VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

PUBLIC WORKS & PROPERTIES COMMITTEE

Tuesday, May 5, 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/94782368009 You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 947 8236 8009# When asked for your Participant ID, just press #.

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 jlarson@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 lighting improvements at Village Hall and MSB.
   b. Discuss Village road salt use and potential pilot program.

5) **New Business**
   a. Discuss and consider installation of security camera at Bonnie Rd. shop.
   b. Discuss and consider Task Order Contract with MSA for work related to the Glacial Drumlin Bike Path project.
   c. Discuss Clark St. Reconstruction plan for 2021.

6) **Engineer's report**

7) **Director's report**

8) **Approve the minutes of the March 3, 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 5a

PUBLIC WORKS STAFF REPORT

MEMO DATE:	April 29, 2020
MTG. DATE:	**May 5, 2020**
TO:	Public Works & Properties Committee
FROM:	JJ Larson – Village Director of Public Works & Utilities
RE:	**Camera installation at Bonnie Rd. Shop**

BACKGROUND

As this Committee is aware, our staff spends a lot of time and energy dealing with unauthorized dumping at our compost drop off site. Primarily, this is brush being put into the bins, but includes everything from tires to appliances and old chemicals. Staff is constantly battling to keep this material out. Often, if the offending party dropped brush earlier on a nice Saturday or Sunday, residents have buried the brush under compost by the time anyone on our staff notices. This leads to our guys having to manually remove this material by hand and puts them at increased risk for injury. We also have reason to suspect that our location is utilized by contractors on occasion – when it is specifically offered for residents and the material from their own properties.

STAFF OVERVIEW

LaForce provided a proposal to install a camera that will allow video surveillance of the drop off site. The intention is to change behaviors that have become all too common at this location. If we see a load of brush dropped, this will allow us the ability to go back and identify the offender and take the necessary steps to change the behavior.

While this small project was not specifically planned or budgeted for, the costs can easily be absorbed by our operating budget with a total cost of $2,375.00.

STAFF RECOMMENDATION

I recommend approval of this proposal from LaForce for security camera installation at the Bonnie Rd. Public Works shop.

ITEM 5b

Professional Services Agreement

This AGREEMENT (Agreement) is made today May 18, 2020 by and between VILLAGE OF COTTAGE GROVE, WISCONSIN (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: Glacial Drumlin Path – Clark Street Real Estate Services

The scope of the work authorized is: **See Attachment B**

The schedule to perform the work is: Approximate Start Date: 5/18/2020
Approximate Completion Date: 3/31/2021

The estimated fee for the work is: $45,850

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

VILLAGE OF COTTAGE GROVE	**MSA PROFESSIONAL SERVICES, INC.**
_____	_____
John Williams	Kevin Lord, P.E., P.L.S.
Village President	Team Leader
Date:_____	Date: 5/01/2020
221 E Cottage Grove Road	1702 Pankratz Street
Cottage Grove, WI 53527	Madison, WI 53704
Phone: 608-839-4704	Phone: 608-242-7779

Village of Cottage Grove – Clark Street Real Estate Services
Scope of Services
MSA Project #00094102

Project Name: Right of Way Acquisition
ID 3625-00-04, Clark Street
Glacial Drumlin Trail, Cottage Grove, Dane County

Project Description: The Village of Cottage Grove will construct a portion of the Glacial Drumlin Trail from the trail head on the east side of CTH N, along Clark Street and through Fireman's and Phoebe Bakken Park within the Village of Cottage Grove, Dane County, Wisconsin. The project is partially funded with a TAP Grant from WisDOT. This AGREEMENT is based on real estate rights required for the project as shown on a preliminary aerial sketch provided April 24, 2020 for WisDOT ID 3625-00-04. The aforementioned sketch includes acquisitions from 13 parcels, each being Temporary Limited Easement (TLE)-only parcels. Permanent interests are not included. The parcels are a mix of commercial, industrial, and residential properties. There are no railroad parcels.

The need for or number of Temporary Utility Release parcels that will require coordination, the need for "compensable utility relocation" coordination, and the existence of encroachments are not known and are included as Contingency items in the compensation table below. There are no Partial Releases of Mortgages included for the parcels, since they are all TLE-only parcels.

Please note that the above estimated number of parcels are approximations based on a preliminary sketch and are subject to change upon further design and TLE Exhibit development, and if there are changes, the costs will be adjusted accordingly.

A. Project Schedule

The schedule assumes the Right-of-Way Plat (or TLE Exhibit) and Relocation Order are approved and filed and a copy supplied to MSA no later than July 1, 2020, the Village approves the Sales Study and Nominal Payment Parcel Report by August 15, 2020, and the WisDOT PSE deadline for acquisitions to be complete is no earlier than January 1, 2021. Based on nominal acquisitions, MSA will attempt to meet a January 1, 2021 target date for the acquisitions, with final deadline being approximately February 1, 2021. The acquisition work can begin upon receiving the signed TLE Exhibit, legal descriptions, conveyance documents, and a copy of the final signed TLE Exhibit and recorded Relocation Order. The acquisition process normally takes a minimum of 150 days assuming a negotiated settlement.

B. Scope of Services: Real Estate Acquisition Services will be provided in accordance with the Federal Uniform Relocation Act and Wisconsin State Statues, and under the Terms and Conditions attached.

1) Review of the Title Reports is included. MSA has included costs for the title reports in our estimate.

2) Right-of-Way Plat Exhibit (or TLE Exhibit) preparation.

3) Relocation Order referencing the Right-of-Way Plat Exhibit. Separate exhibit showing the path location through the existing Village Parks.

4) Legal Descriptions of the TLE areas with recording document.

5) One-time temporary appraisal staking. Staking will occur after the Right-of-Way Plat exhibit and Relocation Order are approved and filed.

6) Prepare Acquisition Capability Statement for Village to print on their letterhead and to submit to WisDOT.

7) Prepare an introduction letter that will be mailed to all of the property owners along with the Owner's Rights brochure and information on the project, including:
   a. Staking schedule
   b. Contact information for the MSA project negotiator

8) Determine Values. All parcels are anticipated to be acquired through the nominal acquisition process and no appraisals are included in the scope.
   a. Determine land values of the TLE acquisitions. Subconsultant AJ Appraisals will prepare a Sales Study with information for similar-zoned properties located near the subject property and valuations of impacted property features (existing improvements), if applicable, located within the lands to be acquired. Included is up to one site visit by the valuation specialist.
   b. The procedures for approving the Sales Study and Nominal Payment Parcel Report will be coordinated with the Village.
   c. If the negotiations of the nominal offer do not result in a negotiated settlement as coordinated with the Village, appraisals would be required and are listed as an extra service in the Contingency Acquisition Services compensation table herein.
   d. If requested by the Village, attend meeting with the Village to explain Sales Study or Nominal Payment Parcel Report. Attending this meeting is an extra service as listed in the Contingency Acquisition Services compensation table herein.

9) Negotiations
   a. Send offer package by Certified Mail to the landowners, soon after Nominal Payment Parcel Report is approved.
   b. Provide follow-up call to landowners to answer questions regarding the information provided. Meetings will be scheduled as requested by landowners to address concerns regarding the project. Meetings with landowners are anticipated to be held locally in the Cottage Grove area.
   c. When a negotiated settlement has been reached, a payment request will be provided to the Village. The Village will provide the check to MSA. MSA will distribute the check to the landowner using regular mail.
   d. Prepare negotiation diary to document coordination with the landowner.
   e. Mail signed documents to the Dane County Register of Deeds with request to invoice the Village directly. If invoicing the Village directly is not possible, MSA will pass along recording fees ($30/document) as an additional cost to the Village.
   f. Electronic Transfer Return form will be created for any fee acquisitions (if fee parcels are later added with amendment). Electronic Transfer Return Forms are now required to record deeds at the County Register of Deeds offices. This requirement became effective February 4, 2016 when signed in to law by the Governor.
   g. Regular updates will be provided to keep the Village informed of the progress and any negotiation issues.
   h. Approved final documents will be entered into READS, WisDOT's documentation software, as required by WisDOT.
   i. This scope is based on obtaining a negotiated settlement.
   j. If a negotiated settlement can't be reached on a parcel with value determined through the Nominal Payment Parcel Report, then an appraisal of value will be required under the Owner's rights as set forth in the Federal Uniform Relocation Act to continue with eminent domain, if requested by the Village. An Appraisal will be provided as an extra service as listed herein. If a negotiated settlement can't be reached based on the appraisal, MSA can

then prepare the Jurisdictional Offer, Lis Pendens and Award of Damages for signature and delivery by the Village, as an extra service. We anticipate the Village's Attorney will handle the condemnation proceeding after the Award of Damages.

10) Extra Services not included in Scope:
   a. No services are included for services if a negotiated settlement can't be reached.
   b. Appraisals and services related to preparing the Jurisdictional Offer, Lis Pendens and Award of Damages for signature and delivery by the Village.
   c. Difficult negotiations with a landowner, including but not limited to more than one meeting, will be considered extra services.
   d. Attendance at Village or Village Meetings or the Public Informational Meeting if requested by Village is an extra service as listed in the Contingency Acquisition Services compensation table herein.
   e. Should the TLE Exhibit be revised and any changes made to parcels already acquired by MSA, or parcels where significant progress has been made, the parcel will be considered to be a new parcel and a new fee negotiated with the Village. TLE Exhibit changes have the potential to delay the acquisition delivery schedule. The acquisition agents normally require a minimum of 120 days between the time the offer is presented to the landowners and title is acquired, in order to meet the requirements of the process.

C. Services Provided by client

1) Timely approvals of Right-of-Way Plat (or TLE Exhibit), Relocation Order, Nominal Payment Parcel Report and parcel payments with checks are critical to keeping the project on schedule and obtaining the parcels by the Village's desired acquisition date.
2) Prepare Federal 1099-S Forms for fee parcels, if payment is greater than $600.

D. Compensation for the work is as follows:

1) **Payment for** Real Estate Acquisition services will be an estimated fee based on the following basis.

Service Provided	Estimated Cost
Title Policies (Dane County Title)	$5,200
Right-of-Way Plat Exhibits	$8,600
Conveyance Documents	$1,000
Appraisal Staking	$1,000
Sales Study	$2,500
Nominal Payment Parcel Report	$2,000
Acquisition for TLE, average complexity (8 @$1,600/ea)	$12,800
Acquisition for TLE, above-average complexity (5 @$2,000/ea)	$10,000
Acquisition Capability Statement	$400
Certificate of Right of Way	$450
Project Management & Administration	$1,900
Estimated Fee	**$45,850**

* = The number of affected parcels are approximate and may change upon the final TLE Exhibit. The invoicing and final costs will reflect the final number of parcels of each type.

Additional Acquisition Services, if needed	
Abbreviated Standard Appraisal	$1,600/ea

Preparation of Jurisdictional Offer, Lis Pendens and Award of Damages (per parcel)	$1,500
Attendance at meetings with Village officials or Public Info Meeting, if requested (1 MSA staff)	$900/ea
Utility Release of Rights Parcels	$500/ea
Encroachments	$400/ea
Coordination of Compensable Utilities	Time & Materials
Partial Releases of Mortgage	Time & Materials

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: May 2020 Report

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is awaiting the signed developer's agreement to start the roadway design work for 2021.

5TH ADDITION TO WESTLAWN ESTATES – Utility work is complete and awaiting good weather for roadway work. MSA is working with MMSD on deed restrictions for future phases at this time.

COTTAGE GROVE COMMONS – Public utility work completed and also working on roadway work as weather permits.

VILAS ROAD SEWER AND WATER – Project has been bid and is awaiting agreement with developer to move forward.

SANITARY SYSTEM FLOWS – MSA has installed flow monitoring equipment in specific manholes in the Village and is monitoring these flows along with inflow and infiltration. The monitoring is anticipated to go through May of 2020 and will then be summarized for flows and drainage basins to provide the Village with planning projects to anticipate in the future and when work may be needed.

WEST PARKVIEW LRIP – Contracting completed and work to be completed the first part of May 2020.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA conducted an OPM (Operational Planning Meeting) with Village staff, DOT staff, and utilities to go over the project and anticipated conflicts. MSA provided a map showing the planned project with regards to the grant to maximize the TAP grant amount. Further reconstruction of Clark Street and Grove Street will be discussed as it is anticipated to be a separate project at the least and timing will be discussed. MSA will be presenting a task order for property acquisition purposes for the project as necessary. Utility costs also may be included with the project and will be discussed with Public Works. Due to the funding the project is on a tight timeframe to meet the planned bid letting currently but can be achieved if reviews are completed timely which is a bit of an unknown in the current situation.

MAIN STREET BIKE PATH PARC GRANT – 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.

QUARRY RIDGE ESTATES – MSA and the Village have been continually dealing with neighbors concerned with operating hours and dumping within the quarry area along Matt Pass.

ITEM 7

Village of Cottage Grove

Department of Public Works

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

May 5th, 2020

COVID-19

- No two riding in a vehicle at the same time; start/finish times staggered
- Wiping down vehicles before and after use and staying with same vehicle as much as possible.
- Staff that can work from home is as much as possible.

Vilas Rd. Creek Crossing

- Bid awarded to RG Huston.

W. Parkview repaving

- Work to be done in early May by Tri-County paving.

Southing Grange

- Failed asphalt repaired by Wolf in April

Street maintenance for 2020

- Crack fill & chipseal contracts should go out soon; completing east side of Coyle neighborhood streets this year.
- Identified three streets where large asphalt patches are needed; getting pricing as of this writing.

Sidewalk maintenance

- Notice letters sent week of April 20th.
- Saw-cut work set to start mid-May.
- Remove and replacement work (hopefully) taking place late May – early June.

Street Sweeper

- New unit arrived in March and has been great.
- Staff's almost removed equal tonnage to last year – already!

Stormwater Intern position

- Conducted interviews via phone prior to "Safer at Home" and Zoom interviews last week.
- As of this writing we have one candidate offered & accepted.

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

- Had an Operational Planning Meeting on April 24 (MSA, Village, DOT, utilities)

ITEM 8

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

MINUTES

1) **Call Meeting to Order** The meeting was called to order at 6:03 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, Scott Schuerman and John Williams (chair). Andy Eberhardt and Larry Kieck were absent and excused. Also present were Public Works Director JJ Larson and Village Engineer Kevin Lord of MSA.

3) **Public Appearances** – Public's opportunity to speak about any subject that is not a specific agenda item.
None.

4) **Old Business**
   a. **Discuss and consider language modification to Ordinance §305-7 Emergency Snow Removal Regulations.**
   Larson presented the proposed language changes. Hackel asked if there are really issues with parking in the Village given that most properties have off-street parking. Larson responded that there is nothing significant, given the alternate side parking rule. Motion by Williams, seconded by Schuerman to approve the language modifications to Ordinance §305-7. Motion carried with a unanimous voice vote 3-0-0.
   b. **Update on lighting improvements at Village Hall and MSB.**
   Larson indicated the order was placed and he was anticipating the work would begin in late March or early April.
   c. **Discuss Village road salt use and potential pilot program.**
   Larson showed the area where he hopes to implement the salt reduction pilot program next winter season.

5) **New Business**
   a. **Discuss and consider bids for West Parkview street project.**
   Lord presented the bid sheet and discussed the plan to pulverize and repave. Tri-County Paving was the lowest and prices came in under budget. Lord recommended awarding the contract to Tri-County. Hackel asked about the plan for the money given that the bids came in under budget. Larson responded that there are always areas that need asphalt patching and paving in other parts of the Village. Larson also discussed the possibility of using the money to bring the sidewalk ramps along W. Parkview up to the new ADA standards.

b. **Presentation of Annual Stormwater Report.**
Larson discussed the annual report. Larson also discussed how 2020 will require a significant increase in responsibilities related to stormwater and that DNR has indicated reports submitted next year will need to be much more comprehensive and detailed with more quantified data.

c. **Discuss Clark St. Reconstruction plan for 2021.**
Lord and Larson gave an overview of the history of the planning for Clark St. reconstruction, the TAP grant-funded bike path, the urbanization of the west end of Clark St. and the potential improvements that could also be incorporated into Grove St. The concept has angled parking added to the south side of Clark St. and stalls along the west side of Grove St. Hackel suggested that parking should be added to both sides of Grove St. Williams asked about the plan for the bike path at Vilas. Larson responded that it will end there with this project, the landowner across Vilas will be required to provide trail extension along their frontage when that development occurs. Larson stated the ultimate connection point with Dane County is undetermined because that project is still in development. There was discussion about the western end of Clark St. and potentially reaching out to the Town about improvements for that part.

6) **Engineer's report**

Buss Road/Cottage Grove Road Intersection Plan
MSA contacted landowners 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 the 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 the 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.

7) **Director's report**

Larson started by reporting on the lack of interest in the Seasonal Laborer position (over the last two years), but that he had a significant number of applicants for the Stormwater Intern position. He asked the Committee for thoughts on hiring two Interns, the budget is there for seasonal positions and with the increased stormwater requirements this would be a good use of Village funds. Committee members were supportive of the idea.

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.

8) **Approve the minutes of the February 4, 2020 Public Works & Properties Committee meeting.**
Motion by Hackel, seconded by Schuerman, to approve the February 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 meeting date is tentatively scheduled for Tuesday, April 7th, 2020 at 6:00 p.m.

10) Future Agenda Items

- Vilas Road Creek Crossing path bids.
- Update on lighting improvements.

11) Adjournment

Motion by Schuerman, seconded by Hackel, to adjourn at 7:21 p.m. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by JJ Larson, Director of Public Works & Utilities.

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