VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

PUBLIC WORKS & PROPERTIES COMMITTEE

Tuesday, September 1, 2020 **6:00 PM**

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

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 Glacial Drumlin Bike Path/Clark/Grove St Project
   b. Update on the Buss Road/CTH BB project.

5) **New Business**
   a. Discuss and consider recommendation on Capital Plan.
   b. Discuss and consider operating budget for 2021.
   c. Review Village Board Priorities.

6) **Engineer's report**

7) **Director's report**

8) **Approve the minutes of the August 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 5a

2021 Budget Request

MEMO DATE: August 28, 2020

TO: Public Works Committee
CC: Matt Giese – Village Administrator

FROM: JJ Larson – Director of Public Works & Utilities

RE: Capital Plan for 2021

OVERVIEW/BACKGROUND

The Capital Plan funds scheduled equipment purchases and replacements, as well as smaller projects like building maintenance/upgrades, street repaving, technology upgrades, etc. In the 2021 plan there will be a number of capital purchases for our department.

- 2021 will be the third year of the capital road repaving plan. As we did last year, I intend to bring a recommended repave plan to the Public Works Committee for approval or modification prior to bidding the work. This is planned at $126,000 of levied funds.
- The plan for 2021 also includes replacement of the Village Hall parking lot. This lot has been in poor condition for years and is long overdue for repaving. This is planned at $78,000 of levied funds.
- The Capital Plan also allocates dollars for building maintenance projects. While planned work may fluctuate given the specific condition from year to year; this is where we can plan for things like HVAC replacements, lighting upgrades, etc. The plan for 2021 may look at areas to improve the HVAC units in the Village facilities that may also help us work towards our newly adopted Sustainability goals. This is budgeted at $40,000, with $28,000 being from levied funds.
- Lastly, the Department plans to replace our paint striper with an estimated cost of $6,000 of levied funds.

ITEMS OF NOTE IN THE PLAN

- We moved back a number of planned vehicle replacements. Of note to this Committee, a plow truck, and two Public Works pickups. These vehicles are operating well, and there won't be a major impact to their trade-in value by delaying their replacement.
- We also have not included the purchase of a leaf-vac truck. As I have noted, the addition of a leaf vac truck and collection program must include the addition of an FTE in our Department.

FINANCIAL IMPACT/FUNDING SOURCE

The Capital Plan is funded using levied dollars annually. Some years the planned expenditures spend down the account, other years there is a surplus and the account grows. There is no change in impact on the taxpayer annually as purchases fluctuate.

DEPARTMENT HEAD RECOMMENDATION

I recommend that the Committee and Board continue to support the Capital Plan.

ITEM 5b

2021 Budget Request

MEMO DATE: August 27, 2020

TO: Public Works Committee
CC: Matt Giese – Village Administrator

FROM: JJ Larson – Director of Public Works & Utilities

RE: Public Works Operating Budget

OVERVIEW/BACKGROUND

The economic impact of the pandemic has brought challenges to municipal finances, and further impacts are anticipated across the state and nation. With that in mind the 2021 operating budget request is under a 1% overall increase (not including any increases for wages/benefits) for the General Fund portion of our Department.

ITEMS OF NOTE IN THE BUDGET

- The proposed budget includes a request for an additional $6,000 for "Sustainability Initiatives." This could be used to fund programs like the rain barrel or compost barrel programs other municipalities offer their residents. These funds could also be used for any number of other incentives, outreach, or education programs with a Sustainability focus in 2021.
- I've requested a small increase in Engineering Professional Services to ensure that our Department can continue to work closely and collaboratively with Kevin as we transition from long-time Village Engineer, Mike Maloney.
- The proposed budget also includes a small increase in Street Maintenance due to a 4.1% increase in salt pricing through the State contract.
- Another small increase is proposed in the Sidewalk line in order to continue our good progress.
- Similar to the Sustainability Initiatives, there is an increase in the "Beautification" line. There has been interest from the Board in pursuing various small projects to make our streets and sidewalks more appealing and these funds could be used for any specific project ideas that may be proposed.
- There are increases requested in the "Refuse" and "Landfill" lines as well; these are there to ensure that we have money to continue to manage our brush and compost. It is getting significantly more expensive annually to grind and dispose of our brush pile.
- Also, note there is only one Stormwater Intern position, and the Seasonal positions have been removed from the budget proposal.

ITEMS OF NOTE NOT IN THE BUDGET

For the first time since I've been with the Village, I am not formally requesting a staff addition. That said, I still want to make clear that our extremely efficient staff is going to need additions soon if our residents are to expect the same level of service, particularly given the growth that has occurred and is on the horizon. Our staffing levels also need to be considered whenever there is pressure to consider additional service provision (e.g. leaf collection). While we need staff

additions, contracting of services is a tool that should be used as well. Last year I proposed contracting brush collection, and I intend to bring that proposal back in more certain times in the future.

Included in the packet are memos and reports (un-updated) from last year on our staffing level and brush collection privatization.

BOARD PRIORITIES

While this budget proposal is virtually no increase, there are opportunities to align with some of the stated Board priorities. Depending on specific direction and projects, we can utilize relatively small amounts to encourage our residents to go green; whether it's by adding a rain barrel, composting their household waste, or adding a rain garden. We may also use funds from the Water & Sewer Utilities to work on similar projects and educational opportunities that would directly benefit water quality, the environment, and our residents.

The Board is also prioritizing Equity, Inclusivity and Race. I take great pride in the work we do in Public Works because the work we do is done for all residents, business owners, employees and visitors regardless of the color of their skin, where they were born, or how much money they make. We plow every street, fix every sidewalk and fill every pothole for everyone.

The Board also prioritizes fiscal responsibility. I contend that our Department is the embodiment of fiscally conservative, responsible, efficient service provision.

DEPARTMENT HEAD RECOMMENDATION

I recommend that this Committee approve the budget as presented.

	WDSC 2018 Pop. Est.	Total FT PW/Util staff	Public Works/Streets	Utilities	Municipal Road Miles	Notes	Staff to resident	Staff to street mi
Monona	7,871	13	Dir PW/Utilities (1) GIS & Proj Mgr (1) Facilities Maint. (1) Operations Supervisor (1) PW Crew (2) Mech (1) Crew(PW & Util) (1) Locator/ROW Permit (1)	Util Foreman (1) Operators (2) Crew (PW & Util) (1)	33.82	Monona offers essentially the same services, but utilize contractors for sewer cleaning/jetting operations and brush collection. They also have (1) GIS Intern, (1)Sustainability Intern, and (3) PT mowers for non-parks property.	605	2.60
McFarland	8,700	13.5 (12)	Director (1) Asst. to Dir. (1) Street Super (1) Parks Super (1) PW Crew (7) Mech (1) Parks & Forestry (1) Meter Reader (.5)		42.43	McFarland structures their organization slightly differently, they have no Parks Director and Rec programs go through the school district; so a more comparable number of 12 employees is used for analysis. They also contract brush collection and sewer cleaning.	725	3.54
Cottage Grove	6,720	7	Director(1) Foreman (1) PW Tech (4) Forester/PW Tech (1)		32.8		960	4.69

ITEM 5b

In 2015 a comprehensive staffing study of 18 comparable communities showed that to reach the comparable average at that time, our staff would have had 12 in Public Works & Utilities. Of that study group, the 5 most comparable communities were identified (based on population, responsibilities, organizational structure and service-level provided) and to meet the average, our staff would have been 9 in 2015. Since that initial study, I have reached out to McFarland and Monona annually to update the numbers, as they are the most comparable in many ways.

Annually I have made the case for a split of the Department and responsibilities into Streets and Utilities divisions and for the crea tion of an additional Foreperson position as well as another Tech/Operator position. In lieu of that request for 2020, I am looking for other opportunities to find efficiencies that will not involve permanent staff addition. The primary request for this budget being the privatization of brush collection. Contracting this work equates to roughly a .5 FTE addition to our staff. While I would still maintain that we are understaffed; this would be a strong step in the right direction.

Given the history of turnover on our Village Board, with new Trustees annually, I do want to continue to stress that our Department will need to grow in the very near future, there are only so many efficiencies that can be found. While I've grown to take great pride in leading such an effective and efficient group, the Village continues to grow and our (relatively) young infrastructure, both visible and buried, continues to age and in order to manage these assets responsibly we need to maintain an efficient, yet effective and proactive level of personnel.

ITEM 5b

2020 Budget Request

MEMO DATE: September 30, 2019

TO: Finance & Personnel Committee
CC: Matt Giese

FROM: JJ Larson – Director of Public Works/Utilities

RE: Contracting of Brush Collection

OVERVIEW/BACKGROUND

As the Public Works Committee, Utility Commission and Village Board have been made aware, we run an extremely lean Department when compared to similarly sized communities offering the same level of resident service. Although a very strong case still exists that we need to increase the size of our full-time staff, in lieu of that request this year I am seeking opportunities to leverage the private sector to ease some of the workload.

Brush collection has been offered to Village residents for years and is a service they have come to expect. We offer collection of brush once per month from April – November and we also pick up trees after the Christmas holiday. This is the most time consuming and inefficient service our Department provides, and I have been looking at options for the last few years. I have reached out to other municipalities and found that many have had great success in utilizing private contractors for this service (in particular Monona and McFarland).

Additionally, in speaking with our representative Senior Loss Control Consultant from United Heartland, brush collection comes up as a consistent topic as an easy way the Village could remove risk. The only reported injuries in our Department – dating back before I began in 2015 – are all the result of brush collection (from stings and sprains to one requiring major knee surgery).

As you can see in the accompanying breakdown it makes good financial sense to contract this work so our staff can focus on more pressing maintenance and important projects and allow a company, with the economy of scale, to handle this service more efficiently.

I met with representatives from Barnes, Inc. and discussed how they could tailor a proposal to most closely mimic the level of service we provide the residents presently. Barnes will even provide a price quote to residents with brush piles that exceed allowable limits (where we previously told them to make their own arrangements); meaning that this will actually increase the level of service our residents receive. The proposal also offers an optional hourly rate to provide additional collection as a result of storm damage and for Christmas tree collection.

The proposed 3-year contract with Barnes, Inc is for $42,000 in the first year, with 3% increases in the following years. I am requesting that we incorporate all costs related to brush collection (including the grinding and disposal of the pile we collect annually) as well as additional funds for potential storm cleanup.

FINANCIAL IMPACT/FUNDING SOURCE
I am proposing an additional $50,000 in the General Fund to handle brush collection.

DEPARTMENT HEAD RECOMMENDATION
As you can see in the accompanying breakdown, this is an obvious win for the taxpayer. While our staff has continued to do an exceptional job in providing all that's expected of them, at some point the unseen maintenance that gets pushed off will become more serious concerns; privatizing this time-consuming and dangerous collection would free up our staff to address more important work for the long-term health of the Village. I recommend approval of this request and entering into a contract with Barnes, Inc.

COMMITTEE RECOMMENDATION
At the September 4th meeting the Public Works & Properties Committee unanimously approved the proposed operating budget which included additional money to privatize brush collection.

ITEM 5b

Brush is collected every month April - November and twice for Xmas Trees

DESC.	HOURLY RATE	
PW Tech	$	41.10
Foreman	$	47.11
Chipper	$	31.16
1-ton Truck	$	15.20
Loader w/grapple	$	59.64
Skidsteer w/attach	$	39.32
Dump truck	$	52.96

TYPICAL BRUSH COLLECTION		
2 PW Tech (80 hrs)	$	3,288.00
Foreman (20hrs)	$	942.20
Chipper & 1-ton (20hrs)	$	927.20
Loader (10 - 15hrs)	$	596.40
Dump truck (15 - 20hrs)	$	794.40
Skidsteer (5 - 10hrs)	$	196.60

$	**6,744.80**	**PER COLLECTION WEEK**

		8 COLLECTIONS PER YEAR IN
$	**53,958.40**	**STAFF & EQUIPMENT**

This does not include costs for Xmas tree pickup, or any storm damage special pickups

ADDITIONAL COSTS		
Dane County Landfill (wood chip disposal 2018)	$	512.00
Total cost to tub grind pile on "the hill" 2018	$	3,800.00

ITEM 5c

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:
Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:
The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to "opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community." A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change
The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village's practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:
The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:
The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:
Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased constructions costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

Staff Memo

MEMO DATE:	**June 18, 2020**
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	**Village Board Prioritization Process**

BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

Overall List (in no particular order; each item is entered as submitted) (/ / / = similar priority or category submitted)

A---Village's Economy/Economic Development: Encourage more business/retail growth, both existing and new (TA) / / / Support local businesses in recovering from COVID-19 pandemic (SV) / / / Encourage Business and Retail Growth: Pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents, enhancing the character of our community, provide quality local jobs within Cottage Grove and build our tax base. Pursue streetscape improvements with a beautification budget that will promote residents and visitors to spend more time on our main streets. (HM) / / / Residential growth - as it coincides with commercial and economic growth. We need workers of all incomes. Workers of all incomes in our community will entice different types of businesses to come to our community as we will have a base of workers available to them and they don't have to try to get workers to come to our community from other communities. We need workers of all ages, races, genders. (MR) / / / Support existing businesses and accelerate commercial / retail development to provide citizens with more local options as well as improve our tax base ratio. Support residential development with more diverse options and increase our pace of development. Engage Chamber of Commerce and other key Stakeholders (e.g. Town of Cottage Grove) to market / promote existing businesses. Opportunities to activate TIDs 8, 9, and 10. (JW) / / / Growth and development: hire professional marketing firm and implement an aggressive marketing campaign with goal of seeing Cottage Grove chosen over other surrounding communities. (JL) / / / Business Growth - To provide more amenities that would attract people to Cottage Grove; To help support lowering taxes. (PV)

B---Fiscal responsibility, stabilize and lower Village taxes (TA) / / / Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) / / / Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

C---Invest in our future with increased street maintenance (TA)

D---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) / / / Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

E---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) / / / Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) / / / Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) / / / Construction of a library. (JL)

F---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) / / / Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) / / / Affordable housing – the housing task force will help determine our community's understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) / / / Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) / / / Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)

G---Parks and Recreation/Amenities: Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) / / / Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6th Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

H---Get ordinances updated to be accurate and current (SV)

I---Equity, Inclusivity and Race: Establish an Ad Hoc Committee that works to organize community conversations, perhaps some are facilitated by professionals, on racial biases that exist within the community, and how we can address them. Invite other community stakeholders and organizations to participate/collaborate/partner.(HM) / / / Engagement and communication - Diversity and inclusion education for our community and facilitate a forum, training for board, staff, police and community. (MR) / / / Look for opportunities to promote and increase our community's diversity and inclusion. (JW) / / / Diversity and inclusion -To develop a long term plan that would promote diversity and inclusion within our community. (PV)

J---Facilities Planning: Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) / / / Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

K---Sustainability and Climate Change: Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) / / / Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the

salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) /// Focus on energy - Continued long term planning on conservation of energy. (PV)

L---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

SUGGESTED NEXT STEPS

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 "points" to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone's points and submit the results in the July 6th meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn't a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vandervelde	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	**26**	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	**20**	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	**19**	7
4	E	Village Library	0	0	4	2	8	3	1	**18**	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	**16**	5
6	F	Housing	0	0	6	2	1	3	2	**14**	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	**9**	3
8	J	Facilities Planning	0	0	0	1	1	1	2	**5**	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	**4**	9
10	H	Update Ordinances	0	0	0	1	0	3	0	**4**	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	**3**	12
12	L	Food Insecurities	0	0	0	0	1	0	1	**2**	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed

NR = Not Ranked (in previous year's list)

Resolution 2020-07

Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution to Condemn and Confront Racism

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15th day of June 2020.

Signed – John Williams, Village President

Signed – Daniel Layber, Police Chief

Signed – Troy Allen, Village Trustee

Signed – Jeffrey Lennberg, Village Trustee

Signed – Heidi Murphy, Village Trustee

Signed – Melissa Ratcliff, Village Trustee

Signed – Sarah Valencia, Village Trustee

Signed – Paul VanderVelde, Village Trustee

Attest: _____

Village Clerk Lisa Kalata

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: September 2020 Report

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

5TH ADDITION TO WESTLAWN ESTATES – Concrete curb and gutter and sidewalk has been completed. Contractor currently needs to finish street paving and restoration.

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

VILAS ROAD BIKE PATH CREEK CROSSING – Project is complete. MSA will review for one year warranty items in 2021.

VILAS ROAD SEWER AND WATER – Construction planned to begin on August 31st.

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

MAIN STREET BIKE PATH PARC GRANT – MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship of Covid 19, they said it was doubtful this will be included in next year's budget. They told me to check in later this summer as they start preparing budgets for next year.

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

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

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

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

PROJECT UPDATE

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

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

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

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

COMMERCE PARK INFILTRATION ANALYSIS – MSA has called in Diggers Hotline for the properties where the soil samples are to be completed and is working with JJ on digging some holes for analysis within the vacant lots.

ITEM 7

Village of Cottage Grove

Department of Public Works

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

September 1st, 2020

Street maintenance planning for 2021

- Pulling together estimate for chip sealing/re-striping Main St. (CTH N).
- Getting this maintenance treatment could take two years of street maintenance budget.

Repaving planning for 2021

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

Sidewalk maintenance

- Working on plan for next spring; local contractor agreed to hold his price for form/pour/finish.
- Nearing one time through the Village – I plan to re-evaluate the sidewalk plan and see if it needs modification in the coming months; if there's anything I will bring it to this Committee.

Camera at Public Works Shop

- Contractor scheduled to move the camera on Sept. 8.

Stormwater Intern

- Position proved incredibly valuable
- Inspections (ponds/outfalls/structures/illicit discharge), identified maintenance issues
- Conducted erosion control inspections
- Created outreach and education materials
- Position is planned in presented operating budget again for '21.

Stormwater/ditch work

- Staff made progress on a stormwater bank restoration/reinforcement
- Also completed a ditch cleaning & regrading project

Street patching underway

- Staff has been working on saw-cutting and repaving sections throughout the Village.

Additional concrete work planned

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

ITEM 8

VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE MEETING MINUTES OF AUGUST 4, 2020

1. **Call to Order.** The meeting was called to order at 6:01 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, Scott Schuerman and John Williams (chair). Also present were Public Works Director JJ Larson, Village Engineer Kevin Lord of MSA, Eric Thompson of MSA and two members of the public.

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 and consider recommendation on Clark Street and Grove Street reconstruction.**
   Larson recapped that two Clark St. projects have been in the planning stages for years; the bike path, with TAP grant funding and the Clark St. west reconstruction have both been factored into the Village's Financial Management Plan for years. Over the past year, there has been interest and discussion in adding Grove Street improvements to the overall project as well. Lord began the discussion by showing the plan adding parking along Grove and Clark streets as a part of the street reconstruction but explained that adding that impervious area would require stormwater management. Thompson then explained some options to the Committee. First, explaining that stormwater from Grove St. could be moved east and into the existing system there, but that this would have to be investigated further and could potentially create flooding concerns if the piping downstream wasn't sized for the additional loading. He then outlined the other option to the west that has the potential to treat & control water from both Clark St. and Grove St. by adding pipe from Grove, west through Clark St. and into a proposed regional pond that would be installed on the west side of Vilas Rd. in the proposed Parkside Ridge development. Thompson also outlined the possibility of taking water from Grove St. southwest to the infiltration basin existing there, but referred to the issues that have come up in the past with water heading this way and the issues it has created with downstream property owners; given that, this option is not recommended. Hackel asked about the possibility of taking the opportunity to enlarge that pond at this time. Thompson explained that it could, but that it may not address all the issues, or may require a really large pond to do so. Thompson explained that the pond would benefit the developer as well as allow the Village to handle the additional stormwater from Clark and Grove; as they would also utilize the pond to treat their stormwater from their developed lots in the future.
   Williams asked Thompson, in his professional opinion, with cost as a separate factor, if the option with a pond installed west of Vilas with stormwater pipe installed from Grove St and all along Clark St. to the west was the best option. Thompson confirmed, but added that he would also recommend a small, dry pond addition next to Grove St. in order to provide some treatment and allow for smaller pipe the rest of the way.
   Lord and Larson explained that they are looking for a recommendation as to what to provide to Ehlers for the Financial Management Plan. Williams stated that this committee has talked about not tearing this area up more than once. Given that the park has added the shelter and splash pad and we'll be adding the bike path, this area will be increasingly visible and visited. Larson showed the breakdown of the different phases that could be split out if the Committee or Board opted to phase the projects.
   Larson explained that he was looking for direction from the Committee on what to present for the Financial Management Plan numbers and ultimate Village Board consideration; the entirety of the project or split it into separate parts over a number of years.

Motion by Hackel, seconded by Kieck, to recommend entire project to the Board, but show it in phasing costs for the Board's consideration in the Financial Management Plan for completion in 2021. Motion carried with a unanimous voice vote of 5-0-0.

b. **Update on Glacial Drumlin Bike Path project.**
Not much new to update at this time.

c. **Update on the Buss Road/CTH BB project.**
Larson explained that there is a lot up in the air on this project currently. There are a number of factors to consider; responsibility for costs and timing between all the different parties. Lord agreed and stated that he and Village staff were continuing to work on scope and timing of the various phases of the project.

5. **New Business**

a. **Discuss and consider recommendation on projects in the Financial Management Plan.**
Larson showed the proposed plan and the years the projects are planned for construction and gave a brief description of each. Eberhardt asked about West Oak St. and the potential for bringing that wide road in to help calm traffic. Hackel mentioned that there are other options that could be utilized that wouldn't be as costly at moving the entire curb and gutter. Lord showed some examples of striping and bump outs at the intersections that may be more cost-effective measures as well. Motion by Hackel, seconded by Eberhardt, to continue to show the projects as presented in the Financial Management Plan. Motion carried with a unanimous voice vote of 5-0-0.

6. **Engineers Report**

Buss Road/Cottage Grove Road Intersection Plan
MSA is working on the plan development for the site, including a concept for the complete improvements of Buss Road, in order to plan for overall stormwater and right-of-way needs. Future discussions will occur with respect to pedestrian crossings and site improvements within the corridor. The design is to be completed during the fall/winter of 2020 for 2021 construction.

5th Addition to Westlawn Estates
Concrete curb and gutter and sidewalk have mainly been completed. The Contractor is currently working on curb ramps and then will finish with street paving and restoration.

Cottage Grove Commons
Miscellaneous concrete and restoration work is being completed to obtain occupancy for a portion of the site. MSA obtained the field GIS information to update the Village utility mapping.

Vilas Road Bike Path Creek Crossing
Project is progressing. Pavement is completed and restoration ongoing.

Vilas Road Sewer and Water
Preconstruction meeting planned for July 30th where the schedule will be discussed.

Glacial Drumlin Path/Clark Street
MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WISDOT timeline. MSA has been preparing for the Public Informational Meeting on July 30th with recommendations on the route from the Bike/Ped Committee. Plans and exhibits will be created for the PIM meeting which will be online. MSA has looked at crossing alternatives for the crossing of CTH N and has a recommendation from the Bike/Ped Committee. MSA is working to internally schedule the required test pits for stormwater evaluation of the site. Stormwater is being considered for the project with potential of public improvements. Utility estimates (overhead power) have yet to be received and may be included with the project and will be discussed with Public Works.

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

Quarry Ridge Estates
MSA has been working on the necessary sidewalk pours with the Contractor.

Construction Standards
MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with Public Works along with some finalizing questions specific to the Village

North Side Business Park
MSA has been working with the Village on the USA amendment on the north side of the interstate. Upon completion of a developer's agreement, design requests may be necessary for utility extensions and roadway improvements along the County roads. A portion of the area is included in the MMSD Annexation area.

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

Erosion Control Checks
MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons and the Storage Buildings.

Financial Management Plan
MSA has been working with JJ Larson to verify some potential costs of roadways in the 5-year capital plan to start preparing budgetary numbers. MSA to review CTH N urbanization from Oak Street to Limestone Pass, West Ridge Road, and Oak Street traffic control.

Widen-Olsen Development
MSA discussed the desires of the Developer with Village staff and will assist in determining the development needs for the utilities and roadways along Vilas Road to access the property.

Development Reviews
MSA has been reviewing the development submittals for new development. Current review sites include the Comfort Suites Hotel on Landmark Drive, Atwell Hotel on CTH TT, and the 1855 Saloon and Grill Patio expansion.

Commerce Park Infiltration Analysis
MSA has called Digger's Hotline for the properties where the soil samples are to be completed.

7. **Directors Report**

Vilas Road Creek Crossing
Project complete, aside from a few cleanup items.

Street Maintenance for 2020
All street work completed for the year. The only remaining work is crack filling on bike paths.

Sidewalk Maintenance
Work completed for the year and invoices sent out. Larson plans to have work prepared for an early spring start next year.

Camera at Public Works Shop
Contractor will be coming back to move the camera for us (time & material cost); two attempts to get license plates were out of focus.

Stormwater Intern position
Intern coordinated artists to develop/paint mural around a storm inlet.

8. **Approve the minutes of the July 7, 2020 Public Works & Properties Committee meeting.**
   Motion by Hackel, seconded by Schuerman, to approve the July 7, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

9. **Set tentative date for next meeting.**
   The next virtual Zoom meeting is tentatively scheduled for Tuesday, September 1, 2020 at 6:00 pm.

10. **Future Agenda Items**
    - Operating budget
    - Update on Glacial Drumlin Bike Path project.
    - Update on the Buss Rd/CTH BB project.
    - Update on Clark Street project.

11. **Adjournment**
    Motion by Hackel, seconded by Eberhardt, to adjourn at 7:07 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by JJ Larson, Director of Public Works. Approved on:

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