**VILLAGE OF COTTAGE GROVE** *NOTICE OF PUBLIC MEETING*

# PUBLIC WORKS & PROPERTIES COMMITTEE

**Tuesday, February 4, 2020**
**6:00 PM**

**Municipal Services Building**
**210 Progress Drive**

# 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. Discuss Village road salt use and potential pilot program.
   b. Discuss potential Village leaf collection program.

5) **New Business**
   a. Discuss and consider addition of No Parking signs on Commerce Pkwy.
   b. Discuss potential modification of Ordinance §305-7 Emergency snow removal regulations.

6) **Engineer's report**

7) **Director's report**

8) **Approve the minutes of the January 7, 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

| MUNICIPALITY | POLICY |
|---|---|
| | |
| Monona | Mayor Declares |
| Deerfield | PW Director declares |
| Waunakee | No snow emergency |
| Sun Prairie | 3" or more w/in 24 hours; PW Director can declare in advance |
| Stoughton | 3" or more forecasted or has fallen; Street Super or designee declares |
| Janesville | 2" accumulation automatic; City Manager or Street Super can allow exemptions |
| Beloit | "based on forecast info/actual conditions;" PW Director declares |
| Whitewater | No snow emergency; but also no parking on city streets 2am - 6am all winter |
| Mt. Horeb | Police Chief declares; also no "downtown" parking in winter 2am - 6am |
| Cross Plains | "Two-inch Snow Parking Rule;" off streets until plowed when 2" or more |

ITEM 5B

ITEM 5B

*Village of Cottage Grove, WI*
*Thursday, January 30, 2020*

# Chapter 305. Vehicles and Traffic

## § 305-7. Emergency snow removal regulations.

A. President may declare a general or limited snow emergency. Whenever the President or the President's designee, after consultation with the Chief of Police and/or Director of Public Works, determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from such streets and highways, the President or the President's designee may by appropriate public media declare a general or limited snow emergency during which the following emergency snow parking regulations shall be in force in the Village.

B. General snow emergency. During a declared general snow emergency no person shall park any vehicle at any time on a designated snow emergency route and no person shall park any vehicle on any other street within the Village.

C. Limited snow emergency. During a declared limited snow emergency no person shall park any vehicle at any time on a designated snow emergency route.

D. Designated snow emergency routes. The following streets or portions thereof within the Village are designated snow emergency routes: Highway N and Highway BB.

E. Termination of emergency. A snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.

F. Signs and posting. The Director of Public Works shall place appropriate "Snow Emergency Route" signs on or along the streets or portions thereof designated in Subsection **D** and shall also place appropriate signs at or reasonably near the Village limits on all state and County trunk highways and connecting highways informing motorists that snow emergency parking regulations may be in effect in the Village.

G. Alternate side parking.
[Amended 10-17-1994]

(1) Alternate side parking regulations shall be in effect on all Village streets from December 1 to March 15 of each year. Parking shall be on the even side of the street on even-numbered days and the odd side of the street on odd-numbered days. The numerical date as of 12:01 a.m. shall be in effect until 8:00 a.m.
[Amended 9-5-2006 by Ord. No. 10-2006]

(2) The following streets/portions of streets of the Village shall be exempt from the terms of this subsection:

(a) All of Uphoff Drive.

(b) South Main Street from the railroad tracks to Reynolds Street.

(c) All of Reynolds Street.

(d) Oak Street from North Main Street to Willow Run.

H. Penalties and enforcement. Any person violating Subsection(s) B, C, or G shall, upon conviction thereof, be subject to a forfeiture of not less than $25 nor more than $100 together with costs of prosecution and penalty assessments and in default of payment thereof shall be imprisoned until such forfeiture has been paid, but not to exceed 90 days. Vehicles parked in violation of this section may be ticketed and towed in accordance with § **305-5B** of this chapter.
[Amended 2-19-2018 by Ord. No. 01-2018]

ITEM 6

# Engineer's Report | A Review of Projects in the Community

## Village of Cottage Grove, WI

**PREPARED BY:** Kevin Lord PE/PLS
klord@msa-ps.com

**DATE:** February 2020 Report

QUARRY RIDGE SUBDIVISION - Surety is reduced from $850,000 to $350,000 with asphalt surface course, sidewalk and restoration remaining for spring. A new annual Land Disturbance Permit was released for the quarry area. The permit provides limited operational hours and requires an added gate to prevent random access and dumping from occurring.

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – Kevin Lord to contact land owner's to prepare the improved geometry plans for the intersection.

5TH ADDITION TO WESTLAWN ESTATES – Contractor called and noted the typical roadway section on the plans was incorrect. MSA approved the typical section from the previous additions.

COTTAGE GROVE COMMONS – Preconstruction meeting held and public construction to begin the end of February.

VILAS ROAD SEWER AND WATER – The soils report was completed and nothing out of the ordinary was noted. MSA completed the survey of the area and discussed alignments of the path to utilize the existing gravel path and work with the culvert extension along with minimizing wetland impacts.

PHEOBE BAKKEN PARK – MSA has the documents out to bid. Bid opening is February 12th.

GLOBAL INFORMATION SYSTEM – MSA is near completion of the structure measurements of the sanitary and storm system for mapping and capacity calculations. MSA is working on the mapping in order to verify the information from the field. We ordered flow meters to install in key sanitary sewer locations to determine the existing flows in Village interceptor sewers. These work items will help determine the level of development whether in the west or north that trigger the need for the farm interceptor.

WEST PARKVIEW LRIP – MSA is preparing plans for the LRIP project of pulverizing and relaying West Parkview Street in the Village. The Village will receive approximately $27,000 for the work through the program. We look to bid this in February to have bids for the March Public Works meeting.

MAIN STREET BIKE PATH PARC GRANT – MSA contacted Dane County to verify funding and discuss the second phase of the project.

ITEM 7

# Village of Cottage Grove

## Department of Public Works

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

February 4th, 2020

**Snow & Ice**

- January made up for December
- Staff has done a remarkable job (vacations, unexpected time off & still down one CDL driver)

**W. Parkview repaving**

- Plan to bid February, with completion date of early July
- Project uses $27,000 of State LRIP funds

**Changes to CDL License requirements**

- CDL License holders now required to register with Federal Clearinghouse.
- New entry drivers will have training requirements prior to obtaining license (start postponed to 2022).

**ROW permit changes 2020**

- Begun gathering information from other municipalities
- Intend to develop formal cost for ROW permit based on size & scope
- And develop a more formalized process of approval, inspection, close-out

**Construction specs**

- Began working with Kevin and James of MSA to review and update our specs

**Stormwater Quality Plan update complete**

- Village in good shape
- Plan identifies future projects; quantifies their TSS & TP removals and estimated costs
- Presentation to Village Board planned following elections this spring

**Bike Path along CTH N/Main St.**

- Update on potential funding for Phase 2

**Glacial Drumlin Bike Path Project (TAP Grant)**

- Ad Hoc Committee set a meeting date in mid-March to begin planning
- 2021 construction in conjunction with Clark St.

ITEM 8

# VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE MEETING MINUTES OF JANUARY 7, 2020

1. **Call to Order at the Former Public Works Building.** The meeting was called to order at 6:00 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 Andy Eberhardt, Mike Hackel, Larry Kieck, and John Williams (chair). Scott Schuerman was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Kevin Lord of MSA, Mike Maloney of MSA, and Jerrud Rossing of the Monona Grove School District.

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. **Discuss potential crosswalk options on Cottage Grove Road.**
   A crosswalk will be added to the intersection of Sandpiper Trail and Cottage Grove Road in 2020 and according to Maloney already has conduit run for a possible future traffic signal. Williams and Hackel requested that striping and signage be added to the crosswalk for higher visibility. Larson stated that he could coordinate this with the other sidewalk work being performed in 2020 and that he would order signage. Larson also suggested putting signage across from the post office to indicate the crossing at Sandpiper Trail.

   b. **Discuss Village road salt use and potential pilot program.**
   Larson explained that he would like to see the Village wean off how much road salt it uses for street treatments over time. The road salt use pilot program would help with this. Larson has a couple of neighborhoods in mind that could serve as the test area for a new road salt use pilot program. He would send letters in advance to affected residents in these neighborhoods. Since the Public Works Department is still short a person with a CDL, the program will have to wait. Once staff is full strength for plowing, routes can be set, and the pilot program can commence. Williams suggested the use of brine at intersections as a preventative measure. Larson will investigate the pricing and feasibility of brine use. He would also like to further discuss this program at next month's meeting. No formal action was taken at this time.

5. **New Business**
   a. **Discuss and consider recommendation on proposed MOU from MG School District regarding designation of Village Hall as a short-term evacuation site.**
   Jerrud Rossing of the Monona Grove School District was present to explain the need for which Village Hall would be utilized by the schools and to answer any committee members clarification questions. The Village Hall would only be used in a situation where students safety is in jeopardy at the Cottage Grove Elementary School. Village Hall would serve as one of a few temporary sites where students would be taken to. It was also noted that school busses would be dispatched to the Village Hall immediately to retrieve students. **Motion** by Hackel, seconded by Kieck, to approve the proposed MOU as presented from the Monona Grove School District regarding designation of the Village Hall as a short-term evacuation site. Motion carried with a unanimous voice vote of 4-0-0.

   b. **Discuss and consider potential intern for summer of 2020.**
   This year, Larson would like to hire an intern for the Public Works Department. The position would be focused on stormwater projects that could include creating content to send out or

present to the public, put on events and possibly help with outfall inspections and discharges. Funds for this position would be the same funds that were budgeted for seasonal/summer help. **Motion** by Eberhardt, seconded by Hackel, to approve the proposed intern position for the summer of 2020. Motion carried with a unanimous voice vote of 4-0-0.

c. **Discuss potential Village leaf collection program.**
As leaf collection is garnering more support, Larson has reached out to other area municipalities to see how they handle leaf collection. Larson also explained that it is only a matter of time before the DNR requires municipalities to perform leaf collection. A one-person operated truck equipped with an elephant trunk hose would be the likely option. Committee members feel that this would be a better alternative to the existing compost drop off site, however, they noted that staffing would be an issue since this would be a time-consuming job. Eberhardt also noted that public education regarding leaf collection is important. Hackel suggested purchasing the truck with capital funds and then adding an additional staff member shortly thereafter. No formal action was taken at this time.

d. **Discuss potential changes to compost drop off.**
Different options for the compost drop off site were once again discussed. Larson brought up the possibility of issuing stickers to Village residents and selling them to non-Village residents. Larson stated that other communities have a person at the gate when their compost sites are open. Committee members felt that staffing and controlling our site would be an issue. Larson would also like to see a drop off site that would have enough space for compost, brush, dirt, and logs, but without a large area designated for drop off, Larson feels that this wouldn't be feasible. He suggested asking the Town of Cottage Grove if they may be interested in a joint venture; a drop-off site that both communities could share. No formal action was taken at this time.

6. **Engineers Report**

**Quarry Ridge Subdivision**
Surety is reduced from $850,000 to $350,000 with asphalt surface course, sidewalk and restoration remaining for the spring. A new annual Land Disturbance Permit was released for the quarry area. The permit provides limited operational hours and requires an added gate on Matt Pass to prevent random access and dumping from occurring.

**Buss Road/Cottage Grove Road Intersection Plan**
MSA prepared a plan for 2021 construction to align Buss Road through the Cottage Grove Road intersection. Kevin Lord of MSA will be communicating with landowners to prepare the improved geometry plans for the intersection.

**5th Addition to Westlawn Estates**
The Land Disturbance Permit was received by the Village for construction grading to commence this fall/winter. Homburg plans to construct utilities this winter as weather permits.

**Cottage Grove Commons**
Foundation construction is underway for the apartment building. MSA authorized fencing as long as it remains adequately (10 feet or more) away from the street for safety and snow plowing.

**Vilas Road Sewer and Water**
MSA commenced design activities including ordering geotechnical engineering and topographic survey. The soils report will identify suitable backfilling requirements based on existing soils. It will also identify the ground water elevation for bidding the de-watering needed for construction.

**Phoebe Bakken Park**
MSA is preparing the bidding documents to solicit bids for the shelter and splash pad.

**Global Information System**

MSA staff is completing the structure measurements of the sanitary and storm system for mapping and capacity calculations. MSA ordered flow meters to install in key sanitary sewer locations to determine the existing flows in Village interceptor sewers. These work items will help determine the level of development, whether in the west or north, that trigger the need for the farm interceptor. This will also help with future developments.

7. **Directors Report**

Larson reported on the changes occurring in long-time Village consultants including the retiring of Village Attorney Lee Boushea and the departure of Village Engineer Mike Maloney. A great deal of long-term Village knowledge will be lost with both positions.

December was historically quiet on the weather front with hardly any snow. The transition to the Parks/Public Works position handling the plowing of the paths and sidewalks has gone well.

Larson contacted Wolf Paving about the area of small failures on Southing Grange. The project manager at Wolf will come out and assess the failures this spring and repairs will take place this summer. Larson plans to start working on SMA and get everything lined up in order to bid the West Parkview Street road work project for 2020.

8. **Approve the minutes of the November 5, 2019 Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Hackel, to approve the November 5, 2019 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

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

The next meeting is tentatively scheduled for Tuesday, February 4, 2019 at 6:00 pm.

10. **Future Agenda Items**

- Discuss road salt pilot program
- Discuss leaf collection
- Discuss/Update on crosswalk
- Discuss Vilas Road creek crossing

11. **Adjournment**

**Motion** by Eberhardt, seconded by Kieck, to adjourn at 7:21 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.
Approved on: __/__/20

*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.*

DRAFT