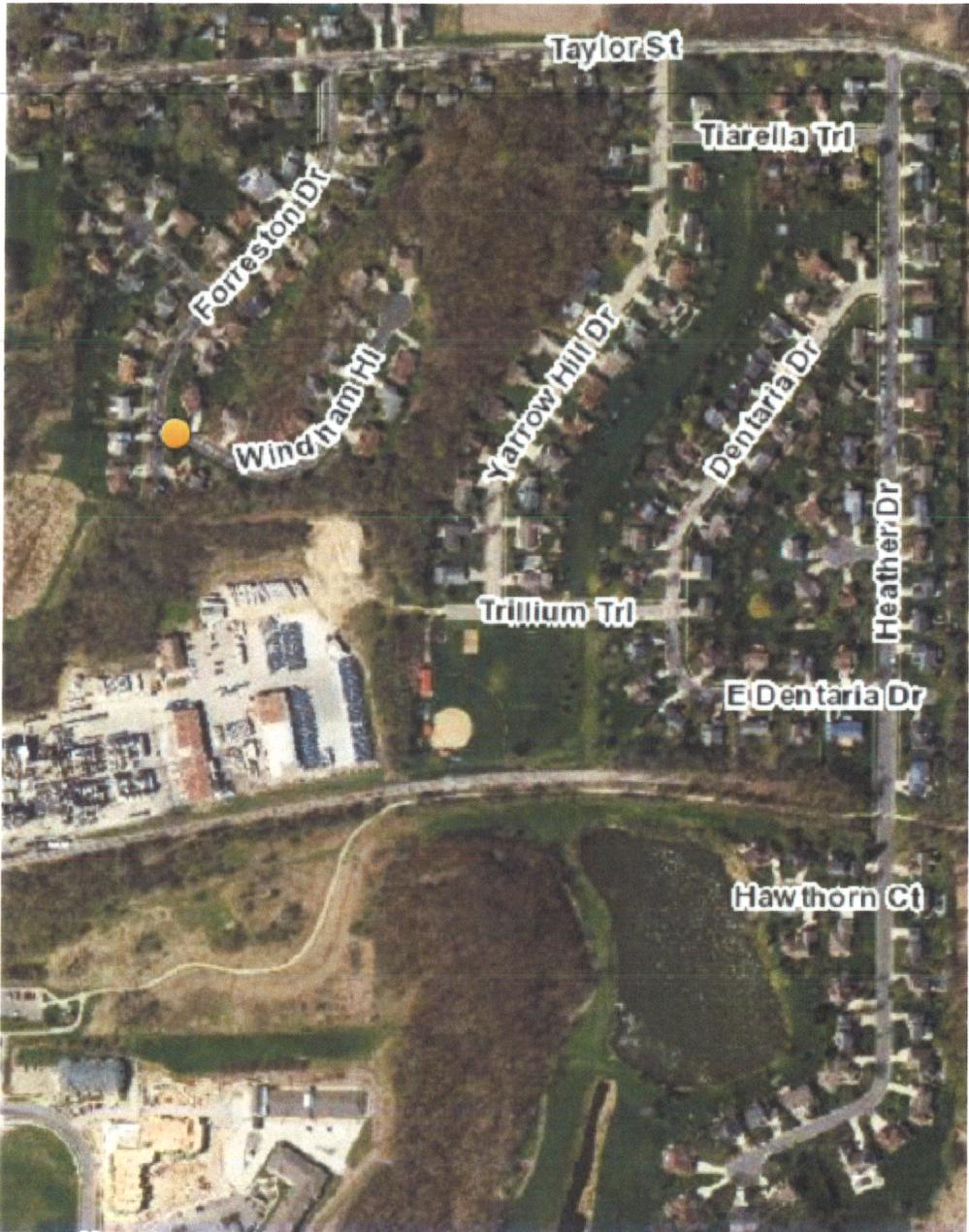
## STAFF OVERVIEW

While the Village does very well comparatively to other communities in overall road salt usage; there is still an opportunity to improve further. In the interest of incrementally gaining community support, we are planning to significantly reduce the amount of salt applied in one neighborhood this year to gauge public acceptance and see what lessons can be learned.

Along with this memo, I have included a map of the proposed area, consisting of the Forest Ridge and Arrowwood neighborhoods. Our plow driver will only be dropping salt at the intersections to facilitate vehicle stopping & starting; with the exception of Windham Hill, this steep hill will be salted as it historically has to ensure vehicles can make it up and stop safely on the way down. Staff will continue to salt Ridge Rd./E. Taylor in the same manner as has historically been done. I have also included in this packet a letter that will be sent to all residences inside the proposed area upon approval of the plan; the letter offers a brief summary of the plan and offers residents an opportunity to reach out to me if they have questions or concerns.

## STAFF RECOMMENDATION

I recommend the Committee approve the plan as presented.





## Village of Cottage Grove

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JJ Larson – Director of Public Works/Utilities 210 Progress Dr., Suite 2  
Cottage Grove, WI 53527  
608-839-5813

[jl Larson@village.cottage-grove.wi.us](mailto:jl Larson@village.cottage-grove.wi.us)

October 7, 2020

Re: Road salt reduction plan

Dear resident,

Beginning this winter season, the Village of Cottage Grove Public Works Department will be reducing the use of road salt in winter snow and ice control operations in your neighborhood. Plowing operations will continue as they have historically, but salt used on the roadway will be reduced.

Salt will continue to be used to adequately facilitate vehicle stopping and starting at intersections and on any areas with steep hills.

Road salt utilization began in earnest in the Midwest about 60 years ago, and as a direct result of this practice, chloride loads have been increasing in area lakes, streams and, possibly most concerning, groundwater. Road salt is also expensive, taking up a major piece of the annual Public Works budget, with costs increasing significantly each year.

Salt reduction efforts should begin in neighborhoods where the traffic volume is light, speed limits are low, and streets relatively flat to ensure that residents can adjust while safe travel can still be guaranteed. If you are receiving this letter, it means that your street and neighborhood has been identified as meeting these criteria.

If you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

JJ Larson  
Director of Public Works – Village of Cottage Grove

## Village of Cottage Grove, WI

**PREPARED BY:** Kevin Lord PE/PLS

**DATE:** October 2020 Report

[klord@msa-ps.com](mailto:klord@msa-ps.com)

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is working on the plan development mainly for the temporary school site as required and bike path. MSA is evaluating options for the intersection based on developers schedules and Village funding. A review of the intersection was completed that determined the 4-lane roadway should be planned for in the future due to the pending growth near the intersection however a temporary option may work for numerous developments prior to the need of the full 4-lane.

5<sup>TH</sup> ADDITION TO WESTLAWN ESTATES – Contractor currently needs to finish street paving and restoration. MSA reviewed shop drawings for Phase 2 which includes the extension of Demascus Trail. An amendment to the developers agreement is necessary.

COTTAGE GROVE COMMONS – Project is basically complete. Miscellaneous concrete and restoration work needs to be completed in the areas that are still around the building construction area.

VILAS ROAD SEWER AND WATER – Construction has begun and MSA has been onsite for the construction. MSA has been working with the Contractor on some changes in construction methods but still in accordance with the plans.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA is finalizing the plans for the grant funded portion in order to keep that portion of the project moving on the WisDOT timeline. MSA is in the process of getting the environmental documents and design study report approved by WisDOT. MSA has to include the park areas within the plat which will come to the Village for approval. A raised crosswalk has been a recommendation from the PIM which feedback from the emergency departments has been in favor to this point.

MSA has determined stormwater options for the improvements along Clark Street and Grove Street. MSA has developed a cost estimate with the proposed storm sewer and pond to determine the plan for moving forward and start negotiations with the property owners.

MAIN STREET BIKE PATH PARC GRANT – MSA has reached out to Dane County on this funding again but has not heard back as of this time.

QUARRY RIDGE ESTATES – Contractor is beginning to start the permitting to begin Phase B. An amendment to the developers agreement will need to be completed.

CONSTRUCTION STANDARDS – MSA has prepared a draft of the construction standards for the public infrastructure for Contractors in the Village. MSA is reviewing these internally and with JJ first and will share these with Public Works along with some finalizing questions specific to the Village.

MGSD UTILITY AND ROADWAY EXTENSIONS – MSA has been onsite watching the construction of the public watermain that has started.

EROSION CONTROL CHECKS – MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons, the Storage Buildings, the Comfort Suites Hotel, Farris Auto.

## PROJECT UPDATE

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DEVELOPMENT REVIEWS – MSA has been reviewing the development submittals for new development. Current review sites include the Atwell Hotel on CTH TT, Kwik Trip expansion on School Road, Movin' Out on Windsor Avenue, Metcalf Condo Development between Cork Crossing and Sandpiper, Dolphin Swim in the Commerce Park, and Cottage Grove Commons Phase 2.

COMMERCE PARK INFILTRATION ANALYSIS – MSA worked with the Village to analyze the soil samples during the digging of test pits at the Commerce Park. MSA reviewed the existing borings for the lot planned for Dolphin Swim and submitted a response to the DNR which removed the infiltration requirements from the lot.



# Village of Cottage Grove

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Department of Public Works

Director's Monthly Report to the Public Works & Properties Committee

October 6<sup>th</sup>, 2020

## **Street maintenance planning for 2021**

- Planning to chip seal/re-stripe Main St. (CTH N), from Clark to Commerce/Gaston.
- Most of that pavement is near 10 years old; good window to get a chipseal on it.
- Got a price already for the striping.

## **Repaving planning for 2021**

- Plan to bring recommendation/estimate to this Committee in the coming months to plan work for next year.

## **Additional concrete work underway**

- KR Concrete will be completing a handful of curb and gutter repairs; prepped by our staff.

## **Crosswalk on Sandpiper/BB**

- KR Concrete will be completing the addition of ramps
- PW staff will be cutting & removing and prepping the areas
- Staff will paint the crosswalk after concrete work is complete
- Signage has been ordered
- Plan to utilize social media & website to make residents aware once complete

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF SEPTEMBER 1, 2020**

1. **Call to Order.** The meeting was called to order at 6:02 p.m. by John Williams.

2. **Determine that a quorum is present and that the agenda was properly posted.**

It was determined that a quorum was present and that the agenda had been properly posted. Committee members present were Mike Hackel, Larry Kieck, and John Williams (chair). Andy Eberhardt and Scott Schuerman were absent. Also present were Public Works Director JJ Larson and Village Engineer Kevin Lord of MSA.

3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

None.

4. **Old Business**

a. **Update on Glacial Drumlin Bike Path/Clark/Grove Street Project.**

Larson stated that Ehlers presented the first initial draft of the all-in version of the plan to the Finance and Personnel Committee for the Financial Management Plan. He also stated that of the three entities involved in the bike path, the Village will be the first to have their section complete. The City of Madison has recently run into some issues with the railroad for the small section of bike path that runs through the City.

Lord explained that MSA and the Village are working on final plans for the TAP Grant portion of the project that includes the bike path. All of the documents that are required for the grant are being prepared.

Lord also stated that MSA had a meeting with the Widen property developers and they are open to partnering with the Village to plan for a regional stormwater pond that would serve the Clark and Grove Street portion of the project as well as the Widen development. Costs and plans will be looked at and brought back to this committee.

b. **Update on the Buss Road/CTH BB project.**

Lord noted that at the request of staff, a traffic signal at that intersection was desired. MSA analyzed the traffic flow and amount for the signal. They also looked at whether the intersection needed to be upgraded to four (4) lanes. Lord said that the four (4) lanes should be continued on CTH BB from Damascus Trail through Buss Road with the future area developments in mind. With no current developer’s agreements in place that would help secure funding for this four-lane expansion, the Village will need to decide how much they are willing to put forth into this project. Lord stated that staff would also like to see what it would cost to signalize the intersection, while keeping it two-lanes and adding turn lanes at the intersection. He will put together this concept and bring it back to the committee next month for feedback and direction. The most important thing is to make the intersection safe.

5. **New Business**

a. **Discuss and consider recommendation on Capital Plan.**

Larson went over the Capital Plan and explained that a couple of pickups that are still in good shape, and a plow truck were pushed back to the future for replacement. A paint striper remained in the current plan, as did the Village Hall parking lot which is in need of replacement. The leaf vac truck was left in the plan, but not funded because it would require an additional staff person. Larson also stated that anything could be put back into the Capital Plan if needed. Roof replacements and solar panels were also discussed. **Motion** by Hackel, seconded by Kieck, to recommend approving the Capital Plan as presented. Motion carried with a unanimous voice vote of 3-0-0. **Amended motion** by Hackel, seconded by Kieck, to also include continuing the conversation of the addition of solar panels on the MSB roof. Motion carried with a unanimous voice vote of 3-0-0.

b. **Discuss and consider operating budget for 2021.**

Larson explained that given the current situation, the overall increase he is requesting this year is at .7%. Larson included memos on the privatization of brush collection and the staffing level comparisons to keep them in the dialogue, while not actively pursuing them this year. Items that he did change in the budget include a decrease in the Fly Dane account, and increase in sustainability initiatives that can be offered to

Village residents, a slight increase in engineering/consulting fees to keep a good collaboration going with the Village Engineer, an increase in shop operating/training supplies and expenses to keep them in line with actual prices, an increase in salt since the price has gone up, an increase for the sidewalk program, and increase for compost and brush hauling/grinding, an increase in Village beautification and a decrease for the intern position/seasonal help since the position will be condensed into one position next year. Williams recommended to the Finance Committee that the Village should be planning for more staff over the next five (5) years. **Motion** by Hackel, seconded by Kieck, to recommend approving the budget for 2021 as presented. Motion carried with a unanimous voice vote of 3-0-0.

**c. Review Village Board priorities.**

Williams explained how the process works when the Village Board gets together each year to discuss priorities based on feedback from citizens. These priorities/goals help give Village Administrator Matt Giese, staff and committees insight and direction going forward. Sharing these priorities with the committees/commissions allow for members to ask questions or provide additional feedback. Kieck brought up the priority of food insecurity which he has seen becoming a bigger issue for Cottage Grove. He would like to see something formalized in the way of how different entities in Cottage Grove are able to assist with the food shortage/needs. Williams agreed and said it will be discussed further at the Village Board level.

**6. Engineers Report**

**Buss Road/Cottage Grove Road Intersection Plan**

MSA is working on the plan development mainly for the temporary school site as required, and bike path. MSA is evaluating options for the intersection based on developers' schedules and Village funding. A review of the intersection was completed, and it was determined that a 4-lane roadway should be planned for in the future due to the pending growth near the intersection.

**5<sup>th</sup> Addition to Westlawn Estates**

Concrete curb and gutter and sidewalk have been completed. The Contractor currently needs to finish street paving and restoration.

**Cottage Grove Commons**

The project is basically complete. Miscellaneous concrete and restoration work need to be completed in the areas that are still around the building construction area.

**Vilas Road Bike Path Creek Crossing**

Project is complete. MSA will review for one-year warranty items in 2021. Williams and Hackel noted that there is an issue on the path going over the creek where it is starting to settle. Lord will look into this.

**Vilas Road Sewer and Water**

Construction was planned to begin on August 31<sup>st</sup> but has been pushed back one week.

**Glacial Drumlin Path/Clark Street**

MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WISDOT timeline. The plans are being adjusted and discussions will be had with regard to comments from the PIM including a raised crosswalk across CTH N. MSA has determined stormwater options for the improvements along Clark Street and Grove Street. MSA and JJ met with the property owners west of Vilas Road to discuss a possible ponding option for stormwater to benefit the Village and proposed development. MSA is evaluating the feasibility of this along with costs. The Village received an email stating that Alliant Energy will bury the utilities along Clark Street at their costs.

**Main Street Bike Path PARC Grant**

MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship related to Covid-19, they said it was doubtful that this will be included in next year's budget. They told Lord to check in later this summer/early fall as they start preparing budgets for next year.

**Quarry Ridge Estates**

Contractor will finish surface paving and MSA has been working to review the letter of credit amount for a reduction.

### **Construction Standards**

MSA has prepared a draft of the construction standards for the public infrastructure for Contractors in the Village. MSA is reviewing these internally and with JJ first, and will then share these standards with the Public Works Committee along with some finalizing questions specific to the Village.

### **North Side Business Park**

The area has been formally annexed to the MMSD service area. Additional utility and roadway extensions will be based on the schedule and funding of the Developer.

### **MGSD Utility and Roadway Extensions**

MSA received information from the engineer of the school property including utility extensions and possible future roadway locations. MSA will review and report if anything is necessary for Public Works. MSA went over comments with JJ Larson and provided to the school district.

### **Erosion Control Checks**

MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons, the Storage Buildings, and the Comfort Suites Hotel.

### **Financial Management Plan**

MSA has been working with JJ Larson to verify some potential costs of roadways in the 5-year capital plan to start preparing budgetary numbers. MSA to review CTH N urbanization from Oak Street to Limestone Pass, West Ridge Road, and Oak Street traffic control. MSA is working with the Village on the costs for the Buss Road and CTH BB intersection along with the Village improvements for Clark and Grove Streets.

### **Widen-Olsen Development**

MSA discussed the desires of the Developer with Village staff and will assist in determining the development needs for the utilities and roadways along Vilas Road to access the property. MSA has since discussed a possible regional pond to assist the Village in stormwater that direction as well as a benefit to the Developer.

### **Development Reviews**

MSA has been reviewing the development submittals for new development. Current review sites include the Atwell Hotel on CTH TT and the 1855 Saloon and Grill Patio expansion.

### **Commerce Park Infiltration Analysis**

MSA has called Digger's Hotline for the properties where the soil samples are to be completed and is working with JJ on digging some holes for analysis within the vacant lots.

## **7. Directors Report**

### **Street Maintenance for 2020**

Pulling together estimate for chip sealing/re-striping Main Street (CTH N). Getting this maintenance treatment could take two years of the street maintenance budget . Reached out to Dane County about doing the striping.

### **Repaving planning for 2021**

Plan to bring recommendation/estimate to this committee in the coming months to plan work for next year.

### **Sidewalk Maintenance**

Working on plan for next spring. The local contractor agreed to hold his price for form/pour/finish. Nearing one time through the Village, Larson plans to re-evaluate the sidewalk plan and see if it needs modification in the coming months; if there is anything, Larson will bring it to this committee.

### **Camera at Public Works Shop**

Contractor will be coming back to move the camera for us on September 8<sup>th</sup>. Larson also said that the Contractor suggested adding a second camera, which may be an option.

### **Stormwater Intern position**

The Intern position proved incredibly valuable. Inspections were completed on ponds/outfalls, structures, and illicit discharge and through these, maintenance issues were identified. Erosion control inspections were also conducted.

The Intern also created outreach and education materials. This position is planned in the presented operating budget again for 2021.

#### **Stormwater/ditch work**

Staff has made progress on a stormwater bank restoration/reinforcement. They also completed a ditch cleaning and regrading project on Ridge Road.

#### **Street patching underway**

PW staff have been working on saw-cutting and repaving sections throughout the Village.

#### **Additional concrete work planned**

KR Concrete will be completing a handful of curb and gutter repairs and making the ramps/landing for the crosswalk to be added to Sandpiper Trail.

#### **8. Approve the minutes of the August 4, 2020 Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Hackel, to approve the August 4, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

#### **9. Set tentative date for next meeting.**

The next virtual Zoom meeting is tentatively scheduled for Tuesday, October 6, 2020 at 6:00 pm.

#### **10. Future Agenda Items**

- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.
- Discuss salt reduction plan.
- Creek Crossing
- Pond
- Update on Vilas Road sewer/water project

#### **11. Adjournment**

**Motion** by Kieck, seconded by Hackel, to adjourn at 6:59 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on:

*These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.*