VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

PUBLIC WORKS & PROPERTIES COMMITTEE

Tuesday, March 3, 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 and consider language modification to Ordinance §305-7 Emergency Snow Removal Regulations.
   b. Update on lighting improvements at Village Hall and MSB.
   c. Discuss Village road salt use and potential pilot program.

5) **New Business**
   a. Discuss and consider bids for West Parkview street project.
   b. Presentation of Annual Stormwater Report.
   c. Discuss Clark St. Reconstruction plan for 2021.

6) **Engineer's report**

7) **Director's report**

8) **Approve the minutes of the February 4, 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

ITEM 4a

Chapter 305. Vehicles and Traffic

§ 305-7. Emergency snow removal regulations.

A. ~~President~~ Director of Public Works may declare a ~~general or limited~~ snow emergency. Whenever the ~~President~~ Director or the ~~President~~Director'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~~Director or the ~~President~~Director'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.~~

(e) Commerce Parkway, Limestone Pass, Landmark Drive from Commerce Parkway north and Matt Pass from Limestone north.

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 4a

Chapter 305. Vehicles and Traffic
§ 305-7. Emergency snow removal regulations.

A. Director of Public Works may declare a snow emergency. Whenever the Director or the Director's designee 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 streets and highways, the Director or the Director's designee may by appropriate public media declare a snow emergency during which the following emergency snow parking regulations shall be in force in the Village.

B. During a declared snow emergency, no person shall park any vehicle at any time on any street within the Village.

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

D. 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 St.

(d) Commerce Parkway, Limestone Pass, Landmark Drive from Commerce Parkway north and Matt Pass from Limestone north.

E. 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 5b

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted.**

Reporting Information

Will you be completing the Annual Report or other submittal type? (●) **Annual Report** ( ) **Other**

Project Name: Cottage Grove Annual Report

County: Dane

Municipality: Cottage Grove Village

Permit Number: S058416

Facility Number: 30921

Reporting Year: 2019

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ( ) **Yes** (●) **No**

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for Municipal storm water permit eReporting [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above

  - Storm Water Management Program *(S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)*
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory *(S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.)*
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan *(S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.)*

- Sign and Submit form

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].
Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Cottage Grove Village

Facility ID # or (FIN): 30921

Updated Information: ☐ Check to update mailing address information

Mailing Address: 221 E. Cottage Grove Road

Mailing Address 2:

City: Cottage Grove

State: Wisconsin

Zip Code: 53527 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to ***create new*** primary contact

First Name: JJ

Last Name: Larson

☐ Select to ***update*** current contact information

Title: Director of Public Works

Mailing Address: 210 Progress Dr., Suite 2

Mailing Address 2:

City: Cottage Grove

State: WI

Zip Code: 53527 xxxxx or xxxxx-xxxx

Phone Number: 608-839-5813 Ext: xxx-xxx-xxxx

Email: jlarson@village.cottage-grove.wi.us

Additional Contacts Information (Optional)

☐ I&E Program
☐ IDDE Program

Individual with responsibility for: (Check all that apply)

- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

◉ Yes ○ No

- ☑ Public Education and Outreach: Madison Area Municipal Stormwater Partnership (MAMSWaP) and Village staff
- ☑ Public Involvement and Participation: Madison Area Municipal Stormwater Partnership (MAMSWaP) and Village staff
- ☑ Illicit Discharge Detection and Elimination: MSA Professional Services and Village staff
- ☑ Construction Site Pollutant Control: MSA Professional Services and Village staff
- ☑ Post-Construction Storm Water Management: MSA Professional Services and Village staff
- ☑ Pollution Prevention
  - ☑ Storm Water Management Facility Inspections: MSA Professional Services and Village staff
  - ☑ Public Works Yards and Other Municipally Owned Properties: Village staff
  - ☑ Street Sweeping/Cleaning Program: Village staff
  - ☑ Catch Basin Sump Cleaning Program: Village staff
  - ☐ Leaf Collection Program: N/A only leaf drop off
  - ☑ Winter Road Management: Village staff
  - ☑ Internal Staff Education & Communication: Village staff
  - ☑ Storm Sewer System Map: MSA Professional Services and Village staff

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

○ Yes ◉ No

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	◉ Yes ○ No
Social media posts	Select...	Select...	◉ Yes ○ No
Educational activities (School presentations, summer camps, etc)	Select...	Select...	○ Yes ○ No
Website	Select...	Select...	○ Yes ○ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☑ General Public ☑ Public Employees ☑ Residential ☑ School Groups
☑ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	◉ Yes ○ No
Social media posts	Select...	Select...	◉ Yes ○ No
Educational activities (School presentations, summer camps, etc)	Select...	Select...	◉ Yes ○ No
Website	Select...	Select...	○ Yes ◉ No
Direct one-on-one communication	Select...	Select...	○ Yes ◉ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☑ General Public ☑ Public Employees ☑ Residential ☑ School Groups
☑ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	◉ Yes ○ No
Social media posts	Select...	Select...	◉ Yes ○ No
Active distribution of print media (mailings, newsletters, etc)	Select...	Select...	◉ Yes ○ No
Website	Select...	Select...	○ Yes ◉ No
Direct one-on-one communication	Select...	Select...	○ Yes ◉ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☑ General Public ☑ Public Employees ☑ Residential ☐ School Groups
☑ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	◉ Yes ○ No
Direct one-on-one communication	Select...	Select...	○ Yes ◉ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☑ General Public ☐ Public Employees ☑ Residential ☐ School Groups
☑ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	◉ Yes ○ No
Social media posts	Select...	Select...	◉ Yes ○ No
Website	Select...	Select...	○ Yes ◉ No
Direct one-on-one communication	Select...	Select...	○ Yes ◉ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☑ General Public ☑ Public Employees ☑ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Website	Select...	Select...	○ Yes ◉ No
Direct one-on-one communication	Select...	Select...	○ Yes ◉ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☑ Business ☑ Developers ☐ Industries ☐ Other:

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	◉ Yes ○ No
Website	Select...	Select...	○ Yes ◉ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☑ General Public ☑ Public Employees ☐ Residential ☐ School Groups
☑ Business ☑ Developers ☑ Industries ☐ Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Direct one-on-one communication	Select...	Select...	○ Yes ◉ No

Select all applicable audiences targeted for this topic.

☑ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☑ Business ☑ Developers ☐ Industries ☐ Other:

Topic: Other (describe): _____

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	○ Yes ○ No

Select all applicable audiences targeted for this topic.

☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village is a member of the Madison Area Stormwater Partnership (MAMSWaP) and regularly shares educational materials from this group and others to increase our social media outreach.

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	**Quantity** (optional)	**Est. People Reached** (optional)	**Regional Effort?** (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	○ Yes ○ No

Select all applicable participants targeted for this topic.

☑ Contractors ☑ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☑ Business ☑ Developers ☐ Industries ☐ Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	**Quantity** (optional)	**Est. People Reached** (optional)	**Regional Effort?** (optional)
None	Select...	Select...	○ Yes ○ No

Select all applicable participants targeted for this topic.

☐ Contractors ☑ General Public ☐ Public Employees ☐ Residential ☐ School Groups

☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: MS4 Annual Report			
Mechanism	**Quantity** (optional)	**Est. People Reached** (optional)	**Regional Effort?** (optional)
Citizen Committe Meetings	Select...	Select...	○ Yes ○ No
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	○ Yes ○ No
Website	Select...	Select...	○ Yes ○ No

Select all applicable participants targeted for this topic.

☐ Contractors ☑ General Public ☑ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Volunteer Opportunities			
Mechanism	**Quantity** (optional)	**Est. People Reached** (optional)	**Regional Effort?** (optional)
None	Select...	Select...	○ Yes ○ No

Select all applicable participants targeted for this topic.

☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Other (describe) :			
Mechanism	**Quantity** (optional)	**Est. People Reached** (optional)	**Regional Effort?** (optional)
Select...	Select...	Select...	○ Yes ○ No

Select all applicable participants targeted for this topic .

☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have?		☑ Unsure
b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?		☑ Unsure
c. From the municipality's routine screening, how many were confirmed illicit discharges?	0	☐ Unsure
d. How many illicit discharge complaints did the municipality receive?	0	☐ Unsure
e. From the complaint received, how many were confirmed illicit discharges?	0	☐ Unsure
f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? (If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)	0	☐ Unsure

g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☑ Verbal Warning	0
☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0

Additional Information:

h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village had inspected 49 outfalls in the previous two years for illicit discharges.

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

a. How many total construction sites were active at any point in the reporting year?	6	☐ Unsure
b. How many construction sites did the municipality issue	4	☐ Unsure

permits for in the reporting year?

c. Do the above numbers include sites <1 acre? ◉ Yes ○ No ○ Unsure

d. How many erosion control inspections did the municipality complete in the reporting year? 36 ☐ Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority	
☑ Verbal Warning	2
☑ Written Warning (including email)	13
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Stop Work Order	0
☑ Forfeiture of Deposit	0
☐ Other - Describe below	

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many sites with new structural storm water management facilities* have received local approval ? 6 ☐ Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

b. How many privately owned storm water management facilities were inspected in the reporting year ? 2 ☐ Unsure

Inspections completed by private land owners should be included in the reported number.

c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the ☐ Unsure

reporting year.

☐ No Authority	
☑ Verbal Warning	0
☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Forfeiture of Deposit	0
☑ Complete Maintenance	0
☑ Bill Responsible Party	0
☐ Other - Describe below	

d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

a. Enter the total number of municipally owned or operated structural storm water management facilities ?	66	☐ Unsure
b. How many new municipally owned storm water management facilities were installed in the reporting year ?	0	☐ Unsure
c. How many municipally owned storm water management facilities were inspected in the reporting year?		☑ Unsure
d. What elements are looked at during inspections (250 character limit)?		
Erosion, woody/plant growth, depth, sediment accumulation		
e. How many of these facilities required maintenance?	0	☐ Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

f. How many inspections of municipal properties have been	☑ Unsure

conducted in the reporting year?

g. Have amendments to the SWPPPs been made? ○ Yes ◉ No ○ Unsure

h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

i. Did the municipality conduct street sweeping/cleaning during the reporting year?
◉ Yes ○ No ○ Unsure

j. If known, how many tons of material was removed? 79 ☐ Unsure

k. Does the municipality have a low hazard exemption for this material? ○ Yes ◉ No

l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
◉ Yes
○ No - Explain _____
○ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

m. Did the municipality conduct catch basin sump cleaning during the reporting year?
◉ Yes ○ No ○ Unsure

n. How many catch basin sumps were cleaned in the reporting year? ☑ Unsure

o. If known, how many tons of material was collected? ☑ Unsure

p. Does the municipality have a low hazard exemption for this material? ○ Yes ◉ No

q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
○ Yes
◉ No - Explain Model doesn't account cleaning for TSS/TP reduct
○ Not Applicable

Collection Services - *Leaf Collection Program* ☑ Not Applicable

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 75 ☐ Unsure

x. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	*Oct*	*Nov*	*Dec*	*Jan*	*Feb*	*Mar*
Salt	0	0	0	350	300	0

Liquids (gallons) (ex. brine)

Oct	Nov	Dec	Jan	Feb	Mar
None					

y. Was salt applying machinery calibrated in the reporting year? ○ Yes ◉ No ○ Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year? ○ Yes ◉ No ○ Unsure

If yes, describe what training was provided (250 character limit):

When: How many attended:

Internal (Staff) Education & Communication

aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements ? ○ Yes ◉ No ○ Unsure

If yes, describe what training was provided (250 character limit):

When: How many attended:

ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Public Works & Properties Committee and Village Board meets regularly and are advised of permit requirements and staff efforts.

Municipal Officials

Committee (with elected officials and citizen members) and Village Board meet regularly; as do Department Head staff. Permit requirements and progress are discussed at both formal committee meetings as well as internal staff meetings.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Public Works staff meets regularly to discuss permit requirements and progress as do Department Heads.

ac. Brief Pollution Prevention program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? ○ Yes ○ No ◉ Unsure

If yes, check the areas the map items that got updated or changed:

- ☐ Storm water treatment facilities
- ☐ Storm pipes
- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

Not sure if new stormwater infrastructure from 2019 projects has been added to GIS at this time; in 2020 staff will be ...

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

A few years ago the Village had all structures GPS'd and a GIS map built; there is still field verification needed to clean up maps; Stormwater Intern position will be tasked with that work in 2020.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	**Budget** Reporting Year	**Budget** Upcoming Year	**Source of Funds**
Element: Public Education and Outreach			
4000	5000	7700	General revenue fund
Element: Public Involvement and Participation			
1500	2500	5200	General revenue fund
Element: Illicit Discharge Detection and Elimination			
5000	5500	8200	General revenue fund
Element: Construction Site Pollutant Control			
0	0	0	Permit fee and/or deposit/escrow
Element: Post-Construction Storm Water Management			
0	0	0	Permit fee and/or deposit/escrow
Element: Pollution Prevention			
7000	8000	8000	General revenue fund
Element: Storm Water Quality Management			
12000	12000	12000	General revenue fund
Element: Storm Sewer System Map			
3000	3000	5700	General revenue fund

Other (describe)

Update of Stormwater Model (funded in 2018 & 2019) complete 2019

34000 General revenue fund

Please provide a justification for a "0" entered in the Fiscal Analysis

Construction site and post-construction site inspection/control/management is paid for by builder/developer/project funds & are not captured in our stormwater operating lines from the General Fund.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

○ Yes ◉ No ○ Unsure If Yes, explain below:

b : Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

○ Yes ◉ No ○ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

○ Yes ◉ No ○ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

◉ Yes ○ No ○ Unsure

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

For the summer of 2020, the Village approved funding an intern focused on stormwater. The role will focus on Info & Education programs and materials as well as conduct field inspections (outfalls & illicit discharge) and mapping updates.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE.**

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - Help reduce file size and trouble shoot file uploads
*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

AR_SWMap

File Attachment — CottageGroveStormwater22x34.pdf

AR_TMDL

File Attachment — Cottage_Grove_SWQMP_Update_2019_Optimized.pdf

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

IDDE_Program

File Attachment — 2018Illicitdischarge_inspectionreport_pdf.pdf

IDDE_Program

File Attachment — 2017-IllicitDischargeInspections.pdf

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

Draft and Share PDF Report with Municipality's Governing Body

Do not close your work until you **SAVE.**

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click HERE.

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Cottage Grove Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

○ Authorized municipal contact using WAMS ID.

○ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.

○ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

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: March 2020 Report

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA contacted land owner's to prepare the improved geometry plans for the intersection. MSA traffic team is working on schematic to verify land needs.

5TH ADDITION TO WESTLAWN ESTATES – Contractor continuing to install utilities as weather permits. MSA is working with MMSD on deed restrictions for future phases at this time.

COTTAGE GROVE COMMONS – Contractor said they are a bit behind schedule so public utilities will start in a couple of weeks so in early March.

VILAS ROAD SEWER AND WATER – MSA is planning to bid both the path and the water and sewer projects in hopes of having bids for April meeting. MSA has been verifying the permits and depths to reduce project costs as well as provide for the future drainage area planned.

GLOBAL INFORMATION SYSTEM – MSA is working on the mapping in order to verify the information from the field and determine capacity at key points in the Village. Flow meters have been installed in key sanitary sewer locations to determine the existing flows in Village interceptor sewers and areas to further investigate for inflow and infiltration. 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 – Bids to be received on February 28th and recommendation at March meeting.

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

MGSD SITE PLAN – MSA provided comments on the site plans based on previous comments for utility extensions. Watermain and sanitary sewer connections along with street connections received comments. MSA submitted documents for the MMSD annexation of the school district property.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA prepared a conceptual map to be shared with the Bike Path Committee on March 16th. MSA is looking at parking options and additional street improvements beyond the path limits.

ITEM 7

Village of Cottage Grove

Department of Public Works

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

March 3rd, 2020

Snow & Ice

- February saw a number of significant events; and weather forecasts were off a lot.
- Staff reacted well to all; even with little accurate forecast notice.

Staff Update

- Both of our newest hires now have the CDLs; street plow routes are now fully staffed for first time this season.

W. Parkview repaving

- Bids opening was Friday.

Capital Equipment Update

- 2019 Plow Truck ETA - July.
- 2020 Plow Truck ordered last week; ETA for cab & chassis is April, completely built truck by December or January.
- Street Sweeper should be delivered late spring, early summer.

Stormwater Intern position

- Phone interviews a few weeks ago
- Interviewed 2 candidates last week

Glacial Drumlin Bike Path Project (TAP Grant)/Clark St. reconstruction/potential Grove St.

- Ad Hoc Bike Path Committee set a meeting date in mid-March to begin planning
- 2021 construction in conjunction with Clark St.
- MSA looking into options to offer street parking
- Grove St. reconstruction may be planned as part of these projects; scope TBD.

ITEM 8

VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE MEETING MINUTES OF FEBRUARY 4, 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, Larry Kieck, Scott Schuerman and John Williams (chair). Mike Hackel was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and Village Trustee Melissa Ratcliff.

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 Village road salt use and potential pilot program.**
   Larson explained that the delay in implementing the road salt use pilot program is due to still being down one CDL driver. He wants to make sure that all Public Works staff are on their regular routes before putting the program in action. There is a plan for the program in place, however, it is looking like it will not start up until next winter season. When implementation gets closer, Larson stated that he plans to notify residents in the neighborhoods where the modified salt use will occur. No formal action was taken.

   b. **Discuss potential Village leaf collection program.**
   With positive feedback about a leaf collection program, Larson reached out to other communities that already provide this service. Many established communities similar in size to Cottage Grove already provide leaf collection. After speaking with Monona Public Works, Larson found that the Village could potentially get a decent leaf collection vehicle for about what a new dump truck costs. There is a new dump truck budgeted for this year, and Larson was wondering if the committee would like him to pursue switching the dump truck out for a leaf collection vehicle this year. The committee discussed this and decided it would be better to budget for a leaf collection vehicle in 2021 and leave the dump truck in for this year. Another issue is staffing the vehicle. Larson said he would keep this year's dump truck in the budget and push back the 2021 dump truck to allow for budgeting of a leaf collection vehicle. He also noted that the DNR has not yet specified a date for when leaf collection will become mandatory.

5. **New Business**
   a. **Discuss and consider addition of "No Parking" signs on Commerce Parkway.**
   This issue was brought to Larson's attention through a complaint from Stihl. They are concerned with the amount of street parking directly in front of their business, which at times, blocks their mailbox and has caused a lot of issues for semis entering/turning into their lot. Larson and Police Chief Dan Layber went out to the Stihl and noticed parking violators in front of Stihl. Larson also pointed out that Matt Pass, which is right around the corner, has plenty of on-street parking available and only a few businesses. **Motion** by Eberhardt, seconded by Kieck, to approve the installation of "No Parking" signs on Commerce Parkway at both the entrances to Stihl and in front of their mailbox. . Motion carried with a unanimous voice vote of 4-0-0.

   b. **Discuss potential modification of Ordinance §305-7 *Emergency Snow Removal Regulations*.**
   Larson surveyed ten other area communities to find out who or which entity declared snow emergencies. The results ranged from a Public Works Director, Police Chief, Mayor, City Manager, Street Superintendent to no one, just set rules for when an emergency can be declared. The best

discussion he had was with the Deerfield Public Works Director who said he is in charge of declaring snow emergencies. He also said that he has only declared one such emergency in over 20 years because they have alternate side parking in place through the winter season. This would be a similar situation for Cottage Grove. Committee members have no issue with Larson being designated as the person who can declare a snow emergency if the need arises. They feel like the person who is in charge of clearing the streets of snow, should also be the person to declare an emergency. Larson will work on updating the language for the ordinance and bring it back to the committee next month. 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

James Bongard of MSA will be communicating with landowners 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 was held, and public construction will 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. The path extends between Weald Bridge and Progress Drive. MSA will have more information about the plans and bidding in the future. Lord and Bongard will meet with Larson on Thursday this week to discuss the project and hopefully set a schedule for bidding.

Phoebe Bakken Park

MSA has the documents out to bid. The bid opening will be held on February 12. MSA is also checking with the DOT about the potential of reducing the speed limit in front of the park on Vilas Road.

Global Information System

MSA is near completion of the structure measurements of the sanitary and storm system for mapping 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. MSA will have the project bid opening on February 28, in time 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 bike path project. Dane County indicated that there is no PARC Grant funding in 2020. They also noted that funding for the PARC Grant has typically been every other year, although there are no guarantees. If there is funding in 2021, Dane County will not take applications until summer of 2021. This would mean that if the Village waits for

the funding, the second phase of the bike path project would not begin until late fall of 2021. Lord also stated that the costs for the second phase of the project were higher than originally expected. The Village also hasn't yet applied for the $182,500.00 reimbursement for phase one of the bike path. Another item that is still pending from the first phase is the "way finding" signage that is supposed to be placed along the bike path.

7. **Directors Report**

Snow & Ice

January made up for December in snow events. The staff have done a remarkable job, especially considering working around vacations, unexpected time off and still being down one CDL driver.

West Parkview Repaving Project

Plan to bid project out in February with a completion date of early July. This project will use $27,000 of State LRIP (Local Roads Improvement Program) funds.

Changes to CDL License requirements

CDL License holders are now required to register with the Federal Clearinghouse. New entry drivers will have training requirements prior to obtaining a license, however, the start of this requirement has now been postponed until 2022 due to a lot of questions by participants.

ROW permit changes 2020

Larson would like to update the ROW permit. He has begun gathering information from other municipalities. The intention is to develop a formal cost for ROW permits based on size and scope and develop a more formalized process of approval, inspection and close-outs.

Construction specs

Larson, Lord and Bongard have begun working on updating the construction specs.

Stormwater Quality Plan update complete

The Village is in good shape in both of our watersheds. This updated plan identifies future projects; it quantifies their TSS and TP removals and estimated costs and keep them on the radar for financial planning. Presentation to the Village Board is planned following elections this spring.

Bike path along CTH N/Main Street

See Engineer's Report for an update on potential funding for phase 2.

Glacial Drumlin Bike Path Project (TAP Grant)

The Ad Hoc Committee has set a meeting date in mid-March to begin planning. A 2021 construction is being planned in conjunction with Clark Street. The Village portion of this path will be complete and ready when Dane County connects the path to Madison.

Facility Needs Study – 2020

Since the roof and HVAC at the old Public Works shop haven't been causing problems lately, Larson is not inclined to update either. Instead he would rather invest in a lighting upgrade at both the Village Hall and Municipal Services Building (MSB). The local company he has been working with for lighting would handle the upgrades and the payback would be 3 ½ years for the MSB and 7 ½ years for Village Hall. He wanted to gauge committee interest in pursuing both upgrades.

8. **Approve the minutes of the January 7, 2020 Public Works & Properties Committee meeting.**
Motion by Kieck, seconded by Eberhardt, to approve the January 7, 2020 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, March 3, 2020 at 6:00 pm.

10. **Future Agenda Items**
    - Update on lighting improvements.

- Discuss LRIP and West Parkview bids.
- Discuss and consider Snow Emergency Removal Ordinance language.

11. Adjournment

Motion by Eberhardt, seconded by Kieck, to adjourn at 7:18 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